

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, September 26, 2018**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, September 26, 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, Trustees Judith C. Ogden, Jeffery D. Fischer and L. Gordon Van Vechten. Also in attendance Village Attorney, Anthony B. Tohill; Village Clerk, Margaret O’Keefe; Village Treasurer, Patricia Mulderig; Building Inspector, Robert O’Shea and Police Chief, Charles M. Lohmann. Not in attendance, Deputy Mayor Daniel W. White.

Pledge of Allegiance.

**1. Mayor – Douglas A. Dahlgard:**

- October 16, 2018 at 2:45 p.m. Harbor Country Day School will hold an opening ceremony for Miller Field.

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

**RESOLUTION #076-18**

**WHEREAS**, every employer in the State of New York is required under NY Labor Law § 201-g to adopt a sexual harassment prevention policy, and

**WHEREAS**, the NYS Division of Human Rights has prepared a model sexual harassment prevention policy, a copy of which is annexed, and

**WHEREAS**, the NYS Division of Human Rights has also prepared a model complaint form and a harassment prevention training program, each in form annexed, and

**WHEREAS**, the Village is required to adopt and distribute a policy by October 9, 2018, and

**WHEREAS**, all employees must complete training by January 1, 2019 and annually thereafter.

**NOW THEREFORE**, it is

**RESOLVED**, the aforesaid policy is hereby adopted subject to any revisions required by the NYS Division of Human Rights, and it is further

**RESOLVED**, the Mayor shall maintain as public records the policy, complaint form and training program, and it is further

**RESOLVED**, the Mayor shall coordinate each employee’s compliance with training requirements prior to January 1, 2019 and annually thereafter.

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

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

**RESOLUTION #077-18**

**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 2017-2018; 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 2017-2018; 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 Van Vechten, second by Trustee Fischer and unanimously adopted:

**RESOLUTION #078-18**

**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 2017-2018, 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 Fischer, second by Trustee Van Vechten and unanimously adopted:

**RESOLUTION #079-18**

Minutes of August 15, 2018 7PM session of the Board of Trustees were presented.

**RESOLVED**, to adopt the minutes of the above meeting as presented.

CLERK’S NOTE: Subsequent to adoption, a typographical error was noted in Resolution #075-18, employee’s last name is Villani.

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

**RESOLUTION # 080-18**

Minutes of September 5, 2018 7PM work session of the Board of Trustees were presented.

**RESOLVED**, to adopt the minutes of the above meeting as presented.

- Abstract Report present. Discussion ensued. It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:

**RESOLUTION #081-18**

**RESOLVED**, to adopt Abstracts #127161 through and including #127164 in the total amount of \$42,192.63 to be paid from the General Fund.

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

**RESOLUTION #082-18**

**RESOLVED**, the Village Treasurer is authorized and directed to make budget modifications in the amount of \$169,809.01, net zero, to the 2018/2019 budget as noted:

VILLAGE OF HEAD OF THE HARBOR  
2018/2019 BUDGET MODIFICATIONS  
9/26/2018

		BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
		2/28/2018	2/28/2019	2/28/2019
A1090	INTEREST & PENALTIES ON TAXES	(4,300.00)	(100.00)	(4,400.00)
A1520	POLICE GRANTS & FEES	0.00	(25.00)	(25.00)
A2115	PLANNING BOARD FEES	(2,000.00)	(1,000.00)	(3,000.00)
A3001	STATE REVENUE SHARING	(4,000.00)	(150.00)	(4,150.00)
A3501	CONSOLIDATED HIGHWAY AID	(90,000.00)	(35,195.48)	(125,195.48)
A1325.4	TREASURER SOFTWARE	4,250.00	300.00	4,550.00
A1920.41	MUNICIPAL ASSOC. DUES - GENERAL	2,650.00	100.00	2,750.00
A1990	CONTINGENCY	58,370.81	(10,386.80)	47,984.01
A5110.11	STREET MAINT - OVERTIME	5,000.00	2,000.00	7,000.00
A5110.20	STREET MAINT - VEHICLES	0.00	6,800.00	6,800.00
A5110.21	STREET MAINT- TRUCK REPAIRS	24,000.00	(7,000.00)	17,000.00
A5110.225	STREET MAINT EQUIP < \$1,000.00	4,500.00	1,000.00	5,500.00
A5110.25	DRAINAGE TRUCKING & DISPOSAL	7,500.00	5,000.00	12,500.00
A5112.2	CHIPS IMPROVEMENTS	90,000.00	35,195.48	125,195.48
A8050.0	GRANT WRITER	8,000.00	1,000.00	9,000.00
A9710.6	SERIAL BOND PRINCIPAL	30,000.00	(30,000.00)	0.00
A9710.7	SERIAL BOND INTEREST	9,000.00	(9,000.00)	0.00
A9730.6	BOND ANTICIPATION NOTE PRINCIPAL	25,000.00	33,000.00	58,000.00
A9710.6	SERIAL BOND PRINCIPAL	1,838.20	8,461.80	10,300.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>169,809.01</u>	<u>0.00</u>	<u>169,809.01</u>

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

- Milling & paving to begin next week.
- Flower bulbs ordered.
- Equipment condition being reviewed for winter activities.
- Evaluation of Freightliner as surplus to occur.
  
- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #083-18**  
**WHEREAS**, Village Drive from North Country Road to Lake Avenue is a public road, and  
**WHEREAS**, the Village of Head of the Harbor accepts legal, maintenance and repair responsibilities for this road, and  
**WHEREAS**, the Village of Head of the Harbor further authorizes the Village Engineer to prepare a to scale sketch indicating approximate length of the road,  
**BE IT RESOLVED**, the Village Clerk is authorized and directed to forward a certified copy of said resolution to the Village Engineer,  
**BE IT FURTHER RESOLVED**, the Village Engineer is authorized and directed to submit the resolution along with the annexed sketch to the New York State Department of Transportation so their records may be adjusted.
  
- Head of the Harbor Highway has received Tree City designation.

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #084-18**  
**WHEREAS**, the State of New York Unified Court System is offering a Justice Court Assistance Program for 2018/2019 grants,  
**BE IT RESOLVED**, that the Board of Trustees does hereby approve the Justice Court to apply for funding up to the maximum amount available upon the direction of Justice Ellen D. Fishkin.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #085-18**  
**WHEREAS**, Justice Oliver Edwards has submitted his resignation as Acting Justice, and  
**WHEREAS**, Justice Edwards has faithfully served the public in this role since September 18, 1993, and  
**WHEREAS**, the Board of Trustees is thankful and grateful for said service,  
**BE IT RESOLVED**, the Board of Trustees hereby accepts his resignation effective September 26, 2018.
- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #086-18**  
**WHEREAS**, the village has identified the need to extend the temporary additional assistance within the village court, and  
**WHEREAS**, Amy Prokop, has proven to be an exemplary employee,  
**BE IT RESOLVED**, to extend the employment of Amy Prokop as a temporary part-time Court Clerk, on a non-civil service basis, not to exceed 5 hours per week at the rate of \$25.00/hr., with office hours to be on Wednesday's to coordinate with training of court personnel. Said employment is extended until February 1, 2019. This resolution is effective retroactively to June 1, 2018.

**4. Police Department - Charles M. Lohmann, Police Chief:**

- Suffolk County investigation on Fifty Acre Road.
- Request to New York State Department of Transportation for a speed study on North Country Road.

**Public Comment**

- Discussion regarding police activity at Hitherbrook Extension.
- Discussion regarding paving projects.
- Negotiations with St. James Fire District are ongoing.

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 7:58 PM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Clerk