



Board of Trustees Meeting Minutes
Village Hall – 121 West Broadway, Port Jefferson, NY, 11777
April 24, 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 Deputy Clerk Pelton, 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 Present. Clerk Pirillo absent.

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 May 8, 2024.

Public Safety and Welfare Update

Presented by Chief Andy Owen and SCPD

Seawolves Country Proclamation Presentation to Stony Brook University

Presented by Mayor Sheprow to President McInnis, Carol Gomes, Rick Gatteau and Shawn Heilbron

Presentation of the Proposed Port Jefferson UFSD Budget

Presented by Superintendent Schmettan and Deputy Superintendent Leister

The Future of Parking

Presented by Andrew Freleng

Public Hearing

Resolution to open the public hearing regarding a proposed Local Law amending Chapter 25 (Country Club Management Advisory Council) 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.

Resolution to close the public portion of the public hearing regarding a proposed Local Law amending Chapter 25 (Country Club Management Advisory Council) of the Code of the Village of Port Jefferson

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

Resolution adopting the proposed Local Law as attached amending Chapter 25 (Country Club Management Advisory Council) of the Code of the Village of Port Jefferson

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

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 a contract issue.

Motion to Close - Motion to close the April 24, 2024 Board of Trustees Meeting.

Resolution # 1-42424

Resolution approving the minutes of the March 27, 2024 and April 10, 2024 meetings of the Board of Trustees of the Village of Port Jefferson.

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

Resolution # 2-42424

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

- Kevin Collins

- Jillian Dexter
- Veronica McGarry
- John Mancuso
- Barbara Sabatino
- Louise Senesi
- Konstantin Shestakov, and
- Christine Van Riper

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

Resolution # 3-42424

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

- Deborah A. Zomerfeld and
- Marlon D. Evangelista.

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

Resolution # 4-42424

Resolution approving the provision of translation services by Independent Contractor Sandra Ramos-Connor at a cost of \$ 500.00 for the required translation from English to Spanish of forms and documents related to the June 18, 2024 Village General Election.

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

Resolution # 5-42424

Resolution hiring Independent Contractor Lisa Mato as a Grant Writer/Grant Administrator at an hourly rate of \$ 100.00 per hour not to exceed 28 hours per month and authorizing Mayor Sheprow to sign the Agreement between the Village of Port Jefferson and Lisa Matos.

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

Resolution # 6-42424

Resolution accepting with regret the resignation of Todd Garland from the Port Jefferson CCMAC (Country Club Management Advisory Council), effective April 1, 2024.

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

Resolution # 7-42424

Resolution appointing James Burke to the Port Jefferson CCMAC (Country Club Management Advisory Council), as a replacement for Todd Garland, for a term to expire in June 2026.

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

Resolution # 8-42424

Resolution appointing Michael Lomelo to the Port Jefferson CCMAC (Country Club Management Advisory Council) for a term to coincide and expire upon a change of term as President of the PJCC Golf Board of Governors.

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

Resolution # 9-42424

Resolution approving an increase in the annual salary of Senior Office Assistant Michele Keenan, from \$ 44,598.35 per year to \$ 49,976.74 per year effective May 2, 2024 owing to the performance of additional duties.

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

Resolution # 10-42424

Resolution approving the hiring of part-time, seasonal employees at the Village of Port Jefferson Country Club per the attached Memorandum dated March 24, 2024 from Golf Pro Jake Anderson.

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

Resolution # 11-42424

Resolution approving, at the request of Chief Owen, the hiring of the following part-time Code Enforcement Bureau officers effective May 13, 2024:

Saad Khan	Parking Meter Officer	\$ 18.31 per hour
Ryan Pfister	Parking Meter Officer	\$ 18.31 per hour
William Sander	Parking Meter Officer	\$ 18.31 per hour
Richard Raheb	Code Enforcement Officer	\$ 20.90 per hour

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

Resolution # 12-42424

Resolution approving the removal of the flashing cautionary traffic signal at the intersection of Old Post Road West and Liberty Avenue, owing to the addition of a third stop sign at the intersection of westbound Liberty Avenue and Old Post Road West.

