



~ Agenda ~

## Regular Town Board Meeting of September 13, 2016 Southampton, New York

### I. Call to Order

1:00 PM Meeting called to order on September 13, 2016 at Town Hall - Town Board Room, 116 Hampton Road, Southampton, NY.

Attendee Name	Present	Absent	Late	Arrived
Supervisor Jay Schneiderman	..	..	..	
Councilwoman Julie Lofstad	..	..	..	
Councilwoman Christine Preston Scaleria	..	..	..	
Councilman John Bouvier	..	..	..	
Councilman Stan Glinka	..	..	..	

### II. Minutes Approval

1. Special Town Board Meeting August 18, 2016 10:00 AM
2. Regular Town Board Meeting August 23, 2016 6:00 PM

### III. Communications

#### A. Public Notices

1. Department of the Army

Army Corps of Engineers:

R Squared Development, LLC request for New Construction and Maintenance on the Shinnecock Canal, Hamlet of Shinnecock

2. Suffolk County Planning Commission

Letters of Local Determination regarding:

1. NYS DEC/EFC Wastewater Engineering Planning Grant Program
2. Suffolk County's Revitalization Phase I CFA Grant Application
3. Solar Energy Systems as an Accessory Use in All Districts

3. Town of East Hampton

Notice of Public Hearing, CPF Project Plan Addition (Liss & Ohayon)

Notice of Public Hearing, CPF Project Plan Addition (Lowry)

Notice of Public Hearing, CPF Project Plan Addition (Abouseda)

Notice of Public Hearing, CPF Project Plan Addition (Seaman & Allen)

Notice of Public Hearing, CPF Project Plan Addition (Mansarovar LLC)

Notice of Public Hearing, CPF Project Plan Addition (12 SPR LLC)

**4. Village of Sag Harbor**

Water Quality Improvement Project Plan (WQIPP) dated 8/19/2016

**5. Town Ambulance and Fire Districts**

Annual Report of Volunteer Ambulance Worker Service Award Program:

1. Flanders Northampton Volunteer Ambulance Corps
2. Hampton Bays Volunteer Ambulance Corps
3. Southampton Volunteer Ambulance Corps
4. Westhampton War Memorial Ambulance Corps

**6. Letters/Petitions/Land Use Applications**

Letters/E-mails regarding the following:

1. Complaint Against Serene Green Market, Noyac Road, Noyac
2. Planning Board Hearing for the Canal and Eastern Properties
3. Speonk Commons Change of Zone
4. The Hills MUPDD, East Quogue
5. Tuckahoe Commons Change of Zone

Planning Board Application:

1. 151 Ocean Road, Bridgehampton

Zoning Board of Appeals Applications:

1. 50 Hawthorne Road, Shinnecock Hills
2. 608 Flying Point Road, Water Mill

**B. Reports**

**1. Town Comptroller**

Capital Monthly Financials for July 2016

**2. Leggette, Brashears & Graham, Inc.**

Status Reports Groundwater Remedial Action Rowe Industries Superfund Site for:  
March, April, May and June of 2016

**IV. Public Hearings**

**1. Public Hearing Amending Provisions of the Town Code to Promote Solar Energy Systems as an Accessory Use in All Districts**

Adjourned 8/9/2016 1:00 PM, 8/23/2016 6:00 PM

Ū Vote Record - Motion						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adjourned .. Closed	Jay Schneiderman	..	..	..	..	
	Julie Lofstad	..	..	..	..	
	Christine Preston Scalera	..	..	..	..	
	John Bouvier	..	..	..	..	
	Stan Glinka	..	..	..	..	

2. **Public Hearing to Amend Provisions of Article V (Energy Conservation) of the Town Code**

ü Vote Record - Motion						
			Yes/Aye	No/Nay	Abstain	Absent
.. Adjourned .. Closed	Jay Schneiderman		..	..	..	..
	Julie Lofstad		..	..	..	..
	Christine Preston Scalera		..	..	..	..
	John Bouvier		..	..	..	..
	Stan Glinka		..	..	..	..

**V. Public Portion**

**VI. Town Board Resolutions**

**Town Board Resolution 2016-886**

**Category:** Agreements, Contracts, Leases  
**Sponsors:** Councilman Bouvier, Councilwoman Lofstad  
**Department:** Town Attorney

**Authorize Supervisor to Sign a Note and Mortgage Assumption Agreement for the Community Housing Unit Located at 47 Savannah Lane South, Southampton**

WHEREAS, the Town of Southampton provides community housing opportunities for income eligible households throughout the Town of Southampton; and

WHEREAS, on October 2, 2008, Andrea N. Imperiale purchased 47 Savannah Lane South, Southampton, NY ("Premises") through such Community Housing program; and

WHEREAS, on July 29, 2016, the Town of Southampton received notice from Ms. Imperiale that she intends to sell the Premises; and

WHEREAS, the Town of Southampton with the assistance of the Town of Southampton Housing Authority located an income eligible purchaser to purchase the Premises from the seller; and

WHEREAS, such Community Benefit Unit is encumbered with a Buyer Benefit Mortgage which needs to be assumed by the new income eligible buyer at the closing of title; now therefore be it

RESOLVED, that the Town Board of the Town of Southampton hereby authorizes the Supervisor to sign a Note and Mortgage Assumption Agreement along with any additional documents necessary in order that the Buyer Benefit Mortgage recorded against the Premises can be assumed by the eligible purchaser.

**Financial Impact:**  
None

Ú Vote Record - Town Board Resolution RES-2016-886						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-887**

**Category:** Agreements, Contracts, Leases  
**Sponsors:** Councilwoman Julie Lofstad  
**Department:** Central Purchasing and Contracts Compliance

**Authorize the Purchase of Food Products and Related Supplies from U.S. Communities Contract with Premier Inc. with Distribution through US Foods**

WHEREAS, the U.S. Communities Contract with Premier Inc. with Distribution through US Foods has been identified as meeting the needs of the Town; and

WHEREAS, Premier Inc., holds a current U.S. Communities Contract for Food Products and Related Supplies, contract number 13924 with an expiration date of June 30, 2017; and

WHEREAS, when goods procured under a valid County or State contract exceed the mandatory bidding threshold for goods (i.e. \$20,000), a resolution authorizing the purchase must be submitted and approved by the Town Board; and

WHEREAS, although resolution 2014-223 has already provided authorization for the Supervisor to execute any and all legal agreements with applicable federal and cooperative entities, the current procurement policy does not include Cooperative agreements in the piggybacking clause currently from state or county contracts, this language will be revised in the 2016 procurement policy; and

RESOLVED, based on the recommendation of the Senior Citizen Program Director, the Town Board of the Town of Southampton hereby authorizes the purchase Food Products and Related Supplies from U.S. Communities Contract with Premier Inc. with Distribution through US Foods; be it

FURTHER RESOLVED, the source of funding shall be Nutrition Programs-Food G/L# 01-99-6143-01-6445-0000 in amounts not to exceed available budget.

**Financial Impact:**

The source of funding shall be Nutrition Programs-Food G/L# 01-99-6143-01-6445-0000 in amounts not to exceed budget allocated for these purposes.

Ú Vote Record - Town Board Resolution RES-2016-887						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-888**

**Category:** Agreements, Contracts, Leases  
**Sponsors:** Supervisor Schneiderman, Councilwoman Scalera  
**Department:** Central Purchasing and Contracts Compliance

**Authorize the Purchase of One (1) 2017 Ford Expedition from NYS OGS Contract with Webster Ford Inc. d/b/a Henderson Ford**

WHEREAS, the Town Police Department is in need of a Sergeant vehicle; and

WHEREAS, the Ford Expedition has been identified as meeting the vehicle needs of the Town and has been confirmed as being available through an existing State contract; and

WHEREAS, using the NYS mini-bid quote system, mini-bid number 16080140, Webster Ford Inc. d/b/a Henderson Ford came in with the lowest responsible bid for one (1) 2017 Ford Expedition at a delivered cost of \$33,824.00; and

WHEREAS, Webster Ford Inc. d/b/a Henderson Ford, holds a current New York State OGS Contract for one (1) 2017 Ford Expedition, Group 40451, Award 22898, Contract Number PC66744; and

WHEREAS, the Chief of Police and the Purchasing Agent recommends the purchase of one (1) 2017 Ford Expedition; and

WHEREAS, these vehicles are exempt from having to comply with the requirements set forth by "Green" Vehicle Policy under resolution 2011-855; and

WHEREAS, when goods procured from a valid State or County contract exceed the mandatory bidding threshold (ie: \$20,000 goods), a resolution authorizing the purchase must be submitted and approved by the Town Board; now therefore, be it

RESOLVED, based on the recommendation of the Chief of Police and the Purchasing Agent, the Town Board of the Town of Southampton hereby authorizes the purchase of one (1) 2017 Ford Expedition from NYS OGS Group 40451, Award #22898, Contract Number PC66744 with Webster Ford Inc. d/b/a Henderson Ford at a delivered cost not to exceed \$33,824.00; be it

FURTHER RESOLVED, the source of funding for this purchase shall be Police Department Vehicles G/L# 02-99-3120-02-6201-0000 in an amount not to exceed \$33,824.00; be it

FURTHER RESOLVED, that the Central Purchasing and Contracts Compliance has verified that this contract is still in effect and that these vehicles are still available.

