



**Board of Trustees Meeting Minutes**  
**Village Hall – 121 West Broadway, Port Jefferson, NY, 11777**  
**May 29, 2024 at 6:00 p.m.**

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**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 & Treasurer Gaffga were present as well.

**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 June 12, 2024.

**Proclamation Presentation to Port Jefferson EMS**

**Public Safety and Welfare Update**

Presented by Chief Andy Owen and SCPD

**Presentation from Maggio Environmental Services**

Presented by Managing Member Stanley Lomangino

**Presentation by "Port Jeff Music Throughout the Village"**

Presented by Steve Munoz

**Public Hearing**

Resolution to open the public hearing 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 Kassay** / Motion seconded by: **Trustee Juliano** /

All in favor, with none opposed.

Resolution to close the public portion of the public hearing 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 Biondo** / Motion seconded by: **Trustee Juliano** /  
All in favor, with none opposed.

Resolution adopting the proposed Local Law as attached amending Chapter 161 (Housing), Article VI (Property Maintenance) 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.

**Public to Address** the Board of Trustees

**Action** on Agenda items

**Motion to enter** into Executive Session at 7:56 p.m. to discuss a contract negotiation.

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

**Motion to close** the Executive Session portion of the May 29, 2024 Meeting of the Board of Trustees at 8:48 p.m.

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

**Motion to Close** - Motion to close the May 29, 2024 Board of Trustees Meeting.

### **Resolution # 1-52924**

Resolution approving the minutes of the April 17, 2024, April 24, 2024 and May 8, 2024 meetings of the Board of Trustees of the Village of Port Jefferson.

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

### **Resolution # 2-52924**

Resolution approving the request of the Port Jefferson Fire Department to hold the annual Independence Day Parade, beginning at 10:00 a.m. on July 4, 2024 and further approving the closure to vehicular traffic of: North Country Road beginning at Main Street, the closure of East Broadway, and the closure of Barnum Avenue; and approving the placement and set-up of the portable stage to be opposite the Village Hall building.

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

### **Resolution # 3-52924**

Resolution approving the attached Agreement between the Village of Port Jefferson and the Port Jefferson Harbor Education & Arts Conservancy, Inc., and authorizing Mayor Sheprow to execute the Agreement between the Village of Port Jefferson and the Port Jefferson Harbor Education & Arts Conservancy, Inc. on behalf of the Village of Port Jefferson.

Motion made by: **Trustee Biondo** / Motion seconded by: **Trustee Juliano** /  
Motion made by: **Trustee Kassay** / Motion seconded by: **Trustee Loucks** /  
**To table.**

### **Resolution # 4-52924**

Resolution renewing the attached Independent Contractor Agreement between the Village of Port Jefferson and Melissa Dunstatter for the provision of Farmers' Market Manager services, with the Agreement to expire on May 31, 2025.

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

### **Resolution # 5-52924**

Resolution establishing that the Port Jefferson Parking Committee will, effective immediately, be under the auspices of the Village of Port Jefferson, specifically the Department of Building, Planning and Environmental Services, and its designated Liaison thereof.

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

**Resolution # 6-52924**

Resolution authorizing the Treasurer’s Office to process required monthly or other interval checks prior to audit for the Port Jefferson Country Club, related to Grill Room minimums per contractual obligation, with such checks to be included in the monthly Abstract as “pre-paid” items.

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

**Resolution # 7-52924**

Resolution approving the attached Senior Citizen Exemption Applications Resolution submitted by Assessor Damato, which intent is to ease and simplify the application process, and which Senior Citizen Exemption Applications Resolution would take effect for the 2025 Tax Assessment Year.

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

**Resolution # 8-52924**

Resolution establishing the position of Docent for the Village of Port Jefferson Drowned Meadow Cottage Museum, and appointing Chris Ryon as Docent for the Drowned Meadow Cottage Museum, with an allocated disbursement not to exceed \$ 1,500.00 per Grant year for services rendered, and authorizing Mayor Sheprow to sign the Independent Contractor agreement between The Village of Port Jefferson and Chris Ryon.

