

# Shoreham Village Organizational Meeting

October 13, 2020 at 7:30pm via Zoom

## Agenda

### RESOLUTION No. 1 of October 2020 APPOINTMENT OF VILLAGE OFFICIALS

Resolved, That the Mayor of the Village of Shoreham approves the attached list of 2020-21 VILLAGE OFFICIALS as follows:

**Section 1.** That pursuant to all applicable Village and Municipal laws and regulations pertaining to the appointment of public officials the Mayor appoints the attached list of officials where it is his prerogative to appoint and that the majority of the Board of Trustees approves of his appointments where their approval is necessary.

**Section 2.** That pursuant to all applicable Village and Municipal laws and regulations pertaining to the appointment of public officials the Board of Trustees appoints the attached list of officials where it is their prerogative to appoint and that the majority of the Board of Trustees approve of these appointments.

**Section 3.** That these appointments take place immediately.

DEPUTY MAYOR.....TBA  
VILLAGE CLERK/TREASURER.....LAURA SPILLANE  
VILLAGE DEPUTY CLERK/TREASURER.....ADRIENNE KESSEL  
ASSESSOR..... TBA  
BOARD OF ASSESSORS.....B.VAIL, L.EMMA, S.NEFF, M.COOGAN, LAURA BAISCH  
BUILDING COMMISSIONER.....TBA  
BUILDING INSPECTOR.....JOSEPH ARICO  
CODE ENFORCEMENT COMM.....ROXANE GRUENHEID  
PUBLIC SAFETY & EMERGENCY PREPAREDNESS COMM.....JOSEPH FALCO  
COASTAL ZONE MANAGEMENT.....ED BRICKLEY/JOHN GURSKY (DEPUTY)  
FIRE COMMISSIONER.....ROBERT BROGDEN  
GROUNDS COMMISSIONER..... **TBA**  
HEALTH COMMISSIONER.....JOSEPH FALCO  
MARRIAGE OFFICER.....LINDA WEISS  
PARKS COMMISSIONER.....BRIAN MAHONEY  
PUBLIC WORKS COMMISSIONER.....LARRY KOGEL  
RECORDS MANAGEMENT OFFICER.....CATHY DONAHUE SPIER  
RECREATION COMM. BEACH.....JOHN WEISS  
RECREATION COMM. SPORTS.....BARBARA RICHTER  
REGISTRAR VITAL STATISTICS.....CATHY DONAHUE SPIER (EXP. 12/31/2021)  
DEPUTY REGISTRAR V. STATISTICS.....MARY ANN OBERDORF (EXP 12/31/2023)  
STORMWATER MANAGEMENT.....ED BRICKLEY/JOHN GURSKY (DEPUTY)  
VILLAGE ATTORNEY.....ANTHONY TOHILL  
VILLAGE HISTORIAN..... MARY ANN OBERDORF  
VILLAGE UTILITY MAINT. COMM.....TBA  
VILLAGE HALL INTERIOR DESIGN COMM.....ERIC MANCUSO, LINDA WEISS, T. NASO  
VILLAGE HALL MAINTENANCE COMM..... **TBA**

WEBMASTER.....JOSEPH FALCO  
VILLAGE PROSECUTOR.....DAVID DESMOND  
DEPUTY VILLAGE PROSECUTOR.....THOMAS SPIER

**DESIGN REVIEW BOARD**

CHAIR: Linda Weiss EXP. 6/30/2022  
MEMBER 1 Mary Beatty EXP. 6/30/2023  
MEMBER 2 TBA EXP. 6/30/2024

MEMBER 3 Deborah Lynn EXP. 6/30/2020  
MEMBER 4 Robert Minarik EXP. 6/30/2021

**ETHICS BOARD**

CHAIR: TBA EXP. 6/30/2020  
MEMBER 1 John Caramihas EXP. 6/30/2021  
MEMBER 2 Edward Brickley EXP. 6/30/2022

**PLANNING BOARD**

CHAIR: TBA EXP. 6/30/2024  
MEMBER 1 Diana Murphy EXP. 6/30/2023  
MEMBER 2 MaryLou Abata EXP. 6/30/2020  
MEMBER 3 Michael Coogan EXP. 6/30/2022  
MEMBER 4 Barbara Kullen EXP. 6/30/2021

ALT 1 Bob Sweet EXP. 6/30/2021  
ALT 2 Kathy Simos EXP. 6/30/2021

**ZONING BOARD OF APPEALS**

CHAIR David Madigan EXP. 6/30/2022  
MEMBER 1 Tom Spier EXP. 6/30/2023  
MEMBER 2 Marc Alessi EXP. 6/30/2024  
MEMBER 3 Billie Phillips EXP. 6/30/2020

MEMBER 4 Jeff Butler EXP. 6/30/21  
ALT 1 James DeSario EXP. 6/30/2021  
ALT 2 Joseph Falco EXP. 6/30/21

**Resolution 2 of 2020  
ADVANCE APPROVAL OF CLAIMS**

**WHEREAS** the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

**WHEREAS** all such claims shall be presented at the next regular meeting for audit, and

**WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

**Section 2.** That this resolution shall take effect immediately.

**Resolution 3 of October 2020**

**BOARD OF TRUSTEE MEETINGS  
RULES OF PROCEDURE**

That Pursuant to Article 7 of the Public Officers Law and known to many as the “Sunshine Law” the following time and place are hereby selected as to when and where meetings of the Board of Trustees are to take place. This resolution will satisfy the requirements of the Open Meetings Law (OML)

**WHEREAS** the board of trustees has determined to establish general rules of procedure for meetings.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. **REGULAR MEETINGS:** The Board of Trustees shall hold regular meetings on the second Tuesday of the month. The meetings shall begin at 7:30 and be conducted at the Village hall. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.
2. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all those meetings other than regular Board meetings. A special meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice may be given by telephone, in person, or in writing.
3. **QUORUM:** A quorum shall be required to conduct business. A quorum of a five member Board shall be three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.
4. **EXECUTIVE SESSIONS:** Executive sessions shall be held in accordance with the NYS Public Officers Law Section 105. All executive sessions shall be commenced in a public meeting.
5. **AGENDAS:** The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk at least 24 hours before the meeting, however, items may be placed on the agenda at anytime, including during the meeting.
6. **VOTING:** Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the total authorized voting power is necessary to pass a matter unless otherwise specified by State law.  
An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter.  
A vote upon any question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes.
7. **MINUTES:** Minutes shall be taken by the Clerk or the Clerk’s designee. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon: provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law. Minutes shall also include the following:
  - \* Name of the Board
  - \* Date, place and time of the meeting
  - \* Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
  - \* Name and title of other Village officials and employees present and approximate number of attendees

- \* Record of communications presented to the Board
- \* Record of reports made by Board or other Village personnel
- \* Time of adjournment
- \* Signature of Clerk or person who took the minutes if not the Clerk.

Minutes shall not contain a summary of the discussion leading to direction taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so.

Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

**8. ORDER OF BUSINESS:** The Order of Business shall be:

- \* Call to order
- \* Roll call
- \* Approval of minutes of previous meetings
- \* Public Comment
- \* Appropriations/Auditing
- \* Reports of Board Members
- \* Old business
- \* New business
- \* Public comment period
- \* Adjournment

The order of business need not be followed if the Mayor determines that it is necessary to deviate.

**9. GENERAL RULES OF PROCEDURE:** The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and if in order, they shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motion to close or limit debate may be entertained but shall require a two-thirds vote.

**10. GUIDELINES FOR PUBLIC COMMENT:** The public shall be allowed to speak only during the Public Comment period of the meeting..

Speakers must step to the front of the room or stand.

Speakers must give their name; address and organization; if any:

Speakers must be recognized by the presiding officer:

Speakers must limit their remarks to 3 minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per meeting to speak.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the clerk or their designee. Speakers may not read written communications verbatim but should summarize their contents.

**11. USE OF RECORDING EQUIPMENT:** All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner which does not interfere with the meeting. The Mayor may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment and the ability of the public to still participate in the meeting. If the Mayor makes the determination that the recording is intrusive and has the effect

of interfering with the meeting, the Mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

12. **ADJOURNMENT:** Meeting shall be adjourned by motion.

13. **AMENDMENTS TO THE RULES OF PROCEDURE:** The foregoing procedures may be amended from time to time by a majority vote of the Board.

#### **Resolution 4 of October 2020**

##### **B OF T MEETINGS - OML REQUIREMENTS**

Resolved, That Pursuant to Article 7 of the Public Officers Law and known to many as the “Sunshine Law” the following time and place are hereby selected as to when and where meetings of the Board of Trustees are to take place. This resolution will satisfy the requirements of the Open Meetings Law (OML)

**Section 1.** The regular meeting of the Board of Trustees are to take place on the second Tuesday of each month at the Village Hall at 7:30 PM.

