

**Village of Old Field  
Board of Trustees Organizational Meeting Minutes  
April 9, 2024, 7PM**

**Mayor Tom Gulbransen- Fire and Safety, Code Enforcement, Environmental  
Deputy Mayor William Schaefer-Operations, Special Projects, Website  
Trustee Rebecca VanDerBogart - Building, Lighthouse Project (not in attendance)  
Trustee Morgan Morrison- Roadside, Trees, Streets, and Parks  
Trustee Hannah Smith – At large  
Attorney Anthony Guardino  
Village Clerk Lynda Howell (not in attendance)  
Village Treasurer Andrea Podolsky  
Building Inspector Joseph Arico  
Building Clerk Dawn McCoy**

**Election Results and Swearing In Ceremony**

Elected Mayor for a two-year term: Tom Gulbransen  
Elected Trustee for a two year term: William Schaefer  
Elected Trustee for a two year term: Hannah Smith

**Swearing in of Mayor and Trustees**

**Oath of Office:**

**I, Tom Gulbransen, 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 Mayor of the Incorporated Village of Old Field, New York, according to the best of my ability.**

**I, (William Schaefer, Hannah Smith) 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 appoints **William Schaefer** as **Deputy Mayor** for a 1 year term.

- **On a motion by Trustee Schaefer, seconded by Trustee Morrison, the following appointments were approved, 4-0:**

**Associate Village Justice**

Michael Levine for a one year term as Associate Village Justice

**Prosecuting Attorney**

David Kaufman for a one year term as Village Prosecuting Attorney

**Village Engineer**

Hayduk Engineering, (1 year term)

**Village Attorney**

Anthony Guardino, of Farrell Fritz, (1 year term)

**Commissioner Appointments**

- On a motion by Trustee Smith, seconded by Trustee Schaefer, the following appointment was approved (1 year term) **Mayor Gulbransen, Commissioner for Code Enforcement and Fire & Safety**, 3-0. Mayor Gulbransen recused
- On a motion by Trustee Smith, seconded by Trustee Morrison, the following appointment was approved (1 year term) **Trustee Schaefer, Commissioner of Special Projects, Website, and Code Enforcement**, 3-0. Trustee Schaefer recused.
- On a motion by Trustee Smith, seconded by Trustee Schaefer, the following appointment was approved (1 year term) **Trustee Morrison , Commissioner of Trees, Streets, and Parks (1 year term)**. 3-0. Trustee Morrison recused.
- On a motion by Trustee Smith, seconded by Trustee Schaefer, the following appointment was approved (1 year term) **Trustee VanDerBogart, Commissioner of Building, Lighthouse Project**, 4-0

#### **Zoning Board of Appeals Chair, Appointment (1 Year term)**

- On a motion by Trustee Schaefer, seconded by Trustee Morrison, the Board approves Richard Sobel as Chair of the ZBA for a one year term. 4-0

#### **Zoning Board of Appeals (2 year term)**

- On a motion by Trustee Schaefer, seconded by Trustee Morrison, the Board approves Robert Whitcomb, for a two year term as alternate Board member from 2024-2026, 4-0
- On a motion by Trustee Schaefer, seconded by Trustee Morrison, the Board approves Patricia Mulhard, for a two year term as alternate Board member from 2024-2026, 4-0

#### **Planning Board Chair, appointment (1 Year Term)**

- On a motion by Trustee Schaefer, seconded by Trustee Smith, the Board approves the following: Brian Carmody as Chair of the Planning Board for a one year term 2024-2025. 3-0 Mayor Gulbransen abstained.

#### **Planning Board Members**

- On a motion by Trustee Schaefer, seconded by Trustee Smith, the Board approves the following: Suzanne Gulbransen as a Board member for the Planning Board for a five year term, 2022-2027, 3-0 Mayor Gulbransen abstained
- On a motion by Trustee Schaefer, seconded by Trustee Smith, the Board approves alternate members: Paolo Coppola for two year term, 2024-2026, 3-0 Mayor Gulbransen abstained
- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board approves the following 4-0:

#### **Environmental Council** (1 year term 2024-2025)

Bruce Feller  
Haig Seferian  
John Lehner  
Annie Laurie Shroyer  
Paul Stegman

### **CEHA Administrator**

- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board Approved the appointment of Brian McCaffrey as CEHA Administrator (1 year Term), 4-0

### **MS4 Officer**

- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board approves the appointment of Brian McCaffrey as MS4 Officer (1 year term), 4-0
- **On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board approves the following 4-0:**

#### **Deer Fence Committee** (1 year term 2024-20253)

Keren Wexler

Ilia Rochlin

Haley Ogle

Ann Burns

#### **Village Historian**

Charlene Seifert, for a one year term 2024-2025

#### **Animal Wardens**

Kitty Lebens , for a one year term 2024-2025 and Deputy Warden Jean Darrow one year term 2024-2025

### **Port Jefferson Harbor Management Complex** (1 year term 2024-2025)

- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the following appointment was approved Thomas Taranto, Commissioner, 4-0.

### **Appointments**

- On a motion by Trustee Schaefer, seconded by Trustee Morrison, the following appointments were approved, with a 3.5% salary increase, 4-0.

Lynda Howell as Village Clerk, Tax Collector, Clerk to the ZBA and Planning Board, for a one year appointment, from \$36.88 to \$38.17 (HOLD OVER)

Andrea Podolsky as Village Treasurer and CFO (Chief Financial Officer) for a one year appointment, from \$36.88 to \$38.17

Joe Arico, Building Inspector, at an annual salary from \$33,765.26 to \$34,947.04, for a one year appointment

Dawn McCoy as Village Building Clerk, for a one year appointment, from \$29.36 to \$30.94.

Mayor Gulbransen named Marianne Feller as Village Court Clerk for a one year appointment, from \$28.54 to \$29.54 (This appointment was made upon the advice and consent of Village Justice Mitchell Birzon and did not require a resolution of approval from the Board of Trustees).

**The following appointments for Code Enforcement:**

- On a motion by Trustee Schaefer and seconded by Trustee Morrison the following one year appointments were approved at a 3.5% salary increase.

Joseph Bica as a part-time Code Enforcement Officer, in-house title of Sargeant, for a one year appointment, from \$29.89 to \$30.94

Gary Borowski as a part-time Code Enforcement Officer for a one year appointment from \$27.89 to \$28.87

Anthony Croce as part-time Code Enforcement Officer for a one year appointment, from \$27.89 to \$28.87.  
Frank Croce, as a part-time Senior Code Enforcement Officer, in-house title of Chief, for a one year appointment, from \$35.06 to \$36.29.

Michael Dominguez, as Deputy Senior Code Enforcement Office, in-house title of Deputy Chief of Code, for a one year appointment, from \$32.79 to \$33.94.

Joseph Matthews as a part-time Code Enforcement Officer, in-house title of Captain, for a one year appointment from \$34.77 to \$35.99.

Paul Wasielewski as part-time Code Enforcement Officer for a one year appointment, from \$27.89 to \$28.87.

Frank Zeoli as part-time Code Enforcement Officer, in-house title of Sargeant, for a one year appointment, from \$27.89 to \$30.87.

Shane Matedero as part-time Code Enforcement Officer for a one year appointment, \$27.89 to \$28.87.

Daniel O'Connell as part-time Code Enforcement Officer for a one year appointment, from \$27.89 to \$28.87.

Matthew Davis as part-time Code Enforcement Officer for a one year appointment, from \$27.89 to \$28.87.

Conor Morse as part-time Code Enforcement Officer for a one year appointment, from \$27.89 to \$28.87.

- **Mayor Gulbransen reappoints the following for a one year license renewal:**

Official Newspaper – Village Times

Depositories – J. P. Morgan Chase Bank

- **On a motion by Trustee Morrison, seconded by Trustee Schaefer, the following miscellaneous 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. on the first Thursday after the first Tuesday of each month. The Board of Trustees regularly scheduled meetings are held at 7:00 p.m. on the following Tuesday

-No meetings are scheduled in August.

-Policy & Procedures Manual

-Electronic Use Policy

-Sexual Harassment Policy

- **On a motion by Trustee Schaefer, seconded by Trustee Morrison, the Board authorizes the following appointed officials to live outside the Village, 4-0.**  
Village Clerk  
Village Treasurer  
Court Clerk  
Chief Senior Code Enforcement Officer  
Part-time Code Enforcement Officers  
Building Inspector  
Building Clerk  
Village Engineer  
Village Attorneys
- **On a motion by Trustee Schaefer, seconded by Trustee Morrison, the Board approves employees of the Village to attend schools, conferences, seminars, etc. conducted for the benefit of the Village, only with prior Board approval, 4-0.**

### **Monthly Meeting**

#### **New Business**

- On a motion by Trustee Schaefer, seconded by Trustee Smith, the Board awarded the Landscape Bid to Old Field Landscaping, 3-0 (Trustee Smith abstained)

#### **Correspondence**

- Pam DellaPietro addressed the Board – Re: Lighting. Board to review lighting code.

#### **Building**

- On a motion by Mayor Schaefer, seconded by Trustee Smith, the Board approved Permit #2023-48, site plan and inground pool for Stuver, 78 Old Field Road, 4-0. Village Attorney, to write a written decision.
- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board approved a deer fence permit for Gandt, 51 West Meadow Road, 4-0
- Building Reports

#### **Treasurer**

- On a motion by Trustee Schaefer, seconded by Trustee Smith, the Board approved the warrants and Treasurer's Report as presented for March 2024, 4-0.

#### **Code Report**

- Field Reports

#### **Action Items**

- On a motion by Mayor Gulbransen, seconded Trustee Schaefer, the Board approved Salerno Brokerage Corp., as Village insurance broker, at the renewal premiums of \$39,292.56, 4-0.
- Engagement Letter from Cullen and Danowski
- Hire a Village Clerk
- Lighthouse Restoration

- Revisions to Village Code

**Commissioners Reports:**

Mayor Tom Gulbransen- Fire and Safety

Deputy Mayor William Schaefer-Special Projects, Website, and Code Enforcement

Trustee Rebecca VanDerBogart -Building, Lighthouse Project

Trustee Morgan Morrison- Trees, Street, and Parks

Trustee Hannah Smith

**Additional Public Comments: None**

**Adjournment**

- On a motion by Trustee Morrison, seconded by Trustee Schaefer, the Board adjourned the meeting at 8:30PM, 4-0.

**Calendar**

Next work session is May 9, 2024 at 5:30 PM, BOT Monthly Meeting May 14, 2024 at 7:00 PM.