

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, August 17, 2016 7 PM**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, August 17, 2016 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, Trustees Deputy Mayor Daniel W. White, Judith C. Ogden, L. Gordon Van Vechten and Jeffrey D. Fischer. Also in attendance Village Clerk Margaret O'Keefe, and Village Treasurer Patricia Mulderig. Not in attendance this evening, Village Attorney Anthony B. Tohill.

1. Mayor – Douglas A. Dahlgard:

- Minutes of June 15, 2016 7 PM meeting of the Board of Trustees were presented. It was upon motion by Trustee Fischer, second by Trustee Ogden, abstention by Mayor Dahlgard and adopted (3-0-1):
RESOLUTION # 064-16
RESOLVED, to adopt the minutes of the above meeting as presented
- Minutes of June 29, 2016 7 AM meeting of the Board of Trustees were presented. It was upon motion by Trustee Ogden, second by Trustee Van Vechten, abstentions by Trustees Fischer and White and adopted (3-0-2):
RESOLUTION # 065-16
RESOLVED, to adopt the minutes of the above meeting as presented
- Minutes of July 5, 2016 7 PM work session of the Board of Trustees were presented. It was upon motion by Trustee Ogden, second by Trustee White, and unanimously adopted:
RESOLUTION # 066-16
RESOLVED, to adopt the minutes of the above meeting as presented.
- Minutes of August 3, 2016 7 PM work session of the Board of Trustees were presented. It was upon motion by Trustee White, second by Trustee Ogden, abstentions by Trustees Van Vechten and Fischer adopted (3-0-2):
RESOLUTION # 067-16
RESOLVED, to adopt the minutes of the above meeting as presented.
- It was upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:
RESOLUTION # 068-16
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 \$39,620.12, and
BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to release payment in full.
- It was upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:
RESOLUTION # 069-16
WHEREAS, The Village of Head of the Harbor wishes to apply for available grants, and
WHEREAS, the services of GEI Consultants, Inc. are highly known and recommended, and
WHEREAS, the Office of the State Comptroller allows for the hiring of professionals staff without a formal bidding process,
BE IT RESOLVED, the Board of Trustees accepts GEI Consultants proposal #621274 dated August 11, 2016, and
BE IT FURTHER RESOLVED, to authorize Mayor Douglas A. Dahlgard to execute the service agreement annexed hereto in his official capacity.

- It was upon motion by Trustee Fischer, second by Trustee White and unanimously adopted:
RESOLUTION # 070-16
WHEREAS, pursuant to Section 2019-a of the Uniform Justice Court Act, the Board of Trustees of the Village is required to confirm that the records and dockets of the Village Justice Court be audited, and
WHEREAS, the Village Board has caused the independent auditing firm of Cullen & Danowski, LLP (the “Auditor”), to audit and examine the records and dockets of the Village Justice Court for the Fiscal Year 2015-2016, and
WHEREAS, the Auditor has submitted to the Village its audit report of the Village Justice Court, as required under Uniform Justice Court Act § 2019-a (the “Justice Court Audit Report”), and
WHEREAS, the Village Board desires to comply with the Uniform Justice Court Act § 2019-a, and to reflect in the minutes of its proceedings that such audit has occurred,
NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Board of Trustees of the Village of Head of the Harbor does hereby acknowledge that the audit of the records of the Village Justice Court required under Uniform Justice Court Act § 2019-a has been conducted, and that the Justice Court Audit Report has been received by the Board, and it is hereby further,
RESOLVED, that the Village Clerk forward to the New York State Office of Court Administration a copy of said Justice Court Audit Report and a copy of this Resolution.
- It was upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION # 071-16
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 2015-2016; 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 2015-2016; 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.
- It was upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION # 072-16
WHEREAS, the Inc. Village of Head of the Harbor has previously determined a need to contract for emergency services during certain weather conditions, and
WHEREAS, on April 4, 2016 the village contracted the services of Daniel Falasco as the Village Engineer for a term of 1 year,
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Inc. Village of Head of the Harbor, in the County of Suffolk, State of New York, that it authorizes Daniel Falasco to prepare and solicit bids for emergency services within the Village of Head of the Harbor during certain weather conditions.

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

RESOLUTION # 073-16

RESOLVED, to adopt Abstracts #126906 through and including #126909 in the total amount of \$24,869.09 to be paid from the General Fund.

2. Financials – Patricia Mulderig, Treasurer:

Report submitted to Board.

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

RESOLUTION # 074-16

RESOLVED, to adopt Abstracts #TA 136 & TA 137 in the amounts of \$336.00 and \$1,501.50, respectively, be paid from the Trust & Agency Accounts.

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

RESOLUTION # 075-16

WHEREAS, Head of the Harbor check #1022 was not negotiated and cannot be located, **BE IT RESOLVED**, that in accordance with Resolution #067-15, village treasurer is authorized and directed to reissue payment to Joshua and Stacie Eichner in the amount of \$590.30.

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

RESOLUTION # 076-16

RESOLVED, the village treasurer is authorized and directed to make budget modifications in the amount of \$71,714.08, with a net change of zero, as noted:

		BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
		2/28/2017		2/28/2017
A1256	MISCELLANEOUS INCOME	0.00	(500.00)	(500.00)
A2770	MISCELLANEOUS REVENUE	0.00	(10,000.00)	(10,000.00)
A1620.5	BUILDING PERMITS	(93,875.90)	(1,250.25)	(95,126.15)
A1410.23	CLERK - ADVERTISING	1,000.00	500.00	1,500.00
A3120.2	POLICE - VEHICLES	0.00	9,292.00	9,292.00
A5110.12	STREET MAINTENANCE - PERSONAL AGREEMENT	0.00	8,727.94	8,727.94
A1990	CONTINGENCY	21,161.82	(6,769.69)	14,392.13
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>(71,714.08)</u>	<u>0.00</u>	<u>(71,714.08)</u>

- Adjustments to tax assessments received 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 # 077-16

RESOLVED, to authorize and direct the Village Treasurer to refund the taxes as per the successful grievances in the amount of \$383.05.

PROPERTY ID	SECTION	BLOCK	LOT	HOMEOWNER	ASSESSOR LETTER	ASSESSOR'S DATE	CURRENT ASSESSMENT	CORRECTED ASSESSMENT	DIFFERENCE	2016/2017 ADJUSTMENT	
23	12000	3	1	12	DESPASQUALE	8/4/2018	8/20/2018	10100	9165	(935)	(218.73)
24	55100	8	2	17	VACHULA	8/4/2018	8/20/2018	12400	12350	(50)	(30.55)
25	18200	8	2	18	GUTMAN	8/4/2018	7/28/2018	17140	16975	(165)	(132.78)
									ASSESSMENT ADJUSTMENT - AUGUST 17, 2016	(1,030)	(383.05)

- It was upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION # 078-16
RESOLVED, in accordance with Trustees RESOLUTION ##080-15,
BE IT RESOLVED, village treasurer is authorized and directed to make payment of the Bond Anticipation Note from Bridgehampton National Bank in the amount of \$30,000 plus interest of \$372.00 due on September 21, 2016.

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

- It was upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION # 079-16
RESOLVED, seasonal part-time laborer, Dillon Caliguri last date of employment is registered as July 22, 2016.
- Discussion ensued regarding road paving and striping.

4. Police Department – Chief Charles M. Lohman

- It was upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION # 080-16
RESOLVED, to adopt the Rules and Procedure of the Suffolk County Police Department in its entirety, including all future updates, deletions, and or changes. At no time do said Rules and Procedures supersede the current Village of Head of the Harbor employee policies.

6. Public Comment

- Discussion regarding highway equipment.
- Police presences.
- Code and noise matters discussed.
- Deer population.
- It was upon motion by Trustee Ogden, second Trustee White, and unanimously adopted to move to executive session to discuss personnel. No action taken. Chief Lohmann and Ms. O'Keefe were excused, and executive session continued. No action taken. It was upon motion by Trustee White, second by Trustee Fischer, and unanimously adopted, to move to public session.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted, to adjourn the meeting at 10:46 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk