Board of Trustees Agenda

April 27, 2020
6:00 PM

1. **Flag Salute**

2. **Safety Message**

3. **Village Clerk**
   a. Request approval for the Board Meeting Minutes of April 13, 2020

4. **Village Treasurer**
   a. Village Bills (see attached)
   b. Top 5 Bills (see attached)
   c. Transfers (see attached)
   d. Loans (see attached)

5. **Mayor Pontieri**

6. **B.I.D. Report**
   a. B.I.D. Report/Special Projects Report - Dennis Smith

7. **Chamber of Commerce Report**
   a. Chamber of Commerce Report - David Kennedy

8. **Trustees**
   a. **Deputy Mayor Krieger**
      1. Public Safety Report
      2. Theatre Report
      3. Request approval to adopt a standard work day and reporting resolution for elected and appointed officials
   
   b. **Trustee Keyes**
      1. P.E.P. Report
      2. Parks & Recreation Report
      3. Request approval to set a Public Hearing to add chapter 357 of the Village Code to regulate special events.
      4. Request approval for a change order for First Responders Park
in the amount of $2,755 for Leo & Khamila's Landscaping Corp.

c. **Trustee Felice**
   1. DPW Report
   2. Request approval for an out of district sewer connection for the property located at 72 Division Street

d. **Trustee Ferb**
   1. Major Projects Update
   2. Request approval of the following settlements of Tax Certiorari Proceedings: Rayno Realty Associates - $3,600; Bank of America - $10,000; Fur-Real, Inc. - $10,000; Pinewood Terrace Condominiums - $25,000; Donald Felice, LLC - $36,000; Pedra Associates L.P. - $55,000; SCO Properties, Inc. - $92,000

e. **Trustee Devlin**
   1. Patchogue Arts Council Report
   2. Planning & Zoning Report

f. **Trustee Brinkman**
   1. CDA Report
   2. Building & Housing Report
   3. Request approval to reject the submitted bids for the removal of asbestos at 26 Baker Street
   4. Request approval to go out to bid for a controlled demolition for 26 Baker Street

9. **Public to be heard**
Agenda Summary

Request approval for the Board Meeting Minutes of April 13, 2020

Background

Additional Information

ATTACHMENTS:

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<tr>
<td>04.13.20 Minutes</td>
<td>4/24/2020</td>
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The Board Meeting of the Board of Trustees met through video conference on Monday, April 13, 2020.

The meeting was called to order at 6:00 p.m. by Mayor Pontieri with Deputy Mayor Krieger and Trustees Brinkman, Devlin, Felce, Ferb, Keyes, Village Attorney Egan, and Village Clerk Seal present by video. Village Treasurer Krawczyk was absent.

The flag salute was made.

Mayor Pontieri welcomed everyone to the Board meeting and noted that these were strange times to be living in. This was the second Village Board meeting held online, and it was quite a change to go from meeting in person to watching each other on screen. This was the first meeting held in this manner following a major religious holiday celebrated by many, and he hoped that all who were listening or watching had a good holiday. He hoped that all had been in touch with family as he had been in touch with his family members, and he expressed sorrow for the many families who had faced further destruction due to the tornadoses which had occurred in the south. Mayor Pontieri asked everyone to remain safe, take care of their families, stay home, and follow all guidelines that were in place.

Village Clerk Seal asked the Board to approve Board Meeting minutes from March 23, 2020.

Upon a motion by Trustee Brinkman, seconded by Trustee Felice, and unanimously carried, the Board approved the Board Meeting minutes from March 23, 2020.

Village Clerk Seal asked the Board to approve the minutes from the budget hearing from April 6, 2020.

Upon a motion by Trustee Ferb, seconded by Trustee Devlin, and unanimously carried, the Board approved the budget hearing minutes from April 6, 2020.

Mayor Pontieri stated that the minutes from these meeting would be available on the Village’s website for review at any time. Should residents have any questions, he asked that they please email them to himself, the Village Clerk, or any of the trustees, and someone would reply to them within two (2) days.

Village Clerk Seal stated the total bills for the period ending April 13, 2020 were $1,262,829.49. The five largest bills were as follows: $285,588.90 for Adjo Construction; $158,751.55 for NYS Health Insurance; $126,856.00 for NYS Workers Comp.; $84,909.44 for H2M; and $36,218.84 for PSEGLI.

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Upon a motion by Trustee Ferb, seconded by Deputy Mayor Krieger, and unanimously carried, the Board approved payment of the bills as presented.

Village Clerk Seal reviewed the cash balances as of February 29, 2020 as follows:

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Mayor Pontieri noted that the budget hearing had been held last week, and the Board had approved a tax rate increase of 1.71% for the upcoming fiscal year which would amount to approximately an additional $34 for the year or $2.81 per month for the average household. Though the budget had been prepared prior to this crisis, he felt that there should be no issues with keeping it as proposed since this administration had done a great job in planning for a rainy day over the last sixteen (16) years. Due to prudent budgeting, the Village had an approximate $3.2 million per year of surplus funds which would now be used to protect residents’ tax dollars against a double digit tax increase over the next couple of years. Mayor Pontieri noted that there would be a drastic drop in revenue from several areas due to this emergency situation including approximately $500,000 from the parking meters, $250,000 from normally provided State funds, and other revenue sources which could result in an approximate shortfall of $750,000 next year. Due to prudent management of the budget on a weekly basis by Village Treasurer Krawczyk, Trustee Ferb, and Deputy Village Treasurer Monte, residents would be protected from facing a double digit tax increase due to a shortfall of projected revenue. He was hopeful that the pandemic would subside, and things could be back to somewhat normal by September. Due to being cautious with spending, the Village had been able to build up surplus funds to withstand past crises such as the damage caused by Hurricane Irene and Superstorm Sandy and had achieved a Double A bond rating. It was as financially stable as any community at this time. However, he noted that it would be a struggle not to use all reserve funds before this emergency subsided. As a result, an item which was listed on tonight’s agenda to match grant funds in the amount of $150,000 to install silt sifters on stormwater grates would be tabled for now. Mayor Pontieri noted that though improving the environment was important, it was more important to ensure the Village’s finances were stabilized first. Through smart management, he was sure that the taxpayers could be protected.

Certain expenses such as employee health insurance costs could not be changed, and these had risen from approximately $700,000 in 2004 to $1.8 million today. Employee retirement costs had also increased from $55,000 in 2004 to over $600,000 today. These were just two areas which he expected to see increase by double digit inflation over the next 2 years. He indicated that State retirement payments were driven solely by the stock market, especially for those employees in Tier 4 of the system who were no longer required to contribute to the system.

Mayor Pontieri then recommended that Lynette Teran be appointed as an Account Clerk – Spanish Speaking in the Village Clerk’s Office. He noted that Ms. Teran had been employed by the Village for over a year and had passed the Spanish speaking portion of the Account Clerk test. He noted that having a Spanish speaking Account Clerk in the Village Clerk’s Office was very important.

Upon a motion by Trustee Brinkman, seconded by Trustee Ferb, and unanimously carried, the Board approved the appointment of Lynette Teran as Account Clerk – Spanish Speaking in the Village Clerk’s Office at a salary of $54,636.86.

Mayor Pontieri noted that Mr. Smith was not present to provide the BID/Special Projects report. He asked Trustee Ferb if there was anything to report from the BID. Trustee Ferb stated that the BID had met on March 11th prior to the start of the shutdown. At that time, it had been noted that quite a few beautification projects were underway and would be proceeding. He noted that the BID’s annual budget of $162,000 had been approved. The bid for the hanging baskets for Main Street had been approved, and those would be put up in early May. In addition, the downtown sidewalk area would be sprayed for weed control shortly.

Trustee Brinkman then reviewed the Chamber report as submitted by Mr. Kennedy. Mr. Kennedy stated that he wished to express the Chamber’s gratitude for Village Hall’s leadership and responsiveness during this crisis, especially with regard to the requests for the suspension of parking meters and increased code enforcement around downtown. He indicated that he was prepared to communicate any messages to the business community to ensure compliance with current business and social distancing regulations. Mr. Kennedy noted that he had stressed to business owners the importance of leaving on-street parking open for emergency services and customers of take-out meals from the restaurants. He indicated that the Chamber had been quick to respond to the Covid-19 outbreak by ensuring that all businesses were compliant with local, State, and Federal closures and regulations in addition to finding creative ways to stay engaged with the community. Mr. Kennedy noted that the Chamber’s Restaurant Committee had been among the first on Long Island to identify the need to support local hospital workers by providing them with daily meals, and through a partnership with GreaterLongIsland.com had raised over $30,000 to support this continued initiative which was now being done in every community. Many businesses had also been quick to offer needed supplies, such as connecting Long Island...
Community Hospital with masks from Ad Apparel and hand sanitizer from Better Man Distilling Company. In addition, many restaurants had partnered with Qwik Rides to provide free delivery service to the entire Village to assist with keeping people at home. Many retailers were offering products online as well and were hosting weekly Virtual Small Business Saturdays. Mr. Kennedy stressed the need for residents to support downtown businesses now more than ever through the many unique ways they continue to offer their products and services so that they can bounce back quickly when all could be opened again. He also noted that the Chamber’s Foundation was playing a leading role in providing relief and recovery efforts. The Foundation included the Greater Patchogue COAD (Community Organizations Active in Disaster) which was led by CDA Director Marian Russo and was connecting all local service organizations to identify those in need and how best they could be helped. He indicated that the Foundation had established the Patchogue Covid-19 Relief Fund which had already collected thousands of dollars to be used to purchase food and supplies for those in the community who were in need. All of this information could be found at the Chamber’s redesigned web site – Patchogue.com with links to who was doing delivery, who was selling online, where volunteers could sign up, where small business support information could be found, and where donations could be made. Mr. Kennedy stated that though these were unprecedented times; it was not unprecedented for everyone in Patchogue – business owners, residents, and officials to come together to work as one. He was especially grateful to the Mayor and Village Board for all of their efforts.

