

## **BOARD OF TRUSTEES MEETING MINUTES – July 5, 2016**

The monthly meeting and Organizational Meeting of the Board of Trustees of the Inc. Village of Brightwaters held on Tuesday, July 5, 2016 at 8:00 p.m. at Village Hall, 40 Seneca Drive, Brightwaters, NY, with the following officers present:

Joseph McDermott  
Laurie Elliott  
Bernadette Whitwell  
Carmine Chiappetta  
Donna M. Barnett  
Charles J. Casolaro

Mayor  
Deputy Mayor  
Trustee  
Trustee  
Clerk-Treasurer  
Village Attorney

Absent:

Christian Sullivan

Trustee

Also:

Alexander Dumala

Code Enforcement Supervisor

At 8:00 pm, Mayor McDermott called the meeting to order followed by a salute to the flag and a moment of silence for our troops.

Village Attorney Charles Casolaro proceeded to officially swear in Mayor Joseph McDermott.

Mayor McDermott proceeded to officially swear in the trustees: Trustee Laurie Elliott and Trustee Carmine Chiappetta.

At 8:10 PM a motion was made by Trustee Elliott and seconded by Trustee Whitwell to move to executive session to discuss a personnel issue.

Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

At 8:15 the Board returned from Executive Session.

Approval of the Minutes from the Board Meetings of June 6, 2016:

Motion: Trustee Elliott

Second: Trustee Whitwell

Vote: 4 ayes

0 nays

1 absent (Trustee Sullivan)

SCPD Police Report: No Officer present.

### Mayor's Report:

- The Mayor welcomed Carmine Chiappetta to the team as a new trustee. He will be assisting in the code enforcement department.
- The Mayor apologized for the confusion regarding the election results. The combination of new scanning machines (two of them), a large write in vote and emergency ballots caused a transposition of one number from one of the tapes from the machines and the results were not accurate. The Village Clerk came in the next day and immediately reviewed all of the tapes and ballots and found the discrepancy. She immediately notified the Village attorney and the Mayor. After which the two candidates involved were also notified, as was the media. The mistake was caught within twelve hours of the election and all parties were

notified immediately. The clerk and the Village attorney will be drafting new procedures for the next election. We will try not to have this happen again to the best of our ability.

- The Mayor extended a thank you to Trustee Diane Urso for two years of dedicated service doing Lakes and Parks and being the person available to run to Village Hall when I was not able to. She will be missed.
- The bond money is in the bank. \$1.4M is slated for the road repaving. A flyer will go out to the entire Village with the start dates which will be in the next couple of weeks.
- I have moved Trustee Whitwell to Lakes and Parks, Trustee Sullivan to DPW, Trustee Chiappetta to Code Enforcement, and Trustee Elliott will remain with administration as the liaison with the clerk. Christian Sullivan is currently in Kenya with his school doing charity work.

Highway Report – Trustee Whitwell:

- Chris Madeska retired from the DPW after 32 years of service. He will be sorely missed.
- We have hired two summer employees: Tom Sanders and Frank Donohue. They will assist the DPW crew with the various projects going on within the Village.
- We are preparing the roads for the paving. If you need to have the utility company come in or any sort of street work, we suggest you do it now as there will be a 60 month moratorium on street work after the roads are paved, except for an emergency.

Code Enforcement – Trustee Sullivan (absent) Trustee Elliott filled in:

- SCPD – 54 non-criminal calls of them there were 15 disturbances such as barking dogs, parties and fireworks, 12 aided cases and 4 alarms.
- Trustee Chiappetta said he will be working with Al Dumala to improve the efficiency of the code enforcement unit. Open the line of communication with the code enforcement officers and find out how residents feel we could do a better job.

Administration – Trustee Elliott:

- We will be sending out a flyer regarding road paving as soon as we know when they will be starting.
- Emphasize the importance of calling the utility companies now if you would like any sort of connection/service.

Fire marshal's report:

Currently there are several Public Assembly and Multiple Dwelling Permit renewals being processed within the Village of Brightwaters. The previous outstanding permit of 120 Orinoco has since been completed and approved. Noted below for your information are those permit renewals being processed at this time;

- Public Assembly, World Gym @ 225 Howells Rd.
- Public Assembly, Winnies Mulberry Street @ 192-194 Howells Rd.
- Public Assembly, Brightwaters Inne @ 200 Orinoco Dr.
- Public Assembly, Toddler House @ 184 Orinoco Dr.
- Multiple Dwelling, Fairfield Properties @ 140 Orinoco Dr.
- Multiple Dwelling, Orinoco Associates @ 108-110 Orinoco Dr.
- Multiple Dwelling, Ericsson Management @ 104-106 Orinoco Dr.
- Multiple Dwelling, Brightwaters Gardens @ 68 Orinoco Dr.

Ongoing commercial occupancy fire inspections continue in the Village of Brightwaters. Subsequent re-inspections having also been conducted to insure that all violations have since been removed. Currently, all commercial occupancies are being re-inspected to insure the required installation of CO Detection. Sprinkler plan submittal from 59 Orinoco Dr. has recently been received. The review, acceptance and testing process will begin in the coming days.

During the past month, there were no request for investigations of fire from the Bay Shore Fire Department.

Sincerely,

*Matthew Brennan*

Matthew Brennan, Fire Marshal  
Village Of Brightwaters

Lakes and Parks – Trustee Whitwell:

- Outdoor movie night was a success – fresh popcorn and free Snapple from Chris Pace and candy and ice cream from Ray. Thank you to the volunteers.
- Walker Beach – the gate attendants are selling beach passes so people can purchase them on the weekends.
- There was a beach cleanup by Troop 182 led by leader Karen Brownyard. This was a nice take on the kids giving back to the parks and performing community service. Thank you to all the troops involved.
- Yoga at the Beach is in full swing on Sunday mornings at 8:30 sponsored by Drew Patrick.
- Walker Beach Family nights will start up on Wednesday evenings with tomorrow night being bike night. It goes from 6:00 PM to sunset and lifeguards will be on duty. We have new families volunteering to sponsor different themes on the 13<sup>th</sup> and the 20<sup>th</sup>. The 27<sup>th</sup> will again be Jimmy Buffet night which will be hosted by the Valdini family and we will be celebrating the 100<sup>th</sup> year of incorporation with special activities and food provided by Milk & Sugar. It will be a family friendly event.
- Day camp started today with 53 campers. The rain did not dampen their spirits and we thank the Cox family for their continued service in running the camp.
- We had a water rescue at the beach of a toddler who wandered in above his head. He was fine, Good work by our lifeguard Paige!
- July 23<sup>rd</sup> is the ice cream social at 7:00 PM at Wohseepee Park with the band from the past years.
- July 22<sup>nd</sup> is the Cross Bay swim ending at Gilbert Park. There will be signs stating when the swimmers will arrive based on the tide, usually in the morning.
- Wednesday, August 17<sup>th</sup> will be the Snapper Tournament hosted by the Martin family beginning at 4:30 until sunset. Come down and try to win a trophy.
- The Bay Shore Fire Department is hosting a Drill and Parade this Saturday at 6 PM which will start on Union Boulevard, go North on Windsor to Seneca, then East to the Fire House on Fifth Avenue. We will have extra code and DPW personnel on hand to assist with the parade and the safety of the residents.

**Approval** to contract for services with **Cramer Consulting Group** at a cost not to exceed \$1,200 for Downtown Revitalization architectural land use recommendations and sketches. We have the general plan and will rely on a professional to help ensure it looks good at a nominal fee.

Motion: Trustee Elliott	Second: Trustee Whitwell
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Permission** to purchase a ten foot swirling carousel to replace the broken one at Wohseepee Park. Cost not to exceed \$6,050.00. To be installed by DPW staff. Funds to come from surplus revenue for the 2015-16 budget year.

Motion: Trustee Elliott	Second: Trustee Whitwell
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Adopt Resolution 7-2016** permitting the Village to submit a SEQRA EAF and Negative Declaration determination to the Suffolk County Department of Community Development for Downtown Revitalization grant funds.

**Resolution 7-2016**

**AUTHORIZATION TO FORWARD SEQRA ENVIRONMENTAL ASSESSMENT FORM AND  
NEGATIVE DECLARATION TO THE SUFFOLK COUNTY DEPARTMENT OF ECONOMIC  
DEVELOPMENT**

**WHEREAS**, the Village of Brightwaters has applied for the Round 14 grant from the Suffolk County Department of Economic Development and Planning to revitalize and beautify the Village's downtown area, also referred to as "Four Corners"; and

**WHEREAS**, the projected improvements include decorative street lamps, pavers, tree planting and other amenities; and

**WHEREAS**, pursuant to said application(s) the Suffolk County Department of Economic Development and Planning has requested that the Village pass a Resolution authorizing the Village of Brightwaters to provide an Environmental Assessment Form and a SEQRA Negative Declaration on this project.

**NOW, THEREFORE, BE IT:**

**RESOLVED**, that the Village Clerk, on behalf of the Village of Brightwaters be, and hereby is, authorized to provide said Environmental Assessment Form and SEQRA Negative Declaration for the Round 14 Grant to revitalize the Village's downtown area.

Motion: Trustee Whitwell	Second: Trustee Elliott
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Permission** to contract with **Allied Insurance** for general liability insurance at a cost of \$73,970 (budgeted \$78,000).

Motion: Trustee Elliott	Second: Trustee Chiappetta
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Approve** Outdoor Public Assembly Application for a wedding to be held at Gilbert Park on July 30, 2016 from 5:00 PM to 7:00 PM.

Motion: Trustee Whitwell	Second: Trustee Elliott
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Approve** Outdoor Public Assembly Application for a wedding to be held at Gilbert Park on September 24, 2016 from 3:00 to 6:00 PM.

Motion: Trustee Whitwell	Second: Trustee Elliott
Vote: 4 ayes                      0 nays	1 absent (Trustee Sullivan)

**Approve** Outdoor Public Assembly Permit for Paddleboard event sponsored by Post-Partum Resource Center of New York at Gilbert Park in September 2016.

Motion: Trustee Elliott	Second: Trustee Chiappetta
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## 07/05/2016 - Board of Trustees Meeting

Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

**Approve** All Island Concrete to perform a basin replacement at Ackerson and Iroquios to be paid from CHIPS funds in the amount of \$11,000.

Motion: Trustee Elliott

Second: Trustee Whitwell

Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

**Approve** appointments of Summer Hires:

### Summer hires

Eileen Cox	Day Camp Director	\$ 30.00
	Asst. Day Camp	
Tim Cox	Director	\$ 18.75
Carly Cox	Counselor	\$ 10.00
Marc Barreda	Counselor	\$ 10.00
Jordyn Pellman	Counselor	\$ 9.00
Thomas Glynn	Counselor	\$ 10.00
Emmett Glynn	Counselor	\$ 8.75
Michelle Gallo	Counselor	\$ 8.00
Grace PirkI	Gate attendant	\$ 9.00
Emily Fischer	Counselor	\$ 8.00
Francis Donahue	DPW Summer Hire	\$ 11.00
Carly Lanzarotta	Lifeguard	\$ 9.25

Motion: Trustee Whitwell

Second: Trustee Chiappetta

Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

**Approve** Treasurer's Report and Abstracts:

<b>ABSTRACT REPORT FOR BOT July 5, 2016</b>		
Seeking to approve payment on:		
Abstracts # 3990-3991	46	\$36,702.27
<b>Large Payments</b>		
Employee Benefits - Health Insurance		\$ 12,749.12
Welsbach Electrical - replace street lamp		\$ 4,350.00
The Fence Man - restriping stop lines		\$ 1,835.49
<b>Treasurer's Report</b>		
Cash on Hand as of 7/5/2016		
General Fund - BNB		958,811
General Money Market - BNB		938,322
CLASS General		315,073
	Total Cash on Hand - General	<b>2,212,206</b>
Capital Fund		120,582
CLASS Capital fund		1,600,079
	Total Cash on Hand - Capital	<b>1,720,661</b>

Motion: Trustee Whitwell

Second: Trustee Chiappetta

Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

## Organization Meeting Resolutions

**Board of Trustees Meeting July 5, 2016**

RESOLVED that Mayor McDermott, or his designated successor, be authorized to approve the attendance by the Board of Trustees, Board of Appeals, Planning Board, Village Administrative staff, Highway Administrative foreman, and Code Enforcement officers to specific training schools and/or meetings with expenses reimbursed.

RESOLVED that the Islip Bulletin be and hereby is designated the official newspaper for the village.

RESOLVED that Bridgehampton National Bank be and hereby is designated as the depository for the village funds in the General, Payroll, Trust, Capital and all other funds, said bank to pledge suitable and sufficient collateral at all times for the protection of said funds and that the funds in these various accounts be made available upon the signature of any two officers.

RESOLVED that the Village establishes a Capital Project Fund with Bridgehampton National Bank for the purpose of maintaining the funds necessary to complete capital projects consisting of, but not limited to, road paving and reconstruction, canal reconstruction, building construction and maintenance, downtown revitalization projects and heavy duty vehicles for the DPW.

RESOLVED that the Village establishes a Canal Enterprise Fund with Bridgehampton National Bank for the purpose of maintaining the funds necessary to cover the operational costs of the Brightwaters Canal including electric, water, maintenance and repair, reconstruction and any debt service associated with these items.

BE IT FURTHER RESOLVED that any two of the following officers of the municipality, to wit: Joseph McDermott, Mayor, Laurie Elliott, Trustee, or Donna M. Barnett, Village Clerk Treasurer alone, with the approval of the foregoing, are hereby authorized to make arrangements to borrow money to obtain credit for this municipality from Bridgehampton National Bank or such bank as may seem advisable to make and deliver notes, drafts, acceptances, advances, agreements and any other obligations of this municipality therefore in form satisfactory to said bank and to manage and transact bank matters or other business of any kind whatsoever with the bank or its officers. Also, the treasurer is empowered to invest idle fund monies of the village at her discretion and in the best interest of the village, with the approval of the Mayor.

RESOLVED that idle fund monies be invested in CLASS from the general fund, or Bridgehampton National Bank general fund money market and sufficient collateral be pledged for the protection of said funds.

RESOLVED that the village board meetings be held on the first Monday of each month excepting those falling on a holiday and then the meeting will be held on the day following the holiday. The village is authorized to notify by postings, newsletters or the news media of such meeting schedule.

RESOLVED that certain recurring charges such as postage, public utility bills, payroll salaries, petty cash and other usual expenses be paid in advance of audit of claims.

RESOLVED that the Board of Trustees shall approve reimbursement to officers and employees of the village who use their personal automobiles while performing their official duties on behalf of the village at a rate of 54 cents per mile.

RESOLVED that the Capitalization Policy will be recorded on capital assets (.2 equipment) which generally have a cost of \$1,000 or more at the date of acquisition and have an expected useful life of more than one year.

Motion: Trustee Elliott                      Second: Trustee Whitwell  
Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

Appointments (subject to Board approval)

<u>Position</u>	<u>Term</u>	<u>Name</u>
Village Engineer	One year	Dan Falasco
Acting Village Justice	One year	Jason Fenley
Deputy Clerk	One year	Carol Posimato
Registrar	One year	Donna Barnett
Village Clerk-Treasurer	Two Years	Donna Barnett
Justice Court Clerk	One year	Donna Barnett
Village Historian	One year	Jane Arbeiter
Village Attorney	One year	Charles Casolaro
Building Inspector	One year	Robert O'Shea

Motion: Trustee Elliott                      Second: Trustee Whitwell  
Vote: 4 ayes                      0 nays                      1 absent (Trustee Sullivan)

Mayoral Appointment:

Deputy Mayor                      One year                      Laurie Elliott

Motion: Trustee Whitwell                      Second: Trustee Chiappetta  
Vote: 3 ayes    0 nays    1 absent (Trustee Sullivan)    1 abstain (Trustee Elliott)

Public Session:

- Report of debris under the water at Walker Beach which is causing injury to the bathers
- Code employee Louis Seaman helped remove a dead animal near the Lakes
- The Village should charge more than \$25.00 (resident) or \$75.00(non-resident) for weddings
- 630 people voted in the election
- Issue with where poll watchers are allowed to sit. The issue was resolved as they are allowed to sit as close to the inspectors as necessary
- New York State is a non-identification state for voters which means that voters are not required to show identification when they vote. If you sign a false name on a voting ledger it is a felony

## 07/05/2016 - Board of Trustees Meeting

- Procedure for asking for a vote recount was explained: all ballots go to the Suffolk County Board of Elections in Yaphank where they are recounted by bi-partisan group. The machine numbers did not change however the scanning machine took an absentee ballot but did not tally it, which is why there was a discrepancy in the counts. Only the trustee position was challenged and recounted. Write ins were not re-tabulated
- Possibly have more inspectors to handle the new scanning voting system
- Differences were pointed out between voting at the Courthouse versus the Cabin. There should be privacy
- Reiterate that the DEC violations at the Lakes have all been cleared up by the Village planting 36 shrubs. The Village has received an all clear letter from the DEC
- Suggest getting several bids for canal repair
- Procedure for requesting a stop sign on Hiawatha and Brooklyn. Get a petition from the neighbors
- The Village needs to consider a trap and neuter program
- Trees in front of stop signs need to be trimmed

The Mayor invited all in the audience to coffee and cookies immediately following the meeting.

### **Adjourn** the meeting:

Motion: Trustee Chiappetta

Vote: 4 ayes

0 nays

Second: Trustee Elliott

1 absent (Trustee Sullivan)

Meeting adjourned at 9:30 PM.