



Minutes
Business Meeting– 6:00 PM - Public Forum – 7:00 PM
Village Hall
July 9, 2018

Mayor Garant called the meeting to order at 6:00PM.

ATTENDANCE:

Mayor Garant, Trustees D'Abramo, Loucks, LaPointe, Miller
Village Attorney Egan, Village Treasurer Mordente, Village Administrator/Clerk Juliano,
Village Deputy Clerk Sakovich, Assistant to the Village Administrator Carmody excused

I. Business Meeting:

Action Items:

1. Approve the appointments of the Mayor –

Officials of the Village

Deputy Village Clerk	Barbara Sakovich
Deputy Village Treasurer	Michelle Ferrante
Village Assessor:	Paul D'Amato
Secretary to Planning/ Zoning Board:	Cindy Suarez
Assistant to the Mayor	Barbara Sakovich
Village Budget Officer:	Mayor Garant
Receiver of Taxes:	Robert Juliano
Official Newspaper:	<i>Port Times Record</i>
Village Board Public Forum Meetings:	1st Monday of each month
Auditors:	Cullen & Danowski, LLP

Mileage reimbursement - Effective July 1, 2017, \$0.545 per mile (IRS standard rate as of January 2018) for employees using personal vehicles for Village related activities.

Meal reimbursement –

Meal reimbursement for Village Employees and Members of Boards Traveling for Village Business/ Conferences/ Training Classes shall be reimbursed as follows;

When the meal is not included with the Conference/ Training/ Meeting cost reimbursement will be made with the submission of the proper receipt(s) in the following manner:

- Total cost of all meals not to exceed \$60.00 per day. The cost of alcoholic beverages are not a reimbursable expense.

Special Meeting Notice Regulation If needed, the Mayor shall call a special meeting of the Board of Trustees of the Village of Port Jefferson. Upon such determination, the Village Clerk in accordance with Public Officers Law §104 is directed to attempt to contact and notify, by all possible means, all members of the Village Board as well as the Village Official Newspaper of the date, time and location of any special meeting. Special meeting notice shall also be conspicuously posted.

Executive Session Policy

Executive sessions will be held in accordance with Public Officers Law §105.

All executive sessions will be commenced in a public meeting.

At a duly commenced executive session, all discussion and any position taken by a Board member that relates to those subjects enumerated in Public Officers Law §105 shall remain confidential unless any action is taken by formal vote at the session. A majority of the board may vote to authorize the release of any confidential information or discussion.

Minutes must be taken at executive session of any action that is taken by formal vote while in executive session, and must consist of a record of the final determination of that action, and the date and vote thereon.

Audio or video Recording is not permitted during executive sessions. All notes taken are to remain confidential.

Attendance of schools and conferences Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. The following resolution must be adopted:

“WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) Suffolk County Village Officials Meetings, e) Long Island Village Clerks and Treasurers Association Meetings; e) Government Finance Officers Association, f) NY Planning Association g) etc.; and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools: Mayor, Trustees, Clerk, Deputy Clerk, Treasurer, and Deputy Treasurer, Assistant Village Attorney (all other officers/employees and members of Village Committees and Boards must request and obtain permission from the Village Board of Trustees before attendance)

Section 2. That this resolution is effective immediately.”

Designation of Official Depositories: Pursuant to Village Law § 4-412(3)(2), the board of trustees must designate, by resolution, banks in which the treasurer, court clerk, clerk and others who are designated and appointed as village receivers may deposit village moneys received by them.

“**WHEREAS** the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, court clerk, clerk and receiver of taxes. **Citibank, Capital One Bank, Valley National Bank, , Chase Bank, NYCLASS, Empire Bank, TD/Commerce Bank, BNB, Peoples United Bank**

Section 2. That this resolution is effective immediately.”

Next Village Organizational Meeting is scheduled for Monday, July 1, 2019.

