



**Minutes**  
**Public Forum/ Business Meeting/ Organizational Meeting**  
**July 11, 2011**

- Approved: Close the Public Portion of the meeting at 7:55 pm.
- Approved: Mayors appointments, resolutions, and policies for Village Fiscal Year 2011-12
- Approved: Action item numbers 1,3,4,5,6,7,8,9,10,13,14,15,17& 18; and Table item numbers 2,11,12 &16.
- Approved: Room Rental Fee Reduction
- Approved: Tuition Reimbursement Policy
- Approved: Anti-Idling Policy for Municipal Vehicles
- Approved: Technology proposal – ITS (Island Tech Services) .
- Approved: Installation of VPN Appliances ITS (Island Tech Services)
- Approved: Warrants as presented by Treasurer Pearce
- Approved: Enter into Executive Session at 10:00 pm
- Approved: Come Out of Executive Session at 10:55
- Approved: Resolution: Determination Denying Second Stage Grievance
- Approved: Renewal of Golf Professional Contract
- Approved: Investigate Purchase of Property at Texaco Ave.
- Approved: Part-Time Fire Marshal – Anthony Barton
- Approved: Appointed/ Department Head Salary Increase
- Approved: Adjourn the meeting at 11:05 pm.

**PRESENT:** Mayor Garant, Trustees Burke, Kessel, LaPointe, Rosner, Village Attorney Warren, Village Treasurer Pearce, Village Administrator/Clerk Juliano.

**The Public Forum Portion of this meeting was recorded and transcribed by a stenographer and available for viewing at Village Hall.**

- **Mayor Garant called the meeting to order at 7:04 pm.**  
**Motion by Mayor Garant second by Trustee Rosner to close the Public Forum portion of the meeting at 7:55 pm – Motion Passed 5-0**

**Organizational Meeting Appointments 2011**

Deputy Mayor:	Trustee Kessel
Commissioner of Finance:	Mayor Garant
Commissioner of Public Works:	Mayor Garant
Commissioner of Public Safety (Code & Court) ;	Trustee LaPointe
Commissioner of Buildings:	Trustee Rosner
Public Safety Advisory Committee Liaison:	Trustee LaPointe
Planning Board Liaison:	Trustee Rosner
Zoning Board Liaison:	Trustee Burke
Architectural Review Committee Liaison:	Trustee Kessel
Administration and Employee Liaison:	Trustee Kessel
Recreation Advisory Council Liaison:	Trustee Kessel
PJ Harbor Arts & Education Conservancy:	Trustee Kessel
Port Jefferson Harbor Commissioner:	Harry Faulknor
PJCC Management Advisory Council Liaison:	Trustee Rosner
Village Board Member to B.I.D.:	Trustee Rosner
Conservation Advisory Committee Liaison:	Mayor Garant
Economic Development Liaison:	Trustee Rosner
Town of Brookhaven Liaison:	Trustee Burke
CPC:	Trustee Burke
LIPA Liaison:	Mayor Garant
Parking Liaison:	Trustee LaPointe
PJCC/ Cold Storage Building Project:	Trustee Rosner
<b><u>Officials of the Village</u></b>	
Village Administrator/ Clerk:	Robert Juliano
Village Treasurer:	Donald Pearce
Deputy Village Treasurer:	Stacy French
Village Attorney:	Barry Warren
Receiver of Taxes:	Robert Juliano
Village Budget Officer:	Donald Pearce
Registrar:	Marissa Lebron
Deputy Registrar:	Debbie Fachin
Sub Registrar:	Robert Juliano
Chief Supervisor of Code Enforcement:	Wally Tomaszewski
Secretary to Planning/ Zoning Board:	Cindy Suarez
Assistant to the Mayor:	Barbara Sakovich
Community and Public Relations:	Jill Nees-Russell
Village Assessor:	Ron Matuzza

Village Board of Assessors:

Patricia Nicklaus, Dave Forgione, Frank Edwards,  
Mark Malsky and Robert Juliano

Official Newspaper:

Port Times Record

Village Board Public Meetings:

1st Monday of each month

Auditors:

RS Abrams

- **Special Meeting Notice Regulation** If needed, the Mayor shall call a special meeting of the Board of Trustees of the Village of Port Jefferson. Upon such determination, the Village Clerk is directed to attempt to contact and notify, by all possible means, all members of the Village Board as well as the Village Official Newspaper of the date, time and location of any special meeting. Special meeting notice shall also be posted.
- **Mileage reimbursement** \$0.51 per mile (IRS standard rate as of June 2011) for employees using personal vehicles for Village related activities.
- **Attendance of schools and conferences** Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. The following resolution must be adopted:  
“**WHEREAS** there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) Suffolk County Village Officials Meetings, e) Long Island Village Clerks and Treasurers Association Meetings; e) Government Finance Officers Association, f) etc.; and **WHEREAS** attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;  
**NOW THEREFORE BE IT RESOLVED:**  
**Section 1.** That the following officers and employees are authorized to attend the following schools: Mayor, Trustees, Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Village Engineer, Village Planner, Village Highway Superintendent (all other officers/employees must request and obtain permission from the Village Board of Trustees before attendance)  
**Section 2.** That this resolution is effective immediately.”
- **Designation of Official Depositories:** Pursuant to Village Law § 4-412(3)(2), the board of trustees must designate, by resolution, banks in which the treasurer, court clerk, clerk and others who are designated and appointed as village receivers may deposit village moneys received by them.  
“**WHEREAS** the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;  
**NOW THEREFORE BE IT RESOLVED:**  
**Section 1.** That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, court clerk, clerk and receiver of taxes. **Citibank, Capital One Bank, State Bank of Long Island, Suffolk County National Bank of NY, Chase Bank, Municipal Investors Service Corp. (MBIA), Empire Bank, TD/Commerce Bank**  
**Section 2.** That this resolution is effective immediately.”
- Next Village Organizational Meeting shall be the first Monday of July; July 2, 2012 - 7:00 pm.  
**Motion by Mayor Garant second Trustee Kessel, to approve the Mayors appointments, resolutions, and policies for Village Fiscal Year 2011-12. Motion Passed 5-0.**

#### **ACTION ITEMS:**

**Motion by Mayor Garant, second by Trustee LaPointe, to approve action item numbers 1,3,4,5,6,7,8,9,10,13,14,15,17 & 18; and Table item numbers 2,11,12 & 16.**

1. Approve the minutes of June 27, 2011
2. Request from Barbara Curtis for reimbursement.
3. CCMAC Appointments - reappoint Ray Sommerstad to a term to expire June 2013, Angelo Castellano to a term to expire June 2013; appoint Joan Bencze, replacing Nomi Solo to a term to expire June 2014, and Donna Woodruff replacing Cliff Dietrich to a term expiring June 2014
4. Planning Board Appointments - Alex Spyrou, replacing Phil Schiavone to a term expiring June 2016, and Lew Johnson, replacing Jen Sigler to a term to expire June 2015 , and appoint Barbara Sabatino as an Alternate member.
5. CAC Appointments - re-appoint Tom Fox, Brian M. McCaffrey and Laura Hirasaka to a term to expire June 2012, Dick Solo, Dreanie Levine, Mary Benero and Will Bowman to a term to expire June 2013.
6. EDC Appointments - appoint Marianne Ketchum, Karen Tucci, Cindy Brabant, Stacey Davidson, Brian M. McCaffrey, Amanda Eckert, Meredith Fiesta, Bruce Passarelli to one-year appointments to the Economic Development Committee.
7. Parking Committee Appointments - appoint Michael Mart, Bruce Passarelli, Dom Famularo, George Westbay, Barbara Blenn, Marianne Ketchum to one-year appointments to the Parking Committee.
8. Brian r. McCaffrey authorization . authorize Brian R. McCaffrey to work as-needed on LIPA papers, fact sheets, initiatives as authorized by the Village. All prior terms of previous agreement are to remain.for a fee up to \$2500.
9. Contract Extension of Jill Nees- Russell - extend the contract with Jill-Nees Russell as media and public relations consultant to oversee website postings, social media, press releases and all village advertising and media relations to May 31, 2012. All prior contract terms to remain.
10. Assessment Settlement - approve the assessment Settlement as negotiated by Village Assessor Ron Matuza for 206/ 004-01-031.000 – lowering assessment by \$1,000.00 and refunding 2010 and 2011 taxes of \$431.20; and 206/004-02-017.000 lowering assessment by \$1,300.00 and refunding 2010 and 2011 property taxes by \$560.56.
11. Parking Garage feasibility study - approve the expenditure of “\$ 3,600.00 to hire Campani & Schwarting Architects to do a parking garage feasibility study at the CVS parking lot as recommended by the Parking Committee to be paid from the parking funds.
12. Hire Walter Chapman - approve the expenditure of \$2,280 and hire Walter Chapman to configure a wall with partial glass for the support staff services section of Village Hall.
13. PJCC Dog - approve adoption of Ben the Dog to Phil Gianetto, conditioned upon no further financial or other obligation by Village for the care of the adopted dog.

14. CCMAC's recommendation to reduce Member Guest Tournament Fee. - reduce the tournament fee for the 2011 Men's and Woman's Member Guest Tournament from \$20 to \$10 per person.
  15. Letter from Scott Zamek - set the PJCC Outing Fee at \$10.00 per golfer and Village Center Rental Fee at \$50.00 for the 2012 Port Jefferson Senior Prom Committee fundraiser.
  16. PJCC Maintenance Facility - approve a construction bid from \_\_\_\_\_ for not more than \_\_\_\_\_ to install three (3) concrete aprons/ramps to each of the overhead doors on the cold storage building and bollards on either side of the new aprons to protect the new building from accidental equipment damage at the PJCC Maintenance Facility
  17. Building Department Work Change Order - approve a change order to the contract with Walter Chapman LLC for light carpentry and painting in the amount of \$315.
  18. East Beach and Crystal Hollow Road Beach Restoration Project - Engineering Bids - expend up to \$77,000 for planning, engineering, grant administration, and supervision of the East Beach and Crystal Hollow Rd Beach Restoration Project and hire First Coastal Corporation
- Room Rental Fee Reduction  
**Motion by Mayor Garant second Trustee Kessel, to reduce the fee to \$50.00 custodial fee for the LI Sound Study Citizen's Advisory Committee meeting on August 8, 2011. Motion Passed 5-0.**
  - Tuition Reimbursement Policy  
**Motion by Trustee Rosner second Trustee Burke, to approve the Village Tuition Reimbursement Policy as presented (copy attached) Motion Passed 5-0**
  - Anti-Idling Policy for Municipal Vehicles  
**Motion by Trustee Rosner second Trustee Burke, to approve the Village Vehicle Anti-Idling Policy as presented (copy attached) Motion Passed 5-0**
  - Technology proposal – ITS (Island Tech Services)  
**Motion by Mayor Garant second Trustee Rosner, to award the contract for Technology Services for Village-Wide technology/ network support and off-site backup support at a monthly cost of \$981.00. Motion Passed 5-0.**
  - Installation of VPN Appliances ITS (Island Tech Services)  
**Motion by Mayor Garant second Trustee Rosner, to authorize Technology Services to install 3 watchdog VPN Appliances including Network Setup and Configuration at a cost not to exceed \$3,275.00. Motion Passed 5-0.**

**Warrants**

FUND		AMOUNT	DATE	CHECK
General (A)	5/C	\$ 2533.34	07/11/11	
General	6N	\$ 897,409.84	07/11/11	020800-020868
PJCC (CR)	5/C	\$ 636.37	07/11/11	
PJCC	6/N	\$ 25,316.55	07/11/11	005457-005486
Trust (T)	6N	\$ 1,400.00	07/11/11	001399-001404
Capital (H)	6N	\$ 50,453.95	07/11/11	000856-000863
Community Development		\$ 7153.50	07/11/11	000529-000531

**Motion by Mayor Garant, second by Trustee Kessel, to approve the warrants as presented by Treasurer Pearce, with the exception of Jetson,**

- Executive Session  
**Motion by Mayor Garant second by Trustee LaPointe to go into executive session at 10:00 pm to discuss 4 personnel issues and potential litigation items. Motion Passed 5-0.**

**Motion by Mayor Garant second by Trustee Kessel to come out of executive session at 10:55 pm. Motion Passed 5-0.**

- Union Grievance  
**Motion by Mayor Garant second Trustee Kessel, to approve the following resolution: Motion Passed 5-0.**

**INCORPORATED VILLAGE OF PORT JEFFERSON  
Resolution: Determination Denying Second Stage Grievance  
July 11, 2011**

**WHEREAS**, on or about May 5, 2011, the Incorporated Village of Port Jefferson (hereinafter "the Village") eliminated certain part-time bargaining unit positions (as well as certain non-bargaining unit positions); and

**WHEREAS**, on or about May 19, 2011, the Village received a second stage class action grievance (dated May 10, 2011) (hereinafter "Grievance") from Guy DiCosola, Labor Relation Specialist for CSEA Local 1000 AFSCME, AFL-CIO (hereinafter the Union"), alleging that the Village violated various provision in the collective bargaining agreement with regard to the elimination of certain bargaining unit positions and the resulting layoff of certain bargaining unit employees; and

**WHEREAS**, a meeting was held on June 28, 2011, pursuant to Section 2(A)(2) of "Article IV: Grievance Procedure", attended Margot Garant, Mayor of the Village; Adrienne Kessel, Village Trustee/Deputy Mayor; Larry LaPoint, Village Trustee- elect; Jeffrey N. Naness, Labor Counsel for the Village; Guy DiCosola, Union Labor Relations Specialist and, Joseph Saladino, Grievant; and

**WHEREAS**, the persons attending the June 28<sup>th</sup> meeting discussed the issues raised by the Grievance; and

**WHEREAS**, the Village Board of Trustees met in executive session on July 11, 2011 and discussed the Grievance.

**NOW, THEREFORE, BE IT RESOLVED**, upon review of the issues raised by the Grievance, and pursuant to Section 2(A)(2) of "Article IV: Grievance Procedure", the Board of Trustees of the Village of Port Jefferson hereby issues this determination denying the Grievance.

- **Renewal of Golf Professional Contract**  
**Motion by Mayor Garant, second Trustee Rosner, to renew the contract with Golf Professional G. William Mackedon for a 2 year period through and including December 31, 2012 and granting a 3% increase per year. Motion Passed 5-0.**
- **Investigate Purchase of Property at Texaco Ave.**  
**Motion by Mayor Garant second Trustee Rosner, to pursue the possibility of purchasing property located at Texaco Ave. with the Real Estate Broker of Record, and authorize expending up to \$3,500.00 to obtain a certified appraisal of the property. Motion Passed 5-0.**
- **Part-Time Fire Marshal – Anthony Barton**  
**Motion by Mayor Garant second Trustee LaPointe, to promote Anthony Barton to Part-Time Fire Marshal at a salary of \$22.00 per hour effective July 14, 2011. Motion Passed 5-0.**
- **Appointed/ Department Head Salary Increase.**  
**Motion by Mayor Garant second Trustee Kessel, to approve a 3% salary increase to the Village Appointees and Non – Union Department Heads – Boyd, French, Gallagher, Juliano, Melious, Pearce, Sakovitch, Suarez, Bates, Tomaszewski, Harrington - effective next pay date of July 20, 2011. Motion Passed 5-0.**
- **Adjourn**  
**Motion by Mayor Garant, second by Trustee Kessel, to adjourn the meeting at 11:05 pm. Motion Passed 5-0.**