



Minutes
Business Meeting/ Reorganization Meeting
Village Hall
July 6, 2021 6:00 p.m.

Mayor Garant called the meeting to order at 6:01 PM.

- Approved: Action items 1 – 10.
Approved: Approve the Mayors appointments for the Reorganization Meeting. Motion passed 5/0
Approved: To close the Public Hearing to Amend Section 250-41 of Chapter 250 of the Village Code to Modify the Process by Which Non-Conforming uses in Residential Districts are Terminated at 7:11 p.m.
Approved: Approve to Amend Section 250-41 of Chapter 250 of the Village Code to Modify the Process by Which Non-Conforming uses in Residential Districts are Terminated

ATTENDANCE:

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

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:
Port Jefferson Harbor Commissioner:

Appointments

Trustee Snaden
Mayor Garant
Mayor Garant
Trustee Snaden
Trustee Kassay
Harry Faulknor

Officials of the Village

Village Clerk	Barbara Sakovich
Village Administrator	Joseph Palumbo
Village Treasurer	Denise Mordente
Deputy Village Treasurer	Michelle Ferrante
Village Attorney:	Brian Egan
Village Prosecutor	Richard Harris
Asst Village Attorney/Director of Bldg. & Planning	Alison LaPointe
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 July 6, 2021, \$0.56 cents per mile (IRS standard rate as of January 2021) 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. **NYCLASS, TD Bank, Dime Bank, 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 5, 2022.

Motion by Mayor Garant, second by Kathianne Snaden to approve the Mayors appointments.

Motion passed 5/0

Action Items:

1. Approve the Minutes of June 21, 2021.
2. At the request of Brian MacMillan, approve the following seasonal employee salary changes, retroactive to June 1, 2021:

Zach Schindler	\$18.00	Assistant in training	\$20.00/hour
Saul Garcia	\$18.75	Foreman	\$19.75/hour
Jose Zavala	\$16.00	Quiter 6/21/21 Laborer	\$18.00/hour
Jose Diaz	\$16.00	Laborer	\$18.00/hour
Leandro Nunez	\$16.00	Laborer	\$18.00/hour

Luis Rodriguez	\$15.00	Laborer	\$18.00/hour
Edgar Saldana Garcia	\$16.00	Laborer	\$18.00/hour
Andy Rojas	\$16.00	Laborer	\$18.00/hour
Johnny Perrazo	\$16.00	Laborer	\$17.00/hour

At the request of Brian MacMillan, approve the seasonal new re- hire for the PJCC, Alvaro Nunez as a rehire at \$18/hr.

3. At the request of Renee Lemmerman, approve the following seasonal new hires:
 - Madeline Matvya, (Port Jefferson) camp counselor from June-September at \$15 per hour.
 - Approve Brady Dewitt, (Port Jefferson) camp counselor from June-September at \$15 per hour.
4. At the request of Fred Leute, approve the following Code Enforcement Officer new hires:
 - Gary Walsh at a starting salary of \$18.90/hr
 - Robert Bradford at a starting salary of \$18.90
 - Craig Digirolamo at a starting salary of \$16.31
 - Kevin Toner at a starting salary of \$16.31
5. Approve the Village entering into a Municipal Cooperation Agreement with the Board of Education of the Port Jefferson Union Free School District for a term through June 30, 2022.
6. Approve the Mayor's Re-Appointments as follows:
Zoning Board of Appeals – Trustee Kassay, Liaison
 Antonio Corcella, Alternate – term to expire 6/2022

Planning Board – Trustee Kassay, Liaison
 Tom Vulpis – term to expire June 2026

Board of Assessment Review
 Julie Malsky – term to expire 2024

Conservation Advisory Committee - Trustee Kassay, Liaison
 Jessica Gurevich – term to expire June 2023
 Mary Bernero – term to expire June 2024
 Dreania Levine – term to expire June 2024
 Susan Sears – term to expire June 2024
 Annette Dickenson – term to expire June 2024

Country Club Management Advisory Committee – Trustee Loucks, Liaison
 Lisa Perry – term to expire June 2024
 Kris Adams – term to expire June 2024

Safety Committee
 Barbara Sakovich – term to expire 2022

Architectural Review Committee – Trustee Snaden, Liaison
 Andrew Thomas - term to expire June 2023

7. Approve the Mayor's new appointments as follows:
Conservation Advisory Committee – Trustee Kassay, Liaison
 Kelly Devine – term to expire June 2023

Heather Lynch – term to expire June 2023

Architectural Review Committee – Trustee Snaden, Liaison

Joe Iasso – term to expire June 2023

8. At the recommendation of the Parking committee, approve a motion to reinstate managed parking 7 days a week from 12 noon to 11:00 p.m. effective July 12, 2021.
9. Approval to waive a \$500.00 Building Department late fee to Robert Strehle at 105 Scraggy Hill Road.
10. Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:

7/6/2021

FUND	AMOUNT	DATE	CHECK
General	\$ 255.30	06/21/21	037664
General	\$ 560.41	06/22/21	037665
General	\$ 3,578.31	06/23/21	ACH
General	\$ 95,843.81	07/06/21	037666-037737
General	\$ 32,319.62	07/06/21	037738-037758
PJCC	\$ 7,155.75	06/23/21	023232-023233
PJCC	\$ 1,181.02	06/29/21	ACH
PJCC	\$ 41,277.58	07/06/21	023234-023261
PJCC	\$ 5,231.28	07/06/21	023262-023264
Trust	\$ 3,350.00	07/06/21	3250-3254
Capital	\$ 4,720.00	07/06/21	2345-2348
Capital	\$ 975.00	07/06/21	2349

Motion by Bruce Miller, second by Kathianne Snaden to approve Action Items 1-10. Motion passed 5/0

BOARD REPORTS

Mayor Garant

- SCPD/SLA Update
- NYS Curfew Legislation

Trustee Loucks

- PJCC & Recreation Update

Trustee Miller

- LIRR Electrification

Trustee Snaden

- School - Grad and Prom
- Code/Public Safety - Resident meetings
- Parking -
- Beautification - Uptown

Trustee Kassay

- CAC Update
- ARC Update
- Community Garden

- Climate Resilience Plan

Village Clerk

- Next Meeting – July 19, 2021 3:30 p.m.

II. PUBLIC HEARING

- **TO AMEND SECTION 250-41 OF CHAPTER 250 OF THE VILLAGE CODE TO MODIFY THE PROCESS BY WHICH NON-CONFORMING USES IN RESIDENTIAL DISTRICTS ARE TERMINATED**
- Motion by Stan Loucks, second by Kathianne Snaden to close the public hearing at 7:11 p.m.
- Motion by Margot Garant, second by Rebecca Kassay TO AMEND SECTION 250-41 OF CHAPTER 250 OF THE VILLAGE CODE TO MODIFY THE PROCESS BY WHICH NON-CONFORMING USES IN RESIDENTIAL DISTRICTS ARE TERMINATED. Motion passed 5/0

III. ADJOURN

- **Motion by Stan Loucks, second by Rebecca Kassay to adjourn the meeting at 7:54 p.m. Motion passed 5/0**

*Respectfully submitted,
Barbara Sakovich, Village Clerk*