

# 12/15/2011 Board of Trustees Mtg

## MINUTES OF THE DECEMBER 15, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews and Sandy Nicoletti. Also present were Village Attorney, Peter Sverd and 2 residents. Excused was Trustee Christine Vitkun.

A motion was made by C. Lane seconded by K. Matthews to approve the minutes of November 17, 2011. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve the minutes of December 7, 2011 as corrected. Aye S. Nicoletti, C. Lane, and B. Donovan. Nay 0. K. Matthews abstained as she was not at that meeting.

A motion was made by C. Lane seconded by K. Matthews to appoint Christine Wood as Deputy Court Clerk. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to appointed Ronald Lavita as Associate Judge. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to accept the Treasurer's report. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to pay bills totaling \$16,316.89, \$287.70 and \$35.00. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to authorize General Code to codify our 2011 adopted laws at a cost of not more than \$740.00. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Deputy Court Clerk:** C. Wood has been reviewing our court records and procedures to try to bring the Village into compliance. She has obtained the required software approved by the State, which is needed to handle the necessary court transactions. Christine was able to obtain this software at no cost to the Village. The Village will however, be required to pay the \$1,350.00 yearly maintenance fee. In addition, the Village needs to be able to accept credit cards as payment for tickets. This is being researched. C. Wood will work with the Judge and keep the Board informed of any other required changes.

### **Treasurer's Report**

1. State auditors are currently auditing the Village of Poquott. They may be at the Village for up to three months.

2. 2% Tax Cap Override: After discussion it was decided that the Village needs to enact a Local Law to override the 2% Tax Cap. P. Sverd will prepare the local law. It is recommended a 1st class letter be sent to each resident explaining why the Village needs to enact this law. Members of the Board will have a work session to prepare this letter.
3. The Treasurer reviewed our financials.
4. The R.S. Abrams has sent their audit report of the Village. J. Lane reviewed the notations. The Board is to review the report.
5. N. Hoffmann recommends we have a stamp prepared with all the required information that is currently listed on our voucher which will be used in lieu of said voucher. The Clerk to check with the State auditors and R. S. Abrams to see if this is acceptable.
6. It was noted that the collateral covering our deposits have been reviewed and is satisfactory.
7. The Clerk informed the Board that the following two residents have not paid their taxes: Item number 0649254 for \$3,390.20 and item number 8609730 for \$2,043.80.
8. A motion was made by C. Lane seconded by K. Matthews to accept the Treasurer's report. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

#### **TRUSTEE REPORTS:**

##### **Carol Lane**

**Grounds Maintenance:** Pristine is finished for the season. C. Lane will be reviewing our existing contract to make any changes for the possible upcoming bid. A complaint was received from 1 Highview Avenue regarding the stump that is on the Village right a way in front of their home. C. Lane to contact the resident.

**Master Plan:** We still haven't received our disk or report from Jessica Zanca. B. Donovan to follow up.

**Resident Comments:** None.

##### **Kathleen Matthews**

**Stormwater:** The report is on our website.

**Roads:** No work will be done until the spring.

**Port Jefferson Power Plant:** PG &E will be taking over the transmission lines January 2014.

**Resident Comments:** None.

##### **Sandy Nicoletti**

**Public Safety:**

1. Greg Lagarenne is back.

2. Some residents feel we should have overnight coverage.
3. Candlelight tour went well.
4. The 2004 jeep has a blown head gasket and needs to be repair. The cost will not be more than \$1,750.00. A motion was made by S. Nicoletti seconded by C. Lane to repair the 2004 Jeep at a cost of not more than \$1,750.00. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

#### **Resident Comments**

1. Trustee C. Lane commented how well R. Fikar handled the traffic for the candlelight tour.
2. R. Fikar commented that Public Safety Officer F. Schaffer should be commended for saving a dog that was stuck in a pond in Poquott. He also assisted SCPD in locating a missing person.

#### **Christine Vitkun-Excused**

**Building Inspector:** J. Arico recommends we change our building permit time frame from 9 months to one year and the first renewal for one year. We would need to change our local law governing this timeframe.

**Attorney:** Nothing new.

**Planning Board:** No meeting was held in December. The Board did receive a new application for a dock from the MCBBLA Family Trust.

**Zoning Board of Appeals:** No variances pending.

#### **Other Business**

Candlelight Tour: Although the traffic was handled with minimum problems, it was noted that the streets of Poquott are to narrow to handle this tour again in the future.

#### **New Business:**

A motion was made by C. Lane seconded by S. Nicoletti to pay bills totaling \$16,316.59, \$287.70 and \$35.00. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made C. Lane seconded by S. Nicoletti to authorize General Code to codify our 2011 adopted laws at a cost not to exceed \$740.00. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Correspondence:** None

**Resident Comments-General:** None

**A motion to adjourn was made by C. Lane at 9:25 P.M.**

## **11/17/2011 Board of Trustees Mtg**

**MINUTES OF THE NOVEMBER 17, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney, Peter Sverd and 2 residents.

A motion was made by C. Lane seconded by K. Matthews to approve the minutes of October 27, 2011. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0. S. Nicoletti abstained as she was not present at the October 27, 2011 meeting.

A motion was made by C. Lane seconded by C. Vitkun to accept the Treasurer's report. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to suspend required street parking permits from 12/24/11 thru and including 1/2/12. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve bills totaling \$80.24, \$1,249.00 and \$26,462.09. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Treasurer's Report-J. Lane**

1. **State Audit Update:** The initial meeting with NYS is scheduled for December 8, 2011 at 10:00 A.M.

1. **2% Tax Cap Override:** Do we need to have a public hearing? Is it approved with a resolution or a motion? P. Sverd to investigate and report back to the Board.
2. Will we receive any more additional mortgage tax payments? We should receive two more additional payments.
3. R. S. Abrams needs to be called regarding our audit reports.
4. Our collateral reports covering our deposits have been reviewed and are satisfactory.

**FEMA Update:** All our reports have been sent, we should expect a check within six months.

**Trustee Reports**

**Carol Lane**

**Grounds Maintenance:** Our contract with Pristine ends 12/15/11 prior to that time they will be completing their final

cleanup.

**Master Plan Financial & SEQRA:** It is believed that Jessica Zanca has completed section 2 of the SEQRA for the Master Plan. However, a copy has not been received by the Village. C. Lane to follow up with J. Zanca.

**Resident Comments:** None

**Kathleen Matthews**

**Stormwater:** The Stony Brook Marine Science Department will be doing the testing of the water in Scotts Cove. There will be a cost of \$20.00 for each testing. Our resident R. Longacre has offered to pay the cost.

**Roads:** Singingwood Road work will require additional estimates. It has been decided the work will be done in the spring.

A letter will be sent to utility companies reminding them if a road needs to be opened a street opening permit request must be sent to the Village for approval.

**Drains:** R. Parrish has sent an e-mail that 14 drains need to be cleaned. He expects this to be done in the beginning of December. K. Matthews is to contact R. Parrish reminding him we will need 3 bids for this project.

**Port Jefferson Power Plant:** It appears Con-Ed will take control of the transmission lines. It is unknown who will take control of the plant.

**Van Brunt Manor Road:** A resident has cut down the beach grass in front of their home on Van Brunt Manor Road. The Clerk is to call the DEC to see if they have received permission to do this clearing.

**Resident Comments:** None

**Sandy Nicoletti**

**Public Safety:** Two new officers have been hired. Unfortunately one has resigned already for medical reasons.

**Resident Comments:** None

**Christine Vitkun**

**Finances:** Previously discussed.

**Website Update:** C. Vitkun and the Clerk went to Stafford Associates for training on the website. They will now be able to update information on the website.

**Waste Management:** There will be garbage pickup on Friday after Thanksgiving.

**Public Comments:** None

**Additional Reports:**

**Beaches & Parks:** Discussion on dogs on the beaches.

**Roads:** Lois Mitchell will be retiring as our Roads Commissioner.

**Building Inspector:**

1. J. Arico was reimbursed \$3,800.00 for his recent training.
2. A stop work order has been issued for 10 Bayview Court.
3. 108 Van Brunt Manor Road has requested a building permit to replace the stairs to the beach. He has been referred to the DEC for their authorization to do the work before the Village can issue a permit.
4. Steve's Path has been closed for the season.

**Attorney:** Nothing new.

**Planning Board:** Ron Longacre will be retiring from the Planning Board.

**Zoning Board of Appeals:** Nothing new.

**Other Business:**

**Three Village Historical Society Candlelight Tour:** C. Lane has met with R. Fikar regarding parking in the Village during the tour.

**New Business**

1. A motion was made by C. Lane seconded by C. Vitkun to suspend street parking permits from 12/24/11 thru and including 1/2/12. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.
2. The Clerks office will start the paperwork for the Waste Management bid and the Grounds Maintenance bid.
3. A motion was made by S. Nicoletti seconded by C. Lane to approve bills totaling \$80.24, \$1,249.00 and \$26,462.09. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.
4. The Village Clerk is to contact Shawn Cullinane to see if they have a breach notification policy.

**A motion to adjourn was made by C. Lane at 8:36 P.M.**

## 10/27/2011 Board of Trustees Mtg

**MINUTES OF THE OCTOBER 27, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews and Christine Vitkun, absent was Trustee Sandra Nicoletti. Also present 3 residents

Minutes of the October 13, 2011 meeting were accepted as corrected on a motion by C. Lane, seconded by K. Matthews. Aye C. Lane, K. Matthews, C. Vitkun, and B. Donovan, Nay 0.

FEMA update—The Suffolk County Hazard Mitigation Plan letter has been completed and sent. A meeting was held

with the FEMA kickoff committee to review our reimbursement request numbers. FEMA will pay 75% of our expenses with the NYS picking up 12.5% and possibly more for volunteer hours being added to our total expenses.

The Treasurer's report was accepted as given on a motion by C. Vitkun, seconded by K. Matthews, Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan, Nay 0.

1. The Treasurer reported that the auditor has forwarded the Village's year end audit report to the NYS Comptroller.
2. The Treasurer reported that the Village would only be allowed to increase taxes by approx. 6 tenths of one percent based on the cost of living index as applied to the Village. Therefore he suggested that the Village pass the override legislation to increase taxes higher than the 2% cap in case at budget time a problem occurs in the budget numbers. The Board will have to hold a public hearing to pass the legislation

#### TRUSTEE REPORTS

Carol Lane

- 1) Ground Maintenance—the broken fence rails have been replaced.
- 2) Mayors' Memorial Park—the new swing set has been installed.
- 3) Master Plan-SEQRA—a question has been brought up as to whether or not we need to complete section 3 of the SEQRA review. Our attorney will review and respond.

