



Board of Trustees Meeting Minutes
Village Hall – 121 West Broadway, Port Jefferson, NY, 11777
March 27, 2024 at 6:00 p.m.

Call to Order

The meeting is called to order by Mayor Sheprow at 6:03 p.m.

Attendance is taken by Clerk Pirillo, to confirm the presence of a quorum:

Mayor Sheprow Present
Trustee Kassay Present
Trustee Loucks Present via remote participation
Trustee Biondo Present
Trustee Juliano Present

Pledge of Allegiance

Acknowledgement by Mayor Sheprow of Appreciation and Gratitude

Port Jefferson Fire District

Announcements

The next upcoming Village Board of Trustees' Meeting will be a Work Session Meeting, beginning at 5:00 p.m. on April 10th. There will be a presentation by Treasurer Gaffga at that meeting regarding the 2024/2025 Tentative Budget, followed by a public hearing regarding the Fiscal Year 2024/2025 Tentative Budget.

Public Safety and Welfare Update

Presented by Chief Andy Owen and SCPD Sgt. Tesorero, 6th Pct. Community Support Unit

Public Hearing

Resolution to open the public hearing 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

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Juliano** /

All in favor, with none opposed.

Resolution to close the public portion 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

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Biondo** /

All in favor, with none opposed.

Resolution adopting the proposed Local Law as attached and amended creating Part I (Administrative Legislation), Chapter 7 (Budget and Finance Committee) of the Code of the Village of Port Jefferson

Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Biondo** /

All in favor, with none opposed.

Public to Address the Board of Trustees

Motion to enter into Executive Session

Motion to enter into Executive Session at 7:24 p.m. to discuss pending litigation and the specific performance of a particular employee.

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

Motion to close the March 27, 2024 Executive Session Meeting of the Board of Trustees at 8:51 p.m.

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

Action on Agenda items

Resolution # 1-32724

Resolution approving the minutes of the February 28, 2024 and March 13, 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 # 2-32724

Resolution establishing two Village Voter Registration Days, to be held at Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 as follows:

- from 12:00 noon through 5:00 p.m. on Thursday, June 6, 2024, and
- from 12:00 noon through 5:00 p.m. on Saturday, June 8, 2024

and further authorizing the payment of an \$ 18.00 per hour wage rate for each Election Inspector working on the Village Voter Registration Days.

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

Resolution # 3-32724

Resolution approving the attached resolution for the June 18, 2024 Village General Election regarding [the waiving of] Election Inspector Village residency requirements.

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

Resolution # 4-32724

Resolution appointing the following as Election Inspectors for the June 18, 2024 Village General Election, at a pay rate of \$ 18.00 per hour:

- James Bell
- Constance Byrnes
- Lesley D. Chesley
- Wayne A. Chesley
- Allen M. Ebert
- Elaine T. Freda
- Thomas O'Neill, and
- Randolph Russ

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

Resolution # 5-32724

Resolution ratifying the hiring of Nicholas Owens as a seasonal Groundskeeper I at the Port Jefferson Country Club, at a wage rate of \$ 18.27 per hour, effective March 7, 2024.

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

Resolution # 6-32724

Resolution ratifying the hiring of Matthew Owens as a seasonal Groundskeeper I at the Port Jefferson Country Club, at a wage rate of \$ 18.27 per hour, effective March 7, 2024.

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

Resolution # 7-32724

Resolution ratifying the hiring of David Cholden as a Code Enforcement Officer in the Code Enforcement Bureau, at a wage rate of \$ 20.90 per hour, effective March 18, 2024.

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

Resolution # 8-32724

Resolution ratifying the hiring of Alvaro Antonio Nunez Almonte as a seasonal Laborer at the Port Jefferson Country Club at a wage rate of \$ 21.50 per hour effective March 14, 2024.

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

Resolution # 9-32724

Resolution ratifying the hiring of Michael Bahlman as a seasonal Laborer at the Port Jefferson Country Club at a wage rate of \$ 22.00 per hour effective March 14, 2024.

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

Resolution # 10-32724

Resolution ratifying the hiring of Saul Garcia as a seasonal Laborer at the Port Jefferson Country Club at a wage rate of \$ 23.50 per hour effective March 14, 2024.

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

Resolution # 11-32724

Resolution approving the hiring of seasonal, part-time staff members at the Port Jefferson County Club for the 2024 season effective March 29, 2024 per the attached Memorandum from Jake Anderson dated March 18, 2024.

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

Resolution # 12-32724

Resolution ratifying the hiring of seasonal, part-time staff members at the Port Jefferson Country Club for the 2024 season with the effective dates as noted per the attached Memorandum from Patrick Sullivan dated March 20, 2024.

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

Resolution # 13-32724

Resolution accepting with regret the resignation of Ruth Gately as a part-time Clerk at the Village Center, effective March 15, 2024.

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

Resolution # 14-32724

Resolution accepting with regret the resignation of Joseph Sanzano as a part-time Planner in the Building and Planning Department effective March 28, 2024.

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

Resolution # 15-32724

Resolution appointing Lee Rosner as a Member of the Village of Port Jefferson Planning Board, to fill the balance of the term of Louis Bekofsky, which term expires on June 30, 2027.

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

Resolution # 16-32724

Resolution appointing Daniel Segal as an Alternate Member of the Village of Port Jefferson Planning Board, to fill the balance of the term of Lisa Harris, which term expires on June 30, 2027.

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

Resolution # 17-32724

Resolution approving the addition of not more than four and one-half (4 ½) hours per week to the schedule of Senior Club Coordinator Beth Rothstein, as an Independent Contractor, at a pay rate of \$ 40.00 per hour, effective March 27, 2024 with the timing of the ending date to be consistent with the corresponding Town of Brookhaven Community Development Block Grant.

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

Resolution # 18-32724

Resolution accepting the attached quotation submitted by Fireworks by Grucci in the amount of \$ 29,425.00 for the annual 4th of July fireworks performance, to be held on July 3, 2024 with a rain date of July 6, 2024; and with the \$ 29,425.00 to be expensed from line item number A.755.0400 (Celebrations).

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

Resolution # 19-32724

Resolution ratifying the approval of attendance of Andrew Freleng at the New York State Parking and Transportation Association "Spring Lunch and Learn Event" at Stony Brook University from 9:00 a.m. through 3:00 p.m. on March 26, 2024 at a cost of \$ 75.00, to be expensed from line item number A.3320.400 (Managed Parking Operating Expense).

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

Resolution # 20-32724

Resolution approving the attached contract between the Village of Port Jefferson and the Port Jefferson Rowing Club in the total amount of \$ 22,500.00 payable as \$ 2,812.50 per month for the eight-month term of the contract, for the use of a portion of Centennial Beach as specified in the attached contract.

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

Resolution # 21-32724

Resolution ratifying the approval of the submission of a grant application by the Village of Port Jefferson Tree Committee to the New York State Urban Forestry Council in the amount of \$ 1,000.00 to assist the Tree Committee in working towards the attainment of Tree City status.

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

Resolution # 22-32724

Resolution approving the Event Permit Application submitted by Brooke Oliveri on behalf of the Long Island Health Collaborative for the use of the walkways at Harborfront Park from 9:00 a.m. through 12:30 p.m. on May 18, 2024 for the annual "Walk with a Doc" event.

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

Resolution # 23-32724

Resolution approving the Event Permit Application submitted by Cindy Court on behalf of Mather Hospital for the closing of specified Village streets and the provision by the Village of Port Jefferson of traffic control and Code Enforcement personnel; from 8:30 a.m. through 3:00 p.m. on May 19, 2024 for the annual Mather Hospital Northwell Health Walk.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Kassay** /

All in favor, with none opposed.

Resolution # 24-32724

Resolution approving the Event Permit Application submitted by Angeline Judex on behalf of the Long Island Explorium for the use of specified portions of the Port Jefferson Village Center and specified portions of Harborfront Park and the corresponding parking area, from 10:00 a.m. through 5:00 p.m. on June 8, 2024 for the annual Maker Faire.

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

Resolution # 25-32724

Resolution approving the request of Jordan Russo on behalf of the New York Horseshoe Crab Monitoring Network of the Cornell Cooperative Extension Marine Program to utilize the parking area off Crystal Brook Hollow Road with the purpose of collecting data related to horseshoe crabs per the attached "2024 Horseshoe Crab Survey Schedule".

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

Resolution # 26-32724

Resolution scheduling a public hearing for 6:00 p.m. on April 24, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 regarding a proposed local law amending Chapter 25 (Country Club Management Advisory Council), Section 25-2A (Composition) of the Code of the Village of Port Jefferson.

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

Resolution # 27-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 2, to close out the Capital Harborfront Walkway Project by decreasing appropriations in line item H.8997.605 (Harborfront Walkway Project 2023) by \$ 15,093.00 and increasing appropriations in line item H.9950.900 (Interfund Transfer) by \$ 15,093.00, and requesting that Budget Transfer Number 2 be included as part of the minutes of the March 27, 2024 Meeting of the Board of Trustees.

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

Resolution # 28-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 18 appropriating Country Club Fund Balance in the amount of \$ 309,922.72 for the approved Bunker Rebuild Bid as approved February 28, 2024 to be expensed through line item CR.9901.0900 (Interfund Transfer), and requesting that Budget Amendment Number 18 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 29-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 19 increasing Capital Fund appropriations for Revenue line item H.5031.000 (Interfund Transfer) by \$ 309,922.72, and increasing appropriations for newly created Expense line item H.7197.210 (PJCC Capital Improvements to Golf Course) by \$ 309,922.72, and requesting that Budget Amendment 19 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 30-32724

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as line item H.5110.200 (Highway Capital Equipment).

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

Resolution # 31-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 20 increasing appropriations by \$ 163,666.00 in Capital Fund line item H.5031.000 (Interfund Transfer) and increasing appropriations by \$ 163,666.00 in Capital Fund line item H.5110.0200 (Highway Capital Equipment), to fund the previously recorded transfer of net parking meter fund revenue to the Capital Fund toward the purchase of the Ravo 5-1 Street Sweeper purchased with Parking Meter Funds, and requesting that Budget Amendment Number 20 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 32-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 21 recording the conversion of the East Beach Bluff Ban to a Serial Bond by increasing appropriations by \$ 275,000.00 in line item H.5731.000 (BANS Redeemed from Appropriations) and by \$ 4,725,000.00 in line item H.5710.000 (Serial Bond) and increasing appropriations by \$5,000,000.00 in Capital Expense H.8997.602 (Bluff Project), and requesting that Budget Amendment Number 21 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 33-32724

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as line item H.5110.205 (Highway Capital Paving Projects).

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

Resolution # 34-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 22 increasing appropriations by \$ 115,270.30 in revenue line item A.2770.000 (Misc Revenues) to properly record the receipt of the National Grid paving contribution, and increasing appropriations by \$ 115, 270.30 in expense line item A.9950.900 (Interfund Transfer), and requesting that Budget Amendment 22 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 35-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 23 increasing appropriations by \$ 115,270.30 in revenue line item H.5031.000 (Interfund Transfer) to move the National Grid paving contribution to Capital, and increasing appropriations by \$ 115,270.30 in expense line item H.5110.205 (Highway Capital Paving Projects), and requesting that Budget Amendment Number 23 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

Motion made by: **Trustee Juliano** / Motion seconded by: **Trustee Kassay** /

All in favor, with none opposed.

Resolution # 36-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 24 appropriating Country Club Fund Balance in the amount of \$ 190,475.50 for the awarded sand, sod and gravel bid as approved at the March 13, 2024 Work Session Meeting of the Board of Trustees; and for the polymer, irrigation, and necessary supplies required for the Bunker Rebuild capital project, to be expensed from line item CR.9901.0900 (Interfund Transfer), and requesting that Budget Amendment Number 24 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 37-32724

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 25 increasing appropriations in the Capital Fund Revenue line item H.5031.000 (Interfund Transfer) in the amount of \$ 190,475.50 for the sod, sand, gravel, polymer, irrigation, and necessary supplies required for the Bunker Rebuild capital project, and increasing appropriations in the Capital Fund Expense line item H.7197.210 (Port Jefferson Country Club Capital Improvement to Golf Course) in the amount of \$190,475.50, and requesting that Budget Amendment Number 25 be included as part of the minutes of the March 27, 2024 meeting of the Board of Trustees.

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

Resolution # 38-32724

Resolution approving the Check Register and warrants dated 3/24/2024 as presented by Treasurer Gaffga and as approved by Claims Auditor Goodwin.

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

Resolution # 39-32724

Whereas, the Village of Port Jefferson has determined that, for reasons of efficiency and economy, it shall abolish the Civil Service title of Municipal Parking Administrator and eliminate the title of Municipal Parking Administrator from the Village budget, and the employee currently in that title shall no longer be on the Village payroll effective April 30, 2024, and

Whereas, the Village policy provides that employees whose employment is terminated do not receive full payment for their accrued time; and

Whereas, due to the unique circumstances, the Village is amenable to paying the incumbent employee currently in the title of Municipal Parking Administrator accrued time,

Now, therefore, be it resolved that the employee currently in the title of Municipal Parking Administrator will receive payment for all accrued hours of sick time, all accrued hours of vacation time and all accrued hours of personal time, through April 30, 2024 paid at his current rate of pay.

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

Resolution # 40-32724

Resolution to close the March 27, 2024 meeting of the Board of Trustees at
9:20 p.m.

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