

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, December 21, 2022**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, December 21, 2022 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 Trustee Jeffrey D. Fischer. Also in attendance Village Administrator/Clerk, Margaret O'Keefe; Building Inspector, Robert O'Shea; Co-Counsel, Philip Butler and Village Treasurer, Patricia Mulderig. Not in attendance Police Chief, Charles M. Lohmann and Village Attorney, Anthony S. Guardino.

Pledge of Allegiance.

**1. Mayor – Douglas A. Dahlgard:**

- Tabled. Mayor Dahlgard convened the public hearing on Local Law (Intro) #4 OF 2022, “A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c”.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #146-22**  
**RESOLVED**, in accordance with §5-508, the Board of Trustees hereby authorizes and directs the village clerk to post and publish notice of a public hearing on the village’s 2023/2024 tentative budget. Said public hearing is scheduled for Wednesday, January 4, 2023, at 7:00 PM to be held at Village Hall, 500 North Country Rd., St. James, NY 11780.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #147-22**  
**RESOLVED**, to authorize the Mayor, Douglas Dahlgard to sign in his official capacity, the annual maintenance agreement for the Village Hall HVAC system with B & R Plumbing & Heating in the amount of \$727.00, and  
**BE IT FURTHER RESOLVED**, to authorize and direct the village treasurer to release payment in full.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #148-22**  
**RESOLVED**, extending the residency requirement to include the County of Suffolk, the following individuals are appointed to serve as election inspectors for the March 21, 2023, General Election, namely Margaret Shutka, Dennis Daly, Janet Hayden, and Sharlene Wasserman. The Chief Election Officer is Margaret O'Keefe. Shifts shall be from 11:30 AM until 9:30 PM, compensation to be \$20.00 per hour. Oaths of Office are to be filed with the village clerk; W-9 forms are to be filed with the village treasurer.
- It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #149-22**  
Minutes of November 16, 2022 7PM meeting 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 and unanimously adopted:  
**RESOLUTION #150-22**  
Minutes of November 29, 2022 7PM meeting of the Board of Trustees were presented.  
**RESOLVED**, to adopt the minutes of the above meeting as presented.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, abstention by Deputy Mayor White and Trustee Ogden and adopted (3-0-2):  
**RESOLUTION #151-22**  
Minutes of December 5, 2022 7PM meeting 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 and unanimously adopted:  
**RESOLUTION #152-22**  
**RESOLVED**, to authorize and direct the village treasurer to release payment to A1 Roofing for the completion of the roofing project at Village Hall, awarded via bid resolution #048-22, in the amount of \$65,750.00.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:  
**RESOLUTION #153-22**  
**RESOLVED**, to authorize and direct the village treasurer to release payment to SingCo, the 2<sup>nd</sup> distribution of payments as described in the contract dated October 19, 2022, in the amount of \$65,000.00.
- It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten and unanimously adopted:  
**RESOLUTION #154-22**  
**WHEREAS**, the Village maintains its Village Hall at 500 N. Country Road, St. James, New York 11780, which includes a large public meeting room (“Village Hall”); and  
**WHEREAS**, a request has been received by Boy Scouts of America to use the meeting space; and  
**WHEREAS**, the Village wishes to accommodate the request, and requires that the Troop agrees to indemnify and hold harmless the Village, and its officials and employees, for damages and against claims for damages arising out of the use of Village Hall; and further provides certificates of the general and liability insurance listing the village as a second insurance must be filed with the village clerk,  
**BE IT RESOLVED**, at authorize and direct Mayor Dahlgard, in his official capacity, to execute said agreement when the date becomes available and are documents submitted.

