

# 12/27/2012 Board of Trustees Mtg

## MINUTES OF THE DECEMBER 27, 2012 EMERGENCY MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 10:05 A.M.

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

This emergency meeting was called to review and authorize Mayor Barbara Donovan to sign the Inter-municipal agreement with the Town of Brookhaven and the agreement with Quickway Sanitation Corp.

The Village of Poquott did place an ad in Newsday and the Village Times requesting bids for snow plowing. The Village did not receive any responses to our bid request. At this time the Village contacted Pristine Landscaping Co., Quickway Sanitation Corp. and All Island Excavating Co. to see if they would be interested in being our contractor to remove snow, sand and salt our Village streets. Quickway Sanitation Corp. is the only company that submitted a quote.

1. There will be a minimum charge of \$5,000.00 per occurrence. \$1,500.00 mobilization fee and \$3,500.00 to come in and plow.
2. There is an hourly rate for all equipment that is used. If it is a significant storm and the hourly rate exceeds the \$5,000.00 the Village will pay the hourly rate plus the mobilization fee of \$1,500.00.
3. The contractor will be available and ready within an hour's notice, once it receives a call from the Village.
4. The Mayor or her designatee Trustee will place the call to the contractor when needed.
5. The names on the trucks will be Quickway Sanitation Corp. or Colucci Carting Inc. The Village will receive certificates of Liability Insurance for both Companies.
6. Salt and Sand will be purchased from the Town of Brookhaven and stored at their yard.
7. If a significant storm is coming the contractor will prep the roads with salt and sand prior to the storm arriving.
8. Quickway Sanitation Corp. will supply the plate numbers of the vehicles that will be picking up the sand/salt from the Town of Brookhaven. The Village will forward this information to the Town of Brookhaven.
9. If a resident's property is damaged during snow plowing the resident will deal directly with Quickway Sanitation Corp.
10. The residents will no longer call the Town of Brookhaven regarding snow plowing. All calls are to be made to the Clerk's office.

A motion was made by C. Lane seconded by K. Matthews to authorize Mayor, Barbara Donovan to sign the agreement with Quickway Sanitation, Corp. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

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

**Be it Resolved** the Board of Trustees has determined that signing the contract with Quickway Sanitation Corp. for the removal of snow, sand and salt for the Incorporated Village of Poquott from January 1, 2013 thru December 31, 2013 is not likely to have a significant negative impact on the environment and is therefore 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, C. Lane and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to authorize Mayor, Barbara Donovan to sign the contract with the Town of Brookhaven to perform general repairs or other maintenance activities, including but not limited to: cleaning, sweeping, paving, striping, snow removal, salt/sand or providing salt/sand as requested, from January 1, 2013 thru December 31, 2013. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

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

**Be it Resolved** The Board of Trustees has determined that signing the contract with the Town of Brookhaven to perform general repairs is not likely to have a significant negative impact on the Environment and is therefore 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, C. Lane and B. Donovan. Nay 0.

**A motion to adjourn was made by C. Lane at 10:35 A.M.**

## 12/13/2012 Board of Trustees Mtg

### MINUTES OF THE DECEMBER 13, 2012 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. Excused was Trustee, Sandy Nicoletti. Also present were Village Attorney, Peter Sverd, Treasurer, John Lane, Deputy Clerk, Joseph Newfield and 2 residents.

A motion was made by C. Lane seconded by K. Matthews to accept the minutes of 11/15/2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to accept the minutes of 10/29/2012. Aye C. Lane, K. Matthews and B. Donovan. Nay 0. C. Vitkun abstained as she was not present at that meeting.

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

**Be it Resolved** that the Board of Trustees of the Village of Poquott here by suspends the requirements to complete a special parking request from December 22, 2012 thru January 2, 2013. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to approve the following resolution:

**Be it Resolved** it was approved by the Board of Trustees that a Public Hearing be held at Village Hall at 45 Birchwood Avenue, East Setauket, New York, on January 24th, 2013 at 7:00 P.M. It is a Public Hearing for proposed Local Law 1 of 2013 which is entitled A Local Law Amending the Duration of Building Permits as set forth in the Code of the Village of Poquott. Aye C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to approve the following resolution:

**Be it Resolved** the Board of Trustees of the Village of Poquott has determined that the changing of the duration of our Building Permits is not likely to have significant negative impact on the environment and is therefore 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 C. Vitkun, C. Lane and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to pay 31 vouchers totaling \$40,404.72, 8 vouchers totaling \$11,144.09, 1 voucher totaling \$2,500.00 and 1 voucher totaling \$17.25. Aye C. Lane, C. Vitkun and B. Donovan. Nay 0.

#### **FEMA Update:**

- Damage covered under our insurance is \$46,020.00 less \$1,000.00 deductible.
- Our damaged garage is an historical building. FEMA will dictate whether we are able to demolish the building and build a new garage or only repair the existing structure.
- The damage to the boat racks are covered under our marine policy.
- The Village received a \$9,030.00 bill from the Town of Brookhaven for their tipping fees (dumping fees).
- FEMA has denied claims submitted by residents who have had damage to beach houses. These beaches houses are considered second homes under FEMA regulations. FEMA does not cover second homes. The

residents asked if the Village would be replacing the sand on the beach. It is not the responsibility of the Village to replace the sand as it is private property.

- There are tree limbs lying on wires on Washington Street. K. Matthews is to check with Bob Fishbach of National Grid regarding removing or trimming these trees.

**Resolution:**

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

**Be it Resolved** that the Board of Trustees of the Village of Poquott here by suspends the requirements to complete a special parking request from December 22, 2012 thru January 2, 2013. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Treasurer's Report/John Lane**

- J. Lane reviewed the financials with the Board.
- Only \$85,000.00 was renewed from our maturing certificate of deposits, the additional \$40,000.00 was needed to pay bills from Hurricane Sandy.
- 3 residents have still not paid their taxes for a total of \$6,370.00.
- A motion was made by C. Lane seconded by C. Vitkun to approve the treasurer's report. Aye C. Lane, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

**2013/2014 Budget:** The Trustees and department heads should start preparing their numbers for the upcoming budget process. The public hearing to approve the budget will be the second meeting in April 2013.

**Trustee Reports**

**Carol Lane:**

**Grounds Maintenance:** Pristine has completed their final cleaning for the season. There is still some debris at Walnut Park.

Mayor Donovan: We are looking to get a dumpster to clean out the debris at Walnut Park and the garage at Village Hall.

**Walnut Beach Sign:** All the information has been sent to Sign A Rama. C. Lane to follow up.

**Snow Plowing:** The Village has received no bids for snow plowing. B. Donovan has left several messages with the Town of Brookhaven regarding this issue. There has been no response.

**Resident Comments:** None

**Kathy Matthews:**

**Drains/Stormwater:** The pothole problem on Singingwood Lane may be a drain problem. Allan from Enterprise Asphalt Co. met with K. Matthews, he feels we should just keep filling the pothole for the time being as he feels it is a

drain problem and it would possibly be major work. K. Matthews to have R. Parrish take a look at it.

**Resident Comments:** None

K. Matthews was excused from the meeting at this time, 8:00 P.M.

**Sandy Nicoletti: Excused**

There will be interviews this weekend for a new Public Safety Officer.

The 2009 jeep needs 4 new tires.

**Resident Comments:** None

**C. Vitkun:**

**Finances:** Previously discussed.

**Website:** The updated building permit has been placed on the website. There are also changes that we will be requesting to make our website more user friendly.

**Resident Comments:** None

**Waste Management:** The Clerk called and reminded Quickway Sanitation Inc. that they need to prepare a calendar for the residents for the upcoming year.

**Attorney:** Peter will send the final copy of proposed law extending the building permit from 9 months to a year next week. A public hearing can be scheduled for January 24th, 2013.

A motion was made by C. Lane seconded by C. Vitkun to approve the following Resolution:

**Be it Resolved** it was approved by the Board of Trustees that a Public Hearing is to be held at Village Hall, 45 Birchwood Avenue, East Setauket, New York, on January 24th, 2013 at 7:00 P.M. It is a Public Hearing for proposed Local Law 1 of 2013 which is entitled A Local Law Amending the Duration of Building Permits as set forth in the Code of the Village of Poquott. Aye C. Lane, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to approve the following resolution:

**Be it Resolved** that the Board of Trustees of the Village of Poquott have determined that the changing of the duration of our Building Permits is not likely to have a significant negative impact on the environment and is therefore 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 C. Vitkun, C. Lane and B. Donovan. Nay 0.

**Planning Board:** The Planning Board is reviewing the revised dock application and are in the process of hiring another engineering firm to review the plans.

**Zoning Board of Appeals:** The Board met on 12/11/12 regarding the variance request from the Estate of Peter Murphy. This request needs to go before the Suffolk County Planning Commission prior to the ZBA Board making a decision.

**Other Business:** None

**New Business:** None

**Bills:** A motion was made by C. Lane seconded by C. Vitkun to pay 31 vouchers totaling \$40,404.72, 8 vouchers totaling \$11,144.09, 1 voucher totaling \$2,500.00 and 1 voucher totaling \$17.25. Aye C. Lane, C. Vitkun and B. Donovan. Nay 0.

**Correspondence:** None

**Resident Comments:**

Resident: I thought we were getting a new blind to replace the missing blind in the meeting room. Response: We will follow up with the handyman.

Resident: There is an advertisement on the property at 45 Van Brunt Manor Road. Response: We will have it removed.

**Motion to adjourn was made by C. Lane at 8:30 P.M.**

## 11/25/2012 Board of Trustees Mtg

### MINUTES OF THE NOVEMBER 15, 2012 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, Treasurer, John Lane, Deputy Clerk, Joseph Newfield and 4 residents.

A motion was made by S. Nicoletti, seconded by K. Matthews to approve the minutes of October 25, 2012. Aye S. Nicoletti, K. Matthews, and B. Donovan. Nay 0. C. Lane and C. Vitkun abstained as they were excused from the October 25, 2012 meeting.

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 C. Lane seconded by S. Nicoletti to increase the fee to \$25.00 to moor a boat and \$10.00 to use the boat racks. Aye C. Lane, S. Nicoletti, K. Matthews, 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 Board of Trustees of the Village of Poquott have determined that the increase in the mooring and boat rack fees is not likely to have a significant negative impact on the environment and is therefore 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 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 pay 17 vouchers totaling \$19,152.64, 1 voucher totaling \$62.98, 1 voucher totaling \$45.00 and 1 voucher totaling \$33.84. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

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

J. Lane reviewed the financials with the Board.

- Currently there are 2 residents that have not paid their 2012-2013 taxes and 1 resident that has not paid their 2011-2012 and 2012-2013. Total taxes due the Village of Poquott are \$6,315. Discussion followed on options to collect the past due taxes. It was decided that our Village Attorney would send a letter to the resident that is 2 years past due.
- A new line number will be opened on the financials and all expenses incurred by Hurricane Sandy will be listed on that line.
- A motion was made by C. Lane seconded by K. Matthews to make the following transfers between budget lines:

\$2,000.00 from Contingency #A1980.0 to Insurance #A1910.4

\$ 350.00 from California Park #A7110.4 to Walnut Park #A7112.4

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

- It was decided that the financials will be listed in alphabetical order.
- The Village will have Natalie Hoffmann audit the court records.
- 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.

### **Hurricane Sandy Update**

- All residents have power.
- The debris in the Village has been pickup and the collection is finished. All residents who still have debris must follow the garbage rules, residents can place 6 bulk items at the curb on Thursdays for the garbage men to pick up.
- The insurance adjustor has been in the Village and a report has been filed regarding the boat racks, park damage, garage at Village Hall, etc.

- Quickway Sanitation Inc. did a second run in the Village on Thursday to pick up bags of leaves and debris.
- Our biggest problem is waiting for the bills.
- Preliminary costs is about \$48,818.00.

B Donovan and S. Nicoletti attended the applicants briefing with FEMA on Wednesday.

**Resident Comments:**

Resident: I would like to thank the Mayor and Trustees for all their time and hard work in getting the streets of the Village opened and cleared after the storm.

**Trustee Reports:**

**Carol Lane:**

**Grounds Maintenance:** Pristine has cleared the debris that washed up at Walnut Park during the storm.

**Walnut Beach Sign:** The sign should be changed to read "No dogs permitted on the beach unless being transported to a moored boat".

**Resident Comments:** None

**Kathleen Matthews:**

**Drains/Stormwater:** 2 Cedar Avenue continues to blow their leaves on Village property. Village Attorney will send a letter to the resident regarding this issue.

**Roads:** The cold patch that was placed on Singingwood Lane is not holding and needs to be repaired again.

A resident from Monroe Street complained that the sanitation company is digging up the side of the road when it backs up their street. K. Matthews is to check this out.

**Resident Comments:** None

**Sandy Nicoletti:**

**Public Safety:** We have a new Code officer. Public Safety did an excellent job during the storm and directing traffic during the debris cleanup.

**Court:** November's court was postponed. At the last minute our prosecutor was not available to attend court. Our Public Safety Officer delivered notices to all residents that were expected to attend court that evening.

**Resident Comments:** None

**Christine Vitkun:**

**Finances:** Previously discussed.

**Website:** Our new Building Permit application needs to be placed on our website along with our last newsletter.

**Resident Comments:** None

**Additional Reports:**



**Environmental Action Committee:** There will be workers cleaning the trust's property Saturday or Sunday.

**Attorney:** I will have the amended law regarding extending the Building Permit time frame from 9 months to 1 year to the Board by next week.

There has been no response to our letter from the interested parties of 19 Birchwood Avenue.

**Planning Board:** The Board is currently working on the proposed tree ordinance.

**Zoning Board of Appeals:** A meeting is scheduled for December 11, 2012 regarding the proposed subdivision request on Bayview Court.

### **New Business**

**John Lane/Harbor Commissioner:** The Village of Belle Terre is in the initial stages of putting in a marina directly across from the Village of Poquott. Resident: Has it been approved? Response: Not as of yet.

**Moorings and Boat Racks:** The cost to maintain and repair the boat racks at the parks are becoming costly. Currently, the Village charges ten dollars to moor a boat in our waters and no cost to use the racks. A motion was made by C. Lane seconded by S. Nicoletti to increase the fee to \$25.00 to moor a boat and \$10.00 to use the boat racks. Aye C. Lane, S. Nicoletti, K. Matthews, 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 Board of Trustees of the Village of Poquott have determined that the increase in mooring and boat rack fees is not likely to have a significant negative impact on the environment and is therefore a type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence not subject to the requirements of SEQRA. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Bills:** A motion was made by C. Lane seconded by K. Matthews to pay 17 vouchers totaling \$19,152.64, 1 voucher totaling \$62.98, 1 voucher totaling \$45.00 and 1 voucher totaling \$33.84. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Correspondence:** A letter was received from C. Castillo and T. Masters thanking the members of the Board for all there hard working during the past storm, although there was many trees down blocking the roads, the Village Board worked diligently and had the roads open by the very next morning.

**Resident Comments:** None

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

## **10/25/2012 Board of Trustees Mtg**

**MINUTES OF THE OCTOBER 25, 2012 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 Sandy Nicoletti and Kathleen Matthews. Also present were Peter Sverd, Village Attorney, Deputy Clerk Joseph Newfield and 3 residents. Excused were Trustees Carol Lane, Christine Vitkun and Treasurer John Lane.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the minutes of October 11, 2012 meeting. Aye K. Matthews, S. Nicoletti, and B. Donovan. Nay 0.

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

A motion was made by K. Matthews seconded by S. Nicoletti to transfer \$500.00 from contingency #A1980.0 to public relations #A1670.4. Aye K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to authorize General Code to codify our 2012 laws at a cost not to exceed \$1,915.00. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to approve the following resolution:

**Be it Resolved** that the Board of Trustees has determined that the Codification of our 2012 Laws is not likely to have a significant negative impact on the environment and is therefore a type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (27), and hence not subject to the requirements of SEQRA. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to approve the cost of \$1,400.00 for J. Arico to attend the required NYS certification course for Building Inspectors. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to pay 12 vouchers totaling \$11,041.59 and 2 vouchers totaling \$395.00. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

#### **Treasurer's Report-**

E. Harvey reviewed the financials with the Board. It was recommended that \$500.00 be transferred from contingency to public relations to cover expenses over our budget.

A motion was made by K. Matthews seconded by S. Nicoletti to transfer \$500.00 from contingency #A1980.0 to public relations #A1670.4. Aye K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

General Code submitted their annual estimate for codifying our 2012 laws. The cost will be between \$1,450 and \$1,915. A motion was made by S. Nicoletti seconded by K. Matthews authorize General Code to codify our 2012 laws at a cost not to exceed \$1,915.00. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

B. Donovan attended a training given by SCVOA (Suffolk County Village Officials Association) to assist the Village with their Planning Board and Zoning Boards. Attendees were informed that a SEQRA needs to be completed

whenever the Board takes an action. It was recommended that our insurance policies be reviewed to make sure we are properly covered. B. Donovan to discuss this with our Treasurer, J. Lane.

**Carol Lane-Excused**

**Grounds Maintenance:** A bush by the dog park needs to be trimmed.

**Walnut Beach Sign:** We should have it by next week.

**Resident Comments:** None

**Kathy Matthews**

**Drains/Stormwater:** K. Matthews spoke to C. O'Farrell from Nelson Pope and Voorhis regarding the required Stormwater Retrofit book. It was suggested that this binder contain our reports dating back to 2008. This book needs to be available should we be audited by the DEC.

**Roads:** The dirt that washed away by the new drain on Cedar Avenue has been backfilled.

**Resident Comments:** None

**Sandy Nicoletti**

**Public Safety:** It has been a quiet week. We have two officers scheduled for Halloween.

**Court:** We should consider having court every other month. This needs to be researched if and how this can be changed.

**Resident Comments:** None

**Christine Vitkun-Excused**

**Finances:** Previously discussed.

**Website:** Our website tabs need to be adjusted, agenda needs to be removed, a tab for stormwater, newsletters and building permit needs to be added.

**Resident Comments:** None

**Newsletter:** Our next newsletter will only be on our website.

**Waste Management:** Nothing new.

**Snow Plowing:** The Town of Brookhaven may not be able to do our snow plowing. A bid package needs to be prepared. The bids will need to be open prior to our Board meeting.

**Environmental Action Committee:** K. Matthews feels they will eventually be repowering the Port Jefferson plant.

**Beaches and Parks:** Nothing new.

**Building Inspector:** J. Arico our Building Inspector has been in class this past week attending a NYS required certification course for Building Inspectors. The cost for this class is \$2,800.00, this expense will be split between the Village of Old Field and the Village of Poquott. A motion was made by Sandy Nicoletti seconded by K. Matthews to

approve the cost of \$1,400.00 for J. Arico to attend the required NYS certification course for Building Inspectors. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Attorney:** A letter has been sent to the interested parties of 19 Birchwood Avenue.

**Planning Board:** The Planning Board will meet on Monday, November 12th. It was recommended that the dock law time line for SEQRA review prior to the public hearing be amended. The Board has finally received the application for the subdivision on Bayview Court.

This request will be referred to the ZBA.

**Zoning Board of Appeals:** There is no meeting scheduled as of this date.

#### **Other Business**

The Steve Matthews Preserve will have people working in the preserve this Sunday.

#### **New Business**

P. Sverd will complete the proposed laws so a public hearing can be scheduled.

**Bills:** A motion was made by S. Nicoletti seconded by K. Matthews to pay 12 vouchers totaling \$11,041.59 and 2 vouchers totaling \$395.00. Aye S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Correspondence:** A corrected audit letter was received from R.S. Abrams.

**Resident Comments:** Resident: What is in the letter regarding 19 Birchwood Avenue? Response: The letter states that the property is a nuisance with regards to the bamboo and the overgrown vegetation. They must respond within 5 days and correct the problem within 30 days.

**A motion to adjourn was made by S. Nicoletti at 8:30 P.M.**

## **10/11/2012 Board of Trustees Mtg**

### **MINUTES OF THE OCTOBER 11, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Sandra Nicoletti, Kathleen Matthews and Christine Vitkun. Also present were Treasurer John Lane, Deputy Clerk Joseph Newfield and 3 residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of September 17, 2012. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to approve the minutes of September 27, 2012. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to approve allowing 7 individuals from our Boards to attend

the planning and zoning training on October 17, 2012 at a cost of \$45.00. C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve 15 vouchers totaling \$11,414.73, 2 vouchers totaling \$276.18, 1 voucher totaling \$109.85, 3 vouchers totaling \$778.21, 1 voucher \$115.53 and 12 vouchers totaling \$2,558.48. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Presentation: John Pesek**

J. Pesek from the US Coast Guard Auxiliary presented the Mayor, Barbara Donovan and the Trustees with a certificate of appreciation for the use of Village Hall during the summer. The use of Village Hall allowed them to hold a boating safety course and crew training courses.

**Resolutions:**

A motion was made by C. Lane seconded by C. Vitkun to approve the following resolution:

**Be it Resolved** the Board of Trustees of the Village of Poquott adopts the Violence in the Workplace Policy. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the following Resolution:

**Be it Resolved** the Board of Trustees of the Village of Poquott adopts the Rules of Procedure Policy. Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

Copies of the new policies are available at the Clerk's office.

A motion was made by C. Lane seconded by C. Vitkun to approve the following resolution:

**Be it Resolved** the Board of Trustees of the Village of Poquott authorizes our Village Attorney, Peter Sverd, to prepare and send a letter to the mortgage holder of the foreclosed property at 19 Birchwood Avenue regarding the condition of said property. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**19 Birchwood Avenue:** Discussion on the property located at 19 Birchwood Avenue. J. Arico has submitted a report regarding the condition of property to the Board of Trustees. It was decided that P. Sverd, Village Attorney, prepare and send a letter to the mortgage holder; as it is believed this property has been foreclosed.

**Other Business**

**R.S. Abrams:** J. Lane, Village Treasurer has been in contact with R. S. Abrams regarding items in the management letter prepared for the Village. It was suggested by the Clerk to have the intra- bank transfers authorized by an authorized signer of the accounts instead of the Deputy Clerk or Treasurer. J. Lane is to contact Natalie Hoffmann to verify that all journal entries have been posted.

**Walnut Beach Sign:** Sign-A-Rama is preparing a new seal.

**Stormwater Retrofit Proposal:** This has been completed and mailed to the DEC.

**Building Permit Application:** The application has been retyped and includes our new fees. In addition, to change the permit time from 9 months to 1 year the Village will need to amend their current law.

**Shore Road:** The Village received a response from the Town of Brookhaven regarding the hazardous conditions of Shore Road by the entrance to the Village of Poquott. We were told the work should start by the end of October until then they will be monitoring the road daily and placing barriers as needed.

**New Business:**

**Emergency Management Plan:** Still in the works.

**NIMS:** Certifications of completions need to be given to the Clerk.

**Permits:** No new requests.

**Phone Review:** This company would like to audit our past phone bills with Verizon to see if we have been over charged. There is no cost to the Village only a percentage of the refund the Village receives. The Clerk is to contact other municipalities that have used their services for a reference.

**SCOVA Training:** A motion was made by C. Lane seconded by C. Vitkun to approve allowing 7 individuals from our Boards to attend the planning and zoning training on October 17, 2012 at a cost of \$45.00 per person. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Bills:** A motion was made by S. Nicoletti seconded by C. Lane to approve 15 vouchers totaling \$11,414.73, 2 vouchers totaling \$276.18, 3, 1 voucher for \$109.85, 3 vouchers totaling \$778.21, 1 voucher for \$115.53 and 12 vouchers totaling \$2,558.48. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

B. Donovan to pay \$5.00 towards credit card #5474783705821442.

**Correspondence:** None.

**Resident Comments:**

- Resident: Stone from the driveway at 75 Van Brunt Manor Road washes into the road when it rains. Response: We will have the Building Inspector take a look at this residence.
- Resident: The sprinklers at 71 Van Brunt Manor Road need to be turned to face their property; they are facing the road and creating a puddle when they are on. Response: Public Safety will talk to the resident.

**A motion to adjourn was made by C. Lane at 8:03 P.M.**

## 09/27/2012 Board of Trustees Mtg

**MINUTES OF THE SEPTEMBER 27, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. HELD AT VILLAGE HALL.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present were Village Attorney, Peter Sverd, Treasurer, John Lane, Deputy Clerk, Joseph Newfield and 3 residents.

**Opened the Public Hearing at 7:00 P.M. for Local Law 6 of 2012, A Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott.**

**Comments:**

**Village Board:** None

**Residents:** What is a resident waterfowl? Response: Waterfowl which are local to the area, ducks, swans etc.

**A motion was made at 7:03 P.M. by C. Lane seconded by K. Matthews to close the Public Hearing. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.**

**Opened the Public Hearing at 7:03 P.M. for Local Law 7 of 2012, A Local Law Amending the Definition of "Land Development Activity" as Defined in Chapter 186-16.1E of the Code of the Incorporated Village of Poquott regulating Stormwater Control within the Village of Poquott.**

**Comments:**

**Village Board:** None

**Residents:** None

**A motion was made at 7:05 P.M. by K. Matthews seconded by S. Nicoletti to close the Public Hearing. Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.**

**Regular Meeting Opened at 7:06 P.M.**

A motion was made by K. Matthews to approve the minutes of 9/13/12 as corrected, seconded by C. Lane. Aye K. Matthews, C. Lane and C. Vitkun. Nay 0. B. Donovan and S. Nicoletti abstained as they were attending a NYCOM conference on 9/13/12 and were excused from the Board meeting.

A motion was made by C. Lane seconded by C. Vitkun to approve 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 K. Matthews to transfer \$2,000.00 from Contingency #A1980.0 to Clerical Wages #A1410.3. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to keep the gates to the dog park and open them when additional parking is needed. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to return the \$150.00 deposit to C. Norman who had an event on 9/23/12. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to adopt Local Law 6 of 2012, A Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti, and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to adopt Local Law 7 of 2012. A Local Law Amending the Definition of "Land Development Activity" as Defined in Chapter 183-16.1.E of the Code of the Incorporated Village of Poquott Regulating Stormwater Control within the Village of Poquott. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to approve to have J & L Sprinklers winterize our sprinkler systems at California Park, Trustees Park and Walnut Park at a cost of \$370.00. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to pay the 17 vouchers totaling \$4,354.99. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

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

J. Lane reviewed our financials. A discussion followed regarding past due taxes. Currently, there are 4 residents past due for a total of \$6,815.00 due the Village. All residents who are past due receive a monthly bill. Only one resident is currently two years past due. Once taxes are past due the Village automatically has a tax lien on their property. Peter Sverd, Village Attorney, is to research what are our options to collect the taxes that are two years past due and the costs associated with these options.

J. Lane is still in discussion with R.S. Abrams regarding the discrepancies in the management letter with reference to our May 31, 2012 audit.

A motion was made by C. Lane seconded by C. Vitkun to approve 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 K. Matthews to transfer \$2,000.00 from Contingency #A1980.0 to Clerical Wages #A1410.0. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Emily MacDonald from R.S. Abrams will complete the required annual report to NY State.

#### **Trustees Reports**

##### **Carol Lane-Grounds Maintenance/Roadsides:**

C. Lane has not received any complaints within the last two weeks with regards to grounds maintenance and roadsides. She continues to work closely with Pristine Landscaping to make sure they are fulfilling their contract.

**Tennis Courts:** The "no dogs allowed" sign for the tennis courts has been placed at the entrance.



**Walnut Beach Sign:** This is still a work in progress.

**Resident Comments:** None

**Kathleen Matthews: Drains/Stormwater Retrofit Update**

**Requirements completed or in the works:**

- Local Law 7 of 2012 will be adopted this evening.
- An informational newsletter will be mailed by September 30, 2012.
- A new Building Permit Application is being prepared.
- Ron Longacre's study of the water quality is being included in the report.
- A binder is being put together of items that have been completed by the Village in the current and prior years.
- Future newsletters will be placed only on our website.

In the future the Village may be required to clean the Bio Retention area at California Park to make sure that it is working properly. Also, existing sanitation systems may also need to be inspected in the future. However, we do not have enough information on these requirements at the present time.

**Resident Comments:**

Resident: Why would you need to have your sanitary system inspected? Response: To make sure your system is not contaminating the ground water. We currently do not have enough information regarding this possible future requirement.

**Sandy Nicoletti: Public Safety**

Public Safety has observed a resident who is ill and wanders on Van Brunt Manor Road. It was recommended that she wear an ID bracelet. There are also devices that can track her whereabouts if she gets lost.

Two officers have resigned.

The 2004 Jeep needs to go back into the shop for repairs.

We have two officers scheduled for Halloween.

**Court:** We have collected over \$1,000.00 in court fees.

**Resident Comments:**

Resident: Are the Public Safety vehicles running even when they are parked? I feel this is a waste of gas and it pollutes the air. Response: They do not run all the time, but we will be more conscious and shut the engines off when parked.

Resident: What time does the noise ordinance take effect? Response: At 11:00 P.M., if you are experiencing any problems call Public Safety.

**Christine Vitkun-Finances**

Finances previously discussed.

**Website:** Corrections still need to be made.

**Resident Comments:** None

**Additional reports:**

**Newsletter:** The informational newsletter will be mailed prior to 9/30/12. All future newsletters will be placed on our website.

**Waste Management:** Quickway Sanitation continues to do a good job.

**Beaches & Parks:** A letter was submitted to the Board from Janet Kagel regarding the decision to remove the gates at the dog park. When the dog park was opened the gates were installed so they could be opened all the way to allow parking when needed. She is requesting that the decision to remove the gates be rescinded. After a discussion, a motion was made by K. Matthews seconded by C. Lane to keep the gates to the dog park and open them when additional parking is needed. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0. In her letter she also requested that dogs be allowed on the beach in the winter. No dogs are allowed on the beach by order of the Board of Health.

**Building Inspector:**

**Building Permit Application:** A new application is still in the works.

**Permits/Building, Parks & Beaches:** A motion was made by C. Lane seconded by S. Nicoletti to return the \$150.00 deposit to C. Norman who had an event on 9/23/12. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Attorney:**

- Suffolk County Planning Commission has responded to our letter regarding Local Law 6 of 2012 an amendment to 183-16.1.E, "Stormwater Containment Law". Their response to the Village is, it is a matter for local determination and there is no apparent significant county-wide or inter-community impact. This response gives the Village an opportunity to adopt this law this evening.
- The Village has received a complaint about bamboo encroaching on a resident's property on Walnut Avenue.
- The Village currently does not have a law regarding bamboo.
- Joe Arico, Village Building Inspector, will inspect the property in question.
- Our Village Attorney will research this complaint.

**Planning Board Meeting:**

- Next month's meeting date has been changed to 10/10/12.
- All meetings need to be taped.
- The Village needs to look into purchasing a new tape recorder.

**Zoning Board of Appeals:** No meeting is scheduled.

**Other Business**

**NIMS:** B. Donovan is waiting for Ray Riley to get back to her.

**Emergency Operation Plan (EOP):** Has been completed and approved at a prior meeting.

**Emergency Management Plan:** It is being prepared.

**New Business:**

**Meeting Minutes Policy:** The Village is no longer allowed to use Robert's Rules of Order. The Board has been given a copy of a proposed Meeting Minutes Policy to review.

**Abandon Property Seminar:** B. Donovan and S. Nicoletti will be attending this seminar given by NYCOM on November 7th, 2012 in Great Neck. Other Board members are welcome.

**Local Laws 6 & 7:** A motion was made by C. Lane seconded by C. Vitkun to adopt Local Law 6 of 2012, A Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to adopt Local Law 7 of 2012, A Local Law Amending the Definition of "Land Development Activity" as Defined in Chapter 183-16.1.E of the Code of the Incorporated Village of Poquott. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Justice Court Grant:** The Board has been given an itemized list of all items being requested for the Judicial Court Grant.

A motion was made by C. Lane seconded by C. Vitkun to approve to have J & L Sprinklers winterize our sprinkler systems at California Park, Trustees Park and Walnut Park at a cost of \$370.00. Aye C. Lane, C. Vitkun, K. Matthews, s. Nicoletti and B. Donovan. Nay 0.

Due to an unfortunate accident a resident's cat was injured by a Public Safety vehicle. After a discussion it was decided that the Village would pay the vet expense of \$128.00.

**Bills:** A motion was made by C. Lane seconded by K. Matthews to pay 17 vouchers totaling \$4,354.99. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

B. Donovan is working on a Social Media Policy.

**Correspondence:** The Mayor received a luncheon invitation from the Long Island Community Development Corp.

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

## 09/17/2012 Board of Trustees Mtg

**Minutes of the September 17th, 2012 Meeting of the Board of Trustees of the Village of Poquott held at Village Hall at 3:35 P.M.**

Present were Mayor Barbara Donovan, Trustees Carol Lane, Christine Vitkun and Sandy Nicoletti . Excused was K. Matthews.

**Special Meeting to discuss the Proposal for Environmental Consulting Services NYSDEC Stormwater Retrofit Plan & Program. NP & V No. 03054**

B. Donovan reviewed the proposal with the Board. She clarified that additional cost of \$500.00-\$800.00 is not per hour but for additional items Nelson, Pope and Voorhis will assist in completing for the Village.

A motion was made by C. Lane seconded by S. Nicoletti to approve the entire proposal from Nelson, Pope and Voorhis. Aye C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Motion to adjourn was made by S. Nicoletti at 3:45 P.M.**

## 09/13/2012 Board of Trustees Mtg

**MINUTES OF THE SEPTEMBER 13TH, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL**

Present were Deputy Mayor Carol Lane, Trustees Kathleen Matthews and Christine Vitkun. Also present were Treasurer John Lane, Deputy Clerk Joseph Newfield and 3 residents. Excused were Mayor Barbara Donovan and Trustee Sandy Nicoletti as they were attending the NYCOM conference.

A motion was made by C. Vitkun seconded by K. Matthews to approve the minutes of August 23, 2012. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

### **Resolutions**

**Emergency Operations Plan**-Discussion by the Board

- No mention of snow under natural disaster. Snow would be covered under etc.
- Have we received the high band radio from the Town of Brookhaven? They have not become available as of yet. The Village does have a satellite radio.
- Where is the location of the Town of Brookhaven shelter in case of evacuation? The Setauket schools.

- Section 32-20 Disaster Recovery-section A second line should read “preparation performed by an organization/government”

A motion was made by K. Matthews seconded by C. Vitkun to approve the following resolution:

**Be it Resolved** that the Board of Trustees of the Village of Poquott adopts the Emergency Operations Plan for the Incorporated Village of Poquott. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

Copies of the Emergency Operation Plan are available at the Clerk’s office.

**Continuity of Operations Plan**-Discussion by the Board-None

A motion was made by C. Vitkun seconded by K. Matthews to approve the following resolution:

**Be it Resolved** that the Board of Trustees of the Village of Poquott adopts the Continuity of Operations Plan for the Incorporated Village of Poquott. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

Copies of the Continuity of Operations Plan are available at the Clerk’s Office.

**Internet Usage Policy**- Discussion by the Board

- The first line should read “applies to all employees/officials”

A motion was made by K. Matthews seconded by C. Vitkun to approve the following resolution:

**Be it Resolved** that the Board of Trustees of the Village of Poquott adopts the Internet Usage Policy for the Incorporated Village of Poquott. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Other Business**

**Nelson Pope Stormwater Retrofit Proposal:** The Village received a proposal from our engineers Nelson Pope & Voorhis to assist the Village in completing the New York State mandated Retrofit Plan by the required date of September 30, 2012. The first part of the proposal is for items Nelson Pope and Voorhis will complete at a cost of \$1,850.00. The second part of the proposal will be based on what the Village can complete and what Nelson, Pope and Voorhis will assist with. That cost would be between \$500.00 and \$800.00. C. Vitkun would like clarification if the \$500.00-\$800.00 is per hour?

A motion was made by K. Matthews seconded by C. Vitkun to approve the first part the proposal for \$1,850.00. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**SEQRA Determination**

A motion was made by C. Vitkun seconded by K. Matthews to appoint the Village as lead agency for Local Law 6 of 2012 entitled: A Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott, this is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617 (c) (27), and, hence, is not subject to the requirements of SEQRA. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to appoint the Village as lead agency for Local Law 7 of 2012 entitled: A Local Law Amending the Definition of "Land Development Activity" as Defined in Chapter 0183-16.1.E. of the Code of the Incorporated Village of Poquott Regulating Stormwater Control 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 C. Vitkun, K. Matthews and C. Lane. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to approve the newsletter for mailing and the \$50.00 award for adopting a drain. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to pay 1 voucher for \$179.71 and 23 vouchers for \$24,519.82. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to remove the gates at the dog park at Walnut Park. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**RS Abrams Audit:** The Treasurer met with the Village Clerk to review the recent audit report. There were several items on the report that the Treasurer and Clerk did not agree with or they need clarification. J. Lane to call RS Abrams to discuss these items.

Board Discussion followed:

- We should request a corrected report. Response: First let's see what results from the phone conversation.
- We should request a new report after the phone discussion.
- If RS Abrams does not agree with our corrections we should put our objections in a letter to them.

**Tennis Court:** The repairs have been completed.

**Walnut Beach Sign:** Still in the works.

**New Business:**

**Emergency Preparedness Action Plan:** Will be forthcoming.

**NIMS:** A reminder, certificates of completion of any NIMS courses need to be given to the Village Clerk.

**Shore Road:** C. Lane and K. Matthews to work on a letter to be sent to J. Rouse, Town of Brookhaven regarding an area on Shore Road by our triangle that is deteriorating. The Town Highway Department has placed cones and a workhorse by the area. We feel this could be hazardous to our residents traveling from Poquott to this portion of the road.

**Occasional Newsletter and \$50.00 award:** Board Discussion.

- This letter is to be used as a tool to educate our residents with regards to Stormwater Management.

- The \$50.00 award will hopefully encourage residents to adopt a drain and keep the top of that drain clear of debris. One resident's name will be drawn from all the volunteers and will receive a \$50.00 gift certificate.
- The award program will run through May 31, 2013.
- Extra copies of the newsletter to be available at Village Hall.
- The participants who are adopting a drain are to inform K. Matthews by email.
- A question arose, what happens if a resident is injured when cleaning the top of the drain? This needs to be looked into.

A motion was made by C. Vitkun seconded by K. Matthews to approve the newsletter for mailing and the \$50.00 award for adopting a drain. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

K. Matthews informed the Board there will be a dumpster at the preserve this Friday.

**Permits:** None.

**Bills:** A motion was made by K. Matthews seconded by C. Vitkun to pay 1 voucher for \$179.71 and 23 vouchers for \$24,519.82. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Correspondence:**

The Village received a letter from Mr. Kirchner of 13 Maybeck Drive; he is requesting additional drains be installed to alleviate runoff. This matter has been turned over to the Village Attorney.

The Village also received a letter and a signed petition to remove the dog park at the end of Walnut Avenue to create additional parking spaces for the park. After a discussion a motion was made by K. Matthews seconded by C. Vitkun to remove the gates at the dog park at Walnut Park. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

K. Matthews to give a courtesy call to J. Kagel to inform her of the removal of the gates and to thank her for all her hard work in establishing the dog park.

**Resident Comments:**

- Treasurer: The Clerk has prepared a 3 ring binder of all policies of the Village.
- Resident: Should the Internet Policy read Employees/Officials and Board members? Response: Officials should be fine. Anyone using Village computers should sign and agree to this policy.
- Resident: Adopting a drain policy could create a liability for the Village.
- Resident: I would like to thank the Board for having Port A Lav's at the parks.

**Motion to adjourn was made by C. Vitkun at 8:20 P.M.**

## 08/23/2012 Board of Trustees Mtg

MINUTES OF THE AUGUST 23, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF  
POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL

Present were Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Village Attorney Peter Sverd, Treasurer John Lane, Deputy Clerk Joseph Newfield and 3 residents.

LIPA: Steve Tricarico, a District Manager of LIPA, gave an informational presentation on hurricane preparedness, what is LIPA's protocol is before a predicted storm arrives, and their protocol after a storm hits should there be a power outages. There was a question and answer session after the presentation.

Board Meeting opened at 8:00 P.M.

A motion was made by C. Lane seconded by K. Matthews to approve the minutes of August 9th, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to approve 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 approve the event request from C. Norman for 9/23/12 to be held at California Park. 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 approve the following Resolution.

Be it Resolved that a Public Hearing be held at the Village Hall of the Incorporated Village of Poquott, 45 Birchwood Avenue, East Setauket, New York, on the 27th day of September 2012 at 7:00 P.M. o'clock in the evening.

It is Proposed that Local Law 6 of 2012 be adopted which is entitled a Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott. In addition, it is proposed that Local Law 7 of 2012 be adopted which is entitled a Local Law Amending the Definition of "Land Development Activity" As Defined in Chapter 183-16.1E of the Code of the Incorporated Village of Poquott Regulating Stormwater Control within the Village of Poquott.

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 the 11 vouchers totaling \$7,480.16. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.



John Lane-Treasurer's Report: J. Lane reviewed the current financial reports of the Village. A copy of the recent audit from R.S. Abrams has been given to all Board members and will be discussed at our next Board meeting. The Clerk feels there are some errors in their report and will discuss them with the Treasurer.

Taxes: Currently, there are 5 residents that are past due in paying their taxes. One resident is 2 years past due. After a discussion it was determined that the Village Clerk prepare a letter to that resident which will be included with their next past due notice.

#### Trustee Reports

Carol Lane:

Ground Maintenance/Roadsides: All seems to be well.

Tennis Court: The repairs to the tennis courts should be done next week.

Resident Comments:

Resident: Thank you for cleaning around the fire hydrant on Tinker Lane.

Resident: Thank you for having the roadside cleared on Van Brunt Manor Road.

Kathleen Matthews:

Drains: The drain on Cedar Avenue has been installed. The paving of the street will start Monday August 27, 2012.

Stormwater Retrofit Seminar: B. Donovan and K. Matthews attended the seminar with Carrie O'Farrell from Nelson Pope and Voorhis. We are required by DEC to show we have taken steps toward abatement of stormwater pollution during the year ending 9/3-/12 or face financial penalties. The Village is attempting to comply while keeping costs minimal. Most of our efforts fall under the mandate of educating residents. This is a work in progress.

Roads: The pot hole on Highview Avenue has been filled.

Sandy Nicoletti:

Public Safety: Our Public Safety Officers will be working various hours and will now be covering sometimes in the morning.

Suffolk County Police will be patrolling the Village to reduce people failing to stop at stop signs and speeding on Village Streets.

Resident Comments: None

Christine Vitkun:

Finances: Previously discussed.

Website: C. Vitkun will be updating the website.

Resident Comments: None

Additional Reports:

Waste Management: Pleased with the service.

Environmental Action Committee: The PEAC meetings are being suspended for the time being.

Beaches and Parks: A resident asked if we could keep the Port a Lav's longer in September. A discussion followed and it was decided, they will be removed on 9/6/12 when our contract expires.

Building Inspector: The Building Inspector is currently working on updating our Building Permit Application.

Permits/Parks & Beaches: We received a request from C. Norman to hold an event at California Park on September 23, 2012. A motion was made by C. Lane seconded by C. Vitkun to approve the event request from C. Norman for 9/23/12 to be held at California Park. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

Attorney: P. Sverd questioned if the action plan for our State Audit was completed. B. Donovan did complete the response to the State.

Planning Board: A Board meeting is scheduled for September 10th, 2012, the dock application will be reviewed at this meeting.

Zoning Board of Appeals: No variance requests are pending.

SCOVA: B. Donovan attended a meeting with other members of SCOVA, they are looking for current members try to get associate members to join the organization. In addition, SCOVA will be running Planning Board and Zoning Board of Appeal required training classes.

Emergency Preparedness Action Plan and Emergency Operations Plan: Both plans need to be adopted by the Village Board. B. Donovan is to e-mail copies to the members of the Board for their review. This is tabled until our next meeting.

New Business:

Resolution:

A motion was made by C. Lane seconded by C. Vitkun to approve the following Resolution.

Be it Resolved that a Public Hearing be held at the Village Hall of the Incorporated Village of Poquott, 45 Birchwood Avenue, East Setauket, New York, on the 27th day of September 2012 at 7:00 P.M. o'clock in the evening.

It is proposed that Local Law 6 of 2012 be adopted which entitled a Local Law Prohibiting Feeding of Waterfowl within the Village of Poquott. In addition, that Local Law 7 of 2012 be adopted which is entitled a Local Law Amending the Definition of "Land Development Activity" As Defined in Chapter 183-16.1E of the Code of the Incorporated Village of Poquott Regulating Stormwater Control within the Village of Poquott.

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

Bills: A motion was made by S. Nicoletti seconded by C. Lane to approve the 11 vouchers totaling \$7,480.16. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None.

Resident Comments: None

At this time Mayor B. Donovan acknowledged C. Lane with a certificate from NYCOM (New York State Conference of Mayors) for 25 years of public service and Joseph Newfield for 35 years of public service. She thanked them for their hard work, dedication and contributions to the Village of Poquott.

Motion to adjourn was made by C. Lane 9:45 P.M.

## 08/09/2012 Board of Trustees Mtg

### **MINUTES OF THE AUGUST 9TH, 2012 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 Treasurer John Lane, Deputy Clerk Joseph Newfield and 3 residents. Peter Sverd, Village Attorney was in attendance by phone.

A motion was made by K. Matthews seconded by C. Lane to approve the minutes of July 26th, 2012 meeting. Aye K. Matthews, C. Lane, and C. Vitkun. Nay 0. B. Donovan and S. Nicoletti abstained as they were not at the prior meeting.

A motion was made by C. Lane seconded by C. Vitkun to appoint Ronald Lavita as Associate Judge for the Village of Poquott. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to amend our credit card policy to read "The Handyman will receive a Home Depot Credit card with a \$1,000.00 limit to be used to purchase material for Village repairs". This card will be kept in a secure location at Village Hall.

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

A motion was made by S. Nicoletti seconded by C. Lane to pay 3 vouchers totaling \$413.14 and 24 vouchers totaling \$21,840.42. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

### **Other Business**

**Corrective Action Plan Response (NYS Audit):** B. Donovan will complete the corrective action plan response for

our NYS Audit. All recommendations made by the State have been implemented.

**Handyman:** The handyman has been used numerous times for different projects. We are quickly using up his budget; money will need to be moved to his budget line. This will be done when necessary. In addition, the boat rack at California Park will require major repairs or possible replacement this winter. A motion was made by C. Lane seconded by K. Matthews to amend our credit card policy to read "The Handyman will receive a Home Depot card with a \$1,000.00 limit to be used to purchase material for Village repairs". This card will be kept in a secure location at Village Hall. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Construction of Solar Panel Permit:** B. Donovan will meet with J. Arico our Building Inspector to prepare the fast track application for installation of solar panels in the Village.

**6th Precinct Letter:** B. Donovan and S. Nicoletti will prepare the letter to the 6th Precinct requesting coverage in the Village of Poquott.

**Drains:** The drain has been installed on Cedar Avenue, after the dirt settles the road will be paved. Another problem has arisen in front of 17 White Pine; there is a depression in the road. K. Matthews has sent a message to R. Parrish to take a look at it to see if it is a drain problem.

There was also a significant hole on the right of way by this location that our handyman J. Hanley has filled.

### **New Business**

**C. Lane:** Carol has met with Kent from Pristine Landscaping and has cleared up the time frame when requests would be completed. If it is not an emergency it could take 7 to 10 days before a non-emergency request would be addressed.

Carol has also been in contact with Norse Tree Service, they will clean the debris on Washington Street left behind by LIPA. Also, they will remove the debris on Highview Avenue and take down the dead maple tree.

A quote of \$850.00 was received from Gold Coast Tennis to repair the cracks in the tennis court at Trustees Park.

A motion was made by S. Nicoletti seconded by C. Vitkun to repair the cracks in the tennis court at Trustees Park for a cost of \$850.00. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

C. Lane obtained a quote to replace the sign at Walnut Park. The measurements however, were prepared incorrectly by Selden Sign Company and will need to be redone.

K. Matthews and B. Donovan will attend a seminar at Stony Brook University on August 16, with Carrie O'Farrell from Nelson Pope and Voorhis regarding the new mandate requirements for Stormwater Management.

The Hurricane Preparedness presentation will be given by a LIPA representative at our August 23, 2012 meeting.

The Coast Guard Auxiliary will be holding two meetings at Village Hall for its new members. The dates are August 21 and August 28. Code will open and close Village Hall for these events.

Rebecca Casey from Avalon is looking for projects for their volunteers. K. Matthews has some projects for them at the Trust. However, maybe they can clean the overgrowth on the road side on Van Brunt Manor Road.

**Tree Ordinance:** B. Donovan has been reviewing other Villages tree ordinances. B. Donovan asked R. Flood the Chairman of the Planning Board if his Board would like to work on proposing a tree ordinance for the Village of Poquott. R. Flood stated his Board would take on this project.

**Emergency Preparedness Action Plan:** B. Donovan is currently working on an Emergency Action Preparedness Action Plan for the Village of Poquott with the help from Ken Sundberg. This is tabled until our next meeting.

**NIMS (National Incident Management System):** B. Donovan and S. Nicoletti will be attending the NIMS 300 training class. NIMS 700,100,200 and 800 are all online and must be completed by September 30th.

**Permits:** No new permits.

**Bills:** A motion was made by S. Nicoletti seconded by C. Lane to pay 3 vouchers totaling \$413.14 and 24 vouchers totaling \$21,840.42. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

### **Correspondence**

1. The Village received a letter from Kara Hahn, Town of Brookhaven, offering the Village special inserts for catch basins. These were too expensive for the Town to maintain. They will be too expensive for Poquott to maintain.
2. J. Lane has received the management letter from R.S. Abrams regarding our recent audit. This letter needs to be signed by B. Donovan and himself. He will be contacting R.S. Abrams as he has some questions regarding items in this letter.

### **Resident Comments**

1. Resident: I feel the roadside at the bend on Van Brunt Manor Road should be cut back by our contractor and not by the volunteers from Avalon. I feel there would be fewer issues with the homeowner. Response: We will have our contractor clear the roadside.

2. Resident: When are the cracks in the pavement on the upper part of Van Brunt Manor Road going to be repaired? Response: Not until the fall.

**Motion to Adjourn was made by C. Lane at 8:30 P.M.**

## 07/26/2012 Board of Trustees Mtg

### **MINUTES OF THE JULY 26TH, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present were Deputy Mayor Carol Lane, Trustees Kathleen Matthews and Christine Vitkun. Also present were Village Attorney, Peter Sverd, Treasurer, John Lane and Deputy Clerk Joe Newfield. Excused were Mayor Barbara Donovan and Trustee Sandy Nicoletti.

A motion was made by Christine Vitkun seconded by Kathleen Matthews to accept the minutes of July 12th, 2012. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

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

A motion was made by C. Vitkun seconded by K. Matthews to transfer \$500.00 from Contingency #A1.980.0 to Premiums-Other #A1910.4. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to approve the new proposed Building Permit Fee Schedule effective August 1, 2012. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

A motion was made by K. Matthews, seconded by C. Vitkun to adopt Local Law 4 of 2012. A LOCAL LAW AMENDING THE DEFINITION OF "CONSTRUCTION ACTIVITY" AS DEFINED IN ARTICLE 1 OF CHAPTER 132 OF THE CODE OF THE INCORPORATED VILLAGE OF POQUOTT REGULATING ILLICIT NON-STORMWATER DISCHARGES WITHIN THE VILLAGE OF POQUOTT. Aye K. Matthews, C. Vitkun, and C. Lane. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to approve 3 people to attend the NYCOM Fall Training Conference in Lake Placid. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

A motion was made by K. Matthews seconded by C. Vitkun to pay 15 vouchers totaling \$5,273.84. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Appointments:** None at this time.

**Resolutions:** C. Wood, Justice Court Clerk, has requested a resolution be passed allowing her to apply for a Justice Court Assistant Program Grant. A copy of the approved resolution needs to be submitted with the grant request. After a discussion, it was decided that a resolution could be passed, but prior to submission of the grant request the Board must be informed of the items that are being requested for the Village of Poquott. The Village Clerk must also obtain an accounting of the prior judicial grants, how it was spent and if there are any funds remaining that have not been spent.

A motion was made by K. Matthews seconded by C. Vitkun to approve the following resolution.

**Be it Resolved** the Board of Trustees of the Village of Poquott authorize Christine Wood our Justice Court Clerk to apply for a Justice Court Assistant Program Grant. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Treasurer's Report:** J. Lane reviewed our financials, it was noted that our insurance premiums have exceeded our budget by \$499.00. This increase occurred due to our increase in coverage. J. Lane recommends we transfer \$500.00 from our contingency budget line to cover this deficit. A motion was made by C. Vitkun seconded by K. Matthews to transfer \$500.00 from Contingency #A1.980.0 to Premiums-Other #A1910.4. Aye C. Vitkun, K. Matthews and C. Lane. Nay 0.

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

### **Trustee's Report**

#### **C. Lane**

**Grounds Maintenance:** C. Lane has asked to meet with Kent from Pristine Landscaping Inc. to discuss items that are in our contract that are not being performed. C. Lane will keep on top of this.

**Walnut Sign:** Sign-A-Rama is out of business in Port Jefferson Station; however, there is a store in Selden. C. Lane will check with that store to see what the cost will be to replace the sign at Walnut Park.

**Walnut Park:** The gate at Walnut Park has been vandalized and the lock and chain are missing. J. Hanley is to replace the chain for the time being.

**Tennis Court:** C. Lane met with a representative from Gold Coast to obtain a quote to repair the cracks in our tennis court. The current cracks are not a danger to our residents. A formal quote is forthcoming; the preliminary quote is between \$800 and \$900.

**Playground:** C. Lane is currently obtaining quotes for increasing the FIBAR material by our playground equipment.

**Resident Comments:** None

**Kathy Matthews**

**Drains:** Nothing new on existing drains.

**Stormwater:** K. Matthews will be meeting with C. O'Farrell to discuss the upcoming new mandates for Stormwater. We may need to pass additional laws.

**Roads:** The new drain on Cedar Avenue is expected to be installed next week. Once it is finalized K. Matthews will prepare a flyer to give our residents on Cedar Avenue. Most residents will be able to get to their homes; however there will be no thru traffic to and from Bayview Court.

C. Lane requested K. Matthews email the Board and keep them informed of the schedule.

A resident complained that the road is lifting in front of 53 Washington Street. He feels the damage is created by another resident's runoff from their home.

**Resident Comments:** None

**Sandy Nicoletti: (excused)**

Public Safety Officer, Frank Schaffer reviewed the public safety report.

**Resident Comments:** None

**Christine Vitkun**

**Finances:** Previously discussed.

**Website:** It still takes some time to place information on the website.

**Resident Comments:** None

**Additional Reports:**

**Waste Management:** If there is a dead animal on Village Property notify the Village Clerk.

**Environmental Action Committee (LIPA):** No meeting this month.

**Building Inspector:** A motion was made by K. Matthew seconded by C. Vitkun to approve the new proposed Building Permit Fee Schedule effective August 1, 2012. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0. The new schedule is available at the Village Clerk's office.

**Attorney:** The Village has received the response back from the Suffolk County Planning Commission regarding proposed Local Law 4 of 2012 "Construction Activity". The Commission considers this proposed law to be a matter of local determination. The Board if it chooses may adopt this law this evening.

A motion was made by K. Matthews seconded by C. Vitkun to adopt Local Law No. 4 of 2012. A LOCAL LAW AMENDING THE DEFINITION OF 'CONSTRUCTION ACTIVITY' AS DEFINED IN ARTICLE 1 OF CHAPTER 132 OF THE CODE OF THE INCORPORATED VILLAGE OF POQUOTT REGULATING ILLICIT NON-STORMWATER



DISCHARGES WITHIN THE VILLAGE OF POQUOTT. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Planning Board:** Nothing new.

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

**Other Business**

**New Computers/Email System:** Some Trustees are still experiencing some difficulties with the new system.

**New Business**

C. Wood has requested the Village send a letter to the 6th Precinct requesting coverage to stop motorist who fail to stop at stop signs and speed in the Village. It was decided that the Mayor should prepare this letter.

**NYCOM:** A motion was made by K. Matthews seconded by C. Vitkun to approve 3 people to attend the NYCOM Fall Training Conference in Lake Placid. Aye K. Matthews, C. Vitkun and C. Lane. Nay 0.

**Home Depot:** The Home Depot card has been approved but the minimum card is \$1,000.00 and not \$250.00 as requested. An amendment to the Credit Card Policy would be required. This is tabled until our next meeting.

**Bills:** A motion was made by K. Matthews seconded by C. Vitkun to pay 15 vouchers totaling \$5,273.84. Aye K. Matthews, C. Vitkun, and C. Lane. Nay 0.

**Correspondence:** None

**Resident Comments:** None

**Motion to adjourn was made by C. Vitkun at 8:05 P.M.**

## 07/12/2012 Board of Trustees Mtg

### MINUTES OF THE JULY 12TH, 2012 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 4 residents. Village Attorney, Peter Sverd was excused.

**Public Hearing opened at 7:00 P.M.**

#### **Local Law Regulating the Installation and Construction of Certain Solar and Wind Power Generation Facilities in the Village of Poquott.**

1. SEQRA determination has been completed. The Village is the lead agency and it is a TYPE II action and is not subject to the requirements of SEQRA.
2. The Village received notification back from the Suffolk County Planning Commission that there is no apparent significant county-wide or inter-community impact (s).

B. Donovan opened the floor to residents for questions and comments.

1. Resident: The fast track application sets the requirements for approval of solar panels. If there are changes to the fast tract application does the Village review these changes? Response: Yes the Village would always review the changes to the application to make sure they are appropriate for the Village of Poquott.
2. Resident: Why are we proposing this law? Residents have already installed solar panels. Response: This proposed law would regulate the installation to make sure they are safe and up to code. Also wind power generation facilities are not appropriate for Poquott.

B. Donovan asked the Board if they had any comments? None at this time.

A motion was made S. Nicoletti seconded by C. Vitkun to close the public hearing 7:07 P.M. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Public Hearing opened at 7:08 P.M.**

**Local Law Amending the Definition of “Construction Activity” as Defined in Article 1 of Chapter 132 of the Code of the Incorporated Village of Poquott regulating Illicit Non-Stormwater Discharges within the Village of Poquott.**

1. SEQRA determination has been completed. The Village is the lead agency and as it is a TYPE II action it is not subject to the requirements of SEQRA.
2. The Village has not received a response back from the Suffolk County Planning Commission; therefore the law cannot be adopted this evening.
3. The definition has been corrected from “these activities include construction projects resulting in land disturbance of one or more acres” to “these activities include construction projects resulting in land disturbance equal to or greater than one-eighth (1/8) of one acre.”
4. This change was recommended by our Village Engineers as there are many lots in the Village of Poquott that are less than an acre.

B. Donovan opened the floor to residents for comments and questions. No comments.

B. Donovan asked the Board if they had any comments? No comments.

A motion was made by C. Lane seconded by K. Matthews to close the public hearing at 7:14 P.M. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Opened the Board meeting at 7:15 P.M.**

A motion was made by C. Lane seconded by K. Matthews to adopt Local Law 5 of 2012, A Local Law Regulating the Installation and Construction of Certain Solar and Wind Power Generation Facilities in the Village of Poquott. 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 June 28th, 2012. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve the Organizational Minutes of July 2, 2012. Aye S. Nicoletti, C. Lane, K. Matthews, and B. Donovan. Nay 0. C. Vitkun abstained as she was absent from the July 2, 2012 meeting.

A motion was made by C. Vitkun seconded by K. Matthews that the credit card vouchers from 6/10/10 in the amount of \$1,862.33 and of 7/21/11 in the amount of \$1,342.79 were reviewed and approved as they are valid expenses of Village Officials attending the New York Conference of Mayors conferences. Aye C. Vitkun, K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to authorize Joe's Sewer to install the drain on Cedar Avenue and have Enterprise pave the road for a total cost of \$11,000.00. Aye C. Lane, S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to authorize the payment of 1 voucher for \$186.99, 1 voucher for \$213.21, 1 voucher for \$46.70 and 21 vouchers totaling \$29,605.81. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Appointment:** The Mayor requested the appointment of John Mastauskas to replace John Robinson on the Planning Board. A motion was made by C. Vitkun seconded by C. Lane to appoint John Mastauskas to the Planning Board. Aye C. Vitkun, C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

### **Other Business**

**Proposed Building Fees:** The Board reviewed the proposed fees. B. Donovan will set up a meeting with our Building Inspector for Tuesday, July 17th to answer several questions. The fee structure is tabled until our next meeting.

**New E-mail System:** There are still some issues that need to be resolved.

**Article 78 (s):** An appeal of the first Article 78 is still pending until the fall. The second Article 78 has been resolved as the Planning Board has accepted the new dock application for review.

**SCOVA Membership:** It has been decided to join SCOVA for at least one year.

**Cedar Avenue:** K. Matthews has checked the references of Joe's Sewer and recommends based on the quotes and the references, that the Village accept the quote from Enterprise and Joe's Sewer to install the drain and pave the

road at Cedar Avenue. A motion was made by C. Lane seconded by S. Nicoletti to authorize Joe Sewer to install the drain on Cedar Avenue and have Enterprise pave the road for a total cost of \$11,000.00. Aye C. Lane, S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

#### **New Business**

C. Lane:

1. I have been in contact with Pristine Landscaping as they are not fulfilling their contract in maintaining the Village grounds. We are to withhold payment until these items are completed.
2. I will be working with Gold Coast to give us an estimate to fill the cracks in the tennis court.
3. The beach sign at Walnut Park needs to be replaced as it is damaged/missing.
4. The DEC has confirmed that nothing has changed regarding the phragmites. So at the present time we are only allowed to cut back the over growth, but not allowed to remove the bushes.
5. Two street signs on Singingwood have been damaged.

**LIPA:** B. Donovan and S. Nicoletti attended a seminar with LIPA. LIPA would like to come to the second Board meeting in August to address our residents to explain how the power is installed after a storm.

**Permits:** No new requests.

**Bills:** A motion was made by C. Lane seconded by K. Matthews to authorize the payment of 1 voucher for \$186.99, 1 voucher for \$213.21, 1 voucher for \$46.70 and 21 vouchers totaling \$29,605.81. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Emergency Drill:** NYS is having an emergency contact drill on Tuesday July 17, 2012 at 2:00 P.M.

**FEMA:** B. Donovan and S. Nicoletti will be attending a NIMS 300 class. After they attend this class, Ray Riley from FEMA will come and instruct the other Trustees on NIMS 402.

**Correspondence:** None at this time.

#### **Resident Comments**

Resident: Traffic coming out of White Pine on to Van Brunt Manor Road fails to stop at the stop sign.

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

## 07/02/2012 Organizational Mtg

MINUTES OF THE JULY 2, 2012 ORGANIZATIONAL MEETING OF THE VILLAGE OF POQUOTT HELD AT 7:00 P.M. AT VILLAGE HALL.

Present was Mayor Barbara Donovan, Trustees Carol Lane, Sandy Nicoletti, and Kathleen Matthews. Also present was Joseph Newfield, Deputy Clerk and Eileen Harvey, Village Clerk.

Excused was Trustee, Christine Vitkun.

APPOINTMENTS

The Mayor requested the following appointments:

Deputy Mayor, Carol Lane

Treasurer, John Lane

Deputy Treasurer, Christine Vitkun

Village Clerk, Eileen Harvey

Deputy Clerk, Joseph Newfield

Vital Statistics Registrar, Eileen Harvey

Zoning Board of Appeals Chair, Rob Clark

Zoning Board of Appeals Member, Carol Castillo (5 year term)

Planning Board Chair, Roger Flood

Planning Board Member, Michael Schaeffer (7 year term)

Associate Justice, Ronald Lavita

Prosecutor, James Deana

Historian, Chris Ryon

Appointments were approved on a motion by C. Lane seconded by K. Matthews. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

Swearing In Ceremony:

The Mayor swore in Village Clerk, Eileen Harvey

The Mayor swore in Vital Statistics Registrar, Eileen Harvey

The Mayor swore in Trustee, Christine Vitkun earlier in the day.

The Village Clerk, Eileen Harvey swore in the following:

Mayor, Barbara Donovan

Deputy Mayor, Carol Lane

Trustee, Sandra Nicoletti

Deputy Clerk, Joseph Newfield

Commissioners

The Mayor requested the following appointments:

Environment, Richard Parrish

Grounds Maintenance/Roadsides, Carol Lane

Roads, Kathleen Matthews

Harbor & Moorings, John Lane

Beaches & Parks, Clerks Office

California Park, Clerks Office

Walnut Park- Clerks Office

Van Brunt, Public Safety

Trustees Park, Ted Masters

Emergency Preparedness, Kenneth Sundberg

Waste Management, Linda Newfield

Appointments were approved on a motion by S. Nicoletti seconded by C. Lane.

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

Resolutions

Bonding-Resolved by the Board of Trustees of the Village of Poquott that the cost of the bonding requirements of certain Village Officers in conjunction with the discharge of their duties as a Village Officer is a Village expense, and such charge shall be charged and paid by the Village of Poquott.

Open Meeting-Resolved that the regular meetings of the Board of Trustees of the Village of Poquott be the second and fourth Thursday of each month at 7:00 P.M. at Village Hall unless a vote of the Board with proper notice is made or given, and in the event the second or fourth Thursday is a legal holiday, the meeting shall be the following Thursday; except for the month of November 2012 and December 2012 at which time the only regular meeting will be

held on November 15, 2012 and December 13, 2012 and it is further Resolved that the Board of Trustees hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board, and directs the Village Clerk, unless otherwise directed or required to provide at least 24 hours notice to and in the media of every non scheduled meeting of the Board.

Village Newspaper-Resolved that the official newspaper of the Village of Poquott shall be The Village Times Herald of Setauket, New York

Organizational Meeting-Resolved that the 2013 meeting of the Village of Poquott shall be held on Monday, July 1, 2013 at 7:00 P.M.

Official Procedure –Resolved that Roberts Rules of Order are hereby adopted as the rules of procedures for the Board of Trustees to the extent that they are consistent with the New York State Law.

Petty Cash-Resolved that the Board of Trustees hereby authorized a Petty Cash Box to be maintained by the Village Clerk for the purpose of making change for the Village residents in the normal course of business ; such Petty Cash Box shall not contain more than \$300.00 at all times in small bills to accommodate residents needs.

E-Mail-Resolved that the Open Meeting Law does not preclude conferring by E-Mail.

Communications resulting in a collective decision such as a vote are inconsistent with law. The public is entitled by law to be present during negotiations and time changes and to notify of inability to attend a meeting.

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

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

Village Officers-Resolved that the Board of Trustees authorizes the expenditure of funds for the operation of Village Hall. Expenses for the Village Hall shall be appropriated as part of the annual budget.

Consultants-Resolved that it is not cost effective to permit all public officers access to consultants who advise us on a fee for service basis. The Board shall designate the person (s) to provide approval for the year 2012-2013. The approval order is Mayor Barbara Donovan, Deputy Mayor Carol Lane, Trustees Kathleen Matthews, Sandy Nicoletti and Christine Vitkun.

Swimming-Resolved that swimming at Village Beaches is prohibited.

Attendance at Schools and Conferences-Resolved that the officers and employees of the Village of Poquott may after prior approval by the Board of Trustees, attend conferences and seminars of public employees and officials for the purpose of education and training and other related purposes; that they may be reimbursed for part or all of their reasonable expenses incurred which shall be intended to be limited to a per diem amount established by the State of

New York provided their attendance and expenses were approved by the Board of Trustees in advance of their attendance at the conference or seminar.

Special Meeting-Resolved that in the event of a special meeting called by the Mayor, every member of the Board shall be informed by telephone or e-mail by either the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting , and (unless the meeting is called to respond to an emergency concerning the safety and welfare of the Village) notice of the special meeting shall be given to the Trustees and Newsday and posted on Village Notice boards and website at least 24 hours in advance of the meeting, and otherwise as in conformance with the Public Offices Law, and other laws of the State of New York.

Board of Trustee Agenda-Resolved that matters presented to the Mayor within forty eight hours notice may, at the discretion of the Board, be placed on the next meeting's agenda without discussion.

Minutes-Resolved that the minutes of the Board Meetings shall consist of a record of motions, proposals, resolutions, action taken and the vote of each member. Minutes shall be amended only pursuant to action by a majority vote of the total membership of the Board and such alteration must accurately reflect what transpired at a meeting. Statements, questions, and requests from residents shall be listed under a group titled "resident comments" with the format being "a resident stated, asked, requested". Name will not be included.

Gathering on Village Property-Resolved that the Board of Trustees does:

Hereby determine that the accessibility to beach and park areas is open to all villagers individually and to all villagers with non resident guests numbering not more than ten (10), and that the villagers wishing to make use of these areas for picnicking, gathering or meeting are hereby required to seek a permit for each event or activity including guests numbering more than ten (10). They are also required to secure and produce for review before the date of the event evidence of personal insurance protecting themselves, their guests and Poquott Village property from harm, injury or damage. They are also required to deposit with the Village Clerk the amount of \$150.00 in cash or check for cleanup or repair that will be refunded by the next Board Meeting if the Trustees determine that no cleanup and or restoration of the area needs to be done by the Village of Poquott as a result of the gathering. It is also required that the residents and their guests abide by all Village Laws including but not exclusive to, noise level, vehicle speed, parking and public nuisance.

That all parks are closed two (2) hours after dusk or at the discretion of the Board of Trustees.

Emergency and Special Permit Parking-Resolved by the Board of Trustee that in the event the Mayor declares an emergency, parking on Village streets and in the Village parks shall be permitted as directed by the Board of Trustees. Any vehicle obstructing the plowing of or cleaning of streets, as determined by Code Enforcement, shall be removed and brought to California Park at the owner's expense. It is also Resolved that the Village Clerk is



authorized to grant permission to residents for parking of cars on Village Streets or in Village Parks for special occasions provided the request has been made one week prior to the event. The Code Enforcement Supervisor shall determine the location of parked cars and allow only one side of the street to be used.

Village Justice Court-Resolved that the residency requirement for the Village Justice Court Clerk, Associate Justice and Prosecutor be extended to anywhere in the County pursuant to municipal home rules authority and Village Law 3-300(2) (a).

Official Bank Depositories-Resolved that the official bank and depositories for the Village of Poquott are as follows:

HSBC Bank USA, NA

MBIA Class

Suffolk County National Bank

subject to the review and the appropriate documentation from each bank, by the Village Attorney and Treasurer.

Millage Allowance-Resolved that the Village will reimburse the officers and employees for the reasonable cost of the use of their personal vehicles for Village purposes upon submission of a written request and documentation of same, and the rate of reimbursement shall be the posted rate as set by the Internal Revenue Service at the time of use.

Public Comments-Resolved that a Public Comments time will be designated on each regular meeting agenda.

Investment-Whereas the Mayor and the Board of Trustees of the Village of Poquott are required to adopt or formulate certain policy and procedures regarding the investment and deposit of Village funds and management of that money; Resolved that the investment policy of the Village of Poquott as currently in effect is adopted as the investment policy of the Village; and the Village Law Firm and Village Treasurer are directed to review that investment policy to make recommendations with respect to modifications necessary thereto, if any, in order that the investment policy of the Village of Poquott may conform with the model investment policy of the Office of the State Comptroller.

Claims Prior to Audit-Whereas the Mayor and the Board of Trustees of the Village of Poquott have determined that it may be necessary and in the best interest of the Village to make payment of certain claims regarding utilities, payroll, charge cards, postage, freight and express prior to audit by the Board of Trustees, it is therefore:

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

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

Resolved that whereas an applicant for a Zoning Board of Appeals hearing is required to mail notices to affected

residents and if circumstances arise whereas the applicant is not at fault the Village Clerk is approved for the mailing of the additional mailing notifications.

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

Steve's Path-Resolved that the Board of Trustees of the Village of Poquott hereby declares that in order to preserve the safety and well-being of residents, the area known as Steve's Path on Tinker Bluff Court is to be closed to all pedestrian traffic from December 1st to March 31st each year; such closure will be posted and any resident violating the closure will do so at their own risk.

Dog Park-Resolved that the Board of Trustees of the Village of Poquott hereby has established a Dog Park in the existing area known as Walnut Park. Said Park will operate June 1, 2012 to May 31, 2013. The Board also Resolves that the Village is authorized to issue Dog passes to utilize said Dog Park and to levy a fee for said passes.

New York State Building Code-Resolved that the Board of Trustees of the Village of Poquott adopts the New York State Unified Building Codes.

The following Policies were approved by Resolution:

Emergency Operations Plan – Jan. 1, 2012

Code of Ethics – Jan. 17, 2012

Investment Policy – February 23, 2012

Procurement Policy – February 23, 2012

Computer Repurposing & Decommissioning – March 8, 2012

Credit Card Policy – June 14, 2012

Travel Policy – June 14, 2012

Petty Cash Policy – June 14, 2012

Copies of Policies are on file with the Clerk's office and can be reviewed during normal business hours.

All 26 Resolutions are adopted by the Board of Trustees on a motion by K. Matthews seconded by C. Lane. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

The Mayor asked for approval for the following hires by the Village of Poquott:

Village Attorney- Law Office of Yuen, Roccanova, Seltzer & Sverd

Village Engineers- Nelson, Pope & Voorhis, LLC

Village Auditors- R.S. Abrams & Co. LLP  
Village Bookkeeper-Small Business Management Solutions  
Cleaning Services-Big Yank Cleaning Services  
Sprinkler Services- J & L Sprinkler  
Village Website-Stafford Associates Computer Specialist, Inc.  
Village E-Mail- Microsoft Outlook  
Village IT Technician- Technology Service of Long Island  
Village Building Inspector-Joe Arico  
Grounds Maintenance-Pristine Landscaping Inc.  
Village Arborist-Norse Tree Service Inc.

All hires were approved on a motion by C. Lane seconded by S. Nicoletti. Aye C. Lane, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

The meeting adjourned at 8:00 P.M. on a motion by C. Lane

## 06/28/2012 Board of Trustees Mtg

MINUTES OF THE JUNE 28TH , 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 PM.

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

A motion was made by S. Nicoletti seconded by C. Lane to approve the minutes of June 14th, 2012. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

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

A motion was made by C. Lane seconded by C. Vitkun to increase our umbrella coverage to 10 million for an additional cost of \$1,571.00. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by S. Nicoletti to have J. Lane contact Salerno Brokerage to see if we need to increase our insurance coverage for the recent purchase of our new computer equipment and to make the

decision whether to increase the insurance or not. 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 extend 108 Van Brunt Manor Road building permit for three months at a rate of \$3,200.00. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the event at California Park on July 7th, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded S. Nicoletti to allow the Coast Guard Auxiliary to hold a boating safety course at Village Hall on July 16th, 17th and 18th. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to pay 22 vouchers totaling \$8,691.52. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Resolutions: None at this time.

Appointments: None at this time.

#### Treasurer's Report:

J. Lane reviewed the financials of the Village.

We recently received our insurance bill from Salerno Brokerage. They are able to increase our umbrella coverage from 6 million to 10 million for an additional cost of \$1,571.00. Discussion followed. A motion was made by C. Lane seconded by C. Vitkun to increase our umbrella coverage to 10 million for an additional cost of \$1,571.00. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0. J. Lane to contact Salerno Brokerage to advise them of this approved increase.

J. Lane thought we might need to increase our coverage on equipment due to our recent purchase of new computers. A motion was made by C. Vitkun seconded by S. Nicoletti to have J. Lane contact Salerno Brokerage to see if we need to increase our insurance coverage for the recent purchase of our new computer equipment and to make the decision whether to increase the insurance or not. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

The Village also received \$300.00 from a resident who needed our Building Inspector to come in on several Saturdays to do inspections. Our auditors, R.S. Abrams, were at our office and guided the Bookkeeper and the Clerk on how to report this income and reimburse our Building Inspector. After a discussion the Board decided that all inspections should be made during business hours and Saturdays and Sundays should be frowned upon.

## Trustee Reports

Carol Lane

Grounds Maintenance: C. Lane has spoken to Pristine Landscaping about trimming overgrown bushes by Village Hall, mulching the beds, and trimming by the gazebo at California Park. In addition, Norse Tree Service has trimmed some low branches that were hanging over the road. C. Lane believes the Phragmites have been taken off the endanger species list. She will be contacting the DEC to confirm this and will have Pristine Landscaping trim these bushes back.

Resident Comments: None

Kathleen Matthews:

Drains: Nothing to report at this time.

Roads: Kathy has received three quotes for the work that needs to be done on Cedar Avenue;

Hawkins & Spence \$15,000.00

Rosmar \$18,077.50

Enterprise : \$7,800.00 (This does not include the required drain)

Joe's Sewer \$3,200.00 (This would be the company to install the drain if Enterprise does the paving).

Enterprise and Joe's Sewer total \$11,000.00.

As Joe's Sewer is not known to the Village it was recommended we obtain recent references. K. Matthews to follow-up on references.

Resident Comments: None

Sandy Nicoletti

Public Safety: Public Safety needs to check the stickers on the boats maintained at Van Brunt Manor Park.

Court: 9 people were to attend court this month only 2 people showed up. The ADA and a Suffolk County Police Officer were in attendance. One of the violator was ordered by the Judge to attend a Driver's Education Class.

Resident Comments: None.

Christine Vitkun

Finances: Previously discussed.

Website: Nothing new.

Waste Management: Our new carters are starting promptly at 7:00 A.M.

PEAC: Is looking to have a community yard sale the second weekend in September. C. Lane believes that is the same weekend Gallery North will be holding their event.

Beaches and Parks: A request was received from a resident to hold an event at California Park on July 7th, 2012. A

motion was made by C. Lane seconded by K. Matthews to approve the event at California Park on July 7th, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan.

#### Building Inspector

A motion was made by C. Lane seconded by K. Matthews to extend 108 Van Brunt Manor Road building permit for three months at a rate of \$3,200.00. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Revised Building Permit Fees: It was not received. This is tabled until our next meeting.

Attorney: Nothing new.

Planning Board: There is a meeting July 9th, 2012.

Zoning Board of Appeals: No variances pending.

#### Other Business:

Computer E-mail training will be held at Village Hall on Friday June 29, 2012 at 10:00 A.M.

Our Organizational Meeting is scheduled for July 2, 2012 at 7:00 P.M.

#### New Business

The Coast Guard Auxiliary has requested to use Village Hall to hold a boating safety course on July 16th, 17th and 18th. A motion was made by C. Vitkun seconded by S. Nicoletti to allow the Coast Guard Auxiliary hold boating safety course at Village Hall on July 16th, 17th, and 18th. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0.

The Alternative Energy Law Public Hearing is scheduled for July 12th, 2012.

The Illicit Non Stormwater Discharges Public Hearing is scheduled for July 12th, 2012.

Bills: A motion was made by C. Lane seconded by S. Nicoletti to approve to pay 22 vouchers totaling \$8,691.52. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

It was decided that the check payable to SCOVA in the amount of \$750.00 is to be held until we have more information regarding the benefit of joining this organization. The President of SCOVA spoke to the Mayor and informed her of items we must be aware of for example the use of voting machines will be required at our next election, we must allow a senior from our local high school sit on our Board and the State will be the lead agency on all SEQRA's. More information to follow.

Correspondence: None

Resident Comments: None

A motion to adjourn was made by C. Lane at 8:50 P.M.

## 06/14/2012 Board of Trustees Mtg

**MINUTES OF THE JUNE 14TH, 2012 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 4 residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of May 24th, 2012. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan.

Nay 0.

A motion was made by C. Lane Seconded by S. Nicoletti to appoint the Village of Poquott as lead agency for Local Law 5 of 2012 entitled: A Local Law Regulating the Installation and Construction of Certain Solar and Wind Power Generation facilities in the Village of Poquott. This 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 C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to appoint the Village of Poquott as lead agency for Local Law 4 of 2012 entitled: A Local Law Amending the Definition of "Construction Activity" as defined in ARTICLE 1 OF Chapter 132 of the Code of the Incorporated Village of Poquott Regulating Illicit Non Stormwater Discharges within the Village of Poquott. This is a Type II action pursuant to the SEQRA regulations, 6NYCRR 617.5 (c) (27) and hence, is not subject to the requirements of SEQRA. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Be it Resolved** on a motion from K. Matthews seconded by C. Lane that the Board of Trustees of the Village of Poquott adopts the amended Petty Cash Account policy this 14th day of June 2012. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Be it Resolved** on a motion from S. Nicoletti seconded by C. Lane that the Board of Trustees of the Village of Poquott adopts the amended Travel Policy this 14th day of June 2012. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Be it Resolved** on a motion from C. Lane seconded by K, Matthews the Board of Trustees of the Village of Poquott adopts the amended Credit Card Policy this 14th day of June 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C, Lane seconded by S. Nicoletti to approve 24 vouchers totaling \$25,719.71 and 1 voucher totaling \$1,204.74. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

C. Vitkun questioned whether it was decided at the prior meeting if our Court Clerk, Christine Wood, was to punch a time card each time she works at the Village. It was approved that she would be paid as a salaried employee and not as a 1099 vendor. However, a decision to have her punch in and out was not finalized. A decision was made at this meeting that C. Wood will start using a time card effective July 1, 2012. The Clerk's office will supply the time card and instructions.

### **Other Business**

**Building Inspector's recommendation for fee increases.** J. Arico supplied a chart for proposed permit fees. The chart was very detailed and a little confusing. The Village Clerk will speak to J. Arico for clarification. This is tabled until our next meeting.

**Alternative Energy Law:** A Public Hearing is to be scheduled on July 12, 2012 for resident input.

A motion was made by C. Lane seconded S. Nicoletti to appoint the Village of Poquott as lead agency for Local Law 5 of 2012 entitled: A Local Law Regulating The Installation and Construction of Certain Solar and Wind Power Generation Facilities in the Village of Poquott. This 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 C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Illicit Non-Stormwater Discharges:** A Public Hearing is to be scheduled on July 12, 2012 for resident input.

A motion was made by K. Matthews seconded by C. Lane to appoint the Village of Poquott as lead agency for Local Law 4 of 2012 entitled: A Local Law Amending the Definition of "Construction Activity" as defined in Article 1 of Chapter 132 of the Code of the Incorporated Village of Poquott Regulating Illicit Non Stormwater Discharges within the Village of Poquott. This 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, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**New Computers and Email System:** Gene O'Brien is currently working with Access Highway to transfer our existing folders and setting up our new email system on Microsoft Outlook.

**Article 78 (s):** The Village is awaiting a decision on an appeal for the first Article 78.

The Village of Poquott has settled the second Article 78 and has accepted the new dock application for review.



**New Business:**

Discussion on the following proposed policies:

Credit Card Policy, Petty Cash Account and Travel Policy.

**Be it Resolved** on a motion from K. Matthews seconded by C. Lane that the Board of Trustees of the Village of Poquott adopts the amended Petty Cash Account policy this 14th day of June 2012. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Be it Resolved** on a motion from S. Nicoletti seconded by C. Lane that the Board of Trustees of the Village of Poquott adopts the amended Travel Policy this 14th day of June 2012. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Be it Resolved** on a motion from C. Lane seconded by K. Matthews the the Board of Trustees of the Village of Poquott adopts the amended Credit Card Policy this 14th day of June 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Copies of all policies are available at the office of the Village Clerk during normal business hours.

Discussion on why N. Hoffmann our bookkeeper receives travel expense of \$14.50 each time she comes to the Village. After a discussion it was decided to continue this agreement.

**Roads:** K. Matthews is obtaining quotes for the installation of a drain on Cedar Avenue and the repair of the road.

A dead pine tree was removed from in front of 12 Cedar Avenue.

**Planning Board:** John Robinson will be resigning from the Planning Board effective immediately and Ron Longacre will not be renewing his appointment this July.

Competition Elite will now be servicing our Public Safety vehicles.

**East End Planning Conference:** B. Donovan, S. Nicoletti and K. Matthews attended the conference in Riverhead. It was recommended that the use of synthetic fertilizer rather than organic fertilizer is better for the water quality.

**Permits:** J. Arico our Building Inspector recommends we extend the permit for 108 Van Brunt Manor Road for 3 months at a cost of \$3,200.00. The Board needs to confirm it is allowed to approve this request according to the

Village Code. The resident needs to speak to J. Arico to see if they have met the entire requirement to obtain a Certificate of Occupancy.

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to approve 24 vouchers totaling \$25,719.71 and 1 voucher totaling \$1,204.74. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Resident Comments:**

Resident: It is suggested the Village change its Building Permits from 9 months to 1 year and allow the permit to be renewed in 3 month increments after the first year.

A motion was made by C. Lane at 9:15 P.M. to go to Executive Session to discuss a personnel issue.

The Board returned from Executive Session with no motions or decisions at 9:25 P.M.

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

## 05/24/2012 Board of Trustees Mtg

### **MINUTES OF THE MAY 24TH, 2102 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE OF POQUOTT 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. Village Attorney Peter Sverd was present through telephone conference.

A motion was made by C. Vitkun seconded by C. Lane to approve the minutes of May 10, 2012. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0. S. Nicoletti abstained as she was not at the previous meeting.

**Appointments:** B. Donovan recommended appointing C. Vitkun as Deputy Treasurer. Discussion followed. A motion was made by C. Lane seconded by K. Matthews to appoint C. Vitkun as the Deputy Treasurer of the Village of Poquott. Aye C. Lane, K. Matthews, S. Nicoletti, V. Vitkun and B. Donovan. Nay 0.

**Hires:** A motion was made by K. Matthews seconded by C. Lane to hire Annette Alferi as our Building Clerk at \$18.00 an hour for 3 to 4 hours a week as needed. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Discussion followed regarding changing Christine Wood, our Court Clerk, from a 1099 recipient to an employee of the Village. Discussion followed and it was decided that a Policy and Procedure needs to be adopted for salaried employees. A motion was made S. Nicoletti seconded by K. Matthews to change Christine Wood to a salaried employee at \$325.00 a month. Aye. S. Nicoletti, K. Matthews, C. Lane, C. Vitkun 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, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to approve the request from Michael Wurtz to have a party at California Park on July 14th, 2012. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the request from Brian Leyhane to have a party at Mayor's Park on August 18th, 2012. 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 approve the 11 vouchers totaling \$3,770.75. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Resolutions: State Mandated Policies:**

**Credit Card Policy:** A copy of a proposed credit card policy was reviewed. It is tabled until our next meeting.

**Travel Policy:** A copy of a proposed Travel Policy was reviewed. It is table until our next meeting.

**Treasurers Report:** J. Lane reviewed our financials. A motion was made by S. Nicoletti seconded by C. Lane to accept our Treasurer's Report. Aye C. Lane, S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

**Trustee Reports:**

**Carol Lane:**

**Grounds Maintenance:** Pristine has signed their contract and everything is working well.

**Resident Comments:** None

**Kathleen Matthews:**

**Drains:** Avalon assisted the Village in marking 50 drains.

**Stormwater:** The stormwater report is completed.

**Roads:** Cedar Avenue is the only road that needs major work. It needs to be paved and a drain needs to be installed. K Matthew to obtain quotes.

**Resident Comments:** Resident: Contact Suffolk County letting department to assist with obtaining a bid.

**Christine Vitkun:**

**Finances:** Previously discussed.

**Waste Management:** Our new carters started on Monday, June 4, 2012. They will be following the same scheduled that Maggio had.

**Website:** Our new computers will be installed shortly. Outlook will be replacing Access Highway for our e-mail.

**Sandy Nicoletti:**

**Public Safety reports:**

- Reports are down
- Enforcement is up
- Fuel was stolen from a resident's boat
- A boat broke loose
- Parking Stickers are being issued
- A suspicious package was found at California Park. It turns out it was a piece of equipment from LIPA
- A dead swan was found at the park
- Chickens have been loose on Van Brunt Manor Road

**Resident Comments:** None

**Additional Reports:**

**Environmental Action Committee:** A member of this committee recommended having a Village Garage Sale.

**Beaches and Parks:**

A motion was made by C. Vitkun seconded by C. Lane to approve the request from Michael Wurtz to have a party on July 14th, 2012 at California Park. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to approve the request from Brian Leyhane to have a party at Mayor's Park on August 18th, 2012. Aye K. Matthews, S. Nicoletti, C. Lane, C. Vitkun and B. Donovan. Nay 0.

**Attorney:**

Discussion on the proposed law regulating the installation and construction of certain solar and wind power generations facilities.

- No wind turbines
- Sight plans are reviewed by Building Inspector
- No variances allowed
- Building Inspector to approve the issuance of a building permit not the Planning Board
- Homeowner to inform Fire Department of installation

**Planning Board:** Will meet in July.

**Zoning Board of Appeals:** No meeting scheduled.

**Other Business:** None

**New Business:** None

**Bills:** A motion was made by C. Lane seconded by K. Matthews to approve the 11 vouchers totaling \$3,770.75. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Correspondence:** None

**Resident Comments:** None

**A motion to adjourn was made by K. Matthews at 9:25 P.M**

## 05/10/2012 Board of Trustees Mtg

### **MINUTES OF THE MAY 10, 2012 MEETING OF TH 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, and Christine Vitkun. Also present were 4 residents. Peter Sverd, Village Attorney was present thru conference call and Trustee, Sandra Nicoletti was excused.

