



**Work Session Meeting of the Board of Trustees
Village Hall – 121 West Broadway, Port Jefferson, NY, 11777
July 10, 2024 at 5:00 p.m.**

Call to Order

The meeting is called to order by Mayor Sheprow at _____ p.m.

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

Mayor Sheprow _____
Trustee Juliano _____
Trustee Loucks _____
Trustee Hill _____
Trustee Ugrinsky _____

Pledge of Allegiance

Update from Port Jefferson Free Library

Presented by Library Director Jenny Bloom

Presentation regarding the 2023 Walkability Study Report

Presented by Stephen Hayduk, Eric Jeter and Peter Scully of Hayduk Engineering

Monthly Reports from the following:

Mayor Sheprow
Building and Planning
Committees, Boards & Council Volunteers
Bluff Update
Trustee Juliano
Department of Public Works
Parks Department
Trustee Ugrinsky
Power Plant Working Group
Finance & Budget
Trustee Loucks
Recreation
Trustee Hill
Public Safety

Village Clerk Sylvia Pirillo, RMC

Village Treasurer Stephen Gaffga

Village Attorney David Moran

July 10, 2024 Work Session Agenda

Executive Session to discuss a contract negotiation and the specific performance of a particular employee

Motion to close the July 10, 2024 Work Session Meeting of the Board of Trustees at _____ p.m.

PJCC July 1 Update

- The submersible pump quite working the first week of June. Without this pump we have no irrigation for the course. We were able to find a replacement quickly and are now up and running.
- We are starting to see salt levels increase in our well water. We are monitoring it daily with sensors we have in the ground and handheld units.
- We have started to see our new equipment arrive. We have received about half the order so far, but all work carts will not be here until August.
- We have brought on Adam Rubin as an independent contractor to help get the new PJCC website populated and online. The public side is completed, there may be one or two minor tweaks and then we will move on to the private side.
- BOG bylaws. After meeting with the Board president and reviewing the bylaws another re-write has been done. Once the president approves, they will be forwarded to the mayor, Trustees for approval and the entire board.
- We have finished all the current projects on the golf course and will be doing daily maintenance only until we get past the club championship in mid September. The feedback from the membership has been outstanding.
- The club has re-established the Handicap and Grievance Committees with a board member as chairperson and volunteers from the membership. The next committee to be formulated will be finance committee, again a board member will be the chairperson and we will have volunteers from the membership
- We are forming a steering committee for the property north of Fairway Drive to look at the sports complex once Phase 2 of the bluff has been completed. This volunteer committee and will be posted with other volunteer committee on Village of Port Jefferson website. Notice was sent out to the membership, for volunteers last week and we will have our first meeting of the volunteers mid July. We will be formulating a plan for the entire area east and west of the club house. All are welcome.
- TPG management has replaced all the facility managers at Waterview/Turn. They are in the process of hiring a full time club manager.
- We have sold 33 resident 9 holes six packs and 11 resident 18 hole sixpacks to date.
- Membership is continuing to re-sign. We currently have 92 resignations, 4 out on medical leave and 102 new members. Total Memberships as of 6-30-24, 554 memberships and a total of 592 players.

**Code Enforcement Bureau Report
July 2024**

Events –

- Past - Fireworks – July 3 – East Beach –
- Fourth of July Parade – July 4 – Main Street -

Incident report recap (month of June 2024)

- Total - 63
 - o Assist aided; noise complaints; assist other agencies (SCPD, EMS)

Summons recap (month of June 2024)

- Total written - 907
 - o Majority written for: overtime parking – meter (327); uninspected vehicle (188), overtime parking – street (41), parking without a permit (207); 56 total warnings issued
- Location – East Main Street – 58; Salt Meadow Lot – 154; Traders Cove -77; Mariners Lot (Gap Lot) – 158
- Be advised that metered parking is in effect throughout the village
- Be aware of timed parking on W. Broadway, Main St. and East Main St.
- Beaches are open with parking available to Port Jefferson village residents only. Please have your drivers license available for inspection when entering the parking lot.

