



Regular Meeting Minutes
Village Hall – 121 West Broadway, Port Jefferson, NY, 11777
January 31, 2024 at 6:00 p.m.

Call to Order

The meeting is called to order by Mayor Sheprow at 6:00 p.m.

Attendance is taken by 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 and Treasurer Gaffga also present.

Pledge of Allegiance

Moment of Silence for recently departed Village residents.

Announcements

The next upcoming Village Board of Trustees' Meeting will be a Work Session Meeting, beginning at 5:00 p.m. on February 14th.

The Village Offices will be closed on February 19th in honor of Presidents' Day.

Public Safety and Welfare Update

Presented by Chief Andy Owen and SCPD Officer Casey Berry

Public Hearings

1. Resolution to open the public hearing regarding a proposed amendment to Chapter 65 (Parks and Recreation Advisory Council) of the Code of the Village of Port Jefferson.
Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.
Motion made to close by: **Trustee Juliano** / Motion seconded by: **Trustee Kassay**
All in favor, with none opposed.
2. Resolution to open the public hearing regarding the proposed replacement of Chapter 41 (Ethics, Code Of) of the Code of the Village of Port Jefferson.
Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.
Resolution to close the public hearing regarding the proposed replacement of Chapter 41 (Ethics, Code Of) of the Code of the Village of Port Jefferson.
Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.
Motion made by: **Trustee Loucks** / Motion seconded by: **Trustee Biondo** / to close public portion.
All in favor, with none opposed.

Public to Address the Board of Trustees

Action on Regular Meeting Agenda items

Resolution # 01-13124

Resolution approving the minutes of the December 11, 2023 and January 10, 2024 meetings of the Board of Trustees of the Village of Port Jefferson.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Loucks** /
All in favor, with none opposed.

Resolution # 02-13124

Resolution approving the adoption of the attached proposed local law – Local Law Number 1 of 2024 - as a replacement to Chapter 41 (Ethics, Code Of) of the Code of the Village of Port Jefferson.

Motion made by: **Trustee Biondo** / Motion seconded by: **Mayor Sheprow** /
All in favor, with none opposed.

Resolution approving the adoption of the attached proposed local law – Local Law Number 1 of 2024 - as a replacement to Chapter 41 (Ethics, Code Of) of the Code of the Village of Port Jefferson as amended, Section 41-23 (2) The Board of Ethics shall consist of five members *appointed by the Village Board of Trustees*.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 03-13124

Resolution approving the attached proposal submitted by Civic Plus for the provision of website re-design services, per the bid opening on October 17, 2023 at a cost of \$ 27,933.15 total for the first year and an annual cost of \$ 4,977.00 thereafter, to be expensed from line-item number A.1650.0400 (Central Communications Expense).

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Kassay** /
All in favor, with none opposed.

Resolution # 04-13124

Resolution approving the attached proposal submitted by P.W. Grosser Consulting, Inc. in the amount of \$ 24,000.00 to provide engineering and consulting services for the additional mitigation work related to the recharge basin at Old Homestead Road, with the \$ 24,000.00 to be expensed from line-item number H.8997.600 (Recharge Basin).

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 05-13124

Resolution approving the attached proposal submitted by P.W. Grosser Consulting, Inc. in the amount of \$ 4,750.00 for the provision of engineering services to correct the ongoing groundwater seepage issues at the Barnum Avenue sidewalk, with the \$ 4,750.00 to be expensed from line-item number A.8140.0400 (Storm Sewer Expenses).

Motion made by: **Trustee Loucks** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 06-13124

Resolution approving the attached proposal submitted by Island Tech Services for the provision and installation of disaster recovery hardware and the migration of e-mail accounts from Google Suite to Microsoft Office 365, with the total cost of \$ 5,918.00 to be expensed from line-item number A.1650.200 (Central Communication Equipment).

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 07-13124

Resolution approving the attached quotation submitted by Tab Technologies, the technology services division of Social Butterfly, for the provision of internal technology support services, to be expensed from the corresponding line-item numbers.

Motion made by: **Trustee Biondo** / Motion seconded by: **Mayor Sheprow** /
All in favor, with none opposed.

Resolution # 08-13124

Resolution approving the attached quotation submitted by Jeuel Bryant for the provision of technical and professional services related to the live streaming of Village of Port Jefferson Board Meetings, to be expensed from the corresponding line-item numbers.

Motion made by: **Trustee Biondo** / Motion seconded by: **Mayor Sheprow** /
All in favor, with none opposed.

