



**Minutes**  
**Business Meeting/ Reorganization Meeting**  
**Village Hall**  
**July 10, 2023 5:00 PM**

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**Mayor Sheprow called the meeting to order at 5:00 PM.**

**ATTENDANCE:**

**Mayor Sheprow, Trustee Loucks, Trustee Kassay, Trustee Julianio, Trustee Biondo, Village Attorney Moran, Village Clerk Sakovich, Village Treasurer Mordente - Absent**

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

**Organizational Meeting**

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

**Appointments**

Trustee Kassay  
Mayor Sheprow  
Trustee Julianio  
Trustee Kassay  
Trustee Julianio  
Mayor Sheprow  
Trustee Biondo  
Trustee Biondo  
Trustee Loucks  
Harry Faulknor

**Motion to accept the Mayoral Appointments by Lauren Sheprow, second by Drew Biondo.**

**Motion passed 5/0**

**Officials of the Village**

Village Clerk: Sylvia Pirillo

**Motion by Lauren Sheprow, second by Drew Biondo. Stan Loucks No - Motion passed 4/1**

Village Treasurer: Donald Pearce

**Motion by Lauren Sheprow, second by Drew Biondo. Bob Julianio No, Stan Loucks No, Rebecca Kassay Abstain. Motion failed 2/3 (2/1/2)**

Village Deputy Treasurer: Michelle Ferrante

**Motion by Lauren Sheprow, second by Rebecca Kassay – Motion passed 5/0**

Assistant to the Mayor: Maria Aubry

**Motion by Lauren Sheprow, second by Drew Biondo – Motion passed 5/0**

Interim Village Attorney: David J. Moran

**Motion by Lauren Sheprow, second by Drew Biondo. Stan Loucks abstained. Motion passed 4/0**  
 Village Ethics Counsel: Steven G. Leventhal, Esq.  
**Motion by Bob Juliano, second by Drew Biondo. Motion passed 5/0**  
 Village Prosecutor: Holdover (Richard Harris)  
**Motion by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**  
 Village Budget Officer: Mayor Sheprow  
**Motion by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**  
 Receiver of Taxes: Donald Pearce  
**Motion by Lauren Sheprow, second by Drew Biondo. Motion passed 5/0**  
 Deputy Tax Receiver: Kelly Reilly  
**Motion by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**  
 Village Assessor: Paul D'Amato  
**Motion by Bob Juliano, second by Drew Biondo. Motion passed 5/0**  
 Registrar: Marissa Lebron  
**Motion by Rebecca Kassay, second by Stan Loucks. Motion passed 5/0**  
 Deputy Registrar: Kelly Reilly  
**Motion by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**  
 Sub Registrar: Sylvia Pirillo  
**Motion by Lauren Sheprow, second by Stan Loucks. Motion passed 5/0**  
 Chief Supervisor of Code Enforcement: Andy Owen  
**Motion by Rebecca Kassay, second by Stan Loucks. Motion passed 5/0**  
 Secretary to Planning/ Zoning Board: Cindy Suarez  
**Motion by Rebecca Kassay, second by Stan Loucks. Motion passed 5/0**  
 Official Newspaper: *Port Times Record*  
**Motion by Rebecca Kassay, second by Bob Juliano. Drew Biondo abstained. Motion passed 4/1**  
 Village Board Public Forum Meetings: 1st Monday of each month  
**Motion by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**  
 Auditors: Cullen & Danowski, LLP  
**Motion by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**  
 Bond Counsel: Hawkins Delefield & Woods  
**Motion by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**  
 Fiscal Advisors: MUNISTAT  
**Motion by Rebecca Kassay, second by Bob Juliano. Motion passed 5/0**  
 Labor Counsel: Gerard Glass  
**Motion by Bob Juliano, second by Stan Loucks. Motion passed 5/0**

**Mileage** reimbursement – Effective July 10, 2023, follow the IRS standard mileage rate for employees using personal vehicles for Village related activities from July 10, 2023 through July 1, 2024.

**Motion to accept by Rebecca Kassay, second by Bob Juliano. Motion passed 5/0**

**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 per day. The cost of alcoholic beverages is not a reimbursable expense.

**Motion to accept by Stan Loucks, second by Bob Juliano. Motion passed 5/0**

**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.

**Motion to accept by Drew Biondo, second by Bob Juliano. Motion passed 5/0**

### **Executive Session Policy**

Executive sessions will be held in accordance with Public Officers Law §105.

All executive sessions will commence 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.

**Motion to accept by Rebecca Kassay, second by Stan Loucks. Motion passed 5/0**

**Attendance at 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, (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.”

**Motion to accept by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**

**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, Dime Bank, M&T Bank, Flushing Bank**

**Section 2.** That this resolution is effective immediately.”

**Motion to accept by Drew Biondo, second by Bob Juliano. Motion passed 5/0**

**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.

**Motion to accept by Drew Biondo, second by Bob Juliano. Motion passed 5/0**

**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.

**Motion to accept by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**

**Next Village Organizational Meeting is scheduled for Monday, July 1, 2024.**

**Motion to accept by Bob Juliano, second by Drew Biondo to approve the Mayor's appointments. Motion passed 5/0**

**I. Business Meeting – 5:00 p.m.**

**Public Meeting and Public Safety – SCPD & Code Enforcement: 6:00 p.m.**

**Public Comment**

**Action Items**

**Meeting called to order 6:11 p.m. - Quorum present**

1. Approve the minutes of June 26, 2023

**Motion to accept by Stan Loucks, second by Rebecca Kassay. Bob Juliano and Drew Biondo abstain. Motion passed 3/2**

2. Approve the Mayor's Board/Committee re-appointments as follows:

**Motion to accept by Lauren Sheprow, second by Rebecca Kassay to table #2. Motion passed 5/0**

**Port Jefferson Harbor Commissioner**

Harry Faulknor – reappoint

- All Boards/Committee re-appointments shall be held over until such time as the term expire dates can be verified by the Village Clerk. The Clerk's current list of dates to be verified are as follows:

**ZBA: 5-year Term**

**Trustee Biondo, Liaison**

Mark Brosnan, Chairman 6/23 (term expired)

Tracy Stapleton 6/25  
Andrew Thomas 6/22 (term expired)  
Dan Russo 6/25  
Antonio Corcella, 6/27  
Alexia Poullos, alternate 6/27

**Planning Board: 5-Year Term**

***Trustee Biondo, Liaison***

Ray DiBiase, Chair 6/24  
Laura Zimmerman, 6/23 (term expired)  
Barbara Sabatino 6/25  
Gil Anderson, 6/22 (term expired)  
Lou Bekofsky, 6/27  
Lisa Harris, Alternate (?)

**ARC: 5-Year Term**

***Trustee Biondo, Liaison***

Andrew Thomas, Chair 6/23 (term expired)  
Gerard Gang, Vice Chair 6/27  
Shane Henry, 6/27  
Pat Zimmerman, 6/28  
Open appointment

**CAC: 2-Year Term**

***Trustee Kassay, Liaison***

Mary Bernero, 6/24, Chair  
Dreania Levine, 6/24  
Annette Dickenson, 6/24  
Will Bowman, (?)  
Amal Karzai, 6/23 (term expired)  
Kelly Devine, 6/23 (term expired)  
Heather Lynch, 6/23 (term expired)

**PARKING:** To be re-established as a subcommittee of the BID

***Mayor Sheprow, Liaison***

**THE PORT JEFFERSON HARBOR EDUCATION & ARTS CONSERVANCY**

***Trustee Juliano***

**CCMAC: 3-Year Term**

***Tom Natola, General Manager***

Lisa Perry, 6/24 (chair, annual vote to appoint new or reappoint in July)  
Dana Eng, 6/24  
Joe D'Agrosa, 6/21 (term expired)  
Jill Wagner, 6/25

Ron Carlson, 6/25 (non-resident member)  
Todd Garland, 6/22 (term expired)  
Kris Adams, 6/24  
Gwen Gnadt, 6/25  
Monica Bekofsky, 6/25 (resident non-member)  
Joe Pifko, 6/26  
David Brandman – Elected as Tennis President (?)

**BOARD OF ASSESSMENT: 5-Year term**

***Trustee Juliano, Liaison***

Jolie Powell, 6/23 (term expired)  
David Guzzetta, 6/22 (term expired)  
Pat Nicklaus, 6/22 (term expired)  
Kim Delman, 6/22 (term expired)  
Julie Malsky, 6/24

**SAFETY COMMITTEE: Deactivated**

Joe Palumbo, June 2022  
Barbara Sakovich, June 2021  
Rich Harris, June 2022

**6-Acre Park Committee**

***Trustee Kassay, Liaison***

Kelly Devine, Chairperson  
Kathleen Riley  
Gerard Gang  
Mark Brosnan  
Brian Smith

**Tree Committee**

***Trustee Kassay, Liaison***

**New Commissions/Boards/Working Groups to be established**

Ethics Board  
Communications Working Group – ***Trustee Biondo, Liaison***  
LIPA/Power Plant Working Group – ***Mayor Sheprow, Liaison***  
Budget Finance Committee  
Community Relations Working Group, ***Trustee Kassay, Liaison***  
Economic Development Council – ***Mayor Sheprow, Liaison***  
PJUFSD Working Group – ***Trustee Loucks, Liaison***

3. Approve the following seasonal, part-time hires:

- At the request of Jake Anderson approve the re-hire of Nicholas Jaferis as PJCC Outside Services starting 6/29/2023 at \$16.00/hr.  
**Motion to accept by Rebecca Kassay, second by Bob Juliano. Motion passed 5/0**
- At the request of Renee Lemmerman approve the hiring of Lauren Calendrille as Seasonal Lifeguard/Camp Counselor starting 6/30/2023 at \$15.00/hr.

**Motion to accept by Drew Biondo, second by Bob Juliano. Motion passed 5/0**

- At the request of Renee Lemmerman, approve the hiring of Julia Perrotta as Seasonal Lifeguard/Camp Counselor starting 6/28/2023 at \$15.00/hr.

**Motion to accept by Bob Juliano, second by Rebecca Kassay. Motion passed 5/0**

- At the request of Pat Sullivan, approve the hiring of Stephen DeAmicis as a PJCC Laborer starting 6/1/23 at \$18.00/hr.

**Motion to accept by Rebecca Kassay, second by Stan Loucks. Motion passed 5/0**

4. At the request of Rich Harris, authorize the Mayor to enter into a contract and approve the Municipality 5 Laserfiche Integration Change Order at a cost of \$5,000.00 as a one time fee.

**Motion to accept by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**

5. At the request of Rich Harris, authorize the Mayor to enter into a contract and approve the Municipality Annual Code Connect Subscription and Integration Maintenance and Implementation and Training at a cost of \$3,140.00 for year 1; \$2,874.00 for year 2; \$2,960.00 for year 3.

**Motion to accept by Drew Biondo, second by Rebecca Kassay. Motion passed 5/0.**

6. Accept the resignation of Village Attorney Egan & Golden effective July 3, 2023.

**Motion to accept by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0.**

7. Authorize the Mayor to enter into an easement agreement with Port Jefferson Crossing, LLC, to allow building encroachments onto the sidewalk adjacent to Station Street.

**Motion to accept by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**

8. At the recommendation of Renee Lemmerman refund \$500 to Connor Casillo and Brigit Rattiger for a room rental in the Sail Loft room on 6/24/23, due to the elevator being out of order.

**Motion to accept by Bob Juliano, second by Drew Biondo. Motion passed 5/0**

9. Authorize the Mayor to enter into a contract with P.W. Grosser for Jumpstart Grant Support for Culvert Sediment Removal at a cost of \$4,500.

**Motion to accept by Rebecca Kassay, second by Drew Biondo. Motion passed 5/0**

10. Authorize the Mayor to enter into an agreement to extend the contract with Social Butterfly through June 30, 2024 for social media content and maintenance and website content and maintenance at a fee of \$3,000 per month.

**Motion to accept by Bob Juliano, second by Rebecca Kassay, Stan Loucks motion to deny. Motion passed 4/1.**

11. Extend claims auditor David Carlson's contract at a cost of \$800 per month through 7/10/24 and extend Faith Caglianone's contract as an alternate claims auditor at \$800 per month through 7/10/24.

**Motion to accept by Stan Loucks, second by Bob Juliano. Motion passed 5/0**

12. Motion to approve Amendments to Chapter 250, Section 250-15(B) of the Village Code to add Standards for Multi-Family Development in the Moderate-Density residence (R-M) District as a Conditional Use, following the Public Hearing held on May 1, 2023 and closed on June 6, 2023.

**Motion to accept by Drew Biondo, second by Rebecca Kassay. ~~Stan Loucks motion to deny. Motion passed 4/1~~ Failed 5/0 and passed 5/0 as Declination of Approval.**

13. Motion to approve the resolution establishing a Budget and Finance Committee to assist and make recommendations to the Village Board of Trustees in preparation of and review of the Village's Operating and Capital Budgets, and in the review of the annual independent audit.

**Motion to take #3 out of order. Motion to accept by Lauren Sheprow, second by Bob Juliano. Motion passed 5/0**

14. Accept the retirement of Village Clerk Barbara Sakovich effective July 19, 2023, with regret.

**Motion to accept by Bob Juliano, second by Drew Biondo – Motion by Stan Loucks to deny, Motion to abstain by Rebecca Kassay. Motion passed 3/2**

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

**Motion to accept by Drew Biondo, second by Bob Juliano. Motion passed 5/0**

**Date: 7/10/2023 WARRANTS**

<u>FUND</u>	<u>AMOUNT</u>	<u>CHECK</u>	<u>DATE</u>
GENERAL	\$ 97,798.90	40723-40768	6/27/2023
GENERAL	\$ 4,050.00	40769	6/27/2023
GENERAL	\$ 9,850.05	ACH	6/27/2023
GENERAL	\$ 3,061.19	ACH	6/28/2023
GENERAL-HIGHWAY	\$ 28,998.13	40770-40791	7/10/2023
GENERAL	\$ 535,797.85	40792-40848	7/10/2023
GENERAL	\$ 2,736.79	ACH	7/10/2023
PJCC-Minimums	\$ 1,300.00	24440	6/27/2023
PJCC	\$ 59,412.66	24441-24463	7/10/2023
PJCC	\$ 1,344.00	ACH	7/10/2023
TRUST	\$ 7,500.00	3497-3500	7/10/2023
TRUST	\$ 185.62	ACH	7/10/2023
CAPITAL	\$16,459.28	2519-2520	7/10/2023

## **II. BOARD REPORTS**

### **Mayor Sheprow**

- Working on growing partnership with Stony Brook University
- Creating Ethics Code, training
- Creating Budget-Finance Committee
- Establishing LIPA/Power Plant Working Group

### **Trustee Kassay**

- Gas powered leaf blower discussion
- Thanking pollinator and rain garden volunteers, welcoming others to join
- Complete Streets / Walkability Planning: street survey and documentation by Hayduk Engineering to begin this month
- Port Paws dog event, cohosted by Village of Port Jefferson and Port Jefferson Harbor Education and Arts Conservancy on Saturday 7/15 and Sunday 7/16 at Caroline Field: attendees and volunteers encouraged
- DOS Climate Resilience Plan with Focus on Flooding: analyzing survey results, prioritizing areas of focus
- Six Acre Park: currently assisting grant writers with documentation to support application for NYS Parks EPF funds
- Online form for residents interested in volunteering for Village Boards, Committees, and/or events
- Water capture and/or reuse at PJCC: feasibility conversations underway



**Trustee Juliano**

- Code Change for Developers
- Perry Street turn Left Signage
- On vacation next meeting

**Trustee Biondo**

- Thank you to all

**Village Clerk Sakovich**

- Next Meeting – Monday, July 24, 2023 at 6:00 p.m.

**III. ADJOURN**

- Motion to accept by Bob Juliano, second by Drew Biondo to adjourn the meeting at 7:29 p.m.

*Respectfully submitted,  
Barbara Sakovich, Village Clerk*