



### **Business Meeting Minutes**

Of the Meeting held at: Village Hall - 121 West Broadway/ On: July 24, 2023 at 6:00 p.m.

**Mayor Sheprow called the meeting to order at 6:00 p.m.**

#### **ATTENDANCE:**

Mayor Sheprow - **Present**

Deputy Mayor Kassay - **Present**

Trustee Loucks - **Present**

Trustee Biondo - **Present**

Trustee Juliano - **Present, via properly noticed remote participation**

Attorney Moran - **Represented by Attorney Cicciaro**

Clerk Pirillo - **Present**

Treasurer Mordente - **Absent**

**Confirmation by Clerk Pirillo of the presence of a quorum**

#### **Action Items:**

1. Resolution approving the minutes of the July 10, 2023 meeting, **with five edits and corrections per the attached, as advised by Clerk Pirillo.**

Motion made by: **Trustee Kassay**

Motion seconded by: **Trustee Biondo**

**All in Favor, and None Opposed.**

**The motion passed 5/0.**

2. Resolution approving the appointment of Donald Pearce as Treasurer of the Village of Port Jefferson, effective August 7, 2023.

Motion made by: **Trustee Biondo**

Motion seconded by: **Mayor Sheprow**

**Following some discussion, there was a motion made by Trustee Kassay to table the motion approving the appointment, pending further discussion during Executive Session. The motion to table was seconded by Trustee Loucks.**

**All in Favor: Trustee Kassay, Trustee Loucks and Trustee Juliano**

**All Opposed: Mayor Sheprow, Trustee Biondo**

**The motion to table passed 3/2.**

3. Resolution scheduling a public hearing for 6:00 p.m. on August 21, 2023 at Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 regarding a proposed local law concerning changes to Chapter 245 (Vehicles and Traffic) of the Code of the Village of Port Jefferson, to: install north and south facing stop signs on the west and east sides of Scraggy Hill Road, with the south-facing sign to be located across the street from the north curb of the maintenance facility entrance in the vicinity of the "crosswalk sign" and the north-facing sign to be located on the grass cut-out adjacent to the "crosswalk sign"; and directing Clerk Pirillo to notice the public hearing accordingly.

4. Resolution approving the request of Renee Lemmerman to increase the hourly wage rate for the Night Manager title (currently pertaining to: Ron Carlson, Alan Gordon, Nick Schiereck, Dennis Baade and John VanGelder) to \$ 18.00 per hour, effective August 3, 2023 owing to the assumption of additional duties.
5. Resolution approving the request of Renee Lemmerman to hire Sharon Philbrick as a full-time Recreation Assistant Center Manager at an annual salary of \$ 44,000.00 per year effective September 11, 2023 with all rights and benefits per the Collective Bargaining Agreement currently in force between the Village of Port Jefferson and CSEA Local 1000. This hire is a provisional Suffolk County Civil Service appointment.
6. Resolution ratifying the hiring of Maria Aubry as the part-time Assistant to the Mayor, at an annual salary of \$ 25,000.00 per year, effective July 10, 2023.
7. Resolution authorizing the Village Assessor to negotiate and settle Small Claims Assessment Review ("SCAR") cases to a maximum of \$ 1,000.00 in tax reduction for one year without requiring Board approval.
8. Resolution approving the attached Contract for Services submitted by Nicole J. Christian for only the provision of consulting services related to grants currently in progress and on a month-to-month basis; and authorizing Mayor Shepro to sign the Contract for Services between the Village of Port Jefferson and Nicole J. Christian.
9. Resolution authorizing the payment of \$ 125.00 per hour to photographer John Griffin for the provision of photographic coverage to the Village of Port Jefferson, on an as-needed basis, per the attached Confirmation Letter, **not to exceed the amount in the 2022/2023 budget plus 5% (for inflation), with Board approval required if that amount is exceeded.**
10. Resolution approving the attached Letter of Engagement from Leventhal, Mullaney & Blinkoff, LLP as Special Counsel, Ethics to the Village of Port Jefferson, and authorizing Mayor Shepro to sign the attached Engagement Letter between the Village of Port Jefferson and Leventhal, Mullaney & Blinkoff, LLP.
11. Resolution approving the attached Letter of Engagement from Deidre Cicciaro, Esq. P.C. and David Moran, Esq as Village Counsel to the Village of Port Jefferson on a month-to-month basis, and authorizing Mayor Shepro to sign the attached Engagement Letter between the Village of Port Jefferson and Deidre Cicciaro, Esq. P.C.
12. Resolution establishing the Village of Port Jefferson as lead agency, classifying the Proposed Action as a Type I Action, and adopting a Determination of Non-Significance/Negative Declaration pursuant to the State Environmental Quality Review Act (SEQRA) in connection with the New York State Environmental Protection Fund (EPF) grant application for the conceptual planning and design of a six-acre passive park located along the north side of Highlands Boulevard in the Incorporated Village of Port Jefferson.  
Motion made by: **Trustee Loucks**  
Motion seconded by: **Trustee Kassay**  
**All in Favor, and None Opposed.**  
**The motion passed 5/0.**

