

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, April 4, 2018 7 PM**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, April 4, 2018 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 Judith C. Ogden, L. Gordon Van Vechten 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.

Pledge of Allegiance.

1. Mayor – Douglas A. Dahlgard:

- **Minutes of March 26, 2018 7 PM** Trustees meeting were presented. It was, upon motion by Trustee White, second by Trustee Ogden, abstention by Trustees Van Vechten and Fischer and adopted (3-0-2):

RESOLUTION #001-18

RESOLVED, to adopt the minutes of the above referenced meeting as presented.

- It was upon motion by Trustee White, second by Trustee Fischer and unanimously adopted:

RESOLUTION #002-18

RESOLVED, pursuant to Village Law §4-400 the following offices will be filled by Mayoral appointment

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Deputy Mayor	2 years	Daniel W. White
Village Attorney	1 year	Anthony B. Tohill
Village Clerk	2 years	Margaret O’Keefe
Village Treasurer	2 years	Patricia Mulderig
Deputy Treasurer	1 year	Maureen Wiedersum
Acting Justice	1 year	Oliver Edwards
Special Prosecutors	1 year	Suffolk ADA
	1 year	John Zollo
Building Inspector	1 year	Robert O’Shea
Deputy BI	1 year	Paul Athineos
Lieutenant	1 year	Charles Lohmann
Officer w/Admin. duties	1 year	Daniel Kirby
Planning Board Member	5 years	Philip Palmedo
Planning Board Alternate #1	2 years	John Sculley
Architectural Review Board	5 years	George Layburn
Architectural Review Board Alternate #1	2 years	Alexandra Leighton
Joint Coastal Commission Chair	3 years	Robin Herrnstein
Joint Coastal Commission Member	1 year*	John Delaney
Zoning Board of Appeals	5 years	Ron deBoer
Zoning Board of Appeals 1 st Alternate	2 years	William Anderson
Village Historian	1 year	Leighton Coleman
Highway Commissioner	1 year	Judith C. Ogden

- It was, upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #003-18

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, that the Board of Trustees designates The Smithtown News as the official newspaper of the village; this resolution is effective immediately.

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #004-18
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, that the Board of Trustees designates First National Bank of Long Island, 285 E Main St #104, Smithtown, NY 11787; BNB, 898 Veterans Hwy, Hauppauge, NY 11788 and TD Bank, 621 Lake Ave St., James, NY 11780 as the official depositories of all monies received by the village clerk and treasurer.

- It was, upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #005-18

WHEREAS, pursuant to Open Meetings Law Article 7 the Board of Trustee 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 2018-April 2019:

- **Board of Trustees, 3rd Wednesday of each month at 7:00 PM**, expressly
 April 18, 2018 September 19, 2018 February 20, 2019
 May 16, 2018 October 17, 2018 March 20, 2019
 June 20, 2018 November 21, 2018 April 17, 2019
 July 18, 2018 December 19, 2018
 August 15, 2018 January 16, 2019 , and

WHEREAS, the Board wishes to hold work sessions on the 1st Wednesday of each month for the organizational year of April 2018-April 2019 at 7 PM, expressly:

- | | | |
|----------------------------|-------------------|------------------|
| April 4, 2018 as
posted | September 5, 2018 | February 6, 2019 |
| May 2, 2018 | October 3, 2018 | March 6, 2019 |
| June 6, 2018 | November 7, 2018 | April 3, 2019 |
| July - no meeting | December 5, 2018 | |
| August 1, 2018 | January 2, 2019 | |

WHEREAS all said meeting 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, and

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 2018- April of 2019:

- **Architectural Review Board, 1st Tuesday of each month at 7 PM**
- **Planning Board, 2nd Tuesday of each month, excepting July, at 5:30 PM**
- **Zoning Board of Appeals, 3rd Monday of each 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 2018- April of 2019:

- **Joint Coastal Commission, 1st Thursday of each month at 7:30 PM**

WHEREAS, the Joint Coastal Commission meetings will be held at Nissequoque 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 all said notices.

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #006-18
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 Comptroller's 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.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #007-18
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, that this resolution is effective immediately.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #008-17
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
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 2018/2019 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 Clerk- NYCOM training, SCVOA seminars, 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, NYS Government Finance Officers Association
 - Court Clerk- Village Justice Court Clerks Association

- It was, upon motion by Trustee White, second by Trustee Van Vechten, abstention by Trustee Fischer and adopted (4-0-1):

RESOLUTION #009-18

WHEREAS, 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,

BE IT RESOLVED, 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, and

WHEREAS, Pursuant to Village Code §24 Code of Ethics, disclosure statements, if any, will be read into the records. At this time one has been filed by Trustee Jeffrey D. Fischer disclosing his Presidency with Atlantic Business Systems. Should the Board of Trustees choose to engage the services of Atlantic Business Systems at any time, Jeffrey Fischer, shall and will abstain from any deliberations or votes in relation thereto.

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #010-18

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
\$1,000 - \$2,999	2 Verbal quotations; unless highway truck or equipment repair
\$3,000-\$9,999	2 Verbal quotations for highway truck or equipment repair
\$3,000-\$9,999	3 written/fax quotes or written requests for proposals
\$10,000-\$19,999 equipment repair	3 written/fax quotes or written requests for proposals for highway truck or
\$10,000-\$19,999 approval	3 written/fax quotes or written requests for proposals and Board of Trustees

Est. Public Works Contracts	Method
\$1,000-\$2,999	2 Verbal quotations
\$3,000-\$4,999	2 written/fax quotes
\$5,000-\$19,999	3 written/fax quotes or written requests for proposals
\$20,000-\$35,000 approval	3 written/fax quotes or written requests for proposals and Board of Trustees

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 offerer. 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 \$1,000.00. 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. This policy shall go into effect immediately and will be reviewed annually.

- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:

RESOLUTION #011-18

WHEREAS, it is the recommendation of the Planning Board Chair that the Board of Trustees continues the professional services agreement for environmental planning with Inter-Science Research Associates, Inc., and

WHEREAS, an agreement has been submitted to the Board of Trustees, and

WHEREAS, said agreement has been approved in form by the village attorney,

NOW THEREFORE BE IT RESOLVED, to authorize Mayor Dahlgard to execute said agreement in his official capacity.

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #012-18

WHEREAS, the engineer service agreement between the Inc. Village of Head of the Harbor and Daniel Falasco, P.E. has expired, and

WHEREAS, the governing Board wishes to continue with said professional services,

BE IT RESOLVED, to authorize and direct Mayor Dahlgard to execute the annual agreement with Daniel Falasco, P.E. on behalf of the Village of Head of the Harbor in his official capacity.

- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:

RESOLUTION #013-18

WHEREAS, the refuse collection agreement between the Inc. Village of Head of the Harbor and Winters Brothers has expired, and

WHEREAS, the governing Board wishes to continue with said services,

BE IT RESOLVED, to authorize and direct Mayor Dahlgard to execute the annual agreement with Winters Brothers on behalf of the Village of Head of the Harbor in his official capacity.

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #014-18

WHEREAS, the web services agreement between the Inc. Village of Head of the Harbor and DNT Technology has expired, and

WHEREAS, the governing Board wishes to continue with said professional services,

BE IT RESOLVED, to authorize and direct Mayor Dahlgard to execute the annual agreement with DNT Technology on behalf of the Village of Head of the Harbor in his official capacity.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #015-18
WHEREAS, the village benefits from the Town of Smithtown’s performance of certain services, and
WHEREAS, an Inter-Municipal Agreement has been submitted to the Board of Trustees for Non-Residential Solid Waste Disposal Capacity Generation Fee System, and
WHEREAS, said agreement has been approved in form by the village attorney,
BE IT RESOLVED, to authorize Mayor Dahlgard to execute said Inter-Municipal Agreement in his official capacity.
 - It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #016-18
RESOLVED, that the Village Treasurer is authorized and directed to pay John Lohmann for snow plowing services rendered at an hourly rate equal to \$98.25 subject to completion of time cards effective January 1, 2018.
- 3. Building Department – Robert O’Shea:**
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:
RESOLUTION #017-18
RESOLVED, to adopt the fees schedule below effectively immediately:

FEE SCHEDULE
Adopted by the Board of Trustees on
April 4, 2018

1. <u>Building Permits</u>	
a. application fee	\$200.00
b. any building permit for principal building or accessory structure	\$1.00 per square foot, not less than \$250.00
c. patios	\$0.30 per square foot, not less than \$100.00
d. swimming pool	\$500.00
e. tennis court	\$500.00
f. hot tubs and similar structures	\$250.00
g. demolition permits *valid for a period of sixty (60) days	\$1,000.00 principal building \$ 200.00 each accessory building
h. fences	\$125.00 (no application fee)
i. tank installations	\$250.00 (no application fee)
j. generator	\$250.00 (no application fee)
k. updated certificate of occupancy / certificate of completion	\$50.00
l. building permit for work started without building permit	300% of fee for building permit
m. certificate of existing use / letter in lieu of a C.O. (including required inspection)	\$500.00

n. any renovation or remodeling project not described hereinabove:	\$1.00 / square foot, not less than \$250.00
o. tent permits	\$0.30 / square foot, not less than \$250.00
p. renewals 1. first 12 Month renewal 2. second, third, fourth renewals 3. each subsequent renewal	50% of initial fee 100% of initial fee 200% of initial fee
2. <u>Planning Board</u>	
a. site plan review 1. \$250.00 for the first two acres plus \$150.00 for each additional acre or fraction thereof 2. Trust & Agency deposit (for Professional Services): \$2,000.00. (If account drops below half of amount received, additional monies will be requested. Remaining balance will be refunded upon approval of Planning Board and Board of Trustees.)	
b. subdivisions 1. \$600.00 for the first two acres plus \$200.00 for each additional acre or fraction thereof 2. Trust & Agency fee (for Professional Services): \$5,000.00. (If account drops below half of amount received, additional monies will be requested. Remaining balance will be refunded upon approval of Planning Board and Board of Trustees.)	
3. <u>Zoning Board of Appeals</u>	
a. area variance or interpretation 1. up to two (2) items 2. each additional item	\$1,000.00 \$ 200.00
b. use variance	\$2,000.00
c. variance in a or b, for work completed or commenced prior to the issuance of a building permit.	300% of fee for a variance application
4. <u>General</u>	
a. any request for a demolition permit shall be accompanied by a current title report listing any mortgagee and by a written consent from the mortgagee.	
b. all fees are nonrefundable except Trust & Agency deposits.	
c. all building permits expire one (1) year after date of issuance.	

Any cost incurred by the Village of Head-of-the-Harbor for hiring of an outside professional including but not limited to a consultant, engineer or planner in the review of an application will be billed to the applicant.

Any fee set forth hereinabove shall be subject to amendment, including increase, by resolution adopted by the Board of Trustees of the Village of Head-of-the-Harbor.

4. Highway Department – Highway Commissioner Judith C. Ogden:

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:

RESOLUTION #018-18

WHEREAS, the Village of Head of the Harbor encourages the preservation, expansion, protection, and proper maintenance of the community trees of, and

WHEREAS, the Village of Head of the Harbor has heretofore adopted Village Code Chapter 149 “Trees”, and

WHEREAS, the in order to enhance the beauty of the Village, by stimulating the planting and growing of desirable trees, and educating the public about the community forest; and

BE IT RESOLVED, the Mayor and Board of Trustees of the Village hereby designates Friday, April 27, 2018 as the Villages Arbor Day, and

BE IT FURTHER RESOLVED, to authorize and direct Mayor Dahlgard to complete the Tree City Application on behalf of the Inc. Village of Head of the Harbor.

- It was, upon motion by Mayor Dahlgard, second by Trustee Van Vechten and unanimously adopted:

RESOLUTION #019-18

RESOLVED, having reviewed the specifications for the installation of a heat detection system for the village highway department building the village Board has determined to accept the quote from Goldshield in the amount of \$199.00, and

BE IT FURTHER RESOLVED, that the village treasurer is authorized and directed to pay the invoice from Goldshield after the completion of the work, and the bill for monitoring services as it comes in, in the ordinary course.

5. Police Department –Charles M. Lohmann, Chief:

- Security assessment will occur at Harbor Country Day School.
- Head of the Harbor Police Training Day will be held on Saturday, April 22, 2017.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Trustee Fischer, second by Trustee White, and unanimously adopted, to move to public session.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:

RESOLUTION #020-18

WHEREAS, the Board has received the resignation of Maureen Smith, clerk/typist, and

WHEREAS, the Board is thankful for her past service and wishes her well in future endeavors,

BE IT RESOLVED, to accept her resignation effective Thursday, April 12, 2018.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:

RESOLUTION #021-18

WHEREAS the Village of the Head-of-the-Harbor (Village) is a “participating agency” of the New York State Health Insurance Program (NYSHIP); and

WHEREAS NYSHIP affords a participating agency the discretion to establish a minimum work week of more than twenty (20) hours for all or any class or category of employees to be eligible for health insurance; and

WHEREAS it has been determined that the minimum work week required for health insurance shall be the same for all Village employees; now, therefore, be it

RESOLVED that the minimum work week for all Village employees to be eligible for health insurance is thirty (30) hours; and be it further

RESOLVED that the Village Clerk be directed to provide a copy of this Resolution to the NYSHIP Employee Benefits Division.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:

RESOLUTION #022-18

BE IT RESOLVED, to appoint Tracie Villani as a Court Clerk, on a non-civil service basis, not to exceed TWENTY (20) hours per week at the rate of \$20.00/hr., with public office hours and days to be Tuesdays and Thursdays from 9 am until 1 pm, with the balance of hours to be determined by the Village Justice. Effective immediately, this appointment has a 1-year term and is subject to the approval of Suffolk County Civil Service.

There being no other matters to be brought before the Board; it was, upon motion by Mayor Dahlgard, second by Trustee Fischer and unanimously adopted, to adjourn the meeting at 8:57 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk