

**Village of Southampton  
Organization Meeting  
July 2, 2018  
Minutes**

**OATH OF OFFICE**

**Stephen Funsch, the Village Administrator, administered the Oath of Office to the following Village officials for two-year terms ending June 30, 2020:**

**Trustee Kimberly Allan  
Trustee Richard Yastrzemski**

**PLEDGE OF ALLEGIANCE**

**MAYOR'S APPOINTMENTS**

**Mayor Irving announces his appointment for Deputy Mayor, for a one-year term, ending June 30, 2019:**

**Richard Yastrzemski**

**Mayor Irving then asked for a motion to approve the following Department and Committee appointments for one-year terms ending on June 30, 2019:**

**LEGISLATIVE, EXECUTIVE, FINANCE & STAFF COMMITTEE**

**Mayor Irving  
Richard Yastrzemski**

**SPECIAL ITEMS (INSURANCE, MUNICIPAL ASSOC. & TAXES)  
COMMITTEE**

**Mayor Irving**

**Richard Yastrzemeski**

**PUBLIC SAFETY**

**POLICE DEPARTMENT**

**Mayor Irving, Commissioner**  
**Richard Yastrzemeski, Deputy Commissioner**

***NOTE: Mayor Irving exercises supervision over the conduct of the Police Department, pursuant to Section 4-400 of NYS Village Law.***

**JUSTICE COURT DEPARTMENT**

**Kimberly Allan, Commissioner**  
**Nancy McGann, Deputy Commissioner**

**FIRE DEPARTMENT**

**Richard Yastrzemeski, Commissioner**  
**Michael Irving, Deputy Commissioner**

**AMBULANCE DEPARTMENT**

**Richard Yastrzemeski, Commissioner**  
**Michael Irving, Deputy Commissioner**

**SAFETY INSPECTION COMMITTEE**

**Michael Irving**  
**Richard Yastrzemeski**

**HIGHWAY/ BEACHES DEPARTMENT**

**William Hattrick Jr., Commissioner**  
**Nancy McGann, Deputy Commissioner**

**CULTURE & RECREATION**

**PARKS DEPARTMENT**

**LAKES & PONDS COMMITTEE**

**WETLANDS & BEACHFRONT COMMITTEE**

**Nancy McGann, Commissioner**  
**William Hattrick Jr., Deputy Commissioner**

**CULTURAL CENTER LIASON COMMITTEE**

**Michael Irving  
Nancy McGann**

**BEAUTIFICATION COMMITTEE**

**Nancy McGann  
William Hattrick Jr.**

**HOME & COMMUNITY SERVICES**

**ZONING, PLANNING, ARCHITECTURAL/HISTORIC REVIEW,  
PLANNING COMMISSION DEPARTMENT**

**Kimberly Allan, Commissioner  
William Hattrick Jr., Deputy Commissioner**

**BUILDING MAINTENANCE DEPARTMENT**

**(BUILDINGS/STREET LIGHTS)**

**Nancy McGann, Commissioner  
Richard Yastrzemski, Deputy Commissioner**

**CENTRAL GARAGE DEPARTMENT**

**William Hattrick Jr., Commissioner  
Michael Irving, Deputy Commissioner**

**TREES & MEMORIALS COMMITTEE**

**Nancy McGann  
William Hattrick Jr.**

**YOUTH, MINORITY & SENIOR CITIZENS AFFAIRS COMMITTEE**

**Kimberly Allan  
Nancy McGann**

**EMERGENCY PREPAREDNESS/COORDINATION COMMITTEE**

**Michael Irving  
Richard Yastrzemski**

**AFFIRMATIVE ACTION COMMITTEE**

**Kimberly Allan  
Chief Thomas Cummings, Member  
Gerald Martin, Member**

On the motion of Mayor Irving and seconded by Trustee Yastrzemski the above appointments were unanimously approved.

**The Mayor then asked for a motion to approve the following appointment for a one-year term ending June 30, 2019:**

**ACTING VILLAGE JUSTICE      Michael Solomon**

On the motion of Trustee Hattrick and seconded by Trustee Allan the above appointment was unanimously approved.

**The Mayor then asked for a motion to approve the following appointment for a one-year term ending June 30, 2019:**

**VILLAGE ADMINISTRATOR      Stephen Funsch**

On the motion of Trustee Hattrick and seconded by Trustee Yastrzemski the above appointment was unanimously approved.

**The Mayor then asked for a motion to approve the following appointments for one-year terms ending June 30, 2019:**

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>DEPUTY VILLAGE CLERK</b>         | <b>Eileen Musarra</b>              |
| <b>DEPUTY TREASURER</b>             | <b>Patricia Ledermann</b>          |
| <b>VILLAGE ATTORNEY</b>             | <b>Wayne Bruyn</b>                 |
| <b>VILLAGE AUDITOR</b>              | <b>Satty, Levine &amp; Ciacco,</b> |
| <b>VILLAGE PLANNING CONSULTANTS</b> | <b>Nelson, Pope &amp; Voorhis</b>  |
|                                     | <b>Zach Studenroth</b>             |
| <b>VILLAGE ASSESSOR</b>             | <b>William McCoy</b>               |

On the motion of Trustee McGann and seconded by Trustee Hattrick, the above appointment was unanimously approved.

The Mayor asked for a motion to approve the following appointment for a one-year term ending June 30, 2019:

**ATTORNEY - ARB & PLANNING BOARDS    Elbert W. Robinson, Jr.**

On the motion of Trustee McGann and seconded by Mayor Irving, the above appointment was unanimously approved.

**MAYOR'S BOARD APPOINTMENTS**

The Mayor announced the following Board appointments to the Zoning Board of Appeals:

**BOARD OF ZONING APPEALS**

|   | <b><u>TERM ENDS</u></b> |
|---|-------------------------|
| <b>Robert Devinney, Chair</b>                       | <b>6/30/19</b>          |
| <b>Daniel Guzewicz, Member<br/>(Re-appointment)</b> | <b>6/30/23</b>          |

On the motion of Trustee Hattrick and seconded by Mayor Irving, the above appointment was unanimously approved.

The Mayor announced the following appointment to the Planning Board:

| <b><u>PLANNING BOARD</u></b> | <b><u>TERM ENDS</u></b> |
|------------------------------|-------------------------|
| <b>Alan McFarland, Chair</b> | <b>6/30/19</b>          |

On the motion of Trustee Hattrick and seconded by Mayor Irving, the above appointment was unanimously approved.

The Mayor announced his selections for appointments to the Board of Architectural Review and Historic Preservation:

**BOARD OF ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION**

|  | <b><u>TERM ENDS</u></b> |
|--|-------------------------|
| <b>Susan Stevenson, Chair</b>                        | <b>6/30/19</b>          |
| <b>Curtis Highsmith, Member<br/>(Re-appointment)</b> | <b>6/30/21</b>          |
| <b>Jeff Brodlieb, Member<br/>(Re-appointment)</b>    | <b>6/30/21</b>          |

On the motion of Trustee Hattrick and seconded by Mayor Irving, the above appointment was unanimously approved.

**The Mayor announced the following appointments to the Planning Commission:**

**PLANNING COMMISSION**

**TERM ENDS**

|                             |                |
|-----------------------------|----------------|
| <b>Paul Travis, Chair</b>   | <b>6/30/19</b> |
| <b>Robert Essay, Member</b> | <b>6/30/21</b> |
| <b>(Re-appointment)</b>     |                |

On the motion of Mayor Irving and seconded by Trustee Yastrzemski, the above appointment was unanimously approved.

**The Mayor announced the following appointments to the Board of Ethics:**

**BOARD OF ETHICS**

**TERM ENDS**

|                                       |                |
|---------------------------------------|----------------|
| <b>Michelle Mylene-Guerra, Member</b> | <b>6/30/21</b> |
| <b>(Re-appointment)</b>               |                |

On the motion of Trustee Yastrzemski and seconded by Trustee Hattrick, the above appointment was unanimously approved.

**The Mayor announced the following appointments as members to the Southampton Commission on the Arts:**

**TERM ENDS**

|                           |                |
|---------------------------|----------------|
| <b>Tom Knight</b>         | <b>6/30/21</b> |
| <b>Sarah Moulton Foux</b> | <b>6/30/21</b> |
| <b>Barbara Kushner</b>    | <b>6/30/21</b> |
| <b>Liliane Questal</b>    | <b>6/30/21</b> |
| <b>Craig Ruhling</b>      | <b>6/30/21</b> |
| <b>Curtis Highsmith</b>   | <b>6/30/21</b> |
| <b>Thomas Farrel</b>      | <b>6/30/21</b> |
| <b>Donna McCarthy</b>     | <b>6/30/21</b> |

On the motion of Trustee Yastrzemski and seconded by Trustee Hattrick, the above appointment was unanimously approved.

## **SUGGESTED RESOLUTIONS**

***RESOLVED, that the Treasurer be and hereby is authorized to make transfers between the appropriation accounts during the year.***

On the motion of Trustee Hattrick and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Southampton Press be and hereby is designated as the Official Newspaper and, that the Southampton Independent be and hereby is designated as an additional communication media for publication of legal notices and similar matters.***

On the motion of Trustee Allan and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Village Board of Trustees meetings will, unless otherwise announced, be held in this Board Room as follows:***

***Monthly meetings -***

***Public Session 1 - Second Thursday of each month at 6:00 P.M.***

***Public Session 2 - Second Tuesday following the monthly meeting, at 6:00PM.***

On the motion of Trustee McGann and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the firm of Squires, Holden, Weisenbacher, and Smith be retained as may be required from time to time to perform surveying work for the Village.***

On the motion of Trustee Hattrick and seconded by Trustee Yastrzemeski, the above appointment was unanimously approved.

***RESOLVED, that the Morley Agency and McLauchlen Realty be retained as may be required from time to time to perform appraisals for the Village.***

On the motion of Trustee Yastrzemeski and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the recording secretaries for the Planning Board, the Zoning Board of Appeals, the Board of Architectural Review and Historic Preservation, the Planning Commission and the Board of Trustees continue to each be paid \$200 for each meeting.***

On the motion of Trustee Allan and seconded by Trustee Hattrick, the above appointment was unanimously approved.

***RESOLVED, that all non-union Village employees shall receive, minimally, the same salary increases, including longevity, and employee benefits as provided to employees represented by the CSEA.***

On the motion of Trustee Hattrick and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Treasurer shall deposit all monies received by virtue of his/her office as follows:***

***Deposits into the General Fund and Trust Fund shall be made with Peoples United Bank (formerly Suffolk County National Bank) and deposits into the Capital Reserve Fund shall be made with the Bridgehampton National Bank.***

On the motion of Trustee McGann and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Treasurer is hereby authorized and directed to continue to deposit all Village Funds not required to satisfy immediate expenditures in interest bearing accounts as allowed by law, and that these funds shall be deposited with the following institutions which have agreed to abide by Village Investment Policy and the requirements of Section II of the Municipal Law and other provisions of law relating to this subject:***

**Peoples United Bank (formerly Suffolk County National Bank)  
Bridgehampton National Bank  
MBIA/Bank of New York - CLASS**

On the motion of Mayor Irving and seconded by Trustee McGann, the above appointment was unanimously approved.



***RESOLVED, that the Village Investment Policy dated March 25, 2008, be continued in effect.***

On the motion of Trustee Yastrzemski and seconded by Trustee Hattrick, the above appointment was unanimously approved.

***RESOLVED, that in the absence of both the Treasurer and the Deputy Treasurer, checks drawn on Village accounts may be approved only by the signatures of the Mayor and a Trustee or two (2) Trustees.***

On the motion of Trustee McGann and seconded by Trustee Allan the above appointment was unanimously approved.

***RESOLVED, that official travel by Village employees or officials involving reimbursement by the Village shall require prior approval by the appropriate Department Head or Village Administrator, except in the case of unforeseen requirements in which case such travel may be approved by the Mayor or, in his absence, the Deputy Mayor.***

On the motion of Trustee Hattrick and seconded by Trustee Mc Gann, the above appointment was unanimously approved.

***RESOLVED, that except as may otherwise be provided in collective bargaining agreements, Village employees traveling on authorized official business shall be reimbursed for use of personal vehicles at a rate not to exceed that authorized by the IRS.***

On the motion of Trustee Allan and seconded by Trustee Mc Gann, the above appointment was unanimously approved.

***RESOLVED, that the Board of Trustees approve the adoption of the SVPD Rules of Conduct.***

On the motion of Trustee Yastrzemski and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Village Fraud Policy be continued in effect.***

On the motion of Trustee Allan and seconded by Mayor Irving, the above appointment was unanimously approved.

***RESOLVED, that the Village Fund Balance Policy be continued in effect.***

On the motion of Trustee Hattrick and seconded by Trustee Mc Gann, the above appointment was unanimously approved.

***RESOLVED, that the Village Procurement Policy be continued in effect.***

On the motion of Trustee Yastrzemski and seconded by Trustee Hattrick, the above appointment was unanimously approved.

***RESOLVED, that the Anti-Harassment Policy be continued in effect.***

On the motion of Mayor Irving and seconded by Trustee Allan, the above appointment was unanimously approved.

***RESOLVED, that the Village Workplace Violence Prevention Policy be continued in effect.***

On the motion of Trustee Hattrick and seconded by Trustee Mc Gann, the above appointment was unanimously approved.

***WHEREAS, at a duly held public meeting, the Board of Trustees approved the purchase of a Jacobsen HR700 lawn mower with a 14 ft cut for the Parks Dept. at a cost of \$70,000, and***

***WHEREAS, there is a three-month lead time to obtain this mower, and***

***WHEREAS, the vendor supplying said mower has offered a demo Jacobsen HR800 mower with a 16 ft cut for the same cost of the HR700 mower, so therefore***

***BE IT RESOLVED, that the Board of Trustees hereby approves the purchase of the Jacobsen HR800 mower in lieu of the HR700 mower.***

On the motion of Trustee McGann and seconded by Trustee Yastrzemski, the above appointment was unanimously approved.

**Motion to adjourn the Organizational Meeting:**

Mayor Irving made a motion to adjourn the Organizational Meeting. Trustee McGann seconded and the Board approved the motion unanimously. The Organizational Meeting adjourned at 4:42pm.

**Stephen Funsch  
Village Administrator**

**7/2/18**

