

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, February 21, 2024**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, February 21, 2024 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, Jeffrey D. Fischer and Trustee L. Gordon Van Vechten. Also, in attendance Village Administrator/Clerk, Margaret O'Keefe; Police Chief, Charles M. Lohmann; Village Attorney, Anthony Guardino; Co-Counsel, Philip Butler; Building Inspector, Robert O'Shea and Village Treasurer, Patricia Mulderig. Not in attendance Dir. of Highway Operations, Frank Prinzevalli. Members of the public were requested to sign-in.

Pledge of Allegiance

**Mayor – Douglas A. Dahlgard:**

- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, abstention by Trustee Ogden and adopted (4-0-1):  
**RESOLUTION #163-23**  
Minutes of January 10, 2024, 7 PM 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 Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #164-23**  
Minutes of January 17, 2024, 7 PM 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, abstention by Trustee Ogden and adopted (4-0-1):  
**RESOLUTION #165-23**  
Minutes of February 7, 2024, 7 PM 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, and unanimously adopted:  
**RESOLUTION #166-23**  
**RESOLVED**, to authorize the Mayor, Douglas A. Dahlgard, to sign in his official capacity the annual maintenance agreement for the removal of solid waste with Winters Brothers Waste Systems in the amount of \$75.00 monthly.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #167-23**  
**RESOLVED**, in his official capacity Mayor Dahlgard is hereby authorized to execute the engagement letter with Cullen & Danowski, LLP to audit the financial statements for year-end February 2024; in the contracted amount of \$15,500.00.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #168-23**  
**BE IT RESOLVED**, to authorize and direct Mayor Dahlgard, in his official capacity, to execute the Cyber Security insurance policy with Cowbell Insurance as quoted by Salerno Brokerage Corp.,  
**BE IT FURTHER RESOLVED**, to authorize and direct the village treasurer to release payment in the amount of \$1,870.00 upon receipt of invoice for the same.
- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #169-23**  
**WHEREAS**, the Village continues to use paper ballots for its General Election, and

**WHEREAS**, a sample paper ballot has been provided to the Board,  
**BE IT RESOLVED**, to approve of the ballot to be used for the General Election, which is to be held on Tuesday, March 19, 2024. Said sample ballot shall be affixed to the official minutes.

- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #170-23**  
**WHEREAS**, the Town of Smithtown is applying for a grant to digitize Town records, and  
**WHEREAS**, the Town has invited the Village to participate under a shared services agreement,  
**BE IT RESOLVED**, to authorize Mayor Dahlgard, in his official capacity, to execute the LGRMIF Grant Shared Services Agreement Form.

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

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #171-23**  
**RESOLVED**, to adopt Abstracts #127889 through and including #127896 in the total amount of \$36,154.03 to be paid from the General Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #172-23**  
**RESOLVED**, to adopt Abstract #127897 in the amount of \$15,432.53 upon final review and approval by Village Counsel and Daniel Falasco, Village Engineer.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #173-23**  
**RESOLVED**, to adopt Abstract TA #222 in the total amount of \$6,402.50 to be paid from the Trust & Agency Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #174-23**  
Adjustments to 2023/2024 tax assessments received from the Town of Smithtown subsequent to the acceptance of the tax rolls.  
**RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$4,020.03 as noted:

HOMEOWNER	Address	ASSESSOR LETTER	ASSESSOR'S DATE	CURRENT ASSESSMENT	CORRECTED ASSESSMENT	DIFFERENCE	Page 2 of 2 2023/2024 ADJUSTMENT
Louis Rall III	144 StonyBrook Rd, SJ	14-Feb-24 **	21-Dec-23	10925	9800	(1,025)	215.25
Catherine Kenny Life Estate	12 Three Sisters Rd, SJ	14-Feb-24 **	21-Dec-23	13000	9750	(3,250)	662.50
Fakhar & Shazia Chattha	18 Watercrest Ct, SJ	14-Feb-24 **	21-Dec-23	13790	12250	(1,540)	323.40
Dennis & Carol Bologna	13 Meadow Gate E, SJ	14-Feb-24 **	21-Dec-23	12500	9375	(3,125)	658.25
Kenneth & Joanne Slier	10 Woodlot Rd, SJ	14-Feb-24 **	18-Jan-24	9755	9555	(200)	42.00
Arlene Morris	19 Armand Ct, SJ	14-Feb-24 **	18-Jan-24	8629	7850	(979)	205.59
Francis & Heidi Smith	14 Valleywood Ct,W, SJ	14-Feb-24 **	18-Jan-24	8207	7767	(440)	92.40
Matthew Strachovsky/Katherine Siamas	14 Briarwood Ct, SJ	14-Feb-24 **	18-Jan-24	11030	10780	(250)	52.50
James & Ibolya McKeon	1 Farmers Lane, SJ	14-Feb-24 **	18-Jan-24	12900	12250	(650)	138.50
Carmela Lazio	8 Farmers Lane, SJ	14-Feb-24 **	18-Jan-24	13500	12740	(760)	159.60
Thomas & Erin Dimas	12 Harbor Hill Rd, SJ	14-Feb-24 **	18-Jan-24	16935	12702	(4,233)	888.93
Kristen Lehner	14 Branglebrink Rd, SJ	14-Feb-24 **	18-Jan-24	15525	13965	(1,560)	327.60
Michael & Erin Castell	8 Wicks Lane, SJ	14-Feb-24 **	18-Jan-24	15625	14494	(1,131)	237.51
ASSESSMENT ADJUSTMENTS - FEBRUARY 21, 2024A						(19,143)	4,020.03

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #175-23**  
Adjustments to 2024/2025 tax assessments received from the Town of Smithtown subsequent to the acceptance of the tax rolls.  
**RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$4,221.03 as noted:

Louis Rall III	144 StonyBrook Rd. SJ	14-Feb-24 **	21-Dec-23	10825	9800	(1,025)	226.01
Catherine Kenny Life Estate	12 Three Sisters Rd, SJ	14-Feb-24 **	21-Dec-23	13000	9750	(3,250)	716.63
Fekhar & Shazia Chattha	18 Watercrest Ct. SJ	14-Feb-24 **	21-Dec-23	13790	12250	(1,540)	339.57
Dennis & Carol Bologna	13 Meadow Gate E, SJ	14-Feb-24 **	21-Dec-23	12500	9375	(3,125)	689.06
Kenneth & Joanne Stier	10 Woodlot Rd. SJ	14-Feb-24 **	18-Jan-24	9755	9555	(200)	44.10
Arlene Morris	19 Armand Ct. SJ	14-Feb-24 **	18-Jan-24	8629	7650	(979)	215.87
Francis & Heidi Smith	14 Valleywood Ct.W. SJ	14-Feb-24 **	18-Jan-24	9207	7767	(440)	97.02
Matthew Strachovsky/Katherine Siamas	14 Briarwood Ct. SJ	14-Feb-24 **	18-Jan-24	11030	10780	(250)	55.13
James & Ibolya McKeon	1 Farmers Lane, SJ	14-Feb-24 **	18-Jan-24	12900	12250	(650)	143.33
Cermla Lazio	8 Farmers Lane, SJ	14-Feb-24 **	18-Jan-24	13500	12740	(760)	167.58
Thomas & Erin Dimas	12 Harbor Hill Rd, SJ	14-Feb-24 **	18-Jan-24	16955	12702	(4,233)	933.36
Kristen Lehner	14 Branglebrink Rd. SJ	14-Feb-24 **	18-Jan-24	15525	13965	(1,560)	343.99
Michael & Erin Castelli	8 Wicks Lane. SJ	14-Feb-24 **	18-Jan-24	15625	14494	(1,131)	249.39
ASSESSMENT ADJUSTMENTS - FEBRUARY 21, 2024A						(19,143)	4,221.03

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #176-23**  
**RESOLVED**, the village treasurer is authorized and directed to make modifications to the 2023/2024 budget in the amount totaling \$184,498.76 for a net change of zero, as noted:

VILLAGE OF HEAD OF THE HARBOR  
2023/2024 BUDGET MODIFICATIONS  
2/21/2024

	BUDGET F/Y/E	2/28/2024	BUDGET ADJUSTMENT	MODIFIED BUDGET	2/28/2024
A1560	BUILDING PERMITS	(59,936.65)	(7,953.00)	(67,889.65)	
A2610	JUSTICE COURT FINES	(92,985.00)	(15,505.00)	(108,490.00)	
A1325.1	TREASURER PERSONAL SERVICE	66,085.29	3,100.00	69,185.29	
A1325.22	TREASURER OFFICE SUPPLIES	5,000.00	(2,000.00)	3,000.00	
A1325.8	TREASURER BENEFITS	5,074.80	260.00	5,334.80	
A1410.24	NEWSLETTER	1,950.00	260.00	2,110.00	
A1410.1	CLERK PERSONAL SERVICE	62,497.63	5,400.00	67,897.63	
A1410.8	CLERK BENEFITS	7,103.13	500.00	7,603.13	
A1440.41	ENGINEER GENERAL	10,725.00	2,925.00	13,650.00	
A1620.2	VILLAGE HALL UTILITIES	28,000.00	2,000.00	30,000.00	
A1930.4	JUDGEMENTS & CLAIMS	12,000.00	6,560.00	18,560.00	
A1950.4	TAXES & ASSESSMENTS ON MUNI PROPERTIES	320.00	25.00	345.00	
A5110.21	ST MAINTENANCE - TRUCK REPAIRS	12,000.00	500.00	12,500.00	
A5110.223	ST MAINTENANCE [OPERATIONS	11,000.00	2,000.00	13,000.00	
A5110.224	ST MAINTENANCE - ROAD REPAIRS	5,500.00	1,000.00	6,500.00	
A5110.225	ST MAINTENANCE - EQUIPMENT < \$1,000.00	2,400.00	1,200.00	3,600.00	
A5110.25	DRAINAGE TRUCKING & DISPOSAL	12,750.00	3,000.00	15,750.00	
A5110.5	ST MAINTENANCE - EQUIPMENT > \$1,000.00	16,675.00	(2,100.00)	14,575.00	
A5142.44	SNOW REMOVAL OUTSIDE CONTRACTORS	5,875.00	(5,625.00)	250.00	
A8050.0	GRANT WRITER	26,400.00	2,400.00	28,800.00	
A8030.1	ARB CLERK	2,974.53	500.00	3,474.53	
A8030.8	ARB C LERK BENEFITS	190.03	93.00	283.03	
A9020.8	PAYCHEX PAYROLL SERVICE	4,000.00	500.00	4,500.00	
A9050.8	UNEMPLOYMENT INSURANCE	9,000.00	950.00	9,950.00	
A1990.0	CONTINGENCY	0.00	0.00	0.00	
		184,498.76	0.00	184,498.76	

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #177-23**  
Adjustments to 2023/2024 tax assessments received from the Town of Smithtown subsequent to the acceptance of the tax rolls.  
**RESOLVED**, to authorize and direct the village treasurer to refund the taxes as per the successful grievances in the amount of \$2,560.74 as noted:

10900	2	2	16.1	Cathy Wooley	34 Hitherbrook Rd. SJ	19-Dec-23 **	28-Sep-23	10400	9555	(845)	177.45
40800	7	1	12.13	Qun & Tong Liu	12 MeadowGate WestSJ	19-Dec-23 **	28-Sep-23	12990	12005	(975)	204.75
4500	1	2	23	Christopher Van Tuyi	11 Saddle Rd. SB	19-Dec-23 **	14-Jun-23	14755	14408	(346)	73.29
8200	2	1	19.4	Kenneth Mason Inc.	2 Arbor Lane SJ	19-Dec-23 **	14-Jun-23	16730	16571	(159)	33.39
17000	3	3	2.7	Joseph & Kolly Bolhofer	3 Fox Meadow Lane SJ	19-Dec-23 **	14-Jun-23	14000	13524	(476)	96.96
41400	7	2	7	Roy Pertile	5 Branglebrink Road SJ	19-Dec-23 **	14-Jun-23	11130	9800	(1,330)	279.30
48800	7	4	4.25	Kenneth & Chitraine Luke	2 Deepwells La SJ	19-Dec-23 **	14-Jun-23	12098	10535	(1,561)	327.81
30000	5	2	34.18	Robert Daddino	598 No. Country Rd, SJ	19-Dec-23 **	6-Oct-22	7373	7073	(300)	63.00
47400	7	4	4.11	Celeste Mannix DiLorenzo	9 Deepwells La SJ	19-Dec-23 **	6-Oct-22	10270	9603	(667)	140.07
47600	7	4	4.13	John & Bianca Mammana	13 Deepwells La SJ	19-Dec-23 **	6-Oct-22	10035	9430	(605)	127.05
53100	6	1	19.13	Philip & Andrea Camera	6 The Hunt SJ	19-Dec-23 **	6-Oct-22	12025	11500	(525)	110.25
34400	6	1	30.2	Stephen & Deborah Martin	7 Wetheril Lane SJ	19-Dec-23 **	6-Oct-22	15070	12383	(2,707)	588.47
34000	6	1	27	Richard & Gina Bonati	21 Carman Lane SJ	19-Dec-23 **	6-Oct-22	12390	10895	(1,695)	355.95
ASSESSMENT ADJUSTMENTS - FEBRUARY 21, 2024										(12,194)	2,560.74

### 3. Police Department – Charles M. Lohmann, Police Chief:

- It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #178-23**  
**WHEREAS**, Police Chief Charles Lohmann has identified the need for civilian office assistance with expertise operating the Suffolk County’s NICHE system,  
**BE IT RESOLVED**, the Board of Trustees hereby appoints, Terri Feil, as a part-time, nonexempt, Suffolk County Civil Service approved office assistant at an hourly rate of \$22.00 per hour, not to exceed an average of 8 hours per workweek. This resolution is effective for a hire date of March 1, 2024.

- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #179-23**  
**WHEREAS**, the village has identified the need for a new vehicle for the Police Department, and  
**WHEREAS**, a 2023 Ford Interceptor, NYS OGS Contract #: PC70050, is available through Whitmoyer Ford, 1001 East Main Street, Mount Joy, Pennsylvania 17552, and  
**WHEREAS**, the item has been budgeted for in the village’s 2024/2025 budget,  
**BE IT RESOLVED**, effective March 1, 2024 Chief Charles M. Lohmann is hereby authorized to contract with Whitmoyer Ford for said 2023 Ford Interceptor VIN #1FM5K8AB3PGB84961, and  
**BE IT FURTHER RESOLVED**, the village treasurer is authorized and directed to release payment to Whitmoyer Ford in the amount of \$60,000.00, as payment in full, upon the village taking delivery of said vehicle.
  - Discussion ensued regarding the Special Use permit application submitted by the Monastery of the Glorious Ascension. No action taken.
  - The Village Clerk is directed to cancel the work session of March 6<sup>th</sup> and post and publish a meeting of the Board of Trustees to be held on Wednesday, March 13, 2024, Village Hall, 500 North Country Rd., St. James, NY 11780 at 7 PM.

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

- Several permits and two stop work orders were issued.

**Public Comments**

- Inquiries regarding Special Use permit application and process. No action taken.

It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten and unanimously adopted, to move to executive session to discuss personnel. Discussion ensued. No action taken. It was, upon motion by Trustee Van Vechten, second by Trustee Ogden.

- It was, upon motion by Trustee Van Vechten, second by Trustee Ogden, and unanimously adopted:  
**RESOLUTION #180-23**  
**RESOLVED**, in accordance with resolution 042-22, the village treasurer is authorized and directed to release on March 1, 2024 a health insurance opt-out benefit to the village clerk for the 12 month period of March 1, 2023 through February 28, 2024 per the terms of the resolution above referenced, in the amount of \$10,081.44, minus all appropriate deductions.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Deputy Mayor White and unanimously adopted, to adjourn the meeting at 8:35 PM.

Respectfully Submitted,

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Margaret O’Keefe  
Village Administrator/Clerk