

INC. VILLAGE OF PLANDOME
BOARD OF TRUSTEES

MINUTES



Public Hearing & Regular Meeting & Annual Organizational Meeting
Monday, April 17, 2023 at 7:00pm

Attendance:

Present:

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

Also Present: Bob Morici, Esq., Paul Pepper, Esq.

AGENDA

- I) Pledge of Allegiance

PUBLIC HEARING

- a. Hearing on the Annual Budget Fiscal Year June 1, 2023 – May 31, 2024
- b. Resolution to approve and adopt the Annual Budget 2023-2024 [R-04-2023-A]

*Clerk/Treasurer Barbara Peebles reported that Public Notice published according to NYS law.
There were no comments from the public, the Public Hearing was closed.*

REGULAR MEETING & ANNUAL ORGANIZATIONAL MEETING

II) Administrative:

- a. Approval of Minutes

III) Annual Organizational Meeting

- a. Annual Appointments: [R-04-2023-B]
 - o Elected officials
 - o Village Justice
 - o Planning, Zoning Board of Appeals, Design Review Board
 - o Village Staff/Other positions
- b. Annual Resolutions: [R-04-2023-C]
 - o 2023 Board Meetings: date, time, and location
 - o Official newspaper – Manhasset Press
 - o Official bank/s - First National Bank of LI, NYCLASS
 - o Policy & Procedures governing all procurement of goods and services
 - o Authorization for Clerk to attend meetings, conference, and schools
 - o Authorization for investment of Village funds and bank signature authorizations

IV) Department Reports: *Departmental updates were abbreviated due to other pressing matters on agenda.*

a. Public Works – Trustee Jim Corcoran

Trustee Jim Corcoran reported that there are no open matters for discussion.

b. Public Safety – Trustee Bob Broderick

Trustee Bob Broderick noted that the Nassau County Police Department cost increased 23% for the next calendar year thereby impacting current fiscal year as well as 7 months in the new budget. There are no open matters for discussion.

c. Design & Building, PATV – Trustee Jake Kurkjian

Trustee Jake Kurkjian requested that additional safety measures are required at the 16 Rockwood Road new dwelling project. Clerk/Treasurer Barbara Peebles to follow up and install signage as well as flagman.

d. Utilities, OEM, MBPC - Deputy Mayor Don Richardson

Deputy Mayor Don Richardson advised the Board that Clerk/Treasurer Barbara Peebles is working closely with ExteNet attorney to ensure open communication and delivery of fees and proper permits.

Manhasset Bay Protection Committee (MBPC) A beach clean-up is scheduled and well as STOP program.

Port Washington OEM – no activity.

e. Financial Update - Clerk Treasurer Barbara Peebles

Village Clerk/Treasurer reported on the variances to the Revenue/Expense report and explained what budget adjustments are needed. Copies of the report and budget adjustment details were provided.

a. Budget adjustments and transfers, year-end forecast

V) Unfinished Business

- a. Unpaid Tax Report 2022-2023 *Clerk/Treasurer reported unpaid tax balance and provided a detailed report.*
- b. Resident Issue – next step – *discussed in Executive Session.*
- c. Stonytown Road – intersection - *It was agreed to look into a 3rd party engineer to eliminate any conflict between Plandome Manor and Plandome employing the same engineer.*

VI) New Business

- a. Renewal USPS rental agreement [R-04-2023-D] *USPS exercised their 5-year option with a 5% rental increase.*
- b. Haberman & Associates proposal – Tax Certs [R-2023-E] *A proposal to expand the tax services provided by Haberman & Associates to include Tax Cert process.*
- c. Leeds Pond – DEC survey – *Clerk/Treasurer Barbara Peebles reported that progress is underway as the DEC has agreed to survey the pond area again since the last survey was completed in 2004.*
- d. TONH – ban on gas leaf blowers - *The Board decided not to consider a ban at this time.*

VII) Abstract of Claims: Period 11-2022/23 *The Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #11-2022-2023 ; General Fund \$227,645.77, Water Fund \$13,188.39, Capital Fund - \$0, Trust & Agency \$0. TOTAL. \$240,834.16. Motion to approve the Abstract was made by Trustee Bob Broderick, 2nd by Deputy Mayor Don Richardson, and unanimously approved.*

There being no further business before the Board of Trustees , motion to close the meeting by Trustee Jim Corcoran, second by Deputy Mayor Don Richardson and unanimously approved. The meeting ended at 8:25pm.

VIII) Executive Session – personnel and legal matters to be discussed.

Next Regular Board of Trustee Meeting Mon. May 8, 2023 at 7:00pm

Submitted by Barbara Peebles
May 10, 2023

Approved June 13, 2023

Barbara Peebles
Village Clerk/Treasurer

Date

6/13/23

+ Minutes

April 2023 - period 11		Contingency balance		\$ 8,998.39
Badj	6	Contingency	\$ 3,806.12	Transfer to Contingency A.1010.0430 from Unallocated inc A.1910.0400
Badj	5	Village Hall Supplies/Equi	\$ 2,100.00	Credit supplies A.1620.0401 \$1500, Credit A.1620.0200 \$600 equip Debit Improvements A. 1620.0407
Badj	6	Maintenance	\$ 1,500.00	Lots of calls to check doors, valves, plumbing VH Credit A.1620.0405 Debit Improvements A.1620 0407
Badj	8	Hway OT	\$ 1,000.00	Credit Hway OT A.5110.0100.0001, Debit Snow OT A 5142.0100
Badj	9	Maint vehicles	\$ 5,000.00	Credit A.5110.0404 Debit Contingency A.1010.0430
Badj	9	Gas Diesel	\$ 2,000.00	Credit A.5110.0402 Debit Contingency A.1010.0430
Badj	9	Engineering Services	\$ 7,020.00	Credit A5110.0414 Debit Snow OT A.5142.0100 (Jim A - reworking LRR and other bid packets)
Badj	10	Parks	\$ 3,647.51	Credit A.7110.0400 Parks and Debit A.1010.0430
Contingency balance			\$ 2,157.00	
May 2023 - period 12				

VILLAGE OF PLANDOME

Notices Report

Prepared By: BARBARA

Year	Seq	District	ID	Name	Acct No	Location	Bill No	RS	Principal	Total Now Due	Bank
2022	01	282233	03-018-0127.0	PESCATORE, MARC	4500	1020 PLANDOME RD	110	1	3,174.75	3,460.48	
2022	01	282233	03-021-0496.0	MDJ CENTRAL DR. LLC	4500	37 CENTRAL DR	169	1	4,641.45	5,175.21	
2022	01	282233	03-155-0045.0	BELL BARBARA	4500	71 PARKWOODS RD	230	1	7,890.64	8,898.58	
2022	01	282233	03-167-0701.0	MARTIN, MATTHEW & SYDNEY	4500	105 PLYMOUTH CT	325	1	7,953.25	8,883.58	
2022	01	282233	03-200-0042.0	MATRISCIANO VINCENT & SANJANA, SHIRAZ & YANINY	4500	18 PINWOOD RD	357	1	4,287.88	4,787.33	
2022	01	282233	03-F01 -0404.0	BARTLEY BERNARD	4500	44 HEIGHTS RD	463	1	1,540.12	1,678.73	
2022	01	282233	03-F01 -0420.0	BARTLEY BERNARD	4500	130 STONYTOWN RD	471	1	5,497.17	6,131.75	
Grand Total:							7		34,985.26	39,015.66	

marked that noted "if paid by 30th"

6,131.75
 39,015.66

VILLAGE OF PLANDOME

Notices Report

Year	Seq	District	ID	Name	Acct No	Location	Bill No	RS	Principal	Total Now Due	Bank	
2022	01	282233	03-018-0127.0	PESCATORE, MARC <i>(handwritten)</i>	<i>4120</i>	1020 PLANDOME RD	110	1	3,174.75	3,460.48		
2022	01	282233	03-021-0496.0	MDJ CENTRAL DR, LLC <i>(handwritten)</i>	<i>4120</i>	37 CENTRAL DR	169	1	4,641.45	5,175.21		
2022	01	282233	03-155-0045.0	BELL BARBARA N <i>(handwritten)</i>	<i>4120</i>	71 PARKWOODS RD	230	1	3,870.13	4,315.20		
2022	01	282233	03-167-0163.0	POGUE REYNOLDS & WANDA <i>(handwritten)</i>	<i>4120</i>	463 DOGWOOD LA	294	1	1,525.77	1,663.09		
2022	01	282233	03-167-0701.0	MARTIN, MATTHEW & SYDNEY <i>(handwritten)</i>	<i>4120</i>	105 PLYMOUTH CT	325	1	7,325.05	8,167.43	<i>4114,</i>	
2022	01	282233	03-200-0042.0	MATRISCIANO VINCENT & DENIHAN MICHAEL & DORIS <i>(handwritten)</i>	<i>4120</i>	18 PINEWOOD RD	357	1	4,033.84	4,497.73		
2022	01	282233	03-F01 -0404.0	BARTLEY BERNARD <i>(handwritten)</i>	<i>4120</i>	44 HEIGHTS RD	463	1	1,540.12	1,678.73		
2022	01	282233	03-F01 -0420.0		<i>4120</i>	130 STONYTOWN RD	471	1	5,400.96	6,022.07		
Grand Total:									8	31,512.07	34,979.94	



Village of Plandome Resolution 04-2023-A

Dated April 17, 2023

Title: Resolution to approve the Village Budget for fiscal year June 1, 2023- May 31, 2024.

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BE IT RESOLVED the Board of Trustees approve the Village Budget for fiscal year June 1, 2023- May 31, 2024;

WHEREAS, THE PUBLIC HEARING WAS HELD FOR THE PURPOSE OF CONSIDERING THE BUDGET FOR THE YEAR BEGINNING JUNE 1, 2023, AND ENDING MAY 31, 2024.

THE FULL TENTATIVE BUDGET HAS BEEN MADE AVAILABLE AT THE VILLAGE OFFICE AND POSTED ON THE VILLAGE'S WEBSITE.

AFTER A CAREFUL LINE BY LINE REVIEW OF THE CURRENT BUDGET AND ACTUAL REVENUES AND EXPENDITURES FROM PRIOR YEARS, AND IN LIGHT OF THE CURRENT FISCAL CONDITION OF OUR ECONOMY, YOUR BOARD OF TRUSTEES PRESENTS A TENTATIVE BUDGET AS FOLLOWS:

THE PROPOSED BUDGET CONTAINS ANTICIPATED REVENUES, EXCLUDING REAL PROPERTY TAXES, OF **\$752,003.00**. THIS IS THE AMOUNT WE ANTICIPATE RECEIVING FOR PERMIT FEES, INTEREST, JUSTICE FINES, UTILITY TAXES, NASSAU COUNTY MORTGAGE TAX, ETC.

THE PROPOSED BUDGET INCLUDES TOTAL APPROPRIATIONS, IN THE AMOUNT OF **\$(3,643,198.00)**; THE APPROPRIATION AMOUNT IS THE AMOUNT WE EXPECT TO SPEND ON DAY-TO-DAY EXPENSES AND CONTRACTED SERVICES INCLUDING POLICE PROTECTION, REFUSE COLLECTION, RETAINED PROFESSIONALS, MAINTAINING THE FIRE DEPARTMENT, INSURANCE, MAINTENANCE OF ROADS, PAYMENT OF DEBT, SALARIES, BENEFITS, ETC.

