



# Village of Southampton

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## **Board of Trustees**

### **MINUTES**

July 6, 2021 - 6:00 PM

### **Call to Order:**

Meeting Start: 6:08PM

#### 1. OATH OF OFFICE CEREMONY

Inauguration Ceremony held prior to this Organizational Meeting.

Ceremony Start: 5:06PM

Administered Oath of Office for two-year terms to:

Mayor Jesse Warren

Trustee Roy Stevenson

Trustee Robin Brown

Ceremony Ended: 5:38PM

### **Present:**

Mayor Jesse Warren, Trustee Gina Arresta, Trustee Joseph McLoughlin, Trustee Roy Stevenson, Trustee Robin Brown, Village Administrator Charlene Kagel-Betts, Village Attorney Kenneth Gray, Village Deputy Clerk Cathy Sweeney, Assistant to the Mayor Miranda Weber and Audio/Visual Coordinator Katherine Styler

### **Pledge of Allegiance:** Mayor Warren

Led by Mayor Warren

### **Mayoral Appointments:**

1. Mayor Warren announces his appointment for Deputy Mayor, for a term, ending June 30, 2022:  
TRUSTEE GINA ARRESTA

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

2. Mayor Warren will then ask for a motion to approve the following Department and Committee appointments for a term ending on June 30, 2022:

### **COMMITTEE LIAISONS**

Budget and Finance -Trustee Gina Arresta

Youth, Minority & Senior Citizens  
Affairs Committee -Trustee Robin Brown  
Diversity and Inclusion Committee -Trustee Joseph McLoughlin  
Village Improvement Committee- Trustee Robin Brown  
Safety and Inspection Committee- Trustee Joseph McLoughlin  
Sewer District Task Force -Mayor Warren and Trustee Stevenson  
Business Revitalization Committee- Trustee Joseph McLoughlin  
Environmental and Clean Water -Trustee Robin Brown

DEPARTMENT LIAISONS

Police Department- Board of Trustees ( Mayor Warren will serve as Police Commissioner)  
Justice Court Department -Trustee Roy Stevenson  
Building Department- Trustees Stevenson and Arresta  
Fire Department -Trustee Roy Stevenson  
Ambulance Department -Trustee Roy Stevenson  
Coopers Beach- Trustee Robin Brown  
Public Works -Trustee Gina Arresta

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson  
No: None  
Abstain: None

3. RESOLVED, the Mayor requests a motion to approve CHARLENE KAGEL-BETTS be appointed Village Administrator, Clerk and Treasurer, pursuant to Village Code Sections 3-10, 3-11(c) for an annual compensation of \$175,100, to a term expiring June 30,2023.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson  
No: None  
Abstain: None

4. RESOLVED the Mayor requests a motion for the Board of Trustees to approve the following Clerk's Office Appointments for the one year term ending June 30, 2022

DEPUTY VILLAGE CLERK - Cathy Sweeney \$81,500.00  
VILLAGE REGISTRAR - Mylene Michel-Guerra \$85,000.00

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson  
No: None  
Abstain: None

5. RESOLVED, The Mayor requests a motion to approve the following appointments for one year terms ending June 30, 2022:

VILLAGE ATTORNEY - Kenneth A. Gray, Partner, Bee Ready Fishbein Hatter & Donovan, LLP  
VILLAGE PLANNING CONSULTANTS - Nelson, Pope & Voorhis  
VILLAGE ASSESSOR - William McCoy (\$27,000 salary)

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson  
No: None  
Abstain: None

**Resolutions:**

1. RESOLVED, that the Treasurer be and hereby is authorized to make all transfers between appropriation accounts during the fiscal year ending May 31, 2022

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

2. RESOLVED, the the Village Board of Trustees meetings will, unless otherwise announces, will be held at 6PM in the Village Board Room as follows:

Monthly Board Meeting - Second Thursday of each month

Work Session Meeting - Second Tuesday, following the monthly Board meeting

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

3. RESOLVED, the Recording Secretaries for the Planning Board, Zoning Board of Appeals, Board of Architectural Review Historic Preservation, and the Planning Commission continue to be paid \$200 per meeting.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

4. RESOLVED, Board of Trustees approves the 2021-2022 Salary for Secretary- Assistant to the Mayor Miranda Weber in the amount of \$72,000.00

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

5. RESOLVED, the Board of Trustees abolish the follow Committees/Task Forces as they are inactive:

Human Services Committee

Beautification Task Force

COVID 19 Task Force

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

6. RESOLVED, The Board of Trustees appoints the Southampton Village Dog Park Committee as follows:

(Term Ending June 30,2022)

ZOE KAMITSES - CHAIR

SUSAN BURKE

DOUG BROWNING

(Term Ending June 30, 2023)

MARILYN KIRKBRIGHT

MARK BESCA

RENEE SCHLATHER

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

7. RESOLVED, that the Treasurer shall deposit all monies received by virtue of his/her office 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:

1. M & T Bank (formerly Peoples United Bank)
2. Dime Bank (formerly BNB Bank)
3. MBIA/Bank of New York - CLASS
4. Signature Bank

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

8. RESOLVED, that the Board of Trustees adopt the Village Investment Policy for 2021-22

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

9. **RESOLVED, that the Board of Trustees approve the adoption and continue to effect the following policies:**

**a) SVPD Rules of Conduct**

**b) the Village Fraud Policy be continued in effect.**

**c) the Village Procurement Policy be continued in effect.**

**d) the Anti-Harassment Policy be continued in effect.**

**e) the Workplace Violence Policy be continued in effect.**

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

10. **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.**

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

11. **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.**

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

12. **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.**

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

13. **RESOLVED, that the Board of Trustees approve the following Special Counsel for 2021:**

Law Office of Vince Toomey - Labor Counsel

Alice Cooley - Attorney for the ARB, Planning Board

Jeffrey Blinkoff - Leventhal, Mullaney and Blinkoff LLP - Attorney for the ZBA

Ted Sklar, PC - Special Counsel to the Ethics Board (as needed)

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

**Comments from Board Members:** Trustee Arresta~

Trustee Brown~

Trustee McLoughlin~

Trustee Stevenson~

Mayor Warren~

Trustee Arresta~

Thank you Mr. Mayor and thank you for the honor of serving as Deputy Mayor. Congratulations! We just completed our Oath of Office Ceremony prior to this meeting. I am very excited and looking forward to working as a team with Trustee Roy Stevenson, Trustee Robin Brown and Trustee McLoughlin.

The Fourth of July Parade was a great turnout, there was electricity in the air and everyone was so happy! The generosity was overwhelming, hot off the press, Bob Grisnik advised over \$7,000 was raised just by donations raised on the streets during the festivities. Looking forward to more upcoming events for our beautiful village!

Trustee Brown~

I am honored, grateful and thank you.

I promise to serve you with integrity and grace. I am open to hearing from you and I am here to serve you. We are a united force and a happy force. Thank you!

Trustee McLoughlin~

Thank you Mr. Mayor. I am looking forward to working with Trustee Brown and Trustee Stevenson. The parade was a great event and turnout. Looking forward to things getting back to normal. Let's get to it.

Trustee Stevenson~

Thank you Mayor Warren. I am very honored to be here. I am looking forward to my assignments, having been on the Planning Board for years, I have worked with the Village Building Department-Chris Talbot and Jackie Allen. We work closely together and looking forward to getting to know them. Additionally, working with the Ambulance and Fire Department, I appreciate what they do every day. I will listen to their concerns and my job is to help them do their jobs better. I am looking forward to working with our team and can't wait to get started.

Mayor Warren~

Thank you, Welcome and it will be a pleasure working with everybody. I find sometimes, I am serious and get caught up working. Let's enjoy ourselves, take a moment and appreciate the effort. There is a lot of work to do and let's dig in. We have our traffic study, code modifications, many other tasks and continue to announce our village app facilitated by Miranda Weber, called, SeeClickFix.

This is an amazing opportunity our residents have provided and it's our goal to follow through for you. Thank you.

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

Motion to Adjourn (Aye) was initiated by Jesse Warren and seconded by Gina Arresta.

Yes: Jesse Warren, Gina Arresta, Joseph McLoughlin, Robin Brown, Roy Stevenson

No: None

Abstain: None

Meeting Ended: 6:26PM