

**INC. VILLAGE OF PLANDOME**  
**BOARD OF TRUSTEES**  
**Board of Trustees Regular Meeting via Zoom**  
**Monday, May 10, 2021 at 7:00pm**



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**Attendance:**

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

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

**AGENDA**

I) Pledge of Allegiance

II) Administrative:

- a. Roll Call
- b. Approval of Minutes - *tabled*

III) Department Reports:

a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran indicated that the draft easement agreement for Rockwood Culvert work at 15 Rockwood Road East needs a lot of work still. It should be sent to the Yang attorney by the end of the week to keep project moving. Trustee Jim Corcoran will meet with the Clerk Treasurer Barbara Peebles, Steve Flynn and Jim Antonelli regarding the parking lots on May 17<sup>th</sup> and discuss final details for the bid packets.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick reported that all is quiet with regard to Police report – no tickets issued. He will provide further details on the Fire Department Kings Trust Finance Committee at the next meeting.*

c. Design & Building, PATV – Trustee Jake Kurkjian

*Trustee Jake Kurkjian reported that the Article 78 is still underway but that the applicant's attorney filed a motion to dismiss on procedural grounds.*

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

*Deputy Mayor Don Richardson indicated that there was no update from Manhasset Bay Protection Committee or Office of Emergency Management.*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Clerk Treasurer Barbara Peebles provided the Monthly Revenue/Expense report YTD. Highlights of the report include a 250% above revenue target for Building Permits and a surplus that will be available to fund capital projects. Clerk Treasurer Barbara Peebles reported an optimistic outlook on the FEMA grant submission with an anticipated reimbursement between \$25,000- \$31,000. Next month there will be some year-end budget transfers for approval.*

IV) Unfinished Business

- a. Resolution for easement on 15 Rockwood Road East – *tabled*.
- b. Beautification Plan Update – *Clerk Treasurer Barbara Peebles provided an overview of projects and estimates to be funded by Parkland and received verbal approvals all around. Resolutions to follow next month.*
- c. Village Re-Opening – *Clerk Treasurer Barbara Peebles will share a draft communication with the Board on re-opening.*

V) New Business

- a. MLWD – *Mayor Tom Minutillo reported that a preliminary discussion with Mark Sauvigne of MLWD we will receive new rates, expected to decrease and will be retroactive to Jan. 1, 2021.*
- b. Water re-levy (period ending 3/30/2021) *Clerk Treasurer Barbara Peebles reported total amount of water re-levy to be \$17,611 and will be transferred to the tax bills for payment by July 1, 2021.*
- c. Resolution: Annual Storm Water (MS4) Approval [R5-2021-A] *Clerk Treasurer Barbara Peebles noticed the draft report on website and received no comments.*
- d. Resolution: Employee Benefit Cooperative [R5-2021-B] *Clerk Treasurer Barbara Peebles provided an analysis of a new cooperative bundle for employee benefits. The change would avoid 5% increase, reduce rate, while increasing the benefit to the employee. In addition the village will earn \$500 for each of the next two years on a Nassau County grant.*
- e. Resolution: Retention and Disposition Schedule for NY Local Govt Records [R5-2021-C]

The Board

VI) Abstract of Claims: Period 12-2021 The *Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #12-2020-2021 ; General Fund \$98,111.14, Water Fund \$16,939.39, Capital Fund - \$0, Trust & Agency \$0512.50. TOTAL. \$115,562.73. Motion to approve the Abstract was made by Trustee Bob Broderick, 2<sup>nd</sup> by Deputy Mayor Don Richardson and unanimously approved.*

*There being no further business before the Board, motion to close the meeting by Deputy Mayor Don Richardson, 2<sup>nd</sup> by Trustee Jake Kurkjian, and unanimously approved. Meeting ended at 8:33pm*

**Next Work Session – Mon. June 14 at 5:30pm – in person Village Hall.**

**Next Regular Board of Trustee Meeting Mon. June 14, 2021 at 7:00pm**

Minutes submitted by Barbara Peebles  
June 30, 2021

Approved July 12, 2021

Barbara Peebles 7/13/  
Village Clerk/Treasurer Date 21

## Village of Plandome Resolution 5-2021-A

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### STORM WATER MANAGEMENT ANNUAL REPORT (May 10, 2021 }

The Village of Plandome completed the Annual Storm Water Management Report on April 21, 2021. The report was prepared by James Antonelli of West Side Engineering for the period March 2020, to March 2021. The draft report had been posted on the Village website on May 1, 2021, and available at the Village Hall for review by the public. To date, no comments have been received.

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, 2021. On May 10, 2021, 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.

Upon discussion and review of the requirements, a copy of the report was directed to be annexed to the minutes. Accordingly, on motion duly made and seconded, the Board unanimously approved.

## **Village of Plandome Resolution 5-2021-B**

Resolution to approve Employee Benefits Cooperative

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RESOLUTION put forth to the Board of Trustees to approve a change from individual policies to a MetLife Employee Benefit "bundle" to include Dental, Vision, Long Term Disability and Life Insurance.

WHEREAS the village will have cost savings as well as a \$500.00 grant from Nassau County for each of the next two years in support of Nassau County initiative for municipalities to make a cooperative purchase for goods and services;

BE IT RESOLVED that the Board of Trustees approved the change to a single provider, Met Life to be in effect June 1, 2021.

RESOLVED, upon a motion by Deputy Mayor Don Richardson, 2<sup>nd</sup> by Trustee Bob Broderick, the foregoing was approved unanimously.

**Village of Plandome Resolution 5-2021-C**

Resolution to approve Retention and Disposition Schedule for New York Government Records.

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RESOLVED, By the Board of Trustees of the Incorporated Village of Plandome that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Accordingly, on motion duly made and seconded, the Board unanimously approved.

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