

INC. VILLAGE OF PLANDOME

BOARD OF TRUSTEES

Public Hearing & Regular Meeting & Annual Organizational Meeting

Monday, April 11, 2022 at 7:00pm



MINUTES

Present:

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

Also present: Paul Pepper, Esq.

AGENDA

- I) Pledge of Allegiance

PUBLIC HEARING

- a. Hearing on the Annual Budget Fiscal Year June 1, 2022 – May 31, 2023

The Clerk/Treasurer Barbara Peebles reported that the Public Hearing was properly noticed and that no comments were received. At 7:30pm a motion was made by Mayor Tom Minutillo to close the Public hearing, 2nd by Deputy Mayor Don Richardson and unanimously approved.

- b. Resolution to approve and adopt the Annual Budget 2022-2023 [R-04-2022-A]

REGULAR MEETING & ANNUAL ORGANIZATIONAL MEETING

II) Administrative:

- a. Approval of Minutes (March 14, 2022)
- b. Tree Permit Appeal – 7 Hawthorne Lane [R-04-2022-G]

The Board of Trustees heard the Gomes appeal presentation to remove tree. Board members committed to visiting the site before rendering final decision. Vote tabled until the May 9, 2022 meeting.

III) Annual Organizational Meeting

- a. Annual Appointments: [R-04-2022-B]
 - o Elected officials
 - o Village Justice
 - o Planning, Zoning Board of Appeals, Design Review Board
 - o Village Staff/Other positions

List appended to the minutes.

b. Annual Resolutions: [R-04-2022-C]

- o 2022 Board Meetings: date, time, and location
- o Official newspaper – Manhasset Press
- o Official bank/s - First National Bank of LI, Flushing Bank
- o Policy & Procedures governing all procurement of goods and services
- o Authorization for Clerk to attend meetings, conference, and schools
- o Authorization for investment of Village funds and bank signature authorizations

List appended to the minutes.

IV) Department Reports:

a. Public Works – Trustee Jim Corcoran

Trustee Jim Corcoran reported update to the LIRR parking Lot #1 project. Village Engineer Jim Antonelli reviewed topographical map and the Clerk/Treasurer Barbara Peebles followed up directly with LIRR contacts. Willets Lane bid was awarded however a start date is pending due to the watermain project on Plandome Road. The watermain bid is due April 22nd and coordinate of start date will be established upon award of contract. Clerk/Treasurer Barbara Peebles is seeking pricing and guardrail/fence options for the Rockwood Culvert.

b. Public Safety – Trustee Bob Broderick

Trustee Bob Broderick attended the Fire Department Installation event welcoming new officers. He reported that the mutual aid calls have been increasing and the Plandome Volunteer FD is getting recognition for their performance as well as their ability to recruit and retain firefighters. In review of the Fire Department call report it was noted to be a six-month report, a return to a more frequent reporting will be reinstated.

The Police Department reports indicate an increase on moving violations. Trustee Bob Broderick indicated the gun owner arrest was incorrectly reported as a Plandome resident, the arrest was made in Plandome Manor.

c. Design & Building, PATV – Trustee Jake Kurkjian

Trustee Jake Kurkjian provided an update on the Design Review Board projects. There is no Planning Board nor Zoning Board of Appeals meeting set at this time.

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

Deputy Mayor Don Richardson reported that no Port Washington OEM meetings have been scheduled. The Manhasset Bay Protection Committee will be hosting a special session at the Museum. Deputy Mayor Don Richardson volunteered to research and share best practices with residents regarding steps to mitigate storm water run-off.

e. Financial Update - Clerk Treasurer Barbara Peebles

Clerk/Treasurer Barbara Peebles provided the Revenue/Expense Report through Period 10 and forecasted a year-end surplus ranging between \$47,000-\$62,000. In addition, the Village should anticipate \$15,000 reimbursement from insurance for the HDR invoices for the wireless engineering consultant.

A motion was made to approve budget transfers resulting in a contingency balance of \$19,528.00 – details are appended to the minutes.

V) Unfinished Business

a. Unpaid Tax Report 2021-2022

Clerk/Treasurer Barbara Peebles read the Notice Report for unpaid property taxes for tax year 2021-2022 of \$23,712.75, with penalty the total is \$26,393.47.

Trustee Jim Corcoran will meet with Village Attorneys and provide his recommendation to the Board at the next Regular Meeting.

b. Accept best offer for 2007 Ford Truck (Auction Intl) [R-04-2022-H]

VI) New Business

a. Award of the Village refuse contract – DeJana Industries [R-04-2022-D]

b. Approve Bond & Escrow recommendations -1020 Plandome Road project [R-04-2022-E]

c. Adoption of Design Review Board guidelines [04-2022-F]

At 8:30pm, a motion was made to enter Executive Session to discuss personnel matters; motion by Mayor Tom Minutillo, 2nd by Deputy mayor Don Richardson, unanimously approved.

At 9:00pm, a motion was made to exit Executive Session.

a. Resolutions for annual employee salary increases [R-04-2022-I]

b. Resolution for Employee Performance Bonus [R04-2022-J]

c. Resolution for Employee Benefit NYSHIP policy change. [R04-2022-K]

VII) Abstract of Claims: Period 11-2022

Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #11-2021-2022 ; General Fund \$424,610.25, Water Fund \$15,924.81,, Capital Fund - \$5,320.00, Trust & Agency \$5,371.48. TOTAL. \$451,226.54. Motion to approve the Abstract was made by deputy Mayor Don Richardson, 2nd by Trustee Bob Broderick, and unanimously approved.

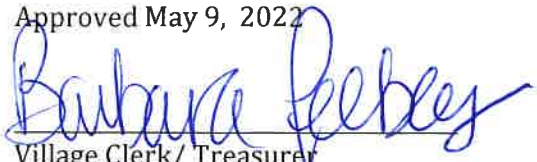
Next Work Session – none scheduled

Next Regular Board of Trustee Meeting Mon. May 9, 2022 at 7:00pm

There being no further business before the Board, motion to close the meeting by Trustee Jim Corcoran, 2nd by Trustee Bob Broderick, and unanimously approved. Meeting ended at 9:47pm.

Minutes submitted by Barbara Peebles
on April 18, 2022

Approved May 9, 2022



Barbara Peebles

Village Clerk/ Treasurer

Village of Plandome Resolution 04-2022-A

Resolution to approve the Village Budget for fiscal year June 1, 2022- May 31, 2023

~ ~ ~ ~ ~

BE IT RESOLVED the Board of Trustees approve the Village Budget for fiscal year June 1, 2022- May 31, 2023;

WHEREAS, THE PUBLIC HEARING WAS HELD FOR THE PURPOSE OF CONSIDERING THE BUDGET FOR THE YEAR BEGINNING JUNE 1, 2022, AND ENDING MAY 31, 2023.

THE FULL TENTATIVE BUDGET HAS BEEN MADE AVAILABLE AT THE VILLAGE OFFICE AND POSTED ON THE VILLAGE'S WEBSITE.

AFTER A CAREFUL LINE BY LINE REVIEW OF THE CURRENT BUDGET AND ACTUAL REVENUES AND EXPENDITURES FROM PRIOR YEARS, AND IN LIGHT OF THE CURRENT FISCAL CONDITION OF OUR ECONOMY, YOUR BOARD OF TRUSTEES PRESENTS A TENTATIVE BUDGET AS FOLLOWS:

THE PROPOSED BUDGET CONTAINS ANTICIPATED REVENUES, EXCLUDING REAL PROPERTY TAXES, OF \$605,329. THIS IS THE AMOUNT WE ANTICIPATE RECEIVING FOR PERMIT FEES, INTEREST, JUSTICE FINES, UTILITY TAXES, NASSAU COUNTY MORTGAGE TAX, ETC.

THE PROPOSED BUDGET INCLUDES TOTAL APPROPRIATIONS, IN THE AMOUNT OF \$(3,252,533); THE APPROPRIATION AMOUNT IS THE AMOUNT WE EXPECT TO SPEND ON DAY-TO-DAY EXPENSES AND CONTRACTED SERVICES INCLUDING POLICE PROTECTION, REFUSE COLLECTION, RETAINED PROFESSIONALS, MAINTAINING THE FIRE DEPARTMENT, INSURANCE, MAINTENANCE OF ROADS, PAYMENT OF DEBT, SALARIES, BENEFITS, ETC.

THIS TENTATIVE BUDGET AS PRESENTED PROPOSES A TAX RATE OF .6878 PER \$100 OF TAXABLE ASSESSED VALUE FOR A TAX LEVY OF \$2,647,204. THIS IS AN DECREASE OF .0041% WHICH IS UNDER THE LOWER OF THE INFLATION INDEX OF 1.020% ADJUSTED FOR A GROWTH FACTOR OR THE 2% TAX CAP. THE BUDGET ALSO REFLECTS A TRANSFER FROM FUND BALANCE OF \$50,000. TO THE CAPITAL FUND.

Village of Plandome Resolution 04-2022-D

Resolution to approve the proposal from DeJana Industries – trash removal for three-year service term effective June 1, 2022- May 31, 2025.

~ ~ ~ ~ ~

BE IT RESOLVED the Board of Trustees approve the proposal submitted by DeJana Industries for trash removal services;

WHEREAS, the Village issued a public bid and received only one respondent for a three-year service contract,

WHEREAS the rates are in line with the anticipated rates, the Board approved to continue with the 3 day a week pick up service level; rates as follows:

GARBAGE REMOVAL CONTRACT - DEJANA						
SERVICE	PREVIOUS CONTRACT			NEW CONTRACT		
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
REAR & CURB						
3 DAYS	\$ 210,000	\$ 214,200	\$ 218,500	\$ 234,853	\$ 239,550	\$ 244,341
2 DAYS	\$ 199,500	\$ 203,500	\$ 207,500	\$ 223,111	\$ 227,573	\$ 232,124

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

Village of Plandome Resolution 04-2022-F

Resolution to approve the revised Design Review Board Guidelines

~ ~ ~ ~ ~

BE IT RESOLVED the Board of Trustees approve the Design Review Board guidelines;

WHEREAS, the Village Attorney Paul Pepper reviewed and approved;

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

Village of Plandome Resolution 04-2022-1

~ ~ ~ ~ ~

AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF PLANDOME HELD ON APRIL 11, 2022:

A RESOLUTION APPROVING SALARY INCREASES FOR THE 2022-2023 FISCAL YEAR:

WHEREFORE, the Board of Trustees of the Incorporated Village of Plandome has the Authority to approve salary increases for the forthcoming fiscal year; and

WHEREFORE, the Board of Trustees, after due deliberation and consideration have decided that an increase in salary for the forthcoming year is warranted;

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome, hereby approves a three and a half percent (3.5%) increase to the base salary of Barbara Peebles (Clerk/Treasurer), Kim Femminella (Deputy Clerk), Steve Flynn (Superintendent), Dan Breen (Laborer) and Mike Frangoulis (Laborer), for the 2022-2023 Fiscal year.

The forgoing resolution was moved by _____ and seconded by

_____, and adopted as follows:

- Mayor Thomas Minutillo: aye
- Deputy Don Richardson: aye
- Trustee Dr. Robert Broderick: aye
- Trustee James Corcoran: aye
- Trustee John "Jake" Kurkjian: aye

Dated: _____

Filed: _____

Village of Plandome Resolution 04-2022-J

AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF PLANDOME HELD ON APRIL 11, 2022:

A RESOLUTION APPROVING ONE TIME PERFORMANCE BONUSES:

WHEREFORE, the Board of Trustees of the Incorporated Village of Plandome has the Authority to approve and set additional compensation of the employees of the Village;

WHEREAS, the Board of Trustees has considered the exceptional performance of the Village's employees during the previous fiscal year (2021-2022) and considering the retreating global pandemic and rising inflation, after due deliberation and consideration have decided that one time performance bonuses for the employees of the Village are warranted;

THEREFORE, NOW BE IT RESOLVED, that the Board of Trustees of the Incorporated Village of Plandome, hereby approves one time performance bonuses for the employees as follows:

- Barbara Peebles, Clerk/Treasurer: two thousand (\$2,000.00) dollars;
- Steve Flynn, Superintendent, two thousand (\$2,000.00) dollars;
- Kim Femminella, Deputy Clerk: five hundred (\$500.00) dollars;
- Dan Breen, Laborer: five hundred (\$500.00) dollars;
- Mike Frangoulis, Laborer: five hundred (\$500.00) dollars;

The forgoing resolution was moved by Deputy Mayor Don Richardson, and seconded by Trustee Jake Kurkjian, and adopted as follows:

Mayor Thomas Minutillo:	aye
Deputy Don Richardson:	aye
Trustee Dr. Robert Broderick:	aye
Trustee James Corcoran:	aye
Trustee John "Jake" Kurkjian:	aye

Dated: _____

Filed: _____

Village of Plandome Resolution 04-2022-K

AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF PLANDOME HELD ON APRIL 11, 2022:

A RESOLUTION REGARDING EMPLOYEE CONTRIBUTION TO
HEALTH INSURANCE BENEFITS:

WHEREAS the current employees of the Incorporated Village of Plandome (hereinafter “Village”) have health insurance coverage available to them through the New York Health Insurance Program (NYSHIP);

WHEREAS the Village contributes to the cost of the health insurance coverage of the employees;

WHEREAS, the Board of Trustees has the Authority to set and/or amend the nature and amount of the employee contribution to the health insurance coverage available through employment with the Village;

WHEREFORE, the Board of Trustees seeks to maintain consistency and fairness among the employees of the Village in the contribution to said plan and desires to maintain the employees currently in the employ of the Village;

THEREFORE, NOW BE IT RESOLVED, that beginning with the start of the 2022-2023 Fiscal Year, the Village shall contribute one hundred percent (100%) of the cost of the employee health insurance coverage available through employment with the Village for the Village’s current employees as of the date of this Resolution;

AND BE IT FURTHER RESOLVED that any newly hired employees of the Village shall be responsible for twenty percent (20%) of the costs of the health insurance plan available through their employment with the Village, until such time that employee has accrued three (3) years’ service time of employment with the Village; at which time the Village will contribute one hundred percent (100%) of the cost of the employee health insurance coverage available through employment with the Village

BE IT FURTHER RESOLVED that once an employee has accrued three (3) years’ service time of employment with the Village, the Village will contribute one hundred percent (100%) of the cost of any change in plan status (*ie, single to family*) of employee health insurance coverage available through employment with the Village.

The forgoing resolution was moved by Deputy Mayor Don Richardson, and seconded by Trustee Jake Kurkjian, and adopted as follows:

Mayor Thomas Minutillo: aye
Deputy Don Richardson: aye
Trustee Dr. Robert Broderick: aye
Trustee James Corcoran: aye
Trustee John "Jake" Kurkjian: aye

Dated: April 11, 2022

Filed: Village Clerk/Treasurer