

**Board of Trustees**  
**Public Session Agenda**  
October 8, 2020 - 6:00 P.M.

**Pledge of Allegiance:** Mayor Warren

**Public Comment:**

Due to public health and safety concerns related to COVID-19 and in accordance with Governor Cuomo's Executive Order 202.1, the Village of Southampton's Board of Trustees Meeting on Thursday, October 08, 2020 will be taking place via videoconferencing. The meeting will be live streamed and a transcript will be provided at a later date. The public will have an opportunity to see and hear the meeting live and provide comments.

To view the meeting LIVE go to:

<https://www.youtube.com/channel/UCwDidTdhkHXbspR0hkoxH4g>

To submit comments for Public Record or in relation to a Public Hearing,

Send your comments via email to:

[villageadmin@southamptonvillage.org](mailto:villageadmin@southamptonvillage.org) – up to 5:45PM on 10/08/2020.

To join the Board meeting via Zoom, you must register in advance to:

[villageadmin@southamptonvillage.org](mailto:villageadmin@southamptonvillage.org) – up to 4:00PM on 10/08/2020.

**Board Presentations:** None

**Public Hearings:** None

**Discussion Items:** None

**Employees of the Month:**

Name: Patricia Ledermann

Department: Village Hall

Title: Deputy Treasurer

Date of Hire: July 25, 2008

Name: Mylene Michel-Guerra

Department: Village Hall

Title: Tax Cashier

Date of Hire: October 11, 2005

**Communications to the Board:**

1. Letter of Commendation for Police Officer James Moore and K-9 Officer Topper

**Suggested Resolutions:**

1. RESOLVED, that the Board of Trustees authorizes the Village Administrator to publish and post a public hearing October 20, 2020 at 6:00pm prevailing time for “A Local Law to amend Section 110-43 Schedule L: Stopping, Standing and Parking Restrictions of Chapter 110 of the Village Code to Regulate Parking at the Railroad Plaza.” \_\_\_\_/\_\_\_\_/\_\_\_\_

2. RESOLVED, that the claims for the warrant dated October 8, 2020 totaling \$217,212.09 (Warrant # 10- General Fund) and \$24,211.00 (Warrant # 5- Capital Fund) be audited and approved. \_\_\_\_/\_\_\_\_/\_\_\_\_

3. RESOLVED, that the Mayor appoints the following members to the Budget and Finance Committee for a term ending June 30, 2021:

Len Zinnanti  
Dane Neller  
William Wright  
Rosemarie Dios

And that the Mission Statement of the Budget and Finance Committee dated October 8, 2020 as set forth more fully below be hereby adopted. \_\_\_\_/\_\_\_\_/\_\_\_\_

## Southampton Village Budget and Finance Committee Mission Statement

1. The Budget and Finance Committee (the “Committee”) shall function in a strictly advisory capacity for the Village of Southampton (the “Village”) Mayor and Trustees. The Committee shall not serve as policymakers.
2. The purpose of the Committee is to assist the Village Mayor and Trustees in the preparation and review of the Village’s Operating and Capital Budgets, and in the review of the annual independent audit, and to make recommendations to the Village Mayor and Trustees regarding such.
3. The Committee shall meet as required to perform its mission and shall have regularly scheduled meetings at least once a month. The Committee’s duties include assisting and reviewing the preparation of the preliminary and adopted budgets, and meeting with the independent auditors prior to the adoption of the annual audit. The Committee is charged to meet with Village officers, employees, elected officials, other board and committee members, outside consultants, lawyers, auditors and other third parties as necessary to perform their function.
4. Members of the Committee may participate in meetings in person or through technology.
5. The Committee shall consist of five (5) voting members, who shall be nominated by the Mayor and appointed by a majority of the Trustees (including the Mayor) and serve for a two-year term expiring on June 30. The members shall be independent of the management and business activities of the Village.
6. At least four members of the committee shall be residents of the Village.
7. The Committee shall annually select one member to be the Chairperson and one member to be the Vice Chairperson. Both the Chairperson and the Vice Chairperson shall be residents of the Village.
8. The Village Mayor, a Trustee, and the Treasurer shall serve as ex-officio, non-voting members of the Committee. The Deputy Treasurer may substitute for the Treasurer.
9. If vacancies occur, the Village Mayor and Trustees voting as a majority shall appoint successors to serve the unexpired portion of the term.
10. Members of the Committee may be removed for cause by the Mayor and Trustees voting as a majority.
11. All Committee members will be bound by an oath of confidentiality.
12. No members of the public shall be permitted to attend a Committee meeting without the express written consent of a majority of the Committee members.

4. RESOLVED, that the Internet and Email Policy, dated October 8, 2020 is hereby adopted and effective immediately. \_\_\_\_/\_\_\_\_/\_\_\_\_

**Village of Southampton  
Internet and Email Policy  
October 8, 2020**

Internet Access and Usage

Internet access for the Village of Southampton (the “Village”) is a business tool provided to employees at significant cost. The expectation is that employees will use the Internet for work related purposes only, *i.e.*, to communicate with employees, constituents, elective officials, vendors, consultants, administrative, professional, and other advisors, and other government agencies, to research relevant topics and obtain useful work-related information except as outlined below. Personal use of the Village Internet is strictly prohibited. Employees are required to conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in all other work-related dealings on behalf of the Village.

All existing Village policies apply to your conduct on the Internet and with the use of Village email systems, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Village resources, sexual harassment, information and data security, and confidentiality.

Employees may not import, download, copy or store copyrighted material without permission from the owner of the material or the Employee’s supervisor. Doing so may violate application licensing agreements and/or copyright laws. No software or other applications may be downloaded or installed on any of the Village's IT Systems without specific authorization from the Village.

Employees may never subscribe or post to non-work-related Internet sites using the Village's systems or sign up for said sites using Village information or email addresses. Employees may not create personal accounts of any nature using Village email or contact information. This includes, but is not limited to sites, related to social networking, shopping, travel, sports, dating, file sharing or any other non-work-related subjects. Employees may not order any non-work-related items or materials using Village email or shipping address information.

Employees may not harass, intimidate, or threaten others or engage in or visit sites promoting any illegal activity, which specifically include, but are not limited to; pornography, kidnapping, terrorism, espionage, theft or drugs using the Village's IT Systems. Any Employee who is subject to or observes such actions is required to immediately report said actions to their Department Head or a member of the Village Administration. In addition to violating this policy, such behavior may also violate other Village policies, and civil and/or criminal laws.

The Village's IT Systems may not be used for soliciting other employees for any reason, including but not limited to, any political or partisan activities, selling of products or merchandise or soliciting for fundraising. Employees may never sign up to and/or post on non-work-related sites on the Internet using the Village's systems and email address. The Village reserves the right to access, review or otherwise monitor all Internet use.

Employees may only use video or audio streaming technologies for specific work-related activities such as training, research or telework. These technologies can consume substantial amounts of bandwidth and impede the normal operation of the Village's Information Systems.

Employees are advised that there is material on the Internet that is offensive and objectionable to most people. While the Village filters the vast majority of this material through its web filtering system, from time to time there may be some material that was not removed. Employees must use good judgment and common sense to stay away from these sites. The Village disclaims any liability by any person who uses the Village's system and is offended upon discovering such sites.

#### Email Access and Usage

Each user of the Village's IT System is provided with a Village based email account. Employees are provided with storage capacity commensurate with their job function and expected use of the system. When accounts are nearing storage capacity, Employees may receive a warning message to "clean up." If an email account reaches the storage limit, the sending of new email messages is disabled. Employees with a demonstrated need for higher capacity storage limits should contact their supervisor. Requests showing a work-related need will be granted.

Village-provided email is to be used only for purposes directly related to the conduct of official business with the Village and shall not be used for the pursuit of personal activities, the mass distribution of unsolicited messages, the promotion of commercial ventures, or any political or religious causes.

Employees may not create or forward nuisance email, including jokes and chain letters. Employees should notify their supervisor of issues relating to nuisance email so that preventative steps can be taken.

Employees should be keenly aware that they are, at all times, acting on behalf of the Village. All actions and communications should be conducted in the most professional manner possible. Employees should be mindful that email statements made to others may become binding commitments upon the Village.

Employees should also be aware that one of the most common ways of attacking and gaining access to IT systems is by the use of "phishing attacks." Phishing is where Employees receive an official-looking email requesting them to take an action such as clicking on a link or opening an attachment in the message. By clicking on the link or opening the attachment, a malware application is installed on the Employee's computer that is then used to bypass system security, and in many cases compromise system integrity or do damage to the data contained within.

As previously discussed, the Village's IT Systems contain a great deal of Sensitive and Personal information which could be compromised by a successful phishing attack. For this reason, Employees should be extremely careful when working with attachments or links within emails. Employees should not click on any links nor open any attachments in messages from questionable or unknown senders. If an Employee is unsure if an email is legitimate, they should immediately contact their supervisor before taking any actions.

Phishing attacks are now being used to infect systems with viruses. The virus or malware encrypts every file that the infected user has access to. These viruses are especially

damaging in network environments where they not only lock all files on the infected user's computer, but also lock every file that the infected user has access to on the organization's network. An infection of a employee with high level access can affect thousands or tens of thousands of files across multiple departments including important applications.

To limit exposure from phishing attacks, Employees may not access their personal email accounts using Village owned computer systems. Employees who need to access their personal email during work hours may do so using their smart phones. Checking may take place during breaks or lunch periods and should not interfere with the Village's business operations or with the Employee's ability to perform his or her job function.

**5. RESOLVED, The Resolution approved on August 25, 2020 regarding the effective start date, which reads as follows;**

MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees hires Alfred Callahan to the title of Public Safety Dispatcher I, Suffolk County Civil Service Eligible List #20EL297, in the Police Department at a starting salary of \$49,194.95, effective September 4, 2020 subject to the approval of Suffolk County Civil Service.

**Shall be amended to read: Effective date as September 5, 2020. \_\_\_\_/\_\_\_\_/\_\_\_\_**

**6. RESOLVED, The Resolution approved on September 4, 2020 regarding the effective start date, which reads as follows;**

MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees hires Christian J. Bobinski to the title of Public Safety Dispatcher I, Suffolk County Civil Service Eligible List #20EL297, in the Police Department at a starting salary of \$49,194.95 effective September 4, 2020 subject to the approval of Suffolk County Civil Service.

**Shall be amended to read: Effective date as October 2, 2020. \_\_\_\_/\_\_\_\_/\_\_\_\_**

**7. RESOLVED, The Resolution approved on September 4, 2020 regarding the effective start date which reads as follows;**

MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees hires George R. Carentz to the title of Public Safety Dispatcher I, Suffolk County Civil Service Eligible List #20EL297, in the Police Department at a starting salary of \$49,194.95 effective September 4, 2020 subject to the approval of Suffolk County Civil Service.

**Shall be amended to read: Effective date as September 26, 2020. \_\_\_\_/\_\_\_\_/\_\_\_\_**

**8. RESOLVED, The Resolution approved on September 10, 2020 regarding the pay rate of Devin Holzman as School Crossing Guard**

MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees hires Devin Holzman as a School Crossing Guard at a rate of \$16.00 per hour effective September 11, 2020.

**Shall be amended to read: Pay rate for School Crossing Guard at a per diem rate of \$60.00 per day. \_\_\_\_/\_\_\_\_/\_\_\_\_**

9. **RESOLVED, The Resolution approved on October 01, 2020 regarding the following;**  
MAYOR WARREN MAKES A MOTION; be it  
RESOLVED, that the Treasurer shall deposit all monies received by virtue of his/her office as follows:
- a. Deposits into the General Fund, Trust Fund and Capital Reserve Fund shall be made with BNB Bank.
- Shall be amended to read: Deposits into the General Fund and Trust Fund shall be made with Peoples United Bank and deposits into Capital Reserve Fund shall be made with Bridgehampton National Bank.**
10. MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees re-appoints Mylene Michel-Guerra, Registrar to a term ending June 30, 2021. \_\_\_\_/\_\_\_\_/\_\_\_\_
11. MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees re-appoints Patricia Ledermann, Deputy Treasurer to a term ending June 30, 2021. \_\_\_\_/\_\_\_\_/\_\_\_\_
12. MAYOR WARREN MAKES A MOTION; be it RESOLVED, that the Board of Trustees re-appoints Cathy M. Sweeney, Deputy Clerk to a term ending June 30, 2021. \_\_\_\_/\_\_\_\_/\_\_\_\_
13. RESOLVED, that Resolution #17 passed at the June 11, 2020 by the Board of Trustees, is hereby amended to extend outdoor dining permit licenses under Chapter A122 until November 1, 2020, with all other terms and conditions to remain in full effect. \_\_\_\_/\_\_\_\_/\_\_\_\_
14. RESOLVED, that Southampton in the Streets shall be held on Saturday, October 10, 2020. Streets will be closed from 6:30pm - 10:30pm. \_\_\_\_/\_\_\_\_/\_\_\_\_

## **MAYOR'S BOARD APPOINTMENTS**

### **Zoning Board of Appeals**

15. Mayor Warren announces his appointments to the Zoning Board of Appeals as follows:
- Mark Greenwald be appointed to the vacancy left by Robert Devinney to a term ending June 30, 2022.

Mark Greenwald be appointed as Chairman of the Zoning Board of Appeals for a term ending June 30, 2021.

Susan Stevenson be appointed to a term ending June 30, 2025.

**Planning Board**

16. Mayor Warren announces his appointments to the Planning Board as follows:

Lisa Cowell be appointed for a term ending June 30, 2025.

Alan McFarland be re-appointed for a term ending June 30, 2025.

Roy Stevenson to serve as Chairman for a term ending June 30, 2021.

**Board of Architectural Review and Historic Preservation**

17. Mayor Warren announces his appointments to the Board of Architectural Review and Historic Preservation as follows:

Mark McIntire for a term ending June 30, 2022.

Jeffrey Brodleib to serve as Chairman for a term ending June 30, 2021.

**Comments from Board Members:**

Trustee McLoughlin-  
Trustee Arresta-  
Trustee Parash-  
Trustee Pilaro-  
Mayor Warren-

**Motion to Adjourn to Executive Session** for the purpose of discussing contractual, litigation and specific Village personnel matters. \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_pm

**Return to Public Session:** \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_pm

**Resolutions, if any:** \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_pm

**Motion to Adjourn:** \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_pm