**2. Financials – Patricia A. Mulderig, Village Treasurer:**

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #155-22**  
**RESOLVED**, to adopt Abstracts #127717 through and including #127730 in the total amount of \$276,596.52 be paid from the General Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #156-22**  
**RESOLVED**, to adopt Abstracts TA #206 in the amount of \$1,603.00 to be paid from the Trust & Agency Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #157-22**  
**RESOLVED**, the village treasurer is authorized and directed to make modifications to the 2022/2023 budget in the amount totaling \$177,779.91 for a net change of zero, as noted:

	BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
	2/28/2023	2/28/2023	2/28/2023
A2683	INSURANCE RECOVERIES	(148,318.72)	(208,581.95)
A1010.46	BOARD OF TRUSTEES	1,000.00	1,100.00
A1410.221	CLEERK MISCELLANEOUS COVID 19	100.00	200.00
A1620.22	VILLAGE HALL FLOOD DAMAGE REPAIR	149,294.42	209,557.65
A1690.21	COMPUTER EQUIP & PROF SERVICES	4,500.00	4,850.00
A5110.221	STREET MAINTENANCE - NOR MAT & MAINT	1,500.00	1,500.00
A5110.227	STREET MAINT - TREE REMOVAL O/S CONT	4,500.00	3,000.00
A5110.6	STREET MAINTENANCE - UNIFORMS	500.00	1,000.00
A5110.81	STREET MAINTENANCE - HEALTH BENEFITS	10,500.00	7,500.00
A5110.5	STREET MAINTENANCE EQUIP PURCH >\$1,000	14,700.00	9,700.00
A5112.2	PERMANENT IMPROVEMENTS	101,000.00	109,000.00
A8010.2	ZONING BOARD - OFFICE SUPPLIES	250.00	800.00
A8020.2	PLANNING BOARD OFFICE SUPPLIES	625.00	775.00
A8020.43	PLANNING BOARD - CONTRACTUAL	1,000.00	850.00
A1990.0	CONTINGENT ACCOUNT	36,829.21	35,729.21
	0.00	0.00	0.00
	177,779.91	0.00	177,779.91

- It was, upon motion by Deputy Mayor White, second by Trustee Ogden and unanimously adopted:  
**RESOLUTION #158-22**  
**DEEMED READ INTO THE RECORD IN ITS ENTIRETY**

**VILLAGE OF HEAD OF THE HARBOR  
BOARD OF TRUSTEES**

**RESOLUTION DECLARING THE HEAD OF THE HARBOR BOARD OF TRUSTEES AS THE  
LEAD AGENCY FOR PURPOSES OF A COORDINATED ENVIRONMENTAL REVIEW  
PURSUANT TO SEQRA FOR A PROPOSED HOUSE OF WORSHIP ON REAL PROPERTY  
LOCATED AT 481 NORTH COUNTRY ROAD IN HEAD OF THE HARBOR**

**WHEREAS**, the Monastery of the Glorious Ascension, Inc. ("Applicant"), as owner of the premises known as 481 North Country Road, Saint James, New York (SCTM: 0801-007.000-03.00-029.001, 037.000), has applied to the Village of Head of the Harbor Board of Trustees ("Board of Trustees"), pursuant to Section 165-23(B)(1) of the Village Code, seeking a special permit for the construction of a place of religious worship on said premises (the "Project"); and

**WHEREAS**, the Project will further require site plan approval from the Head of the Harbor Planning Board, one or more variances from the Head of the Harbor Zoning Board of Appeals, architectural approval from the Head of the Harbor Board of Architectural Review, and approvals from several non-Village agencies; and

**WHEREAS**, pursuant to Section 81-24(D), (F), (H), and (I) of the Village Code, the Project is reclassified as a Type I Action for purposes of SEQRA review; and

**WHEREAS**, on November 20, 2021, the Board of Trustees adopted a resolution declaring its intent to serve as Lead Agency for purposes of a coordinated environmental review of the Project pursuant to SEQRA; and

**WHEREAS**, on December 7, 2021, the Village Clerk circulated a written notice of intent to all Involved Agencies identified for the Project; and

**WHEREAS**, more than thirty (30) days have elapsed since the notice of intent was sent, and no objection has been filed by any Involved Agency;

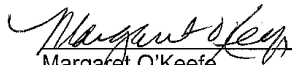
**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Head of the Harbor hereby:

- 1) Declares itself Lead Agency for purposes of a coordinated environmental review pursuant to SEQRA for the Project; and
- 2) Directs the Village Clerk to send a copy of this resolution to the applicant, and to all Involved Agencies.

