



Minutes
Business Meeting/ Reorganization Meeting
Village Hall
July 15, 2019 – 3:30 PM

Approved: Mayors Appointments

Approved: Action Items 1 -11

Approved : Go into Executive Session at 4:47 p.m.

Approved: Come out of Executive Session at 5:25 p.m.

Approved: Add \$6,000 IT Administrator budget line to Kevin Wood Salary based on Civil Service Duty Statement approval dated 5/24/19

Approved: Adjourn the meeting at 5:35 p.m.

Mayor Garant called the meeting to order at 3:30PM.

ATTENDANCE:

Mayor Garant, Trustees D'Abramo, Loucks, Miller, Snaden, Village Attorney Bianco, Acting Village Clerk Sakovich, Village Deputy Clerk Sakovich, Village Deputy Treasurer Ferrante

I. Business Meeting:

Reorganization Meeting

MAYORAL APPOINTMENTS

Organizational Meeting

Deputy Mayor:
Commissioner of Finance
Commissioner of Public Works:
Commissioner of Public Safety (Code & Court)
Commissioner of Buildings:
Public Safety Advisory Committee Liaison:
Planning Board Liaison:
Zoning Board Liaison:
Architectural Review Committee Liaison:
Administration and Employee Liaison:
Recreation Advisory Council Liaison:
Parks Advisory Council Liaison:
PJ Harbor Arts & Education Conservancy:
Port Jefferson Harbor Commissioner:
PJCC Management Advisory Council Liaison:
Village Board Member to B.I.D.:
Conservation Advisory Committee Liaison:
Parking Liaison:

Appointments

Trustee Loucks
Mayor Garant
Mayor Garant
Trustee Sanden
Trustee D'Abramo
Trustee Sanden
Trustee D'Abramo
Trustee D'Abramo
Trustee Miller
Trustee Loucks
Trustee Loucks
Trustee Miller
Trustee Loucks
Harry Faulknor
Trustee Loucks
Trustee Snaden
Trustee Miller
Trustee Snaden

Officials of the Village

| | |
|--|--------------------------|
| Village Clerk/Administrator | |
| Deputy Village Clerk | Barbara Sakovich |
| Village Treasurer | Denise Mordente |
| Deputy Village Treasurer | Michelle Ferrante |
| Village Attorney: | Brian Egan |
| Village Prosecutor | Dara Orlando-Martin |
| Asst Village Attorney/Director of Bldg. & Planning | Alison LaPointe |
| Village Budget Officer: | Mayor Garant |
| Receiver of Taxes | |
| Village Assessor: | Paul D'Amato |
| Registrar: | Marissa Lebron |
| Sub Registrar | |
| Chief Supervisor of Code Enforcement: | Fred Luete |
| Secretary to Planning/ Zoning Board: | Cindy Suarez |
| Assistant to the Mayor | Barbara Sakovich |
| 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, 2019, \$0.58 per mile (IRS standard rate as of January 2019) 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, Chase Bank, NYCLASS, Empire Bank, TD Bank, BNB, Peoples United Bank**

Section 2. That this resolution is effective immediately.”

Next Village Organizational Meeting is scheduled for Monday, July 6, 2020.

Action Items:

1. Approve the Minutes of July 1, 2019.
2. Approve the following personnel changes:
 - a. Recreation Supervisor Renee Lemmerman is recommending the hiring of:
Smith, Michael (Port Jefferson) Lifeguard June 22-Sept. 2nd at East/West Beach \$13 per hour. (Re-hire)
Bonomo, Juliana (Port Jefferson) camp counselor for PJ Summer Camp from 7/1-8/16 at \$13 per hour.
Williams, Taylor (Port Jefferson) Lifeguard \$13 per hour. (Re-hire) SUB
Ward, Kendall (Port Jefferson) Lifeguard \$13 per hour (Re-hire)
Jonathan Moshe (Port Jefferson), promote to Head Lifeguard \$13.50 per hour.
Kylie Melzer (Port Jefferson) Lifeguard from 6/22-9/3 at East/West Beach @ \$12 per hour
 - b. Village Justices Reilly and Higgins are recommending the hiring of Elizabeth Kidney and Dana Micelli as Court Clerks at an annual salary of \$30,800.00 effective July 29, 2019
 - c. Village Clerk Robert Juliano is requesting approval of the hiring of additional election workers for June 18, 2019 Village Election at \$12.00/ hour each. Bunny Daly, Bunny Krazz, Tara Penske
 - d. Kelly Reilly is recommending the increase of salary of Fill-in Jitney Driver Michael Ingram who did not receive his new salary of \$18.00 effective May 1, 2019.
3. Approve the additional fee of \$3,500.00 for Roger Corcella for the month of June 2019 for additional work at East Beach

