



**Minutes of the Business and Public Meeting held at 5:00 p.m.
on: September 5, 2023 at Village Hall, 121 West Broadway,
Port Jefferson, NY 11777**

Call to Order

The meeting was called to order by Mayor Sheprow at 5:01 p.m.

Pledge of Allegiance

Attendance was taken as follows, after which Clerk Pirillo confirmed the presence of a quorum:

Mayor Sheprow - **Present**
Deputy Mayor Kassay - **Present**
Trustee Loucks - **Present**
Trustee Biondo - **Present**
Trustee Juliano - **Present**
Attorney Moran - **Present**

Announcement

The next Board of Trustees Meeting is scheduled for September 18, 2023 beginning at 6:00 p.m.

Presentations

- Barbara Ransome of the Chamber of Commerce
- Suffolk County Police Department, **represented by PO Berry**
- Chief Andy Owen

Public to Address the Board

Village Attorney Report

- Village Attorney Moran (**No report was presented.**)

Village Board Member Reports

- Deputy Mayor Kassay

Attended the Governor's Listening Tour for the Environmental Bond Act

Reported on the LIRR Survey

**Proposed a resolution re: the potential closure of the Port Jefferson Station
NYS DMV**

Reported on the potential placement of street trees

- Trustee Biondo – **No report was presented**
- Trustee Juliano

Reported on DPW tree inspections and tree uprootings

**Reported on a Parks Committee meeting regarding the gardens in front of the
Explorium and Village Center**

**Will host a Saturday sit—down in the Village Center Living Room, from 9:00
a.m. – 10:30 a.m. starting on 9/9/23 and reiterated upcoming event dates**

- Trustee Loucks

**Reported that there are no longer lifeguards at the beaches, and that the
bathrooms are still open**

Reported on a meeting with the School Superintendent

- Mayor Sheprow
 1. Selection of Trustee Biondo as Liaison to the Board regarding existing Policies and Policy changes
 2. Parking permits for Belle Terre residents

The September 5, 2023 Meeting of the Village of Port Jefferson Board of Trustees then proceeds, with Resolution Numbers 01 to 23 as follows:

Resolution # 01 - 090523

Resolution approving the minutes of the August 21, 2023 Village of Port Jefferson Board of Trustees Meeting.

Motion made by: Trustee Juliano

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

Resolution # 02 - 090523

Resolution approving the request of Renee Lemmerman to modify the closing hour of the Village Center to be 10:00 p.m. on Friday nights only from the months of November through March, to better serve the patrons of the ice skating rink.

Motion made by: Trustee Loucks

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

Resolution # 03 - 090523

Resolution approving the attached Resolution and Stipulation of Settlement as recommended by Tax Assessor Damato, to settle tax certiorari proceedings pending against the Village of Port Jefferson in connection with property owned by Belle Terre Equities Associates, located at 1601 Main Street, and further identified as Section, Block and Lot 206/21/6/1, 3 and 4.

Motion made by: Trustee Juliano

Motion seconded by: Mayor Sheprow, with All in Favor and None Opposed

Resolution # 04 - 090523

Resolution approving the attached Internship Agreement between the Village of Port Jefferson and Stony Brook University, and further authorizing Mayor Shepro to sign the Internship Agreement between the Village of Port Jefferson and Stony Brook University.

Motion made by: Trustee Biondo

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

Resolution # 05 - 090523

Resolution ratifying the hiring of Mark Coleman as a seasonal, part-time staff member at the Port Jefferson Country Club effective August 17, 2023 at an hourly wage rate of \$ 18.00 per hour.

Motion made by: Trustee Loucks

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

Resolution # 06 - 090523

Resolution amending the Resolution from the June 5, 2023 meeting of the Board of Trustees regarding part-time, seasonal employee Danielle Bombolla, to also allow for an even ("50/50") split of the revenue between the Village of Port Jefferson and Danielle Bombolla on programs, group lessons and individual lessons, in addition to clinics.

Motion made by: Trustee Loucks

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

Resolution # 07 - 090523

Resolution approving an increase in the annual salary of Rita Dioguardi from \$ 34,351.75 to \$ 39,200.00 as a result of the re—classification of title by Suffolk County Civil Service from Office Assistant to Senior Office Assistant. **(Note: Clerk Pirillo stated that the effective date for the salary increase was August 14, 2023; which is consistent with the Suffolk County Civil Service re-classification date.)**

Motion made by: Trustee Kassay

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

Resolution # 08 - 090523

Resolution approving attached Change Order Number Three (3) dated June 28, 2023 as submitted by JRH Consulting Engineers, D.P.C. in the amount of \$ 30,000.00 for the provision of continued Planning Board and Zoning Board of Appeals application review support services, specifically with regard to architectural and engineering matters.

Motion made by: Trustee Kassay

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

Resolution # 09 - 090523

Resolution ratifying the approval of the Proposal for Professional Engineering Services as submitted by P.W. Grosser Consulting, Inc. for the updating of the grant for Flood Reduction Initiatives in specified low-lying downtown areas and RFI [Request for Information] Response Preparation, in the amount of \$ 1,050.00 total for Task One (1).

Motion made by: Trustee Juliano

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

Resolution # 10 - 090523

Resolution ratifying the approval of the Proposal for Professional Value Engineering Services as submitted by Nelson Pope for the provision of a topographic survey and base mapping related to the Harborfront Park Path Reconstruction in the amount of \$ 2,500.00 total for Task One (1).

Motion made by: Trustee Biondo

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

Resolution # 11 - 090523

Resolution authorizing the attendance of any interested: Trustee, Zoning Board of Appeals Member, Planning Board Member, Management staff member or other Village employee to attend the Suffolk County Village Officials Association Fall Municipal Training on October 10, 2023 from 5:30 p.m. through 9:30 p.m. in Riverhead, New York; with all applicable mileage expenses to be reimbursed from the corresponding Line Item Numbers, and in accordance with the official Village of Port Jefferson Travel Policy.

Motion made by: Trustee Kassay

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

Resolution # 12 - 090523

Resolution approving the request of Patty Kuchcicki, Director of Beach Preservation for Coastal Steward L.I., to re-schedule the previously approved clean-up at Centennial Park for October 24, 2023, which date takes the place of the June 16, 2023 clean-up event that was cancelled owing to inclement weather.

Motion made by: Trustee Juliano

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

Resolution # 13 - 090523

Resolution authorizing the solicitation of formal bids for the re-build and re-construction of the existing bunkers at the Port Jefferson Country Club, per the recommendation of Country Club General Manager Natola.

Motion made by: Trustee Loucks

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

Resolution # 14 - 090523

Resolution authorizing the solicitation of formal bids for the re-establishment and re-construction of current cart paths at the Port Jefferson Country Club, per the recommendation of Country Club General Manager Natola.

Motion made by: Trustee Loucks

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

Resolution # 15 - 090523

Resolution approving the Event Application submitted by Sharon Philbrick on behalf of the High School Cheer Program for the use of the parking lot at Village Hall from 9:00 a.m. through 12:00 noon on September 16, 2023 for the annual Port Jefferson High School Football and Cheer car wash fundraiser. Further, as requested by the applicant, a waiver of the requisite application fee is hereby approved.

Motion made by: Trustee Biondo

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

Resolution # 16 - 090523

Resolution approving the Event Application submitted by Senior Office Assistant Felicia Demsen on behalf of the High School for the use of: Barnum Avenue, Main Street and Broadway from 7:00 p.m. through 8:00 p.m. on October 13, 2023 for the annual High School Homecoming Parade. Further, as requested by the applicant, a waiver of the requisite application fee is hereby approved.

Motion made by: Trustee Loucks

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

Resolution # 17 - 090523

Resolution approving the Event Application submitted by the Greater Port Jefferson Chamber of Commerce for: the closure of Mill Creek Road 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; staging for horse and carriage rides on East Main Street, with the rides as a "loop" on East Main Street, Main Street and Arden Place, and the use of Code Enforcement personnel to assist with traffic control for the closing of East Main to East Broadway, and Main Street to East Main Street on October 21, 2023 from 12:30 p.m. through 1:00 p.m. 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.

Motion made by: Trustee Juliano

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

Resolution # 18 - 090523

Resolution accepting the resignation of Assistant Village Attorney Richard Harris, effective September 14, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor: Trustee Biondo, Trustee Juliano, Trustee Kassay, Mayor Sheprow

All Opposed: Trustee Loucks

The motion passed 4/1.

Resolution # 19-090523

Resolution to enter into Executive Session at 7:09 p.m. to discuss potential litigation and the appointment of a particular person.

Motion made by: Trustee Biondo

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

Resolution # 20 - 090523

Resolution to close the Executive Session and re-open the Village of Port Jefferson Board of Trustees Meeting at 8:28 p.m.

Motion made by: Trustee Kassay

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

Resolution # 21 - 090523

Resolution authorizing the Village of Port Jefferson Board of Trustees to forward the attached Resolution to Governor Hochul asking for a re-consideration of the proposed closing of the Port Jefferson Station branch of the New York State Department of Motor Vehicles.

Motion made by: Trustee Kassay

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

Resolution # 22-090523

Resolution approving the appointment of Jennifer A. Buetow as Prosecutor for the Village of Port Jefferson, effective September 14, 2023 at an hourly rate of \$ 175.00 per hour.

Motion made by: Trustee Loucks

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

Resolution # 23-090523

Resolution to adjourn the September 5, 2023 Village of Port Jefferson Board of Trustees Meeting at 8:29 p.m.

Motion made by: Trustee Kassay

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