

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

**MINUTES  
APPROVED**



**Public Hearing & Regular Meeting & Annual Organizational Meeting**

**Monday, April 12, 2021 at 7:00pm**

**Meeting via Zoom Video Conference:**

<https://us02web.zoom.us/j/85672537635?pwd=VGFsL2YxR3JwUWNEM0VIY3Q4am1tUT09>

Meeting ID: 856 7253 7635  
Passcode: 736878

Dial by your location  
929 205 6099 US (New York)

**Attendance:**

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

Absent: Bob Broderick

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

**AGENDA**

I) Pledge of Allegiance

**PUBLIC HEARING**

- a. Hearing on the Annual Budget Fiscal Year June 1, 2021 – May 31, 2022
- b. Resolution to approve and adopt the Annual Budget 2021-2022.

*Clerk Treasurer reported that the Public Notice hearing was published in local press, posted in Village Hall as required by NY State law. No comments were received. The Public Hearing was closed at 7:10pm.*

**REGULAR MEETING & ANNUAL ORGANIZATIONAL MEETING**

II) Administrative:

- a. Roll Call
- b. Approval of Minutes - *Motion to approve minutes March 8, 2021 by Trustee Jake Kurkjian, 2<sup>nd</sup> by Deputy Mayor Don Richardson, unanimously approved.*

III) Annual Organizational Meeting {R10-2021-A} *Script appended to the minutes of the meeting.*

- a. Annual Appointments:
  - o Elected officials
  - o Village Justice
  - o Planning, Zoning Board of Appeals, Design Review Board
  - o Village Staff/Other positions

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)

b. Annual Resolutions: {R10-2021-A]

- 2021 Board Meetings: date, time, and location
- Official newspaper – Manhasset Press
- Official bank/s - First National Bank of LI, Flushing Bank
- Policy & Procedures governing all procurement of goods and services
- Authorization for Clerk to attend meetings, conference, and schools
- Authorization for investment of Village funds and bank signature authorizations

IV) Department Reports:

a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran provided an update regarding the priority capital projects. He will meet with Steve Flynn on site to evaluate.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick – absent.*

c. Design & Building, PATV – Trustee Jake Kurkjian

*Trustee Jake Kurkjian – Reported there is an open position on the Design Review Board suggested that Susan Fooks, an architect be moved to permanent voting position and not serve as consultant.*

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

*Deputy Mayor Don Richardson reported that he will attend the next Manhasset Bay Protection Committee meeting April 28<sup>th</sup>. There will be a guest speaker from St. Francis Hospital an expert on infectious diseases. The MBPC is also looking into expansion of plastic recycle program. Continued discussion on the sea barge. Great Neck Water Control District is exploring the marsh mitigation problem with seeping chemicals.*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Clerk Treasurer Barbara Peebles provided the Monthly Revenue/Expense Report and reported a very positive outlook for year-end. No budgetary deficits are expected.*

a. Budget Transfers

*Clerk Treasurer Barbara Peebles requested approval for budget transfers, scheduled appended to the minutes. A total of \$45, 771 to be transferred from contingency account that includes a non-budgeted refund payment of \$38,561.*

V) Unfinished Business

a. Unpaid Tax Report 2020-2021

*Clerk Treasurer reported only two properties unpaid taxes remain, totaling \$9917.20. However one property owner has multiple years of non payment. Trustee Jim Corcoran and Village Attorney will follow up on whether the village should sell the tax lien. Report appended to the minutes.*

b. Administrative approval Final Tax Levy 2021-2022

*Clerk Treasurer Barbara Peebles presented the final Tax Levy for 2021-2022, the Tax Warrant was signed by Mayor Tom Minutillo, copy appended to the minutes.*

VI) New Business

- a. Building Department Forecast - *tabled for Executive Session.*
- b. Fire Dept. Finance Committee - *tabled for Executive Session.*
- c. Dog Walker courtesy. *Clerk Treasurer Barbara Peebles will send a general "spring reminder" friendly neighbor email blast to all residents.*

VII) Abstract of Claims: Period 10-2021- 2022

Abstract of Claims: Period 10-2021-2022

*Board of Trustees reviewed the abstract report and invoices, for the Abstract of Claims #10-2020-2021, General Fund \$82,777.91, Water Fund \$15,724.56, Capital Fund - \$0, Trust & Agency \$250. TOTAL. \$98,752.47. Motion to approve by Trustee Jake Kurkjian, 2<sup>nd</sup> by Deputy Mayor Don Richardson and unanimously approved pending Trustees visit to the Clerk's office to review actual invoices associated with the abstract.*

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*The Board of Trustees entered into Executive Session at 8:12pm, and closed at 8:48pm to return to Regular Meeting.*

*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 8:48pm*

Next Work Session – none scheduled

Next Regular Board of Trustee Meeting Mon. May 10, 2021 at 7:00pm

**Village of Plandome Resolution 10-2021-A**  
**ANNUAL RESOLUTIONS**

Mayor moved to adopt the following resolutions:

- 1) RESOLVED that the second Monday of each month at the Village Hall, 65 South Drive, Plandome, New York, at 7:00PM, is designated as the time and place for the regular meeting of the Board of Trustees; and that the first Monday of each month at 6:00 PM, at the same location, is designated as the time and place for special meeting/work session, as needed, of the Board of Trustees. All other special meetings called will be noticed as required by law.
- 2) RESOLVED that the Official Newspaper of the Village be the Manhasset Press.
- 3) RESOLVED that the First National Bank of Long Island be authorized as the depository of Village Monies.
- 4) RESOLVED that the Policies and Procedures Governing all Procurements of Goods and Services which are not subject to competitive bidding requirements, first adopted January 14, 1992, has been reviewed and remains an acceptable policy until such time as it is revised by the Board.
- 5) RESOLVED that the Village Clerk/Treasurer is hereby authorized to attend meetings, conferences and schools of the NYS Conference of Mayors, the Long Island Village Clerks & Treasurers Association and the Manhasset area Clerks & Treasurers, as attendance is of benefit to the Village.
- 6) RESOLVED that the Village Clerk/Treasurer or Deputy Clerk is authorized to invest and reinvest monies received by the Village in the various General, Water and Capital Funds, which are not appropriated to any particular purpose or are not immediately required to be expended for the purpose for which they were appropriated, in Certificates of Deposit, Day-of-Deposit Day-of-Withdrawal savings, Treasury Notes, or Money Market accounts at the best interest rates available in the following banking & financial institutions and Savings and/or demand deposit accounts placed through a depository institution that has a main or branch office in this state and that contractually agrees to place funds in federally insured depository institutions through the Insured Cash Sweep service, or ICS:

Bank of America  
CLASS - MBIA  
Wachovia Bank/ Wells Fargo  
Citibank  
JP Morgan Chase

Flushing Commercial Bank  
TD Bank  
HSBC Bank  
First National Bank of Long Island

AND, IT IS FURTHER RESOLVED that the foregoing investments shall be in accordance with applicable laws, rules and regulations of the State of New York and the United States Government.

BE IT FURTHER RESOLVED that the resolutions of each bank institution for the deposit of said monies be adopted as resolution of this board.

- 7) RESOLVED, that all orders/checks drawn on the General, Water, Trust & Agency and Capital Funds have two (2) signatures: one the Mayor, Deputy Mayor or a Trustee and the other the Clerk/Treasurer or Deputy Clerk.

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

**Village of Plandome Resolution 10-2021-B**  
**ANNUAL RESOLUTIONS**

See 6 page script and approvals appended to the minutes.

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