

**INC. VILLAGE OF PLANDOME**

**BOARD OF TRUSTEES**

**Board of Trustees Regular Meeting MINUTES**

**Monday, September 19<sup>th</sup> – 2<sup>nd</sup> floor**



**Attendance:**

**Present:**

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

**Also present:** Robert Morici, Esq.

**6:45pm – Dedication Village Clock**

Special Guest – Inspector Mike Vitelli, Commander Nassau County Police Department 6<sup>th</sup> Precinct

**Meeting Agenda**

I) Pledge of Allegiance

- *Residents Valerie Gavora and Ray Herbert addressed the board regarding water pressure issues. The Board of Trustees agreed to include a communication in the water bills and post general information on the website.*

II) Department Reports:

a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran suggested that the Village Engineer needs to communicate specifically what Plandome Manor is responsible for in order to move forward with the project.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick reported that will be receiving the Kings Trust funds, and they are scheduling a Finance Committee Meeting shortly. Clerk/Treasurer provided notification to the FD.*

c. Design & Building, PATV – Trustee Jake Kurkjian

*Trustee Jake Kurkjian reported that North Shore TV is very appreciative that Plandome joined all surrounding members in the increased percent that NSTV will retain after they negotiate with the franchises. Trustee Jake Kurkjian mentioned a nitrogen reducing system with David DeRienzi to see whether this is something that Plandome would mandate. Additional information to follow.*

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

*Deputy Mayor Don Richardson indicated there has not been much activity but will report after the next Manhasset Bay Protection Committee meeting. The Office of Emergency Management has not been doing the bi-weekly radio checks and there has not been much communication. Deputy Mayor Don Richardson was going to reach out to Peter Forman.*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Village Clerk/Treasurer reported on the status of the new accounting changes and the final audit. The Revenue Expense report was provided to the Board and there were no issues or anomalies. The Annual Audit looks good and Skinnon & Faber will present at the next Board meeting. Clerk/Treasurer Barbara Peebles proactively has been contacting the village banks to increase interest rates. The 1<sup>st</sup> bump up moved from .25% to 1%.*

III) Unfinished business

- a. Manhasset Lakeville Water District
- b. Village Historian [R-09-2022-A]- *tabled to finalize edits*
- c. Approve revised D&B engagement extension [R-09-2022-B]

IV) New Business

- a. Permit for Manhasset Women's Coalition Against Breast Cancer 5k run on October 2, 2022 [R-09-2022-C]
- b. Accept the Annual Justice Court Audit [R-09-2022-D]
- c. Approve D&B Construction & Inspection engagement - 1020 Watermain [R-09-2022-E]

V) Abstract of Claims: Period 3-2022/23

*Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #04-2022-2023 ; General Fund \$471,302.50, Water Fund \$121,736.30, Capital Fund - \$48,793.62, Trust & Agency \$0 TOTAL. \$641,832.42. Motion to approve the Abstract was made by Trustee Jake Kurkjian, 2<sup>nd</sup> by Trustee Bob Broderick, and unanimously approved.*

VI) Executive Session

*A motion was made at 8:11pm to enter into Executive Session by Trustee Bob Broderick, 2<sup>nd</sup> by Trustee Jim Corcoran to discuss legal matters, unanimously approved. A motion was made by Mayor Tom Minutillo at 8:33pm to end Executive Session, unanimously approved.*

*There being no further business before the Board of Trustees , motion to close the meeting by Trustee Jake Kurkjian, second by Trustee Jim Corcoran, and unanimously approved. Meeting ended at 8:31pm*

*A motion was made my Trustee Jake Kurkjian to approve the Resolutions R-09-2022-A through R-09-2022-E, 2<sup>nd</sup> by Trustee Jim Corcoran, unanimously approved.*

*There being no further business before the Board of Trustees , motion to close the meeting by Trustee Jake Kurkjian, second by Trustee Jim Corcoran, and unanimously approved. Meeting ended at 9:05pm*

Next Regular Board of Trustee Meeting: Monday, October 17, 2022 at 7:00pm.

Minutes submitted by Barbara Peebles  
on November 3, 2022

Approved November 14, 2022

*Barbara Peebles*  
Village Clerk/ Treasurer

*11/14/22*

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

(516) 627-178-T (516) 627-8419-F

[www.villageofplandome.org](http://www.villageofplandome.org)

(R-09-2022-A tabled)

**Resolution 9-2022-B**

**APPROVE ENGAGEMENT – DB ENGINEERS (WATERMAIN)**

**DATED SEPTEMBER 19, 2022**

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BE IT RESOLVED that the Board of Trustees approved D&B Engineers revised engagement for bidding services in connection with the watermain project.

WHEREBY, the Village of Plandome engaged D&B to manage the bid process in the amount not to exceed \$20,000.00,

FURTHER, the 1020 Plandome Road property owner, Greenhill Development will reimburse the Village of Plandome in full.

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome approves the D&B engagement proposal dated August 19, 2022.

RESOLVED, upon a motion by, Trustee Jake Kurkjian, and second by Trustee Jim Corcoran, the foregoing was approved unanimously.

**Resolution 9-2022-C**

**APPROVE ANNUAL MANHASSET WOMEN'S COALITION 5K RUN  
DATED SEPTEMBER 19, 2022**

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BE IT RESOLVED that the Board of Trustees approved the Manhasset Women's Coalition 5K run with a route through Plandome.

WHEREBY, the Village of Plandome supports an important cause on an annual basis and Manhasset Women's Coalition;

FURTHER, the Manhasset Women's Coalition 5K provides the required insurance to protect the village.

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome approves Manhasset Women's Coalition 5K request dated August 8, 2022.

RESOLVED, upon a motion by, Trustee Jake Kurkjian, and second by Trustee Jim Corcoran, the foregoing was approved unanimously.

**Resolution 9-2022-D**

**APPROVE AND ACCEPT FINDINGS OF JUSTICE COURT ANNUAL AUDIT  
DATED SEPTEMBER 19, 2022**

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BE IT RESOLVED that the Board of Trustees reviewed and accepts the findings letter from Skinnon & Faber dated August 17, 2022.

WHEREAS, the Village engages Skinnon and Faber, Certified Public Accountants, P.C. as village accountants to review the Justice Court in accordance with Section 2019-a of the Uniform Justice Court Act.

WHEREAS, further, finding that the Inc. Village of Plandome Justice Court is substantially in compliance.

RESOLVED, upon a motion by, Trustee Jake Kurkjian, and second by Trustee Jim Corcoran, the foregoing was approved unanimously.

**Resolution 9-2022-E**

**APPROVE ENGAGEMENT EXTENSION – DB ENGINEERS (WATERMAIN)  
DATED SEPTEMBER 19, 2022**

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BE IT RESOLVED that the Board of Trustees approved D&B Engineers revised engagement to extend scope and include the management of the watermain project implementation.

WHEREBY, the Village of Plandome engaged D&B to manage the bid process and now extended to construction services and inspection services in the amount not to exceed \$18,000.00,

FURTHER, the 1020 Plandome Road property owner, Greenhill Development will reimburse the Village of Plandome in full.

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome approves the D&B engagement proposal dated September 7, 2022.

RESOLVED, upon a motion by, Trustee Jake Kurkjian, and second by Trustee Jim Corcoran, the foregoing was approved unanimously.

R-09-2022-B



330 Crossways Park Drive, Woodbury, New York 11797  
516-364-9890 • 718-460-3634 • Fax: 516-364-9045 • www.db-eng.com

**Principals**

Steven A. Fangmann, P.E., BCEE  
President & Chairman

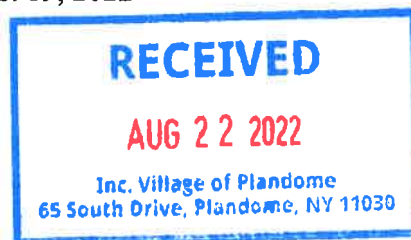
Robert L. Raab, P.E., BCEE, CCM  
Senior Vice President

William D. Merklin, P.E.  
Senior Vice President

Joseph H. Marturano  
Senior Vice President

August 19, 2022

Stephen Flynn, Superintendent  
Village of Plandome  
65 South Drive  
Plandome, NY 11030



Re: Proposal Amendment for Engineering Services  
Water Main Extension at  
1020 Plandome Road Subdivision

Dear Mr. Flynn:

D&B Engineers and Architects, D.P.C. (D&B) respectfully submits this request for amendment to our December 13, 2021 proposal for the above-mentioned project. Our amendment is based upon the added scope associated with the rebidding of the project to installing additional main to serve the proposed subdivision located at 1020 Plandome Road.

The additional scope involves the coordination and vetting of the unexperienced low bidder, pre-award meeting and recommendation of the second low bidder.

**A. SCOPE OF WORK**

D&B will perform the following major tasks for the rebidding phase of the project:

**Bidding Services**

- Submit the Advertisement document for publication.
- Assist the Village in answering questions during the bid period.
- Attend the bid opening.
- Review bids for irregularities and unbalanced bids. Prepare bid tabulation sheets with unit costs and total costs for all bidders
- Evaluate and make recommendations as to the lowest responsive and responsible bidder.
- Attend pre-award meeting.
- Coordination conference calls with Village, Village Attorney and contractors
- Prepare conformed contract documents as required.

Stephen Flynn, Superintendent  
Village of Plandome  
August 19, 2022

**B. FEES**

A separate proposal will be submitted for construction and inspection services upon request from the Village.

