

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 17, 2025**

The work session of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Wednesday, September 17, 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 (late arrival 7:15PM); Kathleen Diana and Trustee Jeffrey D. Fischer. Also, in attendance Village Administrator/Clerk, Margaret O'Keefe; Police Chief, Charles M. Lohmann; Village Treasurer, Patricia Mulderig; Deputy Treasurer, Carolann Darrigo; Building Inspector, Robert O'Shea and Village Engineer, Daniel Falasco. Not in attendance Dir. of Highway Operations, Frank Prinzevalli and Village Counsel.

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

RESOLUTION #094-25

RESOLVED, to authorize Mayor Utevsky to execute the agreement for a SMS/Email Alert System with Strafford Associates, per the terms of the June 6, 2025 proposal, at an expenditure of \$650 for installation and set-up, and \$25/month going forward, and

BE IT FURTHER RESOLVED, to authorize and direct Margaret O'Keefe, Village Clerk to open an account in the name of the village with "Clicksend" program to generate communications via SMS/Email Alert.

- Privacy policy and compliance officer discussion tabled. No action taken.

Tabled - Retention and Compliance Officer.

- Info@HeadoftheHarborNY.GOV account will be monitored by village employees Margaret O'Keefe and Cynthia Ruehle. Received emails will be forwarded to the appropriate department for response.

- Dan Falasco, Village Engineer provided review of proposed paving/cobble program. Village Engineer directed to acquire a proposal for milling the edges of Watercrest Ct. & Wetherill Lane and paving.

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

RESOLUTION #095-25

RESOLVED, to adopt Abstract Batch #350-354, 356, 362-365 in the total amount of \$82,064.92 be paid from the General Fund.

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

RESOLUTION #096-25

RESOLVED, to adopt Abstract Batch #358 in the total amount of \$800.00 be paid from the Trust & Agency Account.

- It was, upon motion by Trustee Fischer, second by Trustee Diana, and unanimously adopted:

RESOLUTION #097-25

RESOLVED, the village treasurer is authorized and direct to make modifications to the 2025/2026 budget totaling \$98,997.87 for a net change of zero, as noted:

**VILLAGE OF HEAD OF THE HARBOR
2024/2025 BUDGET MODIFICATIONS
09/17/2025**

		BUDGET F/Y/E	BUDGET ADJUSTMENT	MODIFIED BUDGET
		02/28/2026	02/28/2025	02/28/2025
AA1820.500	VILLAGE HALL APPRAISAL	350.00	20.00	370.00
AA1920.410	MUNICIPAL ASSOCIATION DUES - GENERAL	2,500.00	250.00	2,750.00
AA3120.200	POLICE - VEHICLES	0.00	100.00	100.00
AA3120.210	POLICE - EQUIP, RADIOS, ETC.	3,400.00	1,160.00	4,560.00
AA5142.430	STORM EMERGENCY EXPENSES	41,200.00	2,700.00	43,900.00
AA5182.400	STREET HYDRANTS	0.00	120.00	120.00
AA8020.200	PLANNING BOARD OFFICE SUPPLIES	500.00	100.00	600.00
AA1990.00	CONTINGENCY	51,047.87	(4,440.00)	46,607.87
		98,997.87	0.00	98,997.87

- It was, upon motion by Trustee Ogden, second by Trustee Fischer, and unanimously adopted:

RESOLUTION #098-25

RESOLVED, to authorize and direct the village treasurer to release payment of up to \$800.00 to Dime Credit Card which is due prior to the Board of Trustees meeting of October 8, 2025.

- It was, upon motion by Deputy Mayor Davidson, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #099-25
RESOLVED, to authorize and direct the village treasurer to make a bond payment, on or before October 5, 2025 to Greene County Commercial Bank in the principal amount of \$30,000.00, and the interest payment amount \$3,435.00, for a total not to exceed \$33,435.00.
- It was, upon motion by Trustee Fischer, second by Trustee Diana, and unanimously adopted:
RESOLUTION #100-25
RESOLVED, the previously approved release of the Avalon Park/Shore Farm Underpass T & A funds is to be made payable to Avalon Nature Preserve.
- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #101-25
RESOLVED, to accept an anonymous donation to the Village of Head of the Harbor in the amount of \$20,000.00 into the General Fund.
- Discussion ensued on draft amendments to the Village Code SECTION 165-28 AND ADD SECTIONS 165-34.6 AND 165-34.7 TO CHAPTER 165 OF THE VILLAGE CODE TO REGULATE DEER FENCING, VINYL SIDING, AND SOLAR ENERGY SYSTEMS. Discussion ensued. No action taken.
- It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson, and unanimously adopted:
RESOLUTION #102-25
WHEREAS, Village Code Chapter 138 implemented a Special Events Permit and a draft application form has been developed,
BE IT RESOLVED, to adopt the draft Special Events Application form, and
BE IT FURTHER RESOLVED, to amend the Village's Fee Schedule, last updated on August 21, 2024, to include the following fees for a Special Events Permit \$200.00 application fee and \$150.00 permit fee.

It was, upon motion by Deputy Mayor Davidson, second by Trustee Ogden and unanimously adopted, to move to executive session to discuss personnel at 8:55 PM. It was, upon motion by Trustee Fischer, second by Deputy Mayor Davidson and unanimously adopted to move back to public session.

- The Board of Trustees of the Incorporated Village of Head of the Harbor has determined there is a need to hire a part-time Code Enforcement Officer to assist with the enforcement of the New York State Uniform Fire Prevention and Building Code and local village ordinances. Discussion ensued. Discussion included the potential remuneration rate of \$25.00/hr. for a part-time work week not to exceed 12 hours. Candidates for the position have been reviewed, and one has been selected a candidate to move forward with the required background investigation process.
- There being no other matters to be brought before the Board; it was, upon motion by Trustee Fischer, second by Trustee Diana and unanimously adopted, to adjourn the meeting at 9:37 PM.

Respectfully Submitted,

Margaret O'Keefe, Village Administrator/Clerk