ALPR survey (month of June 2024)

- 136 passes through Arden resident lot
- PJ-3 in service 52 times
- 76 summonses written for parking w/o a permit
- 23 out of 37 employees LPR trained (62%)

FAT (Field Appearance Ticket) recap (month of June 2024)

- TBD

Facebook page

- Official Port Jeff Code Enforcement Bureau

Contact

- Reach out to Code @ (631)774-0066 or Aowen@portjeff.com
- For non-emergency issues, call 631-852-COPS (2677) – SCPD

Sylvia Pirillo

From: Steve Gallagher
Sent: Tuesday, July 2, 2024 9:54 AM
To: Mary Pelton
Cc: Sylvia Pirillo
Subject: report

- Attended alongside Mayor and Chief Owen with PJ Fire Department, Port Jefferson Ambulance/EMS and Port Jefferson Code Enforcement Mtg regarding intermunicipal cooperation regarding response and responsibility
- Attended National Grid meeting alongside the mayor regarding ongoing communication and cooperation with the Village and National Grid and future work.
- Attended Bluff Management mtg alongside Mayor Sheprow, Clerk Pirillo and Treasurer Gaffga and Country Club Manager Natola and Trustee Juliano
- Met alongside Mayor Sheprow and Hayduk Engineering regarding several ongoing projects in village
- Repaired several asphalt issues at Country Club Parking lot
- Ordered radar traffic speed signs for ongoing issues at North Country Rd and Laurita Gate
- Irrigation Leak repaired in East Beach circle roadway with assistance from Pat Sullivan
- Stop Bar painting continuing throughout village
- SCWA will be paving a portion of East Broadway Hill from Damage related to ongoing water main issues
- SCWA water main replacement on Old Post RD west and Liberty Ave still ongoing
- PSEG damaged support pole removed from East Broadway in front of Denford's and sidewalk repaired.
- Daily work ongoing, mowing, weeding, Trash, sweeping, asphalt repair, painting

Steven Gallagher
DPW Superintendent
88 North Country Rd
Port Jefferson NY 11777
631-473-4733

WORK SESSION – 7324

- BEACHES ARE OFFICIALLY OPEN.
- WEST BEACH BATH HOUSE WAS PAINTED A DIFFERENT COLOR.
- NEW SECURITY LIGHTS WERE INSTALLED AT EAST BACH BATH HOUSE
- ADDED ADDITIONAL GRAVEL TO THE SIDES OF WEST BEACH ROAD TO FILL IN THE RUTS THAT WAS CAUSED BY RAIN FALL.
- PREPERATIONS FOR JULY 3RD FIREWORKS AND THE PORT JEFFERSON ANNUAL JULY 4TH PARADE.
- REMOVED 50 YARDS OF FIBAR FROM TURTLE PARK ADDED 50 YARDS OF NEW FIBAR AS WELL.
- WORKED WITH R.LENNY PLUMBING TO RECTIFY THE DRAINAGE ISSUE AT THE PARK ADDING A NEW DRY WELL.
- PLANTINGS AT VILLAGE HALL ARE COMPLETED.
- PLANTINGS AT KILWINS ARE COMPLETE
- PLANTINGS AROUND THE CLOCK ON MAIN ST ARE DONE AS WELL.
- CONTUNING OUR DAILY MAINTENIANCE WHICH INCLUDES, TRASH PICK UP, MOWING AND WEEDING, TRIMMING, WATERING.

HAVE A SAFE AND HAPPY JULY 4TH HOLIDAY



Incorporated
Village of Port Jefferson
Recreation Department

101-A East Broadway
Port Jefferson, NY 11777
(631) 802-2160

To: Mayor Sheprow & Board of Trustees

From: Renee Lemmerman, Director of Recreation & Village Center Manager

Date: June 2024

Re: Village Center/Recreation Department/Parks Report

Village Center REPORT

- Completed national background & local checks (NY State Division of Criminal Justice Services, Sex Offender Registry) on all summer camp staff and village center staff for 2024 summer camp.
- Received camp permit from Suffolk County Department of Health Services.
- June 15th organized First Aid/CPR staff recertification class at the Village Center for camp counselors and village lifeguards.
- Scheduled Direct First Aid to replenish and inspect East Beach & West Beach first aid boxes, Village Center first aid box, Joe Erland Field first aid box, Village Tennis courts first aid box & camp first aid box.
- Revised weekend cleaning contract with Jani King Cleaning for 2024/2025-savings \$10,000.
- Town of Brookhaven Community Block grant awarded to our senior club program-\$15,000.
- Met with Firearmatic to conduct Village Center inspections.
- Organized day/night managers monthly schedule. Hired new weekend manager.
- Organized meeting with non-for-profit groups (Conservancy, Explorium, PJ Arts Council) regarding the Chandlery.
- Met Commodore Air AC/Heating on Saturday, June 22nd since the Chandlery air conditioning was not working.
- Maker Faire event on June 8th. Prepared building for event. Worked with IT department regarding Wi-Fi issues. Prepared staff to open the Village Center for 6am.
- Janitorial walk thru with 10 vendors regarding the janitorial RFP for Village Center and Chandlery building.

- Coordinated with Ultra Tec Heating & AC regarding leaks in units at the Village Center for repair.
- Confirmed with LIFFES 2024/2025 Before care schedule (7-9am) and after care schedule (3-6pm) and rooms needed at the Village Center.

RECREATION REPORT

- Lifeguard mandatory beach training conducted on June 19th. Sharon, the beach manager conducted practice rescues and reviewed CPR with all lifeguards. Chief Owen trained the lifeguards on proper use of village walkie talkies. Beaches opened on June 22nd.
- Attended May 1st Park & Recreation committee meeting. Asked the board to take inventory of all signage at our parks & recreation facilities.
- Partnered with Beehive patchworks to start an adult sewing class-continuing to expand our senior club programs. Coordinated all materials with Brenda from Beehive.
- Met with summer camp nurse to review all camper's paperwork-organized camper allergy list, epi pen procedures, identified which campers required epi pens. Tagged paperwork that was not completed by parents and contacted those parents regarding incomplete paperwork (medical forms not completed or signed off by their doctor).
- Conducted orientation meeting with 22 camp counselors, Saturday, June 22, 2024. We reviewed camp procedures, camp structure (format of the day), introduced new camp directors & specialty instructors (art, swim, tennis, pickleball), discussed camper to counselor ratios when at the village center or at East beach, First Aid stations, field trip schedule, van procedures for field trips
- Camp Directors meeting June 19th. Reviewed all camp procedures required by Suffolk County Health Department.
- Coordinated with Jim Faith Presents all concerts (band bio's) for social media posts.
- Attended village communication meetings.
- Coordinated with staff regarding our bus trip schedule/deadlines for Broadway play/trips.
- Coordinated Senior Club Potluck social with live entertainment on June 12th. This is open to all seniors in Port Jefferson Village & Town of Brookhaven.

Parks Report

- Conducted July 3rd Firework event meeting- Mayor Sheprow, Scott Cooper, Director of Business Development for Grucci, PJFD, PJ EMS, Brookhaven Harbor master, CODE Department, Parks Department.
- Dive survey and installation of beach ropes completed on Wednesday, June 19, 2024.
- Worked with Steve, Hwy Department regarding East & West Beach bathrooms, showers and painting.

Sylvia Pirillo

To: Sylvia Pirillo
Subject: July Trustee Work Session Report

Inc. Village of Port Jefferson
Work Session Report to the Board of Trustees
Department of Building and Planning/Environmental Services

- Operating Programs:
 - Planning Board - 7/18/24 Regular Meeting
 - 224 East Main Street (Asling Inc.) - Public Hearing on Conditional Use/Site Plan to add performing Arts Studio to C/O. Public hearing closed 6/13/24. Update.
 - 1515 Main Street (Earth Dog) – Public Hearing Pet daycare. Hearing opened & adjourned, continuation - Review DOT comments.
 - 116 West Broadway Site Plan amendment (West Ferry Office, LLC) - Update addition of generator, heat pumps and condenser. Update; ARC comments & Draft Resolution.
 - 100 Oakland Avenue (Brookhaven Oakland LLC) - Proposed installation of solar panels on roof of existing commercial building. Update; ARC comments.
 - 111 West Broadway (Saghar/Curry Club Restaurant) – Site plan amendment, proposed renovations to existing restaurant with patio and covered areas to outdoor storage. Update: ARC comments.
 - Belle Terre Rd. (St. Charles Hospital) - Site Plan amendment, review minor revisions to site plan.
 - Building and Planning.
 - Approximately 20 new Building Permit and Planning applications were received in the last 30 days. In addition, 21 building permits were issued and 9 various certificates were issued. This does not include approximately 54 FOILS received.
 - Interactive land-use map program with Suffolk County Planning – Minor map amendments ongoing with Suffolk County Land Use Edit application... Update; Director received communication from Suffolk County Department of Planning Research Analyst requesting partnership for County-wide Land Use Study; partnering with the County for an update of all land use in the Village.
 - Rental Code Committee – Reviewed Long Term Rental, Short Term Rental, Bed & Breakfast, and Accessory Apartment regulations of various local municipalities. Draft of letter request to Village Attorney for Village Code amendments submitted. Legal and legislative processes pending.
 - Fee schedule (update); Collected data analysis and recommended fee schedule adjustments ongoing.
 - Codification of Pre-Application, draft Schematic undergoing revisions; code language to be developed.
 - Sign Code Working Group. Following the initial Sign Code meeting, a working group meeting was held 6/27/24. Reviewed personal permit concerns, sign material concerns, temporary sign process and issues related to secondary wall signs. Next meeting of full committee is set for 7/11/24.
 - Proposed Outdoor Dining code amendment - Pending draft of amendments and rereferral to Village Attorney.

- Initiating Comprehensive Master Plan Update – preliminary scope of update considered by staff to include the focus areas of: Vision, Housing, Parking, Storm Water, Coastal Erosion, a reexamination of Large and Significant Parcels, as well as, Existential Concerns including traffic increases along the NYS Rte. 112 corridor (from NYS Rte. 347 to North Country Road), the relocation of the Port Jefferson LIRR Train Station and development of the former Lawrence Industrial Associates property.
- Fire Marshal Unit
 - Annual Business Registration, Operating License, Apartment License, and Fire Prevention permit renewals ongoing. 29 registration applications were received.
 - Building Department Code Enforcement team realigned with the Department of Public Works (including Investigator and Fire Marshals).
- Zoning Board of Appeals Next regular Meeting - 6/27/24
 - 115 Arlington Avenue (Michael Colucci) – variance for an active existing accessory building. Public Hearing.
 - 112 Arlington Avenue (Joseph Dovi) - variance request to maintain existing driveway. Public Hearing.
- Parking Committee
 - The parking Committee is continuing to meet and has made recommendations on the street parking time restrictions on Arden, Broadway (East and West), Main Street and East Main Street. Additional items of the parking committee, refining downtown parking policy, are under deliberations.
 - Parking Administration - Managed Parking Operation; New paystation equipment being investigated for replacement of old meters.
 - MTA Lot: Parking behavior analysis ongoing – observation of destination/origin activities continuing.
- Environmental Services
 - NYSDOS Climate Resiliency Plan C1001664 – Planning Dept. Public Meeting on June 20 completed. Comments on proposed management options received. Consultants preparing for next phase of the scope of work.
 - Regarding the Planning of the proposed Six-Acre Park the Director of Building, Planning and Environmental Services is added as a signing authority as required by the New York State Office of Parks, Recreation and Historic Preservation.
- Economic Development
 - Village of Port Jefferson Economic Development information package – Researching economic and demographic data for development of a business brochure on the Village of Port Jefferson.
 - Director met with Stony Brook representative and member of development project sponsor to discuss initiatives to bring more graduate students and young professionals to Uptown. Additional meetings to be established.

Work Session Report for July 10, 2024
Submitted by Village Clerk Sylvia Pirillo, RMC

Requested Resolutions for the July 31, 2024 VBOT Agenda Meeting

Resolution approving the minutes of the June 26, 2024, July 1, 2024 and July 10, 2024 meetings of the Board of Trustees of the Village of Port Jefferson.

