

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

**WORKING SESSION**

**Mon. August 5, 2019 at 7:00pm**

**MINUTES  
APPROVED**



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Present: Tom Minutillo, Andy Bartels, Don Richardson, Ray Herbert, Greg Westfall,  
Barbara Peebles  
Guest: none

**EXECUTIVE SESSION** (as applicable, i.e. regarding advice of legal counsel.)

*Motion to go into Executive Session by Trustee Andy Bartels, second by Deputy Mayor Ray Herbert.  
Motion to come out of Executive Session at 8:13pm.*

1. ExteNet application update. *Clerk will schedule call with CityScape Consultants, Inc. for legal advice regarding ExteNet application, tolling agreement and related matters.*
2. Elite Towers proposal – feedback
  - a) engage City Scape?
  - b) schedule conf call/meeting*\* Communication to residents Clerk will send email blast to residents once next steps have been outlined.*

*Resolution to approve engagement with City Scape Consultants, Inc. to review and opine on the Elite Towers proposal for a macro cell tower. Trustee Andy Bartels moved to approve and 2<sup>nd</sup> by Trustee Don Richardson, unanimously approved. Expense not expected to exceed \$5000.00 for this phase of the engagement.*

**WORK SESSION**

3. **Capital Projects**
  - a) Gary Becker's Proposal for LIRR Parking Lot

*Resolution - Trustee Andy Bartels moved to accept the NPV proposal to review parking lot plan to include the issues related to the drainage and wetlands. 2<sup>nd</sup> by Trustee Don Richardson. Motion carried with unanimous approval of Board.*

- b) Willets Lane – Longo revised proposal

*Resolution - Trustee Andy Bartels moved to accept the revised Longo Brothers proposal for Willets Lane drainage project. 2<sup>nd</sup> by Trustee Greg Westfall. Motion carried with unanimous approval of Board.*

- c) Road Work Bid package (Plandome/Willets Ln/The Terrace, and Stonytown.)

Trustee Andy Bartels reviewed the projects. The Board agreed with the proposed plan and prioritization as outlined. The Board agreed to hold a special Board Meeting Wed. August 7, 2019 at 500pm to finalize details for the Village Engineer to prepare bid books.

4. **Bond Resolutions** for Capital projects (Fire Truck and Road work)
  - a) Resolution 08-05-2019-A (Bond for Fire Truck)
  - b) Resolution 08-05-2019-B (Bond for Road Work)

*Motion to approve the Bond resolutions – motion carried by unanimous agreement. (see attached)*

5. Approval of BoT meeting minutes (July 1, July 8, July 10)

*Motion to approve the minutes by Mayor Minutillo, motion carried by unanimous agreement except that Trustee Westfall abstained from July 10, 2019 minutes and Deputy Mayor Ray Herbert abstained from July 8 2019 minutes.*

6. **Miscellaneous:**

- Fire Department budget/bill processing

*Clerk Barbara Peebles reported that there are ongoing issues related to the bill payment approval and processing for the Fire Department. Deputy Mayor Ray Herbert agreed to discuss the issues with the Fire Chief at the next opportunity.*

- Approval Women's Coalition Against Breast Cancer Run - Oct 6th – approved

*- Court Audit – Skinnon & Faber – letter dated July 18, 2019 with results of audit accepted by the Board. No further questions.*

*- Public Works (1/2 lunch and 330pm end of day , 60-day trial ended, no issues) Board decided to extend the revised work day for Public Works on a continued “trial basis”.*

*- enhanced invoices for Water – this will be addressed at contract renewal to determine what enhancements may be possible.*

- Film Permit - tabled, the Board did not want to consider the use of Village Hall.

- Appreciation proclamation – Lloyd Williams and Betty Cracco - to be scheduled in fall.

7. **Other/new business**

*NYCOM Annual Dinner (Sep. 12, 2019) Clerk asked how many Trustees will attend and confirmed the Village will sponsor a half page ad as customary. All will attend except for Trustee Greg Westfall.*

*NYCOM Annual Fall Training, Saratoga, NY – Clerk reminded Board that she will attend conference September 16-20, 2019. Kim Femminella will work Friday Sep. 20, 2019*

*Clerk reported that Planning Board & Public Hearing scheduled for Wed. August 21, 2019 to hear 1029 Ahbrew sub-division application, and Zoning Board of Appeals & Public Hearing scheduled for Wed. October 2, 2019 to hear 4 ZBA applications.*

*3-way Stop Sign request – email from Plandome Manor resident Dan Purcell was discussed again. The Village of Plandome has made multiple improvements including asking the Police Dept to review and weigh-in.*

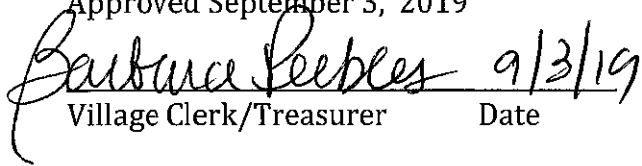
*There being no further business before the Board, Deputy Mayor Ray Herbert moved to close the meeting at 9:44pm. The motion was seconded by Trustee Greg Westfall and unanimously approved.*

Reminders:

- ✦ Work Session Tuesday, September 3<sup>rd</sup> at 7:00pm.
- ✦ Regular BOT Meeting & Public Hearing (ExteNet) Monday, September 9<sup>th</sup> at 800pm.

Minutes submitted by Barbara Peebles  
August 7, 2019

Approved September 3, 2019

  
Village Clerk/Treasurer      Date

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**SKINNON AND FABER**  
Certified Public Accountants, P.C.

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July 18, 2019

To the Mayor and Board of Trustees  
Incorporated Village of Plandome  
65 South Drive  
Plandome, New York 11030

We have examined the books and records of the Justice Court of the Incorporated Village of Plandome in accordance with Section 2019-a of the Uniform Justice Court Act. The act requires all Village Justices to annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited by the auditing board or official or by a certified public accountant.

We conducted our examination to ascertain if the Justice Court of the Incorporated Village of Plandome is in compliance with the latest edition of the Handbook for Town and Village Justices and Court Clerks ("The Handbook") as published by the State of New York (revised January 2019). We examined the period from December 1, 2018 through May 31, 2019.

As a result of our examination, it is our opinion that the Justice Court of the Incorporated Village of Plandome is substantially in compliance with its fiscal responsibilities as outlined in the Handbook for Village Justices and Court Clerks.

Sincerely,

*Skinnon and Faber, CPAs, P.C.*

SKINNON AND FABER, CPA's, P.C.



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## RESOLUTIONS – AUGUST 5, 2019

### Resolution 08-05-2019-A (Bond for Fire Truck)

See attached, appended to minutes.

### Resolution 08-05-2019-B (Bond for Road Work)

See attached, appended to minutes.

### Resolution 08-05-2019-C

RESOLVED that the Board approved the CityScapes Consulting, Inc. proposal dated August 2, 2019 to review and opine on the Elite Tower LLC proposal dated July 15, 2019.

Whereas Elite Tower LLC seeks to install a macro cell tower on Village property in the public works area.

Whereas upon a motion by Trustee Andy Bartels and seconded by Trustee Don Richardson the foregoing was approved.

Appended to minutes.