

# UNAPPROVED DRAFT

MINUTES OF THE PUBLIC HEARING OF THE BOARD OF TRUSTEES TO PRESENT AND CONSIDER THE APPLICATION OF SALVATORE ZIZZA TO TRANSFER DEED RESTRICTIONS ONTO DIFFERENT LOTS ON HIS PROPERTY LOCATED AT 306 NEPTUNE WALK HELD ON JUNE 22, 2013 AT 103 BROADWAY, SALTAIRE, NEW YORK.

Mayor Cox called the Public Hearing meeting to order at 9:05 a.m. and the following were in attendance:

Robert Lynn Cox III, Mayor  
John A. Zaccaro Jr, Trustee  
Alexander K. Chefetz, Trustee  
Frank Wolf, Trustee  
Ann Connolly, Trustee  
Joseph Harry Baker, Counselor to the Board  
Mario Posillico, Administrator & Clerk  
Donna Lyudmer, Treasurer  
Joseph Prokop, Village Attorney  
Dennis Foley, Chief of Security  
And approximately 90 other attendees

Property Owner Salvatore Zizza requested that the Board consider and approve his application for the removal and transfer of deeded non-development covenants that exist on a portion of his property, specifically Lot numbers 1945 & 1946 in Block 56 of the Map of the Village of Saltaire, to another portion of his property, specifically Lot numbers 1949 and 1950 in Block 56 of the map of the Village of Saltaire. Mr. Zizza stated that if granted it would allow him to rebuild and relocate his existing structure northward, forty feet further away from the dune-line, and that the total square footage of land with non-development restrictions will remain the same after as before the transfer. He further stated that he has submitted his plans and an environmental assessment review form in conformance with SEQRA requirements for review as requested. Mayor Cox opened the floor first to the members of the Board and then to those in attendance for comment and question, and after all having a chance to be heard, Trustee Wolf made a motion to close the Public Hearing at 9:12 a.m. The motion was seconded by Trustee Chefetz, and the motion was carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Chefetz

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON JUNE 22, 2013 AT 103 BROADWAY, SALTAIRE, NEW YORK.

Mayor Cox called the Board of Trustees meeting to order at 9:12 a.m. and the following were in attendance:

Robert Lynn Cox III, Mayor  
John A. Zaccaro Jr, Trustee  
Alexander K. Chefetz, Trustee  
Frank Wolf, Trustee  
Ann Connolly, Trustee  
Joseph Harry Baker, Counselor to the Board  
Mario Posillico, Administrator & Clerk  
Donna Lyudmer, Treasurer  
Joseph Prokop, Village Attorney  
Dennis Foley, Chief of Security  
And approximately 90 other attendees

#### APPROVAL OF MINUTES

Draft copies of the minutes of the meetings of May 27, 2013 having been previously presented to the Board and posted in draft form on the Village web site, were presented for adoption. After discussion, and all having a chance to be heard, Trustee Wolf made a motion to adopt the minutes as presented. The motion was seconded by Trustee Chefetz, and the motion was carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Chefetz

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### REQUEST FOR EXTENSION OF CONSTRUCTION SEASON

Mayor Cox stated that a number of the area contractors had requested from the Village Administrator an extension of time to complete their repair work for homes damaged by Hurricane Sandy, and he gave those contractors present an opportunity to make their case directly to the Board and to describe the general status of work on homes in the Village. After discussion amongst the members of the Board and those in attendance, the Mayor stated that the Village Administrator has authority in the Village Code to grant work variances from the time restrictions for exigent circumstances, and that it was obvious that Hurricane Sandy created many exigent circumstances for many residents in the Village. He stated that based on comments from the members of the Board and residents in attendance, the Board would support the Village Administrator's granting of extensions for those exigent circumstance into July with the following general guidelines: exterior work to be completed by July 15, interior work to be completed by July 30, no radio use on the job sites, reasonable start and stop times, no weekend work and permission for golf cart use only in extreme situations. The Village Administrator stated that he would review contractor requests for extensions and advise them of the parameters of those variances granted within the general guidelines outlined by the Mayor.

#### VERIZON UPDATE

Mayor Cox stated that the Public Service Commission (PSC) has granted temporary authorization to Verizon to allow it to use the Voice-Link™ system as an alternate to a hard-wired system, and is still soliciting public comments on Verizon's application, with the comment period to close on

July 2, 2013. Mayor Cox stated that the Village has already submitted its official position, and urged each resident to do so as well if they are inclined. He stated that information on how to submit a comment to the PSC is available at the Village Office, as will shortly be a template for comments describing the underlying facts and circumstances that may assist residents in formulating their own responses to the PSC.

#### CLAM POND COVE STUDY

Mayor Cox reported that the Board has commissioned a study of the possible restoration of the rapidly eroding peninsula at the east end of the Village into Clam Pond Cove, for the purposes of both habitat restoration for various wildlife species, and for the flood mitigation of the shoreline of Clam Pond Cove. He stated that the first phase of the study will take place at the end of June and will be an environmental feasibility study that will focus on eel grass impacts. After those studies are complete, the Board will confer with its environmental consultant to determine the likelihood of approval from the various regulatory agencies having jurisdiction, many of which have at first impression been supportive of the initiative.

