

MINUTES FOR THE REGULAR MEETING HELD BY THE BOARD OF TRUSTEES ON FRIDAY, NOVEMBER 16, 2018 AT 4:00 P.M.

PRESENT: Mayor Peter Sartorius, Trustees Randy Cardo, Jeanette Obser, Kimberley Payne, Ted Necarsulmer, Village Attorney Richard DePetris and Village Clerk Aimee Buhl

OTHERS PRESENT: Police Chief Chris Isola, Fire Chief Chris Osborne, Building Inspector William Nowak, Ed Corballis, Kittric Motz, Lynn Joyce, Eileen Duffy and Connie Walsh

The Mayor invited everyone to join him in the Pledge of Allegiance.

Upon motion made by Kimberley Payne, seconded by Ted Necarsulmer and unanimously carried, the Minutes of Regular Meeting held on October 19, 2018 are approved.

Upon motion made by Kimberley Payne, seconded by Ted Necarsulmer and unanimously carried, the Abstract of Audited Vouchers Schedule 11-18, \$843,397.21 and Treasurer's Report for the Month ending October 31, 2018 are approved.

\$ 112,126.47	Checking Account
\$ 9,832,963.71	Investments
\$ 861,335.62	Capital Reserves
\$10,806,425.80	Total General Fund 10/31/18

The Clerk gave the report for October 2018 False Fire and Burglar Alarms:

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

Fire Chief Chris Osborne gave the October 2018 report for the Fire Department. Police Chief Chris Isola gave the October 2018 report for the Police Department. Chief Building Inspector William Nowak gave the October report for the Building Department.

Upon motion made by Jeanette Obser, seconded by Randy Cardo and unanimously carried, it was RESOLVED, the 2018-19 Standard Work Day and Reporting Resolution for Appointed Officials is adopted 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

Upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, it was RESOLVED, the 2018-19 Standard Work Day Resolution for Employees is adopted 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

Upon motion made by Kimberley Payne, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, cancer insurance mandated by New York law to be in place by January 1, 2019 will be purchased 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.

Upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, it was RESOLVED, a transfer from A1910400 Special Items/Unallocated Insurance to A9046800 Employee Benefits/Insurance Fire Department in the amount of \$5,000.00 is approved.

Upon motion made by Kimberley Payne seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, a transfer from A1990400 Special Items/Contingent to A132522 Clerk Equipment in the amount of \$12,000.00 is approved.

Upon motion made by Ted Necarsulmer, seconded by Randy Cardo and unanimously carried, it was RESOLVED, the Mayor is authorized to execute the 2019 North End Fire Protection District Agreement with the Town of Southampton.

Upon motion made by Ted Necarsulmer, seconded by Randy Cardo and unanimously carried, it was RESOLVED, the 2018-2019 budget is increased 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).

Upon motion made by Kimberley Payne, seconded by Randy Cardo and unanimously carried, it was RESOLVED, the 2018-2019 budget is increased in 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).

Upon motion made by Jeanette Obser, seconded by Randy Cardo and unanimously carried, it was RESOLVED, purchase order 15560 South Shore Docks, Inc. is increased in the amount of \$36.00.

Upon motion made by Kimberley Payne, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, the following payments utilizing T37 Parks are approved:

Westhampton True Value	\$20.48
Sherwin-Williams	\$62.95
Edward Wolfersdorf	1,500.00
Speonk Lumber	\$3,234.37
Riverhead Building Supply (shed)	\$4,611.41
Riverhead Building Supply (deck materials)	\$4,945.25

Upon motion made by Kimberley Payne, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, additional expenditures of up to \$15,000.00 for additional materials needed for Village Beach Restoration Project are approved.

Upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, it was RESOLVED, the revised Policy on Use of Village Owned Vehicles (originally adopted November 19, 2010) is adopted. See attached.

Upon motion made by Jeanette Obser, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, the Mayor is authorized 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.

Upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, it was RESOLVED, Scott R. Hickerson is approved to attend the Part Time Suffolk County Police Academy commencing November 12, 2018.

Upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, it was RESOLVED, Scott R. Hickerson is appointed to the position of Detention Attendant at a rate of \$15.00 per hour effective November 16, 2018.

Upon motion made by Randy Cardo, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED, John P. Galvin Jr. is promoted to the rank of Sergeant effective December 1, 2018.

Upon motion made by Jeanette Obser, seconded by Randy Cardo and unanimously carried, it was RESOLVED, Chad Lynch's (Fire Department Custodial Aide) pay rate of \$22.00 per hour effective December 14, 2018 is approved.

Upon motion made by Kimberley Payne, seconded by Jeanette Obser and unanimously carried, it was RESOLVED, the April Board of Trustees meeting will be held on April 12, 2019.

Lynn Joyce asked the board to consider adjusting permissible Saturday construction hours in the summer months. She also asked questions regarding the proposed erosion control district. Ed Coraballis asked the board their opinion of the effectiveness of geocubes.

With no other business to discuss and upon motion made by Ted Necarsulmer, seconded by Kimberley Payne and unanimously carried, the meeting was adjourned at 5:00 P.M.

Aimee Buhl, Village Clerk

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