**Section 2.** Work sessions of the Board of Trustees are to take place as posted on the Village Hall Bulletin Board on the second and fourth Tuesday of each month at the Village Hall.

**Section 3.** Other meetings of the Board will be announced and posted in accordance to OML Rules as called by the Board of Trustees.

#### **Resolution 5 of October 2020**

##### **ORGANIZATIONAL MEETING 2020-21**

WHEREAS the Board of Trustees is required, by law, to designate the date and place of the organizational meeting for the following year.

THEREFORE LET IT BE RESOLVED that the Board of Trustees of the Village of Shoreham hereby designates that the next Village organizational meeting to be held at the Village Hall on July 6, 2021.

#### **Resolution 6 of October 2020**

##### **DESIGNATION OF DEPOSITORIES**

WHEREAS the board of trustees has determined that Village Law Section 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the following institution as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes: BRIDGEHAMPTON NATIONAL BANK and PEOPLES UNITED BANK for the purpose of purchasing certificates of deposit.

Section 2. That this resolution is effective immediately.

**Resolution 7 of October 2020**

**VILLAGE EMPLOYEES SALARIES**

Resolved, That the Board of Trustees of the Village of Shoreham hereby set the salaries and/or hourly rates of the following Village employees and service providers.

Attorney	\$200 per hour
Building Inspector	\$100-\$150 per inspection
Code Enforcement Officer	\$20.00 per hour
Supervising Officer	\$23- \$25 per hour
Clerk/Treasurer	\$55,000 per year
Deputy Clerk/Treasurer	\$35.00 per hour
Clerk/Treasurer Assistant	\$20.00 per hour
Justice Court Clerk	\$400 per month
Lifeguards	\$14.00- \$16.00 per hour
Supervising Lifeguard	\$23.00 per hour
Steward/Cleaning	\$25 - \$35 per hour
Seasonal Steward	\$16.50 per hour
Handyman	\$70.00 per hour

**Resolution 8 of October 2020**

**VILLAGE EMPLOYEES and SERVICE PROVIDERS**

Resolved, That the Board of Trustees of the Village of Shoreham hereby authorizes the following Village employees and service providers.

Lifeguards	Wesley Pase, Emma Anderson, Dan Paesano, Craig Jablonsky, Matthew Baylous, Karsten Esser, Olivia Stowell
Supervising Lifeguard	Steven Tuttle
Steward	Patricia Stimson
Seasonal Steward	Liz Ward
Security	Ray Brenkart, Otabio Cepeda, Chris Vaughan Pete Preller, George Romano, Richard Yarusso,
Clerk/Treasurer	Laura Spillane
Deputy Clerk/Treasurer	Adrienne Kessel
Court Clerk	Elizabeth Kidney
Building Inspector	Brad Hammond

**Resolution 9 of October 2020**

**DESIGNATION OF OFFICIAL NEWSPAPER**

Resolved, That the Board of trustees of the Village of Shoreham hereby designates *The Times-Beacon-Record Newspapers, The Village Beacon Record* as the official newspaper of the Village for all public announcements and legal notices.

**Resolution 10 of October 2020  
MILEAGE ALLOWANCE**

**WHEREAS** the board of trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees shall approve reimbursement to such officers and employees at the rate of 57.5 cents per mile.

**Section 2.** That this resolution shall take effect immediately.

**RESOLUTION 11 of October 2020**

**BANK SIGNATURE AUTHORIZATION**

Resolved, That the Board of Trustees of the Village of Shoreham hereby authorize the following to be granted signing authorization on the various accounts held by BRIDGEHAMPTON NATIONAL BANK and PEOPLES UNITED BANK for the Village of Shoreham:

BRIAN C. VAIL  
LAURA SPILLANE  
SHERRY NEFF

Resolved, that the signatures of two of the above persons will be required.

**RESOLUTION 12 of October 2020**

**RESOLUTION TO WAIVE RESIDENCY  
REQUIREMENT FOR BUILDING INSPECTOR**

Resolved,

1) That pursuant to Village Law Section 3-300[2][a], the Board of Trustees of the Village of Shoreham will waive the residency requirement for Brad Hammond, Village Building Inspector.