

**INC. VILLAGE OF PLANDOME**

**BOARD OF TRUSTEES**

**Board of Trustees Regular Meeting & Public Hearing**

**Monday, September 18, 2023 at 7:00pm – 2<sup>nd</sup> floor**



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**Present:**

Jake Kurkjian, Don Richardson, Jim Corcoran, Bob Broderick, Barbara Peebles, Damien Quinn

**Also Present:** Robert Morici, Esq., Paul Pepper, Esq., Tom Minutillo

Staff Meeting 6:00pm

*Recognition awards were presented to Kim Femminella and Steve Flynn for their dedicated years of service.*

**Meeting Agenda**

- I) Pledge of Allegiance
- II) Appointment of Trustee
- III) Approval of minutes (Special Meeting August 14, 2023)
- IV) Guest Presentation – Teagan Young, Girl Scout Silver Award Project
- V) Department Reports:

- a. Public Works – Trustee Jim Corcoran

*Trustee Jim Corcoran reported that Nassau County and the DEC were on site at Leeds Pond. Progress is expected once the County gets report back from the consultants. The roads have been restriped, crosswalk to LIRR repainted, and drains cleared, and the annual street cleaning is scheduled. The Terrace project has some drainage complications that need to be re-evaluated. The Village Engineer is going to meet with Steve Flynn and the contractor John McGowan to review.*

*In regard to the Plandome LIRR Parking Lot #1, it was suggested the Village needs a detailed update on what the LIRR/MTA plans to undertake with the dry wells, and/or drainage issues. Until then, we will hold off on any engagement with Welden.*

- b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick read reports from Fire Department and Police Department. There has been a noticeable uptick in moving violations.*

*The Fire Department has requested an additional \$10,000 for required repairs to Engine 841. Clerk/Treasurer Barbara Peebles will earmark a new line in Capital Plan “apparatus” to set aside funds annually towards the replacement Firetruck.*

c. Design & Building, PATV – Trustee Damien Quinn

*Trustee Jake Kurkjian is handing off this commission to newly appointed Trustee Damien Quinn. He will review opens items with Trustee Damien Quinn who is scheduled to meet with David DeRienzis to get an overview.*

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

*Deputy Mayor Don Richardson Utilities asked for Clerk/Treasurer Barbara Peebles to provide an update on ExteNet installation. The last three nodes should be finished within a month. The issue regarding the aesthetics of Node #46 and the related utility pole on Stonytown Road are at stalemate since ExteNet indicated it is PSEG requirement. Clerk/Treasurer Barbara Peebles has escalated the matter with PSEG government liaison, but it does not look like they will change anything.*

*Manhasset Bay Protection Committee – no meeting this month.*

*North Shore OEM – A meeting is scheduled for September 27<sup>th</sup> after a long absence. Deputy Mayor Don Richardson is also going to arrange a special tour of the Command Center in Sands Point. Mayor Jake Kurkjian and Trustee Damien Quinn will plan to attend.*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Village Clerk/Treasurer reported on the variances to the Revenue/Expense report and explained what budget adjustments are needed. At period 3 – only one Budget Adjustment was required due to unforeseen tree work.*

*Audit field work is completed, and the final report will be issued by deadline and according to schedule.*

*Clerk/Treasurer Barbara Peebles explained that once the financial reports are final, the Village will address the fund transfer to Water and Capital that had not been transferred on the books and needs to be reconciled.*

Unfinished business

- a. LIRR Parking Lot – MTA is going to add catch basins and dry well. Clerk Treasurer Barbara Peebles requested timeline for completion so that the Village can move forward on repaving project.
- b. Open Board positions - tabled

VI) New Business

- a. Acceptance of Justice Court Annual Audit performed by Skinnon & Faber [R-09-2023-A]
- b. Approval of village accountant engagement with JKL Municipal Accounting [R-09-2023-B]
- c. Discussion items
  - i. IT Upgrade – update Clerk Treasurer Barbara Peebles has been looking into alternative finance systems. Many of the current programs are no longer supported. The Board had approved capital project in previous year. Estimates are still pending.
  - ii. Change of meeting time Board of Trustee Regular Meetings [R-09-2023-C]  
Clerk/Treasurer Barbara Peebles submitted public notice of time change, posted on village website and on the bulletin board.

VII) The Board of Trustees reviewed the abstract report, and related invoices for the Abstract of Claims #04-2023-2024 ; General Fund \$117,092.68,, Water Fund \$75,557.98, Capital Fund - \$6,667.92, Trust & Agency \$0. TOTAL. \$199,318.58. Motion to approve the Abstract was made by Trustee Bob Broderick,, 2nd by Trustee Damien Quinn, and unanimously approved.

There being no further business before the Board of Trustees , motion to close the meeting by Trustee Jim Corcoran, 2nd by Deputy Mayor Don Richardson, and unanimously approved. The meeting ended at 7:47pm.

Next Regular Board of Trustee Meeting Monday, October 16, at 6:00pm

Submitted by Barbara Peebles October 13, 2023	
Approved October 16, 2023 <i>Barbara Peebles</i>	<i>10/16/23</i>
Village Clerk/Treasurer	Date

**Resolution R-09-2023-A**

**APPROVE AND ACCEPT FINDINGS OF JUSTICE COURT ANNUAL AUDIT  
DATED SEPTEMBER 18, 2023**

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BE IT RESOLVED that the Board of Trustees reviewed and accepts the findings letter from Skinnon & Faber dated August 16, 2023.

WHEREAS, the Village engages Skinnon and Faber, Certified Public Accountants, P.C. as village accountants to review the Justice Court in accordance with Section 2019-a of the Uniform Justice Court Act.

WHEREAS, further, finding that the Inc. Village of Plandome Justice Court is substantially in compliance.

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

**Resolution R-09-2023-B**

**APPROVE RENEWAL FOR JKL MUNICIPAL ACCOUNTING  
DATED SEPTEMBER 18, 2023**

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BE IT RESOLVED that the Board of Trustees approves the renewal engagement with JKL Municipal Accounting services per agreement dated September 15, 2023.

WHEREAS, the Village engages Skinnon and Faber, Certified Public Accountants, P.C. as village accountants and they support a 3<sup>rd</sup> party for monthly accounting services for cash accounts per GML.

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

**Resolution R-09-2023-C**

**APPROVE CHANGE IN BOARD OF TRUISTEE MEETING TIME  
DATED SEPTEMBER 18, 2023**

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BE IT RESOLVED that the Board of Trustees Meetings will start at 6:00pm on the 2<sup>nd</sup> Monday of the month.

WHEREAS, the Village will publish the time change in the Manhasset Press September 27, 2023, send a village wide email and post on village website.

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