



**Minutes**  
**Business Meeting – 2:30 PM**  
**Village Hall**  
**January 25, 2016**

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**Approved: Action Item Numbers 1-7, 9, 10 and table items 8 & 11.**

**Approved: Award Johnson Controls bid numbered 2015-0063**

**Approved: Waive building permit late fee of 5 Longacre Ct.**

**Approved: Warrants as presented**

**Approved: Adjourn the meeting**

**Mayor Garant called the meeting to order at 2:30 PM.**

**ATTENDANCE:**

**Mayor Garant, Trustees, D'Abramo, LaPointe, Village Treasurer Smollett, Village Administrator/Clerk Juliano**

**Excused: Village Attorney Egan, Trustees, Miller & Loucks**

**Business Meeting:**

**Appointments:**

Johnson Controls regarding RFQ

Brian McCaffrey regarding Storm Water Management education.

**Action Items:**

1. Approve the Minutes of January 4, 2016.
2. Approve the proposal from Envirosience Consultants, Inc. for Phase I Environmental Assessment and Pre-demolition Asbestos Inspection for 303 Barnum Avenue, amount not to exceed \$3,500.00, to be paid from Parking Funds.
3. Approve the proposal of Roger Corcella for Part I Children's Rocket Ship Park amount not to exceed \$5,000.00, paid from Rocket Ship Park capital account.
4. Approve the proposal of Roger Corcella for Part II Children's Rocket Ship Park amount not to exceed \$7,500.00, paid from Rocket Ship Park capital account.
5. Approve the request of the CCMAC for, "Village Business Memberships be restricted to a maximum of 2 members consisting of the following: LANDLORDS, BUSINESS OWNERS, ALL MANAGERS, AND/OR ONE (1) FULL TIME EMPLOYEE." Per business proposal from Stan Loucks.
6. Approve Champs Audio Video Service, to provide consultation services to assess security camera needs and replace the CCTV system with HD recorder & equipment, convert 15 camera's to HD at a cost of \$7,954.71 at the Village Center, and \$8,554.71 at DPW.
7. Approve Champs Audio Video Service, to provide consultation services and supply, and install 6 PTZ cameras, recorders, and integrate existing cameras, also supply and install monitors and equipment for the Code Enforcement office for a price not to exceed \$40,000.00 for estimates #3868 & #3869 dated 1/24/16 from Managed Parking Funds (purchase of equipment subject to bid and/ or purchase from NYS contract).
8. Approve the request of Renee Lemmerman-Swords to accept Anthem Electric (low bidder) to fix 26 light fixtures at Jeanne Garant Harbor front Park at a cost of \$9,100.00 #7145-0420.
9. Approve the request of Dave Smollett to attend GFOA Conference on April 6 – 8, at a fee of \$195 plus lodging.
10. Approve the following resolutions regarding easements:
  - a. RESOLVED, that the Mayor is hereby authorized to executed any and all documents necessary to grant a sanitary easements in favor of Mamos LLC, owner of the building located at 201 Main Street, and Smoke Shack Blues BBQ LLC, owner of the building located at 138 Main Street, to allow for the maintenance of grease traps located in the parking lot adjacent to each location.
  - b. RESOLVED, that the Mayor is hereby authorized to execute any and all documents necessary to transfer title of eight (8) parking spaces located in the Trader Cove Parking lot to the Town of Brookhaven pursuant to an Intermunicipal Agreement in exchange for thirty (30) parking spaces in the Marina Parking lot, it is FURTHER RESOLVED that the Mayor is authorized to execute any all documents necessary to grant the Village an easement to access and maintain the eight (8) parking spaces in the Trader Cover Parking lot and include same in the Village's managed parking program.
11. Approve the following room rental policy at the Port Jefferson Village Recreation Center:

**Room Rental Policy for Village Not For Profits**

**Purpose:** To provide room rentals at the Village Center/HarborFront Park for Village Not-For-Profit events

**Policy:** Village Not-For-Profit room rentals at the Village Center shall be charged a custodial fee of \$150 for up to five (5) hours for the use of one room. Use of multiple rooms will be charged a custodial fee of \$200. These fees shall include the heat/air conditioning, employee set up, break down and cleanup for rooms reserved Monday through Thursday.

