

12/19/2013 Board of Trustees Mtg

MINUTES OF THE December 19, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were, Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, Christine Vitkun and Sandra Nicoletti. Also present was Treasurer Natalie Hoffmann, Attorney Peter Sverd (via phone) and one (1) resident.

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to accept the minutes from November 21, 2013 meeting. Aye, B. Donovan, K. Matthews, C. Lane, and, C. Vitkun. Nay 0. (S. Nicoletti was not present at the November 21, 2013 meeting)
- A motion was made by C. Lane and seconded by C. Vitkun to have the Treasurer redeem the \$100,000 CD and to renew \$50,000 in a one (1) month CD and deposit the remainder in the Money Market.
- A motion was made by C. Vitkun to accept the Treasurer's report, seconded by C. Lane. Aye C. Vitkun, C. Lane, K. Matthews S. Nicoletti and B. Donovan. Nay 0.
- Motion was made by S. Nicoletti and seconded by C. Lane to approve the Mayor's appointment of Joan Hubbard as Village Clerk at a salary of \$25.00 per hour beginning January 1, 2014. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.
- Motion was made by Christine Vitkun seconded by C. Lane to accept Corporate Office Furniture's proposal in the amount of \$2,393 for new furniture for the new addition and meeting room. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded by Kathy Matthews to approve 33 vouchers totaling \$40,072.52, 4 vouchers totaling \$1,266.60, 3 vouchers totaling \$130.33, 1 voucher totaling \$375.00 and 1 voucher totaling \$172.28 Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0

Appointments and Resignations

Annette Alfieri resigned as Village Clerk effective December 31, 2013. Annette will stay on as a PRN employee.

The Mayor requested the Board's approval to appoint Joan Hubbard Village Clerk as of January 1, 2014.

- Motion was made by S. Nicoletti and seconded by C. Lane to approve the Mayor's appointment of Joan Hubbard as Village Clerk at a salary of \$25.00 per hour effective, January 1, 2014. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

The Mayor presented Associate Justice Tara Scully's resignation effective immediately.

Treasurers Report

Natalie Hoffmann reviewed and discussed the current monthly Balance Sheet and Budget with the Board.

Treasurer requested that the \$100,000 Suffolk County National Bank Certificate of Deposit that matures on December 20, 2013 be redeemed and that the Board renew \$50,000 of it for one (1) month and move the remaining \$50,000 into the money market account.

- A motion was made by C. Lane and seconded by C. Vitkun to have the Treasurer redeem the \$100,000 CD and to renew \$50,000 in a one (1) month CD and deposit the remainder in the Money Market.
- A motion was made by C. Vitkun to accept the Treasurer's report, seconded by C. Lane. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

Mayor's Report

The approved Snow Removal contract with Quickway was signed.

The Generator and Tree Inventory Grants have been submitted to the appropriate agencies.

Addition to Village Hall is moving along; painting will be completed next week. Proposal for new furniture for the Court Office, Public Safety, Conference Room and Board Meeting rooms were discussed. Cost of furniture will be covered by past and current Justice Grants. Total price for the new furniture will be \$2,393.00.

- Motion was made by Christine Vitkun seconded by C. Lane to accept Corporate Office Furniture's proposal in the amount of \$2,393 for new furniture for the new addition and meeting room. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

Carol Lane

Landscaping contract has been completed for this season.

Resident Comments: Some trees on Van Brunt Manor Road still need to be trimmed, when it snowed last season a lot of the branches broke off and blocked most of Van Brunt Manor Road. Carol will check it out and contact Norse Tree if needed.

Kathy Matthews

The broken drain at the corner of Washington and Chestnut is scheduled to be repaired next week.

Christine Vitkun

Spoke with Capital One Bank. Chris scheduled a meeting with a Capital One Bank representative, Treasurer and Mayor for January 2, 2014 at Village Hall to discuss their Municipal Banking Policies.

Sandy Nicoletti

Village has been quiet no incidences to report.

No one showed up at last night's Court.

Peter Sverd

Briefly discussed amending the current Village Law Chapter 57 - Open Burning and upcoming Property Maintenance Law. If time a Public Hearing will be scheduled for January 23, 2014.

Clerk

Street Signs – All signs and posts are in. Jay will begin to install as weather permits.

One (1) generator permit

One (1) Green House permit

Old Business:

None

New Business:

The Clerk expressed her regret at having to resign and wanted everyone to know how much she enjoyed working with the village residents and the Board. She will miss the job very much.

The position of Deputy Clerk will not be filled at this time. Instead a Clerical Assistant position is being considered. The person hired will assist the Clerk in her duties and help out in the office for the time being.

Bills:

A motion was made by Carol Lane seconded by Kathy Matthews to approve 33 vouchers totaling \$40,072.52; 4 vouchers totaling \$1,266.60; 3 vouchers totaling \$130.33; 1 voucher totaling \$375.00 and 1 voucher totaling \$172.28. Aye C. Vitkun, C. Lane, K. Matthews, S. Nicoletti and B. Donovan. Nay 0

Correspondence: None

Public Comments:

A Resident introduced himself as the self-appointed liaison with the Poquott Civic Association and mentioned that he will be attending future Board meeting in this capacity.

Motion to adjourn was made by K. Matthews at 9:18 pm

11/21/2013 Board of Trustees Mtg

MINUTES OF THE November 21, 2013 BOARD OF TRUSTEES MEETING 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: Trustee Sandra Nicoletti. Also present was Treasurer Natalie Hoffmann, Attorney Peter Sverd and Seven (7) residents

Motions

- A motion was made by Kathy Matthews and seconded by Carol Lane to accept the minutes from October 24, 2013 meeting. Aye, B. Donovan, K. Matthews, C. Lane, and, C. Vitkun. Nay 0.
- A motion was made by C. Vitkun to accept the Treasurer's report, seconded by C. Lane. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded by K. Matthews to accept the attached proposal from Quickway for snow plowing for the year 2014 and to approve Mayor Donovan to sign the contract.
- A motion was made by Carol Lane seconded by K. Matthews to have Barbara Donovan, Mayor sign the contract for Extreme Security for \$2,982.46.
- A motion was made by K. Matthews and seconded by C. Lane to permit the Mayor to sign the Canon copy machine upgraded lease.
- A motion was made by C. Lane seconded by K. Matthews to refund monies to Civic Association for \$150. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded by Kathy Matthews to approve 22 vouchers totaling \$44,757.39, 1 voucher totaling \$1,003.67, 1 voucher totaling \$250.59, 17 vouchers totaling \$33,179.12 and 1 voucher totaling \$676.10. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Resolutions

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby authorized and directed to file an application for a Community Tree Inventory Grant in the amount not to exceed \$25,000 and upon approval of said request to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance to the Village of Poquott for the Poquott Village Tree Inventory Project.
- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott agrees to adopt the “Superstorm Sandy Assessment Relief Act”; and relating to Suffolk County financing of refunds and credits and to amend the local finance law, in relation to certain real proper tax refunds and credits as signed into law by Governor Andrew Cuomo. This law allows the Assessor to retroactively re-assess any property that was damaged by Superstorm Sandy. Annexed is a summary of the legislation (A8075/S5849).
- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott authorize the Mayor, Barbara Donovan to sign the contract with Quickway Sanitation to perform snow removal and salting/sanding of the Village of Poquott roads from January 1, 2014 thru December 31, 2014.
- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott authorize the Mayor, Barbara Donovan to sign the “Annual Report of Local Highway Mileage” certification adopting the attached 27 village roads and acknowledging responsibility for the operation and maintenance of the roads.

Mayor’s Report

Snow removal RFPs were reviewed and discussed. Two proposals that were received were from Quickway Sanitation and Sheep Pasture Tree and Nursery Supply Inc.

A motion was made by Carol Lane seconded by K. Matthews to accept the proposal from Quickway for snow plowing for the year 2014 and to permit the Mayor to sign the contract.

Extreme Security has submitted a proposal to upgrade the existing Village Hall Security System and install new equipment for a cost of \$2,982.46. The present security system, Eye on You is

more expensive and located in Nassau County; Extreme Security is located in Hauppauge and more readily available for service calls.

A motion was made by Carol Lane seconded by K. Matthews to have Mayor Barbara Donovan, sign the contract to hire Extreme Security for \$2,982.46.

The current Village Hall Cannon Copy machine is seven years old and outdated. A motion was made by C. Lane and seconded by C. Vitkun to replace the old copy machine with an upgraded Cannon Machine that copies, scans and faxes and to permit the Mayor to sign a new lease agreement for \$108.00 per month. Aye, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

The County Hazard Mitigation Grant updates have been submitted to FRES.

Van Brunt Manor signs are being worked on and should be ready installation next week.

Treasurers Report

Natalie Hoffmann reviewed and discussed the current monthly Balance Sheet and Budget with the Board.

A letter was received from HSBC stating that the bank will be closing our accounts by January 15, 2014 and that we will need to find a new bank. Astoria Federal and Chase Bank were mentioned as possible alternatives. After discussion it was decided that Chris Vitkun would contact Chase and Astoria Federal and report back to the board.

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

Carol Lane

Will contact Eastern Property Services Inc. regarding clearing the streets from leaves.

Resident Comments:

Dog Park: Resident asked about was happening with the dog park?

Answer: The Dog Park was dissolved for lack of use. Use of the Dog Park required dogs to be licensed. Since the majority of dogs in Poquott are unlicensed residents were unable to apply for permits.

Resident Comments:

Mandated Village Road Dedication: Resident asked how the dedication of Village roads affected the private roads.

Answer: No change; as required private roads are maintained by their owner(s). The Village of Poquott will continue snow removal and garbage pickup as usual.

Resident asked if all the old street signs needed to be removed.

Answer: Yes, DOT mandates all communities; cities, towns, villages, etc. to conform to the new standardized street sign requirements.

Kathy Matthews

All the roads, drains are done.

Christine Vitkun

Received complement on Robert Fikar's professionalism.

Sandy Nicoletti

Report was given by Frank Shaffer, Code Officer: Halloween was very quiet and the Jeep, Gem and Row Boat have been put up for action through Municibid.

Peter Sverd

The Planning Board is working on a Tree Ordinance draft. A Public Hearing should be scheduled at the next meeting for The Property Maintenance Law in January 2014.

Clerk

Requested Board to approve refunding the Civic Association's Special Event deposit for \$150.00. There was no damage or debris reported.

A motion was made by C. Lane seconded by K. Matthews to refund monies to Civic Association for \$150 Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0

Old Business:

None

New Business:

None

Bills:

A motion was made by Carol Lane seconded by Kathy Matthews to approve 22 vouchers totaling \$44,757.39, 1 voucher totaling \$1,003.67, 1 voucher totaling \$250.59, 17 vouchers totaling \$33,179.12 and 1 voucher totaling \$676.10. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0

Correspondence: None

Public Comments:

Resident asked that the Village Law Code #57 be revised.

Answer: The Brookhaven Fire Marshalls office has jurisdiction in the Village of Poquott and enforces the Town of Brookhaven and the State Unified Fire Code Law. The Board will consider amending the Villages current law #57 so that it is in line with current Local and State Fire Code Laws.

Mayor Barbara Donovan presented to Joseph Newfield former deputy clerk a plaque for his 35 years of Service to the Village of Poquott as Village Clerk & Deputy Clerk.

Motion to adjourn was made by K. Matthews at 8:55 pm

10/24/2013 Board of Trustees Mtg

MINUTES OF THE October 24, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were, Trustees: Mayor Barbara Donovan, Carol Lane, Kathleen Matthews, and Christine Vitkun Excused: Sandy Nicoletti. No residents

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to accept the minutes from October 10, 2013 Aye, B. Donovan, K. Matthews, C. Lane, and, C. Vitkun. Nay 0.
- A motion was made by C. Vitkun to have the Treasurer make the proposed budgetary transfers from Contingency to the specific Line Items indicated in the Treasurer's report, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by C. Vitkun to accept the Treasurers Report, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by C. Vitkun to accept Enterprise Asphalt Paving's proposal for repairing pot holes in the amount of \$18,600 seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded by Kathy Matthews to approve 11 vouchers totaling \$5,183.05, 1 voucher totaling \$17,955.00 and 1 vouchers totaling \$225.00. 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 refund monies to Carla Cash for \$150 Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0

Mayor's Report

FEMA –We should be receiving the reimbursement for the cost of Superstorm Sandy debris removal shortly.

DeJana Drain Bill – They are sending a revised invoice with the corrected amount.

Construction Up-Date – Construction has started and is expected to continue until the end of December.

Snow Removal Request for Proposal is ready for review by the Board. Vendor Proposals are due by November 14th and will be presented at the November 21st Board Meeting for discussion and award.

Treasurers Report

Natalie Hoffmann reviewed and discussed the current monthly Balance Sheet and Budget with the Board. Budgetary

Transfers are as follows:

From Contingency	To	Amount
Dues	Dues – Association	\$ 100.00
Auditor	Auditor	\$ 200.00
Educational	Educational	\$ 100.00
Good & Welfare	Good & Welfare	\$ 300.00
Walnut Park	Walnut Park Supplies	\$1,200.00
Public Relations	Events (new account)	\$1,500.00
Public Relations	Website (new account)	\$ 700.00
Village Hall Capital	Village Hall Capital	<u>\$5,500.00</u>
Total Budgetary Transfer		\$9,600.00

A motion was made by C. Vitkun to have the Treasurer make the above transfers, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Vitkun to accept the Treasurers Report, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Carol Lane

Eastern Property Services Inc. have cut back the Phragmites as requested.

Norse Tree Services has started to remove or trim Village trees that have been identified as dead or sick and a possible danger to public safety. The project should be finished in the next few weeks.

Kathy Matthews

Enterprises has submitted a proposal for the cost of filling the potholes throughout the Village.

Kathy suggested having LIPA permanently remove the privets at the corner of 25A and Washington St. It was decided that the privets will remain and be maintained during the season.

A motion was made by C. Vitkun to accept Enterprise Asphalt Paving's proposal repairing potholes and resurfacing in the amount of \$18,600 seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Sandy Nicoletti – As reported by Barbara Donovan

Discussed current Court procedures and the new Code Enforcement Ticket monitoring program.

Christine Vitkun

The Village's current bank , HSBC has been having problems facilitating the Village's current financial needs. Chris will investigate moving the Villages resources to another bank and report back to the Board with her recommendations at the November 21st meeting.

Peter Sverd

Reported that the ZBA denied the 108 Van Brunt Manor Road's fence height variance.

Clerk

Requested the Board to refund, Carla Cash's Special Event deposit for \$150.00. There was no damage or debris reported.

A motion was made by C. Lane seconded by K. Matthews to refund Carla Cash's deposit of \$150.00.

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

Old Business:

The Village entrance sign located at the intersection of Shore Road & Van Brunt Manor will be replaced.

The Village maintenance person cleaned out the basement and will be using it to store tools and other miscellaneous items.

New Business:

None

Bills:

A motion was made by Carol Lane seconded by Kathy Matthews to approve 11 vouchers totaling \$5,183.05, 1 voucher totaling \$17,955.00 and 1 vouchers totaling \$225.00. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan.

Nay 0

Correspondence: None

Public Comments: None

Motion to adjourn was made by K. Matthews at 8:55 pm

10/24/2013 Board of Trustees Mtg

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Present were, Trustees: Mayor Barbara Donovan, Carol Lane, Kathleen Matthews, and Christine Vitkun Excused: Sandy Nicoletti. No residents

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to accept the minutes from October 10, 2013 Aye, B. Donovan, K. Matthews, C. Lane, and, C. Vitkun. Nay 0.
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Mayor's Report

FEMA –We should be receiving the reimbursement for the cost of Superstorm Sandy debris removal shortly.

DeJana Drain Bill – They are sending a revised invoice with the corrected amount.

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Walnut Park	Walnut Park Supplies	\$1,200.00
Public Relations	Events (new account)	\$1,500.00
Public Relations	Website (new account)	\$ 700.00
Village Hall Capital	Village Hall Capital	<u>\$5,500.00</u>
Total Budgetary Transfer		\$9,600.00

A motion was made by C. Vitkun to have the Treasurer make the above transfers, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Vitkun to accept the Treasurers Report, seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Carol Lane

Eastern Property Services Inc. have cut back the Phragmites as requested.

Norse Tree Services has started to remove or trim Village trees that have been identified as dead or sick and a possible danger to public safety. The project should be finished in the next few weeks.

Kathy Matthews

Enterprises has submitted a proposal for the cost of filling the potholes throughout the Village.

Kathy suggested having LIPA permanently remove the privets at the corner of 25A and Washington St. It was decided that the privets will remain and be maintained during the season.

A motion was made by C. Vitkun to accept Enterprise Asphalt Paving's proposal repairing potholes and resurfacing in the amount of \$18,600 seconded by C. Lane Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Sandy Nicoletti – As reported by Barbara Donovan

Discussed current Court procedures and the new Code Enforcement Ticket monitoring program.

Christine Vitkun

The Village's current bank , HSBC has been having problems facilitating the Village's current financial needs. Chris will investigate moving the Villages resources to another bank and report back to the Board with her recommendations at the November 21st meeting.

Peter Sverd

Reported that the ZBA denied the 108 Van Brunt Manor Road's fence height variance.

Clerk

Requested the Board to refund, Carla Cash's Special Event deposit for \$150.00. There was no damage or debris reported.

A motion was made by C. Lane seconded by K. Matthews to refund Carla Cash's deposit of \$150.00.

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

Old Business:

The Village entrance sign located at the intersection of Shore Road & Van Brunt Manor will be replaced.

The Village maintenance person cleaned out the basement and will be using it to store tools and other miscellaneous items.

New Business:

None

Bills:

A motion was made by Carol Lane seconded by Kathy Matthews to approve 11 vouchers totaling \$5,183.05, 1 voucher totaling \$17,955.00 and 1 vouchers totaling \$225.00. Aye C. Vitkun, C. Lane, K. Matthews and B. Donovan.

Nay 0

Correspondence: None

Public Comments: None

Motion to adjourn was made by K. Matthews at 8:55 pm

10/10/2013 Board of Trustees Mtg

MINUTES OF THE October 10, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were, Trustees: Mayor Barbara Donovan, Carol Lane, Kathleen Matthews, Christine Vitkun and Sandy Nicoletti. No residents

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to accept the minutes from September 12, 2013. Aye, K. Matthews, C. Lane, and, C. Vitkun. Nay 0.
- A motion was made by Sandy Nicoletti and seconded by Christine Vitkun to accept the meeting minutes from September 26, 2013. Aye, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews and seconded by Sandy Nicoletti to accept the meeting minutes for the Executive Session on September 26, 2013. Aye, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.
- A motion was made by Sandy Nicoletti seconded by Kathy Matthews to approve 17 vouchers totaling \$3,609.16, 32 vouchers totaling \$21,062.56 and 6 vouchers totaling \$448.35. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0
- A motion was made by Christine Vitkun and seconded by Kathy Matthews to allow Christine Wood to apply for the 2014 Justice Court Assistance Program Grant for the Village of Poquott. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0
- A motion was made by Carol Lane and seconded by Kathy Matthews to accept the SEQRA Determination for an installation of a 17 KW Generac Standby Generator and 500 Gallon Underground Propane Tank. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0

Resolutions

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby authorize the Mayor to sign an application for a grant for the Justice Court Assistance Program. The Mayor is authorized to request up to the maximum amount available.
- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott has determined that the Installation of a 17 KW Generac Generator Standby Generator and 500 Gallon Underground Propane Tank will have no Negative impact on the environment and is therefore a Type II SEQRA Determination.

Mayor's Report

FEMA – The Mayor signed and returned FEMA's Project Approval Authorization form certifying that the \$39,991.05 approved amount is accurate.

DeJana Drain Bill – Issue regarding bill has been resolved. Dejana will issue a new bill.

Construction Up-Date – Contract has been signed, work will start on Friday. Old chairs and tables will be donated to Revered Leonard' - Bethel African Methodist Episcopal Church located on Christian Avenue.

Old Business:

19 Birchwood – we received a call from the properties current mortgage holder, Nation Star Mortgage Company. The Mortgage Company informed the Village that they are performing monthly inspections of the house and acknowledged that they are in receipt of letters regarding the disrepair of the property. They stated that they plan to address the issue and clean up the house and grounds.

81 Van Brunt Manor – Tree has been partially removed. There is still concern over the condition of the remaining part of the tree.

Phone system is scheduled to be installed on 10/17

Newsletter was emailed and mailed to those residents that did not share their email addresses with the Village. We are receiving daily requests from residents asking to be added to our current email list. The newsletter received favorable reviews.

VBM Road Welcome signs – The Village Maintenance man is working on repairing or replacing them.

New Business:

Snow bids – waiting for the Town of Brookhaven to inform us if they plan to enter into an inter-municipal Snow Removal Contract with the Village in 2014.

Tree Inventory Grant is due on 12/15/13

Planning Board meeting is scheduled for 10/16/13

The Village is considering moving our bank accounts to another bank. Discussion followed.

Bills: A motion was made by Sandy Nicoletti seconded by Kathy Matthews to approve 17 vouchers totaling \$3,609.16, 32 vouchers totaling \$21,062.56 and 6 vouchers totaling \$448.35. Aye C. Vitkun, S. Nicoletti, C. Lane, K. Matthews and B. Donovan. Nay 0

Correspondence: None

Resident Comments: None

Motion to adjourn was made by K. Matthews at 8:45 pm

09/26/2013 Board of Trustees Mtg

MINUTES OF THE September 26, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Christine Vitkun and Sandy Nicoletti. Also present was Treasurer Natalie Hoffmann, Attorney Peter Sverd via phone and three residents. Carol Lane excused.

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to approve the Treasurer's Report. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews to approve the Poquott Civic Association's request for a Halloween/Fall Party at Trustees Park on October 19th with a rain date of October 26, 2013, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 26 vouchers totaling \$17,661.98. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- Kathy Matthews made a motion to go into Executive Session to discuss a personnel matter, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Mayor's Report

FEMA – Still waiting for our Debris Reimbursement for Sandy & Nemo.

Grants – Working on HMP Back-up Generator Grant with Joe Arico, Building Inspector.

Phone System – New phone system is scheduled to be installed on/or about October 17, 2013

Newsletter – was finalized and emailed to residents with email addresses on file with the Village. Any resident without an email was mailed a copy of the Newsletter and notified that this is the last Newsletter they will receive by mail. If they wish to continue to receive newsletters they can share their email address with the Village or they can pick-up future copies of the Newsletter at Village Hall.

Village Hall addition – contract will be finalized by Monday and sent to the Attorney for review and approval. Approved contract will be forwarded to JR's Solution for their signature and start date. Village hopes to begin construction on or before October 7, 2013.

Treasurer's Report

Natalie Hoffmann reviewed and discussed the current monthly Balance Sheet and Budget with the Board.

OSC recommends that Villages have a minimum of two (2) months of cash available at all times to cover warrants and emergencies. Their reasoning is that "A local government with a low level of cash and short-term investments may not be able to pay its current obligations." In response to this OSC Opinion, Natalie recommended not to roll over the \$140,088 CD that will mature on October 12, 2013. She also suggested that the Board put the proceeds of the CD in the Money Market so that it is available for village expenses. Discussion followed. Board agreed to keep a minimum of two (2) months of cash in the Money Market.

As required a Grant account will be opened at HSBC and all grant monies will be separate from the operating account.

A motion was made by C. Vitkun to accept the Treasurers Report, seconded by S. Nicoletti. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Trustees Reports:

Carol Lane (Excused) as reported by B. Donovan

The fallen tree in front of 81 Van Brunt Manor Road was removed from the road and the Village right-of-way. The resident is responsible for the remainder of the debris.

We received a proposal from Norse Tree Service to trim tree branches on the Village right-of-way that were identified by the Village Arborist as needing trimming.

Welsbach reported that they had fixed the street lights that were reported out.

Resident Comment: Resident asked if the sign on Shore Road was going to be replaced or repaired. Also asked if the proposed generator will be propane. Answer: yes to both questions.

Kathy Matthews

Drain Cleaning has been completed. Waiting for Rich Parrish to inspect the job before paying the bill.

Roads – Hawkins & Spence declined to bid on the lower section of Washington Street road repair. Expect quotes from Town of Brookhaven and Enterprise.

Residents – no comments

Sandy Nicoletti

The bee nest located on Indian Valley Road was removed.

Resident Comments: Resident asked if the Village could do something about the parents and children parking and standing in the streets by the Bus Stops at the corner of White Pine & Van Brunt Manor Road; it is a very dangerous. Another resident mentioned the same problem at the Corner of Washington Street and Birchwood. Answer: The Mayor will contact Three Village Transportation.

Christine Vitkun

Website needs to be updated. Need to be able get information on the Web easier.

Need to contact Frank at Stafford and see if we can arrange another training on how we can put our own information on the site.

Resident comments – None.

Clerk

Quickway was notified to pick[]up garbage later in the morning, preferably after 7:00 am.

The new State-required street signs have been ordered.

Civic Association submitted an event request for October 19th with a rain date of October 26th.

A motion was made by Kathy Matthews and seconded by Christine Vitkun to approve the Civic Association's request for a Halloween Party at Trustees Park on October 19th with a rain date of October 26, 2013. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Attorney, Peter Sverd – No report.

ZBA – Public Hearing for a fence height variance on Van Brunt Manor Rd is scheduled for October 16, 2013.

Old Business:

Discussed the condition of 19 Birchwood and what if anything the Village can do to mitigate the situation. The Attorney will discuss further with the building inspector and mayor.

New Business:

During the NYCOM Conference, the OSC presented a training on Current Credit Card Acceptance Legislation, Convenience Fee Programs and other Credit Card Acceptance Practices. It was the opinion of the OSC that it is in the best interest of the residents for municipalities to accept credit cards for payment of taxes, permit fees, etc. After discussion, the Treasurer and Board members decided to further investigate setting up a system to accept credit cards beginning in the new budget year. It was further decided that the Village would charge a convenience fee for

the first year and determine if it is utilized enough to continue accepting the fee or to negate the fee the following year.

CPR/AED class for staff and commissioners will be held on October 8th. This course is required because of the installation of the AED at Village Hall.

Bills - A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 26 vouchers totaling \$17,661.98. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Executive Session

Kathy Matthews made a motion to go into Executive Session to discuss a personnel matter, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Correspondence: None

Resident Comments General: None

Motion to adjourn was made by K. Matthews at 8:45 pm

09/26/2013 Board of Trustees Mtg

MINUTES OF THE September 26, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Christine Vitkun and Sandy Nicoletti. Also present was Treasurer Natalie Hoffmann, Attorney Peter Sverd via phone and three residents. Carol Lane excused.

Motions

- A motion was made by Christine Vitkun and seconded by Kathy Matthews to approve the Treasurer's Report. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews to approve the Poquott Civic Association's request for a Halloween/Fall Party at Trustees Park on October 19th with a rain date of October 26, 2013, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 26 vouchers totaling \$17,661.98. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.
- Kathy Matthews made a motion to go into Executive Session to discuss a personnel matter, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Mayor's Report

FEMA – Still waiting for our Debris Reimbursement for Sandy & Nemo.

Grants – Working on HMP Back-up Generator Grant with Joe Arico, Building Inspector.

Phone System – New phone system is scheduled to be installed on/or about October 17, 2013

Newsletter – was finalized and emailed to residents with email addresses on file with the Village. Any resident without an email was mailed a copy of the Newsletter and notified that this is the last Newsletter they will receive by mail. If they wish to continue to receive newsletters they can share their email address with the Village or they can pick-up future copies of the Newsletter at Village Hall.

Village Hall addition – contract will be finalized by Monday and sent to the Attorney for review and approval. Approved contract will be forwarded to JR's Solution for their signature and start date. Village hopes to begin construction on or before October 7, 2013.

Treasurer's Report

Natalie Hoffmann reviewed and discussed the current monthly Balance Sheet and Budget with the Board.

OSC recommends that Villages have a minimum of two (2) months of cash available at all times to cover warrants and emergencies. Their reasoning is that "A local government with a low level of cash and short-term investments may not be able to pay its current obligations." In response to this OSC Opinion, Natalie recommended not to roll over the \$140,088 CD that will mature on October 12, 2013. She also suggested that the Board put the proceeds of the CD in the Money Market so that it is available for village expenses. Discussion followed. Board agreed to keep a minimum of two (2) months of cash in the Money Market.

As required a Grant account will be opened at HSBC and all grant monies will be separate from the operating account.

A motion was made by C. Vitkun to accept the Treasurers Report, seconded by S. Nicoletti. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Trustees Reports:

Carol Lane (Excused) as reported by B. Donovan

The fallen tree in front of 81 Van Brunt Manor Road was removed from the road and the Village right-of-way. The resident is responsible for the remainder of the debris.

We received a proposal from Norse Tree Service to trim tree branches on the Village right-of-way that were identified by the Village Arborist as needing trimming.

Welsbach reported that they had fixed the street lights that were reported out.

Resident Comment: Resident asked if the sign on Shore Road was going to be replaced or repaired. Also asked if the proposed generator will be propane. Answer: yes to both questions.

Kathy Matthews

Drain Cleaning has been completed. Waiting for Rich Parrish to inspect the job before paying the bill.

Roads – Hawkins & Spence declined to bid on the lower section of Washington Street road repair. Expect quotes from Town of Brookhaven and Enterprise.

Residents – no comments

Sandy Nicoletti

The bee nest located on Indian Valley Road was removed.

Resident Comments: Resident asked if the Village could do something about the parents and children parking and standing in the streets by the Bus Stops at the corner of White Pine & Van Brunt Manor Road; it is a very dangerous. Another resident mentioned the same problem at the Corner of Washington Street and Birchwood. Answer: The Mayor will contact Three Village Transportation.

Christine Vitkun

Website needs to be updated. Need to be able get information on the Web easier.

Need to contact Frank at Stafford and see if we can arrange another training on how we can put our own information on the site.

Resident comments – None.

Clerk

Quickway was notified to pick[]up garbage later in the morning, preferably after 7:00 am.

The new State-required street signs have been ordered.

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A motion was made by Kathy Matthews and seconded by Christine Vitkun to approve the Civic Association's request for a Halloween Party at Trustees Park on October 19th with a rain date of October 26, 2013. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Attorney, Peter Sverd – No report.

ZBA – Public Hearing for a fence height variance on Van Brunt Manor Rd is scheduled for October 16, 2013.

Old Business:

Discussed the condition of 19 Birchwood and what if anything the Village can do to mitigate the situation. The Attorney will discuss further with the building inspector and mayor.

New Business:

During the NYCOM Conference, the OSC presented a training on Current Credit Card Acceptance Legislation, Convenience Fee Programs and other Credit Card Acceptance Practices. It was the opinion of the OSC that it is in the best interest of the residents for municipalities to accept credit cards for payment of taxes, permit fees, etc. After discussion, the Treasurer and Board members decided to further investigate setting up a system to accept credit cards beginning in the new budget year. It was further decided that the Village would charge a convenience fee for

the first year and determine if it is utilized enough to continue accepting the fee or to negate the fee the following year.

CPR/AED class for staff and commissioners will be held on October 8th. This course is required because of the installation of the AED at Village Hall.

Bills - A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 26 vouchers totaling \$17,661.98. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Executive Session

Kathy Matthews made a motion to go into Executive Session to discuss a personnel matter, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Correspondence: None

Resident Comments General: None

Motion to adjourn was made by K. Matthews at 8:45 pm

09/26/2013 Board of Trustees Executive Session

MINUTES OF THE SEPTEMBER 26, 2013, BOARD OF TRUSTEES EXECUTIVE SESSION

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Christine Vitkun, Sandy Nicoletti and Annette Alfieri, Clerk.

A motion was made by Sandy Nicoletti and seconded by Christine Vitkun to unappoint Ronald Lavita as the second Village Associate Justice because under Village Law Section 3-30(a), no more than two (2) village justices, but in the event the Village has one justice, it shall also have an acting justice who shall serve when requested by the village justice or in the absence or inability of the village justice to serve.

Because we did not know we could only have one appointed Justice the Mayor erroneously appointed, Tara Scully and Ronald as associate justices. Since Tara was appointed first, the Board felt it only fair that we unappoint Ronald Lavita.

A motion was made by Christine Vitkun and seconded by Kathy Matthews to leave Executive Session and resume the regular meeting of the Board of Trustees. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

09/12/2013 Board of Trustees Mtg

MINUTES OF THE September 12, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

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

Motions

- A motion was made by Carol Lane seconded Christine Vitkun to accept the minutes from August 22, 2013 with correction. Aye, K. Matthews, C. Lane, and, C. Vitkun. Nay 0.
- A motion was made by Kathy Matthews and seconded by Christine Vitkun to accept the Special Meeting minutes from September 5, 2013. Aye, C. Vitkun, C. Lane, and K. Matthews. Nay 0.
- A motion was made by Kathy Matthews and seconded by Christine Vitkun to serve the resident of 13 Indian Valley Road with the violation and proceed with a Public Hearing. Aye, C. Vitkun, C. Lane and K. Matthews. Nay 0.
- A motion was made by Carol Lane and seconded by Kathy Matthews to accept the proposal from Van Bortel Ford for a new 2014 Ford Utility Police Interceptor AWD Vehicle, including warranty package in the amount of \$31,524.98.
- A motion was made by Carol Lane seconded by Christine Vitkun to approve 29 vouchers totaling \$35,347.97, and 1 voucher totaling \$2,603.53. Aye C. Vitkun, C. Lane, K. Matthews Nay 0.

Resolutions

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby approved the proposal from Van Bortel Ford for anew 2014 Ford Utility Police Interceptor AWD vehicle, including warranty package in the amount of \$31,524.98.
- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby determined that the present state of the property located at 13 Indian Valley Road, Poquott, NY 11733 is a nuisance and is negatively impacting the neighbors' ability to enjoy their homes and is decreasing the value of their properties. The Board also finds the resident in violation of Code Section 50-6 and that the condition is unsightly and the owner responsible to maintain the landscaping

Deputy Mayor's Report

FEMA – working on both Sandy and Nemo debris reimbursements.

Newsletter – Constant Contact almost ready to be used.

Drains – Dejana working on them - this week to complete project.

New Street Signs – List of new street signs should be ready by next week to start purchasing and installing the new signs in one section of the Village. As required by DOT all signs in the Village need to be replaced. To spread the cost over the next few years, the project will be done in three sections.

Grants – The letter of Intent for the Generator was accepted and we have been invited to submit a grant request.

Potholes – Waiting on an updated Pothole report from Code. Will be requesting quotes from TOB, Enterprise and Hawkins & Spence. Hawkins & Spence declined.

Old Business:

None

New Business:

Building Inspector has written up 13 Indian Valley Road, regarding the maintenance of their property.

A motion was made by C. Vitkun and seconded by K. Matthews to pass a resolution that the owner of 13 Indian Valley Road be notified that they are in violation of Code Sec. 50-6 and that a Public Hearing be held. Aye, C. Vitkun, C. Lane and K. Matthews. Nay 0.

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby determined that the present state of the property located at 13 Indian Valley Road, Poquott, NY 11733 is in nuisance and is negatively impacting the neighbors' ability to enjoy their homes and is decreasing the value of their properties. The Board also finds the condition to be unsightly and the owner responsible to maintain the landscaping.

A motion was made by Carol Lane and seconded by Kathy Matthews to accept the proposal from Van Bortel Ford for a new 2014 Ford Utility Police Interceptor AWD Vehicle, including warranty package in the amount of \$31,524.98.

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby approved the proposal from Van Bortel Ford for a new 2014 Ford Utility Police Interceptor AWD vehicle including a warranty package in the amount of \$31,524.98.

Discussed the matter of huge tree limbs falling on Van Brunt Manor Road over the weekend in front of 81 Van Brunt Manor Road. Resident inquired if the tree was located on their property and if it is can they remove it. Letter will be sent by Village Clerk to inform the resident that the tree can be removed at their own expense.

Correspondence: None

Resident Comments:

Resident stated that there are approximately four (4) trees on Van Brunt Manor Road that are overhanging the wires and need to be trimmed.

Carol said that she would inspect the roadways and see how many trees are in need of being trimmed and an estimate on the cost before the winter season approaches.

Motion to adjourn was made by K. Matthews at 7:50 pm

08/22/2013 Board of Trustees Mtg

MINUTES OF THE August 22, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Carol Lane, Christine Vitkun and Sandy Nicoletti. Also present was Treasurer John Lane, Attorney Peter Sverd, Building Inspector Joe Arico and two residents.

Motions

- A motion was made by Carol Lane seconded Sandy Nicoletti to accept the minutes from August 8, 2013 with correction. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.
- A motion was made by Chris Vitkun and seconded by Kathy Matthews 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 Carol Lane seconded by Kathy Matthews to approve the Mayor's appointment of James Deana for prosecutor for one (1) year. Aye. C. Lane, K. Matthews, C. Vitkun and B. Donovan; Nay S. Nicoletti
- A motion was made by Sandy Nicoletti and seconded by Kathy Matthews to approve the Mayor's appointment of Natalie Hoffmann as Treasurer. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews and seconded by Sandy Nicoletti to accept Technology Services of Long Island's proposal for a new telephone system including hardware and setup in the amount of \$4,392.30. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Kathy Matthews to approve the Civic Association's request for a Community Garage Sale at California Park on September 14, 2013, with the condition that all items not sold or given away, including garbage and debris be removed at the end of the day, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded by Christine Vitkun to approve 1 voucher totaling \$641.34, and 17 vouchers totaling \$13,651.54. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Appointments:

The Mayor requested the Board to approve her appointment of James Deana for Village Prosecutor. A motion was made by Carol Lane seconded by Kathy Matthews to approve the Mayor's appointment of James Deana for prosecutor. Aye. C. Lane, K. Matthews, C. Vitkun and B. Donovan; Nay S. Nicoletti

The Mayor requested the Board to approve her appointment of Natalie Hoffmann for Village Treasurer beginning September 1, 2013. A motion was made by Sandy Nicoletti and seconded by Kathy Matthews to approve the Mayor's appointment of Nathalie Hoffman as Treasurer. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Mayor's Report

FEMA – Once again they lost our paperwork. This time we need to resubmit copies of the Insurance Proof of Payment for the Storage Garage along with the original estimates for its repair. Discussion followed.

Grants – Mayor will be submitting grant requests for Records Retention, DEC Forestry Tree Inventory and the Justice Court. The "Letter of Intent" for the Generator Grant is still pending.

Road Inspections –We have received requests for road openings from National Grid, Cable Vision, Verizon, etc. Our Building Inspector, Joe Arico is licensed by the State and will be able to inspect the roads after each project is completed.

Walnut Park – Handicap signs are scheduled to be installed next weekend.

Treasurer's Report

John reviewed and discussed the monthly Balance Sheet and Budget.

Two (2) new CD's were purchased on 8/1/13 for \$100,000. \$55,000 was added to our current CD making it a total of \$190,087.57. Total of all current CD's \$490,087.57.

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

Presentation: Village Hall Addition

Joe Arico reviewed the construction drawings of the proposed Village Hall addition with the Board. The addition expands the back of the building out 12 feet which increases the size of the current Court Clerk's office and creates a much needed small conference room and Code Enforcement Office. Joe presented the three (3) building proposals received; JR Solutions, \$52,500, Banoni Constructions, \$57,750 and EGM Construction, \$59,800. Joe recommended that the board approve JR Solutions, the lowest bidder. He has worked with or has had contact with all three builders; all three are responsible and JR is the lowest. Joe answered questions regarding how long the

project will take to complete-approximately 10 weeks. Joe will email copies of the three proposals to the Attorney for review. Each of the three proposals will be quoted in three separate sections (foundation & framing, electric & plumbing and interior work) and will include the final cost, as previously quoted above, for the completed job. The attorney will review the proposals and final contract prior to award. The cost of the addition and furnishings will be covered by the monies received from the Insurance settlement, FEMA reimbursements and the Judicial Grant. The Building Inspector will be designated as the Project Manager.

Trustees Reports:

Carol Lane

Carol will have Kent finish trimming the phragmites along Van Brunt Manor Road.

Norse removed the dead trees from the Village Right of Way in front of 37 Birchwood.

There are more residents than usual not grooming the ROWs in front of their homes. Carol suggested we get a price for Kent to clean-up some of the more overgrown areas. We may want to consider adding the ROWs to the next contract.

Carol reported that the Village Historian, Chris Ryon has mounted all the pictures that they found downstairs on boards for display at the Fish Fry.

Kathy Matthews

Drains - Kathy said that she received reports that there are two drains on Washington near California Park that have not been cleaned and are still full of debris. The Mayor said she would check them out and that Dejana has not finished cleaning all the drains and are still working in the Village.

Roads - Washington Street from Birchwood down to Chestnut is in very bad condition. Kathy will call Enterprise and several other companies for quotes to repave the area.

Sandy Nicoletti - The Civic Association's Fish Fry will be held this Saturday. The Tent is scheduled to be put up tomorrow. We have an extra Code Enforcement officer on for the day and Bobby will stay later if needed.

Christine Vitkun

GRT Audits – Recommended by NYCOM, GRT is a company that looks for Cablevision and Verizon customers who are not included in the franchise numbers that the companies report to the Village. Their job is to make sure that the Village is receiving all the franchise fees they are entitled to. The fee for this service would be 40% of any franchise fees GRT finds that the Village was entitled to but has not received. This is a onetime charge. Discussion followed.

13 Indian Valley Road - Still waiting to hear from family members associated with the resident at 13 Indian Valley Road regarding the condition of their property. The Attorney, Peter Sverd instructed the Board to have the Building Inspector make an inspection of the property and if warranted write up a report on the condition of the property stating

that it is a nuisance and is negatively impacting their neighbors ability to enjoy their homes and is decreasing the value of their properties. After the report is completed and presented to the board, if the Board agrees with the Building Inspector's report, notice will be given to the owner of 13 Indian Valley Road to clean-up their yard. If they don't comply within 30 days, the Board of Trustees will need to hold a public hearing before instructing the Village landscapers to clean up the property.

Old Business:

A motion was made by Kathy Matthews and seconded by Sandy Nicoletti to accept Technology Services of Long Island's proposal for a new telephone system including hardware and setup in the amount of \$4,392.30. The System includes a Cisco UC320W telephone system and 7 telephones. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

New Business:

The Civic Association has requested permission to hold a Community Garage Sale on September 14, 2013 at California Park. A motion was made by Kathy Matthews to approve the Civic Associations request for a Community Garage Sale at California Park on September 14, 2013, with the condition that all items not sold or given away, including garbage and debris be removed at the end of the day, seconded by Christine Vitkun. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

After 10 years of service to the Village of Poquott, Treasure John Lane presented his resignation to the Board of Trustees effective September 1, 2013. The Mayor and the Board regretfully accepted his resignation and thanked him for all his years of hard work and dedication to the Village.

A motion was made by Sandy Nicoletti and seconded by Kathy Matthews to approve the Mayor's appointment of Nathalie Hoffman as Village Treasurer as of September 1, 2013. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Bills - A motion was made by Carol Lane seconded by Christine Vitkun to approve 1 voucher totaling \$641.34, and 17 vouchers totaling \$13,651.54. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None

Motion to adjourn was made by C. Lane at 9:25 pm

08/13/2013 Board of Trustees Mtg

MINUTES OF THE August 8, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Carol Lane, Christine Vitkun and Sandy Nicoletti. Also present was Treasurer John Lane.

Motions

- A motion was made by Kathy Matthews seconded Sandy Nicoletti to accept the minutes from July 11, 2013. Aye, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded Kathy Matthews to accept the minutes from July 25, 2013. Aye, K. Matthews, C. Lane, and B. Donovan. Nay 0
- A motion was made by Kathy Matthews to open a new Checking Account specifically for Grants, i.e., Consolidated Local Street and Highway Improvement Program (CHIPS), Justice Court Assistance Program (JCAP), etc., seconded by Carol Lane. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0
- A motion was made by Kathy Matthews, seconded by Carol Lane to approve a Resolution to increase the cost of the Road Opening Permit Fee to \$250. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Resolution

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby increase the current Road Opening Permit fee to \$250.00.
- The board of trustees has determined that increasing the Road Opening Permit Fee 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.

Mayor's Report

FEMA – We received two payments in the amount of \$15,741.57 and \$1,433.25 from NYSOEM for NEMO. We are still waiting for Category A Debris payments of \$40,030 for Super Storm Sandy and \$2,512.25 for NEMO.

Gardens – The numbered cobble stone bricks have been numbered and placed in each of the individual garden plots.

Auction – Need pictures taken of the GEM and PV1 to be uploaded to the Municipal Auction site. Trustee Nicoletti agreed to help out with the Auction.

Garage Demolition: Dumpsters have been ordered. The Civic Association has been informed that they will have to find a new home for the items they have been storing in the Garage. Jay will begin emptying the garage this week.

Drains – Will be completed next week (truck broke down).

Newsletter – K. Matthews and B. Donovan will begin work on a Newsletter within the next few weeks.

A motion was made by Carol Lane seconded by Christine Vitkun to approve 29 vouchers totaling \$29,631.85, 7 vouchers totaling \$308.01, 8 vouchers totaling \$1,658.36 , 1 voucher for \$3,445.82 and 1 voucher for \$10.41. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Treasurer's Report

It was reported that there are 12 residents who still owe Village taxes totaling \$12,336.10. Tax Due notices are sent out monthly. There is a 5% penalty for the first month; 1% per month thereafter.

Old Business:

None

New Business:

It was noted that the Village of Poquott's Road Opening Fee has not been increased in many years and that it is far below what other similar Villages in the area charge. After discussion, Kathy Matthews made a motion, seconded by Carol Lane to approve the following resolution:

WHEREAS, Chapter 183-20 of the Incorporated Village of Poquott Municipal Code requires that the Board of Trustees, by resolution, establish valuations and fees for certain services and building permits within the Village limits; and

WHEREAS, the Village Building Inspector recommends the same;

Be it resolved that the Board of Trustees of the Inc. Village of Poquott hereby increases the current Road Opening Permit fee to \$250.00.

Now therefore be it resolved

That the board of trustees has determined that Increasing Road Opening Permit Fee is no 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.

BE IT FURTHER RESOLVED that this Resolution becomes effective immediately upon adoption.

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

AED/CPR Course will be scheduled for October 8, 2013 from 10:00am – 2:00pm. Training will be open to all Village Staff, Code Enforcement Officers and Trustees. Cost will be \$45.00 pp. Sandra Nicoletti made a motion for the Village to pay for any Staff, Code Enforcement or Trustee who wishes to attend the training at a cost of \$45.00 pp, Kathy Matthews seconded the motion. Aye, S. Nicoletti, K. Matthews, C. Lane, C. Vitkun, B. Donovan. Nay, 0.

The Village Phone System is not working. Callers cannot leave messages, the main line works some days and not others and there is constant static. Discovered that we do not own the system, only rent for \$75 a month. The past five years has cost the Village \$4,500 and does not include a Service Contract. The Company Representatives will not talk to us because we do not have a contact. It will cost almost \$350 to have someone come to the office to see if they can fix the phones we don't own; that is if they can be fixed. We asked for and received a proposal from Technology Services of Long Island for a new phone system that we would own for \$4,527. Proposal includes all parts, labor and a three year warranty on the phones. The Village of Old Field uses this system. After discussion the subject was tabled until next month so that additional information requested by the Board could be provided.

Code Enforcement reported that they have hired two new Officers.

DOT reported that the Village currently has \$42,869.38 available in CHIP's money. We are submitting receipts totaling approximately \$4,700 for berms and street signs repaired and purchased earlier this year.

Permits: C. Vitkun made a motion to approve Carla Cash's request for a Wedding Dinner at Walnut Park on October 12th. The motion was seconded by K. Matthews. Aye, C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay, 0.

Bills: A motion was made by Carol Lane seconded by Christine Vitkun to approve 29 vouchers totaling \$29,631.85, 7 vouchers totaling \$308.01, 8 vouchers totaling \$1,658.36 , 1 voucher for

\$3,445.82 and 1 voucher for \$10.41. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None

Motion to adjourn was made by K. Matthews at 8:20 pm

08/08/2013 Board of Trustees Mtg

MINUTES OF THE August 8, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathleen Matthews, Carol Lane, Christine Vitkun and Sandy Nicoletti. Also present was Treasurer John Lane.

Motions

- A motion was made by Kathy Matthews seconded Carol Lane to accept the minutes from July 11, 2013. Aye, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.
- A motion was made by Carol Lane seconded Kathy Matthews to accept the minutes from July 25, 2013. Aye, K. Matthews, C. Lane, and B. Donovan. Nay 0
- A motion was made by Kathy Matthews to open a new Checking Account specifically for Grants, i.e., Consolidated Local Street and Highway Improvement Program (CHIPS), Justice Court Assistance Program (JCAP), etc., seconded by Carol Lane. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0
- Motion was made by Kathy Matthews to increase the cost of the Road Opening Permit Fee from \$75 to \$250, seconded by Carol Lane. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

WHERE ARE THE MOTIONS TO ACCEPT THE VOUCHES?

Resolutions

- **Be it resolved** that the Board of Trustees of the Inc. Village of Poquott hereby increase the current Road Opening Permit fee to \$250.00.

Mayor's Report

FEMA – We received two payments in the amount of \$15,741.57 and \$1,433.25 from NYSOEM for NEMO. We are still waiting for Category A Debris payments of \$40,030 for Super Storm Sandy and \$2,512.25 for NEMO.

Gardens – The numbered cobble stone bricks have been numbered and placed in each of the individual garden plots.

Auction – Need pictures taken of the GEM and PV1 to be uploaded to the Municipal Auction site. Trustee Nicoletti agreed to help out with the Auction.

Garage Demolition: Dumpsters have been ordered. The Civic Association has been informed that they will have to

find a new home for the items they have been storing in the Garage. Jay will begin emptying the garage this week.
Drains – Will be completed next week (truck broke down).

Newsletter – K. Matthews and B. Donovan will begin work on a Newsletter within the next few weeks.

Treasurer's Report

It was reported that there are 12 residents who still owe Village taxes totaling \$12,336.10. Tax Due notices are sent out monthly. There is a 5% penalty for the first month; 1% per month thereafter.

Old Business:

Shore Road: Town has completed the repairs to the broken section of Shore Road by the Triangle.

Received letter from 37 Birchwood Ave. regarding the condition of trees he believes are on the Village right of way. Review of owner's survey indicates that the resident's boat, cars and steps are on village property.

New Business:

It was noted that the Village of Poquott's Road Opening Fee has not been increased in many years and that it is far below what other similar Villages in the area charge. After discussion, Kathy Matthews made a motion, seconded by Carol Lane to approve the following resolution:

WHEREAS, Chapter 183-20 of the Incorporated Village of Poquott Municipal Code requires that the Board of Trustees, by resolution, establish valuations and fees for certain services and building permits within the Village limits; and

WHEREAS, the Village Building Inspector recommends the same;

Be it resolved that the Board of Trustees of the Inc. Village of Poquott hereby increases the current Road Opening Permit fee to \$250.00.

BE IT FURTHER RESOLVED that this Resolution becomes effective immediately upon adoption.

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

AED/CPR Course will be scheduled for October 8, 2013 from 10:00am – 2:00pm. Training will be open to all Village Staff, Code Enforcement Officers and Trustees. Cost will be \$45.00 pp. Sandra Nicoletti made a motion for the Village to pay for any Staff, Code Enforcement or Trustee who wishes to attend the training at a cost of \$45.00 pp, Kathy Matthews seconded the motion. Aye, S. Nicoletti, K. Matthews, C. Lane, C. Vitkun, B. Donovan. Nay, 0.

The Village Phone System is not working. Callers cannot leave messages, the main line works some days and not others and there is constant static. Discovered that we do not own the system, only rent for \$75 a month. The past five years has cost the Village \$4,500 and does not include a Service Contract. The Company Representatives will not talk to us because we do not have a contact. It will cost almost \$350 to have someone come to the office to see if they can fix the phones we don't own; that is if they can be fixed. We asked for and received a proposal from Technology Services of Long Island for a new phone system that we would own for \$4,527. Proposal includes all parts, labor and a three year warranty on the phones. The Village of Old Field uses this system. After discussion the subject was tabled until next month so that additional information requested by the Board could be provided. Code Enforcement reported that they have hired two new Officers. DOT reported that the Village currently has \$42,869.38 available in CHIP's money. We are submitting receipts totaling approximately \$4,700 for berms and street signs repaired and purchased earlier this year.

Event for Cash was approved on October 12th (What does this mean?)

Bills: (Where are the motions to pay the vouchers?)

This is in the wrong place and a duplicate!

Motion was made by Kathy Matthews to increase the cost of the road opening fee from \$75 to \$250 seconded by Carol Lane. Aye, K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0

Correspondence: None

Resident Comments: None

Motion to adjourn was made by K. Matthews at 8:20 pm

07/25/2013 Board of Trustees Mtg

MINUTES OF THE July 25, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees: Kathy Matthews, Carol Lane,. Also present were Treasurer John Lane, via phone Peter Sverd. Excused: Christine Vitkun and Sandy Nicoletti

A motion was made by Kathy Matthews seconded Carol Lane to accept the Treasurers Report. Aye, K. Matthews, C. Lane and B. Donovan. Nay 0.

A motion was made by Kathy Matthews to accept the additional purchase of the security camera seconded C. Lane. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by Kathy Matthews to approve party for the Masters on August 17th at Trustee's Park, seconded by Carol Lane. Aye C. Lane, K. Matthews and B. Donovan

Nay 0

A motion was made by Kathy Matthews to approve the NYCOM seminar for four (4) – 1 clerk and 3 trustee's. Seconded by Carol Lane. Aye C. Lane, K. Matthews and B. Donovan

Nay 0

Mayor's Report

FEMA – they lost our paperwork for the \$40,000 reimbursement, but then was told they located the paperwork.

Security System – was installed and purchased for an additional \$500 for security camera and installation

A motion was made by Kathy Matthews to accept the additional purchase of the security camera seconded C. Lane. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

Personnel Record Policy – introduced a policy for who can review personnel files

A motion was made by Kathy Matthews to accept new policy seconded by Carol Lane. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

Treasurer's Report

Discussed the outstanding village taxes

Requested that if accounts are not used not to show them on the report

Trustees Reports:

Carol Lane – Shore Road was cleaned, wood/lumber still has not been removed from water

Kathy Matthews – nothing to report, roads were swept

Sandy Nicoletti - Reported by Frank Schaffer two (2) court cases

Christine Vitkun - excused

A motion was made by Kathy Matthews to approve party for the Masters on August 17th at Trustee's Park, seconded by Carol Lane. Aye C. Lane, K. Matthews and B. Donovan

Nay 0

A motion was made by Kathy Matthews to approve the NYCOM seminar for four (4) – 1 clerk and 3 trustee's. Seconded by Carol Lane. Aye C. Lane, K. Matthews and B. Donovan

Nay 0

Discussed with Peter Sverd, Attorney, a new application in for ZBA, requesting a 8' fence.

Old Business: None

New Business:None

Bills: None

Correspondence: None

Resident Comments: None

Motion to adjourn was made by K. Matthews at 7:32 pm

07/11/2013 Board of Trustees Mtg

MINUTES OF THE July 11, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Christine Vitkun, Kathy Matthews, Sandy Nicoletti. Also present were four (4) residents. Excused were Trustee Carol Lane, and Treasurer John Lane.

A motion was made by Kathy Matthews seconded Christine Vitkun to approve the minutes of June 27, 2013. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by Sandy Nicoletti to approve the minutes of the Organizational Meeting on July 1, 2013 seconded Christine Vitkun. Aye S. Nicoletti, C. Vitkun, and B. Donovan. Nay 0.

A motion was made by Sandy Nicoletti and seconded by Kathy Matthews to approve the Girl Scout's request to proceed with their "Buy-a-Brick Silver Star project to install a path from the road to the Gazebo at Mayors' Memorial Park. Aye C. Vitkun, B. Donovan. Nay 0.

A motion was made by Kathy Matthews seconded by Sandy Nicoletti to explore acquiring a credit card machine. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 1 voucher totaling \$35.00, 4 vouchers totaling \$594.56, 8 vouchers totaling \$507.80 and 16 vouchers for \$5,557.87. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by Sandy Nicoletti to increase Joseph Arico's annual salary from \$19,359.96 (which was approved on 5/27/13) to \$22,800.00, which is equivalent to an annual increase of \$3,440.04. Seconded by Kathy Matthews. Aye S. Nicolette, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by Kathy Matthews to obtain a postage machine for the clerk's office seconded by S. Nicoletti. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Presentation: Girl Scout's – Kylie Lavrenchik and Kendall Parrish presented their Silver Star "Buy-a-Brick" Project at Mayors' Memorial Park to the Board of Trustee's for approval.

Old Business:

FEMA – received a reimbursement check for \$888.76 for Hurricane Sandy.

Boat Racks – Jay is adding slats to the boat rack at Walnut Park

AED – Received equipment today.

Security System – New system will be installed on Friday 12th.

Trustee Park Communal Gardens – a meeting with Mike to discuss how we are going to number the new garden plots will be scheduled for next week.

Newsletter – no changes

RS Abrams – is currently working on the Village's annual audit

Sweeping/Drains – Sweeping will be done on Tuesday (weather permitting)

Tree Inventory Grant – The Village is applying for a Tree Inventory Grant thru NYS DEC Urban Forestry Program

New Business:

Credit Card Machine: B. Donovan will explore obtaining a credit/debit machine from NYS.

Postage Machine: Will be renting a machine from Pitney Bowes for 60 days free and thereafter approximately \$20 a month.

Backup System: Will be Applying for a Backup System (Generator) Grant. The deadline is August 1, 2013.

Shared Service Webinar: Village Hall on Tuesday, 7/30 at 2:00 pm. Let B. Donovan know if you are interested in attending.

Boat Racks: The boat racks are completed. A resident who was notified to remove her boats, failed to remove them from the racks. This resident received a summons and her boats were confiscated and taken to Village Hall. The Village has her on surveillance removing her boats from Village Hall.

Bills: A motion was made by Kathy Matthews seconded by Sandy Nicoletti to approve 1 voucher totaling \$35.00, 4 vouchers totaling \$594.56, 8 vouchers totaling \$507.80 and 16 vouchers for \$5,557.87 Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

Correspondence: Received letter from FEMA confirming that we should be receiving 75% reimbursement for Snow and Debris removal incurred during the near blizzard, NEMO.

Resident Comments: A resident commented that the drain pipe located at Van Brunt Manor Road (Green Side) has many “drain” flies and asked the Board if there was anything the Village could do about them. The Board will look into the matter.

Motion to adjourn was made by C. Vitkun at 7:50 P.M.

07/01/2013 Organizational Mtg

MINUTES OF THE JULY 1, 2013 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, Christine Vitkun, Treasurer John Lane & Deputy Clerk Joan Hubbard. Trustee Kathleen Matthews was excused.

APPOINTMENTS

The Mayor requested the following appointments:

- Deputy Mayor, Carol Lane
- Treasurer, John Lane
- Deputy Treasurer, Christine Vitkun
- Village Clerk, Annette
- Deputy Village Clerk, Joan Hubbard
- Building Inspector – Joseph Arico
- Vital Statistics Registrar, Annette Alfieri
- Zoning Board of Appeals Chair, Karen Sartain
- Zoning Board of Appeals Member, Karen Sartain (5 year term)
- Planning Board, Chair, Roger Flood
- Planning Board Member, Theodore Masters (7 year term)
- Associate Justices, Sara Tully & Ronald Lavita
- Prosecutor, James Deana
- Historian, Chris Ryon

Appointments were approved on a motion by C.Vitkun seconded by C. Lane, Aye

C. Vitkun, C.Lane, B. Donovan, S. Nicoletti; Nay 0

Swearing In Ceremony:

The Mayor swore in the following:

- Annette Alfieri, Village Clerk
- Annette Alfieri, Vital Statistics Registrar

The Clerk swore in the following:

- Carol Lane, Trustee
- John Lane, Treasurer
- Joseph Arico, Building Clerk
- Joan Hubbard, Deputy Clerk
- Joan Hubbard, Deputy Statistics Registrar

Note: Kathleen Matthews was sworn in by the Mayor on Thursday, June 27, 2013.