**Financial Impact:**

The source of funding for this purchase shall be Police Department Vehicles G/L# 02-99-3120-02-6201-0000 in an amount not to exceed \$33,824.00.

Ū Vote Record - Town Board Resolution RES-2016-888						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-889**

**Category:** Agreements, Contracts, Leases  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Central Purchasing and Contracts Compliance

**Authorize the Supervisor Sign Fourth Amendment to Lease with New Cingular Wireless f/k/a AT & T Wireless for Cell Tower located at Ponquogue Avenue and Springville Road in the Hampton Bays Water District**

WHEREAS, the Town of Southampton acting in their capacity as the Commissioners of the Hampton Bays Water District executed a third amendment on January 2, 2014 to the original lease agreement with New Cingular Wireless f/k/a AT & T Wireless for Cell Tower located at Ponquogue Avenue and Springville Road in the Hampton Bays Water District; and

WHEREAS, the Third Amendment, in addition to other changes, authorized the installation of a gas generator within the cell tower's storage facility, although this installation never took place; and

WHEREAS, the fourth amendment seeks to install an updated model generator which means the size allocated for a generator needs to be increased slightly; and

WHEREAS, the engineer for the Hampton Bays has reviewed the plans for this installation and has determined that there is enough space for this install and has approved this installation; now therefore, be it

RESOLVED, the Town Board of the Town of Southampton hereby authorizes the Supervisor to execute this fourth amendment for New Cingular Wireless f/k/a AT & T Wireless for Cell Tower located at Ponquogue Avenue and Springville Road in the Hampton Bays Water District; be it

FURTHER RESOLVED, that this agreement has been approved by Contracts Compliance and the Town Attorney's office who find its signing acceptable.

**Financial Impact:**

This is an income generating agreement.

Ū Vote Record - Town Board Resolution RES-2016-889						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-890**

**Category:** Budget & Finance  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Comptroller

**Amend 2016 Adopted Budget For Bay Constables**

RESOLVED, as per the recommendation of the Chief of Police, that the Town Board approve the following budget transfer for the purpose of covering additional marine charges; and be it further

RESOLVED, the 2016 Adopted Budget is amended accordingly and the Town Comptroller is authorized to make all budgetary and accounting entries necessary to execute.

DESCRIPTION	FROM G/L	AMOUNT
Bay Constable - Equipment	01-99-3121-01-6200-0000	\$5,000.00

DESCRIPTION	TO G/L	AMOUNT
Bay Constable - Marine Charges	01-99-3121-01-6480-0000	\$5,000.00

**Financial Impact:**

DECREASE Equipment 01-99-3121-01-6200-0000 - \$5,000.00

INCREASE Marine Charges 01-99-3121-01-6480-0000 - \$5,000.00

Ū Vote Record - Town Board Resolution RES-2016-890						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-891**

**Category:** Budget & Finance  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Comptroller

**Amend 2016 Adopted Budget for Community Preservation Department Land Purchases**

WHEREAS, the Community Preservation Department Land Purchase budget was estimated during the 2016 budget process; and

WHEREAS, the Community Preservation Department is purchasing more land than anticipated in 2016; and

WHEREAS, there is CPF Fund Balance available to appropriate to cover the additional land purchases in 2016 and it is the recommendation of the CPF Program Manager to appropriate CPF Fund Balance in the amount of \$26,200,000 and two percent transfer tax revenue is higher than anticipated and it is the recommendation of the CPF Program Manager to increase the budget of \$46,200,000 by \$13,800,000 to \$60,000,000; now therefore be it

RESOLVED, the Town Board of the Town of Southampton hereby authorizes the appropriation of CPF Fund Balance in the amount of \$26,200,000 and increases the estimated 2% transfer tax revenue by \$13,800,000 from \$42,600,000 to \$56,400,000 and increases the CPF Land Purchase 2014 Budget by \$40,000,000 to \$74,075,282; and be it further

RESOLVED, the Town Comptroller is authorized to make all budgetary and accounting entries necessary to execute.

**Financial Impact:**

INCREASE CPF Appropriated Fund Balance G/L #31-99-1940-31-9090-0000 - \$26,200,000

INCREASE CPF Land Purchase G/L #31-99-1940-31-6208-0001 - \$40,000,000

INCREASE CPF Property Taxes G/L #31-99-1940-31-1190-0000 - \$13,800,000

Ū Vote Record - Town Board Resolution RES-2016-891						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-892**

**Category:** Budget & Finance  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Comptroller

**Amend 2016 Adopted Budget For Comptroller's Office For Grant Writing Assistance**

RESOLVED, as per the recommendation of the Town Comptroller, that the Town Board approve the following budget increase for the purpose of unexpected expenses for grant writing assistance; and be it further

RESOLVED, the 2016 Adopted Budget is amended accordingly and the Town Comptroller is authorized to make all budgetary and accounting entries necessary to execute.

DESCRIPTION	TO G/L	AMOUNT
Comptroller - Misc Revenue	01-99-1315-01-2770-0000	\$15,000.00

Comptroller - Consultants 01-99-1315-01-6490-0000 \$15,000.00

**Financial Impact:**

INCREASE Misc Revenue - 01-99-1315-01-2770-0000 - \$15,000

INCREASE Consultants - 01-99-1315-01-6490-0000 - \$15,000

Ú Vote Record - Town Board Resolution RES-2016-892					
		Yes/Aye	No/Nay	Abstain	Absent
.. Adopted	Jay Schneiderman	..	..	..	..
.. Adopted as Amended	Julie Lofstad	..	..	..	..
.. Defeated	Christine Preston Scalera	..	..	..	..
.. Tabled	John Bouvier	..	..	..	..
.. Withdrawn	Stan Glinka	..	..	..	..
.. Failed To Move					

**Town Board Resolution 2016-893**

**Category:** Budget & Finance  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Police

**Amend 2016 Adopted Budget For Police Department**

RESOLVED, as per the recommendation of Chief of Police, that the Town Board approve the following budget transfer for the purpose of covering repairs to police vehicles; and be it further

RESOLVED, the 2016 Adopted Budget is amended accordingly and the Town Comptroller is authorized to make all budgetary and accounting entries necessary to execute.

DESCRIPTION	FROM G/L	AMOUNT
Town Police - Insurance Recoveries	02-99-3120-02-2680-0000	\$8,686.39

DESCRIPTION	TO G/L	AMOUNT
Town Police - Repair Vehicle	02-99-3120-02-6408-0000	\$8,686.39

**Financial Impact:**

DECREASE Town Police - Insurance Recoveries - 02-99-3120-02-2680-0000 - \$8,686.39

INCREASE Town Police - Repair Vehicle - 02-99-3120-02-6408-0000 - \$8,686.39

Ú Vote Record - Town Board Resolution RES-2016-893					
		Yes/Aye	No/Nay	Abstain	Absent
.. Adopted	Jay Schneiderman	..	..	..	..
.. Adopted as Amended	Julie Lofstad	..	..	..	..
.. Defeated	Christine Preston Scalera	..	..	..	..
.. Tabled	John Bouvier	..	..	..	..
.. Withdrawn	Stan Glinka	..	..	..	..
.. Failed To Move					

## Town Board Resolution 2016-894

**Category:** Budget & Finance  
**Sponsors:** Councilwoman Christine Preston Scalera  
**Department:** Town Council

### Establish Executive Financial Budget Summary

WHEREAS, an executive financial summary would be a beneficial and fundamental tool to advance transparency in our budgeting practices and in providing the Town Board and the public a clear snapshot of the changes in forecasted revenue, mandatory/contractual expenses as well as discretionary additions or subtractions from prior years; now therefore be it

RESOLVED, that the Town Board of the Town of Southampton hereby adopts a policy creating the Executive Financial Budget Summary prepared by the Comptroller to accompany the presentation of the tentative budget to the Town Board as follows:

#### EXECUTIVE FINANCIAL BUDGET SUMMARY:

The Executive Financial Budget Summary is a bulleted narrative that clearly elaborates the various changes from the current final adopted budget and the submitted tentative budget. The document will identify projected modifications to revenues both in terms of volume and fee structure. Expenses will be segregated by mandatory/contractual, separated by actual or projected, and discretionary. Individual exceptions to broad adjustments must be specified i.e.: exceptions in certain compensation that varies from the whole and additional positions/promotions. The summary will include year over year projected changes to the projected borrowing, debt service and appropriation of fund balance. A worksheet will accompany the narrative that summarizes, by fund, the major changes as described in the narrative. The worksheet will include budgeted and actual information from two years prior through the tentative budget.

#### DEFINITIONS:

REVENUES. – Specific changes in projected revenues detailing differences in fee structure or volume by specific fund.

MANDATORY/CONTRATUAL EXPENSES. – Specific changes in expenses that will be incurred due to the Town's existing contractual and mandated obligations (not to include projected contractual changes, premiums or rates).

PROJECTED MANDATORY/CONTRATUAL EXPENSES. – Specific changes in expenses projected to meet future contractual and mandated obligations.

DISCRETIONARY EXPENSES. - Specific changes to expenses that are at the discretion of the Town Board.

DEBT SERVICE. - Overall increase/ decrease in debt service by specific fund.

FUND BALANCE APPROPRIATION. – Total fund balance appropriation by specific fund necessary to balance the budget with year over year variances.

#### SAMPLE WORKSHEET:

The worksheet should be specific to all major changes specific by fund. The following is to be used as a guide and not to be considered all inclusive:

2YR Prior Budget	2YR Prior Actual	Prior YR Budget	Prior YR Actual	Curr YR Budget	Curr YR Actual	Proposed Budget
------------------	------------------	-----------------	-----------------	----------------	----------------	-----------------

Revenues:  
 Mortgage Tax  
 Fees  
 Other

Mandatory/Contractual Expenses:  
 Debt Service  
 CBAs  
 Retirement  
 Insurance

Discretionary/Projected Expenses:  
 Pay as you Go  
 Personnel  
 Legal Fees/Settlements

**Financial Impact:**  
 None

Ú Vote Record - Town Board Resolution RES-2016-894						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-895**

**Category:** Committees & Advisory Boards  
**Sponsors:** Supervisor Schneiderman, Councilman Bouvier  
**Department:** Supervisor

**Appoint Nichol J. Dennis-Banks to Affirmative Action Task Force**

RESOLVED, that Nichol J. Dennis-Banks is hereby appointed to the Affirmative Action Task Force for the remainder of 2016, to end December 31, 2016.

**Financial Impact:**  
 None

Ú Vote Record - Town Board Resolution RES-2016-895						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-896**

**Category:** Local Laws  
**Sponsors:** Councilman John Bouvier  
**Department:** Town Attorney

**Resolution Adopting Amendments to the Southampton Town Code to Promote Solar Energy Systems as an Accessory Use in All Districts**

WHEREAS, the Town Board is considering amending provisions of the Town Code to promote solar energy systems as an accessory use in all zoning districts; and

WHEREAS, public hearings were held on August 9, 2016, August 23, 2016, and September 13, 2016, at which time all persons either for or against said amendment were heard; and

WHEREAS, the Town of Southampton Department of Land Management has reviewed the provisions of the New York State Environmental Quality Review Act (SEQRA) and Chapter 157 (Environmental Quality Review) of the Town Code and has advised that the proposed action meets the criteria of a "Type I Action"; and

WHEREAS, after reviewing the information contained in the Environmental Assessment Forms prepared by the Department of Land Management and considering the potential impacts of the proposed action, the Town Board finds that the proposed amendments will not result in any large and important impacts and thus, will not have a significant impact on the environment; now, therefore, be it

RESOLVED, that the Town of Southampton hereby adopts a Negative Declaration pursuant to the State Environmental Quality Review Act and Chapter 157 of the Southampton Town Code; now, therefore, be it further

RESOLVED, that Local Law No. \_\_\_\_ of 2016 is hereby adopted as follows:

LOCAL LAW NO. OF 2016

A LOCAL LAW amending provisions of the Town Code to promote solar energy systems as an accessory use in all zoning districts.

BE IT ENACTED by the Town Board of the Town of Southampton as follows:

**Section 1. Legislative Intent**

Solar energy is a renewable and non-polluting energy resource that does not produce fossil fuel emissions and will reduce a municipality's energy load. Energy generated from solar energy can be used to offset energy demand on the grid. The Town of Southampton is

committed to such goals, and has articulated such in its Comprehensive Plan and Southampton 400+ Sustainability Plan, which states "because climate change poses a direct threat to the New York shoreline, any effort to reduce carbon footprint is a benefit to a waterfront community like Southampton" and recommends that the Town "Support the construction and expansion of, and improvements to all forms of energy supply infrastructure as a means to provide enhanced environmental benefits, greater fuel diversity and consumer choice to all Southampton Town residents". These amendments therefore seek to increase the prevalence of solar by promoting the accommodation of solar energy systems as an accessory use in all zoning districts.

### **Section 2. Amendment**

Town Code §330-5 (Zoning, Definitions), of the Code of the Town of Southampton is hereby amended by adding the underlined words alphabetically as follows:

§330-5. Definitions.

GROUND-MOUNTED SOLAR ENERGY SYSTEM: A Solar Energy System that is anchored to the ground and attached to a pole or other mounting system, detached from any other structure.

ROOF-MOUNTED SOLAR ENERGY SYSTEM: A solar panel system located on the roof of any legally permitted building or structure.

SOLAR ENERGY EQUIPMENT: Electrical energy storage devices, material, hardware, inverters, or other electrical equipment and conduit of photovoltaic devices associated with the production of electrical energy.

SOLAR ENERGY SYSTEM: A system that transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, or other means.

SOLAR PANEL: A device capable of collecting and converting solar energy into electrical or thermal energy.

### **Section 3. Amendment.**

Town Code §330-67 is hereby amended by adding the underlined words as follows:

§330-67. Protection of natural vegetation.

A. To ensure maximum water recharge and to minimize the potential for fertilized vegetation, natural vegetation located on a tract or lot shall be preserved to the maximum extent possible, consistent with the following parameters:

(4) Residential lots and tracts:

(a) For residential lots, the amount of disturbance of natural vegetation shall not exceed the following percentages, except ~~on flagpole lots, where the area of the pole shall be exempt from the total lot area and the total amount of clearing permitted:~~

(1) the pole portion of a flagpole lot shall be exempt for the total lot area and the total amount of clearing permitted; and.

(2) Ground-Mounted Solar Energy Systems having a minimum output of 5 kw and a maximum of 4,500 square feet shall be exempt from the total amount of clearing permitted; provided that no more than 20% of this exempt area shall contain impervious surfaces. If such system is removed or becomes

inoperable, the subject lot shall be revegetated so as to comply with the clearing restriction of this section, per a site disturbance plan approved by the Planning Board pursuant to §330-67A(1).

#### **Section 4. Amendment.**

Town Code §330-76 is hereby amended by adding the underlined words as follows:

§ 330-76. Placement of accessory buildings, structures, and uses in all districts.

#### **L. Solar Energy Systems.**

All such systems are permitted as an accessory use in all zoning districts when the primary purpose is for producing electricity or thermal energy for onsite consumption.

##### (1) Roof-Mounted Solar Energy Systems.

(a) All such systems are subject to the requirements of §123-39.1.

(b) Height. Shall not exceed the maximum height restrictions of the zoning district within which they are located.

(c) Aesthetics. Roof-Mounted Solar Energy System installations shall incorporate the following design requirements:

a. Solar Energy Equipment shall be installed inside walls and attic spaces to reduce their visual impact.

b. Panels facing the front yard must be mounted at the same angle as the roof's surface with a maximum distance of 6 inches between the roof and highest edge of the system.

##### (2) Ground-Mounted Solar Energy Systems.

(a) Maximum Height shall not exceed 10 feet.

(b) Shall adhere to the setback requirements pursuant to §330-77G, as well as transition yard requirements pursuant to §330-83, as may be applicable, but in no case shall it be located closer than 10 feet from any property line.

(c) All such systems shall be installed in the side or rear yards.

#### **Section 5 Amendment.**

Town Code §330-77D is hereby amended by adding the underlined words as follows:

330-77. Placement of accessory buildings, structures, and uses in residence districts.

D. Accessory building and/or structures to be located or constructed in any residential zone in the required rear yard for a main or principal building shall not occupy more than 20% of such required rear yard, except for the area of the footprint associated with a Ground-Mount Energy System having a minimum output of 5 kw, and decks and patios within 12 inches of grade. The total lot coverage shall not exceed the maximum lot coverage provided in §330-11.

#### **SECTION 6. Authority.**

The proposed local law is enacted pursuant to Town Law Article 16 and Municipal Home Rule Law §10(1)(ii)(a)(11) and §10(1)(ii)(d)(3).

#### **SECTION 7. Severability.**

If any section or subdivision, paragraph, clause, phrase of this law shall be adjudged invalid or held unconstitutional by any court of competent jurisdiction, any judgment made thereby

shall not affect the validity of this law as a whole or any part thereof other than the part or provision so adjudged to be invalid or unconstitutional.

**SECTION 8. Effective Date.**

This local law shall take effect upon filing with the Secretary of State pursuant to the Municipal Home Rule Law.

AND BE IT RESOLVED, that the Town Clerk is hereby directed to publish the following Notice of Adoption:

**NOTICE OF ADOPTION**

TAKE NOTICE that after public hearings were held by the Town Board of the Town of Southampton on August 9, 2016, August 23, 2016, and September 13, 2016, the Town Board, at its meeting of September 13, 2016, adopted Local Law No. \_\_\_\_ Of 2016 as follows: "A LOCAL LAW amending provisions of the Town Code to promote solar energy systems as an accessory use in all zoning districts."

**SUMMARY OF LOCAL LAW**

This code amendment promotes solar energy systems as an accessory use in all zoning districts by defining such, and by modifying code provisions regulating rear yard lot coverage and ground disturbance.

Copies of the proposed local law sponsored by Councilman Bouvier are on file in the Town Clerk's Office, Monday through Friday, from 8:30 a.m. to 4:00 p.m.

BY ORDER OF THE TOWN BOARD  
TOWN OF SOUTHAMPTON, NEW YORK  
SUNDY A. SCHERMEYER, TOWN CLERK

**Financial Impact:**

None.

Ú Vote Record - Town Board Resolution RES-2016-896						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-897**

**Category:** Miscellaneous  
**Sponsors:** Councilman Stan Glinka  
**Department:** Town Attorney

**Accept a Portion of Douglas Court into the Town Highway System, Hampton Bays**

WHEREAS, the Superintendent of Highways and the Assistant Town Engineer have found that a portion of the road known as "Douglas Court" in the hamlet of Hampton Bays,

terminating at the cul-de-sac, has been suitably improved and maintained, and have recommended that it be accepted into the Town's Highway system; and

WHEREAS, Douglas Court appears on the Subdivision Map of Ocean Hills, filed in the Suffolk County Clerk's Office on March 20, 1996, as Map No. 9820; and

WHEREAS, as part of said subdivision, the developer, Real Estate Consultants, Inc., filed an irrevocable Offer of Dedication, dated November 12, 1995, ceding title to land areas designated on said subdivision map for uses such as streets, drainage easements, parks, or recharge basins, to the Town of Southampton; and

WHEREAS, this irrevocable Offer of Dedication was duly executed and recorded in the Suffolk County Clerk's Office on March 26, 1996, at Liber 11767, and Page 460; and

WHEREAS, that portion of Douglas Court, terminating at the cul-de-sac, is captured by this Offer of Dedication; and

WHEREAS, based upon the above, the Town seeks to accept this portion of Douglas Court into the Town's Highway system; now therefore be it

RESOLVED, that the irrevocable Offer of Dedication made by Real Estate Consultants, Inc., to dedicate that portion of Douglas Court terminating at the cul-de-sac, as shown on the subdivision map of Ocean Hills, is hereby ACCEPTED; and be it further

RESOLVED, that the portion of Douglas Court terminating at the cul-de-sac is hereby ACCEPTED into the Town's Highway system; and be it further

RESOLVED, that the Town Clerk is hereby directed to forward copies of this resolution to the Southampton Tax Assessor's Office, the Suffolk County Real Property Tax Service Agency, and the Suffolk County Clerk's Office.

**Financial Impact:**

None, see resolution text.

ü Vote Record - Town Board Resolution RES-2016-897						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

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**Town Board Resolution 2016-898**

**Category:** Miscellaneous  
**Sponsors:** Councilwoman Christine Preston Scalera  
**Department:** Town Clerk

**Authorization of Road Closures and Cost Reimbursement Waiver for "San Gennaro Feast of the Hamptons" on October 1 and 2, 2016 from 10:00 A.M. to 10:00 P.M. and "San Gennaro Feast of the Hamptons" Parade on September 30, 2016 from 7:00 PM to 10:00 PM.**

WHEREAS, the "San Gennaro Feast of the Hamptons" has been approved by the Chief Fire Marshal for a Special Event Permit to be held October 1 and 2, 2016 from 10:00 a.m. to 10:00 p.m. on Good Ground Road, Hampton Bays, New York, 69 West Montauk Highway Hampton Bays (900-224-1-19.1) and staging at the Hampton Bays Water District, 18 C Ponquogue Avenue, Hampton Bays, New York (SCTM# 900-224-2-36.1) and 18 Ponquogue Avenue, Hampton Bays, New York (SCTM#900-224-2-45.1). There are no rain dates. Road closure is to begin on September 30, 2016 at 9:00 p.m. and continue until 12:01 a.m. on October 3, 2016. Set up is not to begin prior to 9:00 p.m. on September 30, 2016. Clean up to be completed by 12:01 a.m. on October 3, 2016; and

WHEREAS, the "San Gennaro Feast of the Hamptons" Parade has been approved by the Chief of Police for a Parade Permit to be held September 30, 2016 from 7:00 p.m. to 10:00 p.m. in Hampton Bays beginning and ending at the Hampton Bays Water District on Ponquogue Avenue, Hampton Bays; and

WHEREAS, the Southampton Town Police Department has issued reports dated August 6, 2016 regarding both events and also issued Financial Impact Statements for police services impacting GL #02-99-3120-02-6100-0000, GL #02-99-3120-02-6101-0000 and GL #02-99-3120-02-6105-0000. Police and Traffic Control Officers will be available during the two hour parade and fifty-nine hour special event; and

WHEREAS, the Southampton Town Chief Fire Marshal has issued a report dated August 29, 2016 with regards to the event, and also has issued a Financial Impact Statement for onsite inspection; and

WHEREAS, the San Gennaro Feast of the Hamptons Committee, has submitted a request for a waiver for the Police department, Highway Department and Public Safety cost reimbursements to the Southampton Town Board, pursuant to 283-3B of the Town Code; and

WHEREAS, the event is open to the public and held on public property; now therefore be it

RESOLVED, that the Town Board hereby approves the road closures submitted by the Southampton Town Police Department for the "San Gennaro Feast of the Hamptons" Parade to be held on September 30, 2016 from 7:00 p.m. to 10:00 p.m. beginning at the Hampton Bays Water District and ending at Springville Road and Good Ground Road in Hampton Bays and the "San Gennaro Feast of the Hamptons" on October 1 and 2, 2016, from 10:00 a.m. to 10:00 p.m. on Good Ground Road in Hampton Bays as listed below, pursuant to 283-4A:

1. Ponquogue Avenue will be closed to vehicular traffic from Lynnclyff Avenue to Montauk Highway from 7:45 p.m. to 9:00 p.m. on September 30, 2016; and
2. Montauk Highway will be closed to vehicular traffic from Bittersweet South Ext. to Flanders Road from 7:45 p.m. to 9:00 p.m. on September 30, 2016; and
3. Springville Road will be closed to vehicular traffic from Shore Road to Montauk Highway from 7:45 p.m. to 9:00 p.m. on September 30, 2016; and
4. Squiretown Road will be closed to vehicular traffic from Old Riverhead Road to Montauk Highway from 7:45 p.m. to 9:00 p.m. on September 30, 2016; and
5. On Friday, September 30, 2016 at 9:00 p.m. until Monday, October 3, 2016 at 12:01 a.m., Good Ground Road in Hampton Bays will be restricted to vehicular traffic for

the festival vendors, Long Island Railroad transportation, those exiting from 7-Eleven, and those entering/exiting Good Ground Apartments; and be it further

RESOLVED, that the Town Board hereby authorizes the use of Town owned property known as Good Ground Road for the event as referenced in the Special Event application, subject to the conditions contained in the Special Event permit; and

RESOLVED, that the Town Board hereby authorizes the use of Town owned property (SCTM #900-224-2-36.1 and 224-2-45.1) for the event as referenced in the Parade application, subject to the conditions contained in the Parade permit; and BE IT FURTHER

RESOLVED, that the Town Board hereby approves the waiver of the estimated costs as requested by the San Gennaro Feast of the Hamptons Committee.

**Financial Impact:**

The source of funding is Police Department – Salaries G/L #02-99-3120-02-6100-0000 \$1,258.00, Town Police - Overtime G/L #02-99-3120-02-6101-0000 \$13,600.00 and Town Police - Part Time Salaries G/L #02-99-3120-02-6105-0000 \$2,800.00 for a total estimated amount not to exceed \$17,658.00 for the two day festival.

The source of funding is Police Department – Part Time Salaries G/L #02-99-3120-02-6105-0000 \$600.00 and Town Police - Overtime G/L #02-99-3120-02-6101-0000 \$1800.00 for a total estimated amount not to exceed \$2400.00 for the Parade. The source of funding shall be Fire Prevention - Salaries G/L #01-99-3410-01-6101-0000 for a total estimated amount of \$174.72.

The source of funding is Highway Department G/L to be determined by Town Comptroller.

Ü Vote Record - Town Board Resolution RES-2016-898						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-899**

**Category:** Miscellaneous  
**Sponsors:** Councilman John Bouvier  
**Department:** Long Range Planning

**Authorize Town Supervisor's Letter of Support for NYSERDA NY Prize Stage 2 Grant Application**

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA), in partnership with the Governor's Office of Storm Recovery (GOSR) announced the award of \$100,000 to the Town of Southampton under the three-stage NY Prize Community Grid Competition (NY Prize) to support the development of community microgrids; and

WHEREAS, the objective of NY Prize is to promote the design and build of community grids that improve local electrical distribution system performance and resiliency in both a normal operating configuration as well as during times of electrical grid outages; and stated NY Prize objectives include empowering community leaders, encouraging broad private and

public sector participation including local distribution utilities, local governments and third parties, protecting vulnerable populations and providing tools to build a cleaner more reliable energy system; and

WHEREAS, "microgrids" are local energy networks that are able to separate from the larger electrical utility grid during extreme weather events or emergencies, providing power to individual customers and crucial public services such as hospitals, first responders, emergency shelters and water treatment facilities; and

WHEREAS, microgrids also allow for the use of clean and efficient distributed energy resources such as wind, solar, and combined heat and power, improving the environmental and economic health of the community; and

WHEREAS, assuming such a microgrid was technologically and financially feasible, it would provide significant benefits to public safety, continuity of operations, response and recovery capabilities and vulnerability to power outages will be reduced and essential public health, public safety, civic, emergency response, disaster recovery and community services will be supported in times of large grid outages and/or fuel shortages; and

WHEREAS, the grant assistance from NYSERDA has allowed the Town to engage with a qualified vendor to determine feasibility, including a cost benefit analysis so that the Town and partners can determine if there is economic viability for such an endeavor, noting that the grant award does not obligate the Town or its partners to fund or construct a microgrid at any time; and

WHEREAS, NYSERDA has issued a new Request for Proposal (RFP 3044) for the Stage 2 of the NY Prize Competition and the same team who initially designed the microgrid for the feasibility study will apply directly to NYSERDA for grant funding to produce the Detailed Engineering Design and Financial and Business Plan for a potential microgrid connecting critical facilities within the Village of Southampton that includes Town Hall; now, therefore

BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign a letter of support in connection with the independent NYSERDA NY Prize Stage 2 Grant application made by the team of Global Common, D & B Engineering & GE Consulting.

