

**MINUTES OF THE ORGANIZATIONAL MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, APRIL 23, 2025**

The organizational meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, April 23, 2025 at 7 PM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members Mayor Michael D. Utevsky, Deputy Mayor Lisa Davidson, Trustees Judith C. Ogden and Kathleen Diana. Not in attendance this evening Trustee Jeffrey D. Fischer. Also, in attendance Village Administrator/Clerk, Margaret O'Keefe; Co-Counsel, Christopher Bianco; Village Treasurer, Patricia Mulderig; Building Inspector, Robert O'Shea and Dir. of Highway Operations, Frank Prinzevalli. Not in attendance Police Chief, Charles M. Lohmann.

Pledge of Allegiance.

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #001 -25

Appointments

Pursuant to Village Law §4-400 the following offices will be filled by Mayoral appointment.

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Village Attorney	1 year	Brian T. Egan
Justice Court Clerk	1 year	Carolanne Darrigo
Deputy Treasurer	1 year	Maureen Wiedersum
Special Prosecutors	1 year	Suffolk ADA
Special Prosecutors	1 year	Kevin Forman
Building Inspector	1 year	Robert O'Shea
Police Lieutenant	1 year	Charles Lohmann
Police Officer w/Admin. duties	1 year	Daniel Kirby
PLANNING BOARD		
Planning Board Member	5 years	Harlan Fischer, Chair
Planning Board Member	1 year to fulfill vacancy	Jan Coughlin
ARCHITECTURAL REVIEW BOARD		
Architectural Review Board	5 years	Kevin Phieffer
JOINT COASTAL COMMISSION		
Joint Coast Commission Member	3 years	Brenda Luckow
Joint Coastal Commission Member	3 years	John Delaney
Joint Coastal Commission Member	2 years to fulfill vacancy	Michael Vincenti
ZONING BOARD OF APPEALS		
Zoning Board of Appeals	5 years	Alyson Svatek
Zoning Board of Appeals	3 years to fulfill vacancy	John Lovett
Village Historian	1 year	Leighton Coleman
Highway Commissioner	1 year	Judith C. Ogden
TREE BOARD		
Tree Board Member	1 year	Damien Napoli
Tree Board Member	1 year	Michael Gargiulo
Tree Board Member	1 year	Giovanna Curti
Tree Board Member	1 year	Leora Vatash
Tree Board Member	1 year	Jeffrey Malken
Tree Board Member	1 year	Judith C. Ogden

Official Newspaper

WHEREAS, the Board of Trustees has determined that §35 of General Municipal Law requires the designation of an official newspaper; now, therefore

BE IT RESOLVED, the Board of Trustees designates The Smithtown News as the official newspaper of the village.

The following resolution was deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #002 -25

Investment Policy

Pursuant to Law and Code the Village's Investment Policy

RESOLVED, to reaffirm the Investment Policy of the Village of Head of the Harbor. Copy to be attached to the official minutes.

The following resolution was deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #003 -25

Designating Depositories

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies; now therefore,

BE IT RESOLVED, the Board of Trustees designates First National Bank of Long Island, 285 E. Main St. #104, Smithtown, NY 11787; Dime Bank (previously known as Bridgehampton National Bank), 898 Veterans Hwy., Hauppauge, NY 11788, TD Bank, 621 Lake Ave. St. James, NY 11780, and NY Class, 717 17th Street, Suite 1850, Denver, Colorado 80202 as the official depositories of all monies received by the village clerk and treasurer.

BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to take the steps necessary to authorize payment from village depositories with one authorized signature on payments less than \$1,00.00. Authorized signatories are the Mayor, Deputy Mayor, Village Treasurer and Village Clerk.

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #004 -25

Designated Posting Locations

Pursuant to Open Meetings Law Article 7

RESOLVED, the Board of Trustees designates that public notices shall be posted upon the official bulletin boards at Village Hall, 500 North Country Rd., St. James, NY, the corner of Harbor Hill Rd. & Three Sisters Rd., the corner of Moriches Rd. & Fifty Acre Rd., the corner of Three Sisters Rd. & Gate Rd., and the village's official website HeadoftheHarborNY.gov.

Dates for Regular Meetings & next organizational meeting

WHEREAS, pursuant to Open Meetings Law Article 7 the Board of Trustees has the authority and obligation to fix the time and place of its regular meetings; and

WHEREAS, the Board of Trustees hereby adopts the following meeting schedule for the organizational year of April 2025 -April 2026:

- Board of Trustees, generally 1st Wednesday of each month at 7:00 PM, expressly;

Wednesday, May 7, 2025

Wednesday, June 4, 2025

Wednesday, July 2, 2026

Wednesday, August 6, 2025

Wednesday, September 3, 2025

Wednesday, October 1, 2025

Wednesday, November 5, 2025

Wednesday, December 3, 2025

Wednesday, January 7, 2026

Wednesday, February 4, 2026

Wednesday, March 4, 2026

Wednesday, April 1, 2026

WHEREAS, all said meetings will be held at Village Hall, 500 North Country Rd., County of Suffolk, St. James, New York 11780 at 7 PM, time then in effect.

BE IT RESOLVED, that the village clerk is hereby authorized and directed to notify the news media, and publish & post said notice as required.

Dates for Boards & Committees

WHEREAS, the Board of Trustees, upon having received consent by the various board and committee chairs, hereby adopts the following meeting schedule for the organizational year of April 2025- April of 2026:

- Architectural Review Board, 1st Tuesday of each month at 7 PM
- Planning Board, 2nd Tuesday of each month at 5:30 PM
- Zoning Board of Appeals, 3rd Monday of each month at 7 PM month when hearings are scheduled

WHEREAS, all said meetings above will be held at Village Hall, 500 North Country Rd., County of Suffolk, St. James, New York 11780, and

WHEREAS, upon having received consent by the committee chairs, hereby adopts the following meeting schedule for the organizational year of April 2025- April of 2026:

- Joint Coastal Commission, 1st Thursday of each month at 7:00 PM

WHEREAS, the Joint Coastal Commission meetings will be held at Nissequogue Village Hall, 631 Moriches Rd., County of Suffolk, St. James, New York 11780 or at Head of the Harbor Village Hall, 500 North Country Rd., St. James, New York 11780 at 7:30 PM at the direction of Board Chair;

BE IT RESOLVED, that the village clerk is hereby authorized and directed to notify the news media, and publish & post said notices as required.

The following resolution was deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #005 -25

Advance Approval Of Claims

Pursuant to Village Law §5-524(6)

RESOLVED, that the village treasurer is authorized from time to time, and as need arises, to pay as presented and due, without prior audit or approval under §5-524 of the Village Law, but subject to later prompt audit and approval under §5-524 of Village Law, payment to the State Comptrollers Office monies owed to them by the Village Justice Court in the regular course of business, public utility services, postage, freight, express charges, health insurance premiums for staff, NYS retirement contributions as required, NYS Insurance Fund as required, gasoline charges, photocopier charges, justice court expenses provided for in their annual budget and all contractual obligations previously accepted by resolution, and

BE IT FURTHER RESOLVED, that the village treasurer is authorized, as need arises, to pay payment for claims that may come due prior to the next meeting of the board of Trustees provided that: (a) said claim is audited and authorized by the appropriate village Official or Department Head, (b) by poll reviewed and approved by a majority of the Board of Trustees, and (c) the Abstract is presented at the next meeting of the Board of Trustees for ratification.

The following resolution was deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #006 -25

Mileage Allowance

Pursuant to Village Law §5-524(7)

WHEREAS, the Board of Trustees wishes to establish the mileage reimbursement rate in accordance with NYS Comptroller guidelines at the time of travel, and

WHEREAS, this reimbursement rate is applicable to village officers and employees who use their personal automobiles while performing official Village duties,

NOW THEREFORE BE IT RESOLVED, this resolution is effective immediately.

