

**VILLAGE OF EAST HAMPTON BOARD OF TRUSTEES  
JULY 6, 2022 ORGANIZATIONAL MEETING**

**EMERGENCY SERVICES BUILDING, 1 CEDAR ST., EAST HAMPTON, NY 11937 AT 11:00 A.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MAYOR'S ANNOUNCEMENTS:**

**PRESENTATIONS:** Swearing in of Trustee Carrie Doyle and Trustee Sarah Amaden  
Hugh King  
Pio Lombardo – Update on Village Septic Study

**PUBLIC COMMENTS:**

**MOTIONS/RESOLUTIONS:**

**RESOLUTION #139-2022:** Accept results of Village Election conducted on June 21, 2022

**RESOLUTION #140-2022:** Acknowledge Sarah Amaden and Carrie Doyle as Village Trustees, term to expire 2026.

**RESOLUTION #141-2022:** Set regular monthly meeting date of the Board of Trustees for the 3rd Friday and Work Sessions for 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.

**RESOLUTION #141-2022**

RESOLVED, that the regular meetings of the Board of Trustees of the Village of East Hampton for the 2022 - 2023 fiscal year be and are hereby established as follows:

Regular Meetings on the 3rd Friday and Work Sessions on the 1<sup>st</sup> Thursday of each month at 11:00 a.m. of each month at 11:00 a.m. to be held at the Emergency Services Building, 1 Cedar St.

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 #142-2022:** 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 2022-2023 fiscal year.

**RESOLUTION #143-2022:** Approve employee and appointed officers contracts and salary schedule (effective August 1, 2022), members and chairs (1-term as chairpersons) of various committees, official depositories, official newspaper and professional consultants as follows:

BASE SALARY SCHEDULE

<u>NAME</u>	<u>BASE SALARY</u>	<u>TITLE</u>
Baladrón, Marcos	\$164,131.00	Village Administrator
Bennett, Pamela J.	\$116,082.00	Village Clerk/Stenographer
Steckowski, Susan	\$ 86,994.00	Principal Account Clerk/Registrar
Lester, June E.	\$ 42,584.00	Administrative Assistant
Dayton, Susan D.	\$ 72,778.00	Principal Clerk
Beyer, Linda	\$ 70,125.00	Secretary/Deputy Registrar
Cummings, Dominique	\$100,273.00	Treasurer
Plinton-Moseley, Pet-Rhona	\$ 50,000.00	Deputy Treasurer
McKay, Lorraine	\$ 56,650.00	Senior Office Assistant
Grabowski, Ann	\$ 68,410.00	Custodial Worker
Ballance Jr., Richard D.	\$ 76,284.00	Custodial Worker
Verity, Frederick A.	\$ 93,069.00	Custodial Worker III
Jacome, Ivan	\$ 45,000.00	Custodian Worker
Tracey, Michael	\$217,343.00	Police Chief
Midgett, Eric	\$ 46,366.00	Traffic Control Specialist
Byrd, Susanne M.	\$ 87,841.00	Office Assistant
Bennett, Layla	\$ 80,995.00	Senior Clerk
Preiato, Kimberly	\$ 75,430.00	Office Assistant
Foster, James P.	\$127,687.00	Public Safety Dispatcher III
Collum, Kenneth	\$127,212.00	Code Enforcement Officer
Preiato, Thomas	\$132,458.00	Building Inspector
Jahoda, Robert	\$ 74,621.00	Ordinance Inspector
Howie, John Kent	\$ 89,630.00	Senior Building Inspector
Carlo, Anthony	\$ 74,590.00	Critical Care/EMT
Eyde, Livia	\$ 62,911.00	Paramedic
Collins, David W.	\$117,513.00	Superintendent Department of Public Works
Bouker, Michael	\$104,776.00	Deputy Superintendent Department of Public Works
Helm, Jill	\$ 79,405.00	Clerk
Schaefer, Kevin	\$ 80,235.00	Maintenance Mechanic
Mederios, Tony	\$ 94,173.00	Crew Leader
Aldrich, Robert	\$ 94,173.00	Crew Leader
Yardley, Matthew	\$ 78,521.00	Groundskeeper
Saar, Raymond	\$ 65,428.00	Groundskeeper
MacPherson, Matthew	\$ 61,283.00	Groundskeeper
Anderson, Paul	\$ 84,751.00	Crew Leader
Field, Timmy M.	\$ 81,397.00	A.E.O
Miller, Jeffrey	\$ 82,464.00	A.E.O
Verity, Jeffrey M.	\$ 79,222.00	A.E.O
Yurkewitch, Joseph	\$ 56,235.00	A.E.O.
Downs, Darrin	\$ 73,919.00	A.E.O.
Schaefer, Daniel	\$ 67,220.00	A.E.O.
Jaycox, David	\$ 92,700.00	Mechanic III

BASE SALARY SCHEDULE ( continued)

<u>NAME</u>	<u>BASE SALARY</u>	<u>TITLE</u>
Forde, Frank	\$ 79,657.00	Mechanic I
King, Robert	\$ 88,178.00	Mechanic I
Smith, Drew	\$ 77,250.00	Beach Manager
King, Hugh	\$ 44,510.00	Historic Site Manager
Hajek, William	\$110,768.00	Planner
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
Larsen, Gerard	\$ 26,000.00	Mayor
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  
Bank of America MBIA (NY Class)  
Wells Fargo (LOSAP)

PROFESSIONAL CONSULTANTS:

- Cashin Associates, PC, Engineers
- Carol Hayes Consulting, LLC
- Clark & Marshall, Real Estate Appraisers
- Duda Actuarial Consulting
- En-Consultants, Wetland Flagging
- Friedman, LLP Accountants
- George H. Walbridge Co., Surveyors
- Hawkins, Delafield & Wood, LLP, Bond Counsel
- Jackie Dunphy, LLC
- Jennifer Mesiano, Grant Consultant
- Lamb & Barnosky, LLP, Special Counsel
- Lee Bertrand Photography and Fine Art LLC
- Lighthouse Land Planning
- Lincoln IT
- Messina, Perillo & Hill
- Munistat, Municipal Financial Advisory Services
- NextGen ADV
- PS Digital Long Island
- Praxis Public Relations
- Proudcity, Inc, Website
- Robert Hefner, Historic Consultant
- Satty, Levine & Ciacco, Auditors
- Tarbet, Lester & Schoen, PLLC
- The Raynor Group
- Vincent Toomey, Labor Counsel
- Woods, Kimberly

- EMERGENCY SERVICES OFFICERS: Ann Grabowski, Chief E.H.V. Ambulance Association  
Lisa Charde, Asst. Chief, E.H.V. Ambulance Association  
Marcia Dias, Captain, E.H.V. Ambulance Association  
Olger Araya, Lieutenant, E.H.V. Ambulance Association  
Ian Hoyt, 2<sup>nd</sup> Lieutenant, E.H.V. Ambulance Association  
Duane Forrester, Chief, Fire Department  
Gregory Eberhart, 1<sup>st</sup> Assistant Chief, Fire Department  
Alex Ferdugo - 2<sup>nd</sup> Assistant Chief, Fire Department  
Brad Billet – Emergency Manager
- BOARD OF TRUSTEES COMMITTEES: Jerry Larsen, Mayor – Police  
Chris Minardi, Deputy Mayor - Beaches  
Sandra Melendez, Trustee - Dept. of Public Works  
Carrie Doyle, Trustee – Ambulance  
Sarah Amaden, Trustee – Fire Department & Museums
- ETHICS BOARD: Frank Newbold as Chair, Rabbi Leibel Baumgarten, Pamela Bennett
- HERRICK PARK COMMITTEE: Sandra Melendez, Marcos Baladron, Billy Hajek, Michael Tracey, David Collins, and representatives from The Village Preservation Society, the LVIS, Garden Club and E. H. Union Free School District
- SHORT-TERM RENTAL COMMITTEE: Dan Ujvari-Chair, Marcos Baladron, 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 & Adrienne Possillico
- CENTRAL SEWER COMMITTEE: Mayor Larsen- Chair, Marcos Baladrón, Vincent Messina, Billy Hajek, Tom Prieto, David Collins and Jennifer Mesiano.
- VILLAGE BUSINESS REVITALIZATION COMMITTEE: Sarah Amaden and Carrie Doyle – Co-Chairs, Alan Patricof, Valarie Smith, Mark Smith, Barbara Layton, Christina DeSanti and Marcos Baladrón
- RESOLUTION #144-2022:** Create Aesthetics Committee (Historic Preservation Sub-Committee); Sarah Amaden and Carrie Doyle – co-chairs

BOARD MEMBERS/EMPLOYEES/SEASONAL STAFF

- RESOLUTION #145-2022:** Appoint Susan Steckowski as Registrar at an annual salary of \$1,000 and Linda Beyer as Deputy Registrar at an annual salary of \$600.
- RESOLUTION #146-2022:** Re-appoint Hugh R. King as Village Historian at no additional compensation.
- RESOLUTION #147-2022:** Re-appoint John McGuirk III as Chairman of the Zoning Board of Appeals, effective August 1, 2022 (term to expire 7/31/23)
- RESOLUTION #148-2022:** Re-appoint Robert Caruso as Chair of the Planning Board and Design Review Board, and Amy Dalene as Vice-Chair of the Design Review Board (term to expire 7/31/23)
- RESOLUTION #149-2022:** Accept Carrie Doyle’s resignation as a member of the Zoning Board of Appeals effective immediately.
- RESOLUTION #150-2022:** Re-appoint Kristin Corwin, Elizabeth Ann Duffy and Amy Dalene as members of the Design Review Board, term to expire 2024.
- RESOLUTION # 151-2022:** Employ seasonal beach staff: Lifeguard Subs: Matt Norklun & Charles Partellow at \$19/hr, Alexis Yurkewitch & Kevin Farrell at \$18/hr  
Beach Attendants: Clair McGovern at \$15/hr & Will Linder at \$14/hr
- RESOLUTION #152-2022:** Approve a .50 cent per hour increase for Lifeguard Lt. Halle Kneeland and employ Rowan O’Brien as a beach attendant @ \$12 hourly (as per June 30<sup>th</sup> and July 3<sup>rd</sup> memos from D. Smith)

ACCOUNTING

- RESOLUTION # 153-2022:** Authorizing the transfer of up to \$500,000 from the Undesignated Fund Balance to the Capital Reserve Fund.
- RESOLUTION #154-2022:** Authorizing the transfer of up to \$350,000.00 from the Undesignated Fund Balance to the EBLR Fund (Employee Benefit Leave Reserve Fund)

EXPENDITURES

- RESOLUTION #155-2022:** Approve the Whitmores \$8,450 estimate to remove damaged large Sycamore Maple at Herrick Park (please refer to estimate & June 23<sup>rd</sup> memo from D. Collins).
- RESOLUTION #156-2022:** Approve NYSID’s (N.Y.S. Industries for the Disabled) \$38,125 estimate to perform digital scanning services of file documents (NYS Contract and approximately 225,000 pages, please refer to estimate)

VILLAGE POLICIES

**RESOLUTION #157-2022:** Authorizing the Village Attorney’s office to perform listed actions.

RESOLUTION #157-2022

WHEREAS, it is in the interest of the people of the Village of East Hampton to properly enforce the local laws and ordinances of the Village of East Hampton, and to further enforce applicable State and Federal laws and regulations where enforcement powers thereof have properly vested in the Village of East Hampton; and

WHEREAS, it is further in the interest of the people of the Village of East Hampton to appear in and defend against any/all actions and proceedings commenced in any court, forum or venue brought against the Village of East Hampton, and/or any of its Boards, Bodies or Agencies in any court, forum or venue; and

WHEREAS, the Village Attorneys are the proper governmental appointees to enforce the aforesaid laws, ordinances and regulations, and to defend said actions and proceedings;

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

RESOLVED, that the Village Attorneys of the Village of East Hampton, and or their designee and/or such other counsel as they may employ within budgetary limits, is hereby authorized, to commence, prosecute and/or defend any action or proceeding in law or equity, in any court, forum or venue as follows:

- (a) Enforce or compel compliance with the ordinances and local laws of the Village of East Hampton and any Regulation thereunder in any instance where there exists reasonable cause to believe a violation of said Code or Regulation has occurred or is about to occur; and
- (b) To enforce or compel compliance with any statute or regulation of the State of New York or the United States where enforcement power thereof has properly vested in the Village of East Hampton, and where there exists reasonable cause to believe a violation of said statutes or regulations has occurred or is about to occur; and
- (c) To enforce or compel compliance with any contractual or legal obligation which exists between the Village of East Hampton, or any Board, Body or Agency and any other party; and
- (d) To appear for, defend and settle on behalf of the Village of East Hampton, or any Board, Body or Agency, any claim, action, proceeding, or potential litigation, brought by or against the Village of East Hampton, its agents, officers and employees, and other proper persons where said appearance is permissible by law; and
- (e) To carry out the stated policies, goals and objectives of the Village of East Hampton or to act in any proper court, forum or venue in furtherance of the stated policies, goals and objectives of the Village of East Hampton and such action may be reasonably related to the furtherance of said policies, goals and objectives; and be it further

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RESOLUTION #157-2022

(continued)

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to take any steps reasonably and prudently necessary to consummate a duly authorized acquisition or conveyance of real or personal property on behalf of the Village of East Hampton; and be it further

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to commence, defend and settle litigation presently pending or commenced hereinafter, or potential litigation within budgetary appropriations; and be it further

RESOLVED, that any actions or proceedings heretofore commenced by the Village of East Hampton, and any actions to which the Village of East Hampton, or any Board, body or Agency of the Village has been made a party in which the Village Attorneys or their designated counsel has heretofore appeared are hereby ratified and authorized; and be it further

RESOLVED, that the Village and/or their designee is hereby authorized to enter into any contracts and/or to continue to act pursuant to presently executed contracts in connection with their duties subject to budgetary requirements; and be it further

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to enter into any contracts and/or to retain the services of court reporting service providers, title examination service providers, property appraisers, legal publishers, outside counsel firms, and/or experts, consultants or other outside professionals in any field required by pending or potential litigation or otherwise determined necessary to carry out the duties of the Village Attorneys' Office; and be it further

RESOLVED, that the Village Attorneys are hereby authorized to execute Memorandums of Understanding concerning potential labor agreements in anticipation of final ratification of the contracts by the Village Board.

**RESOLUTION #158-2022:** 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 Village of East Hampton as an advocate on behalf of the Village of East Hampton.

**RESOLUTION #159-2022:** 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 2022/2023 fiscal year the Village Administrator, the Treasurer and Mayor Jerry Larsen, may sign all payrolls for the Village of East Hampton.

**RESOLUTION #160-2022:** RESOLVED, during the 2022/2023 fiscal year, the following individuals are authorized to access the payroll production system: Mayor Jerry Larsen, Marcos Baladrón, Dominique Cummings, Susan Steckowski and Pet-Phona Plinton-Moseley.

**RESOLUTION #161-2022:** 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 #162-2022:** RESOLVED, that the any 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 #163-2022:** Authorizing the Village Administrator to invest idle funds of the Village of East Hampton for the 2022/2023 fiscal year pursuant to law.

**RESOLUTION #164-2022:** 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 2022/2023 fiscal year: Dime Bank, Chase Bank, Bank of America, 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 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 #165-2022:** 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 #166-2022:** 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 #166-2022 (continued)

PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

Board of Trustees – Organizational Meeting

July 6, 2022

page 11 of 11

Section 3. A. General:

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

1. Purchase orders must be obtained for all expenditures exceeding **\$750.00**. 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.
  - 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 #166-2022  
PROCUREMENT  
POLICY OF  
THE INC.  
VILLAGE  
OF EAST  
HAMPTON  
D.  
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