**WHEREUPON**, the motion of Deputy Mayor White, second by Trustees Ogden, the Board of Trustees adopted the foregoing resolution by a vote of 5 to 0 at a duly noticed meeting of the Board held on December 21, 2022, with the members present voting as follows:

Douglas A. Dahlgard, Mayor	AYE
Daniel W. White, Deputy Mayor	AYE
Judith C. Ogden, Trustee	AYE
L. Gordon Van Vechten, Trustee	AYE
Jeffrey D. Fischer, Trustee	AYE

Filed in the Office of the Village Clerk on the 21<sup>st</sup> day of December 2022.

  
Margaret O'Keefe  
Village Clerk

- The village consultants have been requested to provide memorandum on the amended plan for the Trustee meeting in February.

**3. Highway Department – Judith C. Ogden, Highway Commissioner:**

- Discussion regarding road concerns. No action taken.
- Volunteers for the Tree Board will meet in early January. No action taken.
- Discussion regarding potential grants and expenditures. No action taken.

**4. Building Department – Robert O’Shea, Building Inspector:**

- Architectural Review Board and Planning Board did not meet in December. No action taken.
- Various permits pending review. No action taken.
- 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 taken. It was, upon motion by Trustee Van Vechten, second by Trustee Ogden and unanimously adopted to move back to public session at 8:15 PM.
- It was, upon motion by Mayor Dahlgard, second by Trustee Ogden, and unanimously adopted:  
**RESOLUTION #159-22**  
**RESOLVED**, that the employees of the village are permitted to use vacation time that would normally expire at the conclusion of this year, for a period up to 90 days after the end of this year and the beginning of the next.
- It was, upon motion by Mayor Dahlgard, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #160-22**  
**DEEMED READ INTO THE RECORD IN ITS ENTIRETY**  
**RESOLVED**, that the payment of time while out for COVID-19 will be compensated in the form of a resolution and that resolution will be deemed read into the record.

**VILLAGE OF HEAD OF THE HARBOR  
BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING COMPENSATION FOR SICK LEAVE RESULTING FROM  
COVID-19 INFECTION AND EXPOSURE**

**WHEREAS**, several Village employees have recently taken sick time/leave as the result of exposure to and/or infection with the COVID-19 virus; and

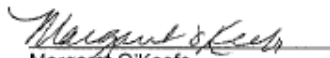
**WHEREAS**, the Village deems it to be in the best interests of the Village to compensate these individuals at the regular rate of pay for the days and/or hours of work missed as the result of their illness or exposure;

**NOW THEREFORE, BE IT RESOLVED**, that employees of the Village who have taken sick time/leave as the result of COVID-19 exposure and/or illness from November 1, 2022 through the date of this resolution shall be compensated for that time at their regular rate of pay, provided that such compensation does not violate any Federal, State, County or local law, rule or regulation to the contrary.

**WHEREUPON**, upon motion by Mayor Dahlgard, seconded by Trustee Fischer, the Board of Trustees adopted the foregoing resolution by a vote of 5 to 0 at a duly noticed meeting of the Board held on December 21, 2022, with the members present voting as follows:

Douglas A. Dahlgard, Mayor	Aye
Daniel W. White, Deputy Mayor	Aye
Judith C. Ogden, Trustee	Aye
L. Gordon Van Vechten, Trustee	Aye
Jeffrey D. Fischer, Trustee	Aye

Filed in the Office of the Village Clerk on the 3rd day of January, 2023.

  
Margaret O'Keefe  
Village Clerk

- There being no other matters to be brought before the Board; it was, upon motion by Deputy Mayor White, second by Trustee Fischer and unanimously adopted, to adjourn the meeting at 8:27 PM.

Respectfully Submitted,

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Margaret O’Keefe  
Village Administrator/Clerk