

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 21, 2020**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, October 21, 2020 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, Judith C. Ogden and Trustee Jeffrey D. Fischer. Also in attendance Village Administrator/Clerk, Margaret O’Keefe; Village Treasurer, Patricia Mulderig; Village Attorney, Anthony S. Guardino; Police Chief, Charles M. Lohmann and Building Inspector, Robert O’Shea.

Pledge of Allegiance.

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted: **RESOLUTION #114-20**
Minutes of September 16, 2020 7 PM 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 Deputy Mayor White and unanimously adopted: **RESOLUTION #115-20**
Minutes of October 7, 2020 7 PM 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 Ogden and unanimously adopted: **RESOLUTION #116-20**
RESOLVED, by the Board of Trustees of the Inc. Village of Head of the Harbor that Retention and Disposition Schedule for New York Local Government Records, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. **FURTHER RESOLVED**, that in accordance with Article 57-A: a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention periods described therein; only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #117-20**
RESOLVED, to adopt Abstracts #127427 through and including #127441, excluding voucher #20200539 in the total amount of \$252,880.70 be paid from the General Fund.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted: **RESOLUTION #118-20**
Adjustments to tax assessments received from the Town of Smithtown subsequent to the acceptance of the tax rolls, **RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$255.84 as noted:

12	48100	7	4	4.18	Dean & Laura Carino	23 Deepwells Ln, SJ	18-Sep-20	20-Aug-20	10815	9060	(955)	255.84
ASSESSMENT ADJUSTMENTS - OCTOBER 21, 2020												
(955)												
255.84												

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted: **RESOLUTION #119-20**
RESOLVED, the village treasurer is authorized and directed to make budget modifications totaling \$278,820.93 for a net change of zero, as noted:

	BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
	2/28/2021	2/28/2021	2/28/2021
A2110 ZONING FEES	(2,000.00)	(1,400.00)	(3,400.00)
A2115 PLANNING BOARD FEES	(1,800.00)	(200.00)	(2,000.00)
A2705 GIFTS & DONATIONS	(14,101.62)	(100.00)	(14,201.62)
A3501 CONSOLIDATED HIGHWAY IMPROVEMENT	(172,500.00)	(43,200.00)	(215,700.00)
A1680.21 COMPUTER EQUIP & PROF SERVICES	3,000.00	1,100.00	4,100.00
A3120.21 POLICE EQUIP, RADIOS, ETC	3,510.00	10,390.00	13,900.00
A3620.5 BUILDING INSP. TOS CODE ENFORCEMENT	0.00	25.00	25.00
A5110.1 ST MAINT PERSONAL SERVICE	196,064.00	(3,280.00)	192,784.00
A5110.14 ST MAINT COVID 19	0.00	3,280.00	3,280.00
A5110.21 ST. MAINTENANCE TRUCK REPAIR	15,000.00	(3,000.00)	12,000.00
A5110.25 DRAINAGE TRUCKING & DISPOSAL	11,000.00	3,000.00	14,000.00
A5110.8 STREET MAINTENANCE - BENEFITS	14,998.90	(46.90)	14,952.00
A5110.82 STREET MAINTENANCE BENEFITS COVID 19	0.00	46.90	46.90
A5112.2 PERMANENT IMPROVEMENTS	172,500.00	43,200.00	215,700.00
A8010.2 ZONING BOARD - OFFICE SUPPLIES	250.00	(150.00)	100.00
A8010.4 ZONING BOARD -	500.00	150.00	650.00
A5110.5 EQUIP PURCHASE > \$1,000.00	5,000.00	(1,000.00)	4,000.00
A1990 CONTINGENCY	47,399.85	(8,815.00)	38,584.65
	0.00	0.00	0.00
	<u>278,820.93</u>	<u>0.00</u>	<u>278,820.93</u>

- Gyrodyne Update. No action taken.
 - Highway Department drainage work on Fifty Acre Road discussed. No action taken.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #120-20**
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 2019-2020; and
WHEREAS, these reports have been examined and reviewed by the Board of Trustees;
NOW THEREFORE BE IT RESOVLED, that the Board of Trustees does hereby accept the Cullen & Danowski, LLP Audit Report and Annual Financial Statements for Fiscal Year 2019-2020; 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 Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #121-20**
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 2019-2020, 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.

2. Building Inspector – Robert O’Shea

- Several permits issued.
- Planning Board and Zoning Board of Appeals active.

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

- Trax System being implemented.
- Executive Order 203 project moving forward. No action taken.

Public Comment:

- Deer Program Discussion. No action taken.
 - Appreciation was expressed to the Police Department for traffic control measures on Hitherbrook Road. No action taken.
 - Inquiry regarding draft legislation. No action taken.
- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Deputy Mayor White, second by Trustee Fischer and unanimously adopted, to move back to public session at 8:23 PM.
 - There being no other matters to be brought before the Board; it was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted, to adjourn the meeting at 9:25 PM.

Respectfully Submitted,

Margaret O’Keefe
Village Administrator/Clerk