

DRAFT MINUTES

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON NOVEMBER 11, 2023 AT 103 BROADWAY, SALTAIRE, WITH A REMOTE ATTENDANCE OPTION VIA AN AUDIO/VIDEO CONNECTION TO THE INTERNET.

Mayor O'Brien called the Board of Trustees meeting to order at 8:30 a.m., at which time the following were in attendance:

Hugh O'Brien, Mayor
Frank Wolf, Deputy Mayor, Trustee
Nat Oppenheimer, Trustee
Susan Skerritt, Trustee
Anna Kovner, Trustee (attending remotely)
Scott Rosenblum, Advisor to the Board
Joseph Prokop, Village Attorney
Donna Lyudmer, Village Treasurer
And at times up to 0 persons attended in person and 0 other attendees observed through internet connection

ADJOURN INTO EXECUTIVE SESSION

Trustee Oppenheimer made a motion at 8:30 a.m. that the Board adjourn into Executive Session to discuss one or more of the following: information relating to current and future investigation and or prosecution of offenses in the Village, litigation strategy in pending or future litigation, personnel matters as described in Public Officers Law Section 105(f). The motion was seconded by Trustee Skerritt and on call it was approved according to the following vote:

Motion: Trustee Oppenheimer

Seconded: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None

RE-ADJOURNMENT INTO PUBLIC SESSION

Trustee Oppenheimer made a motion at 9:02 a.m. to close the Executive Session and to re-adjourn into public session. The motion was seconded by Trustee Wolf and on call it was approved according to the following vote:

Motion: Trustee Oppenheimer

Seconded: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None

Mayor O'Brien called the Public Meeting to order at 9:10 a.m. and the following were in attendance:

Hugh O'Brien, Mayor
Frank Wolf, Deputy Mayor, Trustee
Nat Oppenheimer, Trustee
Susan Skerritt, Trustee
Anna Kovner, Trustee (Attending Remotely)
Scott Rosenblum, Advisor to the Board
Joseph Prokop, Village Attorney
Donna Lyudmer, Village Treasurer
And 4 persons attended in person and at times up to 5 other attendees
observed through internet connection

**AUTHORIZING AN EMERGENCY REPAIR OF THE PRIMARY WELL OF THE VILLAGE OF
SALTAIRE'S PUBLIC WATER DISTRIBUTION SYSTEM**

Mayor O'Brien reported that Well #1, the Village's primary water well, located at Beacon Walk, experienced a mechanical failure at the end of the summer season, and Village has been providing water to the public water system from the secondary well located on Broadway. Trustee Oppenheimer stated that he was prepared to make a motion to authorize the expenditure to repair Well #1 as recommended by the Village Water Engineer and the Village Water Superintendent.

Prior to an action being taken to approve and award the contract, Trustee Oppenheimer made the following motion:

RESOLUTION ADOPTING LEAD AGENCY STATUS, TYPING A PROJECT AS AN UNLISTED ACTION AND ADOPTION OF A NEGATIVE DECLARATION FOR PURPOSES OF SEQRA WITH REGARD TO THE POTENTIAL AWARDING OF A PUBLIC WORKS CONTRACT FOR THE REPAIR OF THE VILLAGE OF SALTAIRE WATER WELL LOCATED AT BEACON WALK.

WHEREAS the Board of Trustees has reviewed the background reports and accompanying materials for the required SEQRA review with respect to the potential awarding of a public works contract for the repair of the Village of Saltaire water well located at Beacon Walk; it is therefore

RESOLVED that the Board of Trustees adopts Lead Agency status for purposes of SEQRA with respect to the potential awarding of a public works contract for the repair of the Village of Saltaire water well located at Beacon Walk, and further be it

RESOLVED that the Board of Trustees hereby determines that the potential awarding of a public works contract for the repair of the Village of Saltaire water well located at Beacon Walk is an Unlisted Action for purposes of SEQRA, and further be it

RESOLVED that the Board of Trustees of the Village of Saltaire hereby determines that the potential awarding of a public works contract for the repair of the Village of Saltaire water well located at Beacon Walk:

- Will not create a material conflict with an adopted land-use plan or zoning regulations; and
- Will not result in a change in the use or intensity of the use of land; and
- Will not impair the character or quality of the existing community; and
- Will not have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area; and
- Will not result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking, or walkways; and

Will not cause an increase in the use of energy or fail to incorporate reasonably available energy conservation or renewable-energy alternatives; and

Will not impact existing public or private water supplies; and

Will not impact existing public or private wastewater treatment facilities; and

Will not impair the character or quality of important historic, archaeological, architectural or aesthetic resources; and

Will not result in an adverse change to natural resources such as wetlands, water bodies, groundwater, air quality, flora and fauna; and

Will not result in an increase in the potential for erosion, flooding or drainage problems; and

Will not create a hazard to environmental resources or human health; and that it is therefore

RESOLVED that a Negative Declaration is hereby adopted for purposes of SEQRA.

The motion was seconded by Trustee Skerritt and the motion was carried according to the following:

Motion: Trustee Oppenheimer

Second: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

Trustee Oppenheimer then made the following motion:

WHEREAS the Village water well located at Beacon Walk is the primary well that provides water and system pressure for the Village public water distribution, and that primary well experienced a catastrophic system failure in September of 2023; and

WHEREAS the Village Administrator and Water Superintendent retained Delta Well to perform diagnostic services to determine the cause of the failure, which was discovered to be a mechanical breakdown of the well shaft and impeller system; and

WHEREAS, in consultation with the Village's water engineer H2M Group and the Suffolk County Department of Health, it has been determined that the necessary repair includes replacement of fifty feet of the well shaft and the impeller, plus other associated work; and

WHEREAS the failure of this well has created a public emergency with a potential threat to public health and safety due to the lack of volume and pressure throughout the system that is caused by the non-operation of this primary well, and it is vital and essential for the primary well to be brought back into service as quickly as possible so that the entire system can be brought back online in order for the public water distribution system to effectively deliver potable water to its customers pursuant to all health regulations and standards, and with sufficient pressure for fire suppression capability;

WHEREAS pursuant to Section 103(4) of the General Municipal Law of New York State the Board of Trustees of the Village of Saltaire is authorized, upon a finding of an emergency condition that threatens public health and safety and the property of the residents of the Village to authorize the purchase of materials and labor necessary to correct that public emergency without competitive bidding where competitive bidding might otherwise be required;

THEREFORE, BE IT RESOLVED THAT the Board of Trustees of the Village of Saltaire hereby declares that the repair and restoration to operating condition including the materials and labor necessary for that repair and restoration of the primary water well located at Beacon Walk is an emergency repair that must be completed as quickly and effectively as possible in order to protect public health and safety and that any delay, including competitive bidding or seeking alternate proposals, could threaten the life, safety, and welfare of the residents and property of the Village; and;

BE IT FURTHER RESOLVED THAT is has been proven and demonstrated that Delta Well has the technical skill, training and experience with the Village's well systems and the unique circumstances of water systems on Fire Island to be in the best position to most timely and cost-effectively implement the necessary repair under the guidance of the Village Administrator, Water Superintendent and H2M Group and Village Attorney; and

BE IT FURTHER RESOLVED THAT the Board of Trustees hereby authorizes the Village Administrator to contract with Delta Well, on a time and material basis, and under the guidance of and in consultation with the Water Superintendent and H2M Group, and subject to the review of the contract by the Village Attorney, to provide the necessary equipment, skilled labor and material components to complete the repair of the water well located at Beacon Walk as quickly as possible; and

BE IT FURTHER RESOLVED THAT the Village Administrator is authorized to expend up to \$65,000 from general reserves for the diagnosis, engineering, regulatory coordination, and repair of the water well located at Beacon Walk, and to further advise the Board if the cost of the total repair will exceed this initial authorization.

