



Village of Southampton

23 MAIN STREET
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Board of Trustees

MINUTES

October 14, 2021 - 6:00 PM

Call to Order:

Start Meeting Time: 6:04 PM

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:

Led by Mayor Warren

A moment of silence to honor John Holden, a WWII Veteran and beloved Southampton Village resident. A true blessing to our village and to see John attend our veteran events has been a privilege and an honor. On behalf of the Board of Trustees and the Village of Southampton, we express our sincerest condolences and gratitude to his service to our country and our village.

Public Comment:

The Village of Southampton's Board of Trustees Meeting on Thursday, October 14, 2021 @ 6:00pm will be taking place via ZOOM.

The meeting will be live streamed and a transcript will be provided at a later date.

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

mweber@southamptonvillage.org prior to 12:00PM on 10/14/2021.

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: mweber@southamptonvillage.org – up to 4:00PM on 10/14/2021.

NOTE: Due to public health and safety concerns related to COVID-19 and in accordance with Governor Hochul's approved legislation to extend Cuomo's Executive Order 202.1 until January 15, 2022, Governor Hochul signed legislation (S.50001/A.40001) extending virtual access to public meetings under New York State's Open Meetings Law.

The Village of Southampton's Board of Trustees Meetings will be taking place via videoconferencing starting September 21, 2021 until otherwise directed until January 15, 2022.

None noted.

Employee of the Month:

1. Name: Nicholas Albino
Department: Highway Department
Title: Maintenance Mechanic III

Mayor Warren~

According to Paul Murphy, our Highway Supervisor, Nick has been hard at work helping to replace over 600 feet of damaged sidewalk on North Main Street.

He also cleared several storm drains of debris from heavy rainstorms.

Has performed Maintenance on the drainage at Railroad Plaza.

Often arrives to work sharing his fresh vegetables with co-workers from his garden.

Well respected by his peers and fellow Departments of Public Works.

Another anecdote, I have learned recently, a few years ago, Nick was a lifesaver of one of his co-workers who suffered from a stroke. Nick recognized the signs and was able to take this gentleman to the hospital and in fact, able to help save this person's life. What an excellent employee looking out for his fellow colleague and village residents.

Board Presentations:

1. Chapter 65 - Historic and Landmark Preservation

Mayor Warren has advised this is going to be slipped to the November 9th, 2021 BOT Session.

Public Hearing:

None noted.

Communications to the Board:

None noted.

Discussion Items:

1. Halloween Festivities

Mayor Warren~

We would like to request feedback from residents and Board members regarding the Halloween festivities for this year.

If you have input regarding Halloween, please reach out to the Mayor's

Office: mweber@southamptonvillage.org

Chief Hurteau and SHV Police Department are prepared to support the closure of Elm Street if it comes to fruition.

Mayor Warren stated, as per the Chamber of Commerce, there will be NO Rag-a-Muffin Parade this year.

Trustee Stevenson~

Concerns of the Elm Street residents are a priority and we have to ensure the folks are considered in this decision to open/close Elm Street.

Trustee Arresta~

Concur with fellow Trustee Stevenson.

Consider the possibility to open for a shorter amount of time and ensure the Elm Street residents are supportive of the decision to do so,

2. Southampton Village Comprehensive Plan

Mayor Warren~

We Need Your Input

Please share your ideas, comments and concerns at the first vital public workshop session in the public survey.

We have the public workshop on Wednesday, October 27, 2021 @ 6-8 PM on Zoom.

Please RSVP using the QR code, call our office or stop by Village Hall and we can assist.

Please take the public survey.

Please share your ideas on our idea wall and read what others have posted and again, take the survey and you can scan the QR code or visit:

<https://www.southamptonvillage.org/258/2022-Comprehensive-Plan-Update> or visit

<https://www.southamptonvillage.org>

Suggested Resolutions:

1. RESOLVED, that the claims for the warrant dated October 14, 2021 totaling \$706,851.08 (Warrant #A-9 General Fund) and \$52,118,62 (Warrant #H-5 - Capital Fund) be audited and approved.

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, that the reading of the minutes for the Public Sessions of September 21, 2021 be dispensed with and that those minutes be accepted as filed by the Village Administrator and that the actions taken at that meeting be and hereby are ratified and approved.

Motion to Table was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

3. RESOLVED, the Board of Trustees approves the following Holiday Schedule for 2022:

Martin Luther King Jr. Day ~ Monday, January 17, 2022

President's Day ~ Monday, February 21, 2022

Memorial Day ~ Monday, May 30, 2022

Independence Day ~ Monday, July 4, 2022

Labor Day ~ Monday, September 5, 2022

Columbus Day ~ Monday, October 10, 2022

Veterans Day ~ Friday, November 11, 2022

Thanksgiving Day ~ Thursday, November 24, 2022

Day after Thanksgiving Day ~ Friday, November 25, 2022

1/2 Day for Christmas Eve ~ Friday, December 23, 2022

Christmas Day ~ Monday, December 26, 2022

1/2 day for New Year's Eve ~ Friday, December 30, 2022

New Year's Day (observed) ~ Monday, January 2, 2023

Floating Holiday (2) ~ to be used during calendar year

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

4. RESOLVED, that the Board of Trustees received a request on September 28, 2021 from Darren Phillips, Director of Athletics, PE and Health of Southampton Public Schools to utilize the SHV Showmobile for the annual Homecoming Pep Rally on Thursday, October 14, 2021. Due to the timing of the event, the BOT provided an email concurrence on September 28, 2021, is now ratified and hereby documented as approved.

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, that the Board of Trustees accepts the donation from The Robins Island Foundation to the SVPD in the amount of \$2,500, and approves the use of this donation for the purchase of an Eagle 3 Ka Band antenna and upgraded radar equipment- and be it further, RESOLVED, the Budget will be amended as follows:
Increase A2703 - Gifts and Donations \$2,500.00
Increase A3120.2 Police Equipment \$2,500.00

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

6. RESOLVED, the Board of Trustees approves The Heart of the Hamptons to host their Annual Polar Bear Plunge on Saturday, December 11, 2021 from 9:00am - 11:00am. Village of Southampton Employee Services from Parks, Building Maintenance, Ambulance and Police Department will be needed from 8:00am - 12:00pm.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

7. RESOLVED, the Board of Trustees (Board) of the Incorporated Village of Southampton (Village) authorizes the Village Administrator to Publish the Notice of Public Hearing to be held on Tuesday, November 9th, 2021 at 6:00pm via ZOOM regarding the 2022 Community Development Block Grant Program.

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, the Board of Trustees approves the request from the Southampton Village Christmas Decorations Committee to conduct a fireworks show in Agawam Park , following the lighting of the Agawam Christmas Tree on Saturday November 27, 2021.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

9. RESOLVED, that the Board of Trustees approves the Mayor to execute a contract with LS Clark Human Resources for the purposes of preparing the Village of Southampton Employee Handbook and required training in the amount of \$35,000 to be paid from Trustees Special Projects A1010.433.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Robin Brown.

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

No: None

Abstain: None

Discussion by Trustee McLoughlin~

Previously, please advise when the handbook was upgraded.

Administrator Kagel-Betts~

There has never been an employee handbook within the village.

Prepared by Village Administrator VanNostrand over 15 years ago and was never adopted by the Board.

Recommended by Labor Council to create a new handbook due to many updates/changes to labor laws.

Anti-Violence, Discrimination, Internet, Drug/Alcohol, and other policies which are implemented. We would like a handbook to be created as a resource for the Department Heads, a tool for the employees and a valuable source for guidance.

Trustee Stevenson~

Extend gratitude to Trustee Brown for the insight to recognize we do not have an Employee Handbook and the need for this important document as a foundation document. I have interviewed this firm and believe they will produce a fantastic handbook.

Training is a decent percentage of the proposal. Going forward, it needs to be utilized and it is important to note the employees follow the procedures and it's a great idea and I am happy to support it.

Mayor Warren~

We certainly need to have a handbook, governing a 32 million dollar corporation and over 100 employees. It is imperative and appreciative of Trustee Brown's initiative to this implementation effort.

Administrator Kagel-Betts~

Looking forward to working with this firm and implementing this initiative.

10. RESOLVED, the Board of Trustees (Board) of the Incorporated Village of Southampton (Village) authorizes the Village Administrator to Publish the Notice of Public Hearing to be held on Tuesday, November 9, 2021 at 6:00 p.m. via ZOOM to consider an application for a special exception permit filed by The East End African American Museum and Center for Excellence DBA Pyrrhus Concer Museum.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Roy Stevenson.

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

No: None
Abstain: None

11. RESOLVED, Mayor Warren requests a motion to approve the hiring of Diane Gregor in the Building Department at a rate of \$49.50 per hour effective October 15, 2021.

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 the Board of Trustees approves Southampton Chamber of Commerce 2021 Fall/Winter Events listed:

Saturday, November 27th - 24th Annual Firetruck Parade of Lights commencing at "dark" 4:45pm followed by the Tree Lighting Ceremony at 5:15pm.

Saturday, December 4th - Southampton "It's a Wonderful Village", an all-day event including a horse and buggy rides supported by the Chamber of Commerce from 1:00pm - 4:00pm.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

13. RESOLVED, based on the Board discussion and presentation, the Board of Trustees has determined 38-42 Jobs Lane has fallen to disrepair based on Chapter 65, Historic and Landmark Preservation.

Motion to Table was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

14. WHEREAS, the Board of Trustees previously adopted Local Law #7-2021, adopted on September 21, 2021,

IT IS HEREBY RESCINDED effective immediately.

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

Trustee Stevenson~

Request clarification of which law this is.

Trustee McLoughlin~

Please clarify and thank you Attorney Gray.

Attorney Gray~

This is the law which allowed a food pantry in the R12.5 District, with the approval of a special exception permit. There was some litigation that was commenced on this particular local law being adopted. There was a

question on whether or not the SEQRA State Environmental Quality Review Act was properly followed in the noticing and the adoption of this particular local law. In an effort to cure the issue, what we are doing is rescinding the local law that been called into question.

Hopefully, that will resolve the pending litigation and then we will move forward if necessary with another local law.

Trustee Stevenson~

Which organization conducts the SEQRA Review?

Attorney Gray~

In this case, it would bwe the Board of Trustees because you're the Board that would be adopting any local laws and, so, therefore, you would declare yourself the lead agency on this particular local law should the board decide to move forward.

15. RESOLVED, that the Board of Trustees accepts the Proposal to Update the Village 2000 Comprehensive Plan from the Firm of BFG Planning - not to exceed \$66,500.00, approved on April 20, 2021 BOT W/S IS AMENDED TO READ;

RESOLVED, that the Board of Trustees accepts the amended Proposal which includes the expansion of work scope to include the Southampton Hospital and Village Center resulting in an increase of \$15,000, a total of \$81,500.

Motion to Approve (Aye) was initiated by Jesse Warren and seconded by Joseph McLoughlin.

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

No: None

Abstain: None

16. RESOLVED, that the Board of Trustees approves the contract with Advanced Imaging Systems for the replacement of the color printer at a cost of \$6,939 paid by Trustee Special Projects A1010.433.

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

17. RESOLVED, that the Board of Trustees approves the Mayor to execute a contract with Dead on Design for the purposes of design collaboration for the Village of Southampton Website in the amount of \$20,000 to be paid from Trustees Special Projects A1010.433.

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

Administrator Kagel-Betts~

Public feedback regarding the difficulty of navigating our website has led us to this re-design.

It has been several years since the last design, our Civic Plus software platform provider which runs our website, includes an annual contract, upgrade a free re-vamp and re-deisgn every four years.

We are up this year for a re-design, so we decided to contract with Dead on Design, a local village business, company also working with our Business Revitalization Committee and they are the professionals. We are excited about some of the footage, including drone footage and we're looking forward to collaborating with our

board, making it more user-friendly for our users.

Trustee McLoughlin~

Who is the point person for the project?

Administrator Kagel-Betts~

Deputy Clerk Cathy Sweeney has taken the lead on this from the beginning and will continue as the Project Manager for this re-design.

Trustee Stevenson~

How long will this project take?

Administrator Kagel-Betts~

We are postponed, everything is virtual and the need is so great. It will take a bit longer than desired, yet, we are on the list and excited to unveil by mid-winter.

Mayor Warren~

This is something we have really wanted to do, re-design the website to enhance the user experience.

We now have an opportunity to take this and utilize the time efficiently, slowly and ensure we have good functionality, user experience, and good imagery. We are moving forward; this will be a good project and looking forward to working with our board and team on this.

18. RESOLVED, that the Board of Trustees approves the request from The Commission of Veteran Patriotic Events to hold a Veterans Day Parade on Thursday, November 11, 2021 @ 11:00am. The service will follow immediately at Agawam Park. All Village Officials are invited to participate.

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

Mayoral Appointments:

1. WHEREAS, Charlene Kagel-Betts is currently serving as the Village Administrator, Treasurer and Clerk for the Village of Southampton,
BE IT RESOLVED, that the Board of Trustees accepts the resignation of Charlene Kagel-Betts as Village Clerk effective October 15, 2021
AND, BE IT FURTHER RESOLVED, Charlene Kagel-Betts will retain the roles of Village Administrator and Treasurer.

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, Mayor Warren requests a motion to approve this appointment of Cathy M. Sweeney as Village Clerk at a salary of \$109,000, effective October 15, 2021.

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

Trustee McLoughlin~
Question regarding salary.

Administrator Kagel-Betts~
Revised plan was submitted to the Board. There was a discussion regarding compensatory time, and, this is a management position, it's classified as a management position without compensatory time, the salary changed to reflect and the position that we had originally planned on being the deputy position came in at a lower salary so, it made it budget neutral. The revised plan will sent out again.

Trustee McLoughlin~
Again, stated unaware of the number and not notified.
Questioned if this was checked with Civil Service.

Administrator Kagel-Betts~
This is an exempt title, civil service doesn't dictate village salaries.

Attorney Gray~
This is correct and concurs with Administrator Kagel-Betts.

3. RESOLVED, Mayor Warren requests a motion to approve this appointment of Karen Bontempo as Village Deputy Clerk at a salary of \$65,000, effective October 15, 2021.

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~

Congratulations to Cathy Sweeney, a veteran, serving in our Armed Forces for over 28 years for her service to our nation and our village.

Diligent, hard worker and earned the position, very happy for our new Village Clerk.

Welcome Karen Bontempo as our new Deputy Clerk, I had several interviews with her and will be a great addition to Village Hall.

Congratulations to Nick Albino, our Employee of the Month, always happy when it's somebody from DPW!

Thank you Mr. Mayor for sharing the story about Nick.

Updates: We just signed off on all paving which should be starting during the first week of November.

Trees will be planted soon and replaced as it becomes cooler. DPW is working hard to keep our village beautiful!

Trustee Brown~

I would like to honor and thank our Employee of the Month. It was a heartwarming story, I'm very proud to know that we have employees

that go above and beyond not just in excellence of work, but, humanitarian efforts towards their fellow men and it's to be commended.

Congratulations to Cathy on a job well done, we're looking forward to continued excellence.

Proud to promote from within and develop our talent.

I want to thank you all. Have a pleasant evening!

Trustee McLoughlin~

I want to acknowledge the passing of Mr. Holden, he was a lifelong resident, almost 100 years old, a good long life. Thank you for that reflection.

Congratulations to the individuals who just were hired in their respective positions. Good luck.

Would like to recognize the Fire Department for their annual banquet, I believe it is their 25th. It was a great event!

Thank you Chief Callahan, Chief Escobar and Chief Walker for their time and dedication.

Congratulations on your commendations!

Thank you to Ian Duke and his team for their care and dedication for years of catering service. Thank you for all you do for the village!

Trustee Stevenson~

Thank you Charlene Kagel-Betts for all of your hard work as Village Clerk. You were wearing three hats, you wore all of them very well and I know you are happy now that you can focus more attention on the financial issues for which your training and background and experience totally suits you.

Congratulations to Cathy and Karen.

My interaction with Village Hall coming in here every couple of days, it's clear how vitally important all the folks who work in Village Hall are.

They are the ones who keep the wheels of government turning and can't thank them enough.

The decisions the Board of Trustees make are never easy, taking into account many factors.

Extend my personal thanks for Tien Ho So for taking over the reign since Chris Talbot has left. Tien has been doing a really good job with a limited staff.

We are doing their very best to get the department back to full staffing. We are looking at other folks with the administrative talent pool to carry out the important job of the village Building Department.

Thank you to the Administration and folks at Village Hall for their great work to keep this village running smoothly.

Mayor Warren~

A meeting was held regarding the Old Town Dredging Project, thank our Clean Water Committee for their hard work and helping to make this happen.

Thanks to the Town Board for their meeting regarding the water quality grants, one for the bioswale on Nugent Street, and the second is for the constructed wetlands on Old Town Pond. Thank you Gary, Clean Water Committee and Dr. Gobler, this is a very long process.

Thank you to our Deputy Mayor and team from the Lake Agawam Conservancy for their efforts regarding the grants.

We are making progress over the past two years. It is lengthy, making strides with the minimal staff and their hard work.

Thank you to Southampton Rotary for their 8K this past weekend. I was fortunate enough to participate. Many runners and walkers, a great event!

Congratulations to Nick Albino as Employee of the Month!

Congratulations to Bob Hand, our interim Building Maintenance Superintendent. He has done a phenomenal job, is also a Master Electrician and always here to solve problems-fixing the lights by Village Hall and is always eager to get involved.

Thank you to all of our first responders. Over this past weekend, the Fire Department was out doing a demonstration, the Police Department was out as well and we go to watch Chief Alfie Callahn come down from a very high crane. Other safety demonstrations, and it was a good networking opportunity.

Thank you to Ocean Rescue, always looking for new recruits. It's a great organization that works hand in hand with our village departments.

We are sponsoring two individuals to the part-time police academy, heading out by the end of this year.

There is a second opportunity. If anyone would like to attend the part-time academy, please reach out to our office.

Thank you to the Village Dispatchers, particularly Kenny. Others have stepped up with our See Click Fix App, it is a wonderful resource. Many cases we have solved and completed for our non-emergency quality of life app. It is a great effort and thank you for the good work!

Motion to Adjourn to Executive Session for the purpose of discussing contractual, litigation and specific Village personnel matters.

Return to Public Session:

Resolutions, if any:

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

End Meeting Time: 6:58 PM