THIS TENTATIVE BUDGET AS PRESENTED PROPOSES A TAX RATE OF **.8010 PER \$100** OF TAXABLE ASSESSED VALUE FOR A TAX LEVY OF **\$2,891,195.00**. THIS IS AN INCREASE OF **.0092%** WHICH IS ABOVE THE LOWER OF THE INFLATION INDEX OF 1.020% ADJUSTED FOR A GROWTH FACTOR OR THE 2% TAX CAP. THE BUDGET **DOES NOT REFLECT** A TRANSFER FROM GENERAL FUND BALANCE TO THE CAPITAL FUND.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

Village of Plandome Resolution 04-2023-B
Dated April 17, 2023

Title: Resolution to approve the annual Village appointments.

~ ~ ~ ~ ~

BE IT RESOLVED the Board of Trustees approve the position and Board appointments effective April 1, 2023.

WHEREAS the names and effective dates are on the list appended to the minutes.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

Village of Plandome Resolution 04-2023-B
Dated April 17, 2023

Title: Resolution to approve the annual Village appointments.

~ ~ ~ ~ ~

BE IT RESOLVED the Board of Trustees approve the position and Board appointments effective April 1, 2023.

WHEREAS the names and effective dates are on the list appended to the minutes.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

R 04-2023-B

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2023

		Reappoint April 2023 (updated end year) 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	4/2025	
TRUSTEE	JAMES CORCORAN	4/2020	2 YEARS	4/2024	
TRUSTEE	ROBERT BRODERICK	4/2020	2 YEARS	4/2024	
TRUSTEE	JOHN "JAKE" KURKJIAN	4/2020	2 YEAR	4/2025	
TRUSTEE	DON RICHARDSON	2/2014	2 YEARS	4/2025	
VILLAGE JUSTICE	JAMES KILEY	4/2010	4 YEARS	4/2025	
<u>APPOINTED</u>					
BOARD OF TRUSTEES					
		start	term	expires	
DEPUTY MAYOR	DON RICHARDSON	4/2020	1 YEAR	4/2024	
BUDGET OFFICER	THOMAS MINUTILLO	4/2021	1 YEAR	4/2024	
BOARD OF ASSESSORS	BOARD OF TRUSTEES	4/2021	1 YEAR	4/2024	
NORTH SHORE CABLE COMM./NSTV	CAITLYN MCENROE	4/2021	1 YEAR	4/2024	
JUSTICE COURT					
		start	term	expires	
ACTING VILLAGE JUSTICE	EDWARD HENDERSON	4/2014	1 YEAR	4/2024	
PROSECUTING ATTY.-COURT	HEIDI MCNAMARA	PRE 2014	1 YEAR	4/2024	
PROSECUTING ATTY.-COURT	FRANK WALTON	1/2022	1 YEAR	4/2024	
PROSECUTING ATTY.-COURT	KIM McCONVILLE	PRE 2014	1 YEAR	4/2024	
COURT CLERK	KIM FEMMINELLA	4/2014	1 YEAR	4/2024	
ZONING BOARD OF APPEALS					
		start	term	expires	
BD. OF APPEALS CHAIRMAN	ANDREW BARTELS	4/2020	5 YEARS	4/2026	
MEMBER (FILLING UNEXPIRED TERM Bartels)	VACANT	4/2020	5 YEARS	4/2024	
MEMBER	STEVE KLINE	4/2017	5 YEARS	4/2027	
MEMBER - vacated Susan Fooks	MARK GODFREY - MOVE UP	5/2016	5 YEARS	4/2025	
MEMBER (FILLING UNEXPIRED TERM BRODERICK)	ANDRIS MORTON	4/2020	5 YEARS	4/2028	
ALTERNATE # 1	VACANT	4/2022	1 YEAR	4/2023	
ALTERNATE # 2	DAN MULHOLLAND	4/2020	1 YEAR	4/2024	

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2023

Reappoint April 2023 (updated end year) First Elec.				
<u>TITLE</u>	<u>NAME</u>	<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
PLANNING BOARD		<u>start</u>	<u>term</u>	<u>expires</u> April 30
CHAIRMAN - <i>carryover</i>	RICHARD LOMBARD	12/2018	7 YEARS	4/2025
MEMBER	BRAD CRONIN	2017?	7 YEARS	4/2024
MEMBER	KEITH CONNORS	1/2019	7 YEARS	4/2030
MEMBER	CHARLIE HON	1/2019	7 YEARS	4/2026
MEMBER	VACANT	4/2022	7 YEARS	4/2029
ALTERNATE # 1	DAMIEN QUINN	4/2020	1 YEARS	4/2024
ALTERNATE # 2 <i>Kyle Hawg</i>	RICH DUNPHY <i>wentson</i>	4/2020	1 YEAR	4/2024
DESIGN REVIEW BOARD		<u>start</u>	<u>term</u>	<u>expires</u>
CHAIRPERSON - fullfilling unexpired term)	LINDA KANE HAASE	7/2020	3 YEARS	4/2024
MEMBER	ELIZABETH BLANEY	4/2016	3 YEARS	4/2025
MEMBER	JOHN SULLIVAN	?	3 YEARS	4/2026
MEMBER	SUSAN FROOKS (Architect)	4/2022	3 YEARS	4/2025
MEMBER	DEE CONWAY (Attorney)	6/2017	3 YEARS	4/2026
ALTERNATE # 1	MICHAEL VETRONE FEB 2022	?	1 YEAR	4/2024
ALTERNATE # 2	CATHERINE "KATIE" MCENROE	4/2018	1 YEAR	4/2024
ARCHITECTURAL CONSULTANT (no vote)	SUSAN FROOKS (Architect)	many years		
VILLAGE STAFF/OTHER POSITIONS		<u>start</u>	<u>term</u>	<u>expires</u>
CLERK/TREASURER	BARBARA PEBBLES	3/2018	2 YEARS	4/2025
BUDGET OFFICER	BARBARA PEBBLES	3/2018	1 YEAR	4/2024
DEPUTY VILLAGE CLERK	KIM FEMMINELLA	?	1 YEAR	4/2024
TAX COLLECTOR	BARBARA PEBBLES	3/2018	1 YEAR	4/2024
RECORDS ACCESS OFFICER	BARBARA PEBBLES	3/2018	1 YEAR	4/2024
MANHASSET BAY PROTECTION COMMITTEE	DON RICHARDSON	4/2020	1 YEAR	4/2024
Emergency Management Coordinator	DONALD RICHARDSON	4/2005	1 YEAR	4/2024
VILLAGE HISTORIAN	ANDY BARTELS	11/2022	1 YEAR	4/2024

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2023

Reappoint April 2023 (updated end year) First Elec.				
<u>TITLE</u>	<u>NAME</u>	<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER, FLOOD PLAIN ADMINISTRATOR	DAVID DERIENZIS		1 YEAR	4/2024
ASSISTANT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER	DAN DERIENZIS		1 YEAR	4/2024
CODE ENFORCEMENT OFFICER	DER CONSULTING GROUP		1 YEAR	4/2024
APPLICATIONS & PLANS EXAMINER	DER CONSULTING GROUP		1 YEAR	4/2024
AUDITOR	FRANK FABER, SKINNON & FABER		1 YEAR	4/2024
VILLAGE ATTORNEY	MORICI & MORICI, LLP Robert Morici, Esq., Paul Pepper, Esq.		1 YEAR	4/2024
REGISTRAR OF VITAL STATISTICS	<<name>> TONH		4 YEARS	4/2026
VILLAGE ENGINEER FOR ROADS/DRAINAGE	WEST SIDE ENGINEERING PC		1 YEAR	4/2024
VILLAGE ENGINEER FOR WATER	H2M ENGINEERS		1 YEAR	4/2024
ETHICS COMMITTEE				
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	Mayor Thomas Minutillo	4/2019	2 YEARS	4/2025
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	STEVE CORWEN	4/2019	2 YEARS	4/2025
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	JILL RIDINI	April-21	2 YEARS	4/2025

Village of Plandome Resolution 04-2023-C
Dated April 17, 2023

Title: Resolution to approve the annual Village resolutions.