The policy for any program that impacts the entire building will be charged a fee of \$2000 a day. Events that take place in Harborfront Park, but also impact the use of the Village Center, will be charged a fee of \$2000 a day. Multiple day events are

\$2000 for the first day and \$1500 for the 2<sup>nd</sup> day. Rentals will require a \$500 security deposit; half of the fee and security deposit must be paid up front and the balance to be paid within ten (10) days post event.

These rates do not include the cost of additional Code Officers to provide event security. If your event will involve large numbers of attendees, Code may be required to control access to the limited parking at the Village Center and for pedestrian crossing. If you anticipate the need for additional Code Officers, they will be provided at cost. Please make arrangements with the Village Clerk well in advance of the event. The Not-For-Profit must also rent a dumpster and port sans (4) for each event that utilizes the Harborfront Park and Village Center. Events using the Village Center ONLY need to order a dumpster.

These rates have been adjusted downward from the rates charged to For Profit groups and reflect the Village's desire to assist groups who provide a public benefit on a not for profit basis. In order to assure fairness to all Not-For-Profit groups, these reduced rates are firm, reflecting our actual costs. No further downward adjustments will be considered by the Board of Trustees

Anyone who has been approved for a 2016 event will be grandfathered in this year and these rates will apply for anyone not approved for 2016 or going forward after the current year.

- **Motion by Mayor Garant second Trustee LaPointe, to approve Action Items 1-79, 10 and table items 8 & 11.**
- **Motion by Trustee D'Abramo second Mayor Garant, to award Johnson Controls bid numbered 2015-0063 per the RFP dated November 12, 2015.  
Motion passed 3/0**
- **Motion by Mayor Garant second Trustee LaPointe, to waive the building permit late fee of \$500.00 to Mr. & Mrs. Randall of 5 Longacre Ct. Port Jefferson.  
Motion passed 3/0**

**Treasurer Smollett & Warrants**

<b>FUND</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>CHECK</b>
<b>General 1<sup>st</sup> Utilities</b>	<b>\$ 27,798.35</b>	<b>1/14/16</b>	<b>028757-028767</b>
<b>General 2<sup>nd</sup></b>	<b>\$ 143,499.90</b>	<b>1/25/16</b>	<b>028768-028821</b>
<b>General 3<sup>rd</sup></b>	<b>\$ 12,956.72</b>	<b>1/25/16</b>	<b>028822-028840</b>
<b>PJCC Utilities</b>	<b>\$ 9,171.42</b>	<b>1/14/16</b>	<b>008124-008127</b>
<b>PJCC 2<sup>ND</sup></b>	<b>\$ 6,367.55</b>	<b>1/25/16</b>	<b>008128-008154</b>
<b>Trust (T)</b>	<b>\$ 19,415.50</b>	<b>1/25/16</b>	<b>02326-002333</b>
<b>Capital (H) – Direct Pay</b>	<b>\$ 20,000.00</b>	<b>1/11/16</b>	<b>1610-1611</b>
<b>Capital</b>	<b>\$ 8,717.25</b>	<b>1/25/16</b>	<b>1612-1615</b>

- **Motion by Mayor Garant, second by Trustee LaPointe, to approve the warrants as presented by Treasurer Smollett and approval by Claims Auditor Britt.  
Motion passed 3/0**

**Adjourn**

- **Motion by Mayor Garant second by Trustee D'Abramo, to adjourn the meeting at 5:10pm.  
Motion passed 3/0**

*Respectfully Submitted*

*Robert J. Juliano  
Village Administrator/ Clerk  
January 27, 2016*