

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
Wednesday, August 21, 2013 at 7 PM

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, August 21, 2013 at 7 PM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members, Deputy Mayor Heiko H. Folkerts, Trustees Judith C. Ogden, Douglas A. Dahlgard and Daniel W. White. Also in attendance Village Clerk Margaret O'Keefe, Village Treasurer Patricia Mulderig, and Village Attorney Anthony B. Tohill. Not in attendance Mayor Natale J. Tartamella.

1. Deputy Mayor – Heiko H. Folkerts:

- Per prior Board direction three bids were open on July 11, 2013. Discussion as follows.
- It was, upon motion by Trustee Dahlgard, second by Trustee White and unanimously adopted:
RESOLUTION #058-13
WHEREAS, the in accordance with Trustees resolution Village Engineer drafted bid specifications for asphalt paving; and
WHEREAS, and a request for bids was duly advertised by the Village Clerk; and presented to the Board of Trustees, and
WHEREAS, by letter dated July 12, 2013, Daniel Falasco, P.E., engineer to the village has reported that the lowest responsible bidder is Kings Park Industries, Inc.
NOW, THEREFORE, BE IT RESOLVED, as follows:
 1. The Board of Trustees of the Village of Head of the Harbor on behalf of the village hereby awards the paving contract to Kings Park Industries, Inc.
 2. The Village Engineer is directed to issue the Notice of Award to Kings Park Industries, Inc.
 3. The Board of Trustees hereby authorizes Mayor Natale J. Tartamella to execute the contract documents in his official capacity to effectuate the terms of this resolution.
- It was, upon motion by Trustee Dahlgard, second by Trustee Ogden and unanimously adopted:
RESOLUTION #059-13
RESOLVED, to authorize and direct the village engineer to move forward with paving projects on Gate/Barn Rd, and, provided confirmation of availability of funds with the village treasurer, on Moriches Rd.
- It was, upon motion by Trustee Dahlgard, second by Trustee Ogden and unanimously adopted:
RESOLUTION #060-13
WHEREAS, the in accordance with Trustees resolution Village Engineer drafted bid specifications for drainage installation; and
WHEREAS, and a request for bids was duly advertised by the Village Clerk; and
WHEREAS, on July 11, 2013 six (6) sealed bids were opened and the bid results tabulated and presented to the Board of Trustees, and
WHEREAS, by letter dated July 12, 2013, Daniel Falasco, P.E., engineer to the village has reported that the lowest responsible bidder is D. F. Stone, Inc.
NOW, THEREFORE, BE IT RESOLVED, as follows:
 1. The Board of Trustees of the Village of Head of the Harbor on behalf of the village hereby awards the drainage contract to D. F. Stone, Inc.
 2. The Village Engineer is directed to issue the Notice of Award to D. F. Stone, Inc.
 3. The Board of Trustees hereby authorizes Mayor Natale J. Tartamella to execute the contract documents in his official capacity to effectuate the terms of this resolution.
- Discussion ensued regarding the bid for Emergency Preparedness. No action taken.

2. Highway Department Road Committee- Mr. Troy Rosasco:

- Charged with reviewing the functionality and cost effectiveness of Head of the Harbor having its own highway department, the committee concluded its directive and submitted a written report to the Board of Trustees. The committee recommends that the village owned roads continue to be maintained by the highway department and that said department not be disbanded. The Trustees expressed their thanks to the committee of volunteers. No action taken.

3. Deputy Mayor – Heiko H. Folkerts:

- Correspondence dated June 27, 2013 from Town of Smithtown regarding the awarding of new Solid Waste carter effective January 1, 2014. The Board has no objections.
- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #061-13
RESOLVED, to authorize and direct the Deputy Mayor to execute the Annual Agreement with the Town of Smithtown in regard to traffic signs.

- It was, upon motion by Trustee Dahlgard, second by Trustee White and unanimously adopted:
RESOLUTION #062-13
RESOLVED, to authorize and direct the village clerk to order business cards for any interested Trustee from The Printery at a cost of \$30.00 per 250 count.
- **Minutes of June 19, 2013 7 PM** meeting of the Board of Trustees were presented. It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, abstention by Trustee White and adopted (3-0-1):
RESOLUTION #063-13
RESOLVED, to adopt the minutes of the above meeting as presented.
- **Minutes of July 3, 2013 7 PM** work session of the Board of Trustees were presented. It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, abstention by Trustee White and adopted (3-0-1):
RESOLUTION #064-13
RESOLVED, to adopt the minutes of the above meeting as presented.
- **Minutes of August 7, 2013 7 PM** work session of the Board of Trustees were presented. It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #065-13
RESOLVED, to adopt the minutes of the above meeting as presented.
- It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #066-13
RESOLVED, to authorize and direct Mayor Natale J. Tartamella to execute the agreement with DNT Technology for website services from September 1, 2013 through March 31, 2014.
- LIPA 2013 Rebate Program tabled.
- It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #067-13
WHEREAS, the village holds a performance bond in the name of Helen Kycia, Kycia Associates, for the subdivision known as Map of Uplands, Sunset Drive, and
WHEREAS, notification has been received that the subdivision will be sold in its entirety to Robert and Diana Mercer,
THEREFORE BE IT RESOLVED, the village attorney, Anthony B. Tohill is hereby authorized and directed to address substituting an entity controlled by the Mercer's as the principle on the performance bond and consequently releasing Helen Kycia, or principles controlled by the same, and
BE IT FURTHER RESOLVED, to direct the village clerk to forward to Anthony B. Tohill all documents necessary to address this matter.
- It was, upon motion by Trustee Ogden, second by Trustee Dahlgard, and unanimously adopted:
RESOLUTION #068-13
RESOLVED, to authorize Mayor Natale J. Tartamella to execute the insurance renewal agreement with Williams & Williams in the amount of \$36,287.00, and
BE IT FURTHER RESOLVED, to authorize and direct the village treasurer to release payment in full.