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BE IT RESOLVED the Board of Trustees approve the annual resolutions,

WHEREAS the Village affirms meeting schedule, official newspaper, banks, Procurement policy, Clerk training conference, and signatories per the list appended to the minutes.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

R-C

Inc. Village of Plandome

**ANNUAL MEETING RESOLUTIONS
APRIL 17, 2023**

Mayor moved to adopt the following resolutions:

- 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
 JP Morgan Chase

NYCLASS
 TD Bank
 HSBC Bank
 First National Bank of Long Island

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.

RESOLVED, upon a motion by _____, 2nd by _____, the foregoing was approved unanimously.

Village of Plandome Resolution 04-2023-D
Dated April 17, 2023

Title: Resolution to approve the USPS lease extension at Plandome LIRR Station.

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BE IT RESOLVED the Board of Trustees approve the United States Postal Service five-year extension of lease to rent office at the Plandome LIRR Station.

WHEREAS the lease remains the same in all aspects except to be in effect from Feb. 1, 2025 to Jan. 31, 2030 at an annual rental rate of \$21,665.00.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

R04-2023-D



RECEIVED

Exercise of Renewal Option

MAR 28 2023

Facility Name/Location:

MANHASSET- PLANDOME STATION (355015-004)
155 STONYTOWN RD, MANHASSET, NY 11030-9993

Inc. Village of Plandome
65 South Drive, Plandome, NY 11030

County : Nassau
Lease: QU0000530057

To
THE INCORPORATED VILLAGE OF PLANDOME
65 SOUTH DRIVE
PO BOX 930
PLANDOME, NY 11030-0930

Certified Mail #
70203160000105173529

Issuing Office

PO Box 27497
GREENSBORO, NC 27498-1103

Date of Existing Lease: 04/17/2019

The existing Lease has no amendments.

Pursuant to the Lease covering this facility, the Postal Service hereby exercises its option to renew said Lease as follows:

Term: 5 Years From (Date): 02/01/2025 To (Date): 01/31/2030 Annual Rate: \$21,665.00

In all other respects, the said Lease shall remain the same and is hereby confirmed.

Remarks

agreement included 5 year renew

Abby
Feinstein

Digitally signed by Abby
Feinstein
Date: 2023.03.21 10:42:09
-04'00'

Date
03/21/2023

Name of Contracting Officer
Abby Feinstein

Signature

Village of Plandome Resolution 04-2023-E
Dated April 17, 2023

Title: Resolution to approve engagement with Haberman & Associates for Tax Certiorari work.

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BE IT RESOLVED the Board of Trustees approve the proposal from Michael Haberman Associates, Inc. dated April 13, 2023 regarding Certiorari Consulting Services.

WHEREAS the proposal outlines the services at \$200.00 per hour.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.



**MICHAEL HABERMAN
ASSOCIATES, INC**
Real Estate Appraisers & Consultants

RECEIVED
APR 13 2023
Inc. Village of Plandome
65 South Drive, Plandome, NY 11030

OFFICE
3000 Hempstead Tpke., Suite 410
Levittown, NY 11756
Tel (516) 739-8080 | Fax (516) 739-1810

April 13, 2023

Village of Plandome
65 South Drive
Plandome, New York 11030

E-MAIL ONLY

Attn: Barbara Peebles,
Village Clerk / Treasurer

Re: Village of Plandome
Certiorari Consulting Services

*(e) BOT
4.14.23*
*(e) Haberman
4.19.23*

Dear Ms. Peebles:

In response to our recent conversation, Michael Haberman Associates, Inc. (MHA) is pleased to submit this proposal for Certiorari Consulting Services. This proposal sets forth the scope of our work and fees associated with these services.

We will provide the Village of Plandome with the highest level of certiorari consulting services offered by MHA. Thomas Donato will perform all services as agreed to and along with the MHA team of experienced appraisers, review and value commercial filings as scheduled on the court calendar.

Commercial Certiorari Proceedings

For over 40 years MHA has been valuing commercial property in the down state area, with most of its focus in the Long Island region. During this 40-year span, the majority of company work has been for municipalities in many capacities. Commercial tax refunds are typically the greatest financial exposure a Village may have. Proper review and negotiations of a filing can help maintain an equitable assessment roll and mitigate refunds.

RO4-2023-E

The following is a summary of procedures utilized by our company to help attain a fair settlement:

- Review filings as presented and prepare subject property work files
- Retrieve all available subject property data from the Village's Assessment & Building Departments
- Send discovery request to the petitioner's attorney, requesting all pertinent information
- Utilize secondary data sources to research recent sales & listing of the subject property
- Property inspections will be accomplished via secondary party street crawl photos & aerial imagery
- Physical inspections will be completed on an as needed basis
- Research comparable market data utilizing CoStar, GeoData, Comps Inc & MLS
- Develop an income pro-forma for all years at issue
- Review valuation estimates with the Village before negotiating the case
- Settlement negotiations with the petitioner's attorney
- Present tentative settlements to the Village Administrator
- Work with the Village Attorney for execution of the settlement stipulation

Verification of legal standing for years at issue will be requested of the Village Attorney. Additionally, the Village Attorney will be requested to opine on legal issues that may arise during the settlement process.

All commercial analysis and conferencing will be completed by Thomas Donato at the office of MHAI. It is anticipated that cases will be settled through informal conferencing. Typical cases are billed six to eight hours from start to finish. Complex cases such as golf courses, nursing homes, amusement parks, for example will require substantially more time to complete and will be discussed with the Village Administrator before proceeding. Supporting data utilized for valuation and settlement purposes will be contained in a work file maintained by MHAI. If required, court ready and preliminary appraisal reports are billed additionally. Michael Haberman Associates, Inc. is an appraisal firm and, therefore, if any case proceeds to Court, the Village will require legal counsel to represent the Village to dispose of the case.

Fee Schedule

Professional fees for services rendered will be at the following rates:

All Services as outlined above are billed at: \$200/hr.

Our company looks forward to working with the Village of Plandome on negotiating and settling certiorari matters as needed. If there are any questions regarding this proposal, please do not hesitate contacting the undersigned.

Very truly yours,



Thomas Donato, CSA-G, IAO

ACCEPTED BY:


Signature

Barbara Peebles, Village Clerk, Treasurer
Print Name
Date: 4.18.2023

approved by Board of Trustees 4/17/23
R-04-2023-E

List of clients MHA provides similar services for

- City of Glen Cove
- Village of Great Neck
- Village of Sea Cliff
- Village of Lake Success
- Village of Bellerose
- Village of Great Neck Estates
- Village of Thomaston
- Village of Kensington
- Village of Kings Point
- Village of Muttontown
- Village of Amityville
- Village of Lindenhurst

Village of Plandome Resolution 04-2023-F

Dated April 17, 2023

Title: Annual Salary Increases for employees

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AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF PLANDOME HELD ON APRIL 17, 2023:

A RESOLUTION APPROVING SALARY INCREASES FOR THE
2023-2024 FISCAL YEAR:

WHEREFORE, the Board of Trustees of the Incorporated Village of Plandome has the Authority to approve salary increases for the forthcoming fiscal year; and

WHEREFORE, the Board of Trustees, after due deliberation and consideration have decided that an increase in salary for the forthcoming year is warranted;

WHEREAS the Board of Trustees of the Incorporated Village of Plandome, hereby approves a four percent (4.0%) increase to the base salary of Barbara Peebles (Clerk), Kim Nowakowski (Deputy Clerk), Steve Flynn (Superintendent), Dan Breen (Laborer) and Mike Frangoulis (Laborer), for the 2023-2024 Fiscal year.

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.