



**Business Meeting and Public Engagement Minutes  
Village Hall - 121 West Broadway  
December 11, 2023 at 5:00 p.m.**

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**Call to Order**

The meeting is called to order by Mayor Sheprow at 5:03 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, but late**

Attorney Moran **Present**

Treasurer Gaffga **Present**

**Resolution # 01-121123**

Resolution to enter into Executive Session at 5:04 p.m. to discuss potential litigation and matters of employment related to particular persons.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 02-121123**

Resolution to close the Executive Session and re-open the Village of Port Jefferson Board of Trustees Meeting at 5:38 p.m.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Pledge of Allegiance**

Resolution re-opening the public hearing regarding a proposed replacement to Chapter 41 (Ethics, Code of) of the Code of the Village of Port Jefferson, and scheduling that public hearing for 6:00 p.m. on January 31, 2024 at Village Hall, 121 W. Broadway, Port Jefferson, New York, 11777.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

### **Announcement**

The next Board of Trustees Meeting is scheduled for Wednesday, January 10, 2024 beginning at 5:00 p.m.

### **Updates to the Board of Trustees**

Allan Varela of the Greater Port Jefferson Arts Council to provide a re-cap of the annual Dickens Festival.

Village Center Manager Renee Lemmerman regarding current Village Center facility lease rates and lease policies, and possible amendments thereto.

Country Club Manager Tom Natola

### **Organization and Enforcement Reports**

- Suffolk County Police Department - Absent
- Village Code Enforcement Chief Andy Owen

### **Public Comment Session**

### **Staff Reports**

- Treasurer Gaffga
- Clerk Pirillo

### **Village Board Member Reports**

- Mayor Sheprow
  - Dickens light pole dedication
  - 60<sup>th</sup> Anniversary of Incorporation
  - Parking Committee update
  - Proposed Ethics Code replacement
  - Resolution re: re-opening of public hearing
- Trustee Kassay
  - Six Acre Park update: Grant funding towards park planning secured from NYS Office of Parks, Recreation and Historic Preservation
  - NYSDOS Climate resilience plan: meeting scheduled between new Village Planning staff and grant contractor
  - Tree Committee: established meetings to be held on the first Wednesday of every month

- Trustee Biondo
  - Miscellaneous
- Trustee Loucks
  - Kayaks
  - Parks and Recreation Advisory Council
  - Beach Bathrooms
  - Safety Net at Joe Erland Field
  - Pool at Scraggy
  - Miscellaneous

**The December 11, 2023 Meeting of the Village of Port Jefferson Board of Trustees then proceeds, with Resolution Numbers 03 to 20 as follows:**

**Resolution # 03 - 121123**

Resolution approving the minutes of the November 20, 2023 Village of Port Jefferson Board of Trustees Meeting.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 04 - 121123**

Resolution authorizing the solicitation of a Request for Proposals for the provision of cleaning services at Port Jefferson Village Hall and other specified Village locations as required.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 05 - 121123**

Resolution approving the proposal submitted by P.W. Grosser Consulting, Inc. in the amount of \$ 4,500.00, to provide professional engineering services to support repairs to the underground stormwater drainage line that runs underneath Old Homestead Road, with the \$ 4,500.00 to be expensed from line-item number A.8140.400 (Storm Sewer Expenses).

Motion made by: Trustee Juliano

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 06 - 121123**

Resolution ratifying the hiring of Michael Dumas as an Intern in the Graphics Department, per the approved Internship Agreement between the Village of Port Jefferson and Stony Brook University, at an hourly wage rate of \$ 15.00 per hour, effective December 1, 2023.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 07 - 121123**

Resolution ratifying the hiring of Arleen Ayala as a part-time Court Clerk for the Village of Port Jefferson Justice Court, at an hourly wage rate of \$ 19.00 per hour, effective December 7, 2023.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 08 - 121123**

Resolution hiring Nicholas Patrick Cavanagh as a part-time Office Assistant in the Building Department, at an hourly wage rate of \$ 18.00 per hour, effective December 14, 2023.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 09 - 121123**

Resolution naming *Newsday* as an official newspaper of the Village of Port Jefferson.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 10 - 121123**

Resolution approving the attached Intermunicipal Agreement between the Village of Port Jefferson and the Town of Brookhaven for demolition services and disposal of materials, and authorizing Mayor Sheprow to sign the Intermunicipal Agreement between the Village of Port Jefferson and the Town of Brookhaven.

Motion made by: Trustee Juliano

Motion seconded by: Trustee Biondo

All in Favor, with None Opposed.

**Resolution # 11 - 121123**

Resolution approving the attached Intermunicipal Agreement between the Village of Port Jefferson and the Town of Brookhaven for the release of the required sand/salt mixture from the Town of Brookhaven Highway Department Stockyards, and authorizing Mayor Sheprow to sign the Intermunicipal Agreement between the Village of Port Jefferson and the Town of Brookhaven.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 12 - 121123**

Resolution scheduling a public hearing for 6:00 p.m. on January 31, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 regarding a proposed amendment to Chapter 65 (Parks and Recreation Advisory Council), Section 65-2 (Composition; terms of office; qualifications) of the Code of the Village of Port Jefferson; specifically related to the terms of office, and duties thereof.

Motion made by: Trustee Loucks

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 13 - 121123**

Resolution authorizing Treasurer Gaffga to perform the proposed Budget Amendment - Journal Entry Number 7, in the amount of \$ 374,500.00 - establishing the Capital Project Budget for the Mill Creek Daylighting Project, to be expensed from Line Item H.8997.606 (Mill Creek Daylighting - Jumpstart), to be funded through a Suffolk County Jumpstart Grant (Line Item H.3089.000 - Other General Government Aid), and Line Item H.5031.000 (Interfund Transfer), and requesting that proposed Budget Amendment Journal Entry Number 7, be included as part of the formal meeting minutes of the December 11, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 14 - 121123**

Resolution authorizing Treasurer Gaffga to perform the proposed Budget Amendment - Journal Entry Number 8, in the amount of \$ 122,050.00 - establishing the Capital Project Budget for the Climate Resiliency Plan Project, to be expensed from Line Item H.8997.603 (Climate Resiliency Plan), to be funded through NYS Grant C.1001664 (Line Item H.3089.000 - Other General Government Aid), and Interfund Transfers (Line Item H.5031.000), and requesting that proposed Budget Amendment Journal Entry Number 8, be included as part of the formal meeting minutes of the December 11, 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 # 15 - 121123**

Resolution authorizing Treasurer Gaffga to perform the proposed Budget Amendment - Journal Entry Number 9 in the amount of \$ 31,500.00 - appropriating General Fund Reserves to fund the Independent Audit of the Capital Fund by PKF O'Connor Davies, and requesting that proposed Budget Amendment Journal Entry Number 9 be included as part of the formal meeting minutes of the December 11, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 16-121123**

Resolution approving the attached quotation submitted by Seven Seas Construction Co., Inc. in the amount of \$ 33,500.00 for the required repair of the pilings and dolphin used by the research vessel Seawolf, which is docked in Harborfront Park.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Kassay

All in Favor, with None Opposed.

**Resolution # 17 - 121123**

Resolution authorizing Treasurer Gaffga to perform the proposed Budget Amendment - Journal Entry Number 10, in the amount of \$ 33,500.00 - to fund the required dock piling repair at the dock in Harborfront Park used by the research vessel Seawolf, to be funded through line item H.5031.000 (Interfund Transfer and Expensing) through the newly created Capital Account H.8997.607 (Dock Piling Repair), and requesting that proposed Budget Amendment Journal Entry Number 10 and the quotation submitted by Seven Seas Construction Co, Inc. be included as part of the formal meeting minutes of the December 11, 2023 Regular Meeting of the Board of Trustees.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 18 - 121123**

Resolution approving the Check Register and warrants dated December 8, 2023, as presented by Treasurer Gaffga, and as will be approved by Claims Auditor Goodwin.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Loucks

All in Favor, with None Opposed.

**At this time, the Mayor re-opened the public comment session of the meeting.**

**Resolution # 19 - 121123**

Resolution approving an increase in the hourly wage of Senior Justice Court Clerk Elizabeth Kidney, from \$ 24.87 per hour to \$ 30.02 per hour, owing to the acquisition of substantial expertise in her current role, with the increase effective December 14, 2023.

Motion made by: Trustee Kassay

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.

**Resolution # 20 - 121123**

Resolution to adjourn the December 11, 2023, Village of Port Jefferson Board of Trustees Meeting at 7:31 p.m.

Motion made by: Trustee Biondo

Motion seconded by: Trustee Juliano

All in Favor, with None Opposed.