**Financial Impact:**

None

Ü Vote Record - Town Board Resolution RES-2016-899						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-900**

**Category:** Miscellaneous  
**Sponsors:** Councilman Glinka, Councilwoman Scalera  
**Department:** Town Council

**Authorize Waiver of Application Fees for the Southampton Fresh Air Home**

WHEREAS, Southampton Fresh Air Home is a non-profit facility dedicated to enhancing the lives of physically challenged children; and

WHEREAS, the facility provides a summer camp environment for physically challenged children and has been providing such services on the east end of Long Island since 1901; and

WHEREAS, the Southampton Fresh Air Home has requested the application fees be waived for the renovation to the camps main building consisting of the dining hall and kitchen, directors residence, assistant directors residence, counselor residence and staff room, as the fee presents a hardship, taking away funds from the facility and assistance with scholarships for children to attend the camp; and

WHEREAS, by Town-authorized waiver of the applicable fees associated with the application, a benefit is afforded to the individuals living within the Town of Southampton while no significant fiscal impact results to the taxpayers within the Town of Southampton since the Building Division is financed by application fees rather than property taxes; now therefore be it

RESOLVED, that the Town Board of the Town of Southampton hereby authorizes the Department of Land Management to waive all Planning and Building Department permit fees, including site plan review, building permit and electrical permit fees, associated with the application for the Southampton Fresh Air Home located at 36 Barkers Island Road the hamlet of Southampton, and further identified on the Suffolk County Tax Map as #900-128-02-10.

**Financial Impact:**

Revenue not realized due to waiver is approximately \$9,050.00, that is, approximately \$1,050.00 for the site plan application fee, \$6,000.00 for the building permit application fee, and \$2,000.00 for the electrical permit application fee.

ü Vote Record - Town Board Resolution RES-2016-900						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-901**

**Category:** Miscellaneous  
**Sponsors:** Councilman Stan Glinka  
**Department:** Information Technology

**Technology Usage Policy and Procedures Update**

WHEREAS, the Information Technology Department considers network security a priority and considers the end users of Town systems an essential part of keeping the Town's network and data secure; and

WHEREAS, the Town adopted a Technology Usage Policy as per resolution 2011-776, with revisions as per resolution 2013-472; and

WHEREAS, this technology usage policy will provide clear regulations and guidelines for all users as to the acceptable and appropriate usage of Town equipment and electronic systems, such as, but not limited to, computers, laptops, iPads, mobile phones, email, internet and file storage services, and other equipment and electronic services used to transact Town business; and

WHEREAS, online computer awareness training will provide support and clarity to the items listed in this policy for end users, and

WHEREAS, implementation of these policies and awareness training will assist the Information Technology Department in educating end users on best practices to maintain a more secure technology environment; now, therefore be it

RESOLVED, that the policy set forth below replaces and supersedes any and all prior policies governing technology usage; and be it further

RESOLVED, that annual computer security awareness training for end users shall be mandatory and that the Town Board of the Town of Southampton hereby adopts the following Technology Usage Policy:

INTRODUCTION

The Town of Southampton's Technology Usage Policy specifies the policies for the use of electronic information resources and information technology systems. Enforcement of this technology usage policy is consistent with the policies and procedures of this organization.

Being informed is a shared responsibility for all users of the Town of Southampton information systems. Being informed means:

- . Knowing these technology usage policies
- . Knowing how to protect data and data that you are responsible for
- . Knowing how to use shared resources without damaging them
- . Knowing how to report a virus, a computer intrusion, or other suspicious activity
- . Participating in technology security awareness training

POLICY

Compliance with this policy is mandatory for all employees, boards members, elected officials, contractors, vendors and guests (referred to as "Users") who access Town of Southampton electronic resources. This policy applies to all Town of Southampton information, computer systems and data that is used for official Town of Southampton business regardless of its location.

With the use of computers and mobile devices to facilitate Town operations, there is the risk that if computer systems are vulnerable, the information and data can be susceptible to theft and/or exploitation and computer viruses. Computing technology is constantly evolving and new vulnerabilities are discovered every day; therefore, no system is completely immune to exploitation. Applying layered security controls will better protect Town computers from risks. This policy outlines the Town's multi-layer security strategy for defense against unauthorized access to Town computing resources and defines a number of safe Town computing standards to provide protection for the Town's network.

This policy was established in August 2016.

The Town of Southampton Information Technology Department is responsible for maintaining this policy. For questions about the policy, contact:

Paula Pobat, Director of Information Management  
Information Technology Department  
Town of Southampton  
Email: ppobat@southamptontownny.gov  
Telephone: (631) 702-1980

#### DESKTOP AND LAPTOP USAGE POLICIES

1. Access to Town systems shall be granted upon the request of the employee's department head, with final approval by the Director of Information Management, using a "User Access Form". Access to specific systems, such as Financial or Justice Court systems, shall require the additional approval of the responsible department head that controls the application.
2. A password is used to provide authentication to an application and/or system. The Town's computer systems require the creation of strong, complex passwords in order to gain access to systems. Users are required to protect their password(s):
  - a. Do not share your password(s) with anyone, including co-workers. If you share your password, you may be held accountable for the act itself, as well as any issues that may result under your user ID.
  - b. Do not share your Town system credentials with anyone via the phone.
  - c. Do not write your password(s) down. Do not write it on a post-it and stick on your screen or leave it under your keyboard or in your desk drawer.
  - d. Do not use the same password for multiple Town systems. If your password is compromised and you have used the same password across multiple systems, the intruder will be able to gain access to multiple systems.
  - e. Refrain from using a password you utilize for your personal computing as your Town password.
  - f. If you are leaving your desk, lock your workstation by hitting control-alt-delete, and choosing "Lock" or "Lock Computer".
  - g. A password-protected screen saver will be enabled automatically on your computer after 15 minutes of inactivity in order to ensure your computer is not accessible by anyone else but you.
  - h. Never use the save password feature on applications or websites. If you do, others who have access to your computer may also have access to your accounts.
3. All Town data must stay on Town computer systems:
  - a. Only specific authorized users shall be allowed to copy/transmit data off of Town controlled systems as approved by their Department Head and the Director of IT.

- b. If a user requires access to work on Town documents from a remote location, such as home, remote access to Town systems and data can be accommodated via a secure connection, established through the IT Department.
- c. Emailing Town documents as attachments to your personal email address to be worked on at another location or personal desktop is prohibited.
4. USB ports on Town computers are disabled by default to prevent the removal of Town data from Town systems:
  - a. Do not store Town data on a USB drive. These can be easily lost.
  - b. If you find a USB device, do not plug it into your Town computer. Bring it to one of the IT staff for analysis.
  - c. If a presentation is brought into you on a USB device for a meeting, bring it to the IT Department for loading onto our system.
  - d. Plugging in of personal devices (such as an iPhone) or non-Town owned cameras into your Town computer's USB port is forbidden.
5. Storage of personal files, such as personal photos or documents, is not allowed on the Town's network.
6. Installation of software that is not approved by the IT Department is prohibited.
7. The IT Department creates regular backups of your data and files that are stored on the Town's network:
  - a. Files located on your local drive are not backed up by the Town's IT Department. This includes files in "My Documents" and files located on your "Desktop". If your desktop computer fails, any files stored locally will be lost. The IT Department will not be responsible for recovery of files stored on your local drive.
  - b. All Town files must be stored on a network drive to safeguard information and insure backup. Each Town department has a network data drive for storage of departmental files.
    - a.
    - b. Plugging in of personal devices (such as an iPhone) or non-Town owned cameras into your Town computer's USB port is forbidden.
1. Storage of personal files, such as personal photos or documents, is not allowed on the Town's network.
2. Installation of software that is not approved by the IT Department is prohibited.
3. The IT Department creates regular backups of your data and files that are stored on the Town's network:
  - a. Files located on your local drive are not backed up by the Town's IT Department. This includes files in "My Documents" and files located on your "Desktop". If your desktop computer fails, any files stored locally will be lost. The IT Department will not be responsible for recovery of files stored on your local drive.

b. All Town files must be stored on a network drive to safeguard information and insure backup. Each Town department has a network data drive for storage of departmental files.

8. Anti-Virus software should be running on every town computer at all times:

a. In the bottom right corner of your computer screen there is a "System Tray". You should see a shield with a green dot that lets you know your anti-virus is running:

If you see a yellow (warning) or a red (non-functioning) symbol on your shield, contact the IT staff immediately.

b. Tampering with the operation of your computer anti-virus Software is strictly forbidden.