Resolution # 09-13124

Resolution ratifying the acceptance of the attached proposal submitted by GEI Consultants for the preparation and submission of required New York State DEC and New York State DOS Annual Compliance Reports for the East Beach Post-Construction Bluff Monitoring, at a total cost of \$ 8,300.00; to be expensed from line-item number H.8997.602 (Bluff Project).

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 10-13124

Resolution ratifying the acceptance of the attached quotation submitted by GEI Consultants for the provision of drone surveillance services to document the detailed topography of the East Beach Bluff, at a total cost of \$ 6,500.00; to be expensed from line-item number H.8997.602 (Bluff project).

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 11-13124

Resolution awarding the bids for the purchase of chemicals at the Port Jefferson Country Club to Heritage Landscape, Nassau Suffolk Turf Services, Inc. and Harrell's, LLC as highlighted on the attached bid sheets, per the bid opening on November 9, 2023, to be expensed from the corresponding line-item numbers.

Motion made by: **Trustee Loucks** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 12-13124

Resolution amending Resolution # 11-110623 to update the registration fee from \$ 775.00 to \$ 1,220.00 for the attendance of 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.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 13-13124

Resolution ratifying the attendance of Jake Anderson at the PGA Golf Show in Orlando, Florida from January 22, 2024 through January 27, 2024, with a conference fee of \$ 675.00, lodging fee of \$ 1,000.00, rental car fee of \$ 400.00, and airfare of \$ 400.00 for each participant, and with all meal, mileage and other applicable expenses to be reimbursed in accordance with the official Village of Port Jefferson Travel Policy.

Motion made by: **Trustee Loucks** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 14-13124

Resolution accepting the resignation of Anthony Siroka as a Laborer III in the Village of Port Jefferson Department of Public Works, effective January 3, 2024.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 15-13124

Resolution accepting the resignation of Jack Wrage as a Laborer in the Village of Port Jefferson Parks Department, effective December 29, 2023.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Loucks** /
All in favor, with none opposed.

Resolution # 16-13124

Resolution accepting the resignation of Connor Mendola as an Appearance Ticket Officer in the Village of Port Jefferson Code Enforcement Bureau, effective December 15, 2023.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 17-13124

Resolution approving the hiring of Land Use Attorney James M. Burke as a part-time, year-round Village of Port Jefferson employee, at an annual salary of \$ 25,000 per year effective February 7, 2024.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 18-13124

Resolution ratifying the hiring of Alexa Eichinger as a part-time, seasonal Recreation Aide at the Village Center, at an hourly wage rate of \$ 16.00 per hour effective January 18, 2024.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Loucks** /
All in favor, with none opposed.

Resolution # 19-13124

Resolution ratifying the hiring of Sherry Willi as the part-time Night Manager for the Village Center, at an hourly wage rate of \$ 18.00 per hour, effective December 23, 2023.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 20-13124

Resolution ratifying the approval of the Event Application submitted by James Luciano on behalf of the Business Improvement District to use portions of Village-owned properties from 12:00 noon through 5:00 p.m. on January 27, 2024 and January 28, 2024 for the annual Ice Festival with a rain date of February 4th, 2024.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 21-13124

Resolution authorizing Treasurer Gaffga to create new Budget Lines for Fiscal Year 2024 as follows: Expense Line Item A.7140.435 (Farmers Market Expenses), Revenue Line Item A.1980.000 (Farmers Market Fees), Expense Line Item A.7145.405 (Village Bus Trips Operating Expenses), Revenue Line Item A.2087.000 (Village Bus Trip Collection Fees), Expense Line Items A.7450.400 (Museum Docent Expenses), A.7450.410 (Museum Supplies), and A.7450.420 (Museum Operating Expenses).

Motion made by: **Trustee Loucks** / Motion seconded by: **Trustee Kassay** /
All in favor, with none opposed.

Resolution # 22-13124

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment #11 establishing the Oakwood Recharge Basin Capital Project Budget being funded by FEMA grant funds through Line Item H.3089.000 (Other General Governmental Aid) and Line Item H.5031.000 (Interfund Transfer), and having been expensed through Line Item H.8997.600 (Recharge Basin), and requesting that Budget Amendment #11 be included as part of the formal meeting minutes of the January 31, 2024 Regular Meeting of the Board of Trustees.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Kassay** /
All in favor, with none opposed.

Resolution # 23-13124

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment #12 establishing the budgets for the Village Farmers Market, Village Bus Trips, and Village Museums previously recorded in Village Trust Accounts T.0099.082 (Farmers Market), T.0097.000 (Village Bus Trips), and T.0099.083 (Drowned Meadow) and requesting that Budget Amendment #12 be included as part of the formal meeting minutes of the January 31, 2024 Regular Meeting of the Board of Trustees.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 24-13124

Resolution authorizing Treasurer Gaffga to perform attached proposed Budget Amendment #13 to fund the Annual Compliance Report relating to the East Beach Bluff Project (in the amount of \$ 8,300.00) for the NYS DEC and DOS and Monitoring Drone Flight (in the amount of \$ 6,500.00) to comply with FEMA regulations, expensing those through line item H.8997.602 (Bluff Project) with funding through line item H.5031.000 (Interfund Transfer), and requesting that proposed Budget Amendment Journal Entry Number 13, be included as part of the formal meeting minutes of the January 31, 2024 Regular Meeting of the Board of Trustees.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 25-13124

Resolution approving attached Change Order #1 submitted by Land Design Inc. for the Station Street Project (in the amount of \$ 6,400.00) and authorizing Treasurer Gaffga to perform attached Budget Amendment #14 to fund the Change Order through line item H.5031.000 (Interfund Transfer), to be expensed through line item H.8997.596 (Station Street), and requesting that both the attached Change Order and proposed Budget Amendment # 14 be included as part of the formal meeting minutes of the January 31, 2024 Regular Meeting of the Board of Trustees.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 26-13124

Resolution authorizing Treasurer Gaffga to appropriate General Fund Reserves and perform attached proposed Budget Amendment #15 to fund the revitalization of the Village website design (in the amount of \$ 26,937.75), to be funded through line item A.0599.000 (Appropriated Fund Balance) and expensed through line item A.1650.400 (Central Communication Expenses), and requesting that proposed Budget Amendment # 15 be included as part of the formal meeting minutes of the January 31, 2024 Regular Meeting of the Board of Trustees.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Loucks** /
All in favor, with none opposed.

Resolution # 27-13124

Resolution scheduling a public hearing for 6:00 p.m. on April 10, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson NY 11777 regarding the Village of Port Jefferson Tentative Budget and directing Clerk Pirillo to notice the public hearing accordingly.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 28-13124

Resolution scheduling a public hearing for 6:00 p.m. on February 28th, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson NY 11777 regarding a proposed local law overriding the 2% tax cap as established in General Municipal Law Section 3-c and directing Clerk Pirillo to notice the public hearing accordingly.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.

Resolution # 29-13124

Resolution appointing the following as Members of the Budget and Finance Committee, for a term to expire on June 30, 2025 : William Gatta, Karl Janhsen, CPA, Nicole Palumbo, Esq., Dr. Irene Rios-Knauf and Xena Ugrinsky, and appointing Rene Tidwell as an Alternate Budget and Finance Committee Member, which Alternate would serve to fill a vacant Membership position.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 30-13124

Resolution approving a refund of the rental renewal permit fee to Caroline Pazienza in the amount of \$ 300.00, as the rental permit renewal application for 99 Sawtooth Cove, Port Jefferson, New York, 11777 was withdrawn by Applicant Pazienza.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Loucks** /
All in favor, with none opposed.

Resolution # 31-13124

Resolution approving the Check Register and warrants dated 1/29/24 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 # 32-13124

Resolution approving the Lease Agreement between the Village of Port Jefferson Country Club and John Deere Financial Services for the lease of golf maintenance equipment. The lease is scheduled to commence on July 1, 2024, is scheduled to expire on July 1, 2028; and replaces the existing Lease Agreement for the lease of golf maintenance equipment between the Village of Port Jefferson Country Club and Wells Fargo, which lease will expire on June 27, 2024.

The total expense to the Village of Port Jefferson throughout the Lease Agreement term, determined via a Sourcewell contract, will be \$ 433,040.90; with equal, corresponding monthly payments due each month throughout the term of the lease.

Further, this resolution authorizes Mayor Sheprow to execute the Lease Agreement between the Village of Port Jefferson Country Club and John Deere Financial Services on behalf of the Village of Port Jefferson, subject to review and approval of the Lease Agreement by Attorney Moran.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 33-13124

Resolution to enter into Executive Session to discuss pending litigation and the performance of a particular employee.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Kassay** /
All in favor, with none opposed.

Resolution # 34-13124

Resolution to close the Executive Session portion of the January 31, 2024 Regular Meeting of the Board of Trustees at 10:09 p.m.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Juliano** /
All in favor, with none opposed.

Resolution # 35-13124

Resolution to close the January 31, 2024 Regular Meeting of the Board of Trustees at 10:09 p.m.

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /
All in favor, with none opposed.