The following resolution was deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #007 -25

Attendance at Schools and Conferences

Pursuant to General Municipal Law §77-b

WHEREAS, there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School; d) Cornell Municipal Clerks Institute; e) the Long Island Village Clerks & Treasurers Association meetings; f) Village Justice Court Clerks Association; g) Judicial Training, and various State and Local Governmental Agency training, and

WHEREAS, attendance by the certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality; and

WHEREAS, budget guidelines have been established in the 2025/2026 budget, and

WHEREAS, meal allowances, when not included in conference packages, shall follow the NYS Comptroller guidelines, and

WHEREAS, incidental expenses such as tips to bellmen, porters, hotel maids, etc., continue to be included in the allowances, and

NOW, THEREFORE BE IT RESOLVED:

That the following officers and employees are authorized to attend the following schools & meetings within the amount budgeted for the fiscal year:

- Village Justice & Acting Justice – NYS approved Judicial Training
- Village Administrator/Clerk- NYCOM training, SCVOA seminars, NYGOFA, International Institute of Municipal Clerks & New York State Clerks & Treasurers Association, NYS Comptrollers Seminars, Long Island Village Clerks & Treasurers Association, Local Government Archiving and Retention Seminars
- Village Treasurer- NYCOM training, SCVOA seminars, Long Island Village Clerks & Treasurers Association, NYGFOA
- Justice Court Clerk- Village Justice Court Clerks Association

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #008 -25

ETHICS

In accordance with Article 18 of the General Municipal Law (GML), the Inc. Village of Head-of-the-Harbor previously adopted §24 Code of Ethics. The village clerk is hereby authorized and directed to distribute to all newly elected and appointed officials, as well as, new village employees a copy of the villages' Code, §24 Code of Ethics. Additionally, per Article 18 of the General Municipal Law (GML) §800-809 must be posted at Village Hall.

Disclosure Statements

Pursuant to Village Code §24 Code of Ethics, disclosure statements, if any, will be read into the record once received.

Procurement policy

Pursuant to General Municipal Law §104-b, the Board of Trustees hereby adopts the procurement policy

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now, therefore be it

RESOLVED, that the Village of Head-of-the-Harbor does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once the determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law; purchase contracts under \$20,000; public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from the agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; surplus and secondhand purchases from another governmental entity. In addition, the purchase of services and/or materials pursuant to the Municipal Cooperative Agreement with the Town of Smithtown is exempt from competitive bidding requirements.

The decisions that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo for the purchaser indicating how the decisions was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000; goods purchased from agencies for the blind severally handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from the correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Est. Purchase Contract	Method
\$2,000 - \$3,999	2 Verbal quotations; unless highway truck or equipment repair
\$4,000-\$10,999	2 Verbal quotations for highway truck or equipment repair
\$4,000-\$10,999	3 written/fax quotes or written requests for proposals
\$11,000-\$20,999	3 written/fax quotes or written requests for proposals for highway truck or equipment repair
\$11,000-\$20,999	3 written/fax quotes or written requests for proposals and Board of Trustees approval

Est. Public Works Contracts	Method
\$2,000-\$3,999	2 Verbal quotations
\$4,000-\$5,999	2 written/fax quotes
\$6,000-\$20,999	3 written/fax quotes or written requests for proposals
\$21,000-\$35,000	3 written/fax quotes or written requests for proposals and Board of Trustees approval

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offer. This documentation will include an explanation of how the award will achieve savings of how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal law, Section 104-b(2) (f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality.

In the following circumstances it may not be in the best interest of the Village of Head-of-the-Harbor to solicit quotations or documents the basis for not accepting the lowest bid:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company may be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and that nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into the category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individuals and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packed software.

- b. Emergency purchase pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods and services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if the time permits.

- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auction or through specific advertised sources where the best process are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

- d. Goods or services under \$2,500.00. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

- e. Purchase of services and/or materials pursuant to a Municipal Cooperative Agreement.

7. The individuals responsible for procurement and authorization of vouchers submitted for payment from the Village of Head of the Harbor are as follows: Michael Utevsy, Mayor; Margaret O'Keefe, Village Clerk; Charles Lohmann, Chief of Police; Frank Prinzevali Dir. of Highway Operations; Patricia Mulderig, Treasurer; Robert O'Shea, Building Inspector; John J. Toomey, Judge; Carolanne Darrigo, Court Clerk.