9. The IT Department is responsible for updating Town computers with Windows patches, software patches and anti-virus updates. This is done on an as needed basis. After updates are installed, your computer may need to reboot. Generally, you will be notified that your computer needs to reboot and you will receive options on when you want to restart your machine. In order to insure your work is not lost:

a. User shall be responsible to save all work often by hitting the Save option in your program periodically.

b. User shall close all programs and lock or log off workstation at the close of business.

c. Do not ignore the reboot messages. Your computer will reboot on its own eventually if you do not do a manual reboot when you receive the message. Any open programs and documents will close on their own before reboot and any unsaved work will be lost. The IT Department will not be responsible for lost files or unsaved changes due to a computer reboot as a result of patch installation.

10. Be mindful of an activity called "shoulder surfing" when utilizing your Town computer. An individual from the public or a co-worker may be viewing information on your computer screen or watching you type your password.

11. All computers, laptops and any other device issued to you by the Town is the property of the Town of Southampton, and should be treated with care. Do not intentionally physically damage your computer or device.

#### SENSITIVE INFORMATION HANDLING POLICY

Many employees as part of their assigned duties must handle sensitive information such as employee information, constituent credit card information, and banking information. Town employees who are in these roles are expected to treat this information in an appropriate and lawful manner:

1. Take appropriate measures to prevent any unauthorized disclosure of this type of information, including being mindful of "shoulder surfing".

2. The preferred method of transmitting confidential or sensitive information (such as Human Resources data or Comptroller banking data) is through a secure website portal.

3. Transmission of banking data should be done on a designated "banking" computer

utilized only for this purpose.

4. If you need to transmit sensitive information via email you must be added to a specialized encryption group by the IT Department in order to do so. Sensitive information being sent via email will be detected by Town systems and will be stopped if it is not encrypted.
5. If you process payments via constituent credit cards, do not request that they email you their credit card information.
6. Do not leave sensitive information on your computer screen when you walk away. Close the program and lock your computer screen.

#### EMAIL USAGE POLICY

Email is a business communication tool and users are obligated to use this tool in a responsible, effective and lawful manner. The following lists the acceptable use and security measures that one must exercise when using the Town of Southampton's email system:

1. Users should have no expectation of privacy in anything they send or receive on the Town's email system.
2. All messages distributed via the Town's email system are Town property. All emails sent in and out of the Town's email system are archived and can be reviewed by Departmental Supervisors and/or Human Resources and produced to comply with a Freedom of Information Request.
3. Before hitting the SEND button on an email, remember that after you hit SEND, the message cannot be stopped from reaching the recipient.

Email can be used as a method to spread malicious content via email attachments or embedded links. Users should

1. screen when you walk away. Close the program and lock your computer screen.

#### EMAIL USAGE POLICY

Email is a business communication tool and users are obligated to use this tool in a responsible, effective and lawful manner. The following lists the acceptable use and security measures that one must exercise when using the Town of Southampton's email system:

1. Users should have no expectation of privacy in anything they send or receive on the Town's email system.
2. All messages distributed via the Town's email system are Town property. All emails sent in and out of the Town's email system are archived and can be reviewed by Departmental Supervisors and/or Human Resources and produced to comply with a Freedom of Information Request.
3. Before hitting the SEND button on an email, remember that after you hit SEND, the message cannot be stopped from reaching the recipient.
4. Email can be used as a method to spread malicious content via email attachments or

embedded links. Users should stop and think before opening an attachment or website link from within an email:

- a. If you do not recognize the sender or the email looks suspicious, do not open it and delete it.
- b. If it is from a recognized sender, carefully analyze whether you are expecting an attachment from this individual. If you are unsure, confirm that the email is valid with the sender.
- c. Carefully analyze embedded links in email before you click on them. If you are unsure if the link is valid, contact the IT staff.
- d. Pay close attention to the domain in the sender's email address. The domain is the part of the email address after the @ symbol. Sometimes the domain is clearly suspicious and other times it may be very close to a legitimate domain:
  - i. anyuser@jcmb.adv.br <mailto:anyuser@jcmb.adv.br> - suspicious domain
  - ii. anyuser@empirreinsurance.com <mailto:anyuser@empirreinsurance.com> - appears to be an email from a health insurance provider. If you look closely, there is an additional "r" in the domain name
  - iii. anyuser@domain.de <mailto:anyuser@domain.de> - appears to be a foreign country domain. Most email domains will end in .com or .net
5. Be aware of "phishing" emails that may request your password credentials or other personal identifying information such as social security number, date of birth, or driver's license number. Never enter this information into any email reply or website.
6. The forwarding of chain letters, junk mail, jokes, birthday greetings and non-work related materials is prohibited.
7. The email system is not to be used for any illegal activity; threats or harassment; slander or defamation; transfer of obscene or suggestive messages or graphic images. Employees who receive any emails with this content should report the matter to their supervisor immediately.
8. When conducting Town business, only an email account issued by the Town is acceptable for business related correspondences (anyuser@southamptontownny.gov). The use of personal email accounts to conduct Town business, to represent oneself or one's department on behalf of the Town is prohibited.
9. Do not send mass emailings via the Town's email system unless it is necessary as part of a Town project. If you need to do a mass emailing, please contact the IT staff for assistance on the proper method to do so.
10. All messages must show the genuine sender information. Users are not allowed to impersonate other users or user groups by using false information in their email signature.
11. If a user requires access to their Town email account from a mobile or off-site location, IT staff should be contacted for the appropriate method(s) to do so.
12. Obtaining your personal email, such as Gmail, Yahoo, MSN mail, etc. through Town resources is forbidden. This includes setting up your personal email to be delivered through your Town Microsoft Outlook client.

13. Users should not use your Town e-mail address to sign up for any mailing lists, register for blogs, etc. unless specifically for Town business and approved by the user's supervisor.

14. Users who are suspected of significant and/or repeated violations of this policy's requirements or who are suspected of gaining unauthorized access to another's emails, will be referred to Human Resources, as well as to local law enforcement agencies where appropriate. If users do not follow the Town's email policies, they need be aware of the employment and legal consequences that may occur:

- a. If you send or forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the Town of Southampton can be held liable.
- b. If you unlawfully forward confidential or sensitive information (e.g., SSN, bank account numbers), you and the Town of Southampton can be held liable.
- c. If you unlawfully forward or copy messages with copyright information and without permission, you and the Town of Southampton can be held liable for copyright infringement.
- d. If you intentionally send an attachment that contains a virus, you and the Town of Southampton can be held liable.
- e. Intentional abuse of email privileges and/or other violations of this policy's requirements may result in the immediate suspension of the user's email account pending investigation. Serious violations may lead to permanent revocation of access to Town email.

#### INTERNET USAGE POLICY

The Town's internet is a business tool and users are obligated to use this tool in a responsible, effective and lawful manner. Internet filtering

- a. If you send or forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the Town of Southampton can be held liable.
- b. If you unlawfully forward confidential or sensitive information (e.g., SSN, bank account numbers), you and the Town of Southampton can be held liable.
- c. If you unlawfully forward or copy messages with copyright information and without permission, you and the Town of Southampton can be held liable for copyright infringement.
- d. If you intentionally send an attachment that contains a virus, you and the Town of Southampton can be held liable.
- e. Intentional abuse of email privileges and/or other violations of this policy's requirements may result in the immediate suspension of the user's email account pending investigation. Serious violations may lead to permanent revocation of access to Town email.

#### INTERNET USAGE POLICY

The Town's internet is a business tool and users are obligated to use this tool in a responsible, effective and lawful manner. Internet filtering and monitoring is installed on the Town of Southampton's network and can be reported on at a supervisor's request as per the Town's Employee Handbook. The following lists the acceptable use and security measures that one must exercise when using the Town of Southampton's internet:

1. Surfing to questionable or inappropriate websites is strictly forbidden.
2. If a website is blocked and access is needed, the user should send a request for unblocking to the Town's Zendesk help desk portal. If appropriate, the IT staff will send the request to the website filtering vendor for categorization which will allow access to the site.
3. The use of internet streaming radio such as radio station web sites, Pandora, Sirius, etc. is not allowed on your Town computer. Streaming radio utilizes Town bandwidth that is needed for Town related operations.
4. The Town has established workstations for that do not utilize the Town's internal network for Town related investigative work and social media usage. These workstations must be used at all times for this type of work and for surfing to these types of websites.
5. The use of streaming video websites, such as YouTube, is only allowed for Town related business and may be accessed for training videos and informational videos that are relative to Town business.
6. Refrain from conducting any type of personal commerce such as online banking and personal shopping over the Town's internet. The Town will not be liable for any breach of personal information resulting from usage of the Town's internet to do so.
7. Be alert and aware of information stealing methods such as websites requesting personal information. Never type your personal information (such as your Social Security number, your account credentials, your driver's license number, etc.) into a website.

#### MOBILE DEVICE POLICY

Mobile devices are defined as, but not limited to, tablets, laptops, smart phones and cell phones. If your laptop or mobile device is carelessly lost or stolen, you and the Town may be liable for data loss or loss of sensitive information that may have been compromised. If you are issued a Town mobile device, you are expected to use this device in a responsible and effective manner:

1. All mobile devices containing stored data, email, calendar and contact information owned by the Town of Southampton must use a screen password to protect data. This includes personally owned devices that may receive Town email.
2. Remote lock, locate and wipe technology will be enabled when available on Town owned devices. These tools will be utilized where possible to disable and delete any data stored on a Town owned mobile device reported lost or stolen.
3. Town system access from mobile devices is currently limited to e-mail, applications and data published through Town programs such as remote application publishing software or mobile device management software. This will be set up for you upon delivery of your Town owned mobile device.
4. Keep your mobile device and/or laptop physically secured. If your device is with you in your vehicle and you need to leave your vehicle, take the laptop with you or ensure that it is locked in its docking station and the vehicle is secured.
5. The loss or theft of any Town-owned mobile device must be reported immediately to

the Information Technology Department.

6. Do not allow family members or other individuals to use your Town issued device.

#### BRING YOUR OWN DEVICE (BYOD) POLICY

The Town of Southampton has established various secure methods for authorized employees to access Town applications and data from their personal devices. The BYOD (bring your own device) program is designed to allow greater flexibility and productivity for the employee.

1. Access to Town resources from a personal device, including configuration of Town e-mail on that device, shall only be granted upon a request from the user's supervisor.
2. Town system access from user-owned mobile devices is currently limited to e-mail, applications and data published through Town programs such as remote application publishing software or mobile device management software. For access to systems via your personal device, contact the IT staff for more information.
3. BYOD users must activate password features on their devices that require password access to the device and auto-lock the device when not in use. Users are also advised to activate any location and remote wipe services available for their particular device in case the device is lost or stolen.
4. The Town reserves the right, at any time and without notice, to suspend, deny or revoke access to Town resources from the personal device, including e-mail, for any reason. Town IT may also refuse the support of specific devices due to incompatibilities or difficulty of management.
5. User is responsible for keeping the OS and necessary applications on their device up to date. Hardware issues are to be addressed by the user with the device manufacturer. Town IT staff may assist in support of BYOD device operations in regards to accessing Town resources as time allows, not to interfere with other established IT operations duties and responsibilities.
6. Town of Southampton shall not be held responsible for the loss, destruction, loss of access to, theft or misuse of personal data on any personal device participating in the BYOD program, nor for any loss or damage to the device itself as a result of IT staff assisting user with the device.
7. Users should not share or leave the device unattended when logged into Town resources and should remember to log off when finished.
  - 1 lock the device when not in use. Users are also advised to activate any location and remote wipe services available for their particular device in case the device is lost or stolen.
  2. The Town reserves the right, at any time and without notice, to suspend, deny or revoke access to Town resources from the personal device, including e-mail, for any reason. Town IT may also refuse the support of specific devices due to incompatibilities or difficulty of management.
  3. User is responsible for keeping the OS and necessary applications on their device up to date. Hardware issues are to be addressed by the user with the device manufacturer. Town IT staff may assist in support of BYOD device operations in regards to accessing Town resources as time allows, not to interfere with other established IT operations duties and

responsibilities.

4. Town of Southampton shall not be held responsible for the loss, destruction, loss of access to, theft or misuse of personal data on any personal device participating in the BYOD program, nor for any loss or damage to the device itself as a result of IT staff assisting user with the device.
5. Users should not share or leave the device unattended when logged into Town resources and should remember to log off when finished.

#### PHYSICAL IT SECURITY

Town employees are always welcome in the Information Technology Department. However, the department has physical security to protect the Town's IT resources, including coded entry doors:

1. Do not share the IT entry door code with anyone from the public or any individual who says they are a Town employee that you do not recognize.
2. When entering the door code, be aware of anyone around you who may be able to view you as you punch in the door code.
3. If you notice any individual who may be trying to enter the secure IT area using the door punch code, report the incident immediately to an IT staff member.

#### INCIDENT/SUSPICIOUS COMPUTER BEHAVIOR REPORTING

If you think you may have opened a malicious email or visited a compromised website or notice that your computer is behaving abnormally (unusual slowness, pop-ups, etc.) you must:

1. Shut your computer down immediately by hitting the power button or pulling the electric plug as soon as possible following the event.
2. Call a member of the IT Department immediately to report the incident.
3. Computer compromises are often difficult to spot. Employees who report possible breaches or other system compromises will not be subject to employment repercussions, provided the employee did not cause the malicious event either intentionally or by purposefully engaging in conduct that is prohibited under this policy.
4. If you are unsure as to whether or not your computer has been compromised, shut it down and call IT immediately. It is best to be safe than sorry.

#### EXCEPTIONS TO POLICIES

Exceptions to the above policies will be evaluated on a case by case basis and shall be made only for emergencies and/or under other very limited circumstances.

Any such requests must be submitted in writing to the Director of Information Management using the "Request for Computer Usage Policy Exception" form and must be signed by the

individual making the request and his/her Department Head. The Director of Information Management reserves the right to review and discuss the request with the Town Comptroller, the Town Supervisor, the Town Attorney, Human Resources, and/or any other parties deemed appropriate. The determination of the Director of Information Management shall be final unless overridden by an adopted resolution of the Town Board.

TOWN OF SOUTHAMPTON  
DEPARTMENT OF INFORMATION TECHNOLOGY

Request for Technology Usage Policy Exemption

I request an exemption is for:

Policy Section: \_\_\_\_\_

Item No. \_\_\_\_\_

Date of request: \_\_\_\_\_

Reason for requested exemption: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All parties who sign below understand that they may be held directly responsible for any damage, security breaches, data loss and theft, or infection infiltration of the Town's network as a result of this exemption to the policies adopted by the Town Board of the Town of Southampton and that action, as deemed appropriate by the Town Board, the Human Resources Director and the Director of Information Management may be taken against me as a result.

Requestor/Title: \_\_\_\_\_

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Supervisor: \_\_\_\_\_

Department Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved or Denied:

Dir. of Information Management Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved or Denied: \_\_\_\_\_

**Financial Impact:**

None

Ū Vote Record - Town Board Resolution RES-2016-901						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-902**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**2016 Part-time Salaries**

WHEREAS, the Town of Southampton 2016 Final Adopted Budget includes salaries for part-time employees; now, therefore, be it

RESOLVED that the Town Board of the Town of Southampton hereby sets the hourly rate of the following part-time employees effective April 1, 2016 through December 31, 2016;

<u>Name</u>	<u>Title</u>	<u>GL Code</u>	<u>2016 Hourly Rate</u>
Johanna Rishel	Beach Attendant	7180	\$ 9.00
Constance Giordano	Clerk	1420	\$ 15.00
Kelly Hardy	Custodial Aide	6772	\$ 15.00
Melissa Giacco	Custodial Aide	6772	\$ 15.00
Tara Schrage	Detention Attendant	3150	\$ 14.00
Sarah Olivarez	Detention Attendant	3150	\$ 14.00
Avery Cirincione-Lynch	Lifeguard	7180	\$ 12.21
Jacqueline Leahy	Lifeguard	7180	\$ 12.21
Rita Fernandez	Minibus Driver	5630	\$ 16.00
Steven Rappuhns	Program Aide	8700	\$ 12.33
Kelly Breslin	Program Aide	8029	\$ 14.00
Grettel Estrada	Program Aide	1110	\$ 12.00
Martin Martinez	Program Aide	3125	\$ 9.00
Kadarus Gainey	Program Aide	R071	\$ 9.00
Avenue Smith	Program Aide	R071	\$ 9.00
Ann Scheuring	Program Aide	8029	\$ 14.00
Jeffrey Dalder	Recreation Aide	7021	\$ 10.00
Jake Bufo	Recreation Aide	7021	\$ 10.00
Brett Pisaneschi	Recreation Aide	7021	\$ 10.00

**Financial Impact:**

None, as provided in 2016 Adopted Budget

Ū Vote Record - Town Board Resolution RES-2016-902						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-903**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**2016 Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

BE IT RESOLVED, that the Town of Southampton, Location Code 30016, hereby establishes the following as standard work days for the listed Elected and Appointed Officials and will report the following days worked to the New York State and Local Employee Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Standard Work Day	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Appointed Officials</b>					
Architectural Review Board	Timothy Rumph	6	1/1/16-12/31/16	N	3.94
Architectural Review Board	Cornelius Kelly	6	1/1/16-12/31/16	N	4.00

**Financial Impact:**

None

Ū Vote Record - Town Board Resolution RES-2016-903						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-904**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**Appoint Police Officer Julian Davila - Academy**

BE IT RESOLVED, based on the recommendation of the Chief of Police, the following individual be and hereby is appointed to the full time position of Police Officer in the Southampton Town Police Department from the Suffolk County Department of Civil Service Certification of Eligibles No. 16ELO24, effective September 6, 2016, at the annual academy salary of \$52,677.42:

Julian Davila

AND BE IT RESOLVED, that this appointment is pending successful completion of all required background checks and successful completion of the academy; and be it further

RESOLVED, this position will be funded through the Police Department Cost Center #3120 and the Town Comptroller is authorized to make all budgetary and accounting entries necessary to execute.

**Financial Impact:**

None, funding available from existing vacancies.

Ú Vote Record - Town Board Resolution RES-2016-904						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-905**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**Appoint Tatiana Love to Assistant Senior Citizens Center Manager Position from Civil Service List**

WHEREAS, Tatiana Love has been serving provisionally in the title of Assistant Senior Citizens Center Manager; and

WHEREAS, the Civil Service Certification of Eligibles has been established by the Department of Civil Service for the title of Assistant Senior Citizens Center Manager; and

WHEREAS, in accordance with the provisions of Section 65 ¶ 3 of the New York State Civil Service Law and Rule XII ¶ 1 of the Suffolk County Civil Service Rules, the Town must make a determination regarding the appointment of Tatiana Love; therefore be it

RESOLVED, Tatiana Love be and hereby is appointed to the position of Assistant Senior Citizens Center Manager in the Senior Services Division, from the Civil Service Certification of Eligibles No. 16EL319, effective September 13, 2016; be it further

RESOLVED, this position will continue to be funded through Senior Services cost center #6143.