Action Items:

1. Approve the Minutes of June 18, 2018.
2. Approve the Following Hires:
 - a. Per the request of Steve Gallagher, hire Nicholas Strasheim as F/T Laborer at \$30,575.00, effective June 21, 2018.
 - b. Per the request of Brian Macmillan, hire James Caruana as seasonal Laborer at \$12.00p/hr, effective June 26, 2018.
 - c. Per the request of Renee Lemmerman hire the following Lifeguards effective June 26, 2018 – September 3, 2018 (all are Port Jefferson Residents)

Amelia Zamek –	\$11.50/hour	(1 st Year Lifeguard)
Julia Napoli -	\$11.50/ hour	(1 st Year Lifeguard)
Krya Sommerstad	\$11.50/ hour	(1 st Year Lifeguard)
Chris Lepore	\$11.50/hour	(1 st Year Lifeguard)
Michael Smith	\$12.50/ hour	(Returning Lifeguard)
Samuel Walker	\$12.50/ hour	(Returning Lifeguard)
 - d. Per the request of Renee Lemmerman hire the following Summer Camp Counselors

Joey Evangelista	\$11.00/ hour	(Port Jefferson Resident new counselor)
Aiden Giglio	\$12.00/ hour	(Non-Resident Returning counselor)
3. Approve continued contracting with Nicole Christian for HB Solutions LLC for grant writing services July 1, 2018 through December 31, 2018 at \$125/hr. not to exceed 20 hours per month.
4. Approve Land Designs revised proposal dated June 21, 2018 for project coordination for 2018 program oversight, management and coordination of Master Development Plan at \$2,350.00 per month through not to exceed \$18,800.00
5. Approve the request of Trustee D’Abramo for St. Charles Hospital to host “Kite Day” for raising stroke awareness at Harborfront Park on Tuesday, August 21st with a rain date of August 28th noon until 2pm.
6. Approve the request of Trustee Loucks to give annual stipend of \$2,000.00 to Patrick Sullivan to provide irrigation repair service to the PJCC Tennis including opening and closing the system for the season.
7. Approve the 2019 PJCC Golf and Tennis Rates as proposed.
8. Approve the request of Clerk Juliano to amend the minutes of May 7, 2018 and add election Worker Patrice Picciotta who worked at the June 19th Village Election at \$11.00/hour. Her name was inadvertently left off the submitted list.
9. Approve the request of Coastal Steward to perform a beach dive at Centennial Park Beach 8:30 am - 2:30 pm on August 12, 2018.
10. Approve setting a Public Hearing Date of Monday, August 6, 2018 to hear the Special Use Application for a Bed & Breakfast at 651 High Street and Outdoor Dining at Oceans 88.
11. Approve the request of Treasurer Mordente to approve the Year end Budget adjustments as presented.
12. Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:

FUND	AMOUNT	DATE	CHECK
General 17-18	\$ 1,000.00	06/21/18	032873-032874
General 17-18	\$ 11,041.74	06/26/18	ACH
General 18-19	\$ 9,780.36	06/26/18	ACH
General 18-19	\$ 20,000.00	07/03/18	032875-032876
General 17-18	\$ 27,502.11	07/09/18	032877-032894
General 18-19	\$ 38,779.17	07/09/18	032895-032931
General 18-19	\$ 71,320.89	07/09/18	032932-032996
PJCC 18-19	\$ 6,244.71	06/29/18	ACH
PJCC 18-19	\$ 27,013.91	07/09/18	021338-023163
PJCC 18-19	\$ 6,406.57	07/09/18	021364-021365
Trust 18-19	\$ 10,221.56	07/09/18	002798-002805
Capital 18-19	\$ 441,126.46	07/09/18	1953-1957

13. Approve to amend the Budget Transfer Policy as presented by Treasure Denise Mordente.
14. Approve the token discount policy as follows:
 - Under 100. No discount; 100 to 499, 20 percent , no change; 500 and above, 30 percent.

Motion by Trustee LaPointe second Mayor Garant, to approve Action Items 1-14.
Motion passed 5/0

II. BOARD REPORTS

III. Public Forum -

- Motion by Mayor Garant, second by Trustee Miller, to close the public portion of the meeting at 8:10PM.
Motion passed 5/0

IV. Executive Session

- Motion by Mayor Garant, second by Trustee LaPointe to go into executive session at 8:15PM to discuss personnel, contractual negotiation issues.
Motion passed 5/0
- Motion by Trustee LaPointe second by Mayor Garant to come out of executive session at 9:05PM.
Motion passed 5/0

V. Adjourn

- Motion by Trustee LaPointe, second by Mayor Garant, to adjourn the meeting at 9:06PM.
Motion passed 5/0

Respectfully Submitted

*Robert J. Juliano
Village Clerk*