

**MINUTES OF THE SEA CLIFF VILLAGE BOARD MEETING**  
**April 4, 2016**

Present:               Bruce Kennedy, Village Mayor  
                          Edward Lieberman, Village Deputy Mayor  
                          Kevin McGilloway, Village Trustee  
                          Dina Epstein, Village Trustee  
                          Robin Maynard, Village Trustee  
                          Brian Stolar, Village Attorney  
                          Marianne Lennon, Village Clerk

**PRESENTATION OF COLORS & PLEDGE ALLEGIANCE**

**Mayor Bruce Kennedy:** Welcome to the Annual Organization Meeting of the Incorporated Village of Sea Cliff. Presentation of Colors and Pledge of Allegiance by the Boy Scout Troop 43.

Invocation was made by Reverend Father Kevin Dillon.

On a motion by Deputy Mayor Lieberman, seconded by Trustee McGilloway and unanimously approved by those present, the minutes of March 14, 2016 and March 21, 2016 were approved.

On a motion by Deputy Mayor Lieberman, seconded by Trustee McGilloway and unanimously approved by those present, the payment of audited vouchers as listed on Abstract 7.03.2016 in the amount of \$206,193.39 was approved.

**SWEARING-IN**

The Mayor congratulated Kevin McGilloway and Robin Maynard on their election for Village Trustee for two years.

Mayor Kennedy administered the Constitutional Oath of Office to Trustee McGilloway and Trustee Maynard.

**MAYOR KENNEDY- State of the Village Address**

**APPOINTMENTS**

Mayor Kennedy appointed **Marianne Lennon** as Collector of Taxes and Registrar of Vital Statistics for a term of one year; **Brian S. Stolar**, as Village Attorney; Meyer Suozzi, English and Klein, P.C. for non-retainer legal work on behalf of the Village, at the rates set forth in the retainer agreement with Brian S. Stolar and Meyer Suozzi, English & Klein, P.C. for one year, and **John Mirando**, as Director of Public Works for a term of one year.

Trustee Lieberman moved that these appointments made by the Mayor be approved, seconded by Trustee McGilloway and unanimously carried.

The Local Version of the Constitutional Oath of Office was administered to the newly appointed officials by Mayor Kennedy.

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**Mayor Kennedy** appointed the following persons to the positions for a one year term:

|                  |  |
|------------------|--|
| Patricia Guy     | Deputy Village Clerk, Deputy Registrar, Deputy Court Clerk                       |
| Kathy Mackney    | Court Clerk  |
| Paula Guidone    | Deputy Village Treasurer   |
| Karen Schenck    | Tax Clerk  |
| Nancy Eder       | Building Department Coordinator  |
| Lorraine Baker   | Secretary to the Zoning Board  |
| Carl Rumatoski   | Fire Prevention Officer, Plumbing Inspector<br>And Dog Control Officer           |
| Sara Reres       | Museum Director  |
| Erinn McDonnell  | Grant & Contracts Coordinator, Community<br>Development and Sec. 8 Administrator |
| Karen Montagnese | Senior Outreach Worker   |
| Ted Kolakowski   | Parking Violations Officer, Dog Control Officer                                  |
| Tillman Brown    | Parking Violations Officer, Dog Control Officer                                  |

Trustee Lieberman moved that the appointments made by the Mayor be approved. Seconded by Trustee McGilloway and unanimously carried.

The Local Version of the Constitutional Oath of Office was administered to the newly appointed officials by Mayor Kennedy.

**Mayor Kennedy** appointed the following person to the position and term indicated:

|                    |                                |
|--------------------|--------------------------------|
| Susan Katz Richman | Acting Village Justice (1year) |
| Charles Parisi     | Acting Village Justice (1year) |

Trustee Lieberman moved that the appointments made by the Mayor be approved. Seconded by Trustee McGilloway and unanimously carried.

Judge Reali administered the Local Version of the Constitutional Oath of Office to Susan Katz Richman and Charles Parisi.