#### SEQRA RESOLUTION REGARDING THE APPROVAL OF THE APPLICATION OF SAL ZIZZA FOR TRANSFER OF COVENANTS AND RESTRICTIONS.

Trustee Zaccaro made the following motion:

WHEREAS an application has been made by Sal Zizza to the Board of Trustees of the Village of Saltaire for the approval of a transfer of covenants and restrictions from the lots presently owned by Zizza and encumbered by those covenants and restrictions (map lots 1943-1946), permitting the construction of a single family residence on those lots; and

WHEREAS the Board of Trustees of the Village of Saltaire has duly considered the obligations of the Village of Saltaire and the Board of Trustees with regard to SEQRA and that application, it is therefore; and

WHEREAS Zizza submitted a short form EAF which was completed by the Village of Saltaire and does not indicate any potential for a significant negative impact on one or more aspects of the environment; it is therefore

RESOLVED that the Board of Trustees adopts Lead Agency status for purposes of SEQRA with regard to the consideration and approval of the application; and it is further;

RESOLVED that the Board of Trustees hereby determines that the consideration and approval of the application is an Unlisted Action for purposes of SEQRA, and it is further;

RESOLVED that the Board of Trustees of the Village of Saltaire hereby determines that the application;

Will not have a significant negative impact on the environment in the action, and;

Will not result in a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems, and;

Will not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on habitats, or other significant adverse impact on natural resources, impairment of a critical environmental area and;

Will not result in the creation of a material conflict with a community's current plans or goals, and;

Will not result in the creation of a hazard to human health, and;

Will not result in a substantial change in land use, and;

Will not encourage or attract an additional large number of people to a place for more than a few days, and;

Will not result in the creation of a material demand for other actions, and;

Will not result in changes in two or more elements of the environment, each of which is not significant but when reviewed together are significant or two or more related actions each of which is not significant but when reviewed together are significant, and that it is therefore;

RESOLVED that a Negative Declaration is hereby adopted for purposes of SEQRA.

The motion was seconded by Trustee Wolf, and the motion was carried according to the following vote:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### RESOLUTION ADOPTING DECISION ON THE APPLICATION OF SAL ZIZZA FOR TRANSFER OF COVENANTS AND RESTRICTIONS.

Trustee Zaccaro made the following motion:

WHEREAS an application has been made by Sal Zizza to the Board of Trustees of the Village of Saltaire for the approval of a transfer of covenants and restrictions from the lots presently owned by Zizza and encumbered by those covenants and restrictions (map lots 1943-1946), permitting the construction of a single family residence on those lots; and

WHEREAS the Board of Trustees of the Village of Saltaire conducted public hearings on the application on March 1, 2012 and June 22, 2013; at which time the Board of Trustees accepted public comment on the application; and

WHEREAS the Board of Trustees of the Village of Saltaire duly performed a review of the potential for significant negative impacts and the actions required of the Board of Trustees by SEQRA, including but not limited to adopting lead agency status, determining that

the action is an unlisted action for purpose of SEQRA, determining that there will not be a significant negative impact on the environment resulting from the approval and adopting a negative declaration for purposes of SEQRA; and

WHEREAS the Board of Trustees duly considered the application and the Decision conditionally approving the application; it is therefore

RESOLVED that the Board of Trustees hereby approves the Decision conditionally approving the application of Sal Zizza as stated in that Decision.

The motion was seconded by Trustee Wolf, and the motion was carried according to the following vote:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### PROPOSED MODIFICATIONS TO CHAPTER 55 OF THE VILLAGE CODE

Mayor Cox reported that Board has spent significant time undertaking a comprehensive review of Chapter 55 (Zoning) of the Village Code, and has drafted a proposed revision that was still a work-in-progress. He stated that the most current draft has been published on the website and has been made available to all in attendance. Trustee Wolf presented a summary of what he felt were the key issues and modifications that still required further debate and consensus, and also stated that the Board had not yet fully analyzed or incorporated the Architectural Review Committee's report on various aspects of the zoning code into the current draft. Comments were accepted from those in attendance, and after all had a chance to be heard, and there being no other comments, Mayor Cox closed the discussion and stated that he hoped for a public hearing for consideration of final adoption sometime before the end of the summer.

#### APPOINTMENT OF VILLAGE OFFICIALS

After discussion, Trustee Wolf made the following motion:

WHEREAS the Honorable Robert Cox III as the Mayor of the Incorporated Village of Saltaire has made certain appointments of Village Officials, Commissioners, Board Members and other appointed officers of the Village, and;

WHEREAS at the annual organizational meeting of the Village conducted on June 22, 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 appointments of Village Officials, Officers, Commissioners, Board Members and other appointed officers of the Village are hereby approved as follows:

ADMINISTRATOR & CLERK  
TREASURER  
COUNSELOR TO THE BOARD  
TAX ASSESSOR  
BUILDING INSPECTOR  
FIRE COMPANY PRESIDENT  
FIRE COMPANY CHIEF  
FIRE MARSHAL  
RECORDS ACCESS OFFICER  
RECORDS ACCESS APPEAL OFFICER  
VILLAGE HISTORIAN

Mario Posillico  
Donna Lyudmer  
Joseph Harry Baker  
Mario Posillico  
Mario Posillico  
Catherine O'Brien  
JR Rieger  
Joe Russo  
Mario Posillico  
Joseph W. Prokop, Esq.  
Patricia Hennessy

REGISTRAR OF VITAL STATISTICS  
VILLAGE ATTORNEY  
ACTING VILLAGE JUSTICE  
PROSECUTORS

COURT CLERK .....

Liv Hempel  
Joseph W. Prokop, Esq.  
Hillary Richard  
Mark Geistfeld  
Jim McDonald  
Liv Hempel

**BOARDS & COMMISSIONS**

BOARD OF APPEALS.....(Chair)	Martin Semel (2013-Holdover) Jon Lindsey (2015) Scott Rosenblum (2014)
ARCHITECTURAL REVIEW COMM. ....(Chair)	Robert Mayers (2014) Nat Oppenhiemer (2015) Jeff Murphy (2013-Holdover)
BD. OF ASSESSMENT REVIEW.....(Chair)	Elizabeth Starkey (2010- Holdover) Vacant (2014) Henry Glanternik (2015)
PLANNING COMMISSION.....(Chair)	Patricia McElhone (2015) Bob Mason (2015) Steve Kunreuther (2013 - Holdover) Carol Hochman (2014) Anna Kovner Meisel (2016) (Alternate) - Vacant
MEDICAL ADVISORY COMM.....(Chair)	J. Ferguson, MD (2015) H. Weinberg, MD (2013- Holdover) R. Fuchs, MD (2014) Anthony Smith MD (Alternate) Bill Veronese (Alternate)

The motion was seconded by Trustee Zaccaro, and the motion was carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Zaccaro

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

**ORGANIZATIONAL MEETING RESOLUTIONS.**

Trustee Wolf made a motion to adopt all of the following resolutions that establish certain procedures for Village operations:

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DETERMINING STANDARD WORK DAY**

WHEREAS, The Village is required to establish a standard work day for elected and appointed officials for retirement reporting purposes,

BE IT RESOLVED, that the Village of Saltaire hereby establishes the following as standard work days for elected and appointed officials as shown and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>							
<b>Appointed Officials</b>							
Administrator Clerk Treasurer	Mario Posillico	XXXX	XXXXXXXX	8	6/1/2010- 5/31/2012	Y	20
Deputy Clerk Treasurer	Donna Lyudmer	XXXX	XXXXXXXX	8	6/1/2010- 5/31/2012	Y	20

**INCORPORATED VILLAGE OF SALTAIRE  
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 Saltaire 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 Saltaire that the cost of the bonding and/or insurance 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 Saltaire.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE BANKS AND DEPOSITORIES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire 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 Saltaire shall be the following:

JP Morgan Chase  
Municipal Investors Service Corporation

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

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE NEWSPAPER**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire 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 newspapers of the Incorporated Village of Saltaire are the Islip Bulletin or Newsday.

**INCORPORATED VILLAGE OF SALTAIRE  
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 Saltaire 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 Saltaire shall be as follows:

- June 22, 2013, Broadway, Saltaire
- August 3, 2013, Broadway, Saltaire
- August 31 , 2013, Broadway, Saltaire
- October 5, 2013, Broadway, Saltaire
- November 2, 2013, Broadway, Saltaire or  
November 7, 2013, New York City
- December 7, 2013, Broadway, Saltaire or  
December 12, 2013, New York City
- January 25, 2014, Broadway, Saltaire or  
January 30, 2014, New York City
- March 1, 2014, Broadway, Saltaire or  
March 6, 2014, New York City
- April 5, 2014, Broadway, Saltaire or  
April 10, 2014, New York City
- April 26, 2014, Broadway, Saltaire
- May 26, 2014, Broadway, Saltaire



unless a proper public notice is otherwise made and given, then the meeting for that month shall be on such other date as may be so set, 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 via posting on the Village bulletins boards.

**INCORPORATED VILLAGE OF SALTAIRE  
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 Saltaire 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 Saltaire may be called by either the Mayor or by four Trustees of the Village of Saltaire 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 or by such other manner permissible by law 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 posted on the Village notice boards, and if notice cannot be made more than 72 hours in advance of the meeting, such notice shall be given to the local media, and otherwise as in conformance with the Public Officers Law, and the other laws of the State of New York.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING RULES OF ORDER AS THE  
OFFICIAL PROCEDURE OF THE BOARD**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire 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 continue to operate under the Rules of Procedure as presented below:

**Section 1. REGULAR MEETINGS.**

The Board of Trustees shall hold regular meetings monthly to the extent practicable and on dates and times determined by the Board of Trustees.

**Section 2. SPECIAL MEETINGS.**

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice shall be given by email, telecopier, telephone, in person, or hand delivered, or mailed in writing.

**Section 3. QUORUM.**

A quorum shall be required to conduct business. A quorum of the five member board of trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

**Section 4. EXECUTIVE SESSIONS.**

Executive sessions shall be held in accordance with the NYS Public Officers Law §105. All executive sessions shall be commenced in a public meeting.

**Section 5. AGENDAS.**

The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk at least

24 hours before the meeting, however, items may be placed on the agenda at anytime, including during the meeting.

#### Section 6. VOTING.

Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

#### Section 7. MINUTES.

Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes may contain a general summary of background but shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so. Minutes shall be approved by the Board and circulated for such approval prior to the next Board meeting. Amendments to the minutes shall require Board approval.

#### Section 8. ORDER OF BUSINESS.

The order of business shall be:

- Call to order
- Ratification of approval of minutes of previous meeting
- Auditing
- Report of officers and committees
- Public comment period
- Adjournment

The order of business need not be followed if the Mayor determines that it is necessary to deviate.

#### Section 9. GENERAL RULES OF PROCEDURE.

The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor as so appointed by the Mayor shall preside. The presiding officer may debate, move, vote and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and, if in order, they shall be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and shall require a majority vote.

#### Section 10. GUIDELINES FOR PUBLIC COMMENT.

- The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as the Mayor shall allow.
- Speakers must give their name and address if so requested by the Mayor.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 2 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per meeting to speak.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Clerk or his designee. Speakers may not read written communications verbatim but should summarize their contents.

#### Section 11. USE OF RECORDING EQUIPMENT

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner which does not interfere with the meeting. The Mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment, and the ability of the public to still participate in the meeting. If the Mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the Mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

Section 12. ADJOURNMENT.  
Meetings shall be adjourned by motion.

Section 13. AMENDMENTS TO THE RULES OF PROCEDURE.  
The foregoing procedures may be amended from time to time by a majority vote of the Board.

RESOLVED that the Rules of Procedure 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.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire had on June 30, 2007 adopted an Employee Handbook of Village of Saltaire Employee Handbook, outlining the policies governing employee rights and requirements, and;

WHEREAS the Board of Trustees has seen fit to amend and modify the Employee Handbook from time to time as necessary, it is therefore;

RESOLVED that the Village of Saltaire Employee Handbook as amended and modified as of the date of this resolution shall hereby be adopted as the official Employee Handbook for the Village of Saltaire from hereafter.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZATION TO PAY VILLAGE EMPLOYEES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire had on April 9, 2013 adopted the official budget of the Village of Saltaire for the 2013/14 fiscal year, which includes approval of payroll and salary for employees of the Village for each department of the Village for the fiscal year, and;

WHEREAS the Mayor on April 9, 2013 authorized the Village Treasurer to pay the full time employees of the Village of Saltaire as defined in the Village's Employee Handbook their annual salaries as approved in the adopted budget, or pro-rated for part thereof, on a semi-monthly basis, as so adopted, and;

WHEREAS the adopted budget includes seasonal and part time payroll allocation for each department of the Village, which is determined by the total approved payroll allocation for each department minus the full time salaries allocated to each respective department, and lists the total seasonal and part time payroll for each department or categories of departments, as well as the range of hourly rates of pay for the seasonal and part time employees of those departments, and it is therefore;

RESOLVED that the Village Administrator is hereby authorized to hire all seasonal and part time employees necessary to staff each of the departments of the Village for the 2013/14 fiscal year up to the total levels so budgeted for each department and to compensate them within the hourly rate ranges approved for each department, and further that he has discretion to specify the hourly rate for each employee or category of employee within the approved range in order to recruit, retain and reward employees for maximum production all in the best interests of the Village.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE INVESTMENT AND CASH MANAGEMENT POLICY**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire 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 Saltaire has previously adopted an investment policy, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following investment policy:

- 1) The objectives of the investment policy of the Village of Saltaire are:
  - a) To invest only in instruments legally permissible for municipalities.
  - b) To minimize risk so as to preserve principal and maintain a stable asset value
  - c) To manage portfolio to ensure that cash will be available as required to finance operations
  - d) To maximize current income to the degree consistent with legality, safety and liquidity.
- 2) In accordance with this policy, the Village Treasurer is hereby authorized to invest all funds, including proceeds of obligations and reserve funds, in:
  - a) Certificates of deposit issued by a bank or trust company authorized to do business in New York State.
  - b) Time deposit accounts in a bank or trust company authorized to do business in New York State.
  - c) Obligations of New York State.
  - d) Obligations of the United States Government.
  - e) Repurchase agreements involving the purchase and sale of direct obligations of the United States.
- 3) All funds may be invested in:
  - a) Obligations of agencies of the federal government, if principal and interest is guaranteed by the United States.
- 4) No other Village of Saltaire officials have the authority to receive money in their official capacity.
- 5) All investments made pursuant to this investment policy shall comply with the following conditions:
  - a) Collateral.
    - (1) Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments, or a combination of same. Collateral shall be delivered to the Village of Saltaire or a custodial bank with which the Village of Saltaire has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.
    - (2) Securities purchased through a repurchase agreement shall be valued to market at least weekly.
    - (3) Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States and obligations of federal

agencies the principal and interest of which are guaranteed by the United States Government.

b) Delivery of securities.

- (1) Repurchase agreements. Every repurchase agreement shall provide for payment to the seller only upon the seller's delivery of obligations of the United States to the custodial bank designated by the Village of Saltaire or, in the case of a book-entry transaction, when the obligations of the United States are credited to the custodian's Federal Reserve Bank account. The seller shall not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The custodial bank shall confirm all transactions in writing to ensure that the Village of Saltaire's ownership of the securities is properly reflected on the records of the custodial bank.
- (2) Payment shall be made by or on behalf of the Village of Saltaire for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposit and other purchased securities upon the delivery thereof to the custodial bank or, in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System account. All transactions shall be confirmed in writing.
- (3) Written contracts. Written contracts are required for repurchase agreements, certificates of deposit and custodial undertakings. With respect to the purchase of obligations of the United States, New York State or other governmental entities, etc., in which moneys may be invested, the interests of the Village of Saltaire will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Village of Saltaire or custodian or, in case of book-entry transactions, on the crediting of purchased securities to the custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Village of Saltaire. It is, therefore, the policy of the Village of Saltaire to require written contracts as follows:
  - (a) Written contracts shall be required for all repurchase agreements. Only creditworthy banks and primary reporting dealers shall be qualified to enter into a repurchase agreement with the Village of Saltaire. The written contract shall provide that only obligations of the United States may be purchased, and the Village of Saltaire shall make payment upon delivery of the securities or appropriate book-entry of the purchased securities. No specific repurchase agreement has been executed between the Village of Saltaire and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement shall not exceed 30 days.
  - (b) Written contracts shall be required for the purchase of all certificates of deposit over \$100,000.

6) Financial strength of institutions

- a) All trading partners must be creditworthy. Their financial statements must be reviewed at least annually by the Treasurer to determine satisfactory financial strength, or the Treasurer may use credit-rating agencies to determine creditworthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule is not to place more than \$2,000,000 in overnight investments with any one institution.

- b) Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Treasurer to determine satisfactory financial strength.
  - c) When purchasing eligible securities, the seller shall be required to deliver the securities to our custodial bank.
  - d) Repurchase agreements shall be entered into only with banks or trust companies or registered and primary reporting dealers in government securities. Sound credit judgments must be made with respect to trading partners in repurchase agreements. It is not assumed that inclusion on a list of the federal reserve is automatically adequate evidence of creditworthiness.
  - e) Repurchase agreements should not be entered into with undercapitalized trading firms.
  - f) A margin of 5% or higher of the market value of purchased securities in repurchase agreements must be maintained.
- 7) Operations, audit and reporting.
- a) The Treasurer or the deputy Treasurer shall authorize the purchase and sale of all securities and execute contracts for repurchase agreements and certificates of deposit on behalf of the Village of Saltaire. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Village of Saltaire shall pay for purchased securities upon the delivery or book-entry thereof.
  - b) The Village of Saltaire will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.
  - c) At the time New York State auditors conduct the an audit of the accounts and financial affairs of the Village of Saltaire, the New York State auditors shall audit the investments of the Village of Saltaire for compliance with the provisions of these investment guidelines.
  - d) Within 60 days of the end of each of the first three quarters of the fiscal year, the Village treasurer shall prepare and submit to the Board of Trustees of the Village of Saltaire a quarterly investment report which indicates new investments, the inventory of existing investments and such other matters as the Treasurer deems appropriate.
  - e) Within 120 days of the end of the fiscal year, the Village treasurer officer shall prepare and submit to the Board of Trustees of the Village of Saltaire an annual investment report; recommendations for change in these investment guidelines; the results of the annual New York State audit, if available; the investment income record; a list of total fees, commissions or other charges, if any, paid to the custodial bank; and such other matters as the Treasurer deems appropriate.
  - f) At least annually, and, if practicable, at the annual organization meeting of the Board of Trustees of the Village of Saltaire, the Board of Trustees shall review and amend, if necessary, these investment guidelines.

**INCORPORATED VILLAGE OF SALTIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE PROCUREMENT POLICY**

WHEREAS, General Municipal Law 104-b requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS the Village of Saltaire had previously adopted a procurement policy for the Village, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

#### PROCUREMENT POLICY FOR THE VILLAGE OF SALTAIRE

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to General Municipal Law §103: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to State Finance Law 175-b ; goods purchased from correctional institutions pursuant to Correction Law 186; purchases under State contracts pursuant to General Municipal Law 104; purchases under county contracts pursuant to General Municipal Law 103(3); or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$1,500 - \$7,499	2 verbal quotes
\$7,500 - \$19,999	3 written/fax quotes or written request for proposals
Estimated Amount of Public Works Contract	Method
\$1,500 - \$7,499	2 verbal quotes
\$7,500 - \$12,499	2 written/fax quotations
\$12,500 - \$34,999	3 written/fax quotes or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of Village of Saltaire to solicit quotations or document the basis for not accepting the lowest proposal:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Purchaser shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the

services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; services of a state licensed trade with special knowledge or training, securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Do to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village of Saltaire is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$1,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

e. Service contracts entered into through the New York State Office of General Services. In these instances, the State has already investigated and secured the lowest possible price for the municipality.

7. This policy shall go into effect upon adoption, will be reviewed annually, and will remain in effect until otherwise modified and adopted.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING VILLAGE AUDITORS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire 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 Saltaire are desirous of retaining the services of Cullen & Danowski as the auditors of the Village of Saltaire for the 2013/14 fiscal year, it is therefore;

RESOLVED that Cullen & Danowski is hereby appointed as the Village Auditors of the Village of Saltaire, subject to further agreement of engagement to be submitted by that firm for review.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING PAYMENT OF CERTAIN CLAIMS PRIOR TO AUDIT**

WHEREAS, the Mayor and the Board of Trustees of the Incorporated Village of Saltaire have determined that upon occasion it may be necessary that the Village pay claims or invoices of third parties prior to the next available audit by the Board of Trustees of such claims or invoices when the failure to timely pay such claims or invoices would result in cancellation or interruption of service, excessive interest charges, or other penalties to the Village or when such claims or services are rendered on an emergency basis and require immediate payment (collectively, the "Pre-Audited Payments");

RESOLVED, that the Village Treasurer or the Village Clerk each is hereby authorized to make Pre-Audited Payments of claims and invoices that, in the determination of the Village Treasurer, if not promptly paid prior to the next available audit by the Board of Trustees would be detrimental to the Village, provided that as of the time of payment the Village Treasurer gives written notification to the Mayor and the Board of Trustees of the payment,



including the name of the payee, the amount paid, the nature of the claim or matter invoiced, and the reason why the payment was a Pre-Audited Payment.

**INCORPORATED VILLAGE OF SALTAIRE  
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 Saltaire have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of Saltaire 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, employees and advisors of the Village of Saltaire 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 provided that their attendance and the expenses are approved by the Board of Trustees.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
RESIDENCY REQUIREMENTS FOR KEY EMPLOYEES**

WHEREAS, the Village of Saltaire is located on Fire Island, a barrier island which is geographically separated from the mainland of Long Island and to which vehicle access is severely limited by federal and local regulations, and to which ferry service is severely limited or nonexistent between the months of September through May each year; and,

WHEREAS, the Village of Saltaire is primarily a summer community, consisting mostly of residents whose homes are not winterized and are closed up for most of the calendar year, and of only a small number of residents who reside in the Village on a year-round basis; and

WHEREAS, the Board of Trustees has determined that it is necessary to require certain key employees to reside in the Village or to continue to reside in the Village as previously required by prior Boards in order to provide a necessary or desired level of service to both the summer and year-round community, to oversee and maintain the public infrastructure, and to guard and protect private and public property on a continuing basis; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby require the following employees as a condition or continuing condition of employment to reside or to continue to reside in the Village of Saltaire, allowing for short periods of lapses in residency for personal reasons upon notification of supervisor, for the duration of their employment whether seasonal or annual, or until such time that employment ends or a determination is made by the Board of Trustees by separate resolution that residency is no longer required for any or all employees, and designates and offers the following Village properties for occupancy by the specified employees shown, and his or her family if applicable, in order to fulfill such requirement of residency, according to the terms of the housing license required to be executed by the employee and filed with the Village Clerk:

Mario Posillico	Annual	109 Neptune Walk
Vernon Henriksen	Annual	103 Neptune Walk
Dennis Foley	Annual	104B Neptune Walk
James Wilde	Annual	5B Pomander Walk
Matthew Nelson	Annual	106 Neptune Walk
Ted & Jen Nagengast	Seasonal	2 Pomander
Richard Wilde	Seasonal	5A Pomander Walk and/or 107 Neptune
Dr. Furey or covering doctor	Seasonal	100 Neptune Walk

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
VILLAGE OFFICIAL & EMPLOYEE TRANSPORTATION POLICY**

WHEREAS, the Board of Trustees of the Village of Saltaire hereby determines that, it is necessary, in order for the Village to recruit and retain qualified employees on both a seasonal and year-round basis and to ensure their reliable access to the village at all times when their services are required, to facilitate transportation into and out of the Village of Saltaire for certain categories of employment, and

WHEREAS, the transportation process shall include ferry and water taxi transportation, vehicle access, and parking in the Village-owned Bay Shore parking lot and Robert Moses State Park parking field number 5, and

WHEREAS, the Village Administrator shall upon request of the Board present to the Board a list of the specific employees or other Village officials affected by one or more aspects of this policy together with the designated modes of transportation indicated therein.

WHEREAS the Village of Saltaire has previously adopted a transportation policy, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following transportation policy:

**VEHICLE ACCESS**

Maintenance Department Vehicles

- A. The Board of Trustees hereby determines that it is in the best interest of the Village of Saltaire for members of the Village Maintenance department that shall be determined by the Board of Trustees to be provided with the use of a Village vehicle for purposes of traveling to and from the Village during normal business hours and to fulfill the requirements of his job beyond normal business hours, in order that the selected employee may respond to work-related emergencies as they may arise, to provide delivery services as are determined to be necessary for the effective operation of the Village, and to provide transportation into the workplace to other members of the Maintenance staff as can be accommodated safely and legally in the vehicle. Such designated Maintenance employee shall not allow the use of the vehicle by any other person other than a properly licensed Village employee in the course of Village business. A report of the use of the vehicle shall be supplied as requested by the Board of Trustee or the Village Administrator. The use of the vehicle and the policy and procedures may be unilaterally terminated or modified without notice by the Board of Trustees.
- B. Employees driving Village vehicles may have occasions where an incidental stop is necessary between work-related stops. Such use shall not necessarily be considered a violation of this policy.
- C. No personal items other than incidentals shall be stored in the vehicle. The employee is required to keep the vehicle locked at all times with work-related items stored either in a lock box or trunk during times when the vehicle is not in use. Village employees shall not carry prohibited passengers, materials, or firearms in the vehicle unless required or authorized by Management. Employees shall not allow an unauthorized person to drive a Village vehicle.
- D. Any employee who is authorized to use a Village vehicle pursuant to the conditions set forth above shall not be issued a W-2 form at the end of the calendar year for the use of the vehicle because he or she is required to be available to use the vehicle on a twenty-four hour per day basis as part of his or her job responsibilities in order to be available to the Village.

Security Department Vehicle

The Board of Trustees further hereby determines that it is in the best interest of the Village of Saltaire that the Security patrol vehicle be used, upon direction of the Village Administrator to transport into and out of the Village, Members of the Board of Trustees engaged in the performance of the duties of their offices where ferry service is either unavailable or impracticable for the tasks being performed, appointed members of Village Boards or Commissions engaged in the performance of the duties of their offices where ferry service is either unavailable or impracticable for the tasks being performed, Security staff for shift changes when it has been determined by the Village Administrator that such vehicle transportation is necessary for the effective operation of the department, and other department staff, or vendors, repairmen, professionals, etc., when it has been determined by the Village Administrator that such vehicle transportation is necessary for the effective operation of the Village.

#### Resident Employee Vehicles

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to maintain a core of necessary employees who maintain residences in Saltaire or one of the surrounding communities. Therefore, all full time employees of the Village of Saltaire, as defined in the Village of Saltaire Employee handbook, who maintain permanent residency in Saltaire or one of the surrounding communities, shall be required to obtain a Village of Saltaire vehicle permit but shall not be required to remit the fee associated with that permit. Further, all such employees shall be reimbursed the requisite vehicle permit fees charged by the Town of Islip and Fire Island National Seashore, upon submission of proof of payment of such fees.

### FERRY TRANSPORTATION

#### Employees

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to provide ferry transportation in the form of roundtrip ferry access (when not otherwise provided) to the following classifications of employees: Village Office staff, Post Office staff, Medical Office staff, Security staff, Maintenance staff, Lifeguard staff, Recreation Administration (including the Recreation Director, Camp Director, Art Director, Nature Director, and Group Leaders, but not including youth counselors) in order to facilitate access to the Village for their employment. Ferry transportation for such qualified employees will be provided through the use of discount ferry tickets distributed by the respective department heads.

#### Resident Employees

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to maintain a core of necessary employees who maintain permanent and/or seasonal residences in Saltaire. The Board may, at its discretion, allocate some number of the employee ferry passes that are made available through contractual obligation with Fire Island Ferries, Inc., to those seasonal or permanent resident employees and their families as an inducement to maintain both required and voluntary residency and to meet the Village's needs and obligations.

### WATER TAXI TRANSPORTATION

The Board of Trustees hereby further determines that water taxi transportation for employment is not warranted under routine circumstances, however, that Water Taxi transportation in the case of a work emergency may be provided by or reimbursed by the Village of Saltaire, provided such transportation shall have the approval of the Village Administrator or department head.

### PARKING

#### Robert Moses Field 5

Upon determination of the Village Administrator that it is beneficial to the operation of the Village or results in a cost savings, parking privileges may be provided in Robert Moses Field 5 for the following classes of employees: Lifeguard Staff, Recreation Administration (including the Recreation Director, Camp Director, Art Director, Nature Director, and Group Leader, but not including youth counselors.) who may choose to walk or bike into and out of the Village from that location rather than use ferry or vehicle transportation.

The Village of Saltaire shall meet this obligation only through the reimbursement to the qualified employee of the requisite fee for the purchase of an annual parking pass, upon submission of proof of payment of such fee.

Bay Shore Parking Lots

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to provide parking privileges at the Village-owned parking lot at its Bay Shore ferry terminal, to certain key seasonal or year-round employees, the allocation of which shall be made on an annual basis from the employee parking spaces that are made available by the contractual obligation of Fire Island Terminal, Inc. The Village Administrator in consultation with the Board of Trustees shall make such annual determination based upon a number of factors, including but not limited to operational efficiency and maintaining key employees in required or voluntary residency.

**INCORPORATED VILLAGE OF SALTAIRE  
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 Saltaire have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of Saltaire 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 Saltaire 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.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING CAPITALIZATION & DEPRECIATION SCHEDULES**

CAPITALIZATION SCHEDULES

<u>Item</u>	<u>Tracking &amp; Inventory</u>	<u>Capitalization &amp; Depreciation</u>
Land	\$1	Capitalize Only
Land Improvements	\$1	Capitalize Only
Building	\$1	\$25,000
Building Improvements	\$1	\$75,000
Machinery & Equipment	\$1,000	\$10,000
Vehicles	\$1,000	\$10,000
Infrastructure	\$1	Capitalize Only

DEPRECIATION SCHEDULES

<u>Items</u>	<u>Years</u>	<u>Method</u>
Automobiles	3	Straight Line
Office Equipment	3	Straight Line
Other Equipment	7	Straight Line
Fire Trucks	10	Straight Line
Incineration	25	Straight Line
Boardwalks	25	Straight Line
Cement Walks/Asphalt	30	Straight Line
Water System	30	Straight Line
Docks/Bulkhead/Marina	40	Straight Line
Buildings	40	Straight Line

The motion was seconded by Trustee Connolly, and the motion was carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Connolly

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

## ACCEPTANCE OF BID FOR BOARDWALK RECONSTRUCTION: PHASE 2

Trustee Zaccaro moved adoption of the following resolution:

### RESOLUTION ADOPTING LEAD AGENCY STATUS, TYPING A PROJECT AS AN UNLISTED ACTION AND ADOPTION OF A NEGATIVE DECLARATION FOR PURPOSES OF SEQRA WITH REGARD TO THE POTENTIAL AWARDING OF CONTRACT FOR BOARDWALK CONSTRUCTION

WHEREAS the Village of Saltaire is reviewing the possibility awarding a public works contract for boardwalk construction, and;

WHEREAS the awarding of the public works contract by the Village of Saltaire is an Action as defined by the regulations adopted in Part 6 NYCRR 617 under Article 8 of the Environmental Conservation Law of State of New York, and;

WHEREAS the awarding of the public works contract is not listed as a Type I action under 6 NYCRR 617.4 or as a Type II action under 6 NYCRR 617.5, and is therefore an unlisted action for purposes of SEQRA, and;

WHEREAS the Village of Saltaire is required to complete a short form EAF pursuant to 6 NYCRR 617.6(a)(3), and;

WHEREAS the Village of Saltaire has completed a short form EAF and the short form EAF indicates that there will be no significant negative impact to the environment that will be created by the awarding of the public works contract, and ;

WHEREAS there is no involved agency in this matter other than the Village of Saltaire, and the Village of Saltaire is required to adopt lead agency status and undertake review of this action for purposes of SEQRA for that reason, it is therefore:

RESOLVED that the Village of Saltaire hereby adopts lead agency status with regard to the awarding of the public works contract , and it is further;

RESOLVED that the Village of Saltaire hereby determines that the awarding of the public works contract is an Unlisted Action for purposes of SEQRA, and it is further;

RESOLVED that the Village of Saltaire hereby determines that awarding of the public works contract will not have a significant negative impact on the environment in the action;

Will not result in a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems, and;

Will not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on habitats, or other significant adverse impact on natural resources, impairment of a critical environmental area and;

Will not result in the creation of a material conflict with a community's current plans or goals, and;

Will not result in the creation of a hazard to human health, and;

Will not result in a substantial change in land use, and;

Will not encourage or attract an additional large number of people to a place for more than a few days, and;

Will not result in the creation of a material demand for other actions, and;

Will not result in changes in two or more elements of the environment, each of which is not significant but when reviewed together are significant two or more related actions each of which is not significant but when reviewed together are significant, and that it is therefore;

RESOLVED that a Negative Declaration is hereby adopted for purposes of SEQRA.

The motion was seconded by Trustee Wolf, and the motion was carried according to the following vote:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

Trustee Zaccaro then made a motion to adopt the following resolution:

Whereas the Village of Saltaire solicited bids according to the laws of the State of New York for public works and according to the plans and specifications therein, for the purpose of reconstruction of various walks and sections of walks known as Phase 2 of Boardwalk Reconstruction, and

Whereas sealed bids were publicly opened at 11:00 a.m. EST on June 6, 2013, and Chesterfield Associates was the certified low bidder as specified and met all the requirements stipulated in the bid;

THEREFORE,

Be it resolved that the Board of the Trustees of the Village of Saltaire hereby authorizes the Village Administrator to declare Chesterfield Associates as the certified low bidder for Phase 2 of Boardwalk Reconstruction and to notify Chesterfield Associates of its status as low bidder, and further

Be it resolved that the Board of the Trustees of the Village of Saltaire hereby authorizes the Village Administrator to execute the necessary contract documents with Chesterfield Associates for Phase 2 of Boardwalk Reconstruction according to the plans and specifications of the bid documents for the contract amount pursuant to the unit bid amounts multiplied by the actual measured quantities, for a projected total contract amount of \$2,176,750, and further,

Be it resolved that the funding for the project shall initially be made from the general reserves, with the general reserves to be repaid from the proceeds of the issuance of Bonds or Bond or Revenue Anticipation Notes, as previously authorized, the final amount of which is anticipated to be mitigated by receipt of disaster assistance funding from the Federal Emergency Management Agency.

The motion was seconded by Trustee Connolly, and the motion was carried according to the following vote:

Motion: Trustee Zaccaro

Seconded: Trustee Connolly

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

**RESOLUTION TO AUTHORIZE A PUBLIC HEARING BEFORE THE TOWN OF ISLIP PLANNING BOARD FOR A CHANGE OF ZONE AND SPECIAL USE PERMIT FOR THE SALTAIRE MARINA**

Trustee Zaccaro made a motion to adopt the following resolution:

WHEREAS the Village of Saltaire has made an application to the Town of Islip for a change of zoning of the Saltaire Marina to B3 and for a special permit for outdoor storage of boats; and

WHEREAS, the application process requires the Village to present its application before the Town of Islip Planning Board; it is

RESOLVED that the Board of Trustees hereby authorizes the Village Administrator in consultation with the Village Attorney to present the application before the Town of Islip Planning Board and all other Boards or Commissions in the Town of Islip as required, and to incur all of the incidental costs associated therewith, in order to bring the application to a point of final approval by the Town of Islip and the Board of Trustee of the Village of Saltaire.

The motion was seconded by Trustee Wolf, and the motion was carried according to the following:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

**EQUIPMENT PURCHASE**

Trustee Wolf made a motion to adopt the following resolution:

WHEREAS the Village of Saltaire suffered loss and damage to certain equipment as a result of Hurricane Sandy; and

WHEREAS, the Village has received a Statement of Loss from its insurance carrier and advise from FEMA for reimbursement for damaged equipment; it is

RESOLVED that the Board of Trustees hereby authorizes the Village Administrator to purchase the following equipment at cost not to exceed as indicated pursuant to the Village's procurement policy:

Gas Golf Cart	\$12,500
Power Street Sweeper	\$6,000

The motion was seconded by Trustee Zaccaro, and the motion was carried according to the following:

Motion: Trustee Wolf

Seconded: Trustee Zaccaro

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### APPLICATION FOR INCLUSION IN THE COMMUNITY RATING SYSTEM

Trustee Zaccaro made a motion to authorize the Village Administrator to make application on behalf of the Village of Saltaire for inclusion in FEMA's Community Rating System, a program set up to rate a community's flood mitigations activities and to apply appropriate discounts to all flood policies issued in that community. The motion was seconded by Trustee Wolf, and the motion was carried according to the following:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

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

Trustee Chefetz made the following motion:

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 Saltaire 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 Saltaire.
2. Mario Posillico, Village Administrator is hereby designated as the person to which the New York State Secretary will forward any notice of claim at the address of Mario Posillico, Village Administrator, Village of Saltaire, P. O. Box 5551, Bay Shore, New York 11706.
3. The applicable time to file a notice of claim on the Village of Saltaire 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.



The motion was seconded by Trustee Connolly, and the motion was carried according to the following:

Motion: Trustee Chefetz

Seconded: Trustee Connolly

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### APPROVAL OF NEW FIRE COMPANY MEMBERS

Trustee Wolf made a motion to approve the following members of the Saltaire Volunteer Fire Company, all of whom have already been accepted into membership by the Fire Company pursuant to its bylaws:

Jarrood Bernstein	Firefighter
Jeff Heine	Firefighter
John Leitner	Firefighter
Christine Schiff	EMT

The motion was seconded by Trustee Zaccaro, and the motion was carried according to the following:

Motion: Trustee Wolf

Seconded: Trustee Zaccaro

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### APPROVAL OF GOLF CART REQUEST

Trustee Zaccaro made a motion to authorize the Village Administrator to grant permission for limited summer use of a golf cart by land surveyor John C. Mayer in order to facilitate his work in support of the projected increase in demand for house repostings and flood elevation certificates, which will assist in eliminating the backlog in applications for that type of work. The motion was seconded by Trustee Wolf, and the motion was carried according to the following:

Motion: Trustee Zaccaro

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### TRUSTEE REPORTS

Each Trustee gave a report on their specific areas of oversight.

#### ABSTRACT AUDIT

Mayor Cox stated that the following Abstracts was presented for approval by the Village Administrator and the Village Treasurer:

General Checking No. 1A in the amount of	\$99,577.12
Capital Checking No. 1A in the amount of	\$393,800.35

After discussion and opportunity for questions, Trustee Chefetz made a motion that General Checking Abstract 1A and Capital Checking Abstract 1A be approved as presented and that the Mayor be authorized to execute the warrants. The motion was seconded by Trustee Wolf, and the motion was carried according to the following:

Motion: Trustee Chefetz

Seconded: Trustee Wolf

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### ADJOURN INTO EXECUTIVE SESSION

After the Board received and responded to questions from those in attendance, Trustee Chefetz made a motion at 12:21 p.m. that the Board adjourn into Executive Session to discuss litigation strategy, contract and personnel issues. The motion was seconded by Trustee Connolly , and on call it was approved according to the following action:

Motion: Trustee Chefetz

Seconded: Trustee Connolly

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

#### RE-ADJOURNMENT INTO PUBLIC SESSION

Trustee Connolly made a motion to re-adjourn into public session at 1:20 p.m. The motion was seconded by Trustee Chefetz , and on call it was approved according to the following action:

Motion: Trustee Connolly

Seconded: Trustee Chefetz

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None

The public meeting was called back into session by Mayor Cox at 1:20 p.m. and the following were in attendance:

Robert Lynn Cox III, Mayor  
John A. Zaccaro Jr, Trustee  
Alexander K. Chefetz, Trustee  
Frank Wolf, Trustee  
Ann Connolly, Trustee  
Mario Posillico, Administrator & Clerk  
Joseph Prokop, Village Attorney  
And 0 other attendees

#### NEXT BOARD MEETING & CLOSE OF MEETING

After all having had a chance to be heard, and there being no further business before the Board, Trustee Chefetz made a motion to close the meeting and to hold the next Board of Trustees meeting at 7:00 p.m. on July 3, and to conduct a public hearing at 9:00 a.m. on July 13, 2013 pursuant to Article 2 of the New York State Eminent Domain Procedure Law at the Saltaire Village Hall, 103 Broadway, Saltaire, New York, to inform the public, to review the public use to be served, and to assess the potential impact upon the environment and surrounding properties, of the condemnation of the property located at 100 Broadway, Saltaire, New York, the tax map number for which is Suffolk County Tax Map Number 503-1-2-35, and the reputed owner for

which is W.W.F. Realty Corp. Saltaire Market, both meeting dates to be located at 103 or 105 Broadway, Saltaire, New York. The motion was seconded by Trustee Zaccaro, and on call it was approved according to the following action:

Motion: Trustee Chefetz

Seconded: Trustee Zaccaro

In Favor: Trustee Zaccaro, Trustee Wolf, Trustee Chefetz and Trustee Connolly

Against: None