



**Minutes of the Business Meeting
Held at: Village Hall on: October 16, 2023 at 6:00 p.m.**

Call to Order

The meeting is called to order by Mayor Sheprow at 6:00 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**

Kevin Wood – Update on Security Issue

1776 Whaleboat Project Update

President Len Carolan, on behalf of the LISEC Board

Board Reports:

Trustee Biondo

- o Ethics Update

Trustee Kassay

- o Report from SCVOA Municipal Training on 10/10
- o Lawrence Aviation Updates from DEC
- o Tree Committee: seven new trees around PJV
- o Encouraging all residents to visit portjeff.com/volunteer to submit your interest in any Village committees, boards, and/or task force groups

Trustee Juliano

- o Update from Parks
- o Update from DPW
- o Update from Conservancy

Trustee Loucks

- o Recreation Department update
- o Schools update

Mayor Sheprow

- o Thank you to the BID for committing to a \$ 5,000 sponsorship towards the Village holiday lighting expenses
- o RFP Conversation, **from which Resolution # 12-101623 resulted**

Agenda Action Items:

Resolution # 01 - 101623

Resolution approving the minutes of the September 18, 2023 Board of Trustees meeting.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

Resolution # 02 - 101623

Resolution scheduling a public hearing for 6:00 p.m. on November 20, 2023 at Port Jefferson Village Hall, 121 West Broadway, New York, 11777 to consider a proposed local law amending Chapter 41 (Ethics, Code Of) of the Village of Port Jefferson Code.

Motion made by: Mayor Sheprow

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

Resolution # 03 - 101623

Resolution approving the hiring of Anne Fox as a Bridge Instructor for the Port Jefferson Recreation Department, as recommended by Recreation Center Manager Renee Lemmerman, at an hourly rate of \$ 15.00 per hour, with the hiring effective November 28, 2023 through February 6, 2024.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

Resolution # 04 - 101623

Resolution ratifying the hiring of William Meyer as a seasonal, part-time employee in the Maintenance Department of the Port Jefferson Country Club, as recommended by Pat Sullivan, at an hourly rate of \$ 20.00 per hour, effective October 9, 2023.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

Resolution # 05 - 101623

Resolution approving an annual increase to each membership rate at the Port Jefferson Country Club as attached, effective November 1st, 2023 for the "Early Birds" and effective on January 1, 2024 for all other members; as recommended by Country Club Manager Tom Natola and the CCMAC (Country Club Management Advisory Council).

Motion made by: Trustee Loucks

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

Resolution # 06 - 101623

Resolution accepting and approving the attached Record of Activities submitted by Trustee Andre ("Drew") Biondo for submission to the New York State Retirement System, and further authorizing Clerk Pirillo to sign the corresponding Standard Work Day and Reporting Resolution for Elected and Appointed Officials (Form # 2417-A) relevant to Trustee Andre ("Drew") Biondo.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Kassay

All in Favor, with One Recusal (Trustee Biondo).

Resolution # 07 - 101623

Resolution approving the attached quotation from Port Jefferson EMS for the provision of a monthly inspection of all Village AED's, the replacement of expired or faulty pads and/or batteries, troubleshooting of hardware issues and the updating of corresponding software as required, at a cost of \$ 50.00 per hour, at approximately four (4) hours per month, to be expensed from the corresponding line item number(s).

Motion made by: Trustee Kassay to table.

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed.

(Note: Clerk Pirillo requested that the Board table the motion, to first allow for conversation with Chief Andy Owen to discern whether a staff member may instead take charge of the AED inspections and any necessary replacements.)

Resolution # 08 - 101623

Resolution approving the attached proposal submitted by P.W. Grosser Consulting, Inc. for the provision of pipe inspection services via camera to the Village of Port Jefferson for the pipe that runs underneath Old Homestead Road, to locate any deficiencies in that pipe; at a cost **not to exceed** \$ 6,000.00, to be expensed from line item # A.8090.400 (Environmental Expenses), and authorizing Mayor Sheprow to sign the proposal submitted by P.W. Grosser Consulting, Inc.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Kassay

All in Favor of the amended motion, with None Opposed.

(Note: Trustee Juliano questioned the \$ 6,000 amount, as he was in possession of a more recent quotation from P.W. Grosser with a stated amount of \$ 5,000.00, which quotation will be provided to both the Clerk and Treasurer by Trustee Juliano.)

Resolution # 09 - 101623

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment - Journal Entry Number 3 - appropriating General Fund Reserves in the amount of \$55,800.00 to fund the proposal submitted by Value Engineering Consultant Roger Corcella, as approved at the July 24, 2023 Board of Trustees Meeting, and requesting that the proposed Budget Amendment - Journal Entry Number 3 - be included as part of the formal meeting minutes of the October 16, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Biondo

Motion seconded by: Mayor Sheprow

All in Favor, with None Opposed.

Resolution # 10 - 101623

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment - Journal Entry Number 2 - appropriating General Fund Reserves in the amount of \$30,000.00 to fund Change Order Number 3 for JRH Consulting Engineering, D.P.C. per Village Board Resolution #08-09052023, and requesting that the proposed Budget Amendment - Journal Entry Number 2 - be included as part of the formal meeting minutes of the October 16, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Biondo
Motion seconded by: Mayor Sheprow
All in Favor, with None Opposed.

Resolution # 11 - 101623

Resolution approving the Check Register and warrants dated October 13, 2023 as presented by Treasurer Gaffga and as approved by Claims Auditor Goodwin.

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

Resolution # 12 - 101623

Resolution approving the proposal submitted by F&F Concrete, Inc. for the replacement of walkways at Harbor Front Park at a cost not to exceed \$248,907.00 per the bid opening on October 12, 2023; and further authorizing Mayor Sheprow to execute any and all documents in furtherance of the grant as well as a Manual Check Request, for the full amount of the work performed, if required for purposes of the preservation of timing for payment from the associated grants.

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

Resolution # 13 - 101623

Resolution to enter into Executive Session at 7:41 p.m. to discuss potential litigation and the appointment of a particular person.

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

Resolution # 14 - 101623

Resolution to close the Executive Session and re-open the October 16, 2023 Village of Port Jefferson Board of Trustees Meeting at 8:55 p.m.

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

Resolution # 15 - 101623

Resolution hiring Andrew Freleng as a Principal Planner for the Village of Port Jefferson, at an annual salary of \$150,000 effective November 13, 2023.

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

Resolution # 16 - 101623

Resolution adjourning the October 16, 2023 Meeting of the Village of Port Jefferson Board of Trustees at 8:57 p.m.

Motion made by: Trustee Kassay
Motion seconded by: Trustee Stan Loucks
All in Favor, with None Opposed.