VILLAGE OF EAST HAMPTON BOARD OF TRUSTEES JULY 3, 2024 ORGANIZATIONAL MEETING

LTV Studios, 75 Industrial Road, Wainscott, NY 11937 AT 11:00 A.M.

*Please note location change

AGENDA

PLEDGE OF ALLEGIANCE:	
MAYOR'S ANNOUNCEMENTS:	

ROLL CALL:

PUBLIC COMMENT:

MOTIONS/RESOLUTIONS:

RESOLUTION #429-2024;

Set regular monthly meeting date of the Board of Trustees for the 3rd Friday and Work Sessions as needed, for the 1st Thursday of each month at 11:00 a.m. to be held temporarily at LTV Studios, 75 Industrial Road, Wainscott, NY 11937 and then to continue at the Emergency Services Building, 1 Cedar Street, East Hampton, NY 11937 after construction is completed.

RESOLUTION #429-2024

RESOLVED, that the regular meetings of the Board of Trustees of the Village of East Hampton for the 2024 - 2025 fiscal year be and are hereby established as follows:

Regular Meetings on the 3rd Friday and Work Sessions as needed, on the 1st Thursday of each month at 11:00 a.m. to be held temporarily at LTV Studios, 75 Industrial Road, Wainscott, NY 11937 and then to continue at the Emergency Services Building, 1 Cedar Street, East Hampton, NY 11937 after construction is completed.

FURTHER RESOLVED, that any additional or special meeting may be called, cancelled, or adjourned as permitted by law; and be it

FURTHER RESOLVED, that the Mayor may reschedule any of the above scheduled meetings upon proper posting, publication and notifications as required by law.

RESOLUTION #430-2024;

Authorize payment in advance of audit claims for public utility services, postage, freight and express charges, medical insurance premiums, employee reimbursements, payroll processing fees and credit card payments for the 2024-2025 fiscal year.

RESOLUTION #431 -2024;

Approve employee and appointed officers contracts and salary schedule (effective August 1, 2024), members and chairs (1-term as chairpersons) of various committees, official depositories, official newspaper and professional consultants as follows:

BASE SALARY SCHEDULE

NAME	BASE SALARY	TITLE
Baladrón, Marcos	\$195,036.00	Village Administrator
Cummings, Dominique	\$121,016.00	Treasurer
Moseley, Rhona	\$ 72,100.00	Deputy Treasurer
LaPointe, Lindsey	\$ 61,800.00	Secretary to Planning
McKay, Lorraine	\$ 79,568.00	Senior Office Assistant
Dayton, Susan D.	\$ 77,210.00	Principal Office Assistant
Daniell, Emily	\$ 56,650.00	Assistant to the Mayor
McKay, Gabrielle	\$ 72,100.00	Deputy Clerk/Deputy Registrar
Pond, Tyler	\$ 63,654.00	Custodial Worker II
Jacome, Ivan	\$ 58,350.00	Custodian Worker
Pazmino, Hazel	\$ 56,650.00	Custodial Worker
Martinez, Alexis	\$ 56,650.00	Custodial Worker
Abran, Katrina	\$ 56,650.00	Custodial Worker
Erickson, Jeffrey	\$207,066.00	Captain
Byrd, Susanne M.	\$ 93,190.00	Office Assistant
Bennett, Layla	\$ 85,928.00	Senior Clerk
Preiato, Kimberly	\$ 84,267.00	Office Assistant
Foster, James P.	\$146,073.00	Public Safety Dispatcher III
Turza, Gerry	\$169,950.00	Fire & EMS Administrator
Collum, Kenneth	\$134,959.00	Fire Marshall
Preiato, Thomas	\$150,825.00	Principal Building Inspector
Jahoda, Robert	\$ 84,470.00	Ordinance Inspector
Howie, John Kent	\$100,393.00	Senior Building Inspector
Beyer, Linda	\$ 74,396.00	Secretary/Registrar
Carlo, Anthony	\$ 84,281.00	Paramedic
Montalto, Steven	\$ 73,130.00	Paramedic
Capozzola, Robert	\$ 73,130.00	Paramedic
Bottego, Dyan	\$ 59,987.00	EMT
Reynolds, Theresa	\$ 59,987.00	EMT
Collins, David W.	\$135,278.00	Superintendent Department of Public Works
Bouker, Michael	\$118,583.00	Deputy Superintendent Department of Public Works
Helm, Jill	\$ 84,241.00	Clerk
Schaefer, Kevin	\$ 86,634.00	Labor Crew Leader
Medeiros, Tony	\$ 99,908.00	Crew Leader
Yardley, Matthew	\$ 83,303.00	Groundskeeper
Saar, Raymond	\$ 78,451.00	Groundskeeper
MacPherson, Matthew	\$ 73,993.00	Groundskeeper
Anderson, Paul	\$ 96,796.00	Crew Leader
Downs, Darrin	\$ 89,913.00	Crew Leader
Field, Timmy M.	\$ 86,354.00	A.E.O.
Miller, Jeffrey	\$ 87,486.00	A.E.O.
Verity, Jeffrey M.	\$ 84,047.00	A.E.O.
Schaefer, Daniel	\$ 80,931.00	A.E.O.

BASE SALARY SCHEDULE (continued)

NAME	BASE SALARY	TITLE
Renos, Jordan	\$ 65,015.00	H.E.O
Jaycox, David	\$105,555.00	Mechanic III
King, Robert	\$ 93,548.00	Mechanic I
Mansir, Devon	\$ 72,100.00	Mechanic I
King, Hugh	\$ 47,220.00	Historic Site Manager
Hajek, William	\$117,514.00	Planner
Larsen, Gerard	\$ 26,000.00	Mayor
Minardi, Chris	\$ 16,500.00	Deputy Mayor/Trustee
Amaden, Sarah	\$ 14,000.00	Trustee
Doyle, Carrie	\$ 14,000.00	Trustee
Melendez Esq., Sandra	\$ 14,000.00	Trustee
ZBA-DRB-PB - Chairs	\$ 7,000.00	each
ZBA-DRB-PB - Members	\$ 5,550.00	each

OFFICIAL NEWSPAPER:

The East Hampton Star

OFFICIAL DEPOSITORIES:

Dime Bank

Chase Bank

MBIA (NY Class)

East End Financial Group (LOSAP)

PROFESSIONAL CONSULTANTS:

Cashin Associates, PC, Engineers

Clark & Marshall, Real Estate Appraisers

Duda Actuarial Consulting

East Hampton Star

En-Consultants

H2M Architects & Engineers Hawkins, Delafield & Wood, LLP

Lamb & Barnosky, LLP

L.K. McLean Associates, P.C.

Lincoln IT

Mesiano Consulting

Munistat Services, Inc.

Perillo Hill, LLP

Pinsky Law Group, PLLC

P.W. Grosser Consulting, Inc.

Satty, Levine & Ciacco, CPA's, P.C.

Skinnon and Faber

Tarbet, Lester & Schoen, PLLC

The Raynor Group

Vincent Toomey

Walbridge Surveyors

EMERGENCY SERVICES OFFICERS: Mary Mott, Chief, Department of EMS

Mary Ellen McGuire, Asst. Chief, Department of EMS Duane Forrester, Chief Engineer, Fire Department

Christopher Hatch -1^{st} Assistant Chief Engineer, Fire Department Rory Knight -2^{nd} Assistant Chief Engineer, Fire Department

Bradford Billet, OBE CEM - Emergency Manager

BOARD OF TRUSTEES COMMITTEES: Jerry Larsen, Mayor – Police Commissioner

Chris Minardi, Deputy Mayor - Beaches

Sandra Melendez Esq., Trustee - Dept. of Public Works

Carrie Doyle, Trustee - Department of EMS

Sarah Amaden, Trustee - Fire Department & Museums

ETHICS BOARD: Frank Newbold as Chair, Rabbi Leibel Baumgarten, Gabrielle McKay

HISTORIC PRESERVATION COMMITTEE: Frank Newbold and Larry Kane - Co-Chairs, Kevin O'Sullivan,

Georgia DeHavenon and Adrienne Possillico

CENTRAL SEWER COMMITTEE: Mayor Larsen- Chair, Marcos Baladrón, Lisa Perillo, Billy Hajek,

Tom Prieato, David Collins, Vincent Guadiello and Jennifer Mesiano

STEERING COMMITTEE: Mayor Larsen as Chair, Chris Minardi, Frank Newbold, Andrew

Goldstein, John McGuirk, Beverly Kazickas, Hollis Forbes, Drew Bennett, Marian Zucker, Georgia De Havenon, and Ex Officio members: Marcos Baladrón, Lisa Perillo, Billy Hajek, Tom Preiato, Dave Collins, Jeffrey

Erickson

BOARD MEMBERS/EMPLOYEES/SEASONAL STAFF

RESOLUTION #432 -2024; Appoint Acting Police Chief Jeff Erickson as the Village liaison to East Hampton

Volunteer Ocean Rescue, effective immediately.

RESOLUTION #433-2024; Appoint Acting Police Chief Jeff Erickson as the Village liaison to Town of East Hampton

Town Anti-Bias Task Force, effective immediately.

RESOLUTION #434-2024; Appoint Linda Beyer as Registrar at an annual salary of \$1,000 and Gabrielle McKay as

Deputy Registrar at an annual salary of \$600.

RESOLUTION #435-2024; Re-appoint Hugh R. King as Village Historian at no additional compensation.

RESOLUTION #436-2024;	Re-appoint John McGuirk III as Chairman of the Zoning Board of Appeals, and James McMullan as Vice-Chair of the Zoning Board of Appeals effective August 1, 2024 (term to expire 7/31/25).
RESOLUTION #437-2024;	Re-appoint Robert Caruso as Chair of the Planning Board, and David Driscoll as Vice-Chair of the Planning Board (term to expire 7/31/25)
RESOLUTION #438-2024;	Re-appoint Robert Caruso as Chair of the Design Review Board, and Kristin Corwin as Vice-Chair of the Design Review Board (term to expire 7/31/25).
RESOLUTION #439-2024;	Re-appoint Heather Baris and Ann Duffey as members of the Design Review board, (term to expire 7/31/26).
RESOLUTION #440-2024;	Appoint Abigail Lamb FitzSimons as a member of the Zoning Board of Appeals effective August 1, 2024 (term to expire 7/31/29).
RESOLUTION #441-2024;	Accept the resignation of Sara Havens as a Part-time Traffic Control Specialist effective retroactively to June 21 st , 2024 (per June 27, 2024 memo from Acting Chief J. Erickson).
RESOLUTION #442-2024;	Accept the resignation of Drew Smith as Full-time Beach Manager effective retroactively to June 30^{th} , 2024.
RESOLUTION #443-2024;	Approve elimination of the position of Full-time Beach Manager effective July 1st, 2024.
RESOLUTION #444-2024;	Approve employment of Drew Smith as Part-time Beach Manager at an hourly rate of \$39.40 not to exceed 20 hours per week effective retroactively to July 1, 2024.
RESOLUTION #445-2024;	Appoint Drew Smith as Chief Lifeguard effective retroactively to July 1, 2024.
RESOLUTION #446-2024;	Approve change to Beach Employee Madeleine Mahmouzian from a Lifeguard to Beach Staff/Truck at a new hourly rate of \$20 effective retroactively to June 23, 2024.
RESOLUTION #447-2024;	Approve employment of 2024 Seasonal Beach Lifeguards: Avery Jaffe at \$20/hour and Charles Condon at \$20/hour, effective June 29, 2024 (per June 26, 2024 memo from D. Smith).

ACCOUNTING

RESOLUTION #448-2024;	Approve Budget Transfer Schedule #9, Reference #9, dated June 2024.
RESOLUTION #449-2024;	Resolved the 2023-2024 Village Budget is hereby amended to increase appropriations from the Assigned Unappropriated Fund Balance in the amount of \$8,312.28 for expenditures related to the EMS Dispatch Center.

RESOLUTION #450-2024; Resolved the 2023-2024 Village Budget is hereby amended to correct and increase appropriations from the Assigned Unappropriated Fund Balance in the amount of \$312,325.05 for expenditures related to the Basketball Courts.

RESOLUTION #451-2024; Resolved the 2023-2024 Village Budget is hereby amended to increase appropriations

from the Assigned Unappropriated Fund Balance in the amount of \$541,394.10 for

expenditures related to the Baseball Fields.

RESOLUTION #452-2024; Resolved the 2023-2024 Village Budget is hereby amended to increase appropriations

from the Assigned Unappropriated Fund Balance in the amount of \$162,000.00 for

expenditures related to the Comprehensive Plan.

RESOLUTION #453-2024; Resolved the 2023-2024 Village Budget is hereby amended to increase appropriations

from the Assigned Unappropriated Fund Balance in the amount of \$234,000.00 for

expenditures related to the Microwave Link Upgrade.

RESOLUTION #454-2024; Resolved the 2023-2024 Village Budget is hereby amended to increase appropriations

from the Assigned Unappropriated Fund Balance in the amount of \$29,030 for

expenditures related to Public Safety.

VILLAGE POLICIES

RESOLUTION #455-2024; Re-authorizing the Village Attorney's office to perform the actions listed in Resolution

#157-2022.

RESOLUTION #456-2024; RESOLVED, that the Village Attorneys' Office is hereby appointed to represent the Board

of Appeals of the Village of East Hampton in actions and proceedings to which the Board is a party, and the Village Attorneys' Office is further authorized to appear before the Board of Appeals of the Village of East Hampton as an advocate on behalf of the Village

of East Hampton.

RESOLUTION #457-2024; RESOLVED, that Rhona Plinton be and is hereby authorized, empowered and

directed to notify the New York State Employees Retirement System and the Suffolk

County Civil Service Department that during 2024/2025 fiscal year the Village

Administrator, the Treasurer and Mayor Jerry Larsen, may sign all payrolls for the Village

of East Hampton.

RESOLUTION #458-2024; RESOLVED, during the 2023/2024 fiscal year, the following individuals are

authorized to access the payroll production system: Mayor Jerry Larsen, Marcos

Baladrón, Dominique Cummings, and Rhona Plinton and Lindsey LaPointe.

RESOLUTION #459-2024; RESOLVED, that the Comptroller and/or Village Attorneys be and hereby are

authorized to obtain, within budgetary limits, an appraisal or update thereof of

any Village property be it real or personal; and be it further

RESOLVED, that the Village Treasurer and the Village Administrator be and hereby is

authorized to obtain, within budgetary limits, actuarial services.

RESOLUTION #460-2024;

RESOLVED, that the responsibility for administration of the investment program of the Village of East Hampton is delegated to the Village Administrator and the Village Treasurer, to invest monies, designate banks and/or trust companies as depositories of the Village of East Hampton, and hereby be authorized to contract for the purchase of investments or establishing any bank or trust accounts, and be it further RESOLVED, that the current Investment Policy and cash management policy are hereby adopted and ratified.

RESOLUTION #461-2024;

Authorizing the Village Administrator to invest all funds of the Village of East Hampton for the 2024/2025 fiscal year pursuant to law.

RESOLUTION #462-2024;

RESOLVED, that the following banks or trust companies operating within the Village of East Hampton be and they are hereby designated as depositories of Village of East Hampton funds for the 2024/2025 fiscal year: Dime Bank, Chase Bank, MBIA (NY Class) and East End Financial Group (LOSAP) and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the above banks and trust companies, and to amend such agreements from time to time, which agreements provide for the ordinary and necessary banking service incident to acting as a depository; and be it further

RESOLVED, that the Mayor is authorized to enter into agreements with the banks and trust companies designated by the above-mentioned financial institutions to serve as a custodial bank holding collateral to secure deposits of Village of East Hampton funds held by these institutions; and be it further

RESOLVED, that the preceding paragraphs be made part and parcel of the Investment Policy for the Village of East Hampton.

RESOLUTION #463-2024;

WHEREAS, the Village of East Hampton enters into numerous professional services agreements, public works and purchase contracts; and

WHEREAS, during the course of performance of some of those contracts it is necessary to execute amendments, modifications and change orders within the scope of construction/services and when time is of the essence:

NOW, THEREFORE, on motion of Trustee _	, seconded by Trustee
, be it	

RESOLVED, that the Mayor be and hereby is authorized to execute amendments, change orders and/or modifications to professional services agreements, public works contracts and purchase contracts that in total do not exceed 10% of the total contract price.

RESOLUTION #464-2024;

Adopt procurement policy. (no changes from current policy)

PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the VILLAGE OF EAST HAMPTON involved in the procurement process, now, therefore, be it

RESOLVED, that the VILLAGE OF EAST HAMPTON does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF EAST HAMPTON

Section 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

As permitted by Section 103 (16) of the General Municipal Law, the Village is authorized to purchase goods and services (exempt from competitive bidding) through the use of contracts that are let by the United States or any agency thereof, any state or any other political subdivision or district therein (also known as "piggybacking") so long as the contract was bid in accordance with the provisions of General Municipal Law Section 103. Also pursuant to GML Section 103, the Village is authorized to purchase from purchasing cooperatives upon approval by resolution of the Board of Trustees to join said purchasing cooperative.

Section 2. All goods and services will be secured by use of written request for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000.00 and public works contracts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of the policy:

RESOLUTION #464-2024 (continued) PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

Section 3. A. General:

All vendors must be approved by the Administrator's office prior to the placement of any orders.

- 1. Purchase orders must be obtained for all expenditures exceeding \$1,000.00. Expenditures shall be defined as goods, materials, and services or any combination thereof.
- 2. All purchase orders must sufficiently detail the item or items to be purchased. All purchase orders must be approved by the Village Administrator and Department head before incurring the expenditure.
- 3. Only department heads and members of the Board of Trustees may submit purchase orders.
- 4. Any willful attempt to bypass the purchase order policy as stated herein shall be noted and brought to the attention of the Board of Trustees. Particular attention shall be paid to avoid splitting purchases of like materials so as to avoid exceeding the purchase order limits established herein.

B. Written Estimates:

Two or more estimates (quotes) must be obtained for all purchases of materials in excess of **\$2,000.00**. All purchase orders involving labor must comply with this policy regarding written estimates. All written estimates should be attached to the purchase order at the time of submission. Purchases made from approved State, County or local bids are not required to obtain any additional written estimates but are still required to obtain purchase orders.

C. Exemptions:

- 1. The following expenditures are exempt from the purchase order requirement:
 - a. Employee travel expenses for overnight travel, which have been approved by the Village Board.
 - b. Reimbursement of petty cash funds.
 - c. Utility bills: PSEG, Telephone/Internet/Media service provider, Suffolk County
 - d. Interdepartmental charges; for example, water billings, gas billings, vehicle repairs, etc.
 - e. Medical examinations, veterinarian fees, insurance claims (medical and workers' compensation), medical insurance premiums.
 - f. Legal advertising and public notices in publications as required by law.
 - g. Postage meter cost.
 - h. Labor or services provided by Village employees.
 - i. Credit card statements (Resolution #4-2021; Credit Card Use & Policy Allow payment outside of warrant to avoid late charges, adopted 1-7-21)

RESOLUTION #464-2024 (continued) PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

D. Emergency Provisions:

This policy and related policies established by the Board of Trustees may be waived under emergency conditions. Emergency conditions include but are not limited to the following:

- 1. Civil defense emergency, fire, hurricane, or severe storm conditions.
- 2. Stranding of marine mammal.
- 3. Circumstances that might imperil public health or public safety.

Under emergency conditions, any Village employee or official compelled to incur an expenditure that would ordinarily require a purchase order may incur same provided he or she documents said emergency and the necessity for such purchase. A purchase order shall be submitted after the emergency has subsided.

- 4. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
- 5. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the VILLAGE OF EAST HAMPTON to solicit quotations or document the basis for not accepting the lowest bid:
- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following; services of an attorney; services of a physician, technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packing software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

EXPENDITURES/MOTIONS/RESOLUTIONS

RESOLUTION #465-2024; Accept \$2,700 donation of two (2) mahogany bike racks, one each for Main Beach and

Georgica Beach from Michael Mata and George Mata Contracting (per attached

donation letter).

RESOLUTION #466-2024; Accept \$23,655.47 donation of one (1) Side by Side Vehicle and two (2) Surf Rescue

Boards from the East Hampton Village Foundation (per June 26, 2024 memo from D.

Smith).

RESOLUTION #467-2024; Authorize the appointment of Perillo & Hill LLP (Lisa Perillo) as Village Attorneys at an

annual sum of \$115,000 effective August 1st, 2024 through July 31, 2025.

RESOLUTION #468-2024; Approve the Memorandum of Agreement (MOA) between East Hampton Village and

the East Hampton Village Police Benevolent Association (PBA).

RESOLUTION #469-2024; Approve the engagement of Perillo Hill LLP to provide legal services relating to the

creation and establishment of a Village Justice Court for the Village of East Hampton (designated a "Special Project" and thus outside the scope of general Village Attorney services) for a flat fee of \$50,000 payable from the Assigned UnappropriatedFfund

Balance.