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

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

Resolution # 13-42424

Resolution approving a five-year extension of the attached Intermunicipal Agreement between the Town of Brookhaven, the Village of Belle Terre, Village of Old Field, Village of Poquott and the Village of Port Jefferson regarding the Port Jefferson Harbor Commission, with the extension to be effective through May 15, 2029.

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

Resolution # 14-42424

Resolution awarding the contract for the provision of Capital Asset Valuation services to the lowest bidder - Withum Smith and Brown, P.C. – at the bid price of \$ 16,900.00 per the bid opening on March 15, 2024.

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

Resolution # 15-42424

Resolution scheduling a public hearing for 6:00 p.m. on May 29, 2024 at Port Jefferson Village Hall, 121 West Broadway, New York, 11777 regarding a proposed local law amending Chapter 161 (Housing) Article VI (Property Maintenance) of the Code of the Village of Port Jefferson.

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

Resolution # 16-42424

Resolution scheduling a public hearing on May 29, 2024 at 6:00 p.m. to consider a Change of Zone for property located at Sheldrake Ave. (SCTM 0206 00700 0100 006001) from MW1- Marine Waterfront District to R-B2- Single-Family Residence District in accordance with the Stipulation of Settlement, Index no. 11-08199, Supreme Court of the State of New York, Suffolk County, January 24, 2017.

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

Resolution # 17-42424

Resolution adopting the Fiscal Year 2024-2025 Modified Tentative Budget dated April 4, 2024 as proposed.

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

Resolution # 18-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 26, increasing revenue for the corresponding General Fund Revenue accounts by a total of \$ 244,664.00 and increasing appropriations for line item A.9060.800 (Medical and Dental Benefits) in the amount of \$ 244,664.00 and requesting that Budget Amendment Number 26 be included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 19-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 27, increasing Capital Fund revenue line item H.5031.000 (Interfund Transfer) by \$ 21,006.21 and increasing Capital Fund expense line item H.7110.210 (Parks Capital Improvement & Repair) by \$ 21,006.21 for the repair of Rocketship Park equipment and surface, and requesting that Budget Amendment Number 27 be included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 20-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 28, increasing Capital Fund revenue line item H.3021.000 (State Aid- Court Grant) by \$ 17,413.76 and increasing Capital Fund expense line item H.1110.205 (Village Court Capital Improvement- JCAP) by \$ 17,413.76 for capital improvements to the Village Court, and requesting that Budget Amendment Number 28 be included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 21-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 29, increasing Capital Fund revenue line item H.3089.000 (Other Gov't Aid) by \$ 49,000.00 and increasing Capital Fund expense line item H.8997.594 (Tennis Court Bathrooms) by \$ 49,000.00 and requesting that Budget Amendment Number 29 be included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 22-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 3 transferring appropriations to correct overbudget accounts within the General Fund, and requesting that Budget Transfer Number 3 be

included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 23-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 4, transferring appropriations to correct overbudget accounts within the PJCC (Port Jefferson Country Club) Fund, and requesting that Budget Transfer Number 4 be included as part of the formal meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 24-42424

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 5, decreasing appropriations in expense line item A.9950.900 (Interfund Transfer) and increasing appropriations in line item A.8140.400 (Storm Sewer Expenses), and requesting that Budget Transfer Number 5 be included as part of the meeting minutes of the April 24, 2024 Meeting of the Board of Trustees.

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

Resolution # 25-42424

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account – line item H.1110.205 (Village Court Capital Improvement-JCAP).

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

Resolution # 26-42424

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, Line-Item H.7110.210 (Parks Capital Improvement & Repair).

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

Resolution # 27-42424

Resolution approving the Check Register and warrants dated 4/22/2024 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 # 28-42424

Resolution to enter into Executive Session at **8:49** p.m. to discuss a contract issue.

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

Resolution # 29-42424

Resolution authorizing Mayor Sheprow to execute all agreements in furtherance of re-negotiated Westlaw contract for legal research. [Note: Estimated \$ 12,000.00 savings over a three-year period]

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

Resolution # 30-42424

Resolution to close the April 24, 2024 meeting of the Board of Trustees at **9:10** p.m.

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