13. Approve the warrants dated **7/21/23**, as presented by Treasurer Mordente and approved by claims auditor Carlson:

| <b>FUND</b>     | <b>AMOUNT</b> | <b>CHECK NUMBERS</b> | <b>DATE</b> |
|-----------------|---------------|----------------------|-------------|
| GENERAL         | \$ 18,653.08  | ACH                  | 7/19/2023   |
| GENERAL-HIGHWAY | \$ 14,677.78  | 40849-40864          | 7/24/2023   |
| GENERAL         | \$162,116.87  | 40865-40920          | 7/24/2023   |
| PJCC            | \$ 35,633.35  | 24464-24481          | 7/24/2023   |
| TRUST           | \$ 2,625.94   | 3501-3504            | 7/24/2023   |
| CAPITAL         | \$ 632.22     | 25121                | 7/12/2023   |
| CAPITAL         | \$ 1,990.35   | 2522-2523            | 7/24/2023   |

**HIGHLIGHTS:**

**General Fund – NYS Employees’ Health Insurance \$118,974.41**  
**Check # 40897 - August 2023**

**PJCC - NYS Employees’ Health Insurance \$18,586.42**  
**Check # 24475 - August 2023**

Motion made by: **Trustee Kassay**

Motion seconded by: **Trustee Loucks** to approve all above Action Items.

**All in Favor, and None Opposed.**

**The motion passed 5/0.**

## **I. BOARD REPORTS**

### **Treasurer Mordente – Absent / No Report**

### **Village Attorney Moran – Represented by Attorney Cicciaro – No Report**

#### **Deputy Mayor Kassay**

- Continuing work to clarify Board, Committee, and Task Force mission statements, as well as volunteer portal
- Tree Committee: members attended NY Urban Forestry Council's "Re-Leaf" conference at Hofstra University on Friday 7/21
- Conservation Advisory Council: attended Cornell Cooperative Extension's "Reimagining Long Island Lawns" webinar, sharing helpful homeowner recommendations regarding fertilizer use, mowing habits, water conservation, native plantings, and more
- Six Acre Park Committee: Continuing grant application support for NYS Parks EPF grant, due July 28th, reply in late-November/early-December
- **Information regarding the upcoming electronic waste recycling event**

#### **Trustee Biondo**

- Building and Planning Report

#### **Trustee Juliano (via remote participation)**

- PJCC landfill

#### **Trustee Loucks**

- **Report regarding upcoming Recreation Department activities, and dates therefor**

#### **Mayor Sheprow**

- Finance: Warrant review process (**Discussion for this item was entertained under Motion # 13.**)
- Ethics workshop (**which is preliminarily scheduled for August 10, 2023; which date was deemed to be viable for all Trustees.**)
- Communication with the New York State Office of the State Comptroller

#### **Village Clerk Pirillo**

The next Board of Trustees Meeting is scheduled for August 7, 2023 beginning at 6:00 p.m. There will be a Work Session from 5:00 p.m. through 6:00 p.m.

## **II. ADJOURN**

Motion made by: **Trustee Loucks**

Motion seconded by: **Trustee Kassay** to enter into Executive Session.

**All in Favor, and None Opposed.**

**The motion passed 5/0.**

Motion made by: **Trustee Loucks**

Motion seconded by: **Trustee Kassay** to close the Executive Session, and re-enter the regular Business Meeting.

**All in Favor, and None Opposed.**

**The motion passed 5/0.**

**During the re-opened regular Business Meeting, which was available to the public via live-stream, the following two resolutions were presented and acted upon:**

1. Resolution approving the appointment of Donald Pearce as Treasurer of the Village of Port Jefferson, effective August 7, 2023.

Motion made by: **Trustee Biondo**

Motion seconded by: **Mayor Sheprow**

All in Favor: **Mayor Sheprow, Trustee Kassay and Trustee Biondo**

All Opposed: **Trustee Loucks and Trustee Juliano**

**The motion passed 3/2.**

2. Resolution approving an increase in the annual salary of Chris Fuchert, from \$ 80,433.94 to \$ 84,718.18 effective August 3, 2023 owing to the re-classification and advancement of title by Suffolk County Civil Service from Mechanic II to Diesel Mechanic I.

Motion made by: **Trustee Biondo**

Motion seconded by: **Trustee Loucks**

**All in Favor, and None Opposed.**

**The motion passed 5/0.**

Motion made by: **Trustee Loucks**

Motion seconded by: **Trustee Juliano** to adjourn the regular Business Meeting.

**All in Favor, and None Opposed.**

**The motion passed 5/0.**