

**VILLAGE OF OLD FIELD  
BOARD OF TRUSTEES MONTHLY MEETING  
TUESDAY, APRIL 18, 2017 -- 7:00 P.M.**

**Mayor Michael Levine-Safety  
Deputy Mayor Stephen Shybunko-Fire and Special Projects  
Trustee Robert Whitcomb-Street and Road Repairs  
Trustee Timothy Hopkins –Environmental Council  
Trustee Jeffrey Owens-Parks, Building and Street Trees**

Attorney Anthony Guardino  
Village Clerk Adrienne Kessel  
Village Treasurer Andrea Podolsky  
Building Inspector Joseph Arico

Trustee Robert Whitcomb was unable to attend.

**Pledge to the Flag and Call to Order**

Mayor called the meeting to order, and led the Pledge to the Flag at 7:05 PM.

**Election Results and Swearing In Ceremony**

Mayor Levine announced the reelection of Trustees Shybunko and Owens, and conducted the swearing in ceremony.

Stephen Shybunko, Trustee, for a term of two years.

Jeff Owens, Trustee, for a term of two years.

**I, Stephen Shybunko, do solemnly swear that I will support the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Incorporated Village of Old Field, New York, according to the best of my ability.**

**I, Jeff Owens, do solemnly swear that I will support the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Incorporated Village of Old Field, New York, according to the best of my ability.**

**ANNUAL APPOINTMENTS AND RESOLUTIONS**

The Mayor appointed Stephen Shybunko as Deputy Mayor for a 1 year term.

The Mayor appointed Jake Shangold as Honorary Deputy Mayor for a 1 year term.

Mayor Levine noted the responsibilities of being the Honorary Deputy Mayor. Jake Shangold shook hands with the Board, and thanked them.

**On a motion by Trustee Owens, seconded by Mayor Levine, the Board approved the following appointments 4-0, subject to appointee's availability.**

Planning Board

Leonard Hamilton            5 year term, 2017-2022

Jeff Schnee                    5 year term, 2017-2022

**On a motion by Mayor Levine, seconded by Trustee Hopkins, the Board approved the following appointments 4-0, subject to appointee's availability.**

Zoning Board of Appeals

Rebecca VanDerBogart 5 year term, 2017-2019

Alternate Member, Don Pius 2 year term, 2017-2019

**On a motion by Mayor Levine, seconded by Stephen Shybunko, the following appointments were approved 3-0, Trustee Hopkins abstained.**

Environmental Council (1 year)

Timothy Hopkins, Chair

Haig Seferian

John Lehner

Douglas Casimir

**On a motion by Mayor Levine and seconded by Stephen Shybunko, the following appointments were approved.**

Commissioner of Streets and Roads (1 year term) –**Robert Whitcomb**

Commissioner of Environmental Council (1 year term) **Timothy Hopkins**

Commissioner of Parks, Building and Street Trees (1 year term) **Jeffrey Owens**

Commissioner of Fire and Special Projects (1 year term) **Stephen Shybunko**

**On a motion by Trustee Owens, seconded by Trustee Hopkins, the following appointment was approved, 4-0.**

Commissioner for the Port Jefferson Harbor Management Complex, Tom Taranto.

**On a motion by Mayor Levine, seconded by Trustee Hopkins, the following appointments were approved, 4-0.**

Joe Arico as the Building Inspector

Steve Hayduk, Village Engineer

Anthony Guardino of Farrell Fritz as Village Attorney

David M. Kaufman as Prosecuting Attorney

**The following appointments and salary increases were tabled until the May meeting.**

Joseph Bica as a part-time Code Enforcement Officer for a one year appointment at \$23.36 hr.

Gary Borowski as a part-time Code Enforcement Officer for a one year appointment at \$23.36 hr.

Kris Brandt as a part-time Code Enforcement Officer for a one year appointment at \$23.36 hr.

Frank Croce as a part-time Code Enforcement Officer for a one year appointment at \$23.36 hr.

Lieutenant Robert Egan as a part-time Code Enforcement Officer for a one year appointment at \$27.13

hr.

Lieutenant William Haynes as a part-time Code Enforcement Officer for a one year appointment at \$27.13 hr.

Captain Joseph Matthews as a part-time Code Enforcement Officer for a one year appointment at \$28.60 hr.

Sgt. Michael Nuzzo as Part-time Code Enforcement Officer for a one year appointment at \$25.78 hr.

William McGuire as Village Administrator for a one year appointment at \$32.84 hr.

**On a motion by Mayor Levine, seconded by Trustee Hopkins, the following one year appointments were approved at a 3% salary increase (see attached sheet).**

Adrienne Kessel as Village Clerk/Tax Collector and Registrar of Vital Records for a one year appointment at \$30.90 hr.

Andrea Podolsky as Village Treasurer for a one year appointment at \$30.90 hr.

**Mayor Levine named Marianne Feller as Village Court Clerk for a one year appointment with a 3% increase, at \$23.90 hr.**

This appointment was made upon the advice and consent of Village Justice Ron LaVita and did not require a resolution of approval from the Board of Trustees.

**Mayor Levine reappointed the following for a one year license renewal:**

Official Newspaper – Village Times  
Depositories – HSBC Bank, Bank of New York  
Auditors –Papas and Papas, LLP  
Animal Warden – Jean Darrow  
Historian – Charlene Seifert

**On a motion by Mayor Levine, seconded by Trustee Shybunko, the following miscellaneous Board meeting items were approved, 4-0.**

Advance Approval of Claims  
Fixed Mileage Allowance  
Procurement Policy  
Schedule of Meetings: The Board of Trustees work sessions are held at 6:00 p.m. at the Lighthouse the first Thursday after the first Tuesday of each month. The Board of Trustees regularly scheduled meetings are held at 7:00 p.m. at the Keeper's Cottage on the following Tuesday. No meeting is scheduled in August.  
Policy & Procedures Manual  
Electronic Use Policy  
Sexual Harassment Policy  
Investment Policy

**A motion by Mayor Levine, seconded by Trustee Hopkins the Board authorizes the following appointed officials to live outside the Village, 4-0.**

Village Clerk  
Treasurer  
Court Clerk  
Chief Senior Code Enforcement Officer  
Part-time Code Enforcement Officers  
Part-time Park Ranger  
Building Inspector  
Village Engineer  
Village Attorneys

**On a motion by Mayor Levine, seconded by Trustee Shybunko, the Board approved employees of the Village to attend schools, conferences, seminars, etc. conducted for the benefit of the Village, with prior approval, 4-0.**

### **Monthly Business Meeting**

#### **Public Comments**

Don Pius discussed Code Enforcement.

#### **Minutes**

On a motion by Mayor Levine, seconded by Trustee Shybunko, the Board approved the minutes of March 28, 2017, as amended, 4-0.

#### **Treasurer's Report**

On a motion by Mayor Levine, seconded by Trustee Owen, the Board approved the Treasurer's Report for March 2017, 4-0.

The Board discussed the removal of trees from a property on Crane Neck, and advised the Building Inspector Joseph Arico to review the files of this property to determine if tree removal permits were obtained.

#### **New Business**

On a motion by Trustee Shybunko, seconded by Mayor Levine, the Board approved the landscaping bid of Old Field Landscaping, Inc., Tim Smith, only bidder, at no increase of fees.

On a motion by Mayor Levine, seconded by Trustee Hopkins, the Board approved the Village insurance renewal proposal from Salerno Insurance, at same or less cost, 4-0.

On a motion by Mayor Levine, seconded by Trustee Hopkins, the Board approved the request from Adrienne Kessel and Andrea Podolsky to attend NYCOM Boot Camp for Municipal Workers, Wednesday, June 7, 8:30 AM to 1:00 PM at the Port Jefferson Village Center, @ \$50.00, total \$100, 4-0.

On a motion by Jeff Owens, seconded by Mayor Levine, the Board approved Northeast Tree Service for annual tree maintenance, not to exceed \$10,000, 4-0.

On a motion by Mayor Levine, seconded by Trustee Shybunko, the Board approved Dejana Industries for catch basin cleaning @ \$1365 per day, and the removal of debris @ \$63 per cubic foot, not to exceed three days, 4-0.

The Board approved Alec Shangold's request for a change of date for the facility use to June 1 through the 3<sup>rd</sup>, and has submitted a Location Agreement to be signed, as required by NYU.

### **Old Business**

- The Board declined the renewal for the six month contract with Nicole Christian, HB Solutions, @ \$80 per hour, plus expenses as noted, not to exceed 10 hours per month, to run from Dec. 16, 2016 to June 30, 2017, for the conclusion of the DASNY grant for the Lighthouse. (Length and date of contract amended from 2016, work concluded and billed under that contract ended Dec. 15, 2016). Final proposal amended and received 4/13/2017.

### **Commissioners Reports:**

Mayor Levine-Safety

Trustee Shybunko-Fire, Special Projects

Trustee Timothy Hopkins-Environmental Council

Trustee Owen-Parks, Building, Street Trees

### **Additional Public Comments**

### **Executive Session**

The Board went into Executive Session at 7:53 PM to discuss a personnel issue.

On a motion by Mayor Levine, seconded by Trustee Shybunko, the board came out of Executive Session at 8:41 PM.

On a motion by Mayor Levine, seconded by Trustee Shybunko the Board tabled the reappointments and salary increases for the Code Department, 4-0.

The Board discussed legal requirements for condemning a property; hunting rights within the Village.

### **Adjournment**

On a motion by Mayor Levine, seconded by Trustee Shybunko, the Board adjourned the meeting at 8:41 PM.

### **Calendar**

- Next work session on May 4, 6:00 PM at the Lighthouse
- Next business meeting May 9, 7:00 PM at the Keeper's Cottage

Respectfully submitted,

Adrienne Kessel

Village Clerk