- 4. Approve the attendance of Kevin Wood at the NYS Parking and Transportation Meeting in Saratoga August 7 & 8. All travel expenses shall be in accordance with Village Travel Policy
- 5. Accept the resignation of DPW Laborer Davis Rodrigues effective July 26, 2019 with regret.
- 6. Approve setting a Public Hearing Date of August 5, 2019 to consider amending section-
 - a. 245-67 of the Village Code to remove the exception to the permit parking requirement for the Parking Lot at the PJCC adjacent to the tennis court
 - b. 25-2 of the Village Code to change the composition of the number of members of the PJCC Management Advisory Committee.
- 7. Approve the new appointments to the CCMAC - Charmaine Famularo, Don Mackenzie, Jill Wagner
- 8. Approve the following resolution

Village of Port Jefferson – Authorizing Resolution
New York State Consolidated Funding Application
Funding Request for Local Waterfront Revitalization Plan Update
With Associated Capital Improvements
July 15, 2019

RESOLVED: the Village of Port Jefferson is always desirous to improve the economy and quality of life within the Village of Port Jefferson and WHEREAS, the Incorporated Village of Port Jefferson, is hereby authorized and directed to file an application for funds from: New York State Local Waterfront Revitalization Program and New York State Empire State Development and any other appropriate state agencies, in an amount not to exceed **\$1,000,000**.

And upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the Incorporated Village of Port Jefferson and if appropriate, a conservation easement/preservation covenant to the deed of the assisted property for improvements in and to the local waterfront revitalization project area/boundaries.

The Village seeks to complete and submit grant applications for funding for activities including but not limited to: (a) LWRP Update, (b) installation of flood mitigation and storm surge infrastructure, (c) daylighting Mill Creek. This project supports, rather than adversely affects, our natural resources by advancing environmental resource protection and sustainability. This project will be located on Village land. All SEQR requirements and permits have been or will be complete by the Village before the project commences.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Port Jefferson hereby states its support of the *Village of Port Jefferson Update of Local Waterfront Revitalization Plan (LWRP) – Promoting Climate Resilience*; and be it further RESOLVED, that the Port Jefferson Village Board authorizes the Mayor and/or Deputy to sign any and all necessary documents, including but not limited to the required easement/lease documents and an inter-municipal agreement, subject to review and approval of the Village Attorney, to participate in the above referenced program.

9. Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:

| FUND | AMOUNT | DATE | CHECK |
|-----------------------|---------------|----------|---------------|
| General | \$ 23,440.67 | 07/10/19 | ACH |
| General 18/19 | \$ 5,874.42 | 07/15/19 | 034579-034583 |
| General 19/20 | \$ 339,358.41 | 07/15/19 | 034584-034642 |
| General 19/20 | \$ 18,355.07 | 07/15/19 | 034643-034673 |
| PJCC | \$ 6,846.97 | 07/01/19 | ACH |
| PJCC 18/19 | \$ 6,887.70 | 07/15/19 | 021969-021970 |
| PJCC 19/20 | \$ 33,316.75 | 07/15/19 | 021971-021997 |
| Trust | \$ 5,381.55 | 07/15/19 | 002987-002992 |
| Capital | \$ 92,614.57 | 07/15/19 | 2113-2120 |
| Community Development | \$ 5,460.00 | 07/15/19 | 581-582 |

- 10. Approve adopting the binding insurance coverage from Salerno Brokerage Corp in the amount of \$300,075.83
- 11. Approve Pryamid Contracting Service for repair of Waterview roof not to exceed \$5,000 including materials/hours at the cost of \$50.00/hour – from the Catering Building Capital account
- Motion by Bruce D’Abramo, second by Mayor Margot Garant to approve the Mayors appointments. Motion passed 5/0
- Motion by Mayor Margot Garant, second Bruce D’Abramo , to approve Action Items 1-11. Motion passed 5/0
- Motion by Bruce D’Abramo, second by Stan Loucks to Approve the application of Danfords Hotel, Marina and Spa for additional Outdoor Dining of 26 tables subject to Town of Brookhaven Assembly Permit approval. Opposed by Bruce Miller. Motion passed 4/1

II. EXECUTIVE SESSION

- Motion by Mayor Margot Garant, second by Stan Loucks to go into executive session at 4:47 p.m. to discuss personnel items.
- Motion by Mayor Margot Garant, second by Bruce D’Abramo to approve moving the Network Administrator \$6,000 budgeted line item into Kevin Wood’s salary pursuant to Civil Service duty statement approval dated 5/24/19.
- Motion by Mayor Margot Garant, second by Bruce D’Abramo to come out of executive session at 5:25 p.m.

III. ADJOURN

- Motion by Bruce D'Abramo, second by Mayor Margot Garant, to adjourn the meeting at 5:35 p.m.

Respectfully submitted,

*Barbara Sakovich
Acting Village Clerk*