

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, February 1, 2023**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, February 1, 2023 at 7:00 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; Police Chief, Charles M. Lohmann and Village Treasurer, Patricia Mulderig. Not in attendance Building Inspector, Robert O'Shea; Village Attorney, Anthony S. Guardino and Co-Counsel, Philip Butler.

Mayor Douglas Dahlgard:

- Review of potential new vendors for burglar/fire alarm systems. Discussion ensued. Additional information to be obtained by the Village Clerk. No action taken.
 - Cyber Insurance Review. No action taken.
 - New York State Labor Law §201. Village Clerk is to post the required information on the village website and inform all employees. No further action taken.
 - Draft of new format to the Fee Schedule. Further review to occur. No action taken.
 - IT Managed Service Agreement. Discussion ensued, Trustee Fischer to interview potential vendor. No action taken.
 - HVAC cleaning. Review of a proposal on state contract. No action taken.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer and unanimously adopted:
RESOLUTION #173-22
RESOLVED, the village treasurer is authorized and directed to pay voucher #20220778 in the amount of \$1,261.00 to A & R Materials from the general fund.
 - Information from Suffolk County regarding deed transfers delayed. No action taken.
 - Security review. Highway department to install additional measures. No further action taken.
 - License Plate Reader System installed. No further action taken.
 - Purchasing of replacement office furniture in Police Department approved. No further action taken.
 - Update provide regarding the Urban Forestry Tree Inventory and Management Plan grant. Margaret O'Keefe authorized and directed to open an account with Verizon Wireless to support the village's Ipads. No further action taken.
 - Discussion regarding GIS. No further action taken.
 - Town of Smithtown assessment process/procedures discussed. No further action taken.

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 9:07 PM.

Respectfully Submitted,

Margaret O'Keefe
Village Administrator/Clerk