

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, JUNE 25, 2025**

A work session by the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, June 25, 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, Jeffrey D. Fischer and Kathleen Diana. Not in attendance this evening Building Inspector, Robert O'Shea and Village Administrator/Clerk, Margaret O'Keefe. Also, in attendance; Village Attorney, Brian T. Egan; Police Chief, Charles M. Lohmann; Village Treasurer, Patricia Mulderig; Dan Falasco, Village Engineer and Dir. of Highway Operations, Frank Prinzevalli. Minutes were produced from review of the audio recording.

Mayor Utevsky

- Mayor Utevsky provided an update on Harbor Road and mentioned that Ward Melville Heritage Organization's press release of June 23, 2025.
- Discussion ensued regarding the removal of the temporary access road.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #043-25
WHEREAS, Deputy Treasurer, Maureen Wiedersum resigned effective June 4, 2025; and
WHEREAS, Ms. Carolanne Darrigo has proven to be an exemplary employee to the Village and has expressed interest in serving the village in the position of Deputy Treasurer;
RESOLVED, to accept Ms. Darrigo's resignation as Justice Court Clerk, and appoint Ms. Carolanne Darrigo to the position of Court Clerk, a salaried, part-time position with a minimum average workweek of 12 hours, for an annualized compensation of \$23,891.43, and
BE IT RESOLVED, to appoint Ms. Carolanne Darrigo to the position of Deputy Treasurer, a salaried, part-time position with a minimum average workweek of 12 hours for an annualized salary of \$23,891.43, and
BE IT FURTHER RESOLVED, to calculate Ms. Darrigo's benefit time per Head of the Harbor's Employee Manual at a fulltime equivalent rate of 80% with an anniversary date of her original date of hire. This resolution is effective for a start date of Monday, June 30, 2025.
- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #044-25
WHEREAS, on June 4, 2025 via Board of Trustees resolution #014-25, Thomas Lee Keenan was appointed as a part-time Police Officer effective June 25, 2025, and
WHEREAS, due to public safety concerns Officer Keenan began duty on June 7, 2025,
BE IT RESOLVED, to amended Officer Thomas Lee Keenan's hire date to June 4, 2025, this resolution is effective immediately.

Financials – Patricia Mulderig, Treasurer:

- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #045-25
RESOLVED, to adopt Abstract Batch #'s 289-292, 296 and 297 in the total amount of \$24,295.96 be paid from the General Fund.
- It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #046-25
RESOLVED, the village treasurer is authorized and directed to release payment in the amount of \$800.00 per the terms of the Temporary Lease Agreement between Head of the Harbor and Igina Poole Trust for the rent payment of July 2025.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #047-25

RESOLVED, to adopt T & A #294 and #297 in the total amount of \$1,092.50 be paid from the Trust & Agency Fund.

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Page 2 of 2

- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #048-25
RESOLVED, the village treasurer is authorized and directed to transfer \$1,325.00 from the TD Money Market ARPA Account for the Coro Medical LLC Defibrillator.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #049-25
RESOLVED, the village treasurer is authorized and directed to transfer \$1,089.68 from the TD Money Market ARPA Account to the General Fund for the AMCHAR Rifle.
- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #050-25
RESOLVED, the village treasurer is authorized and directed to transfer \$942.62 from the TD Money Market ARPA Account to the General Fund for the AMCHAR Rifle Shooter Kit.
- It was, upon motion by Trustee Ogden, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #051-25
RESOLVED, the village treasurer is authorized and directed to transfer \$5,450.00 from the TD Money Market ARPA Account to the General Fund for the Harris Software upgrade, previously paid in August of 2024.
- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #052-25
RESOLVED, the village treasurer is authorized and directed to make payment to Greene County Commercial Bank in the amount of \$49,540.50 for the Bond payment on or before July 17, 2025.
- Stafford Associates IT update. No action taken.
- ARPA funds discussed. No action taken.
- Draft Resident Handbook discussion ensued. Dan Falasco to forward a PDF version of the village map. No action taken.
- Proposed legislation to create a Special Events Permit. Discussion ensued. No action taken.
- Proposed legislation for various Code amendments being reviewed by the Architectural Review Board. No action taken.
- Code Enforcement Officer. Suffolk County Civil Service has approved the CS500 filed for a NYS CEO Certified part-time employee. Discussion ensued regarding job description and hours. Help wanted advertisement to be drafted for a part-time, average of 12 hours a week including Saturday availability, position with salary to be commensurate with experience.
- 2025 Paving plan and cobble repair discussed. September paving estimated to include Fifty Acre, Moriches, Watercrest, Wetherill, and Fox Meadow. No action taken.

It was, upon motion by Trustee Fischer, second by Trustee Diana and unanimously adopted, to move to executive session to discuss personnel and litigation matters at 8:32 PM. No action taken. It was, upon motion by Trustee Ogden, second by Deputy Mayor Davidson and unanimously adopted to move back to public session at 9:34 PM.

- There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Deputy Mayor and unanimously adopted, to adjourn the meeting at 9:35 PM.

Respectfully Submitted,

Margaret O'Keefe, Village Administrator/Clerk