



Minutes of the Business Meeting held on August 21, 2023

Mayor Sheprow called the meeting to order at 6:05 p.m.

ATTENDANCE:

Mayor Sheprow - **present**
Deputy Mayor Kassay - **present**
Trustee Loucks - **present**
Trustee Biondo - **present**
Trustee Juliano - **present**

Attorney Moran - **present**
Clerk Pirillo - **present**

Confirmation by Clerk Pirillo of the presence of a quorum

PRESENTATION by Chris Reino of Cullen & Danowski:

Presentation of the Village of Port Jefferson independently Audited Financial Statements for the Fiscal Year ended May 31, 2022

PUBLIC HEARING:

A public hearing to obtain citizens' views and comments to consider enacting the following proposed Local Law concerning changes to Chapter 245 (Vehicles and Traffic), Section 56 (Stop Intersections) 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".

Motion made by Trustee Kassay to open the hearing. The motion was seconded by Trustee Juliano. There were nine (9) speakers, none of whom were in favor of the proposed local law.

Motion made by Trustee Loucks to close the hearing. The motion was seconded by Trustee Kassay.

No action was taken on the proposed local law.

ACTION ITEMS:

Resolution # 01 - 82123

Resolution approving the minutes of the August 7, 2023 Board of Trustees meeting.

Motion made by Trustee Biondo and seconded by Trustee Juliano to approve the minutes. The motion passed 5/0.

Resolution # 02 - 82123

Resolution appointing Village Clerk Sylvia Pirillo as Interim Treasurer.

Note: It was explained by Clerk Pirillo that Resolution numbers 02-82123 and 03-82123 "go hand-in-hand", and that the end date for Resolution # 02-82123 will be September 6, 2023; assuming that Resolution # 03-82123 is passed.

Motion made by: **Trustee Kassay**

Motion seconded by: **Trustee Biondo**

Deputy Mayor Kassay - **Aye**

Trustee Loucks - **Aye**

Trustee Biondo - **Aye**

Trustee Juliano - **Aye**

Mayor Sheprow - **Aye**

The motion passed 5/0.

Resolution # 03 - 82123

Resolution approving the appointment of Stephen Gaffga as Treasurer of the Village of Port Jefferson, at an annual salary of \$ 111,716.62 effective September 7, 2023.

Motion made by: **Trustee Biondo**

Motion seconded by: **Trustee Kassay**

Deputy Mayor Kassay - **Aye**

Trustee Loucks - **Aye**

Trustee Biondo - **Aye**

Trustee Juliano - **Aye**

Mayor Sheprow - **Aye**

The motion passed 5/0.

Resolution # 04 - 82123

Resolution approving a change in policy regarding the issuance of warrants, to allow for the approval by the Board of Trustees of one warrant one time per month, effective September 7, 2023.

Motion made by: **Trustee Loucks**

Motion seconded by: **Trustee Kassay**

Deputy Mayor Kassay - **Aye**

Trustee Loucks - **Aye**

Trustee Biondo - **Aye**

Trustee Juliano - **Aye**

Mayor Sheprow - **Aye**

The motion passed 5/0.

Resolution # 05 - 82123

Resolution amending the policy involving the following titles: Mayor, Trustee, Village Clerk, Village Deputy Clerk, Village Administrator, Village Treasurer and Village Deputy Treasurer with regard to health insurance. The previous policy had a waiting period of three months. There will be no such waiting period hereafter.

Motion made by: **Trustee Biondo**

Motion seconded by: **Mayor Sheprow**

Deputy Mayor Kassay - **Aye**

Trustee Loucks - **Aye**

Trustee Biondo - **Aye**

Trustee Juliano - **Recused**

Mayor Sheprow - **Aye**

The motion passed with 4 in Favor, and 1 recusal.

Resolution # 06 - 82123

Resolution approving the contract between the Village of Port Jefferson and Charlene Kagel—Betts of East End Accounting Services for the provision of Village Administration and Treasury Department consulting services, at a rate of \$ 145.00 per hour for a maximum of 20 hours per month, effective September 16, 2023, to be expensed equally from line item numbers A.1325.4 (Treasury Contractual Expenses) and A.1410.4 (Village Clerk Contractual Expenses).

Resolution # 07 - 82123

Resolution revoking the appointment of Claims Auditor David Carlson effective September 7, 2023. **(Clerk Pirillo thanked Mr. Carlson for the amicable parting, and for his years of service.)**

Resolution # 08 - 82123

Resolution approving the contract between the Village of Port Jefferson and Kathryn A. Goodwin for the provision of Claims Auditor services, at a rate of \$ 75.00 per hour, not to exceed 16 hours per month, effective September 7, 2023.

Resolution # 09 - 82123

Resolution approving the request of Recreation Center Manager Renee Lemmerman to ratify the hiring of Julia Perrotta to teach the Youth Tennis Program from August 9, 2023 through October 25, 2023 at a wage rate of \$ 15.00 per hour.

Resolution # 10 - 82123

Resolution authorizing Recreation Center Manager Renee Lemmerman to manage the Port Jefferson Farmers' Market, located at the Port Jefferson Village Center, on behalf of the Village, effective August 24, 2023.

Resolution # 11 - 82123

Resolution amending the closing hour of the Village Center building to 8:00 p.m. from Monday through Friday, instead of 9:00 p.m. from Monday through Friday. (Please note that the weekend hours will remain as 9:00 a.m. through 9:00 p.m.)

Resolution # 12 - 82123

Resolution approving the request of Recreation Center Manager Renee Lemmerman to re-hire Pat Doohan as a seasonal, part-time front desk clerk from 7:00 a.m. through 9:00 a.m. from Monday through Friday for the LIFFES Before & After-Care Program at a wage rate of \$18.00 per hour with a term effective September 7, 2023 and through June 26, 2024.

Resolution # 13 - 82123

Resolution approving the request of Recreation Center Manager Renee Lemmerman to extend the term of employment of the following seasonal, part-time Camp Counselors through August 25, 2023: Lauren Callendrille, Noah Potter and Sara Moshe; owing to the timing of the Discover Camp Program.

Resolution # 14 - 82123

Resolution approving the request of Pat Sullivan to ratify the hiring of seasonal, part-time Laborer Matthew Franco at a wage rate of \$18.00 per hour effective August 14, 2023.

Resolution # 15 - 82123

Resolution authorizing an increase in the annual salary of Recreation Center Manager Renee Lemmerman from \$ 97,837.33 to \$ 102,837.33 effective August 24, 2023 owing to the assumption of additional duties.

Motion made by Trustee Loucks and seconded by Trustee Kassay to enter into an Executive Session to discuss the employment history of a particular person, a land acquisition, and pending litigation. The motion passed 5/0.

Resolution # 16 - 82123

Resolution approving the discontinuance of the Pass Port Program between the Village of Port Jefferson and Long Island Elite Limousines, Inc. effective August 10, 2023.

Resolution # 17 - 82123

Resolution approving the Event Application submitted by the Greater Port Jefferson Chamber of Commerce for: the closure of Mill Creek on October 21, 2023 and October 22, 2023 from 11:00 a.m. through 5:00 p.m.; the use of the tennis court on October 21, 2023 from 6:00 p.m. through 8:00 p.m.; the use of the Village Center ice skating area for a straw maze; the use of Harbor Park for a pumpkin patch; the use of the front of the Village Center for a pretzel vendor; and the use of traffic control personnel for the closing of East Main to East Broadway, and Main Street to East Main Street on October 21, 2023 for the costumed dog parade. All events are in conjunction with the Oktober Harvest Fest. Further, as requested by the applicant, a waiver of the requisite application fee is hereby approved.

This motion was tabled at the suggestion of Trustee Biondo, with All Agreed, to have clarified various details regarding facility uses.

Resolution # 18 - 82123

Resolution confirming the policy that all entities applying for a permit associated with an Event Application or any facility use are obligated to pay to the Village of Port Jefferson the requisite corresponding application fee. This re-enforcement of the policy shall take effect on January 1, 2024.

Resolution # 19 - 82123

Resolution approving the Block Party Application submitted by Cory Kim, for the residents to hold a block party on Hoyt Lane from 12:00 noon through 9:00 p.m. on August 19, 2023 with a rain date of August 26, 2023.

Resolution # 20 - 82123

Resolution authorizing the attendance of Municipal Parking Administrator Kevin Wood at the New York State Parking and Transportation Association Annual Conference and Trade Show, from October 17, 2023 through October 19, 2023 at the Turning Stone Resort and Casino in Verona, New York; with all applicable meal, lodging and mileage expenses to be reimbursed in accordance with the official Village of Port Jefferson Travel Policy.

Resolution # 21 - 82123

Resolution approving the Check Register and warrants dated August 17, 2023 as presented by Deputy Treasurer Ferrante and as approved by Claims Auditor Carlson.

Resolution # 22-82123 , as follows, was added-on to the agenda: Resolution approving the attached proposal from GEI Consultants, Inc., P.C. ("GEI") for the provision of professional services related to value engineering in support of the implementation of Phase II of the East Beach Bluff Stabilization Project, at a cost of \$ 9,200.00; with the corresponding Scope of Work to be performed as an additional service to the contract currently in place between GEI and the Village of Port Jefferson for the Phase I Lower Wall construction administration.

Resolution # 23 - 82123

Resolution approving Resolution Numbers 01 through 22 per the above Action Items, **with the exception of Resolution Numbers 15 and 17.**

Motion made by Trustee Biondo. The motion was seconded by Trustee Loucks. The motion passed 5/0.

BOARD REPORTS:

Village Attorney Moran

Richard Harris

- o Parking lot at the optometrist's office

Deputy Mayor Kassay

- o Update on water re-use at PJCC
- o DOS Climate resilience Plan: priorities discussion

Trustee Biondo

- o National Grid tour

Trustee Juliano

- o Update from Village Attorney re: proposed Code change regarding tax abatements for developers
- o Conservancy focus for future fund-raising
- o DPW and Parks update

Trustee Loucks

- o Update on Recreation

Mayor Sheprow

- o 60th anniversary of Port Jefferson Village, and a possible tie-in to the Dickens Festival
- o SCPD meeting and walking tour

Village Clerk Pirillo

The next Board of Trustees Meeting is scheduled for September 5, 2023 beginning at 5:00 p.m.

Resolution # 24 - 82123

Motion by Trustee Kassay to enter into Executive Session at 8:31 p.m. to discuss the employment history of a particular person, a land acquisition, and pending litigation. The motion was seconded by Mayor Sheprow. The motion passed 5/0.

Resolution # 25 - 82123

Motion made by Trustee Loucks to close the Executive Session portion of the Meeting at 9:17 p.m. , and to re-open the Business Meeting. The motion was seconded by Trustee Biondo. The motion passed 5/0.

Resolution # 26- 82123

Resolution adjourning the August 21, 2023 Business Meeting of the Village of Port Jefferson Board of Trustees, and further approving Resolution # 15-82123.

Motion made by Trustee Loucks and seconded by Trustee Juliano. The motion passed 5/0.