

Approved

**Officers Present:**

Greg Letica, Mayor  
Pam Pierce, Deputy Mayor  
Melvin Ettinger, Trustee  
Laura Burke, Trustee – Absent with previous notice  
Ian Jablonski, Trustee

**Officials & Appointees Present:**

Michelle Glennon, Village Clerk  
Bruce Migatz, Village Attorney  
Emily Hayes, Treasurer  
Raymond Mahdesian, Officer-in-Charge  
Doug Adil, Building Inspector  
Joe Affrunti, Harbormaster  
Bill Raisch, Emergency Manager

The Pledge of Allegiance was said.  
Publication of meeting was confirmed.

Trustee Ettinger made a motion to approve the BAR Meeting minutes for February 27, 2025, seconded by Trustee Jablonski.

Trustee Jablonski	AYE
Trustee Ettinger	AYE
Deputy Mayor Pierce	AYE
Mayor Letica	AYE

Motioned Carried.

Trustee Ettinger made a motion to approve the regular BOT minutes for March 4, 2025, seconded by Deputy Mayor Pierce.

Trustee Jablonski	Abstain
Trustee Ettinger	AYE
Deputy Mayor Pierce	AYE
Mayor Letica	AYE

Motioned Carried.

**Resolution (2025-33)** Be It Resolved that the Mayor does hereby appoint Matthew Corr as a part-time police officer at the base rate per the police contract effective date April 1, 2025, subject to Board approval.

Trustee Ettinger made a motion to approve, seconded by Trustee Jablonski.

Trustee Jablonski	AYE
Trustee Ettinger	AYE
Deputy Mayor Pierce	AYE
Mayor Letica	AYE

Motioned Carried.

54 **Resolution (2025-34)** Be It Resolved that the Mayor does hereby appoint Matthew Davis as a part-  
55 time police officer at the base rate per the police contract effective date April 1, 2025, subject to  
56 Board approval.

57 Trustee Jablonski made a motion to approve, seconded by Trustee Ettinger.

58 Trustee Jablonski AYE

59 Trustee Ettinger AYE

60 Deputy Mayor Pierce AYE

61 Mayor Letica AYE

62 Motioned Carried.

63

64 The new Police Officers were sworn in by the Village Clerk.

65

66 **Mayors Report:** The Village was informed that FEMA would not agree to our request to modify our  
67 Hazard Mitigation Grant to support a feasibility study and engineering to move and raise Asharoken  
68 Avenue in front of the seawall. Previously, the NYS DEC had said that it was very reluctant to issue  
69 a permit for this project as well. Therefore, the Village will put this idea on hold for now.

70 Last Wednesday, Village Emergency Manager Bill Raisch, Police Officer in Charge Ray Mahdesian  
71 and I hosted a meeting to discuss evacuation of people with medical needs from Eaton's Neck and  
72 the parts of Asharoken past the seawall should the road become impassible. Joining us were  
73 members of the ENFD, NFD, NPD, Huntington Maritime Department, the Operations Officer from  
74 the US Coast Guard Station EN, and the Huntington Fire Marshall. It was a very productive meeting  
75 and our planning set the stage for a comprehensive response to any medical emergencies during a  
76 storm.

77 On Saturday the 29<sup>th</sup> the Save the Fireworks/Centennial bash was held at the Northport Yacht Club.  
78 It was an amazing night with over 100 Village residents attending. Linda Letica was honored for  
79 her fundraising efforts generated by sales of Asharoken themed merchandise. Assemblyman Keith  
80 Browne presented the Village with a proclamation honoring its 100<sup>th</sup> anniversary (See upper photo  
81 below). I thank Carole Casamassima for once again doing an incredible job organizing the event.  
82 Additionally, I thank Kerry Kruckel, Meg Cleary, Christine Cappy and Tina Whyte for wrapping and  
83 organizing all thirty gift baskets. There is no doubt that this was the best dinner ever.

84 **Trustees:**

85 **Deputy Mayor Pierce:** I attended our 100<sup>th</sup> anniversary event on Saturday night. It was a  
86 wonderful event and Carole Casamassima and her team did a beautiful job. I participated in a call  
87 with GEI on 60% plans, attended the special meeting on the budget and participated in the  
88 quarterly call with DHSES, the mayor and clerk. During the month I reviewed the budget, the police  
89 report, the tax warrant, the Near Shore Structures Engineering from GEI, the February 27 and  
90 March 4<sup>th</sup> minutes, the vouchers, the road relocation determination from FEMA, the Cable  
91 Franchise Agreement with Verizon. I looked into grant opportunities for seawall construction in  
92 NYS. I also reviewed the resumes and spoke with our new part time police officers.

93 **Trustee Ettinger:** I had numerous meetings and conversations with Officer-in-Charge Ray  
94 Mahdesian regarding a number of police related matters. Once again, I am happy to report that we  
95 had another "good month", that included the continued increase in the number of summonses  
96 issued together with higher than average speeds (2 over 60mph). OIC Ray Mahdesian will comment  
97 further in his report.

98 Full time Police Officer Pat Rogin informed us that he would be leaving our department at the end  
99 of April and will be joining the Northport Police Department. Officer Rogin was a valued part of the  
100 Asharoken Police Department and will be missed.

101  
102 With Pat's departure, the APD will be down two(2) full time police officers, taking into  
103 consideration Officer Jeff Josephson's retirement. The process for hiring a full time Police Officer is  
104 unfortunately very time consuming because of all the civil-service requirements. As a result, we  
105 immediately began to search for some additional part time police officers to fill in for our scheduled  
106 tours, until we can find at least one suitable new full time police officer. We are very fortunate to  
107 have found two highly qualified candidates and I am very pleased that we approved the two  
108 resolutions earlier tonight to hire them, effective immediately.

109  
110 In addition, I would like the Mayor's and the other Trustees' approval to proceed immediately with  
111 the process of hiring at least one new full time Police Officer.

112  
113 Officer Mahdesian and I also spent some time reviewing our draft of the Police Budget for our next  
114 fiscal year, which is included in the Budget that we will be voting on tonight. Some other matters  
115 that I was involved in are as follows: my wife and I attended the Centennial Party last Saturday,  
116 which was a great gala event thanks to Carol Carole Casamassima and her committee, I reviewed in  
117 detail, the Tentative Annual Budget for year beginning June 1, 2025, the foils and various  
118 correspondences that were received during the past month, last month's BOT Regular Meeting's  
119 Minutes, and this month's Abstracts for the Payment Vouchers.

120  
121 Trustee Burke: (Report read by Mayor Letica) This past month I worked on and submitted a grant  
122 to the NYS Archives Records Management Improvement Fund that proposes to convert our building  
123 documents to digital format. Building records are considered permanent by NYS and must be  
124 protected and maintained by the village. If we succeed in procuring grant money, we'll be able to  
125 use an outside scanning service to digitize our building department records for storage on  
126 Laserfiche...This will greatly improve accessibility and efficiency for our local government, and  
127 ensure the preservation of these documents. Michelle and I took a very educational field trip to  
128 neighboring village Laurel Hollow, where they have successfully implemented this program. I'd like  
129 to thank Clerk Michelle Glennon for her support and help during the labor-intensive application  
130 process. We should know by July 1 if we are approved.

131 Trustee Jablonski: During the month; I reviewed the minutes, payment vouchers, police report, the  
132 FEMA and Franchise documents.

133 **Village Attorney:** Attorney Migatz had nothing to report.

134  
135 **Village Treasurer:** Emily Hayes reported for the month of March. Payment vouchers totaled  
136 \$51,699.05. Nothing unusual to report. There will be a separate resolution to approve the vouchers  
137 and budget transfers.

138  
139 **Police Report:** Officer Mahdesian reported the officers completed their semi-annual firearms  
140 qualifications. He also stated that we have no crime to report this month, 60 traffic summons were  
141 issued for the month of March. At the end of April, the department is scheduled to lose its second  
142 full-time officer this year. It is essential to replace full-time officer vacancies as they occur. We need  
143 to fill the existing vacancy now. The anticipated second vacancy should be filled when it is official.

144  
145 **Superintendent of Buildings:** Building Inspector Doug Adil met with the homeowners and their  
146 designers for proposed alterations at 391 Asharoken Ave., discussed the flood zone and its

147 implications for substantial alterations that will cost greater than 50% of the value of the structure  
148 in compliance with RCNYS section R105.2.2. Responded to a homeowner question regarding  
149 construction of retaining walls 3 feet high or less. Responded to property owner questions  
150 regarding dock reconstruction at 106 Cove Road. Issued a Denial Letter for conversion of the garage  
151 at 159 Asharoken Av. Into a structure requiring a Special Use Permit. Issued a Denial Letter for  
152 exterior alterations at 5 Duck Island Lane. Inspected the new Belgium block curbs and apron at 327  
153 Asharoken Av for compliance with Village code; adjustment were required to the paving and once  
154 completed, were approved. Conducted 14 inspections.

155  
156 **Harbormaster:** Joe Affrunti reported he has spoken with KG Marine regarding prepping the police  
157 boat for the coming season. He would like to replace the current 5mph signs.

158  
159 **Emergency Manager:** Bill Raisch proceeding on the 10 year permit application with DEC to  
160 facilitate road repair in the event of the loss of Asharoken Ave by the seawall due to severe weather.

161  
162 **Public Hearing: Tentative Annual Budget for year-end 5/31/2026.**

163 Clerk Glennon read the publication.

164 Mayor Letica read the budget Letter:

165  
166 The budget proposes a 1.73% rise in village taxes and a tax levy of \$1,883,741 which is \$1,032 and  
167 remains below the NYS Tax Cap of 2%. This is 13 years in a row that the average annual tax  
168 increase has been below the tax cap. In seven of those years, there was no tax increase at all. In  
169 contrast to Asharoken, many Long Island Towns and Villages had to exceed the tax 2% cap due to  
170 substantial increases in expenses.

171  
172 Our police retirement costs have gone up dramatically, we had \$232,000 in the budget last year and  
173 had to put \$275,000 in next year's budget. A lot of the things that drove the increase were items like  
174 this that the village has no control over.

175  
176

177  
178

179 Mayor Letica opened the public hearing for comments;

180 A resident had questions about funding for the seawall project. The mayor has stated that the  
181 village is not currently putting any additional money away for the project. We are currently only  
182 \$1,000 under the tax cap so there really isn't any way to put money aside. The intention is to obtain  
183 a grant to fully fund the work. He also asked if another engineering firm would be reviewing the  
184 plans by GEI. The mayor stated that was not planned at the moment. He is not sure if the funding  
185 under the Hazard Mitigation grant would support it but we can look into it.

186 Mayor Letica made a motion to close the public hearing, seconded by Trustee Jablonski.

187 Trustee Jablonski AYE

188 Trustee Ettinger AYE

189 Deputy Mayor Pierce AYE

190 Mayor Letica AYE

191 Motioned Carried.

192

193 **Resolutions:**

194

195 **Resolution (2025-35)** Be It Resolved that the Village Board approves the budget transfers for the  
196 month of March 2025.

197 Trustee Jablonski made a motion to approve, seconded by Deputy Mayor Pierce.

198 Trustee Jablonski AYE

199 Trustee Ettinger AYE

200 Deputy Mayor Pierce AYE

201 Mayor Letica AYE

202 Motioned Carried.

203  
204 **Resolution (2025-36)** Be It Resolved that the Village Board does hereby approve the vouchers for  
205 the month of March 2025 in the amount of \$51,699.05, check #'s 11722 to 11755.

206  
207 Trustee Ettinger made a motion to approve, seconded by Trustee Jablonski.

208 Trustee Jablonski AYE

209 Trustee Ettinger AYE

210 Deputy Mayor Pierce AYE

211 Mayor Letica AYE

212 Motioned Carried.

213  
214 **Resolution (2025-37)** Be It Resolved that the Village Board does hereby authorize an increase to  
215 Account 3089.000 (Other Government Income) \$54,499 and increase Account 3120.200 (Police  
216 Equipment) \$54,499 for grant money received from the Law Enforcement Technology Grant.

217  
218 Trustee Ettinger made a motion to approve, seconded by Deputy Mayor Pierce.

219 Trustee Jablonski AYE

220 Trustee Ettinger AYE

221 Deputy Mayor Pierce AYE

222 Mayor Letica AYE

223 Motioned Carried.

224  
225 **Resolution (2025-38)** Be It Resolved that the Village Board does hereby approve the village  
226 annual budget for fiscal year-end 5/31/2026.

227  
228 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

229 **Roll Call:**

230 Trustee Jablonski Aye

231 Trustee Ettinger Aye

232 Deputy Mayor Pierce Aye

233 Mayor Letica Aye

234 Motion Carried

235  
236 **Resolution (2025-39)** Be It Resolved that the Village Board does hereby approve the Tax Warrant  
237 in the amount of \$1,883,709 for the fiscal year-end 5/31/2026.

238  
239 Deputy Mayor Pierce made a motion to approve, seconded by Mayor Letica.

240 Trustee Jablonski AYE

241 Trustee Ettinger AYE

242 Deputy Mayor Pierce AYE

243 Mayor Letica AYE

244 Motioned Carried.

245

246 **Resolution (2025-40)** Be It Resolved that the Village Board does hereby appoint Village Treasurer,  
247 Emily Hayes and Village Clerk, Michelle Glennon to collect taxes that may be due for the 2025-2026  
248 fiscal year, either by mail or in person during Village Hall office hours, Monday through Friday, 9am  
249 to 3pm.

250  
251 Trustee Jablonski made a motion to approve, seconded by Trustee Ettinger.

252 Trustee Jablonski AYE

253 Trustee Ettinger AYE

254 Deputy Mayor Pierce AYE

255 Mayor Letica AYE

256 Motioned Carried.

257  
258 **Resolution (2025-41)** Be It Resolved that the Village Board does hereby authorize, that pursuant  
259 to Section 1428 of the Real Property Tax Law the Warrant and Tax Roll for Collection of Village  
260 taxes of the Incorporated Village of Asharoken will be filed with the Village Treasurer for the fiscal  
261 year beginning June 1, 2025, taxes will be received at the Village Hall, One Asharoken Avenue,  
262 Northport, NY 11768, from June 2, 2025 through and including July 1, 2025 without penalty. Five  
263 percent will be added to taxes received after July 1, 2025, and one percent for each month  
264 thereafter until paid in full.

265  
266 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

267 Trustee Jablonski AYE

268 Trustee Ettinger AYE

269 Deputy Mayor Pierce AYE

270 Mayor Letica AYE

271 Motioned Carried.

272  
273 **Resolution (2025-42)** Be it Resolved that the Village Board does hereby approve the standard day  
274 for appointed officials for retirement purposes,

275       Whereas, the New York State Employees' Retirement System requires that a standard  
276 workday be established for retirement credit purposes; so therefore, be it resolved, that the  
277 Asharoken Village Board hereby establishes the following as a standard workday for appointed  
278 officials: For full-time appointed officials a five day work week, six hour day for the village clerk; for  
279 part-time appointed officials a five day work week, six hour day for the treasurer and building  
280 inspector, And be it further Resolved, that said standard is being established to meet the accounting  
281 requirements of the New York State Employees' Retirement System for calculation of retirement  
282 benefits; and

283       Resolved, that the Village Clerk is hereby authorized to send a certified copy of this  
284 resolution to the New York Employees' Retirement System.

285  
286 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

287 Trustee Jablonski AYE

288 Trustee Ettinger AYE

289 Deputy Mayor Pierce AYE

290 Mayor Letica AYE

291 Motioned Carried.

292  
293 **Resolution (2025-43)** Be It Resolved by the Board of Trustees of the Village of Asharoken that  
294 *Retention and Disposition Schedule for New York Governments Records (LGS-1)*, issued pursuant to  
295 Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods  
296 for local government records, is hereby adopted for use by all officers in legally disposing of  
297 valueless records listed therein.

298       FURTHER RESOLVED, that in accordance with Article 57-A:

- 299 (a) Only those records will be disposed of that are described in *Retention and Disposition*  
300 *Schedule for New York Local Governments Records (LGS-1)*, after they have met the minimum  
301 retention periods described therein;  
302 (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal  
303 or historical value to merit retention beyond established legal minimum periods.  
304

305 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

306 Trustee Jablonski AYE  
307 Trustee Ettinger AYE  
308 Deputy Mayor Pierce AYE  
309 Mayor Letica AYE  
310 Motioned Carried.

311  
312 **Resolution (2025-44)** Be It Resolved that the Village Board does hereby approve the scheduling of  
313 a public hearing on Tuesday, May 6, 2025, at 6:30pm on the MS4 Stormwater Annual Report for  
314 year-end March 9<sup>th</sup>, 2025.  
315

316 Trustee Ettinger made a motion to approve, seconded by Trustee Jablonski.

317 Trustee Jablonski AYE  
318 Trustee Ettinger AYE  
319 Deputy Mayor Pierce AYE  
320 Mayor Letica AYE  
321 Motioned Carried.  
322

323 **Resolution (2025-45)** Be It Resolved that the Village Board does hereby ratify the rescheduling of  
324 the tax lien sale to take place at 1 Asharoken Ave, Northport, NY on Wednesday, April 16<sup>th</sup> from  
325 10am to 12pm. Notice to be published in paper of record on March 27<sup>th</sup>, April 3<sup>rd</sup> and April 10<sup>th</sup>,  
326 2025.  
327

328 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

329 Trustee Jablonski AYE  
330 Trustee Ettinger AYE  
331 Deputy Mayor Pierce AYE  
332 Mayor Letica AYE  
333 Motioned Carried.  
334

335 **Resolution (2025-46)** Be It Resolved that the Village Board does hereby accept the donation of  
336 \$500 from the Asharoken Garden Club to be used towards the purchase of a new tree and a plaque  
337 commemorating the hundredth anniversary of the Club and its founder, Laura Safford-Stewart.  
338

339 Mayor Letica made a motion to approve, seconded by Deputy Mayor Pierce.

340 Trustee Jablonski AYE  
341 Trustee Ettinger AYE  
342 Deputy Mayor Pierce AYE  
343 Mayor Letica AYE  
344 Motioned Carried.  
345

346 **Resolution (2025-47)** Be It Resolved that the Village Board does hereby authorize the Mayor to  
347 sign the GEI Consultants Contract Amendment 1 - Near Shore Structure Engineering, pending  
348 Village Attorney approval as to form.  
349

350 Trustee Ettinger made a motion to approve, seconded by Deputy Mayor Pierce.  
351 Trustee Jablonski AYE

352 Trustee Ettinger AYE  
353 Deputy Mayor Pierce AYE  
354 Mayor Letica AYE  
355 Motioned Carried.

356  
357 **Resolution (2025-48)** Be It Resolved that the Village Board does hereby approve a tent permit for  
358 Nicole Barbier at 37 Cove Rd on May 8<sup>th</sup> through May 12<sup>th</sup>.

359  
360 Mayor Letica made a motion to approve, seconded by Trustee Ettinger.

361 Trustee Jablonski AYE  
362 Trustee Ettinger AYE  
363 Deputy Mayor Pierce AYE  
364 Mayor Letica AYE  
365 Motioned Carried.

366  
367 **New Business:** No new business

368  
369 Mayor Letica opened Public Session:

370  
371 Public Session:

- 372 1. A resident had a question regarding the zoning issue for a garage at 276 Asharoken Ave.  
373 2. A resident asked if there would be a public hearing regarding the engineering plan from GEI.  
374 The Mayor stated that there would be public engagement and it will be announced at a later  
375 time. The same resident asked if there was a timeline for replacement of the seawall. The  
376 village does not have a timeline as funding for the project cannot be sought after until the  
377 engineering plan and permitting is complete.  
378 3. A resident had a question regarding the full time vs part time police officers.  
379 4. A resident made the Board aware of her displeasure with the condition of the property at 3  
380 Bevin Rd. The Mayor said he would reach out to the owner to have it cleaned up and the  
381 building inspector will inspect the structure.

382  
383 Mayor Letica made a motion to exit public session, seconded by Trustee Ettinger.

384 Trustee Jablonski AYE  
385 Trustee Ettinger AYE  
386 Deputy Mayor Pierce AYE  
387 Mayor Letica AYE  
388 Motioned Carried.

389  
390 Mayor Letica made a motion to adjourn the meeting, seconded by Trustee Ettinger.

391 Trustee Jablonski AYE  
392 Trustee Ettinger AYE  
393 Deputy Mayor Pierce AYE  
394 Mayor Letica AYE  
395 Motioned Carried.

396  
397 The April 1, 2025, Regular board meeting of the Board of Trustees was adjourned at approximately  
398 7:30pm.

399  
400 Signed:   
401 Michelle Glennon, Village Clerk