

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, December 4, 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, December 4, 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 Judith C. Ogden, L. Gordon Van Vechten and Jeffrey D. Fischer. 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.

- Budget discussions. No action taken.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted: **RESOLUTION #122-19**
RESOLVED, to authorize and direct the village treasurer Patricia Mulderig to release payment to Suffolk County Village Officials Association in the amount of \$450.00 for the December 12, 2019 SCVOA meeting.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted: **RESOLUTION #123-19**
RESOLVED, to cancel the Trustees work session for January 1, 2020 due to New Year's Day.
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted: **RESOLUTION #124-19**
RESOLVED, any employee with unused vacation time due to expire on December 31, 2019 may carry over no more than (1) one week time to February 28, 2020.
- It was, upon motion by Deputy Mayor White, 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 Fischer, second by Trustee Van Vechten and unanimously adopted to move back to public session.
- Note: Deputy Mayor Daniel White excused at 9:25 PM.
 - Reminder given to submit certification of Sexual Harassment Prevention Training.
 - Reminder given that all employees must submit Acknowledgements of the newly adopted Employee Manual.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Mayor Dahlgard and unanimously adopted, to adjourn the meeting at 9:55 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Administrator/Clerk