



**Minutes of the Business Meeting Agenda held on  
September 18, 2023 at 6:00 p.m.**

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**Call to Order**

The meeting is called to order by Mayor Sheprow at 6:01 p.m.

**Pledge of Allegiance**

**Attendance is taken as follows, for Clerk Pirillo to confirm the presence of a quorum:**

Mayor Sheprow **Present**

Trustee Kassay **Present**

Trustee Loucks **Present**

Trustee Biondo **Present**

Trustee Juliano **Present**

Attorney Moran **Present**

Treasurer Gaffga **Present**

**Board Reports:**

**Trustee Kassay**

- o LICAP (Long Island Commission for Aquifer Protection) meeting
- o Sea Grant's "Steps to Resilience" webinar
- o PJV Beach Street Community Garden: Weds 9/27 Tour for Parks and Recreation Committee; Wednesday 10/4 Composting Workshop
- o DOS Climate Resilience Plan update

**Mayor Sheprow**

- o Welcome Treasurer Gaffga
- o Report from Treasurer Gaffga (**See attached.**)
- o Justice Court grant for new chairs, and the next upcoming grant is for more improvements.
- o Volunteer Opportunity Document - Boards, Councils and Committees recruitment document
- o MOU with LISEC regarding Whale Boat Build
- o 60th Anniversary of Incorporation celebration - preliminary meetings
- o Ad-hoc committee to re-establish Emergency Management Group
- o Letter from NYSDOT regarding back-ups on Main St., owing to timing of lights
- o SBU asked if we would be interested in being designated as Seawolves Country
- o Add-on resolution for Todd Garland re-appointment to CCMAC

**Trustee Loucks**

- o He and Renee are looking for more facilities to run more activities, such as the swimming pool at Scraggy Hill.
- o Reminder about event dates
- o Vessels on racks cannot stay through the winter.

Trustee Juliano

- o Runoff on Oakwood Rd. - sump is holding, as suggested in the meeting with PW Grosser.
- o Event dates reiteration

Trustee Biondo

- o No report

Clerk Pirillo

- o Potential change in Board of Trustees' meeting dates
- o Farmers' Market Update
- o Details regarding factual inaccuracies in the recent "Letter to the Editor" related to the potential placement of stop signs at Scraggy Hill

**Agenda Action Items:**

**Resolution # 01 - 91823**

Resolution approving the minutes of the September 5, 2023 Board of Trustees meeting.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed

**Resolution # 02 - 91823**

Resolution extending the residency requirement for appointed Village Officers to the jurisdictional confines of Suffolk County.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed

**Resolution # 03 - 91823**

Resolution approving an increase in the annual salary of Senior Tax Cashier Kelly Reilly, from \$ 52,973.44 to \$ 68,473.44, effective September 21, 2023 owing to the acquisition of substantial expertise and the assumption of additional duties, and further appointing Kelly Reilly as Tax Receiver for the Village of Port Jefferson.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed

**Resolution # 04 - 91823**

Resolution approving the hiring of Shane Hartig as an ATO (Appearance Ticket Officer) in the Village of Port Jefferson Code Enforcement Bureau, as recommended by Chief Andy Owen, at an hourly wage rate of \$ 18.31 per hour, effective September 21, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed

**Resolution # 05 - 91823**

Resolution approving the hiring of Matthew Clennan as a CEO (Code Enforcement Officer) in the Village of Port Jefferson Code Enforcement Bureau, as recommended by Chief Andy Owen, at an hourly wage rate of \$ 20.90 per hour, effective September 21, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed

**Resolution # 06 - 91823**

Resolution ratifying the hiring of the following seasonal, part-time staff members for the Port Jefferson Country Club Golf Pro Shop, at an hourly wage rate of \$ 16.00 per hour as recommended by Jake Anderson:

- o Charles Curley, effective September 4, 2023
- o Sean Brennan, effective September 4, 2023 and
- o Steven Liantonio, effective September 14, 2023.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Blondo

All in Favor, with None Opposed

**Resolution # 07 - 91823**

Resolution authorizing the solicitation of a Request for Proposals for the purchase of all chemicals and fertilizers utilized at the Village of Port Jefferson Country Club, as recommended by General Manager Tom Natola.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed

**Resolution # 08 - 91823**

Resolution approving an increase in the vendor rental rate for the Farmers' Market to a fixed rate of \$ 700.000 for Summer 2024 and a \$ 550.00 for Winter 2023/2024, as recommended by Recreation Center Manager Renee Lemmerman.

