

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, June 16, 2021**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, June 16, 2021 at 7 PM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those presents were the following members Mayor Douglas A. Dahlgard, Deputy Mayor Daniel W. White, Trustees Judith C. Ogden, L. Gordon Van Vechten (late arrival 7:57 PM) and Trustee Jeffrey D. Fischer (late arrival 7:07 PM). Also, in attendance Village Administrator/Clerk, Margaret O’Keefe; Village Treasurer, Patricia Mulderig; Co-Counsel, Philip Butler and Building Inspector, Robert O’Shea. Not in attendance Police Chief, Charles M. Lohmann and Village Attorney, Anthony S. Guardino.

Pledge of Allegiance.

**1. Mayor – Douglas A. Dahlgard**

- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted: **RESOLUTION #033-21 RESOLVED**, to adopt the minutes of May 19, 2021, meeting as amended to include language additional language in resolution #026-21 as presented to the Board.

Trustee Fischer arrived at 7:07 PM.

**Public Comment**

- Discussion regarding Village Codes. No action taken.
- Potential for 3 lots in the village to be purchased by the County of Suffolk. No action taken.
- Discussion regarding the St. James Fire House on Route 25A and potential historic restoration grants. No action taken.

Trustee Van Vechten arrived 7:57 PM.

- Town of Smithtown Zone referral discussion. No action taken.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted: **RESOLUTION #034-21 RESOLVED**, to accept the restrictive grant donation from Avalon Park & Preserve in the amount of \$99,000.00.
- It was, upon motion by Deputy Mayor White, second by Trustee Fischer and unanimously adopted: **RESOLUTION #035-21 BE IT RESOLVED**, to appoint Lisa Blake Davidson to the Joint Coastal Commission to fulfill the current vacancy; this term expires April 2024. This resolution is effective immediately upon her filing her Oath of Office, which must occur in 30 days.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted: **RESOLUTION #036-21 RESOLVED**, the Mayor is directed to execute a broker of record letter authorization directing a change from our current liability insurance broker, Assured Partners, to Salerno Brokerage LLC of Long Island.

**2. Financials – Patricia A. Mulderig, Village Treasurer:**

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #037-21**  
**RESOLVED**, to adopt Abstracts #127525 through and including #127533 in the total amount of \$158,887.00 be paid from the General Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #038-21**  
**RESOLVED**, to adopt Abstract TA #186 in the total amount of \$1,067.50 to be paid from the Trust & Agency Fund.
- Adjustments to tax assessments were received for 2020/2021 from the Town of Smithtown subsequent to the acceptance of the tax rolls. It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #039-21**  
**RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$921.31 as noted below.
- Adjustments to tax assessments were received for 2021/2022 from the Town of Smithtown subsequent to the acceptance of the tax rolls. It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #040-21**  
**RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$3,113.19 as noted:

13	34900	6	1	30.7	Michael & Stephanie Gress	1 Wetherill Lane	5-May-21	31-Mar-21	11890	10925	(955)	275.31	
14	1300	1	1	14	Thomas Rubio	23 Mill Creek, SB	5-May-21	9-Apr-21	9555	9372	(183)	52.21	
15	1600	1	1	17.3	Thomas Rubio	21 Mill Creek, SB	5-May-21	9-Apr-21	13000	12305	(695)	198.28	
16	10300	2	2	9	Harlan & Olivia Fischer	112 Harbor Road, SJ	5-May-21	9-Apr-21	14348	13600	(748)	213.40	
17	10900	2	2	16.1	Cathy Woolley	34 Hillerbrook Road SJ	5-May-21	9-Apr-21	10920	10400	(520)	148.36	
18	12400	3	1	10	Ariane Morris	19 Armand Ct. SJ	5-May-21	9-Apr-21	9792	8629	(1163)	331.80	
19	24300	5	1	16	Stephen & Geraldine Nadramia	26 Farm Rd, SJ	5-May-21	9-Apr-21	9730	8970	(760)	216.83	
20	26100	5	1	23.15	Carmela Lazio	8 Farmera Lane SJ	5-May-21	9-Apr-21	14497	13500	(997)	284.44	
21	39900	7	1	12.1	Robert & April Catanzaro	1 Meadow Gate West	5-May-21	9-Apr-21	11875	10971	(904)	257.91	
22	45500	7	3	28	Patrick & Linda Sibony	128 Timothy Lane	5-May-21	9-Apr-21	10428	9890	(538)	153.49	
23	2000	1	1	20	Donald & Li Li Weldner	8 Emmet Drive SB	5-May-21	28-Apr-21	12185	9327	(2,868)	818.24	
24	2000	1	1	20	Donald & Li Li Weldner	8 Emmet Drive SB	5-May-21	28-Apr-21	12185	9327	(2,868)	818.24	
25	54300	8	2	9	Iqbal & Shaheen Sayed	9 Buckingham Ct. SJ	5-May-21	28-Apr-21	12864	12293	(571)	162.91	
26	54300	8	2	9	Iqbal & Shaheen Sayed	9 Buckingham Ct. SJ	5-May-21	28-Apr-21	12864	12293	(571)	162.97	
ASSESSMENT ADJUSTMENTS - JUNE 16, 2021											(14,351)	3,113.19	921.31
TOTAL ASSESSMENT ADJUSTMENTS											26,279	6,516.25	921.31
ASSESSMENT ADJUSTMENTS - APRIL 21, 2021												(272.46)	
ASSESSMENT ADJUSTMENTS - APRIL 21, 2021												(1,490.98)	
ASSESSMENT ADJUSTMENTS - APRIL 21, 2021												(1,638.62)	
ASSESSMENT ADJUSTMENTS - JUNE 16, 2021												(3,113.19)	(921.31)
TOTAL 2020/2021 ASSESSMENT ADJUSTMENTS												0.00	0.00
												\$0.00	\$0.00

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #041-21**  
**RESOLVED**, the village treasurer is authorized and directed to make budget modifications to the 2021/2022 budget totaling \$10,041.15 for a net change of zero, as noted:

VILLAGE OF HEAD OF THE HARBOR  
2021/2022 BUDGET MODIFICATIONS  
6/16/2021

	BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
	2/28/2022	2/28/2022	2/28/2022
A2115	PLANNING FEES	(500.00)	(3,500.00)
A2705.0	GIFTS & DONATIONS	(99,000.00)	(104,500.00)
A3120.2	POLICE -VEHICLES	61,801.00	67,301.00
A9050.8	UNEMPLOYMENT INSURANCE	5,000.00	7,600.00
A1990	CONTINGENCY	42,740.15	43,140.15
	0.00	0.00	0.00
	10,041.15	0.00	10,041.15

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #042-21**  
**RESOLVED**, the village treasurer is authorized and directed to refund a duplicate payment in the amount of \$3,158.27 to Oleg Petrovsky.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #043-21**  
**RESOLVED**, the village treasurer is authorized and directed to pay the Highway Department Bond Principal Payment of \$45,000 on or before July 17, 2021.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #044-21**  
**RESOLVED**, the village treasurer is authorized and directed to pay the Highway Department BAN Principal Payment of \$54,000 on or before July 14, 2021.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #045-21**  
**RESOLVED**, the village treasurer is authorized and directed to reissue the Highway Department BAN in the amount of \$34,000.00.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #046-21**  
**RESOLVED**, the village treasurer is authorized and directed to pay the Highway Department BAN Interest Payment not to exceed \$2,000.00 on or before July 14, 2021.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #047-21**  
**RESOLVED**, the village treasurer is authorized and directed to pay the interest due on the Bond \$7,240.50.

### 3. Highway Department – Judith C. Ogden, Highway Commissioner:

- Discussion of retaining wall on Cordwood Path. No action taken.
- Discussion regarding the RFP for the Tree Inventory and Community Forest Management Plan. No action taken.

### 4. Building Inspector – Robert O’Shea:

- Several applications being reviewed. No action taken.
- ARB to hold a special meeting on June 22, 2021. No action taken.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Deputy Mayor White, second by Trustee Fischer and unanimously adopted, to move back to public session.
- It was, upon motion by Trustee Van Vechten, second by Trustee Ogden, and unanimously adopted:  
**RESOLUTION #048-21**  
**WHEREAS**, on March 29, 2021, in accordance with Village policy, Mr. and Mrs. Hess/Candib, 52 Farm Rd. deposited \$2,000.00 with the village for a Zoning Board of Appeals hearing, and  
**WHEREAS**, the matter has been finalized and all consultant invoices have been satisfied, and  
**BE IT RESOLVED**, to authorize and direct the village treasurer to release the balance of \$1,395.00 as noted in the Treasurer’s report of June 16, 2021.

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #049-21**  
**WHEREAS**, on December 1, 2020, the NYS Department of Environmental Conservation awarded the Village \$50,000.00 as an Urban and Community Forestry Grant (the “Grant”) to inventory and catalog trees along roads throughout the Village for the purpose of developing a local tree management plan; and  
**WHEREAS**, the Village of Head of the Harbor Tree Board headed by Trustee Judith C. Ogden has submitted an RFP to the Board of Trustees for approval,  
**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the village of Head of the Harbor authorizes the Request for Proposals (RFP) for the Creation of a Phase I Tree Inventory & Community Forest Management Plan to be published and released on Thursday, June 24, 2021 and opened on Friday, July 9, 2021 at 12:00 noon.  
 The Board of Trustees adopted the foregoing resolution at a duly noticed public meeting held on June 16, 2021, upon the vote:

Douglas A. Dahlgard, Mayor	Aye
Daniel W. White, Deputy Mayor	Aye
Judith C. Ogden, Trustee	Aye
L. Gordon Van Vechten, Trustee	Aye
Jeffrey D. Fischer, Trustee	Aye

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #050-21**  
**RESOLVED**, the village clerk is authorized to extend the use of her 2020 rollover vacation time, approximately 13 hours., to, and including, July 31, 2021.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #051-21**  
**WHEREAS** Cynthia Ruehle, Maureen Wiedersum and Jake Myhre are each employees serving on a part-time basis for the Village of Head of the Harbor, and  
**WHEREAS** each will shortly, or has, reach an anniversary date entitling the employee to time off in accordance with the practices and resolutions of the Board of Trustees, and  
**WHEREAS**, each has performed on an exceptional and distinguished basis,  
**NOW THEREFORE**, the village treasurer is authorized to recognize that Cynthia Ruehle, Maureen Wiedersum and Jake Myhre may take time off upon reaching their respective anniversary dates with the respective time off equal to the number of hours actually served on an average basis by each of these employees during an average two week period preceding the anniversary date by way of illustration if the employee, on an average basis prior to anniversary date work 20 hours each week, on an average basis then the employee would be entitled to 40 hours of time-off compensated in accordance with this resolution.
- It was, upon motion by Deputy Mayor White, second by Mayor and unanimously adopted:  
**RESOLUTION #052-21**  
**RESOLVED**, to authorize and direct the village clerk to post and publish a Trustees meeting to be held on Wednesday, July 14, 2021, at 7 PM, time then in effect, 500 North Country Rd., St. James, NY 11780, and  
**BE IT FURTHER RESOLVED**, to cancel the Board of Trustees work session scheduled for 7 PM on Wednesday, July 7, 2021.
- There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted, to adjourn the meeting at 10:17 PM.

Respectfully Submitted,

---

Margaret O’Keefe  
 Village Administrator/Clerk