Mayor Pontieri noted that the Chamber had always taken a leadership role in the community back to when they had worked with the Village to assist with the creation of the parking lots. He thanked Mr. Kennedy and the Chamber for all of the support provided for this Board.

Deputy Mayor Krieger thanked the Mayor for all he had done during this crisis. He noted that Mayor Pontieri was at Village Hall every day, and he and all of the other trustees spoke with him every day. He expressed his appreciation for the Mayor’s efforts on behalf of the community.

Deputy Mayor Krieger stated that he wanted to reinforce Mr. Kennedy’s request to limit parking on the street. He noted that he had received a number of complaints from restaurant and business owners that certain individuals were parking on Main Street for the entire day. These spaces should be left open for individuals picking up take-out food. Mayor Pontieri stated that he had discussed this with the Chamber and suggested that parking on Main Street revert to being limited to two hours, and anyone exceeding that time frame would receive a violation. Deputy Mayor Krieger indicated that this would be fine. It was a shame that some people were behaving selfishly. People should understand that customers needed the ability to run in and out of restaurants to limit their exposure when picking up food. He continued by noting that public safety officers had increased patrols in the parking lots and neighborhoods. Unfortunately, there had been two burglaries on Main Street in the past couple of weeks; however, there were 50 to 60 video cameras in the Village. Thanks to these cameras, the perpetrators of the burglary at Bobbique had been arrested; and those who had committed the other crime were being sought by the police. Deputy Mayor Krieger expressed his appreciation for the work being done by the public safety officers and the police in keeping everything as calm as possible and preventing the public from gathering in various places as well as the parks. He urged everyone to continue social distancing behavior as it seemed to be working.

Deputy Mayor Krieger noted that he had been receiving many calls and emails concerning the temporary closing of the Theatre. He indicated that one of the reasons this was done was to insure people did not gather in large groups. In addition, he doubted anyone would be planning to visit these types of facilities any time in the near future. Anyone with questions regarding refunds or needing other information should call the Theatre at 631-207-1300, visit the web site patchoguethetreare.com, or send an email to info@patchoguethetreare.com. Deputy Mayor Krieger noted that someone would be answering phones during the day. He assured everyone that representatives of the Theatre were working with acts to schedule events after September in hopes that things would be improved by then. Discussions were also being held with dance schools to reschedule their recitals.

Trustee Keyes indicated that he had enjoyed following the Easter bunny around the Village on Saturday as he spread some joy to the neighborhoods. Mayor Pontieri thanked Maria and Bill Hilton for proposing this idea. Trustee Keyes stated that Mrs. Hilton had been very enthusiastic about arranging this and had done a great job in doing so at the last minute. He also thanked the Public Works Department and Highway Supervisor Dean for assisting with their vehicles. Mayor
Pontieri also expressed his appreciation for the signs created for the parks noting that they were very well done. Trustee Keyes requested that everyone please abide by social distancing regulations as the last thing the Board wanted to do was to be forced to lock the gates on the parks. He asked that residents remain smart and diligent in order to keep as much recreation space available as possible while following the required guidelines. Trustee Keyes noted that he was in constant discussion with the Mayor regarding the state of the Parks and Recreation programs. He indicated that everything would depend upon how long restrictions were kept in place. The plan was to keep the programs moving forward depending on financing, scheduling, timing and what activities were permitted.

Trustee Keyes asked the Board to approve rescheduling a 5k run.

Upon a motion by Trustee Keyes, seconded Trustee Felice, and unanimously carried, the Board approved rescheduling the Hope House Ministries 5K Run from Saturday, May 16th to Sunday, August 2nd.

Trustee Keyes asked the Board hire dock staff.

Upon a motion by Trustee Keyes, seconded by Trustee Ferb, and unanimously carried, the Board approved the hiring of Kevin McCarthy as dock staff at $13 per hour (day) and $14 per hour (after 6 p.m.) effective May 1st.

Trustee Felice expressed hope that all was well. He thanked the Board and Village Clerk Seal for their hard work. The Village was working short staffed in many areas, and people were working different shifts to maintain social distancing guidelines.

Trustee Felice noted that Mayor Pontieri had mentioned postponing the installation of the silt sifters, and he agreed that this needed to be done at the present time to lower expenses. He indicated that previous work done at the end of River Avenue and Sunset Lane to reduce flooding during high tides and storms had been very successful. He had visited the area this afternoon during the height of the storm, and it had been dry. This project had been very successful, and he was proud of the work that was done there. He asked everyone to remain patient and stressed that we would all get through this together.

Trustee Ferb expressed hope that everyone would remain safe.

Trustee Devlin wished everyone a good evening and thanked them for joining the online meeting. She noted that there was no planning and zoning report since those meetings had been cancelled. Trustee Devlin then reviewed some information regarding status of the Patchogue Arts Council. She indicated that the annual Arts on Terry event which had originally been scheduled for June would now be rescheduled for September or October. There was some good news in that the Arts Council had been awarded a significant Long Island Community Foundation grant to help fund their events, and she hoped that this would still happen. Trustee Devlin indicated that all small non-profit organizations were having a difficult time since they did not have the ability to fundraise. She stressed that the Arts Council was actively seeking emergency funding, and the Plaza Cinema was doing so as well.

Trustee Brinkman indicated that she was working with the Building and Housing Department staff to schedule a Planning Board meeting on Zoom. She would keep everyone posted as to the status of this as she needed to work with some of the staff to get them familiar with this type of meeting format. The CDA had held a successful Zoom meeting, and she praised the job Executive Director Russo was doing with the COAD group. Quite a few members of the CDA such as Ryan McGarry, Pat McHeffey, and Toni Dean also participated with COAD and had assisted with helping the community organize volunteers and food pick-up and delivery for those in need during this difficult time. She was proud of what the Village had been able to do as a community.

Village Attorney Egan noted that he and the Mayor had been in contact with the Suffolk County Executive every day to be sure that all news was current. He reiterated the praise for all of the Village staff at Village Hall and the Department of Public Works who showed up every day to keep the Village running. They were all professional and doing essential work, and the community owed them a debt of gratitude for doing a fabulous job.
Mayor Pontieri stated that the Village was fortunate to have such individuals as Village Clerk Seal, Deputy Village Treasurer Monte and CDA Director Russo working every day. He indicated that every office was manned with someone every day from 9:00 a.m. to 1:30 p.m. to answer residents’ questions. DPW staff were available 24 hours a day to deal with any emergencies that might arise. Mayor Pontieri stressed that he was proud of how the community had come together during this difficult time. Should anyone have questions or concerns, please email them to him, a Board member, or the Village Clerk, and someone would get back to them as soon as possible. Any answers to questions discussed at Board meetings would be posted on the Village’s web site or Facebook page. Mayor Pontieri reminded everyone that only questions from current Village residents would be considered. He noted that by working together, the community would get through this time.

Mayor Pontieri then thanked all who had joined the meeting online.

There was no public to be heard.

Upon a motion made by Trustee Brinkman, seconded by Trustee Felice, and unanimously carried, the meeting was adjourned at 6:35 p.m.

Signed__________________________

vp Patricia M. Seal, Village Clerk
Agenda Summary

Village Bills (see attached)

Background

Additional Information

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April 24, 2020

To: Patricia Seal, Village Clerk
From: Anne Marie Monte, Deputy Treasurer
Subject: Agenda Items for the Village Board Meeting on 4/27/2020

Please place the following items on the Treasurer’s portion of the agenda for the Village Board meeting scheduled for Monday, April 27, 2020.

A. Village Bills Paid (see attached)

B. Top Five Village Bills (see attached)

C. Budget Adjustments:

D. Transfers: (see attached)

E. Other:

   Approval for general fund to loan:
   Capital Projects fund      $391,429.87
Agenda Summary

Top 5 Bills (see attached)

Background

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## Bills for the Board Meeting of 4/27/2020

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### Five Largest Bills Paid

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Theatre Report

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