

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 22, 2025**

The work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, October 22, 2025 at 7 PM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members Mayor Michael D. Utevsky, Deputy Mayor Lisa Davidson, Trustees Judith C. Ogden; Kathleen Diana and Jeffrey D. Fischer. Also, in attendance Village Administrator/Clerk, Margaret O'Keefe; Police Chief, Charles M. Lohmann; Building Inspector, Robert O'Shea; and Village Engineer, Dan Falasco. Not in attendance, Village Attorney, Brian T. Egan, Dir. of Highway Operations, Frank Prinzevall and Village Treasurer, Patricia Mulderig.

Mayor - Michael Utevsky:

- Update on Harbor Road issues. No action taken.
- Update on Infrastructure Committee. No action taken.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #117-25

RESOLVED, to appoint Michael Gargiulo as Chairman of the Architectural Review Board for the remainder of his term. Said term expires April 2027, this resolution is effective immediately.

- Update on ClickSend account. No action taken.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #118-25

WHEREAS, the Village of Head of the Harbor maintains an official website, located at www.HeadoftheHarborNY.gov, as a public service to provide information to residents and the general public; and

WHEREAS, the Village must comply with applicable New York State laws concerning privacy, including the Internet Security and Privacy Act, the Freedom of Information Law (FOIL), and the Personal Privacy Protection Law; and

WHEREAS, said policy must list a Compliance Officer,

NOW THEREFORE, BE IT RESOLVED, to appoint the Village Clerk as Compliance Officer,

BE IT RESOLVED, that the Village Board of Trustees of the Village of Head of the Harbor hereby adopts the a Website Privacy Policy, a copy of which shall be affixed to the official minutes; and

BE IT FURTHER RESOLVED, that the Village Clerk is authorized and directed to take all necessary actions to implement this policy, including but not limited to, posting the policy on the Village's website in a clear and conspicuous manner and making it available to the public upon request. This resolution is effective immediately upon confirmation by Trustee Fischer's technical review policy language.

- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:

RESOLUTION #119-25

WHEREAS, a review of the company's IT infrastructure and software needs has determined that upgrading to Microsoft 365 Business Standard is necessary to afford effective work-from-home capabilities during a specific period of time;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby approves the upgrade of the Microsoft 365 subscription from Business Basic to Business Standard for the office of the Administrative Assistant.

- Discussion on draft local laws. Mayor Utevsky to address comments of concern with the Village Attorney. No action taken.
- Discussion regarding Suffolk County Water Authority letter dated October 14, 2025, regarding restoration of Moriches Road and Fifty Acre Road. Mayor Utevsky and other village representatives to reach out to Suffolk County Water Authority to further discuss. No action taken.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #120-25

WHEREAS, the storm of August 19, 2024 caused damage to a steep slope abutting and partially located on Suffolk Country Parkland (Tax Map 801-4-2-6.4) and

WHEREAS, the planned repair project will require a permit from the New York State Department of Environmental Conservation (DEC), and permission and cooperation from Suffolk County Parks,

BE IT RESOLVED, to authorize Mayor Utevsky to execute a letter requesting an access agreement between Suffolk County Parks and the Village of Head of the Harbor.

- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:


RESOLUTION #121-25

RESOLVED, to adopt Abstracts #'s 384 and 386 the total amount of \$9,724.39 be paid from the General Fund.

- 2025/2026 Budget time-line discussed. No action taken.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson and unanimously adopted, to adjourn the meeting at 9:12 PM.

Respectfully Submitted,


Margaret O'Keefe
Village Administrator/Clerk