Resolution approving the attached Professional Services Proposal submitted by Robert Brown of Land Design Associates regarding the Master Redevelopment Plan for uptown Port Jefferson; at an estimated fee not to exceed \$ 2,000 per month with a maximum upset limit of \$ 14,000 through December 31, 2024.

Resolution approving attached Change Order Number 4 submitted by JRH Consulting Engineers, D.P.C. in the amount of \$ 30,000.00 for the provision of continued architectural and engineering services as assistance to the Village Planning and Zoning Boards.

Resolution ratifying an extension of the contract to September 30, 2024 between the Village of Port Jefferson and Welsbach Electric Corp. of Long Island, with all requirements and terms agreed to in the original contract dated July 1, 2021.

Resolution ratifying the hiring of Thijs Johan Versantvoort as a part-time seasonal Outside Staff employee at the Port Jefferson Country Club at an hourly wage rate of 16.00 per hour, effective July 1, 2024.

Motion made by: _____ / Motion seconded by: _____ All in Favor: _____ All Opposed: _____

Resolution accepting the letter of resignation submitted by Appearance Ticket Officer Ryan Pfister effective July 1, 2024.

Bids and RFP's

The Janitorial Services RFP is returnable on July 10th.

The Concession Operation RFP was noticed in the newspaper and on the NYS Contract Reporter, and is returnable on July 22nd.

The Financial Audit Services RFP was noticed in the newspaper and on the NYS Contract Reporter, and is returnable on the 29th of July.

Election – June 18, 2024

Recap / Synopsis

Employment

There is a Content Creator open position.

Informational

Coastal Steward has offered a free beach clean-up of Centennial Park, to take place in July.

The rooves remediation project began on July 1st, at the DPW facility at 88 North Country Road. Work is scheduled to begin on the Village Hall building on July 8th.

The Village Officials' information was updated with NYCOM.

Awaiting an update from Steve Munoz, after finalizing paperwork details, on the busking pilot program.

The agreement between the Village and The Conservancy was sent to The Conservancy for signature on July 3rd.

The website re-design project is on-going, with "early training" to be scheduled for mid-month.

Court Update: July 3, 2024

Court sessions: June 11th and 25th

Appearances in court: 62

Expected combined revenue from June court sessions: \$10,748

Judgments approved in June: 191 parking tickets belonging to 97 defendants

Total revenue from June 2024: \$34,002.50

Later this month, the courtroom will be painted and recarpeted. Shortly after, we are expecting the blinds and drapes to be installed. This project was funded completely by the JCAP grant and we will be starting our application for the next grant cycle in the upcoming weeks.

TREASURER REPORT

JULY 10, 2024

RESOLUTIONS TO BE REQUESTED:

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment 43 transferring appropriations between General Fund Expense line-items to correct Fiscal 2024 overbudget accounts as per the attached Budget Amendment 43 and requesting that Budget Amendment 43 be included in the meeting minutes of the July 31, 2024, meeting of the Board of Trustees.

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment 44 increasing anticipated revenues and increasing appropriations for Port Jefferson Country Club line items to correct Fiscal 2024 overbudget accounts as per the attached Budget Amendment 44 and requesting that Budget Amendment 44 be included in the meeting minutes of the July 31, 2024, meeting of the Board of Trustees.

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment 45 transferring appropriations between Port Jefferson Country Club Fund Expense line-items to correct Fiscal 2024 overbudget accounts as per the attached Budget Amendment 45 and requesting that Budget Amendment 45 be included in the meeting minutes of the July 31, 2024, meeting of the Board of Trustees.

Resolution authorizing Treasurer Gaffga to perform the attached Budget Amendment 46 increasing anticipated revenues for line-item H.5031.000 (Interfund Transfer) and increasing appropriations for line-item H.7197.210 (PJCC Capital Improvement to Golf Course) to increase funding for Bunker Project for additional expenses and requesting that Budget Amendment 46 be included in the meeting minutes of the July 31, 2024, meeting of the Board of Trustees.

UPDATES

Accounts Payable

- The Treasurer Office is moving forward with centralizing the Accounts Payable system
 - Village will be paying all Accounts Payable through the approved Accounts Payable Bank Account.
 - This will allow for 1 check run vs the 4 separate check runs currently
 - This will also allow for 1 unified abstract/warrant to be approved.

Parking Meters and Parking Revenue

- Mar 15- June 30 2023 vs April 15- June 30 2024: The village received \$12,464 more revenue in 2024.
- April 15 -June 30 2023 vs 2024: the Village parking revenue for meters was up \$52,305 in 2024.
- June 2023 vs June 2024: The Village parking revenue was up \$33,400 in 2024.
- Village is moving forward with the purchase of 8 new parking meters.
 - Upon the recommendation of the Parking Committee all 8 new parking meters will continue to accept all forms of payment.

- Total cost of meters will be \$65,359.98 with future recurring monthly charges of \$480 to run the meters.
- Coordination will need to be had with Highway and Parks for installation
- The Village BID has committed more than \$20,000 from previously allocated snow removal funds toward the purchase of the meters.

Village Fund Balance

The current 5/31 Fund Balances (as of 07/03/24) are as follows:

- General Fund: \$1,331,769 (this could be greatly affected by Capital deep dive audit)
- PJ Country Club: \$ (601,637)
- Capital Fund: \$ (2,656,270)

Requests for Proposals

- Capital Assets
 - Purchase Order was created and contract is being finalized.
- Capital Audit-
 - The Capital Deep Dive audit is in process.
 - 5 out of 23 projects have been finalized in analysis
 - 3 out of the 5 projects finished have funding shortfalls
 - Remaining 18 project revenues are being analyzed to determine any additional shortfalls
- Rocketship Park Sidewalks
 - Plan is to use ARPA funds for this project.
 - RFP was created and will be vetted once all responses are received.
- RFP for Village Audit Services is out and returnable at end of July.

Finance Committee

- Held the Fourt Finance and Budget Committee meeting.
 - Room rate proposal is forthcoming.

Grants/ Capital

- ARPA
 - Annual Report Submitted
 - Following Projects are in process and/ or discussion.
 - Village Roofs
 - Skating Rink Cooling System Repair
 - RFP for Sidewalks
- NYS- CHIPS
 - 2025 Budget was set.
 - Project set to begin in July.
- Suffolk County Downtown Revitalization Round 19- Harborfront Park

- The Village received the CDBG Grant monies from the Town.
- Contract with County should be sent back soon, and reimbursement process can begin.
- The Empire State Development Grant for Station Street Project
 - We need more backup paperwork from the contractors to comply with MWBE regulations tied to the Grant. This is in process.
- FEMA- Recharge Basin
 - Village has submitted a minor scope change to DSHES and requested an extension through Aug 31, 2024.
 - FEMA/ DSHES requested additional documentation and is reviewing before allowing Village to move ahead with project.
 - Documentation was provided and the Village must now wait for the Scope Of Work change approval.
- FEMA- East Beach Bluff
 - The project is in process and going through various Agency reviews.
 - An extension was granted to fulfill additional information requests from FEMA/ DSHES
 - Meeting was held with GEI, Terry Contracting, and Village to discuss issues with the Bluff and go over next steps to ensure that all parties are on the same page.
- DASNY- Emergency Command Center
 - Working with DASNY to get the reimbursement process moving since it has stalled at the State level.
- Suffolk County- Jumpstart Mill Creek Restoration
 - Received a punch list from Suffolk County on outstanding items that they are awaiting from the Village.
 - Work is underway to address County concerns.
- NYS- Climate Resiliency
 - Second payment requisition has been submitted.
- DASNY- Tooker House
 - The Village received updated appraisal numbers.
 - This will be sent along with any corresponding paperwork to DASNY to continue to move the project forward.
 - The Village is also working on new restoration numbers to clarify the reimbursable portion of the Grant.
- Suffolk County- Downtown Revitalization Round 20- Endura blend Crosswalks
 - There needs to be clarification on several items before a contract can be issued.
 - Village is working to amend this grant award for a different material to be used because Endura blend is not common and there are nearly no vendors in tri-state area that work with it and would travel to Port Jefferson.