

THE INCORPORATED VILLAGE OF MASTIC BEACH  
369 NEIGHBORHOOD ROAD  
MASTIC BEACH, NY 11951

BOARD MEETING MINUTES  
JULY 8, 2015

**PRESIDING OFFICER:** Maura Spery, *Mayor*

**MEMBERS OF THE BOARD OF TRUSTEES PRESENT AND VOTING:**

Bruce Summa, *Deputy Mayor*; Christopher Anderson; Elizabeth Manzella; Anne Snyder,  
*Trustees*

**MEMBERS OF THE BOARD OF TRUSTEES ABSENT:**

None

**OFFICIALS OF THE BOARD OF TRUSTEES PRESENT:**

G. William Germano, Esq., *Village Attorney*; Wendy Scharf, *Deputy Village Clerk*

**STAFF PRESENT AND REPORTING:**

None

**INVITED GUESTS:**

Mr. Victor Cornelius, representing Endeavor Municipal Development, Inc. (Item #15 only)

**1. CALL TO ORDER AND WELCOME**

Mayor **Maura Spery** called the meeting to order at 6:00 p.m. and welcomed those in attendance.

**2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

Mayor **Spery** led the salute to the flag and asked for a moment of silence for U.S. service members both past and present.

**3. EMERGENCY-EVACUATION ANNOUNCEMENT**

Deputy Village Clerk **Wendy Scharf** reviewed the emergency procedure for exiting the building.

**4. ROLL CALL**

Deputy Village Clerk **Scharf** conducted a roll call of the Board of Trustees.

**5. APPROVAL OF MINUTES**

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** the Board of Trustees has been presented with a copy of its meeting minutes, dated June 9, 2015; now, therefore, be it

**RESOLVED,** that the Board of Trustees approves the June 9, 2015, meeting minutes, as presented; and be it further

**RESOLVED,** that the Board of Trustees authorizes the Village Clerk/Administrator to insert the June 9, 2015, meeting minutes with annexed attachments into the official Meeting Minute books maintained by the Village of Mastic Beach and that the same shall remain a permanent Village record.

Motion carried: 5-Yes; 0-No

**6. AUTHORIZATION FOR THE PAYMENT OF CLAIMS**

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** upon the recommendation of the Village Treasurer; now, therefore, be it

**RESOLVED,** that the Board of Trustees authorizes the payment of claims as presented in Abstract No. A2-2015, in the total amount of \$228,128.10, a copy of which is annexed hereto and made a part hereof as **Attachment #1**.

Motion carried: 5-Yes; 0-No

**7. PERSONNEL ACTIONS**

**A. RESIGNATIONS**

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** the Village has received a resignation letter from Code-Enforcement Supervisor **Anthony Prudenti**; now, therefore, be it

**RESOLVED,** the that the Board of Trustees acknowledges its receipt of Mr. **Prudenti's** resignation from his position of Code-Enforcement Supervisor, effective June 12, 2015; and be it further

**RESOLVED,** that pursuant to the Deputy Treasurer's audit of Mr. **Prudenti's** accrued leave, a payout of 8.28 hours of accrued, unused sick time is approved for Mr. **Prudenti**; and be it further

**RESOLVED,** that he is not owed any payout for unused, accrued vacation time; and be it further

**RESOLVED,** that the Village Clerk, Village Attorney and the Finance Department are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

Motion offered by **Maura Spery**, seconded by **Anne Snyder** to wit:

**WHEREAS,** the Village has received a resignation letter from Public-Safety Officer **Cindy DiBella**; now, therefore, be it

**RESOLVED,** the that the Board of Trustees acknowledges its receipt of Ms. **DiBella's** resignation from her position of Public-Safety Officer, effective June 10, 2015; and be it further

**RESOLVED,** that pursuant to the Deputy Treasurer's audit of Ms. **DiBella's** accrued leave, she is not entitled to receive any such payout;

**RESOLVED,** that the Village Clerk, Village Attorney and the Finance Department are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** the Village has received a resignation letter from Clerk-typist **Stephen Colaiani**; now, therefore, be it

**RESOLVED,** the that the Board of Trustees acknowledges its receipt of Mr. **Colaiani's** resignation from his position of Clerk-typist, effective June 23, 2015; and be it further

**RESOLVED,** that the Village Clerk/Administrator is awaiting an audit from the Finance Department of Mr. **Colaiani's** accrued leave, and once this information is received, a related item will be included on a future board-meeting agenda; and be it further

**RESOLVED,** that the Village Clerk, Village Attorney and the Finance Department are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

## **B. SEPARATION OF EMPLOYMENT**

A motion was made by **Maura Spery**, and seconded by **Bruce Summa**, and a discussion on the motion was conducted. Following the discussion, the voting on the pending motion was as follows.

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**RESOLVED,** pursuant to authority granted to the Mayor under *New York State Village Law*, Clerk-Typist **Doris Fink** has been separated from employment, effective June 22, 2015; now, therefore, be it

**RESOLVED,** that pursuant to the Deputy Treasurer's audit of Ms. **Fink's** accrued leave, a payout of 3.04 hours of accrued, unused sick time and 20 hours of accrued, unused vacation time are approved for Ms. **Fink**; and be it further

**RESOLVED,** that the Village Clerk, Village Attorney and the Finance Department are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 4-Yes; 0-No; 1-Abstention (**C. Anderson**)

### **C. FULL-TIME APPOINTMENT**

Motion offered by **Maura Spery**, seconded by **Elizabeth Manzella** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it

**RESOLVED,** that the Board of Trustees ratifies the Mayor's interim appointment of Mr. **Patrick McCall** to the full-time position of Code-Enforcement Supervisor (Suffolk County Civil Service Title #5179; Suffolk County Civil Service Duties Statement #14-1172, at a salary of \$45,500.00 annually (exempt from overtime), effective July 6, 2015, with accrued leave benefits at the rate currently in effect for full-time Village employees; and be it further

**RESOLVED,** that since there isn't a current Suffolk County Civil Service competitive-appointment list for this position and, pursuant to Suffolk County Civil Service regulations, this appointment for Mr. **McCall** shall be provisional until such time as the Suffolk County Civil Service conducts an examination for this competitive title and the Village is able to recruit, interview and select off a newly-issued Suffolk County Civil Service list for the same; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

#### D. PART-TIME APPOINTMENT

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it

**RESOLVED,** that the Board of Trustees ratifies the Mayor's interim appointment of Ms. **Kristina Pirozzolo** to the part-time position of Clerk-typist (Suffolk County Civil Service Title #0021; Suffolk County Civil Service Duties Statement #11-1106), at an hourly salary of \$14.00 per hour, maximum of twenty (20) hours, effective June 29, 2015, with accrued leave benefits at the rate currently in effect for part-time Village employees; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

#### E. APPOINTMENT TRANSFERS

A motion was made by **Maura Spery**, and seconded by **Elizabeth Manzella** to approve the transfer of existing employees into new position titles in order to more accurately reflect their job duties, in accord with Suffolk County Civil-Service Regulations, and a discussion on the motion was conducted. Following the discussion, the voting on the pending motion was as follows.

Motion offered by **Maura Spery**, seconded by **Elizabeth Manzella** to wit:

**WHEREAS,** it is in the Village's best interest to maximize its staffing resources in order to provide efficient, constituency-focused service in the Building Department; and

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore be it

**RESOLVED,** that the Board of Trustees authorizes the transfer of Ms. **Brittany Keeley** from Code Dispatcher to Neighborhood Aide (Suffolk County Civil Service Job Title #3706; Suffolk County Civil Service Job Duties Statement pending<sup>1</sup>), effective July 9, 2015; and be it further

**RESOLVED,** that Ms. **Keeley's** hourly rate and current level of benefits accorded to full-time employees shall remain the same; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore be it

**RESOLVED,** that the Board of Trustees authorizes the transfer of Mr. **James Golio** from Laborer to Automotive Equipment Operator (Suffolk County Civil Service Job Title #7201; Suffolk County Civil Service Job Duties Statement #13-1237), thirty-two hours per week, effective July 9, 2015; and be it further

**RESOLVED,** that Mr. **Golio's** hourly rate and current level of benefits accorded to part-time employees shall remain the same; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

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<sup>1</sup> Suffolk County Civil Service has approved the transfer of Ms. Keeley to this position conditioned upon approval by the State of New York, which is necessary for this particular job title. Suffolk County Civil Service representatives have advised the Village this could take as long as one year. Accordingly, approval of this transfer is contingent upon the ultimate approval of the State.

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore be it

**RESOLVED,** that the Board of Trustees authorizes the transfer of Mr. **Dylan Munster** from Laborer to Automotive Equipment Operator (Suffolk County Civil Service Job Title #7201; Suffolk County Civil Service Job Duties Statement #13-1237), thirty-two hours per week, effective July 9, 2015; and be it further

**RESOLVED,** that Mr. **Munster's** hourly rate and current level of benefits accorded to part-time employees shall remain the same; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

#### **F. LEAVE-WITHOUT-PAY**

A motion was made by **Maura Spery**, and seconded by **Bruce Summa** to approve the leave-without-pay for a certain employee, and a discussion on the motion was conducted. Following the discussion, the voting on the pending motion was as follows.

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore be it

**RESOLVED,** that the Board of Trustees authorizes a leave-without-pay for Code Dispatcher **Theresa Donnelly**, for the period July 16, 2015, through July 17, 2015, inclusive; and be it further

**RESOLVED,** that the Village Clerk/Administrator and the Treasurer are authorized to take all actions necessary to effectuate this Resolution; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

**8. CHANGE IN DATE FOR USE OF VILLAGE HALL**

Motion offered by **Maura Spery**, seconded by **Elizabeth Manzella** to wit:

**WHEREAS,** at the Board of Trustees' June 9, 2015, meeting, a Resolution was passed permitting the use of Village Hall for a Town-Hall meeting to be conducted by New York State Senator **Thomas Croci** on August 18, 2015; and

**WHEREAS,** Senator **Croci's** office has requested that the date for this event be changed to August 4, 2015; and

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it

**RESOLVED,** that the Board of Trustees amends its June 9, 2015, Resolution authorizing New York State Senator **Thomas Croci** to conduct a mobile-office visit at Village Hall only to the extent that the date for this event be changed from Tuesday, August 18, 2015, to Tuesday, August 4, 2015, from 9:15 a.m. through 1:30 p.m.; and be it further

**RESOLVED,** that the Assistant to the Mayor is authorized to take all actions necessary to effectuate this Resolution with Senator **Croci's** staff; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

**9. VILLAGE-WIDE DOCUMENT LISTING – BIENNIAL REVIEW**

Motion offered by **Maura Spery**, seconded by **Bruce Summa** to wit:

**WHEREAS,** all municipalities in the State of New York are required to have a listing of the types of documents on file; and

**WHEREAS,** the Village's Records-Management Officer has reviewed the current listing and is not recommending any changes be made at this time; now, therefore, be it

**RESOLVED,** that the Board of Trustees acknowledge, by Resolution, this biannual review of the Village-wide Listing of Documents in accord with New York State's *Records and Retention Disposition Schedule MU-1*, as last revised in 2003; and be it further

**RESOLVED,** that the Board of Trustees authorizes the Village's Records Management Officer (RMO) **Alevas** to take all necessary action to distribute said listing, a copy of which is annexed hereto and made a part hereof as **Attachment #2**.

Motion carried: 5-Yes; 0-No

**10. VILLAGE CODE – BAMBOO**

Mayor **Sperry** led a discussion among the Board members regarding the introduction of a new local law that would establish guidelines for bamboo, and a discussion followed.

**11. SEPTIC-SYSTEM UPGRADE – LOCAL LAW**

Mayor **Sperry** led a continued discussion among the Board members regarding her recommendation to move forward with the consideration of a new local law that would establish an upgraded threshold standard for sanitary systems for those structures that are being elevated within the AE Flood Zones that would require Village and Suffolk County Department of Health Services approval.

**12. TRAFFIC-SIGNAL – WAVECREST DRIVE AND MASTIC ROAD**

A motion was made by **Maura Sperry**, and seconded by **Bruce Summa** to authorize payment for repair work to the traffic signal on Wavecrest Drive and Mastic Road, and a discussion on the pending motion was conducted. At the conclusion of this discussion, the following motion to table a vote on the pending motion was made as follows.

Motion offered by **Christopher Anderson**, seconded by **Elizabeth Manzella** to wit:

**WHEREAS,** upon the recommendation of Trustee **Anderson** now, therefore, be it

**RESOLVED,** that the Board of Trustees tables authorizing payment to **Hinck Electrical Contractors, Inc.**, 75 Orville Drive, Suite 1, Bohemia, NY 11716, the amount of \$9,540.40, for repair work at the traffic signal located at Wavecrest Drive and Mastic Road, a copy of said estimated repair is attached hereto and made a part hereof as **Attachment #3**; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 4-Yes; 1-No (**B. Summa**)

**13. PAVING MASTIC ROAD**

A motion was made by **Maura Spery**, and seconded by **Bruce Summa** to authorize payment for the paving of a section of Mastic Road, and a discussion on the motion was conducted. Following the discussion, the following motion to table voting was made and voted upon as follows.

Motion offered by **Christopher Anderson**, seconded by **Maura Spery** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it

**RESOLVED,** that the Board of Trustees tables the authorization of the Village to secure the paving services of **Suffolk Asphalt Corp.**, 30A North Dunton Avenue, Medford, New York 11763, pursuant to the Town of Brookhaven Purchase Contract, numbered 20150025-F and I (Town of Brookhaven Bid #15032), in the total amount of \$419,766.00, a copy of said estimate is attached hereto and made a part hereof as **Attachment #4**; and be it further

**RESOLVED,** that this Resolution shall take effect immediately.

Motion carried: 5-Yes; 0-No

**14. ADDENDUM**

Mayor **Spery** raised the following for discussion and Resolution by the Board of Trustees.

**A. RATIFICATION OF DASNY APPLICATION AUTHORIZATION**

A motion was made by **Maura Spery**, and seconded by **Elizabeth Manzella** to authorize the Mayor's execution of the Dormitory Authority of the State of New York (DASNY) Mastic Beach/Smith Point of Shirley Storm-Water Management-Plan Application, and a discussion on the motion was conducted. Following the discussion, the voting on the pending motion was as follows.

Motion offered by **Maura Spery**, seconded by **Elizabeth Manzella** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it  
**RESOLVED,** that the Board of Trustees ratifies the Mayor's execution of the DASNY Mastic Beach/Smith Point of Shirley Storm Water Management Plan Application; and be it further  
**RESOLVED,** that the Board of Trustees authorizes the Mayor, Village Clerk/Administrator and Treasurer to undertake all actions necessary to effectuate this Resolution.

Motion carried: 5-Yes; 0-No

**B. PROCLAMATION**

Mayor **Spery** discussed with the Board her recommendation to authorize a proclamation to **Kevin Cowley**, bone-marrow donor to Mastic Beach Village resident **Nora Getchell**. After a brief discussion, the following motion was made and voted upon.

Motion offered by **Maura Spery**, seconded by **Anne Snyder** to wit:

**WHEREAS,** upon the recommendation of Mayor **Spery**; now, therefore, be it

**RESOLVED,** that the Board of Trustees authorizes a Proclamation to be issued to **Kevin Cowley** in recognition of his courageous donation of bone-marrow; and be it further

**RESOLVED,** that the Village Clerk/Administrator is authorized to undertake all actions necessary to effectuate this Resolution.

Motion carried: 5-Yes; 0-No

**15. PRESENTATION – GRANT WRITER**

Mayor **Spery** invited Mr. **Victor Cornelius**, representing **Endeavor Municipal Development, Inc.**, Post Office Box 187, Germantown, New York 12526, to make a presentation to the Board of Trustees regarding his company's grant-writing services. He responded to questions from the Board and a discussion followed.

**16. MOTION TO ENTER INTO EXECUTIVE SESSION**

Motion offered by **Maura Spery**, seconded by **Anne Snyder** to wit:

**RESOLVED,** that the Board of Trustees enters into executive session for the purpose of discussing particular personnel and legal matters.

Motion carried – 5-Yes; 0-No

Upon passage of the foregoing Resolution, Mayor **Spery** adjourned the public session at 8:17 p.m. and convened the Board of Trustees in executive session at 8:20 p.m.

**17. EXECUTIVE SESSION**

Mayor **Spery**, Deputy Mayor **Summa**, Trustees **Anderson**, **Manzella** and **Snyder**, Deputy Village Attorney **G. William Germano, Esq.**, and Deputy Village Clerk **Scharf** were present in executive session. The Board of Trustees discussed particular personnel and legal matters.

**18. ADJOURNMENT OF EXECUTIVE SESSION**

Motion offered by **Maura Spery**, seconded by **Christopher Anderson** to wit:

**RESOLVED,** that the Board of Trustees adjourn its executive session.

Motion carried: 5-Yes; 0-No

Upon passage of the foregoing Resolution, Mayor **Spery** adjourned the executive session at 8:31 p.m. and re-convened the Board of Trustees in public session at 8:32 p.m.

**19. MEETING ADJOURNMENT**

There being no further items to come before the Board of Trustees, Mayor **Spery** called for a motion to adjourn the meeting.

Motion offered by **Maura Spery**, seconded by **Anne Snyder** to wit:

**RESOLVED,** that the Board of Trustees adjourn its meeting at 8:33 p.m.

Motion carried: 5-Yes; 0-No

Respectfully submitted,

Wendy Scharf  
Deputy Village Clerk