

INC. VILLAGE OF PLANDOME

BOARD OF TRUSTEES

Regular Meeting

Monday, November 9, 2020 at 7:00pm

MINUTES
APPROVED



Meeting via Video Conference:
<https://www.gotomeet.me/BarbaraPeebles>

Meeting via teleconference:
(872) 240-3212, Access Code: 203-036-269

Attendance:

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

Also in attendance: Bob Morici, Esq. , Paul Pepper, Esq.

AGENDA

I) Pledge of Allegiance

II) Administrative:

a. Roll Call

b. Approval of Minutes (9/14/20, 9/21/20, 10/13/20)

Deputy Mayor Don Richardson motion to approve minutes, 2nd by Trustee Jake Kurkjian

III) Department Reports:

a. Public Works

Trustee Jim Corcoran reviewed the Split Rock Dev (Manhasset Glen II – Lalezarian) request for the village to return Letter of Credit and Performance Bond. The request has been reviewed and discussed with the former and current village attorneys and there is a consensus with current Board to agree to the release of the financial instruments as the Manhasset Glenn II Project has been completed.

Trustee Jim Corcoran asked that a separate review of the Escrow account/s be scheduled to ensure no funds are co-mingled. In addition a refreshed look at the short- and long-term Capital Plan should be scheduled.

b. Public Safety

Trustee Bob Broderick reported that he has reached out to the local Police precinct and will schedule an informal introduction and question the diminished activity reports. Bob Morici mentioned that summons have decreased across all villages over the past months.

Mayor Tom Minutillo suggested that he introduce Trustee Bob Broderick to Mayor Ken Riscica of Plandome Heights as a valued resource since he serves as the lead contact for the area villages to the Police.

The Fire Department has sold the old 842 Fire Truck (1999) to a sole bidder of \$2500.00 since the pumper also became disabled. (Only remaining alternate was to scrap for \$1000.00)

Port Washington Fire Dept submitted a claim for a replacement ladder that was damaged during a mutual aid call to Plandome August 6, 2020. Per the NC Mutual Aid Agreement, Plandome is responsible to submit the claim. Clerk Barbara Peebles will work with the Chiefs to obtain required paperwork for claim and reimbursement to Port Washington Fire. Dept.

c. Design & Building, PATV

Trustee Jake Kurkjian reported that 1029 Plandome Road came before the Planning Board and 22 Heights came before the Zoning Board of Appeals in October.

d. Utilities, OEM, MBPC

Deputy Mayor Don Richardson reported that the Penninsula Mayors are considering the option to hire a consultant, Mr. Ed Greely, that can advocate on behalf of the area villages with PSEG to secure better responsiveness and accurate reporting especially during power outages.

Port Washington OEM meeting October 28, 2020. Police Chief and Fire Chief present, and there was a discussion with regard to potential distribution of vaccine out of St. Francis Hospital.

Manhasset Bay Protection Committee – Deputy Mayor Don Richardson attended meetings Sep. 17th, 2020 and October 15, 2020. MBPC is seeking grants for improved water quality testing and monitoring. Mayor Tom Minutillo will attend one of the upcoming meetings.

e. Clerk / Treasurer Update

Clerk Treasurer Barbara Peebles reported that the annual audit field work has been completed. Representative from village accountants Skinnon & Faber will attend the next Board meeting to report highlights of findings. Clerk Barbara Peebles provided the Monthly Revenue/Expense Report and reviewing key points. There were no budget transfers this period.

IV) Unfinished Business

a. Manhasset Glen II – Lalezarian

See above IIIa. Clerk Treasurer Barbara Peebles will provide the Board of Trustees full documentation on the Split Rock Dev. Performance Bond and Letter of Credit to make final decision on release.

V) New Business

- a. Resolution 11-2020-A: Accept Annual Audit – Justice Court (Skinnon & Faber, Certified Public Accounts, P.C. findings letter appended to the minutes.)**
- b. Resolution 11-2020-B: Approve Brookside Drive drainage repair (quote appended to the minutes)**
- c. Emergency repair - Central Drive water main leak**
- d. Resolution 11-2020-D: Resolution to bid Rockwood Culvert project – *tabled***
- e. Waterproofing Village Hall foundation section - *estimate less than \$3500.00 work required.***

Deputy Mayor Don Richardson motioned to approve Resolution 11-2020-A, 11-2020-B, 2nd by Trustee Jim Corcoran, unanimously approved. Resolutions appended to the minutes.

VI) Abstract of Claims: Period 5-2020

Board of Trustees reviewed the abstract report, motion to approve by Deputy Mayor Don Richardson, 2nd by Trustee Jake Kurkjian; motion carried to approve the Abstract of Claims #05-2020-2021 and was unanimously approved pending physical inspection of the invoices ; General Fund \$150,075.16, Water Fund \$64,654.81, Capital Fund - \$3,550.00, Trust & Agency \$15,497.75. TOTAL: \$233,777.72. Trustees visited the Clerk's office 11/10/2020 to review actual invoices associated with the abstract.

There being no further business before the Board, motion to close the meeting by Trustee Jim Corcoran, 2nd by Deputy Mayor Don Richardson, unanimously approved. Meeting ended at 8:35pm.

Next Work Session – tentative Mon., December 7, 2020 at 6:00pm

Next Regular Board of Trustee Meeting Mon. December 14, 2020 at 7:00pm

Minutes submitted by Barbara Peebles
November 24, 2020

Approved December 14, 2020



Village Clerk/Treasurer Date

12/15/20

Resolution 11-2020-A

Resolution for the Board of Trustees to accept the findings of the annual audit of the Inc. Village of Plandome Justice Court.

BE IT RESOLVED that the Board of Trustees reviewed and accepts the findings letter from Skinnon & Faber dated October 27, 2020.

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, Deputy Mayor Don Richardson and seconded by Trustee Jim Corcoran, the foregoing was approved unanimously.

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Resolution 11-2020-B

Resolution for the Board of Trustees to approve the quote for partial repair work – Brookside Drive water main.

BE IT RESOLVED that the Board of Trustees approved the quote provided by United Pavement in the amount of \$5000.00 dated November 6, 2020.

WHEREAS, the Village obtained three quotes and United Paving was the lowest responsible bidder.

WHEREAS, United Paving will repair 30 feet of water main pipe for phase one of the project and revisit in 2021.

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

Resolution
11-2020-A

SKINNON AND FABER
Certified Public Accountants, P.C.

October 27, 2020

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

We have examined the books and records of the Justice Court of the Incorporated Village of Plandome in accordance with Section 2019-a of the Uniform Justice Court Act. The 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 or audited by the auditing board or official or by a certified public accountant.

We conducted our examination to ascertain if the Justice Court of the Incorporated Village of Plandome is in compliance with the latest edition of the Handbook for Town and Village Justices and Court Clerks ("The Handbook") as published by the State of New York (revised January 2019). We examined the period from June 1, 2019 through May 31, 2020.

As a result of our examination, it is our opinion that the Justice Court of the Incorporated Village of Plandome is substantially in compliance with its fiscal responsibilities as outlined in the Handbook for Village Justices and Court Clerks.

Sincerely,

Skinnon and Faber, CPAs, P.C.

SKINNON AND FABER, CPAs, P.C.



America Counts on CPAs

3690 Expressway Drive South
Islandia, NY 11749

Phone: (631) 851-1201
Fax: (631) 851-1206
Email: info@sfhcpa.com
Website: www.sfhcpa.com
