

**INC. VILLAGE OF PLANDOME**

**BOARD OF TRUSTEES**

**Board of Trustees Regular Meeting – MINUTES**

**Monday, January 10, 2022 at 7:00pm**

**MEETING HELD REMOTELY VIA ZOOM**



**Present:**

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

Absent: Jake Kurkjian

**Also present:** Robert Morici, Esq., Ed Ross Esq.

**AGENDA**

I) Pledge of Allegiance

II) Administrative:

a. Approval of Minutes (December 13, 2021)

*Minutes were provided to the Board of Trustees and after review, Trustee Bob Broderick motioned to approve the minutes, 2<sup>nd</sup> by Deputy Mayor Don Richardson, unanimously approved.*

III) Department Reports:

a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran reported on the priority projects. 1) Willets Lane – a resolution to follow to prepare a bid package to include repair and repave work. 2. LIRR Parking Lot #1 – Mayor Minutillo will contact Mayor Donno of Plandome Manor to determine how we move forward in consideration of their plans for Plandome Manor Village Hall.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick reported that the three Fire Dept. sirens are not all in working order. The Fire Dept. may do a switch to use the working receiver at one location so that two will be fully operational. Meanwhile the radio and text system is the primary communication and they have ample firefighters responding to calls.*

*The Police are not issuing tickets and court continues to be slow.*

c. Design & Building, PATV – Trustee Jake Kurkjian – **absent**

*Mayor Tom Minutillo reported on behalf of Trustee Jake Kurkjian that he has set a schedule to meet with Building Inspector David DeRienzi on a regular basis and there were no critical issues to report. Clerk/Treasurer Barbara Peebles sends the agenda for Planning, Zoning Appeals, and Design Review Board to Trustee Jake Kurkjian with comments as needed.*

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

*Deputy Mayor Don Richardson reported that the Village Clock has been in production but will contact the company to see if there is a buy-back price at this point. There were no other meetings to report.*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Clerk/Treasurer Barbara Peebles provided the Revenue/Expense report through period 8 (pre-abstract) with mid-year highlights. In addition the Clerk Treasure reported that following items were reported that National Grid will be held accountable for mistakes that cut wires and cost the village, a claim was filed for \$3500.00 reimbursement. Budget transfers and adjustments were explained and appended to the minutes.*

IV) Unfinished business

- a. Capital projects update
- b. Approval to authorize Building Inspector to manage and enforce the 1020 Plandome Road/Greenhill Dev. landscaping plan to include Village berm as per SWPPP.
- c. ~~Resolution [R-01-2022-A]~~ to appoint Assistant Village Prosecutor. *Resolution not required. Mayor Tom Minutillo appointed Frank Walton as Assistant Prosecutor for the Village of Plandome effective immediately.*
- d. Resolution/s pending per Capital projects tbd

V) New Business

- a. Notice of unpaid taxes. *Report was updated and provided to Board of Trustees. Discussion regarding a potential tax lien on one property that has been delinquent a number of years. Morici & Morici doesn't handle that type of work so a follow up discussion to take place between them and Trustee Jim Corcoran.*
- b. Resolution to approve Tree Maintenance engagement. [R-01-2022-B]
- c. Resolution to accept D&B Water Engineering engagement (Plandome Rd) [R-01-2022-C]
- d. Resolution to amend Holiday Calendar and Regular BOT Meeting date/s 2022. [R-01-2022-D]

VI) Executive Session

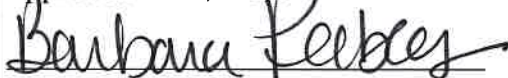
VII) Abstract of Claims: Period 07-2021

*Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #07-2021-2022 ; General Fund \$88,961.30, Water Fund \$11,595.19, Capital Fund - \$0, Trust & Agency \$50.00. TOTAL. \$100,606.49. Motion to approve the Abstract was made by Trustee Jake Kurkjian, 2<sup>nd</sup> by Trustee Bob Broderick and unanimously approved.*

*There being no further business before the Board, motion to close the meeting by Trustee Jake Kurkjian, 2<sup>nd</sup> by Trustee Bob Broderick, and unanimously approved. Meeting ended at 8:15pm.*

Minutes submitted by Barbara Peebles  
on February 7, 2022

Approved Feb 7, 2022

  
Village Clerk/Treasurer

Next Regular Board of Trustee Meeting Monday, February 7, 2022, at 7:00pm (\* tentatively)

Inc. Village of Plandome  
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**Village of Plandome Resolution 01-2022-B**

Resolution to accept the Annual Tree Maintenance proposal.