Public Comments—none

Kathy Matthews

1. Storm water—we need to show education of residents for the storm water report. Scotts Cove water quality will be tested by the Town of Brookhaven. It was suggested we contact a local Boy Scout troop to mark all of our drains.
2. Roads—the erosion on the side of Singingwood Lane needs to be reviewed by a contractor. The cracks on Van Brunt Manor Road should be fixed after the construction for 108 Van Brunt Manor Road has been completed. The patch on Singingwood between White Pine Lane and Tinker Bluff Court might be Verizon's responsibility and they need to fix it.

Public comment—none

Sandra Nicoletti- excused

1. Public Safety—report was given by Code Enforcement Officer F. Shaffer—up to October 2011 all numbers running at or near 2010 numbers for tickets, warnings, house checks etc.

#### Public Comments

1. Mayor Donovan stated that a question had been raised as to installing accordion doors on the meeting room to provide privacy for specific meetings. After discussion the Board agreed that pricing should be obtained for one accordion door.

#### Christine Vitkun

1. Finances—the State Comptrollers office will conduct an audit of the Village for the period 6/2010 to date.

#### Public Comments-none

Bills—A motion was made by K. Matthews, seconded by C. Vitkun to pay bills totaling \$5741.72 Aye K. Matthews, C. Vitkun, B. Donovan, NAY 0.

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

## 10/13/2011 Board of Trustees Mtg

### MINUTES OF THE OCTOBER 13, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present were five residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of September 22, 2011. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$17,939.67, \$11.18 and \$403.73. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

#### FEMA UPDATE

1. All our paperwork has been submitted.
2. We will have a meeting with FEMA to review our paperwork.

3. We received a bill from the Town of Brookhaven for the dumping fees in the amount of \$587.50.
4. Matt Minor from the Town of Brookhaven has confirmed at this time we are not to pay the dumping fee bill.

## **OTHER BUSINESS**

**Master Plan SEQRA:** Jessica Zanca has pickup our proposed Master Plan to review prior to possibly completing 2 & 3 of the SEQRA. C. Lane is to e-mail J. Zanca to confirm that she will complete the SEQRA for the Village.

**Website:** The agenda link has been added to the website. Maybe Patrick from Custom Data Solutions can assist the Village in placing information on our website.

**Washington Park Playground Equipment:** The playground equipment should be installed this week.

**Grounds Maintenance:** Pristine has cleared the weeds by the fire hydrant on Washington Street and has trimmed the bushes by the Gazebo at California Park. C. Lane to check Steve's Path.

**Stormwater:** K. Matthews received a letter from Carrie O'Farrell regarding the upcoming stormwater report. Clarification is needed with regards to this letter. K. Matthews needs to speak to C. O'Farrell.

**Roads:** There is a pothole by Singingwood and White Pine. It looks like the road may have been opened by a utility company. The Clerks office is to check to see if there have been any street opening requests. Another resident has sent a letter stating there are cracks on Van Brunt Manor Road. She feels these cracks were created by the heavy equipment brought in for the house being built on Van Brunt Manor Road. Public Safety is to take pictures of the damaged road. Hawkins and Spence should be called to give an estimate.

## **NEW BUSINESS**

A resident has requested a speed bump be placed on Singingwood Lane. Response: It is not allowed on public streets. This has bee researched in the past.

**Candlelight Tour:** It is the first weekend in December, Friday 6PM-9PM, Saturday 10AM-5PM. There are 2 houses in Poquott and 2 houses on Shore Road. The Historical Society will supply traffic coordinators.

**Court:** Suffolk County has written some tickets, but our local court did not know how to process them.

**Permits:** No new permits.

**Bills:** A motion was made by S. Nicoletti, seconded by C. Lane to pay bills totaling \$17,939.67, \$11.18 and \$403.73. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

## **Correspondence:**

1. Salerno Brokerage
2. Marie Eggert
3. J & L Sprinklers

A motion to adjourn was made by C. Lane at 8:20 P.M.

## 09/22/2011 Board of Trustees Mtg

### MINUTES OF THE SEPTEMBER 22, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:30 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney, Peter Sverd and five residents.

A motion was made by C. Vitkun seconded by K. Matthews to approve the minutes of September 8th, 2011. Aye C. Vitkun K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti, seconded by C. Vitkun to approve the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$3,206.85. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

#### Treasurer's Report-John Lane

1. J. Lane reviewed our financial reports.
2. Although it is not listed in today's reports, as it was received after the reports were prepared, the Village did receive its final reimbursement from LIPA in the amount of \$2,055.10.
3. The collateral report has been reviewed and is satisfactory to cover our deposits.
4. Do we have the amount that we will be reimbursed by FEMA for damage that was done in the Village during Hurricane Irene? Response: Not at this time.
5. A motion was made by S. Nicoletti seconded by C. Vitkun to approve the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

#### FEMA UPDATE

1. Central contractor Registration was completed and our DUNS number has been assigned.
2. All paper work for reimbursement from FEMA must be submitted by September 30th, 2011.
3. Our paper work will be submitted prior to that date.
4. Cleanup of the debris went well with the help of our handyman J. Hanley and Public Safety Officer Paul Liotta.

5. K. Matthews commended B. Donovan for a great job for all the work she did with the cleanup from Hurricane Irene.

## **Trustee Reports**

### **Carol Lane**

**Grounds Maintenance:** Norse Tree Service has removed the willow tree and a pear tree at Trustees Park by the greenhouse. In addition, they removed the damaged tree on Washington Street south of Harrison Avenue. Pristine Landscaping Inc. will be called to clear the bush by the fire hydrant on Washington Street.

**Mayors Memorial Park Play Ground Equipment:** The equipment will be ordered tomorrow from Gera Gardens.

**Master Plan Financial and SEQRA:** All the bills have been paid for the preparation of the Master Plan. Jessica Zanca will review the Master Plan and let the Board know if she will be able to complete 2 & 3 of the SEQRA.

**Resident Comments:** None.

### **Kathleen Matthews**

**Drains:** Another call has been placed to Suffolk County to see if the prevention pellets have been placed in our drains. Again there has been no response.

**Stormwater:** Maybe the Marine Dept. at SUNY Stony Brook can test the water in Scotts Cove.

**Port Jefferson Power Plant:** National Grid's decision of who is to take control of the transmission of the Power lines has been delayed. The plant itself will either be privatized, taken control by the State or a municipal agreement will be entered into.

**Resident Comments:** None

### **Sandy Nicoletti**

**Public Safety:** Public Safety will be cutting back on their hours. One officer has resigned and will need to be replaced. We currently have two officers scheduled to work on Halloween. Since it is a Monday it is felt the coverage will be sufficient.

Public Safety Officer, Paul Liotta was a big help in directing traffic during the clean up in the Village.

**Resident Comments:** None.

### **Christine Vitkun**

**Finances:** Previously discussed with the Treasurer's report.

**Web Site Update:** Need an agenda link added to our website. Chris is still waiting to meet with Frank from Stafford Associates to have training on maintaining our website.

**Waste Management:** Maggio's did a wonderful job after the storm taking debris residents left out with their garbage.

**Residents Comments:** None.

**Additional Reports:**

**Environmental Action Committee:** Nothing new.

**Beaches and Parks:** Nothing new.

**Roads:** John Evans should be asked about his recommendations for the top of Cedar Avenue.

**Attorney:** Sokoloff Stern LLP the attorneys representing the Village on the Article 78 is almost finished with their response.

**Planning Board:** Roger Flood will not be able to attend the December and January meeting. They are currently working on the request for a subdivision on Bayview Court.

**Zoning Board of Appeals:** Nothing is currently pending.

**Other Business**

**PJ Intermunicipal Agreement:** The Village will not consider entering into an agreement until the cost to the Village is confirmed.

**New Business**

**Bills:** A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$3,206.85. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

J. Arico our Building Inspector has submitted a bill for classes he has attended. A meeting with J. Arico needs to be scheduled to negotiate this bill.

**Correspondence**

1. A letter was sent from Nelson Pope & Voorhis to inform the Village that they are available to assess our street lights.

**Resident Comments:**

Resident: This resident was asked to leave California Park as he had a camper on the back of his pick up truck. Said resident indicated he has a valid sticker and there is no regulation banning this type of vehicle from parking at the park. His registration lists the vehicle in question as Suburban. The resident stated he has a medical condition and since the Village removes the bathroom facilities after Labor Day his camper is needed. Response: He was thanked for his comments.

**Motion to adjourn was made by C. Lane at 8:28 P.M.**

**09/08/2011 Board of Trustees Mtg**

**MINUTES OF THE SEPTEMBER 8, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present were Village Attorney, Peter Sverd and 5 residents.

A motion was made by S. Nicoletti seconded by C. Lane to approve the minutes of August 25th, 2011.

Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. C. Vitkun abstained as she was not present at the last meeting. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to have the Town of Brookhaven pay the tipping fee (dumping fee) and request reimbursement from FEMA. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by Carol Lane seconded by Sandy Nicoletti to authorize the following resolution.

**Be it Resolved** that the Board of Trustees of the Village of Poquott authorizes the Mayor, Barbara Donovan, to sign the contract with the Town of Brookhaven for Removal of Snow and Ice for the fiscal year 2011-2012.

Aye Carol Lane, Sandy Nicoletti, Kathleen Matthews, Christine Vitkun and Barbara Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to continue to retain Sokoloff Stern LLP as our counsel for the current litigation with MCBBLA Family Trust. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Storm Aftermath**

1. Part of the Village was without lights for 6 days.
2. C. Lane worked with Eric from Norse Tree Service to clear Van Brunt Manor Road of trees that fell and blocked the road and pulled wires down.
3. B. Donovan, C. Lane and S. Nicoletti have attended meetings and conference calls before and after the storm with the Town of Brookhaven, Suffolk County and FEMA.
4. Suffolk County will send in dump trucks and pay loaders to remove debris from Village property and right of ways.
5. It was agreed that the tipping fee (dumping fee) is to be paid by the Town of Brookhaven and they would request reimbursement from FEMA.
6. We need to obtain an 800 MH Radio for emergency such as this past storm.

7. B. Donovan will continue to work on the necessary forms to be reimbursed from FEMA for damage to the Village.

A motion was made by C. Lane seconded by K. Matthews to have the Town of Brookhaven pay the tipping fee (dumping fee) and request reimbursement from FEMA. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

#### **Other Business**

**Master Plan SEQRA:** C. Lane has completed part 1 of the SEQRA form. Who is going to complete 2 & 3? Does 2 & 3 need to be completed before sending it to the Suffolk County Planning Commission? P. Sverd to find out if it needs to be completed.

**Van Brunt Drainage:** L. Mitchell and R. Longacre still feel the results of the water runoff pollution tests of the South Shore compared to the runoff of the North Shore are like comparing apples to oranges. They are still inquiring if it is similar.

**Website:** Do we have a way of adding information to our website? C. Vitkun is still trying to set up a meeting with Stafford Associates Inc. What would be the cost of doing a reverse message? Maybe there would be grant money available (Homeland Security).

**Town Snow Removal:** A motion was made by Carol Lane seconded by Sandy Nicoletti to authorize the following resolution.

**Be it Resolved** that the Board of Trustees of the Village of Poquott authorizes the Mayor, Barbara Donovan, to sign the contract with the Town of Brookhaven for Removal of Snow and Ice for the fiscal year 2011-2012.

Aye Carol Lane, Sandy Nicoletti, Kathleen Matthews, Christine Vitkun and Barbara Donovan. Nay 0.

**Washington Park Playground Equipment:** The equipment will be ordered from Gera Gardens.

#### **New Business**

**Permits:** No new permit requests.

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to pay bills totaling \$20,656.68, \$22.00, and \$136.87. Aye C. Lane, S. Nicoletti, K. Matthews, c. Vitkun and B. Donovan. Nay 0.

#### **Correspondence:**

1. Times Beacon-Man of the Year.
2. Building Business in Brookhaven.
3. A letter from LIPA

4. A reminder from NYS to have our Justice Court audited.

**Resident Comments:**

1. Resident: The Village Patch has a link that you may add notices of events or messages.
2. Resident: Van Brunt Manor Road residents received power back on Friday.
3. Resident: The Deputy Mayor, Carol Lane, needs to be commended for her quick response to get the trees cleared on Van Brunt Manor Road. Response: Thank you, Eric from Norse Tree Service was phenomenal.
4. Resident: LIPA should keep the trees trimmed better. Response: We agree, however, some homeowners give them a problem when they are trimming the trees.
5. The Town of Brookhaven has amended their Dock Law to 150' long and in 3' deep water.

A motion was made by C. Lane at 8:35 P.M. to go into Executive Session to discuss pending litigation.

They returned from Executive Session at 8:45 P.M.

A motion was made by C. Lane seconded by S. Nicoletti to continue to retain Sokoloff Stern LLP as our counsel for our current litigation with MCBBLA Family Trust. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Motion to adjourn was made by C. Lane at 8:50 P.M.**

## 08/25/2011 Board of Trustees Mtg

### **MINUTES OF THE AUGUST 25, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present were Mayor Barbara Donovan, Trustees Kathleen Matthews, Carol Lane and Sandy Nicoletti. Also present were three residents. Village Attorney, Peter Sverd was in attendance by telephone conference. Excused was Trustee, Christine Vitkun.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the minutes of August 11, 2011. Aye K. Matthews, S. Nicoletti, C. Lane and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to accept the Treasurer's report. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to move \$500.00 from contingency to open a new line for

Good and Welfare #12110.5. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to purchase playground equipment from Gera Gardens in the amount of \$1,200.00 for Mayors Memorial Park. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and S. Nicoletti attend the NYCOM conference in September. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$3,284.06, \$761.19, \$80.68 and \$35.50. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

### **Treasurer's Report/John Lane**

J. Lane reviewed the financials. It was recommended that \$500.00 be moved from contingency to a new line Good/Welfare #12110.5. It was also noted that the collateral reports covering our deposits have been reviewed and are satisfactory.

A motion was made by S. Nicoletti seconded by C. Lane to accept the Treasurer's report. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to move \$500.00 from contingency to a new line Good/Welfare #12110.5. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

### **Trustees Reports**

#### **C. Lane**

**Ground Maintenance:** A willow tree uprooted by the greenhouse, a resident has offered to cut up and remove the tree. Due to liability our tree company will need to do the work.

Replacement split rails need to be ordered. Jay Hanley is to give a replacement count to the Clerk.

**Mayors' Memorial Park Play Ground Equipment:** B. Donovan and S. Nicoletti have obtained prices for replacement of the swing set at Mayors' Memorial Park. A motion was made by C. Lane seconded by K. Matthews to purchase playground equipment from Gera Gardens in the amount of \$1,200.00 for Mayors Memorial Park. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

**Master Plan Financial and SEQRA:** B. Donovan did an excellent job negotiating the bill received from Nelson, Pope and Voorhis in the amount of \$8,500.00. The bill is being reduced to \$2,500.00. The other portion is being donated to the Village. C. Lane has volunteered to complete the SEQRA for the Master Plan.

#### **Resident Comments:**

Resident: Is this the second time we are replacing the rail at Village Hall? Response: No this is the first time.

#### **K. Matthews**

**Drains:** R. Parrish states that the drains will be cleaned at the end of the following month.

We still haven't received confirmation that our drains have been treated for mosquitoes.

Public Safety has been doing an excellent job in keeping the drains cleared of debris.

Discussion was held regarding the upcoming storm, and if we are able to close the parks. Yes the Mayor has the authority to close the parks.

Hawkins and Spence have given an estimate of \$1,885.00 to remove dirt from Cedar Avenue to alleviate the drainage problem. K. Matthews to verify if the 2 pot holes can be fixed and included in this proposed amount.

**Stormwater:** K. Matthews would like to obtain the report regarding only the first 10% of the runoff is polluted. The report was completed for the South Shore is it the same for the North Shore?

**Port Jefferson Power Plant:** There were 3 bidders for the property. Bob Fishbach feels the plant is going to be re-powered.

**Resident Comments:** None.

**Sandy Nicoletti**

**Public Safety:** R. Fikar to give the list of signs that need to be replaced to the Clerks office.

Public Safety will be cutting back their hours in September.

The car left down at California Park needs to be removed by tomorrow. If it is not removed the Village will have it towed at the owner's expense.

**Hurricane Irene:** The Village is preparing for Hurricane Irene. We only have 6 houses in the flood zone.

Our DMV account was audited by NYS.

**Resident Comments:**

Resident: What is a dial up account with DMV? Response: Public Safety has the ability to run license plates in their normal course of business.

**Christine Vitkun excused.**

**Building Inspector:** He is changing his hours from Thursday to Friday. New fee schedule to be tabled to our next meeting.

**Attorney:** Article 78-The Plaintiff has asked for extended time.

**Planning Board:** Nothing new.

**Zoning Board:** Nothing new.

**Other Business:**

**PJ Intermunicipal Agreement:** We will need to know the cost before the Village will sign the agreement.

**Historian:** Chris Ryon: Recommends getting rid of old furniture in the basement, we will possibly need additional shelving. He will be purchasing a new light for the work area.

**NYCOM:** A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and S. Nicoletti attend the NYCOM conference in September. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

**NIMS:** Training is being held at Plum Island.

Sexual Harassment training needs to be completed by all employees and Trustees.

**Bills:** A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$3,284.06, \$761.19, \$80.68 and \$35.50. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Correspondence:**

We received a thank you note from Cablevision.

**Motion to adjourn was made by C. Lane at 9:05 P.M.**

## 07/28/2011 Board of Trustees Mtg

**Minutes of July 28th, 2011 Meeting of the Board of Trustees of the Village of Poquott held at Village Hall at 7:00 P.M.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Christine Vitkun, and Kathleen Matthews. Also present were Village Attorney, Peter Sverd and 9 residents.

Excused was Trustee Sandy Nicoletti.

**Public Hearing 7:00 P.M. Renewal of Franchise Agreement with Cablevision Inc.**

Present from Cablevision were Joan Gilroy, Director of Government Affairs with Cablevision and James Gaughran outside counsel for Cablevision.

Ms. Gilroy made a presentation to the Board and residents regarding the new agreement:

- 1) 10 year franchise renewal agreement.
- 2) Mirrors Verizon agreement.
- 3) Will generate more fees.
- 4) Fees will be paid quarterly instead of once a year.
- 5) Outstanding customer service.

6) Protection of Village Property.

Mayor Donovan opened the meeting for questions.

The Board of Trustees had no questions at this time.

### **Public Comments**

1) Resident: What is the income that will be received by the Village? Response: 5% of the gross receipts.

2) Resident: Why did residents receive a letter stating that we will need to get a cable box? Response: Cablevision is in the process of going digital, which has been encouraged by the government; analog customers will require a box to receive reception. Cablevision has the following promotions:

**a)** Residential Analog Customers: up to 2 free cable boxes or Cable cards for 2 years.

**b)** Residential Digital Customers: (already have boxes in their home) up to 3 free cable boxes or Cable Cards for 1 year.

**c)** Analog Broadcast Basic Medicaid Offer: up to 2 free cable boxes or Cable Cards for 5 years (proof required).

**d)** Municipal Customers (Schools, Libraries, Municipal Buildings): 1 free cable box per service location under the terms of the franchise.

3) Resident: Thank you for the explanation.

4) Village Attorney, Peter Sverd: I have just received the final copy of the agreement, once I have had an opportunity to review the agreement to make sure all the requested changes have been made I would recommend that the Board make a motion to approve this agreement with Cablevision.

**A motion was made by C. Lane to close the Public hearing at 7:33 P.M.**

**Opened our Regular meeting at 7:32 P.M.**

A motion was made by C. Lane seconded by K. Matthews to approve the 10 year franchise agreement with Cablevision, this approval is based on final review by our Attorney, Peter Sverd, that all the requested changes have been made. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the July 14th, 2011 minutes. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to approve the Treasurer's report. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to pay bills totaling \$3,762.68. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to approve hiring Jay Hanley as a new handyman. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

#### **Trustee Reports:**

##### **Carol Lane:**

**Grounds Maintenance:** Pristine still needs to clear the end of Harrison Avenue and at the Overlook. Kent from Pristine recommends the bush trimming by the gazebo at Mayors Park be done in the fall or spring.

**Mayors' Memorial Park Play Ground Equipment:** C. Lane presented a play set from Home Depot for possible purchase. J. Arico our Building Inspector to take a look and make his recommendation regarding the possible replacement.

**Master Plan Update:** Nothing new. P. Sverd to let the Clerk know what required documents need to be sent to the Suffolk County Planning Commission.

**Resident Comments:** None

##### **Kathleen Matthews:**

**Drains:** Nothing new. We need to call the Heath Dept to see if they have treated our storm drains for mosquitoes. The Clerk is to call the Suffolk County Health Department.

**Stormwater:** C. Lane and L. Mitchell are having a meeting with Steve Fiore Rosenfeld on August 9th, 2011 regarding the prior inter municipal agreement the Village had with the Town of Brookhaven regarding the drainage on Van Brunt Manor Road.

**Port Jefferson Power Plant:** Nothing New.

**Resident Comments:** None.

**Sandy Nicoletti:** Excused

**Public Safety:** Officer Frank Shaffer gave the monthly report.

**Resident Comments:**

1) Resident: Is there such a thing as an electronic leash? Response: Not that I am aware of.

**Christine Vitkun:**

**Finances:** Previously discussed with Treasurer's report.

**Website:** Up and running. Send previous minutes.

**Waste Management:** Nothing New.

**Setauket Fire District Strategic Planning Committee Update:** Nothing New.

**Resident Comments:** None.

**Environmental Action Committee (LIPA):** Nothing New.

**Beaches & Parks:** In the future if electric is needed for an event at California Park, Public Safety will open the electric box. Also, if the resident's event requires a tent our sprinkler service will need to be contacted for its placement. This is to alleviate any damage to our sprinkler system. Any cost for this service will be passed on to the resident having the event.

**Roads:** Cedar Avenue definitely needs work; it will not be a simple fix. K. Matthews is to call Don Spence from Hawkins and Spence for his recommendation and pricing.

**Permits/Building, Parks & Beaches:** No new requests.

**Attorney:** The law firm of Sokoloff Stern LLP will represent the Village with regards to the Article 78 lawsuit.

**Planning Board:** Nothing New.

**Zoning Board of Appeals:** Nothing New.

**Other Business:**

A letter has been sent to the owners on record of 19 Birchwood Avenue regarding the condition of the property.

**New Business:**

The 2011 Candle Light Tour will include houses on Shore Road, Van Brunt Manor Road and Tinker Bluff.

A motion was made by C. Lane seconded by K. Matthews to pay bills totaling \$3,762.68. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

The Village will be hiring a new handyman to do some maintenance jobs for the Village. Recently it has been difficult contacting our existing handyman. The new handyman will be on probation for 3 months.

A motion was made by C. Vitkun seconded by C. Lane to approve hiring Jay Hanley as a new handyman. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Correspondence:**

1) Suffolk County Small Business Advisory Council

**Public Comments:** None.

A motion to adjourn was made by C. Lane at 9:24 P.M.

## 07/14/2011 Board of Trustees Mtg

**Minutes of the July 14, 2011 meeting of the Board of Trustees of the Village of Poquott held at Village Hall at 7 P.M.**

**Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, and Sandy Nicoletti. Also present was Village Attorney Peter Sverd and 11 residents. Excused was Trustee, Christine Vitkun.**

### **Public Hearing-Proposed Master Plan**

Background:

1. Last time our Master Plan was updated was 1980.
2. In 2009 a committee was organized and chaired by Roger Flood to update our Master Plan.
3. The committee prepared a survey that was sent to all residents, asking for their input.
4. 40% of our residents responded to this survey.
5. Roger compiled the information and did a presentation in 2010.
6. Trustee C. Lane did a tremendous amount of work gathering past information including maps and other data. Carol Lane and Barbara Donovan met with our Engineers; Nelson Pope & Voorhis to have them compile the final Master Plan.
7. The Village has three districts and there are only a small amount of lots that could be built on or subdivided.
8. The Master Plan needs to be sent to the Suffolk County Planning Commission for approval before we can approve this plan.
9. The full report is available for review at Village Hall with a scheduled appointment.
10. We were mandated by the state to update our Master Plan.
11. The Town of Brookhaven is updating their Master Plan.
12. We will accept written comments for the next two weeks.

**Comments from the Board:**

1. The Suffolk County Precincts numbers need to be corrected.

**Resident Comments:**

1. Resident: Are we allowing multiple housing? Response: Not at the present time, we currently allow only single family dwellings.
2. Resident: Is the proposed Master Plan on the website. Response: Not at the present time, our website is currently being updated. The plan is available for review with a schedule appointment at the Clerks office.
3. Resident: How will we know the Master Plan is on the website are you sending a flyer? Response: The website should be available shortly.
4. Resident: Was Steve's Path closed because there was no regular maintenance done? Response: Steve's Path is always closed in the winter as it cannot be maintained from the snow and ice.
5. Resident: I feel Steve's Path should remain open in the winter.

**The Public Hearing adjourned at 7:20 P.M. on a motion from C. Lane**

### **The regular Board Meeting opened at 7:20 P.M.**

The Mayor requested the appointment of Paul Edelson to the Zoning Board of Appeals. A motion was made by C. Lane seconded by K. Matthews to approve the appointment of Paul Edelson to the Zoning Board of Appeals. Aye C. Lane, K. Matthews S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve the minutes of June 23, 2011. Aye S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the minutes of July 5, 2011. Aye K. Matthews, S. Nicoletti, C. Lane and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to approve bills totaling \$27,541.00 and \$160.75. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0

A motion was made by C. Lane seconded by S. Nicoletti to hire the Law Office of Egan and Golden to represent the Village with regards to the recent Article 78 which the Village was served. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

### **Other Business**

**Website:** Our website is currently being updated. C. Lane to call Stafford Associates to see when it will be completed.

**Town Snow Removal Update:** The Village has not received the letter from the Town of Brookhaven regarding an intermunicipal agreement with the Town to do our snow plowing in 2013. Peter Sverd, however, did receive notification and has responded to the Town of Brookhaven that the Village is interested in signing the agreement.

**Setauket Fire District Strategic Planning Committee:** No new meetings have been held.

### **New Business**

**Roads:** The Clerk received a complaint about the potholes on Maybeck Drive. The Clerk is to contact the resident and explain it is a private road and not the responsibility of the Village to maintain.

**Cedar Avenue:** Lois Mitchell and John Evans looked at Cedar Avenue. The Town filled the potholes at the east end but did not finish the rest of the street. There is a drainage problem in front of 23 Cedar. L. Mitchell is to call the Town of Brookhaven to see if there is anything they can do.

**Mayors Park:** The playground equipment at Mayors Park needed to be removed as it was structurally unsafe.

**Pristine Landscaping Inc.:** Pristine is coming back Monday to complete the requested work. Payment is to be withheld until the work is completed.

**Suffolk County Village Officials Association:** SCOVA has sent their membership bill of \$750.00. The Village has contacted the organization to see what benefits we will receive with this paid membership.

**Drains:** No response from Rich Parrish. K. Matthews to follow up.

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to pay bills totaling \$27,541.00 and \$160.75. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Article 78:** A motion was made by C. Lane seconded by S. Nicoletti to hire the Law Office of Egan and Golden to represent the Village with regards to the recent Article 78 which the Village was served. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Clerk:** The Clerk has received two complaints about the property at 19 Birchwood Avenue being overgrown and not being maintained. The Clerk is to send a letter to the owners on record.

**Permits:** No new requests.

**Correspondence:** None.

**Resident Comments:**

1. Resident: I feel Steve's Path should remain open in the winter. Other paths in the Village are not closed. Response: It is closed for safety issues; we are unable to clear it of snow and ice. We will take it into consideration.
2. Resident: 19 Birchwood Avenue is deplorable. The Village should be able to do something then charge the owners. Response: We are first going to send the owners of record a letter.
3. Resident: Who decides to take down trees on Village property? Response: We have Norse Tree Service come in and decide whether a tree should be removed or trimmed.
4. Resident: If he is doing the work, don't you think his decision will be in his favor? Response: He is a reputable and well known in the community. He has on many occasions instructed us to keep the tree.
5. Resident: Did we pay for snow plowing last year? Response: No it was budgeted in your town taxes. In 2013 it will be on your Village taxes, you will see it as a line item on your Village tax bill just as your garbage is listed.
6. Resident: Does the town repair the berms? Response: No the Village hires a private company to repair the berms.

**A motion was made by C. Lane at 8:25 P.M. to go to Executive Session to discuss a personnel issue and the recent served litigation.**

**The Board returned from Executive Session at 8:45 P.M.**

**A motion to adjourn was made by C. Lane at 8:46 P.M**

## 07/05/2011 Board of Trustees Mtg

MINUTES OF JUNE 23, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney, Peter Sverd and five residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of June 9th, 2011. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to have John Lane after discussion with one Board member to make the decision as to which insurance carrier the Village should purchase their insurance from. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$7,347.24. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

### Treasurer's Report-John Lane

John reviewed the current financials. Not much has happen since the start of the fiscal year. The Clerk will speak with Natalie Hoffman, our bookkeeper, regarding Public Relations and Village Hall Capital Expense.

A motion was made by S. Nicoletti seconded by C. Vitkun to accept the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

John has also been in contact with Salerno Agency and NYMIR regarding insuring the Village for our fiscal year 2011-2012.

A discussion followed regarding remaining with our current insurance carrier or switching to a new insurance agency with NYMIR .

A motion was made by K. Matthews seconded by C. Lane to have John Lane after discussion with one Board member to make the decision as to which insurance carrier the Village should purchase their insurance from. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

John Lane has reviewed the collateral report covering our deposits and has found it to be satisfactory.

Carol Lane

Grounds Maintenance: C. Lane has spoke to Kent from Pristine Property Care regarding some items that need to be done:

The eastside of Washington Avenue from Singingwood to the Village Hall sign.

The corner of Harrison needs to be trimmed.

Roadsides along Van Brunt Manor Road need to be trimmed.

J. Menninger has requested the bushes by the Gazebo be trimmed.

Master Plan: A Public Hearing is scheduled for July 14, 2011.

Resident Comments: None

Kathleen Matthews:

Drains: K Matthews is to call Rich Parrish to have the drains cleaned.

Roads: Potholes should be completed soon after the seconded sweeping.

Stormwater: L. Mitchell and C. Lane are meeting with Steve Fiore-Rosenfeld regarding the Van Brunt Manor Road Stormwater improvements.

C. Lane brought in the mapping of the water flow and drains in the middle of the Village. This map will be given to C.

O'Farrell and hopefully it will meet the requirements for the Stormwater report.

Port Jefferson Power Plant Update: The plant is installing new technology to protect aquatic life in the harbor.

Resident Comments: None

Sandy Nicoletti:

Public Safety: R. Fikar gave his report:

Two officers left that need to be replaced.

Has extended the hours of coverage.

Should consider hiring seasonal officers.

Resident Comments: None.

Christine Vitkun:

Finances: Previously discussed.

Website: The upgrade is almost finished.

Waste Management: Nothing to report.

Resident Comments: None

Additional Reports:

Environmental Action Committee (LIPA): Nothing to report.

Beaches and Parks: If the fish fry is held it will be on August 13, 2011.

Roads: Previously discussed.

Building Inspector: Andrea the building clerk is almost finished with the proposal for new building fees.

Attorney: Cablevision would like to have the Public Hearing for their contract on July 28th, 2011.

Planning Board: The MCBBLA Dock application request has been declined by the Planning Board.

Zoning Board of Appeals: Nothing pending.

Other Business:

Replacement swing seats need to be ordered for Trustees Park.

J. Newfield after vacation will work on Mondays and Andrea Brosnan will work on Fridays.

Village Hall will be closed on Monday July 11th, 2011.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$7,347.24. Aye S. Nicoletti, C. Lane, K.

Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence:

Sign advertisement.

Census information

NYCOM Planning and Zoning Training (upstate).

Resident Comments:

Resident: If we are obtaining quotes for paving, Enterprise Paving has solicited the Village to be considered.

A motion was made at 8:32 P.M. by C. Vitkun to go to Executive Session to discuss a possible litigation.

Returned from Executive Session at 8:54 P. M.

Motion to adjourn was made by C. Lane at 8:55 P.M.

## 06/23/2011 Board of Trustees Mtg.

MINUTES OF JUNE 23, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney, Peter Sverd and five residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of June 9th, 2011. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to have John Lane after discussion with one Board

member to make the decision as to which insurance carrier the Village should purchase their insurance from. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$7,347.24. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

#### Treasurer's Report-John Lane

John reviewed the current financials. Not much has happen since the start of the fiscal year. The Clerk will speak with Natalie Hoffman, our bookkeeper, regarding Public Relations and Village Hall Capital Expense.

A motion was made by S. Nicoletti seconded by C. Vitkun to accept the Treasurer's report. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

John has also been in contact with Salerno Agency and NYMIR regarding insuring the Village for our fiscal year 2011-2012.

A discussion followed regarding remaining with our current insurance carrier or switching to a new insurance agency with NYMIR .

A motion was made by K. Matthews seconded by C. Lane to have John Lane after discussion with one Board member to make the decision as to which insurance carrier the Village should purchase their insurance from. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

John Lane has reviewed the collateral report covering our deposits and has found it to be satisfactory.

#### Carol Lane

Grounds Maintenance: C. Lane has spoke to Kent from Pristine Property Care regarding some items that need to be done:

The eastside of Washington Avenue from Singingwood to the Village Hall sign.

The corner of Harrison needs to be trimmed.

Roadsides along Van Brunt Manor Road need to be trimmed.

J. Menninger has requested the bushes by the Gazebo be trimmed.

Master Plan: A Public Hearing is scheduled for July 14, 2011.

Resident Comments: None

Kathleen Matthews:

Drains: K Matthews is to call Rich Parrish to have the drains cleaned.

Roads: Potholes should be completed soon after the seconded sweeping.

Stormwater: L. Mitchell and C. Lane are meeting with Steve Fiore-Rosenfeld regarding the Van Brunt Manor Road Stormwater improvements.

C. Lane brought in the mapping of the water flow and drains in the middle of the Village. This map will be given to C. O'Farrell and hopefully it will meet the requirements for the Stormwater report.

Port Jefferson Power Plant Update: The plant is installing new technology to protect aquatic life in the harbor.

Resident Comments: None

Sandy Nicoletti:

Public Safety: R. Fikar gave his report:

Two officers left that need to be replaced.

Has extended the hours of coverage.

Should consider hiring seasonal officers.

Resident Comments: None.

Christine Vitkun:

Finances: Previously discussed.

Website: The upgrade is almost finished.

Waste Management: Nothing to report.

Resident Comments: None

Additional Reports:

Environmental Action Committee (LIPA): Nothing to report.

Beaches and Parks: If the fish fry is held it will be on August 13, 2011.

Roads: Previously discussed.

Building Inspector: Andrea the building clerk is almost finished with the proposal for new building fees.

Attorney: Cablevision would like to have the Public Hearing for their contract on July 28th, 2011.

Planning Board: The MCBBLA Dock application request has been declined by the Planning Board.

Zoning Board of Appeals: Nothing pending.

Other Business:

Replacement swing seats need to be ordered for Trustees Park.

J. Newfield after vacation will work on Mondays and Andrea Brosnan will work on Fridays.

Village Hall will be closed on Monday July 11th, 2011.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$7,347.24. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence:

Sign advertisement.

Census information

NYCOM Planning and Zoning Training (upstate).

Resident Comments:

Resident: If we are obtaining quotes for paving, Enterprise Paving has solicited the Village to be considered.

A motion was made at 8:32 P.M. by C. Vitkun to go to Executive Session to discuss a possible litigation.

Returned from Executive Session at 8:54 P. M.

Motion to adjourn was made by C. Lane at 8:55 P.M.

## 06/09/2009 Board of Trustees Mtg.

### **MINUTES OF JUNE 9, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present was Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti, and Christine Vitkun. Village Attorney, Peter Sverd, was in attendance by phone conference. Also present were 2 residents.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the minutes of May 26, 2011. Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to transfer \$300.00 from Public Relations to a new line for expenses for the Historian. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$24,678.49, \$211.62 and \$148.93. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

#### **Other Business**

**Master Plan:** C. Lane and B. Donovan met with Nicole from Nelson, Pope and Voorhis regarding the Master Plan. Some minor corrections needed to be implemented. They originally were using the 2000 census instead of the 2010 census for their information.

A Public Hearing is to be scheduled for July 14, 2011.

**Organizational Meeting:** It is scheduled for July 5<sup>th</sup>, 2011.

**Stormwater Management:** B. Donovan and K. Matthews met with Carrie O'Farrell from Nelson, Pope and Voorhis regarding our annual stormwater report. The Village needs to do a mandated stormwater mapping of the middle of the Village. The cost will be about a \$1,000.00.

C. Lane and J. Newfield are to check to see if this mapping was done when the middle of the Village was developed.

**Website:** Our website is currently being updated.

**Town Snow Removal:** The Village will be receiving a letter from the Town with an inter-municipal agreement to do our snow removal.

**Historian:** A motion was made by C. Lane seconded by K. Matthews to transfer \$300.00 from Public Relations to a new line for expenses for the Historian. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

**Setauket Fire District Strategic Planning Committee Update:** Nothing new.

**New Business:**

J. Lane to review the NYMIR proposal and to speak to our current insurance agent to see if they can meet the quote we received.

P. Sverd no longer wishes to be our prosecutor, James Danna a Village resident is being considered as his replacement.

Harmon Lutzer will continue as our alternate prosecutor.

The entrance signs to the Village need to be repaired.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$24,678.49, \$211.62 and \$148.93. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Permits:** No new permit requests.

**Correspondence:** None

## **Resident Comments:**

**R. Flood:** The third draft of the Solar and Wind Power Installation is completed and will be given to P. Sverd to draft a new law.

**Motion to adjourn was made by C. Lane at 8:45 P.M.**

## **05/26/2011 Board of Trustees Mtg.**

### **MINUTES OF MAY 26, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present was Mayor Barbara Donovan, Trustees Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Carol Lane arrived at 7:30 P.M. Peter Sverd, Village Attorney, was in attendance by phone conference. Two residents were present.

A motion was made by K. Matthews seconded by Sandy Nicoletti to approve the May 12th, 2011 minutes. Aye K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to accept the Treasurer's report. Aye C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to pay bills totaling \$18, 776.21, \$60.57 and \$44.00. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to approve the following pay increase effective Monday, May 30th, 2011.

- Robert Fikar increased to \$18.50 per hour.
- Gregory Lagarenne increased to \$13.50 per hour.
- Frank Schaffer increased to \$15.50 per hour.
- Steve Cruz increased to \$15.50 per hour.
- Joseph Newfield increased to \$16.50 per hour.
- Eileen Harvey increased to \$22,000.00 annually.

A motion was made by C. Vitkun seconded by C. Lane to appoint Jessica Zanca to the Planning Board. Aye C. Vitkun, C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

## **Trustee Reports**

### **Kathleen Matthews**

**Drains:** Once the sweeping is completed the drains will be cleaned.

**Stormwater:** Carrie O'Farrell from Nelson Pope & Voorhis just contacted the Village as the stormwater report needs to be completed by June 1, 2011. A meeting is to be set up on June 1, 2011 with Carrie O'Farrell, Kathleen Matthews and B. Donovan.

**Resident Comments:** None

**Sandy Nicoletti:**

**Public Safety:** We needed a new fender for the 2004 Jeep; it is under investigation to see what happened. Officers will be starting earlier in the summer, Mary is returning from her leave and we will have full man power.

**Resident Comments:** None.

**Christine Vitkun:**

**Finances:** Our budget is completed.

**Website:** We are currently updating our website. Once the update is completed the Clerk and C. Vitkun will have training on how to place items on our website.

**Waste Management:** Nothing new.

**Resident Comments:** None

**Carol Lane**

**Grounds Maintenance:** Eric from Norse Tree Service will be trimming the cherry tree by the gazebo at California Park. We are still waiting for the quote from Mr. Sign regarding replacing the sign at Walnut Park.

**Master Plan:** We received the proposed Master Plan and there are some items that need to be corrected. C. Lane and B. Donovan are to meet with Nicole from Nelson Pope and Voorhis. The Village should not pay any additional fees.

**Resident Comments:** None

**Environmental Action Committee (LIPA)**

We have received some responses to our letter regarding our wish to be included in the meetings regarding the future of the Port Jefferson Power Plant. K. Matthews would like to write an article for the local papers. The article is to be sent to the rest of the Board for review before submission to the newspaper. The Clerk requested a copy of the article once it is being sent to the newspapers in case she receives inquiries from residents. K. Matthews and B. Donovan are to schedule a meeting with the Mayor of Port Jefferson.

**Parks and Beaches:** Nothing new.

**Roads:** Waiting for the roads to be swept so the potholes can be repaired.

**Building Inspector:** The docks need to be inspected each year. J. Arico, our Building Inspector, is able to do the

inspections himself however if necessary he will bring in the Engineers. Currently we do not have anything in our fee schedule for said inspections; J. Arico is to make a recommendation regarding the fee we should charge.

#### **Permits, Parks and Beaches**

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the request from C. Castillo to have an event at California Park on 6/24/11. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by c. Lane seconded by K. Matthews to approve the request from Donna Bassano to have an event at Mayors Park on July 16, 2011. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to approve the request from Thomas Lonagan to have an event at Mayors Park on August 20, 2011. Aye K. Matthew, C. Lane, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

The Clerk will monitor that the deposits and insurance binders are received.

**Attorney:** Currently working with Cablevision to renew their contract with the Village we should be able to schedule our public hearing for July 28th, 2011.

**Planning Board:** Our Planning Board has completed their research with regards to having solar and wind power facilities installed in the Village. P. Sverd is preparing a draft of the suggested law.

**Zoning Board of Appeals:** Nothing

#### **Other Business**

A line should be opened on our budget for the Village Historian.

#### **New Business**

- A motion was made by C. Lane seconded by K. Matthews to pay bills totaling \$18,776.21, \$60.57 and \$44.00. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.
- A motion was made by C. Lane seconded by S. Nicoletti to approve the following pay increases effective Monday, May 30th, 2011.
- Robert Fikar increased to \$18.50 per hour.
- Gregory Lagarenne increased to \$13.50 per hour.
- Frank Schaffer increased to \$15.50 per hour.
- Steve Cruz increase to \$15.00 per hour.
- Joseph Newfield increased to \$16.50 per hour.
- Eileen Harvey increased to \$22,000.00 annually.
- The Village employees required to take two training courses (1) Sexual Harassment and (2) Violence in the workplace. The Dept of Labor can come and do the training.
- National Incident Management System (NIMS) #300 and #400 need to be taken by the Board.

- A motion was made by C. Vitkun seconded by C. Lane to appoint Jessica Zanca to the Planning Board. Aye C. Vitkun, C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0. She will be replacing Hank Ryon.
- **Snow Plowing:** The Town is currently working out the details regarding snow plowing. Nothing is going to change until January 2013. At that time we will need to enter into an agreement with the Town and pay for snow plowing. We can also enter in to an inter-municipal agreement with other Villages to do our plowing.

**Correspondence:** None

**Resident Comments:** None

**A motion was made by C. Lane to adjourn at 9:30 P.M.**

## 05/12/2011 Board of Trustees Mtg.

### MINUTES OF MAY 12, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti, and Christine Vitkun. Also present was Village Attorney, Peter Sverd and 2 residents.

A motion was made by C. Lane seconded K. Mathews to pass the following resolution:

**Be It Resolved** that the clerical error listed on the April 28<sup>th</sup>, 2011 approved budget be changed to reflect the approved adjustments listed in the April 14<sup>th</sup>, 2011 minutes:

- 1) Consolidated Highway Improvements Program \$16,000.00
- 2) Street Maintenance \$30,000.00
- 3) Net Operating Revenue (15,394.00)

Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the minutes of April 28<sup>th</sup>, 2011. Aye C. Vitkun, S. Nicoletti, K. Matthews, C. Lane and B. Donovan. Nay 0.

**Port Jefferson Power Plant:** Discussion on the proposed resolution regarding the Power Plant:

- 1) We are just asking to be able to attend the meetings with regards to the future of the power plant.
- 2) We receive none of the benefits (payments) only the pollution.

- 3) We cannot interfere in the operation of the Village of Port Jefferson.
- 4) We should have a voice and a platform.
- 5) We should be kept abreast of current negotiations of the future of the plant, and not informed after decisions have been made.
- 6) There should be a cover letter to our resolution.
- 7) Kathleen Matthews should sign the letter as the Trustee, representing the Village.
- 8) There should be follow up calls after the letter and resolution has been sent to local politicians, the Governor, environmental organizations, National Grid etc.

A motion was made by Carol Lane seconded by S. Nicoletti to pass the following resolution:

**Be It Resolved** by the Board of Trustees of the Incorporated Village of Poquott (“Poquott”) that:

**WHEREAS, POQUOTT** borders the entire northwest boundary of the Port Jefferson National Grid Power Plant (“Plant”), from Rte 25A to Port Jefferson Harbor; and

**WHEREAS, POQUOTT** retains tax jurisdiction over a section of the National Grid property parcel that is managed as a conservation easement by the non-profit Three Village Community Trust; and

**WHEREAS, POQUOTT** bears a far greater burden to its quality of life than any other municipality with respect to pollution, noise, traffic, disturbed view-shed and lower home values due to the proximity of **Poquott** residences to the Plant; and

**WHEREAS,** the ideas, concerns, thoughts, and consideration of **Poquott** should form, in no small part, a basis upon which decisions about the future of the Plant, should be made, and

**WHEREAS,** as recently as 2009, LIPA declared and included Poquott as a “Stakeholder” involved in its decision making processes when disposition of the Plant was being considered, and

**WHEREAS, LIPA** has not included Poquott in any of its recent deliberations with Port Jefferson, the State of New York, and other municipal entities, authorities, or commissions, with respect to the future of the Plant; and

**WHEREAS,** the future use, decommissioning, or re-powering, of the Plant is being discussed and studied at all levels of the government;

**NOW, THEREFORE, BE IT RESOLVED that: THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HEREBY EXPRESSES ITS DESIRE, WISH, AND INTENTION TO BE INCLUDED AS A NECESSARY PARTY TO ANY AND ALL DECISION MAKING PROCESSES WITH RESPECT TO THE FUTURE OF THE PORT JEFFERSON NATIONAL GRID POWER PLANT, INCLUDING BUT NOT LIMITED TO DISCUSSIONS, NEGOTIATIONS, AND MEETINGS WITH GOVERNMENT ENTITIES, TO WIT THE STATE OF NEW YORK, OR ANY OTHER MUNICIPALITY, AUTHORITY OR COMMISSION AS A PARTY.**

Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

#### **Other Business**

**Master Plan:** Nelson, Pope & Voorhis, LLC has submitted the proposed Master Plan for the Village. C. Lane and B. Donovan to review the report.

**Town Snow Removal Update:** The meeting with the Town of Brookhaven is May 17<sup>th</sup>, 2011. Attorney Joe Prokop arranged a meeting on May 11<sup>th</sup>, 2011 of Mayors regarding snow removal. It was well attended.

- 1) The Town is willing to continue to do snow removal but the Village will need to pay.
- 2) The resident's Town taxes will be reduced.
- 3) The resident's Village taxes will be increase to cover the snow removal.
- 4) We will need to add a budget line for snow removal.
- 5) We will need to establish a reserve line on the budget for funds that are budgeted for snow removal that are not expensed. These funds can be used for future snow removal costs.
- 6) Also, a municipal agreement can be entered into for removal of snow, street sweeping etc with other local municipalities.

#### **Setauket Fire District Strategic Planning Committee:**

- 1) They need to complete an engineering survey to see if the renovations are feasible.
- 2) The minutes need to be produced regarding the 2 Bonds that were defeated regarding improvements to the Main Street Fire House.
- 3) The next meeting is scheduled for May 24, 2011.

**Newsletter:** The newsletter is finished and will be uploaded to the website once the upgrade of our website is completed.

**NIMS:** K. Matthews to complete by the weekend.

**Grounds Maintenance:** Spring cleanup of the parks and beaches has been completed. The ramp at California Park will need to be cleaned.

**New Business:**

**Nuisance Property:** 14 Chestnut hasn't broken any laws, however, a nuisance summons can be issued for quality of life, but we need to follow procedures.

**Permits:** The building department will send an e-mail out to the Board of all requests for building permits. You will have two weeks to come to Village Hall and review the plans and application. After that the permit will be issued.

**Correspondence:** None

**Public Comments:**

- 1) The Treasurer has sign the engagement letter with our accountants R. S. Abrams. This letter needs to be signed by the Mayor.

**Motion to adjourn was made by C. Lane at 8:32 P.M.**

## **04/28/2011 Board of Trustees Mtg.**

MINUTES OF THE APRIL 28,2011 PUBLIC HEARING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL  
AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandra Nicoletti, Christine Vitkun. Also present Village Attorney Peter Sverd and nine residents.

The Public Hearing on the 2011-2012 fiscal budget for the Village of Poquott was called to order by the Mayor. After discussion by the Board and as review of the exemption report accompanying the budget the hearing was opened to floor.

COMMENTS—none

The hearing adjourned at 7:05 P.M. on a motion by C. Lane

MINUTES OF THE APRIL 28, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT  
HELD AT VILLAGE HALL AT 7:05 P.M.

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandra Nicoletti, Christine Vitkun. Also present Village Attorney Peter Sverd and 9 residents.

Minutes of the April 14 meeting were approved a written on a motion by C. Vitkun, seconded by S. Nicoletti. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

Treasurer's report was accepted as presented on a motion by C. Vitkun seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

A motion to approve the update of the Website for \$2,800.00 was made by S. Nicoletti seconded K. Matthews. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun, Nay 0.

A motion to approve the 2011-2012 Budget as presented was made by C. Lane, seconded by C. Vitkun. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun, Nay 0.

A motion to pay bills totaling \$3,206.16 was made by S. Nicoletti, seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

Minutes of the April 14, 2011 meeting were accepted as written on a motion by C. Vitkun, seconded by S. Nicoletti. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun, Nay 0.

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

TRUSTEE REPORTS

CAROL LANE

GROUND MAINTENANCE/ROADSIDES—Pristine has started the new contract year with a spring cleanup. Walnut beach needs a total cleanup, Pristine has been contacted.

MASTER PLAN UPDATE—INITIAL DATA HAS BEEN FORWARDED TO OUR ENGINEERS.

Comments

Resident—a derelict boat has washed up on VanBrunt Manor beach—Clerk will contact our handyman.

KATHLEEN MATTHEWS

DRAINS—Streets must be swept first then the drains will be cleaned.

STORMWATER—Bio Drain working well.

PORT JEFFERSON POWER PLANT UPDATE—purchase bids have been submitted, village stakeholder status for the upcoming discussions being studied by our attorney.

Comments—none

SANDRA NICOLETTI

PUBLIC SAFETY—new employee started. A search for a free/donated defibrillator is ongoing.

Comments—none

CHRISTINE VITKUN—

FINANCES—budget hearing held, new budget needs to be approved by the Board.

WEBSITE—revamp of the website for a cost of \$2,800.00 was approved on a motion by S. Nicoletti seconded by K. Matthews. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

WASTE MANAGEMENT— on a quick drive through the village it was observed that many trash receptacles were strewn all over the roadways.

Comments

Resident—the carter is not recycling if they take garbage on a recycle day.

Resident—Brookhaven publishes the tonnage numbers for recyclables verses trash perhaps someone can find the numbers on the village pickups.

REPORTS

HARBOR- J. Lane reported that the commission met for the semiannual meeting on April 13. A P/T harbormaster has been hired to assist the harbormaster. A participant suggested that a dinghy dock be constructed on the West side of the harbor.

Minutes continued

HISTORIAN—the new historian C. Ryon was introduced to the board. He stated that he had reviewed the archives stored in the basement with an eye toward preservation of our records and artifacts for the future of the village.

ENVIRONMENTAL ACTION COMMITTEE ( LIPA)—the earth day cleanup went well.

ROADS—K. Matthews stated that the Drains Commissioner has hired a sweeper. After discussion as to authority and costs k. Matthews was asked to check with the commissioner to ascertain status of reported hiring.

BUILDING INSPECTOR—

Permits—fee structure survey is proceeding.

ATTORNEY—nothing new.

PLANNING BOARD—R. Flood reported that the dock application will be discussed at the May 9 meeting. It was pointed out that Code Enforcement cannot easily reach the areas around the existing docks for security purposes.

Although the dock law was enacted some time ago only two applications have ever been submitted, perhaps a review of the dock law should be undertaken to tweak it a little.

The Planning Board has reviewed several other municipalities laws re; solar power and has submitted a rough draft covering everything that the village should consider in drafting our own local law.

OTHER BUSINESS

The newsletter will be published on the website. The Clerks office will notify residents via postcards of the posting and availability of photocopies from the Clerks office.

NEW BUSINESS

Budget—a motion to approve the 2011-2012 budget as previously presented was made by C. Lane seconded by C.

Vitkun. Aye B. Donovan, C. Lane. K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

Bills—the Board approved payment of bills totaling \$3,206.16 on a motion by S. Nicoletti seconded by C. Lane. Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, and C. Vitkun. Nay 0.

