

Village of Old Field
Work session 6:30 pm
Board of Trustees Organizational Meeting Minutes
April 8, 2025, 7PM

Mayor Tom Gulbransen- Fire and Safety, Environmental
Deputy Mayor William Schaefer- Operations, Special Projects, Website, Code Enforcement
Trustee Rebecca VanDerBogart - Building, Lighthouse Project
Trustee Morgan Morrison - Roadside, Trees, Streets and Parks, Meadow Project
Trustee Hannah Smith – Special Projects, MS4, Meadow Project
Village Attorney – Rachel Scelfo
Village Clerk - Patty Rodier
Village Treasurer - Andrea Podolsky
Building Inspector - Joseph Arico - Absent
Building Clerk - Dawn McCoy - Absent
Code Enforcement

Work Session

6:30 pm – 7:00 pm – The board went into executive session at 6:30. No action to report.

Pledge to the Flag: 7:00pm Led by Mayor Gulbransen and opened the meeting.

Election Results and Swearing In Ceremony

Elected Trustee for a two-year term: Morgan Morrison
Elected Trustee for a two year term: Rebecca Van Der Bogart

Oath of Office:

I, (Rebecca Van Der Bogart, Morgan Morrison) 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 William Schaefer as Deputy Mayor for a 1 year term.

On a motion made by Trustee Morrison and 2nd by Trustee Van Der Bogart, the following appointments were approved 5-0

Commissioner Appointments

- **Mayor Gulbransen:** Commissioner for Environmental and Fire & Safety for a 1 year term
- **Trustee Schaefer:** Commissioner of Operations, Website and Code Enforcement for a 1 year term
- **Trustee Morrison:** Commissioner of Roadside, Trees, Streets and Parks, and Meadow for a 1 year term
- **Trustee Smith:** Commissioner of Special Projects, MS4 and Meadow for a 1 year term
- **Trustee Van Der Bogart:** Commissioner of Building and Lighthouse Project for a 1 year term

Associate Village Justice

- Michael Levine (one year term)

Prosecuting Attorney (Hold Over)

- David Kaufman (one year term)

Village Engineer

- Hayduk Engineering, (one year term)

Village Attorney

- Anthony Guardino, of Farrell Fritz, (one year term)

On a motion made by Trustee Schaefer and 2nd by Trustee Morrison, the following appointments were approved 5-0

Zoning Board of Appeals Chair, Appointment

- Rich Sobel as Chair for a one year term
- David Paul
- Robert Mathews
- Bob Witcomb
- Ilia Rochlin
- Tom Boyle

On a motion made by Trustee Schaefer and 2nd by Trustee Van Der Bogart, the following appointments were approved 4-0. Mayor Gulbransen recused

Planning Board Chair, appointment

- Brian Carmody as Chair for a one year term
- Jeff Schnee
- Steve Shybunko
- Suzanne Gulbransen
- Bruce Feller
- Paulo Coppola
- Tom Dowd (alternate)

On a motion made by Trustee Van Der Bogart and 2nd by Trustee Morrison, the following appointments were approved 5-0

Environmental Conservation Commission, appointment

- Bruce Feller as Chair for a one year term
- Haig Seferian
- John Lehner
- Paul Stegmann

On a motion made by Trustee Van Der Bogart and 2nd by Trustee Morrison, the following appointments were approved 5-0

CEHA Administrator

- Brian McCaffrey as CEHA Administrator for a one year term

MS4 Officer

- Brian McCaffrey as MS4 Officer for a one year term

On a motion made by Trustee Schaefer and 2nd by Trustee Morrison, the following appointments were approved 4-0. Trustee Van der Bogart recused

Deer Fence Committee appointment

- Karen Wexler as Chair for a one year term
- Ilia Rochlin
- Haley Ogle

On a motion made by Trustee Van Der Bogart and 2nd by Trustee Morrison, the following appointment was approved 5-0

Village Historian

- Charlene Seifert, for a one year term 2025-2026

On a motion made by Trustee Schaefer and 2nd by Trustee Morrison, the following appointment was approved 4-0. Trustee Smith recused

Village Landscaper

- Old Field Landscaping – exercising the one year option

On a motion made by Trustee Schaefer and 2nd by Trustee Morrison, the following appointments were approved 5-0

Animal Wardens

- Kitty Lebens , for a one year term 2025-2026 one year term 2025-2026

Old Field Harbor Commissioner

- Justin Braun, for a one year term 2025-2026

Appointments

- A motion was made by Trustee Schaefer and 2nd by Trustee Smith to approve a 3% salary increase for village employees.
- A motion was made by Trustee Van Der Bogart and 2nd by Trustee Morrison and to approve the following appointments. Motion passed 5-0
 - Patty Rodier as Village Clerk-Administrator, Clerk to the ZBA and Planning Board, for a one year appointment, \$38.17 to \$39.32
 - Andrea Podolsky as Village Treasurer for a one year appointment, from \$38.17 to \$39.32
 - Joe Arico, Building Inspector, at an annual salary from \$34,947.04 to \$36,000 for a one year appointment
 - Dawn McCoy as Village Building Clerk, for a one year appointment, from \$30.94 to \$31.30
 - Marianne Feller as Village Court Clerk for a one year appointment, from \$29.54 to \$30.43
 - Code Enforcement – **(Hold back)**

- **Mayor Gulbransen reappoints the following for a one year license renewal:**
Official Newspaper – Times Beacon Record
Depositories – J. P. Morgan Chase Bank

- **A motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the following miscellaneous items for approval. Motion passed 5-0:**
 - Advance Approval of Claims
 - Fixed Mileage Allowance
 - Procurement Policy
 - Schedule of Meetings: The Board of Trustees work sessions are held at 5:30 p.m. on the first Thursday after the first Tuesday. The Board of Trustees regularly scheduled meetings are held at 7:00 p.m. on the following Tuesday. No meetings are scheduled in August
 - **Work Sessions:** May 8, June 5, Jul 10, Aug NA, Sept 4, Oct 9, Nov 6, Dec 4, Jan 8, Feb 5, Mar 5
 - **BOT:** May 13, June 10, Jul 15, Aug NA, Sept 9, Oct 14, Nov 11, Dec 9, Jan 13, Feb 10, Mar 10
 - Policy & Procedures Manual
 - Sexual Harassment Policy
 - Investment Policy

- **A motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to authorize the following appointed officials to live outside the Village. Motion passed 5-0**
 Village Clerk
 Village Treasurer
 Court Clerk
 Chief Senior Code Enforcement Officer
 Part-time Code Enforcement Officers
 Building Inspector
 Building Clerk
 Village Engineer
 Village Attorneys

- **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**

Monthly Meeting

Public Comment:

Resident Hayley Ogle inquired if the Code Enforcement “hold back” need to include the names of the code enforcement employees. Trustee Schaefer advised that there is no requirement to include individual names.

Resident Hayley Ogle inquired if the 3% employee salary increase includes all code enforcement employees regardless of status. Trustee Schaefer advised that all active employees would receive the 3% increase.

Building:

- Building Reports from Building Clerk.
- Building Clerk reported no activity for BOT meeting
- Mayor Gulbransen indicated the permit application for 96 Old Field Road is with Hayduk
- Discussion regarding the need to speed up the building permit decision process included conversation regarding how the supporting documentation can be managed between all involved groups i.e. Hayduk and Farrell Fritz will get the documents electronically, whereas the Building Dept will have the hard copy. Rachel from Farrell Fritz to work on the process with Building

Clerk:

- Motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the March meeting minutes. Motion passed 5-0

Treasurer:

- A motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the Warrants. Motion passed 5-0
- A motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the Treasurers report. Motion passed 5-0
- Insurance comparison – see separate sheet

Environmental Conservation Council:

- 15 Flax Pond Woods Rd – 10 tree removal request. Approval given for the removal of dead and dying trees.

Deer Fence Committee:

- 10 Crane Neck – Deer Fence. The DFC recommended approval. A motion was made by Trustee Van Der Bogart and 2nd by Trustee Schaefer to approve from the BOT perspective. Motion passed 5-0. The application has been moved to the Building Department for approval, permit and close out after inspection.

Code Enforcement:

- Car 2 to be taken in for brake related service. Service determined to not be needed.
- Car 2 was cleaned to remove smell from smoke.

New Business

- Appointment of two new uniformed code enforcement personnel: Michael Allen and Michael Corbisiero
- Grant applications with Peconic Solutions and NHLPA Reps. Grant process is moving well and to continue into new month.
- NYPIRG conducts an annual public education and charitable fundraising campaign – May – September ETA (3/27) (Tom) - does the Board want to include mention of their upcoming effort in a constant contact distribution. This is just notification, no action required.
- Verizon franchise agreement – Village Attorney setting up a meeting with Verizon. Rachel to obtain Verizon Franchise fee information for the Board.
- Mayor Gulbransen to work with the current Old Field Lighthouse Foundation to potentially move in new members and start up new activity for the Light house renovation project.

Old Business:

- Lighthouse restoration architectural services procurement (Tom and Rebecca)
 - Modern Ruins Contract discussion on working in phases, what the deliverables are in parts A,B and C and the related charges for each phase. Additional discussion and input from residents recommending the village obtain two more suppliers to bid so that the Village has three suppliers to compare.
- Cell Tower for Crane Neck – Trustee Smith and Mayor Gulbransen to investigate. Discussion should include Fire, Rescue and Emergency Services (FRES) and Brookhaven. No new updates.
- Code for Public Hearing (Tom/Bill). Village attorney advised the Village needs a public hearing for code changes and that the proposed changes should be worked out (at least 8 days) before the public hearing. A motion was made to set four public hearing for the:
 - Driveways and aprons
 - Clearing and trees
 - Landscape debris – a simple change in wording
 - Code Enforcement – add a new chapter

Correspondence

- NA

Commissioners Reports:

Mayor Tom Gulbransen- Environment, Fire and Safety

- Tom reported that although the revetment check is not yet in the mail, progress has been made and we are getting closer.

Deputy Mayor William Schaefer-, Operations, Website, and Code Enforcement

Trustee Rebecca VanDerBogart -Building, Lighthouse Project

Trustee Morgan Morrison- Trees, Street, and Parks, and Meadow

Trustee Hannah Smith - Special Projects, MS4 and Meadow

- Hannah reported that she is working on a beach cleanup with Laura Hirsch.

Additional Public Comments:

- None

Executive Session:

In: 10:00 pm

Out: 10:45

Adjourned:10:45

- A motion was made by Trustee Schaefer and 2nd by Trustee Smith to promote Code Enforcement officer Paul Wasielewski to Chief of Code Enforcement. Motion passed 5-0

Calendar

- Next Work Session Thursday May 8, 2025
- Monthly Meeting Tuesday, May 13, 2025