

BOARD OF TRUSTEES
JULY 5, 2023
ORGANIZATIONAL MEETING
LTV STUDIOS, 75 INDUSTRIAL ROAD,
WAINSCOTT, NY 11975

Those Present Were: Jerry Larsen, Mayor
Chris Minardi, Deputy Mayor
Carrie Doyle, Trustee
Sarah Amaden, Trustee
Marcos Baladrón, Village Administrator
Lisa Perillo, Village Attorney
Lorraine McKay, Executive Assistant
Michael Bebon, Village Resident
Billy Hajek, Village Planner
Gerry Turza, Fire and EMS Administrator

Those Absent Were: Sandra Melendez, Trustee – Delayed Attendance

Mayor Larsen opened this meeting at 11:00 AM, beginning with the Pledge of Allegiance.

PUBLIC HEARING: Introductory #10-2023

Mayor Larsen opened this public hearing at 11:01 AM for a proposed local law amending the Code of the Village of East Hampton, Chapter 208, (Parks And Recreation, Article I, Herrick Park, 71 Newtown Lane, TM# 4.-5-4.1).

**INTRODUCTOR NO.10-2023
LOCAL LAW NO. ____-2023**

A Local Law amending Local Law amending the Code of the Village of East Hampton, Chapter 208 (Parks and Recreation, Article I, Herrick Park, 71 Newtown Lane, TM# 4.-5-4.1).

BE IT ENACTED by the Board of Trustees of the Village of East Hampton as follows:

SECTION I. Legislative Purpose and Intent. The Village of East Hampton recognizes the importance of Herrick Park as the center of the Village community offering both space and opportunity for recreational and athletic endeavors, repose and relaxation, cultural enrichment, and the enjoyment of nature. The Village of East Hampton further recognizes a need to update and amend the provisions of the Village Code defining and regulating the use of Herrick Park commensurate with its evolution as a cultural and recreational hub including the expansion of the Park and its facilities and recreational offerings. The Village Board of Trustees accordingly expands the definition of Herrick Park and its facilities and amends the regulations for use of Herrick Park.

SECTION II. Chapter 208 of the code of the Village of East Hampton is hereby amended as follows (bold and underlined material is to be added; struck-thru material is to be deleted):

§ 208-1. Definitions.

As used in this chapter, the following words shall have the meanings indicated:

FACILITIES OF HERRICK PARK — The tennis courts, the two softball fields and the football/soccer/ rugby field, **other athletic or playing fields or courts, playgrounds, walkways, recreation areas, restrooms** and any other part or portion of Herrick Park.

GROUP — Any two or more individuals assembled together to use one or more of the facilities of Herrick Park; or any firm, corporation, partnership or other entity, two or more of whose members or guests shall assemble together to use the facilities of Herrick Park.

HERRICK PARK — All that real property, **and the Facilities and equipment thereon,** conveyed to the Village of East Hampton by the Neighborhood Association by deed dated August 11, 1976 **together with all that additional real property, and equipment and improvements thereon, thereafter conveyed to or managed by the Village including but not limited to those parcels known as: 21 Muchmore Lane (SCTM #301-2-2-35), 25 Muchmore Lane (SCTM #301-2-2-36), 8 Muchmore Lane (SCTM #301-4-5-3), 14**

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Pleasant Lane (SCTM #301-2-2-27.1), and 16 Pleasant Lane (SCTM #301-2-2-27.2); collectively known as "Herrick Park."

LICENSING AUTHORITY — The Village Board of the Incorporated Village of East Hampton or its duly designated authority.

§ 208-2. Permit required.

No group shall use or employ any of the facilities of Herrick Park without obtaining a permit therefor from the Licensing Authority as herein provided.

§ 208-3. Exceptions to permit requirements.

No license shall be required under this chapter in the following instances:

- A. A group using the swings, slides and other apparatus located in the park for the use of children.
- B. East Hampton School District classes during regular school hours.

§ 208-4. Application for permit.

Applicants for permits shall file a written application therefor with the Licensing Authority. Applications shall set forth the following information:

- A. The name and address of the applicant.
- B. If the applicant is a corporation, the names and residence addresses of the officers thereof; and if the applicant is a firm, partnership or other entity, the name and residence address of the person applying on behalf thereof.
- C. The proposed times and dates of the use of the facility of Herrick Park and the type of use.

§ 208-5. Issuance of permit.

After the filing of an application for a permit, the Licensing Authority shall examine the application and make such investigation as it deems necessary or advisable. Upon completion of the same, the licensing authority shall issue a permit unless it finds that the proposed use will conflict with the proposed use of a group to which a permit was previously issued or when it finds that the proposed use of Herrick Park is incompatible with the use of Herrick Park as a public park or playground, or unless the group has therefore violated the conditions of a permit or the rules and regulations governing the use of Herrick Park.

§ 208-6. Regulations for use of park.

Herrick Park is intended for the enjoyment and use of the entire East Hampton community. The following rules have been adopted to ensure the safety and welfare of all. Compliance and cooperation will be appreciated.

- A. There shall be no:
 - (1) Gambling.
 - (2) Golfing.
 - (3) Archery.
 - (4) Camping.
 - (5) Flying of model aircraft.
 - (6) Fires or open burning of any kind.
 - (7) Motor vehicles.
 - (8) Bicycle riding.
 - (9) Walking of pets.
 - (10) Sleeping or loitering from 11:00 p.m. to 7:00 a.m.

- (11) Possession and/or consumption of alcoholic beverages.
- (12) Digging as a result of the use of metal detecting devices.¹
- ~~(13) Rollerblading on tennis courts.¹~~

B. Tennis Courts. The Tennis Courts at Herrick Park shall be open for use from 9a.m. to 9p.m. The following rules shall apply to Tennis Court use:

- (1) Proper footwear is required at all times.
- (2) No group or private lessons are permitted.
- (3) No pickleball is permitted to be played on the Tennis Courts.
- (4) No smoking is permitted.
- (5) No rollerblading, roller skating, bicycling, or skateboarding is permitted on the Tennis Courts.
- (6) Play is limited to one hour if others are waiting for use of the Tennis Courts.
- (7) No pets are permitted on the Tennis Courts.
- (8) No food, glass or alcoholic beverages are permitted on the Tennis Courts

§208-7. Hours of Operation; Additional rules for use.

- A. Hours of Operation. Herrick Park shall be open to the public from 7a.m. to 11:00p.m. No person may enter or remain in Herrick Park when it is closed. In addition, to the aforementioned hours, Herrick Park shall be open to persons participating in activities sponsored, approved or permitted by the Licensing Authority during the period such activities are being conducted.
- B. Rules of use. The Board of Trustees may adopt and post additional regulations regarding the use of Herrick Park or any part thereof or any of the Facilities of Herrick Park, which regulations must be obeyed by every person using Herrick Park or Herrick Park Facilities.

§ 208-78. Penalties for offenses.

Any person, group, organization, corporation, association or other entity who violates any provision of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$250 or by imprisonment for a term not to exceed 15 days, or both.

SECTION III. SEVERABILITY.

If any section or subsection, paragraph, clause, phrase or provision of this law shall be adjudged invalid or held unconstitutional by any court of competent jurisdiction, any judgment made thereby shall not affect the validity of this law as a whole or any part thereof other than the part or provision so adjudged to be invalid or unconstitutional.

SECTION IV. EFFECTIVE DATE.

This local law shall take effect upon filing with the Secretary of State pursuant to the Municipal Home Rule Law.

PUBLIC COMMENT

Michael Bebon, a Village Resident, asked for a summary of the proposed legislation for Introductory #10-2023. Village Attorney Lisa Perillo explained that the proposed legislation provides updated definitions of Herrick Park. Mr. Bebon asked for the Public Hearing to be tabled as the Village has a court date to attend regarding Herrick Park. Village Attorney Lisa Perillo explained that the court appearance is completely unrelated to the Public Hearing for Introductory #10.

Mayor Larsen spoke about the definition of group in the proposed legislation which is defined as two or more individuals. Village Attorney Lisa Perillo explained that this was a preexisting definition. Mayor Larsen suggested that this definition might have been added to provide those with an approved Special Event Permit priority of the use of Herrick Park over those without a permit. He suggested this definition

¹ Editor's Note: Former Subsection B, Permits required, which immediately followed this subsection, was repealed 6-18-2021 by L.L. No. 16-2021.

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be updated as the law currently requires that if more than two people are to use one of the park facilities, they are required to obtain a Special Event Permit. Village Attorney Lisa Perillo explained that the legislation could be updated to either redefine the definition of group, or simply explain that those with an approved Special Event Permit will have priority of the given facility that they wish to use.

This Public Hearing will be left open in order to adjust the legislation.

PUBLIC COMMENT: No public comment took place.

Trustee Melendez is now in attendance.

MOTIONS/RESOLUTIONS:

RESOLUTION #561-2023: Set regular monthly meeting date of the Board of Trustees for the 3rd Friday and Work Sessions for the 1st Thursday of each month at 11:00 a.m. to be held temporarily at LTV Studios, 75 Industrial Road, Wainscott, NY 11975 and then to continue at the Emergency Services Building, 1 Cedar Street, East Hampton, NY 11937 after construction is completed.

Trustee Amaden: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #561-2023

RESOLVED, that the regular meetings of the Board of Trustees of the Village of East Hampton for the 2023 - 2024 fiscal year be and are hereby established as follows:

Regular Meetings on the 3rd Friday and Work Sessions 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 #562-2023: Authorize payment in advance of audit claims for public utility services, postage, freight and express charges, medical insurance premiums, employee reimbursements and the Village Attorney for the 2023-2024 fiscal year.

Trustee Amaden: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #563-2023: Approve employee and appointed officers' contracts and salary schedule (effective August 1, 2023), 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	\$179,355.00	Village Administrator
Bennett, Pamela J.	\$119,564.00	Village Clerk/Stenographer
Cummings, Dominique	\$110,491.00	Treasurer
Plinton-Moseley, Pet-Rhona	\$ 56,650.00	Deputy Treasurer
Steckowski, Susan	\$ 89,604.00	Principal Account Clerk/Registrar
McKay, Lorraine	\$ 77,250.00	Senior Office Assistant
Dayton, Susan D.	\$ 74,961.00	Principal Office Assistant
Cangiolioli, Marissa	\$ 56,650.00	Secretary-Mayor

McKay, Gabby	\$ 56,650.00	Secretary-Planning Board
Pond, Tyler	\$ 61,800.00	Custodial Worker II
Jacome, Ivan	\$ 56,650.00	Custodian Worker
Pazmino, Hazel	\$ 55,000.00	Custodial Worker
Martinez, Alexis	\$ 55,000.00	Custodial Worker
Miller, Katrina	\$ 55,000.00	Custodial Worker
Tracey, Michael	\$223,863.00	Police Chief
Midgett, Eric	\$ 47,757.00	Traffic Control Specialist
Byrd, Susanne M.	\$ 90,476.00	Office Assistant
Bennett, Layla	\$ 83,425.00	Senior Clerk
Preiato, Kimberly	\$ 81,813.00	Office Assistant
Foster, James P.	\$141,818.00	Public Safety Dispatcher III
Turza, Gerry	\$165,000.00	Fire & EMS Administrator
Collum, Kenneth	\$131,028.00	Fire Marshall
Preiato, Thomas	\$136,432.00	Principal Building Inspector
Jahoda, Robert	\$ 82,010.00	Ordinance Inspector
Howie, John Kent	\$ 97,469.00	Senior Building Inspector
Beyer, Linda	\$ 72,229.00	Secretary/Deputy Registrar
Carlo, Anthony	\$ 76,828.00	Paramedic
Montalto, Steven	\$ 66,000.00	Paramedic
Bottego, Dyan	\$ 58,240.00	EMT
Collins, David W.	\$131,338.00	Superintendent Department of Public Works
Bouker, Michael	\$115,129.00	Deputy Superintendent Department of Public Works
Helm, Jill	\$ 81,787.00	Clerk
Schaefer, Kevin	\$ 82,642.00	Maintenance Mechanic
Mederios, Tony	\$ 96,998.00	Crew Leader
Aldrich, Robert	\$ 96,998.00	Crew Leader
Yardley, Matthew	\$ 80,877.00	Groundskeeper
Saar, Raymond	\$ 71,838.00	Groundskeeper
MacPherson, Matthew	\$ 67,391.00	Groundskeeper
Anderson, Paul	\$ 91,325.00	Crew Leader
Field, Timmy M.	\$ 83,839.00	A.E.O.
Miller, Jeffrey	\$ 84,938.00	A.E.O.
Verity, Jeffrey M.	\$ 81,599.00	A.E.O.
Downs, Darrin	\$ 76,137.00	A.E.O.
Schaefer, Daniel	\$ 74,027.00	A.E.O.

BASE SALARY SCHEDULE (continued)

<u>NAME</u>	<u>BASE SALARY</u>	<u>TITLE</u>
Renos, Jordan	\$ 58,849.00	H.E.O
Jaycox, David	\$ 95,481.00	Mechanic III
King, Robert	\$ 90,823.00	Mechanic I
Forde, Frank	\$ 82,047.00	Mechanic I
Smith, Drew	\$ 79,568.00	Beach Manager
King, Hugh	\$ 45,845.00	Historic Site Manager
Hajek, William	\$114,091.00	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, 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) Wells Fargo (LOSAP)

PROFESSIONAL CONSULTANTS: Braun Marketing
Cashin Associates, PC, Engineers
Clark & Marshall, Real Estate Appraisers
Craft Engineering Studio, PLLC

Duda Actuarial Consulting
 East Hampton Star
 En-Consultants
 George H. Walbridge Co.
 H2M Architects & Engineers
 Harter Secrest & Emery, LLP
 Hawkins, Delafield & Wood, LLP
 Robert Hefner, Historic Consultant
 Lamb & Barnosky, LLP
 Lee Bertrand Photography and Fine Art LLC
 Lincoln IT
 Jennifer Mesiano
 Munistat Services, Inc.
 Perillo Hill, LLP
 Pinsky Law Group, PLLC
 Proudcity, Inc.
 PW Grosser Consulting, Inc.
 Satty, Levine & Ciacco, CPA's, P.C.
 Skinnon and Faber
 Tarbet, Lester & Schoen, PLLC
 The Raynor Group
 Vincent Toomey
 Kimberly Woods

EMERGENCY SERVICES OFFICERS: Mary Mott, Chief, Department of EMS
 Mary Ellen McGuire, Asst. Chief, Department of EMS
 Duane Forrester, Chief Engineer, Fire Department
 Alex Verdugo – 1st Assistant Chief Engineer, Fire Department
 Greg Brown – 2nd Assistant Chief Engineer, Fire Department
 Bradford Billet – Emergency Manager

BOARD OF TRUSTEES COMMITTEES: Jerry Larsen, Mayor – Police Commissioner
 Chris Minardi, Deputy Mayor – Beaches
 Sandra Melendez, 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, Pamela Bennett

SHORT-TERM RENTAL COMMITTEE: Dan Ujvari-Chair, Marcos Baladrón, Judy Desiderio, Carol Hayes, Eric Kauffman, Ken Collum, David Driscoll, and Heather Baris

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

CENTRAL SEWER COMMITTEE: Mayor Larsen- Chair, Marcos Baladrón, Lisa Perillo, Billy Hajek, Tom Priato, David Collins and Jennifer Mesiano

AESTHETICS COMMITTEE: Carrie Doyle and Sarah Amaden as Co-Chairs and members: Erica Broberg, Dwyer Derrig, Michael Derrig, Stephen Drucker, Larry Kane, Lisa Larsen, Frank Newbold, Mary Margaret Trousdale, Nathan Wold and Michael Giannelli

BUSINESS REVITALIZATION COMMITTEE: Sarah Amaden and Carrie Doyle – Co-Chairs and members: Alan Patricof, Valerie Smith, Mark Smith, Barbara Layton, and Christina DeSanti, Robert Rattenni, David Hashmall and Donna McDonald

Deputy Mayor Minardi: Motion to Accept. Trustee Melendez: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

BOARD MEMBERS/EMPLOYEES/SEASONAL STAFF

RESOLUTION #564-2023: Appoint Police Chief Mike Tracey as the Village liaison to East Hampton Volunteer Ocean Rescue, effective immediately.

Deputy Mayor Minardi: Motion to Accept. Trustee Melendez: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

RESOLUTION #565-2023: Appoint Police Chief Mike Tracey as the Village liaison to Town of East Hampton Town Anti-Bias Task Force, effective immediately.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

RESOLUTION #566-2023: Appoint Susan Steckowski as Registrar at an annual salary of \$1,000 and Linda Beyer as Deputy Registrar at an annual salary of \$600.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

RESOLUTION #567-2023: Re-appoint Hugh R. King as Village Historian at no additional compensation.

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

RESOLUTION #568-2023: 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, 2023 (term to expire 7/31/24).

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

RESOLUTION #568 A-2023: Appoint Robert Caruso as a member of the Planning Board (term to expire 7/31/28).

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

- Deputy Mayor Minardi: Aye.
- Trustee Sandra Melendez: Aye.
- Trustee Carrie Doyle: Aye.
- Trustee Amaden: Aye.
- Mayor Larsen: Passed and carried.

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RESOLUTION #569-2023: Re-appoint Robert Caruso as Chair of the Planning Board, and David Driscoll as Vice-Chair of the Planning Board (term to expire 7/31/24).

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #570-2023: Re-appoint Robert Caruso as member of the Design Review Board, effective August 1st, 2023 (term to expire 7/31/25).

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #571-2023: Appoint C. Sherrill Dayton and Re-appoint Kristin Corwin as members of the Design Review Board (term to expire 7/31/2025).

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #572-2023: 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 7/31/24).

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #572 A-2023: Appoint Heather Baris as a member of the Design Review board, (term to expire 7/31/24), completing Amy Dalene's term.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #573-2023: Approve promotion of Georgia Plankster to the rank of Lifeguard Lieutenant at \$21/hour effective July 1st, 2023 and employ seasonal beach staff:

Lifeguards: Harper Craig & Aniela Bedini at \$17.50/hour effective retroactively to June 18th, 2023, Justin Zorbo at \$20/hour effective retroactively to June 22nd, 2023

Beach Staff Members: Jacen Sheades & Leo Schuman at \$13/hour effective June 30th, 2023. (*per June 19th and June 29th, 2023 memos from D. Smith*).

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #574-2023: Employ 2023 Seasonal Traffic Control Officer David Buitrago, effective June 30th, 2023 (*per June 27th, 2023 memo from Chief Tracey*).

Trustee Amaden: So Moved. Trustee Doyle: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi: Aye.

Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #575-2023: Authorize Traffic Control Officer Sebastian Farez-Gordillo employment termination, effective retroactively to June 29th, 2023 (*per June 29th, 2023 memo from Chief Tracey*).

Trustee Melendez: So Moved.	Deputy Mayor Minardi: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

RESOLUTION #576-2023: Approve the correction to Resolution #551-2023, in reference to Retired Police Officer Kenneth Brabant's authorized payout of \$163,755.94 to be paid August 15th, 2023 from the Employee Benefit Leave Reserve Fund (EBLR) for accumulated time (*per June 20th, 2023 memo from Chief Tracey*).

Trustee Doyle: So Moved.	Trustee Doyle: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

ACCOUNTING

RESOLUTION #577-2023: Approve Budget Transfer Schedule #8, Reference #8, dated June 2023.

Trustee Amaden: So Moved.	Trustee Doyle: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

RESOLUTION #578-2023: Resolved the 2022-2023 Village Budget is hereby amended to increase estimated revenue and appropriations in the amount of \$476,780.00 for expenditures related to the EMS building.

Trustee Amaden: So Moved.	Trustee Doyle: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

RESOLUTION #579-2023: Authorizing the transfer of up to \$500,000.00 from the Undesignated Fund Balance to the Capital Reserve Fund.

Trustee Amaden: So Moved.	Trustee Doyle: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

RESOLUTION #580-2023: Authorizing the transfer of up to \$500,000.00 from the Undesignated Fund Balance to the EBLR Fund (Employee Benefit Leave Reserve Fund).

Trustee Doyle: So Moved.	Trustee Doyle: Seconded.	Mayor Larsen: All in favor?
Deputy Mayor Minardi:	Aye.	
Trustee Sandra Melendez:	Aye.	
Trustee Carrie Doyle:	Aye.	
Trustee Amaden	Aye.	
Mayor Larsen:	Passed and carried.	

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RESOLUTION #581-2023: Accept the East Hampton Village Foundation donation of \$42,200.40 for Herrick Park Phase I A Renovation Project.

Trustee Amaden: So Moved. Trustee Doyle: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

EXPENDITURES

RESOLUTION #582-2023: Accept the \$13,700 quote from GM Dege Inc. to conduct abandonment of the five-hundred-gallon underground waste oil tank at the Department of Public Works shop (*per June 26th, 2023 memo from D. Collins*).

Trustee Doyle: So Moved. Trustee Doyle: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #583-2023: Accept the \$45,324.50 quote from Alpine Software to replace the current Fire House software (*per June 29th, 2023 memo from K. Cullum*).

Trustee Amaden: So Moved. Trustee Doyle: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #584-2023: Accept the \$92,000 quote from P.W. Grosser for the East Hampton Town Pond Benthic Mat Installation.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

Village Planner Billy Hajek explained that Kris Almskog of P.W. Grosser Consulting attended the past Village Board of Trustees Meeting where a plan was proposed for installing Benthic Mats at the bottom of Town Pond in order to eliminate the invasive vegetation. Since that time, the DEC has informed the Village that they will adjust the permit to allow 50% of the pond bottom to be covered at a time, in three month increments, starting with the southerly portion, then the northerly portion. Additionally, the cost proposal from P.W. Grosser Consulting has been updated to include 50% coverage of the pond bottom with their employees having the responsibility of relocating the mats a total of two times. Mr. Hajek added that the Benthic Mats are reusable.

RESOLUTION #585-2023: Accept the \$98,319.17 bid from Advantage Sport & Fitness Inc. for Gym Equipment at 1 Cedar Street.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

VILLAGE POLICIES

RESOLUTION #586-2023: 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.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #587-2023: RESOLVED, that Susan Steckowski 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 2023/2024 fiscal year the Village Administrator, the Treasurer and Mayor Jerry Larsen, may sign all payrolls for the Village of East Hampton.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #588-2023: 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, Susan Steckowski and Rhona Plinton.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #589-2023: 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.

Trustee Amaden: So Moved. Trustee Doyle: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #590-2023: 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.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #591-2023: Authorizing the Village Administrator to invest all funds of the Village of East Hampton for the 2023/2024 fiscal year pursuant to law.

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?

Deputy Mayor Minardi:	Aye.
Trustee Sandra Melendez:	Aye.
Trustee Carrie Doyle:	Aye.
Trustee Amaden	Aye.
Mayor Larsen:	Passed and carried.

RESOLUTION #592-2023: 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 2023/2024 fiscal year: Dime Bank, Chase Bank, MBIA (NY Class) and Wells Fargo (LOSAP) and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the above banks

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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 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.

Trustee Doyle: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?
Deputy Mayor Minardi: Aye.
Trustee Sandra Melendez: Aye.
Trustee Carrie Doyle: Aye.
Trustee Amaden: Aye.
Mayor Larsen: Passed and carried.

RESOLUTION #593-2023: 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 Melendez, seconded by Deputy Mayor Minardi, 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 #594-2023: 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.

RESOLUTION #594-2023 (continued)
PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

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:

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 Water Authority, Gas (electronic payments for utilities are permitted).
 - d. Interdepartmental charges; for example, water billings, gas billings, vehicle repairs, etc.

RESOLUTION #594-2023 (continued)
PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

- 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)

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.

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?
 Deputy Mayor Minardi: Aye.
 Trustee Sandra Melendez: Aye.
 Trustee Carrie Doyle: Aye.
 Trustee Amaden: Aye.
 Mayor Larsen: Passed and carried.

ADDENDUM(S)

- 1. **RESOLUTION #596-2023:** Adopt LOCAL LAW NO. 12 OF 2023 **Introductory #9-2023**, a proposed local law amending the Code of the Village of East Hampton, Chapter 185 (Licensed Occupations and Entertainment).

Trustee Melendez: So Moved. Deputy Mayor Minardi: Seconded. Mayor Larsen: All in favor?
 Deputy Mayor Minardi: Aye.
 Trustee Sandra Melendez: Aye.
 Trustee Carrie Doyle: Aye.
 Trustee Amaden: Aye.
 Mayor Larsen: Passed and carried.

Gerry Turza – EMS Department Update

Gerry Turza, Administrator of the Fire and Emergency Medical Service Department, provided updates regarding the EMS Department. The Bi-Annual Inspection from the New York State Department of Health had a positive review of the EMS Department. The routine inspection is thorough, consisting of reviewing the equipment and records of the department. This inspection requires preparation and cooperation from the volunteers and paid staff. Mr. Turza noted that the volume of ambulance calls is increasing, primarily due to the growth in population size in the East Hampton area. This resulted in adjustments to the number of staff needed per day, both volunteer and paid, to support the influx of ambulance calls, a task defined as Crew Resource Management. In the last month, eight new members have joined the EMS Department, two of which are certified EMTs. Additionally, volunteer drivers have joined.

Mayor Larsen called for a motion to close this meeting, so moved by Trustee Melendez, seconded by Deputy Mayor Minardi at 11:22 a.m.

FILED
 VILLAGE OF EAST HAMPTON, NY
 DATE: 10/23/23
 TIME: 9:51 AM
Gabrielle M. Kauf