

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Tuesday, July 5, 2016 7 PM**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Tuesday, July 5, 2016 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 Jeffrey D. Fischer Not in attendance this evening, Village Attorney Anthony B. Tohill. Also in attendance Village Clerk Margaret O'Keefe and Village Treasurer Patricia Mulderig (late arrival, 8:17).

Discussion items included:

- Per Trustees request, the Town of Smithtown Fire Marshall reviewed the Village Hall assembly capacity. Report submitted to the Board. No action taken.
- Discussion regarding NYSDEC WQIP grant. No action taken.
- Surplus police vehicle to be auctioned the week of August 1, 2016. No further action taken.
- Request from Legislator Kara Hahn to close portions of village roads for the annual Hercules on the Harbor run. Correspondence to be sent providing limited assistance, road closures are not occurring.
- Police Department and highway department to coordinate the removal of tree debris on Edgewood Avenue mid-July. Limited through traffic will be allowed. No further action taken.
- Review of GEI service agreement. No action taken.
- Discussion of Emergency Management – Bid Process. No action taken.
- Review of Three Sisters Rd paving and potential project on Valleywood Court West.
- It was upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION # 054-16
RESOLVED, to authorize Mayor Dahlgard to engage the service of USIC to mark out the customer owned (village) electrical wires.
- Discussion regarding LCD displays on Avaya phone system. Trustee Fischer to further review. No action taken.
- It was upon motion by Trustee White, second by Trustee Fischer and unanimously adopted:
RESOLUTION # 055-16
WHEREAS, in accordance with the regulations set forth by the New York State's Records Retention Schedule MU-1, the village clerk has presented a list of the record series that exceed the retention date,
BE IT RESOLVED, to authorize the destruction of said records with Shred-It, and
BE IT FURTHER RESOLVED, to extend the retention of fiscal audits to permanent status at the request of the treasurer, who, shall identify and catalog the audits as permanent.

- It was upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION # 056-16
RESOLVED, upon the advice of Head of the Harbor's Building Inspector and Chief of Police, concurrence from the St. James Fire Commissioners, the new dwelling located by SCTM#0801-7.0-10.-8.0 shall be assigned the post office address of 14 Branglebrink Rd., St. James, NY 11780.
- Discussion regarding Biometric Time Clock Purchase. Trustee Fischer to further review and advise.
- It was upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:
RESOLUTION # 057-16
RESOLVED, to adopt an Office Telephone Procedure to be adhered to by office staff and a copy of which shall be affixed to the official minutes.
- It was upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted:
RESOLUTION # 058-16
RESOLVED, to adopt Abstracts #126892 through and including #126896 in the total amount of \$13,676.04 to be paid from the General Fund.
- It was upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:
RESOLUTION # 059-16
RESOLVED to adopt Abstract #126897 in the total amount of \$6,384.58 to be paid from the General Fund.
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- 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 to move to back to public session.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Trustee Van Vechten and unanimously adopted, to adjourn the meeting at 10:10 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Clerk