

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
MONDAY, MARCH 16, 2026**

The meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Monday, March 16, 2026 at 10 AM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members Mayor Michael D. Utevsky, Trustee Judith C. Ogden and Trustee Jeffrey D. Fischer. Not in attendance this evening, Deputy Mayor Lisa Davidson and Trustee Kathleen Diana. Also, in attendance Village Administrator/Clerk, Margaret O'Keefe. Not in attendance, Village Attorney, Brian T. Egan; Police Chief, Charles M. Lohmann; Building Inspector, Robert O'Shea; Village Treasurer, Patricia Mulderig; Village Engineer, Daniel Falasco and Dir. of Highway Operations, Frank Prinzevalli.

Pledge of Allegiance.

Mayor - Michael D. Utevsky:

- It was, upon motion by Trustee Ogden, second by Trustee Fischer, and unanimously adopted:
RESOLUTION #186-25
RESOLVED, to reaffirm resolution #138-25, appointing Sharlene Wasserman as Election Inspector for the March 18, 2026, General Election. Shifts shall be from 11:30 AM until 9:30 PM, compensation to be \$28.00 per hour. Oaths of Office are to be filed with the village clerk; W-9 forms are to be filed with the village treasurer.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #187-25
WHEREAS, the Village of Head of the Harbor wishes to reaffirm the positions of Treasurer, Account Clerk, Court Clerk and create the position of temporary Account Clerk, and
WHEREAS, a Position Duties Statement (CS-500) has been prepared describing the duties of these positions; and
WHEREAS, pursuant to Suffolk County Civil Service Rules, these positions must be submitted to the Suffolk County Department of Civil Service for classification;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the Mayor to sign the CS-500 forms for the positions above and submit to the Suffolk County Department of Civil Service for approval.
- It was, upon motion by Trustee Fischer, second by Trustee Ogden, and unanimously adopted:
RESOLUTION #188-25
RESOLVED, to appoint Jacqueline Murphy Kessler to the dual positions of P/T Account Clerk and Justice Court Clerk. This position is a part-time, non-competitive, non-exempt, at will employee, 15 hours a week for an hourly rate of \$28.00, with a hire date of Monday, March 23, 2026.
BE IT FURTHER RESOLVED, said employment is subject to the successful completion of a clear background investigation being performed by an outside agency.

There being no other matters to be brought before the Board; it was, upon motion by Trustee Ogden, second by Trustee Fischer and unanimously adopted, to adjourn the meeting at 10:43 AM.

Respectfully Submitted,

Margaret O'Keefe
Village Administrator/Clerk