Commissioners

The Mayor requested the following appointments:

- Environment: Richard Parrish
- Grounds Maintenance, Roadsides, Beaches & Parks: Carol Lane
- Roads, Drains and Stormwater: Kathleen Matthews
- Sandra Nicoletti: Public Safety
- Christine Vitkun: Finances & Web Site
- Environment: Richard Parrish
- Harbor & Waterways: John Lane
- Trustees Park: Ted Masters
- Trustee Park Communal Gardens: Michael Petroske
- Emergency Preparedness: Barbara Donovan

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

Aye C. Vitkun, C.Lane, B. Donovan, S. Nicoletti; 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 2013 and December, 2013 at which time the only regular meeting will be held on November 21, 2013 and December 19, 2013 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 2014 meeting of the Village of Poquott shall be held on Monday, July 7, 2014 at 7:00 P.M.
- **Official Procedure –Resolved** that The Incorporated Village of Poquott Rules of Procedure Policy adopted October, 2012 is 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.

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

2. 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.

- **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 2013-2014. 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 the Village 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 after 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 by the Village's designated Tow Company and brought to the Tow Company's place of business 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.
- **Residency Requirements-Resolved** that the residency requirement for the Village Clerk, Justice, Court Clerk, Associate Justice, Prosecutor, Building Inspector and Historian 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 is hereby authorized to make payment prior to audit by the Board of Trustees of public utility services, payroll and payroll taxes, charge cards, postage, freight and express charges; it is further;
- **Resolved** that the Village Treasurer or Deputy Treasurer is 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 and the Birchwood/Walnut Path-Resolved** that the Board of Trustees of the Village of Poquott hereby declare that because of the absence of necessary resources available to maintain the areas known as Steve's Path on Tinker Bluff Court and the Birchwood/Walnut Path from December 1st to March 31st each year any resident using Steve's path during the above designated period of time will do so at their own risk.
- **New York State Building Code-Resolved** that the Board of Trustees of the Village of Poquott adopts the New York State Unified Building Codes.
- **Policies and Procedures-Resolved** that the Board of Trustees of the Village of Poquott adopts the following Polices & Procedures as approved or amended:
 - Code Enforcement Standard Operating Guidelines – March 14, 2013
 - Computer Repurposing & Decommissioning – March 8, 2012
 - Continuity of Operations Plan – September 13, 2012
 - Credit Card Policy – August 9, 2012

- Code of Ethics – Jan. 17, 2012
- Emergency Operations Plan – Jan. 1, 2012
- Investment Policy – July, 2012
- Pay Policy – June 1, 2013
- Petty Cash Accounts Policy – June 14, 2012
- Procurement Policy – February 23, 2012
- Rules of Procedure Policy – October 11, 2012
- Travel Policy – June 14, 2012
- Violence in the Workplace Policy – June 14, 2012

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

All 25 Resolutions are adopted by the Board of Trustees on a motion by C. Lane seconded by S. Nicoletti Aye; C. Vitkun, C.Lane, B. Donovan, S. Nicoletti; 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

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

The meeting adjourned at 8:11 on a motion by C. Lane

06/27/2013 Board of Trustees Mtg

MINUTES OF THE JUNE 27, 2013 BUSINESS 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, Sandra Nicoletti, Christine Vitkun; John Lane, Treasurer; Peter Sverd Attorney; Eileen Harvey, past Village Clerk; also present William Schaub, Setauket Fire Department and 3 residents.

- A motion was made by S. Nicoletti and seconded by C. Vitkun to approve the purchase of two Tri Data AEDs, 1 wall cabinet and portable carrying case for \$3,400 plus shipping. Aye C. Lane, K. Matthews, S. Nicolette, C. Vitkun and B. Donovan. Nay 0
- A motion was made by Kathy Matthews, seconded by C. Lane 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. Vitkun, seconded by C. Lane to up-date our security system for \$2,880. 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 Poquott Civic Association's Fish Fry on the August 24th, rain date August 25th. Aye, K. Matthews, S. Nicolette, K. Matthews. C. Vitkun and B. Donovan. Nay 0
- A motion was made by C. Lane, seconded by K. Matthews to approve 16 vouchers at \$2,566.05; 2 Vouchers at \$531.59. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and Barbara Donovan. Nay 0.

Presentation by William Schaub – Automated External Defibrillator (AED)

William Schaub discussed Chapter 552 of the Laws of 1998 Authorizing Public Access Defibrillation which requires the Village under Title 9 of Executive Law Subtitle G article 303.1 and PHL article 225-5(b) to have trained providers and an AED on site. Discussion followed.

A motion was made by S. Nicoletti and seconded by C. Vitkun to approve the purchase of two Tri Data AEDs, 1 wall cabinet and portable carrying case for \$3,400 plus shipping. Aye C. Lane, K. Matthews, S. Nicolette, C. Vitkun and B. Donovan. Nay 0

Treasurer's Report – John Lane

- The Treasurer discussed the difference(s) in premium rates between insurance companies represented by Salerno Brokerage Corp. American Alternative Insurance Co. (AAIC) has the best one. The next best one is with our current carrier, US Spec. Our current insurance policy expires on June 30th. The board needs to make a decision tonight.
- As neither the Treasurer nor the Board had time to review the proposed policies prior to this meeting, the Board instructed the Treasurer to review and discuss them with our Broker and email his findings to the Board before July 1st so that the appropriate policy can be approved at the July 1st Organizational meeting.
- The Treasurer reviewed the May 31, 2013 budget report. He suggested that the Trustees make a motion to move funds from items over their budget line into those items that are deficient. After discussion it was decided that the board would not approve the May Budget Report until the adjustments were made and the funds reallocated.
- A motion was made by Kathy Matthews, seconded by C. Lane to approve the Treasurer's Report. Aye, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0

Mayor's Report

- FEMA Update – Received notice that we should be receiving our reimbursement checks for Sandy and Nemo from the Federal Government shortly.
- Trustee's Park Communal Gardens – Residents wishing to use the Village Garden Plots will be required apply for a permit and sign a yearly lease. Residents will be responsible for maintaining their assigned plot.
- Village Hall Security System - Our security system is over 10 years old and needs to be updated. At this time we are running four old cameras that display on a 10 year old TV on a shelf in the Code Office. It is time to upgrade; the old system cannot be supported much longer. Eye On You, our security company has sent me a proposal for an upgrade which will include a digital eight channel video recorder, remote viewing, 19 inch high resolution flat screen color monitor, high resolution day/night infrared vandal proof cameras with Auto focus, all labor, connectors and programming. The cost is \$2,880.
- A motion was made by C. Vitkun, seconded by C. Lane to up-date the Village Hall security system for \$2,880. Aye, C. Vitkun, C. Lane, K. Matthews, S. Nicoletti, and B. Donovan; Nay 0.
- Revised drawing of the Village Hall Addition was reviewed and approved. Mayor will instruct Joe Arico to instruct the Architect, Thomas Valois, to go ahead with the construction drawing.
- Kendall Parrish and Kylie Lavrenchik have requested permission to create a "Stepping Stone" path for the Gazebo at California Park as their Girl Scout Silver Star Project. The Mayor will meet with the girls to further discuss their proposal and have them present the finished project report to the Board at a later date.

Trustee Reports

Carol Lane

- Ground Maintenance: Kent completed all the jobs on the list. Carol instructed the Clerk to release his check.
- Privet hedges: Pristine wants \$2,900 to cut the hedge to 8 foot. Will call Norse to see how much he will charge to cut down and take away.
- Roadsides: Kent cut back holly bushes. Called Kent to clean up that and the cuttings he left along the triangle
- Beaches & Parks: Dinghy rack(s) on Van Brunt Manor Road needs to be cleaned up. There are boats with no stickers. Code will follow-up.

Resident Comments: The stop sign at the corner of Cedar Avenue and Washington St. still needs to be cleared. Carol Lane will contact Pristine again.

Kathy Matthews

- Drains: Sweeping will be done on Tuesday weather permitting. Drain cleaning will follow.
- Roads: Town of Brookhaven completed filling pot holes.

Resident Comments: The berm on Van Brunt Manor Road has not been repaired. Code will check out and get back to Kathy.

Sandy Nicoletti

- Public Safety: Code has reported that several residents have requested a handicapped parking space be created at Walnut Beach in the cul-de-sac area. Carol Lane will go with Code to see where the space will be located.
- Sandy Nicoletti will be interviewing two (2) more code enforcement applicants for the replacement of Vinnie who will be leaving in two (2) weeks.
- Issue with one of the Code cars again! No oil and no antifreeze. Bobby will check it out and see if the cap was loose.

Resident Comments: None

Christine Vitkun

- Finances: The following vouchers were reviewed: 16 vouchers at \$2,566.05; 2 vouchers at \$531.59.

- A motion was made by C. Lane, seconded by K. Matthews to approve 16 vouchers at \$2,566.05; 2 Vouchers at \$531.59. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and Barbara Donovan. Nay 0.
- Website: Chris reported that she is having difficulty getting on to the Website to add or remove information. She will contact Frank at Stafford.

Resident Comments: None

Newsletter: Coming along. The design is complete just need to set up whether we will give them the information to post or if we will do it ourselves.

Waste Management: None

Environmental Action Committee: None

Building Inspector: None

Attorney: None

Planning Board: None

ZBA: None

New Business:

Bills:

Correspondence: The Board of Trustees received a thank you note from Eileen Harvey thanking them for her

Retirement Coffee Reception.

General Public Comment: None

A motion to adjourn at 8:55 P.M. was made by C. Vitkun.

05/23/2013 Board of Trustees Mtg

MINUTES OF THE MAY 23,2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present Mayor Barbara Donovan, Trustees Carol Lane, Kathleen Matthews, and Sandra Nicoletti; absent Trustee Christine Vitkun. Also present Village Attorney Peter Sverd and 7 residents.

Motions

- 1) A motion to approve Karen Sartain as chair of the Zoning Board of Appeals was made by C. Lane, seconded by K. Matthews, Aye C. Lane, K. Matthews, S. Nicoletti, Nay 0.
- 2) A motion to approve Randolph Pelosi as a member of the Zoning Board of Appeals was made by K. Matthews, seconded by C. Lane, Aye C. Lane, K. Matthews, S. Nicoletti, Nay 0.
- 3) A motion to accept the Treasurers report was made by C. Lane. Seconded by K. Matthews, Aye C. Lane. K. Matthews, S. Nicoletti, B. Donovan, Nay 0.
- 4) A motion to approve the budget transfers as requested was made by S. Nicoletti, seconded by C. Lane, Aye C. Lane, K. Matthews, S. Nicoletti, B. Donovan, Nay 0.
- 5) A motion to appoint Frank Shaffer as Deputy Chief Code Enforcement Officer was made by C. Lane, seconded by K. Matthews, Aye C. Lane, K. Matthews, S. Nicoletti. B. Donovan, Nay 0.
- 6) A motion to change the start time for night differential to 10:00 P.M. from 11:00 P.M. was made by K. Matthews, seconded by C. Lane, Aye C. Lane, K. Matthews, S. Nicoletti, B. Donovan, Nay 0.
- 7) A motion to pay 26 bills in the amount of \$5130.00 was made by S. Nicoletti, seconded by K. Matthews, Aye C. Lane, K. Matthews, S. Nicoletti, B. Donovan, Nay 0.

Appointments- Mayor B. Donovan proposed the following appointments.

Zoning Board of Appeals Chair- Karen Sartain, Motion to approve-C. Lane, seconded by K. Matthews- Aye C. Lane, K. Matthews, S. Nicoletti. Nay 0.

Board of Appeals member – Randolph Pelosi-Motion to approve K. Matthews, seconded C. Lane, Aye C. Lane, K. Matthews, S. Nicoletti, Nay 0.

Treasurer's report- The Treasurer reviewed the Balance Sheet and Revenue and expense report.

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

Several budget accounts exceed their allocated numbers and need to be adjusted.

To	Amount	From
A1410.4 Clerk	\$404.00	A1980.0-Contingency
A7111.4 Trustees	\$159.00	A7110.4-California
A7112.4 Walnut	\$2233.00	A8540.4-Drains
A5182.4 Street Lighting	\$126.00	A1980.0-Contingency
A5110.5 Snow plowing	\$12000.00	A1421.4-Litigation
A5110.5 Snow plowing	\$1257.00	A1980.0-Contingency

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

MAYORS REPORT

1) FEMA—B. Donovan reported that based on correspondence and conversations with FEMA the village can expect the following estimated reimbursements:

Nemo-\$15000.00

Sandy- \$40000.00

2) Street sweeping—after two equipment breakdowns the street sweeper will start as soon as weather permits.

3) Municibid- NYCOM has recommended a municipal equipment bid firm that does on-line auctions for municipalities. The Village would be able to utilize them to sell our vehicles without having to advertise.

TRUSTEE REPORTS

Carol Lane

1) Ground Maintenance—C. Lane did a review of the Village with Kent of Pristine Landscaping and noted several fire hydrants needing to be cleared as well as several street signs. The playground at Mayors' Memorial Park needs to be rehabbed.

2) Roadsides—Holley bushes are protruding into Van Brunt Manor Road affecting traffic. Pruning will be required when it is determined whose property the bushes are on.

Public Comments

1) Resident—the phragmites at the corner of Shore road and Van Brunt are over grown. Ans. The DEC will not allow cutting.

Kathleen Matthews

1) Drains—3 quotes were received for cleaning. Dejana Industries was the lowest responsible bidder.

2) Roads—the berm repairs on Chestnut cannot be done until the vehicle partly on the roadway is removed. The vehicle is scheduled to be removed early next week.

3) Storm Water—the bio-retention basin was cleaned

Public comments—none

Sandra Nicoletti

1) Public Safety

a) S. Nicoletti requested that Frank Shaffer be promoted to Deputy Chief Code Enforcement Officer. A motion to approve was made by C. Lane, seconded by K. Matthews, Aye S. Nicoletti, C. Lane, K. Matthews, B. Donovan, Nay 0.

b) A request to have the night differential start time moved to 10:00 pm was approved on a motion by K. Matthews, seconded by C. Lane Aye S. Nicoletti, C. Lane, K. Matthews, B. Donovan, Nay 0.

Public comments

1) Resident—several residents have been having problems with one of the cottages located at 15 Van Brunt Manor Road. It appears that the tenant is conducting a recycling business and that the operation is noisy. Ans. Public Safety cannot go on private property.

ADDITIONAL REPORTS

1) Newsletter—coming along.

2) Environment—NYS governor held a meeting at SUNY Stony Brook to discuss LIPA restructure.

3) Building Inspector—requested a meeting with the Village Attorney to review codes that may need to be updated.

4) Parks & Beaches—Public Safety needs to check all vehicles for stickers

5) Attorney—we need to send a bill for the tree removal at 19 Birchwood Ave. to the mortgage company.

NEW BUSINESS

Bills—one abstract for 26 vouchers totaling \$5130.00 Approved to pay on a motion by S. Nicoletti, seconded by K. Matthews, Aye C. Lane. K. Mathews, S. Nicoletti, B. Donovan, Nay 0.

CORRESPONDENCE

1) Letter from Village Clerk E. Harvey tendering her resignation effective 6/27/2013.

PUBLIC COMMENTS

None

A motion to enter into executive session to discuss a personnel issue was made by S. Nicoletti

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

05/09/2013 Board of Trustees Mtg

MINUTES OF THE MAY 9, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustee Christine Vitkun and Sandy Nicoletti. Also present were Deputy Clerk, Joseph Newfield and 5 residents. Excused were Trustee Carol Lane, Kathleen Matthews and Treasurer John Lane.

A motion was made by Sandy Nicoletti seconded Christine Vitkun to approve the minutes of April 25, 2013. Aye S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to accept the quote in the amount of \$1,552.50 from Direct Drainage, Inc. for the Port A Lav's for Trustee Park, Walnut Park and California Park. Aye S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve 16 vouchers totaling \$17,939.84, 2 vouchers totaling \$1,388.10, 3 vouchers totaling \$291.21 and 1 voucher for \$660.00. Aye S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Other Business

Sandy: B. Donovan met with a FEMA representative about our missing project. It has been located and it looks like we may be reimbursed for our \$1,000.00 insurance deductible. We should receive the project report within the next two weeks.

NEMO: Our preliminary report has been faxed to the State. We should see reimbursement of about \$15,000.00.

Boat Racks: The boat racks are completed. A resident who was notified to remove her boats, failed to remove her boats from the racks. This resident received a summons and her boats were confiscated and taken to Village Hall. The Village has her on surveillance removing her boats from Village Hall.

Sheriff's Assistance Labor Program: This program was a great help to the Village. The inmates cleaned our Bio-retention area and spread the playground mulch at Trustees Park.

Street Sweeping: This should be completed next week.

RS Abrams: We still haven't received confirmation regarding listing insurance money received in this fiscal year which will be spent in the next fiscal year.

California Play Ground: We didn't order mulch for the California Playground as it was in need of only a minimal amount. We will have our handyman pick up some bags of mulch to cover the needed areas.

Website: The cost for the proposed changes to our website is \$135.00 an hour and it will take approximately 2 hours for the changes.

New Business:

Code Enforcement: The Village is researching leasing instead of purchasing a vehicle for Public Safety.

Drains: The Village is in the process of obtaining quotes for cleaning the drains in the Village.

Storage Garage Replacement: We are currently looking into taking down the current garage and extending the back room and attaching the garage to our building. B. Donovan will be meeting with our building inspector and an architect to discuss our options.

Port A Lav's: A motion was made by S. Nicoletti seconded by C. Vitkun to accept the quote in the amount of \$1,552.50 from Direct Drainage Inc. for the Port A Lav's for Trustee Park, Walnut Park and California. Aye S. Nicoletti, C. Vitkun and B. Donovan. Nay 0

Permits: No new requests.

Bills: A motion was made by S. Nicoletti seconded by C. Vitkun to approve 16 vouchers totaling \$17, 939.84, 2 vouchers totaling \$1,388.10, 3 vouchers totaling \$291.21 and 1 voucher for \$660.00. Aye S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None

Resident Comments:

Resident: J. Richardson, Edward Schmidt, Jr. and Rachel Thayer are working to get the Poquott Civic Association up and running. Response: We wish you success.

Motion to adjourn was made by C. Vitkun at 7:50 P.M.

04/25/2013 Board of Trustees Mtg

MINUTES OF THE APRIL 25, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Mayor Barbara Donovan, Trustees Kathleen Matthews, Sandy Nicoletti and Christine Vitkun. Also present was Deputy Clerk, Joseph Newfield and 3 residents. Trustee Carol Lane and Treasurer, John Lane had a prior commitment and arrived at 7:40 P.M.

Public Hearing

Mayor, Barbara Donovan opened the Public Hearing at 7:00 P.M. for Local Law 2 of 2013. A Local Law Amending Chapter 32 Section 22 of the Code Designating Records Access Officer.

No discussion or comments from the Board.

No discussion or comments from the Public.

A motion to adjourn the Public Hearing was made by K. Matthews at 7:02 P.M.

Mayor, Barbara Donovan opened the Public Hearing at 7:03 P.M. for Local Law 3 of 2013. A Local Law Amending Chapter 127 Article 1 Prohibiting the Deposit of Garbage and Rubbish, as well as Amending Article 3 to add a definition of the word "Litter" and other words used in the said Chapter.

No discussion or comments from the Board.

No discussion or comments from the Public.

A motion was made by S. Nicoletti to adjourn the Public Hearing at 7:05 P.M.

Mayor, Barbara Donovan opened the Public Hearing at 7:06 P.M. regarding the proposed 2013/2014 budget.

No discussion or comments from the Board.

No discussion or comments from the Public.

The Village Clerk informed the Board that a call has been placed to our auditors R.S. Abrams questioning how we are to record insurance money that was received in this fiscal year but will not be expensed until the 2013/2014 budget.

Clarification of this question has not been received as of this meeting.

A motion to adjourn the Public Hearing was made by C. Vitkun at 7:11 P.M.

Regular meeting opened at 7:12 P.M.

A motion was made by C. Vitkun seconded by S. Nicoletti to accept the minutes of the April 11, 2013 meeting. Aye C. Vitkun, S. Nicoletti, K. Matthews, and B. Donovan. Nay 0.

A motion was made S. Nicoletti seconded by C. Vitkun that the Board concluded that Local Law 2 of 2013 entitled: Amendment to Chapter 32 Section 22 of the Village of Poquott, identifying the Public Records Access Officer of the Village of Poquott, is a Type II action pursuant to the SEQRA regulations, 6 NYCRR 617.5 (c) (20) and hence, is not subject to the requirements of SEQRA. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to adopt Local Law 2 of 2013 entitled: Amendment to Chapter 32 Section 22 of the Village of Poquott, identifying the Public Records Access Officer of the Village of Poquott. Aye C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun that the Board concluded that Local Law 3 of 2013 entitled: Amendment to Chapter 127-1 and 127-3 of the Village of Poquott, To Include the Definition of "Litter", as well as Prohibiting the Deposit of Garbage and Rubbish in 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 requirement of SEGRA. Aye S. Nicoletti, C. Vitkun, K. Matthews and B. Donovan. Nay 0.

A motion was made by K. Matthews seconded by S. Nicoletti to adopt Local Law 3 of 2013 A Local Law amending 127-1 of Article 1 of Chapter 127 of the Code of the Incorporated Village of Poquott Prohibiting the Deposit of Garbage and Rubbish, as well as amending 127-3 to add a Definition of the word "Litter" and Other Words Used in the Said Chapter. Aye K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Vitkun seconded by K. Matthews to approve the proposed 2013/2014 budget. Aye C. Vitkun, K. Matthews, S. Nicoletti and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve the following salary increases effective starting May 27, 2013.

Donald McIntosh \$15.50

Robert Fikar 20.00

Frank Schafer 16.50

Robert Shannon	14.00
Vincent Siegel	14.00
Jon Tishkowitz	14.00
Joe Newfield	18.00
Joan Hubbard	15.50
Annette Alfieri	19.00

Monthly Payments

James Deanna	\$ 175.00
Christine Wood	350.00
Joseph Arico	1,613.33

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 transfer \$1,700.00 from Contingency #A1980.0 to Grounds Maintenance #8510.4. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

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

A motion was made by C. Lane seconded S. Nicoletti to approve the attached pay increases effective May 27, 2013. 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 approve 12 vouchers totaling \$10,097.18. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Mayor's Report

FEMA Update: We are still following up on Category A (\$40,000) reimbursement. B. Donovan has made several calls regarding this reimbursement.

We have received notification that the Village will receive reimbursement for expenses incurred during the snow storm of February 8, 2013 (NEMO). The reimbursement will only cover a 48 hour period.

Sheriff's Department-SLAP Program: Nonviolent inmates supervised by Sheriffs will be in the Village cleaning our Bio retention area and spreading mulch in the playground area at Trustees Park on Wednesday and Thursday.

Dejana Industries, Inc. has given a quote of \$120.00 a day for the street sweeping.

A letter needs to be sent to the resident at Singingwood where drain work is going to be done. The resident needs to know that if there is any damage to their property the Village will make the repairs. Attorney P. Sverd is to prepare

this letter.

Treasurer's Report-John Lane

John reviewed the financials of the Village. It was recommended that \$1,700.00 be transferred from contingency to grounds maintenance. A motion was made by C. Lane seconded by S. Nicoletti to transfer \$1,700.00 from Contingency #A1980.0 to Grounds Maintenance #A8510.4. Aye C. Lane, S. Nicoletti, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

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

Trustee Reports

Carol Lane

Grounds Maintenance: Pristine Landscaping Inc. has started their season maintaining the Village properties.

Mulch for the playground at Trustees Park is being delivered on Tuesday.

A rail at the Van Brunt Manor triangle needs to be replaced.

We need to get a quote for the removal of the tree on the roof at 19 Birchwood Avenue.

Resident Comments: None

Kathy Matthews

Drains/Stormwater: We are in the process of obtaining quotes for cleaning drains in the Village.

K. Matthews to follow up with Carrie O'Farrell to see that our Stormwater report is/or has been sent to Stafford Associates and that it will be placed on our website.

Roads: The pot holes will be filled after the roads are swept.

Resident Comments: None

Sandy Nicoletti:

Public Safety: The officers are working different hours; some mornings are now being covered.

A new Public Safety Officer starts this week.

Violations are up.

Resident Comments: None

Christine Vitkun

Finances: Previously discussed.

Website: The proposal from Technology Service of Long Island to handle our website does not indicate if training is included with the new website. We need to verify if training is included. B. Donovan will check if training is included.

Resident Comments: None

Newsletter: B. Donovan and K. Matthews are currently working on the newsletter.

Attorney: Nothing new.

Planning Board: 10 Bayview Court is still waiting for approvals from Suffolk County for the subdivision.

MCBBLA Family Trust dock application is 90% finished.

Bills: A motion was made by C. Lane seconded by S. Nicoletti to approve 12 vouchers totaling \$10,097.18. Aye C.

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

Correspondence: None

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

04/11/2013 Board of Trustees Mtg

MINUTES OF THE APRIL 11, 2013 PUBLIC HEARING HELD AT 7:00 P.M. AT VILLAGE HALL

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

Unsafe conditions at 19 Birchwood Avenue-

The hearing was opened by Mayor Donovan with an explanation of why the Village was required to designate the property as unsafe. The hearing was then opened to comments from the floor.

No comments.

The hearing was adjourned at 7:15 P.M. on a motion by C. Lane

MINUTES OF THE BUSINESS MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT 7:15 p.m. AT VILLAGE HALL.

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

MOTIONS

- 1) A motion to declare # 19 Birchwood Avenue as unsafe was made by K. Matthews, seconded by C. Lane Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 2) A motion to accept the March 28, 2013 minutes as corrected was made by C. Lane, seconded by K. Matthews, AYE B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 3) BE IT RESOLVED that the Incorporated Village of Poquott hereby acknowledges that the budget for the fiscal year 2013-2014 will exceed the 2% cap allowed by NYS law and has therefore voted to exceed such cap on a motion by C. Lane, seconded by C. Vitkun, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun Nay 0.
- 4) BE IT RESOLVED that the Incorporated Village of Poquott hereby declares that the Village will not have a personal voter registration day and further RESOLVES that the Village of Poquott will use the Suffolk County Board of Elections Voter registration rolls as the Village registration for the June 18,2013 Village elections. Motion by C. Vitkun, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 5) BE IT RESOLVED that the incorporated Village of Poquott hereby designates the Village hall as the polling place for the Village of Poquott and that said polling place will be open from Noon to 9:00 P.M. for Village Election day. Motion by S. Nicoletti, seconded by C. Vitkun, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, CF. Vitkun, Nay 0
- 6) A motion to pay bills as follows 13 bills for \$1507.41 and 2 bills for \$1589.31 was made by C. Lane, seconded by

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

A motion to declare the residence at 19 Birchwood Avenue an unsafe property was made by K. Matthews, seconded by C. Lane, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.

The Minutes of the March 28, 2013 meeting of the Village Board were accepted as corrected on a motion by C. Lane, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.

BUDGET—

J. Lane reviewed the latest revision to the budget numbers and the proposed tax rate to fund the increase in expense. He also stated that the proposed budget would exceed the 2% cap and therefore the Board would have to pass a resolution to override the 2% cap. A motion to pass a resolution to override the 2 % cap for the 2013-2014 fiscal year budget was made by C. Lane, seconded by C. Vitkun, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay . Mayor Donovan stated that she had learned at the NYCOM class she attended on April 8, 2013 that both the state aid and chips money to the villages had been increased by NYS. She will obtain the numbers and they will be inputted into

April 11, 2013 minutes continued

the revenue side of the 201302014 budget before the final approval date. The Mayor also stated that at the same class she had gotten data on the 1% utility tax and the benefits to the village if adopted.

OTHER BUSINESS

- 1) Mayor Donovan stated that FEMA had paid the C and B claims from Sandy and the A portion of the village claims was still pending approval and payment.
- 2) The 2004 jeep needs to have the window mechanism replaced as the drivers side window is inoperative. After discussion it was determined that an estimate should be obtained.
- 3) C. Lane reviewed the information she had obtained on playground mulch. To utilize Flbar it would cost \$42.95 a cubic yard which would mean that 30 cubic yards would be \$1288.00 and 50 cubic yards would be \$1800.00. She had also priced an organic mulch which costs 22.00 per cubic yard for 25 cubic yards at \$597.00 and 50 cubic yards at \$660.00. After discussion it was determined that more info was needed on “organic Mulch” before a decision could be reached.
- 4) Mayor Donovan informed the board that the Walnut Beach project was moving forward with a possible resolution of engineering, costs and labor to be determined soon.

NEW BUSINESS

- 1) The Mayor met with the Town of Brookhaven supervisor and discussed snow removal and street sweeping.

- 2) It was determined that although the Town would sweep the streets the question of when was vague. The Board will have an outside source quote a price for street sweeping to determine if it would be better to wait or contract out the sweeping.
- 3) The newsletter is in progress. Input for a second page etc. is needed.
- 4) C. Vitkun raised the question of Belgium block replacement. Answer-If the Belgium block was originally placed in the right of way by the developer and the roads were accepted by the village.The Village replaces the blocks. If installed by the home owner it is the home owners responsibility to replace them.
- 5) BE IT RESOLVED that the Incorporated Village of Poquott hereby has determined that there will not be a personal voter registration day in the Village of Poquott. The Village of Poquott will utilize the voter Registration rolls of the Suffolk County Board of Elections for village elections. Motion by C. Vitkun, seconded by K. Matthews, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 6) BE IT RESOLVED that the Village of Poquott hereby declares that Village Hall will be the polling place for the upcoming village elections of June 18, 2013 and the polling place will be open from Noon to 9:00 P.M. on that date. Motion by S. Nicoletti, seconded by C. Vitkun, Aye B. Donovan, C. Lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 7) BILLS—13 bills at \$1507.41 and 2 bills at \$1589.31 were approved for payment a motion by C. Lane, seconded by S.Nicoletti, Aye B. Donovan, C. lane, K. Matthews, S. Nicoletti, C. Vitkun, Nay 0.
- 8) After discussion the board determined that the village hall hours would be changed on June 1, 2013 to the following ; Monday and Friday 9:00 A.M.to Noon, 1:00P.M. to 3:00 P.M. Tuesday thru Thursday 9:00 A.M. to Noon and 1:00 P.M. to 4:00P.M.

CORRESPONDENCE

None

April 11 , 2013 minutes continued

PUBLIC COMMENTS

- 1) Resident—Will the preserve on Washington Street have a walking path constructed on it? Answer – the preserve is the property of Keyspan and public access is prohibited.
- 2) Resident—What was the determination on 19 Birchwood Avenue—Answer—it was deemed unsafe by the board.
- 3) Resident—what was the determination of the bamboo on 19 Birchwood Avenue. Answer—same as above.

4) Resident—Holly bushes are overgrown at the corner of VanBrunt manor Road opposite Sabetelli's. Answer—
Landscapeer will check to see if they are on right of way.

5) Resident—Was the dock application approved? Answer—approved by the Planning Board.

6) Resident—a seawall on the beach is in danger of collapse. Who's responsibility is it to fix? Answer the property
owners responsibility.

The meeting adjourned at 8:20 P.M. on a motion by C. Lane

03/28/2013 Board of Trustees Mtg

MINUTES OF THE MARCH 28, 2013 BOARD OF TRUSTEES MEETING OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

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

A motion was made by K. Matthews seconded by C. Lane to approve the minutes of March 14, 2013. Aye K. Matthews, C. Lane 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 and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to transfer \$1,170.00 from budget line #A1410.4 Supplies and Services to budget line #A1410.2 Capital Expense. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to hold a Public Hearing on April 25, 2013 on our proposed 2013/2014 budget. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to hold a Public Hearing on April 11, 2013 regarding the unsafe condition of 19 Birchwood Avenue. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to approve 1 voucher for \$275.34 and 19 vouchers totaling \$20,580.20. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

Treasurer's Report-John Lane

1. J. Lane reviewed our financials.
2. The Village received its final mortgage tax payment.
3. There is only one resident that has not paid their 2012-2013 taxes.
4. A motion was made by C. Lane seconded by K. Matthews to approve the Treasurer's report. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.
5. A motion was made by C. Lane seconded by K. Matthews to transfer \$1,170.00 from budget line #A1410.4 Supplies and Services to budget line #A1410.0 Capital Expense. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

2013-2014 Budget

1. J. Lane reviewed the budget proposals. Increasing the tax rate to \$15.00 per hundred the Village will collect \$265,435
2. It was recommended by our insurance company to increase our insurance line by 25%.
3. Public Safety wages line is to be reduced by \$1,000.00.
4. Final net revenue will be \$1,666.00
5. A motion was made by C. Lane seconded by K. Matthews to hold a Public Hearing on April 25, 2013 on our proposed 2013/2014 budget. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

FEMA: Goods news, we received confirmation from FEMA that our category B costs totaling \$4,843.83 has been approved. The Village should receive 75% of these fees which would total \$3,632.54. B. Donovan has received notification that \$40,000.00 for Category A is being processed. This may include the \$9,000.00 for debris removal that the Town of Brookhaven handled.

County Wide Hazard & Mitigation Plan Update: B. Donovan attended the Kick-off meeting on March 28, 2013.

1. FEMA Grant awarded for County-Wide Hazard Mitigation Plan
2. FEMA funding is 75%, the County, Towns and Villages responsibility is 25%
3. The Town of Brookhaven's responsibility is \$28,000.00
4. Poquott's share will be funded by labor in lieu of monetary compensation.
5. The Village has committed to participate previously (2008).
6. The Village needs to identify and update our Village mitigation plan.
7. Identify impact on critical Village facilities, structures and private property.
8. The Village will keep track of Hazard Mitigation Planning tasks in excel and send it to the Town as requested.
9. The next meeting is May 5, 2013.

Sand, Snow & Salt Update: The Village has spent a total of \$56,171.46 so far this year.

Minutes of March 28 continued

Trustee Reports:

Carol Lane

Grounds Maintenance:

1. Pristine Landscaping Inc. will be starting mid-April.
2. Norse Tree Service Inc. will be clearing the tree debris at Trustees Park.
3. C. Lane still researching purchasing Fiber for the playgrounds.
4. The torn flag at California Park should be removed. A new flag has been purchased and will replace the old flag.

Resident Comments:

Resident: Do we have a flag for Village Hall? Response: Yes, it was not put up today because of the weather.

Kathy Matthews

Stormwater:

1. Carrie O'Farrell met with B. Donovan and K. Matthews to go over the requirements for Stormwater. She was pleased to see that the Village has begun to assemble the required Stormwater information binder that is required to be available for viewing during an audit.
2. Future newsletters will be placed on the website.

Drains:

1. K. Matthews should contact Rich Parrish about getting quotes to have our drains cleaned.
2. The drain at the foot of Monroe Street needs to be cleaned.

Roads:

1. An update pothole report needs to be completed.
2. In several areas' the berms have been destroyed.

Resident Comments: None

Sandy Nicoletti (Excused)

We have received the judicial grant. C. Wood asked if the Village could look into obtaining a quote for the carpet. Two new lines have been requested for her work station. Possibly a professional organizer could be hired to set up the back.

Resident Comments: None

Christine Vitkun (Excused)

B. Donovan has obtained a proposal from Technology Service of Long Island regarding updating and hosting our website. Please review the proposal and we will discuss it at our next meeting.

Attorney: Is currently working on amending our Rubbish law.

Discussion followed on the unsafe condition of 19 Birchwood Avenue. The Village cannot just go on the property to remove the vegetation and the tree limb on the roof. The Village must hold a public hearing to be able to do this. Residents who live directly behind 19 Birchwood Avenue, misunderstood that the Village would take care of the damage on their property. The Village Attorney reinforced that it is their responsibility to maintain their property and they should file a lien against 19 Birchwood Avenue. A motion was made by C. Lane seconded by K. Matthews to hold a Public Hearing on April 11, 2013 regarding the unsafe condition of 19 Birchwood Avenue. Aye C. Lane, K. Matthews, and B. Donovan. Nay 0.

Planning Board: There is a Public Hearing scheduled for April 2, 2013 regarding the dock application for MCBBLA Family Trust.

Zoning Board of Appeals: No meeting scheduled.

Bills: A motion was made by C. Lane seconded by K. Matthews to approve 1 voucher for \$275.34 and 19 vouchers totaling \$20,580.20. Aye C. Lane, K. Matthews and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None.

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

03/14/2013 Board of Trustees Mtg

MINUTES OF THE MARCH 14, 2013 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 Treasurer, John Lane and 3 residents.

A motion was made by C. Lane seconded by C. Vitkun to approve the minutes of February 28, 2013. 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 appoint Ron Lavita as an Associate Judge. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by K. Matthews to extend our agreement with Pristine Property Care Inc. to handle our grounds maintenance needs for the 2013 season.

A motion was made by S. Nicoletti seconded by C. Lane to pay 19 vouchers totaling \$13,282.66, 2 vouchers totaling \$369.87 and 1 voucher totaling \$55.39. Aye S. Nicoletti, 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 new position of Deputy Chief Code Enforcement Officer. 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 approve the new job descriptions for Code Officers. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve the proposed Standard Operating Guidelines for Code Officers, Enforcement Employment Requirements as amended, and Proposed Code Enforcement Pay Scale Policies for current salaries and Reimbursement Policy for Code Officers. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

Budget 2013/2014

1. Increasing the tax rate to \$14.50 would bring additional revenue of \$8,848.
2. Increasing the tax rate to \$15.00 would bring additional revenue of \$17,696.
3. Increasing the tax rate to \$15.50 would bring additional revenue of \$26,544.
4. The Village did pass a resolution last year that we are able to increase taxes, if needed more than the 2% tax cap.

5. Our insurance costs will be increasing approximately 25%.
6. We will need to increase our snow budget to a minimum of \$50,000.
7. The latest run of the budget reflects a deficit of \$40,648.
8. Not purchasing a new public safety vehicle will save \$30,000.00.
9. B. Donovan and J. Lane to have another work session to try to reduce expenses.

The budget needs to be approved at our April 11, 2013 so it may be placed in the local paper informing our residents of the public hearing date.

Other Business:

C. Lane recommends we take advantage of our option to renew the contract for Pristine Property Care Inc. to handle our grounds maintenance needs for 2013. A motion was made by C. Lane seconded by K. Matthews to extend our agreement with Pristine Property Care Inc. to handle our grounds maintenance needs for the 2013 season. Aye C. Lane, K. Matthews, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

C. Lane also recommends the Village purchase safety fiber for the playgrounds. It has been several years since the safety fiber has been purchased. The Clerk will get quotes for the fiber and C. Lane will obtain a quote from Pristine to spread the fiber.

Van Brunt Manor Rails: The white rails across from White Pine Lane were knocked over by a unknown vehicle.

FEMA: The Village has made it to the next step regarding receiving funding for long term mitigation. FEMA has requested additional information from the Village. T. Masters is obtaining this information for FEMA.

B. Donovan has been in contact with FEMA regarding the reimbursement of costs the Village expended regarding debris removal. We want to make sure they have not been paid to the Town Of Brookhaven.

New Business:

Amendment to Public Access Officer Law: P. Sverd has prepared the amendment. We can have the public hearing the same date we have the hearing for the budget (April 25, 2013).

Amendment to Section 127.1: Depositing garbage and rubbish prohibited. P. Sverd is preparing the amendment.

Personnel Pay, Vacation & Sick Policy: The Village needs to have policies for all employees of the Village. B. Donovan is obtaining information from NYCOM.

Permits: No new requests.

Bills: A motion was made by S. Nicoletti seconded by C. Lane to pay 19 vouchers totaling \$13,282.66, 2 vouchers totaling \$369.87 and 1 voucher totaling \$55.39. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None

A motion was made by C. Lane to go into Executive Session at 8:15 P.M. to discuss Code Enforcement proposals.

Returned from Executive Session at 8:37 P.M.

A motion was made by C. Lane seconded by K. Matthews to approve the new position of Deputy Chief Code Enforcement Officer. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made K. Matthews seconded by C. Lane to approve the new job descriptions for Code Officers. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Vitkun to approve the proposed Standard Operating Guidelines for Code Officers, Enforcement Employment Requirements as amended, and Proposed Code Enforcement Pay Scale Policies for current salaries and Reimbursement Policy for Code Officers. Aye S. Nicoletti, C. Vitkun, C. Lane, K. Matthews and B. Donovan. Nay 0.

A motion was made by C. Lane to go to Executive Session at 8:40 P.M. to discuss Village Hall Hours.

Returned from Executive Session at 8:52 P.M.

Resident Comments: J. Lane requested the Clerk print up the agenda for the NYCOM meeting on April 11, 2012.

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

02/28/2013 Board of Trustees Mtg

MINUTES OF THE FEBRUARY 28, 2013 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 8 residents.

A motion was made by K. Matthews seconded by C. Lane to approve the minutes of February 14, 2013. Aye K. Matthews, C. Lane, 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 K. Matthews seconded by C. Lane to purchase the new computer for the Clerk's office. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by C. Lane to approve the repairs for the 2009 jeep at a cost of \$1,512.00. Aye S. Nicoletti, 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 event permit for Tom Lonegan on July 13th, 2013 at Mayor's Park. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by S. Nicoletti seconded by K. Matthews to approve 17 vouchers totaling \$39,906.76 and 2 vouchers totaling \$591.20. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

FEMA: B. Donovan and Ted Masters met with a representative from FEMA regarding long term mitigation. This program if approved will be funded 100%. If approved funds would be used to save Walnut Beach. A decision should be made by Tuesday. If this project is approved T. Masters will get a committee together to work with FEMA.

Hurricane Sandy: The Village has been approved for a total of \$4,843.83 for category B; the Village would then receive 75% of this approval (\$3,632.54). The Village has signed an inter-municipal agreement with the Town of Brookhaven so they would collect for the tipping fees (\$9,000) directly. The Village, however, did pay an additional \$30,142.50 for debris removal. This should not be included in the inter-municipal agreement and paid to the Town. B. Donovan is to clarify this with FEMA.

Snow Sand & Salt: The Village received a bill in the amount of \$31,948.00 from Quickway Sanitation Corp for clearing the streets during the significant snowfall over the weekend of February 8, 2013. We are hoping that 75% of the costs will be covered by FEMA.

Resolutions: After a discussion the following resolutions were proposed.

A motion was made by Sandy Nicoletti seconded by Christine Vitkun to approve the following resolution.

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

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

A motion was made by Kathleen Matthews seconded by Christine Vitkun to approve the following resolution.

Be it resolved that after consideration of the Inspector's report, the Board has determined that the present state of the property located at 19 Birchwood Avenue, Poquott, NY 11733 is a nuisance and is negatively impacting neighbor's ability to enjoy their homes and is decreasing the value of their properties. The Board also finds the condition of the structure to be hazardous and unsafe and direct the Inspector to give notice to the owner of the subject property to immediately remove the tree on the roof and to have an Engineer inspect the structure for damage to the house.

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

Treasurer's Report-John Lane

1. J. Lane reviewed the financials.
2. An \$85,000.00 certificate of deposit matures on 3/5/13.
3. We currently only have 1 resident past due on their 2012-2013 taxes.

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.

2013-2014 Budget

Budget numbers were reviewed, the budget is a work in progress. B. Donovan is to meet with J. Lane to have a work session to go over the numbers in more detail.

It was decided that the new computer for the Clerk's office should be purchased now. A motion was made by K.

Matthews seconded by C. Lane to purchase the new computer for the Clerk's office. Aye K. Matthews, C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Trustee Reports

Carol Lane

Grounds Maintenance: There is a lot of debris on our right of way. Some of this debris is from Village trees other debris is from residents cleaning their yards and placing it on the right of way. Who is responsible to clear this debris? After a discussion it was decided that Norse Tree Service would clear the debris on the right of way which was created by Village trees only. It will be the resident's responsibility to clear their debris. Norse Tree Service will also cut back the trees hanging over Singingwood Lane.

Walnut Beach Sign: The Village did receive the new beach sign which will be installed in the spring.

Resident Comments:

1. Resident: There is a tree leaning on Silver Beech Court. Response: We will take a look at the tree.

Kathleen Matthews

Drains: The drain on Singingwood needs to be watched.

Stormwater: Nothing new at this time.

Roads: Potholes will be repaired in the spring. There is a conference on June 25, 2013 in Riverhead on roads. K. Matthews and B. Donovan to attend.

Resident Comments: None

Sandy Nicoletti

Public Safety: R. Fikar prepared and submitted to the Board a proposed Standard Operating Guidelines, Enforcement Employment Requirements, Reimbursement Policy and Pay Scale Policy for their review and comments. This is tabled until our next meeting.

The 2009 Jeep needs to be repaired. A motion was made by S. Nicoletti seconded by C. Lane to approve the repairs for the 2009 jeep at a cost of \$1,512.00. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Court: Court collected \$300.00 in fines last night.

Resident Comments:

1. Resident: If you do not have Code Officers, look how much money you would save.

Christine Vitkun

Finances: Previously discussed.

Website: B. Donovan has been talking to Gene O'Brien from Technology Service of Long Island regarding him possibly hosting our website.

Resident Comments:

1. Resident: Did you ever think of using Go Daddy? I would be willing to come in and help you set it up. Response: Thank you. We will look into that.

Additional Reports:

Waste Management: Things are working well.

Environmental Action Committee: There was a big meeting that was not open to the public regarding LIPA being bought privately or remaining public.

Building Inspector/Permits: 21 Chestnut Avenue will be renovating their beach cottage. They need permission to transport the supplies and equipment over the beach. After a discussion, this is being referred to the Attorney and the Building Inspector for approval.

Beaches and Parks: Tom Lonagan has requested an event permit for July 13th, 2013 at Mayor's Park. A motion was made by C. Lane seconded by K. Matthews to approve the event permit for Tom Lonagan on July 13th, 2013. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Attorney: The Attorney will have the proposed Local Law amending Chapter 32 Section 22 of the Code of the Village of Poquott, Designating Records Access Officer to the Board prior to our next meeting.

Once I receive the Resolution regarding 19 Birchwood Avenue I will file the lien with the County Clerk's office.

Planning Board: The Board is currently reviewing a request for a subdivision for two residents on Bayview Court and a dock permit application for a resident on Van Brunt Manor Road.

Bills: A motion was made by S. Nicoletti seconded by K. Matthews to approve 17 vouchers totaling \$39,906.76 and 2 vouchers totaling \$591.20. Aye S. Nicoletti, K. Matthews, C. Lane, C. Vitkun and B. Donovan. Nay 0.

Correspondence: SCOVA is hosting a legislative dinner on April 17 at the hotel Indigo in Riverhead.

Resident Comments:

1. Resident: The cost of the snow removal was much too high.
2. Resident: Who did the plowing? Response: Quickway Sanitation Inc.
3. Resident: Did this go out to bid? Response: Yes, however we received no bids.

4. Resident: Why didn't the Town of Brookhaven plow? Response: Up until October they were going to plow the Village, but we would have to pay them for this service. Then they decided they would no longer plow Villages and we had to find our own contractor.
5. Resident: I couldn't bid due to equipment specs.
6. Resident: Indian Valley was closed due to the garbage truck with a plow being stuck.
7. Resident: I would like to thank the Board for all the time they put in during this past storm. Response: Thank you.
8. Resident: I feel that the residents should pay to have their debris picked up and should not be the responsibility of the Village.
9. Resident: Where were the plows that were available from NYC?

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

02/14/2013 Board of Trustees Mtg

MINUTES OF THE FEBRUARY 14, 2013 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 Treasurer, John Lane, Deputy Clerk, Joseph Newfield and two residents.

A motion was made by C. Lane seconded by S. Nicoletti to approve the minutes of January 24, 2013. 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 3 vouchers totaling \$506.28 and 19 vouchers totaling \$13,106.58. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Resolution

The Village has received a request to support two foreclosure bills (A.88 and A.824) currently referred to the Judiciary Committee in the New York State Assembly. The bills would make it mandatory for banks to provide municipalities with contact information of property managers or other parties responsible for upkeep and maintenance of foreclosed or abandon properties.

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

Be it Resolved that the Board of Trustees support the proposed laws concerning contact information for vacant structures.

WHEREAS, vacant, abandoned and foreclosed homes and structures have proliferated throughout New York State over the last five years; and

WHEREAS, vacant structures that are not maintained for months at a time degrade and depreciate the value of the vacant structure as well as the value of surrounding properties; and

WHEREAS, lending institutions that hold mortgages on said vacant structures do not always provide the contact information of a responsible party; and

WHEREAS, Assembly Bill A.88 and Assembly Bill A.824, currently pending, would make it mandatory for lending institutions to provide contact information of responsible parties regarding vacant structures; and require good faith in

obtaining a foreclosure; and

WHEREAS, the Incorporated Village of Poquott Board of Trustees supports the passage of said Bills;

Now Therefore, Be it Resolved that the Incorporated Village of Poquott hereby supports the passage of said Bills and respectfully requests that the State Representatives who represent constituents in the Village of Poquott support the passage of said Bills.

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

Budget: J. Lane reviewed the financials and budget first draft of the budget. J. Newfield obtained the cost for replacing the signs in the Village. A letter has been sent to Department of transportation to see if CHIPS money can be used to cover the cost of replacing the signs.

Other Business:

Snow, Salt & Sand: The Village had to obtain salt and sand from Sheep Pasture Tree and Nursery Supply, Inc. on January 26, 2013 as the Town yard was closed.

Insurance/FEMA: We are still waiting for confirmation of the amount of money the Village will receive for the damage it sustained during Hurricane Sandy.

Walnut Beach Sign: We are still waiting for the sign.

New Business: B. Donovan and T. Masters will be meeting with a representative from FEMA on February 26, 2013 to discuss long term mitigation. If the Village is approved, the funds available could be used to save Walnut Beach. This program is 100% funded by FEMA.

Permits: No new permit requests.

Bills: A motion was made by C. Lane seconded by K. Matthews to approve 3 vouchers totaling \$506.28 and 19 vouchers totaling \$13,106.58. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None

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

01/24/2013 Board of Trustees Mtg

MINUTES OF THE JANUARY 24, 2013 MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF POQUOTT HELD AT VILLAGE HALL AT 7:00 P.M.

Present were Trustees, Christine Vitkun, Sandy Nicoletti, Carol Lane, Kathleen Matthews and Mayor, Barbara Donovan. Also present were Treasurer, John Lane and Deputy Clerk, Joseph Newfield. Attorney, Peter Sverd was in attendance by telephone conference.

The Public Hearing was opened at 7:00 P.M. for comments on proposed Local Law 1 of 2013. A Local Law Amending the Duration of Building Permits as Set Forth in the Code of the Village of Poquott.

Mayor Donovan asked if there were any comments from the Board. Response: No.

Mayor Donovan asked if there were any comments from residents. Response: No.

A motion to close the public hearing was made by C. Lane at 7:03 P.M.

Opened our regular meeting at 7:04 P.M.

A motion was made by K. Matthews seconded C. Lane to approve the minutes of December 27th, 2012. Aye K. Matthews, C. Lane, and B. Donovan. Nay 0. S. Nicoletti and C. Vitkun abstained as they were excused from this meeting.

A motion was made C. Lane seconded by C. Vitkun to approve the minutes of January 10th, 2013. Aye C. Lane, C. Vitkun, S. Nicoletti and B. Donovan. K. Matthews abstained as she was excused from this meeting

A motion was made by C. Lane seconded by K. Matthews to do the following line transfers:

From Contingency A1980.0 \$700.00 to

Engineers A1440.4 500.00

Planning Board A8020.4 200.00

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

A motion was made by C. Vitkun seconded by S. Nicoletti to approve the Treasurer's report. 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 adopt Local Law 1 of 2013. A local law amending the duration of building permits as set forth in the Code of the Village of Poquott. 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 approve the payment of 14 vouchers totaling \$11,246.93.
Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

FEMA Update:

According to FEMA once the bills are signoff on, it should take only 21 days to receive the funds.

B. Donovan and S. Nicoletti attended a meeting regarding a Community Disaster Loan Program.

Snow Salt and Sand: Discussion followed on when Quickway Sanitation Inc. should be called to salt and sand the roads. Part of the Village has steep hills and we must keep it safe for the residents.

Treasurer's Report-John Lane

J. Lane reviewed the financial statements. It was recommended that item # A1981.3 Hurricane Sandy (expenses) be moved from the contingency to a separate line by itself. A motion was made by C. Lane seconded by K. Matthews to do the following line transfers:

From Contingency A1980.0 \$700.00 to

Engineer A1440.4 500.00

Planning Board A8020.4 200.00

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

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

A question arose as to when we would hear if we were approved for the judicial grant. It should be in the next couple of weeks. B. Donovan stated we should hear in the next couple of weeks.

2013/2014 Budget: J. Lane will start producing the budgets sheets for each meeting.

AIM Funding will remain the same (\$2,513.00)

CHIPS funding will remain the same (16,698.00)

Trustee Reports

C. Lane

Grounds Maintenance: C. Lane is to review our current contract with Pristine Property Care Inc. and to see what our options are for the upcoming season. C. Lane also spoke to Ted Masters regarding the garden plots; he feels they are all being utilized.

Walnut Beach Sign: B. Donovan is to call Sign A Rama again.

Resident Comments: None

K. Matthews:

Drains: The sink hole on Singingwood Lane is a road and a drain problem and could be costly to fix.

Roads: There is also a problem in front of 7 Tinker Bluff Court. This will also be addressed in the spring.

Public Comments: None

S. Nicoletti

Public Safety: Nothing is really new.

Court: C. Wood requested a call be placed to the 6th precinct to have coverage in the Village.

Public Comments: None

C. Vitkun

Finances: Previously discussed.

Website: C. Vitkun has been placing the meeting dates on the calendar.

Resident Comments: None

Waste Management: The new garbage calendar is being mailed to the residents. Quickway Sanitation Inc. will not pick up on Federal Holidays. The Town of Brookhaven, starting this spring, will only pickup leaves in paper bags not in plastic bags. Is Quickway Sanitation Inc. required to make this change? The Village Clerk will contact our sanitation company to see if Poquott is required to change to paper bags.

Attorney: Currently working on the dock application.

Planning Board: The Planning Board will schedule a public hearing regarding the dock application once it receives all the required documents from MCBBLA Family Trust.

Zoning Board of Appeals: The Board has approved the variance request for 54 Washington Street and 8 Bayview Court at its January meeting.

Other Business: None

New Business: A motion was made by C. Lane seconded by K. Matthews to adopt Local Law 1 of 2013. A local law amending the duration of building permits as set forth in the Code of the Village of Poquott. Aye C. Lane, K. Matthews, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Bills: A motion was made by S. Nicoletti seconded by C. Lane to approve the payment of 14 vouchers totaling \$11,246.93. Aye S. Nicoletti, C. Lane, K. Matthews, C. Vitkun and B. Donovan. Nay 0.

Correspondence: None

Resident Comments: None

A motion was made by C. Lane to adjourn at 8:30 P.M.

01/10/2013 Board of Trustees Mtg

MINUTES OF THE JANUARY 10, 2013 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, Sandy Nicoletti and Christine Vitkun. Also present were Deputy Clerk, Joseph Newfield and 5 residents. K. Matthews was excused.

A motion was made by C. Vitkun seconded by C. Lane to approve the minutes of December 13, 2012. Aye C. Vitkun, C. Lane, S. Nicoletti and B. Donovan. Nay 0.

Appointments: B. Donovan requested the appointment of Tara Scully as Associated Judge for the Village of Poquott. After a discussion and review of the resume a motion was made by C. Lane seconded by C. Vitkun to appoint Tara Scully as Associate Judge. Aye C. Lane, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

Resolutions:

A motion was made by C. Lane seconded by S. Nicoletti to authorize Mayor, Barbara Donovan to sign the Inter-municipal Agreement with the Town of Brookhaven for Debris Billing and Collection and approve the following resolution:

Be it Resolved that the Board of Trustees of this Village of Poquott agree that in case of a Federally Declared Emergency, the Municipality authorizes the Town of Brookhaven to bill and collect from the "Federal Emergency Management Agency (FEMA) the Public Assistance portion of all "Tipping Fees" from FEMA under the Stafford Act and Article 44 of the Code of Federal Regulations. Aye C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

A motion was made by C. Lane seconded by C. Vitkun to authorize our Village Attorney record Notice pursuant to 50-9.A of the Code of the Incorporated Village of Poquott with the Clerk of the County of Suffolk with reference to 19 Birchwood Avenue. Aye C. Lane, C. Vitkun, S. Nicoletti and B. Donovan. Nay 0.

Resolution is attached to the minutes.

A motion was made by C. Lane seconded by S. Nicoletti to approve 7 vouchers totaling \$976.11, 1 voucher totaling \$145.00, 1 voucher totaling \$610.00, 2 vouchers totaling \$120.00 and 22 vouchers totaling \$6,647.28. Aye C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Budget-2013-2014- The Board and Department heads should have preliminary budget numbers for our next Board meeting.

Other Business:

Snow, Sand and Salt: The first snow and ice event should be a learning experience. Peter Colucci from Quickway Sanitation will be picking up the sand and salt from the Town of Brookhaven. Mike Murphy is the interim Highway Supervisor.

Insurance/FEMA: We are still waiting for the insurance company to get back to us the dollar amount they will be covering for the damage we incurred during Hurricane Sandy.

Walnut Beach Sign: B. Donovan to follow up.

Emergency Management Plan: B. Donovan to contact K. Sundberg.

New Business:

Grants: There is a community garden grant that might be of benefit to the Village. C. Lane to contact T. Masters to see how many gardens are actually in use and would it be advantageous for the Village to apply for this grant.

There is also a grant to do a study of the water quality. B. Donovan is to discuss this with K. Matthews.

Permits: No new requests.

Planning Board: The Planning Board has approved the dock application as complete. A few additional items are needed prior to a Public Hearing being scheduled.

Zoning Board of Appeals: The Board has a meeting scheduled for January 16, 2013.

Bills: A motion was made by C. Lane seconded by S. Nicoletti to approve 7 vouchers totaling \$976.11, 1 voucher totaling \$145.00, 1 voucher totaling \$610.00, 2 vouchers totaling \$120.00 and 22 vouchers totaling \$6,647.28. Aye C. Lane, S. Nicoletti, C. Vitkun and B. Donovan. Nay 0.

Correspondence: B. Donovan and S. Nicoletti will be attending the FEMA briefing on 1/24/13 regarding the community loan disaster program.

Resident Comments:

A resident expressed the following concerns about the clearing of Steve Matthews Preserve:

1. The property is going to be made into a Passive Park (a walking park).
2. Will none residents be allowed parking in the Village?
3. Displaced wildlife.
4. FEMA money is being misused
5. Live trees are being cut down.

6. Degradation of brush.
7. Many comments on the Village's Facebook.

Response:

1. The Village does not have a Facebook page; if there is one it was not setup or authorized by the Village.
2. The property is owned by National Grid, not the Village of Poquott.
3. The Three Village Trust has a conservation easement.
4. The Village did authorize parking for one vehicle during their cleanup.
5. We appreciate your concerns, but it is the Three Village Trust whom you need to speak to.

A motion to adjourn was made by C. Lane at 8:05 P.M.