

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, February 1, 2017 7 PM**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, February 1, 2017 at 7 PM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members Mayor Douglas A. Dahlgard, Deputy Mayor Daniel W. White, Trustees L. Gordon Van Vechten, Judith C. Ogden and Jeffrey D. Fischer. Not in attendance this evening, Village Attorney Anthony B. Tohill. Also in attendance Village Clerk Margaret O'Keefe and Village Treasurer Patricia Mulderig.

Discussion items included:

- Review of cyber insurance quotes. No action taken.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:
RESOLUTION #156-16
WHEREAS, there is a vacancy on the Joint Coastal Commission, and
WHEREAS, village resident John Delaney has expressed interest in this position, and
WHEREAS, the Joint Coastal Commission has put forth his resume to the Board of Trustees,
BE IT RESOLVED, to appointment John Delaney to the Joint Coastal Commission to fulfill the current vacancy; this term expires April 2018.
- It was, upon motion by Trustee White, second by Trustee Van Vechten, and unanimously adopted:
RESOLUTION #157-16
WHEREAS, the New York State Division of Home and Security and Emergency Services (DHSES) has received a de-obligation from the Federal Emergency Management Agency (FEMA) in the amount of \$27,001.08 for the Village of Head of the Harbor, and
WHEREAS, the Board of Trustee has received said correspondence dated January 9, 2017 and wishes to comply,
BE IT RESOLVED, to authorize and direct the village treasurer to remit payment to DHSES Disaster Finance in the amount of \$27,001.08.
- Update on employee timekeeping policy; Margaret O'Keefe, Village Clerk to forward to counsel for review. No further action taken.
- It was, upon motion by Trustee Ogden, second by Trustee White, and unanimously adopted:
RESOLUTION #158-16
WHEREAS, the Board of Trustees wishes to become a member of the NYS Urban Forestry Council, and
WHEREAS, the membership fee is \$100.00 annually,
BE IT RESOLVED, to authorize and direct the village treasurer to submit enrollment fees to the NYS Urban Forestry Council in the amount of \$100.00.

Clerk's Note: Trustee Ogden exited for a personal call at 7:55 PM, Board suspended discussions until her return at 8:53 PM.

- It was, upon motion by Trustee White, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #159-16
WHEREAS, Highway Commissioner would like to submit a grant application to the NYS Urban Forestry Council’s Community Grants Program requesting up to \$50,000 in funding for a Tree Inventory, a non-matching grant, and
WHEREAS, registration is required to the NYS Gateway Portal,
BE IT RESOLVED, to sign user roles of Grantee Margaret O’Keefe; Grantee Delegated Administrator Margaret O’Keefe; Grantee Contract Signatory Judith C. Ogden; and Grantee System Administrator Douglas A. Dahlgard, and
BE IT FURTHER RESOLVED that the Village of Head of the Harbor hereby authorizes the submittal of this application; and that upon approval of said grant, Mayor or his designee is hereby authorized to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted to move to executive session to discuss personnel. No action taken. It was, upon motion by Trustee Ogden, second by Trustee Fischer to move back to public session.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:
RESOLUTION #160-16
WHEREAS, Michael Sweeney has retired from village service,
RESOLVED, to authorize and direct the village treasurer to release final compensation equaling the value of 96 hours of vacation time in the amount of \$2,596.80 and compensation owed of \$12,448.39 for a total gross of \$15,045.19.

There being no other matters to be brought before the Board; it was, upon motion by Trustee White, second by Trustee Fischer and unanimously adopted, to adjourn the meeting at 10:00 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk