

# GENERAL *Administration*

- List of officials
- List of cognizant trustees
- Job descriptions
- Communications

# GENERAL Administration List of Village Officials

## APPOINTMENT OF VILLAGE OFFICIALS | 2014-15

ALL APPOINTMENTS ARE UNTIL 6/30/15 UNLESS OTHERWISE NOTED

Position	Official
Assessor	James Pase
Board of Assessors	R. Connell, L. Emma, K. Schnoor, B. Vail, E. Weiss
Building & Grounds Commissioner	Steve Blum
Building Commissioner	Steven Walker
Building Inspector	Joseph Arico*
Coastal Zone Management	Leonard Emma
Code Enforcement Commissioner	John Flannery
Deputy Coastal Zone Management	John Gursky
Deputy Mayor	Brian C. Vail
Deputy Registrar V. Statistics	Mary Ann Oberdorf
Deputy Storm Water Management	John Gursky
Deputy Village Clerk	Maryanne Oberdorf
Deputy Village Prosecutor	Tom Spier
Deputy Village Treasurer	John Bates
Fire Commissioner	Robert Brodgen
Health Commissioner	Joseph Falco
Marriage Officer	Linda Weiss
Parks Commissioner	Brian Mahoney
Public Safety & Emergency Preparedness	Joseph Falco
Public Works Commissioner	Larry Kogel
Records Management Officer	Cathy Donahue-Spier
Recreation Commissioner Beach	John Weiss
Recreation Commissioner Sports	Barbara Richter
Registrar Vital Statistics	Cathy Donahue-Spier
Storm Water Management	Leonard Emma
Village Attorney	Anthony Tohill
Village Clerk	Cathy Donahue Spier
Village Hall Ops Commissioner	John Scrimenti
Village Historian	Mary Ann Oberdorf
Village Historian Emerit	Peter Spier
Village Prosecutor	Steve Losquadro
Village Treasurer	Cathy Donahue-Spier
Webmaster	Joseph Falco

\* To serve at the pleasure of the Board of Trustees

# GENERAL Administration List of Village Officials

## APPOINTMENT OF VILLAGE OFFICIALS | 2014-15

ALL APPOINTMENTS ARE UNTIL 6/30/15 UNLESS OTHERWISE NOTED

Board	Official		Expiration
Design Review Board	Chair	Linda Weiss	06/30/2017
	Member 1	Mary Beatty	06/30/2015
	Member 2	John Miller	06/30/2016
	Alt 1	Deborah Lynn	06/30/2015
	Alt 2	TBA	06/30/2016
Planning Board	Chair	John Weiss	06/30/2019
	Member 1	Richard Rohman	6/30/2015
	Member 2	MaryLou Abata	06/30/2016
	Member 3	Michael Coogan	06/30/2017
	Member 4	Barbara Kullen	06/30/2018
Zoning Board of Appeals	Chair	Lynn Morris	06/30/2017
	Member 1	David Madigan	06/30/2015
	Member 2	Tom Spier	06/30/2016
	Alt 1	Marc Alessi	06/30/2015
	Alt 2	Billie Phillips	06/30/2016



# GENERAL Administration List of Village Officials

## STANDING AND AD HOC COMMITTEES

IN EFFECT UNTIL 06/30/2015

Committee	Official	
Compliance Committee	Chair	David Madigan
		Greg Gulia Steve Losquadro
Green Infrastructure Committee	Co-chairs	Mary Lou Abata Judy Buyar
		Karen Blumer Robert Kavanaugh Michael Madigan Lorraine Magdalena
Roads Committee	Chair	Larry Kogel
		Tony Aliperti Carlos Guercia Michael Madigan Bob Reid
Village Hall Aesthetics Committee	Co-equal	Tomian Naso Linda Weiss Carol Willen

# GENERAL *Administration* List of Cognizant Trustees

Area	Cognizant Trustee
Assessor	Brian Vail
Building and Grounds	Rosie Connell
Building Commissioner/Inspector	Brian Vail
Compliance Committee	Brian Vail
Design Review Board	Rosie Connell
Environmental Protection	Len Emma
Finance	Kathleen Baumann Schnoor
Fire	Kathleen Baumann Schnoor
General Administration	Ed Weiss
Green Infrastructure Committee	Kathleen Baumann Schnoor
Health	Len Emma
Parks	Len Emma
Planning Board	Brian Vail
Public Safety/Code Enforcement	Kathleen Baumann Schnoor
Public Works	Len Emma
Recreation — Beach	Rosie Connell
Recreation — Sports	Rosie Connell
Road Committee	Len Emma
Shoreham Website	Kathleen Baumann Schnoor
Village Hall Operations	Rosie Connell
Zoning Board	Brian Vail

# GENERAL Administration Job Descriptions

## VILLAGE OF SHOREHAM JOB DESCRIPTION FOR CERTAIN VILLAGE OFFICIALS AND EMPLOYEES

### DEFINITIONS:

1. **garden element** — any fence, flagpole, gazebo, potted planting, stairway, walkway, or other such item.
2. **Village parkland** — those areas specifically designated as parkland, such as that along the west side of the Village, or Major Hopkins Park, among others.
3. **Village public place** — any place owned or controlled by the Village, except for any road right-of-way.

### GENERAL NOTES

1. Any person hired by the Village to assist with general maintenance, as distinguished from contracts such as that for landscaping services, shall be available to assist any Village official in coordination with the Village Clerk.
2. Any Village official charged with the responsibility of the hiring, scheduling or management of any Village employee shall not terminate any such employee, or make any significant changes in the terms of such hiring, or scheduling, or management, without written approval of the Village Board.
3. It shall be the homeowner's responsibility to restore any disrupted utility service, working directly with the utility involved.

### POSITION

### RESPONSIBILITIES

Ad Hoc and Standing Committees

As authorized by the Village Board, currently including the:

- A. Building Aesthetics Committee, working with the Village Hall Building Commissioner, charged with the responsibility of making aesthetic decisions related to the interior decoration of the Village hall
- B. Compliance Committee, charged with oversight of Village operations;
- C. Green Infrastructure Committee, charged with fulfillment of the Committee mission statement, attached; and
- D. Road Committee, charged with the development of an overall plan for the refurbishment of Village roads and drainage infrastructure.

Beach Commissioner

The hiring, scheduling and management of lifeguard personnel, management of beach storage facilities (including the outside, fenced-in area at the northwest corner of the Village hall), and cleaning of the Village beach and maintenance of any equipment or structure related thereto, including:

- A. anchors, buoys and ropes used to demarcate the bathing area;
- B. barbeque grills;



# GENERAL Administration Job Descriptions

	<ul style="list-style-type: none"> <li>C. fire pits;</li> <li>D. beach benches and tables;</li> <li>E. lifeguard equipment, including the lifeguard boat (if any), first-aid equipment and stand;</li> <li>F. the raft;</li> <li>G. recreation equipment;</li> <li>H. storage racks; and</li> <li>I. other such items;</li> </ul> <p>but not the: (1) retaining wall running along the south side of the Village beach or the rocks along same; (2) Village beach ramp; or (3) steps and walkway leading to and located on the Village beach.</p>
Building Commissioner	As set forth in the Village Zoning Code.
Building Inspector	As set forth in the Village Zoning Code.
Coastal Erosion Management Officer	As set forth in the Village Zoning Code and Local Law 89-2; and Local Law [ ]; <b>Beach Access Law to be passed</b> ], solely as related to the performance of work on the beach or bluff.
Code Enforcement Commissioner	The hiring, scheduling and management of code enforcement personnel and enforcement of Village codes as set forth by the Village Board, including enforcement of Local Law No. 5 of 2012; and Local Law [ ]; <b>Beach Access Law to be passed</b> ], solely as related to anything but the performance of work on the beach or bluff.
Grounds Commissioner	<p>The maintenance of facilities located in certain public places, including:</p> <ul style="list-style-type: none"> <li>A. garbage collection facilities;</li> <li>B. garden elements;</li> <li>C. irrigation systems;</li> <li>D. the retaining wall running along the south side of the Village beach and the rocks along same;</li> <li>E. the steps and walkway leading to and located on the Village beach;</li> <li>F. utilities serving Village facilities, including anything related thereto; and</li> <li>G. the water fountain located at the Village tennis courts;</li> </ul> <p>but not anything located on Village parkland or in the fenced-in area of the Village tennis courts, including the fence itself and retaining walls being part thereof, or anything located on the Village beach, except for D and E above, or any fence enclosing any part of a Village sump, or anything falling under the purview of other commissioners.</p>
Parks Commissioner	The cleaning of Village parkland and maintenance of any garden element or other structure located thereon; and the maintenance, planting, relocation or

# GENERAL Administration Job Descriptions

	<p>removal of vegetation located, or to be located, in any public place, including that area located in the fenced-in area of the Village tennis courts, but not the maintenance of any drainage facilities located on Village parkland or any garden element located outside Village parkland. In addition, the Parks Commissioner shall have the responsibility to act as set forth in Local Law [ ]; <b>Vegetation Maintenance and Preservation Law to be passed; note — the proposed Zoning Code calls for this to be handled by the Building Inspector — this will be changed to reflect the above</b>], including the administration of said code to ensure that:</p> <ul style="list-style-type: none"> <li>A. road surfaces are clear of vegetation and any other form of debris; and</li> <li>B. any tree, the trunk of which is located entirely or partially on any unsurfaced portion of any road right-of-way, is removed, if such tree constitutes a dangerous condition.</li> </ul>
Public Works Commissioner	<p>The repair or installation of roads, curbs and drainage facilities, and the maintenance of Village parking areas and the Village beach ramp and outflow pipe. In addition, the Public Works Commissioner shall have the responsibility to:</p> <ul style="list-style-type: none"> <li>A. maintain road-identification, traffic-control and parking signage;</li> <li>B. maintain sump fencing;</li> <li>C. plow and remove snow from Village roads, and sand and salt same, in coordination with the Town of Brookhaven; and</li> <li>D. work with utilities serving the Village, as required, to accommodate any work required by any utility, whether to be performed along or on Village roads or other Village public places;</li> </ul> <p>but not anything set forth herein falling under the purview of the Stormwater Management Officer.</p>
Recreation Commissioner	<p>The maintenance, and management of the use, of any recreational equipment or facility located in any public place, including the following facilities and any equipment or structure related thereto:</p> <ul style="list-style-type: none"> <li>A. the baseball field, including the backstop, foul poles, bases, nets, telephone pole railing running along the east side of Woodville Road, and other such equipment and structures;</li> <li>B. the basketball court, including the backboards, benches, nets, lights, surface thereof, and other such equipment and structures;</li> <li>C. the playground equipment, benches and tables, including the maintenance of the border and mulch for said playground equipment;</li> <li>D. any recreational equipment or facility located at the Village hall or in any other Village public place not specifically referenced herein;</li> <li>E. the platform tennis courts, including the heating system, lights, nets, warming hut, and other such equipment and structures; and</li> </ul>



# GENERAL Administration Job Descriptions

	<p>F. the tennis courts, including the backboard, fence surrounding said courts and retaining walls being part thereof, nets, referee chairs, seating areas, sheds, surfaces thereof, umbrellas, and other such equipment or structure, and the irrigation system, and any garden element, located in the fenced-in area of said courts;</p> <p>but not any recreational equipment or facility related to the use of the Village beach.</p>
Steward	As set forth in The Duties of the Village Steward (with attachments), attached <b>[a draft of "Duties," with attachments, is attached; Rosie, this should be reviewed in the context of our current rental policy and any changes we might make to same].</b>
Stormwater Management Officer	As set forth in the Village Zoning Code and Local Laws 06-01 and 06-02, including the cleaning of roads, catch basins, drains, sumps and other drainage facilities.
Village Hall Building Commissioner	Working with the Building Aesthetics Committee as needed, the replacement of furniture in, and maintenance of, the Village hall, including general maintenance and repairs of, and improvements to, the building itself (including the outside, fenced-in area by the kitchen and the generator), but nothing falling under the purview of other commissioners.

# **GENERAL** *Administration* **Communications**

- Website
- Letters
- Emails
- Postings

# GENERAL Administration Communications: Website

Village of Shoreham

<http://www.shorehamvillage.org/>

## Welcome to the Incorporated Village of Shoreham New York

[Abstracts](#) | [Village Officials](#) | [Local Laws](#) | [Resolutions](#) | [Shoreham Village Hall Rental](#) | [Newsletter](#) |

[Building Permits](#) | [Demolition Permits](#) | [Tides-Sunrise-Sunset](#) | [Weather](#) | [Minutes](#)

*Updated: 9/6/14*

Instructions on how to  
Search this Web site

### Go Directly To:

[Emergency Preparedness](#)  
[Village Hall Rental  
Information](#)  
[Trash & Recycling  
Information](#)  
[The Shoreham Village  
Association](#)  
[The Shoreham Garden Club](#)  
[Shoreham Country Club](#)  
[Tides and Sunset](#)  
[Community Bulletin Board](#)  
[2013 Centennial Archive &  
Merchandise](#)

### Items of Interest

[Shoreham Village History](#)  
[Our Natural Environment](#)  
[Our Sister Community,](#)



1979 Tennis Team: L-R Standing: Ed Weiss, Mary Lou Abata, Dee McCrystal, Terry Frei, Helga Jehle, Mil Bleckley, Mary Jane Stangby, Ed

### News and Announcements

**Board of Trustees meets the 2nd Tuesday of each month at 7:30 PM Lower Level of Village Hall. EXCEPTION: Next meeting will be on the 3rd Tues of September: September 16th-- See Notice**

**Public Hearing on Proposed Recycling Law Sept 16th-- Notice**

**Town Hall Meeting Sat. Sept. 20th 9 AM - 10:30 AM--Notice**

**Zoning Board of Appeals Sept 30th 7:30 PM-- Notice**



# GENERAL Administration Communication: Letters

EDWARD J. WEISS, Mayor  
CATHY DONAHUE SPIER  
Clerk / Treasurer

INCORPORATED  
**VILLAGE OF SHOREHAM**

PO BOX 380  
SHOREHAM, NEW YORK 11786  
(631) 821-0680  
Fax (631) 821-4102  
[www.shorehamvillage.org](http://www.shorehamvillage.org)  
Email: [shoreham5@aol.com](mailto:shoreham5@aol.com)

BOARD OF TRUSTEES  
Rosemary Connell  
Leonard C. Emma  
Kathleen Baumann Schnoor  
Brian C. Vail

August 7, 2014

Dear Village Resident,

We hope you're all enjoying this beautiful summer weather. We certainly deserve it after the weather Mother Nature gave us last winter.

As you may know, the Village Board has formed a committee to develop a master plan for the refurbishment of our roads and drainage infrastructure. While inspecting our roads with Larry Kogel, our Public Works Commissioner, we noticed quite a few areas where vegetation has encroached upon our roads, either along the edge of the roadway, or overhanging. In some places, the overgrowth is so extensive as to cause vehicles to go into the opposite side of the road in order to pass.

In the interest of maintaining the safety and appearance of our community, we'd like to ask Village residents to trim any such vegetation bordering their properties. Other than ground cover, vegetation should be at least a foot from the edge of the road, with overhanging limbs at least 14 feet above the roadway, just above the height of a large truck. Also, ground covers should not encroach upon curbing or the street surface, and any vegetation near an intersection should be at a height so as not to block visibility in any direction. The same holds true for driveways and sharp turns along our roadways. Important, as well, is the need to keep our street surfaces and drains clear of leaves, grass clippings, branches and other forms of debris.

If you have any questions, or would like guidance as to what vegetation should be trimmed, please call Cathy, our Village Clerk (631-821-0680), and we'll be happy to help you with your particular situation. It's our hope to accomplish all necessary trimming by the end of September, remembering that this is all in the interest of keeping our Village a safe and beautiful place to live.

Thanks for your corporation. Enjoy the rest of the summer.

The Village Board of Trustees

# **COMMUNITY** *Relationships*

- Tesla Flag Raising Event
- Water Authority/Suffolk County
- Town of Brookhaven
- School District

# COMMUNITY *Relationships*

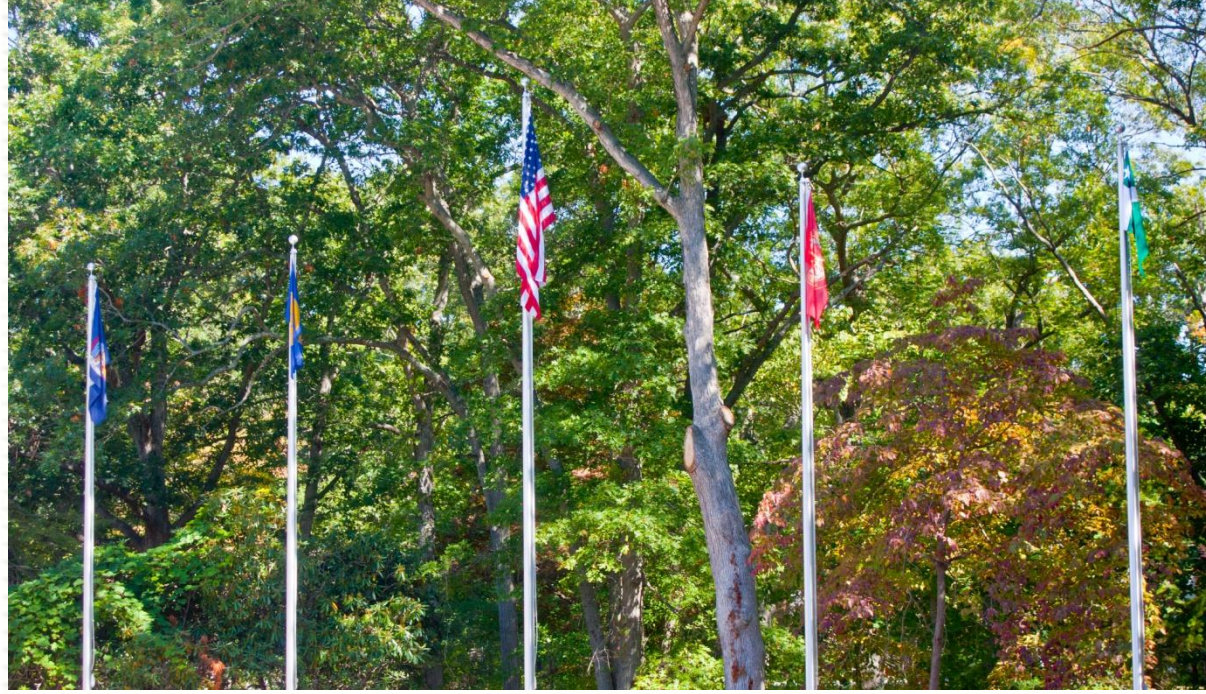
## Tesla Event

- Village represented by Neil Baggett and Ed Weiss in flag raising ceremony
- Gift of our burgee



# COMMUNITY *Relationships*

**Tesla Event**



# COMMUNITY Relationships Tesla Event



July 24, 2014

Jane Alcorn  
President

Gene Genova  
Vice President

Neil Baggett  
Secretary

Mary Daum  
Treasurer

Chris Wesselborg  
Vice President for  
Technology

Margaret Foster  
Board Member

Richard Gearn  
Board Member

David Madigan  
Board Member

Michael Russo  
Board Member

Edward Weiss  
Mayor  
Village of Shoreham  
Box 389  
Shoreham, NY 11786

Dear Mayor Weiss,

Thank you very much for joining us at the Nikola Tesla 158<sup>th</sup> Birthday Celebration at Wardenclyffe on July 10<sup>th</sup>. Your kind words and presence are very much appreciated. We also appreciate your donation of a flag for Wardenclyffe. It now proudly flies at the site, and can be seen by many people.

Your leadership in establishing July 10<sup>th</sup> as Nikola Tesla Day was especially important to us. Thank you! We also want to thank you for the Shoreham burgee.

The event was a great success, especially since we were able to share the exciting news of a \$1M donation to the project from Elon Musk.

We hope that you will personally be able to join us in the future when we have special events at Wardenclyffe.

Sincerely,

Jane Alcorn  
President

Post Office Box 552  
Shoreham, New York 11786

(631) 886-2632  
[info@teslasciencecenter.org](mailto:info@teslasciencecenter.org)  
[www.teslasciencecenter.org](http://www.teslasciencecenter.org)

*Friends of Science East, Inc., dba Tesla Science Center at Wardenclyffe, is a 501 (c) 3 nonprofit organization, (EIN 11-3327144) established under the laws of the State of New York, and contributions are deductible to the fullest extent allowed by law.*



# COMMUNITY *Relationships* Water Authority/Suffolk County



## SUFFOLK COUNTY WATER AUTHORITY

Administrative Offices: 4060 Sunrise Highway, P.O. Box 38, Oakdale, New York 11769-0901

### PRESS RELEASE

FOR IMMEDIATE RELEASE

July 22, 2014

Contact: Tim Motz

(631) 563-0396 (O)

(631) 445-0562 (C)

[tmotz@scwa.com](mailto:tmotz@scwa.com)

## SCWA Replaces Water Main in Shoreham

### *1,770 Feet of New, Larger Pipe Installed on Primary Road*

The Suffolk County Water Authority this week replaced 1,770 feet of water main along Woodville Road in the Village of Shoreham. The larger pipe, made of ductile iron, will replace undersized pipe and therefore provide improved water pressure and fire protection to the village.

Pipe was replaced from Route 25A to Circle Drive and from Valley Way to just north of Suffolk Down. The project was scheduled in conjunction with an upcoming Town of Brookhaven road resurfacing project.

The Suffolk County Water Authority is an independent public-benefit corporation operating under the authority of the Public Authorities Law of the State of New York. Serving approximately 1.2 million Suffolk County residents, the Authority operates without taxing power on a not-for-profit basis.

**Caption: From left to right, Suffolk County Water Authority spokesman Tim Motz, Suffolk Legislator Sarah Anker, SCWA Pipeline/Paving Inspector Dawn Warren and Shoreham Village Mayor Ed Weiss inspect project plans on Woodville Road this week.**



# COMMUNITY *Relationships*

**Water Authority/Suffolk County**



# COMMUNITY *Relationships* Town of Brookhaven

- Ed Romaine visit/very positive
- Bridge
- Dan Losquadro

NEXT SECTION