

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, December 6, 2017 7 PM**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, December 6, 2017 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 Village Clerk Margaret O'Keefe, Chief Charles M. Lohmann, and Village Treasurer Patricia Mulderig. Not in attendance this evening Village Attorney Anthony B. Tohill.

Discussion items included:

- Review of tentative 2018/2019 Budget. No action taken.
- It was, upon motion by Trustee White, second by Trustee Fischer and unanimously adopted:
RESOLUTION #161-17
WHEREAS, an incident on November 13, 2017 has caused the need for emergency repairs to the highway building, and
WHEREAS, a quote for emergency repairs in the amount of \$1,050.00 has been received from Walter Chapman, known through past projects to be a responsible contractor,
THEREFORE BE IT RESOLVED, to authorize and direct Mayor Dahlgard to execute the agreement with Walter Chapman, and execute the hold harmless agreement provided by Gershow Recycling once approved in form by the village attorney.
- It was, upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #162-17
RESOLVED, Time and one-half will be paid to all police officers who work any shift on these listed holidays, Martin Luther King Jr. Day, Presidents' Day, Easter Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, in accordance with past and prior practice. Double time will be paid to all police officers who work any of these listed holidays, New Year's Day, Thanksgiving Day, Christmas Day, and 4 pm until midnight shift on Christmas Eve and New Year's Eve. This resolution is effective retroactively to March 1, 2017.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:
RESOLUTION #163-17
WHEREAS, the Town of Smithtown has been awarded a grant under the Local Government Records Management Improvement Fund for a regional shared services records management initiative, and
WHEREAS, entering into shared services is beneficial to the Village of Head of the Harbor, and
WHEREAS, such shared services are recommended, approved, and encouraged by the State of New York,
BE IT RESOLVED, to authorize and direct the village clerk to release all village records as described in the grant narrative to NYSID/New York State Industries for the Disabled, Inc., to allow for electronic imaging.
- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #164-17
RESOLVED, to authorize and direct the village treasurer to release payment to Air-Tight Security Systems, Inc. in the amount of \$120.00 in accordance with the invoice dated October 1, 2017.
- It was, upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #165-17
RESOLVED, to authorize and direct the village treasurer to release payment to Looseleaf Law Publications in the amount of \$540.00 in accordance with the invoice dated December 4, 2017.

- It was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted:
RESOLUTION #166-17
RESOLVED, to authorize and direct the village treasurer to release payment to Patrick's Auto Body in the amount of \$2,469.86 in accordance with the invoice dated December 6, 2017.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #167-17
RESOLVED, to authorize and direct the village treasurer to release payment to Owen Brothers Landscape Development in the amount of \$3,615.00 in accordance with the invoice dated December 6, 2017.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #168-17
RESOLVED, to authorize and direct the village clerk to post and publish a public hearing on the tentative 2018/2019 budget to be held on Wednesday, December 20, 2017 at 7 PM, Village Hall, 500 North Country Rd., St. James, NY 11780.
- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss personnel. No action taken. It was, upon motion by Trustee White, second by Trustee Fischer, and unanimously adopted, to move to public session.
- It was, upon motion by Trustee White, second by Trustee Van Vechten and unanimously adopted:
RESOLUTION #169-17
WHEREAS, the Board has received the resignation of Christine Wood, Court Clerk, and
WHEREAS, the Board is thankful for her past service and wishes her well in future endeavors,
BE IT RESOLVED, to accept her resignation effective retroactively December 2, 2017.
- It was, upon motion by Trustee White, second by Trustee Fischer and unanimously adopted:
RESOLUTION #170-17
WHEREAS, Tracie Villani is employed as a clerk/typist within the village court, and
WHEREAS, Ms. Villani has proven to be an exceptional employee,
BE IT RESOLVED, to appoint Tracie Villani as a part-time Court Clerk, on a non-civil service basis, not to exceed 14 hours per week at the rate of \$20.00/hr., with public office hours and days to be Tuesdays and Thursdays from 9 am until 1 pm, with the balance of hours to be determined by the Village Justice. This resolution is effective retroactively from December 2, 2017.
- It was, upon motion by Trustee Fischer, second by Trustee White and unanimously adopted:
RESOLUTION #171-17
WHEREAS, the village has identified the need for temporary additional assistance within the village court, and
WHEREAS, Amy Prokop, an experienced court clerk has come highly recommended,
BE IT RESOLVED, to appoint 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 offered from December 6, 2017 until February 28, 2017. This resolution is effective immediately.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted, to adjourn the meeting at 9:45 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk