



**Trustees of the Freeholders and Commonalty of the
Town of East Hampton**

***2022 Annual Resolutions
DRAFT***

Adopted on: January 3, 2022

www.ehtrustees.com
trustees@hamptonny.gov



2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Index

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P.O. Box 7073
Amagansett, NY 11930

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

20. Travel Mileage
21. Fee Schedule- Docks, Revetments, Moorings, Fish Traps, Pilings
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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-1

The following resolution was offered by _____ and seconded by _____ and unanimously adopted:

WHEREAS, the Trustees of the Freeholders and Commonalty of the Town of East Hampton (hereinafter referred to as “the Trustees”) intend to make every effort to best serve the people of the Town of East Hampton, and

WHEREAS, the Trustees feel that the oversight, care, maintenance and improvements of the holdings entrusted into our hands on behalf of the people of our community will best be served by the installation of several Clerks, and

THEREFORE, BE IT RESOLVED, the Trustees intend to install one (1) part-time Clerk and two (2) part-time Deputy Clerks, each with his/her specific responsibilities along with the general knowledge and oversight of all aspects of the business of the Trustees.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-2

The following resolution was offered by _____ and seconded by ____ and
unanimously adopted:

RESOLVED, the Clerk, Deputy Clerks (2) and Trustee Secretary are designated as the
Financial Officers of the Board of Trustees for the year 2022.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-3

The following resolution was offered by _____ and seconded by ___ and adopted:

WHEREAS, the office business of the East Hampton Town Trustees is generally conducted by a secretary, and

WHEREAS, Arlene Tesar is now secretary and already employed by the Town of East Hampton to conduct the office duties of the Trustees,

BE IT FURTHER RESOLVED, the Clerk is hereby authorized to employ Arlene Tesar as secretary to the East Hampton Town Trustees for the year 2022 and

THEREFORE, BE IT RESOLVED, Arlene Tesar will continue as secretary to East Hampton Town Trustees for the year 2022. In addition to her salary as a Town Employee, she will receive a stipend of \$170.00 per week from Trustee funds.

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Adopted: January 3, 2022

Resolution #2022-4

The following resolution was offered by _____ and seconded by ___ and adopted:

WHEREAS, the 2022 East Hampton Town Trustees will employ Christopher A. Carillo, Esq. as Counsel for the year 2022

THEREFORE, BE IT RESOLVED, that the Board of Trustees will enter into an agreement to hire the Law Office of Christopher A. Carillo, Esq. to serve as Counsel for the year 2022.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-5

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, the 2022 East Hampton Town Trustees will employ Van Dyke & Hand as the accounting firm for the year 2022

THEREFORE, BE IT RESOLVED, that the Board of Trustees will enter into an agreement to hire the accounting firm Van Dyke & Hand to serve as accountants for the year 2022.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-6

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, the Trustees designate certain banks, with which to conduct the business of the Town Trustees, and

WHEREAS, the Financial Officers are authorized to consolidate and/or relocate amounts as they see fit following notification to the Trustee Board, and

BE IT FURTHER RESOLVED, the Trustees have designated the following bank as the official depositories for the funds coming into the hands of the Trustees:

People's United Bank- East Hampton Office
(Pantigo Road)

THEREFORE, BE IT RESOLVED, the Clerk, two (2) Deputy Clerks, and Trustee Secretary are authorized to utilize the debit card established for operational expenses for the year 2022. The amount of any single purchase shall not exceed \$500.00 and purchases exceeding \$500.00 must have Board approval.

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Adopted: January 3, 2022

Resolution #2022-7

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, the Clerk is hereby authorized to set up a petty cash fund, not to exceed \$300.00, for expenditures in the year 2022 for supplies, mailing costs and operational expenses; and

WHEREAS, in addition, the Clerk, two (2) Deputy Clerks and Trustee Secretary are authorized to issue checks not to exceed \$500.00 for operational expenses for the year 2022; and

THEREFORE, BE IT RESOLVED, the Clerk, two (2) Deputy Clerks and Trustee Secretary are so authorized and any checks or debit card purchases over \$500.00 are to be approved by the Board of Trustees.

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Resolution #2022-8

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, it is necessary, to protect the assets held by the Trustees, for the Clerk, two (2) Deputy Clerks, and Trustee Secretary to be bonded;

THEREFORE, BE IT RESOLVED, the Clerk of the Trustees, the two (2) Deputy Clerks and Trustee Secretary will each be bonded for \$350,000.00 for the year 2022.

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Adopted: January 3, 2022

Resolution #2022-9

The following resolution was offered by ____ and seconded by ____ and adopted:

WHEREAS, from time to time it becomes necessary for monies to be withdrawn from the Trustees accounts;

THEREFORE, BE IT RESOLVED, the Clerk, two (2) Deputy Clerks, or Trustee Secretary as the Trustee financial officers are hereby authorized to execute any withdrawals and/or transfers or checks from the Trustees designated depositories, and said documents shall be signed by any two (2) of them.

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Adopted: January 3, 2022

Resolution #2022-10

The following resolution was offered _____ and seconded by _____ and adopted:

WHEREAS, it is prudent for a public agency to designate an official newspaper within the Town to receive and publish information to the public from the Trustees; and

THEREFORE, BE IT RESOLVED, the Town Trustees designate the East Hampton Star to be the official newspaper of record for the year 2022.

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Adopted: January 3, 2022

Resolution #2022-11

The following resolution was offered by _____ and seconded by _____ and adopted;

WHEREAS, the 2022 East Hampton Town Trustees will hold public meetings on the 2nd and 4th Mondays of each month in addition to any unscheduled, duly called meetings; and

WHEREAS, the start time of these meetings will be 6:30 p.m.;

WHEREAS, the Town Trustees desire to accommodate the public in a comfortable and safe manner in accordance with the ‘Open Meetings Law’;

WHEREAS, in the event the 2nd or 4th Monday is a legal government holiday, the meeting shall be held the Friday following the Monday holiday; and

THEREFORE, BE IT RESOLVED, the East Hampton Town Trustee meetings will be held in the East Hampton Town Hall meeting room or via ZOOM virtual meetings on the 2nd and 4th Mondays of each month at 6:30 p.m. and the public is cordially invited to attend. And the next meeting of said Trustees will take place on January 3, 2022.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-12

The following resolution was offered by _____ and seconded by
_____ and adopted:

WHEREAS, the salary schedule for the East Hampton Town Trustees and their counsel for the year 2022 as set in cooperation with the Trustees and Town Board are as follows:

RESOLVED,

The Town will pay:	Clerk	\$ 24,138.00
	Deputy Clerk	\$ 20,093.00
	Deputy Clerk	\$ 20,093.00
	(6) Trustees	\$ 8,553.00
The Law Offices of Christopher A. Carillo, Esq.		\$44,591.78

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-13

The following resolution was offered by ____ and seconded by ____ and adopted:

WHEREAS, part-time office/secretarial help for the year is needed and has been a part of the Trustee operations; and

WHEREAS, the workload of the Trustees has increased quite significantly over the years, and in order for the Trustees office to run efficiently, one part-time secretary will be employed.

THEREFORE, BE IT RESOLVED, Alyson Follenius will be a part-time secretary for the Town Trustees at a salary of \$25.00 per hour, for a maximum of 30 hours per week, paid from Trustee funds.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-14

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, the conduct of the Town Trustee business requires proper and efficient operation of the Trustees office;

THEREFORE, BE IT RESOLVED, the Clerk and two (2) Deputy Clerks are authorized to take the necessary actions to insure proper and efficient operations of the Trustees office.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-15

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, anyone person other than a Trustee, Trustee Attorney or Trustee Secretary who wants to review Trustee files or documents, must do so in the presence of a Trustee, Trustee Attorney or Trustee Secretary, or other authorized agent of the Board of Trustees; and

THEREFORE, BE IT RESOLVED, review of Trustee files or documents shall be done pursuant to and in accordance with the New York Freedom of Information Law.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-16

The following resolution was offered by _____ and seconded by _____ and adopted:

RESOLVED, the Clerk shall have authorization to call a Special Meeting of the Board of Trustees at any time giving the other Board of Trustees members at least forty-eight (48) hours' written notice specifying the time and place of the meeting. If three (3) Board of Trustees members submit a written request for a special meeting, the Trustee Clerk must schedule a special meeting as soon as possible but no more than 10 days after the request. Business conducted at a special meeting held without two days' notice is valid as long as a quorum of the Board of Trustees members had actual notice of the meeting, attended and participated.

Notice will be posted on the bulletin board at the Town Clerk's office and by the Records Committee on the Town Trustees web site, at least forty-eight (48) hours prior to the meeting, indicating the date, time and location of the Special Meeting; and

THEREFORE, BE IT RESOLVED, that notice will also be given to the East Hampton Star, newspaper of record, within the same period herein specified.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-17

The following resolution was offered by ____ and seconded by ____ and adopted:

RESOLVED, the Clerk is authorized to appoint and set up committees for the operations of the Trustees as he/she feels are necessary.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-18

The following resolution was offered by _____ and seconded by _____ and adopted:

WHEREAS, the Town Trustees have had a long-standing practice of opening Georgica Pond to the Atlantic Ocean bi-annually, typically in the early spring and the fall of each year; and

WHEREAS, in the absence of a natural flushing event, the Trustees have historically opened Georgica Pond to the sea each spring and fall in order to correspond to seasonal fish migrations and to ensure that the Pond's water remains brackish (part salt); and

WHEREAS, opening Georgica Pond to the sea twice per year helps to ensure that traditional marine species in the Pond remain viable; and

WHEREAS, the opening of Georgica Pond requires flexibility on the part of the Trustees, since water level and other conditions pertinent to the opening date can change quickly;

NOW, THEREFORE, BE IT RESOLVED, that the Clerk of the Trustees is hereby authorized to arrange for the bi-annual opening and closing of Georgica Pond, in accordance with the long-standing historical practice of the Town Trustees, by engaging contractors to open the pond at prevailing rates and with advance notice to the other Trustees by phone, email or other available means of advance notice.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-19

The following resolution was offered by ____ and seconded by ____ and adopted:

RESOLVED, the Clerk and two (2) Deputy Clerks are authorized to execute ongoing leases and assignments with the Lazy Point residents as per the most recently adopted Rules and Regulations.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-20

The following resolution was offered by ____ and seconded by ____ and adopted:

RESOLVED, all the Trustees using their own cars for official business or duties outside the Town of East Hampton may present a bill for travel/mileage at the rate currently approved by the Internal Revenue Service, and when all other conditions of the Town Board Resolution regarding travel/mileage of 2022 are met, or otherwise approved by the Trustees.

DRAFT

Vote:



2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-21A

The following resolution was offered by ____ and seconded by ____ and adopted unanimously

RESOLVED, the fee schedule for the Board of Trustees for the year 2022 is as follows:

General

Applications: \$100.00- 1st application- per property
\$75.00 for renewal (conditioned upon being compliant)

Moorings:

Residents- \$10.00 per boat length foot
Non-Residents- \$25.00 per boat length foot
Administrative Fees- \$50.00 for Large Boat Moorings
(Three Mile Harbor only)
Commercial Fishermen- \$100.00- 1st mooring
\$50.00- 2nd mooring
Discount as per Mooring Instructions:
One Mooring Discount- \$50.00
Two Mooring Discount- \$100.00

Docks/Walkways:

Private- \$3.00 per linear foot
Commercial- \$4.00 per linear foot
Municipal- \$4.00 per linear foot
Minimum- \$150.00

Fish Traps:

\$20.00 per fish trap

Free Standing Pilings:

\$15.00 per piling

Duck Blinds:

Individual permit -\$50.00 per blind

Dredge/Material:

\$7.50 per cubic yard; \$250.00 minimum

**Other Structures
& Staircases:**

\$3.00 per square foot



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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-21B

- Kayak Fee:** \$200.00 each
- Shoreline fences:** \$75.00 per permit
\$75.00 per renewal permit
- Lazy Point Leases:** \$1,858.00 per lot
To increase 2% annually rounded off to the nearest whole dollar
Transfer Fee-4% of rental or sale of house on Trustee property
shared equally by buyer/seller
- Shellfish Bags:** \$1.00 each
- Shellfish Tags-** 1st 50-free; 2nd 50-\$5.00
- Impound Fee:** \$250.00 per item

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Adopted: January 3, 2022

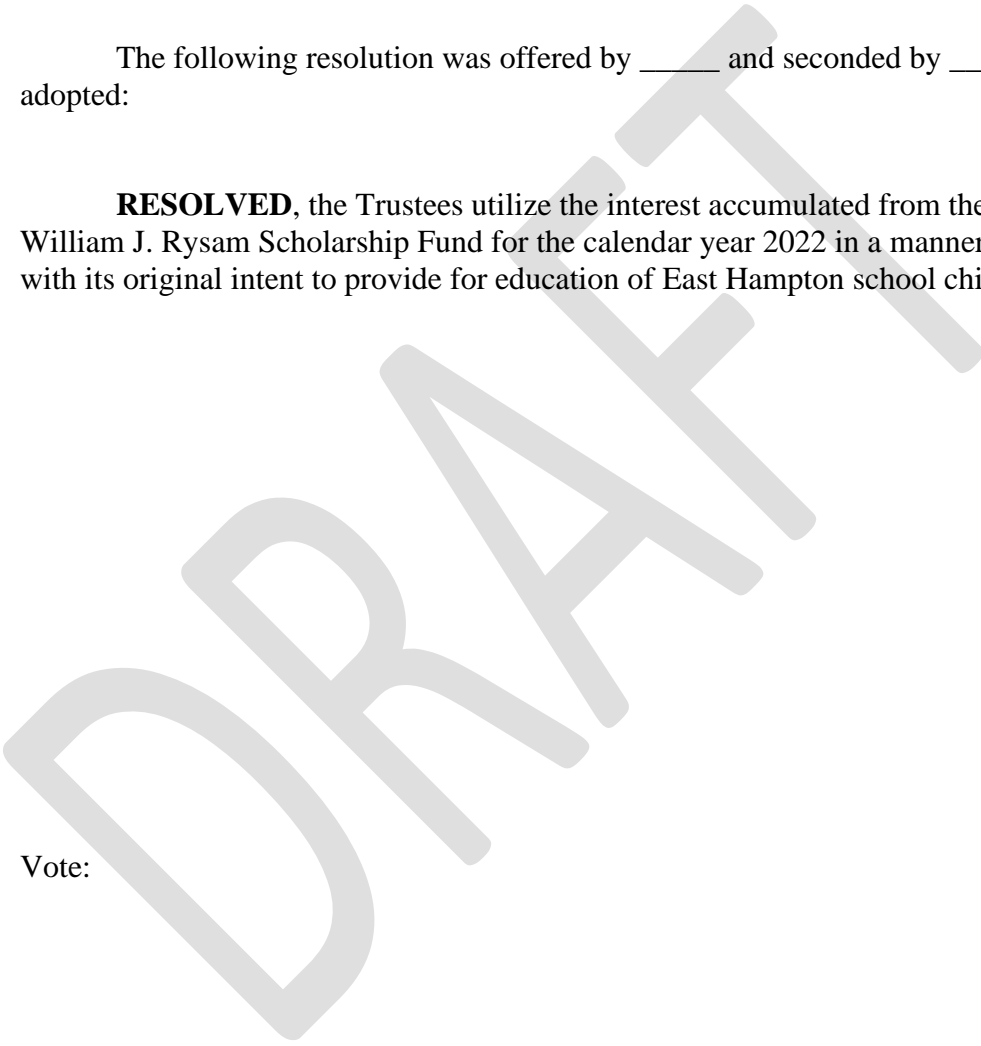
Resolution #2022-22

January 3, 2022

The following resolution was offered by _____ and seconded by _____ and adopted:

RESOLVED, the Trustees utilize the interest accumulated from the Captain William J. Rysam Scholarship Fund for the calendar year 2022 in a manner consistent with its original intent to provide for education of East Hampton school children.

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Resolution #2022-23

January 3, 2022

The following resolution was offered by _____ and seconded by _____
and adopted;

RESOLVED, five members of the public at large will be appointed to the Trustee Harbor Management Committee for four-year terms and as they perform regular and valuable service to East Hampton,

THEREFORE, BE IT RESOLVED, a stipend of fifty dollars (\$50.00) is to be provided to each member of said Harbor Management Committee from funds held by the Trustees for each monthly meeting attended by said member.

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2022 DRAFT Annual Resolutions

Adopted: January 3, 2022

Resolution #2022-24

The following resolution was offered by and seconded by and adopted:

RESOLVED, the Board of Trustees shall employ two (2) Pump-Out Boat Operators; and up to two part-time operators; to remove waste material from boat holding tanks in harbors and water bodies within the Town of East Hampton from approximately mid-May thru October 2022; and

THEREFORE, BE IT RESOLVED, for 2022 the senior operator, shall be paid \$25.00 per hour and a second operator shall be paid \$25.00 per hour, for up to 40 hours per week. One part time operator, shall be paid \$25.00 per hour, for up to 30 hours per week each. If deemed necessary, an additional part-time operator will be employed at \$25.00 per hour for up to 30 hours a week.

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2022 DRAFT Annual Resolutions

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Resolution #2022-25

The following resolution was offered by and seconded by and adopted:

WHEREAS, the Town Board has required that an audit be done of the Trustees financial records by their accountant, Nawrocki Smith for the year 2022

THEREFORE, BE IT RESOLVED, that the Board of Trustees will hire Nawrocki Smith to do an audit of Trustee finances for the year 2022.

Vote:

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2022 DRAFT Annual Resolutions

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Resolution #2022-26

The following resolution was offered by and seconded by and adopted:

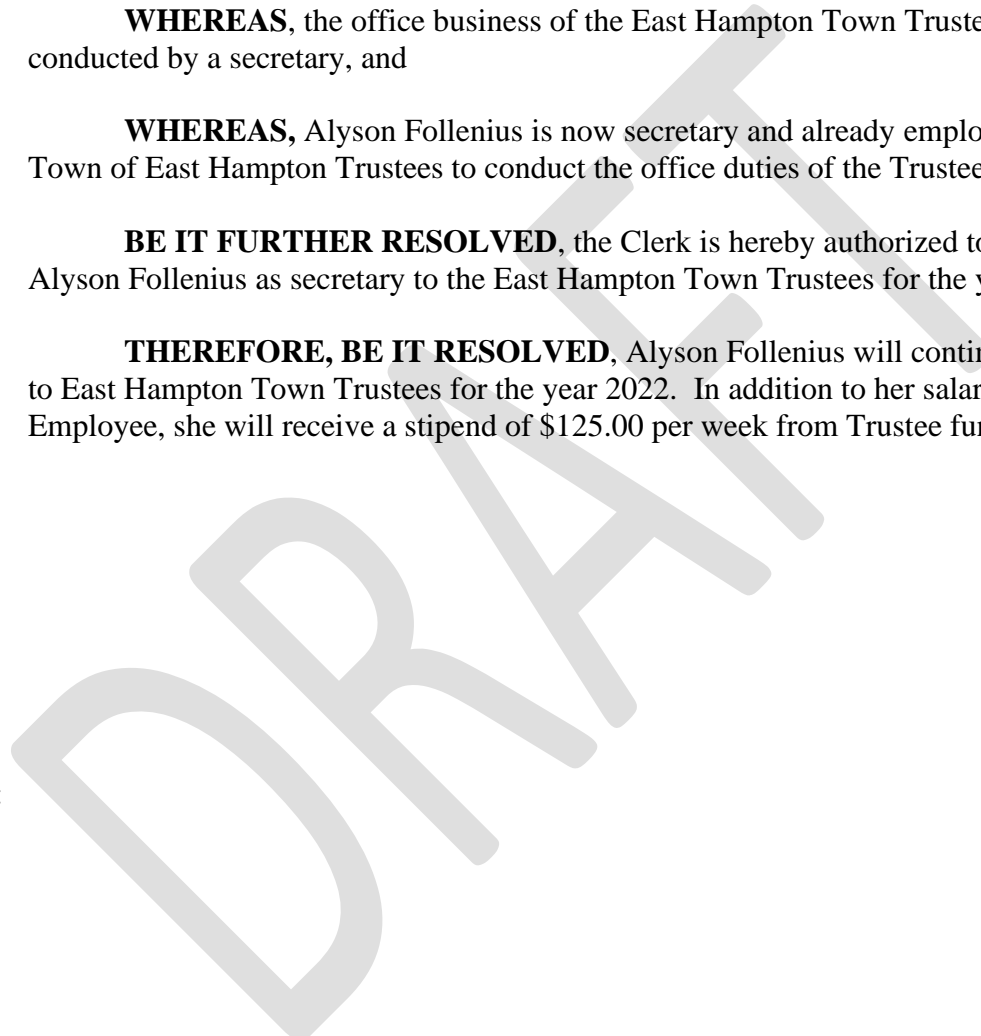
WHEREAS, the office business of the East Hampton Town Trustees is generally conducted by a secretary, and

WHEREAS, Alyson Follenius is now secretary and already employed by the Town of East Hampton Trustees to conduct the office duties of the Trustees,

BE IT FURTHER RESOLVED, the Clerk is hereby authorized to employ Alyson Follenius as secretary to the East Hampton Town Trustees for the year 2022 and

THEREFORE, BE IT RESOLVED, Alyson Follenius will continue as secretary to East Hampton Town Trustees for the year 2022. In addition to her salary as a Trustee Employee, she will receive a stipend of \$125.00 per week from Trustee funds.

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Resolution #2022-27

The following resolution was offered by and seconded by and adopted:

WHEREAS, by resolution #2021-11-22, the Trustees enacted a twelve month moratorium on the construction of new docks and other structures in Trustee waters, and

WHEREAS, the period of the moratorium gives the Trustees time to assess the status of existing structures in Trustee waters and deliberate on future policy, and

WHEREAS, this process is in need of organization, coordination and oversight across Trustee committees assigned to the various Trustee water bodies, and

WHEREAS, Alyson Follenius is qualified and familiar with all aspects of these matters; now

THEREFORE, BE IT RESOLVED, that Alyson Follenius is hereby hired on a contract basis to work on organizing, coordinating and overseeing the analysis (per resolution #2021-11-22) of structures in Trustee waters for the period of the moratorium, or until the Trustee board has deemed the process complete, and

Be it further resolved, that Alyson Follenius be paid maximum of \$15,000 for this work.

Vote: