

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Wednesday, December 20, 2023**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, December 20, 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, Jeffrey D. Fischer and Trustee L. Gordon Van Vechten. Also, in attendance Village Administrator/Clerk, Margaret O’Keefe; Police Chief, Charles M. Lohmann; Co-Counsel, Philip Butler and Building Inspector, Robert O’Shea. Not in attendance Village Treasurer, Patricia Mulderig and Village Attorney, Anthony Guardino. Members of the public were requested to sign-in.

Pledge of Allegiance

• **Mayor – Douglas A. Dahlgard:**

- Love Heals, Hope Grows will be holding a race on Saturday, April 13, 2024 (rain date April 20, 2024) to benefit Ronald McDonald House. The village will not be closing roads for the event.
- The public hearing on the village’s 2024/2025 is scheduled to be held on January 10, 2024 at 7 PM. Copies of the tentative budget will be available 5 days prior.
  
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #134-23**  
**RESOLVED**, that the village attorney is hereby authorized and directed to draft a “A LOCAL LAW TO OVERRIDE THE TAX LEVEY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c”, and be it  
**FURTHER RESOLVED**, the village clerk is hereby authorized and directed to post and publish a public hearing for Local Law (Intro.) NO. 4 of 2023, “A LOCAL LAW TO OVERRIDE THE TAX LEVEY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c”. Said hearing is to be held on Wednesday, January 17, 2023 at 7 PM, time then in effect, at Village Hall, 500 North Country Rd., St. James, New York 11780.
  
- It was, upon motion by Trustee Odgen, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #135-23**  
On December 13, 2023 the village attorney was authorized to draft a local law REPEALING CHAPTER 149 OF THE CODE OF THE VILLAGE OF HEAD OF THE HARBOR ENTITLED “TREES” AND CREATING A NEW CHAPTER 149,  
**BE IT RESOLVED**, the village clerk is hereby authorized and directed to post and publish a public hearing for Local Law (Intro.) NO. 3 of 2023, REPEALING CHAPTER 149 OF THE CODE OF THE VILLAGE OF HEAD OF THE HARBOR ENTITLED “TREES” AND CREATING A NEW CHAPTER 149 ENTITLED “TREES”. Said hearing is to be held on Wednesday, January 17, 2024 at 7 PM, time then in effect, at Village Hall, 500 North Country Rd., St. James, New York 11780.
  
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden, and unanimously adopted:  
**RESOLUTION #136-23**  
**RESOLVED**, extending the residency requirement to include the County of Suffolk, the following individuals are appointed to serve as election inspectors for the March 19, 2024, General Election, namely Margaret Shutka, and Sharlene Wasserman, and Rosa Ahern as election clerk. The Chief Election Officer is Margaret O’Keefe. Shifts shall be from 11:30 AM until 9:30 PM, compensation to be \$25.00 per hour. Oaths of Office are to be filed with the village clerk; W-9 forms are to be filed with the village treasurer.
  
- Minutes of November 15, 2023, 7 PM meeting is tabled for review of typographical error.

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

- It was, upon motion by Trustee Van Vechten, second by Deputy Mayor White, and unanimously adopted: **RESOLUTION #137-23**  
**RESOLVED**, to adopt Abstracts #127866 through and including #127879 in the total amount of \$54,696.04 to be paid from the General Fund.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #138-23**  
**RESOLVED**, to adopt Abstract #TA 219 in the total amount of \$1,608.50 to be paid from the Trust & Agency Fund.
- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted: **RESOLUTION #139-23**  
Adjustments to the 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 \$1,312.71 as noted:

1900	1	1	19	Brian & Jennifer Turner	15 Emmet Way, SB	6-Dec-23	27-Sep-23	11995	9310	(2,685)	583.85
22700	4	2	32	Bryen Epstein&Lisa Miller	15 Farm Road, SJ	6-Dec-23	27-Sep-23	11685	8820	(2,875)	603.75
24000	5	1	13.1	Scott & Lorraine Schwartz	23 Hiltherbrook Road, SJ	6-Dec-23	27-Sep-23	18230	18620	(610)	128.10
13100	3	1	17	Guntram & Mary Richter	7 Valley Wood West, SJ	6-Dec-23	17-Oct-23	9838	9555	(81)	17.01
ASSESSMENT ADJUSTMENTS - DECEMBER 20, 2023										(8,251)	1,312.71

- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #140-23**  
**RESOLVED**, the Village Treasurer is authorized and directed to make modifications to the 2023/2024 budget in the amount totaling \$69,100.00 for a net change of zero, as noted:

VILLAGE OF HEAD OF THE HARBOR  
2023/2024 BUDGET MODIFICATIONS  
12/20/2023

	BUDGET F/Y/E	BUDGET		MODIFIED
		2/28/2024	ADJUSTMENT	BUDGET 2/28/2024
A2610 JUSTICE COURT FINES	(80,000.00)	(7,410.00)	(87,410.00)	
A2705 GIFTS & DONATIONS	(35,000.00)	(17,793.12)	(52,793.12)	
A1620.25 VILLAGE HALL EQUIPMENT	0.00	160.00	160.00	
A1620.26 VILLAGE HALL- FLOOD DAMAGE REPAIR	16,500.00	300.00	16,800.00	
A1910.4 UNALLOCATED INSURANCE	97,300.00	3,960.00	101,250.00	
A1920.41 MUNI ASSOC DUES - GENERAL	2,500.00	100.00	2,600.00	
A1930.4 JUDGEMENTS & CLAIMS	10,700.00	1,300.00	12,000.00	
A5110.21 ST MAINTENANCE - TRUCK REPAIRS	11,000.00	1,000.00	12,000.00	
A5110.224 ST MAINTENANCE ROAD REPAIR	10,000.00	(3,500.00)	6,500.00	
A5110.225 ST MAINTENANCE EQUIPMENT <=\$1,000.00	5,000.00	(1,300.00)	3,700.00	
A5110.5 ST MAINTENANCE EQUIPMENT > \$1,000.00	4,000.00	5,725.00	9,725.00	
A5110.227 ST MAINTENANCE OUTSIDE CONTRACTOR	4,500.00	(3,225.00)	1,275.00	
A8050.0 GRANT WRITER	21,600.00	2,400.00	24,000.00	
A8720.4 JOINT COASTAL MANAGEMENT	500.00	500.00	1,000.00	
A8989.4 DEER PROGRAM	500.00	17,793.12	18,293.12	
A1990.0 CONTINGENCY	0.00	0.00	0.00	
	0.00	0.00	0.00	
	<b>69,100.00</b>	<b>0.00</b>	<b>69,100.00</b>	

**3. Highway Department – Frank Prinzevalli, Dir. of Highway Operations:**

- It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #141-23**  
**RESOLVED**, to authorize and direct Mayor Dahlgard, in his official capacity, to execute the renewal agreement with Auctions International with an effective date of January 20, 2024 to January 19, 2025.

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

- No Planning Board or Architectural Review Board meetings in December.
- January meetings moving forward.
- Several items are under review.
- It was, upon motion by Trustee Fischer, second by Trustee Van Vechten, and unanimously adopted: **RESOLUTION #142-23**  
**RESOLVED**, in accordance with Village policy, Jennifer Trainor-McDermott, deposited Trust & Agency Funds with the village Planning Board of a site plan application, and

**WHEREAS**, the hearing has concluded and all the consultant invoices have been satisfied,  
**BE IT RESOLVED**, to authorize and direct the Village Treasurer to release the balance in the amount of \$622.50 in accordance with her report dated December 20, 2023.

- It was, upon motion by Trustee Van Vechten, second by Trustee Fischer, and unanimously adopted:  
**RESOLUTION #143-23**  
**RESOLVED**, in accordance with Village policy, Dennis Bologna, deposited Trust & Agency Funds with the village Zoning Board of Appeals, and  
**WHEREAS**, the hearing has concluded and all consultant invoices have been satisfied,  
**BE IT RESOLVED**, to authorize and direct the Village Treasurer to release the balance in the amount of \$,2157.50 in accordance with her report dated December 20, 2023.
  
- It was, upon motion by Deputy Mayor White, second by Trustee Ogden, and unanimously adopted:  
**RESOLUTION #144-23**  
**WHEREAS**, the Board of Trustees has received an Intermunicipal Agreement with the Town of Smithtown for Public Safety Ordinance Inspectors and Fire Marshals, and  
**WHEREAS**, entering into such an agreement will assist in the enforcement of Head of the Harbor's Village Codes, and  
**WHEREAS**, such shared services are recommended, approved, and encouraged by the State of New York, and  
**WHEREAS**, the form of said agreement is acceptable to the village attorney,  
**NOW THEREFORE BE IT RESOLVED**, to authorize and direct Mayor Dahlgard to execute said agreement in his official capacity.
  
- The Board of Trustees deliberation on the Special Use Application for the Monastery of the Glorious Ascension will begin on January 3, 2024, 7 PM, Village Hall, 500 North Country Rd., St. James, NY 11780.

### **Other Matters**

- Procedure on Special Use Permits discussed. No action taken.

It was, upon motion by Trustee Ogden, second by Trustee Van Vechten and unanimously adopted, to move to executive session at 7:50 PM to discuss potential litigation. No action taken. It was, upon motion by Trustee Van Vechten, second by Deputy Mayor White and unanimously adopted to move back to public session at 8:25 PM.

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 8:37 PM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Administrator/Clerk