

AGENDA FOR THE REGULAR MEETING TO BE HELD BY THE BOARD OF TRUSTEES ON FRIDAY, NOVEMBER 16, 2018

PRESENT:

OTHERS PRESENT:

The Pledge of Allegiance.

Approval of Minutes of Regular Meeting held on October 19, 2018.

Motion By: Seconded:

Approval of Abstract of Audited Vouchers Schedule 11-18, \$xx and Treasurer’s Report for the Month ending October 31, 2018:

 \$ xx Checking Account
 \$ xx Investments
 \$ xx Capital Reserve
 \$xx Total General Fund 10/31/18

Motion By: Seconded:

Clerk’s report for October 2018 False Fire and Burglar Alarms:

 Fire Billed: \$450; Fire Collected: \$700
 Burglar Billed: \$1,100; Burglar Collected: \$1,350

Departmental Monthly Reports:

 Fire Department
 Building Department
 Police Department

Resolution to adopt 2018-19 Standard Work Day and Reporting Resolution for Appointed Officials as follows:

Title	Name	Standard Work Day	Term Begins/Ends	Participates in Employer’s Time Keeping System
Appointed				
Senior Bldg Inspect	William Nowak	8	7/1/18-6/30/19	Y
Ordinance Inspect	Christopher Osborne	8	7/1/18-6/30/19	Y
Village Clerk/Treasur	Aimee Buhl	7	7/1/18-6/30/19	Y
Administrative Assist	Jennifer Vargas	7	7/1/18-6/30/19	Y
Deputy Village Clerk	Denise Michalowski	7	7/1/18-6/30/19	Y
Deputy Village Treas	Amy Cosgrove	7	7/1/18-6/30/19	Y
Asst to the Mayor	Stephanie Wagner	7	7/1/18-6/30/19	Y
Court Clerk	Theresa Conway	7	7/1/18-6/30/19	Y

Motion By: Seconded:

Resolution to adopt 2018-19 Standard Work Day Resolution for Employees as follows:

Title	Standard Work Day
Office Assistant	7
Justice Court Clerk	7
Highway Labor Crew Leader	8
Assistant Labor Crew Leader	8
Laborer	8
Custodial Aide	8
Lifeguard	8
Beach Attendant	8
Clerk	7
Detention Attendant	8
Maintenance Mechanic I	8
Maintenance Mechanic II	8
Court Attendant	8

Motion By: Seconded:

Resolution to authorize the purchase of cancer insurance mandated by New York law to be in place by January 1, 2019 for the benefit of eligible volunteer firefighters. Such insurance is to be underwritten by VFIS and purchased through Salerno Brokerage Corp. at a total cost in 2019 of approximately \$5,000.00.

Motion By: Seconded:

Resolution to authorize a transfer from A1990400 Special Items/Contingent to A9046800 Employee Benefits/Insurance Fire Department in the amount of \$5,000.00.

Motion By: Seconded:

Resolution to authorize the Mayor to execute the 2019 North End Fire Protection District Agreement with the Town of Southampton.

Motion By: Seconded:

Resolution to increase the 2018-2019 budget to fund the driver's safety course (paid by participants) in the amount of \$528 utilizing revenue code A2770 (Unclassified Revenues) and appropriation code A132549 (Clerk Miscellaneous).

Motion By: Seconded:

Resolution to increase the 2018-2019 budget on the amount of \$7,500.00 to fund the cell tower consultant fees as a result of the T-Mobile Old Country Lease Amendment utilizing A2410TM (T Mobile Highway Tower Lease) and appropriation code A142042 (Law Contractual Other).

Motion By: Seconded:

Resolution to increase purchase order 15560 South Shore Docks, Inc. in the amount of \$36.00.

Motion By: Seconded:

Resolution to approve the following payments utilizing T37 Parks:

Westhampton True Value	\$20.48
Sherwin-Williams	\$62.95
Edward Wolfersdorf	\$1,500.00

Motion By: Seconded:

Resolution to authorize additional expenditures of up to \$15,000.00 for additional materials needed for Village Beach Restoration Project.

Motion By: Seconded:

Resolution to adopt the revised Policy on Use of Village Owned Vehicles (originally adopted November 19, 2010). See attached.

Motion By: Seconded:

Resolution to authorize the Mayor to execute the license agreement between the Village of Quogue and the Quogue Library regarding use of the Fire Department meeting room during the period of the Library's renovation.

Motion By: Seconded:

Resolution to approve Scott R. Hickerson to attend the Part Time Suffolk County Police Academy commencing November 12, 2018.

Motion By: Seconded:

Resolution to appoint Scott R. Hickerson to the position of Detention Attendant at a rate of \$15.00 per hour effective November 16, 2018.

Motion By: Seconded:

Resolution to promote John P. Galvin Jr. to the rank of Sergeant effective December 1, 2018.

Motion By: Seconded:

Resolution to approve Chad Lynch's (Fire Department Custodial Aide) pay rate of \$22.00/hour effective December 14, 2018.

Motion By: Seconded:

Meeting Adjourned: _____PM

Incorporated Village of Quogue
Policy on Use of Village Owned Vehicles
Adopted by the Board of Trustees: November 19, 2010
Revised November 16, 2018

Policy Statement - All vehicles and related equipment of the Village of Quogue are owned and maintained for the purpose of conducting official business of the Village.

Standards- For the purpose of compliance with this policy, the following standards must be met at all times:

- Use of Village vehicles for personal use is strictly prohibited with the exception of authorized personnel who are on-call for emergency purposes. To illustrate the foregoing exception, a Fire Department Chief or Assistant Chief to whom a vehicle is assigned who is on call and within a distance that allows such Chief to respond to an emergency call, may use such vehicle for incidental personal use.
- Village vehicles may not be used to transport persons who are not officials or employees of the Village or members of the Quogue Fire Department, or material not related to the conduct of official Village business without direct authorization by the Chief of Police (as to a Police vehicle), Chief of the Fire Department (as to a Fire Department vehicle) or the Mayor. The Chief of Police and the Chief of the Fire Department shall obtain the approval of the Mayor.
- Employees who use Village vehicles must at all times maintain a valid driver's license appropriate to the class of vehicle they operate and must provide a copy of their license to the Village Clerk's office. Any revocation or restriction incurred on a driver's license must be reported to the Village Clerk's office immediately.
- Village vehicles must always be operated in a safe and responsible manner and in compliance with all parking regulations and applicable traffic laws in effect. In the event of an accident, regardless of severity, a report on the accident must be submitted immediately to the Village Clerk's office.
- The operator of a Village vehicle will be personally responsible for any fines arising from traffic violations.
- Operation of a Village vehicle while under the influence of drugs or alcohol is prohibited.
- Village vehicles must always be maintained in a safe and secure condition when not in use, including being locked, garaged and /or under direct observation. Vehicles are not to be left running when the operator is not in the vehicle, except as necessary for the operation of electronic equipment. Keys are not to be left in an unattended vehicle.
- Village vehicles are required to be kept in a clean condition at all times.

Maintenance of Village owned vehicles:

- Except as specifically directed by a Department Head, if a Village vehicle is specifically assigned to an individual for use in accordance with his or her duties, such individual shall be responsible for assuring that all preventive and corrective maintenance and service is properly performed at a facility approved by the Department Head.
- In all other cases, the Department Head or his or her delegate shall be responsible for maintenance and service for vehicles.

The Chief of Police and the Chief of the Fire Department are authorized to supplement this policy as to vehicles used by their respective Departments. Copies of any supplemental rules shall be furnished to the Village Clerks' office.

VILLAGE OF QUOGUE POLICY ON USE OF VILLAGE OWNED VEHICLES Adopted by the Board of Trustees on November 19, 2010 (revised November 16, 2018).

Acknowledgment of Receipt of Policy
(To be kept on file at the Village Clerk's Office)

From: _____
(Print name here)

Any person who drives a Village owned vehicle must complete, sign and return this form.

By signing this acknowledgement I agree to having received and read the attached Village of Quogue's Policy of Use of Village Owned Vehicles and I will abide by its contents.

Please sign and date below and return this acknowledgement to the Village office for filing.

Signature of employee or Official

Date Signed