4. Roadside Beautification Committee – Gordon Van Vechten, Chair:

- 90% of the signs identified as needing paint have been completed. The committee would like to move forward with street signs and the stonewall at Gate Rd. The Board of Trustees expressed their gratitude for the resident volunteers.

5. Financials – Patricia Mulderig, Treasurer:

- Report submitted to the Board.
- It was, upon motion by Trustee Ogden, second by Trustee Dahlgard and unanimously adopted:
RESOLUTION #069-13
RESOLVED, to adopt Abstracts #126608 through and including 126623 in the total amount of \$112,727.02 to be paid from the General Fund.
- It was, upon motion by Trustee Ogden, second by Trustee White and unanimously adopted:
RESOLUTION #070-13
RESOLVED, to adopt Abstract #125 in the total amount of \$232.50 to be paid from the Trust & Agency Fund.

- It was, upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
RESOLUTION #071-13
RESOLVED, to authorize and direct the village treasurer to pay the bond interest payment in the amount of \$1,300.00, said interest payment is payable by September 1, 2013.
- Adjustments to tax assessments received from the Town of Smithtown subsequent to the acceptance of the tax rolls. The amount presented totaled \$230.58. It was, upon motion by Trustee Ogden, second by Trustee White and unanimously adopted:
RESOLUTION #072-13
RESOLVED, to authorize and direct the Village Treasurer to refund the taxes as per the successful grievances as follows:

3	1	10	MORRIS	6-Jun-13	9910	9792	(118)	(25.22)
8	2	9	SAYED	27-Jun-13	13325	12864	(461)	(98.52)
8	2	17	VACHULA	23-Jul-13	12980	12480	(500)	(106.85)
ASSESSMENT ADJUSTMENT 8/21/213								(\$230.58)

- It was, upon motion by Trustee Ogden, second by Trustee White and unanimously adopted:
RESOLUTION #073-13
RESOLVED, WHEREAS, the village of Head of the Harbor has successfully applied for grant funds from the Department of Homeland Security for the reimbursement of expenditures incurred during Hurricane Sandy,
BE IT RESOLVED, the Board of Trustees does hereby accept such reimbursement in the amount of \$22,204.46, and authorizes and directs the village treasurer to make budget modifications to increase Reserve for Highway Road Maintenance in the amount of \$22,204.46.
 - It was, upon motion by Trustee Dahlgard, second by Trustee Ogden and unanimously adopted:
RESOLUTION #074-13
RESOLVED, the village treasurer is hereby authorized and directed to release funds in the amount of \$5,836.00 to David and Maureen Acker for successful tax grievances for the tax years 2004/05 through and including 2009/10.
- 6. Highway Department – J. Ted Naughton:**
- Drainage issues on Moriches Rd.
 - Correspondence received from the ECB regarding tree removal.
 - Discussion regarding trees in the ROW on High Hedges Court and Wicks Lane.
- 7. Building Department- Gerard Harris, Building Inspector:**
- Several applications under review.
 - It was, upon motion by Trustee White, second by Trustee Ogden, abstention by Trustee Dahlgard and adopted (3-0-1):
RESOLUTION #075-13
RESOLVED, to grant the request made by the non-for profit entity, St. James Episcopal Church, to waive demolition fees associated with the application to remove a dilapidated barn.
- 8. Police Department –:**
- A request was submitted by the St. James Fire Dept. to hold its annual race on Saturday, April 19, 2014. It was upon motion by Trustee White, second by Trustee Ogden and unanimously adopted:
Resolution #076-13
RESOLVED, that Village Police Department will assist with traffic control, but will not provide a vehicle free course.
- 9. Environmental Conservation Board- Merle Neidell, Chair (not present):**
- It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #077-13
RESOLVED, to appoint William Anderson as a member of the ECB for a term of 2 years.
- 10. Other Matters: –:**
- It was, upon motion by Trustee White, second by Trustee Dahlgard, and unanimously adopted:
RESOLUTION #078-13
WHEREAS, pursuant to Village Law §4-408(e), the Inc. Village of Head of the Harbor's annual financial audit was conducted by the independent certified accounting firm of Cullen & Danowski, LLP (the "Auditor"); and
WHEREAS, Auditor has presented their Audit Report, and prepared the Inc. Village of Head of the Harbor's Financial Statements for Fiscal Year 2012-2013; and
WHEREAS, these report has been examined and reviewed by the Board of Trustees;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees does hereby accept the Cullen & Danowski, LLP Audit Report and Annual Financial Statements for Fiscal Year 2012-2013; and

BE IT FURTHER RESOLVED, that pursuant to GML §30 the Village Treasurer, Patricia Mulderig is hereby authorized and directed to file said report with the State Comptroller, and the Village Clerk, Margaret O'Keefe is hereby authorized and directed to provide notice to the media of the availability to view these documents during regular village office hours, and release these reports to the public as requested.

- It was, upon motion by Trustee Dahlgard, 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 Dahlgard, and unanimously adopted, to move back to public session.
- It was, upon motion by Trustee Dahlgard, second by Trustee White, and unanimously adopted:
RESOLUTION #079-13
RESOLVED, to hire Maureen Wiedersum, as a part-time account clerk, for a salary of \$18.00 per hour, this is a non-exempt, at will position. This resolution is subject to the results of an approved background check being performed by another agency.

It was, upon motion by Trustee Dahlgard, second by Trustee Ogden, and unanimously adopted to adjourn the meeting at 10:15 PM.

Respectfully Submitted,

Margaret O'Keefe, Village Clerk