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

**Resolution # 9-52924**

Resolution establishing the position of Curator and Historic Contributor for the Village of Port Jefferson Drowned Meadow Cottage Museum, and appointing Mark Sternberg as Curator and Historic Contributor for the Drowned Meadow Cottage Museum, with an allocated disbursement not to exceed \$ 1,500.00 per Grant year for services rendered, and authorizing Mayor Sheprow to sign the Independent Contractor agreement between The Village of Port Jefferson and Mark Sternberg.

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

### **Resolution # 10-52924**

Resolution establishing a fixed annual salary of \$ 139,000.00 for Fiscal Year 2024/2025 for Port Jeff Country Club Golf Professional Jacob Anderson, effective June 6, 2024.

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

### **Resolution # 11-52924**

Resolution establishing a fixed annual salary of \$ 93,000.00 for Fiscal Year 2024/2025 for Port Jeff Country Club Golf Assistant Professional Larry Scortichini, effective June 6, 2024.

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

### **Resolution # 12-52924**

Resolution establishing a fixed annual salary of \$ 72,000.00 for Fiscal Year 2024/2025 for Director of Tennis Alex Dank, effective June 6, 2024.

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

### **Resolution # 13-52924**

Resolution establishing a fixed weekly salary of \$ 620.00 per week for ten weeks total, for part-time seasonal Golf Professional Danielle Bambola for Fiscal Year 2024/2025, effective June 1, 2024.

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

### **Resolution # 14-52924**

Resolution approving an increase to \$ 150,000.00 per year for the annual salary of Superintendent of Public Works Steven Gallagher effective July 4, 2024, owing to the assumption of additional duties.

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

### **Resolution # 15-52924**

Resolution removing David Cholden from the employment roll of the Village of Port Jefferson Code Enforcement Bureau per the letter dated April 19, 2024, from Chief Andy Owen.

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

### **Resolution # 16-52924**

Resolution ratifying the hiring or re-hiring of part-time, seasonal Staff Members for the Port Jefferson Country Club per the attached, as submitted by Golf Professional Jake Anderson and Superintendent of Golf Pat Sullivan.

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

### **Resolution # 17-52924**

Resolution hiring part-time, seasonal Lifeguards and part-time, seasonal Camp Counselors for the Village of Port Jefferson East and West Beaches for June 22, 2024, through September 2, 2024, per the attached, as submitted by Village Center Manager Renee Lemmerman.

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

### **Resolution # 18-52924**

Resolution authorizing the solicitation of bids for the removal and hauling of leaves to a pre-determined dump site within the Village of Port Jefferson, or within a two-to-three-mile radius of the Village of Port Jefferson, for the Village of Port Jefferson leaf pick-up program.

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

### **Resolution # 19-52924**

Resolution authorizing the solicitation of bids for snow removal from the parking lots and streets within the Village of Port Jefferson, to be quoted at an hourly cost, for the Village of Port Jefferson snow removal program.

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

### **Resolution # 20-52924**

Resolution authorizing the solicitation of bids for the repair, replacement, maintenance and new installation of overhead and underground lighting, and for the maintenance of traffic signals in the Village of Port Jefferson.

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

### **Resolution # 21-52924**

Resolution authorizing the solicitation of bids for the trimming, removal and stump grinding of specified Village trees on Village properties.

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

### **Resolution # 22-52924**

Resolution authorizing the solicitation of proposals for the remediation or replacement of sidewalks at Rocketship Park and the Village-owned tennis courts, and the remediation or replacement of curbs and sidewalks at Wynn Lane.

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

### **Resolution # 23-52924**

Resolution authorizing the solicitation of proposals from interested mobile food vendors as concessionaires for the use of Village-owned property at the East and West Beaches for the 2024 beach season.

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

### **Resolution # 24-52924**

Resolution authorizing the solicitation of a Request for Proposals for the provision of Independent Audit Services.

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

### **Resolution # 25-52924**

Resolution approving the attached proposal submitted by Hayduk Engineering, LLC for the provision of environmental consulting services on an as-needed, on-call basis.

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

### **Resolution # 26-52924**

Resolution approving the attached proposal submitted by East End Accounting Services Corp. for the provision of consulting services specific to fiscal and government policies and procedures and other matters related to government administration and public safety, in an amount not to exceed 20 hours per month.

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

### **Resolution # 27-52924**

Resolution approving the revised proposal submitted by Graham Restoration Co., Inc. in the amount of \$ 284,204.00 for the remediation, repair or replacement of roofs at specified Village of Port Jefferson owned locations per the bid opening on May 2, 2024 and authorizing Mayor Sheprow to sign the contract between the Village of Port Jefferson and Graham Restoration Co., Inc.

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

### **Resolution # 28-52924**

Resolution scheduling a public hearing for 6:00 p.m. on June 26, 2024 at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 to consider a change of zone for property located at Sheldrake Ave. (SCTM 0206 00700 0100 007001) from R-B2 (Single-Family Residence) District to MW1 (Marine Waterfront) District in accordance with the stipulation of Settlement, Index no. 11-08199, Supreme Court of the State of New York, Suffolk County, January 4, 2017.

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

### **Resolution # 29-52924**

Resolution scheduling a public hearing for 6:00 p.m. on June 26, 2024, at Port Jefferson Village Hall, 121 West Broadway, Port Jefferson, New York, 11777 regarding a proposed local law amending Chapter 213 (Stormwater Management), Article II (Illicit Discharge and Connections) 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 # 30-52924**

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as Line-Item H.7145.220 (Village Center- Skating Rink Equipment).

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



### **Resolution # 31-52924**

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as Line-Item H.5410.205 (Sidewalk Capital Improvements).

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

### **Resolution # 32-52924**

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as Line-Item H.3320.210 (Parking Capital Improvements).

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

### **Resolution # 33-52924**

Resolution authorizing Treasurer Gaffga to create a new Capital Fund expense account, to be known as Line-Item H.1620.205 (Village Buildings Capital Improvement).

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

### **Resolution # 34-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 30, increasing anticipated revenue in the amount of \$ 43,580.00 in Line-Item H.5031.000 (Interfund transfer) and increasing appropriations in the amount of \$ 43,580.00 in Line-Item H.7145.220 (Village Center- Skating Rink Equipment) and requesting that Budget Amendment Number 30 be included in the meeting minutes of the May 29, 2024, meeting of the Board of Trustees.

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

### **Resolution # 35-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 31, increasing anticipated revenue in the amount of \$ 43,580.00 in Line-Item A.4089.000 (Federal Aid Other) and increasing appropriations in the amount of \$ 43,580.00 in Line-Item A.9950.900 (Interfund Transfer) and requesting that Budget Amendment Number 31 be included in the meeting minutes of the May 29, 2024, meeting of the Board of Trustees.

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

**Resolution # 36-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 32, increasing anticipated revenue in the amount of \$ 373,698.00 for Line-Item H.3501.000 (Consolidated Highway Aid) and increasing appropriations in the amount of \$ 373,698.00 for Line-Item H.5110.205 (Highway Capital Paving Projects) and requesting that Budget Amendment Number 32 be included in the meeting minutes of the May 29, 2024, meeting of the Board of Trustees.

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

**Resolution # 37-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 33, increasing anticipated revenue in the amount of \$ 60,000.00 for Line Item A.1740.000 (On-Street Parking Fees) and increasing appropriations in the amount of \$ 13,500.00 for Line Item A.3320.402 (Managed Parking CC Fees), and in the amount of \$ 46,500.00 for Line Item A.9950.900 (Interfund Transfer), and requesting that Budget Amendment Number 33 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

**Resolution # 38-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 34, increasing anticipated revenue in the amount of \$ 46,500.00 for Line Item H.5031.000 (Interfund Transfer) and increasing appropriations in the amount of \$ 46,500.00 for Line Item H.3320.210 (Parking Capital Improvement), and requesting that Budget Amendment Number 34 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

**Resolution # 39-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 35, increasing anticipated revenue in the amount of \$ 137,000.00 for Line-Item H.5031.000 (Interfund Transfer) and increasing appropriations in the amount of \$ 137,000.00 for Line-Item H.5110.205 (Paving Capital Projects) and requesting that Budget Amendment Number 35 be included in the meeting minutes of the May 29, 2024, meeting of the Board of Trustees.