**Financial Impact:**

None, as budgeted in 2016 Adopted Budget.

Ü Vote Record - Town Board Resolution RES-2016-905						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

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**Town Board Resolution 2016-906**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**Ratify Stipulation of Agreement**

WHEREAS, the Town is a party to a collective bargaining agreement with the Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO (the "CSEA"); and

WHEREAS, Automotive Equipment Operator Michael Dmitrash ("DMITRASH") is a member of the CSEA; and

WHEREAS, DMITRASH has waived his right to representation by the CSEA; and

WHEREAS, the Town and the DMITRASH wish to resolve a disciplinary matter without proceeding to the formality of charges and a hearing; now, therefore, be it

RESOLVED, that the Town Board hereby ratifies the Stipulation of Agreement between the Town and Michael Dmitrash; and be it further

RESOLVED, that the Town Comptroller is instructed to make all necessary adjustments to implement the terms of the Stipulation.

**Financial Impact:**

To be determined by the Town Comptroller.

Ú Vote Record - Town Board Resolution RES-2016-906						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-907**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**Recall and Rescind Resolution 2016-679**

RESOLVED, Resolution 2016-679, which ratified a stipulation of agreement, is hereby recalled and rescinded.

**Financial Impact:**

none

Ú Vote Record - Town Board Resolution RES-2016-907						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-908**

**Category:** Personnel  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Personnel

**Recall and Rescind Resolution 2016-680**

WHEREAS, Resolution 2016-834 which terminated a probationary appointment deemed a disciplinary action unnecessary; now, therefore be it

RESOLVED, Resolution 2016-680, which ratified a stipulation of agreement, is hereby recalled and rescinded.

**Financial Impact:**

none

Ú Vote Record - Town Board Resolution RES-2016-908						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-909**

**Category:** Public Hearings  
**Sponsors:** Councilwoman Christine Preston Scalera  
**Department:** Town Attorney

**Notice of Public Hearing to Consider Accepting a Deed of Dedication in Connection with the Site Plan Approval of Westhampton Beach Fire District, Westhampton**

BE IT RESOLVED that the Town Board hereby directs that a public hearing shall be held on September 27, 2016 at 6:00 p.m. at Southampton Town Hall, 116 Hampton Road, Southampton, New York, to hear any and all persons either for or against the acceptance of a deed of dedication in order to maintain access to adjacent parcels, in connection with the Site Plan approval of Westhampton Beach Fire District, approved by the Town of Southampton Planning Board by resolution adopted November 21, 2013; and be it further

RESOLVED, that the Town Clerk is hereby authorized to publish the following NOTICE OF PUBLIC HEARING:

**NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that a public hearing shall be held by the Town Board of the Town of Southampton on **September 27, 2016 at 6:00 p.m.** at the Southampton Town Hall, 116 Hampton Road, Southampton, New York to hear any and all persons either for or against the acceptance of an open space deed of dedication of approximately .07 acres, all located in Westhampton, in connection with the Site Plan approval of Westhampton Beach Fire District (SCTM#:900-354-4-96) approved by the Town of Southampton Planning Board by resolution adopted November 21, 2013, pursuant to Section 247 of the General Municipal Law of the State of New York.

BY ORDER OF THE TOWN BOARD  
 TOWN OF SOUTHAMPTON, NEW YORK  
 SUNDY A. SCHERMEYER, TOWN CLERK

**Financial Impact:**  
 None

Ú Vote Record - Town Board Resolution RES-2016-909						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-910**

**Category:** Public Hearings  
**Sponsors:** Councilwoman Christine Preston Scalera  
**Department:** Town Attorney

**Notice of Public Hearing to consider Accepting a Grant of Open Space in Connection with the Subdivision Map of Lumber Farm Estates, Bridgehampton**

BE IT RESOLVED that the Town Board hereby directs that a public hearing shall be held on September 27, 2016 at 6:00 p.m. at Southampton Town Hall, 116 Hampton Road, Southampton, New York, to hear any and all persons either for or against the acceptance of an open space deed of dedication in connection with the Subdivision Map of Lumber Farm Estates, Approved by the Town of Southampton Planning Board by resolution adopted July 28, 2016; and be it further

RESOLVED, that the Town Clerk is hereby authorized to publish the following NOTICE OF PUBLIC HEARING:

**NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that a public hearing shall be held by the Town Board of the Town of Southampton on **September 27, 2016 at 6:00 p.m.** at the Southampton Town Hall, 116 Hampton Road, Southampton, New York to hear any and all persons either for or against the acceptance of an open space deed of dedication for a 1.71 acre open space area, located in Bridgehampton, further identified on the Suffolk County Tax Map as part of parcel 900-052-2-14 in connection with the Subdivision Map of Lumber Farms, approved by the Town of Southampton Planning Board by resolution adopted July 28, 2016, pursuant to Section 247 of the General Municipal Law of the State of New York.

BY ORDER OF THE TOWN BOARD  
 TOWN OF SOUTHAMPTON, NEW YORK  
 SUNDY A. SCHERMEYER, TOWN CLERK

**Financial Impact:**  
 None

Ú Vote Record - Town Board Resolution RES-2016-910						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**Town Board Resolution 2016-911**

**Category:** Public Hearings  
**Sponsors:** Supervisor Jay Schneiderman  
**Department:** Community Preservation

**Notice of Public Hearing on the Acquisition of Lands of Beach Plum Meadows LLC, Southampton, and Amend the CPF Management and Stewardship Plan to Include Said Properties**

WHEREAS, The Town Board of the Town of Southampton has adopted the Town of Southampton Community Preservation Project Plan which identifies target areas and eligible properties for acquisition via the Community Preservation Fund (CPF); and

WHEREAS, Beach Plum Meadows LLC is the purported owner of approximately 11 acres of land located on Moses Lane in the Village of Southampton, New York, shown as SCTM# 904-1-3-85.1 and SCTM #900-158-2-33; and

WHEREAS, said properties are designated in the Village and Hamlet Greens, Parks, Recreation and Open Space Target Preservation Area of the Community Preservation Project Plan as appropriate sites for park and recreation purposes; and

WHEREAS, the Town will enter into an Intermunicipal Agreement with the Village of Southampton for active and/or passive park development, possible community garden and maintenance costs at the expense of the Village of Southampton; and

WHEREAS, Beach Plum Meadows LLC has expressed an interest in selling the properties to the Town of Southampton; and

WHEREAS, pursuant to §140-5A of Town Code and §247 of the General Municipal Law, a public hearing must be held before the Town of Southampton may acquire an interest in said property; and

WHEREAS, the source of funding to be the Community Preservation Fund Account, GL 31-99-1940-31-6208-0001; and

WHEREAS, on November 12, 2014, the Town Board adopted the Town of Southampton CPF Management and Stewardship Plan 2015 for the Community Preservation Fund pursuant to Town Law 64-e (6) which requires a property to be included in this Plan in order to expense any management and stewardship costs to the Community Preservation Fund; and

WHEREAS, said Management and Stewardship Plan shall be in effect for three (3) years with updates permitted from time to time at the discretion of the Town Board after a public hearing; and

WHEREAS, this interest in real property should be included in the Plan as it may require management and stewardship activities; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby directs that a Public Hearing shall be held on October 13, 2016 at 1 p.m., at Southampton Town Hall, 116 Hampton Road, Southampton, New York, to hear any and all persons either for or against the acquisition of the Beach Plum Meadows LLC properties in the Village of Southampton; and

BE IT FURTHER RESOLVED, the Town Clerk is authorized to publish the following Notice of Public Hearing:

**NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that a public hearing will be held by the Town Board of the Town of Southampton on **Tuesday, October 11, 2016 at 1 p.m.** at Southampton Town Hall, 116 Hampton Road, Southampton, New York to consider the acquisition of lands from Beach Plum Meadows LLC totaling approximately 11 acres located on Moses Lane in the Village of Southampton, New York, shown as SCTM# 904-1-3-85.1 and SCTM #900-158-2-33 for preservation of open space as identified in the Town of Southampton Community Preservation Project Plan, pursuant to the provisions of Chapter 140 of the Town Code and §247 of the General Municipal Law of the State of New York, the source of funding is the Community Preservation Fund Account GL 31-99-1940-31-6208-0001, and also to consider whether to amend the Town of Southampton CPF Management and Stewardship Plan to include said properties.

BY ORDER OF THE TOWN BOARD  
TOWN OF SOUTHAMPTON, NEW YORK  
SUNDY A. SCHERMEYER, TOWN CLERK

**Financial Impact:**

None

Ú Vote Record - Town Board Resolution RES-2016-911						
		Yes/Aye	No/Nay	Abstain	Absent	
.. Adopted	Jay Schneiderman	..	..	..	..	
.. Adopted as Amended	Julie Lofstad	..	..	..	..	
.. Defeated	Christine Preston Scalera	..	..	..	..	
.. Tabled	John Bouvier	..	..	..	..	
.. Withdrawn	Stan Glinka	..	..	..	..	
.. Failed To Move						

**VII. Closing**