

**INC. VILLAGE OF PLANDOME  
BOARD OF TRUSTEES**

**Board of Trustees Regular Meeting & Public Hearing - MINUTES**

**Monday, May 8, 2023 at 7:00pm – 2<sup>nd</sup> floor**



**Present:**

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

**Also Present:** Paul Pepper, Esq.

**Meeting Agenda**

I) Pledge of Allegiance

II) Approval of minutes - *tabled*

III) Department Reports:

a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran reported that the South Drive project was completed without incident. Rockwood Road safety signs have been installed due to the new house construction project at 8 Rockwood Road.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick reported that there has been minimal activity in the Fire Department and Police Report. No meeting has taken place yet regarding the Kings Trust Financial Committee. Trustee Bob Broderick has stopped by the Police Station from time to time and they have been responsive.*

c. Design & Building, PATV – Trustee Jake Kurkjian

*Trustee Jake Kurkjian reported that he continues to meet with the Building Inspector, David DeRienzi on a regular basis to get updates on the Design Review Board (DRB), and any Code Enforcement issues.*

*Trustee Jake Kurkjian mentioned that he will reach'out to potential candidates to fill the Planning Board and Zoning Board of Appeals open slots.*

*Regarding the open violation on 32 North – Trustee Jake Kurkjian will communicate options for resolution to the homeowner.*

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

*Deputy Mayor Don Richardson reported that the ExteNet project is coming to a conclusion. Clerk/Treasurer Barbara Peebles confirmed that the Village is holding a \$25,000 maintenance bond to ensure the trench road openings are repaired to the Village's satisfaction.*

*Deputy Mayor Don Richardson moved forward the suggestion to codify the "Innovative and Alternative on-site Wastewater Treatment Systems". Clerk/Treasurer Barbara Peebles provided a draft Local Law sample. Village Attorney Paul Pepper will review and prepare the Plandome draft for approval.*

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 were provided to the Board of Trustees.*

*Clerk/Treasurer Barbara Peebles forecasted a slightly reduced surplus due to the significant increases in expenses such as the Police. Medical benefits will be reduced by 2.73% effective July 1, 2023.*

IV) Unfinished business

- a. LIRR Drainage issue – Stonytown Road and Plandome Manor *Village Attorney Paul Pepper will contact the Mayor of Plandome Manor to agree on the move forward plan to share expenses of a 3<sup>rd</sup> part engineer to avoid any conflicts for the Village Engineer working for both parties.*
- b. Amendment to Resolution [R-12-2022-C] Village Green project, costs increase \$13,000. *Clerk/Treasurer Barbara Peebles reported that additional materials were required for the Village Green project and the expenses were reviewed and approved by the Village Engineer.*

V) New Business

- a. Approval to re-levy water (see report) *Clerk Treasurer Barbara Peebles reported a water re-levy of \$24,948 which is slightly above average. [R-05-2023-A]*
- b. Approval of MS4 Annual Stormwater Report [R-05-2023-B]
- c. Local Law Requiring Nitrogen-Reducing Septic Systems – *under consideration, Village Attorney to prepare draft Local Law for Plandome. – Public Hearing July 10, 2023*
- d. Local Law Amendment - Chapter 152 Telecommunications, Facilities, Wireless *under consideration, Village Attorney to review draft provided by Special Counsel and prepare draft Local Law for Plandome. Public Hearing July 10, 2023*
- e. Miscellaneous (DRB Orientation) *Village Attorney Paul Pepper to meet with DRB next month.*

VI) Executive Session – *The Board of Trustees entered Executive Session at 7:55pm. A discussion of legal matters as relates to code violations and Tax Certs. Motion to exit Executive Session at 8:17pm.*

VII) Abstract of Claims: Period 11-2022/23 – Two parts. *Motion to approve Part 1 and conditionally approve Part 2 after an in-person review by the majority of Board members during the week of May 15<sup>th</sup>.*

*The Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #11-2022-2023 ; General Fund \$114,160.72, Water Fund \$46,695.36, Capital Fund - \$78,005.00, Trust & Agency \$0. TOTAL. \$238,861.08. Motion to approve the Abstract was made by Trustee Jake Kurkjian, 2nd by Trustee Jim Corcoran, and unanimously approved.*