The motion was seconded by Trustee Skerritt and the motion was carried according to the following:

Motion: Trustee Oppenheimer

Second: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AMENDING THE VILLAGE EMPLOYEE HANDBOOK BY MODIFYING THE PERSONAL TIME OFF, HOLIDAY SCHEDULE, AND LEAVE POLICY FOR VILLAGE EMPLOYEES

Mayor O'Brien stated that the Village office staff in conjunction with Trustee Oppenheimer and Kovner had been working on an updated personal time off, holiday and leave schedule that better reflects the current trends and standards. He asked Deputy Clerk O'Brien to provide an overview of the changes, then stated that he recommended the modification as presented be adopted. and After discussion and all having a chance to be heard, Trustee Kovner made the following motion:

WHEREAS the current Personal Time Off, Holiday Schedule, and Leave Policy in its current form has been unchanged in the Employee Handbook for a number of years; and

WHEREAS the Board of Trustees believes that from time to time it is prudent to review the Personal Time Off, Holiday Schedule, and Leave Policy to reflect the most recent federal holiday schedule, as well as to stay competitive with Personal Time Off and Leave Policies in the general

labor market but specifically with governmental agencies in order to facilitate employee recruitment and retention;

THEREFORE, BE IT RESOLVED THAT the Board hereby amends the Village's Employee Handbook by adopting the following Personal Time Off, Holiday Schedule, and Leave Policy with the effective dates of each provision as identified therein, and with all remaining sections of the Employee Handbook to remain unchanged.

INCORPORATED VILLAGE OF SALTAIRE

EMPLOYEE HANDBOOK

BENEFITS

Paid Time Off (PTO) Policy

All full-time employees of the Village of Saltaire are eligible for Paid Time Off (PTO), paid Holidays and Leaves of Absences as indicated herein. For the purposes of this handbook, PTO means time away from work at the discretion of the employee for any reason other than sick leave as defined herein, with advance notice to, or approval of, the employee's supervisor.

Temporary and Seasonal employees and part-time employees are not eligible for PTO.

Effective June 1, 2024, annual PTO will be determined by length of service and accrued as follows:

<u>Length of Service</u>	<u>Days of PTO Accrued Annually</u>
1 Month to 12 Months	10 days
13 Months to 48 Months	15 days
49 Months to 120 Months	20 days
121 Months and Up	25 days

The Village Administrator will determine the actual number of PTO days each fiscal year based on the most reasonable estimate of the pro-rata percentage of time worked in between the above-listed transition periods for those employees whose first day of employment as a full-time employee start on a date other than June 1, the first day of the fiscal year.

The Village Administrator has discretion when determining the initial PTO accruals amount for a newly-hired full-time employee to give service credit for time worked by that employee at an agency or company, including the Village of Saltaire as a part-time employee, that provides relevant expertise and experience for the position for the which the employee is hired.

PTO must be scheduled in advance of its use to avoid conflicts with other employees' PTO use and with busy periods of the year, and any PTO use consisting of three consecutive workdays or more must be approved in advance by your supervisor at least 30 days prior to the anticipated PTO use, except for emergency situations or special circumstances, in which case the employee shall notify

their direct supervisor as soon as practical. Some or all of the requested time for PTO may be denied (but not unreasonably withheld) if, in the sole discretion of either the employee's supervisor or the Village Administrator, the time requested conflicts with other employees' PTO use or the Village's busy periods of the year. Other than days that are approved by the Village Administrator for emergency situations or special circumstances, no PTO may be taken between May 10 and May 31 in any year.

PTO days are intended to be used in the fiscal year in which they are accrued pursuant to this section of the Handbook, and may not be carried over to the subsequent fiscal year, except that a maximum of five unused PTO days from one fiscal year may be carried over to the subsequent fiscal year upon approval of the Village Administrator. Accrued and unused PTO will not be paid out at the end of any fiscal year or upon separation of employment from the Village of Saltaire for any reason.

SICK LEAVE

Full-Time Employees of the Village of Saltaire accrue sick leave in accordance with the following schedule, which will take effect June 1, 2024. Sick Leave is separate from and in addition to PTO

1 Month to 12 Months	7 days
13 Months to 24 Months	9 days
25 Months to 48 Months	11 days
49 Months and Up	12 days

Sick leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (*i.e.*, the employee's spouse, domestic partner, children (including step-children), grand-children, mother and father).

The employee is required to notify their direct supervisor when sick leave is taken for any duration on the day taken, or as soon as is reasonably practicable if physically unable to do so. Failure to report sick leave as required herein may lead to denial of the sick leave use or disciplinary action up to and including termination of employment.

A doctor's note from a licensed medical professional that an employee is able to return to work will be required for any absences of three consecutive workdays or longer.

Up to a maximum of three days of unused Sick Leave at the end of each fiscal year will be applied to a Sick Bank Reserve for the employee's individual use, which can accumulate from year to year to a maximum of 30 sick days. The Sick Bank Reserve of any employee as of June 1, 2024 will be carried over and applied to the employee's new Sick Leave Bank Reserve, up to a maximum of 30 sick days. Any Sick Leave Days in excess of 30 in the Sick Leave Reserve Bank will be forfeited and will not be paid out.

The Sick Leave Bank Reserve may only be used for verified illnesses or disabilities that are subject to pre-approval from the Village for their use. The type of medical verification and the approval of their use is completely at the discretion of the Village Administrator or the Board of Trustees.

Accrued and unused sick leave, including an employee's sick leave days in the Sick Leave Reserve will not be paid out at the end of the fiscal year or upon separation of employment from the Village of Saltaire for any reason.

HOLIDAYS

The following 13.5 paid holidays will be observed, which will start effective January 1, 2024.

- **New Year's Day** - January 1
- **Martin Luther King's Birthday** - 3rd Monday in January
- **Washington's Birthday** - 3rd Monday in February
- **Memorial Day** - last Monday in May
- **Juneteenth National Independence Day** – June 19
- **Independence Day** - July 4
- **Labor Day** - 1st Monday in September
- **Columbus Day** - 2nd Monday in October
- **Veterans Day** - November 11
- **Thanksgiving Day** - 4th Thursday in November and the following day
- **Christmas Day** - December 25 and the following day
- **Election day** - 1/2 day

A Full-time employee may not elect to be paid for a holiday in lieu of not taking time off. If the employee requests to work on a holiday, an alternative day off will be allowed in lieu of taking the holiday.

If requested to work by the Village on a holiday, exempt and non-exempt full-time employees will be paid for the holiday plus one and one-half times (1.5x) their regular rate of pay for any time worked on the holiday. If requested to work by the Village on a holiday, non-exempt part-time employees will be paid at one and one-half times (1.5x) their regular rate of pay for any time worked on the holiday.

Temporary or seasonal employees will be paid at their regular straight time rate of pay for hours worked on a holiday.

PERSONAL LEAVES OF ABSENCES

The Village may grant personal leaves of absence in its sole, non-reviewable discretion, in exceptional cases. A personal leave of absence may be granted at the sole discretion of the Village Administrator or the Board of Trustees up to a maximum of 30 days. An extension beyond 30 days will be considered in the event of serious or extenuating circumstances, and must be approved by the Board of Trustees.

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay. During the first 30 days of a leave of absence the Village continues to pay Village-paid benefits.

The employee must present a written request for a leave of absence, providing a full explanation of the circumstances, presented to the Village Administrator at least two weeks prior to the intended start date of the leave of absence, subject to a lesser period as approved by the Village. Failure to report to work on the first day after the expiration of the approved leave of absence, without further approval, may result in disciplinary action, up to and including termination of employment.

The motion was seconded by Trustee Oppenheimer and the motion was carried according to the following:

Motion: Trustee Kovner

Second: Trustee Oppenheimer

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AMENDING THE VILLAGE EMPLOYEE HANDBOOK AND CREATION OF THE POSITION OF VILLAGE OMBUDS OFFICER

After discussion and all having a chance to be heard, Trustee Wolf made the following motion:

WHEREAS the Board reaffirms the primary role played by the Village's formal Grievance Procedures as outlined in the Employee Handbook; and

WHEREAS the Board of Trustees believes that from time to time an informal alternative conflict resolution process might be useful to address issues among Village employees or volunteers; and

WHEREAS one or more volunteer, unpaid Ombuds Officers, normally Village residents, may be appointed by the Mayor to serve for a renewable two-year term, or on a case-by-case basis; and

WHEREAS the Board had previously adopted an Ombuds policy and procedure that was subject to legal counsel review, and such subsequent review required modification of the previously adopted policy;

THEREFORE, BE IT RESOLVED THAT the Ombuds policy and procedures adopted by the Board at its July 30, 2023 meeting is hereby rescinded; and

BE IT FURTHER RESOLVED THAT the Board hereby adopts the position of Village Ombuds Officer with the authority and responsibilities described herein, and amends the Village's Employee Handbook as follows:

VILLAGE OF SALTAIRE BOARD OF TRUSTEES

Resolution Affirming the Creation of the Position of Village Ombuds and Establishing the Ombuds Alternative Resolution Process

Preliminary

The Board of Trustees provisionally established the position of Village Ombudsman by resolution of the Board of Trustees adopted on July 30, 2023.

This Resolution is adopted to affirm the creation of the position of Village Ombudsman and to give further clarification and process to the prior resolution and resulting policy, and the intentions of the Board of Trustees.

The Board of Trustees hereby adopts this resolution ratifying the adoption of the policy creating the position of Village Ombudsman which appointee shall hereinafter be known and referred to as the Village Ombuds.

This Resolution shall become part of the Village of Saltaire Employee Handbook.

Appointment and Term

The Mayor may appoint one or more Ombuds, each to serve as a volunteer for a term of two years, which appointment(s) shall be approved by the Board of Trustees. A shorter initial term of one or more of the appointments of the Ombuds may be made, at the option of the Mayor and Board of Trustees, in order to have the expiration of the Ombuds terms staggered in the event that more than one Ombuds is appointed. The Mayor may also with the approval of the Board of Trustees appoint a person to serve as Ombuds for a shorter term, to serve for a special purpose or matter.

Purpose

The purpose of the creation of the position of Village Ombuds and the optional Ombuds process is to provide Village of Saltaire employees with an alternative informal resolution process wherein an employee may, at the employee's sole choice or option, express concerns that the employee may have with regard to their employment by the Village of Saltaire, learn of the options that are available to them to resolve such concerns, and if desired, pursue the Ombuds option and work with or consult the Ombuds to obtain information and/or attempt an informal resolution. For purposes of this policy, "employee" shall include all full and part-time employees of the Village of Saltaire, as well as the volunteers of the Village of Saltaire.

The purpose of this policy is to also reaffirm the formal complaint-grievance policy of the Village of Saltaire, while establishing an alternative or additional non-binding process which an employee may, at the employee's individual choice, utilize. As set forth in this resolution and policy, an employee may utilize the Ombuds process prior to and in lieu of the formal process; or in the alternative, the formal process.

If the employee chooses to pursue the formal grievance procedure, he or she may also elect to suspend or terminate that formal process before it has been concluded and, if he or she wishes, choose to commence the Ombuds option instead. However, once the formal complaint-grievance process has been completed and a decision rendered, the employee may not elect to pursue the Ombuds option to review or as an alternative to the completed formal grievance process, and the result of the formal grievance process shall be final except as to remedies that may be available under the law. Similarly, an employee who opts to pursue the Ombuds option may terminate that process at any time, and, if he or she wishes, opt to pursue the formal grievance procedure instead.

