

**VILLAGE OF SHOREHAM**  
**P.O. BOX 389**  
**SHOREHAM, NEW YORK 11786**  
**Minutes November 8, 2023**

**Regular meeting of the Board of Trustees of the Incorporated Village of Shoreham held at 80 Woodville Road, Shoreham, NY on Wednesday, November 8, 2023 at 6:30 p.m.**

Mayor Spier opened the Regular meeting at 6:30 p.m.

**Motion to close the Regular Meeting and open the Executive Session Meeting to discuss a personnel issue.**

*Approved: Brickley/Coogan (5-0)*

**Motion to close the Executive Session Meeting and re-open the regular meeting at 7:20 p.m. No action taken.**

*Approved: Spier/Coogan (5-0)*

**PRESENT:**

<b>Thomas P. Spier</b>	<b>MAYOR</b>
<b>Laura Baisch</b>	<b>TRUSTEE</b>
<b>Edward Brickley</b>	<b>TRUSTEE</b>
<b>Mariann Coogan</b>	<b>TRUSTEE</b>
<b>Sherry Neff</b>	<b>TRUSTEE</b>
<b>Laura Spillane</b>	<b>CLERK/TREASURER</b>
<b>Josephine Romano</b>	<b>DEPUTY CLERK</b>
<b>Celeste DeSario</b>	<b>MINUTES</b>

**Commissioners, Officials, and Residents present:** Nancy Delagi, Dawn Esser, Larry Kogel, Stephen Rosario

Pledge

Mayor Spier thanked everyone for coming.

Mayor Spier formally appointed Mariann Coogan as Deputy Mayor. Trustee Coogan accepted the position of Deputy Mayor.

### **Administrative Items: Resolutions**

#### **1. Motion to Approve the October 11, 2023 meeting Minutes**

*Approved: Neff/Baisch (5-0)*

#### **2. Motion to Approve the Financials/Expenditures**

### **FINANCIALS / APPROVAL OF EXPENDITURES**

#### **OPERATING FUND**

Unpaid Bills Audited by the Board October 17, 2023	\$	1,125.60
Unpaid Bills Audited by the Board October 25, 2023	\$	83.37
Unpaid Bills Audited by the Board November 7, 2023		11,785.84
Unpaid Bills Audited by the Board November 8, 2023	\$	<u>3,406.94</u>
Total	\$	<b>16,401.75</b>
October 12th Payroll & Taxes -	\$	8,658.72
October 27th Payroll & Taxes -	\$	<u>8,463.87</u>
Total payroll	\$	<b>17,122.59</b>

**Total Operating & Capital Fund Expenditures \$33,524.34**

*Approved: Brickley/Spier (5-0)*

#### **3. Motion to Approve the formation of a Grants committee**

**Trustee Brickley:** For months now, we have been discussing the formation of a Grants Committee. We have been perfecting the mission statement and structure of the committee. At this point, we have addressed many concerns and are ready to move ahead. Tom Spier is principally responsible for the hard work necessary to bring this committee to fruition. The committee will be responsible for investigating grant opportunities to help us fund our numerous needs. The board will make the decision to pursue the opportunities or not. Once the board approves a grant application, the Grants Committee will help oversee the grant fulfillment.

**Mayor Spier:** If the document is too complex, we can modify it, but it is important to move it forward.

### **MISSION STATEMENT FOR INCORPORATED VILLAGE OF SHOREHAM GRANTS COMMITTEE**

The Incorporated Village of Shoreham ("Village") desires to form a Grants Committee which will act in an advisory capacity to the Village Board of Trustees.

The stated purpose of the Grants Committee is to identify and explore grant funding

opportunities for Village capital improvement projects or other procurements as identified and requested by the Village Board of Trustees.

This edict does not prevent the Grants Committee from advising the Board of Trustees of grant funding opportunities which may be outside the above stated parameters.

The Grants Committee will advise the Board of Trustees of their findings and recommendations pertaining to available grant funding opportunities.

The Board of Trustees will have the sole authority as to which, if any, of the grant funding opportunities will be pursued.

#### **ADOPTION OF GRANT POLICY AND PROCEDURES**

**WHEREAS** the Village seeks to outline standardized procedures for the grants management process to ensure proper selection, efficient application and administration of grant funding, and

Now, therefore, be it

**RESOLVED** that the Village hereby adopts the annexed Grants Policy:

#### **INCORPORATED VILLAGE OF SHOREHAM GRANTS MANAGEMENT POLICY & PROCEDURE**

**Purpose:** The purpose of the within Grants Management Policy and Procedure is to outline standardized procedures for the grants management process to ensure compliance with all applicable federal, state, and local regulations related to the application for, the administration of, and other aspects of grant funding.

The policy applies to all INCORPORATED VILLAGE OF SHOREHAM (hereinafter "Village") trustees, employees, staff, volunteers, outside vendors, or committee persons involved with ascertaining the existence of, application for, or have receipt of grant funds on behalf of the Village.

Any exceptions to this policy shall only be allowed with written approval from the Village.

#### **I. ROLES AND RESPONSIBILITIES**

Throughout the process, it is critical that all trustees, employees, staff, volunteers, outside vendors, and/or committee persons work together to ensure that grant opportunities are explored, grant requirements are met, and that the Village's goals are realized through grant funding.

The purpose of the Grants Committee is to identify and explore grant funding opportunities for Village capital improvement projects or other procurements as identified and requested by the Village Board of Trustees.

This edict does not prevent the Grants Committee from advising the Board of Trustees of grant funding opportunities which may be outside the above stated parameters.

The Grants Committee will advise the Board of Trustees of their findings and recommendations pertaining to available grant funding opportunities.

The Board of Trustees will have the sole authority as to which, if any, of the grant funding opportunities will be pursued.

#### **A. GRANTS COMMITTEE FORMATION AND OVERVIEW:**

The Grants Committee will consist of no less than four (4) persons, the Chairperson of which will be a Village Trustee, a member of the Finance Committee, and may include a Climate Smart Communities Program coordinator, each of whose terms will be for two (2) years.

The Chairperson shall present potential capital improvement projects or other potential procurements as identified by the Trustee(s) to the Grants Committee. The Grants Committee shall explore potential grants to effectuate this purpose.

When potential grants deemed worthy of pursuit are identified, the Grants Committee shall advise the Trustees of same, and recommend the grant application be pursued.

The Grants Committee's recommendation shall include the approximate costs of pursuing the grant application process including but not limited to, staff time, costs, expert fees, cost match percentages, engineering fees and any other anticipated costs necessary to complete the grant application and such other grant requirements.

All grants which require a Village cost match, be it a monetary or in-kind services, shall require either a verification from the Trustees or agents thereof that funds exist in the budget, or a verification to provide in-kind services which staff may devote the time and accomplish the tasks to meet the matching fund requirements.

No grant applications shall be filed without approval from the Board of Trustees.

#### **B. GRANT COMMITTEE RESPONSIBILITIES:**

All grant proposals and recommendations, regardless of the format, shall follow the application procedures described within. The following procedures identify the process to be followed through the life of the grant:

#### 1. Potential Grant Exploration

a) The Grants Committee shall study all grant requirements prior to recommending the grant

application, to ensure the Village can meet the requirements

b) The Grants Committee shall, through the Chairperson or person designated by the Chairperson, shall contact the Trustees, Finance Committee, Village Staff and/or associated

commissioners to discuss the feasibility of submitting the grant application, and the process that

will be followed to complete and submit the application by stated deadline;

c) The Grants Committee through the Chairperson or person designated by the Chairperson, shall complete a final review of all grant proposals/applications and notify the Village Trustees, Finance Committee, Village Staff and associated commissioners of the grant proposal/application; and

d) The Grants Committee through the Chairperson shall obtain authorization for the grant application from the Village Trustees to the granting authority

#### 2. Grant Award Acceptance

a) A grant that is awarded must be approved by the Village Trustees, who authorize the Mayor to execute the award documents.

b) All grant award notifications and contracts shall be forwarded to Grants Committee, Finance Committee, Trustees, Clerk/Treasure immediately upon receipt.

c) The Grants Committee is responsible to obtain legal review of the award document and upon approval submit the executed award document to the grantor agency for their signatures.

Upon receipt of the fully executed award document, the Grants Committee, shall maintain the original and provide a copy to the Finance Committee, the Village Trustees and Village Staff as applicable.

### 3. Grant Contract Execution

a) Upon receipt of a fully executed grant agreement/contract the Village Trustees together with

Village Staff will set up fund and accounting line item numbers.

b) Upon execution of the grant agreement/contract, the Grants Committee shall schedule a

meeting with the Trustees, Finance Committee, Clerk/Treasurer, Mayor and associated

Commissioner(s) to discuss grant related issues, and establish a timeline for the various

phases as set forth herein of the project (e.g. bid process, contract development, award process, project start and end dates, reporting requirements, etc.)

### 4. Grant Administration

a) The Grants Committee, Clerk/Treasurer and Village Staff shall undertake all responsibilities

as set forth above; and

b) The Grants Committee with the assistance of Village Staff must maintain accurate records as

required by the granting agency to provide information to the grantor agency and auditors and must follow any applicable records retention requirements.

### 5. Post-Grant Receipt Duties

a) After receiving a grant award, the Grants Committee Chairman shall

i. Maintain the project file and provide Finance Committee, Clerk/Treasurer and Trustees

with a copy of the executed grant, agreement / contract including all addendums, a copy of the grant award;

ii. Schedule a meeting with Village commissioner(s) and trustees to discuss grant - related.

issues and establish a timeline for the various phases of the project (i.e. bid process, project start and end dates, reporting requirements, etc.);

iii. Monitor the performance of the project and maintain ongoing communication with the

trustees and associated commissioners to assure adherence to performance goals, time schedules or other requirements as appropriate to the project or the terms of the grant;

iv. Document each expenditure or action affecting the grant to ensure that expenditures are

allowable, necessary and reasonable for the project, and that the proposed action:

- a. is consistent with grant terms and conditions; and
- b. is consistent with Village and grantee policies; and
- c. represents effective utilization of resources; and
- d. does not constitute a change in objective or scope;

v. Administer, with the assistance of Village staff, all expenditures made on account of the

grant and/or all funds received pursuant to the grant in accordance with the terms of the grant agreement so that all requirements to receive reimbursement are met; and

vi. Work with the Finance Committee and Village staff to assist outside auditors with information required for annual Village audit/single audit, as required.

#### **C. FINANCE COMMITTEE / CLERK-TREASURER'S RESPONSIBILITIES:**

In addition to the responsibilities set forth above, the Finance Committee and Clerk Treasurer shall do the following:

a. Perform an initial review and determination regarding funding (match), and setting project budget and cost rate for in-kind contributions or any other budget related issues;

b. Establish applicable funding and appropriations in the Village's financial system, including setting up fund and accounting line numbers;

c. Provide financial support, such as assisting with requirements for reimbursement and

submitting required periodic fiscal reports in coordination with the committee Chairperson;

d. Accept, process and record all deposits and expenditures in accordance with the Village's established accounting practices; and

e. Monitor grant progress and assist the Grants Committee Chairperson and Project Manager or the designated agents thereof, with grant procedures required to close out the grant.

#### **D. GRANT CLOSEOUT**

1. The Grants Committee shall confirm with the Village Trustees and involved Commissioners that all requirements of the grant have been met, all reports have been filed with the granting agency, and the grant file contains a complete and accurate account of all grant activities.

2. The Grants Committee shall work with the Village Staff to ensure all financial transactions are recorded all reimbursements have been requested and received from the granting agency, and any refunds due to the granting agency have been processed.

3. The Grants Committee will coordinate with the grantor agency and follow the grant procedures to close-out the grant and will complete the following checklist and ensure the following documents be maintained with the grant file:

a) Completely executed copy of the Grant Application \_\_\_\_;

b) Copy of Grant Award Letter \_\_\_\_;

c) Signed copy of the Grant Agreement including attachments \_\_\_\_;

d) Completed Grant Information Form \_\_\_\_;

e) Copy of Financial Status Report sent to the granting agency (if applicable) \_\_\_\_;

f) Copy of grant reimbursement requests \_\_\_\_;

g) Signed copy of grant amendments or changes including attachments (if applicable) \_\_\_\_; and

h) Copy of the final grant close-out report sent to the granting agency.



## **CREATION OF A GRANTS COMMITTEE**

**WHEREAS** the Board of Trustees of Incorporated Village of Shoreham believes that it is in the best interests of the residents of the Villages to seek grant funding from outside sources whether governmental or private, to complete projects or further the stated objectives of the Village, and

**WHEREAS**, the Village Trustees believe that it would be appropriate to appoint experienced and knowledgeable resident volunteers to serve on a Grants Committee that would be responsible for:

1. Obtaining information from the Board of Trustees, Village Staff and Village Commissioners on needed capital improvements, equipment, or programming (hereinafter “projects”) that might be eligible for grant funding.
2. Organizing and prioritizing said projects in a manner prescribed by the Trustees.
3. Searching for and reviewing grant opportunities to determine compatibility with the priority projects.
4. Analyzing grant requirements, including matches/cost shares and identifying potential sources for said matches and reporting same to the trustees.
5. Following the Village’s adopted Grant Policy and Procedures.
6. Reporting quarterly at Trustees meetings on the findings and progress of the Grants Committee and potential grant opportunities being explored; and
7. Recommending the creation of sub-committees (to be approved by the Trustees) as required for grants and programs, inclusive any committees established as a consequence of potential NYS Climate Smart Community membership.

### **NOW, THEREFORE, be it RESOLVED:**

That the Village Trustees hereby approves the creating of a Grants Committee, the members of which will be determined by the Village Trustees.

*Approved: Brickley/Neff (5-0)*

### **5. Motion to Approve the S & S snow removal contract**

**Mayor Spier** said we have the same contract as we had last year with S & S, and he ran the contract by counsel to make sure the contract adequately protects us.

*Approved: Spier/Brickley (5-0)*

### **6. Motion to Approve the contract with Park Line Asphalt for crack sealing and asphalt repairs with rates as per ES BOCES contract for a total up to \$7,500.**

*Approved: Brickley/Baisch (5-0)*

**7. Motion to Ratify the resolution: Motion to approve the use of the lower level by the Shoreham Country Club on Monday, November 6<sup>th</sup> at 7:00 pm for their Board meeting which was originally approved by an email vote.**

*Approved: Coogan/Neff (5-0)*

**8. Motion to approve the resolution regarding the Bridge:**

**Mayor Spier:** Because private funding no longer exists to restore the bridge, the Village will not accept the transfer of the Bridge to the Village from the Town of Brookhaven. We are hoping that Brookhaven Town will get the bridge a historic designation.

**RESOLUTION**

**RESCINDING PROPOSED TRANSFER OF TITLE FOR WOODVILLE LANDING BRIDGE TO THE VILLAGE FROM THE TOWN OF BROOKHAVEN**

The BOARD OF TRUSTEES of the Incorporated Village of Shoreham, duly convened, does hereby resolve as follows:

**WHEREAS**, the Incorporated Village of Shoreham previously negotiated with the Town of Brookhaven to have fee title to the Woodville Landing Bridge transferred from the Town of Brookhaven to the Village of Shoreham; and

**WHEREAS**, on January 9, 2018 the Village of Shoreham Board of Trustees resolved that the Village would assume control, care and maintenance of the Woodville Landing Bridge on the conditions that the costs of restoration of that bridge were determined to be acceptable to the Village and that the funding was able to be secured. This resolution also authorized the mayor to execute the documents necessary to transfer title for the bridge.

**WHEREAS**, subsequent to the resolution of January 9, 2018 the Village was unable to secure the funding needed for the restoration of the bridge, and it was determined that the Village should not accept the transfer of title to the Bridge; and

**NOW THEREFORE**, be it RESOLVED by the Board of Trustees:

**THAT**, the Board of Trustees of the Village of Shoreham resolves to discontinue the proposed transfer of the Woodville Landing Bridge from the Town of Brookhaven to the Village of Shoreham and directs the Village Clerk and Village Attorney to coordinate the rescission with the Town of Brookhaven.

**THAT**, this Resolution shall take effect immediately.

*Approved: Spier/Coogan (5-0)*

**9. Motion to approve the proposal from Pro Cold East to replace the walk-in cooler evaporator in the amount of \$3,022.33 up to \$4,000.**

Approved: Baisch/Brickley (5-0)

**Trustee Mariann Coogan**

**Trustee Coogan** reported:

**Code Enforcement** is now operating on an off-season schedule. There will be an officer on duty approximately twenty hours per week. If there is an emergency, or if a resident sees something suspicious, as always, 911 should be called.

I would also like to formally thank the Shoreham Country Club for organizing a Thanksgiving Adopt-a-Family food drive with Long Island Cares-the Harry Chapin Regional Food Bank. Over 1,000 lbs. of food, including meals for 38 families and 21 turkeys, was delivered to their Hampton Bays location earlier this week. This was the third consecutive year that the Shoreham Country Club participated in this Village wide project. Many thanks for the generosity of the residents who donated.

**Trustee Laura Baisch**

**Trustee Baisch** reported:

**Vertical Supports:** Trustee Baisch reported that a quote for the replacement of 6 vertical support columns with architectural drawings was received from Retrofit. A second quote was received for the carpentry work required to wrap the columns and to repair the decking. The quotes total approximately \$150,000. Trustee Baisch discussed the quote with Brian Vale and the Finance Committee and provided the quotes to the Board and clerks. Trustee Baisch hopes to present these quotes for Board approval at the December meeting, allowing time for questions to be answered.

**Rental Policy:** We need to revise and update the rental policy as we have discussed at previous meetings. According to the Finance Committee, the rental fees have not changed in at least 5 years. Many thanks to the Finance Committee and to Jen for their work on this multifaceted project. We hope to provide an updated rental policy and fee structure at the December board meeting and hope to finalize the project in January.

**Procurement Policy:** A *Procurement Policy* establishes the guidelines for the responsible use of public funds whereby the Village can obtain supplies, equipment, and services in a timely manner and at the best value to residents and taxpayers. This policy is expected to be carried out so that it maintains fairness to competitive vendors and abides by all applicable federal state and local laws, rules and regulations governing purchasing practices.

Although we have a procurement policy in effect, we are in the process of updating it, and in part, simplifying the job of our building manager to accomplish the many needed annual maintenance items. I spoke with Brian Vail after the Finance Committee meeting and our next step is for the building manager, Jen, our Clerk/Treasurer, Laura Spillane, and me to meet with the Finance Committee to further specify our needs. Brian is targeting our December meeting to present a draft procurement policy with the goal of voting on it at the January Board of Trustees Meeting.

Commented [C1]:

**Mayor Spier** asked if other quotes had been obtained for the Vertical Supports Project.

**Larry Kogel** said that all public works projects should go out for public bids, and more than one quote should be obtained.

**Trustee Sherry Neff**

**Trustee Neff** reported that the replacement village road signs have been made. The wood needs to dry further before being painted and stained. We do not have a delivery and installation date yet. The signs will be at the following locations.

Tower Hill Rd @ Briarcliff Rd,  
Overhill Rd @ Oliver Rd,  
Willow Ct @ Circle Dr.  
Locust Dr. @ Briarcliff Rd.

2) The proof for “**No Hunting**” signs was approved in October. Delivery is anticipated near the end of November.

Michael Brogden has offered to help put up the signs.

**Trustee Ed Brickley:**

**Grant Committee Report:** **Trustee Brickley** presented his report before discussion of the Grant Committee Resolution.

**Mayor Tom Spier:**

**Village wide Cellular Service:**

We have sent the codes to counsel, and we will get together with the committee once he has the codes to allow providers to come into the Village and place devices to boost cellphone service on six existing telephone poles. Multiple carriers can put their devices on these poles as well.

**Bridge**

The Trustees have decided that it is not a good idea to take possession/ownership of the Bridge as the anticipated private funding has not been realized.

**Amending the code regarding trimming the vegetation on the right of way**

Mayor Spier hopes to have a public hearing to simultaneously discuss the Codes for the Cellular Service and to discuss the Trimming of the Vegetation on the right of way.

**And Finally...**

**Mayor Spier** shared two thought-provoking quotes that he had recently come across:

**“The most confident critics are those who know the least about the matter at hand.”**  
(Ulysses S. Grant April 1822-1885)

“Several northern congressmen in Lincoln’s office were calling for retaliation. They wanted hangings of “rebel” leaders. Representative James K. Moorhead was making a second and more vitriolic attack than his first when Lincoln leaned across the table, shot out an arm and pointed a long finger: “Mr. Moorhead, haven’t you lived long enough to know that **two men may honestly differ about a question and both be right?**”  
(Abraham Lincoln 1809-1865)

The relevance of the quotes speaks for themselves even 71,160 days and 194 years later.  
Thank you, Mayor Spier.

#### **Residents’ Comments/Concerns**

**Stephen Rosario** offered to create a Christmas Tree Recycling Collection Program and asked for some help from the Village to notify residents about the program.

**Larry Kogel** said that now that the Mission Statement template for the Grants Committee has been created, we should apply this template to other committees in the Village.

**Motion to close the meeting at 7:56 p.m.**

*Approved: Coogan/Neff (5-0)*

*Respectfully Submitted,*

*Celeste DeSario*  
*Minutes*

**Next Meeting WEDNESDAY, December 13, 2023 at 7:30 p.m.**