

**Minutes of the Meeting of the Northport Village Corporation
Board of Overseers**

December 12, 2021 – Hybrid live meeting in Community Hall and virtual via Zoom

Attendees:

President: Janae Novotny
Treasurer: Wendy Huntoon (virtually)
Clerk: Beanie Einstein
Village Agent: William Paige

Overseers:

Brady Brim-Deforest (virtually)
Lisa Fryer (virtually)
Steve Kazilionis
Vicky Matthews
Michael Tirrell (virtually)
Jeffrey Wilt

Meeting Called to Order 9:14 a.m.

Approval of Minutes:

The Minutes of the November meeting are not ready for approval at this time.

Public Comments:

Blair Einstein, 24 Bay Street, said he had heard that the Butters Cottage in Merithew Square was in the process of being declared a condemned building. Judy M. referred him to the CEO in Northport, Toupie Rooney, who would handle such matters.

Village Agent's Report: Bill Paige

The Overseer received Bill Paige's report (attached) prior to the meeting. There were no questions from the Overseers.

Treasurer's Report: Wendy Huntoon

Janae N. - The warrants with their invoices were not printed prior to the meeting. The warrants will need to be signed electronically. Wendy will talk with Nina.

She has sent out the Financial Report with estimated actuals to the Overseers to help the Overseers with the use of end-of the year excess funds.

Audit – There has been no additional progress to date. She has provided additional data to Purdy Powers. NVC will need to engage additional help in order to complete the outstanding items. Once these items are completed, Purdy Powers will be able to complete the audit.

Janae N. referred to the Agenda item regarding a recommendation to allocate \$5,000 of unspent 2021 funds to complete the 2020 audit and retain help to make the

corrections needed to complete the 2020 audit. This money would cover retaining a firm as well. A firm has been identified and can start right away to make the corrections needed.

Judy M. moved, seconded by J. Wilt, that the Overseers act on the recommendation to engage additional help to complete the outstanding items needed to complete the 2020 audit up to \$5,000.00. Discussion ensued.

Wendy explained that an external firm will need to be engaged as these outstanding items cannot be completed by Purdy Powers, i.e. a firm can not audit their own work. Utilities will be contributing to the \$5,000.00 as well.

Janae N. noted that the \$5,000.00 number was based on hours needed to complete outstanding items and monies needed for Purdy Powers to complete the audit.

Judy M. amended her motion. She made a motion, seconded by J. Wilt, that the NVC retain the firm, Wilke & Associates, recommended by the Personnel Committee, to do all the work necessary to complete the 2020 Audit, with the village expending up to \$2500.00 and with the Utility Department being directed to spend the rest proportionately based on the work done. This recommendation was amended to include work done by Wilke & Associates and Purdy Powers, our auditors.

Voted – Unanimously passed.

Janae N. - The Village will need to find a new bookkeeping firm as soon as possible. Nina R. has resigned and is leaving January 15. Nina will be doing the January warrant so the invoices will be paid. The Finance Committee and Personnel Committee need to work together to find a new firm. Presently, no firm has been identified. Nina R. will work to help the transaction go smoothly.

The Personnel Committee is recommending that the NVC allocate up to \$600.00 of the unspent 2021 funds for technical support for the office staff. Current office staff does not have sufficient technical knowledge to support the transition. The Committee is looking to hire a company such as Archangel Computers. Volunteer support is not enough to complete this transition.

Brady B. questioned whether the Village had received payment from the Town of Northport. Wendy H. said that payment is still outstanding and usually paid toward the end of the year.

Judy M. moved, seconded by Michael T, to endorse the recommendation of the Personnel Committee to spend up to \$600.00 from unspent 2021 funds for technical support of office staff in 2022.

Voted – Unanimously passed.

Committee Reports (Only Committee that need Overseer Approval)

Ad-Hoc Playground Committee: Brady Brim-Deforest

The Committee is nearing the finish line as far as the research and ground preparation for the playground. The Committee will present their recommendation to the Overseers at their January 16, 2022 meeting for their approval. This will be a single recommendation for the structure and ground cover. The Committee is looking to the Board for guidance and will not proceed without their approval. The hope is to get this project completed prior to the beginning of the summer season.

The Committee is seeking the Overseers approval for an online silent auction to be launched in January to help close the funding gap. NVC has currently received a little over \$15,000 (from the first round of fundraising) and are looking at a target budget of \$42,000. Residents are eager to have a definitive plan as far as total monies needed. Discussion ensued.

Brady B. moved, seconded by Jeffrey W., approval for the Ad Hoc Playground Committee to engage in an online silent auction fund raising effort in January as step 2 in the Committee's fundraising plan.

Voted – Unanimously passed.

The predominant results of the committee's playground survey show that a majority of the residents want the merry-go-round to stay. Many felt that some safety issues should be addressed, i.e, replacing the wood on the structure with rounded corners and addressing ground cover under the merry-go-round. The Committee would like the Board to vote on: 1) Should the merry-go-round stay or should it be replaced with a newer structure; and 2) If the merry-go-round stays, he requests the Board's approval for repair and modification of the merry-go-round to be done by volunteers. Volunteers are in place to do and fund the repairs. He explained that a core requirement when buying new equipment is that it must be commercial grade and ADA compliant. Those requirements do not apply when you are replacing and repairing equipment.

Lisa F., Jeffrey W. and Judy M. spoke in favor of keeping the structure. Judy M. instructed the committee volunteers to work under the direction and guidance of the Village Agent Bill P.

Judy M. made a motion, seconded by Lisa F., to vote that the merry-go-round remain in place.

Voted – Passed. Brady B. abstained.

Brady B. made a motion, seconded by Jeffrey W., to repair and maintain the merry-go-round as needed and authorize volunteer members of the community to do these repairs and fund same. Any repairs or modifications will take place under the guidance of Bill P.

Voted – Unanimously passed

Governance Committee: Judy Metcalf

Judy M. - At the last meeting there was a discussion about enforcement of the Parking Ordinance on North Avenue with contractors at the bottom of North Avenue. She has reached out to the owner, through his lawyer, and told him of the problem. They have been expressly advised, in writing, that their contractors can't park their vehicles on the street. She has not had a response from that communication nor has she heard any further concerns.

There will be two public hearings at the January overseers meeting regarding 1) Remote Participation Policy and 2) Policy for Public Access for our Documents. There will be a notice in the Republican Journal in the next several weeks to remind residents of these hearings.

Town Liaison Report: Jeffrey Wilt

Jeffrey W. goes to all the Town meetings and quarterly Janae N., Bill P. and Jeffrey W. attend these meetings. The next meeting is Monday, December 13 where all three of them will be attendance.

Public Comments: No public comment.

Adjournment:

President, Janae N., made a motion, seconded by Jeffrey W. to adjourn the meeting. The meeting was adjourned at 10:12 a.m.