*There being no further business before the Board of Trustees , motion to close the meeting by Trustee Bob Broderick, 2<sup>nd</sup> by Trustee Jim Corcoran, and unanimously approved. The meeting ended at 8:18pm.*

Submitted by Barbara Peebles  
Jun 9, 2023

Approved June 12, 2023

*Barbara Peebles* 6/13/23  
Village Clerk/Treasurer Date

CLAIM VOUCHER

INCORPORATED  
VILLAGE OF PLANDOME  
65 South Drive, Plandome, NY 11030  
(516) 627-1748

R-05-2023-C  
addon \$13k<sup>+</sup>

Claimant: John McGowan & Sons Inc.  
323 Glen Cove Avenue  
Sea Cliff, NY 11579

Date: 4/19/23

DATE	DESCRIPTION	AMOUNT	TOTAL
4/19/23	IMPROVEMENTS TO VILLAGE GREEN CONTRACT NO. 2-2022-PL INVOICE NO. 11068  <u>CAPITAL CHECK</u>		<del>76,805.00</del> 63,750.  amended 13k bc new amounts are legit

CERTIFICATION:

Claimant signing below hereby certifies that the above itemized claim in the amount of \$ ~~76,805.00~~ <sup>63,750</sup> presented by him is true and correct; that no part thereof has been paid or otherwise settled; that the prices charged are correct and as agreed; and that the labor and/or material specified are accurate.

STATE LAW REQUIRES A COMPLETED CLAIM

Signature: James McGowan

This claim voucher MUST BE SIGNED (no stamps) and dated by an authorized person within your organization. Claim Vouchers not properly certified will be returned unpaid.

Title: President

NEW YORK STATE SALES TAX  
EXEMPT MUNICIPALITY  
Federal ID# 11-6002132

- OFFICE USE ONLY -

APPROVALS:

Signature of Requesting Officer

H. 1440.0400.0001  
Budget Code

Signature of Authorizing Officer

Incorporated Village of  
**P L A N D O M E**



*Mayor*  
Thomas S. Minutillo

December 13, 2022

*Trustees*  
*Deputy Mayor and*  
*Utilities Commissioner*  
Donald Richardson

Mr. James McGowan  
John McGowan and Sons, Inc.  
323 Glen Cove Avenue,  
Sea Cliff, NY 11579

*Public Safety Commissioner*  
Robert Broderick

*Public Works Commissioner*  
James Corcoran

Re: Award of Contract No.2-2022-PL (Village Green Improvements)

*Building Dept. Commissioner*  
Jake Kurkjian

*Village Office*  
*Village Clerk/Treasurer*  
Barbara Peebles

Dear Mr. James McGowan,

This letter confirms that John McGowan and Sons, Inc. of Sea Cliff NY, has been awarded the contract for Plandome Village Green improvements.

*Deputy Village Clerk*  
*and Court Clerk*  
Kim Femminella

I am pleased to inform you that the Board of Trustees unanimously approved the contract for the above referenced project during the Regular Board of Trustees meeting on Monday, December 12, 2022 (Resolution R-12-2022-C), and John McGowan & Sons, Inc. as the lowest responsible bidder, for a total bid price of **\$63,750.00.**

*Building Inspector*  
David DeRienzis

*Other Officials*  
*Village Justice*  
James D. Kiley

Mayor Tom Minutillo will sign the conformed bid book that awaits a signature from authorized representative of John McGowan and Sons, Inc. After the contract is executed, the contractor must submit proof of insurance and the appropriate performance bond to the Village. Once the Village is satisfied with bonds and insurances, the Village Engineer, Jim Antonelli will issue a notice to proceed, at which point the contractor is obligated to submit information pertaining to the materials and suppliers proposed for use on the project, prior to the commencement of construction.

*Associate Village Justice*  
Edward Henderson

*Fire Chief*  
Sean Byrne

Congratulations, and look forward to the commencement of the project as soon as feasible.

