

**Village of Huntington Bay
Minutes
Board of Trustees
July 17, 2023**

Present: Herbert F. Morrow, Mayor
Jay Meyer
Mark Dara
Barbara Beuerlein

Also Present: Police Chief, Christopher Jack
Anthony Guardino, Esq., Farrell Fritz
Phil Butler, Esq., Farrell Fritz
Danielle Catanese, Village Administrator
Sonia Lysek, Deputy Village Administrator
James Siino, Building Inspector
Jeff Vollmuth, Village Engineer
Emily Hayes, CPA

The meeting was held at The American Legion Hall, 1 Mill Dam Road, Huntington, NY 11743.

Mayor Morrow called the organizational meeting to order at 7:05 PM. He congratulated Mark Dara and Barbara Beuerlein on their recent win in the July 2023 election.

Village Justice Stephen Kunken administered the Oath of Office to Trustee Dara and Trustee Beuerlein for a two-year term.

Mayor Morrow presented the list of 2023-2024 Huntington Bay Appointments. A motion was made by Jay Meyer to approve the appointments, it was seconded by Mark Dara and unanimously approved 4-0.

Public Hearings:

Rudy & Nancy Liccardi, 57 Soundview Drive, Huntington Bay, NY 11743

Jim Deluca, AIA, De Luca Designs, presented the application to the Board to construct 1st and 2nd floor addition and alterations to an existing two-story, single-family dwelling. After discussion, the Board imposed a \$10,000 road bond on the property. A motion was made by Jay Meyer to approve the application. It was seconded by Barbara Beuerlein and unanimously approved 4-0. A transcript was taken by Fatima Screven. The hearing was closed at 7:22PM.

David & Sandy Weissberg, Crescent Beach Drive, Huntington Bay, NY 11743

Jim Deluca, AIA, De Luca Design and Chris Robinson, R&M Engineering, presented the application to the Board to construct a proposed new single-family residence, rear deck, and patio with attached garage. After discussion, a condition was imposed when the project is

complete for road paving at \$4 sq. ft. for any road damage and that amount has not yet been determined. A motion was made by Jay Meyer to approve the application with the imposed condition. It was seconded by Barbara Beuerlein and unanimously approved 4-0. A transcript was taken by Fatima Screven. The hearing was closed at 7:54PM.

Police Chief's Report

Chief Jack delivered the Police report to the Board. There were 18 summonses and 60 incident reports filed within the past month.

The new "ghost" police car was delivered in time for the holiday weekend. Reimbursement from NYS for the new vehicle is expected before the end of the month. The old police sedan was sold to Nassau County Police Department to be repurposed.

The budget is on par.

The July 4th weekend was relatively uneventful.

Road Commissioner Report

Trustee Mark Dara delivered his report to the Board. Drain cleaning throughout the Village will begin in two weeks. All private associations will be invited to be scheduled when the Village drains are serviced.

The National Grid project on Upper Drive and Locust Lane is complete and will be paved by Action Blacktop by the end of the month. The end of Locust Lane is still an original concrete road and will be repaired with cement to keep the integrity of it. National Grid will be opening Taylor Road during August and September and paving should be complete in October.

Trustee Dara informed the Board of a new grant called POP (Pave Our Potholes) that can be used toward potholes. The grant is for \$12,316 to be used for the '23- '24 year.

Public Comments

Janet Vitiello, Patricia Antonucci, John Woodward, Alyson Gordon, Mary Anne Vascotto & Bob Aquilina all addressed the board with their comments.

Village Administrator's Report

Danielle Catanese delivered her report to the Board. Taxes were due July 3rd. Nineteen (19) property taxes remain unpaid. Delinquent reminder letters were mailed.

The Village Election took place June 20, 2023. The results were as follows:

Barbara Beuerlein: 208

Mark Dara: 209

Janice Schillig: 124

Gail Devol officially retired as of June 30, 2023. Sonia Lysek started full-time on June 16. She has seamlessly taken over the Court Clerk position and is currently training in the building department role. She has been very helpful in fulfilling the multiple FOIL requests received.

Ms. Catanese presented four (4) resolutions to the Board:

NYCLASS Fund Investment Enrollment. Trustee Jay Meyer reviewed the fund details and presented it to the Board. After consideration and discussion, the Board decided not to approve the resolution.

Designation of Custodians of Village Bank Accounts. A resolution was presented to the Board to replace Ms. Devol and designate Ms. Catanese as a custodian and signatory on the Village Account with First National Bank of America. Mark made a motion to approve the resolution. It was seconded by Barbara Beuerlein and unanimously approved 4-0.

Village Credit Card Policy. A resolution was presented to the Board for a Policy for the Use of Credit Cards Issued to the Village. Mark Dara made a motion to approve the resolution. It was seconded by Barbara Beuerlein and unanimously approved 4-0.

Sale of the Village Police Car. A resolution was presented to the Board for the sale of a surplus village vehicle. Jay Meyer made a motion to approve the resolution. It was seconded by Mark Dara and unanimously approved 4-0.

Financials

The financial reports have been made available to the Board.

After review, questions, and discussion, a motion was made by Jay Meyer to approve the June 2023 list of bills, it was seconded by Mark Dara and unanimously approved 4-0.

Approval of Minutes

A motion was made by Jay Meyer to approve the June 12, 2023 minutes, it was seconded by Mark Dara and unanimously approved 4-0.

Executive Session

The Board went into Executive Session at 8:58PM to discuss litigation and personnel matters.

A motion was made by Jay Meyer to close executive session. It was seconded by Mark Dara and unanimously approved 4-0. The Board came out of Executive Session at 9:20PM.

Respectfully Submitted,

Danielle Catanese

Attendees:

Janice Welan	23 Green Street, Huntington, NY 11743
Jim De Luca	477 Main Street, Huntington, NY 11743
Rudy & Nancy Liccardi	16 Beach Drive, Huntington Bay, NY 11743
Janice Schillig	266 Huntington Bay Road, Huntington Bay, NY 11743
Janet Vitiello	32 Bay Crest, Huntington Bay, NY 11743
Robert Aquilina	60 Bay Crest, Huntington Bay, NY 11743

John Paci	11 Beach Road, Huntington, NY 11743
Patti Antonucci	44 Bay Crest, Huntington, NY 11743
Dominic Spada	8 Highview Ct., Huntington Bay, NY 11743
John Woodward	333 Bay Ave., Huntington Bay, NY 11743
Mary Ann Vascotto	50 Shore Drive, Huntington Bay, NY 11743
Alyson Richman Gordon	4 Wincoma Drive, Huntington Bay, NY 11743
David & Sandy Weissberg	Crescent Beach Drive, Huntington Bay, NY 11743
Howard & Linda Novick	102 Crescent Beach Drive, Huntington Bay, NY 11743
Tim Mietus	46 Bay Drive West, Huntington Bay, NY 11743
Sharon Gunther	46 Bay Drive West, Huntington Bay, NY 11743
David Sobocinski	198 Bay Ave, Huntington Bay, NY 11743

**VILLAGE OF HUNTINGTON BAY
BOARD OF TRUSTEES**

RESOLUTION DESIGNATING CUSTODIANS OF VILLAGE BANK ACCOUNTS

WHEREAS, the Village of Huntington Bay (the "Village") previously designated the First National Bank of Long Island (the "Bank") the legal depository of funds of the Village and maintains one or more bank accounts with the Bank for that purpose; and

WHEREAS, the Village Clerk/Administrative has served as a custodian and signatory on said Village accounts; and

WHEREAS, Village Clerk/Administrator Gail DeVol retired from her position with the Village effective July 7, 2023; and

WHEREAS, the Village wishes to designate the new Village Clerk/Administrator, Danielle Catanese, as a custodian and signatory on the Village accounts with the Bank; and

WHEREAS, the Bank has provided the form resolution annexed hereto designating the custodians and signatories authorized to conduct transactions and business involving the accounts;

NOW THEREFORE, BE IT RESOLVED, that the proposed action is a Type II Action pursuant to SEQRA (6 NYCRR 617.5 [c][26]), and therefore, no environmental review is required and no environmental impact statement shall be prepared; and be it further

RESOLVED, that:

- 1) The following individuals are hereby named as authorized custodians and signatories on the Village's account(s) with the Bank:
 - a. Herbert F. Morrow, Mayor
 - b. Jay Meyer, Deputy Mayor
 - c. Danielle Catanese, Village Clerk/Administrator
- 2) The number of signatures required to conduct business through the accounts is TWO (2).
- 3) The Board of Trustees hereby adopts the form resolution provided by the Bank and authorizes and directs the Village Clerk/Administrator to complete the form and return same to the Bank.

Upon motion by Mark Dara, seconded by Barbara Beuerlein, the Board of Trustees adopted the foregoing resolution at a duly noticed public meeting held on July 17, 2023, voting as follows:

Herbert F. Morrow, Mayor	Aye
Jay Meyer, Deputy Mayor	Aye
Donald T. Rave, Jr., Trustee	Not Present
Mark Dara, Trustee	Aye
Barbara Beuerlein, Trustee	Aye

Filed in the Office of the Village Clerk on the 20th day of July 2023.

Danielle Catanese
Danielle Catanese, Village Clerk/Administrator
Inc. Village of Huntington Bay

**VILLAGE OF HUNTINGTON BAY
BOARD OF TRUSTEES**

**RESOLUTION ESTABLISHING A POLICY FOR THE USE OF CREDIT CARDS ISSUED
TO THE VILLAGE OF HUNTINGTON BAY**

WHEREAS, the Board of Trustees of the Village of Huntington Bay deems it prudent to establish a policy for the use of credit cards issued in the name of the Village of Huntington Bay ("Village Credit Card") to officers and employees of the Village.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Board of Trustees of the Village of Huntington Bay does hereby adopt the following policy which restricts the use of a Village credit card to the Village Clerk/Administrator only, and allows said credit card to be used solely for purchasing goods and services when vendors will not accept purchase orders or when cost savings may be achieved by purchasing goods or services online, and/or to facilitate the Village Clerk/Administrator's travel and attendance at conferences, workshops, courses, and/or other Village-related business:

1. The Village of Huntington Bay shall maintain one (1) credit card from a banking institution that requires no annual credit card fee.
2. The Village Credit Card shall have a credit limit of \$5,000, and shall be blocked for cash advances.
3. The Village Credit Card shall be issued to, and used by, the Village Clerk/Administrator and no other Village employee or official.
4. The Village credit card may be used by the Village Clerk/Administrator to pay for goods and services when vendors will not accept purchase orders or when cost savings may be achieved by purchasing goods or services online, and/or to facilitate Village Clerk/Administrator's travel and attendance at conferences, workshops, courses, and/or other Village-related business.
5. Each purchase using the Village Credit Card must be accompanied by an itemized receipt on which the Village Clerk/Administrator will make a notation indicating the reason and nature of purchase.
6. The Village Clerk/Administrator shall reconcile all receipts and expenditures with the monthly statements issued by the issuer of the Village Credit Card prior to presenting a copy of the monthly statement to the Board of Trustees for review and approval at the Board's regular meeting.
7. No personal purchases or expenditures for non-Village business purposes shall be made with the Village Credit Card, even if the Village is later reimbursed.
8. All monthly statements shall be paid by the Village of Huntington Bay within the grace period so that no interest or late fees accrue.

9. The loss or theft of the Village Credit Card must be reported within 24 hours of discovery to the issuer of the card.
10. Any cash back, discounts, coupons, bonuses or other benefits derived from the use of the Village Credit Card belongs to the Village, not to the Village Clerk/Administrator.

Upon motion by Mark Dara, seconded by Barabara Beuerlein, the Board of Trustees adopted the foregoing resolution at a duly noticed public meeting held on July 17, 2023, voting as follows:

Herbert F. Morrow, Mayor	Aye
Jay Meyer, Deputy Mayor	Aye
Donald T. Rave, Jr., Trustee	Not Present
Mark Dara, Trustee	Aye
Barbara Beuerlein, Trustee	Aye

Filed in the Office of the Village Clerk on the 18th day of July 2023.

Danielle Catanese

Danielle Catanese, Village Clerk/Administrator
Inc. Village of Huntington Bay

**VILLAGE OF HUNTINGTON BAY
BOARD OF TRUSTEES**

RESOLUTION FOR THE SALE OF A SURPLUS VILLAGE VEHICLE

WHEREAS, the Village of Huntington Bay owns a 2013 Ford Taurus Sedan, V.I.N.: 1FAHP2M8XDG225720 the ("Vehicle"); and

WHEREAS, the Village has no present or foreseeable use for the Vehicle; and

WHEREAS, the Nassau County Police Department (the "County") has expressed interest in acquiring the Vehicle for its Auxiliary Police Program for the price of Four Thousand and 00/100 (\$4,000.00) Dollars; and

WHEREAS, the Village wishes to convey the Vehicle to the County for the price stated;

NOW THEREFORE, BE IT RESOLVED, by the Village of Huntington Bay Board of Trustees, that:

- 1) The Vehicle is hereby declared surplus property of the Village in that is not needed for any present of foreseeable purpose.
- 2) The Board finds that the sale price of Four Thousand and 00/100 (\$4,000.00) Dollars represents full and fair consideration for the Vehicle based upon its age and condition; and be it further


RESOLVED, that the proposed sale of the Vehicle is a Type II Action pursuant to SEQRA (6 NYCRR 617.5 [c][31]), and therefore, no environmental review is required and no environmental impact statement shall be prepared; and be it further

RESOLVED, that the Board of Trustees hereby authorizes the sale of the Vehicle to the County for the price of Four Thousand and 00/100 (\$4,00.00) Dollars, and authorizes and directs the Mayor to execute and enter into any and all documents and instruments required to consummate the sale on the Village's behalf.

Upon motion by Jay Meyer, seconded by Mark Dara, the Board of Trustees adopted the foregoing resolution at a duly noticed public meeting held on July 17, 2023, voting as follows:

Herbert F. Morrow, Mayor	Aye
Jay Meyer, Deputy Mayor	Aye
Donald T. Rave, Jr., Trustee	Not Present
Mark Dara, Trustee	Aye
Barbara Beuerlein, Trustee	Aye

Filed in the Office of the Village Clerk on the 18th day of July, 2023.



Danielle Catanese, Village Clerk/Administrator
Inc. Village of Huntington Bay