

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 16, 2019**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, October 16, 2019 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 L. Gordon Van Vechten and Judith C. Ogden. Not in attendance this evening Trustee Jeffrey D. Fischer. Also in attendance Village Attorney, Anthony B. Tohill; Village Administrator/Clerk, Margaret O'Keefe; Police Chief, Charles M. Lohmann and Village Treasurer, Patricia Mulderig. Also not in attendance Building Inspector, Robert O'Shea.

Pledge of Allegiance.

1. Mayor – Douglas A. Dahlgard

- It was, upon motion by Trustee Van Vechten, second by Trustee Ogden, abstention by Deputy Mayor White and adopted (3-0-1):
RESOLUTION #091-19
Minutes of September 18, 2019 7PM session 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 Van Vechten, abstention by Trustee Ogden and adopted (3-0-1):
RESOLUTION #092-19
Minutes of September 3, 2019 7PM session 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 Trustee Ogden, abstention by Deputy Mayor White and adopted (3-0-1):
RESOLUTION #093-19
Minutes of October 2, 2019 7PM work session of the Board of Trustees were presented.
RESOLVED, to adopt the minutes of the above meeting as presented.
- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten, unanimously adopted:
RESOLUTION #094-19
WHEREAS, the Village of Head of the Harbor wishes to apply for available grants, and
WHEREAS, the services of Connie Miner & Company Grant Consultants are highly known and recommended, and
WHEREAS, the Office of the State Comptroller allows for the hiring of professional staff without a formal bidding process,
BE IT RESOLVED, the Board of Trustees accepts Connie Miner & Company Grant Consultants agreement for the NYSDEC Urban & Community Forestry Grant Round 15 proposal for an expenditure not to exceed \$2,500.00, and
BE IT FURTHER RESOLVED, to authorize Mayor Douglas A. Dahlgard to execute the above service agreement in his official capacity.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #095-19
WHEREAS, the Inc. Village of Head of the Harbor wishes to update the Employee Manual,
BE IT RESOLVED, by the Village Board of Trustees of the Inc. Village of Head of the Harbor, St. James, New York assembled this 16th day of October 2019, the Board does hereby adopt the Employee Manual as presented, and such policy will be affixed to the official minutes, and
BE IT FURTHER RESOLVED, to authorize and directed the Village Administrator/Clerk to reproduce sufficient copies to be distributed to all current and future employees.

- It was, upon motion by Trustee Van Vechten, second by Deputy Mayor White and unanimously adopted:
RESOLUTION #096-19
WHEREAS, a proposed agreement between the village and the St. James Fire District for fire and emergency protection services has been reached,
BE IT RESOLVED, the village clerk is hereby authorized and directed to post and publish a public hearing in regard to the proposed contract. Said hearing is to be held on Wednesday, November 20, 2019 at 7:00PM, time then in effect, at Village Hall, 500 North Country Road, St. James, New York 11780.

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #097-19
WHEREAS, the Board to Trustees finds the original six (6) exterior lighting components to be surplus and should be placed for sale,
BE IT RESOLVED, the Board of Trustees and does hereby authorize Margaret O’Keefe, Village Administrator/Clerk to list said items for sale with Auctions International.

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

- Tree planting be planned for fall.

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

- Commendation for Officer Justincic.
- E-ticket equipment being purchased.

4. Financials – Patricia A. Mulderig, Village Treasurer:

- Report submitted to the Board.
- It was, upon motion by Trustee Van Vechten, second by Trustee Ogden and unanimously adopted:
RESOLUTION #098-19
RESOLVED, to adopt Abstracts #127294 through and including #127302 to be paid from the General Fund in the amount of \$167,053.27.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #099-19
RESOLVED, to adopt Abstract TA #158 in the total amount of \$1,222.50 to be paid from the Trust & Agency Fund.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #100-19
RESOLVED, the Village Treasurer is authorized and directed to make budget modifications totaling \$63,428.00 for a new change of zero, as noted:

VILLAGE OF HEAD OF THE HARBOR
2019/2020 BUDGET MODIFICATIONS
10/16/2019

		BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
		2/29/2020	2/29/2020	2/29/2020
A2115	PLANNING BOARD FEES	(2,550.00)	(1,750.00)	(4,300.00)
A3501	CONSOLIDATED HIGHWAY IMPROVEMENT	(90,000.00)	(160,473.02)	(250,473.02)
A1620.8	VILLAGE HALL REPAIRS & MAINTENANCE	10,000.00	4,200.00	14,200.00
A3120.21	POLICE EQUIP RADIOS, ETC	11,500.00	100.00	11,600.00
A5112.2	PERMANENT ROAD IMPROVEMENTS	90,000.00	160,473.02	250,473.02
A1990	CONTINGENCY	44,478.00	(2,550.00)	41,928.00
		0.00	0.00	0.00
		<u>63,428.00</u>	<u>0.00</u>	<u>63,428.00</u>

5. Other:

- M. Petersen correspondence presented to the Board.
- N. Featherstone correspondence presented to the Board.

6. Public Comment

- A. Leighton discussed Hitherbrook Extension. No action taken.
- It was, upon motion by Mayor Dahlgard, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Mayor Dahlgard, 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 Mayor Dahlgard, second by Trustee Ogden and unanimously adopted, to adjourn the meeting at 8:25 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Administrator/Clerk