

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

**Board of Trustees Regular Meeting via Zoom
Monday, July 12, 2021 at 6:30pm**



Attendance:

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

Absent: Bob Morici, Esq., Paul Pepper, Esq.

Work Session at 6:30pm

Discussion regarding various capital projects for road and parking lot. Graffiti was painted on Middle Drive and Clerk Barbara Peebles reported the issue is being investigated by the Police.

A follow up discussion will be scheduled to review available Capital funds after close of fiscal year and the next priority projects.

AGENDA

I) Pledge of Allegiance

II) Administrative:

a. Roll Call

b. Approval of Minutes - (April 12, 2021 Regular Meeting, Annual Organizational Meeting & Public Hearing)

Minutes of the May 10, 2021 and June 14, 2021 Regular Meetings were reviewed and approved. Motion by Trustee Jake Kurkjian, 2nd by Deputy Mayor Don Richardson, and unanimously approved.

III) Department Reports:

a. Public Works – Trustee Jim Corcoran

Trustee Jim Corcoran underscored the sense of urgency to address Rockwood Road repair and LIRR Parking Lot #2. Clerk Barbara Peebles outlined next steps for public bid required. Bids due back by July 28th and will be awarded soon after. The timeframe earlier for the Village Hall beautification project is not public bid but by invitation. Rockwood Road requires additional input from Village Attorney before bid is prepared as per June BOT meeting.

DPW Garage has leaks however the roof should receive patch job and/or required tarp until lumber prices return to normal.

New DPW truck – Trustee Jake Kurkjian suggested the village look into lease programs. Clerk Barbara Peebles will follow up and ask Steve to obtain blue book value for the truck to be replaced.

b. Public Safety – Trustee Bob Broderick

Trustee Bob Broderick reported that Police and Fire Dept. all business as usual, no issues. Trustee Bob Broderick instructed Clerk Barbara Peebles to communicate the particulars with the Fire Dept Treasurer in preparation for the Good & Welfare audit to be scheduled before the end of August.

c. Design & Building, PATV – Trustee Jake Kurkjian

Trustee Jake Kurkjian reported that it is quiet with no Planning Board nor Zoning Board of Appeals meeting scheduled at this time. Trustee Jake Kurkjian will reach out to Chairman Richard Lombard and new Chairperson Linda Haase Kane.

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

Deputy Mayor Don Richardson reported that there was no OEM nor Manhasset Bay Protection committee meeting last month. Deputy Mayor Don Richardson shared a great deal of literature regarding water related environmental seminars and meetings that some residents may be interested to know about or attend. There are also free webinars and in the future they can be made available via the website.

e. Financial Update - Clerk Treasurer Barbara Peebles

Clerk Treasurer Barbara Peebles provided the Revenue/Expense report YTD however Period 1 did not have any meaningful variance. The year-end budget transfers effective May 31, 2021 will be addressed through the Auditors. The Annual audit to commence ahead of schedule July 13, 2021 to avoid any delay. Clerk Treasurer Barbara Peebles was happy to report that the Village should anticipate reimbursement per the FEMA grant application due to Tropical Storm August 2020. Confirmation is expected in the fall. In addition a submission was accepted for ARPA funds, a federal program distributed via New York State. [American Rescue Plan Act of 2021 ("ARPA") program]. The Village is eligible for \$149,747.00 Further details are expected over the coming months and eligible project will need to be identified.

IV) Unfinished Business

a. Resolution/s: Haberman & Associates to perform tax assessment analysis. [R07-2021-A]

*Mayor Tom Minutillo would like additional references from other villages. **Tabled** and will be revisited at next meeting.*

V) New Business

a. Resolution: To remove former Deputy Mayor Ray Herbert from signature card at First National Bank of LI [R-07-2021-B]

b. Discussion to lease temporary parking spaces to Plandome Country Club

c. Resolution to approve the Skinnon & Faber engagement - Audit of Fire Dept. [R07-2021-C]

A motion to approve Resolutions R-07-2021-B & C was made by Trustee Jake Kurkjian and 2nd by Deputy Mayor Don Richardson, unanimously approved.

Mayor Tom Minutillo discussed the request by Plandome Country Club to lease 6-12 parking spaces at peak times for PCC and off-peak times for Village. The Memo of Understanding and rate of \$500 per parking spot will be finalized through the Village Attorney.

d. *Review of Tree Law and Exterior Lighting code – draft provided however The Board of Trustees tabled as they are awaiting a red-lined copy of the recommended changes from the Village Attorney for both local laws.*

VI) *Abstract of Claims: Period 11-2021 The Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #02-2020-2021 ; General Fund \$78,005.47, Water Fund \$47,180.70, Capital Fund - \$0, Trust & Agency \$0. TOTAL. \$125,186.17. 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, motion to close the meeting by Trustee Bob Broderick, 2nd by Deputy Mayor Don Richardson, and unanimously approved. Meeting ended at 8:15pm.

Next Work Session – to be determined.

Next Regular Board of Trustee Meeting Mon. September 13, 2021 at 7:00pm

Minutes submitted by Barbara Peebles
August 3, 2021

Approved September 13, 2021


Village Clerk/Treasurer Date 9/13/21

Village of Plandome Resolution 7-2021-B

Resolution for the Board of Trustees to remove former Deputy Mayor Ray Herbert from First national Bank of Long Island signature cards.

BE IT RESOLVED that the Board of Trustees approved the removal of former Deputy Mayor Ray Herbert from the First National Bank of Long Island signature cards on behalf of the Inc. Village of Plandome.

WHEREAS, notification was sent First National Bank of Long Island that former Deputy Mayor Ray Herbert is no longer in office

WHEREAS, the bank does not require a replacement signatory since they already have three approved signatories currently in office or employed by the village,

RESOLVED, upon a motion by, Trustee Jake Kurkjian, 2nd by Trustee Bob Broderick, the foregoing was approved unanimously.

Village of Plandome Resolution 7-2021-C

Resolution for the Board of Trustees to approve audit of Plandome Fire Department Good & Welfare account.

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BE IT RESOLVED that the Board of Trustees desires a review and audit of the Plandome Fire Department Good & Welfare account on a semi-annual basis.

WHEREAS, Skinnon and Faber provided an engagement letter with anticipated cost of no more than \$2700.00,

RESOLVED, upon a motion by, Trustee Jake Kurkjian, 2nd by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

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