

VILLAGE OF OLD FIELD
Board of Trustees Monthly Meeting Minutes
Monday September 15, 2025 at 7:00 pm

Mayor Tom Gulbransen- Fire and Safety, Environmental
Deputy Mayor William Schaefer- Operations, 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 - **Absent**
Village Attorney - Anthony Guardino
Village Clerk - Patty Rodier
Village Treasurer - Andrea Podolsky
Building Inspector - Joseph Arico - **Absent**
Building Clerk - Dawn McCoy
Code Enforcement – Paul Wasielewski

Salute to the Flag

Correspondence:

- Correspondence from Crane Neck Association to acknowledge the efforts of the Code Enforcement team.

Building:

- Code Enforcement Officer Scott Basantes explained that his certifications are equivalent to that of our Building Inspectors but designated tasks may vary. It was agreed that Officer Basantes will wear the Old Field Uniform when conducting field work.
- Inquiry into how Scott identifies himself to residents. Discussion determined he uses a badge and the Village will also provide him with an Old Field Code Enforcement shirt
- Inquiry into the trees that were taken down on Elvira’s Path. Scott advised that a summons was given and that the issue is being litigated in the Village court.
- Trustee Van Der Bogart inquired if 8 Childs Lane has a drywell. Building Clerk Dawn McCoy to check with the Building Inspector.
- Building reports
 - 15 Woodhull looking to put in a staircase to the bluff, 6 mature trees will need to be removed but will be replaced.
 - 143 OFR putting in a pool, cabana and volleyball court
 - 12 Childs Lane has been sent a denial letter to their request for construction

Clerk:

- Motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the minutes of the July BOT . Motion passed 4-0

Treasurer:

- Motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve the July and August Treasurer’s report. Motion passed 4-0
- Motion was made by Trustee Schaefer and 2nd by Morrison to approve the July and August warrants. Motion passed 4-0

Code Enforcement:

- House Checks – 294
- Miles – 3,642 over 62 Shifts at 58 miles per shift
- Incident Reports – 46
- Parking Violations – 9

Environmental Committee

- Committee Chair, Bruce Feller, advised that the 15 Woodhull request to remove trees will be part of the building application process
- Committee Chair inquired about notification of contractors (in specific, North Shore Tree) in regard to the updated codes. Village Administrator will send the changes to North Shore Tree.

Deer Fence:

- Deer Fence committee member Hayley Oglee inquired about the process building follows to close the loop on a Deer Fence permit and issue a Certificate of Compliance. Building Clerk to check with the Building Inspector on the process.

New Business:

- In regard to the request by the Old Field Place residents to park in the Village lot during their road re-pavement project, it was agreed that the residents can park their cars in the Village lot but that the gate will be locked at the usual times. Residents were advised that Code Enforcement has been instructed not to ticket residents who wish for this one night to park on the circle in front of the Lighthouse.
- Trustee Schaefer advised the board that there are a few code sections missing penalties ie: auctioneers, hawkers-peddlers-solicitors, outdoor lighting, deer fencing violations. It was agreed that these would be revised in the near future. Trustee Schaefer requested all Trustees to send him proper lighting fine suggestions.
- Code Enforcement staff training meeting to take place on Sept 18 at 6:00 PM
- Review Village Buildings and Park access protocol, to include legal review on hosting events and/or allowing public to use Village Facilities. Trustee Schaefer suggested the Village adopt the policy that the buildings can only be utilized for events hosted by the Village.
- Motion was made by Trustee Schaefer and 2nd by Trustee Van Der Bogart to approve Tara Higgins as the new associate Justice. Motion passed 4-0
- State local law process modification resulted in the renumbering of this year's local laws. The numbers have been updated to:
 1. Local Law 01-2025. Establishing the position of Village Administrator.
 2. Local Law 02-2025. Amending Chapter 121 of the Village Code (Zoning) with respect to driveways
 3. Local Law 03-2025. Amending Chapter 60 of the Village Code (Litter) regarding definition of Debris.
 4. Local Law 04-2025. Creation of a new chapter of the code for "Village of Old Field Office of Code Enforcement".
 5. Local Law 05-2025. Amending Chapter 108 of the Village Code to address "substantial alteration/substantial clearing of diverse natural habitat" and amending penalties associated with such substantial alteration.
 6. Local Law 06-2025. Amending Chapter 121 of the Village Code (zoning) to address "substantial alteration/substantial clearing of diverse natural habitat and preservation.

Old Business:

- Lighthouse restoration architectural services procurement
 - Review of architect proposals
 - Mayor Gulbransen requested the Board members provide him with additional questions each member would like to ask each of the vendors post reading the bid from each of the respondents.
- Lighthouse restoration fund raising - Lighthouse preservation grant support from Peconic Solutions. Chris put out a letter of intent for 120K for the lighthouse preservation.
- Trustee Morrison to have the mulch at Kaltenborn Commons spread out.
- Trustee Morrison advised that resident Owen will be donate a tree to replace the old Red Maple on Quaker
- Trustee Morrison will work with Trustee Smith in regard to cleaning up the plantings that are too close to the lighthouse park buildings as well as the planting the boxes constricted by the Girl Scout earlier this year.

Trustee Reports:

- Mayor Tom Gulbransen – Fire & Safety, Environmental
- Trustee Rebecca VanDerBogart -Building, Lighthouse Project
- Trustee Morgan Morrison - Roadside, Trees, Streets & Parks, Meadow Project
- Trustee William Schaefer - Operations, Website, Code Enforcement
- Trustee Hannah Smith – Special Projects, MS4, Meadow Project

Executive Session : Employee discussion

In: 9:02

Out:

Adjourned

Calendar

- Next Work Session Thursday October 2, 2025
- Monthly Meeting Tuesday, October 7, 2025