Motion made by: Trustee Blondo

Motion seconded by: Trustee Loucks

Motion to amend as follows:

Resolution approving an increase in the vendor rental rate for the Farmers' Market to a fixed rate of \$ 700.000 for Summer 2024 and a \$ 550.00 for Winter 2023/2024, as recommended by Recreation Center Manager Renee Lemmerman, **with the option to pro-rate at the Village Clerk's discretion.**

Amended Motion made by: Trustee Kassay

Amended seconded by: Trustee Blondo

All in Favor, with None Opposed

**Resolution # 09 - 91823**

Resolution approving the attached Resolution and Stipulation of Settlement as recommended by Assessor Damato, to settle tax certiorari proceedings pending against the Village of Port Jefferson in connection with property owned by Belle Terre Properties LLC, located at 1523 Main Street / 30 Walnut Street, and further identified as Section, Block and Lot 206/21/5,7 and 11.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Blondo

All in Favor, with None Opposed

**Resolution # 10 - 91823**

Resolution approving the request of Amy Tuttle on behalf of the Greater Port Jefferson-Northern Brookhaven Arts Council to sell beer - via a Biergarten - in the Sport Court area/skating rink of Harbor Front Park on October 7, 2023 during the Blues Festival event.

Motion made by: Trustee Blondo

Motion seconded by: Mayor Sheprow

All in Favor, with None Opposed

**Resolution # 11 - 91823**

Resolution approving the request of Jane Troncoso on behalf of the First Presbyterian Church of Port Jefferson to close the corner of Main and South Streets - to the Church parking lot - for use by craft vendors during the Dickens Festival.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed

**Resolution # 12 - 91823**

Resolution approving the Showmobile Permit Application received from Bruce Miller on behalf of American Legion Post 432 for the use of the Showmobile from 9:00 a.m. through 12:00 noon on October 22, 2023 in the Veterans' Park [across from Village Hall] to honor the Marines that died in the Lebanon Barracks Bombing on October 23, 1984.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed

**Resolution # 13 - 91823**

Resolution approving the Event Permit Application received from Scott Zamek on behalf of The Royal Educational Foundation for: 7:00 a.m. access to the Village Center, the provision of barricades, a golf cart with flatbed (for the barricades), and the use of Village Code Enforcement personnel to ensure route control, from 8:00 a.m. through 9:30 a.m. on October 14, 2023 for the Annual Family Fun Run; and further approving a waiver of the requisite permit application fee.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed

**Resolution # 14 - 91823**

Resolution authorizing the placement of "Port Jefferson is Seawolves Country" banners on designated light poles throughout the Village of Port Jefferson.

Motion made by: Trustee Kassay **to table.**

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed

**Resolution # 15 - 91823**

Resolution approving the issuance of parking permits to Belle Terre residents to park in metered spaces within the Village of Port Jefferson municipal parking system at a pro-rated cost of \$ 25.00 per calendar year for a virtual permit.

Motion made by: Trustee Biondo

Motion seconded by: Mayor Sheprow

Motion to amend as follows:

Resolution approving the issuance of parking permits to Belle Terre residents to park in metered spaces within the Village of Port Jefferson municipal parking system at a pro-rated cost of \$ 25.00 **for this pilot program, for the remainder of the 2023 calendar year** for a virtual permit.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

Vote on the amended motion as follows:

Motion made by: Trustee Biondo

Motion seconded by: Mayor Sheprow

All In Favor: 4  
All Opposed: 1  
Trustee Julliano Aye  
Trustee Biondo Aye  
Trustee Kassay Nay  
Trustee Loucks Aye  
Mayor Sheprow Aye

**The motion passed 4/1.**

**Resolution # 16 - 91823**

Resolution approving the hiring of James M. Burke as the Attorney to the Village of Port Jefferson Planning and Zoning Boards *[as the Village Land Use Attorney]*, at an hourly rate of \$ 175.00 per hour, effective September 19, 2023.

Motion made by: Trustee Biondo  
Motion seconded by: Trustee Juliano  
All in Favor, with None Opposed

**Resolution # 17 - 91823**

Resolution authorizing Treasurer Gaffga to perform the attached proposed Budget Amendment - Journal Entry Number 1 - appropriating General Fund Reserves in the amount of \$27,656.00 to fund the purchase and installation of new servers and related equipment at Village Hall and the Village DPW building as per the attached proposal submitted by Island Tech Services, and requesting that proposed Budget Amendment - Journal Entry Number 1 - and the proposal submitted by Island Tech Services, be included as part of the formal meeting minutes of the September 18, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Juliano  
Motion seconded by: Trustee Kassay  
All in Favor, with None Opposed

**Resolution # 18 - 91823**

Resolution approving the Check Register and warrants dated September 15, 2023 as presented by Treasurer Gaffga and as approved by Claims Auditor Goodwin.

Motion made by: Trustee Loucks  
Motion seconded by: Trustee Juliano  
All in Favor, with None Opposed

**Resolution # 19 - 91823**

Resolution to enter into Executive Session at 7:59 p.m. to discuss potential litigation and the appointment of a particular person.

Motion made by: Trustee Biondo  
Motion seconded by: Trustee Juliano  
All in Favor, with None Opposed

**Resolution # 20 - 91823**

Resolution to close the Executive Session and re-open the September 18, 2023 Village of Port Jefferson Board of Trustees Meeting at 8:59 p.m.

Motion made by: Trustee Biondo  
Motion seconded by: Trustee Kassay  
All in Favor, with None Opposed

**Resolution # 21 - 91823**

Resolution re-appointing Todd Garland to the CCMAC, for a term to expire in June of 2025.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All In Favor, with None Opposed

**Resolution # 22 - 91823**

Resolution authorizing the withdrawal of an appeal of a legal case.

Motion made by: Trustee Biondo

Motion seconded by: Mayor Sheprow

All In Favor: 4

All Opposed: 1

Trustee Juliano Aye

Trustee Biondo Aye

Trustee Kassay Nay

Trustee Loucks Aye

Mayor Sheprow Aye

**The motion passed 4/1.**

**Resolution # 23 - 91823**

Resolution adjourning the September 18, 2023 Meeting of the Village of Port Jefferson Board of Trustees at 9:00 p.m.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All In Favor, with None Opposed

# TREASURER REPORT

09-18-2023

## Procurement

- Have begun to implement stronger procurement practices within the Treasurer's office.
  - o Requesting all backup paperwork including contracts
  - o Better descriptions for Purchase Orders/ Vouchers for more clarity as to what is being purchased.
  - o Implementing a multi-review process to ensure best practices are being followed for all purchases.
- Have reconfigure the Warrant report so that it is one report generated to the Board for review and approval.
  - o This report will include the General, Country Club, Capital, and Trust funds.
    - Should allow for better continuity and clarity for the Warrant.
    - The report will be submitted for review by the Board prior to the monthly regular meeting and then, when finalized, posted to the Village website.

## Budgetary Processes

- Part of normal process will be presenting Budget Amendments and Budget Transfers for approval at the Regular Board Meetings.
  - o The Budget Amendments are a critical process for the Treasury Department to allow for the allocation of resources for expenditures that were not budgeted.
    - These mostly pertain to Capital Projects that can be paid from reserves (which is the reason for the Budget Amendment I am presenting this month for approval)
  - o The Budget Transfer Process is also critical because it mainly allows for the transfer of expenses from one line item to another within the budgeted total expenses.
    - This can be incredibly useful when one line item has more money than it needs within a fund to be transferred to a different expense line item within that fund.
    - I was also made aware of a **2010 Budget Transfer Policy** that has been effect that allows for the Treasurer to make Budget Transfers within the General Fund up to \$10,000 without Board Approval.
      - The Transfer Policy currently states that the Treasure may make a budget Transfer up to \$5,000 from the requesting Department Head, transfers from \$5,001 to \$9,999 as requested by the Clerk or Administrator, and anything over \$10,000 is to be approved by the Board.

- I feel it is extremely important to allow the Board and Mayor to see these Budget Transfers and approve them.
  - Any change to the Budget which is the governing document for the Village should be approved by the Board as part of the checks and balances within the Village Government.

#### General Ledger

- Have identified several issues relating to the Capital Fund.
  - Have already begun to correct these issues some of which are related to the current financial software.
  - Will be coming to the Board next month for the creation of new Investment Accounts specifically for the Capital Fund to provide easier bookkeeping and banking.

#### Auditor

- Have spoken with the Auditors about the most recent audit which is still being completed and addressed concerns from the previous Fiscal 2022 audit.
  - The biggest concern is the lack of a Capital inventory.
    - Along with the Clerk's office we have begun to attempt to get this problem addressed.
    - It will not be rectified for the Fiscal 2023 Audit and will likely remain an adverse opinion needed immediate correction.

#### Bonds and BANs

- Have had a meeting with Munistat about the totality of Bonds and BAN's that are outstanding.
  - Have already set up the October 1<sup>st</sup> payment.
  - We are planning on combining 2 outstanding BAN's for the Oct 13<sup>th</sup> renewal that is due. The 2022 series B for \$1,839,716 and 2022 Series C for \$950,000.



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Batch Id: SGAFPGA		Batch Type: Standard						
Account No.	Type	Debit	Credit	Description	Date	Journal Num	Tracking Id	Seq
A -0000-0599-0000 APPROPRIATED FUND BALANCE..	General Ledger	27,646.00		TO APPROP RESRVS TO FUND NEW SERVERS	09/12/23	1		1
A -9950-0900-0000 INTERFUND TRANSFER.. G/L: A -0000-0522-0000 EXPENDITURES	Expenditure		27,646.00	TO APPROP RESRVS TO FUND NEW SERVERS	09/12/23	1		2
H -0000-5031-0000 INTERFUND TRANSFERS.. G/L: H -0000-0980-0000 REVENUE..	Revenue	27,646.00		TO APPROP RESRVS TO FUND NEW SERVERS	09/12/23	1		3
H -1997-0340-0000 COMPUTER HARDWARE ACCT.. G/L: H -0000-0522-0000 EXPENDITURES	Expenditure		27,646.00	TO APPROP RESRVS TO FUND NEW SERVERS	09/12/23	1		4
Entries: 4    Debits:    55,292.00    Credits:    55,292.00 There are NO errors in this listing.								