The Ombuds process may be used for complaints or grievances between an employee and management, between two employees, or between employees and agencies of the Village of Saltaire.

Role of the Ombuds

- The Ombuds listens with an open mind.
- The Ombuds helps to resolve problems fairly.
- The Ombuds provides a safe place to voice employee concerns and explore options for productive conflict management and resolution.
- The Ombuds supports a respectful and civil community.

When an Employee Should Use the Ombuds Services

- When you need information or assistance in resolving your concern.
- When you are unsure of how to proceed or what options are available.
- When you feel your concerns have not been, or will not be, adequately addressed through formal channels.

Ombuds Duties

The primary duties of the Village Ombuds is are:

- To work with an individual and/or a group of employees or volunteers of the Village of Saltaire to explore and assist in determining options in order to help resolve conflicts, problematic issues or concerns.
- To bring systemic concerns to the attention of the Village Board of Trustees for resolution.

In pursuing his or her duties, an Ombuds Officer will:

- Listen to the issues and concerns with which he or she is presented from the perspective of the individuals involved, while remaining neutral with respect to these concerns.
- Not judge or decide who is right or wrong.
- Assist in reframing issues to help the individuals identify and understand the interests of the various parties and focus efforts on potential options to address these interests.

- Guide and/or assist individuals to deal directly with the other parties, including through the use of the formal resolution resources of the Village as set forth in the Employee Handbook.
- Help individuals improve their skills and confidence in giving voice to their concerns directly to these formal sources as well as the other concerned parties and aid in referring the individuals to the appropriate resolution resources as a way to formally resolve the issue.
- Identify and create an awareness within the organization of potential problems within the organization and point out opportunities and suggestions for systemic change for the Village.

Because of the informal, neutral, confidential and independent positioning of an Ombuds in Saltaire, he or she does not typically undertake the following roles or activities:

- Participate in formal investigations or play any role in a formal issue resolution process.
- Make binding decisions or institute corrective measures.
- Serve in any other Village role that would compromise the neutrality of the Ombuds Officer role.
- Receive notice or act as an office of notice for the Village.
- Create policies or create or maintain official Village records.
- Undermine or disrespect the roles of supervisors or public officers or officials in their official capacities.
- Form any type of formal relationship (e.g., attorney-client) with the individuals seeking the Ombuds Officer's services, or with other Village employees or officials.

Timing of Availability of the Ombuds Resource

The Ombuds process is available to an employee at any time, including but not limited to prior to, during or after the filing and/or commencement of a formal grievance or complaint. However, it is not available once a formal grievance process has been completed and a finding rendered.

Non-Waiver

The use of the Ombuds process, whether a limited informational discussion or full involvement with the process by an employee, shall not be a waiver of the rights of an individual to the formal grievance process, which may be initiated at any time otherwise allowable, or a waiver by the employee of any rights that they may have under the Village of Saltaire policies or by law.

Implementation of Policy

The Board of Trustees may adopt such other resolutions amending or supplementing this resolution that the Board feels necessary to implement the intentions of the Board of Trustees with respect to the Ombuds process.

The Board of Trustees working with the Management of the Village may create forms, information or processes that the Board and Management feel are necessary to complete or support the implementation of the Ombuds Policy.

The motion was seconded by Trustee Kovner and the motion was carried according to the following:

Motion: Trustee Wolf

Second: Trustee Kovner

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

APPOINTMENT TO PLANNING COMMISSION

Mayor O'Brien stated that Kathryn Woods, at his request, has agreed to serve on the Planning Committee to fill the office previously held by Alexa Ryan for a three-year term which concludes on August 31, 2026. After discussion, and all having a chance to be heard, Trustee Wolf made a motion to appoint Kathryn Woods to the Planning Committee for a three-year term which concludes on August 31, 2026.

The motion was seconded by Trustee Skerritt and the motion was carried according to the following:

Motion: Trustee Wolf

Second: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AMENDING ORGANIZATIONAL RESOLUTION TO MODIFY RESIDENCY REQUIREMENTS FOR KEY EMPLOYEES

After discussion and all having a chance to be heard, Trustee Wolf then made the following motion:

RESIDENCY REQUIREMENTS FOR KEY EMPLOYEES

WHEREAS, the Village of Saltaire is located on Fire Island, a barrier island which is geographically separated from the mainland of Long Island and to which vehicle access is severely

limited by Federal and local regulations, and to which ferry service is severely limited or nonexistent between the months of September through May each year; and,

WHEREAS, the Village of Saltaire is primarily a summer community, consisting mostly of residents whose homes are not winterized and are closed up for most of the calendar year, and of only a small number of residents who reside in the Village on a year-round basis; and

WHEREAS, the Board of Trustees has determined that it is necessary to require certain key employees to reside in the Village or to continue to reside in the Village as previously required by prior Boards in order to provide a necessary or desired level of service to both the summer and year-round community, to oversee and maintain the public infrastructure, and to guard and protect private and public property on a continuing basis;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby require the following employees as a condition or continuing condition of employment to reside or to continue to reside in the Village of Saltaire, allowing for short periods of lapses in residency for personal reasons upon notification to the Village Administrator, for the duration of their employment whether seasonal or annual, or until such time that employment ends or a determination is made by the Board of Trustees by separate resolution that residency is no longer required for any or all employees; and designates and offers the following Village properties for occupancy by the specified employees shown, and their families if applicable, in order to fulfill such requirement of residency, according to the terms of the housing license required to be executed by the employee with the Village Administrator and filed with the Village Clerk:

Mario Posillico	Annual	109 Neptune Walk
Vernon Henriksen	Annual	103 Neptune Walk
Anthony Campos	Annual	5 Pomander transitioning to 104 B Neptune Walk
James Wilde	Annual	104A Neptune Walk
Matthew Nelson	Annual	106 Neptune Walk
Molly Davis	Seasonal	2 Pomander
Richard Wilde	Seasonal	107 Neptune
Northwell Doctors	Seasonal – Per Contract	100 Neptune Walk
Paramedics	Seasonal	104B Neptune transitioning to 5 Pomander Thru 10/15/24

The motion was seconded by Trustee Oppenheimer and the motion was carried according to the following:

Motion: Trustee Wolf

Second: Trustee Oppenheimer

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

2024 MARINA FEES

Mayor O'Brien stated that the 2024 Marina applications are scheduled and ready to be sent out to potential applicants; and referenced a fee schedule presented by Administrator Posillico based on a

3.00% increase for all slip widths and lengths, which is the current annual CPI increase for the previous year. After discussion, Trustee Oppenheimer made a motion to authorize the 2024 Marina fees as presented, which represents a 3.00% increase above the 2023 rates.

The motion was seconded by Trustee Skerritt and on call it was approved according to the following vote:

Motion: Trustee Oppenheimer

Seconded: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

WAIVER OF LAND-USE TRAINING FOR 2023

Trustee Oppenheimer moved the adoption of the following resolutions regarding land-use training for 2023

Resolution Waiving Training Requirement for Members of the Zoning Board of Appeals

WHEREAS Section 7-712 (7 - a) of the Village Law provides that the members of the Zoning Board of Appeals of the Village of Saltaire are required to take four hours of training on an annual basis, and;

WHEREAS Section 7-712(7-c) of the Village law provides that the Board of Trustees may adopt a resolution which waives the training requirements of Section 7-712(7-a) for members of the Zoning Board of Appeals when the Board of Trustees determines that it is in the best interests of the Village to do so, it is therefore;

RESOLVED that the Board of Trustees hereby determines that it is in the best interests of the Village for the Board of Trustees to adopt this resolution and waive the training requirements of Section 7-712(7-a) of the Village Law, and the Board of Trustees hereby further resolves that the training requirements of Section 7-712(7-a) of the Village Law is hereby waived for the year 2023.

Resolution Waiving Board Member Training Requirements for Members of the Planning Commission and Board of Trustees

WHEREAS Section 7-718(7-a) of the Village Law provides that the members of the Village Planning Commission and the members of the Village Planning Board are required to take four hours of training on an annual basis, and;

WHEREAS Section 7-718(7-c) of the Village law provides that the Board of Trustees may adopt a resolution which waives the training requirements of Section 7-712(7-a) for members of the Village Planning Commission and the Village Planning Board when the Board of Trustees determines that it is in the best interests of the Village to do so, and;

WHEREAS in the Village of Saltaire the Board of Trustees performs the function of the Village Planning Board and the Mayor and Trustees are therefore subject to the training requirements for a planning board pursuant to Section 7-718 (7-a) of the Village Law, it is therefore;

RESOLVED that the Board of Trustees hereby determines that it is in the best interests of the Village for the Board of Trustees to adopt this resolution and waive the training requirements of Section 7-712(7-a) of the Village Law, and the Board of Trustees hereby further resolves that the training requirements of Section 7-712(7-a) of the Village Law is hereby waived for 2023.

The motion was seconded by Trustee Wolf, and on call the motion was carried according to the following vote:

Motion: Trustee Oppenheimer

Seconded: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

ACCEPTANCE OF COURT AUDIT

Mayor O'Brien reported that the Village auditors, Cullen and Danowski, had undertaken the annual audit of the Village Justice Court, as is required by New York State law, and that a copy of the audit had been presented to the Board of Trustees. Trustee Oppenheimer made a motion to accept delivery of the 2022/23 annual audit of the Village Justice Court as prepared by Cullen and Danowski and that the same be filed with the State of New York Unified Court System.

The motion was seconded by Trustee Wolf and the motion was carried according to the following:

Motion: Trustee Oppenheimer

Second: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None

APPROVAL OF MINUTES

Draft copies of the minutes of the Board of Trustees meeting of October 17, 2023 had previously been presented to the Board and posted in draft form on the Village website. Following discussion, Trustee Skerritt made a motion to adopt the minutes as presented with the minor non-substantive corrections discussed. The motion was seconded by Trustee Kovner and on call it was carried according to the following action:

Motion: Trustee Skerritt

Seconded: Trustee Kovner

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None

AUDIT AND APPROVAL OF ABSTRACTS

Mayor O'Brien stated that the following Abstracts, having been distributed to the Board and posted on the Village website, were presented for approval by the Village Administrator and the Village Treasurer:

General Fund Checking No. 5B in the amount of \$5,472.24
General Fund Checking No. 6A in the amount of \$115,036.07
Capital Fund Checking No. 5A in the amount of \$293,534.79

After discussion and opportunity for questions, Trustee Skerritt made a motion that the above-listed abstract(s) be approved as presented and that the Mayor be authorized to execute the warrant(s). The motion was seconded by Trustee Oppenheimer, and on call it carried according to the following vote:

Motion: Trustee Skerritt

Seconded: Trustee Oppenheimer

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

CLOSE OF MEETING

Trustee Oppenheimer made a motion at 10:21 a.m. to close the meeting and to hold the next Board of Trustees meetings according to the following schedule, which includes an amendment to the June meeting:

- December 14, 2023 1180 Sixth Avenue, 8th Floor Room 8A, Manhattan, New York with the public portion to start with a time to be determined, with remote connection, which will include any Public Hearings.

The motion was seconded by Trustee Kovner and on call it was approved according to the following vote:

Motion: Trustee Oppenheimer

Second: Trustee Kovner

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None