

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, September 21, 2022**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, September 21, 2022 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 Trustee Jeffrey D. Fischer. Also in attendance Village Administrator/Clerk, Margaret O’Keefe; Police Chief, Charles M. Lohmann; Village Treasurer, Patricia Mulderig; Co-Counsel, Philip Butler and Building Inspector, Robert O’Shea. Not in attendance Village Attorney, Anthony S. Guardino.

Pledge of Allegiance.

**1. Mayor – Douglas A. Dahlgard**

- Minutes of August 11, 2022 at 8 AM meeting of the Board of Trustees did not contain a quorum. Notes were taken for a historical record. No action taken.
- It was, upon motion by Trustee Fischer, second by Deputy Mayor White and unanimously adopted:  
**RESOLUTION #096-22**  
Minutes of August 17, 2022 at 7 PM meeting of the Board of Trustees were presented.  
**RESOLVED**, to adopt the minutes of the above meeting as presented.
- It was, upon motion by Trustee Van Vechten, second by Deputy Mayor White, abstention by Trustees Fischer and Ogden adopted (3-0-2):  
**RESOLUTION #097-22**  
Minutes of August 18, 2022 at 8 AM meeting of the Board of Trustees were presented.  
**RESOLVED**, to adopt the minutes of the above meeting as presented.
- Minutes of August 25, 2022 at 8 AM meeting of the Board of Trustees did not contain a quorum. Notes were taken for a historical record. No action taken.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden abstention by Trustee Fischer and adopted (4-0-1):  
**RESOLUTION #098-22**  
Minutes of September 7, 2022 at 7 PM meeting of the Board of Trustees were presented.  
**RESOLVED**, to adopt the minutes of the above meeting as presented.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #099-22**  
**RESOLVED**, that the village attorney is hereby authorized and directed to draft a LOCAL LAW FOR THE VILLAGE OF HEAD OF THE HARBOR VILLAGE CODE ENTITLED “WIRELESS COMMUNICATIONS IN THE RIGHT-OF-WAY”, and be it  
**FURHER RESOLVED**, the village clerk is hereby authorized and directed to post and publish a public hearing for Local Law (Intro.) NO. 3 of 2022, LOCAL LAW FOR THE VILLAGE OF HEAD OF THE HARBOR VILLAGE CODE ENTITLED “WIRELESS COMMUNICATIONS IN THE RIGHT-OF-WAY”. Said hearing is to be held on Wednesday, October 19, 2022, at 7:00 PM, time then in effect, at Village Hall, 500 North Country Rd., St. James, New York 11780.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #100-22**

**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 2021-2022; 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 2021-2022; 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 Ogden, second by Deputy Mayor White and unanimously adopted:

**RESOLUTION #101-22**

**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 2021-2022, 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, Margaret O’Keefe forward to the New York State Office of Court Administration a copy of said Justice Court Audit Report and a copy of the Resolution.

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

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

**RESOLUTION #102-22**

**RESOLVED**, to adopt Abstracts #127677 through and including #127689 in the total amount of \$124,510.61 be paid from the General Fund.

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

**RESOLUTION #103-22**

**RESOLVED**, the village treasurer is authorized and directed to make modifications to the 2022/2023 budget in the amount totaling \$586,085.83 for a net change of zero, as noted:

VILLAGE OF HEAD OF THE HARBOR 2022/2023 BUDGET MODIFICATIONS 9/21/2022			BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
			2/28/2023		2/28/2023
A2683	INSURANCE RECOVERIES		(10,194.48)	(683.50)	(10,877.98)
A3289.0	STATE AID OTHER		0.00	(16,250.00)	(16,250.00)
A1620.22	VILLAGE HALL RENOVATION PROJECT		2,500.00	9,100.00	11,600.00
A1620.8	VILLAGE HALL REPAIRS & MAINTENANCE		49,000.00	(9,100.00)	39,900.00
A1620.26	VILLAGE HALL FLOOD DAMAGE REPAIR		10,486.68	683.50	11,170.18
A3120.1	POLICE PERS SVC		493,255.92	(966.00)	492,289.92
A3120.11	POLICE PERS SVC - COVID		0.00	616.00	616.00
A3410.4	FIRE CONTRACT		0.00	350.00	350.00
A8020.2	PLANNING BOARD OFFICE SUPPLIES		525.00	100.00	625.00
A8510.45	COMM BEAUTIFICATION - TREE GRANT EQUIP		1,100.00	100.00	1,200.00
A8510.46	COMM BEAUTIFICATION - TREE INVENTORY		0.00	16,250.00	16,250.00
A1990.0	CONTINGENT		39,412.71	(200.00)	39,212.71
			0.00	0.00	0.00
			0.00	0.00	0.00
			<u>586,085.83</u>	<u>0.00</u>	<u>586,085.83</u>

