

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, November 6, 2019 at 7 PM**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, November 6, 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, Trustees Judith C. Ogden, L. Gordon Van Vechten and Jeffrey D. Fischer. Not in attendance this evening Deputy Mayor Daniel W. White. Also in attendance Police Chief, Charles M. Lohmann; Village Administrator/Clerk, Margaret O'Keefe and Village Treasurer, Patricia Mulderig. Not in attendance this evening Village Attorney, Anthony B. Tohill and Building Inspector, Robert O'Shea.

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #101-19**  
**WHEREAS**, the employee manual adopted October 16, 2019 caps the amount of sick days an employee can accumulate at 30 days; and  
**WHEREAS**, there are employees who currently have accumulated sick leave in excess of 30 days; now therefore it is  
**RESOLVED**, that any employee with accumulated sick leave of more than 30 days as of December 31, 2019 shall nevertheless receive their sick leave entitlement on January 1 of each year, but cannot carry over into any following year more sick leave than existed on December 31, 2019 or any subsequent December 31, whichever is less, except they may always carry over up to 30 sick days.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #102-19**  
**RESOLVED**, that notwithstanding the employee manual adopted by the Board of Trustees on October 16, 2019, all part-time salaried employees shall be paid for those holidays recognized by the Village, if they fall on the employee's regular work-day, until the expiration of the employees' term.
  - Discussion regarding overtime and salaried part-time employee's sick and personal time. No action taken.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #103-19**  
**WHEREAS**, the Board of Trustees in the normal course adopted a resolution on the 4<sup>th</sup> day of April, 2018 reappointing Ronald deBoer to serve on the Zoning Board of Appeals, and  
**WHEREAS**, the resolution should have named Kathleen Diana for reappointment.  
**NOW THEREFORE**, it is Resolved  
The resolution first mentioned above is hereby extinguished and Kathleen Diana is hereby reappointed to the Zoning Board of Appeals for a term of five (5) years effective the 4<sup>th</sup> day of April, 2018 nun pro tunc.
- It was, upon motion by Trustee Van Vechten, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #104-19**  
**WHEREAS**, Police Chief Charles Lohmann has identified the need for an additional officer,  
**BE IT RESOLVED**, the Board of Trustees hereby appoints, Vincent Sandtorv as a part-time, nonexempt, Police Officer at an hourly rate of \$35.00 per hour, not to exceed 20 hours per workweek maximum. This resolution is effective immediately.
- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #105-19**  
**WHEREAS**, the Highway Commissioner would like to submit a grant application to the NYS Urban Forestry Council's Community Grants Program requesting up to \$50,000 in funding for a Tree Inventory and Maintenance Plan, a non-matching grant, and  
**WHEREAS**, on October 16, 2019 the Board entered into an agreement with Connie Miner grant writer,  
**BE IT RESOLVED**, to assign Connie Miner Grantee Contract Signatory authority on behalf of the village of Head of the Harbor with NYS Grants Gateway.

- Discussion on storm communications. No action taken.
- Multi Modal Funds for Fifty Acre Road & Harbor Road. No action taken.
- Gate restoration discussed. No action taken.
- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #106-19**  
**WHEREAS**, the Board of Trustees deemed the highway department's 2004 Freightliner, ID#1FVDBXAKX4HM81942, to be surplus and placed it for auction, and  
**WHEREAS**, the highest bid was from a registered user of Auctions International,  
**NOW THEREFORE BE IT RESOLVED**, the Board to Trustees hereby approves of the offer of FIFTEEN THOUSAND SIX HUNDRED DOLLARS AND NO CENTS and authorizes the sale.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #107-19**  
**WHEREAS**, the Board of Trustees deemed six exterior lighting fixtures to be surplus and placed for auction, and  
**WHEREAS**, the highest bid was from a registered user of Auctions International,  
**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees hereby approves of the offer of ONE HUNDRED TWENTY-FIVE DOLLARS AND NO CENTS and authorizes the sale.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #108-19**  
**WHEREAS**, the Highway Commissioner and the Village Engineer have reviewed the Local Highway Inventory (LHI), and  
**WHEREAS**, the Board of Trustees accepts that there have been no changes to the road mileage identified in said inventory,  
**BE IT FURTHER RESOLVED**, that the village engineer is hereby authorized and directed to file the LHI with the NYS DOT.
- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #109-19**  
**WHEREAS**, the Board of Trustees wishes to update its Special Use Permit Application Form,  
**BE IT RESOLVED**, to adopt the Special Use Permit Application Form produced by counsel and assigns an application fee of \$1,000.00.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #110-19**  
**RESOLVED**, to adopt Abstracts #127303 through and including #127306 to be paid from the General Fund in the amount of \$25,275.41.
  - Janitorial increase from \$563.00 monthly to \$600.00 monthly. No action taken.
  - Sexual Harassment Prevention Training certification must be filed with the Village Administrator/Clerk.
- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted, to move to executive session to discuss personnel. No action was taken. It was, upon motion by Trustee Ogden, second by Trustee Fischer 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 Fischer and unanimously adopted, to adjourn the meeting at 9:40 PM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Administrator/Clerk