



Minutes
Business Meeting/ Reorganization Virtual Meeting
Village Hall
September 21, 2020 – 3:30 PM

-
- Approved:** Mayor's Appointments
Approved: Action Items 1 – 8
Approved: Motion to approve, as a recommendation from the Parking Committee, a 2-hour parking time limit on West Broadway from Main Street to Barnum Avenue with no parking fee. This is effective immediately until the start of the 2021 managed parking season at which time the first hour would be free and the balance of time at prevailing managed parking rates.
Approved: Adjourn the meeting at 4:23 p.m.

Mayor Garant called the meeting to order at 3:31 PM.

ATTENDANCE:

**Mayor Garant, Trustees Loucks, Miller, Snaden, Kassay,
Village Attorney Egan, Village Administrator Palumbo, Clerk Sakovich, Village Treasurer Mordente,
Village Deputy Treasurer Ferrante - Excused**

I. Business Meeting:

Reorganization Meeting

MAYORAL APPOINTMENTS

<u>Organizational Meeting</u>	<u>Appointments</u>
Deputy Mayor:	Trustee Loucks
Commissioner of Finance	Mayor Garant
Commissioner of Public Works:	Mayor Garant
Commissioner of Public Safety (Code & Court)	Trustee Snaden
Commissioner of Buildings:	Trustee Kassay
Public Safety Advisory Committee Liaison:	Trustee Sanden
Planning Board Liaison:	Trustee Kassay
Zoning Board Liaison:	Trustee Snaden
Architectural Review Committee Liaison:	Trustee Snaden
Administration and Employee Liaison:	Trustee Loucks
Recreation Advisory Council Liaison:	Trustee Loucks
Parks Advisory Council Liaison:	Trustee Miller
PJ Harbor Arts & Education Conservancy:	Trustee Loucks
Port Jefferson Harbor Commissioner:	Harry Faulknor
PJCC Management Advisory Council Liaison:	Trustee Loucks
Village Board Member to B.I.D.:	Trustee Snaden
Conservation Advisory Committee Liaison:	Trustee Kassay
Parking Liaison:	Trustee Snaden

Officials of the Village

Deputy Village Treasurer	Michelle Ferrante
Village Attorney:	Brian Egan
Village Prosecutor	Dara Orlando-Martin
Asst Village Attorney/Director of Bldg. & Planning	Alison LaPointe
Village Building Prosecutor	Richard Harris
Village Budget Officer:	Mayor Garant
Receiver of Taxes:	Joseph Palumbo
Village Assessor:	Paul D'Amato
Registrar:	Marissa Lebron
Deputy Registrar:	Kelly Reilly
Sub Registrar:	Barbara Sakovich

Chief Supervisor of Code Enforcement:	Fred Leute
Secretary to Planning/ Zoning Board:	Cindy Suarez
Official Newspaper:	<i>Port Times Record</i>
Village Board Public Forum Meetings:	1st Monday of each month
Auditors:	Cullen & Danowski, LLP

Mileage reimbursement - Effective September 21, 2020, \$0.57.5 cents per mile (IRS standard rate as of January 2020) 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) 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, Administrator, 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, NYCLASS, Empire Bank, TD Bank, BNB, Peoples United Bank, Flushing Bank**

Section 2. That this resolution is effective immediately.”

Advance Approval of Claims: Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges to be paid in advance of audit. An appropriate resolution authorizing advance payment of claims follows:

Whereas the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and
Whereas all such claims must be presented at the next regular meeting for audit; and
Whereas the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorize payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows

Section 2. That this resolution is effective immediately.

Procurement Policy:

Pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103. The local policy should take into consideration local circumstances and needs and must be adopted to resolution of the board of trustees.

- **Next Village Organizational Meeting is scheduled for Tuesday, July 6, 2021.**
- **Motion by Margot Garant, second by Rebecca Kassay to approve the Mayors appointments. Motion passed 5/0**

Action Items:

1. Approve the Minutes of September 8, 2020.
2. At the request of Administrator Palumbo approve the Workplace Violence Policy and distribute to all employees.
3. At the request of Administrator Palumbo approve DF Stone to perform drainage repairs in the vicinity of Longfellow Lane at a cost of \$68,146. DF Stone is a Town of Brookhaven vetted vendor for drainage work (Contract #20170045).
4. At the request of Barbara Sakovich, approve Carolyn Benson as an election inspector for the September 15, 2020 Village election at a salary of \$13.00 per hour.
5. At the request of the Greater Port Jefferson Chamber of Commerce approve the Autumn Celebrations In Port Jeff event on October 3, 10, 17 and 24, 2020 with rain dates of October 4, 11, 18 and 25th,2020. Permit application received with payment.
6. At the request of Fred Leute, correct the starting salary for Code Enforcement Officer Miguel Genao from \$20.50 to \$18.25.
7. Accept the resignation of Robert Hodum, part time Village Center clerk, with regret.
8. Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:

FUND	AMOUNT	DATE	CHECK
General	\$ 121,285.30	09/21/20	036558-036604
General	\$ 322.94	09/18/20	ACH
PJCC	\$ 39,532.25	09/21/20	022726-022755
Trust	\$ 3,350.00	09/21/20	003163-003167
Capital	\$ 3,619.24	09/21/20	2269-2272

- **Motion by Margot Garant, second by Stan Loucks to approve Action Items 1 – 8.**
- Motion to approve, as a recommendation from the Parking Committee, a 2-hour parking time limit on West Broadway from Main Street to Barnum Avenue with no parking fee. This is effective immediately until the start of the 2021 managed parking season at which time the first hour would be free and the balance of time at prevailing managed parking rates.
Motion by Margot Garant, second by Trustee Kassay. Motion passed 5/0

BOARD REPORTS

Mayor Garant

- Code/SCPD Incidents
- NYPS Update
- Uptown Update

Deputy Mayor Loucks

- Country Club Update
- Recreation Update

Trustee Miller

- MTA Diesel Engines

Trustee Snaden

- Parking - Barnum lot update, times on W. Broadway
- Code - Public Safety update
- Neighborhood watch (with Margot's approval, waiting to hear back)
- Zombie homes update

Trustee Kassay

- CAC/Planning Board
- Environmental Club
- Coastal Steward Beach Cleanups
- Bluff Stabilization
- Recycling Structure Project

Village Attorney Egan

- LIPA Tax Issues

Village Clerk

- Next Meeting – October 5 – 7:00 PM

II. ADJOURN

- Motion by Mayor Garant, second by Kathianne Snaden to adjourn the meeting at 4:23 p.m.

Respectfully submitted,

Barbara Sakovich

Village Clerk