



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

***2024 Annual Resolutions DRAFT***

*January 8, 2024*

[www.ehtrustees.com](http://www.ehtrustees.com)  
[trustees@champtonny.gov](mailto:trustees@champtonny.gov)



P.O. Box 7073  
Amagansett, NY 11930

**Trustees**  
of the Freeholders and Commonalty of the  
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***Resolution #2024-1***

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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***Resolution #2024-2***

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 2024.

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***Resolution #2024-3***

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 2024 and

**THEREFORE, BE IT RESOLVED**, Arlene Tesar will continue as secretary to East Hampton Town Trustees for the year 2024. In addition to her salary as a Town Employee, she will receive a stipend of \$170 per week from Trustee funds.

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***Resolution #2024-4***

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

**WHEREAS**, the 2024 East Hampton Town Trustees will employ Christopher A. Carillo, Esq. as Counsel for the year 2024, and

WHEREAS, the Board of Trustees will compensate Christopher A. Carillo, Esq an annual salary of \$47,100.00, and;

**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 2024.

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***Resolution #2024-5***

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

**WHEREAS**, the 2024 East Hampton Town Trustees will employ Van Dyke & Hand CPA, PC as the accounting firm for the year 2024,

**THREFORE, BE IT RESOLVED**, that the Board of Trustees will enter into an agreement to hire the accounting firm Van Dyke & Hand CPA, PC to serve as accountants for the year 2024.

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***Resolution #2024-6***

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:

**M & T Bank  
351 Pantigo Rd.  
East Hampton, NY 11937**

**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 2024. The amount of any single purchase shall not exceed \$500.00 and purchases exceeding \$500.00 must have Board approval.

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***Resolution #2024-7***

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 2024 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 2024; 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 #2024-8***

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 \$1,400,000 for the year 2024.

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***Resolution #2024-9***

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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***Resolution #2024-10***

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 2024.

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***Resolution #2024-11***

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ and adopted;

**WHEREAS**, the 2024 East Hampton Town Trustees will hold public meetings on the 2<sup>nd</sup> and 4<sup>th</sup> 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 2<sup>nd</sup> or 4<sup>th</sup> 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 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 6:30 p.m. and the public is cordially invited to attend. The next meeting of said Trustees will take place on January 22, 2024.

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***Resolution #2024-12***

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 2024 as set in cooperation with the Trustees and Town Board are as follows:

**RESOLVED,**

The Town will pay:	Clerk	\$ 29,694.00
	Deputy Clerk	\$ 25,066.00
	Deputy Clerk	\$ 25,066.00
	(6) Trustees	\$11,865.00
	The Law Offices of Christopher A. Carillo, Esq.	\$47,100.00

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***Resolution #2024-13***

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

**WHEREAS**, 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 full-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 per hour, for a maximum of 40 hours per week, paid from Trustee funds.

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***Resolution #2024-14***

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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***Resolution #2024-15***

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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***Resolution #2024-16***

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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***Resolution #2024-17***

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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## 2024 Annual Resolutions DRAFT

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### *Resolution #2024-18*

#### **RESOLUTION REGARDING TRUSTEE APPOINTED LIAISONS TO TOWN OF EAST HAMPTON COMMITTEES**

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

**WHEREAS**, the Trustees of the Freeholders and Commonalty of the Town of East Hampton are an independently elected board holding hold authority and ownership of bottomlands and beaches in the Town of East Hampton, and;

**WHEREAS**, Trustee interests and holdings may be impacted by the actions and decisions of external agencies, organizations and committees which operate in the Town of East Hampton and within the State of New York. These committees include but are not limited to the Town of East Hampton Special Events Committee; the Energy and Sustainability Committee; the Nature Preserve Committee; the Peconic Estuary Program (PEP) and the Water Quality Technical Advisory Committee (WQTAC), and;

**WHEREAS**, historically Trustees provide knowledge and/or expertise in the areas of preservation and sustainability and as such, the aforementioned committees offer a seat on the committee to a Trustee board member, and;

**WHEREAS**, the Trustee clerk appoints a board member to sit on internal and external committees with the expectation that the Trustee committee member will be making decisions on behalf of the Trustees, to the best of their ability, while understanding the goals of the Board of Trustees, and;

**NOW, THEREFORE BE IT RESOLVED**, the Trustee Clerk will continue to appoint one Trustee board member to sit on the Town of East Hampton Special Events Committee; the Energy and Sustainability Committee; the Nature Preserve Committee; the Peconic Estuary Program (PEP) and the Water Quality Technical Advisory Committee (WQTAC), and;

**NOW, THEREFORE BE IT FURTHER RESOLVED**, in appointing a Trustee Board member to each of the committees, the full Board of Trustees agrees and understands that the Trustee committee member will act on behalf of and according to the goals of the Board of Trustees.

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***Resolution #2024-19***

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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***Resolution #2024-20***

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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***Resolution #2024-21***

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 2024 are met, or otherwise approved by the Trustees.

Vote:





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**2024 Annual Resolutions DRAFT**

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**Resolution #2024-22**

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

**RESOLVED**, the fee schedule for the Board of Trustees for the year 2024 is as follows:

<b>General Applications</b>	1 <sup>st</sup> Application per Property	\$125.00
	Renewal Application	\$100.00
	Application to Legalize	\$1000.00
<b>Moorings</b>	Resident – per foot of Boat Length	\$12.00
	Non-Residents – per foot of Boat Length	\$30.00
	Large Boat Mooring Administrative Fee ( <i>Three Mile Harbor Only</i> )	\$75.00
<b>Commercial Moorings</b>	Commercial Fisherman – 1 <sup>st</sup> Mooring	\$100.00
	Commercial Fisherman – 2 <sup>nd</sup> Mooring	\$50.00
<b>Discounted Commercial Moorings</b>	With tax return or receipts for sale of fish totaling \$1,000 – ONE (1) Mooring	\$50.00
	With tax return or receipts for sale of fish totaling \$1,500.00 – TWO (2) Moorings	\$100.00
<b>Docks/Walkways</b>	Private – Per linear foot	\$4.00
	Commercial – Per Linear Foot	\$4.00
	Minimum Fee	\$150.00
<b>Pilings</b>	Free Standing Pilings – each	\$18.00
<b>Traps</b>	Fish Traps – Each	\$20.00
<b>Duck Blinds</b>	Duck Blinds – Each	\$50.00

*Resolution #2024-22 continued on the following page.*



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**Resolution #2024-22 (Continued)**

<b>Dredge Material</b>	Dredge Material – per cubic yard	\$7.50
	Dredge material – Minimum Fee	\$350.00
<b>Other</b>	Staircases landing on Trustee Beach	\$200.00
	Other Structures – per square foot	\$4.00
<b>Kayak Racks</b>	Kayaks – Each per Season (April – November)	\$250.00
<b>Fencing</b>	Initial Shoreline Fencing – per fence	\$75.00
	Renewal Shoreline Fencing – per fence	\$75.00
<b>Lazy Point Lots</b>	Lease Fee – Per Lot To Increase 2% annually rounded off to the nearest whole dollar	\$1972.00
	Lot Transfer Fee - % of total Sale or Rental of House on Trustee Property shared equally between buyer and seller.	4%
<b>Shellfish Bags</b>	Shellfish Bag – Each	\$1.00
<b>Shellfish Tags</b>	1 <sup>st</sup> Fifty (50) Tags	\$0.00
	2 <sup>nd</sup> Fifty (50) Tags	\$5.00
<b>Impounds</b>	Impound Fee – Each Item	\$250.00

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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

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***Resolution #2024-23***

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

**RESOLVED**, the Trustees utilize the interest accumulated from The East Hampton Town Trustees Scholarship Fund for the calendar year 2024 in a manner consistent with its original intent to provide for the education of East Hampton school children.

Vote:



P.O. Box 7073  
Amagansett, NY 11930

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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

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***Resolution #2024-24***

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.

Vote:



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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

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***Resolution #2024-25***

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 2024; and

**THEREFORE, BE IT RESOLVED**, for 2024 the senior operator shall be paid \$35.00 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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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

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***Resolution #2024-26***

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, LLP for the year 2024

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees will hire Nawrocki Smith, LLP to do an audit of Trustee finances for the year 2024.

Vote:



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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

***Resolution #2024-27***

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 2024 and

**THEREFORE, BE IT RESOLVED**, Alyson Follenius will continue as secretary to East Hampton Town Trustees for the year 2024. In addition to her salary as a Trustee Employee, she will receive a stipend of \$125 per week from Trustee funds.

Vote:



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**2024 Annual Resolutions DRAFT**

*January 8, 2024*

***Resolution #2024-28***

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:***





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**2024 Annual Resolutions DRAFT**

January 8, 2024

***Resolution #2024-29***

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

**WHEREAS**, the Trustees of the Freeholders and Commonality of the Town of East Hampton (hereinafter referred to as “the Trustees”) wish to establish a separate bank account that will serve The East Hampton Town Trustees Scholarship Fund. The account should yield interest at the current market rates and include various CDs or other investment opportunities the bank offers to achieve the maximum interest dividends.

**WHEREAS**, the Trustees previously voted to donate a sum of \$10,000 annually to the scholarship fund from the sale of spoil from the dredging of Georgica Pond; and

**WHEREAS**, the Education committee members propose that once the South Fork Wind project by Orsted is completed and operational, a donation from the annual funds received from Orsted will be provided to The East Hampton Town Trustees Scholarship Fund; and

**WHEREAS**, the Education Committee members acknowledge that the sum of an annual donation to the scholarship fund from the payments received from Orsted shall be discussed among members of the Trustees board to determine the sum to be donated to the scholarship fund. This shall be voted on within the 2024 calendar year; and

**WHEREAS**, the Education Committee members propose that as the payments from Orsted may change from year to year, so shall the donation to the scholarship fund. The donation to the scholarship fund from Orsted’s payments to the Trustees should be based on a predetermined percentage; and

**NOW, THEREFORE, BE IT RESOLVED**, The Trustees agree to make an annual donation from Orsted’s payments to the Trustees for the purpose of the scholarship fund. The Trustees also agree to continue to maintain a separate banking account dedicated specifically to the scholarship fund.

Vote: