

VILLAGE OF BELLPORT

Organizational Meeting – July 14, 2018

MINUTES

Call to Order, Pledge of Allegiance & Roll Call. **Absent Trustee Ferrigno & Trustee Mackin**

1. Swearing in of Joseph Gagliano, Deputy Mayor and Steven Mackin, Trustee
2. Recognition of Boards and Commissions
 - a. Boards and Commissions (Exhibit 1)
3. Appointments and Assignments:
 - a. Listed below are the responsibilities of each elected official for the 2018/19 year:

Deputy Mayor – Joseph Gagliano

Areas of responsibility:

- i. Raymond Fell – Golf Course – Grill Room- Concessionaire BCC, Grants, Ethics – Vouchers
 - ii. Michael Ferrigno – Marina – Mothers Beach – Ho Hum Beach -Sailing Foundation – Yacht Club
 - iii. Steven Mackin – Code Enforcement/Village Security – Kids Camp - Vouchers – Camp Explorer – Senior Program – Bellport Fire Department Liaison – 1st Responders
 - iv. Robert Rosenberg – Downtown Revitalization – Chamber of Commerce – Budget and Fiscal Commission – Historical District Board – Zoning Board of Appeals- ARB Planning Board
 - v. Joseph Gagliano – DPW Department – Bank Reconciliation – Beautification, Employee Benefits and Personnel – Website
- b. Auditing Firms – Albrecht, Viggiano, and Zumbeck and Cullin Donowski (Internal Auditor)
 - c. Insurance Assignment/Risk Managers – Salerno Brokerage Corp.

d. Official Newspapers:

- i. Long Island Advance
- ii. Newsday
- iii. Bellport.com
- iv. South Shore Press

4. Advance Approval of Claims: WHEREAS the Board of trustees has determined to authorize payment in advance of audit of claims for utility services, postage, pro shop merchandise to receive discount, credit cards (AMEX)

5. Attendance at the following Meetings and Conferences:

- a. NYCOM Fall Training School (September)
- b. NYSGFOA Training School (March/April)
- c. LIVCTA educational meetings
- d. SCOVA educational meetings
- e. BOASC (Building)
- f. Stony Brook Code Conference (Building) (March/April)
- g. NYSFSMA (Building)

6. Designating Depositories: That the Board of Trustees designates the following institution as Investment Bank and depository of all moneys received by the Village Treasurer, Clerk and Receiver of Taxes: Bridgehampton National Bank.

7. Proposed schedule of the next Organizational Meeting: Saturday, July 13, 2019

8. Proposed schedule of 2018-2019 Work Session and Board Meetings:

WORK SESSION:

MONDAY, SEPTEMBER 17, 2018
TUESDAY, OCTOBER 9, 2018
MONDAY, NOVEMBER 5, 2018
MONDAY, DECEMBER 10, 2018
MONDAY, JANUARY 14, 2019
MONDAY, FEBRUARY 11, 2019
MONDAY, MARCH 11, 2019
MONDAY, APRIL 15, 2019
MONDAY, MAY 13, 2019
MONDAY, JUNE 10, 2019

BUSINESS MEETING:

MONDAY, SEPTEMBER 24, 2018
MONDAY, OCTOBER 22, 2018
MONDAY, NOVEMBER 19, 2018
MONDAY, DECEMBER 17, 2018
MONDAY, JANUARY 28, 2019
MONDAY, FEBRUARY 25, 2019
MONDAY, MARCH 25, 2019
MONDAY, APRIL 29, 2019
MONDAY, MAY 20, 2019
MONDAY, JUNE 24, 2019

9. Resolution: 48 Accept and approve items 1-8, above.

Motion made by Trustee Rosenberg 2nd by Trustee Gagliano. Approved

10. New Policies of the Village of Bellport:

Resolution: 49 Approve Opening of new bank account at Bridgehampton National Bank for Payroll Only Expenditures in order to simplify monthly Bank reconciliations.

Motion made by Trustee Rosenberg 2nd by Trustee Gagliano. Approved

Resolution: 50 Approve the Treasurer to open up a new individual Bank Account for each new BAN/Bond authorized by the Board of Trustees in order to segregate funds/expenditures.

Motion made by Trustee Gagliano 2nd by Trustee Rosenberg. Approved

Resolution: 51 Authorize Bridgehampton National Bank (BNB) to utilize irrevocable letters of credit issued by the Federal Home Loan Bank of New York as Eligible Collateral for Village assets held by BNB. Upon approval BNB will increase our yield on interest bearing accounts from .35% to at least .75%.

Motion made by Trustee Rosenberg 2nd by Trustee Gagliano.

Resolution: 52 The transfer of funds between budget line items of various accounts in the General, Enterprise and Capital Funds are commonly required during the fiscal year. The Treasurer is authorized to make Intra-fund budget transfers between line item accounts, so long as the transfer for any one item does not exceed Five Thousand Dollars (\$5,000). A list of Intra-fund transfers below \$5,000 will be provided at Board of Trustees' Work Session Meetings. All Intra-fund transfers in excess of Five Thousand Dollars (\$5,000) require Board of Trustees approval. All Inter-fund transfers between funds - General, Enterprise and Capital - require Board of Trustees approval. A list of all transfers will be maintained with the Village Clerk for audit purposes.

Motion made by Trustee Gagliano 2nd by Trustee Rosenberg. Approved

11. Resolution: 53 Current Policies of the Village of Bellport for 2018-2019, et al:

Motion made by Trustee Gagliano 2nd by Trustee Rosenberg. Approved

- Employee Handbook
- Full-Time Employee Policy
- Part-Time Employee Policy
- Investment Policy
- Fund Balance Policy
- Drug & Alcohol Policy
- Procurement Policy
- Board Meeting Policy
- Community Center and Parks Usage Policy

Final: July 14, 2018

- Tennis Facility Policy
- Golf Course Policy
- Bellport Marina, Dinghy, Kayak Policy
- Bellport Beach Policy
- Ferry Policy
- Garbage and Debris Policy
- Budget Adoption Policy
- Cell Phone and Vehicle Usage Policy
- Board and Commission Hearing Policy
- Organizational Chart
- Special Parking Permit Policy
- Red Flags (Identity Theft) Resolution
- Cash Receipts, General Ledger and Journal Entries Policy
- Hazardous Waste Policy
- Capital Assets Policy
- Credit Card Usage and Reimbursement Policy
- Donation Policy
- Whistleblower Policy
- Ethics Law
- Dock Policy