A motion was made by C. Lane seconded by C. Vitkun to approve the minutes of April 26th, 2012. Aye C. Lane, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the proposal from Technology Service of Long Island to replace our existing computer system. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and J. Lane sign the engagement letter with R.S. Abrams. 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 request from C. Castillo to hold an event at Trustees Park on June 9th, 2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to pay one voucher for \$45.37, one voucher for \$146.14 and 22 vouchers for \$12,837.63. Aye K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

#### **Resolution**

A motion was made by Carol Lane seconded by Kathleen Matthews to authorize the following resolution.

**Be it Resolved** that the Board of Trustees of the Village of Poquott authorize the Mayor, Barbara Donovan to sign the contract with the Town of Brookhaven for the Removal of Snow and Ice from May 1, 2012 thru December 31, 2012.

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

A motion was made by C. Vitkun seconded by C. Lane to authorize B. Donovan to sign the Project Completion and

Certification Report acknowledging that the Village is in agreement that that there was damage caused by Hurricane Irene and the Village is entitled to be reimbursed \$8,928.17. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

### **Other Business**

**Stormwater:** A meeting has been scheduled with Carrie O'Farrell from Nelson, Pope and Voorhis on Tuesday May 15th at 10 A.M. to discuss completing the required Stormwater Management report.

**Drains:** Volunteers from Avalon are scheduled to be in the Village Sunday May 20th, 2012 to place the drains markers at our drains. We still need a copy of their certificate of insurance. K. Matthews to follow up.

**Alternative Energy Law:** Discussion followed on the proposed law.

1. Leave the description of Wind Generating Facility and Ground Mounted in the law. Section number five states they are prohibited.
2. Installer needs to be State certified.
3. If the Board adopts the fast track application and an application meets the requirements the Building Inspector will issue the permit.
4. If the applicant does not qualify for approval under the fast track application, the Building Inspector will review the application, possibly forward the plans to our Village Engineers for review and then it will go to the Planning Board approval or declination. After further discussion it was decided the application should not go to the Planning Board but to the Zoning Board of Appeals for a variance.
5. P. Sverd would like our Building Inspector to review the proposed law.
6. Section 7 Letter N the Building Inspector not the Planning Board will approve the site plans.
7. Section 7 Letter P to be removed.
8. Section 7 Letter Q. A public hearing is always held when the Zoning Board of Appeals is reviewing an application that requires a variance.

The proposed law is tabled until our next meeting

**Computers:** A motion was made by C. Lane seconded by K. Matthews to approve the proposal from Technology Service of Long Island to replace our existing computer system. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

### **New Business**

**Auditor Engagement Letter:** On the recommendation of our Treasurer, John Lane, we will have R.S. Abrams

perform our annual audit and per their letter they will have their report to the Village by August 31. A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and J. Lane sign the engagement letter with R.S. Abrams. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**CHIPS (Consolidated Highway Improvement Program) funding letter:** The Village of Poquott has received notification from DOT that we have \$33,353.03 in CHIPS money available to repair or pave our roads. Cedar Avenue is the only road that needs significant repairs. K. Matthews to obtain quotes.

**National Incident Management System:** B. Donovan is to contact Ray Riley to see if there is an alternative to the two day training.

**Extension Agreement for Removal of Snow and Ice with the Town of Brookhaven:** A motion was made by Carol Lane seconded by Kathleen Mathews to authorize the following resolution:

**Be it Resolved** that the Board of Trustees of the Village of Poquott authorize the Mayor, Barbara Donovan to sign the contract with the Town of Brookhaven for the Removal of Snow and Ice from May 1, 2012 thru December 31, 2012.

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

**California Park, Trustees Park and Walnut Park:** J & L Lawn Sprinklers, Inc. needs to replace 9 sprinkler heads at a cost of \$585.00. Also the portable toilets will be delivered May 18th, 2012.

**Maritime Festival:** A Maritime festival is being held in Port Jefferson this Saturday and Sunday (5/12 and 5/13). They will be firing a cannon at 12:00PM, 12:30 PM, 2:00 PM and 4:00 PM as part of the festivities. Public Safety needs to be aware of this should a resident call.

**Permits:** C. Castillo has requested a permit to hold a birthday party at Trustees Park on June 9th, 2012 from 12:30 to 3:00. A motion was made by C. Lane seconded by K. Matthews to approve the request from C. Castillo to hold a event at Trustees Park on June 9th 2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Bills:** A motion was made by K. Matthews seconded by C. Lane to pay one voucher for \$45.37, one voucher for \$146.14 and 22 vouchers for \$12,837.63. Aye K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0

**FEMA:** A motion was made by C. Vitkun seconded by C. Lane to authorize B. Donovan to sign the Project Completion and Certification Report acknowledging that the Village is in agreement that there was damaged caused by Hurricane Irene and the Village is entitled to be reimbursed \$8,928.17. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Correspondence:**

1. Annual meeting of the NS LIJ Health System on June 7th 2012.
2. Notice of Availability of State and Federal Funds for urban and community forestry projects.

**Resident Comments:** None

**Motion to adjourn was made by C. Lane at 8:25 P.M.**

## 05/10/2012 Board of Trustees Mtg

**MINUTES OF THE MAY 10, 2012 MEETING OF TH 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, and Christine Vitkun. Also present were 4 residents. Peter Sverd, Village Attorney was present thru conference call and Trustee, Sandra Nicoletti was excused.

A motion was made by C. Lane seconded by C. Vitkun to approve the minutes of April 26th, 2012. Aye C. Lane, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the proposal from Technology Service of Long Island to replace our existing computer system. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and J. Lane sign the engagement letter with R.S. Abrams. 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 request from C. Castillo to hold an event at Trustees Park on June 9th, 2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by C. Lane to pay one voucher for \$45.37, one voucher for \$146.14 and 22 vouchers for \$12,837.63. Aye K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

### **Resolution**

A motion was made by Carol Lane seconded by Kathleen Matthews to authorize the following resolution.

**Be it Resolved** that the Board of Trustees of the Village of Poquott authorize the Mayor, Barbara Donovan to sign the contract with the Town of Brookhaven for the Removal of Snow and Ice from May 1, 2012 thru December 31, 2012.

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

A motion was made by C. Vitkun seconded by C. Lane to authorize B. Donovan to sign the Project Completion and Certification Report acknowledging that the Village is in agreement that that there was damage caused by Hurricane Irene and the Village is entitled to be reimbursed \$8,928.17. Aye C. Vitkun, C. lane, K. Matthews and B. Donovan. Nay 0.



## **Other Business**

**Stormwater:** A meeting has been scheduled with Carrie O'Farrell from Nelson, Pope and Voorhis on Tuesday May 15th at 10 A.M. to discuss completing the required Stormwater Management report.

**Drains:** Volunteers from Avalon are scheduled to be in the Village Sunday May 20th, 2012 to place the drains markers at our drains. We still need a copy of their certificate of insurance. K. Matthews to follow up.

**Alternative Energy Law:** Discussion followed on the proposed law.

1. Leave the description of Wind Generating Facility and Ground Mounted in the law. Section number five states they are prohibited.
2. Installer needs to be State certified.
3. If the Board adopts the fast track application and an application meets the requirements the Building Inspector will issue the permit.
4. If the applicant does not qualify for approval under the fast track application, the Building Inspector will review the application, possibly forward the plans to our Village Engineers for review and then it will go to the Planning Board approval or declination. After further discussion it was decided the application should not go to the Planning Board but to the Zoning Board of Appeals for a variance.
5. P. Sverd would like our Building Inspector to review the proposed law.
6. Section 7 Letter N the Building Inspector not the Planning Board will approve the site plans.
7. Section 7 Letter P to be removed.
8. Section 7 Letter Q. A public hearing is always held when the Zoning Board of Appeals is reviewing an application that requires a variance.

The proposed law is tabled until our next meeting

**Computers:** A motion was made by C. Lane seconded by K. Matthews to approve the proposal from Technology Service of Long Island to replace our existing computer system. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

## **New Business**

**Auditor Engagement Letter:** On the recommendation of our Treasurer, John Lane, we will have R.S. Abrams perform our annual audit and per their letter they will have their report to the Village by August 31. A motion was made by C. Lane seconded by K. Matthews to have B. Donovan and J. Lane sign the engagement letter with R.S. Abrams. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**CHIPS (Consolidated Highway Improvement Program) funding letter:** The Village of Poquott has received notification from DOT that we have \$33,353.03 in CHIPS money available to repair or pave our roads. Cedar Avenue is the only road that needs significant repairs. K. Matthews to obtain quotes.

**National Incident Management System:** B. Donovan is to contact Ray Riley to see if there is an alternative to the two day training.

**Extension Agreement for Removal of Snow and Ice with the Town of Brookhaven:** A motion was made by Carol Lane seconded by Kathleen Mathews to authorize the following resolution:

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

**California Park, Trustees Park and Walnut Park:** J & L Lawn Sprinklers, Inc. needs to replace 9 sprinkler heads at a cost of \$585.00. Also the portable toilets will be delivered May 18th, 2012.

**Maritime Festival:** A Maritime festival is being held in Port Jefferson this Saturday and Sunday (5/12 and 5/13). They will be firing a cannon at 12:00PM, 12:30 PM, 2:00 PM and 4:00 PM as part of the festivities. Public Safety needs to be aware of this should a resident call.

**Permits:** C. Castillo has requested a permit to hold a birthday party at Trustees Park on June 9th, 2012 from 12:30 to 3:00. A motion was made by C. Lane seconded by K. Matthews to approve the request from C. Castillo to hold a event at Trustees Park on June 9th 2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Bills:** A motion was made by K. Matthews seconded by C. Lane to pay one voucher for \$45.37, one voucher for \$146.14 and 22 vouchers for \$12,837.63. Aye K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0

**FEMA:** A motion was made by C. Vitkun seconded by C. Lane to authorize B. Donovan to sign the Project Completion and Certification Report acknowledging that the Village is in agreement that there was damaged caused by Hurricane Irene and the Village is entitled to be reimbursed \$8,928.17. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

**Correspondence:**

1. Annual meeting of the NS LIJ Health System on June 7th 2012.
2. Notice of Availability of State and Federal Funds for urban and community forestry projects.

**Resident Comments:** None

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

## 04/26/2012 Board of Trustees Mtg

### MINUTES OF THE APRIL 26, 2012 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 3 residents.

#### Opened the Public Hearing at 7:00 for the 2012-2013 Budget

1. Franchise Cable #A1130 increased to \$20,000.00
2. Audit #A1320.4 increased to \$5,500.00
3. Contingency #A1980.0 increased to \$10,000.00
4. Net Revenue/Surplus (Deficit) reduced to (\$7,047.00)
5. Tax rate to remain at \$14.00.

**No comments from the Board.**

**No resident comments.**

Motion to close the public hearing was made by C. Lane seconded by C. Vitkun at 7:05 P.M. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

#### Board Meeting opened at 7:05 P.M.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve the minutes of April 12th, 2012. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the following transfers within our budget:

From Drains	#A8540.4	\$6,000.00 to
Building Inspector	#A3620.4	3,800.00
Elections	#A1450.4	100.00
V. Justice Supplies	#A1110.4	500.00
Village Hall	#A1620.4	1,600.00

From Clerks Supplies #A1410.4 \$ 50.00 to  
Traffic Control Signs #A3310.4 50.00

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

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

A motion was made by C. Lane seconded by K. Matthews to charge \$67.00 to each resident per unit on their property to cover the cost of snow removal for the fiscal year 2012-2013. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to approve the 2012-2013 proposed budget. 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 following pay increases effective with the pay period starting Monday, May 28th, 2012.

Name	Increase	New Salary
Robert Fikar	\$.50	\$19.00 an hour
Frank Shaffer	.50	\$16.00 an hour
Donald McIntosh	.50	\$15.00 an hour
Greg Lagarrene	.25	\$13.75 an hour
Joseph Newfield	.50	\$17.00 an hour

Name	Existing Salary	New Salary
Eileen Harvey	\$22,000.00	\$23,000.00 effective in paycheck of 6/15/2012
Joe Arico	\$15,760.00	\$16,960.00 effective June 1, 2012
Christine Wood	\$ 3,600.00	\$ 3,900.00 effective June 1, 2012

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

A motion was made by C. Lane seconded by S. Nicoletti to pay 8 vouchers totaling \$2,248.26. Aye C. Lane, S. Nicoletti, K. Matthews C. Vitkun and B. Donovan. Nay 0.

**Treasurer's Report:**

1. We have a certificate of deposit maturing 5/4/12. The Treasurer and the Clerk will review our options.
2. The Village will be receiving tax revenue starting in June.

3. Currently only one resident hasn't paid their 2011-2012 Village taxes. They owe the Village \$2,118.00 which includes penalties. The Village sends a past due bill each month to the resident.
4. The Treasurer inquired if the Village would soon be spending the remaining funds from the judicial grant. The funds could possibly be used for a difibulator and the required training.
5. The collateral report has been reviewed and is sufficient to cover our funds.
6. A motion was made by C. Lane seconded by K. Matthews to approve the following transfers within our budget

From Drains #A8540.4	\$6,000.00 to
Building Inspector #A3620.4	3,800.00
Elections #A1450.4	100.00
Village Justice Supplies A1110.4	500.00
Village Hall #1620.4	1,600.00
Clerks Supplies #A1410.4	\$ 50.00 to
Traffic Control Signs #A3310.4	50.00

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

1. The Treasurer reviewed the Property Tax Form that he will be submitting to New York State. Although the Village did pass a resolution to have the ability to increase taxes more than 2% they did not do so.
2. The Village is considering a new firm to handle the required audit of the Village. Although the new auditor will cost \$200.00 more, the firm has guaranteed the reports by the end of July. J. Lane is to call R. S. Abrams our existing auditor to let them know that we are considering a possible change in auditors and see if they can guarantee their reports by August 31.
3. J. Lane prepared a comparison of the computer quotes.
4. A motion was made by C. Lane seconded by K. Matthews to approve the Treasurer's report. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, and B. Donovan. Nay 0.

### **Trustee Reports**

#### **C. Lane**

**Grounds Maintenance:** Pristine Landscaping Inc has started their 2012 season. Steve's Path is open and the path is clear. We will wait to clean Walnut Park.

#### **Resident Comments:**

1. Van Brunt Manor Beach was cleaned on earth day by Village residents.

### **Kathy Matthews**

**Drains:** Volunteers from Avalon are available on May 20th, 2012 to place drain markers and number our drains. Discussion followed regarding insurance of the volunteers and driving them throughout the Village. K. Matthews is to contact R. Cassay from Avalon to discuss their insurance coverage. The Village Clerk is to contact our broker and confirm if the Village is properly covered.

**Stormwater:** K. Matthews is to call Kerri O'Farrell and setup a meeting to go over the Stormwater report requirements.

**Resident Comments:** None

### **Sandy Nicoletti**

#### **Public Safety**

The Village has completed its response to NYS regarding our DMV audit.

The Court Clerk is submitting the court fines to the Village monthly and they are significantly higher than in the past.

**Resident Comments:** None

### **Christine Vitkun**

**Finances:** Previously discussed.

**Website:** Stafford Associates has requested approval to do maintenance on our website. It will take about two hours at a cost of \$125.00 an hour. A question arose as to what they are updating. C. Vitkun is to follow up and the Board agreed that C. Vitkun is to make the decision as to whether we should have the maintenance done.

**Waste Management:** The Clerk's office is to see if the President of Quickway Sanitation is available to sign their contract on May 9th 2012.

**Resident Comments:** None

**Environmental Action Committee:** The Mayor received an e-mail from a resident inquiring whether the Village had a tree law. A tree law is under discussion.

**Beaches and Parks:** All the mooring stickers have been mailed to our residents. Jay, our handyman, is to obtain the wood to repair our boat racks, benches and road barriers.

**Roads:** The potholes are not too bad this year. Currently Cedar Avenue is the only road that needs major work.

**Attorney:** P. Sverd supplied the Board with the first draft of a local law regulating the installation and construction of certain solar and wind power generation facilities in the Village of Poquott.

1. It is a work in progress.

2. The Village will not allow any wind power generation facilities
3. Discussion on ground-mounted and freestanding solar collectors. It was recommended that they would be prohibited.
4. Should they be allowed on secondary buildings (garage)?
5. Have a fast track application.
6. Building Inspector should be included in discussions.

**Other Business**

After a discussion it was decided that the two beach houses without primary residences will receive a garbage fee of \$257.88.

A motion was made by C. Lane seconded by K. Matthews to charge \$67.00 to each resident per unit on their property to cover the cost of snow removal for the fiscal year 2012-2013. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**New Business**

A motion was made by C. Lane seconded by S. Nicoletti to approve the 2012-2013 proposed budget. 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 following pay increases effective with the pay period starting Monday, May 28th, 2012.

Name	Increase	New Salary
Robert Fikar	\$ .50	\$19.00 an hour
Frank Shaffer	.50	\$16.00 an hour
Donald McIntosh	.50	\$15.00 an hour
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Name	Existing Annual Salary	New Annual Salary
Eileen Harvey	\$22,000.00	\$23,000.00 effective in paycheck of 6/15/2012
Joe Arico	\$15,760.00	\$16,960.00 effective June 1, 2012
Christine Wood	\$ 3,600.00	\$ 3,900.00 effective June 1, 2012

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

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to pay 8 vouchers totaling \$2,248.26. Aye C. Lane, S.

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

### **Correspondence**

1. 2012 Directory of Public Officials
2. SCOVA
3. State of New York information on identity theft, your child' digital life and information to protect our seniors from scams.

**A motion was made by C. Lane to adjourn at 9:20 P.M.**

## **04/12/2012 Board of Trustees Mtg**

### **MINUTES OF THE APRIL 12TH, 2012 PUBLIC HEARING 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. Peter Sverd, Village Attorney was present through conference call and 10 residents were in attendance.

### **Public Hearing**

Local Law 3 Year 2012-A Local Law Increasing Fines and Penalties for Offenses Under Chapter 169 of the Code of the Village of Poquott, Vehicles and Traffic.

Mayor B. Donovan opened the Public Hearing first to the Board for comments. The Board was in agreement that the fees are due to be increased. C. Vitkun questioned whether on page 2, line three, after in a timely fashion should "see below" be added. It was recommended by the Attorney that this does not warrant any changes and suggests leaving it at written.

### **Opened To The Public for Comments:**

1. Resident: What is Section 169? Response: It is section 169 of the Village Code, Vehicles and Traffic.
2. Resident: Are the penalties increasing? Response: The existing penalties are remaining the same, however failure to respond to an offense are increasing.
3. Resident: Who will be issuing the summons for moving violations, not stopping at a stop sign or passing a school bus? Response: Suffolk County Police have been in the Village issuing tickets for these offenses.
4. Resident: Is the proposed law on our website? Response: The law is not on our website until it is passed.



5. Resident: Where are the laws on our website? Response: It is under Forms and Downloads, then select information and the Village Laws are listed.
6. Resident: The stop signs are being ignored on Shore Road and Highview Avenue. Response: That is why we have requested Suffolk County Police to show their presence in the Village. Also, our Public Safety Supervisor informed the resident that each Precinct has an e-mail address and that comments are encouraged and welcomed. In addition there is a non-emergency number for our Precinct which is 852-2677.
7. Resident: Can our Public Safety Officers use a video camera to document an infraction and have Suffolk County Police issue the traffic ticket? Response: Suffolk County Police need to be present and observe the violation.

**A motion was made by C. Lane seconded by K. Matthews to close the Public Hearing at 7:15 P.M. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.**

**Opened the Business Meeting at 7:15 P.M.**

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the minutes of March 22, 2012. 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 post the proposed 2012-2013 Budget in the local paper indicating our Public Hearing will be held on April 26, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to accept the quote for our portable toilets for the summer season from Call-A-Head in the amount of \$1,380.00. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews that B. Donovan and S. Nicoletti attend the NYCOM Conference in Saratoga, New York on May 6, 7 and 8, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to adopt Local Law 3 of 2012. A Local Law Increasing Fines and Penalties for Offenses under Chapter 169 of the Code of the Village of Poquott, Vehicles and Traffic. Aye S. Nicoletti, C. Vitkun, K. Matthews, C. Lane and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to allow the Village Clerk to select the election inspectors for the June 19, 2012 Village Elections. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to pay 1 voucher for \$92.85 and 22 vouchers totaling \$21,498.12. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to pay A. Brosnan monthly \$150.00 for a minimum of hours of clerical work.. Aye C. Lane, K. Matthews, S. Nicoletti, and B. Donovan. C. Vitkun abstained. Nay 0.

**Budget:**

1. We are not increasing our tax rate; it will remain at \$14.00 per \$100.00 assessed valuation.
2. We can increase A1130 Franchise Cable by \$2,000.00 to \$20,000.00.
3. We can reduce Net Revenue-surplus/(Deficit) by \$2,000.00 to (7,047)
4. Have we received the quote from Salerno Brokerage regarding our upcoming insurance renewals? Not as of yet, the Clerk's office will call again and advise the Treasurer and the Board.
5. A motion was made by C. Lane seconded by K. Matthews to post the proposed 2012-2013 Budget in the local paper indicating our Public Hearing will be held on April 26, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0

**Other Business**

**Drains:** The selected Village drains have been cleaned and payment has been approved by R. Parrish the Drains Commissioner. K. Matthews has obtained drain markers. They are to be placed at all our drains. K. Matthews will be checking with the local Boy Scout troop to see if they are available to place the drain markers at our drains.

**Street Sweeping:** The sweeping has been completed. The Clerk's office received a complaint from a resident that damage was done to their belgium blocks. Public Safety is to take pictures of the damage and report back to the Clerk's office. B. Donovan is to supply the Clerk's office with the contact number to call regarding the damage.

**Computer Quotes:** A comparison has not been completed a decision is tabled until our next meeting.

**Portable Toilets:** Direct Drainage Inc. quoted \$1,552.50; Call-A-Head quoted \$1,380.00. A motion was made by C. Lane seconded by S. Nicoletti to accept the quote for our portable toilets for the summer season from Call-A-Head in the amount of \$1,380.00. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Planning Board-Alternative Energy Law-Re: memo (Draft 3)**

1. Draft 3 is the final recommendation from the Planning Board
2. The law would allow roof-top solar arrays, ground solar arrays but no wind power generation.
3. A copy of a letter received from LIPA regarding a recommended fast track permit application is to be given to Attorney, Peter Sverd and Planning Chairman, Roger Flood.

4. The Building Inspector should be part of the process.
5. P. Sverd is to prepare a proposed law by the next meeting. It was requested that the Board receive a copy of the proposed law prior to our next Board meeting.

### **New Business**

**NYCOM Conference:** The NYCOM conference is May 6, 7, and 8th in Saratoga, New York.

A motion was made by C. Lane seconded by K. Matthews that B. Donovan and S. Nicoletti to attend the NYCOM Conference in Saratoga, New York on May 6, 7, and 8, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Auditor Quote.** J. Lane met with representatives from Cullen and Danowski, LLP to discuss the possibility of their organization handling our audit and preparing the required reports that must go to NY State. John felt that they are well established and experienced in handling municipalities. The cost would be \$200.00 more than what we are currently paying, however, the audit and the reports to the Village and State would be completed by July 31. Currently, our reports are not received until October or November. A decision is being tabled until our next meeting.

A motion was made by S. Nicoletti seconded by C. Vitkun to adopt Local Law 3 of 2012. A Local Law Increasing Fines and Penalties for Offenses under Chapter 169 of the Code of the Village of Poquott, Vehicles and Traffic. Aye S. Nicoletti, C. Vitkun, K. Matthews, C. Lane and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to allow the Village Clerk to select the election inspectors for the June 19, 2012 Village Elections. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to pay 1 voucher for \$92.85 and 22 vouchers totaling \$21,498.12. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

### **Correspondence**

1. Town of Brookhaven: Re: Snow Removal: The Village received a letter stating our Inter-Municipal Agreement (IMA) for snow removal will be expiring 4/30/2012. The Clerk's office is to contact the Town to see if a new IMA will be sent to the Village.
2. DMV Audit: Our old account has been closed and a new account has been opened.
3. National Endowment for the Humanities Grant.
4. NYCOM a thank you from Governor Cuomo to Senator John Flanagan and Steve Englebright for their recent vote in favor of Tier VI: Re Pension Cost Reduction
5. A letter from a resident updating their contact list.

**Snow Removal:** A decision needs to be made regarding how to charge Village residents for the cost of removal of snow starting January 2013. The Clerk's office will forward tax information to the Board prior to our next meeting.

**Garbage Fee:** A parcel of land on Chestnut Avenue has been sold to a new owner. This parcel has a beach home on it. The prior owner paid a garbage fee on his primary residence but not on the beach house. Does the new owner pay a garbage fee? This is tabled until our next meeting.

**Payroll:** C. Wood our Court Clerk will continue to be paid on a 1099.

A. Brosnan resigned from the Village but will return as the Building Clerk on weekends. Discussion followed. A motion was made by C. Lane seconded by K. Matthews to pay A. Brosnan monthly \$150.00 for a minimum of 8 hours of clerical work. Aye C. Lane, K. Matthews, S. Nicoletti and B. Donovan. C. Vitkun abstained. Nay 0.

**Resident Comments:**

Resident: Why is Steve's Path closed? Response: Steve's Path is closed in the winter for safety reasons. It cannot be maintained. It will be open this weekend.

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

## 03/22/2012 Board of Trustees Mtg

### MINUTES OF THE MARCH 22, 2012 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 C. Lane seconded by K. Matthews to accept the bid from Quickway Sanitation Corp for three years at a total cost of \$296,163.12. Aye C. Lane, 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 minutes of March 8th, 2012. Aye C. Vitkun, K. Matthews, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

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

A motion was made by S. Nicoletti seconded by K. Matthews to approve the \$1500.00 maintenance work by Norse Tree Service at a cost of \$1,500.00.

A motion was made by K. Matthews seconded by C. Lane to approve an additional \$1,000.00 for drain cleaning. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by S. Nicoletti to pay 12 vouchers totaling \$1,307.28 and 1 voucher for \$65.00. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Computer Quotes:** A discussion was held on the computer quotes we received from Technology Service of Long Island, Light Speed Networks of Longs Island and Stafford Associates Computer Specialists Inc. Equipment prices are very similar; it is the monthly maintenance fees that are different. B. Donovan to do a spreadsheet for comparison.

**Waste Management:** Verification of references was done on the two lowest bidders Quickway Sanitation Services and Armar Carting Corp. Armar Carting Corp had a vehicle put out of service by DOT as the vehicle had safety issues, in addition there were issues with the driver. Based on this information the Board felt they were not the lowest responsible bidder. A motion was made by C. Lane seconded by K. Matthews to accept the bid from Quickway Sanitation Corp for three years at a total cost of \$296,163.12. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

**Treasurer's Report:** J. Lane reviewed the financial reports of the Village. The collateral report has been reviewed and is sufficient for our deposits. J. Lane will be meeting with another CPA firm who is interested in completing the Village audit and reports. A motion was made by C. Lane seconded by S. Nicoletti to accept the Treasurer's report. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Budget 2012/2013** The public hearing will be held on April 26th, 2012. J. Lane and B. Donovan to meet to finish the proposed budget.

**Trustee Reports:**

**C. Lane-Grounds Maintenance and Roadsides:** C. Lane met with Eric from Norse Tree Service regarding maintenance needed on dead trees and branches on Village property. The cost for this work is would be \$1,500.00. A motion was made by S. Nicoletti seconded by K. Matthews to approve this maintenance work by Norse Tree Service at a cost of \$1500.00. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

**Resident Comments:** None

**K. Matthews-Drains** The selected drains in the Village have been cleaned. R. Parrish has requested an additional \$1,000.00 for additional drains to be cleaned.. A motion was made by K. Matthews seconded by C. Lane to approve the additional \$1,000.0 for drain cleaning. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0. B. Donovan is to prepare a spreadsheet of all the drains in the Village. Saturday April 21st will be designated as Village cleanup day.

**Resident Comments-None**

**Sandy Nicoletti-Public Safety:** Suffolk County Police have been patrolling our Village and have issued tickets for violations.

There will be a Public Hearing on April 12th, 2012 with regards to Local Law 3 of 2012 increasing fines and penalties for offenses under Chapter 169 of the Code of the Village of Poquott.

Officer F. Shaffer received a certificate of recognition for his outstanding service.

**Resident Comments:** None

**Christine Vitkun-Finances:** Previously discussed.

**Website:** Nothing new.

**Waste Management:** Previously discussed.

**Resident Comments:** None

**Additional Reports**

**Environmental Action Committee:** B. Donovan, K. Matthews and S. Nicoletti attended a seminar sponsored by the Cornell Cooperative Extension of Nassau on Urban Forestry at Old Bethpage Village Restoration. Assistance was offered to the Village if they are considering a tree law. The Board that was in attendance felt it was very educational.

**Beaches and Parks:** Direct Drainage has sent us their quote for our portable toilets for the summer season. The Clerk's office will obtain a second quote prior to our next meeting.

**Building Inspector:** The Building Inspector will be at Village Hall on Tuesday and by appointment on Friday's. J. Arico will submit a recommendation for increasing our fees. This only needs to be approved by resolution.

**Attorney:** We have received a second Article 78. The Clerk is to call the insurance company to see if this second Article 78 will be covered by our policy. P. Sverd has offered his service to respond to the second Article 78.

**Planning Board:** Alternative Energy Law: Draft #3 is the Planning Board's recommendation. This is to be tabled until our next meeting.

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

**Other Business:** None

**New Business:**

**Boat/Mooring Stickers:** The Clerk's office needs to order new boat and mooring stickers for this year.

**NYCOM:** The annual meeting is scheduled May 6, 7, and 8, 2012.

**Bills:** A motion was made by C. Lane seconded by S. Nicoletti to pay 12 vouchers totaling \$1,307.28 and 1 voucher for \$65.00. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

**Correspondence:** None

**Resident Comments:** Resident: The Planning Board meeting schedule should be listed on the website. Response: It will be listed on our website in the future.

**A motion to adjourn was made by C. Vitkun at 9:00 P.M**

## 03/08/2012 Board of Trustees Mtg

**Minutes of the March 8th, 2012 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. Peter Sverd, Village Attorney was present on the phone and 8 residents were in attendance.

**Waste Management Bids:** The following bids were opened and read into the minutes.

Winter Bros Recycling Corp.	Unit Price	Total	
374 Units			
2012-2013	\$286.30	\$107,077.00	S/B \$107,076.20
2013-2014	\$294.89	\$110,289.00	S/B \$110,288.86
2014-2015	\$303.73	\$113,598.00	S/B \$113,595.02
2012-2015 Contract Period Total		\$330,964.00	S/B \$330,960.08

Maggio Sanitation Service Inc.

2012-2013	\$272.64	\$101,967.36	
2013-2014	\$279.24	\$104,435.76	
2014-2015	\$279.24	\$104,435.76	
2012-2015 Contract Period Total		\$310,838.88	

Quickway Sanitation Corp.

2012-2013	\$257.88	\$ 96,447.12
2013-2014	\$264.00	\$ 98,736.00
2014-2015	\$270.00	\$100,980.00
2012-2015 Contract Period Total		\$296,163.12

National Waste Services LLC \*

\* National Waste Services LLC bid was listed not as annual but monthly in error.

Bid		Bid			
2012-2013	\$25.30	S/B \$303.60	\$ 9,462.20	S/B \$113,546.40	
2013-2014	\$25.30	S/B \$303.60	\$ 9,462.20	S/B \$113,546.40	
2014-2015	\$25.30	S/B \$303.60	\$ 9,462.20	S/B \$113,546.40	
2012-2015 Contract Period Total			\$ 28,386.60	S/B \$340,639.20	

Armar Carting Corp

2012-2013	\$260.88	\$ 97,569.12
2013-2014	\$260.88	\$ 97,569.12
2014-2015	\$260.88	\$ 97,569.12
2012-2015 Contract Period Total		\$292,707.36

After a discussion on the bids presented, the Board decided to defer their decision until our next Board meeting on March 22, 2012 so due diligence of the Bidders references could be verified.

**Landscaping Quotes:**

Carl Bongiorno & Sons Inc.	\$44,250.00
Oliver's Green Fields Inc.	18,480.00
RJK Gardens Inc.	22,200.00
R&R Landscaping	14,590.00
Daniel Welischar Landscaping Inc.	13,500.00



FEI	12,900.00
Pristine Landscaping Inc	12,889.50
Enchanted Landscaping	12,000.00
Green Velvet	12,000.00
P & M Property Management LLC	16,910.00

Discussion followed regarding the three lowest bids. It was decided that since there was only a small difference between the three that we keep the existing vendor of the Village, Pristine Landscaping Inc, they know the Village and its needs, have done an excellent job in the past, responds quickly to emergency situations and works well the commissioner. K. Matthews would like it noted that they do not blow debris into the Three Village Trust property. C. Lane would remind them of that detail.

A motion was made by C. Lane seconded by S. Nicoletti that the Village accepts the quote of \$12,889.50 from Pristine Landscaping Inc. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the minutes of February 23rd, 2012. Aye C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0. S. Nicoletti abstained as she was not at the February 23rd meeting.

### **Resolutions**

A motion was made by C. Lane seconded by K. Matthews to adopt the Incorporated Village of Poquott Computer Repurposing & Decommissioning Policy.

**Be It Resolved** that the Village of Poquott maintains conformance with state and local laws, to combat inefficiencies regarding the re-use and disposal of electronic hardware, and to insure adequate protection of data stored on Village owned or leased hardware slated for transfer, removal or disposal.

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

The New York Cooperative Liquid Assets Securities System (NYCLASS) is changing its lead participant and investment advisor. As a member of NYCLASS, J. Lane our Treasurer recommends we approve the new changes.

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

**Whereas**, the Village of Poquott, is currently a participant of the NYCLASS program,

**Whereas**, the Village of Poquott, has been notified of an amendment to the Cooperation Agreement governing NYCLASS which reflects that the Village of Potsdam will become the new Lead Participant and provides for changes to the Investment Advisor from time to time as determined by the Governing Board of NYCLASS (the form of such Amendment which is attached hereto);

**Whereas**, the Village Treasurer recommends that the Board of Trustees approve an Amendment to the Cooperative Liquid Assets Securities System Municipal Cooperation Agreement, which certain terms are modified to reflect the change in the Lead Participant and Investment Advisor for the program.

**Now, Therefore Be It Resolved**, that the Board of Trustees of the Village of Poquott does hereby authorize the Mayor to execute the amendment.

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

#### **Other Business**

**Storm Drains Quotes:** Discussed at a previous meeting.

A motion was made by C. Lane seconded by C. Vitkun to award Dejana Industries the contract to clean the Village catch basins and drywells as per their proposal and approval of R. Parrish, our Commissioner at a cost of \$4,990.00. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Computer Quotes:** Copies to be given to the Board for review.

#### **New Business**

**Local Law 3 of 2012 Amendment to Village Court Fees:** A Public Hearing to be scheduled on April 12th, 2012 for Local Law 3 of 2012.

**Training:** A motion was made by C. Lane seconded by C. Vitkun that S. Nicoletti attends the workshop on flora and tree regulations on March 16th 2012 at a cost of \$65.00. Aye C. Lane, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

**Spring Cleanup:** Is scheduled for April 21st, 2012.

**Permits:** No new permit requests.

#### **Bills:**

A motion was made by C. Lane seconded by K. Matthews to pay one voucher for \$91.00, one voucher for \$150.90, one voucher for \$130.00 and 17 vouchers for \$14,983.34. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B.

Donovan. Nay 0.

### **Correspondence**

1. Long Island Green Town Conference- April 27, 2012 at Stony Brook University
2. NYCOM 2012 Legislative Program Summary
3. New York State Cyber Security Conference, Albany June 5-6

### **Resident Comments:**

1. Resident: The blind on the north side of the Boardroom is broken and needs to be replaced. Response: It will be referred to the handyman.
2. Roger Flood, Planning Board Chairman: (1) there will be no Planning Board meeting on Monday March 12th, 2012. (2) I returned the second dock application to the attorney representing MCBBLA Family Trust. (3) We have not received the subdivision application for Bayview Court. (4) Since the Master Plan has been approved will the Planning Board receive a copy of the proposed alternative energy law for the Board to review? Response: We will have something for the alternative energy law at our March 22nd, 2012 meeting. Also did you ever receive a written response from R. Longacre that he was resigning from the Planning Board? Response: I don't recall every receiving a written resignation. he should be returning from California this month, I will follow up.

**A motion was made by C. Lane at 8:35 P.M. to go to Executive Session to discuss a personnel issue.**

**Returned from Executive Session at 9:04 P.M. no decision made.**

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

## **02/23/2012 Board of Trustees Mtg**

### **MINUTES OF THE FEBRUARY 23, 2012 PUBLIC HEARINGS OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, and Christine Vitkun, absent Trustee Sandra Nicoletti also present 4 Residents.

#### **PUBLIC HEARINGS:**

Local Law No. 1 Year 2012- Local Law adopting the updated Comprehensive Master Plan of the Village of Poquott. The Mayor stated that the Suffolk County Planning Board had reviewed the SEQRA and proposed master plan and

determined that it was an internal decision to be made by the Village of Poquott. After review of the proposed new Local Law the floor was opened for comments.

Comments- none.

The hearing was closed on a motion by C. Lane

Local Law No.2 Year 2012- Local Law authorizing a Property Tax Levy increase greater than that established by General Municipal Law 3-c. In discussion of the proposed new law a question was raised as to correct text. The Village Attorney stated he would review the General Municipal Law 3-c for correct text. The floor was opened to comments.

Comments-none

The hearing was held open to allow the Attorney to research the text question.

**MINUTES OF THE FEBRUARY 23, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:19 P.M.**

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Christine Vitkun, absent Trustee Sandra Nicoletti, also present 4 residents.

The minutes of the February 9, 2012 meeting were accepted as written on a motion by K. Matthews, seconded by C. Vitkun, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

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

**BE IT RESOLVED** by the Board of Trustees of the Village of Poquott that the Treasurer is authorized to transfer from A8540.4 \$1850.00 to A1110.4- \$150.00, A1113.4 \$1300.00, A1620.2 \$400.00 Motion by C. Lane, second by K. Matthews, Aye B. Donovan. Lane, K. Matthews, C. Vitkun, Nay 0.

**BE IT RESOLVED** that the Board of Trustees of the Village of Poquott hereby acknowledges that the required examination of our local court records were completed on February 23, 2012. A motion was made by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

Local Law 1 of 2012 was approved on a motion by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, . Vitkun, Nay 0.

Local law 2 of 2012 was approved on a motion by C. Vitkun, seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to allow B. Donovan and K. Matthews attend the workshop on

flora and tree regulations on March 16, 2012 at a cost of \$65.00 each. Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

A motion to approve the amended Village of Poquott Procurement Policy was made by C. Lane seconded by K. Matthews. Aye B. Donovan, C. Lane, K. Matthews, and C. Vitkun. Nay 0.

A motion to approve the payment of Vouchers/bills in the amount of \$2,494.50 was made by K. Matthews, seconded by C. Lane. Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

A motion to allow the clerk to spend up to \$500.00 to replace signs in the village was made by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

#### TREASURERS REPORT

The Treasurer reviewed the balance sheet and income and expense reports. Fixed assets have been broken up into depreciated and non depreciated assets. The collateral for all Village investments has been reviewed. The Treasurers report was accepted as given on a motion by C. Lane, seconded by C. Vitkun, Aye B. Donovan, C. lane, K. Matthews, C. Vitkun, Nay 0.

**BE IT RESOLVED** that the Treasurer is authorized to make the following entries to the budget of the Village of Poquott from Account A8540.4 \$1850.00 transferred to Accounts A 1110.4 \$150.00, A1113.4 \$1300.00, A1620.0 \$400.00 , motion by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane. K. Matthews, C. Vitkun, Nay 0.

The Board reviewed the numbers for the budget for fiscal year 2012-2013, discussion was held on establishing a reserve fund for snow plowing costs for the 2012-2013 budgets.

Minutes continued

#### TRUSTEE REPORTS

##### TRUSTEE CAROL LANE

Ground Maintenance/Roadsides— many landscape quote packages have been picked up by parties looking to provide quotes to the village.

Comments—none

##### TRUSTEE KATHLEEN MATTHEW

Drains—stencils have been obtain to mark every drain. It is hoped that a local Boy Scout troop will volunteer to apply the stencils.

Comments—none

##### TRUSTEE SANDRA NICOLETTI

Public Safety—report given by Officer F. Shaffer—two accidents recorded in the village, one dog bite recorded, a

seasonal officer has been hired to start March 1, 2012.

Comments—none

#### TRUSTEE CHRISTINE VITKUN

Computer quotes—three quotes received. The website for the court needs to be revamped.

Waste management—dead animals found on the roadsides must now be removed by our carter, as the Town of Brookhaven will no longer will perform this service.

Comments—none

#### ADDITIONAL REPORTS

##### ATTORNEY—NOTHING TO REPORT

BUILDING INSPECTOR— J. Arico recommends an increase in the permit fee by a \$1.00 per square foot.

The Mayor and the Board discussed a \$100.00 per month increase in the Building Inspectors salary for fiscal year 2012-2013. The increase was approved and will be reflected in the 2012-2013 fiscal budgets.

##### NEW BUSINESS

The Board passed Local Law #1 of 2012 adoption of the updated comprehensive master plan on a motion by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, nay 0.

The Board passed Local Law 2 of 2012 authorization to exceed 2% cap tax levy increase on a motion by C. Vitkun, seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

A motion was made by C. Vitkun seconded by C. Lane to allow B. Donovan and K Matthews attend the workshop on flora and tree regulations on March 16, 2012 at a cost of \$65.00 each. Aye B. Donovan, C. Lane, K. Matthews, and C. Vitkun. Nay 0.

The Board approved the adoption of the amended Procurement Policy on a motion by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

The Board approved payment of bills/vouchers totaling \$ 2,494.56 on a motion by K. Matthews, seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, C. Vitkun, Nay 0.

The Board approved the purchase of new signage (stop signs, no-parking signs, dead end signs) with a cost not to exceed \$500.00 on a motion by C. Lane. seconded by K. Matthews, Aye B. Donovan, c. Lane, K. Matthews, C. Vitkun, Nay 0.

##### CORRESPONDENCE

Anonymous letter re; littering.

Public Comments

Resident—Nov/Dec. issue of NYCOM has a good article re; computer security.

The meeting adjourned at 9:30 P.M. on a motion by C. Lane

## 02/09/2012 Board of Trustees Mtg

### MINUTES OF THE FEBRUARY 9TH, 2012 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 3 residents.

A motion was made by C. Lane seconded by K. Matthews to approve the minutes of January 26, 2012. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to approve the request for \$100.00 for petty cash for the Justice Court. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to pay the 18 vouchers totaling \$14,448.77, 3 vouchers totaling \$682.35, 1 voucher totaling \$10.85 and 1 voucher totaling \$176.00. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

#### Resolutions

**Procurement Policy Amendment:** There was a discussion on updating our procurement policy; the following changes are to be made to our policy:

#### Estimate Amount of Purchase

Contract	Method
\$1,000-4,999	2 Verbal quotations
\$5,000-\$20,000	3 written/fax quotations or written request for proposals

#### Estimate Amount of Public Works

Contract	Method
\$1,000-\$9,999	2 verbal quotations

\$10,000-\$24,999                    2 written/fax quotations

\$25,000-\$35,000                3 written/fax quotations or written request for proposals

The Clerk will retype the procurement policy and send it to the Board for their review prior to our February 23, meeting. Our policy will be reviewed annually.

**Master Plan SEQRA:** The SEQRA has been completed, a resolution needs to be approved and the entire package needs to be sent to the Suffolk County Planning Commission for review.

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

At a meeting of the Board of Trustees of the Incorporated Village of Poquott, held on the 9th day of February 2012:

**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 adopting Local Law 1 of 2012 of the Village of Poquott, as set forth 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 23 day of February 2012 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 amending the Ordinance of the Village of Poquott, in the following manner:

**IT IS PROPOSED** that Local Law 1 of 2012 be adopted, which is entitled a Local Law Adopting the Updated Comprehensive Master Plan of the Incorporated Village of Poquott.

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

P. Sverd stated the Board will be making a Declaration of Non-significance.

#### **Other Business**

**Village Court Update & Budget:** Christine Wood has submitted her budget numbers for the Court. Christine is also asking to increase her monthly income to \$325.00; the Judge has indicated his income will remain the same at



\$250.00. A motion was made by C. Lane seconded by C. Vitkun to approve the request for \$100.00 for petty cash for Justice Court. Aye C. Lane, C. Vitkun, S. Nicoletti, K. Matthews and B. Donovan. Nay 0.

**Storm Drains:** We have received four quotes for cleaning Village drains. The prices range from \$5,000.00 to \$22,000.00. The quotes also vary in detailed of what they are performing. K. Matthews will contact R. Parrish to review said quotes.

K. Matthews has also requested that our handyman rake and clean the debris off the top of several drains. He is also needed to clean several signs in the Village that have been vandalized.

### **New Business**

**Justice Court:** The court records need to be audited monthly.

**Computer Quotes:** We need one more additional quote for a new computer system. C. Vitkun stated Stafford Associates is preparing a quote. She also stated we should get one from Apple.

**Permits:** We have no new permit requests.

**Bills:** A motion was made by C. Lane seconded by K. Matthews to pay 18 the vouchers totaling \$14,448.77, 3 vouchers totaling \$682.35, 1 voucher totaling \$10.85 and 1 voucher totaling \$176.00. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

There will be 2 Public Hearings on February 23, 2011, Local Law 1 of 2012, A local law adopting the updated Comprehensive Master Plan of the Village of Poquott and Local Law 2 of 2012, A local law authorizing a property tax levy increase greater than established in general municipal law \$3-C.

**Correspondence:** None

### **Resident Comments:**

Resident: If we get a quote from Apple will we need to change to Apple computers and are they compatible with our programs? Response: We will need to look into that.

**Motion to adjourn was made by C. Lane at 8:26 P.M.**

## **01/26/2012 Board of Trustees Mtg**

**MINUTES OF THE JANUARY 26, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.**

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Sandra Nicoletti, Christine Vitkun. Also present 3 residents.

A motion was made by C. Vitkun, seconded by S. Nicoletti to approve the minutes of the January 12, 2012 meeting. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

A motion to accept the Treasurers report as given was made by C. Lane, seconded by K. Matthews. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

A motion was made by C. Lane, seconded by K. Matthews to pay bills in the amount of \$3775.29. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

A motion to waive the tax penalty for M. Cooper # 06-49254 was made by C. Lane , seconded by K. Matthews. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

A motion to appoint Christine Wood as court clerk was made by C. Vitkun, seconded by S. Nicoletti. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay0.

#### RESOLUTION:

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

BE IT RESOLVED that the Board of Trustees of the Village of Poquott propose the following transfer between line items in the 2011-2012 budget. From account A5110.4 \$550.00 to A 7110.4 \$500.00 and A3310.4 \$50.00

APPOINTMENT—A motion to appoint Christine Wood as Court Clerk was made by C. Vitkun, seconded by K. Matthews, Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0. Discussion followed re; salary and duties. It was determined that salary would be discussed during budget discussions.

#### TREASURER

- State Audit Update
- Treasurers report to be attached to the minutes.
- Treasurer to present a written Corrective Action Plan to the Board- Re:Auditors Report (once a year)
- 2% Cap Over ride Update--Hearing scheduled for February 23,2012
- Treasurer's report read and discussion held on depreciation requirements for fixed assets. Treasurer wants fixed assets to reflect true value due to depreciation rather than full value. The Treasurers report was accepted as given on a motion by C. Lane, seconded by K. Matthews, Aye C. lane, K. Matthews, S. Nicoletti, C.Vitkun, B. Donovan, Nay 0.

- The treasurer stated that he had reviewed the collateral reports for the Village investments and the collateral was adequate.

#### TRUSTEE REPORTS

##### CAROL LANE

- Ground maintenance/roadsides—requests for quote proposals have been advertised.
- Master plan SEQRA—SEQRA was prepared and will be forwarded to the Suffolk County planning Board with the master plan for review by the SCPB.

Public Comment—none

##### KATHLEEN MATTHEWS

- Stormwater—Port Jefferson wishes to enter into an inter-municipal agreement with the Village of Poquott. However, it may not be to our advantage to do so.
- Port Jefferson Power plant update—no new info received.

Public comments—none

##### SANDRA NICOLETTI

- Public Safety—the dept. assisted the SCPD in detouring traffic thru the village during the snow fall and subsequent icy road situation.

Public comments—none

Minutes of January 26, 2012 continued

##### CHRISTINE VITKUN

- Website—access is temporarily blocked during upgrade.
- Waste management—new calendar sent to all residents.

Public comments—none

#### ADDITIONAL REPORTS

- Environmental Action Committee—the Three Village Trust has arranged for removal of dead trees in the S. Matthews Preserve.
- Roads—a new roads Commissioner is needed to replace L. Mitchell.
- Planning Board—meeting on February 13, 2012.

#### OTHER BUSINESS

- The mayor will have a letter prepared to express our appreciation for the years of service by the Court Clerk S. Callari.

#### NEW BUSINESS

- The Board reviewed the complaint by M. Cooper Item # 06-49254 re; tax penalty. After discussion it was determined that the village failed to change the billing address on the tax notification and the penalty would be waived. A motion to waive the penalty was made by C. Lane, seconded by K. Matthews, Aye C Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.
- The Court Clerk will need to mail out 20 certified mail pieces for notification on tickets outstanding at a cost of approx. \$5.00 each. The board after discussion determined the cost should be borne by A1110.4 court supplies and the funds would need to be transferred to cover the amount in excess of the budget.
- A motion to pay bills totaling \$3775.29 was made by C. Lane, seconded by K. Matthews, Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, B. Donovan, Nay 0.

Correspondence –none

A motion to enter into executive session to discuss a personnel issue was made by C. Lane. The Board returned to public session with no action undertaken in executive session.

PUBLIC COMMENTS—none

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

## 01/12/2012 Board of Trustees Mtg

### **MINUTES OF THE JANUARY 12, 2012 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILAGE HALL AT 7:00 P.M.**

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

A motion was made by S. Nicoletti seconded by K. Matthews to approve the minutes of December 15, 2011. Aye S. Nicoletti, K. Mathews and B. Donovan. Nay 0. C. Vitkun abstained as she was not at the 12/15/11 meeting.

A motion was made by S. Nicoletti seconded by K. Matthews to pay C. Woods, Deputy Court Clerk, for the additional hours she worked at a rate of \$29.00 for a total compensation of \$870.00. Aye S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by K. Matthews, seconded by C. Vitkun to authorize B. Donovan and S. Nicoletti to attend the

NYCOM legislative conference in Albany in February.

A motion to pay bills in the amounts of \$21,069.47 and \$68.99 was made by S. Nicoletti, seconded by K. Matthews.

**Resolutions:**

A motion was made by K. Matthews seconded by S. Nicoletti to approve the following resolution:

**Be it Resolved** That the Board of Trustees of the Village of Poquott propose the following transfers between line items on their 2011-2012 budget.

From Contingency	#A1980.0	\$4,500.00 to
Elections	#A1450.4	325.00
Grounds Maintenance	#A8510.4	500.00
California Park	#A7110.4	625.00
Litigation	#A1421.4	3,050.00

From Total Premiums	#A1910.4	\$3,600.00 to
Litigation	#A1421.4	3,600.00

From Public Relations	#A1670.4	\$1,400.00 to
Litigation	#A1421.4	1,400.00

From Bldg Clerk Wages	#A3620.1	\$1,350.00
Village Justice Supplies	#A1110.4	1,350.00

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

**Procurement Policy Amendment:** There was discussion on increasing the dollar amount on purchase contract and public works contract this is being tabled to the next meeting.

**Other Business**

**Master Plan SEQRA:** Has been received from J. Zanca and should be ready to be sent to the Suffolk County Planning Commission.

**Village Court Update:** C. Woods has received a new computer and printer from the state at no cost to the Village. She has also been putting additional hours to bring our court into compliance; she has requested compensation for these additional hours. She has requested payment for an additional 30 hours. We will also need to budget for the annual licensing fee in the Court expenses. This year it was \$1,350.00.

A motion was made by S. Nicoletti seconded by K. Matthews to pay C. Woods, Deputy Court Clerk, for the additional 30 hours she worked at a rate of \$29.00 for a total compensation of \$870.00. Aye S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

#### NEW BUSINESS

1. There has been an amendment to the open meetings law that would require copies of all documents to be discussed at a meeting to be available to the public before the meeting. As we already comply it would not affect us.
2. Computer quote given by Tech services of LI discussed by Board. Additional quotes are needed before any decision can be made.
3. Drain cleaning quotes have been requested from five (5) firms.
4. NYCOM legislative meeting scheduled for Feb.27 & 28. Mayor and Trustee Nicoletti authorized to attend on a motion by K. Matthews, seconded by C. Vitkun, Aye B. Donovan, S. Nicoletti, C. Vitkun, K. Matthews., Nay 0.
5. S. Nicoletti requested that the Village purchase a defibrillator, after discussion K. Matthews stated she would contact S. Englebright to see if he could help get one.
6. The board was asked to approve Vouchers in the amount of 21,069.47 and \$68.99, a motion to pay was made by S. Nicoletti, seconded by K. Matthews, Aye B. Donovan, C. Vitkun, S. Nicoletti, K. Matthews, Nay 0.

#### PUBLIC COMMENTS

1. Resident asked if any of the Board members knew past owners of the West Meadow Beach cottages. Ans. No.

The Board went into executive session to discuss a personnel matter on a motion by C. Vitkun, seconded by K. Matthews

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