BE IT RESOLVED the Board of Trustees approve the Annual Tree Maintenance bid proposal from the lowest responsible bidder;

WHEREAS, the fee is not to exceed \$20,000;

WHEREAS, the applicants provided complete bid packages outlined in the bid invitation by the established deadline of January 14, 2022;

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

**Village of Plandome Resolution 01-2022-C**

Resolution to approve the amended D&B proposal for water main extension engineering project as relates to 1020 Plandome Road and 1029 Plandome Road residential sub-divisions.

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BE IT RESOLVED the Board of Trustees approve the revised proposal submitted by D&B Engineering on December 13, 2021 and appended to the minutes of the Board of Trustee meeting held on January 10, 2022.

WHEREAS, the fee is not to exceed \$42,000 (combining original quote \$27,000 for 1029 Plandome Road, and now adding 1020 Plandome Road at \$15,000);

WHEREAS, the applicants provided escrow funds to the Village of Plandome for the full expense of water engineering required for their projects; and the contractor will provide a detailed invoice that allocates final expenses per project;

NOW THEREFORE, BE IT RESOLVED, upon a motion by Trustee Bob Broderick, and seconded by Deputy Mayor Don Richardson, the foregoing was approved unanimously.

## Village of Plandome Resolution 01-2022-D

Resolution to amend Village Holidays to include Juneteenth per State and Federal law.

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BE IT RESOLVED the Board of Trustees approve the revised Village Holiday list appended to the minutes noted below;

WHEREAS, the Village will be closed on the following days:

Dec. 31 <sup>st</sup>	Friday	New Year's Day (holiday observed)
Jan. 17 <sup>th</sup>	Monday	Martin Luther King's Day
Feb. 21 <sup>st</sup>	Monday	President's Day
May 30 <sup>th</sup>	Monday	Memorial Day
Jun. 20 <sup>th</sup>	Monday	Juneteenth (holiday observed)
Jul. 4 <sup>th</sup>	Monday	Independence Day
Sep. 5 <sup>th</sup>	Monday	Labor Day
Oct. 10 <sup>th</sup>	Monday	Columbus Day
Nov. 8 <sup>th</sup>	Tuesday	Election Day
Nov. 11 <sup>th</sup>	Friday	Veteran's Day
Nov. 24 <sup>th</sup> - 25 <sup>th</sup>	Thursday-Friday	Thanksgiving
Dec. 26 <sup>th</sup>	Monday	Christmas (holiday observed)
Jan. 2 <sup>nd</sup>	Monday	New Year's Day (holiday observed)

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

**Village of Plandome Resolution 01-2022-E**

Resolution to authorize the Village Engineer to prepare bid packet for Willets Lane repave and repair capital project.

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BE IT RESOLVED the Board of Trustees have authorized the Village Engineer, Jim Antonelli of Westside Engineering to prepare a bid packet for the repair and repaving of Willets Lane;

WHEREAS, the professional services fee shall not exceed \$5000.000

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

**Village of Plandome Resolution 01-2022-F**

Resolution to approve Budget adjustments and transfers.

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BE IT RESOLVED the Board of Trustees approve the following budget transfers:

Auditor	\$ 1,319	Contingency A.1010.0430 to Auditor A. 1320.044
Tree removals	\$ 3,085	Contingency A.1010.0430 to Tree removal A.8560.0403 (later true up FEMA transfer fund)
Highway OT	\$ 354	A. 5110.0100.0001 from Highway Snow OT A. 5142.0100
Highway signs	\$ 2,000	Contingency A.1010.0430 to Signs A. 5110.0405
Village Attorney	\$ 10,000	Contingency A.1010.0430 to Village Attorney (ExteNet pushing over budget)

NOW THEREFORE, BE IT RESOLVED, upon a motion by Deputy Mayor Don Richardson, and seconded by Trustee Jake Kurkjian, the foregoing was approved unanimously.

**Village of Plandome Resolution 01-2022-G**

Approval to authorize Building Inspector David DeRienzi to manage and enforce the 1020 Plandome Road/Greenhill Dev. landscaping plan to include Village berm as per SWPPP.

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BE IT RESOLVED the Board of Trustees authorize David DeRienzi to be responsible for the SWPPP as relates to the 1020 Plandome Road project;

WHEREAS, the Village berm landscaping plan falls within the SWPPP;

NOW THEREFORE, BE IT RESOLVED, upon a motion by Mayor Tom Minutillo, 2<sup>nd</sup> by Trustee Jim Corcoran, the foregoing was approved unanimously.