

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
Wednesday, September 6, 2023**

A work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, September 6, 2023 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; Director of Highway Operations, Frank Prinzevalli and Village Treasurer, Patricia Mulderig. Not in attendance Police Chief, Charles M. Lohmann; Village Attorney, Anthony S. Guardino and Co-Counsel, Philip Butler.

Mayor – Douglas A. Dahlgard:

Review of website/technology by George Janetakakis, DNT Technologies. Discussion regarding recent website glitches. No action taken.

It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:

RESOLUTION #074-23

WHEREAS, Staples Inc., is no longer the recipient of NYS Purchase contracts,

WHEREAS, Sourcewell has been awarded the New York State Procurement Bid for purchasing office furniture/equipment/supplies,

BE IT RESOLVED, to authorize the Village Clerk to enter into a purchasing agreement with Sourcewell provided that there be no cost to the village, with the proviso that Village Counsel approval of said agreement is obtained.

- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #075-23

RESOLVED, to hire Officer Thomas Groneman, for an effective date of September 7, 2023 as a part-time, nonexempt, Police Officer at an hourly rate of \$40.28 per hour, not to exceed 20 hours per workweek maximum.

- Ad hoc Tree Board – appointments to be made next month. No action taken.
- Draft Legislation – Trees. Amendments to draft to be distributed. Request that Counsel be present at the October 4th work session.
- Environmental and Conservation Funding Opportunities. Discussion regarding grant opportunities. No action taken.
- Road drainage – Harbor Road. Pricing pending. No action taken.
- Sweeper to be rented again in the Spring 2024. No action taken.
- Batteries for speed signs reviewed. Item is in the 2023/2024 budget. No action taken.
- Budget projection 2024. Discussion ensued. No action taken.
- Storm preparedness review. No action taken.

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #076-23

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, said auditor has presented their Audit Report, and prepared the Inc. Village of Head of the Harbor’s Financial Statements for Fiscal Year 2022-2023; and

WHEREAS, these reports have 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 2022-2023; 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 Fischer, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #077-23 deemed read into the record in its entirety:
WHEREAS, pursuant to Section 2019-a of the Uniform Justice Court Act, the Board of Trustees of the Village is required to confirm that the records and dockets of the Village Justice Court be audited, and
WHEREAS, the Village Board has caused the independent auditing firm of Cullen & Danowski, LLP (the “Auditor”), to audit and examine the records and dockets of the Village Justice Court for the Fiscal Year 2022-2023, and
WHEREAS, the Auditor has submitted to the Village its audit report of the Village Justice Court, as required under Uniform Justice Court Act § 2019-a (the “Justice Court Audit Report”), and
WHEREAS, the Village Board desires to comply with the Uniform Justice Court Act § 2019-a, and to reflect in the minutes of its proceedings that such audit has occurred,
NOW THEREFORE, IT IS HEREBY RESOLVED, that the Board of Trustees of the Village of Head of the Harbor does hereby acknowledge that the audit of the records of the Village Justice Court required under Uniform Justice Court Act § 2019-a has been conducted, and that the Justice Court Audit Report has been received by the Board, and it is hereby further,
RESOLVED, that the Village Clerk, Margaret O’Keefe forward to the New York State Office of Court Administration a copy of said Justice Court Audit Report and a copy of the Resolution.
- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #078-23
RESOLVED, the village treasurer is authorized and directed to pay in the amount of \$441.87 to Suffolk County Controllers Office in connection with the acquisition of SCTM 0801-2.-1.-23.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:
RESOLUTION #079-23
RESOLVED, the village treasurer is authorized and directed to pay New York State Unemployment in the amount of \$775.67 for the current assessment.

It was, upon motion by Trustee Fischer, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss ongoing litigation at 8:09 PM.

- It was, upon motion by Deputy Mayor White, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #080-23
WHEREAS, the Appellate Division, Second Department reversed the dismissal of the matter of Frederick G. Fox VS. Thomas Gross, and
WHEREAS, Mark Bassily, Esq., Claims Attorney Tokio Marine HCC, recommend to Mayor Dahlgard that the Village authorize an appeal,
BE IT RESOLVED, the Board of Trustees hereby authorizes and directs Mayor Dahlgard to request Steven C. Stern of Sokoloff Stern LLP to file an appeal in the matter of Frederick G. Fox et al., VS, Thomas Gross, et al

It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten and unanimously adopted to move back to public session at 8:35 PM.

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 8:36 PM.

Respectfully Submitted,

Margaret O’Keefe
Village Administrator/Clerk