

VILLAGE OF WEST HAMPTON DUNES  
MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING  
OF THE BOARD OF TRUSTEES  
906 Dune Road, WHD

July 12, 2013

Present: Mayor Gary Vegliante Trustees, Renee Brown, Michael Craig, Gary Trimarchi & Catherine Woolfson, Village Attorney, Joseph Prokop, Village Clerk, Laura Dalessandro, Sgt.'s Hennig & Turner, Charlene Kagel, CPA, 3 Residents

**Mayor Vegliante** - opens Meeting – 7:30 p.m.

- Charlene Kagel – presentation to the Board for the accounting services she has been providing to the Village and will continue to provide to the Village

- Need to take a look at the policies
- Expand investment policies to bid out banks accounts/bonds
- Money markets
- Treasurer to look into the company “Paychecks” for payroll. Village currently uses ADP for its payroll.

**Police Constabulary Report**

- Numbered public access walkways
- Summonses issued during holiday weekend
- Tics – really bad this year
- Rental Law compliance

**Resolutions Voted On**

RESOLUTION OF THE BOARD OF TRUSTEES  
APPROVING APPOINTMENTS OF VILLAGE OFFICIALS

WHEREAS the Honorable Gary Vegliante as the Mayor of the Incorporated Village of WEST HAMPTON DUNES has made certain appointments of Village Officials, Commissioners, Board Members and other appointed officers of the Village, and;

WHEREAS other public officials of the Village of West Hampton Dunes have terms to which they have been elected, and;

WHEREAS at the annual organizational meeting of the Village conducted on July 11, 2013, these appointments duly came before the Board of Trustees for approval, and the Board duly approved those appointments, it is therefore;

RESOLVED that the terms of the elected officials and the appointments of Village Officials, Officers, Commissioners, Board Members and other appointed officers of the Village are hereby approved as follows:

Mayor: Honorable Gary Vegliante (7/12-6/16)  
Trustee: Renee Brown (7/13-6/17)  
Trustee: Gary Trimarchi (7/13-6/17)  
Trustee: Michael Craig (7/12-6/16)  
Trustee: Catherine Woolfson (7/12-6/16)  
Village Clerk: Laura Dalessandro  
Village Treasurer: Claire Vegliante

Village Building Inspector Bob Kalfer  
Village Attorneys: Joseph W. Prokop PLLC  
Highway Supervisor: Michael Burner  
Records Access Officer: Laura Dalessandro  
Records Access Appeals Officer: Joseph W. Prokop PLLC  
Designee for mailing of Notice of Claims Joseph W. Prokop PLLC  
Village Commissioner of Wildlife Protection: Aram Terchunian  
Trustee Woolfson Budget Commissioner  
Mayor Gary Vegliante Police Commissioner  
Trustee Michael Craig Deputy Police Commissioner  
Trustee Renee Brown Village Improvement District Commissioner  
Zoning Board of Appeals  
Harvey Gessin, Chairman (7/1/12-6/30/17)  
Doug Hansen (7/1/13-6/30/18)  
Joseph Mizzi (7/1/12-6/30/14)  
Barry Goldfeder (2/15/11-6/30/16)  
Eric Saretsky (6/1/08-6/30/15)

Motion to adopt resolution by: Trustee Brown  
Motion seconded by: Trustee Craig  
In Favor: Unanimous  
Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
APPOINTING GARY TRIMARCHI AS DEPUTY MAYOR

WHEREAS the Honorable Gary Vegliante, Mayor of the Village of WEST HAMPTON DUNES has the responsibility pursuant to Section 4-400(1)(h) to appoint a member of the Board of Trustees as the Deputy Mayor of the Village of West Hampton Dunes, and has appointed GARY TRIMARCHI as Deputy Mayor;

WHEREAS GARY TRIMARCHI is a duly elected Trustee of the Village of WEST HAMPTON DUNES and possesses the knowledge, skills and experience to perform the duties of Mayor in the event of the absence of the Mayor and will distinguish the Village in that capacity, it is therefore;

GARY TRIMARCHI is hereby appointed Deputy Mayor of the Village of WEST HAMPTON DUNES.

Motion to adopt resolution by: Trustee Brown  
Motion seconded by: Trustee Craig  
In Favor: Unanimous  
Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
DETERMINING COST OF BONDING VILLAGE  
OFFICERS TO BE A VILLAGE EXPENSE

WHEREAS certain officers of the Incorporated Village of West Hampton Dunes are required by law to be bonded, and;

WHEREAS such bonding is in conjunction with the discharge of their duties as officers of the Village, and;

WHEREAS the Board of Trustees by law may determine that the cost of such bonding is a Village expense, it is therefore;

RESOLVED by the Board of Trustees of the Village of West Hampton Dunes that the cost of the bonding required of certain Village officers in conjunction with the discharge of their duties as a Village officer is a Village expense, and that such charge shall be charged to and paid by the Incorporated Village of West Hampton Dunes.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
WAIVING THE OBLIGATION OF FILING AN UNDERTAKING  
FOR MAYOR AND TRUSTEES

WHEREAS certain officers of the Incorporated Village of West Hampton Dunes are required by law to post an undertaking, and;

WHEREAS the undertaking is in conjunction with the discharge of their duties as officers of the Village, and;

WHEREAS the Board of Trustees by law may waive the requirement of posting an undertaking it is therefore;

RESOLVED by the Board of Trustees of the Village of West Hampton Dunes that the requirement that the Mayor and Trustees post an undertaking is hereby waived.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE BANKS AND DEPOSITORIES

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to designate and approve a bank as the official depositories of the Village for the deposit of Village funds, it is therefore;

RESOLVED that the official banks and depositories of the Incorporated Village of WEST HAMPTON DUNES shall be the following:

- TD Bank
- Capital One
- Bridgehampton National Bank
- Chase

Subject to the review of appropriate documentation of each bank by the Village Attorney and Treasurer.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE NEWSPAPER

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to designate and approve a newspaper as the official newspaper of the Village for the posting of public notices of the Village, and other requirements, it is therefore;

RESOLVED that the official newspaper of the Incorporated Village of WEST HAMPTON DUNES shall be the Southampton Press and in emergency Newsday.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
SETTING DATES OF REGULAR MONTHLY MEETINGS AND  
ADOPTING THE RULES OF THE OPEN MEETINGS LAW

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to set the date for regular monthly meetings of the Board of Trustees through the year, unless otherwise designated by the Board and proper public notification is given, and;

WHEREAS the Mayor and Board of Trustees are desirous of adopting the requirements of the open meetings law as set forth in the Public Officers Law, and the other laws of the State of New York, it is therefore;

RESOLVED that the regular meeting date of the Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES shall be by printed schedule which shall be announced at a public meeting of the Board of Trustees and that all meetings shall be conducted at 906 Dune Road, West Hampton Dunes, unless proper public notice of an alternate meeting site is provided, and it is further;

RESOLVED that the Board of Trustees hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board, and directs the Village Clerk, unless otherwise directed or required, to provide at least seventy-two hours notice to and in the media of every meeting of the Board.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
ESTABLISHING PROCEDURES FOR THE SETTING  
AND NOTIFICATION OF A SPECIAL MEETING

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of West Hampton Dunes desire to establish a procedure for setting special meetings of the Board of Trustees of the Village, it is therefore;

RESOLVED that a special meeting of the Board of Trustees of the Village of WEST HAMPTON DUNES may be called by either the Mayor or by two Trustees of the Village of WEST HAMPTON DUNES acting together, and it is further;

RESOLVED that in the event of a special meeting being called the Mayor and every member of the Board of Trustees shall be informed by telephone by either the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting, and unless the meeting is called to respond to an emergency concerning the safety and welfare of the Village, notice of the meeting shall be given to the trustees, newspapers and radio, and posted on the Village notice boards at least 72 hours in advance of the meeting, and otherwise as in conformance with the Public Officers Law, and the other laws of the State of New York.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING ROBERTS RULES OF ORDER AS THE  
OFFICIAL PROCEDURE OF THE BOARD

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are able to develop or designate rules of procedure and meetings to be applied for the meetings of the Board, and;

WHEREAS the Board of Trustees believes it is in the best interests of the Village to adopt the Roberts Rules of Order as the rules of procedure for the Board, it is therefore;

RESOLVED that the Roberts Rules of Order are hereby adopted as the rules of procedure for the Board of Trustees of the Village to the extent that they are not inconsistent with New York

State law.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE CASH MANAGEMENT & INVESTMENT POLICY

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to adopt or formulate certain policy and procedures regarding the investment and deposit of Village funds, and the management of that money, and;

WHEREAS the Village of WEST HAMPTON DUNES has previously adopted the model investment policy of the Office of the State Comptroller as the Investment Policy of the Village, it is therefore;

RESOLVED that the cash management & investment policy of the Village of WEST HAMPTON DUNES shall hereby be the model investment policy of the Office of the State Comptroller as currently in effect as the investment policy of the Village,

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE PROCUREMENT POLICY

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to adopt or formulate certain policy and procedures regarding procurements by the Village, and;

WHEREAS the Village of WEST HAMPTON DUNES has previously adopted the model procurement policy of the Office of the State Comptroller as the procurement policy for the Village and the Board desires for that policy to remain, it is therefore;

RESOLVED that the model procurement policy of the Office of the State Comptroller as currently in effect is adopted as the procurement policy of the Village of WEST HAMPTON DUNES.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING VILLAGE AUDITORS

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are required to retain the services of a public accounting firm to serve in the capacity as the auditors of the Village, and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are desirous remaining with the services of Coughlin Foundotos Cullen & Danowski, LLP as the auditors of the Village of WEST HAMPTON DUNES, it is therefore;

RESOLVED that Coughlin Foundotos Cullen & Danowski, LLP is hereby appointed as the Village Auditors of the Village of WEST HAMPTON DUNES, pursuant to further agreement of engagement to be submitted by that firm for review.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING PAYMENT OF CERTAIN CLAIMS PRIOR TO AUDIT

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES have determined that it may be necessary and in the best interests of the Village to make payment of certain claims regarding utilities, postage freight and express prior to audit by the Board of Trustees, it is therefore;

RESOLVED that the Village Treasurer is hereby authorized to make payment of invoices prior to audit by the Board of Trustees of public utility services, postage, freight and express charges, and it is further;

RESOLVED that in the event that a claim is paid prior to audit by the Board of Trustees pursuant to this resolution, the claimant and officer of the Village approving or incurring same shall be jointly and severally liable for any

amount disallowed by the Board of Trustees in the subsequent audit of that claim.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING OFFICERS AND EMPLOYEES OF THE  
VILLAGE TO ATTEND CONFERENCES AND SEMINARS

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of WEST HAMPTON DUNES from time to time attend conferences and seminars of public employees and officials for educational and training and other similar purposes and that upon prior approval that they may be reimbursed for some or all of their reasonable expenses incurred, it is therefore;

RESOLVED that the officers and employees of the Village of West Hampton Dunes may after prior approval by the Board of Trustees attend conferences and seminars of public employees and officials for the purpose of education and training and other related purposes, and be reimbursed for part or all of their reasonable expenses incurred which shall be intended to be limited to the per diem amount established by the State of New York provided that their attendance and the expenses were approved by the Board of Trustees in advance of their attendance at the conference or seminar.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING AND SETTING RATE OF MILEAGE  
REIMBURSEMENT FOR VILLAGE OFFICERS AND EMPLOYEES

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of West Hampton Dunes be reimbursed for the reasonable cost of the use of their personal vehicles for Village purposes, and that a standard for the rate of this reimbursement be adopted by the Village, it is therefore;

RESOLVED that the Village of West Hampton Dunes will reimburse the officers and employees for the reasonable cost of the use of their personal vehicles for village purposes on the submission of a written request and documentation of same, and that the rate of reimbursement shall be the then posted rate as set by the Internal Revenue Service at the time of the use.

Motion to adopt resolution by: Trustee Brown

Motion seconded by: Trustee Craig

In Favor: Unanimous

Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING THE VILLAGE BUILDING INSPECTOR  
TO RESIDE OUTSIDE OF THE VILLAGE OF WEST HAMPTON DUNES

WHEREAS the Public Officers Law of the State of New York requires that the Village Building Inspector reside in the Village of West Hampton Dunes unless the Board of Trustees adopts a resolution determining that the Village Building Inspector may reside outside of the Village of West Hampton Dunes but in Suffolk County; and

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES have determined that it is in the best interests of the Village and its residents that the Village Building Inspector may reside outside of the Village of West Hampton Dunes but inside Suffolk County, it is therefore;

RESOLVED that the Village Building Inspector of the West Hampton Dunes may reside outside of the Village of West Hampton Dunes but must reside in Suffolk County.

Motion to adopt resolution by: Trustee Brown  
Motion seconded by: Trustee Craig  
In Favor: Unanimous  
Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING THE VILLAGE CLERK  
TO RESIDE OUTSIDE OF THE VILLAGE OF WEST HAMPTON DUNES

WHEREAS the Public Officers Law of the State of New York requires that the Village Clerk reside in the Village of West Hampton Dunes unless the Board of Trustees adopts a resolution determining that the Village Clerk may reside outside of the Village of West Hampton Dunes but in Suffolk County; and

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES have determined that it is in the best interests of the Village and its residents that the Village Clerk may reside outside of the Village of West Hampton Dunes but inside Suffolk County, it is therefore;

RESOLVED that the Village Clerk of the West Hampton Dunes may reside outside of the Village of West Hampton Dunes but must reside in Suffolk County.

Motion to adopt resolution by: Trustee Brown  
Motion seconded by: Trustee Craig  
In Favor: Unanimous  
Against: None

RESOLUTION DESIGNATING THE  
NEW YORK STATE SECRETARY OF STATE  
AS AGENT FOR SERVICE OF NOTICE OF CLAIMS  
PURSUANT TO NEW YORK STATE  
GENERAL MUNICIPAL LAW SECTION 53

WHEREAS the New York State Legislature has adopted Section 53 of the New York State General Municipal Law which provides that the New York State Secretary of State is designated as agent of service of notice of



claims for municipalities in New York State and which further requires municipalities to adopt and file a resolution by July 15, 2013 designating the New York State Secretary of State as agent for service of notices of claim for municipalities in New York State; it is therefore

RESOLVED by the Board of Trustees of the Village of West Hampton Dunes as follows:

1. The New York State Secretary of State is hereby designated as the agent for service of notices of claim against the Village of West Hampton Dunes at 267 Carleton Avenue, Central Islip, New York 11722.
2. The applicable time to file a notice of claim on the Village of West Hampton Dunes shall be the 90 day limit that is provided under Section 50 of the New York State General Municipal Law and it is further;

RESOLVED that the Village Clerk is hereby directed to file a copy of this resolution and any required certification with the New York State Secretary of State by July 15, 2013.

Motion to adopt resolution by: Trustee Brown  
 Motion seconded by: Trustee Craig  
 In Favor: Unanimous  
 Against: None

RESOLUTION OF THE BOARD OF TRUSTEES  
SETTING THE DATE OF THE 2014 ORGANIZATIONAL MEETING

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of WEST HAMPTON DUNES are empowered to set the date of the 2014 organizational meeting of the Village of West Hampton Dunes, it is therefore;

RESOLVED that the 2014 Organizational Meeting of the Village of WEST HAMPTON DUNES shall be held on July 11, 2014, at 7:30 p.m.

Motion to adopt resolution by: Trustee Brown  
 Motion seconded by: Trustee Craig  
 In Favor: Unanimous  
 Against: None

- Resolution of the Board of Trustees to approve all properly audited, approved and duly ordered paid by the Board of Trustees, claim vouchers for the Village for check numbers 5301-5326,5328 totaling \$24,618.27.

Motion to adopt resolution by: Trustee Woolfson  
 Motion Seconded by: Trustee Brown  
 All in favor: Unanimous  
 All opposed: None

- Resolution of the Board of Trustees to close out the year end housekeeping entries for the village as proposed by the Treasurer:

Motion to adopt resolution by: Trustee Woolfson  
 Motion Seconded by: Trustee Brown  
 All in favor: Unanimous  
 All opposed: None

• Resolution of the Board of the Board of Trustees to authorize the treasurer to make adjustments in the budget as our year end housekeeping adjustments subject to ratification of the trustees at the next village meeting:

Motion to adopt resolution by: Trustee Trimarchi

Motion Seconded by: Trustee Brown

All in favor: Unanimous

All opposed: None

• Resolution to approve the year end closing entries as proposed by Village Treasurer, Claire Vegliante:

Motion to adopt resolution by: Trustee Trimarchi

Motion Seconded by: Trustee Brown

All in favor: Unanimous

All opposed: None

**Village Attorney Report:**

- Litigation – update Chandris
  - Paid delinquent tax bills to date, however, wants the Village to reimburse the money because he should not have had to pay the taxes because he never got the bills.

• The swearing in of Renee Brown & Gary Trimarchi as Village Trustees by Village Attorney, Joseph Prokop.

- Motion to close public meeting: 9:30 p.m.

Motion by: Trustee Woolfson

Seconded: Trustee Craig

All in favor: Unanimous

All opposed: None