



**MINUTES**  
**Business Meeting/ Reorganization Meeting**  
**Village Hall**  
**July 5, 2022 5:00 PM**

---

- Approved:** Mayor's Appointments
- Approved:** Action Items #1 – 21. Lauren Sheprow recused herself on approval of action item #1 and approval of 6/20/22 warrant as she was not in office as it was prior to election.
- Approved:** Go into Executive Session at 6:03 p.m.
- Approved:** Come out of Executive Session at 6:20 p.m.
- Approved:** Appoint Kevin Wood as Director of Economic Development at an annual salary of \$102,460.00 effective 7/6/22.
- Approved:** Adjourn the meeting at 7:55 p.m.

**Mayor Garant called the meeting to order at 5:01 P.M.**

**ATTENDANCE:**

**Mayor Garant, Deputy Mayor Snaden, Trustee Loucks, Trustee Kassay, Trustee Sheprow, Village Attorney Egan, Village Administrator Palumbo, Village Clerk Sakovich, Village Treasurer Mordente**

**I. Reorganization Meeting**  
**MAYORAL APPOINTMENTS**

**Organizational Meeting**

Deputy Mayor:  
Commissioner of Finance:  
Commissioner of Public Works:  
Commissioner of Parks:  
Commissioner of Public Safety – Court/Code  
Commissioner of Buildings:  
Commissioner of Communications:  
Commissioner of Recreation:  
Port Jefferson Harbor Commissioner:

**Appointments**

Kathianne Snaden  
Mayor Garant  
Mayor Garant  
Trustee Loucks  
Deputy Mayor Snaden  
Deputy Mayor Snaden  
Trustee Sheprow  
Trustee Sheprow  
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
Director of Building	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 July 5, 2022, follow the IRS standard mileage rate for employees using personal vehicles for Village related activities from July 5, 2022 through July 3, 2023.

**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/M&T 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 Monday, July 10, 2023.**

**Motion by Stan Loucks, second by by Lauren Sheprow to approve the Mayors appointments.**

**Motion passes 5/0**

**I. Business Meeting – 5:00 p.m.**

**Public Meeting and Public Safety – SCPD 6:00 p.m. – (SCPD Not in Attendance)**

## Action Items:

1. Approve the minutes of June 6, 2022
2. At the request of Jake Anderson, approve the following seasonal Outside Services at the PJCC:
  - Re-hire for the PJCC of Nick Jaferis at a salary of \$15.00/hr with a start date of 6/15/22.
  - New hire of Ryan Ebert at a salary of \$15.00/hr with a start date of 6/23/22.
3. At the request of Steve Gallagher, approve the following new hires:
  - Denis P. Denehy as DPW Laborer at a salary of \$31,654.49 with a start date of 6/27/22.
  - Michael Hohorst as DPW Laborer at a salary of \$31,654.49 with a start date of 7/11/22.
4. At the request of Dave Melious, approve the seasonal hire of Jack Wrage as Parks Laborer I at a salary of \$20.00/hour effective 6/24/22.
5. Approve the hiring of Charmaine Famularo as Director of Public Relations at an hourly rate of \$45.00/hour not to exceed 16.25 hours a week effective immediately.
6. At the request of Pat Sullivan, approve the following seasonal hires for Golf Maintenance at the PJCC:
  - Hire Aaron Feldman at a salary of \$18.00/hr with a start date of 6/20/22.
  - Hire Joseph LaPorta at a salary of \$18.00/hr with a start date of 6/27/22.
  - Hire Brandon Flaxman at a salary of \$18.00/hr with a start date of 6/6/22.
7. At the request of Renee Lemmerman, approve the following new hires and re hires for 2022 Camp Counselors:
  - Approve Carman Stanton (Port Jefferson) as a recreation aide at \$15 per hour from June 22-November 1, 2022 to assist Alex Dank with the youth tennis program.
  - Approve Susan Allen Camp Director, Port Jefferson Summer Camp from June 27-August 12, 2022, at \$22.00 per hour. **(RE-HIRE)**
  - Approve Brittany LoNigro (Port Jefferson) Camp Director, Port Jefferson Summer Camp from June 27-August 12, 2022, \$22.00 per hour. **(RE-HIRE)**
  - Approve Karen Harvey (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$20.00 per hour. **(RE-HIRE)**
  - Approve Hailey Hearney (Port Jefferson) Sports Director, Port Jefferson Summer Camp from June 27-August 12, 2022, \$18.00 per hour. **(RE-HIRE)**
  - Approve Angela LoNigro, (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27 – August 12, 2022, \$18.00 per hour **(NEW HIRE)**
  - Approve Brooke Zamek (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Aidan Giglio (Rocky Point) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Ella Barrett (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Sarah Moshe (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Daniel Koban (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.00 per hour. **(NEW HIRE)**
  - Approve Brendan Capodanno (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.00 per hour. **(NEW HIRE)**
  - Approve Emily Hearney (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.00 per hour. **(NEW HIRE)**
  - Approve Camryn Spiller (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.00 per hour. **(NEW HIRE)**

- Approve Amy Whitman (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Heather Quiggle (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.50 per hour. **(RE-HIRE)**
  - Approve Thomas Yost (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12, 2022, \$15.00 per hour. **(NEW HIRE)**
  - Approve David Argyros Camp Counselor, Port Jefferson Summer Camp from June 2-August 12, 2022 at \$15.00 per hour
  - Approve Madison Mordente Camp Counselor, Port Jefferson Summer Camp from June 27-August 12<sup>th</sup> at \$15.00 per hour. **(NEW HIRE)**
  - Approve Lexi Becker (Port Jefferson) Camp Counselor, Port Jefferson Summer Camp from June 27-August 12<sup>th</sup> at \$15 per hour. **(NEW HIRE)**
8. At the request of Renee Lemmerman, approve the following new hires and re-hires for 2022 Lifeguards:
- Approve Sharon Philbrick (Port Jefferson), beach manager from June 25-September 5, 2022 at \$21.00 per hour. **(NEW HIRE)**
  - Approve Sam DiCarlo (Port Jefferson), Head Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$16.00 per hour. **(RE-HIRE)**
  - Approve Kyle Johnston (Port Jefferson), lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Payton Melzer (Port Jefferson), lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Kate Sommerstad (Port Jefferson), lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Katelyn Johnston (Port Jefferson), lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Kacey McGorry (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Sarah Ruggiero (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(RE-HIRE)**
  - Approve Chris Scotto (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve Annie Maier (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve Jake Zamek (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve Giancarlo Caltagione (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve John Sheils (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve Gavin Argyos (Port Jefferson), Lifeguard from June 25-September 5, 2022, at East Beach & West Beach at \$15.00 per hour. **(NEW-HIRE)**
  - Approve Frank Andriani, Lifeguard from June 27 – September 5, 2022 at East Beach and West Beach at \$15.00 per hour.
  - Approve Otilie Philbrick, (Port Jefferson) Lifeguard from June 30<sup>th</sup> – September 5, 2022 at \$15.00 per hour.

- Approve Christopher Mark (Port Jefferson) lifeguard for East/West Beach June 25-September 5, 2022, at \$15.00 per hour. (New Hire)
9. Approve the promotion of Pat Sullivan to Golf Course Superintendent at the PJCC at a salary of \$110,000.00 per year effective next pay period.
  10. At the request of Pat Sullivan approve the hiring of Jeff Welischer as Greenskeeper at the PJCC at a salary of \$80,000 per year with a start date of July 6, 2022.
  11. Amend the minutes of November 15, 2021 to approve the lease to purchase from All Island Equipment through Sourcewell for a 2022 Hyundai HL940A Series Payloader from Contract #0321119-HCE for 48 months at \$36,773.09, originally approved for \$36,270.00, due to an interest rate change.
  12. At the request of Pat Sullivan, approve the purchase of a New Holland C345 Compact Track Loader Bobcat from Malvese Equipment Company at a cost of \$87,820.48 to be paid from the PJCC Capital account.
  13. At the request of Administrator Palumbo, approval for the Real Lease Municipal Lease/Purchase Proposal for a Ravo5 iSeries Street Sweeper with 3<sup>rd</sup> Brook & Wanderhose at a cost of five (5) annual payments of \$63,898.36 and a purchase price of \$1.00 at the expiration of the lease.
  14. At the request of Rich Harris, approve the Professional Engineering Services of Cavalry Engineering, P.C. to perform a review of a Storm Water Pollution Prevention Plan submitted by Northwell Health/ Mather Hospital related to its Site Development Plan for 75 North Country Road, at a cost not to exceed three thousand dollars (\$3,000.00), in accordance with Port Jefferson Village code § 213-4(B)(2).
  15. At the request of Administrator Palumbo, approval for the Bobcat purchase of two (2) S70 Bobcat Skid-Steer Loaders at a cost of \$50,305.28 to be used for snow removal and as part of the Village's snow removal agreement with the BID, whereby the BID will reimburse the Village for the purchase price of one (1) Bobcat within 2 years of the purchase.
  16. At the request of Trustee Kassay amend a Resolution of the March 7th, 2022 minutes to correctly reflect that Trustee Rebecca Kassay voted against Action Item #6 for a 4/1 passing motion, as the minutes currently inaccurately state a recusal and a 5/0 passing motion.
  17. Accept the resignation of Kathy Schiavone from the Architectural Review Committee effective June 16, 2022.
  18. Accept the resignation of Jacqueline Mooney from the Architectural Review Committee effective June 29, 2022.
  19. Accept the resignation of Jack Wrage as Custodian I at the Village Center effective 6/23/22.
  20. Approve the warrants as presented by Treasurer Mordente and approved by claims auditor Carlson:

**Date: 6/20/2022 WARRANT**

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK</u>
General FYE 5/31/23	\$ 350.00	06/07/2022	039129
General FYE 5/31/23	\$ 995.00	06/17/2022	039130
General-FYE 5/31/22	\$ 12,524.63	06/20/2022	ACH
General-Highway FYE 5/31/23	\$ 10,594.67	06/20/2022	039131-039140
General FYE 5/31/22	\$ 23,325.70	06/20/2022	039141-039155
General FYE 5/31/23	\$ 151,528.57	06/22/2022	039156-039185
General FYE 5/31/22	\$ 1,500.00	06/22/2022	ACH
 PJCC FYE 5/31/23	 \$ 1,300.00	 06/14/2022	 023804
PJCC FYE 5/31/22	\$ 5,199.27	06/17/2022	023805-023815
PJCC FYE 5/31/22	\$ 5,263.77	06/20/2022	ACH
PJCC FYE 5/31/23	\$ 54,581.97	06/20/2022	023816-023839

Trust FYE 5/31/22	\$ 1,500.00	06/20/2022	003348-003349
<b>Trust FYE 5/31/23</b>	<b>\$ 9,750.00</b>	<b>06/20/2022</b>	<b>003350-00358</b>
Capital FYE 5/31/22	\$ 90,371.75	06/20/2022	2426-2427
<b>Capital FYE 5/31/23</b>	<b>\$ 2,927.50</b>	<b>06/20/2022</b>	<b>2428-2429</b>
<b>Capital FYE 5/31/22</b>	<b>\$ 447,251.12</b>	<b>06/22/2022</b>	<b>24430</b>

**Date: 7/5/2022 WARRANT**

FUND	AMOUNT	DATE	CHECK
<b>General FYE 5/31/23</b>	<b>\$ 3,790.67</b>	<b>06/24/2022</b>	<b>ACH</b>
<b>General Highway FYE 5/31/23</b>	<b>\$ 17,693.71</b>	<b>07/05/2022</b>	<b>039186-039201</b>
<b>General-FYE 5/31/22</b>	<b>\$ 18,609.26</b>	<b>07/05/2022</b>	<b>039202-039210</b>
PJCC -	\$ 1,500.00	07/05/2022	23840
Trust FYE 5/31/22	\$ 2,150.00	07/05/2022	003359-003361
Capital FYE 5/31/23	\$ 55,601.18	07/05/2022	2431-2435

## **II. BOARD REPORTS**

### **Mayor Garant**

- Thank you to all for July 4<sup>th</sup>
- PJFD – Recognize seniors / training program
- School District IMA/Partnership

### **Deputy Mayor Snaden**

- Rocketship Park Bathroom Closing Time
- Arlington DOT
- PJ School District, Senior Prom, October 8<sup>th</sup> Homecoming

### **Trustee Loucks**

- Recreation
- Parks

### **Trustee Kassay**

- CAC
- Planning Board
- Pollinator Garden

### **Village Clerk Sakovich**

- Next Meeting – Monday, July 18<sup>th</sup> 2022 at 3:00 p.m. for East Beach Upper Wall and Recharge Basin Presentations
- **Motion by Rebecca Kassay, second by Stan Loucks, to approve Action Items 1 – 21. Motion passed 5/0**  
**Lauren Sheprow recused herself on approval of action item #1 and approval of 6/20/22 warrant as she was not in office as it was prior to election.**

### **III. EXECUTIVE SESSION**

- **Motion by Rebecca Kassay, second by Stan Loucks to go into executive session at 6:03 p.m. to discuss a personnel matter.**
  - **Appoint Kevin Wood as Director of Economic Development at an annual salary of \$102,460.00 effective 7/6/22. Kevin will maintain his Parking Administrator title. Motion by Rebecca Kassay, second by Kathianne Snaden to approve. Motion passed 5/0**
- **Motion by Stan Loucks, second by Rebecca Kassay to come out of executive session at 6:20 p.m. Motion passed 5/0.**

### **IV. ADJOURN**

- **Motion by Margot Garant, second by Lauren Sheprow, to adjourn the meeting at 7:55 p.m. Motion passed 5/0.**

Respectfully submitted,  
Barbara Sakovich, Village Clerk