8. Unless previously approved by contract, all vouchers over \$2,500.00 are to be signed by the Board of Trustees.

9. This policy shall go into effect immediately and will be reviewed annually.

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:

RESOLUTION #009 -25

RESOLVED, to authorize Mayor Utevsy to execute the agreement with Steve Greco Designs for website Design and Maintenance in accordance with the proposal dated October 14, 2024 per terms of the contract, and

BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to release payments in an amount not to exceed \$4,600.00 upon receipt of invoices and approved voucher.

- **RESOLVED**, to engage Robert Hartman for artistic service of web design at a rate of \$800.00.
RESOLVED, to authorize Mayor Utevsy to execute the agreement for IT Managed Services with Stafford Associates, per the terms of the April 2025 agreement, and
BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to release payment in an amount not to exceed \$2,200.00 for onetime costs, and \$1,830.00 for annual expenditures, and \$710.00 per monthly expenditures as outlined in said agreement upon receipt of invoice and approved voucher.

The following resolutions were deemed read into the record in their entirety. Draft copies were provided to the Board and the public.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #010 -25
RESOLVED, to reaffirm the following agreements:
 - Cleary Consulting at a rate of \$200.00/hr.
 - Daniel Falasco, Village Engineer at an hourly compensation of \$145.00.
 - Kevin Foreman, Esq. for litigation matters and prosecuting services per the terms of the existing agreements, at rates of \$400.00 and \$250.00 respectively.
 - Egan & Golden, LLP. for annual retainer matters, and extraordinary and litigation matters, per the terms of the existing agreements, at rates of \$45,000.00 and \$275/hr. respectively.
- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, abstention by Trustee Diana and adopted (4-0-1):
RESOLUTION #011 -25
Minutes of April 2, 2025 7 PM meeting of the Board of Trustees were presented.
RESOLVED, to adopt the minutes of the above meeting as presented.

Financials – Patricia Mulderig, Treasurer:

- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #012 -25
RESOLVED, to adopt Abstracts #'s 196, 237, 244, 245 and 246 the total amount of \$24,345.12 be paid from the General Fund.
- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #013 -25
RESOLVED, to adopt T & A #247 in the total amount of \$1,200.00 be paid from the Trust & Agency Fund.
- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #014 -25
RESOLVED, to accept the 2025/2026 Assessment adjustments in the amount of \$6,257.17 as noted:

HOMEOWNER	Address	ASSESSOR LETTER	ASSESSOR'S DATE	CURRENT ASSESSMENT	CORRECTED ASSESSMENT	DIFFERENCE	2025/2026 ADJUSTMENT
Manizha&Tawfiqulhaki Parand	91 Harbor Road, SJ	16-Oct-24	11-Oct-24	10925	9570	(1,355)	325.61
Kenneth Kern & Diana Choy Shan	17 Valleywood Court East	16-Oct-24	11-Oct-24	10248	9831	(417)	100.21
Griffin Irrevocable Family Trust	2 Emmet Drive, SB	6-Nov-24	31-Oct-24	11500	10875	(625)	150.19
Mark Zuckerman & Grazielle Coren	17 Farm Road, SJ	6-Nov-24	31-Oct-24	10925	10179	(746)	179.26
Omar & Jessica Otero	26 Hitherbrook Road SJ	6-Nov-24	31-Oct-24	9215	8925	(290)	141.78
Natale Lenza	12 Gate Road SJ	6-Nov-24	31-Oct-24	8300	7745	(555)	133.97
Mountasser&Catherine Khalifa	1 High Hedges Court SJ	13-Nov-24	13-Nov-24	8740	8352	(388)	93.24
John & Justine Gorman	2 High Hedges Court SJ	13-Nov-24	13-Nov-24	8905	8265	(640)	153.79
Mark Closson& Elizabeth Mansdorf	24 Emmet Way, SB	22-Nov-24	19-Nov-24	10625	9570	(1,055)	253.52
Laurel Van Vechten	7 Brackenwood Path SJ	22-Nov-24	19-Nov-24	11875	10005	(1,870)	449.36
	24 Branglebrink Rd., SJ	22-Nov-24	19-Nov-24	11328	10440	(888)	213.39
Charles & Nancy Kastan	3 Meadow Gate W, SJ	22-Nov-24	19-Nov-24	13050	12180	(870)	209.06
Harian & Olivia Fischer	112 Harbor Rd, SJ	9-Jan-25	9-Jan-25	13800	12985	(815)	147.78
Thomas Ruble	21 Mill Creek Road SB	13-Jan-25	9-Jan-25	12305	11310	(995)	239.10
Donald J. & Li Li Weldner	8 Emmet Drive SB	13-Jan-25	9-Jan-25	8960	8048	(912)	219.15
Deirdre Woram, Trustee J Campbell Trust	14 Saddle Road SB	13-Jan-25	9-Jan-25	14492	12815	(1,677)	451.04
Guy & Linda Nicosia	5 Piper Lane SJ	13-Jan-25	9-Jan-25	17080	15443	(1,637)	393.37
George Layburn	4 Thompson Lane SJ	13-Jan-25	9-Jan-25	12600	11932	(668)	209.18
Robert & Katherine Bayer	1 Bacon Road SJ	13-Jan-25	9-Jan-25	10500	9353	(1,147)	275.62
Nicholas Bekas & Lisa Valle	29 Deepwells Lane SJ	13-Jan-25	9-Jan-25	10150	9570	(580)	139.37
John & Debbie Baldi	6 Wicks Lane SJ	13-Jan-25	9-Jan-25	12488	10982	(1,506)	386.70
Christian & Maria Berio	5 Fox Meadow Lane SJ	13-Jan-25	9-Jan-25	11638	10440	(1,198)	287.86
Mariela & Monica Kunysz	35 Farm Road, SJ	13-Jan-25	9-Jan-25	16380	15225	(1,155)	277.55
Robert E. Hansen Jr.	72 Harbor Road, SJ	6-Feb-25	5-Feb-25	14505	10965	(3,540)	850.66

