

# Shoreham Village Organizational Meeting

**JULY 20, 2021 at 6:30pm**

## Minutes

### PRESENT:

Brian C. Vail	MAYOR
Sherry Neff	TRUSTEE
Edward Brickley	TRUSTEE
Laura Baisch	TRUSTEE
Laura Spillane	CLERK/TREASURER
Josephine Romano	DEPUTY CLERK/TREASURER
Mariann Coogan	TRUSTEE

Commissioners, Officials, and Residents present: Judy Baker, Nancy Bates, Mike Brogden, Eric Combs, Valerie Combs, Nancy Delagi, Len Emma, Dawn Esser, Randy Goat, Carlo Guercia, Charlie Guercia, Mildred Guercia, Shawn Hough, Larry Kogel, Liz Larson, Barbara Laurencot, Nancy Laurencot, Paul Laurencot, Marry Beatty, David Madigan, Dawn Madigan, Kerry Mirabella, Val Naso, Kathy Simos, Williams Villabos, John Weiss, Dan Brickley, Ilebe Brickley, Greg Gulia, Stephen Magnusson-Rosario, Lorraine Maddalena, Bob Kavanaugh, Laura Miller, Joe Falco, Ruth Kogel, Joanne Blum, George Romano

### OPEN MEETING

Mayor Brian Vail opened the Reorganizational meeting at 8:13 pm.

### **RESOLUTION No. 1 of July 2021 APPOINTMENT OF VILLAGE OFFICIALS**

Resolved, That the Mayor of the Village of Shoreham approves the attached list of 2021-22 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  
ASSESSOR..... **TBA**  
BOARD OF ASSESSORS.....B.VAIL, S.NEFF, M.COOGAN, L. BAISCH & E. BRICKLEY  
BUILDING COMMISSIONER.....**TBA**

BUILDING INSPECTOR.....BRAD HAMMOND  
 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.....JOSEPHINE ROMANO  
 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.....VAL NASO  
 VILLAGE HALL INTERIOR DESIGN COMM.....ERIC MANCUSO, LINDA WEISS, TOMMIANN NASO  
 VILLAGE HALL MAINTENANCE COMM..... ROB MINARIK  
 WEBMASTER.....JOSEPH FALCO & NANCY DELAGI  
 VILLAGE JUDGE.....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. 6/30/2025

#### **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:	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. 6/30/2022	ALT 1 TBA
MEMBER 4	Kathy Simos	EXP. 6/30/2025	ALT 2 TBA

#### **ZONING BOARD OF APPEALS**

CHAIR	David Madigan	EXP. 6/30/2022	MEMBER 4	Jeff Butler	EXP. 6/30/25
MEMBER 1	Tom Spier	EXP 6/30/2023			
MEMBER 2	Marc Alessi	EXP. 6/30/2024	ALT 1	James DeSario	EXP. 6/30/2025
MEMBER 3	Billie Phillips	EXP. 6/30/2024	ALT 2	Joseph Falco	EXP. 6/30/2025

*Approved.*  
*(Coogan – Neff 5-0)*

**Resolution 2 of July 2021**  
**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.

*Approved.*

*(Neff – Baisch 5-0)*

**Resolution 3 of July 2021**

**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.

*Approved.*  
*(Baisch – Neff 5-0)*

#### **Resolution 4 of July 2021**

### **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.

*Approved.*  
*(Vail – Neff 5-0)*

**Resolution 5 of July 2021**

**ORGANIZATIONAL MEETING 2021-22**

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 19, 2022.

*Approved.*

*(Baisch – Coogan 5-0)*

**Resolution 6 of July 2021**

**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.

*Approved.*

*(Baisch – Brickley 5-0)*

**Resolution 7 of July 2021**

**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	\$9,000 per year
Code Enforcement Officer	\$23.00 per hour
Supervising Officer	\$26 per hour
Clerk/Treasurer	\$55,000 per year
Deputy Clerk/Treasurer	\$25 per hour
Clerk/Treasurer Assistant	\$20 per hour
Justice Court Clerk	\$400 per month
Lifeguards	\$14 - \$16 per hour

Supervising Lifeguard	\$25 per hour
Steward/Cleaning	\$20 - \$35 per hour
Seasonal Steward	\$17.50 per hour
Handyman	\$70 per hour

***Approved.***  
***(Neff – Brickley 5-0)***

#### **Resolution 8 of July 2021**

#### **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	Emma Anderson, Karsten Esser, Craig Jablonski, Sara Louser, Daniel Paesano, Emmy Shattes & Olivia Stowell
Supervising Lifeguard	Steven Tuttle
Steward	TBA
Seasonal Steward	Liz Ward
Steward Assistant	Erik Kaspar
Security	Daniel O'Connell, Peter Preller, 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

***Approved.***  
***(Baisch – Brickley 5-0)***

#### **Resolution 9 of July 2021**

#### **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.

***Approved.***  
***(Coogan – Baisch 5-0)***

**Resolution 10 of July 2021  
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 56 cents per mile.

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

*Approved.*

*(Coogan – Baisch 5-0)*

**RESOLUTION 11 of July 2021**

**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:

BRIAN C. VAIL  
LAURA SPILLANE  
SHERRY NEFF

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

*Approved.*

*(Baisch – Brickley 3-0, 2 abstain)*

**RESOLUTION 12 of July 2021**

**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.

*Approved.*

*(Coogan – Brickley 5-0)*



## RESOLUTION 13 of July 2021

### 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

*Approved.*

*(Vail – Neff 4-0, 1 abstain)*

## RESOLUTION 14 of July 2021

### 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 (in-ground)	
Pool/Hot Tub	\$350.00 (above ground)	
Solar	\$200.00 (Village waives DRB fee and CC fee)	
Accessory structure	\$350.00 (non heated)	
Driveway driveway)	\$225.00 (Replacing an existing	
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
<u>Steep Slopes Permit:</u>	\$750.00 + \$150.00 inspection fee + any additional fee expert fees as may be determined by the Planning Board
<u>Demolition Permit:</u>	
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: \$1000.00 + 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 \$200.00 (Certificate of Occupancy)

CC \$200.00 (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)

### 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.

***Approved.***

***(Vail – Brickley 5-0)***

Motion to close Reorganizational meeting at 8:38 pm.

***Approved.***

***(Coogan – Vail 5-0)***

Next reorganizational meeting will be Tuesday, July 19, 2022.

Submitted,

*Laura Spillane, Village Clerk*