

7/7/2014 - Board of Trustees Meeting

**BOARD OF TRUSTEES MEETING MINUTES – JULY 7, 2014**

The regular meeting of the Board of Trustees of the Inc. Village of Brightwaters was held on Monday, July 7, 2014 at 8:00 p.m. at Village Hall, 40 Seneca Dr., Brightwaters, NY, with the following officers present:

Joseph McDermott

Donna Barnett

Diane Urso

*John P. Finnerty, Esq.*

*Christine O'Shea*

Mayor

Deputy Mayor/Trustee

Trustee

*Village Attorney*

*Village Clerk Treasurer*

At 8:02 pm, Mayor McNulty called the meeting to order followed by a salute to the flag.

After the Pledge of Allegiance, Mayor McNulty administered the oath of office to the Hon. David Kluepfel to discharge the duties of the office of Village Justice for a term of four years.

Mayor Joseph McNulty administered the oath of office to Trustees Donna Barnett and Diane Urso to discharge the duties of Trustees for a term of two years.

Mayor Joseph McNulty administered the oath of office to Joseph McDermott to discharge the duties of the office of Mayor for a term of two years.

Mayor McDermott thanked Mayor McNulty for his 18 years of service to the village as Mayor and thanked him for his support. He also thanked the entire village for supporting him. He thanked his mom for him to dream big and remember who you are. He also thanked his wife, Mary, and said behind every good man is a better woman.

Mayor McDermott said changes have occurred already; railing came down in village hall and the curtains were removed. Hand out copies are on the table in the back.

Mayor McDermott said the board minutes of 6/2/14 would be approved next month since the two new trustees didn't get to see them yet.

**Election Results**

JUNE 17, 2014 BRIGHTWATERS ANNUAL VILLAGE ELECTION RESULTS

THE NUMBER ACTUALLY VOTED 907 + 54 ABSENTEES = 961

**FOR THE OFFICE OF MAYOR -**

JOSEPH MCDERMOTT RECEIVED	512	VOTES
UNIFICATION PARTY		

DENISE GIBSON	446	VOTES
CITIZENS PARTY		

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FOR THE OFFICES OF TRUSTEE -

DIANE URSO RECEIVED 559 VOTES  
UNIFICATION PARTY

DONNA BARNETT RECEIVED 539 VOTES  
UNIFICATION PARTY

STEVEN PERTUSATI RECEIVED 415 VOTES  
CITIZENS PARTY

GREGORY RABIN RECEIVED 382 VOTES  
CITIZENS PARTY

FOR THE OFFICE OF VILLAGE JUSTICE

DAVID KLUEPFEL RECEIVED 331 VOTES  
JUSTICE PARTY

WRITE IN VOTE FOR VILLAGE JUSTICE WERE: MICHAEL BELFORD 1

**Suffolk County Police Dept. Third Precinct**

At this time no police officer was in attendance.

**2014 Organizational Meeting and Appointments**

Mayor McDermott proposed the following appointments:

RESOLVED that Tr. Donna Barnett be and hereby is appointed Deputy Mayor for an official term of one year.

RESOLVED that Michael K. Ackerson be and hereby is appointed Highway Foreman for an official term of one year.

RESOLVED that Dennis Babinecz be and hereby is appointed Computer Consultant at a rate of \$80/hr. for a term of one year.

RESOLVED that Daniel Falasco be and hereby is appointed Village Engineer at a rate of \$95/hr. for a term of one year.

RESOLVED that Frank Scifo be and hereby is appointed Acting Village Justice for a term of one year.

RESOLVED that Jane Arbeiter be and hereby is appointed Village Historian for a term of one year.

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RESOLVED that Carol Posimato be and hereby is appointed Deputy Registrar for a term of one year.

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 J. P. Morgan Chase Bank be and hereby is designated as the depository for the village funds in the General, Payroll, Trust, Restoration 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.

BE IT FURTHER RESOLVED that any two of the following officers of the municipality, to wit: Joseph McDermott, Mayor, Donna Barnett, Trustee, or Christine O'Shea, 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 the J. P. Morgan Chase 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 CLAS\$\$ from the General Fund, Restoration B.I.G. account and sufficient collateral be pledged for the protection of said funds.

RESOLVED that the Village Clerk Treasurer be allowed to transfer monies from the CLASS savings account to the General Fund to cover payroll expenses weekly.

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.

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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 56 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.

Mayor McDermott moves to approve the above Organizational Meeting and Appointments and Tr. Urso seconded and all approved 3/0.

### **Trustee Reports**

#### **Code Enforcement**

Mayor McDermott read Chief Code Officer Vincent P. Clancy's report for the month of June 2014. Summons served 44, Fines collected \$3,275., Complaint reports prepared 10, Building permit issued 5 with fee total of \$2,760., and dumpster/pods 4 with fee total of \$200.

#### **Lakes & Parks**

Tr. Urso said the beach is open and the walkway is a huge success. Starting this Wednesday is the Family Fun Nights at the beach from 6pm-9pm. The first one is the Red White and Blue bike parade and the last one is the Jimmy Buffet night. Saturday, July 26, will be the Ice Cream Social. Friday, August 1, is the Cross Bay Swim. Thursday, August 21, is the Snapper Tournament and we are looking for a chair to run this event. The Village's Annual Garage Sale will be held on Saturday, September 27.

#### **Social Media Policy**

Tr. Barnett explains that this policy establishes guidelines for the Village of Brightwaters use of social media sites as a way of getting information to residents. This is explained under the Social Media Policy 'Purpose'. The Village is going to have an official Village of Brightwaters Facebook page and Tr. Urso will be the monitor of it.

Tr. Urso moves to adopt/approve the Social Media Policy and Tr. Barnett seconded and all approved 3/0.

#### **Village of Brightwaters**

##### **Social Media Policy**

##### **Purpose**

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This policy establishes guidelines for the establishment and use by the Village of Brightwaters of social media sites (including but not limited to Facebook and Twitter) as a means of conveying Village of Brightwaters ("Village") information to its citizens.

The intended purpose behind establishing Village of Brightwaters social media sites is to disseminate information from the Village, about the Village, to its citizens.

The Village of Brightwaters has an overriding interest and expectation in deciding what is "spoken" on behalf of the Village on Village social media sites.

For purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, blogs, RSS, YouTube, Twitter, LinkedIn, Delicious, and Flickr. For purposes of this policy, "comments" include information, articles, pictures, videos or any other form of communicative content posted on a Village of Brightwaters social media site.

### **General Policy**

- The establishment and use by any Village department of Village social media sites are subject to approval by the Mayor or his/her designees. All Village of Brightwaters social media sites shall be administered by the Village of Brightwaters designated Public Information Officer.
- Village social media sites should make clear that they are maintained by the Village of Brightwaters and that they follow the Village's Social Media Policy.
- Wherever possible, Village social media sites should link back to the official Village of Brightwaters website for forms, documents, online services and other information necessary to conduct business with the Village of Brightwaters.
- The Public Information Officer will monitor content on Village social media sites to ensure adherence to both the Village's Social Media Policy and the interest and goals of the Village of Brightwaters.
- The Village reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date and identity of the poster, when available.
- These guidelines must be displayed to users or made available by hyperlink.
- The Village will approach the use of social media tools as consistently as possible, enterprise wide.
- The Village of Brightwaters' website at <http://www.villageofbrightwaters.com> will remain the Village's primary and predominant internet presence.
- All Village social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
- Village social media sites are subject to the New York Freedom of Information Law. Any content maintained in a social media format that is related to Village business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
- Comments on topics or issues not within the jurisdictional purview of the Village of Brightwaters may be removed.

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- Employees representing the Village government via Village social media sites must conduct themselves at all times as a representative of the Village and in accordance with all Village policies.
- This Social Media Policy may be revised at any time.

### **Content**

- Type of 'pages'
  - The Village will create a 'page' in Facebook not a 'group.' Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability. Related community pages are unofficial representations of village business created by Facebook.
  - For 'type' description, choose 'government.'
- Boilerplate
  - The Village Board (or designated representative) will complete the Page Info section as fully as possible.
  - If comments are turned on, the Facebook page should include a tab/link to a Comment Policy tab with the following disclaimer:

“Comments posted to this page will be monitored. The Village reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.”

- Link to the Village
  - A link to [www.villageofbrightwaters.com](http://www.villageofbrightwaters.com) will be included on the Page Info page.
- Page administrators
  - A successful page requires "babysitting." The Board will initially appoint a Trustee and/or employee as public information officer (PIO) who is responsible for monitoring the Facebook page. Posts should be approved by the PIO or a designated alternate.
  - The village PIO is responsible for making sure content is not stale.
- Comments and Discussion Boards
  - Comments to the timeline generally will be turned off but may be allowed on a case-by-case basis. Discussion Boards/apps should be turned off.
- Style
  - The Village Facebook page will be based on a template that includes consistent Village branding. PIO will use proper grammar and standard AP style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the Village at all times.
- Applications
  - There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and

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subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.

- An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is **approved** by the Board of Trustees.
- An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Adopted July 7, 2014

Village of Brightwaters

### **Treasurer Report @ 6/30/14**

<i>Municipal checking:</i>	
General Fund	\$1,120,009
Payroll Fund	\$574
Trust & Agency Fund	\$-0-
Restoration Fund	\$10,965
<i>Investments:</i>	
CLAS\$\$ General Fund	\$904,272
CLAS\$\$ B.I.G. Fund	\$10,052
<b><u>Total Accounts Balance:</u></b>	<b>\$2,045,872</b>

### **Open Meeting to Public**

Alicia O'Connor who runs the Pumpkin Run that is set for Saturday, Oct. 25, announced that she wants to step down and wants to hand it over to a new chair. You will need new volunteers. She said that she wouldn't walk away until someone else takes over the event.

Rich Dahab said the lakes are surrounded by poison ivy. He also congratulated Mayor McDermott.

A resident questioned the memorial for the service men and women.

Susan Maisto wanted to know what Acting Village Justice means.

Joan Manahan said a microphone should be at the podium where residents speak so they can be heard. At this time she presented the new mayor and trustees with a single rose each.

A resident thanked the new board. He also said a suggestion box should be placed in the village office.

Chris Pace asked if health insurance stopped for the judge.

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**Motion to Adjourn Meeting**

Tr. Urso moved to adjourn at 8:30 p.m., seconded by Tr. Barnett, and the meeting was adjourned on a 3/0 vote.

Respectfully submitted,

*Christina O'Shea*

Christine O'Shea  
Village Clerk Treasurer

Public attendance: 55 (not everybody signed in).