



Board of Trustees Meeting Minutes
Village Hall – 121 West Broadway, Port Jefferson, NY, 11777
February 28, 2024 at 6:00 p.m.

Call to Order

The meeting is called to order by Mayor Sheprow at 6:02 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

Announcements

The next upcoming Village Board of Trustees' Meeting will be a Work Session Meeting, beginning at 5:00 p.m. on March 13th.

Public Safety and Welfare Update

Presented by Chief Andy Owen and SCPD

Public Hearing

Resolution to open the public hearing regarding a proposed Local Law to override the 2% tax cap as established in General Municipal Law Section 3-c, as it may be necessary to adopt a budget that requires a tax levy greater than the tax levy limit.

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

Resolution to close the public portion of the public hearing regarding a proposed Local Law to override the 2% tax cap as established in General Municipal Law Section 3-c.

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

Resolution adopting the proposed Local Law as attached to override the 2% tax cap as established in General Municipal Law Section 3-c.

Motion made by: **Mayor Sheprow** / Motion seconded by: **Trustee Biondo** /

All in favor, Trustee Kassay, Trustee Loucks, Trustee Biondo and Trustee Juliano. Mayor Sheprow opposed.

Passed 4/1.

Trustees' Comments Trustee Loucks, Trustee Kassay and Trustee Juliano

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Public to Address the Board of Trustees

Action on Agenda items

Motion to enter into Executive Session

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

Motion to Close

Motion to close the February 28, 2024 Board of Trustees Meeting.

Resolution # 01-22824

Resolution approving the minutes of the January 31, 2024 and February 14, 2024 meetings of the Board of Trustees of the Village of Port Jefferson.

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

Resolution # 02-22824

Resolution approving the adoption of the attached proposed local law – Local Law Number 3 of 2024 – amending Chapter 65 (Parks and Recreation Advisory Council) of the Code of the Village of Port Jefferson.

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

Resolution # 03-22824

Resolution approving an increase in the annual salary of Assistant Labor Crew Leader Brian Rowe from \$ 55,359.91 to \$ 71,007.25 owing to the acquisition of substantial expertise in his area of employment, and further approving the Civil Service title of Labor Crew Leader for Brian Rowe, with the salary increase to be effective on February 29, 2024.

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

Resolution # 04-22824

Resolution ratifying the hiring of Oluwatayin Kupoluyi effective January 31, 2024 at a rate of \$ 16.00 per hour, per the approved Internship Agreement between Stony Brook University and the Village of Port Jefferson.

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

Resolution # 05-22824

Resolution accepting the resignation of Kevin Sullivan as a Groundskeeper I for the Village of Port Jefferson Country Club, effective March 5, 2024.

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

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Resolution # 06-22824

Resolution approving the hiring of Bee Ready Law Group, LLP as special Election Counsel to Village Clerk Sylvia Pirillo for the upcoming Village General Election on June 18, 2024 per the attached Engagement Letter; and authorizing Mayor Sheprow to sign the Engagement Letter between the Village of Port Jefferson and Bee Ready Law Group, LLC.

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

Resolution # 07-22824

Resolution accepting with regret the resignation of Louis Bekofsky as a Member of the Village of Port Jefferson Planning Board, effective February 15, 2024.

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

Resolution # 08-22824

Resolution authorizing the solicitation of a Request for Proposals for the repair or replacement of rooves at specified Village-owned locations, and directing Clerk Pirillo to notice the Request for Proposals accordingly.

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

Resolution # 09-22824

Resolution awarding the contract for the renovation of bunkers at the Port Jefferson Country Club to NMP Golf Construction Corp. - the lowest bidder - at the bid price of \$ 309,922.72; per the bid opening on February 15, 2024.

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

Resolution # 10-22824

Resolution authorizing the solicitation of a Request for Quotations for all sod and sand required for the renovation of bunkers at the Port Jefferson Country Club, in conjunction with the contract award for the renovation of bunkers at the Port Jefferson Country Club.

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

Resolution # 11-22824

Resolution approving the attached Intermunicipal Agreement between the Town of Brookhaven and the Village of Port Jefferson for the provision of Fire Marshal Services, and authorizing Mayor Sheprow to sign the Intermunicipal Agreement between the Town of Brookhaven and the Village of Port Jefferson.

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

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Resolution # 12-22824

Resolution approving the attached resolution required by the New York State Office of Parks, Recreation and Historic Preservation for Grant # 237642 related to the planning by the Village of Port Jefferson of Six-Acre Park.

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

Resolution # 13-22824

Resolution ratifying the approval of the attached quotation submitted by Brian McCaffrey for the provision of administration services related to the Village of Port Jefferson Stormwater Management Program, for an amount not to exceed \$ 7,700.00 to be expensed from line item number A.8140.400 (Storm Sewers Expenses).

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

Resolution # 14-22824

Resolution approving the attached proposal submitted by P.W. Grosser Consulting, Inc. in the amount of \$ 11,500.00 for the provision of engineering support services at the Port Jefferson Landfill at the Port Jefferson Country Club, with the \$ 11,500.00 to be expensed from Purchase Order # 24-00013, which Purchase Order had a remaining balance of \$ 12,153.00 as of February 9, 2024, and authorizing Mayor Sheprow to sign the proposal submitted by P.W. Grosser Consulting, Inc.

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

Resolution # 15-22824

Resolution approving the attached New Managed Services Agreement submitted by Island Tech Services in the amount of \$ 5,240.67 per month for network infrastructure management services, with the \$ 5,240.67 per month to be expensed from line item number A.1650.440 (Central Communications Contractual) and authorizing Mayor Sheprow to sign the New Managed Services Agreement submitted by Island Tech Services.

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

Resolution # 16-22824

Resolution approving the attached Tax Certiorari Settlement Package as recommended by Assessor Paul Damato for Petitioner 1610-1618 Main Street PJ LLC regarding the property at 1610 Main Street, SBL 206/21/4/36, Port Jefferson, New York, 11777.

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

Resolution # 17-22824

Resolution approving the attached Tax Certiorari Settlement Package as recommended by Assessor Paul Damato for Petitioner 1610-1618 Main Street PJ LLC regarding the properties at 1612 - 1618 Main Street, SBL 206/21/4/37, Port Jefferson, New York, 11777.

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

Resolution # 18-22824

Resolution approving the attached Payment in Lieu of Parking as recommended by the Village of Port Jefferson Planning Board for the property at 1515 Main Street, known as Earth Dog, Inc., SCTM # 11-3-20.001, Port Jefferson, New York, 11777.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /
None in Favor. All Opposed, Trustee Kassay, Trustee Loucks, Trustee Juliano, Trustee Biondo and Mayor Sheprow.
Failed 5/0.

Resolution # 19-22824

Resolution approving the Event Application submitted by Joel Posner on behalf of Hope House Ministries for the use of a portion of Harborfront Park and the Wayfair Room in the Village Center from 10:00 a.m. through 1:00 p.m. on March 16, 2024 for a Polar Plunge Fundraiser.

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

Resolution # 20-22824

Resolution approving the Event Application submitted by Barbara Ransome on behalf of the Greater Port Jefferson Chamber of Commerce for the use of Harborfront Park and the Skipjack Room in the Village Center from 8:00 a.m. through 5:30 p.m. on September 14, 2024 for the annual Dragon Boat Race Festival.

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

Resolution # 21-22824

Resolution approving the Event Application submitted by Barbara Ransome on behalf of the Greater Port Jefferson Chamber of Commerce for the use and closure of a portion of Main Street and the use and closure of a portion of East Broadway for the Annual Easter Parade, and also for the use of a portion of Harborfront Park for an egg hunt, from 12:00 noon through 2:00 p.m. on March 31, 2024.

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

Resolution # 22-22824

Resolution declaring the Village of Port Jefferson "Seawolves Country", to further solidify the relationship between the Village of Port Jefferson and the faculty, employees and students of Stony Brook University and approving the placement of "Seawolves" banners on specified light poles designated by the Village of Port Jefferson and adopting the attached corresponding Proclamation.

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

Resolution # 23-22824

Resolution declaring as surplus, and no longer required for municipal purposes, the following Department of Public Works and Parks Department vehicles: a 2002 Chevrolet Tahoe, a 2007 Pipe-hunter Tow-Behind Drain Cleaner, a 2008 Spaulding hot asphalt trailer, a 2008 Ford F-250 and six (6) Big Belly solar trash compactors.

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

Resolution # 24-22824

Resolution scheduling a public hearing for 6:00 p.m. on March 27, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 regarding a proposed local law creating Part I (Administrative Legislation), Chapter 7 (Budget and Finance Committee) of the Code of the Village of Port Jefferson, and directing Clerk Pirillo to notice the public hearing accordingly.

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

Resolution # 25-22824

Resolution authorizing Treasurer Gaffga to create a new General Fund budget line for Fiscal Year 2024 and for each subsequent Fiscal Year, with the budget line titled: Mayor's Disbursement to the BID from Taxes, and to be known as line-item number A.1210.450.

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

Resolution # 26-22824

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 16 increasing revenues through line item number A.1028.000 (Special Assessment BID District) and increasing the corresponding expense through line item A.1210.450 (Mayor's Disbursement to the BID from Taxes), and requesting that Budget Amendment Number 16 be included as part of the formal meeting minutes of the February 28, 2024 meeting of the Board of Trustees.

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

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Resolution # 27-22824

Resolution authorizing Treasurer Gaffga to establish a Capital Fund Reserve bank account for the purpose of properly recording finances related to Beach Restoration projects.

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

Resolution # 28-22824

Resolution authorizing Treasurer Gaffga to appropriate General Fund Reserves and perform attached Budget Amendment Number 17 to fund the purchase of four (4) new Code Department radios in the amount of \$14,895.96, to be purchased pursuant to NYS OGS Contract PT68722, and requesting that Budget Amendment Number 17 be included as part of the formal meeting minutes of the February 28, 2024 meeting of the Board of Trustees.

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

Resolution # 29-22824

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 1 to decrease appropriations in line item A.5410.0400 (Sidewalk Expenses) by \$ 4,000.00 and increase appropriations in line item A.7110.0100 (Full Time Parks) by \$ 4,000.00, and requesting that Budget Transfer Number 1 be included as part of the formal meeting minutes of the February 28, 2024 meeting of the Board of Trustees.

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

Resolution # 30-22824

Resolution approving the Check Register and warrants dated 2/23/2024 as presented by Treasurer Gaffga and as approved by Claims Auditor Goodwin.

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

Resolution # 31-22824

Resolution approving the submission by the Village of Port Jefferson of the Town of Brookhaven Community Development Block Grant (CDBG) application in an amount not to exceed \$ 20,000.00 for a proposed Senior program to be held at the Port Jefferson Village Center.

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

Resolution # 32-22824

Resolution to enter into Executive Session at 7:23 p.m. to discuss pending litigation and the specific performance of a particular employee.

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

Resolution # 33-22824

Resolution to close the Executive Session portion of the February 28, 2024, meeting of the Board of Trustees at 8:33 p.m.

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

Resolution # 34-22824

Resolution to close the February 28, 2024, meeting of the Board of Trustees at 8:33 p.m.

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