A request for use of a park for prom pictures by a non- resident was discussed and denied.

A request by a resident for yellow line down VanBrunt Manor Road was discussed and referred to the Town.

#### Public Comments

Resident—all docks are required to be inspected annually, has this been done? After discussion the Board stated that it would refer that question to the Building Inspector.

Resident—geese droppings in California Park make it impossible to walk on the grass. Ans. Will be reviewed.

Resident—received a letter from the building dept. re; CO's for 14 Washington St.. Ans.. Must contact the Building Dept.

Resident—complaint was made re; camper at 14 Washington St. Owner claims camper is not occupied as residence..

The meeting adjourned at 8:50 P.M. on a motion by C. Lane

## 03/10/2011 Board of Trustees Mtg.

**MINUTES OF THE MARCH 10, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF  
POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL**

Present was Mayor Barbara Donovan, Trustees Carol Lane, Sandy Nicoletti, Christine Vitkun and Kathleen Matthews. Also present were 3 residents. Village Attorney, Peter Sverd, was present through telephone conference.

A motion was made by C. Lane seconded by C. Vitkun to accept the minutes of February 24, 2011. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to accept the minutes of March 7, 2011. Aye C. Vitkun, C. Lane, S. Nicoletti and B. Donovan. Nay 0. K. Matthews abstained as she was not present at the March 7, 2011 meeting.

A motion was made by S. Nicoletti seconded by K. Matthews to exercise our option to renew our contract with Pristine Landscaping Inc. for our fiscal year 2011/2012 with a 3% increase. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to accept the proposal from Direct Drainage Inc. and to pay the entire season in June to obtain the 10% discount for a total cost of \$1,552.50. Aye K. Matthews, C. Vitkun, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$13,891.62 and \$91.21. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

### **Budget 2011/2012**

Building Supplies and Services A3625.4 line was added with a budget of \$200.00.

Audit A1320.4 will remain at \$5,300.00

Village Justice will remain the same.

Building Inspector and Building Clerk budget numbers will remain the same.

### **Other Business**

Our Building Clerk is doing a survey of building fees of other local Villages; she will then prepare a recommendation of a new fee schedule.

The Village needs to adopt by resolution the N. Y. State Building Codes once a year.

**Website:** The Village needs to improve and update our web page. We should be able to archive the minutes. The history of the Village should also be listed on the website.

**Master Plan:** C. Lane will follow up on what maps are available with the Suffolk County Planning Commission. Then all the information should be submitted to the Engineers, Nelson pope & Voorhis, LLC, to prepare the Master Plan. The completed plan needs to be submitted to the Suffolk County Planning Commission for review. In addition,

a public hearing needs to be held. It is suggested that our Engineers present the Master Plan to the residents. The public hearing should be held in June.

### **New Business**

C. Lane has spoken to Kent from Pristine Landscaping Inc. and there will be a 3% increase over last year contract of \$12,217.84.

A motion was made by S. Nicoletti seconded by K. Matthews to exercise our option to renew our contract with Pristine Landscaping Inc with a 3% increase. Aye S. Nicoletti, K Matthews, C. Lane, C. Vitkun and B Donovan. Nay 0.

The Village Clerk obtained the quotes for the portable toilets for our parks for the summer season.

1. Direct Drainage Inc.: Monthly cost is \$575.00 with twice a week cleaning, total season cost is \$1,725.00. If we pay the entire season in June we would receive a 10% discount, the total cost would be \$1,552.50.
2. Out Back Potty: Monthly cost is \$600.00 with once a week cleaning; a second cleaning each week would be an additional fee of \$105.00.
3. Patanjo is no longer in the business and referred us to Out Back Potty.

A motion was made by K. Matthews seconded by C. Vitkun to accept the proposal from Direct Drainage Inc and pay the entire season in June to obtain the 10% discount for a total cost of \$1,552.50. Aye K. Matthews, C. Vitkun, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

Ken Sundberg is no long able to be our Emergency Preparedness Commissioner B. Donovan is willing to accept the position as long as it is not a conflict of interest with her current position as Mayor. P. Sverd is to check to see if she is able to be the Commissioner.

The entire Board needs to be NIMS (National Incident Management System) certified.

The Village is in need of a Village Historian. Possibly Chris Ryon could be our Historian, we would however, need to verify that it could be a non resident.

A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$13,891.62 and \$91.21. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

Assemblyman Steven Engelbright supports re-powering the Port Jefferson Power Plant. Poquott should be represented at the meetings regarding the future of the plant. K. Matthews has volunteered to be our representative. Discussion on the dinghy racks. The Village should consider charging a fee for boats not removed at the end of the season. The Village Clerk is to prepare a proposed fee schedule.

108 Van Brunt Manor Road has received their building permit.

**Correspondence:** None

**Resident Comments:**

1. The blue sand barrels should have braces to hold one end higher than the other and should have scoops to throw the sand when needed.

**Motion to adjourn was made by C. Vitkun at 8:32 P.M.**

## **03/07/2011 Board of Trustees Mtg.**

MINUTES OF THE MARCH 7, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M AT VILLAGE HALL.

Present was Mayor Barbara Donovan, Trustees Carol Lane, Christine Vitkun, and Sandy Nicoletti. Absent was Kathleen Matthews.

The Suffolk County Planning Commission at their meeting on 3/2/2011 took no action with regards to our proposed law.

A motion was made by C. Vitkun seconded by C. Lane to adopt Local Law 1 of 2011, A Local Extending the Moratorium on Installing and Erecting Solar and Wind Power Generating Facilities in the Village of Poquott, for an additional six Months. Aye C. Vitkun, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

Motion to adjourn was made by C. Vitkun at 7:10 P.M.

## **02/10/2011 Board of Trustees Mtg.**

MINUTES OF THE FEBRUARY 10, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present was Mayor Barbara Donovan, Trustees Kathleen Matthews, Carol Lane, Sandy Nicoletti, and Christine Vitkun. Also present was Village Attorney Peter Sverd and 4 residents.

A motion was made by C. Vitkun seconded by K. Matthews to approve the minutes of January 27, 2011. Aye C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0. C. Lane abstained as she was not present at the January 27, 2011 meeting.

A motion was made by K. Matthews seconded by C. Lane that the Village be lead agency for the SEQRA determination for Local Law 2 Of 2011. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the following resolution.

Be it Resolved that the Village Board of Trustees of the Incorporated Village of Poquott after due deliberation hereby concludes and resolves that:

Local Law 2 Of 2011 entitled: A Local Law Regulating Filming within the Village of Poquott, is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence, is not subject to the requirements of SEQRA.

Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to adopt Local Law 2 of 2011 regulating Filming within the Village of Poquott. Aye C. Vitkun, K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the following permit fees:

Non-refundable application fee \$100.00

Still Photography: 8 hours per day \$350.00, additional hours \$20.00 per hour.

Film or Video Photography: 8 hours per day, additional hours \$50.00 per hour.

0-30 Cast Crew and/or 1-10 Vehicles \$750.00.

30+Cast/Crew and/or 11 + Vehicles \$1,600.00

Traffic Control Fee (if required): \$300 for each 4 hour period.

Insurance: Property Damage \$100,000.00, Liability Insurance \$1,000,000.00.

Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Public Hearing on Local Law 2 Of 2011 Regulating Filming within the Village of Poquott

Present was Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney Peter Sverd and 4 residents.

Board Discussion:

How are we going to regulate this law? Public Safety will enforce the law.

What if they are not on duty, how can we prove there was filming? A resident can take a picture of the filming by an individual or company that does not have a permit.

What if someone puts their filming on a website or YouTube? We can add to permit requirements; a permit will be required for posting on a commercial website.

What if a reporter is filming? That would be freedom of the press.

Does our insurance company need to approve the law? No, the insurance company defends the Village.

Resident Comments: None

Close the Public Hearing

A motion was made by K. Matthews seconded by C. Lane that the Village be lead agency for the SEQRA determination for Local Law 2 of 2011. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the following resolution.

Be it Resolved that the Village Board of Trustees of the Incorporated Village of Poquott after due deliberation hereby concludes and resolves that:

Local Law 2 of 2011 entitled: A Local Law Regulating Filming within the Village of Poquott, is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence, is not subject to the requirements of SEQRA.

Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to adopt Local Law 2 of 2011 Regulating Filming within the Village of Poquott. Aye C. Vitkun, K. Matthews, S. Nicoletti, C. Lane and B. Donovan. Nay 0.

A discussion by the Board on fees for the new law followed. A motion was made by C. Lane seconded by K. Matthews to approve the following permit fees:

Non-refundable application fee \$100.00.

Still Photography: 8 hours per day \$350.00 additional hours \$20.00 per hour.

Film or Video Photography: 8 hours per day, additional hours \$50.00 per hour.

0-30 Cast Crew and or 1-10 Vehicles \$750.00.

30+Cast/Crew and/or 11 + Vehicles \$1,600.00

Traffic Control Fee (if required): \$300.00 for each 4 hour period.

Insurance: Property Damage \$100,000.00, Liability \$1,000,000.00.

Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Budget 2011/2012

Discussion: Preliminary numbers were reviewed.

Other Business:

Master Plan: C. Lane submitted a proposed 2011 Master Plan for review by the Board.

Website: Stafford Associates are counting the hits to our website.

New Business:

Damage was done at the triangle on Van Brunt Manor Road by a Town of Brookhaven snow plow. The Village Clerk is to contact the Town of Brookhaven regarding this damage.

There is a public hearing at Port Jefferson Village Hall on Thursday 2/17/11 regarding the future of the Port Jefferson power plant.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$14,428.86, \$176.00 and \$462.17. Aye S. Nicoletti, C. Lane, K Matthews, C. Vitkun and B. Donovan. Nay 0.

Building Permit Fees: J. Arico, Building Inspector, submitted recommendations to increase our building permit fees. This is to be tabled to a later meeting.

Permits: None

Correspondence: None

Resident Comments: None

Motion to adjourn was made by C. Vitkun at 9:05 P.M.

## 01/27/2011 Board of Trustees Mtg.

MINUTES OF THE JANUARY 27, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present was Mayor Barbara Donovan, Trustees Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present were 3 residents, Village Attorney, Peter Sverd was in attendance by phone. Excused was Trustee Carol Lane.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the minutes of January 13, 2011. Aye K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the Treasurer's report. Aye C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made C. Vitkun seconded by S. Nicoletti to accept the resolution to hold a Public Hearing on February 24, 2011 to consider enacting a six month extension of the moratoria now in effect regarding installation of solar and wind electric generation facilities, which affects the Zoning Laws of the Village of Poquott. Aye C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to have Norse Tree Service plow Village Hall and California Park when it snows 3 inches or more. Aye K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$4,301.07. Aye S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Treasurer's Report: The Village Clerk reviewed the Treasurer's report. A motion was made by C. Vitkun seconded by S. Nicoletti to approve the Treasurer's report. Aye C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

Budget 2011/2012

Trustees are to try to have their budget numbers for our February meeting.

C. Vitkun: Frank from Stafford Associates said it would cost \$65.00 to give us the numbers of how many hits our website receives.

S. Nicoletti: Is currently working with R. Fikar regarding Public Safety's budget numbers.

K. Matthews: Roads-Cedar Avenue seems to be the worst street and might need some work. The rest of the Village is in pretty good shape. We will have to see after the winter what streets will require pothole repairs. Drains-Should only require cleanings except for possibly the drain on Osprey Lane.

Local Law 1 of 2011

Resolution:

Whereas, The Board of Trustees of the Incorporated Village of Poquott, New York is desirous of holding a Public Hearing pursuant to Section 21-2100 of the Village Law of the State of New York and Section 20 of the Municipal Home Rule Law of the State of New York to consider amending the Ordinance of the Village of Poquott, more particularly set for the below:

Now, Therefore, Be it resolved that a Public Hearing be held at the Village Hall of the Incorporated Village of Poquott, 45 Birchwood Avenue, Setauket, New York, on the 24th day of February 2011 at 7:00 P.M. o'clock in the evening (prevailing time) pursuant to Section 21-2100 of the Village Law of the State of New York and section 20 of the Municipal Home Rule Law of the State of New York to consider enacting a six month extension of the moratoria now in effect regarding installation of solar and wind electric generation facilities, which effects the zoning laws of the Village of Poquott.

A motion was made by C. Vitkun seconded by S. Nicoletti to accept the resolution to hold a Public Hearing on February 24, 2011 to consider enacting a six month extension of the moratoria now in effect regarding installation of solar and wind electric generating facilities, which affects the Zoning Laws of the Village of Poquott. Aye C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0

Trustee Reports

Carol Lane-Excused

Grounds Maintenance: Norse Tree Service Inc is plowing the parking lot at Village Hall and California Park. The Village Clerk should let Eric from Norse Tree Service know that he should come in and plow if we receive 3 inches or more of snow.

Master Plan: C. Lane is still working with Nelson & Pope regarding their office completing some items required in preparing our Master Plan.

Residents Comments: None

Kathleen Matthews:

Drains: Currently there are no problems.

Stormwater: Rich Parrish and his staff are attending classes with regards to the new requirements for Stormwater Management.

Resident Comments: None

Sandy Nicoletti:

Public Safety: Public Safety Officers have been doing an excellent job during all the storms.

Resident Comments:

Resident: Who is responsible for clearing the snow away from the fire hydrants? Response: It is the homeowner's responsibility, but the fire department will clear the hydrants, we will also have our public safety officers try to keep the hydrants clear of snow.

Christine Vitkun:

Finances: Previously discussed with the Treasurer's report.

Waste Management: If there is bad weather and the garbage company can not do their pickups do they automatically come in the next day? Response: The Clerk will check their contact but believes if the roads are bad and they are unable to do their pickups they are not required to come in the next day.

Resident Comments: None

Environmental Action Committee (LIPA): Nothing New

Beaches & Parks: Nothing New

Roads: Roads are good.

Building Inspector: Received DEC approval for 104 Van Brunt Manor Road regarding the free standing Solar Panels. A Certificate of Occupancy will be issued.

Attorney: All is quiet.

Planning Board: The Planning Board has deemed the dock application complete. A Public Hearing will be scheduled. They are also working on the new energy law.

Zoning Board of Appeals: No new requests for variances have been received.

Other Business: No other business.

New Business:

The Village has hired Norse Tree Service Inc to plow the parking lot at Village Hall and California Park. A motion was made by K. Matthews seconded by S. Nicoletti to have Norse Tree Service plow Village Hall and California Park when it snows 3 inches or more. Aye K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to pay bills totaling \$4,301.07. Aye S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None

A motion to adjourn was made by S. Nicoletti at 8:03 P.M.

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Eileen Harvey, Village Clerk

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MINUTES OF THE FEBRUARY 10, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF  
POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present was Mayor Barbara Donovan, Trustees Kathleen Matthews, Carol Lane, Sandy Nicoletti, and Christine Vitkun. Also present was Village Attorney Peter Sverd and 4 residents.

A motion was made by C. Vitkun seconded by K. Matthews to approve the minutes of January 27, 2011. Aye C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0. C. Lane abstained as she was not present at the January 27, 2011 meeting.

A motion was made by K. Matthews seconded by C. Lane that the Village be lead agency for the SEQRA determination for Local Law 2 Of 2011. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the following resolution.

Be it Resolved that the Village Board of Trustees of the Incorporated Village of Poquott after due deliberation hereby concludes and resolves that:

Local Law 2 Of 2011 entitled: A Local Law Regulating Filming within the Village of Poquott, is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence, is not subject to the requirements of SEQRA.

Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to adopt Local Law 2 of 2011 regulating Filming within the

Village of Poquott. Aye C. Vitkun, K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the following permit fees:

Non-refundable application fee \$100.00

Still Photography: 8 hours per day \$350.00, additional hours \$20.00 per hour.

Film or Video Photography: 8 hours per day, additional hours \$50.00 per hour.

0-30 Cast Crew and/or 1-10 Vehicles \$750.00.

30+Cast/Crew and/or 11 + Vehicles \$1,600.00

Traffic Control Fee (if required): \$300 for each 4 hour period.

Insurance: Property Damage \$100,000.00, Liability Insurance \$1,000,000.00.

Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Public Hearing on Local Law 2 Of 2011 Regulating Filming within the Village of Poquott

Present was Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney Peter Sverd and 4 residents.

Board Discussion:

How are we going to regulate this law? Public Safety will enforce the law.

What if they are not on duty, how can we prove there was filming? A resident can take a picture of the filming by an individual or company that does not have a permit.

What if someone puts their filming on a website or YouTube? We can add to permit requirements; a permit will be required for posting on a commercial website.

What if a reporter is filming? That would be freedom of the press.

Does our insurance company need to approve the law? No, the insurance company defends the Village.

Resident Comments: None

Close the Public Hearing

A motion was made by K. Matthews seconded by C. Lane that the Village be lead agency for the SEQRA determination for Local Law 2 of 2011. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the following resolution.

Be it Resolved that the Village Board of Trustees of the Incorporated Village of Poquott after due deliberation hereby concludes and resolves that:

Local Law 2 of 2011 entitled: A Local Law Regulating Filming within the Village of Poquott, is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence, is not subject to the requirements of SEQRA.

Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to adopt Local Law 2 of 2011 Regulating Filming within the Village of Poquott. Aye C. Vitkun, K. Matthews, S. Nicoletti, C. Lane and B. Donovan. Nay 0.

A discussion by the Board on fees for the new law followed. A motion was made by C. Lane seconded by K.

Matthews to approve the following permit fees:

Non-refundable application fee \$100.00.

Still Photography: 8 hours per day \$350.00 additional hours \$20.00 per hour.

Film or Video Photography: 8 hours per day, additional hours \$50.00 per hour.

0-30 Cast Crew and or 1-10 Vehicles \$750.00.

30+Cast/Crew and/or 11 + Vehicles \$1,600.00

Traffic Control Fee (if required): \$300.00 for each 4 hour period.

Insurance: Property Damage \$100,000.00, Liability \$1,000,000.00.

Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Budget 2011/2012

Discussion: Preliminary numbers were reviewed.

Other Business:

Master Plan: C. Lane submitted a proposed 2011 Master Plan for review by the Board.

Website: Stafford Associates are counting the hits to our website.

New Business:

Damage was done at the triangle on Van Brunt Manor Road by a Town of Brookhaven snow plow. The Village Clerk is to contact the Town of Brookhaven regarding this damage.

There is a public hearing at Port Jefferson Village Hall on Thursday 2/17/11 regarding the future of the Port Jefferson

power plant.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$14,428.86, \$176.00 and \$462.17. Aye S. Nicoletti, C. Lane, K Matthews, C. Vitkun and B. Donovan. Nay 0.

Building Permit Fees: J. Arico, Building Inspector, submitted recommendations to increase our building permit fees. This is to be tabled to a later meeting.

Permits: None

Correspondence: None

Resident Comments: None

Motion to adjourn was made by C. Vitkun at 9:05 P.M.

## 01/13/2011 Board of Trustees Mtg.

MINUTES OF THE JANUARY 13, 2011 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present was Mayor Barbara Donovan, Trustees Carol Lane, Christine Vitkun, Sandy Nicoletti and Kathleen Matthews. Also present was Village Attorney Peter Sverd and 2 residents.

A motion was made by C. Vitkun seconded by K. Matthews to approve the minutes of December 16, 2010 as corrected. Aye C. Vitkun, K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$14,780.00, \$166.39 and \$290.00. Aye S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

Budget:

Start preparing figures for the budget.

Prepare a wish list.

C. Lane to check our current grounds maintenance contract with Pristine to see if we have the right to renew. If not we will need at least 3 bids for a new grounds maintenance contract.

Master Plan:

C. Lane met with C. Voorhis of Nelson Pope & Voorhis to see if the Village can pick what items they would like the Engineers to complete with regards to the Master Plan proposal they submitted to the Village. Mr. Voorhis is to get back to C. Lane.

P. Sverd stated his firm would be willing to work with the Village in putting together the Master Plan.

Other Business:

R. Parrish attended an Oil Spill Preparedness Drill December 16, 2010. Mr. Parrish feels that there were deficiencies with regards to the Village of Poquott in their plan. He brought this to the attention of each and every agency at the time of the drill. However, he feels the Village should follow up with a letter. B. Donovan is to check with Mr. Parrish to see whom this letter should be sent to.

The local law with regards to the Six Month Moratorium on Installing and Erecting Solar and Wind Power Generation Facilities in the Village will be expiring March 7, 2011. C. Lane recommends we extend this law at our meeting on February 10, 2011. This can be done with a resolution; however, do we need to place a notification in the paper? P. Sverd to research if a notification needs to be placed in the local paper.

New Business:

We received reimbursement from FEMA for the storm damage that occurred in the spring of 2010.

Snow storm issues: The streets are clear however some streets need to be plowed wider.

K. Matthews was excused at 8:00 P.M.

A motion was made by S. Nicoletti seconded by C. Lane to pay bills totaling \$14,780.07, \$166.39 and \$290.00. Aye S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

Norse Tree Service Inc plowed California Park and Village Hall after our last snow storm.

Permits:

The Village Clerk is to return the check received from Wayne Grander for his building permit as the permit will not be issued until the spring.

Correspondence:

Long Island Index invitation.

Code enforcement awareness seminar

Resident Comments:

Resident: The Planning Board has deemed the recent Dock Application complete. A public hearing is to be scheduled.

A motion to adjourn was made by C. Lane at 8:25 P.M.