*Zoning Board of Appeals*  
*Chairman*  
Andrew Bartels

*Planning Board Chairman*  
Richard Lombard

*Public Works Foreman*  
Steven Flynn

Sincerely,

Barbara Peebles  
Village Clerk & Treasurer

cc: Jim Antonelli



323 Glen Cove Avenue  
 Sea Cliff, NY 11579  
 P. 516.676.0160  
 F. 516.676.5176

Email: office@johnmcgowanandsons.com  
 Website: johnmcgowanandsons.com

**INVOICE TO:**

Village of Plandome  
 65 South Drive  
 Plandome, NY 11030

4/18/2023

Invoice No. 11068

**PROJECT:** Improvements to Village Green; Contract No. 2-2022-PL

**WORK PERFORMED TO DATE**

<u>ITEM</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>QUANTITY</u>	<u>AMOUNT</u>
12AX-CPP	LF	15-IN DIAMETER CORRUGATED PLASTIC PIPE	180.00	60.00	10,800.00
13AX	EA	TYPE A MODIFIED PRECAST CONCRETE CATCH BASIN	6,500.00	1.00	6,500.00
26B2J-SS	LF	STONE BLOCK CURB, JUMBO	35.00	998.00	34,930.00
36D	SF	ASPHALT CONCRETE, TYPE 1A	6.50	1,598.00	10,387.00
00X	EA	10-FOOT DIAMETER PRECAST CONCRETE DIFFUSION	8,000.00	1.00	8,000.00
200 SS-1	SF	TOPSOIL AND SEED	3.50	1,768.00	6,188.00

<b>TOTAL WORK COMPLETED TO DATE:</b>	<b>76,805.00</b>
ORIGINAL CONTRACT SUM:	62,225.00
NET CHANGE BY CHANGE ORDERS:	-
CONTRACT SUM TO DATE:	62,225.00
TOTAL COMPLETED TO DATE:	76,805.00
LESS 0% RETAINAGE:	-
TOTAL EARNED LESS RETAINAGE:	76,805.00
LESS PREVIOUS CERTIFICATES:	-
<b>CURRENT AMOUNT DUE:</b>	<b>76,805.00</b>

Village of Plandome Resolution 05-2023-A

Dated May 8, 2023

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Resolution to approve water re-levy

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BE IT RESOLVED that the Board of Trustees approves the annual re-levy of the delinquent water bills to be transferred to the homeowners real property tax bill per Village policy,

WHEREFORE, the Village Clerk & Treasurer Barbara Peebles has reported the amount to be \$16,614.74, and

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome, hereby approves the annual re-levy, with the detailed report appended to the minutes,

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Jake Kurkjian, and seconded by Trustee Jim Corcoran, the foregoing was approved unanimously.

**Village of Plandome Resolution 05-2023-B**

**Dated May 8, 2023**

Resolution to approve the Annual Stormwater Management Report

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BE IT RESOLVED the Board of Trustees approve the Annual Stormwater Management Report.

WHEREAS, the Inc. Village of Plandome completed the Annual Storm Water Management Report on March 9, 2023. The report was prepared by James Antonelli of West Side Engineering for the period March 2023, to March 2024. The draft report had been posted on the Village website on April 12, 2023, and available at the Village Hall for review by the public. To date, no comments have been received.

WHEREAS the Inc. Village of Plandome Board of Trustees acknowledged that the Annual Report was to be filed with the New York State Department of Environmental Conservation no later than June 1, 2023. On May 08, 2023, Mayor Thomas Minutillo signed the MS4 Municipal Compliance Certification (MCC) Form that was included in the final Storm Water Management Annual Report submission to the New York State Department of Environmental Conservation.

WHEREAS , upon discussion and review of the requirements, a copy of the report was directed to be annexed to the minutes,

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Jake Kurkjian, and seconded by Trustee Jim Corcoran, the foregoing was approved unanimously.

**Village of Plandome Resolution 05-2023-C**

**Dated May 8, 2023**

Resolution to amend R-12-2022-C – added expense Village Green project due to drainage.

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BE IT RESOLVED that the Board of Trustees approves the emergency add-on costs to the Village Green project,

WHEREBY, McGowan & Sons provided a report of increased materials required for the project and approved by the Village Engineer.

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome, hereby approves the total revised engagement at the cost of no more than \$79,000.00,

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Jake Kurkjian, and seconded by Trustee Jim Corcoran, the foregoing was approved unanimously.