



**Town Board Meeting Minutes
Thursday, November 1, 2018 – 10:00 AM**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order at 10:07 AM by Town Supervisor Laura Jens-Smith

II. Call to Order

The meeting was called to order at 10:07 AM by Town Supervisor Laura Jens-Smith

Attendee Name	Title	Status	Arrived
Laura Jens-Smith	Town Supervisor	Present	
James Wooten	Councilman	Present	
Jodi Giglio	Councilwoman	Present	
Tim Hubbard	Councilman	Present	
Catherine Kent	Councilwoman	Present	

III. COMMENTS ON RESOLUTIONS

IV. RESOLUTIONS

1. 2018-805 Appoints Hearing Officer

RESULT:	TABLED [UNANIMOUS]
MOVER:	Jodi Giglio, Councilwoman
SECONDER:	Tim Hubbard, Councilman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

2. 2018-806 Authorization to Publish Advertisement for Request for Proposals for Third Party Property Management Company to Operate and Monitor the Town of Riverhead Mortgage in Default Ordinance

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Wooten, Councilman
SECONDER:	Jodi Giglio, Councilwoman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

3. 2018-807 Authorizes the Town Board to Adopt a Final Scope of Issues for the Draft Environmental Impact Statement for Metro Group Properties, Inc. Site Plan Application at 203-213 E. Main St., Riverhead, NY

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jodi Giglio, Councilwoman
SECONDER:	Tim Hubbard, Councilman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

V. OPEN COMMENTS FROM THE PUBLIC

John McAuliff - Comments on the Ethics Board Decision Regarding the Meeting of a Councilperson with Representatives of C.A.T

VI. ADJOURNMENT

The meeting was closed at 10:38 AM

Diane Wilhelm, Town Clerk

11.01.2018

TABLED

TOWN OF RIVERHEAD**Resolution 2018-805****APPOINTS HEARING OFFICER**

Councilwoman Giglio offered the following resolution,
which was seconded by Councilman Hubbard

RESOLVED, that the Town Board of the Town of Riverhead authorizes the appointment of Barry Peek, Esq. as the hearing officer with respect to a Section 75 Hearing involving a Town employee; and

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes the suspension (including without pay for up to 30 days) of this employee following the service of disciplinary charges against him and pending the Hearing Officer's determination of those charges.

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to Matthew Hattorff, CSEA President, the Town Attorney, and Personnel Officer and the Financial Administrator. All Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	TABLED [UNANIMOUS]
MOVER:	Jodi Giglio, Councilwoman
SECONDER:	Tim Hubbard, Councilman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Appoints Hearing Officer Appoints A Hearing Officer		
C. Purpose of Proposed Legislation: to appoint a hearing officer to preside over a disciplinary hearing		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes <input checked="" type="checkbox"/> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable: (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget <u>MF</u> (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. Proposed Source of Funding Appropriation Account to be Charged: Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Meg Ferris	I. Signature of Preparer <div style="text-align: center; font-size: 2em; font-weight: bold;">Meg Ferris</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Meg Ferris 11/1/2018 </div>	J. Date 10/30/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff <div style="text-align: center; font-family: cursive; font-size: 1.2em;">William Rothaar</div> William Rothaar	M. Date 10/30/18

11.01.2018

ADOPTED

TOWN OF RIVERHEAD

Resolution 2018-806

AUTHORIZATION TO PUBLISH ADVERTISEMENT FOR REQUEST FOR PROPOSALS FOR THIRD PARTY PROPERTY MANAGEMENT COMPANY TO OPERATE AND MONITOR THE TOWN OF RIVERHEAD MORTGAGE IN DEFAULT ORDINANCE

Councilman Wooten offered the following resolution,
which was seconded by Councilwoman Giglio

WHEREAS, the Town of Riverhead is seeking proposals from qualified parties for third party management company to operate the Town of Riverhead Mortgage-in Default Ordinance.

NOW THEREFORE BE IT RESOLVED, that the Town Clerk is authorized to publish and post a notice to bidders for proposals from qualified parties for third party management company to operate the Town of Riverhead Mortgage-in Default Ordinance; and be it further

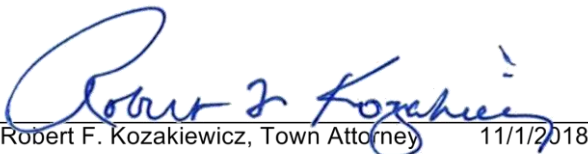

RESOLVED, that the Town Clerk is hereby authorized to publish and post the following public notice in the November 8, 2018, issue of the News-Review; and be it further

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Wooten, Councilman
SECONDER:	Jodi Giglio, Councilwoman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Authorization to Publish Advertisement for Request for Proposals for Third Party Property Management Company to Operate and Monitor the Town of Riverhead Mortgage in Default Ordinance		
C. Purpose of Proposed Legislation: Authorizes RFP to seek proposals from qualified parties for the management and monitoring of the Town of Riverhead Mortgage in Default Ordinance.		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes _____ No <input checked="" type="checkbox"/>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
<p>(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;</p> <p style="text-align: center;">or</p> <p>(b) The description/explanation of fiscal impact is set forth as follows:</p>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. Proposed Source of Funding Appropriation Account to be Charged: Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Robert Kozakiewicz	I. Signature of Preparer  Robert F. Kozakiewicz, Town Attorney 11/1/2018	J. Date 10/25/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  William Rothaar	M. Date 10/31/18

NOTICE TO BIDDERS

TAKE NOTICE, that sealed proposals will be received by the Office of the Town Clerk at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York on December 5, 2018 at 11:00 o'clock am, prevailing time, for:

REQUEST FOR PROPOSALS

The Town of Riverhead is seeking proposals for selection of a third party management company to operate the Town of Riverhead Mortgage-in Default Ordinance.

Specifications and guidelines for submission of proposals are available on the Town website at www.townofriverheadny.gov, click on "Bid Requests"

Each proposal must be submitted in a sealed envelope clearly MARKED "**RFP FOR PROPERTY MANAGEMENT COMPANY TO OPERATE THE TOWN OF RIVERHEAD MORTGAGE-IN-DEFAULT ORDINANCE**". Proposals must be received by the Office of the Town Clerk by no later than 11:00 am on December 5, 2018.

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals, if the Town determines, in its sole discretion that the best interests of the Town will be served thereby.

**BY ORDER OF THE TOWN BOARD
TOWN OF RIVERHEAD
DIANE M. WILHELM, TOWN CLERK**

Attachment: 11.01.18.NOTICE TO BIDDERS (2018-806 : Authorizes RFP)

11.01.2018

ADOPTED

TOWN OF RIVERHEAD

Resolution 2018-807

**AUTHORIZES THE TOWN BOARD TO ADOPT A FINAL SCOPE OF ISSUES FOR
THE DRAFT ENVIRONMENTAL IMPACT STATEMENT FOR METRO GROUP
PROPERTIES, INC. SITE PLAN APPLICATION AT 203-213 E. MAIN ST.,
RIVERHEAD, NY**

Councilwoman Giglio offered the following resolution,
which was seconded by Councilman Hubbard

WHEREAS, the applicant submitted a site plan (hereinafter also referred to as “project” and “proposed action”) seeking to construct a 186,422 sq. ft. floor area, mixed use, five-story building with 170 apartments, three retail stores, and a mostly underground parking garage on a vacant 61,987 sq. ft. site composed of four parcels at 203-213 E. Main St. in the DC-1 Zoning District on the south side of E. Main St. west of McDermott Ave., known as Suffolk County Tax Map Nos. 0600-129-01-17, 18, 19, and 20 (See Town of Riverhead website-townofriverheadny.gov for a more complete description of the project); and

WHEREAS, the Town Board, by Resolution #229 adopted on April 3, 2018, pursuant to 6NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA) designated the proposed action as a Type I such that said Type I action required coordinated SEQRA review with all involved agencies; and

WHEREAS, the Town Board, by Resolution #229 adopted on April 3, 2018, requested Lead Agency status for the purpose of coordinating review with all involved agencies and directed the Planning Department to circulate a request for the Town Board of the Town of Riverhead to be the Lead Agency and dissemination of relevant information to involved agencies necessary for the project’s SEQRA review; and
WHEREAS, the Town Board, by Resolution #336 adopted on May 1, 2018, assumed Lead Agency, issued a Positive Declaration requiring a Draft Environmental Impact Statement (DEIS); and directing applicant to prepare a draft scope for the purpose of identifying the environmental issues and methods of study to be addressed in the DEIS; and

WHEREAS, the Town Board received a Draft Scope for the DEIS on September 4, 2018 prepared by the applicant’s agents Nelson Pope and Voorhis, which was made available for public review at the Office of the Town Clerk, on the Town’s official website and the Riverhead Free Library; scheduled and held a Public Scoping Session on the DEIS at 2:00 pm on October 2, 2018 at the regularly scheduled Town Board Meeting; and a second Public Scoping Session was scheduled, and held this date October 16, 2018 at the 6:00 pm regularly scheduled Town Board Meeting (See Town of Riverhead website-townofriverheadny.gov for a more complete description of the project and dates for Public Scoping Sessions); and

WHEREAS, as stated at October 2, 2018 and October 16, 2018 Public Scoping Sessions, written comments delivered via email to wilhelm@townofriverheadny.gov and to the Office of the Town Clerk at 200 Howell Avenue, Riverhead NY 11901 were accepted until 4:30 p.m. on October 25, 2018; and

WHEREAS, the Town Board, by Resolution #2018-799 scheduled a Special Town Board meeting for November 1, 2018 at 10:00 am at 200 Howell Avenue, Riverhead, NY 11901 for the purpose of adopting a Final Scoping Document on the DEIS; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby adopts the Final Scope identifying the environmental issues, and methodologies for analyses to be included in the DEIS for the application of 203-213 East Main Street. The application is for Site Plan approval for 203-213 East Main Street, Riverhead, NY described as SCTM # 600-129-1-Lots: 17, 18, 19 & 20 located on 1.42 Acres-Southside of East Main Street-West of McDermott Avenue proposed as a Mixed Use Development: 170 residential units; 3,442 SF of retail, within a five-story building; and be it further

RESOLVED, that the Town Clerk is hereby directed to forward a certified copy of this resolution and a copy of the Final Scope to those on the list of all interested/involved agencies, Robert Muchnick, President, The Metro Group Properties, Inc., PO Box 10, Blue Point, NY 11715, Charles Voorhis, Nelson, Pope, & Voorhis, 572 Walt Whitman Road, Melville, NY 11747, and a copy to, Building & Planning Administrator, Jefferson Murphree, Office of Town Attorney, and be it further

RESOLVED, that the Town Clerk is hereby directed to post a copy of the Final Scope for the application of 203-213 East Main Street, Riverhead, NY on the Town's website; and be it further

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from electronic storage and if needed, a certified copy of same may be obtained from the Town Clerk's office.

THE VOTE

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jodi Giglio, Councilwoman
SECONDER:	Tim Hubbard, Councilman
AYES:	Jens-Smith, Wooten, Giglio, Hubbard, Kent

**FISCAL IMPACT STATEMENT
OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION**

A. Type of Legislation Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Authorizes the Town Board to Adopt a Final Scope of Issues for the Draft Environmental Impact Statement for Metro Group Properties, Inc. Site Plan Application at 203-213 E. Main St., Riverhead, NY		
C. Purpose of Proposed Legislation:		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes _____ No <input checked="" type="checkbox"/>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
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G. Proposed Source of Funding Appropriation Account to be Charged: Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Carissa Collins	I. Signature of Preparer Carissa Collins Carissa Collins, Planning Board Clerk 11/1/2018	J. Date
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff <i>William Rothaar</i> William Rothaar	M. Date 10/31/18