

INC. VILLAGE OF PLANDOME

BOARD OF TRUSTEES

Board of Trustees Regular Meeting – MINUTES

Monday, November 13, 6:00pm – 2nd floor



Present:

Jake Kurkjian, Don Richardson, Jim Corcoran (via phone), Bob Broderick, Barbara Peebles, Damien Quinn

Also Present: Paul Pepper

Meeting Agenda

I) Pledge of Allegiance

II) Approval of minutes (October 16, 2023) – *tabled*

III) *Resident Issue – 62 Brookside Rd. property is flooded with rainwater. The Village believes the drain is functioning properly and is clear of debris. The rain incident of Sep 29, 2023 was a rare downpour and the Village Engineer confirmed that multiple villages and roads were closed due to excessive rain. The Board of Trustees suggested that the residents could engage their own engineer to provide professional reports and recommendations to mitigate the flooding issue.*

IV) Department Reports:

V) Public Works – Trustee Jim Corcoran

Trustee Jim Corcoran reported that the road repaving projects on Oakwood Lane and Parkwoods Road were completed to the Village Engineers satisfaction. The Terrace drain issues have to be addressed before the repaving project starts which is now scheduled for the first week in December 2023. The Village Engineer provided a report with options for the residents at 40 The Terrace. Morici & Morici will send a memo to clarify the timeline required depending on whether the resident moves forward with new driveway curb cut.

VI) Public Safety – Trustee Bob Broderick

Trustee Bob Broderick reported the Police and Fire Department have no issues pending.

The Village Attorneys suggested the Board of Trustees receive a monthly Justice Court Report. Effective December 2023 the meeting packet will include the Court Calendar.

Mayor Jake Kurkjian met with the Fire Dept Chiefs at the Plandome LIRR Parking Lot #2 to walk through the expansion area where training currently takes place. The fire hydrant may need to be relocated, but other than that the Chiefs didn't have any issue with expansion plans.

VII) Design & Building, PATV – Trustee Damien Quinn

Trustee Damien Quinn met with David DeRienzi to get an update on projects and attended the Design Review Board work session on October 26, 2023.

North Shore TV (NSTV), previously known as Public Access TV (PATV) – Trustee Damien Quinn received minutes from previous NSTV meetings. He attended their Board meeting on October 25, 2023. It is a good resource, and the village should get the information out to interested residents. A liaison will be appointed during the Annual Organizational Meeting.

VIII) Utilities, OEM, MBPC - Deputy Mayor Don Richardson

Deputy Mayor Don Richardson shared an update on the ExteNet installation status.

Manhasset Bay Protection Committee is having great success with the seeding of shellfish in the waters. There has been some progress with the Leeds Pond re-evaluation by Nassau County and DEC. Clerk/Treasurer Barbara Peebles has been following up on a regular basis. A consultant was selected in October and once the NC legislation approves the engagement, the reevaluation will commence.

IX) Financial Update - Clerk Treasurer Barbara Peebles

Village Clerk/Treasurer Barbara Peebles reported on the variances to the Revenue/Expense report and explained what budget adjustments are needed. Budget Adjustment report appended to the minutes.

The draft Annual Audit was provided to the Board of Trustees last month. Clerk/Treasurer Barbara Peebles explained the points for corrective action that were deemed minor. There were no concerns or questions.

X) Unfinished business

- a. Update on Village Hall conversion from oil to gas – *paperwork submitted to National Grid.*
- b. Other :
 - i. *Rockwood Culvert fence – determine whether Village DPW can replace. NO fence companies have been able or willing to provide a quote.*
 - ii. *Plandome LIRR Parking Lot #1 – North side – Clerk/Treasurer Barbara Peebles meeting with Plandome Manor to move forward on the water run off issue. If necessary a 3rd party engineer will be engaged. Meanwhile, we are waiting for MTA/LIRR to complete their renovation and provide site plans for village file.*
 - iii. *32 North Drive – David DeRienzi is working with residents and contractors for final corrected paperwork and adjustments to resolve the issues. Case was adjourned from Justice Court twice.*

XI) New Business

- a. Resolution to approve All Island Maintenance – change order [R-11-2023-A]
- b. Resolution to approve Board of Trustee Meeting schedule 2024 [R-11-2023-B]
- c. Resolution to approve Village Holidays 2024 [R-11-1023-C]
- d. Resolution to accept Annual Audit [R-11-1023-D]
- e. Discussion items
 - i. Resolutions to revise policy per Audit recommendations.

Discussion regarding off-cycle payments made to certain vendors. a) Several vendors must be paid in advance of the Board meeting to avoid any late fees. b) DER Consulting – invoices are submitted in the first week of the month but depending on the date of Board meeting, DER Consulting has to wait 2-3 weeks. A resolution will be provided at the next Board meeting to adjust policy.

· XII) Abstract of Claims: Period 06-2023/24

The Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #06-2023-2024 ; General Fund \$158136.97, Water Fund \$61,250.66, Capital Fund - \$68,356.13, Trust & Agency \$0. TOTAL. \$287,743.76. Motion to approve the Abstract was made by Trustee Damien Quinn, 2nd by Trustee Bob Broderick, and unanimously approved.

At 7:35pm - a motion to enter into Executive Session was made by Clerk/Treasurer Barbara Peebles to discuss personnel matter. 2nd by Trustee Bob Broderick.

At 7:50pm there being no further business before the Board of Trustees , motion to exit Executive Session and close the meeting by Trustee Damien Quinn, 2nd by Trustee Bob Broderick, and unanimously approved. The meeting ended at 7:51pm.

Next Regular Board of Trustee Meeting Monday, December 11, 2023 at 6:00pm

Submitted by Barbara Peebles
December 7, 2023

Approved December 11, 2023

Barbara Peebles
Village Clerk/Treasurer

12/12/23
Date

Resolution R-11-2023-A

**AMMEND BEAUTIFICATION AND TRANSPLANTING OF FOREST PRESERVE
DATED NOVEMBER 13, 2023**

BE IT RESOLVED that the Board of Trustees approves the change order award of All Island Lawn Maintenance to transplant up to 35 trees/bushes from East Drive, village property in the amount of \$7,500.00 to an additional \$2500.00 for 18 trees/bushes.

WHEREAS, the resident of 9 East Drive has donated all plantings and is paying for the replanting of same to the west side of the Plandome LIRR parking lot #2 (Southside of Stonytown Rd), with a \$10,000.00 deposit on account with the Village.

WHEREAS, all parties understand there is no guarantee of thriving, however all efforts will be made to provide the necessary watering and nutrients.

THEREFORE BE IT RESOLVED, upon a motion by Trustee Damien Quinn, and second by Trustee Bob Broderick, the foregoing was approved unanimously.

Resolution R-11-2023-B

**ANNUAL ADOPTION OF MEETING SCHEDULE FOR 2024
DATED NOVEMBER 13, 2023**

BE IT RESOLVED that the Board of Trustees approves the Regular Board of Trustee monthly meeting schedule for 2024.

WHEREAS, the meetings are scheduled for the second Monday of each month unless there is a holiday.

WHEREAS, the schedule is posted on the Village website as well as Village Hall bulletin board.

THEREFORE BE IT RESOLVED, upon a motion by Trustee Damien Quinn, and second by Trustee Bob Broderick, the foregoing was approved unanimously.

Resolution R-11-2023-C

**ANNUAL ADOPTION OF THE VILLAGE OFFICIAL HOLIDAYS 2024
DATED NOVEMBER 13, 2023**

BE IT RESOLVED that the Board of Trustees approves the OFFICAL holiday schedule for the Village 2024 calendar.

WHEREAS, the Village Hall is closed for business and posted on the Village website as well as Village Hall bulletin board.

THEREFORE BE IT RESOLVED, upon a motion by Trustee Damien Quinn, and second by Trustee Bob Broderick, the foregoing was approved unanimously.

INC. VILLAGE OF PLANDOME RESOLUTION R-11-2023-D

**RESOLUTION TO APPROVE THE ANNUAL AUDIT
DATED NOV 13, 2023**

BE IT RESOLVED that the Board of Trustees has reviewed, accepted, and approved the Annual Village Audit and Financial Statements as submitted by Michele Adameczyk of Skinnon & Faber.

WHEREBY, the Village Clerk Treasurer reviewed recommendations with the Board of Trustees and identified corrective actions.

THEREFORE, NOW BE IT RESOLVED that the Board of Trustees of the Incorporated Village of Plandome hereby approves the Annual Audit and directs the Village Clerk/Treasurer to file with all required government agencies.

The forgoing resolution was moved by Trustee Jim Corcoran, and seconded by Trustee Damien Quinn, and unanimously approved.