The not-to-exceed fees for the above scope of work will be as follows:

**Phase 1 – 1029 Plandome Road (Already Authorized)**

| Project Phase    | Previously Approved Fees | Additional Fees Requested | Total Fees |
|------------------|--------------------------|---------------------------|------------|
| Bidding Services | \$16,000                 | \$4,000                   | \$20,000   |

The above fees include document reproduction, mileage and postage. The cost for regulatory review fees and the Advertisement will be billed directly to the Village.

If you have any questions or would like to discuss the details of this proposal further, please feel free to call me at (516) 364-9890, Ext. 3007.

Very truly yours,



William D. Merklin, P.E.  
Senior Vice President

WDM/ACT/cf  
♦5636WDM081922SF\_Ltr

Approved 8/22/2022  
Barbara Feebles  
Village Clerk  
Treasurer



Sep 19 Mtg

Barbara Peebles

**From:** Theresa McCabe <theresa.m.mccabe@gmail.com>  
**Sent:** Monday, August 8, 2022 12:57 PM  
**To:** Barbara Peebles  
**Cc:** Aileen Barry  
**Subject:** Race approval MWCABC 5k October 2nd  
**Attachments:** Permit Plandome 2022.pdf; 2022 MWCABC 5k Run Route.pdf; Cert of Ins - Village of Plandome.pdf

Hi Barbara,

I hope the summer is going well. I am once again reaching out for approval regarding the MWCABC 5k race on October 2nd. I have attached all the necessary documents. Our COI will be updated on September 10th so I will send the new one as soon as it is. Any questions don't hesitate to ask.

Thank you,  
Theresa McCabe

RO9-2022-C

5K



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |                                     |        |
|---|--|-------------------------------------|--------|
| PRODUCER<br><b>Norton and Siegel, Inc.</b><br>2 East Main Street<br>Babylon, NY 11702<br>License #: PC-620191 | CONTACT NAME: <b>Josieann Bogdahn</b>            |                                     |        |
|   | PHONE (A/C, No, Ext): <b>(631)669-0365</b>       | FAX (A/C, No): <b>(631)669-0158</b> |        |
|   | E-MAIL ADDRESS: <b>josie@nortonandsiegel.com</b> |                                     |        |
| INSURED<br><b>Manhasset Women's Coalition Against Breast Cancer</b><br>PO Box 1007<br>Manhasset, NY 11030     | INSURER(S) AFFORDING COVERAGE                    |                                     | NAIC # |
|   | INSURER A: <b>Philadelphia Indemnity Ins Co.</b> |                                     |        |
|   | INSURER B:                                       |                                     |        |
|   | INSURER C:                                       |                                     |        |
|   | INSURER D:                                       |                                     |        |
|   | INSURER E:                                       |                                     |        |

COVERAGES CERTIFICATE NUMBER: 00004322-100473 REVISION NUMBER: 31

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD  | SUBR WVD   | POLICY NUMBER      | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|------------|------------|--------------------|-------------------------|-------------------------|---|
| <b>A</b> | <b>X</b> COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> | <b>Y</b>   |            | <b>PHPK2460758</b> | <b>09/10/2022</b>       | <b>09/10/2023</b>       | EACH OCCURRENCE \$ <b>1,000,000</b>                         |
|          |   |            |            |                    |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> |
|          |   |            |            |                    |                         |                         | MED EXP (Any one person) \$ <b>5,000</b>                    |
|          |   |            |            |                    |                         |                         | PERSONAL & ADV INJURY \$ <b>1,000,000</b>                   |
|          |   |            |            |                    |                         |                         | GENERAL AGGREGATE \$ <b>2,000,000</b>                       |
|          |   |            |            |                    |                         |                         | PRODUCTS - COMPIOP AGG \$ <b>2,000,000</b>                  |
|          | AUTOMOBILE LIABILITY  |            |            |                    |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                      |
|          | ANY AUTO  |            |            |                    |                         |                         | BODILY INJURY (Per person) \$                               |
|          | OWNED AUTOS ONLY  |            |            |                    |                         |                         | BODILY INJURY (Per accident) \$                             |
|          | HIRED AUTOS ONLY  |            |            |                    |                         |                         | PROPERTY DAMAGE (Per accident) \$                           |
|          | UMBRELLA LIAB   |            |            |                    |                         |                         | EACH OCCURRENCE \$  |
|          | EXCESS LIAB   |            |            |                    |                         |                         | AGGREGATE \$  |
|          | DED   |            |            |                    |                         |                         | RETENTION \$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY   |            |            |                    |                         |                         | PER STATUTE   OTH-ER  |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)   |            |            |                    |                         |                         | E.L. EACH ACCIDENT \$                                       |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  | <b>Y/N</b> | <b>N/A</b> |                    |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                               |
|          |   |            |            |                    |                         |                         | E.L. DISEASE - POLICY LIMIT \$                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Certificate holder is included as an additional insured Re: Annual MWCABC Walk/Run on 10/02/2022**

CERTIFICATE HOLDER

CANCELLATION

|  |  |
|--|--|
| <b>Village of Plandome</b><br>65 South Drive<br>Plandome, NY 11030 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br><i>Caron J Stein</i><br>(JJT)   |

Resolution 9-2022-B

Approve and accept findings of Court Justice Audit.

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BE IT RESOLVED that the Board of Trustees reviewed and accepts the findings letter from Skinnon & Faber dated August 17, 2022.

WHEREAS, the Village engages Skinnon and Faber, Certified Public Accountants, P.C. as village accountants to review the Justice Court in accordance with Section 2019-a of the Uniform Justice Court Act.

WHEREAS, further, finding that the Inc. Village of Plandome Justice Court is substantially in compliance.

RESOLVED, upon a motion by, Trustee Jim Corcoran, and second by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

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**SKINNON AND FABER**  
Certified Public Accountants, P.C.

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August 17, 2022

COPY

Mayor and Board of Trustees  
Incorporated Village of Plandome  
65 South Drive  
Plandome, New York 11030

Section 2019-a of the Uniform Justice Court Act requires all village justices to annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined by the auditing board or official *or* by a certified public accountant and that fact be entered into the minutes of the board's proceedings. The *Handbook for Town and Village Justices and Court Clerks* (revised January 2019) provides guidance to properly perform the annual audit (including a checklist). Additionally, the State has requested that you provide a copy of your board resolution acknowledging that the required examination or audit was conducted.

If the Board does not want to perform the audit themselves and would like our firm to perform an examination for the period from June 2022 through May 2023, please let us know by signing below. The fee for this service is \$950.

We appreciate the opportunity to serve you and look forward to answering any questions you have about this letter or our services.

Sincerely,

*Skinnon and Faber, CPAs, P.C.*

SKINNON AND FABER, CPAs, P.C.

***RESPONSE:***

This letter correctly sets forth the understanding of the Incorporated Village of Plandome:

By: *Barbara Reebles*

Date: *9/20/2022*

Title: *Village Clerk + Treasurer*



America Counts on CPAs

3690 Expressway Drive South  
Islandia, NY 11749

Phone: (631) 851-1201  
Fax: (631) 851-1206  
Email: [info@sfnccpa.com](mailto:info@sfnccpa.com)  
Website: [www.sfnccpa.com](http://www.sfnccpa.com)

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R-09-2022-E

**Principals**

Steven A. Fangmann, P.E., BCEE  
*President & Chairman*

Robert L. Raab, P.E., BCEE, CCM  
*Senior Vice President*

William D. Merklin, P.E.  
*Senior Vice President*

Joseph H. Marturano  
*Senior Vice President*

September 7, 2022

Stephen Flynn, Superintendent  
Village of Plandome  
65 South Drive  
Plandome, NY 11030

Re: Proposal for Engineering Services  
Water Main Extension at 1020 Plandome Road Subdivision  
D&B No. 5636

Dear Mr. Flynn:

D&B Engineers and Architects (D&B) is pleased to submit this proposal for Construction and Inspection Services for water main improvements required for the proposed subdivision at 1020 Plandome Road.

**A. SCOPE OF WORK**

D&B will perform the following major tasks for each phase of the project:

**Construction Services**

- Conduct preconstruction meeting with the Village and the Contractor.
- Review shop drawings.
- Review contractor's invoices and make recommendations for payment.
- Submit certification to the Nassau County Department of Health (NCDH) upon completion of the work.
- Assist the Village in preparation of a punch list upon completion of the work.
- Prepare as-built drawings of the water main installation and updated valve sheets.
- Review survey and metes and bounds description for easements prepared by others.

Stephen Flynn, Superintendent  
Village of Plandome  
September 7, 2022

**Inspection Services**

Provide full-time inspection services during construction. It is assumed that the on-site construction time for this project will not exceed 7 working days. Therefore, a total of 56 hours of full-time inspection time is included for this Contract.

**B. FEES**

The not-to-exceed fees for the above scope of work will be as follows:

| <b>Description</b>    | <b>Not-to-Exceed Fee</b> |
|-----------------------|--------------------------|
| Construction Services | \$12,000                 |
| Inspection Services   | \$6,000                  |
| <b>Total</b>          | <b>\$18,000</b>          |

The above fees include document reproduction, mileage and postage. The cost for regulatory review fees and the advertisement will be billed directly to the Village.

If you have any questions or would like to discuss the details of this proposal further, please feel free to call me at (516) 364-9890, Ext. 3007.

Very truly yours,



William D. Merklin, P.E.  
Senior Vice President

WDM/ACt/kb  
♦5636\WDM090722SF-Ltr