

INC. VILLAGE OF PLANDOME

BOARD OF TRUSTEES

Work Session & Annual Organizational Meeting

Monday, September 21, 2020 at 6:00pm



Meeting via teleconference: +1 (872) 240-3212, Access Code: 203-036-269
Use link on www.villageoplandome.org to download GoTo Meeting app and for video access.

Attendance:

Tom Minutillo, Don Richardson, Jim Corcoran, Bob Broderick, Jake Kurkjian, Barbara Peebles

Also in Attendance: Bob Morici Esq., Paul Pepper, Esq., Andy Bartels, Ray Herbert.

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6:00pm Work Session Agenda

- I) Board of Trustee Commission assignments

Andy Bartels and Ray Herbert shared overview of their respective commissions as part of the transition and knowledge transfer to the new Trustees and Village Attorneys.

- II) Requests for use of Village Hall and Village Green

Discussion regarding the multiple requests for use of Village Green and Village Hall during current Covid19 safeguards. Unanimous agreement to remain closed to public. Any requests for use of Village Green must adhere to the rules and permit requirements without exception as residents are complaining about increased and prohibited use of the Village Green.

7:00pm Special Board of Trustee Meeting

- III) Annual Organizational Meeting

- Annual Appointments:
 - Elected officials
 - Village Justice
 - Planning, Zoning Board of Appeals, Design Review Board
 - Village Staff/Other positions

The 2020-2021 Annual Appointment list was provided to the Board of Trustees for review in advance of the meeting. Deputy Mayor Don Richardson motioned to approve the Annual Appointments, 2nd by Trustee Jim Corcoran, and unanimously approved. List appended to the minutes.

- Annual Resolutions:
 - 2020 Board Meetings: date, time, and location
 - Official newspaper – Manhasset Press
 - Official bank/s - First National Bank of LI, Flushing Bank
 - Police & Procedures governing all procurement of goods and services
 - Authorization for Clerk to attend meetings, conference, and schools
 - Authorization for investment of Village funds and bank signature authorizations

The 2020-2021 Annual Resolutions list was provided to the Board of Trustees for review in advance of the meeting. Trustee Jim Corcoran motioned to approve the Annual Resolutions, 2nd by Trustee Jake Kurkjian, and unanimously approved. List appended to the minutes.

Next Work Session Meeting – **Tentative**, Tue. October 13, 2020 at 6:00pm
 Regular Board of Trustee Meeting & Townhall - Tue. October 13, 2020 7:00pm

There being no further business before the Board, motion to close the meeting by Deputy Mayor Don Richardson, 2nd by Trustee Jim Corcoran, unanimously approved. Meeting ended at 7:22

Minutes submitted by Barbara Peebles

October 9, 2020
 Approved November 9, 2020

Village Clerk/Treasurer Date

**INC. VILLAGE OF PLANDOME
ANNUAL ORGANIZATIONAL MEETING**

RESOLUTIONS - SEP.21, 2020

- 1) RESOLVED that the second Monday of each month at the Village Hall, 65 South Drive, Plandome, New York, at 7:00PM, is designated as the time and place for the regular meeting of the Board of Trustees; and that the first Monday of each month at 6:00 PM, at the same location, is designated as the time and place for special meeting/work session, as needed, of the Board of Trustees. All other special meetings called will be noticed as required by law.
- 2) RESOLVED that the Official Newspaper of the Village be the Manhasset Press.
- 3) RESOLVED that the First National Bank of Long Island be authorized as the depository of Village Monies.
- 4) RESOLVED that the Policies and Procedures Governing all Procurements of Goods and Services which are not subject to competitive bidding requirements, first adopted January 14, 1992, has been reviewed and remains an acceptable policy until such time as it is revised by the Board.
- 5) RESOLVED that the Village Clerk/Treasurer is hereby authorized to attend meetings, conferences and schools of the NYS Conference of Mayors, the Long Island Village Clerks & Treasurers Association and the Manhasset area Clerks & Treasurers, as attendance is of benefit to the Village.
- 6) RESOLVED that the Village Clerk/Treasurer or Deputy Clerk is authorized to invest and reinvest monies received by the Village in the various General, Water and Capital Funds, which are not appropriated to any particular purpose or are not immediately required to be expended for the purpose for which they were appropriated, in Certificates of Deposit, Day-of-Deposit Day-of-Withdrawal savings, Treasury Notes, or Money Market accounts at the best interest rates available in the following banking & financial institutions and Savings and/or demand deposit accounts placed through a depository institution that has a main or branch office in this state and that contractually agrees to place funds in federally insured depository institutions through the Insured Cash Sweep service, or ICS:

Bank of America
CLASS - MBIA
Wachovia Bank/ Wells Fargo
Citibank
J.P. Morgan Chase
Flushing Commercial Bank
TD Bank
HSBC Bank
First National Bank of Long Island

**INC. VILLAGE OF PLANDOME
ANNUAL ORGANIZATIONAL MEETING**

RESOLUTIONS - SEP.21, 2020

AND, IT IS FURTHER RESOLVED that the foregoing investments shall be in accordance with applicable laws, rules and regulations of the State of New York and the United States Government.

BE IT FURTHER RESOLVED that the resolutions of each bank institution for the deposit of said monies be adopted as resolution of this board.

7) RESOLVED, that all orders/checks drawn on the General, Water, Trust & Agency and Capital Funds have two (2) signatures: one the Mayor, Deputy Mayor or a Trustee and the other the Clerk/Treasurer or Deputy Clerk.

TRUSTEE COMMISSION APPOINTMENTS FOR INC. VILLAGE OF PLANDOME

ROBERT BRODERICK ~ Public Safety Commissioner

Fire and Police protection including administrative oversight of Village Fire Dept., and liaison with Nassau County Police Dept. / Zoning Code / Traffic control / Dog control / Liaison for Board of Zoning Appeals / Liaison with Planning Board / Compensation Committee / Parking permits / Care and improvements for IVP land, Properties and Facilities including: Village Hall, Liaison to the Manhasset Bay Protection Committee

DONALD RICHARDSON ~ Utilities Commissioner & Officer of Emergency Management

Water supply, including contract with MLWD, pricing, metering and billing / Refuse collection / Street lighting / Telecommunications franchises /, LIRR , PSEG, Plandome Civic Association, Woman's Club, Field & Marine Club and Scouts

JAMES CORCORAN ~ Public Works Commissioner

Maintenance, up-keep, repairs and improvements to Infrastructure including: roads, drainage and water distribution system / Field personnel and equipment / Street cleaning, snow and leaf removal / Liaison with Highway Engineer and Water Engineer / Village Green, Parks, RR Station and Highway Garage complex

JOHN "JAKE" KURKJIAN ~ Design / Building Department Commissioner

Liaison with Design Review Board and Building Inspection/Code Enforcement Department, and PATV liaison.

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Expectation of Meeting Attendance and Reporting:

- Board of Trustee Work Sessions – 1st Monday of each month, at 6:00pm *as needed*
- Board of Trustee Regular Meetings (& Public Hearings) – 2nd Monday of each month, at 7:00pm
- Meetings suspended for the month of August
- Public Hearings – scheduled as required by law.
- Special Meetings or Emergency Meetings – ad hoc if required
- Commission/Committee meetings and reporting as related to area of responsibility.

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2020 (AOM Sep 21, 2020)

shaded are to be appointed/re-appointed 2020

First Elec.

<u>TITLE</u>	<u>NAME</u>	<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
<u>ELECTED</u>				
MAYOR	THOMAS MINUTILLO	4/2019	2 YEARS	4/2021
TRUSTEE	JAMES CORCORAN	4/2020	2 YEARS	4/2022
TRUSTEE	ROBERT BRODERICK	4/2020	2 YEARS	4/2022
TRUSTEE - (Special Election 2020)	JOHN "JAKE" KURKJIAN	4/2020	1 YEAR	4/2021
TRUSTEE	DON RICHARDSON	2/2014	2 YEARS	4/2021
VILLAGE JUSTICE	JAMES KILEY	4/2010	4 YEARS	4/2021
<u>APPOINTED</u>				
BOARD OF TRUSTEES		start	term	expires
DEPUTY MAYOR	DON RICHARDSON	4/2020	1 YEAR	4/2021
BUDGET OFFICER	THOMAS MINUTILLO	4/2020	1 YEAR	4/2021
BOARD OF ASSESSORS	BOARD OF TRUSTEES	n/a	1 YEAR	4/2021
NORTH SHORE CABLE COMM./PATV	CAITLYN MCENROE	4/2020	1 YEAR	4/2021
JUSTICE COURT		start	term	expires
ACTING VILLAGE JUSTICE	EDWARD HENDERSON		1 YEAR	4/2021
PROSECUTING ATTY.-COURT	HEIDI MCNAMARA		1 YEAR	4/2021
PROSECUTING ATTY.-COURT	KIMBERLY MCCONVILLE		1 YEAR	4/2021
COURT CLERK	KIM FEMMINELLA		1 YEAR	4/2021
ZONING BOARD OF APPEALS		start	term	expires
BD. OF APPEALS CHAIRMAN	A. SCOTT WILSON	4/2017	5 YEARS	4/2022
MEMBER	ANDREW BARTELS	4/2020	5 YEARS	4/2024
MEMBER	STEVE KLINE	4/2017	5 YEARS	4/2022
MEMBER	SUSAN FROOKS	5/2016	5 YEARS	4/2021
MEMBER	ANDRIS MORTON	4/2020	5 YEARS	4/2023
ALTERNATE # 1	MARK GODFREY	4/2019	1 YEAR	4/2021
ALTERNATE # 2	DAN MULHOLLAND	4/2020	1 YEAR	4/2021

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2020 (AOM Sep 21, 2020)

<u>TITLE</u>	<u>NAME</u>	First Elec.		
		<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
PLANNING BOARD				
		start	term	expires
CHAIRMAN - CARRYOVER	RICHARD LOMBARD	12/2018	7 YEARS	4/2020
MEMBER	BRAD CRONIN	2017?	7 YEARS	4/2024
MEMBER	KEITH CONNORS	1/2019	7 YEARS	4/2023
MEMBER	CHARLIE HON	1/2019	7 YEARS	4/2026
MEMBER	THOMAS MATESICH	1/2019	7 YEARS	2/2025
ALTERNATE # 1	DAMIEN QUINN	4/2020	1 YEARS	4/2021
ALTERNATE # 2	RICH DUNPHY	4/2020	1 YEAR	4/2021
DESIGN REVIEW BOARD				
		start	term	expires
CHAIRPERSON	DENISE CONWAY		3 YEARS	4/2023
MEMBER	ELIZABETH BLANEY	4/2016	3 YEARS	4/2022
MEMBER	JOHN SULLIVAN		3 YEARS	4/2023
MEMBER	MICHAEL VETRONE	4/2016	3 YEARS	4/2022
MEMBER	LINDA KANE HAASE	6/2017	3 YEARS	4/2023
ALTERNATE # 1	VACANT: David and Dee have names.		1 YEAR	4/2021
ALTERNATE # 2	CATHERINE "KATIE" MCENROE		1 YEAR	4/2021
ARCHITECTURAL CONSULTANT (no vote)	SUSAN FROOKS	n/a	n/a	n/a
VILLAGE STAFF/OTHER POSITIONS				
		start	term	expires
CLERK/TREASURER	BARBARA PEEBLES		2 YEARS	4/2021
BUDGET OFFICER	BARBARA PEEBLES		1 YEAR	4/2021
DEPUTY VILLAGE CLERK	KIM FEMMINELLA		1 YEAR	4/2021
TAX COLLECTOR	BARBARA PEEBLES		1 YEAR	4/2021
RECORDS ACCESS OFFICER	BARBARA PEEBLES		1 YEAR	4/2021
MANHASSET BAY PROTECTION COMMITTEE	ROBERT BRODERICK		1 YEAR	4/2021
Emergency Management Coordinator	DONALD RICHARDSON	4/2005	1 YEAR	4/2021
VILLAGE HISTORIAN	A. SCOTT WILSON		1 YEAR	4/2021

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2020 (AOM Sep 21, 2020)

TITLE	NAME	First Elec.		
		to this office	TERM	EXPIRES
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER, FLOOD PLAIN ADMINSTRATOR	DAVID DERIENZIS		1 YEAR	4/2021
ASSISTANT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER	DAN DERIENZIS		1 YEAR	4/2021
CODE ENFORCEMENT OFFICER	DER CONSULTING GROUP		1 YEAR	4/2021
APPLICATIONS & PLANS EXAMINER	DER CONSULTING GROUP		1 YEAR	4/2021
AUDITOR	FRANK FABER, SKINNON & FABER		1 YEAR	4/2021
VILLAGE ATTORNEY	MORICI & MORICI, LLP Robert Morici, Esq., Paul Pepper, Esq.		1 YEAR	4/2021
REGISTRAR OF VITAL STATISTICS	WAYNE H. WINK		4 YEARS	4/2021
VILLAGE ENGINEER FOR ROADS/DRAINAGE	WEST SIDE ENGINEERING PC		1 YEAR	4/2021
VILLAGE ENGINEER FOR WATER	H2M ENGINEERS		1 YEAR	4/2021
ETHICS COMMITTEE				
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	Mayor Thomas Minutillo	4/2019	2 YEARS	4/2021
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	STEVE CORWEN	4/2019	2 YEARS	4/2021
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	JOHN KURKJIAN	4/2019	2 YEARS	4/2021