

**VILLAGE OF EAST HAMPTON BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
OPEN TO PUBLIC  
HELD ON OCTOBER 16, 2020 MEETING, AT 11:00 A.M.  
EMERGENCY SERVICES BUILDING, 1 CEDAR STREET, EAST HAMPTON, NY**

**PRESENT:** Gerard Larsen, Mayor  
Christopher Minardi, Deputy Mayor  
Arthur Graham, Trustee  
Rosemary Brown, Trustee  
Sandra Melendez, Trustee  
Rebecca Hansen, Administrator  
Elizabeth Baldwin, Village Attorney  
David Collins, D.P.W. Superintendent  
Ken Collum, Fire Marshal/Code Enforcement  
Kent Howie, Senior Building Inspector  
Billy Hajek, Planner  
Michael Tracey, Police Chief  
Tony Long, Police Captain  
Hugh King, Historic Site Manager/Village Historian  
Robert Hefner, Director of Historic Services  
June E. Lester, Administrative Assistant  
Jamie Bufalino, East Hampton Star  
Jody Gambino, LTV Videographer & Editor  
Joe Duda, Duda Actuarial Consulting  
Joan Osborn, Village Resident/Village Preservation Society  
Lisa Larsen, Village Resident  
John Tarbet, Village Resident  
Members of the Erickson Family  
Members of the Christian Family  
Members of the Police Department

Mayor Larsen welcomed everyone.

The Pledge of Allegiance was held.

Hugh King spoke briefly of how the Village began. In 1899, the Maidstone Fire District was formed and the territorial boundaries are mostly the same for the Village today, with the later addition of Georgica. As the Maidstone Fire District was so well received, incorporation of the village was pursued. The first vote on 1917 was very close but lost. On September 25, 1920 people went to Clinton Academy to vote on incorporation – it passed 66 to 57. The first leader was called the President. There was one Trustee, a Treasurer, a Collector, Clerk and Superintendent of Highways. In order for the incorporation to be put to a vote, a petition had to be submitted. The 19<sup>th</sup> amendment to the Constitution was added in August of 1920. The vote to incorporate in September would have been the 1<sup>st</sup> time women voted in East Hampton.

The Trustees gave Hugh King questions to answer, or research and present answers at the next meeting.

Mayor Larsen's question: "What village landmarks are named after or dedicated to past Mayors?" Mr. King could only name Bannister Park. Mayor Larsen noted the EMS Building is dedicated to Ken Wessberg. Mr. King will research for more. Mayor Larsen also asked Mr. King if he knew how Medway, a small street off Church Street, was named. It was named after a river near Maidstone, England.

Trustee Graham's question: "When did the Maidstone Club go from 36-hole golf course to a 27?" Mr. King will research, and noted Rattray's "Fifty Years of The Maidstone Club" and Averill Geus' "Another Fifty Years of The Maidstone Club" as good references.

Trustee Brown's question: "What year was Herrick Park gifted to the Village, and please provide some information on the family." Mr. and Mrs. Harry Herrick, residents of Pudding Hill had donated it to the Neighborhood Association, who eventually gave it to the Village.

Trustee Melendez's question: Can you provide history of the seal of the Village? The Lion is the symbol of Maidstone, the line symbolized the Medway River in England. Mr. Kind said he'll research the significance of the three dots.

**POLICE PROMOTIONS**

Many members of Jeffrey Erickson’s family and members of the Village Police Department and Public Safety Dispatchers were present for his promotion to Lieutenant. Chief Michael Tracy presented his badge, noted that since his joining the department in 1991, Lt. Erickson was DARE officer in 2003 and introduced a School Safety Program to the department. In 2006 he was promoted to 2006 and has received several awards.

Members of Sean Christian’s family were also present for his promotion to Police Sergeant. Sgt. Christian’s been a member of the Village’s Police Department since 2003. In 2019 he performed CPR helping save a life in a combined effort, and was the 2020 Kiwanis Club Police Officer of the Year.

**INTERSECTION OF COLLINS AVENUE & ACCABONAC ROAD**

Chief Tracey briefly spoke of the issues of the intersection of Collins Avenue & Accabonac Road. Currently the two stops and the yield at the location cause confusion and the traffic to back up. David Collins has discussed the problem with the Town Highway Superintendent Steve Lynch and Chief Tracey. It was generally agreed that making the intersection a three-way stop would improve the traffic flow and off-season would be the best time to test it. Trustee Brown would like Consulting Engineer Drew Bennett do perform a traffic study and a public hearing be held.

**The resolutions were read:**

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and carried unanimously carried, it was RESOLVED to set regular monthly meeting date of the Board of Trustees for the 3rd Friday and work sessions to be held the 1<sup>st</sup> Thursday of each month at 11:00 A.M. to be held at the Emergency Services Building, 1 Cedar St.

Upon motion made by Trustee Melendez, seconded by Deputy Mayor Minardi and carried unanimously carried, it was RESOLVED to accept Stuyvesant Wainwright’s resignation from the Design Review Board, effective October 15, 2020.

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Graham and carried unanimously carried, it was RESOLVED to appoint James McMullan as a member of the Zoning Board of Appeals, with a term to expire July 7, 2025.

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Brown and carried unanimously carried, it was RESOLVED to appoint Andrew Baris as an alternate member of the Zoning Board of Appeals, with a term to expire July 7, 2025.

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and carried unanimously carried, it was RESOLVED to re-appoint John Tarbet as a member of the Planning Board, with a term to expire July 7, 2025.

Upon motion made by Trustee Melendez, seconded by Deputy Mayor Minardi and carried unanimously carried, it was RESOLVED to re-appoint Kristin Corwin as a member of the Design Review Board, with a term to expire July 7, 2022.

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Melendez and carried unanimously carried, it was RESOLVED to appoint Elizabeth Ann Duffey and Amy Dalene as members of the Design Review Board, with terms to expire July 7, 2022.

Upon motion made by Sandra Melendez, seconded by Trustee Brown and carried unanimously carried, it was RESOLVED to appoint Chairpersons to Boards (one-year term): John McGuirk III as Zoning Board of Appeals Chairperson, James McMullan as Zoning Board of Appeals as Vice-Chairperson, J. Kenneth Wessberg as Planning Board Chairperson and Robert Caruso as Design Review Board Chairperson.

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Rose Brown and carried unanimously carried, it was RESOLVED to re-appoint Frank Newbold as Chairperson and Pamela Bennett and Rev. Denis Brunelle as members of the Village Ethics Board, for a term of one year to expire August 1, 2021.

Upon motion made by Trustee Melendez, seconded by Trustee Graham and carried unanimously carried, it was RESOLVED to appoint Susan Steckowski as Registrar at an annual salary of \$1,000 and Linda Beyer as Deputy Registrar at an annual salary of \$600.

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and carried unanimously carried, it was RESOLVED Re-appoint Hugh R. King as Village Historian at no additional compensation.

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and unanimously carried, it was RESOLVED to approve committees, official depositories and official newspaper as follows:

OFFICIAL NEWSPAPER:	The East Hampton Star
OFFICIAL DEPOSITORIES:	Bridgheampton National Bank (BNB) Chase Bank MBIA (NYCLASS) Wells Fargo (LOSAP)
EMERGENCY SERVICES OFFICERS:	Lisa Charde, Chief E.H.V. Ambulance Association Ann Grabowski, Asst. Chief, E.H.V. Ambulance Association Theresa Lawler, Captain, E.H.V. Ambulance Association Olger Araya, Lieutenant, E.H.V. Ambulance Association Laura VanBinsbergen, Treasurer, E.H. V. Ambulance Association Andrew Hart, Secretary, E.H. V. Ambulance Association Gerard Turza, Jr., Chief, Fire Department Duane Forrester, 1 <sup>st</sup> Assistant Chief, Fire Department Brian Stanis - 2 <sup>nd</sup> Assistant Chief, Fire Department
BOARD OF TRUSTEES COMMITTEES:	Jerry Larsen, Mayor – Police Department/Dispatch Chris Minardi, Deputy Mayor – Beaches Sandra Melendez – Department of Public Works Arthur Graham – Museums and Fire Department Rose Brown – Ambulance
PLANNING & ZONING COMMITTEE:	Chris Minardi, Chairperson William Hajek, Kenneth Collum, Elizabeth Baldwin, Robert Hefner, John McGuirk, III, J. Kenneth Wessberg, Robert Caruso, John Pizzo, Andrew Goldstein, Augusta Folks

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi, and unanimously carried, it was RESOLVED to approve claim vouchers for the month of October.

Upon motion made by Trustee Melendez, seconded by Trustee Brown and carried as follows: Mayor Larsen: yes • Deputy Mayor Minardi: yes • Trustee Melendez: Yes • Trustee Brown: yes • Trustee Graham: Opposed, it was RESOLVED to approve promotion of Sergeant Jeffrey Erickson to Lieutenant, at an annual salary of \$175,407.11, effective October 16, 2020.

Upon motion made by Trustee Brown, seconded by Deputy Mayor Minardi and carried as follows: Mayor Larsen: yes • Deputy Mayor Minardi: yes • Trustee Melendez: Yes • Trustee Brown: yes • Trustee Graham: Opposed, it was RESOLVED to approve promotion of Police Officer Sean Christian to Sergeant, at an annual salary of \$158,024.43, effective October 16, 2020.

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and unanimously carried, it was RESOLVED approve Warrants # 11, #13 & #14 (General Fund), #10 (Trust Fund), #12 (LOSAP Fund) and # 15 (Capital Fund).

Upon motion made by Trustee Brown, seconded by Trustee Graham and unanimously carried, it was RESOLVED to approve departmental reports (see end of minutes).

Upon motion made by Trustee Graham, seconded by Deputy Mayor Minardi and unanimously carried, it was RESOLVED to approve minutes for August 21, 2020 Trustee meeting.

Upon motion made by Trustee Graham, seconded by Trustee Brown and unanimously carried, it was RESOLVED to adopt Resolution #61-2020, hereby adopting the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

#### RESOLUTION #61-2020

RESOLVED, By the Board of Trustees of the Village of East Hampton that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Upon motion made by Trustee Melendez, seconded by Deputy Mayor Minardi and unanimously carried, it was RESOLVED to adopt Resolution #62-2020, hereby increasing the fees for the 2021 beach season.

<b>RESOLUTION #62-2020</b>	
Fees for the 2021 beach season:	
Non-Resident Permits:	\$500
Daily Parking at Main Beach and Two-Mile Hollow Beach:	\$50.00 per vehicle
Replacement fee for lost permits:	Resident: \$25.00
	Non-Resident: \$250.00
	Inn/Hotel: \$500.00

Upon motion made by Trustee Deputy Mayor Minardi, seconded by Trustee Brown and unanimously carried, it was RESOLVED to approve the five-year lease/purchase agreement of a Ravo5 iSeries Street Sweeper, pursuant to Sourcewell Contract #KPN 201501-03 at the annual cost of \$58,614.00

Upon motion made by Trustee Graham, seconded by Deputy Mayor and unanimously carried, it was RESOLVED to accept the resignation of Part-time Paramedic Michelle Feeley, effective October 1, 2020.

Upon motion made by Trustee Deputy Mayor Minardi, seconded by Trustee Melendez and unanimously carried, it was RESOLVED to employ Benjamin Doll, Miranda Schultz, Olivia Michelson & William Hamilton as a per diem paramedics at the hourly rate of \$28.00, effective immediately.

Upon motion made by Trustee Melendez, seconded by Trustee Graham and unanimously carried, it was RESOLVED to adopt Resolution #63-2020, to amend the 2019-2020 Budget, to increase estimated revenue and appropriations for funding costs (\$272,598.70) related to the Village Hall Renovation Project whereby funding is to be provided by the Capital Reserve Fund (as per Resolution #28-2019)

<b>RESOLUTION #63-2020</b>			
Resolved the 2019–20 Village Budget is hereby amended to increase estimated revenue and appropriations for costs related to the Village Hall Renovation Project whereby funding is to be provided by the Capital Reserve Fund (as per Resolution #28-2019)			
A510	Estimated Revenue	\$	272,598.70
	A5031	Interfund Transfer	\$272,598.70
	A960	Appropriations	\$272,598.70
		A995105	Village Hall \$272,598.70

Upon motion made by Trustee Graham, seconded by Trustee Brown and unanimously carried, it was RESOLVED to notice for a public hearing on November 20, 2020 at 11:00 a.m. at the Emergency Services Building, One Cedar Street, East Hampton, New York, or via video-conferencing if necessary, for Introductory # 5- 2020, a Local Law to amend the Village Code Chapter 267-4 Vehicle and Traffic.

Upon motion made by Trustee Melendez, seconded by Deputy Mayor Minardi and unanimously carried, it was RESOLVED to approve Change Order #1 for the D.P.W. Roof Repair Project, in the amount of \$11,280 for the removal & reinstallation of the solar panels.

Upon motion made by Trustee Melendez, seconded by Trustee Brown and unanimously carried, it was RESOLVED deem surplus and approve the disposal of office furniture from Village Hall (Tag #191, 1995).

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Graham and unanimously carried, it was RESOLVED to approve change in status for Fire Department member Jamalia Hayes to Inactive Exempt, effective October 12, 2020.

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Melendez and unanimously carried, it was RESOLVED to approve the \$10,404 purchase of 11' snow plow from Suffolk County Brake Service - Suffolk Co. Contract #SPSP-030419.

Upon motion made by Trustee Melendez, seconded by Trustee Brown and unanimously carried, it was RESOLVED to approve the \$27,235.40 purchase of a new Swenson stainless steel salt spreader (Sourcewell Contract 080818)

Upon motion made by Deputy Mayor Minardi, seconded by Trustee Melendez and unanimously carried, it was RESOLVED to adopt Resolution #64-2020 accepting the resignation of Rebecca Hansen as Village Administrator, effective October 16, 2020, and authorize the October 30, 2020 payment of accrued time of \$26,090.98. This represents 39.67 vacation days: \$23,855.56 (to be paid from Employee Benefit Leave Reserve Fund (EBLR), and prorated longevity: \$2,235.42.

Upon motion made by Trustee Melendez, seconded by Deputy mayor Minardi and carried as follows: Mayor Larsen: yes • Deputy Mayor Minardi: yes • Trustee Melendez: Yes • Trustee Brown: abstained • Trustee Graham: abstained, it was RESOLVED to adopt Resolution #65-2020, appointing Marcos Baladron as Village Administrator at an annual base salary of \$145,000.00, effective Monday, October 19, 2020.

## DEPARTMENTAL REPORTS

### HOME SWEET HOME MONTHLY REPORT OCTOBER 18, 2020

#### HUGH R KING HISTORIC SITE DIRECTOR AND VILLAGE HISTORIAN

1. Nardy Pest control has made its monthly treatments at Home Sweet Home Museum.
2. Briscoe Security has inspected the fire and security systems at Home Sweet Home Museum.
3. All three village windmills have been cleaned even though they are closed for the season.
4. Bruce Hulse has been working on getting the clocks running at Home Sweet Home at no charge to the village.
5. I have assisted the Town of East Hampton in researching the Pantigo Montaukett Cemetery.
6. I have researched the history of the Old Barn Book Store for the Ralph Lauren Corporation.
7. Work has been started on the development of a new website for Home Sweet Home Museum by Peter Weiss.
8. Home Sweet Home and the Gardiner Mill cottage Gallery will remain open until November 1, 2020. Home Sweet Home will also be open in conjunction with the Thomas and Mary Nimmo Moran House from the Christmas season.

## DEPARTMENT OF PUBLIC WORKS

## MONTHLY REPORT OCTOBER 2020 MEETING

## FALL DAILY ROUTINE:

- Trash collection daily and policing of public areas and road shoulders
- Street sweeping
- Mowing
- Watering of trees and flowers
- Privy
- Leaf Collection

## SHADE TREES:

- Pond View Ln pruning completed
- Take downs 5

## BUSINESS DISTRICT:

- X Mass Trees ordered

## ROAD SURFACE:

- Permanent pavement patches in progress (contractor)
- 6 Casting adjustments completed (contractor)
- The Circle Drainage Pipe relining in progress (contractor)
- Shoulders regraded to improve drainage (multiple locations)

## MISCELLANEOUS:


- Split Rail maintenance 11 locations
- Brine distributor / hydro-seeder project complete
- Accabonac x Hookmill Rd N Main St (East Side) shoulder restoration in progress
- Roof repair in progress at DPW building by contractor main roof completed
- Sidewalk edging and debris cleanup in progress
- #5 prepared for refurbishment
- 2 Giant Vacs Rebuilt and readied for service

Road Opening Permits issued prior month: 17 1.0 YTD

Solid waste collected in prior month: *\*Town Sanitation report for May incomplete YTD totals not accurate.*

Trash	34.1 tons (Wednesday's are based on average daily totals)	YTD	158.1 Tons *
Brush / Wood	10.2 tons (does not include disposal at private facilities)	YTD	204.07 Tons*
Other Debris	3.0 tons	YTD	13.48 Tons*

Fuel Used in May: DPW Gas 789.84 Diesel 582.51

  
 David Collins Superintendent

**SUBJECT: POLICE ACTIVITY REPORT****UNIFORM DIVISION ACTIVITY REPORT FOR SEPTEMBER 2020***(Codes 030 - 693)*

29 Aided Cases  
 75 Alarms Answered by the Patrols  
 9 Arrests Made by the Department  
*{ 1 } Driving While Intoxicated and/or Impaired Arrests Included in Above Total*  
 22 Assists to Disabled Motorists  
 Beach Patrol - 90 hours  
 Building Check - 60 hours  
 2 Child Safety Seat Inspections  
 Door Checks - 60 hours  
 2 Doors Found Open by the Patrols  
 0 Escorts  
 0 Fingerprinting  
 Foot Patrol - 358 hours  
 36 Motor Vehicle Accidents  
 232 Traffic Summonses Issued  
*{ 90 Speeding Summonses Issued }*  
 10 Village Code Summonses Issued  
*{ 1 Animal on Beach Summonses Issued }*  
*{ 0 Sign Summonses Issued }*  
 1,300 Village Parking Summonses Issued

**DETECTIVE ACTIVITY:**

<b><u>Complaints Investigated</u></b>	Active Cases:	10
	Closed Cases:	8
<b><u>Paperwork for Court</u></b>	Arrest Warrant:	0
	Bench Warrant:	0
	Criminal Summons:	1
	Seal Orders:	2
	Supporting Deposition Requests:	0

**GASOLINE CONSUMPTION - POLICE VEHICLES**

September Gasoline Consumption - 2,039.68 Gallons

**PERSONNEL****Overtime:**

Non-Grant - Arrests, Cases, Shift Coverage <i>(Codes 161 - 181):</i>	20 Eight-Hour Shifts
Non-Grant - Foot Patrol, Street Crime, Other <i>(Codes 188 - 190):</i>	0 Eight-Hour Shifts
Grant - STOP-DWI, Speed, Seatbelt <i>(Codes 185 - 187):</i>	0 Eight-Hour Shifts

**Time Off:**

Holidays, Personal, PBA Days, Vacation, Injured on Duty, Sick Time, DE Days, Compensatory Time, XDO, Funeral Days <i>(Codes 202 - 401):</i>	52 Eight-Hour Shifts
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Respectfully submitted,  
**MICHAEL J. TRACEY**  
 Chief of Police

**SUBJECT: DISPATCH ACTIVITY REPORT**

**DISPATCH ACTIVITY REPORT FOR SEPTEMBER 2020**

84	Calls Dispatched for East Hampton Fire Department East Hampton Village - 33 Water District - 19 NY Protection District - 32 Mutual Aid - 0	
109	Calls Dispatched for East Hampton Ambulance Association East Hampton Village - 32 Water District - 39 NY Protection District - 31 Mutual Aid - 0	
***	Calls Dispatched for East Hampton First Responder East Hampton Village - 0 Water District - 0 NY Protection District - 0 Mutual Aid - 0	*** CAD System Upgrade - unable to obtain EAS numbers at this time
1,394	Calls Dispatched for East Hampton Village Police Department	
1,150	Calls Dispatched for East Hampton Town Police Department	
466	Calls Dispatched for Sag Harbor Village Police Department	
37	Calls Dispatched for Amagansett Fire Department	
50	Calls Dispatched for Amagansett Ambulance	
31	Calls Dispatched for Montauk Fire Department	
81	Calls Dispatched for Montauk Ambulance	
51	Calls Dispatched for Sag Harbor Fire Department	
61	Calls Dispatched for Sag Harbor Ambulance	
14	Calls Dispatched for Springs Fire Department	
42	Calls Dispatched for Springs Ambulance	
0	Calls Dispatched for Towin Haz-Mat Team	
0	Calls Dispatched for Ocean Rescue Team	
20	Miscellaneous FD Events * East Hampton - 15 Amagansett - 0 Montauk - 0 Sag Harbor - 5 Springs - 0	*Miscellaneous Events: Units in and out of service; General Fire/EMS info; Alarms cancelled before dispatched; Test Calls
43	Miscellaneous EMS Events * East Hampton - 20 Amagansett - 7 Montauk - 6 Sag Harbor - 6 Springs - 4	
1,498	911 Calls Received	
4,124	7-Digit Telephone Calls Received / Placed	
36	Walk-In Complaints / Information	

**PERSONNEL:**

<b><u>Overbilling:</u></b>	
Shift Coverage (Codes 653-672):	31.6 Eight-Hour Shifts
Training Hours (Code 615-616):	0 Eight-Hour Shifts
<b><u>Time Off:</u></b>	
Holidays, Personal, Union Days, Vacation, Sick Time, Compensatory Time (Codes 624-651):	64.2 Eight-Hour Shifts

Respectfully submitted,  
*ARTHUR S. GRAHAM*  
Chief of Police

Meeting was adjourned at 11:50 a.m.

(APPROVED BY BOARD OF TRUSTEES ON APRIL 16, 2021)

*Pamela J. Bennett*  
PAMELA J. BENNETT, VILLAGE CLERK

*Gerard Larsen*  
GERARD LARSEN, MAYOR

*Christopher Minardi*  
CHRISTOPHER MINARDI, DEPUTY MAYOR

*Arthur S. Graham*  
ARTHUR S. GRAHAM, TRUSTEE

*Rosemary G. Brown*  
ROSEMARY G. BROWN, TRUSTEE

*Sandra Melendez*  
SANDRA MELENDEZ, TRUSTEE