

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, August 15, 2018**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, August 15, 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, Jeffery D. Fischer and L. Gordon Van Vechten (arrival time 7:47 PM). Also in attendance Village Attorney, Anthony B. Tohill; Village Clerk, Margaret O'Keefe; Village Treasurer, Patricia Mulderig (arrival time 8:03 PM); Building Inspector, Robert O'Shea and Police Chief, Charles M. Lohmann.

Pledge of Allegiance.

1. Mayor – Douglas A. Dahlgard:

- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:
RESOLUTION #065-18
RESOLVED, to adopt the minutes of the Board of Trustees meeting that was held on July 11, 2018 and the minutes of the Work Session that was held on August 1, 2018.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden, abstention by Deputy Mayor White and adopted (3-0-1):
RESOLUTION #066-18
RESOLVED, to authorize Mayor Douglas A. Dahlgard, in his official capacity, to execute the liability insurance renewal agreement with Williams & Williams in the amount of **\$51,786.48**, and
BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to release payment in full.
- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #067-18
RESOLVED, the Town of Smithtown is the recipient of a NYS grant for Shared Records Management Services to service the Town and Partner Agencies, and
WHEREAS, an Inter-Municipal Agreement has been submitted to the Board of Trustees to identify Head of the Harbor as a Partner Agency, 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.

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

- Fire at 537 Moriches Road was contained to a clothes dryer.
- Continued patrols at Hitherbrook Extension. Several arrests.
- Saint James Fire Department annual race to be held on Saturday, April 20, 2019.

3. Building Department – Robert O'Shea, Building Inspector:

- Several applications being reviewed.
- Amnesty Program moving forward.
- Town of Smithtown Accessor reviewing open permits.
- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #068-18
WHEREAS, the building inspector is authorized and directed to forward to property owners, that have been identified as the holders of open building permits, a letter enabling those property owners to participate in the Amnesty Program, and
WHEREAS, the Amnesty Program has been the subject of a prior resolution by this board, with the understanding that the building inspector is authorized to reduce the renewal fee on the replacement of the expired building permit,
BE IT RESOLVED, that the a renewal fee shall be 50% of the original permit fee which would otherwise be charged.

Clerk's note: Trustee Van Vechten arrives at 7:47 PM.

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

- Fifty Acre Road drainage almost complete.
- Paving projects anticipated to begin shortly.
- Fox Meadow cul-de-sac slated for September.
- Road markings to be enhanced on Edgewood Avenue, Fifty Acre and Moriches Roads.

Clerk's note: Village Treasurer arrives at 8:03 PM.

5. Financials – Patricia Mulderig, Treasurer:

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

RESOLUTION #069-18

RESOLVED, to adopt Abstracts #127137 through and including #127149, in the total amount of \$43,639.35, to be paid from the General Fund.

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

RESOLUTION #070-18

RESOLVED, the village treasurer is authorized and directed to make the budget modifications in the amount of \$137,974.81, for a net of zero, as noted to the 2017/2018 budget.

2017/2018 BUDGET MODIFICATIONS
8/15/2018

| | | BUDGET | BUDGET | MODIFIED |
|-----------|------------------------------------|--------------|-------------|--------------|
| | | F/Y/E | ADJUSTMENT | BUDGET |
| A2401 | INTEREST & EARNINGS | 2/28/2018 | | 2/28/2018 |
| A2610 | JUSTICE COURT FINES | (3,817.12) | (330.00) | (4,147.12) |
| A2700 | RECOVERY OF PRIOR YEAR EXPENSES | (72,227.50) | (6,710.00) | (78,937.50) |
| A2709 | EMPLOYEE HEALTH CARE CONTRIBUTIONS | 0.00 | (10,217.51) | (10,217.51) |
| A3005 | MORTGAGE TAXES | (7,793.69) | 2,200.00 | (5,593.69) |
| A3501 | CONSOLIDATED HIGHWAY AID | (53,873.52) | (1,476.00) | (55,349.52) |
| A1110.28 | JUSTICE COURT ASSISTANCE 2017 | (127,557.98) | (1,108.49) | (128,666.47) |
| A1910.4 | UNALLOCATED INSURANCE | 7,895.00 | 1,852.00 | 9,747.00 |
| A5110.25 | DRAINAGE & TRUCKING DISPOSAL | 86,000.00 | 9,520.00 | 95,520.00 |
| A5110.225 | STREET MAINT EQUIP < \$1,000.00 | 6,200.00 | 800.00 | 7,000.00 |
| A8050.0 | GRANT WRITER | 3,500.00 | 1,000.00 | 4,500.00 |
| A8710.6 | SERIAL BOND PRINCIPAL | 11,700.00 | 4,470.00 | 16,170.00 |
| A9730.6 | BOND ANTICIPATION NOTES PRINCIPAL | 12,000.00 | (12,000.00) | 0.00 |
| A1990 | CONTINGENCY | 0.00 | 12,000.00 | 12,000.00 |
| | | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 |
| | | (137,974.81) | (0.00) | (137,974.81) |

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

RESOLUTION #071-18

RESOLVED, the village treasurer is authorized and directed to make the budget modifications in the amount of \$94,120.81, for a net of zero, as noted to the 2018/2019 budget.

2018/2019 BUDGET MODIFICATIONS
8/15/2018

| | | BUDGET | BUDGET | MODIFIED |
|-----------|------------------------------------|------------|------------|------------|
| | | F/Y/E | ADJUSTMENT | BUDGET |
| A1090 | INTEREST & PENALTIES ON TAXES | 2/28/2018 | | 2/28/2019 |
| A1130.10 | GROSS UTILITIES TAX VERIZON | (4,100.00) | (200.00) | (4,300.00) |
| A2401 | INTEREST & EARNINGS | (1,050.00) | (50.00) | (1,100.00) |
| A1620.8 | VILLAGE HALL REPAIRS & MAINTENANCE | (4,000.00) | (1,000.00) | (5,000.00) |
| A1920.41 | MUNICIPAL ASSOC. DUES - GENERAL | 6,000.00 | 1,000.00 | 7,000.00 |
| A1990 | CONTINGENCY | 2,500.00 | 150.00 | 2,650.00 |
| A5110.21 | STREET MAINT- TRUCK REPAIRS | 58,270.81 | 100.00 | 58,370.81 |
| A5110.225 | STREET MAINT EQUIP < \$1,000.00 | 25,000.00 | (1,000.00) | 24,000.00 |
| A8050.0 | GRANT WRITER | 3,500.00 | 1,000.00 | 4,500.00 |
| | | 8,000.00 | 0.00 | 8,000.00 |
| | | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 |
| | | 94,120.81 | 0.00 | 94,120.81 |

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:
RESOLUTION #072-18
RESOLVED, in accordance with Trustees resolution #106-17 and #122-17, the village treasurer is authorized and directed to make payment of \$45,000.00 plus interest by the maturity date of September 20, 2018 to First National Bank of Long Island.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #073-18
BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to issue a Bond Anticipation Note in the amount of \$405,000.00 dated by September 20, 2018 for the Construction of Road Improvements.
- Year ending 2018 audit almost complete.
- It was, upon motion by Mayor Dahlgard, second by Trustee Ogden and unanimously adopted:
RESOLUTION #074-18
RESOLVED, due to the Yom Kippur holiday the Board of Trustees will cancel the meeting scheduled for Wednesday, September 19, 2018 at 7PM, and
BE IT FURTHER RESOLVED, to authorize and direct the village clerk to post and publish notice of a Board of Trustees meeting to be held on Wednesday, September 26, 2018 at 7PM.

Public Comment

- Discussion regarding paving. No action taken.
- Discussion regarding deer. No action taken.
- Discussion regarding St. James Fire Contract. No action taken.
- 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 White, second by Trustee Fischer and unanimously adopted to move back to public session.
- It was, upon motion by Mayor Dahlgard, second by Trustee Ogden and unanimously adopted:
RESOLUTION #075-18
RESOLVED, this 15th day of August that a village employee, court clerk Tracie Vallini, is awarded a merit pay in the gross amount of \$800.00 subject to withholding of applicable taxes and other deductions on a one-time, non-precedential, non-binding basis payable at the next payroll and,
BE IT FURTHER RESOLVED, that the Village Treasurer CFO is authorized and directed to make this payment as outlined through the regular payroll process.

There being no other matters to be brought before the Board; it was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted, to adjourn the meeting at 9:12 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk