

# 12/16/2004 Board of Trustees Mtg.

MINUTES OF THE DECEMBER 16,2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Sandra Nicoletti, Christine Vitkun absent Trustee Stephen Matthews, also present Village Attorney Joseph Prokop and 8 residents.

The minutes of the November 18,2004 meeting were approved as corrected on a motion by C. Vitkun, seconded by C. Castillo, Aye c. Castillo, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The Treasurers report (copy attached)

After discussion the report was accepted as read on a motion by C. Vitkun, seconded by C. Castillo, Aye C. Castillo, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

## REPORTS OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews- Trustee for Environment & Shore Lines (report by B. Donovan)

PEAC—recap of the last meeting with LIPA and Keyspan. After discussion the board approved the Village Attorney to send a letter to LIPA/Keyspan to initiate the settlement on a motion by C. Castillo, seconded by S. Nicoletti, Aye C. Castillo, S. Nicoletti, B.Donovan, abstain C. Vitkun.

Harbor & MOORINGS—The Board authorized the Mayor to sign the extension of the Inter-Municipal Agreement with the Town of Brookhaven for the Port Jefferson Harbor Complex for an additional Five (5) years on a motion by C. Vitkun, seconded by S. Nicoletti, Aye C. Castillo, S. Nicoletti. C. Vitkun, B. Donovan, Nay 0. J. Lane reported on the December meeting of the Harbor Advisory Committee.

## COMMENTS

Resident—who will cover for the Harbor Master when he is incapacitated? Answer—probably the commissioner.

Carol Castillo—Trustee for Roads, Roadsides and Parks

ROADS— Walnut Street repairs have been completed. Discussion on future work needing to be completed. The Board received a letter from a resident re: the Jefferson Street Stairs. The stairs need to be repaired and the question was raised as to who repairs them. The Village will have them repaired in the spring.

#### COMMENTS

Resident—the drains on the VanBrunt Manor Road curve clog due to leaves, can this situation be addressed quickly?  
Answer—will be looked into, it was suggested that the Public Safety officers could possibly rake the drains if they see them clogged when on patrol.

Resident—the drains on Maple and New need to be recleaned due to debris.

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Manor Beach

PUBLIC SAFETY—staff meeting held on December 22,2004.

PARKING and PARTY PERMITS- moratorium from 12/24 to 1/2/05

## COMMENTS

Resident—what do the Neighborhood Watch signs look like? Answer Red and Black lettering on a white background.

Resident—what can be done about speeding? Answer—Public Safety cannot stop a motorist for a moving violation.

Perhaps a radar device to inform motorists of their speed can be obtained and placed on the roadside.

Christine Vitkun—Trustee for Finance and Village Hall

WEBSITE—minutes have been updated.

COMMENTS (none)

## OLD BUSINESS

R.O.W. – a complaint has been received re; obstructions in the Village R.O.W., curbing on Chestnut Avenue in particular. Discussion followed as to which curbing was to complaint was directed against , it was also brought out that the intersection of Singing Wood and Indian Valley has rocks close to the curbing.

LIPA work on Washington Street, still going on.

## NEW BUSINESS

Copier—the clerk read a proposal from CANON to rent a copier to the Village for \$56.00 per month with all supplies and repairs covered in the lease. The Xerox copier toner replacement twice a year costs \$800.00 with no repair

contract it is a very expensive machine to operate. After discussion the board on a motion by C. Vitkun, seconded by C. Castillo approved the lease of a new copier, Aye- C. Castillo, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The meeting adjourned at 9:15 P.M. on a motion by C. Vitkun

## 11/18/2004 Public Information Mtg

MINUTES OF THE NOVEMBER 18,2004 PUBLIC HEARINGS OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Christine Vitkun, absent Trustee Sandra Nicoletti, also present Village Attorney Joseph Prokop and 13 residents.

PUBLIC HEARING – LOCAL LAW ENTITLED VILLAGE CODE OF ETHICS

The clerk read the proposed law.

Discussion; it was noted that page 4 , section 3-Recusal should read subdivision 2 not 1.

Comments:

Resident- Page 3 officials conflicts with officers.

Resident—what prompted this law? Answer- NYCOM has developed a model law that is better structured then the village's existing Code of Ethics.

A motion to close this public hearing was made by C. Castillo, seconded by S. Mathews.

## PUBLIC HEARING – LOCAL LAW ENTITLED INDEMNIFICATION OF OFFICERS AND EMPLOYEES

The clerk read the proposed law.

Discussion; this law is a recommendation of NYCOM to replace existing indemnification laws and bring the village in compliance with Section 18 of the Public Officers Law.

Comments;

Resident- what is Section 18? Answer—a section of Municipal Law that protects public officials and employees from being sued in the performance of their duties.

Resident—does this preclude gross negligence? Answer—only indemnifies for unintentional errors not intentional acts done in violation of public officials /employees normal duties.

Resident— what would constitute gross negligence? Answer—exceeding duties intentionally, an officer exceeding the speed limit in a pursuit would be exercising poor judgment not gross negligence.

Resident—can the employee be sued to recover costs of defense? Answer –yes.

Resident—what if someone should have acted but didn't? Answer—civil action not criminal action.

Resident—an employee assaulted a resident and the village defended him. Answer—the insurance company was defending the village more than the employee.

Resident—people should be held accountable if they are negligent, the village should not foot the bill. Answer—the insurance company will foot the bill.

The hearing was closed on a motion by S. Matthews, seconded by C. Castillo.

PUBLIC HEARING—LOCAL LAW ENTITLED ESTABLISHING REGULATIONS FOR ALL TERRAIN VEHICLES  
AND OTHER PERSONAL VEHICLES

The Clerk read the proposed law.

Discussion; the revised law now includes all the input derived from the prior hearings.

Comments;

Resident—the village has a golf cart, is this illegal? Answer—the village has an electric vehicle registered and insured.

Resident—what about motorized wheel chairs? Answer—covered under state regulations.

Resident—what about little scooters used by kids? Answer—would not be allowed.

Resident—some residents use golf carts for handicapped purposes it would be unfair to restrict them.

Resident—handicapped not considered; they should be included as a separate paragraph.

The hearing was closed on a motion by C. Castillo, seconded by S. Matthews.

MINUTES OF THE NOVEMBER 18,2004 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT  
HELD AT VILLAGE HALL AT 8:15 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Christine Vitkun, absent Trustee Sandra Nicoletti, also present Village Attorney Joseph Prokop and 13 residents.

Minutes of the October 14,2004 meeting where accepted as corrected on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

Minutes of the October 28,2004 meeting where accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

#### TREASURERS REPORT (attached)

The Treasurers report was accepted as written on a motion by C. Vitkun, seconded by C. Castillo, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

After discussion the board on the recommendation of the Treasurer approved the transfer of the balance on line A1325.1 to line A1325.4 on a motion by C. Vitkun, seconded by C. Castillo, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

The Board determined that the auditors report was accurate and a motion to accept the Auditors Report was made by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

After discussion the board determined that any transfers in the budget would be held off to see if the YTD numbers fall into line.

The Treasurer reported that after discussion with the insurance company the blanket policy was increased to 3 million and coverage for Village Hall had been increased.

#### REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

PEAC—a new green space offer has been forwarded by LIPA. A meeting to discuss the terms will be held in mid December.

Harbor & Moorings—the Harbormaster is back on duty. Pump out boats will be available in the summer of 2005. Intermunicipal Agreement is due to expire and will be renewed. Sketchy information is out regarding shellfish preserves within Poquott waters. When more info is obtained a report to the board will be made.

Storm Water Phase II – status quo.

Water Borne Transportation—the ferry company is proposing a new route to New Haven that will increase traffic in the harbor. A liquid gas terminal is being proposed for long Island Sound that may affect the village. We will have to wait and see what this brings.

#### COMMENTS

Resident—drain cleaning should go out to bid.

Resident—shellfish buoys are not intrusive.

Resident—shellfish should be in a tidal area.

Drains—more cleanouts are scheduled for Osprey, White Pine and Singing Wood. The four drains on New Street will be cleaned again as will the drains on Cedar Street.

Resident-- all for drains; however, questions expenditure of funds as well as suggested easement. Answer—funds expended for engineering work were from grant. Easement requested is a dead issue. The village will look at the alternatives instead.

Resident—why are we changing the way drains are installed, put them in the middle of the roads.

Resident—what about storm water and drains in the parks? Answer-- there are no drains in the parks.

Resident—when an engineer is hired you assume you are getting the best plans.

Carol Castillo—Trustee for Roads, Roadsides and Parks

Roadsides—fall cleanup scheduled for late November.

Trustees Park—slide repaired.

Roads—a meeting was held with D. Spence of Hawkins & Spence re; Walnut Street repairs.

Signs—Steve's Path sign ordered, Tinker Bluff Court sign to be reinstalled.

California Park—rocks have been put down to prevent erosion. Dinghies should be removed from the dinghy rack.

## COMMENTS

Resident—the non-boating area floats are loose at Walnut Park.

Resident—it was great to see the new posts installed on the Van Brunt Manor Road curve.

Sandra Nicoletti—Trustee for Public Safety & Van Brunt Manor Beach (report by B. Donovan)

Emergency Preparedness—radios being sought.

COMMENTS—none

Christine Vitkun—Trustee for Finance, Village Hall & Waste Management

Grants—a federal grant program for archiving funds is being reviewed.

Waste Management—the carter is leaving the garbage cans in the middle of the road.

COMMENTS

Resident—the property owner at 11 Silver Beech Court has bags of cement set out for garbage pickup and the carter will not take them. Answer—The property owner will be advised as to disposal of cement.

PLANNING BOARD—no meeting scheduled for November. December meeting will be cancelled. The review of fees is still ongoing and it has been determined that fees are more easily collected even if increased.

ZONING BOARD OF APPEALS—a variance hearing was held on November 17. Both variances were granted.

OTHER BUSINESS

LOCAL LAWS

Code of Ethics law—A motion to approve the enactment of the Local Law entitled Village of Poquott Code of Ethics

was made by C. Castillo, seconded by S. Matthews, Aye, C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

Indemnification law—A motion to approve the enactment of the Local Law entitled Indemnification of Officers and Employees was made by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

ATV law – A motion to approve the enactment of the Local Law entitled Establishing Regulations regarding All Terrain Vehicles and Personal Vehicles was made by S. Matthews, seconded by C. Castillo, Aye, C. Castillo, S. Matthews, C. Vitkun, B. Donovan Nay 0.

Discussion on Incident reports as related to injuries to employees. It was determined that a sample report would be obtained re: OSHA form or similar.

#### NEW BUSINESS

The Treasurer reported that the bookkeeper has requested that the village obtain an additional zip drive for the office equipment. The Treasurer stated that the bookkeeper has made several recommendations such as; a) that in place of vouchers for itemized bills the village utilize a stamp on the bill indicating form of payment b) the tax revenue should be deposited directly into the money market account instead of the checking account c) bills be filed by vendor rather than by check number.

Arbitrage—the question of the ability of a municipality to borrow funds and utilize those funds for income has been reviewed and the village can borrow for a specific purpose and invest the funds to earn income before the funds are expended.

The Village Attorney submitted a letter terminating the relationship of his firm with the village.

## CORRESPONDENCE

A letter from resident re: injuries suffered in a fall on village property—Information was forwarded to the village insurer.

A letter from a resident re: curbing encroachments, illegal sheds has been received and will be addressed by the village.

## COMMENTS

Resident—regarding the ATV Law, page three needs a correction. The word “the” should be replaced by “an”.

Resident—a Tinker Bluff homeowner has removed trees from their property. Answer—a stop work order was issued.

Resident—when things are noticed by residents who should get involved re; bluff stripping, illegal structures, right of way encroachments etc. Answer—the village has a complaint form for those problems. The bluff stripping should be covered under the Covenants and Restrictions placed on the property; the owners should be forced to replace the vegetation that was removed.

Resident—ex mayor Otto Seeburg was supposed to be honored with the naming of Village Hall after him when will this be done? Answer—administration was unaware of this honor and will research and correct.

Resident—where is the contingency category listed on the budget handout? Answer—Page 2 A1980.0.

Resident—vouchers may be a requirement of the state comptroller.

Resident—the letter from the resident was signed and should be read. Answer—letter doesn't have to be read in open meeting.

Resident—Attorney has represented the village well for years and should not be removed.

Resident—one resident has been singled out unfairly by the village.

Resident—Article 78 has been postponed 4 times, why? Answer—both attorneys have been busy in court. Several requests for postponement have been granted to attorneys from both sides.

Resident—at the intersection of Indian Valley and Singing Wood Lane someone has placed two large boulders that may be a hazard for motorists. Answer—Public Safety will be asked to look at the situation.

Resident—Attorney's presence at meetings is needed. Answer—replacement attorney will also attend meetings.

Resident—what is being done on Washington Street? Answer—LIPA is burying the high voltage line in PVC for protection.

Resident—what are the marks on VanBrunt Manor Road? Answer—markings for gas main for 63 VanBrunt Manor Road connection.

Resident—in the comments section you refer to Resident, why not use name of resident? Answer—some people have objected to their name being used in the minutes.

The meeting adjourned at 9:50 P.M. on a motion by S. Matthews

## 10/26/2004 Board of Trustees Mtg

MINUTES OF THE OCTOBER 26,2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF  
POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also

present Attorney Joseph Prokop and 9 residents.

Minutes of the September 9,2004 meeting were accepted as written on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Minutes of the September 23,2004 meeting were accepted as corrected on a motion by S. Matthews, seconded by S. Nicoletti, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### TREASURERS REPORT

The Treasurers report was given by J. Lane (see attached)

The report was approved on a motion by C. Vitkun , seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The board has been given a copy of the audit for fiscal year 2002-2003, discussion followed.

The Treasurer stated that he had contacted the insurance company for copies of the coverage and determined that the replacement cost for Village Hall was too low to replace the building. This will have to be increased. Also the blanket insurance was still at one million and should be higher.

The Treasurer has reviewed the question of borrowing & investing as a means of producing income and has found that the practice would probably be illegal.

#### REPORT OF OFFICERS, COMMISSIONERS, AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

P.E.A.C.—the committee has received word that the appeal on the LIPA case has been decided in favor of LIPA with the exception of the legal fees. Discussion followed.

DRAINS—discussion on the Washington Street project.

STORM WATER PHASE II—no grant money available.

WATER BORNE TRANSPORTATION—a new ferry route to New Haven will be instituted by the ferry company.

COMMENTS--- none

Carol Castillo—Trustee for Roads, Roadsides and Parks

ROADSIDES—the landscaper will be doing the final cleanup of the roadsides soon.

TRUSTEES PARK—several trees were removed near the swing set.

SIGNS—existing signage will be reviewed for placement and correctness.

CALIFORNIA PARK—rocks will be put down on the beach. All dinghies should be removed for the winter. The Clerk will notify all dinghy owners to remove them.

COMMENTS—none

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Manor Park/Beach

PUBLIC SAFETY—a meeting of the officers was held on Oct. 27. Double coverage is planned for Halloween night. Neighborhood Watch signs will be ordered and the cost will be split with the Civic Assoc.

COMMENTS – none

Christine Vitkun—Trustee for Finance, Village Hall & Waste Management

WEBSITE—the permit application on the website will be updated.

GRANTS—Transportation and Safety grants are being looked into for funds for several projects.

COMMENTS—none

PLANNING BOARD

No October meeting

ZONING BOARD OF APPEALS

No October meeting

OTHER BUSINESS

The Mayor noted that New York State has passed a law outlawing PVC pipe. All plumbing must use metal pipe.

J. Lane stated that he had received a quote from Kruty landscaping for the posts on VanBrunt of \$955 , therefore he will award the job to Kruty Landscaping.

PUBLIC COMMENTS

Resident—why are there no grant funds available for Storm Water Phase II ? Ans. NYS has not posted any grant info for Storm Water Phase II.

The meeting adjourned to executive session to discuss litigation on a motion by C. Castillo

After discussion a motion to continue the LIPA litigation with a notice of intent for relief was made by C. Castillo, seconded by S. Nicoletti.S. Matthews nay, C. Castillo Aye, C. Vitkun Nay, S. Nicoletti Aye, B. Donovan Aye.

The executive session was adjourned on a motion by C. Castillo.

The Board announced that a determination had been made to file permission to be heard at the Court of Appeals via a relief application.

The meeting adjourned at 8:55 P.M. on a motion by C. Vitkun

## 10/14/2004 Board of Trustees Mtg

OCTOBER 14,2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present Mayor Barbara Donovan, Stephen Matthews, Carol Castillo, Sandra Nicoletti, Christine Vitkun

### OTHER BUSINESS

Drains- a) Washington Street- discussion on moving forward with the project. The Clerk was asked to send another letter to the resident involved in the project.

b) VanBrunt Manor Road –three storm drains needed , engineering specs and bids needed to get project started.

2) Zoning Board of Appeals—discussion on qualifications of members.

3) Planning Board—CD Rom training is available from NYCOM.

4) VanBrunt Manor Road Guide Posts—quotes have been obtained for replacement of posts. P.J. Fence- \$1260.00, Century Fence- \$845.00, Kruty Landscaping is in the process of submitting a quote.

5) Borrowing & Investing—discussion on the methods and problems of utilizing this method of earning income.

6) Singing Wood Lane – The Mayor read a letter from the resident of Singing Wood Lane & White Pine Lane re; water problem. Discussion followed.

#### NEW BUSINESS

Driver Safety Program—the Village can enroll employees in a driver safety program at a cost of \$11.00 per person.

Neighborhood Watch—after discussion the board determined that the village would pay half of the cost of Neighborhood Watch signs with the Civic Assoc. Motion by S. Matthews, seconded by C. Vitkun Aye—C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Village Signs—after discussion the board determined that they would have the sign company rehab the village entrance signs that were vandalized.

School buses—it has been noted that some drivers are not stopping for stopped school buses.

Code of ethics—a model law has been obtained from NYCOM for village use. A public hearing to replace existing law would be required. The Board determined that a public hearing for pending changes to local law should be set up. It was determined that all pending local law revisions would be presented at one hearing on the November meeting

date.

Wildlife Law—the board discussed the new reporting requirements for wildlife reporting. The clerk will send the forms to all residents. When returned the clerk will submit to the state.

Transportation Grant—the mayor distributed copies to the board.

#### PUBLIC COMMENT

None

A motion to adjourn to executive session to discuss individual performance was made by C. Castillo.

A motion to adjourn the executive session was made by S. Matthews.

After discussion a motion to replace the firm of Prokop and Prokop as Village Attorneys effective January 1, 2005 was made by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan. Nay 0.

The meeting adjourned at 9:15 P.M. on a motion by C. Vitkun

## 09/23/2004 Board of Trustees Mtg

MINUTES OF THE SEPTEMBER 23, 2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present Trustees Carol Castillo, Stephen Matthews, Christine Vitkun, absent Mayor Barbara Donovan, Trustee Sandra Nicoletti. Also present 8 residents.

Minutes of the August 12, 2004 meeting were accepted as corrected on a motion by C. Vitkun, seconded by C. Castillo, Aye- C. Castillo, S. Matthews, C. Vitkun, Nay 0.

Minutes of the August 26, 2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, C. Vitkun, Nay 0.

The Treasurers Report was read by the Clerk. (copy attached)

The Treasurers Report was accepted as read on a motion by C. Castillo, seconded by C. Vitkun Aye C. Castillo, S. Matthews, C. Vitkun Nay 0.

#### REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

PEAC—LIPA/KEYSPAN documents are still in the works. The green space verbiage is holding up finalization of the settlement.

Storm Water Phase II—report will be given when all trustees and mayor are available.

#### COMMENTS

Resident—has the drain work on Walnut Ave. been scheduled yet? Ans. The Drains Commissioner will be contacted for scheduling.

Carol Castillo—Trustee for Roads, Roadsides and Parks

Trustees Park—trees are overhanging the swing set and may need to be removed. Discussion followed on ownership. It was determined that if they needed to be removed it would cost \$450.00. A motion to spend the \$450.00 was made by C. Castillo, seconded by C. Vitkun—Aye C. Castillo, S. Matthews, C. Vitkun Nay 0.

VanBrunt Manor Road—post replacement is being looked into.

Walnut Beach—furniture was dumped in the parking lot.

COMMENTS –NONE

The Public Safety report was read by the clerk.

OLD BUSINESS

The resident at 32 Birchwood has requested an extension of two weeks to remove the tent garage. Approved by the Board.

NEW BUSINESS

The Clerk requested that the Board approve signing by the Mayor of the cleaning agreement with Big Yank Cleaning Service. A motion to approve the signing was made by C. Castillo, seconded by C. Vitkun, Aye C. Castillo, S.

Matthews, C. Vitkun, Nay 0.

The Clerk asked the Board for permission to hire Michelle Wagner to draw up the plans for renovation of Village Hall.

The Board discussed the plans and the costs. Comments—

a) Resident—no consensus of villagers on renovation plans. The two story extension was not turned down by residents. Ans. The costs were too prohibitive and villagers expressed concern over the amount of the project.

b) Resident—the foot print of the building defines the extent the building can be expanded.

c) Resident—the two story plan would have cost an additional \$100,000.00.

d) Resident—why would a chair lift be required to get to the second floor. Ans. We would be required to have it due to the Americans with Disabilities Act.

e) Resident—renovation costs should run between \$60 and \$80 per square foot.

A motion to approve hiring Michele Wagner to draw up the plans was made by C. Castillo, seconded by C. Vitkun,

Aye- C. Castillo, S. Matthews, C. Vitkun, Nay 0.

#### PUBLIC COMMENTS

Resident—too many residents are hanging up signs through out the village.

The meeting adjourned at 7:45 P.M. on a motion by C. Vitkun

# 09/09/2004 Board of Trustees Mtg

MINUTES OF THE SEPTEMBER 9, 2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present 6 residents.

## OTHER BUSINESS

C. Castillo stated that the street signs had been installed by Sal Signs.

The Clerk advised the Board that notices had been sent to both the Planning Board and the Zoning Board of Appeals chairs regarding the upcoming seminar.

J. Lane reported that several barrier posts along Van Brunt Manor Road at the Van Brunt Manor beach were broken. Discussion followed on replacement.

The Board discussed the possibility of hiring a handy man for jobs like the replacement of the posts etc.

The clerk was directed to contact H. Berry regarding the return of the auger & bits.

The Board discussed the need for replacing Local Law 1 of 2000 Indemnification of Public Officials with a new law modeled after the NYCOM version to better protect Public Officials.

The Board discussed methods of obtaining grants and the newly formed grants committee.

A resident has reported a sinkhole on Tinker Bluff Court. The Clerk was asked to contact SCWA to investigate.

The Board discussed the runoff problem at 14 Walnut Ave.

The Board discussed the duck hunter problem and the reluctance of D.E.C. to promote our Local Law regarding

shooting in the village limits.

## PUBLIC COMMENTS

Resident—Public Safety Officers should leave their vehicles and do a foot patrol of the beaches on every shift.

Resident—the Harbormaster has not been available for some weeks due to illness.

Resident—what does the village do about work being done without building permits? Ans. The Public Safety Officers are instructed to look for permit cards while on patrol. If they come upon work being performed without a permit they instruct the resident to apply for a permit.

Resident—the village has the opportunity to get the MBIA Class statement via E-Mail.

Resident—the local paper has a notice of a meeting of the board on Sept. 13, what is this about? Ans. The Board must meet in an open session, however this meeting will not allow public participation. It is vital that the board reviews what needs to be done to renovate Village Hall. When the board has all the facts in their possession they can discuss them in an open forum.

Resident—The Town of Brookhaven has set standards for their Planning Board members, do those standards apply to Poquott? Ans. No, Poquott can set its own standards.

The meeting was adjourned at 8:10 P.M. on a motion by S. Matthews

## 08/26/2004 Board of Trustees Mtg

MINUTES OF THE AUGUST 26, 2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Christine Vitkun, absent Trustee Sandra Nicoletti. Also present Village Attorney and 14 residents.

Minutes of July 6, 2004 were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

Minutes of July 8, 2004 were accepted as corrected on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

Minutes of July 22, 2004 were accepted as corrected on a motion by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

The Treasurers report (copy attached) was approved as read on a motion by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, C. Vitkun, B. Donovan, Nay 0.

### REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

PEAC—no word yet on the appeal—discussion continues with LIPA.

DRAINS-(a) Mayor Donovan, Drains Commissioner R. Parrish and Deputy Roads Commissioner J. Evans met to review the 2 Harrison Avenue problem.(b) A review of Walnut Avenue was conducted as well—some sort of berm/tip-up curbing appears to be required to direct water flow. Drains for Walnut Avenue would need approx. 50M to eliminate flow to harbor for Storm Water Phase II. (c) There is a sinkhole on Tinker Bluff Court apparently created by

a SCWA project. (d) Singing Wood Lane drain problem apparently corrected by directional berms.

HARBOR & MOORINGS— J. Lane gave a report (copy attached).

STORM WATER PHASE II—the possibility of grant funds is still undetermined.

#### COMMENTS

Resident—Accumulated leaves etc; have narrowed the paved roadway. Can the village remove the accumulated leaves etc. to reveal the paved edge of the roadways? Ans. This will be looked into.

Resident—Puddle on Washington Street is smaller than years ago.

Resident—Area in question is dry now.

Resident—Disputes that they created the problem with installation of sprinkler system.

Carol Castillo—Trustee for Roads, Roadsides and Parks

ROADSIDES—Tree trimming to be done on roads.

CALIFORNIA PARK— The trestle table now on the beach is utilized by residents. There is a problem with people walking dogs in the park without the means to clean up after the pet. Discussion followed.

#### COMMENTS

Resident—Trestle table was moved to the beach area at the request of a resident.

Resident—Dogs are not allowed on the beach! Ans. Dogs are allowed in the parks but not on the beaches.

Resident—The wooden posts along Van Brunt Manor Beach are broken.

Resident—Vandalism has occurred recently at Van Brunt Manor Beach.

Resident—The correct term is guide post not guard post.

Resident—Graffiti has appeared on the lawn furniture on Van Brunt Manor Beach. The area needs to be patrolled on foot.

Sandra Nicoletti—Trustee for Public Safety & Van Brunt Manor Beach ( as reported by Mayor Donovan)

PUBLIC SAFETY—Staff meeting held on 8/25/04—Cell phone is unable to receive in certain areas. The cell phone requires an external antenna and a booster. The clerk was asked to purchase two raincoats for the officers to have in the vehicles.

EMERGENCY PREPAREDNESS—K. Sundberg will try to get radios from FEMA.

PARKING AND PARTY PERMITS—A parking & party permit request for Walnut Beach Sept. 4 th was approved by the Board .

COMMENTS

Resident—The Public Safety officers need to patrol Van Brunt Manor area more.

Christine Vitkun – Trustee for Finance, Village Hall & Waste Management

WEB SITE—calendar updated. The village address will be added to the web site.

GRANTS—A committee has been formed to obtain grant information.

COMMENTS-- NONE

PLANNING BOARD— No report.

ZONING BOARD OF APPEALS—No meeting date set.

PERMITS—One pending.

NEW BUSINESS

Handy Man—discussion on hiring individual and ramifications.

Minutes of August 26, 2004 continued

CORRESPONDENCE

Neighborhood Watch—survey form.

ZBA –Hardship qualifications.

Local Law—Indemnification of Public Employees.

ATV Law—last version to be reviewed for next meeting.

NYCOM Bulletin—several articles of interest to trustees.

PUBLIC COMMENTS—NONE

The meeting was adjourned at 9:05 P.M. on a motion by C. Vitkun.

## 08/12/2004 Board of Trustees Mtg

MINUTES OF THE AUGUST 12, 2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES AT VILLAGE HALL  
AT 7:00 P.M.

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present 7 residents.

The Mayor read the update submitted by the Village Attorney;

Auto loan--After discussion on the inability of the village to borrow on an installment basis and the alternates of BAN/TAN, the board determined that the Village should pay off the bank in full.

ZBA—discussion on the recent ZBA hearing and problem.

ATV Law—The Board will review the 7/22 version prepared by the Village Attorney

LIPA—discussion on the appeal.

The Clerk asked for a motion to have the Mayor sign the two Town of Brookhaven Highway Dept. contracts. A motion to approve the Mayor's signing was made by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun. Nay 0.

The Clerk asked the Board to establish the meeting dates for November and December for the Web site posting. A motion to have the November meeting on 11/18/2004 and the December meeting on 12/16/2004 was made by S. Matthews, seconded by C. Vitkun, aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The Mayor informed the board that any meeting of the board is public and must be advertised, therefore she wished to schedule a special meeting of the board on September 13 ,2004 at 7:00 P.M. so the board could discuss the future renovation and utilization of Village Hall. The meeting will be open to the public, but will not be open to comments from the residents.

## OLD BUSINESS

Illegal Apts.—discussion.

Signs—C. Castillo updated the board on the status of missing signs.

Drains—A meeting of all participants in the Washington Street drain project should be scheduled.

Bluff Face Complaint—DEC has responded and both homeowners have been warned. The Board requested the clerk to obtain any written report that may exist.

## CORRESPONDENCE

Peter Sverd resume for attorney position.

Workmens Comp. Information.

A bill from a resident for replacement of curbing in front of his residence was reviewed and approved on a motion by S. Matthews, seconded by S. Nicoletti, Aye, C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

NYCOM fall training session.

Neighborhood Watch seminars.

## COMMENTS

Resident—the slab is still in place on Cedar Street. Ans. Resident has promised to remove the slab when landscaping is done. Not done yet clerk asked to send a letter to resident.

Resident—the corner monument that was in place on the corner of her property has disappeared.

A motion to adjourn to executive session to discuss a personnel matter was made by S. Matthews.

A motion to adjourn the executive session was made by C. Vitkun.

The meeting was adjourned at 9:10 P.M. on a motion by C. Vitkun

## 07/22/2004 Board of Trustees Mtg

MINUTES OF THE JULY 22, 2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT 7:00 P.M. AT VILLAGE HALL

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Attorney Joseph Prokop and 11 residents.

PUBLIC HEARING LOCAL LAW REGARDING REGULATION OF ATV'S & PERSONAL VEHICLES

C. Castillo stated that the revised local law was not distributed in time to be reviewed, therefore she requested that the hearing be adjourned. A motion to adjourn was presented by S. Nicoletti, seconded by S. Matthews.

#### REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti. C. Vitkun also present Attorney Joseph Prokop and 11 residents.

The minutes of the June 10, 2004 meeting were accepted as corrected on a motion by S. Matthews, seconded by C. Vitkun aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The minutes of the June 24, 2004 meeting were accepted as corrected on a motion by S. Matthews, seconded by S. Nicoletti Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan Nay 0.

The Treasurers report was presented by the Clerk (see attached)

The report was accepted as read on a motion by S. Matthews, seconded by C. Castillo Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### REPORTS OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shorelines

PEAC—Three committee persons met with LIPA/Keyspan to reinstate discussion re; green space, monitoring etc.

The discussion appeared to go well with more forthcoming from LIPA/Keyspan soon.

DRAINS— Washington Street problem—S/B discussed with R. Parrish.

## COMMENTS

Resident—monitoring feed through computers is instant info.

Resident—although the 5 MPH speed limit was passed boaters are still doing in excess of 5 MPH.

Resident—what happened to the condemnation of the green space? Ans. Too costly to pursue.

Carol Castillo—Trustee for Roads, Roadsides and Parks

Parks—landscaper has initiated the summer cleanup of all parks.

California Park—trash cans have been repaired.

Roadsides—fence along Shore Road has been moved.

Roads—CHIPS funds have been received. After discussion on road striping and stop lines the clerk was asked to contact the town for assistance.

## COMMENTS

Resident—a guard informed the resident that he had been told to keep a eye on the resident. Ans. The guard was questioned by the Mayor and the information as given was verified and the guard instructed to disregard those instructions.

Resident—there is a puddle on the east side of Washington Street that never goes down. Ans. SCWA will be called to investigate.

Resident—the east side of Washington Street should be reseeded.

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Manor Beach

Public Safety—new officers hired for day shifts. Now daytime coverage will be seven days a week. The new car will be put into service July 28 th.

Parking and Party permits—new permit stickers are needed as tinted windows make current stickers difficult to see. Experiment with Town of Brookhaven type single use permit cards will be done to see if it works.

## COMMENTS

Resident—one boat was broken into twice and a dinghy was stolen, but later recovered.

Resident—what about the law suit filed against Patchogue and old Field? Ans. Suit filed for moving violations. Poquott only tickets Village law.

Christine Vitkun—Trustee for Finance, Village Hall, Waste Management

Website—second quarter minutes have been posted as well as the board calendar.

Grants—Quinlan Publishing was checked out. They offer no guarantees.

Waste Management—porta-lav logs are still not being signed.

COMMENTS—none

#### PLANNING BOARD

The Clerk read a report submitted by the Planning Board Chair. The Mayor indicated that S. DeVito had resigned effective 7/29/04. She placed the name of alternate board member G. Nichols for a replacement to fill the balance of term ( 2005) approved by the board on a motion by C. Vitkun, seconded by C. Castillo.

Minutes of July 22, 2004 continued

#### Comment

1) resident- stated that when they walked the beach there was a stake at the high water mark on what appeared to be 9 Tinker Bluff Court. Ans. Application for dock was submitted and rejected for more info.

#### ZONING BOARD OF APPEALS

Next meeting scheduled for 8/4/04

M. Bone has resigned her position on the board. The Mayor placed the name of Ken Sundberg for a replacement to complete the term. A motion to name K. Sundberg to the ZBA was made by C. Vitkun, seconded by C. Castillo. Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, Nay 0.

#### OLD BUSINESS

D.E.C. – question on foot path up bluff. Clerk asked to contact D.E.C. for an update.

Illegal Apts. –discussion still ongoing.

Accessory buildings—property owners have been advised to comply with zoning code.

#### NEW BUSINESS

Resident requested that the Board review the steps for a homeowners assoc. to establish a seasonal dock at the foot of Washington Street.

The Clerk advised that the Town of Brookhaven is requesting signatures on renewal agreement for snow removal and general repairs.

#### CORRESPONDENCE

NYCOM employee recognition awards program.

## COMMENTS

Resident—Re; multiple party permits for one street. One applicant got a valet service and all went smoothly.

A motion to adjourn the meeting at 8:45 P.M. was made by C. Castillo.

## 07/08/2004 Board of Trustees Mtg

JULY 8,2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present—Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Village Attorney Joseph Prokop and 13 residents.

### PUBLIC HEARING—LOCAL LAW REGULATING ATV'S & PERSONAL VEHICLES

The Board of Trustees reviewed the Local Law regulating ATV's and commented. The hearing was opened to comments from the floor;

Resident—what about golf carts and wheelchairs? Ans. Excluded as equipment utilized by handicapped persons.

Resident—what about his antique tractor? Ans. Excluded by weight over 800 pounds.

Resident—an ATV could be considered a farm vehicle. Ans. The Village could issue permits in special cases.

Resident—Golf Carts and wheelchairs by state law are not allowed on roads. Ans. Possibly could get special permit.

Resident—if the village issues a permit they are exceeding state laws.

Resident—how does the village enforce impoundment? Ans. Public Safety would enforce.

Resident—ATV's and scooters can be licensed.

Resident—operators would need to be licensed.

A motion to adjourn the public hearing until the July 22,2004 meeting of the board was made by S. Matthews, seconded by C. Castillo.

The Mayor requested that the Board approve the appointment of Henry Brown to the Zoning Board of Appeals for a five year term. Approved on a motion by S. Matthews, seconded by C. Castillo, Aye, C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, Nay 0.

#### OLD BUSINESS

C. Castillo stated that she had ordered the new street sign for The Overlook & Indian Valley Road.

H.Ryon stated that he had obtained two prices for removal of the fence on Shore Road. Olivers quoted \$550.00 and Kruty quoted \$500.00. The Board agreed to accept the Kruty quote of \$500.00 to remove & relocate the fencing along Shore Road. Motion by C.Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

California Park parking lot—will be discussed later.

New radios for Public Safety vehicles? Inquiries to SCPD came back negative, they do not provide radios to villages. A possibility of funding may be FEMA as an emergency issue for grant funding. This will be looked into by Mayor Donovan.

Fax machine—the clerk will order a new fax from Staples.

Porta-lavs—The Porta-lavs have hand sanitizer dispensers but no sanitizer is in the dispensers. Also the servicing of the Porta-Lavs is not being recorded on the log cards inside the units.

Party Permit—there was a problem with the last resident usage of California Park for function. After discussion the clerk was directed to write a letter to the resident regarding the problems.

Illegal Apts.—the board decided to discuss at a future work session methods to control illegal rentals.

#### NEW BUSINESS

A non-resident use of a village park was reviewed and turned down. A resident stated they would invite the requestor to their property.

Umbrella Insurance- after discussion the board determined that the umbrella should be raised to 2mm. Motion to purchase an additional 1mm was made by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Breast Cancer Seminar attended by C. Vitkun—brochures handed out.

New vehicle—will be ready for in service training session 7/28/04

#### CORRESPONDENCE

Quinlan Publishing – Grant Hotline magazine

Sensible Solutions L.I. Sound.

## PUBLIC COMMENTS

Resident—much rubbish alongside our roads.

Resident—the beach guards require keys for the tool box. Homeowners are putting out trash before pickup days.

Resident—it would appear that a pathway has been created from a house on the bluff on Tinker Bluff Court to the beach. This is in violation of D.E.C. regulations. Residents are not affixing stickers to car windows as required in local law.

The meeting adjourned at 8:45 P.M. on a motion by S. Matthews.

## 07/06/2004 Board of Trustees Mtg

JULY 6, 2004 ORGANIZATION MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present, Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Attorney Joseph Prokop and 10 residents.

The Clerk swore in Mayor Donovan and Trustees Sandra Nicoletti & Christine Vitkun.

The Mayor requested board approval for the following appointments;

Deputy Mayor- Stephen Matthews

Village Clerk—Joseph Newfield

Deputy Clerk—Jean Menninger

Village Treasurer— John Lane

Vital Statistics—Vivian Aronson

Planning Board— Carol Lane—Chair

Information Officer—Kathleen Matthews

Village Prosecutor—Joseph Prokop

Building Inspector—Sal Alessi

Zoning Board of Appeals—Rob Clark—Chair

The appointments were approved on a motion by S. Nicoletti, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun. Nay 0.

The Mayor assigned the following Trustee responsibilities;

S. Matthews—Environment & Shorelines

C. Castillo—Roads, California, Trustees and Walnut Parks

S. Nicoletti—Public Safety, Van Brunt Manor Road Beach.

C. Vitkun—Finance, Village Hall, Grants, Website.

The Mayor made the following Commissioner appointments;

Environment & Drains—Richard Parrish

Waste Management—Linda Newfield

Harbor & Moorings— John Lane

L.I. Sound Waterborne Transportation Plan—Hank & Theora Ryon

Roadsides—Hank Ryon

Roads—Lois Mitchell

Emergency Preparedness—Ken Sundburg

California Park—Bob McCambridge

Trustee's Park—Bob Andersen

Walnut Beach—John Richardson

Special Parking Permits—Josie McCambridge

Van Brunt Manor Beach – John Lane & Sam Aronson

Village Hall—Rosemary Butcher

Media Design—Peggy Thaw

RESOLUTIONS

BONDING--- RESOLVED by the Board of Trustees of the Village of Poquott that the cost of the bonding required of certain Village officers in conjunction with the discharge of their duties as a Village officer is a Village expense, and such charge shall be charged to and paid by the Incorporated Village of Poquott.

OPEN MEETING—RESOLVED that the regular meeting of the Board of Trustees of the Incorporated Village of Poquott shall be the Fourth Thursday of each month at 7:00 P.M. at Village Hall, unless a vote of the Board with proper public notice is otherwise made or given, and that in the event that the Fourth Thursday of the month is a legal holiday, then the meeting for that month shall be on the following Thursday, except for the months of November and December, 2004 the regular meeting shall be held on the Second Thursday of those months, and it is further; Resolved that the Board of Trustees shall hold business sessions on the Second Thursday of each month, and it is further; Resolved that the Board of Trustees hereby adopts the notice requirements of the Public Officers Law as the official procedure of the board, and directs the Village Clerk, unless otherwise directed or required, to provide at least seventy-two hours notice to and in the media of every not regularly scheduled meeting of the Board.

VILLAGE NEWSPAPER—RESOLVED that the official newspaper of the Incorporated Village of Poquott shall be the Times Herald Beacon, of Setauket, New York.

ORGANIZATION MEETING—RESOLVED that the 2005 Organizational Meeting of the Village of Poquott shall be held on July 5,2005 at 7:00 P.M.

OFFICIAL PROCEDURE—RESOLVED that the Roberts Rules of Order are hereby adopted as the rules of procedure for the Board of Trustees to the extent that they are not inconsistent with New York State Law.

PETTY CASH—RESOLVED that the Board of Trustees hereby authorizes a Petty Cash Box to be maintained by the Village Clerk for the purpose of making change for village residents in the normal course of village business, such Petty Cash Box shall be not more then \$100.00 at all times in small bills to accommodate resident needs.

E-MAIL--- RESOLVED that open meetings law does not preclude conferring by E-Mail;

A) Communications resulting in a collective decision such as a vote are inconsistent with

law. The public is entitled by law to be present during all negotiations.

B) E-Mail may be used to request meetings, agenda items, date and time changes, to notify of inability to attend a meeting.

C) E-Mail must be preserved in hard copy form and filed with the Village Clerk at the next public meeting according to F.O.I.L. Laws.

VILLAGE OFFICES—RESOLVED that the Board of Trustees authorizes the expenditure of funds for the operation of the Village Hall. Expenses for the Village Hall shall be appropriated as part of the annual budget.

CONSULTANTS—RESOLVED that it is not cost effective to permit all public officers access to consultants who advise us on a fee for service basis. The Board shall designate the person(s) to provide approval for the year 2004-2005.

LOBSTER TRAPS—RESOLVED that a lobster trap or its lines and buoys shall be set within the Poquott Village mooring area as designated by the Harbor Complex Law 1-2001.

SURFACE USE—RESOLVED that no vessel shall use the surface waters of the Village of Poquott lying within the areas designated for the mooring of boats in the Harbor Complex Law 1-2001, to set, retrieve or service in any fashion any lobster trap or pot, or any lines or buoys attached thereto or proceeding therefrom.

SWIMMING—RESOLVED that swimming at Village beaches is prohibited.

ATTENDANCE AT SCHOOLS AND CONFERENCES—RESOLVED that the officers and employees of the Village of Poquott may after prior approval by the Board of Trustees attend conferences and seminars of public employees and officials for the purpose of education and training and other related purposes, be reimbursed for part or all of their reasonable expenses incurred which shall be intended to be limited to the per diem amount established by the State of New York provided that their attendance and expenses were approved by the Board of Trustees in advance of

their attendance at the conference or seminar.

SPECIAL MEETINGS—RESOLVED that in the event of a special meeting being called by the Mayor, every member of the Board of Trustees shall be informed by telephone by either the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting, and unless the meeting is called to respond to an emergency concerning the safety and welfare of the Village, notice of the meeting shall be given to the Trustees and Newsday and posted on the Village notice boards at least 72 hours in advance of the meeting, and otherwise as in conformance with the Public Officers Law, and the other laws of the State of New York.

BOARD OF TRUSTEES AGENDA—RESOLVED that matters presented to the Mayor without 48 hours prior written notice may, at the discretion of the board, be placed on the next meetings agenda without discussion.

MINUTES—RESOLVED that the minutes at a board meeting shall consist of a record of motions, proposals, resolutions, action taken and the vote of each member. Minutes shall be amended only pursuant to action taken by a majority vote of the total membership and such alteration must accurately reflect what transpired at a meeting. Statements, questions and requests from residents shall be listed under a group title called “resident comments” with the format being “a resident stated, asked, requested”. Names will not be included.

GATHERINGS ON VILLAGE PROPERTY – RESOLVED that the Board of Trustees does hereby determine that accessibility to beach and park areas are open to all villagers individually and to all villagers with non resident guests numbering more than 10 and that villagers wishing to make use of these areas for picnicking, gathering, meeting they are hereby required to seek a permit for each event or activity including guests numbering more than 10. They are also required to secure and produce for review before the date of the event evidence of personal insurance protecting themselves, their guests and Poquott Village property from harm or injury or damage. They are also required to deposit with the Village Clerk a cash deposit of \$150.00 for cleanup and/or repair that will be refunded within 7 work days if the Park Commissioner determines that no cleanup or restoration of the area needs to be done by the Village of Poquott as a result of the gathering. It is also required that permittees and guests abide by all Village Laws including but not exclusive to noise level, vehicle speed and parking, and public nuisance.

ELECTION OFFICER—RESOLVED that the Board of Trustees authorizes the Village Clerk as Elections Officer to appoint the Board of Inspectors including alternates, if required. The Board of Trustees authorizes compensation of

\$7.00 per hour for four positions; that sum covers services performed for Election Day.

EMERGENCY AND SPECIAL PERMIT PARKING—RESOLVED by the Board of Trustees that in the event the Mayor declares an emergency, parking on village streets and in village parks shall be permitted, as directed by the Board of Trustees. Any vehicle obstructing the plowing of or clearing of streets, as determined by the appropriate commissioner, shall be removed and brought to California Park at the owner's expense. It is also resolved that the Public Safety Commissioner is authorized to grant permission to residents for parking of cars on village streets, or in village parks, for special occasions provided a request has been made one week prior to the event. The Public Safety Commissioner shall determine the location of parked cars and allow only one side of the street to be used.

VILLAGE JUSTICE COURT—RESOLVED that the residency requirement for Village Justice Court Clerk be extended to anywhere in the county pursuant to municipal home rules authority and Village Law 3-300 (2)(a).

OFFICIAL BANKS AND DEPOSITORIES—RESOLVED that the official bank and depositories for the Incorporated Village of Poquott are as follows;

HSBC BANK USA

MBIA CLASS

Subject to the review of appropriate documentation of each bank by the Village Attorney and

Treasurer.

DESIGNATING VILLAGE AUDITORS—RESOLVED that R.S.Abrams & Co., LLP are

hereby appointed as Village Auditors of the Village of Poquott.

MILEAGE ALLOWANCE—RESOLVED THAT THE Village of Poquott will reimburse the

Officers and employees for the reasonable cost of the use of their personal vehicles for village purposes on the submission of a written request and documentation of same, and that the rate of reimbursement shall be the posted rate as set by the Internal Revenue Service at the time of use.

PUBLIC COMMENT—RESOLVED that a Public Comment time will be designated on each

regular meeting agenda.

INVESTMENT—WHEREAS the Mayor and the Board of Trustees of the Incorporated Village

of Poquott are required to adopt or formulate certain policy and procedures regarding the investment and deposit of village funds, and the management of that money.

RESOLVED that the investment policy of the Village of Poquott as currently in effect is adopted as the investment policy of the Village, and the Village Attorney and the Village Treasurer are directed to review that investment policy to make a recommendation with respect to modifications necessary thereto, if any, in order that the investment policy of the Village of Poquott may conform with the model investment policy of the Office of the State Comptroller.

PROCUREMENT—WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Poquott are required to adopt and formulate certain policy and procedures regarding procurements by the Village.

RESOLVED that the procurement policy of the Village of Poquott as currently in effect is adopted as the procurement policy of the Village, and that the Village Attorney and Village Treasurer are hereby directed to review that procurement policy to make a recommendation with respect to modifications necessary thereto, if any, in order that the procurement policy of the Village of Poquott may conform with the model procurement policy of the Office of the State Comptroller.

CLAIMS PRIOR TO AUDIT—WHEREAS the Mayor and the Board of Trustees of the Incorporated Village of Poquott have determined that it may be necessary and in the best interest of the Village to make payment of certain claims regarding utilities, payroll, charge cards, postage, freight and express prior to audit by the Board of Trustees, it is therefore;

RESOLVED that the Village Treasurer is hereby authorized to make payment prior to audit by the Board of Trustees of public utility services, payroll and payroll taxes, charge cards, postage, freight and express charges, and it is further;

RESOLVED that the Village Treasurer is authorized to make payment, after audit and signature of a majority of the Board of Trustees, all claims supported by voucher approved by the Board of Trustees at a meeting of the Board of Trustees by the next business day of the Village, and it is further;

RESOLVED that in the event that a claim is paid prior to audit by the Board of Trustees pursuant to this resolution, the claimant and the officer approving or incurring same shall be jointly and severally liable for any amount disallowed by the Board of Trustees in the subsequent audit of the claim.

STEVE'S PATH—RESOLVED that the Board of Trustees of the Village of Poquott hereby declares that in order to

preserve the safety and well being of residents, that the area known as Steve's Path on Tinker Bluff Court to be closed to all pedestrian traffic from December 1 to March 31 each year; such closure will be posted and any resident violating this closure will do so at their own risk.

All 28 resolutions are adopted by the Board of Trustees as per a motion by S. Matthews, seconded by C. Vitkun, Aye- C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The Mayor asked for authority to hire the following firms for the village;

Prokop & Prokop – Legal services for the Village of Poquott

Nelson, Pope & Voorhis, LLP as Engineers for the Village of Poquott.

Small Business Management Solutions as bookkeeping services for the Village of Poquott.

A motion to approve all three hires was made by C. Castillo, seconded by S. Nicoletti, Aye- C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, Nay 0.

#### PUBLIC COMMENTS

Resident—the Mayor should include the garbage regulations in the newsletter being prepared.

Resident—requests for on street parking for two parties on the same street with approx. 60 cars each, what should be the response. Ans. The requestors should be asked to reduce the number of cars by having guests carpool.

A motion to adjourn the meeting at 8:00 P.M. was made by C. Vitkun.

# 06/24/2004 Board of Trustees Mtg

MINUTES OF THE JUNE 24,2004 GENERAL MEETING OF THE BOARD OF TRUSTEES HELD AT VILLAGE HALL  
AT 7:00 P.M.

Present; Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Village Attorney Joseph Prokop and 8 residents.

Minutes of the May 13, 2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Minutes of the May 27, 2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

## REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shorelines

- 1) P.E.A.C. – The LIPA appeal was argued by the Village Attorney. Discussion followed on settlement issues.
- 2) DRAINS—A letter was read into the minutes re; the Singingwood Lane/White Pine Lane drainage problem.
- 3) HARBOR & MOORING—The clerk read a report submitted by J. Lane.
- 4) L.I. SOUND WATERBORNE—Tribal rights for several Conn. Indian tribes were denied making the possibility of a Conn. casino moot.
- 5) WASTE MANAGEMENT—Port-A-Lav Co.was called re; cleaning.

## COMMENTS

- 1) Breast cancer hearing taking place at W.M. High School.
- 2) North Shore Heritage scheduled a meeting.

Carol Castillo- Trustee for Roads, Roadsides, & Parks

- 1) ROADS & ROADSIDES—Report By Lois Mitchell—Paving completed June 11, CHIPS reimbursement being applied for by the village. Discussion on Walnut Street problems. Restriping of newly paved roads discussed.
- 2) SIGNS—The street sign for The Overlook is missing.
- 3) CALIFORNIA PARK—Discussion on removal of the posts and restriping, more bids required.
- 4) WALNUT PARK—New picnic table installed. Sand replenishment is requested by residents, will be reviewed.

## COMMENTS

- 1) Cement slab on Cedar Ave.—will be removed once new driveway is completed.
- 2) Washington Street—regrading and backfill quote obtained (\$5500.00) discussion on alternatives.

- 3) Shore Road fence removal – more quotes are required.
- 4) Trustees Park—one pole light is out.

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Beach

- 1) PUBLIC SAFETY—Two new officers have been hired for day shifts. A complaint was received via E-Mail , however the complainant cannot be contacted. The new vehicle is being striped and lettered, the GEM will also be lettered for visibility. The board discussed purchase of raincoats to be placed in the cars, authority to purchase was granted on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan , Nay 0.

#### COMMENTS

- 1) Discussion on multiple vehicle citation—a 30 day extension to remove vehicles was granted by the court after which fines will be imposed.
- 2) Resident—a scooter narrowly missed his vehicle, village should look into regulations.

Christine Vitkun—Trustee for Finance & Village Hall

- 1) COMPUTERS/WEBSITE—First Quarter minutes posted on website. The new meeting calendar will be posted after the organization meeting.
- 2) VILLAGE HALL—current building needs to be rewired to bring up to code.

COMMENTS—none

The Treasurers report ( see attached) was accepted as read on a motion by S. Matthews, seconded by S. Nicoletti , Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### PLANNING BOARD

The board is still working on the revision of fees.

#### ZONING BOARD OF APPEALS

Discussion on variance signs.

#### OTHER BUSINESS

- 1) Resident use of California Park 7/3/2004—the clerk read a request from Michael Wuertz to use California Park for a family function. Approved by the Board.
- 2) Resident use of Walnut Park—the clerk read a request from Ted Masters to use Walnut Park for his son's birthday party. Approved by the Board.
- 3) Resident stated that waste being put out by another resident appears to be commercial in nature not residential.
- 4) The ATV law has been redrafted and the public hearing will be held on July 8,2004.

## PUBLIC COMMENTS

1) Resident—use of village facilities by non- resident property owners should not be allowed. The N.Y.State definition of resident states the person residing in the house is considered the resident. Owners who rent out their property collect taxes and garbage fees as part of their rent payments. Those owners should be prohibited from using the facilities of the village that are being paid for by the tenant. If a property owner rents out the home they should pay an additional fee to use village facilities. After discussion C. Castillo and C. Vitkun indicated that they would review the situation and report back to the board.

The meeting adjourned at 9:15 P.M. on a motion by S. Matthews

## 06/10/2004 Board of Trustees Mtg

MINUTES OF THE JUNE 10,2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun , Village Attorney Joseph Prokop and 6 residents.

PUBLIC HEARING – REGULATION OF ATV 'S IN THE VILLAGE OF POQUOTT.

Hearing adjourned until July 8,2004 on a motion by C. Castillo, seconded by S. Matthews.

## OTHER BUSINESS

- 1) Replenishment of sand at California Beach—three bids received as well as samples of sand for D.E.C testing. Lowest bidder with correct sand content was J. Troffa Excavating. Bid awarded to J. Troffa Excavating.
- 2) Cement slab on Cedar Ave.--- after discussion with owner it was determined that the slab would be removed.
- 3) H. Ryon stated that he had gotten one price over \$500 to remove post and rail sections on Shore Road. More bids needed based on pricing and village regulations.
- 4) The new Public Safety vehicle is being lettered and striped. The vehicle will be wired for the radio and telephone equipment. The installer noted that the S.C.P.D. should supply new radios to the village. This will be pursued.
- 5) Messages for the Court Clerk are not being responded to by the Court Clerk. Possibly a new answering machine with mail boxes would solve that problem.

#### NEW BUSINESS

- 1) Washington Street—regrade roadside and reseed quotes need to be obtained before the work can be done.
- 2) Walnut Beach—cleanup by village required, clerk to research for prior cleanup voucher.
- 3) The board was asked to review the salaries paid for court personnel. After discussion the board determined that each position would be increased by \$50.00 per month. A motion to increase salaries was made by S. Matthews, seconded by C. Castillo, Aye—C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan. Nay 0. Effective with the June 23rd court date.
- 4) After discussion on an increase for supervisory personnel in Public Safety it was determined that the supervisor would receive an increase of \$.50 per hour effective for the next pay period.
- 5) Village Attorney recapped the oral argument before the Appeals Court. He will place the notice for the Org. Meeting as well as the notice for the ATV :law.

#### PUBLIC COMMENTS

- 1) Resident—the removal of the “no” signs was brought up at the meet the candidates night. Resident is against removal of the signs.
- 2) Resident—agrees that the signs are necessary.
- 3) Resident—questioned road paving and use of streets while paving is going on. Ans. Only one side of the road will be closed at a time. Paving should only take about a half day to complete.

The meeting adjourned at 8:20 P.M. on a motion by S. Nicoletti

## 05/27/2004 Board of Trustees Mtg.

MINUTES OF THE PUBLIC HEARINGS OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD ON MAY 27,2004 AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Attorney Joseph Prokop, Village Engineer Chick Voorhis and 15 residents.

Hearing #1

The continuation of the hearing adjourned on May 13,2004 Local Law # 1 Of 2001 amendment with regard to speed

limits in the Port Jefferson Harbor complex.

The redrafted law was read to the audience.

#### Comments

- 1) Resident—the original question of why the law reads MPH instead of knots. Ans. All versions of the law to be enacted read MPH. It was pointed out that most boats have speedometers that read MPH not knots.
- 2) Resident—who will be responsible to enforce the speed limits? Ans. S.C.P.D. and the Harbor Master.
- 3) Resident—have other villages and town laws been enacted? Ans. Old Field and Brookhaven both have public hearings scheduled as does Port Jefferson.
- 4) Resident—the enforcement will be expanded via new hires by the town for the Harbor Masters office.

The hearing was closed on a motion by C. Castillo, seconded by S. Matthews,

#### Hearing #2

A review of the Storm Water Phase II first year report was done.

#### Comment

- 1) Resident—the top paragraph Page 4 has a typo.
- 2) Resident—on VanBrunt Manor Road water crosses over into Shore Road.
- 3) Resident—if the project is to run for 5 years and runs over, are there any penalties? Ans. No
- 4) Resident—does the project have any kind of budget yet? Ans. Budgeting is still a ways off.
- 5) Resident—any funding available for this project? Ans. Mandated funding may be available later.
- 6) Resident—re; illicit detection—who will monitor for swimming pool discharge? Ans. Public Safety.
- 7) Resident—flexible planning is great is there any limitation? Ans. None
- 8) Resident—is this the whole form to be filed? Ans. No, a narrative will be added after this hearing.
- 9) Resident—with the new building permit process the village should stress porous surfaces instead of paved driveways.
- 10) Resident—seeing as how the town of Brookhaven regulates VanBrunt Manor Road will they assume any runoff problems relating to the road. Ans. Probably.
- 11) Resident—public education session was excellent, another session for villagers should be scheduled a.s.a.p.

The hearing was closed on a motion by S. Matthews

#### MINUTES OF THE GENERAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Village Attorney Joseph Prokop and 15 residents.

The minutes of the April 8,2004 meeting were approved as corrected on a motion by C. Vitkun, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0 .

The minutes of the April 22,2004 meeting were accepted as corrected on a motion by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### REPORTS OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

- 1) PEAC—the committee met two weeks ago. The conference has been scheduled for La Guardia Community College. The committee is trying to set up a meeting with LIPA brass.
- 2) DRAINS—directional berms will be installed to try to correct the Singingwood Lane at White Pine Lane drainage problem.
- 3) HARBOR & MOORINGS—J. Lane reported that he checked all boats moored in Setauket for mooring stickers and reported all non-stickered boats to the Harbor Master.

COMMENTS-----none

Carol Castillo—Trustee for Roads, Roadsides and Parks

- 1) WALNUT PARK AND BEACH—J. Richardson reported the earth day cleanup was very good .There is an erosion problem.
- 2) ROADSIDES—H.Ryon reported that the Phragmites combined with the fencing along Shore Road are pushing pedestrians onto the roadway. Could the village remove part of the fencing? Ans. Will be reviewed.
- 3) CALIFORNIA PARK—the price to paint the park benches tables and play equipment is \$750.00. The lowest exceptable sand replenishment bid is \$5790.00.
- 4) ROADS—L. Mitchell reported that Rosemar Construction will pave soon

#### MINUTES OF MAY 27,2004 CONTINUED

COMMENTS

- 1) Resident—sand from Walnut Beach is moving northward.
- 2) Resident—Phragmite cutting is a waste of money. The fence should not be moved.
- 3) Resident—removal of several sections of fence should be done.
- 4) Resident—the young lady representing Habitat for Humanity, can we use them? Ans. We will follow up.
- 5) Resident—the faucet at the gazebo in Mayors Park has been turned off. Ans. Check with the park commissioner.

Sandra Nicoletti—Trustee for Public Safety, VanBrunt Manor Beach

- 1) PUBLIC SAFETY—motorized scooters and ATV's are becoming a problem. The Town of Brookhaven has a law

that covers their operation. We should look into it.

2) VANBRUNT MANOR BEACH—J. Lane reported vandalism.

COMMENTS----none

Christine Vitkun—Trustee for Finance, Village Hall, Waste Management

1) WEBSITE—1st quarter minutes posted, a Town of Brookhaven link has been added. Self input by the village requires an access code.

2) WASTE—the clerk should be notified by Public Safety officers of any large items on roadsides.

COMMENTS---none

The Treasurer's report was accepted as read on a motion by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The Treasurer was requested to sign audit confirmation forms for the upcoming audit.

PLANNING BOARD

Dock applications have not been returned by applicants. Referrals to the ZBA for variances should only be done when the application is complete. The permit fee review is continuing. The clerk will sound out other villages.

ZONING BOARD OF APPEALS

The next hearing date is June 22, 2004 for the Weigel variances and other applications.

OTHER BUSINESS

Amendment to Local Law 1 of 2001

Motion to declare that village is lead agency by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Motion to declare that this is an unlisted action under SEQRA by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Motion to declare a negative declaration by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Motion to adopt amendment to Local Law 1-2001 by C. Vitkun, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

CORRESPONDENCE

1) Code Enforcement—DMV dial in.

2) Orange Alert reimbursement funds available.

3) L.I. Heritage .

4) Oyster Farming in Port Jefferson Harbor.

## PUBLIC COMMENTS

None

Motion to adjourn at 9:45 P.M. by C. Vitkun.

## 05/13/2004 Board of Trustees Mtg

MINUTES OF THE MAY 13, 2004 PUBLIC HEARING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Attorney Joseph Prokop and 15 residents.

The Clerk read the amendment to local law that was the subject of the Public Hearing.

Comments from the Board

- 1) On Page 3 Section 6 should be in lower case.

Comments from the public

- 1) Resident—verbiage still not correct as per Brookhaven version of amended law.
- 2) Resident—question re; MPH used in law, boats do knots and law should state knots not MPH.
- 3) Resident—question re; who calibrates the Law Enforcement Agency ? Ans. Town would calibrate.
- 4) Resident—question re; what was the original problem to warrant this law? Ans. The Harbor Management Plan must be amended by all signors and we are amending our law to comply with other members.

The hearing was adjourned on a motion by C. Vitkun, seconded by C. Castillo.

MINUTES OF THE MAY 13,2004 REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Attorney Joseph Prokop and 15 residents.

## OLD BUSINESS

- 1) Storm Water Phase II—the first year report prepared by the engineers was distributed to the board for review. A public hearing/information session will be held on May 27,2004 to review with the public and obtain comments before

the report is finalized and sent.

- 2) Cedar Ave.—discussion was held on the cement slab questioned by a resident. After discussion it was determined that Trustee Vitkun would speak to the resident that installed the slab about its removal.
- 3) Road paving—after review the board determined that the road paving would be performed by Rosemar Construction, Inc on the County Letting # 25-02.8.29 not subject to competitive bidding. A motion to accept the pricing was made by C. Castillo, seconded by S. Nicoletti. Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.
- 4) California Park—a demolished cart was left on the side of the parking lot. –Ans. Taken away by our refuse company. Also the light in the park needs to be repaired. Prices for beach sand replenishment are being obtained.
- 5) Porta-Lavs—Patanjo-Nudo were the lowest prices obtained by the clerk and they will again supply two Porta-Lavs for the summer.

#### CORRESPONDENCE

- 1) Heritage agency-
- 2) Cornell Cooperative breakfast 5/21/04
- 3) Grant information on Environmental Conservation
- 4) Grant information on Storm Water
- 5) Grant information on Emergency Preparedness

#### PUBLIC COMMENTS

- 1) Resident—What's happening with the drainage problem on SingingWood Lane at White Pine Lane? Ans. The engineers have it under review and may have a solution.
- 2) Resident—A lamp post on Tinker Bluff Court has exposed wires coming out the base. Ans. It will be looked into for repair.

The meeting adjourned at 8: 45 P.M. on a motion by C. Vitkun.

## 04/25/2004 Board of Trustees Mtg

MINUTES OF THE APRIL 25,2004 PUBLIC HEARINGS HELD BY THE BOARD OF TRUSTEES OF THE VILAGE OF POQUOTT AT VILLAGE HALL AT 7:00 P.M.

Present; Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Village Attorney Joseph Prokop and 8 residents.

Minutes of the May 13, 2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Minutes of the May 27, 2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shorelines

- 1) P.E.A.C. – The LIPA appeal was argued by the Village Attorney. Discussion followed on settlement issues.
- 2) DRAINS—A letter was read into the minutes re; the Singingwood Lane/White Pine Lane drainage problem.
- 3) HARBOR & MOORING—The clerk read a report submitted by J. Lane.
- 4) L.I. SOUND WATERBORNE—Tribal rights for several Conn. Indian tribes were denied making the possibility of a Conn. casino moot.
- 5) WASTE MANAGEMENT—Port-A-Lav Co.was called re; cleaning.

#### COMMENTS

- 1) Breast cancer hearing taking place at W.M. High School.
- 2) North Shore Heritage scheduled a meeting.

Carol Castillo- Trustee for Roads, Roadsides, & Parks

- 1) ROADS & ROADSIDES—Report By Lois Mitchell—Paving completed June 11, CHIPS reimbursement being applied for by the village. Discussion on Walnut Street problems. Restriping of newly paved roads discussed.
- 2) SIGNS—The street sign for The Overlook is missing.
- 3) CALIFORNIA PARK—Discussion on removal of the posts and restriping, more bids required.
- 4) WALNUT PARK—New picnic table installed. Sand replenishment is requested by residents, will be reviewed.

#### COMMENTS

- 1) Cement slab on Cedar Ave.—will be removed once new driveway is completed.
- 2) Washington Street—regrading and backfill quote obtained (\$5500.00) discussion on alternatives.
- 3) Shore Road fence removal – more quotes are required.
- 4) Trustees Park—one pole light is out.

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Beach

1) PUBLIC SAFETY—Two new officers have been hired for day shifts. A complaint was received via E-Mail , however the complaintant cannot be contacted. The new vehicle is being striped and lettered, the GEM will also be lettered for visibility. The board discussed purchase of raincoats to be placed in the cars, authority to purchase was granted on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan , Nay 0.

#### COMMENTS

1) Discussion on multiple vehicle citation—a 30 day extension to remove vehicles was granted by the court after which fines will be imposed.

2) Resident—a scooter narrowly missed his vehicle, village should look into regulations.

Christine Vitkun—Trustee for Finance & Village Hall

1) COMPUTERS/WEBSITE—First Quarter minutes posted on website. The new meeting calendar will be posted after the organization meeting.

2) VILLAGE HALL—current building needs to be rewired to bring up to code.

COMMENTS—none

The Treasurers report ( see attached) was accepted as read on a motion by S. Matthews, seconded by S. Nicoletti , Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### PLANNING BOARD

The board is still working on the revision of fees.

#### ZONING BOARD OF APPEALS

Discussion on variance signs.

#### OTHER BUSINESS

1) Resident use of California Park 7/3/2004—the clerk read a request from Michael Wuertz to use California Park for a family function. Approved by the Board.

2) Resident use of Walnut Park—the clerk read a request from Ted Masters to use Walnut Park for his son's birthday party. Approved by the Board.

3) Resident stated that waste being put out by another resident appears to be commercial in nature not residential.

4) The ATV law has been redrafted and the public hearing will be held on July 8,2004.

#### PUBLIC COMMENTS

1) Resident—use of village facilities by non- resident property owners should not be allowed. The N.Y.State definition of resident states the person residing in the house is considered the resident. Owners who rent out their

property collect taxes and garbage fees as part of their rent payments. Those owners should be prohibited from using the facilities of the village that are being paid for by the tenant. If a property owner rents out the home they should pay an additional fee to use village facilities. After discussion C. Castillo and C. Vitkun indicated that they would review the situation and report back to the board.

The meeting adjourned at 9:15 P.M. on a motion by S. Matthews

## 04/08/2004 Board of Trustees Mtg

MINUTES OF THE APRIL 8,2004 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT 7:00 P.M. at VILLAGE HALL

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Absent Trustee Christine Vitkun, Also present Village Attorney Joseph Prokop and 7 residents.

### BUDGET DISCUSSION

The clerk indicated that the category .2 is for capital outlay and .4 is for maintenance & supplies.

The Board reviewed the draft and made corrections to several accounts.

### OTHER BUSINESS

- 1) R. McCambridge raised a question regarding the height of the basketball hoop at the foot of Washington Street. He has been told it is too high. Should he arrange to have it lowered or possibly relocated? After discussion the board agreed that the height should be measured to determine if it is indeed too high and if so the rim should be lowered to regulation height.
- 2) A question was raised on the speed limit discussions now being held by the Harbor Committee. Should the village adopt its own speed limit regulations and forward them to the committee? After discussion the board indicated that the village would pursue enacting a change to, local law re; speed limits in the harbor. A hearing date was set for April 22,2004. The Village Attorney will prepare a sample law for review and discussion.
- 3) The new dinghy permit form was distributed to the board. After discussion the board agreed that the new form should be utilized for dinghy permits.

## NEW BUSINESS

None

## CORRESPONDENCE

- 1) SCOVA 5/11 golf outing- a team will represent the village, but will pay for their own entry fees.
- 2) Greenway Trail meeting scheduled for April 14,2004.
- 3) Possible grant money for walkways. Will be pursued.
- 4) Village Fair flier. A survey piece to determine interest.

## PUBLIC COMMENTS

- 1) Resident- The inclusion of Multi-Modal funds in the budget is misleading.
- 2) Resident- The biggest concern regarding grant funds is timely reimbursement.

The meeting adjourned at 8:35 P.M. on a motion by C. Castillo

## 03/25/2004 Board of Trustees Mtg

MARCH 25,2004 GENERAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD  
AT 7:00 P.M. AT VILLAGE HALL.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present nine residents.

The Minutes of the February 12,2004 meeting were accepted as written on a motion by S. Matthews, seconded by S. Nicoletti, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The minutes of the February 26,2004 meeting were accepted as corrected on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S, Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

## REPORTS OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

- 1) PEAC—The next meeting of the committee will be April 2.

- 2) Drains—A meeting was held with the Village Engineers regarding the relationship of proposed drainage for Washington Street and Phase II Storm Water/ Multi-Modal Grant. Also discussed was the problem of Singingwood Lane and the area of Washington Street at Route 25A. R. Parrish stated that he had met with the residents of the Singingwood Lane area on the storm water problem. While the submission of the Marine Sciences Group was denied by the D.E.C. a subsequent meeting with the D.E.C. clarified many points of contention.
- 3) Harbor & Moorings—J. Lane filed a report (attached).
- 4) Waterborne— No additional ferries for Port Jefferson are being considered by the committee. The next meeting will be open to the public and will be held at the Port Jefferson Library on April 15,2004.

#### COMMENTS

None

Carol Castillo—Trustee for Roads, Roadsides and Parks

- 1) Roadsides—The contractor for roadside maintenance has been notified of the 2004 start date.
- 2) Roads—The village plans to repave parts of Singingwood & Indian Valley. The frost heave on Indian Valley was repaired. The CHIPS money for VanBrunt Manor Road curbing has been received.
- 3) California Park—Sprinkler system has been installed. Rocks on the beach need to be spread prior to the sand being brought in for the summer.

#### COMMENTS

- 1) Resident—The jungle gym at Trustees Park attracts bee/ wasp colonies and should be checked. Ans. Jungle gym will be sprayed as soon as possible if bees or wasps are evident.

Sandra Nicoletti—Trustee for Public Safety, VanBrunt Manor Park & Beach

- 1) Public Safety—The chain at the Walnut Street Parking Lot has been cut again, alternatives to the chain are being reviewed. The new car has been ordered.
- 2) Emergency Preparedness—The pamphlet has been posted on the website.
- 3) VanBrunt Manor Park& Beach—Signs for the dinghy rack are being prepared.
- 4) Parking & Special Permits—One guard from last season has already indicated he will return.

#### COMMENTS

- 1) Resident—What does a resident do when company arrives in multiple cars without prior notice. Ans. The resident should contact Public Safety to explain why cars are parked on the street.
- 2) Resident—While on business at the Village Hall she noticed an officer playing games on the computer for approx. three hours. Ans. The records will be reviewed to ascertain who was on duty and that officer will be spoken to.

Christine Vitkun—Trustee for Finance, Village Hall & Waste Management

1) Website—Emergency Preparedness is now on line. Discussions on authorized village input are ongoing and it appears to be possible.

#### COMMENTS

1) Resident—The carters have not removed a large pile of trash from a residence on Highview Ave. Ans. The new purchaser through the realtor has indicated they will have the trash removed.

2) Resident—The carters small truck has been seen speeding through the Village. Ans. The carter will be notified that this is a violation of Local Law.

3) Resident—The carter left five plastic bags. Ans. If the bags are over fifty pounds they will not be picked up by the carter.

4) Resident—The light on Harrison Ave. is still out. Ans. Prior procedure was no call for light replacement until at least three lights are out so as to reduce cost of replacement.

#### TREASURERS REPORT

The Treasurers report ( attached) was accepted as read on a motion by S. Matthews, seconded by C. Vitkun, Aye C. Castillo, s. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

C. Vitkun stated that she had obtained rates at several banks for our investments. She also recommended combining the Long and Short Term Village Hall Funds into one investment. Discussion followed.

#### MINUTES OF MARCH 25,2004 CONTINUED

The Mayor passed out a draft of the proposed budget for fiscal year 2004-2005 and requested that the Trustees review and comment at the April 8,2004 meeting of the Board.

#### PLANNING BOARD

Report submitted by Chair C. Lane ( attached)

#### ZONING BOARD OF APPEALS

No report

#### OTHER BUSINESS

1) R. McCambridge proposed that the village revise the existing Dinghy Permit form to include a disclaimer to be signed by the applicant. After discussion the board approved that change.

#### NEW BUSINESS

1) The Mayor reviewed a resolution prepared by SCOVA. The Board discussed the resolution and determined that further discussion will be needed.

#### CORRESPONDENCE

- 1) Attorney letter re: Brookhaven Liability Insurance.
- 2) Tree Grant funding—Questionnaire was sent out by Trustee c. Castillo.

#### PUBLIC COMMENTS

- 1) Resident—The minutes of the March 12, 2004 have not been posted. Ans. Will be posted on 3/26 in the A.M.
- 2) Resident—The minutes of 2/12/2004 didn't correctly quote the Mayor's response to the resident's question. Ans. Minutes are not verbatim.
- 3) Resident—The letter requested by the resident should be in village files not supplied to the village by the requestor.

The meeting adjourned at 8:30 P.M. on a motion by S. Matthews.

## 03/11/2004 Board of Trustees Mtg

MINUTES OF THE MARCH 11, 2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Village Attorney Joseph Prokop and 7 residents.

#### BUDGET

A8540.4 –discussion; It was determined that the engineers account would have \$2500.00 earmarked for Storm Water Phase II expenses and the drain account would remain at last year's number.

A8510.4—Increase \$1300.00 for a total of \$17500.00

The Commissioners have reviewed the proposals submitted for the landscape work and agree that the contract should be awarded to Olivers Greenfields due to existing experience and compliance with the specifics of the proposal requirements. In ; Future renewals, a motion to award the contract to Olivers Greenfields was made by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Parks

A7111.4—Decrease \$200.00 to \$5000.00

A7110.2—Decrease \$500.00 to \$500.00

A7110.4—Remain at \$15000.00

A7112.2---New category \$500.00

A7112.4—Increase \$500.00 to \$2000.00

A3120.1—After discussion the total will increase to \$40,800.00

A3120.2—Remain at \$5000.00, Discussion to purchase 2004 liberty jeep at state bid pricing. The Clerk was asked to contact the dealer and order the vehicle.

It was brought to the boards attention that 331-0402 is being charged for call forwarding at the cost of \$6.00 per month. The clerk was asked to contact Verizon and have the service dropped.

The Mayor announced that the Village has signed a contract to purchase gasoline from the Setauket Fire Dept. at greatly reduced prices then through retailers.

#### OTHER BUSINESS

- 1) The yearend report for Storm Water Phase II has been received—our engineers will be asked to complete the forms.
- 2) Grant for Main Street improvements—Not applicable
- 3) Grant for monitoring ( LIPA) will be looked into for possibility of funding. D.E.C. response to Marine Sciences proposal for foot of Washington Street.
- 4) A catalogue of signs and prices for Neighborhood Watch signage.

#### NEW BUSINESS

The following resolution was proposed by S. Matthews, after discussion a motion to adopt was made by S. Matthews, seconded by C. Vitkun, Aye C. Castillo. S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

WHEREAS the Port Jefferson Harbor Complex, consisting of Setauket Harbor, Port Jefferson Harbor, Conscience Bay and Little Bay form a natural resource of incalculable value to the surrounding communities, including the Village of Poquott, and

WHEREAS the wetlands and habitat found along the Village's shoreline is part of two state designated Significant Coastal Fish & Wildlife Habitats and have been identified as a " regionally important resource area," and

WHEREAS the waters adjacent to the Poquott shoreline have been classified by the New York State Department of Environmental Conservation as "SA", the state's highest water quality classification for marine waters, although many acres of surface water are only seasonally or conditionally certified for the commercial harvest of shellfish due to a variety of water use factors which adversely affect, but are not limited to sediment entering the harbors from

inappropriate operation of vessels and boat pollution from motorized vessels, and

WHEREAS vessel traffic, both commercial and recreational, is given of the current life of this harbor, and

WHEREAS vessels from the Bridgeport & Port Jefferson Steamboat Company make regular trips both in and out of the harbor, which vessels create both a bow and stern wake on each passage which has been implicated in causing transport of sand from Poquott's beaches down the harbor, and

WHEREAS the New York State Department of Transportation has recognized the validity and seriousness of the above situation by providing the Village with a \$500,000.00 grant to mitigate the effect of ferry wakes on our beaches, therefore

BE IT RESOLVED that the Village Board of the Village of Poquott is opposed to any additional ferry operations, whether passenger or freight, mono-hull or multi-hull, making use of the current dock facilities or any facilities to be newly created, beyond that which is already in operation in this harbor on this date.

#### CORREPENDENCE

- 1) The Clerk read a letter from J. Fern & M. Winston re; flooding on Singing Wood Lane
- 2) The Clerk read a letter from D. Stevens re: replacement of Belgian Blocks by the Town of Brookhaven.

Minutes of March 11,2004 continued

- 3) Notice of Womens Recognition night dinner 3/23
- 4) Notice of grand opening ceremony for new Town of Brookhaven Town Hall 3/16
- 5) SCVOA dinner meeting

#### RESIDENT COMMENTS

- 1) Resident—Noticed that several times a puddle of water is present in Trustees Park near the water hose. Ans. Kids leave the water faucet open.
- 2) Resident—In regard to landscaping or planting in the parks, Ward Melville High School has an Environmental Club that may be able to do a lot of this work.
- 3) Resident—Re; recycling in the village , cans should be provided for recycling in all parks.
- 4) Resident—Ward Melville High School seniors need community service hour requirement met and may be available for cleanup work.
- 5) Resident—In reference to a possible shed for Walnut Park. Habitat for Humanity does build sheds.

The meeting adjourned at 8:55 P.M. on a motion by S. Matthews.

## 02/26/2004 Board of Trustees Mtg

FEBRUARY 26,2004 GENERAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT VILAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun, also present Village Attorney Joseph Prokop and 12 residents.

The minutes of the January 8, 2004 business meeting were accepted as corrected on a motion by S. Matthews, seconded by S. Nicoletti, Aye- C. Castillo, S. Matthews, S. Nicoletti, B. Donovan, Nay 0.

The minutes of the January 22,2004 general meeting were accepted as corrected on a motion by S. Matthews, seconded by C. Castillo, Aye- C. Castillo, S. Matthews, S. Nicoletti, B. Donovan, Nay 0.

### REPORT OF TRUSTEES, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

- 1) PEAC—12 FOIL requests have been filed with LIPA for information on emissions. A conference is in planning stages for all communities with power plants in their community or nearby.
- 2) HARBOR & MOORINGS—J. Lane reported that at the last meeting of the Harbor Commission (2/14/04) the group discussed Phase II Storm Water, speed limit reduction to 5MPH. Two pump out stations in the harbor will be refurbished. A new floating pump out station is under consideration. The next public meeting will be 3/24/2004 at 7:00 P.M.
- 3) PHASE II STORM WATER—N.Y.Sea Grant presentation was well attended. A presentation for the general public will be scheduled soon.
- 4) L.I.SOUND WATERBORNE— H. Ryon reported that Poquott may need to file a resolution against adding increased ferry traffic to Port Jefferson Harbor.

Comments-

NONE

Carol Castillo—Trustee for Roads, Roadsides and Parks

- 1) TRUSTEES PARK—Pruning has been completed, security alarm system bids still being obtained.
- 2) CALIFORNIA PARK—Painting planned for the fall will have to wait until spring. Signage denoting need for a permit is needed for the dinghy rack, discussion followed.
- 3) ROADSIDES—The Board reviewed the proposals submitted for Park & Roadside Maintenance, after discussion C. Castillo indicated she would contact the Commissioners for input and seek clarification of some points.

Comments-

- 1) Resident—Litter is an eyesore all along Washington Street.
- 2) Resident—The second light on Harrison Ave. is out. Ans. That will be called into the repair service.
- 3) Deputy Clerk – She had received a call from a resident that had tried to praise the Town of Brookhaven for their plowing work only to be told the town doesn't plow Poquott.

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Manor Park/Beach

- 1) Public Safety—Minor incidents reported by the officers.

A resident stated that the officers are writing a lot of tickets. S. Nicoletti responded that stop sign violations are usually written because the motorists completely ignore stop signs. Officers have been cautioned to give warnings wherever possible.

- 2) Emergency Preparedness—The questionnaire will be put on the Village Web site.

Christine Vitkun—Trustee for Finance, Village Hall & Waste Management

- 1) Web Site—System up and running, the e-Mail problem has been corrected.

Comments-

- 1) Resident—Cannot link to Village Website through Suffolk Site as they used to. Ans. The cross link was on the threevillage . com web site.
- 2) Resident—What about grants? Ans. All grants are in place and others are being pursued.
- 3) Resident—The fire & alarm system is through the SARA grant system? Ans. Yes, it is in process.

#### TREASURERS REPORT

The Treasurers report (attached) was approved on a motion by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Discussion was held on interest rates and movement of the funds from the Class accounts to the bank.

#### PLANNING BOARD

The February meeting was cancelled due to a lack of a quorum. The Chair requested the board to ask non

participating members to resign if not able to continue with meetings. The next meeting will be 3/16/04

Two dock applications will be on the agenda.

#### ZONING BOARD OF APPEALS

No meeting held

In regard to the pending Article 78 the Village has made a motion to dismiss the case. No decision has been made yet.

Minutes of February 26 continued

#### OTHER BUSINESS

None

#### NEW BUSINESS

1) NYCOM—A letter was received re; NYCOMs recognition of various speed projects.

#### CORRESPONDENCE

1) Letter – Tree Management grant is available.

#### RESIDENT COMMENTS

1) Resident—Light pole # 29 on VanBrunt & Shore light is out. Ans. Already called in.

A motion to adjourn to executive session to discuss an Employee history matter was made by S. Matthews, seconded by C. Castillo.

After discussion on incidents in the work history of employee Christopher Maier it was determined that the Village should terminate for cause. A motion to terminate the employee was made by S. Matthews, seconded by C. Vitkun, Aye—C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

A motion to close the executive session was made by S. Matthews

The regular meeting adjourned at 9:00 P.M. on a motion by C. Castillo.

## 02/12/2004 Board of Trustees Mtg

FEBRUARY 12,2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Village Attorney Joseph Prokop and 5 residents.

#### BUDGET

Discussion on projects;

C. Castillo—A security system is required for Trustees Park, tennis court maintenance as well as allowing for electric and water costs for all parks.

S. Nicoletti— Public Safety will require an allocation for a new vehicle (state bid pricing is being investigated). The salary for summer park guards might be increased form \$7.00 to \$8.00 per hour for experienced help, with the \$7.00 figure remaining in effect for new hires.

Budget categories were reviewed and the following adjustments proposed.

A1910.4 – Insurance decrease by \$1000.00

A1920.4—Association dues increase by \$100.00

A3120.1 --- Public Safety increase by \$130.00

A5182.2--- Street Lighting decrease by \$2400.00

A5182.4--- Street lighting increase by \$700.00

Most categories will remain static and several still need input from both commissioners and bids.

Further discussion will be held at the next business meeting on March 11,2004. The Clerk will check with Quick Books for cost of upgrading to multi user from single user.

#### OTHER BUSINESS

1) S. Matthews asked for all newsletter corrections to be sent to K. Matthews as soon as possible to get the newsletter into the printer.

2) S. Matthews stated that he had arranged for a presentation on Non-point Source Pollution for the Village Board and all Commissioners for Feb. 25,2004 at 8:00 P.M. Another program will be scheduled for villagers at a later date.

#### NEW BUSINESS

1) NYCOM recommends the use of a steno for all hearings in a recent article that will be copied and distributed to all trustees for review and comment.

2) The clerk advised the board of a notice for a NYS Unemployment hearing. It was determined that the Village Attorney will accompany the clerk to the hearing.

3) Discussion was held on illegal ATV's—local law etc; no decision was reached.

On a motion by C. Castillo, seconded by S. Matthews the following resolution was approved.

BE IT RESOLVED THAT; The Village of Poquott hereby designates June 15,2004 as the date for General Elections in the Village of Poquott and the Village Hall as the place of voting with hours from Noon to 9:00 P.M. as the voting hours. Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### PUBLIC COMMENTS

1) Resident— Question for the Village Attorney--information obtained indicates that the R.O.W. suit on VanBrunt Manor Road was settled, just what does settled mean? Answer- The case was handled by the attorneys of our insurance co. and the Village Attorney was not involved in the negotiations. The file may be foiled if the resident wishes to review the case.

2) Resident—A portion of Walnut Ave. adjacent to the residents driveway was not plowed by the town. When the resident complained to the roads Commissioner the commissioner was nasty.

3) Resident—What is happening with the \$90,000.00 in grants money? Answer—The village got a time extension on all the grants.

4) Resident—A recent FOIL request failed to have letters produced as part of the request that the resident is sure are on file with the village. If these letters are lost it indicates that the record keeping needs to be tightened up. Answer -- The Mayor asked the resident to supply a copy of the missing letters as it appears that the resident already has copies of the letters.

- 5) Resident—Is the Village working on the justice court grant? Answer—Yes.
- 6) Resident—What is the Mayors justification for attending the session in Albany sponsored by NYCOM it would appear that none of the topics presented had anything to do with the village. Answer- The mayor will provide the resident with a full list of all sessions attended.

The meeting adjourned at 8:55 P.M. on a motion by S. Matthews.

## 01/22/2004 Board of Trustees Mtg

MINUTES OF THE BOARD OF TRUSTEES MEETING JANUARY 22,2004 HELD AT VILLAGE HALL, AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun , also present Village Attorney Joseph Prokop and 14 residents.

Minutes of the December 11,2003 meeting were accepted as corrected on a motion by S. Matthews, seconded by C. Castillo, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

### REPORT OF OFFICERS, COMMISSIONERS AND COMMITTEES

Stephen Matthews—Trustee for Environment & Shore Lines

- 1) PEAC--- The committee will meet on January 23 to discuss the LIPA legal issue.
- 2) Phase II Storm Water—Currently reviewing N.Y.S. Sea Grant for possible grant financing, It has been learned that a speaker to speak on non point source pollution is available for a village meeting.
- 3) Harbor & Mooring—No meeting was held in January.
- 4) Drains— The Drains Commissioner will follow up on the engineers report for the VanBrunt Manor Road triangle.
- 5) Water Bourne—Protesters have been active on every site proposed for new sound ferry.

COMMENTS—None

Carol Castillo—Trustee for Roads, Roadsides and Parks

- 1) Roadsides—New maintenance contract is out for bid.

- 2) Trustees Park—The greenhouse has been broken into again. Security system for park & greenhouse will be looked into.
- 3) Roads & Signs—Pothole patching work under review. Silver Beech circle paving completed.
- 4) California Park—A new flag has been obtained. It has been suggested by R. McCambridge that the application for dinghy permits for California Park have a dinghy removal date on the form.

COMMENTS—None

Sandra Nicoletti—Trustee for Public Safety & VanBrunt Manor Park and Beach

- 1) Public Safety—An open fire violation was reported to Code Enforcement. We are looking into buying gasoline for our vehicles from the fire dept. at state prices. All officers will be issued picture ID cards.
- 2) Emergency preparedness – There has been a 10% response on the questionnaire, all responses have been positive. The Emergency plan draft is almost complete.
- 3) Neighborhood Watch—The next Block Captains meeting will be in May. Neighborhood watch signs are no longer free. Signs must be purchased and installed.
- 5) Code Enforcement Committee—Still waiting for approved sign information.

COMMENTS- None

Christine Vitkun—Trustee for Finance & Village Hall

- 1) Website—The minutes of the Board meetings will be posted quarterly.

COMMENTS

- 1) Resident—Is the reason for the quarterly posting of the minutes financial? Answer- Yes, it would cost the village \$95.00 per hour to input. The village is also looking into the ability to post minutes ourselves.

#### TREASURERS REPORT

The Treasurers report of 11/2003 was accepted as written on a motion by S. Matthews, seconded by C. Vitkun, Aye, C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

The Treasurers report of 12/2003 ( attached) was accepted as written on a motion by C. Castillo, seconded by S. Matthews, Aye, C. Castillo, S., Matthews, S. Nicoletti, C. Vitkun, b. Donovan, Nay0.

After discussion the Board approved the following transfers;

Trustee Park A7111.4 + \$ 2000.00

Clerk A1410.4 + \$ 1500.00

Public Safety A3120.4 + \$ 1000.00

Contingency A1980.0 - \$4500.00

Approved on a motion by C. Castillo, seconded by S. Matthews Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

## PLANNING BOARD

The clerk read the Planning Board Chairs report.

Minutes of January 22, 2004 continued

## OTHER BUSINESS

- 1) Discussion was held on purchasing a new cell phone for Public Safety. It was decided that if the contract with Verizon was ended we would purchase a new phone with car installation for \$275.00. A motion to approve the purchase was made by C. Castillo, seconded by S. Matthews, Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.
- 2) After discussion the Board approved the purchase of the new flag at a cost of \$112.00 on a motion by C. Castillo, seconded by S. Matthews, Aye, C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay

## CORRESPONDENCE

- 1) Letter from attorney re; Osprey lane—Village Attorney will respond to both sides of the dispute.
- 2) Nuggets and Nibbles publication

## PUBLIC COMMENTS

- 1) Resident—Regarding the Treasurers report- is this seven months expense? Ans. Village operates on cash vs accrual, figures are up to 1/16/2004
- 2) Resident—Regarding duck hunters ,what can be done? Answer—village has tried to respond to all complaints regarding duck hunters. Letters have been sent to both D.E.C. Enforcement and the S.C.P.D.w/maps showing the boundaries of the village.
- 3) Resident—The street light at VanBrunt & White pine is out. Answer- we need the pole number.

4) Resident—If the village uses Nextel for Public Safety we should be able to get an additional phone for the summer for a small fee. Answer—We will look into that.

5) Resident—The street light at New & Chestnut is intermittent. Answer – will be called in.

The meeting adjourned at 8:20 P.M. on a motion by S. Matthews.

## 01/08/2004 Board of Trustees Mtg

FEBRUARY 08,2004 BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Castillo, Stephen Matthews, Sandra Nicoletti, Christine Vitkun also present Village Attorney Joseph Prokop and 5 residents.

### BUDGET

Discussion on projects;

C. Castillo—A security system is required for Trustees Park, tennis court maintenance as well as allowing for electric and water costs for all parks.

S. Nicoletti— Public Safety will require an allocation for a new vehicle (state bid pricing is being investigated). The salary for summer park guards might be increased form \$7.00 to \$8.00 per hour for experienced help, with the \$7.00 figure remaining in effect for new hires.

Budget categories were reviewed and the following adjustments proposed.

A1910.4 – Insurance decrease by \$1000.00

A1920.4—Association dues increase by \$100.00

A3120.1 --- Public Safety increase by \$130.00

A5182.2--- Street Lighting decrease by \$2400.00

A5182.4--- Street lighting increase by \$700.00

Most categories will remain static and several still need input from both commissioners and bids.

Further discussion will be held at the next business meeting on March 11,2004. The Clerk will check with Quick Books for cost of upgrading to multi user from single user.

### OTHER BUSINESS

- 1) S. Matthews asked for all newsletter corrections to be sent to K. Matthews as soon as possible to get the newsletter into the printer.
- 2) S. Matthews stated that he had arranged for a presentation on Non-point Source Pollution for the Village Board and all Commissioners for Feb. 25,2004 at 8:00 P.M. Another program will be scheduled for villagers at a later date.

#### NEW BUSINESS

- 1) NYCOM recommends the use of a steno for all hearings in a recent article that will be copied and distributed to all trustees for review and comment.
- 2) The clerk advised the board of a notice for a NYS Unemployment hearing. It was determined that the Village Attorney will accompany the clerk to the hearing.
- 3) Discussion was held on illegal ATV's—local law etc; no decision was reached.

On a motion by C. Castillo, seconded by S. Matthews the following resolution was approved.

BE IT RESOLVED THAT; The Village of Poquott hereby designates June 15,2004 as the date for General Elections in the Village of Poquott and the Village Hall as the place of voting with hours from Noon to 9:00 P.M. as the voting hours. Aye C. Castillo, S. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

#### PUBLIC COMMENTS

- 1) Resident— Question for the Village Attorney--information obtained indicates that the R.O.W. suit on VanBrunt Manor Road was settled, just what does settled mean? Answer- The case was handled by the attorneys of our insurance co. and the Village Attorney was not involved in the negotiations. The file may be foiled if the resident wishes to review the case.
- 2) Resident—A portion of Walnut Ave. adjacent to the residents driveway was not plowed by the town. When the resident complained to the roads Commissioner the commissioner was nasty.
- 3) Resident—What is happening with the \$90,000.00 in grants money? Answer—The village got a time extension on all the grants.
- 4) Resident—A recent FOIL request failed to have letters produced as part of the request that the resident is sure are on file with the village. If these letters are lost it indicates that the record keeping needs to be tightened up. Answer -- The Mayor asked the resident to supply a copy of the missing letters as it appears that the resident already has copies of the letters.
- 5) Resident—Is the Village working on the justice court grant? Answer—Yes.
- 6) Resident—What is the Mayors justification for attending the session in Albany sponsored by NYCOM it would appear that none of the topics presented had anything to do with the village. Answer- The mayor will provide the

resident with a full list of all sessions attended.

The meeting adjourned at 8:55 P.M. on a motion by S. Matthews.