



**Business Meeting and Public Engagement Minutes  
Village Hall - 121 West Broadway  
November 6, 2023 at 5:00 p.m.**

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**Call to Order**

The meeting is called to order by Mayor Sheprow at 5:00 p.m.

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

Mayor Sheprow Present

Deputy Mayor Kassay Present

Trustee Loucks Present

Trustee Biondo Present

Trustee Juliano Present

Attorney Moran Present

Treasurer Gaffga Present

**Resolution # 01-110623**

Resolution to enter Executive Session at 5:01 p.m. to discuss potential litigation and matters of employment related to particular persons.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 02-110623**

Resolution to close the Executive Session and re-open the Village of Port Jefferson Board of Trustees Meeting at 6:07 p.m.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Pledge of Allegiance**

**Announcement**

The next Board of Trustees Meeting is scheduled for November 20, 2023 beginning at 6:00 p.m. and includes a Public Hearing regarding a proposed Local Law amending Chapter 41 (Ethics, Code Of) of the Village of Port Jefferson Code.

## **Organization and Enforcement Reports**

- Suffolk County Police Department
- Village Code Enforcement Chief Andy Owen
- Murdocco Re: Drill

## **Public Comment Session**

## **Staff Reports**

- Treasurer Gaffga
- Clerk Pirillo
  - Local Law & Posting
  - RFP's

## **Village Board Member Reports**

- Trustee Kassay
  - Conservation Advisory Council: request to survey residents regarding gas powered leaf blower use; ongoing internal conversations regarding Village policies related to gas powered equipment.
  - Meeting with Trustee Loucks and student group regarding Youth Council Friday, Nov 3
  - Beach Street community Garden wind-down, Saturday, Nov 18, 10am-1pm- volunteers welcome
  - Presenting at the 2<sup>nd</sup> Annual Bi-State Sustainable and Resilient Communities virtual workshop Thursday, Dec 7<sup>th</sup>
- Trustee Biondo
  - Planning Board
  - ZBA
  - Architectural Review Committee
  - Miscellaneous
- Trustee Juliano
  - DPW update – Leaf schedule posting
  - Parks update
  - Parks and Rec Committee Update (with Trustee Loucks)
  - Conservancy Update
  - Partial Tax Exemption for Senior Citizen Village Taxpayers
- Trustee Loucks
  - Update on Recreation programs
  - Update on Schools (Speed Bumps, Crossing guard, Student beautification program)
  - Kayak racks
  - Parks and Recreation Council
  - Polling @ Village Center & Veteran's Day
- Mayor Sheprow
  - Outreach to volunteers who signed up on the Make a Difference page.
  - Dedication of the Archives Room in the Village Center in the name of Ken Brady.

Minutes 11/6/2023

**The November 6, 2023 Meeting of the Village of Port Jefferson Board of Trustees then proceeds, with Resolution Numbers 03 to 25 as follows:**

**Resolution # 03 - 110623**

Resolution approving the minutes of the October 16, 2023 Village of Port Jefferson Board of Trustees Meeting.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 04 - 110623**

Resolution authorizing the solicitation of a Request for Proposals to determine original cost and depreciation on the Village's capital assets as set forth by the capital asset reporting requirements of GASB Statement 34 and to provide current insurable values to be used for insurance reporting purposes.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 05 - 110623**

Resolution ratifying the re-hiring of Calli Saieva as a part-time, seasonal Recreation Aide, as recommended by Recreation Center Manager Renee Lemmerman, at an hourly wage rate of \$ 18.00 per hour, effective October 28, 2023.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 06 - 110623**

Resolution hiring Connor Mendola as a part-time Appearance Ticket Officer in the Village of Port Jefferson Code Enforcement Bureau, as recommended by Code Chief Andy Owen, at an hourly wage rate of \$ 18.31 per hour, effective November 8, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 07 - 110623**

Resolution appointing the following three Parks and Recreation Advisory Council Alternate Members as full-time, voting Members of the Parks and Recreation Council, with terms to expire as detailed below:

1. Mary O'Sullivan, with a term to expire in June of 2024,
2. Dana Eng, with a term to expire in June of 2025, and
3. Tom Provencher, with a term to expire in June of 2027.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 08 - 110623**

Resolution re-appointing the following three full-time, voting Members of the Parks and Recreation Advisory Council, all with terms to expire in June of 2026:

1. Bob Gross,
2. Rima Potter, and
3. Beth Capodanno.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

Motion made by: Trustee Juliano to table.

Motion seconded by: Trustee Biondo to table.

All in Favor, with None Opposed.

**Resolution # 09 - 110623**

Resolution accepting with regret the resignation of Lisa Harris as an Alternate Member of the Village of Port Jefferson Planning Board, effective October 11, 2023.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 10 - 110623**

Resolution approving the attached Independent Contractor Agreement between the Village of Port Jefferson and Melissa Dunstatter for the fulfillment of duties and responsibilities related to the management of the Port Jefferson Farmers' Market.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed.

**Resolution # 11 - 110623**

Resolution authorizing the attendance of Patrick Sullivan and Christopher Furchert at the Golf Course Superintendents Association of America ("GCSAA") Conference and Trade Show in Phoenix, Arizona from January 27, 2024 through February 1, 2024 at a registration fee of \$ 1,295.00 for Patrick Sullivan and a registration fee of \$ 775.00 for Christopher Furchert, and with all lodging, travel and meal expenses to be reimbursed per the official Village of Port Jefferson Travel Policy, from line item number CR.7990.412 (Education/Travel Expenses). The corresponding written report as a synopsis of the training will be presented to the Board of Trustees in February of 2024.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 12 - 110623**

Resolution approving the request of Raquel Fernandez on behalf of Century 21 Icon to waive the requisite \$ 600.00 total in sign application fees payable to the Village of Port Jefferson Zoning Board of Appeals, per the attached correspondence.

Motion made by: Trustee Biondo

Motion seconded by: Mayor Sheprow

All in Favor, with None Opposed.

**Resolution # 13 - 110623**

Resolution authorizing Treasurer Gaffga to perform the attached proposed Budget Amendment - Journal Entry Number 4 – in the amount of \$ 56,000.00 to increase projected revenues for line item number A.1740.000 (On-Street Parking Meter Fees), and to increase projected expenses for line item number A.3320.402 (Managed Parking CC Fees), in order to more correctly state actual revenues and expenses for parking fees and credit card fees; and requesting that the proposed Budget Amendment - Journal Entry Number 4 - be included as part of the formal meeting minutes of the November 06, 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 # 14 – 110623**

Resolution authorizing Treasurer Gaffga to perform the attached proposed Budget Amendment - Journal Entry Number 5 – in the amount of \$ 249,000.00 establishing the Capital Project Budget for the renovation of the Walkways at Harborfront Park, funded through Interfund Transfer and grant monies, and expensed through the newly created Capital Expense Account known as Harborfront Walkway Project 2023 (line item number H.8997.605), and requesting that the proposed Budget Amendment - Journal Entry Number 5 - be included as part of the formal meeting minutes of the November 06, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Loucks

Motion seconded by: Mayor Sheprow

All in Favor, with None Opposed.

**Resolution # 15 – 110623**

Resolution authorizing Treasurer Gaffga to perform the attached proposed Budget Amendment - Journal Entry Number 6 – in the amount of \$ 386,554.60 establishing the Capital Project Budget for the recently completed 2023 Paving Project to be funded through the Interfund Transfer; as well as New York State DOT Grants, CHIPS, PAVE-NY, EWR, and POP programs, and expensing the Paving Project costs through line item number H.8997.082, and requesting that the proposed Budget Amendment - Journal Entry Number 6 - be included as part of the formal meeting minutes of the November 06, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 16 - 110623**

Resolution appointing Cindy Grauer, Founder and Managing Partner of Coastline Wealth Management, as the Principal for the Treasurer's appointment to the Port Jefferson Business Improvement District Board of Directors, and further naming David Mammina and Sean Russell as alternates to Cindy Grauer as Principal in the case of absence by Cindy Grauer.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 17 - 110623**

Resolution approving the attached Proposed Credit Card Policy as recommended by Treasurer Gaffga, detailing the parameters for the use of Village of Port Jefferson credit cards by designated Village employees.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed.

**Resolution # 18 - 110623**

Resolution approving the attached Proposal submitted by JRH Consulting Engineers, D.P.C in the amount of \$ 38,000.00 for assistance with site inspections required for the proposed expansion at Mather Hospital.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 19 - 110623**

Resolution approving the attached Proposal submitted by GEI Consultants, Inc. P.C. in the amount of \$ 5,000.00 to prepare responses to the Federal Emergency Management Agency ("FEMA") Request for Information ("RFI") related to prior regulatory agency coordination for the Environmental Planning and Historic Preservation Program in support of the East Beach Bluff stabilization project.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 20 - 110623**

Resolution approving the Event Application submitted by Barbara Ransome on behalf of the Greater Port Jefferson Chamber of Commerce for the use of Village of Port Jefferson personnel for traffic control related to the requested closure of both lanes of Main Street and East Broadway for one-half hour, and for the use of Village personnel for two hours to ensure pedestrian safety, for the Annual Santa Parade beginning at 3:00 p.m. on November 26, 2023.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 21 – 110623**

Resolution terminating the Engagement of Gerard Glass for the provision of Labor Counsel Services (for labor and employment related matters) to The Village of Port Jefferson, effective November 13, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed.

**Resolution #22 – 110623**

Resolution approving the Engagement of Bond, Schoeneck & King for the provision of labor Counsel Services (for labor and employment related matters) to the Village of Port Jefferson, effective November 13, 2023.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution #23 – 110623**

Resolution approving the hiring of Deirdre Ryan as a full-time Senior Planner for the Village of Port Jefferson, at an annual salary of \$78,000.00 per year, effective November 27, 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 subject to the standard twenty-six week Civil Service probationary period.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution #24 – 110623**

Resolution approving an increase in the annual salary of Senior Office Assistant Rita Dioguardi, from \$39,200.00 to \$49,976.00 per year, effective November 9, 2023 owing to the assumption of additional duties as a "principal assistant to a higher-level supervisor(s)".

Motion made by: Trustee Loucks

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 25 - 110623**

Resolution to adjourn the November 6, 2023 Village of Port Jefferson Board of Trustees Meeting at 8:16 p.m.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.