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #104-22**  
**WHEREAS**, Industrial Appraisal has submitted a proposal dated May 23, 2022 to provide an appraisal of the village’s fixed asset for accounting control and insurance valuation purposes, and  
**WHEREAS**, since 2010 the village has utilized the services of Industrial Appraisal with positive results,  
**NOW THEREFORE, BE IT RESOLVED**, the Board hereby authorizes Mayor Douglas A. Dahlgard to execute the appraisal agreement in his official capacity for a total expenditure of \$2,280.00.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #105-22**  
**RESOLVED**, to authorize and direct the Village Treasurer to transfer \$4,962.48 from American Rescue Plan Act Funds for the Axon Expenditure for the tasers for the Village Police Department.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #106-22**  
**RESOLVED**, to authorize and direct the Village Treasurer to transfer \$9,100.00 from the American Resue Plan Act Funds for the B & R Plumbing Expenditure for the Air Conditioning improvements.
- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #107-22**  
**RESOLVED**, to authorize and direct the Village Treasurer to transfer \$51,000.00 from A.0911 Unappropriated Fund Balance to A5110.20 Appropriated Street Maintenance Vehicles for the purchase of a Chevy 3500 highway department truck and plow.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #108-22**  
**RESOLVED**, to authorize and direct the Village Clerk to execute a purchase order for the purpose of buying a Chevy Silverado 3500 from North Shore Chevrolet with snowplow from Dejana Truck and Utility Equipment for a total amount of \$50,994.00.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #109-22**  
**WHEREAS** the Board of Trustees finds that the highway department’s 1985 Eager Beaver Wood Chipper and 2009 FORD F350, to be surplus and should be placed for sale, and  
**WHEREAS**, the Director of Highway Operations, Frank Prinzevalli has confirmed that said items are surplus,  
**BE IT RESOLVED**, the Board of Trustees does hereby authorize and direct Margaret O’Keefe, Village Administrator/Clerk to list said items for sale with Auctions International.
- It was, upon motion by Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #110-22**  
**WHEREAS**, the village clerk polled each member for conflict of interest with Greene County Commercial Bank and by affirmative vote they do hereby attest that as a member of the Board of Trustees of the Inc. Village of Head of the Harbor no conflict of interest, as defined pursuant to Article 18 of the General Municipal Law, exists with respect to the contract of sale of the Bond with Greene County Commercial Bank authorized and directed by said Board,  
**BE IT RESOLVED**, to authorize and direct the Village Treasurer to secure a Bond of \$150,000, for the purposes of financing drainage at Village Hall and repaving of the road surface, from Greene County Commercial Bank, terms below:

<b>Principal Sum:</b>	<b>\$150,000.00</b>
<b>NIC Rate:</b>	<b>3.6000%</b>
<b>Closing Date:</b>	<b>October 5, 2022</b>
<b>First Maturity Date:</b>	<b>October 5, 2023</b>

Roll call vote as follows:

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

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

- Paving occurred on Saneck Road, Victoria Court and Nadia Court.
- Arbor Day and Tree Inventory discussion. No action taken.
- Discussion regarding Beech leaf disease. No action taken.

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

- Several applications being reviewed by the building department.
  - One application before each; Planning Board, Zoning Board of Appeals and Architectural Review Board.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #111-22**  
**WHEREAS**, on April 20, 2022 the Board of Trustees authorized the expense of software for Building and Codes Enforcement, and  
**WHEREAS** requests for proposals were received and reviewed from 6 (six) vendors, and  
**WHEREAS**, Robert O’Shea, Building Inspector and Trustee Jeffrey Fischer have deemed the best value for the Village to be from Williamson Software for Cloud Hosting for 4 devices (proposal dated November 15, 2021) and Building and Codes Enforcement Software Program (dated April 28, 2022) for 4 workstations, with training expenses to be estimated at 5 hours each for three employees, and  
**WHEREAS** the estimated expenses outlined in the above proposals is not to exceed \$26,325.00 without further review from the Board of Trustees,  
**NOW THEREFORE, BE IT FURTHER RESOLVED**, the Board of Trustees hereby authorizes Mayor Douglas A. Dahlgard to accept the proposals as presented and execute the contract documents in his official capacity.

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

- New license plate reader to be installed in approximately two weeks.

**Mayor**

- Insurance claim regarding roof leak at Village Hall update. No action taken.
- St. James Fire Commissions would like to meet with the Board of Trustees. No action taken.
- St. James Day will be held on October 2, 2022. No action taken.
- St. James Fire Department Election is upcoming. Request has been made to use the Village Hall as a polling place. Formal request an insurance certificates will need to be submitted. No action taken.
- Gala honoring Thomas Donohue is to be held on Wednesday, October 26, 2022, 6 PM – 11 PM at Flowerfield Celebrations, [www.celebratesstjames.org](http://www.celebratesstjames.org). No action taken.

**Public Comment**

- Correction: requested to note that the minutes of August 17<sup>th</sup> meeting had a discussion of both Cordwood Path Beach and Hitherbrook Road Extension. Village Clerk concurs that both items were discussed, and hereby notes said discussion. No further action taken.
- Request to consider widening the access on Hitherbrook Road Extension. No action taken.

- Request for road markings on Harbor Road. No action taken.
- It was, upon motion by Deputy Mayor White, second by Mayor Dahlgard and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Trustee Fischer, second by Deputy Mayor White and unanimously adopted to move back to public session.
- There being no other matters to be brought before the Board; it was, upon motion by Deputy Mayor White, second by Trustee Fischer and unanimously adopted, to adjourn the meeting at 8:15 PM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Administrator/Clerk