



**Minutes
Business Meeting
Village Hall
November 15, 2021 3:30 PM**

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- Approved: Motion by Margot Garant, second by Kathianne Snaden, to approve Action Items 1-20.
Motion passed 5/0**
- Approved: Motion by Rebecca Kassay, second by Kathianne Snaden to close the public hearing at 3:45
p.m. Motion passed 5/0**
- Approved: Motion by Kathianne Snaden, second by Bruce Miller to approve the renewal of a Cable
Franchise Agreement with Suffolk Cable Corporation to Operate a Franchise Agreement in
the Village of Port Jefferson. Motion passed 5/0**
- Approved: Motion by Margot Garant, second by Bruce Miller to adjourn the meeting at 5:07 p.m.
Motion passed 5/0**

Mayor Garant called the meeting to order at 3:33 PM.

ATTENDANCE:

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

I. Business Meeting:

Action Items:

1. Approve the minutes of November 1, 2021.
2. Set a public hearing date of December 13, 2021, to amend Section 145-11 to designate the Local Administrator of the Flood Damage Prevention regulations to be the Village Administrator.
3. Approve Independent Contractors Stephanie Rose Andujar and Jessica Taylor Williams to assist with service coordination at Village Hall while the vestibule is under construction at a rate of \$20.00/hour.
4. At the request of Administrator Palumbo, approve the Municipality Building Department Software at a cost of \$51,600.00 for Stage 1 and a cost of \$26,250.00 for Stage 2.
5. At the request of Administrator Palumbo, as part of the Enterprise Fleet Management Program, approve the lease an F-350 for 60 months at a rate of \$1,515.85.
6. At the request of Brian Macmillan, approve the promotion of Pat Sullivan to Maintenance Mechanic 3 at an annual salary of \$55,725.47
7. Accept the retirement of Sr. Building Inspector Tony Bertolotti effective October 31, 2021, with regret.
8. Accept the resignation of Nicole Gitlitz as Custodian I effective November 8, with regret
9. At the request of Renee Lemmerman, hire Jack Wrage as Custodian I with a start date of November 12, 2021 at a starting salary of \$31,110.06.
10. Approve a correction of the annual salary for the 11/1/21 Administrative Aide III promotion for Danielle Condia to \$42,834.41.

11. Approve the proposal by JRH Engineering for engineering services for the proposed Pickle Ball Courts and the relocated Tennis Courts at the PJCC for Tasks 1 - 3 at a cost of \$14,000.00.
12. Approve the amended dates of the Coastal Steward cleanups to 10/23/21 at Centennial Park and 10/24/21 at Mt. Sinai Harbor on the Port Jeff Side.
13. Approve the unanimous recommendation of the Planning Board to waive the PILOP fee for The Brookport, 440 Main Street, for the one stall deficit due to the installation of the PSEG transformer.
14. Approve the BID By-Laws and Appointment of Directors requiring that the Port Jefferson Business Improvement District Management Association, Inc. have no less than 15 directors, including one member who is appointed by the Mayor, one member who is appointed by the Village Treasurer, and one member who is appointed by the Board of Trustees. Two of the three appointed Directors must be property owners in the district. Eight are elected members who are property owners and seven are elected by tenants. Both the appointed and elected directors have equal full voting power under Article III of the By-Laws. The three appointed voting members are Jolie Powell appointed by the Mayor, Kathianne Snaden appointed by the Treasurer and Dominic Parillo appointed by the Board of Trustees.
15. Authorize the Mayor to enter into an agreement with AM Weber Associates, LLC to provide environmental consulting services to review issued permits and obtain permits from the NYS DEC for East Beach Bluff Restoration at a fee of \$150.00 per hour billed in ten 1-hour intervals.
16. Be it Resolved that the Inc. Village of Port Jefferson, Location Code 40401 hereby establishes the following as standard workdays for these titles and will report the following days worked to the New York State and Local Employees Retirement System based on the time keeping system records or record of activities maintained and submitted by these officials to the clerk of this body.

Title	Std Workday	Name	Registration #	Term	Record of Activity
Justice	6 Hrs/Day	Tara Higgins	R 12721796	July 2019/June 2023	2.23 Days
Justice	6 Hrs/Day	John Reilly	R 11686453	July 2021/June 2025	2.42 Days

17. At the request of Administrator Palumbo, approve the lease to purchase from All Island Equipment through Sourcewell for a 2022 Hyundai HL940A Series Payloader from Contract #032119-HCE for 48 months at \$36,270.00 per year.
18. Set a public hearing date of December 13, 2021 at 7:00 p.m. to add a stop sign at California Avenue and Hawthorne Street.
19. Approval of a Bond Resolution of the Village of Port Jefferson, New York, adopted November 15, 2021, authorizing the construction of a retaining wall at the Port Jefferson Country Club, stating the estimated maximum cost thereof is \$10,000,000, appropriating said amount for such purpose, and authorizing the issuance of bonds in the principal amount of not to exceed \$10,000,000 to finance said appropriation.”
20. **Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:**

Date: 11/15/2021

FUND	AMOUNT	DATE	CHECK
General	\$ 2,414.00	11/09/21	038202-038203
General	\$ 3,310.07	11/10/21	ACH
General-Highway	\$ 37,355.96	11/15/21	038204-038231
General	\$ 740,956.18	11/15/21	038232-038276
General	\$ 1686.47	11/15/21	ACH
PJCC	\$ 103,545.31	11/15/21	023503-023525
Trust	\$ 5,000.00	11/15/21	003285-003287
Trust	\$ 1,320.00	11/15/21	003288