ASSESSMENT ADJUSTMENTS - APRIL 23, 2025

(26,039)

6,257.17

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #015 -25
RESOLVED, to authorize the purchase by the village treasurer and the village clerk for laptop computers to enhance the capabilities of their respective offices when interacting with the public by providing access to Cloud based software programs through Wi-Fi connectivity. Said expenditure is to be appropriated through the American Rescue Plan Act funds.

Highway Commissioner – Judith C. Ogden:

- Oral report given. No action taken.

Building Inspector - Robert O'Shea:

- Oral report given. No action taken.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #016 -25
RESOLVED, to accept the resignations of Olga Navid, Joint Coastal Commission Member and Kathleen Diana from the Zoning Board of Appeals.
- Mayor Michael Utevsky signed the Arbor Day Proclamation for May 3, 2025.
- Correspondence received for residents Mr. Sibony and Mr. Bollhofer.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #017 -25
RESOLVED, to adopt additional Abstract # 250 the total amount of \$8,474.01 be paid from the General Fund.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #018 -25
RESOLVED, to appoint Stanley Grodski as a P/T, non-exempt, Police Officer at an hourly rate of \$43.36 per hour, not to exceed 20 hours per work week maximum with a hire date of April 14, 2025. This resolution is effective retroactively to April 14, 2025.
- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #019 -25
WHEREAS, Justice Court Clerk, Carolanne Darrigo has been working remotely with the Board's approval, and
WHEREAS, she missed the deadline to submit hours worked in the last pay period,
BE IT RESOLVED, to approve of 7 additional hours of pay this pay period provided she document and submit said hours.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #020 -25
WHEREAS, past practice has afforded, part-time, hourly, office employees paid vacation benefit time equal to the average hours worked for a two-week period after one year of employment,
BE IT RESOLVED, to authorize and direct the benefit be applied to the Justice Court personnel effective immediately.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #021 -25
WHEREAS, the Board wishes to engage the services of a Part-Time secretary to the Architectural Review Board,
BE IT RESOLVED, to authorize Mayor Utevsky, in his official capacity, to file a CS-500 with Suffolk County Civil Service.

It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss court personnel at 8:26 PM. No action taken. It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson and unanimously adopted to move back to public session at 8:55 PM.

- There being no other matters to be brought before the Board; it was, upon motion by Mayor, second by Deputy Mayor Davidson and unanimously adopted, to adjourn the meeting at 9:02 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Administrator/Clerk