

Shoreham Village Organizational Meeting

JULY 19, 2022 at 7:30pm

Agenda

RESOLUTION No. 1 of July 2022 APPOINTMENT OF VILLAGE OFFICIALS

Resolved, That the Mayor of the Village of Shoreham approves the attached list of 2022-23 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.....JOSEPHINE ROMANO
STEWARD/BUILDING MANAGER.....JENNIFER ALEXANDER
ASSESSOR..... PAUL DAMATO
BOARD OF ASSESSORS.....MAYOR SPIER, S.NEFF, M.COOGAN, L. BAISCH & E. BRICKLEY
BUILDING COMMISSIONER.....ROB MINARIK
BUILDING INSPECTOR.....BRAD HAMMOND
HANDYMAN.....RICHARD SCHULER
CODE ENFORCEMENT COMM.....ROXANE GRUENHEID
PUBLIC SAFETY & EMERGENCY PREPAREDNESS COMM.....JOSEPH FALCO
COASTAL ZONE MANAGEMENT.....ED BRICKLEY
FIRE COMMISSIONER.....NANCY DELAGI
GROUNDS COMMISSIONER..... **TBA**
HEALTH COMMISSIONER.....JOSEPH FALCO
MARRIAGE OFFICER.....LINDA WEISS
PARKS COMMISSIONER.....BRIAN MAHONEY
PUBLIC WORKS COMMISSIONER.....LARRY KOGEL
RECORDS MANAGEMENT OFFICER.....JOSEPHINE ROMANO
RECREATION COMM. BEACH.....MAURIZIO MILANA
RECREATION COMM. SPORTS.....GEORGE LYNN
REGISTRAR VITAL STATISTICS.....JOSEPHINE ROMANO (EXP. 12/31/2026)
DEPUTY REGISTRAR V. STATISTICS.....CATHERINE DONAHUE SPIER (EXP 12/31/2026)
STORMWATER MANAGEMENT.....ED BRICKLEY
VILLAGE ATTORNEY.....BRIAN EGAN & DAWN THOMAS
VILLAGE HISTORIAN.....MARY ANN OBERDORF
VILLAGE UTILITY MAINT. COMM.....VAL NASO

VILLAGE HALL INTERIOR DESIGN COMM.....ERIC MANCUSO, LINDA WEISS, TOMMIANN NASO
VILLAGE HALL MAINTENANCE COMM..... ROB MINARIK
WEBMASTER..... NANCY DELAGI
VILLAGE JUDGE.....DAVID DESMOND
DEPUTY VILLAGE PROSECUTOR.....PATRICIA BROSCO
TECHNOLOGY COMMISSIONER.....NANCY DELAGI

DESIGN REVIEW BOARD

CHAIR: Linda Weiss EXP. 6/30/2026
MEMBER 1 Mary Beatty EXP. 6/30/2023
MEMBER 2 TBA EXP. 6/30/2024
MEMBER 3 Deborah Lynn EXP. 6/30/2026
MEMBER 4 Robert Minarik EXP. 6/30/2025

ETHICS BOARD

CHAIR: Clayton Bowman EXP. 6/30/2026
MEMBER 1 Barbara Kullen EXP. 6/30/2026
MEMBER 2 EXP. 6/30/2026

PLANNING BOARD

CHAIR: Bob Sweet EXP. 6/30/2024
MEMBER 1 Chris Mahoney EXP. 6/30/2023
MEMBER 2 MaryLou Abata EXP. 6/30/2024
MEMBER 3 Michael Coogan EXP. 6/30/2026
MEMBER 4 Kathy Simos EXP. 6/30/2025

ALT 1 Shawn Hough EXP 6/30/2026
ALT 2 TBA

ZONING BOARD OF APPEALS

CHAIR David Madigan EXP. 6/30/2026
MEMBER 1 James Desario EXP 6/30/2026
MEMBER 2 Marc Alessi EXP. 6/30/2024
MEMBER 3 Billie Phillips EXP. 6/30/2024

MEMBER 4 Jeff Butler EXP. 6/30/25
ALT 1 Joseph Falco EXP. 6/30/2025
ALT 2 TBA EXP. 6/30/2025

FINANCE COMMITTEE

CHAIR Brian Vail EXP 6/30/26
MEMBER 1 EXP 6/30/26
MEMBER 2 EXP 6/30/26

**Resolution 2 of July 2022
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 July 2022

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 July 2022
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 July 2022
ORGANIZATIONAL MEETING 2022-23

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 18, 2023.

Resolution 6 of July 2022
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: DIME SAVINGS BANK (fna 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 July 2022
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	\$200/300 per hour
Building Inspector	\$9,000 per year
Code Enforcement Officer	\$23.00 per hour
Supervising Officer	\$30 per hour
Clerk/Treasurer	\$55,000 per year
Deputy Clerk/Treasurer	\$28 per hour
Steward/Building Manager	\$25 per hour
Justice Court Clerk	\$200 per week
Lifeguards	\$15 - \$15.50 per hour
Supervising Lifeguard	\$18 per hour
Cleaning	\$30- - \$50 per hour
Seasonal Steward	\$20-22 per hour
Handyman	\$70 per hour

Resolution 8 of July 2022
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	Kaitlyn Coster, Jack D’Andrea, Kara Gately, Giuliana McCarthy, Sara Louser, Christian Tarsia, Emmy Shattes
Supervising Lifeguard	Daniel Paesano
Steward	Jennifer Alexander
Seasonal Steward	Liz Ward
Steward Assistant	Erik Kaspar
Security	Michael Allegretti, Daniel O’Connell, George Romano, Chris Vaughn Richard Yarusso
Clerk/Treasurer	Laura Spillane
Deputy Clerk/Treasurer	Josephine Romano
Court Clerk	Elizabeth Kidney
Building Inspector	Brad Hammond
Handyman	Richard Schuler

Resolution 9 of July 2022
DESIGNATION OF OFFICIAL NEWSPAPERS

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

**Resolution 10 of July 2022
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 62.50 cents per mile (IRS official rate).

Section 2. That this resolution shall take effect immediately.

**RESOLUTION 11 of July 2022
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 DIME BANK and PEOPLES UNITED BANK for the Village of Shoreham:

MAYOR THOMAS P. SPIER
LAURA SPILLANE
SHERRY NEFF

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

**RESOLUTION 12 of July 2022
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.

**RESOLUTION 13 of July 2022
ALARM COMPANY CONTACT AUTHORIZATION**

Resolved, That the Board of Trustees of the Village of Shoreham hereby authorize the following to be authorized alarm company contacts for the Village of Shoreham:

LAURA BAISCH
ROB MINARIK

**RESOLUTION 14 of July 2022
FEE SCHEDULE**

Application Review: A \$100.00 non-refundable review/processing fee is required upon submission of a building permit application. The application review fee is credited to the permit fee.

Building Permit:

	Base fee	Min. fee
Heated under 250sf	n/a	\$350.00 + \$100 insp fee
Heated over 250sf	\$1.50/sf	n/a
Garage/detached	\$1.15/sf	\$300.00 + \$100 insp fee
Shed (over 144sf)	\$.60/sf	\$250.00
Unroofed (any)	\$.60/sf	\$250.00 + \$100 insp fee
Interior work	\$1.15/sf	\$250.00 + \$100 insp fee
Porch/deck	\$.60/sf	\$250.00 + \$100 insp fee
Retaining wall	n/a	\$250.00 + \$100 insp fee
 Pool	 \$575.00 <i>(in-ground)</i>	
Pool/Hot Tub	\$350.00 <i>(above ground)</i>	
 Solar	 \$200.00 <i>(Village waives DRB fee and CC fee)</i>	
Accessory Structure	\$350.00 (non-heated)	
Driveway	\$225.00 <i>(Replacing an existing driveway)</i>	
Public Works	\$225.00 Curb cut over village right for a new driveway	

Mechanical Permit:

Gas Conversion	\$350.00
Fireplace	\$350.00
Generator	\$350.00
Pool heater	\$350.00
Sub tank	\$350.00
Dock	\$350.00 + \$150.00 inspection fee + any additional expert fees as may be required
Any other	\$350.00 + \$150.00 inspection fee

Steep Slopes Permit: \$750.00 + \$150.00 inspection fee + any additional fee expert fees as may be determined by the Planning Board

Demolition Permit:

House	\$500.00
Shed (+144sf)	\$250.00

Coastal Erosion Permit: \$250.00 + \$100 per inspection

Building Permit Expiration: A Building Permit (includes Mechanical Permit and Steep Slopes Permit) expires one (1) year from the date issued. Prior to expiration an applicant may apply for a 180 day extension for a \$100.00 fee. When a permit needs renewal after any extension or if it expires, there is a fee of 100% of the original building permit fee for an additional extension of 12 months, provided the renewal is applied for within thirty (30) days of its expiration and otherwise the fee is 150% of the current building permit fee, whichever is greater.

Demolition Permit Expiration: Demolition Permit expires 90 days from the date of issuance.

Coastal Erosion Permit Expiration: Coastal Erosion Permit expires 180 days from date of issuance.

Inspections: All permit fees, except as may be noted, and include the inspection of work.

Re-Inspections: A "failed" inspection requires a re-inspection and shall cost an additional fee of \$100.00.

Planning Board Review for a major subdivision: \$2,000.00 + \$300.00 inspection fee and applicable costs pursuant to Chapter 27 Local Law 1 of 2015, and as may be required consistent with the circumstances of a particular application.

Planning Board Review for a minor subdivision including a lot line modification: \$1,000.00 + \$150.00 inspection fee and any other applicable costs pursuant to Chapter 27 Local Law 1 of 2015 and as may be required consistent with the circumstances of a particular application.

Planning Board Review: \$600.00 + \$150 inspection fee.

For all building permit applications requiring a site disturbance for a footing/foundation the PB fee for storm water runoff approval is added to the building permit fee.

Planning Board Review pursuant to Article IV 31-19 B.(9) except (9)(d): \$300.00 + \$150 inspection fee and any additional fees pursuant to Article IV 31-19 B.(10).

Planning Board Steep Slopes Review: \$600.00 + \$150.00 inspection fee. Pursuant to Chapter 24, Local Law 15 of 2015, when a review of an application finds that a "steep slope" exists, based upon topography shown on a survey/site plan, then a steep slope permit is required. The Steep Slopes permit fee is the fee for PB review. A steep slope permit fee is added to the building permit fee for issuance of Steep Slopes Permit.

Zoning Board of Appeals: \$750.00

Design Review Board: \$250.00

This fee is added to the building permit fee above. Inspections for Design Review compliance are done by the building inspector in conjunction with other required inspections.

Issuance of a document:

CO \$100.00 (Certificate of Occupancy)
CC \$100.00 (Certificate of Compliance)
CEU \$250.00 (Certificate of Existing Use) + \$150 for inspection

Search for Village document (not under FOIL): \$10.00 each ("certified" copies @ \$25.00 each)

Mother-Daughter 2 Year Rental	\$350
2 Year Rental <i>Non-Owner Occupied</i>	\$350

SECTION 3. SUPERSEDING EFFECT.

This fee schedule supersedes any prior enactment by resolution or local law concerning the required payment of fees incident to the regulatory process under the Village Code or otherwise.

SECTION 4. AMENDMENT.

The Fee Schedule enacted herewith and any fee required under the Village Code, including any Chapter thereof, may be amended from time to time by resolution of the Board of Trustees.