



## VILLAGE OF BELLPORT

Reorganizational Meeting – July 24, 2023

4 Bell Street, Bellport, 7:00PM

Subject to Change

# MINUTES

This meeting is open to the public in the Village Community Center. It is an in-person meeting and will be streamed on Zoom

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

1. Resolution: **100** - Board of Trustees' Assignments

**Motion: Trustee Young – Second: Trustee Kuehn - APPROVED**

Listed below are the Areas of Responsibility of each elected official for the 2023/2024 year:

- a. Maureen Veitch – Budget & Fiscal, Human Resource Policies – Grants – Ethics – Bellport Country Club - Vouchers
- b. Steve Mackin – DPW – Kids Camp – Bellport Fire Department – South Country Ambulance – Suffolk County Police Department – Bellport Environment Committee
- c. Nathan Rohrmeier – Code Enforcement / Road Safety – Waterfront – Golf and Tennis – Grill Room
- d. Lorraine Kuehn – Communication / Website – Business District – Senior Program - Vouchers
- e. Michael Young – Zoning Board of Appeals – Architectural Review Board – Beautification Committee – Planning Board – Historical Preservation – Yacht Club / Sailing Foundation

2. Resolution: **101** - Appointed Officials and Positions

**Motion: Trustee Young – Second: Trustee Kuehn - APPROVED**

- a. Village Clerk – Katie Mehrkens – Interim – Term TBD
- b. Village Deputy Clerk – TBD - 2 Year Term
- c. Village Treasurer – Darcia Palmer – 2 Year Term
- d. Deputy Treasurer – Jessica Sarich – 2 Year Term
- e. Village Attorney – David J. Moran (6 Months)
- f. Assistant Village Attorney – Deirdre Cicciaro (6 Months)
- g. Village Labor Attorney – David Cohen - 2 Year Term
- h. Village Deputy Justice – Kerry Lechtrecker – 2 Year Term

Village Boards, Committees and Commissions with new assignments (Exhibit 1)

3. Resolution: **102** - Auditing Firm – Cullin Danowski: Christopher Reino and Jennifer Ditta, Principals.

**Motion: Trustee Rohrmeier – Second: Trustee Kuehn - APPROVED**

4. Resolution: **103** - Insurance Assignment/Risk Managers – Salerno Brokerage Corp.

**Motion: Trustee Young – Second: Trustee Kuehn - APPROVED**

5. Resolution: **104** - Official Newspapers:

**Motion: Trustee Young – Second: Trustee Rohrmeier - APPROVED**

The Long Island Advance  
Greater Long Island.com  
Newsday  
South Shore Press

6. Resolution: **105** - 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)

**Motion: Trustee Rohrmeier – Second: Trustee Young - APPROVED**

7. Resolution: **106** - Approve the following Memberships

**Motion: Trustee Young – Second: Trustee Rohrmeier - APPROVED**

- a. New York Conference of Mayors (NYCOM) (Fall Training – September)
- b. New York State Government Officers' Association (NYSGFOA)
- c. Long Island Village Clerks' & Treasurers' Association (LIVCTA)
- d. Suffolk County Village Officials Association (SCOVA)
- e. Building Officials Association of Suffolk County (BOASC)
- f. Stony Brook Code Conference (Building) (March/April)
- g. New York State Floodplain and Stormwater Managers Association

8. Resolution: **107** - 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: Dime Bank.

**Motion: Trustee Rohrmeier – Second: Trustee Kuehn - APPROVED**

9. Resolution: **108** - Bellport Village Calendars

**Motion: Trustee Young – Second: Trustee Kuehn – APPROVED**

**2023 – 2024 HOLIDAY SCHEDULE**

Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
Election Day	Tuesday	November 7, 2023
Veterans Day	Friday	November 10, 2023
Thanksgiving	Thursday	November 23, 2023
Christmas	Monday	December 25, 2023
New Years Day	Monday	January 1, 2024
Martin Luther King Day	Monday	January 15, 2024
President's Day	Monday	February 19, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024

**2023 – 2024 WORK SESSION & BOARD MEETING SCHEDULE**

**Work Sessions at 6:00pm**

Monday	July 10, 2023
Monday	August 14, 2023
Tuesday	September 12, 2023
Tuesday	October 10, 2023
Monday	November 13, 2023
Monday	December 4, 2023
Monday	January 8, 2024
Monday	February 12, 2024
Monday	March 11, 2024
Monday	April 8, 2024
Monday	May 13, 2024
Monday	June 10, 2024
Monday	July 8, 2024

**Board Meeting at 7:00pm**

Monday	July 24, 2023
Monday	August 28, 2023
Monday	September 25, 2023
Monday	October 23, 2023
Monday	November 27, 2023
Monday	December 18, 2023
Monday	January 22, 2024
Monday	February 26, 2024
Monday	March 25, 2024
Monday	April 22, 2024
Tuesday	May 28, 2024
Monday	June 24, 2024
Monday	July 22, 2024

10. Resolution: **109** - Accept and approve current Policies of the Incorporated Village of Bellport for 2023/2024, et al:

**Motion: Trustee Rohrmeier – Second: Trustee Kuehn - APPROVED**



1. Employee Handbook
2. Full-Time Employee Policy
3. Part-Time Employee Policy
4. Sexual Harassment Policy
5. Anti-Child Abuse Policy
6. Anti-Bullying in the Workplace Policy
7. Investment Policy
8. Fund Balance Policy
9. Debt Management Policy
10. Capital Plan Policy
11. Drug & Alcohol Policy
12. Procurement Policy
13. Board Meeting Policy
14. Social Media Policy
15. Community Center and Parks Usage Policy
16. Tennis Facility Policy
17. Golf Course Policy
18. Bellport Marina, Dinghy, Kayak Policy
19. Bellport Beach Policy
20. Ferry Policy
21. Garbage and Debris Policy
22. Budget Adoption Policy
23. Cell Phone and Vehicle Usage Policy
24. Board and Commission Hearing Policy
25. Organizational Chart
26. Special Parking Permit Policy
27. Red Flags (Identity Theft) Resolution
28. Cash Receipts, General Ledger and Journal Entries Policy
29. Hazardous Waste Policy
30. Capital Assets Policy
31. Credit Card Usage and Reimbursement Policy
32. Donation Policy
33. Whistleblower Policy
34. Ethics Law
35. Dock Policy

36. Irrevocable funds Policy: Authorize the designated depository to utilize irrevocable letters of credit issued by the Federal Home Loan Bank of New York as Eligible Collateral for Village assets [currently held by Dime Bank. Upon approval Dime Bank will increase our yield on interest to at least .75%.]
37. 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.

Close Meeting

**Motion – Trustee Young – Second: Trustee Kuehn - APPROVED**