

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

**WORKING SESSION - BOT VERSION**

**Mon. October 7, 2019 at 7:00pm**



---

Board Present: Tom Minutillo, Andy Bartels, Don Richardson, Ray Herbert, Greg Westfall,

Also Present: Barbara Peebles, Village Clerk & Treasurer, John Ritter, Village Attorney

**Items:**

**1. Road projects update**

*Trustee Andy Bartels reported that the Village Engineer Jim Antonelli had the bid books ready but had to rework the specs to adjust project scope due to Plandome Road repair was separately addressed under IMA with Plandome Manor. The bid books should be revised soon.*

*Plymouth Road repaving will be scoped and 50% of the cost will come from 50% of the Lalezarian Bond.*

*Bayview drain investigation will take place the week of Oct. 21<sup>st</sup> according to the optimal tide schedule.*

*Trustee Andy Bartels will meet with Jim Antonelli next week to review the status of Willets Lane drainage project scope.*

*Clerk Peebles reported that Nelson Pope Engineering is reaching out to Steve Flynn for some insight regarding the water/drainage issues at the LIRR parking lot.*

**2. Health Insurance Benefits**

*Clerk Peebles raised two items to clarify policy that allows active Firefighters to participate in the village NYSHIP Health insurance. 1) if someone moves out and is no longer active - when is that inactive date in effect? They may have already met the standards for the full twelve months. 2) a policy and communication needs to be consistent on how many days' notice would be given before cancellation.*

*It was agreed that Deputy Mayor Ray Herbert would speak to Fire Dept. and confirm the active roster and ensure the village adheres to requirements outlined in policy. The Village Attorney, John Ritter suggested the Trustees review and update the policy. At the same time, create a "mirror policy" to offer the same opportunity to participate to elected officials while in office. Clerk Peebles obtained clearance from NYCOM that the policy is allowed, and can be customized to suit the individual village.*

*The deposit required for each participant should be replenished to equal the current health benefit rates.*

*Deputy Mayor Ray Herbert and Clerk Peebles will review and present any recommendations to Board at the subsequent Work Session.*

- a. FD - insurance cancel- update policy
- b. Proposal - new local Law reference Board of Trustees (see Flower Hill sample)

### 3. Manhasset Bay Protection Commission

Deputy Mayor Ray Herbert reported he will attend the meeting facilitated by Peter Forman of PWM OEM with Army Corps of Engineers is Oct 24<sup>th</sup> regarding the sea gates. Thursday, Oct. 24<sup>th</sup>. The rescheduled meeting will take place at the Inn at Great Neck on 30 Cutter Mill Rd. in the first floor ballroom. The meeting will be from 5 to 8 p.m. with a presentation by the Army Corps and time for questions to be asked by the public. Manhasset Bay Protection Committee, the Hempstead Harbor Protection Committee and Save the Sound expected to attend.

MBPC due will be raised by 20% from \$1500 to \$1800 annually. It is the first increase in 20 years. The Board felt the Commission has been a valuable membership for the betterment of Plandome.

### 4. Period 1-4 Financials

Clerk Peebles provided a YTD Revenue Expense Comparison Control Report and a report to highlight the variances YTD and potential Budget Transfers that will be submitted for approval at the next BOT Regular meeting.

- a. Budget modification (ExteNet app)
- b. Copier – lease vs. purchase

Clerk Peebles asked that the Board consider a new lease arrangement for a copy replacement rather than a purchase. Motion to approve lease agreement by Deputy Mayor Ray Herbert, 2<sup>nd</sup> by Trustee Don Richardson, motion carried by unanimous agreement. Resolution appended to the minutes.

### 5. Archive Room

Clerk Peebles explained that the lower level Conference Room needs to get cleared out and set up for dual purpose Archive Room and small conference room. There is not enough room to house all the required documents for proper records management. The files have been thinned out last year with the assistance of a Records Management Intern. Phase two is to schedule and label for easy access when requested.

### 6. Review 330pm schedule DPW

The Public Works staff has continued to work "summer schedule" whereby they take 30 minute lunch and leave at 330pm. The Board wanted to re-evaluate and were not inclined to make this a permanent policy. Meanwhile Clerk Peebles indicated that the Clerk's office has not experienced any problems with the earlier shift. Trustee Andy Bartels will speak to Steve Flynn.

### 7. Plandome "branding" [welcome packet, logo, website]

Clerk Peebles brought a mock-up of the refreshed village logo. Consensus among the board was to get an actual sketch of Village hall within the refreshed logo presented. Pricing will be researched. The logo will be incorporated into the new website and welcome packet.

### 9. Other – to be determined

Clerk Peebles distributed a map from NY State site: CRIS is a GIS (Geographic Information System)-based web application that provides access to the historic property information maintained by the New York State Division for Historic Preservation, also known as the New York State Historic Preservation Office (SHPO). No one was aware that Plandome had a designated Historic District. Village Attorney will follow up as relates to the 1020 Plandome Road application before the Planning Board.

Motion to enter Executive Session to discuss contract negotiation and seek legal counsel by Deputy Mayor Ray Herbert, 2<sup>nd</sup> by Trustee Greg Westfall at 8:27pm. Unanimous agreement.

**Executive Session** to discuss legal matters and contract negotiation expected.

1. Wireless Update
  - a. ExteNet app, next steps
  - b. Schedule Special BoT Meeting – Executive Session with CityScape (time tbd)

*Clerk Peebles provided a recap of the status of the ExteNet application and next steps and a discussion guide.*

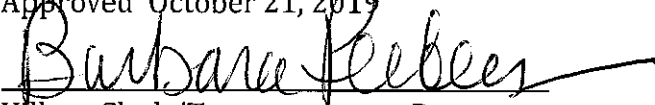
*Motion to close Executive Session by Trustee Andy Bartels and there being no further business before the Board, the motion was 2nd by Deputy Mayor Ray Herbert. Unanimously approved. Meeting ended at 10:15pm.*

Reminders:

- ✦ Regular BOT Meeting - Monday, October 21<sup>st</sup> at 800pm.
- ✦ Special meeting – Executive Session – time to be determined
  
- ✦ Work Session BOT Meeting - Monday, Nov. 4<sup>th</sup> 2019 at 7:00pm
- ✦ Regular BOT Meeting & Public Hearing (ExteNet) - Monday, November 18<sup>th</sup> at 800pm.
  - The Nov. 18<sup>th</sup> Meeting replaces the Nov 12<sup>th</sup> Regular BOT Meeting.

Minutes submitted by Barbara Peebles  
October 11, 2019

Approved October 21, 2019

  
Village Clerk/Treasurer      Date

**RESOLUTIONS 07OCTOBER 2019**

Resolution 10-2019-A

RESOLVED that the Board of Trustees approved the motion to seek special counsel for matters before the Board.

WHEREAS, Deputy Mayor Ray Herbert, ESQ has been authorized to interview potential candidates and make recommendations to the Board.

Upon a motion by Trustee Greg Westfall, 2<sup>nd</sup> by Trustee Andy Bartels, motion carried an unanimously approved.

~ ~ ~ ~ ~

Resolution 10-2019-B

RESOLVED that the Board of Trustees approved the motion to enter into a lease agreement with LDI Color Toolbox to replace multi use copy machine in Clerk's office.

WHEREAS, The Village Clerk has researched the replacement of equipment as a purchase (\$4750) vs. lease and recommended a three-year lease at the rate of \$120.00 per month.

Upon a motion by Deputy Mayor Ray Herbert Trustee Greg Westfall, 2<sup>nd</sup> by Trustee Don Richardson, motion carried an unanimously approved.