

**INC. VILLAGE OF PLANDOME
BOARD OF TRUSTEES
WORKING SESSION
Mon. March 4, 2019 at 7:00pm**

**MINUTES
APPROVED**



Present: Don Richardson, Andy Bartels, Ray Herbert, Barbara Peebles
Absent: Lloyd Williams, Katie Saville

DISCUSSION ITEMS/AGENDA

1. Budget 2019/2020 – packet provided

The Board reviewed the budget worksheet to identify anomalies, variances, and key budget items for 2019/20. Separate budget worksheet sent to Steve Flynn and Fire Dept for their input.

Preliminary decisions:

- *increase umbrella policy to \$15mm, premium \$4400 (at \$10mm for more than decade)*
- *projected building fees will remain at \$250,000*
- *include Firefighter cancer insurance premium in Fire Dept budget. ~ \$10,500*

a. Proposed EOC Supplies (Trustee Richardson)

Trustee Richardson will prepare a list of items to be ordered and designated for Plandome EOC that will be labeled and stored for use in the event of an emergency. ~\$250

2. Capital Fund (Trustee Bartels)

Clerk provided an update of the available and restricted capital fund and reserve. Trustee Bartels discussed the priority projects for the upcoming year.

3. Selling the liens unpaid taxes – report provided

Clerk provided latest notices report with status update on each of the 12 properties. The total amount unpaid is expected to be ~ \$10,000 before the end of March, therefore the Board decided the village would not sell liens.

4. Tree Maintenance (Clerk Peebles)

Clerk reviewed the list of pending, post-annual tree maintenance work that needed to be addressed due to 2 storms. We Care is considerably less expensive than Harder Tree Service. The Board agreed to proceed with required work as well as removing ivy and pruning the large tree at the corner of Stonytown and North to increase visibility and extend the life of the large tree. (\$2500)

5. CHIPS (Clerk Peebles)

The Village has not received any CHIPS funds this year (budgeted \$50,000) as no capital road project has been completed at this time. However, the Village may be able to submit all related road work expenses and receive funding for fiscal year end, total YTD \$44,207. (expenses include engineering \$14,700, paving \$4,250, Longo Bros \$7,850, Stasi \$17,407.) The Willets Lane drainage project to be scheduled April 2019. Clerk is researching further and will submit for reimbursement if eligible.

6. Election Inspectors approval – Ms. Jeryl Costello (Clerk Peebles)

Alice King is one of the Village certified election inspectors and is unable to serve March 19, 2019. The Clerk identified an alternate certified election inspector through Jenn Brown at Humes & Wagner's office. Ms. Jeryl Costello of Glen Cove was approved by the Board. [Trustee Saville asked whether there is a list of Plandome residents certified as Inspectors. Clerk Peebles later reconfirmed there is no list on file and followed up with NC BOE, no other eligible residents.]

7. LIRR Trailer – scope/agreement/rental fee (Clerk Peebles)

Clerk reviewed the LIRR request to locate their work trailer on village property near the DPW yard and timeframe expected. The Board will consider allowing the staging area based upon an agreement to include a financial benefit to the Village and other conditions to be determined such as location of workers cars and receiving proper indemnification from the LIRR. Proposal expected by March 11th; and added to agenda.

8. Status of pending Extenet Submission (under review by Village Attorney John Ritter)

The Board is awaiting opinion from Village Attorney before releasing ExteNet escrow funds and payment of CMS (Richard Comi Consulting).

9. CEMP Updated – Board approval (Trustee Richardson)

Trustee Richardson provided status update of the revised CEMP and upon approval at the next BOT Regular Meeting on March 11th will file with OEM and maintain thumb drive of document.

10. Caitlyn McEnroe – designated to represent Plandome at PATV (Trustee Saville)

Trustee Saville made a recommendation for the Board to designate Ms. Caitlyn McEnroe of 11 Shore Drive, Plandome to represent the Inc. Village of Plandome at PATV meetings. This was unanimously approved by the Board.

11. Executive Session

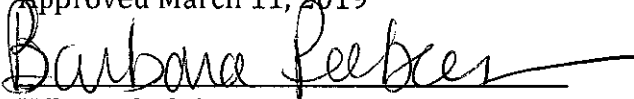
12. Other

- *NCVOA – the Clerk will forward the monthly email newsletter to the Board so that the Village takes advantage of the membership dinner and presentations. Trustee Richardson will attend March 12th.*
- *Eagle Scout Court of Honor, Troop 71. Trustee Richardson will represent the village.*
- *Resident at 3 Madonia Court will attend BOT meeting to address trash ordinance changes.*

There being no further business before the Board, Trustee Richardson moved to close the meeting at 9:40pm. The motion was seconded by Deputy Mayor Herbert and unanimously approved.

Minutes submitted by Barbara Peebles
March 7, 2019

Approved March 11, 2019


Village Clerk/Treasurer Date

Reminders:

- ↓ Village Election Day is Tue. March 19, 2019, 12:00pm – 9:00pm.
- ↓ Regular BOT Meeting Mon., March 11, 2019 at 8:00pm. Mayor Williams absent. John Ritter confirmed.