

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, August 16, 2017 7 PM**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, August 16, 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 Judith C. Ogden, L. Gordon Van Vechten and Jeffrey D. Fischer. Also in attendance Village Clerk Margaret O'Keefe, Chief Charles M. Lohmann, Village Attorney Anthony B. Tohill, Village Treasurer Patricia Mulderig and Building Inspector Robert O'Shea.

Pledge of Allegiance.

**1. Mayor – Douglas A. Dahlgard:**

- **Minutes** of the **July 19, 2017 7 PM** Board of Trustees meeting were presented. It was, upon motion by Trustee Van Vechten, second by Trustee White, abstention by Trustee Fischer and adopted (4-0-1):  
**RESOLUTION #089-17**  
**RESOLVED**, to adopt the minutes of the above referenced meeting as presented.
- **Minutes** of the **August 2, 2017 7 PM** Board of Trustees work session were presented. It was, upon motion by Trustee Fischer, second by Trustee Ogden, abstention by Trustee White and adopted (4-0-1):  
**RESOLUTION #090-17**  
**RESOLVED**, to adopt the minutes of the above referenced meeting as presented.
- It was, upon motion by Trustee Ogden, second by Trustee Fischer, abstention by Trustee White and adopted (4-0-1):  
**RESOLUTION #091-17**  
**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 \$50,363.51, 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 Fischer and unanimously adopted:  
**RESOLUTION #092-17**  
**WHEREAS**, the village of Head of the Harbor wishes to benefit from the Suffolk County Municipal Purchasing Cooperative,  
**BE IT RESOLVED**, to authorize Mayor Dahlgard to execute said agreement in his official capacity.
- It was, upon motion by Trustee Van Vechten, second by Trustee ogden and unanimously adopted:  
**RESOLUTION #093-17**  
**RESOLVED**, that effective the 17<sup>th</sup> day of August 2017, Tracie Villani is employed as a clerk/typist within the village court on a part-time, non-civil service basis, not to exceed an average of 8 hours per week at the rate of \$15.00/hr., with said hours and days to be Tuesdays and Thursdays from 9 am until 1 pm, or as determined by Justice Fishkin, as the need arises, and it is,  
**FURTHER RESOLVED**, employment pursuant of this resolution is entirely subject to the village's procurement of a clean background report on Tracie Villani.

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #094-17**  
**WHEREAS**, the Board of Trustees hereby accepts the Village of Head of the Harbor Audit 2016/2017 report as prepared by Cullen & Danowski, and  
**WHEREAS**, pursuant to Village Law §4-408(e), the Inc. Village of Head of the Harbor's annual financial audit was conducted by the independent certified accounting firm of Cullen & Danowski, LLP (the “Auditor”); and  
**WHEREAS**, said Auditor has presented their Audit Report, and prepared the Inc. Village of Head of the Harbor's Financial Statements for Fiscal Year 2016-2017; and  
**WHEREAS**, these reports have been examined and reviewed by the Board of Trustees;  
**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees does hereby accept the Cullen & Danowski, LLP Audit Report and Annual Financial Statements for Fiscal Year 2016-2017; and  
**BE IT FURTHER RESOLVED**, that pursuant to GML §30 the Village Treasurer, Patricia Mulderig is hereby authorized and directed to file said report with the State Comptroller, and the Village Clerk, Margaret O'Keefe is hereby authorized and directed to provide notice to the media of the availability to view these documents during regular village office hours, and release these reports to the public as requested.

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

- Report submitted to the Board.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #095-17**  
**RESOLVED**, to adopt Abstracts #127009 through and including #127016 in the amount of \$27,776.69 to be paid from the General Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #096-17**  
**RESOLVED**, the village treasurer is authorized and directed to make budget modifications totaling \$116,086.93, for a net change of zero, as noted below and including an adjustment, not itemized below, of \$11,000.00 from A1990 Contingency to A1910.4 Unallocated Insurance:

	BUDGET FY/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
	2/28/2018		2/28/2018
A1090	INTEREST & PENALTIES ON TAXES	(10,219.67)	(10,930.20)
A2401	INTEREST & EARNINGS	(1,500.00)	(2,000.00)
A2610.0	JUSTICE COURT FINES	(30,000.00)	(30,000.00)
A3120.2	POLICE - VEHICLES	43,801.20	44,301.20
A3120.21	POLICE - EQUIP, RADIOS, ETC	0.00	50.00
A5110.2	STREET MAINTENANCE - VEHICLES	65,555.02	555.02
A8050.0	GRANT WRITER	6,021.23	7,121.23
A1990	CONTINGENCY	31,429.15	95,989.68
	0.00	0.00	0.00
	<u>105,086.93</u>	<u>0.00</u>	<u>105,086.93</u>

- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #097-17**  
**RESOLVED**, upon receipt of a fully executed voucher form the village justice, the village treasurer is authorize and direct to provide payment to Corporate Office Furniture in the amount of \$6,650.00 with funds from the Justice Court Grant account, as invoiced, for new chairs in the courtroom.

**3. Highway Department – Highway Commissioner Judith C. Ogden:**

- Late summer activities discussed.
- Shared services basin cleaning truck working in the village.
- Drainage and paving Hitherbrook will be a two-phase plan.
- Town of Smithtown will provide a traffic safety study on Hitherbrook Rd.

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

- Reviewing all pending applications and current projects.
- Two c/o’s have been issued.

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

- 2 arrests; 1 domestic and the other traffic stop warrant.
- Per Mayor’s request, Police and Highway departments to review hurricane preparedness.

#### 6. Mayor – Douglas A. Dahlgard:

- It was, upon motion by Mayor Dahlgard, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #098-17**  
**BE IT RESOLVED**, that the Trustees meeting scheduled for Wednesday, September 20, 2017 is going to be rescheduled to avoid conflict with a religious holiday, and  
**BE IT FURTHER RESOLVED**, that the clerk of the village is authorized and directed to post and publish with respect to a Trustees meeting scheduled for Monday, September 18, 2017 at 7 PM and that any other notices for a public hearing be post and published to reflect Monday, September 18, 2017 at 7 PM, Village Hall, 500 North Country Rd., St. James, NY 11780.
- 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 White, second by Trustee Van Vechten, and unanimously adopted, to move to public session.
- It was, upon motion by Mayor Dahlgard, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #099-17**  
**BE IT RESOLVED**, that the budget for personnel costs for the police department be increased to pay for forty (40) additional enforcement tours of one (1) officer for an eight (8) shift, which would amount to TWELVE THOUSAND DOLLARS AND NO CENTS (\$12,000.00) and let the budget be modified accordingly by increasing the line for police personnel by TWELVE THOUSAND DOLLARS AND NO CENTS (\$12,000.00) and by transferring those funds from the Contingency Account.
- It was, upon motion by Mayor Dahlgard, second by Trustee White and unanimously adopted:  
**RESOLUTION #100-17**  
**IN ACCORDANCE WITH RESOLUTION #097-17**  
**RESOLVED**, in account of a voucher in the amount of \$6,650.00 to purchase seating for the Justice Courtroom be amended so that upon the submission of a voucher, and prior to payment of that voucher, said voucher must be approved by Trustee Daniel White under §5-524 of the NY Village Law with the understanding that Trustee White is the liaison between the Board of Trustees and the Justice Court.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #101-17**  
**RESOLVED**, the village treasurer is authorized and directed to obtain village credit card accounts, with the lowest maximum available, allowing for village purchases by Head of the Harbor employees Frank Prinzevalli and Maureen Smith.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #102-17**  
**BE IT RESOLVED**, upon the surrender of the mobile phone by the retiring building inspector, Gerard Harris, and the surrendering of the cell phone by the Highway Labor Crew Leader, Frank Prinzevalli, let the village clerk be authorized and directed to cancel the cell service contract pertinent to those two cell phones at the earliest possible time.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Trustee White and unanimously adopted, to adjourn the meeting at 9:28 PM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Clerk