**Mayor Kennedy** appointed the following persons to the positions and for the terms indicated:

|               |  |
|---------------|--|
| Chris Zeppier | Architectural Review Board (3 years)       |
| James Mozer   | Architectural Review Board, Chair (1 year) |

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|-----------------|---|
| Bruce Treiber   | Planning Board Chairperson/Landmark Pres. (1year)     |
| Nick Virgilio   | Planning Board (5 years)                              |
| Vincent LaManna | Planning Board Alternate (1 year)                     |
|                 |   |
| Noel Griffin    | Zoning Board of Appeals (5 years) Chairperson (1year) |
| Tim O'Donnell   | Zoning Board of Appeals (5 years)                     |

Trustee Leiberman moved the appointments made by the Mayor be approved. Seconded by Trustee McGilloway and unanimously carried.

The Local Version of the Constitutional Oath of Office was administered to the newly appointed officials by Mayor Kennedy.

**Mayor Kennedy** appointed the following persons to the positions and for the terms indicated:

|              |   |
|--------------|---|
| Tom Powell   | Delegate – Hempstead Harbor Protection Committee (1 year) |
| Jean Davis   | Village Co-Historian (1 year)                             |
| Naomi Curtis | Village Co-Historian/Landmark Preservation (1 year)       |

**Members – Veteran's Committee (1 year)**

Scott Whitting, Chairperson  
Ted Kopczynski  
Phil Como  
Ernie Franck

**Members - Service Award Commission (1 year)**

Timothy O'Donnell  
Ernest Longobucco  
Peter Hayes

**Members – Community Development Advisory Board (1 year)**

Laurie Petroske  
Jack Pierce

**Members – Newsletter Committee (1 Year)**

Robert Lafferty

**Landmarks Preservation Commission**

|                 |                     |
|-----------------|---------------------|
| Leslie Guerci   | Chairperson (1year) |
| Allison Frankel | (3 years)           |
| Robert Kenney   | (1 year)            |
| Robert Lafferty | (3 years)           |

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**Tree Committee (1Year)**

Cecelia Wheeler, Chair  
Russell Gorog  
Renee Swanson  
Ken Krumenacker – Alternate

Trustee Epstein moved the appointments made by the Mayor be approved. Seconded by Trustee Maynard and unanimously carried.

The Local Version of the Constitutional Oath of Office was administered to the newly appointed officials by Mayor Kennedy.

**Mayor Kennedy** appointed the following persons to the positions and for the terms indicated:

**Members– Senior Action Committee (1 year)**

|                        |                           |
|------------------------|---------------------------|
| Jean Stratford – Chair | Alice O’Donnell           |
| Joyce Kaufmann         | Debbie Pierce             |
| Genevieve Woods        | Maureen Maddock           |
| Ann Costagliola        | Dan Maddock               |
| Phil Como              | Carol Mutee               |
| Frank Murray           | Tom Oswald                |
| Claudia Moyne          | Tom Blackburn             |
| Kenny Krumenaker       | Bob Murphy                |
| Robert Osmer           | Jeanne & Jonathan Pilliod |
| Peter Vollmer          | Liz Luciano               |

**Members–Village Bulletin Staff (1 year)**

Barbara Murray - Managing Editor  
Frank Murray  
Suzanne Bohn  
Dan Maddock  
Carol Griffin

**Members – Board of Assessment Review (1 year)**

|                  |                   |
|------------------|-------------------|
| Phil Como, Chair | Barbara Sinenberg |
| Steve Tandy      | Ralph Hochberg    |

**Members-Examining Board of Plumbers**

Glenn Bunce, 3 years

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**Members – Library Board – 5 Years**

Katherine Klotz  
Ron Doering

**Members – Museum Board – 3 Years**

Elizabeth Azzarello  
Geri Soloman  
Kathleen DiResta

**Members – Environmental Conservation Committee (1 year)**

Debra Dumas, Chair  
Claudia Moyne  
Martine Reed  
Annabel Delfin  
John Stalzer  
Greta Gorda  
Jason Wolner  
Lisa Spina

**Members – SC Beach Event Coordinating Committee (1 year)**

Justin DiPietro – Co-Chair  
Jenna DiPietro – Co-Chair

**Members – Sailing Club – (1 year)**

Joe Roman

Trustee Epstein moved the appointments made by the Mayor be approved. Seconded by Trustee Maynard and unanimously carried.

The Local Version of the Constitutional Oath of Office was administered to the newly appointed officials by Mayor Kennedy.

Mayor Kennedy appointed Trustee Lieberman to serve as DEPUTY MAYOR.

Mayor Kennedy thanked all the outgoing committee members:

Peter Fleishman – ARB  
Frank Murray – Library Board  
Gail Lafferty – Museum Board  
Carol Vogt – Tree Committee  
Priscilla Waltz – Co-Historian  
Marge Malone – Village Bulletin Committee

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Mayor Kennedy offered the following resolutions for adoption:

**RESOLUTION NO. 12, Year 2016**

**RESOLVED**, that the Board affirm and authorize Erinn McDonnell, Section 8 Administrator, to apply for a Set-Aside Grant for the 2016 Housing Choice Voucher Program.

**RESOLUTION NO. 13, Year 2016**

**RESOLVED**, that the Board authorize Erinn McDonnell to submit State and Municipal grant application offered by State Senator Marcellino to the Sea Cliff Library, for interior repair of Library and Village Hall and, be it further

**RESOLVED**, that the Mayor is authorized to sign the short EAF for this project.

**RESOLUTION NO. 14, Year 2016**

**RESOLVED**, that the Board authorize Erinn McDonnell to submit State and Municipal grant application offered by State Senator Marcellino to the Sea Cliff Fire Department for electrical work, and be it further

**RESOLVED**, that the Mayor is authorized to sign the short EAF for this project.

**RESOLUTION NO. 15, Year 2016**

**RESOLVED**, that the Board authorize Erinn McDonnell to retain preservation consultant for the Sea Cliff Fire Department window project in accordance with a proposal received from Architectural Preservation Studios, and shall be pursuant to the costs and terms set forth in such written proposal.

**RESOLUTION NO. 16, Year 2016**

**RESOLVED**, that the Mayor is hereby authorized to sign the short EAF form for the Sea Cliff Fire House window restoration project.

**RESOLUTION NO. 17, YEAR 2016**

**RESOLVED**, that the GOLD COAST GAZETTE be and the same is hereby designated as the OFFICIAL NEWSPAPER of the Village of Sea Cliff.

**RESOLUTION NO. 18, YEAR 2016**

**RESOLVED**, that the following be and the same hereby are designated as the official depositories for the deposits of Village money:

- Citi Bank
- Bank of America
- First National Bank of Long Island
- TD Bank
- HSBC Bank, USA
- J.P. Morgan/Chase Bank

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and be it further;

**RESOLVED**, that all deposits of the Village in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, as now or hereafter amended, and all certificates of deposit and special time deposits, shall be secured by a pledge or eligible securities with an aggregate market value equal to the aggregate amount of deposits, as provided in General Municipal Law Section 10; and be it further

**RESOLVED**, that, in accordance with General Municipal Law Section 11, the Village authorizes the Village Treasurer to invest moneys not required for immediate expenditures for terms that shall permit such funds to be payable to the Village within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained in the investments set forth in General Municipal Law Section 11(3); and be it further

**RESOLVED**, that the Board of Trustees will periodically review the procedures for purchase of investments to ensure that they are in accordance with the December 1984 publication issued by the State Controller entitled "Cash Management and Investment Procedures for use by Local Government Officials"; and be it further

**RESOLVED**, that said funds shall be subject to signature control by the Village Treasurer as regards to all transactions of \$5,000.00 or less and that all transactions in excess of \$5,000.00 be subject to signature control by the Village Treasurer jointly with the Village Mayor or Village Deputy Mayor, and be it further

**RESOLVED**, that the Village Treasurer or Village Mayor are hereby authorized to transfer funds, in any amount, between accounts, and be it further

**RESOLVED**, that the Village Mayor or Deputy Mayor jointly with the Village Treasurer with appropriate attestation of signatures by the Village Clerk, are hereby authorized to effect loans and other forms of borrowing from the aforesaid banks upon delivery of written obligations or evidences of indebtedness as required by law.

**RESOLUTION NO. 19, YEAR 2016**

**Whereas**, pursuant to Village Law §5-524 and subject to certain exceptions as authorized by that statute, the Board of Trustees is required to audit all claims against the Village prior to payment; and

**Whereas**, the Board of Trustees wishes to establish in documented form the policy of the Village with respect to payment of claims, now, therefore, be it

**RESOLVED**, that except as otherwise provided in this resolution, no claim against the Village shall be paid and no instrument of payment of a claim shall be issued by the Village unless and until the claim is (a) in writing, (b) certified or verified under oath of the claimant or the claimant's duly authorized agent, (c) itemized to the satisfaction of the Board of Trustees, (d) approved by the officer or employee whose action gave rise or origin to the claim, and (d) audited and approved by the Board of Trustees, and it is further

**RESOLVED**, that notwithstanding the foregoing, and pursuant to Village Law §5-524(5), the following claims may be paid without prior audit and approval by the Board of Trustees:

- (a) fixed salaries;
- (b) debt service;

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- (c) amounts becoming due upon lawful contracts for periods exceeding one year;
- (d) compensation for services of employees or officers regularly engaged by the Village at agreed wages by the hour, day, week, month or year; provided, however, that with respect to items (a) and (d) in this paragraph, no such payment shall be made unless the payroll or other claim for compensation for personal services rendered to the Village by any person other than an elective Village officer shall be certified by the Village officer or employee having direct supervision of the claimant to the effect that such services were actually performed by the person or persons mentioned therein; and it is further

**RESOLVED**, that notwithstanding the foregoing and pursuant to Village Law §5-524(6), the following claims may be paid in advance of audit and approval of the Board of Trustees, provided such claims are presented for audit and approval at the next regular meeting of the Board of Trustees:

- (a) public utility services;
- (b) postage;
- (c) freight and express charges;
- (d) charges for expenses incurred with the approval of the Board of Trustees where there is a discount for timely payment and audit of such claims is not feasible prior to the date for such discounted payment; and it is further

**RESOLVED**, that the policy established by this resolution shall be reviewed at each ensuing organizational meeting of the Board of Trustees, and shall remain in effect until amended by resolution of the Board of Trustees at any duly convened meeting of the Board of Trustees.

**RESOLUTION NO. 20, YEAR 2016**

**Purchasing and Procurement Policy**

A. The Village shall not procure any goods or services without competitive bidding unless the Village Clerk has first determined and documented that such procurement is not required by law to be subject to competitive bidding.

B. Except for procurements made pursuant to subdivision 3 of section 103 or section 104 of the General Municipal Law, Section 175-b of the State Finance Law, Section 186 of the Correction Law, or the policies and procedures adopted pursuant to paragraph "F" of this resolution, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of the resolution.

C. The method of procurement utilized shall be selected by the Village Clerk to take into account, in her discretion, the method that will best further the purposes of this resolution and the cost-effectiveness of the method.

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D. Adequate documentation of each action taken in connection with each procurement subject to this resolution shall be maintained.

E. Documentation justifying any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section shall be maintained.

F. The solicitation of alternative proposals or quotations will not be in the best interest of the Village in emergency situations or when entering into personal service contracts.

**RESOLUTION NO. 21, YEAR 2016**

RESOLVED, that the Board of Trustees hereby approves the Mayor's appointment of Brian S. Stolar, as Village Attorney, to serve at the pleasure of the Mayor, and the services of such Village Attorney to be compensated pursuant to the retainer agreement with Brian S. Stolar, and it is further

RESOLVED, that the Board of Trustees hereby retains Meyer Suozzi, English & Klein, PC, as special counsel to the Village, effective April 4, 2016, as special counsel to the Village for non-retainer legal services (including litigation matters or Village acquisition or sale of real estate) as may be required, the services of such special counsel to be compensated pursuant to the retainer agreement with such special counsel, and it is further

RESOLVED, that the Mayor is authorized to execute the retainer agreement with Brian S. Stolar and, Meyer Suozzi, English & Klein, PC, a copy of which will be affixed to and made a part of these minutes.

**RESOLUTION NO. 22, YEAR 2016**

RESOLVED, that the Board of Trustees hereby approves the Mayor's appointment of Richard Siegel, Esq., as special counsel for commercial tax certiorari relating to continued litigated matters and any newly filed proceedings regarding property that is the subject of a litigated matter and pending settlement discussions as well as any matters that may be a cause of conflict to current special counsel, to serve at the pleasure of the Mayor, and the services of Mr. Siegel to be compensated pursuant to the retainer agreement with Richard Siegel, and it is further

RESOLVED, that the Mayor is authorized to execute the retainer agreement with Richard Siegel, a copy of which will be affixed to and made a part of these minutes.

**RESOLUTION NO. 23, YEAR 2016**

RESOLVED, that the Board of Trustees hereby approves the Mayor's appointment of Richard S. Prisco, as Village Prosecutor, and Brian S. Stolar, as Deputy Village Prosecutor, to serve at the pleasure of the Mayor, and be it further

RESOLVED, that the services of the Village Prosecutor be compensated pursuant to the retainer agreement with Richard S. Prisco, and be it further

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RESOLVED, that the services of the Deputy Village Prosecutor be compensated at the rate of \$125 per hour, plus reimbursement of all reasonable and necessary disbursements incurred in connection with the performance of the duties described herein, and it is further

RESOLVED, that the office of Village Prosecutor shall prosecute all violations prosecuted in the Village Justice Court, and that the Deputy Village Prosecutor shall provide such services in the absence or unavailability of the Village prosecutor, and it is further

RESOLVED, that the Mayor is authorized to execute the retainer agreement with Richard S. Prisco, as Village Prosecutor, a copy of which will be affixed to and made a part of these minutes.

**RESOLUTION NO. 24, YEAR 2016**

**Village Board Meeting  
Dates**

|         |                |                |         |                   |                |
|---------|----------------|----------------|---------|-------------------|----------------|
| Monday  | April 4, 2016  | Annual Meeting | Tuesday | October 4, 2016   | Conference     |
|         |                |                | Tuesday | October 11, 2016  | Board Meeting  |
| Monday  | May 9, 2016    | Conference     | Monday  | Nov. 7, 2016      | Conference     |
| Monday  | May 16, 2016   | Board Meeting  | Monday  | Nov. 14, 2016     | Board Meeting  |
| Monday  | June 6, 2016   | Conference     | Monday  | Dec. 5, 2016      | Conference     |
| Monday  | June 13, 2016  | Board Meeting  | Monday  | Dec. 12, 2016     | Board Meeting  |
| Tuesday | July 5, 2016   | Conference     | Tuesday | January 3, 2017   | Conference     |
| Monday  | July 11, 2016  | Board Meeting  | Monday  | January 9, 2017   | Board Meeting  |
| Monday  | August 1, 2016 | Conference     | Monday  | February 6, 2017  | Conference     |
| Monday  | August 8, 2016 | Board Meeting  | Monday  | February 13, 2017 | Board Meeting  |
| Tuesday | Sept. 6, 2016  | Conference     | Monday  | March 6, 2017     | Conference     |
| Monday  | Sept. 12, 2016 | Board Meeting  | Monday  | March 13, 2017    | Board Meeting  |
|         |                |                | Monday  | April 3, 2017     | Annual Meeting |

**RESOLUTION NO. 25, YEAR 2016**

**VILLAGE OF SEA CLIFF  
CHILD SEXUAL ABUSE PREVENTION POLICY**

RESOLVED, that the Board reaffirms this policy in the form previously adopted.

**RESOLUTION NO. 26, Year 2016**

**WORKPLACE VIOLENCE PREVENTION POLICY**

RESOLVED, that the Board reaffirms this policy in the form previously adopted.

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**RESOLUTION NO. 27, YEAR 2016**

RESOLVED, that the Village Clerk and Beach Manager are hereby authorized to take such action as is necessary to make application to the County for the annual beach permit.

**RESOLUTION NO. 28, YEAR 2016**

RESOLVED, that the Mayor has authority to call a special meeting, and that if such meeting is called, the Village Clerk shall give notice of the meeting by electronic mail to the Trustees.

Seconded by Deputy Mayor Lieberman and unanimously approved by those present.

Mayor Kennedy congratulated the newly elected officials and committee members, and thanked everybody for coming.

Mayor Kennedy invited everyone present to stay for refreshments and thanked the Civic Association for providing the refreshments.

Meeting adjourned at 7:50 p.m.

Marianne Lennon  
Village Clerk