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

### **Resolution # 40-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 36, increasing anticipated revenue in the amount of \$ 30,000.00 for Line Item H.5031.000 (Interfund Transfer) and increasing appropriations in the amount of \$ 30,000.00 for Line Item H.5410.205 (Capital Sidewalk Improvement Projects), for the Barnum Avenue Sidewalk Repair and requesting that Budget Amendment Number 36 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

### **Resolution # 41-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 37, increasing anticipated revenue in the amount of \$ 284,204.00 for Line Item A.4089.000 (Federal Aid-Other) and increasing appropriations in the amount of \$ 284,204.00 for Line Item A.9950.900 (Interfund Transfer), to fund the remediation, repair or replacement of roofs at specified Village of Port Jefferson owned locations, and requesting that Budget Amendment Number 37 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

### **Resolution # 42-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Amendment Number 38, increasing anticipated revenue in the amount of \$ 284,204.00 for Line Item H.5031.000 (Interfund Transfer) and increasing appropriations in the amount of \$ 284,204.00 for Line Item H.1620.205 (Village Buildings Capital Improvement), for the remediation, repair or replacement of roofs at specified Village of Port Jefferson owned locations, and requesting that Budget Amendment Number 38 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

### **Resolution # 43-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 6, transferring appropriations out of Line Item A.9950.900 (Interfund Transfer) and transferring appropriations into Line Item A.1325.400 (Treasurer Expense) in the amount of \$16,900.00 to fund the cost of the Fixed Asset Valuation, and requesting that Budget Transfer Number 6 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

### **Resolution # 44-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 7, transferring appropriations out of Line Item A.9950.900 (Interfund Transfer) and transferring appropriations into Line Item A.1325.400 (Treasurer Expense) in the amount of \$28,000.00 to fund the costs of the professional financial services from Moody's and Munistat related to the BAN to Bond conversion, and requesting that Budget Transfer Number 7 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

### **Resolution # 45-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 8, transferring appropriations in the amount of \$ 19,200.00 out of Line Item A.9950.900 (Interfund Transfer), and transferring appropriations in the amount of \$ 19,200.00 into Line Item A.8020.430 (Consultation/ Design Services), to fund the Walkability Study performed by Hayduk Engineering, originally approved on May 15, 2023, and requesting that Budget Transfer Number 8 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

**Resolution # 46-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 9, transferring appropriations in the amount of \$ 107,000.00 out of Line-Item A.5110.405 (Paving), and \$ 30,000.00 out of Line-Item A.5410.400 (Sidewalk Expenses), and transferring appropriations in the amount of \$ 137,000.00 into Line-Item A.9950.900 (Interfund Transfer), to support the funding for the Fiscal Year 2025 Capital Paving Project and requesting that Budget Transfer Number 9 be included in the meeting minutes of the May 29, 2024, meeting of the Board of Trustees.

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

**Resolution # 47-52924**

Resolution authorizing Treasurer Gaffga to perform attached Budget Transfer Number 10, transferring appropriations in the amount of \$ 30,000.00 out of Line Item A.5410.400 (Sidewalk Expenses), and transferring appropriations in the amount of \$ 30,000.00 into Line Item A.9950.900 (Interfund Transfer), for the proposed Barnum Avenue Sidewalk Drainage Project, and requesting that Budget Transfer Number 10 be included in the meeting minutes of the May 29, 2024 meeting of the Board of Trustees.

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

**Resolution # 48-52924**

Resolution approving the Check Register and warrants dated 5/24/24 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 # 49-52924**

Resolution to enter into Executive Session at 7:59 p.m. to discuss a contract negotiation.

Resolution to close Executive Session at 9:19 p.m.

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

**Resolution # 50-52924**

Resolution to close the May 29, 2024 meeting of the Board of Trustees at 9:28 p.m.

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

