

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

**MINUTES**

**Public Hearing & Regular Meeting & Annual Organizational Meeting  
Monday, April 8, 2023 at 6:00pm**



**Attendance:**

**Present:** Jake Kurkjian, Bob Broderick, Damien Quinn, Don Richardson, Barbara Peebles, and via phone Jim Corcoran

**Absent:** Don Richardson (called for input on Executive Session matter)

**Also Present:** Bob Morici, Esq. Mike Sullivan, Esq.

**AGENDA**

I) Pledge of Allegiance

**PUBLIC HEARING**

a. Hearing on the Annual Budget Fiscal Year June 1, 2024 – May 31, 2025

*Public Hearing was noticed in Manhasset Press, Village website and bulletin board. No comments were received.*

**REGULAR MEETING & ANNUAL ORGANIZATIONAL MEETING**

II) Administrative:

a. Approval of Minutes

III) Annual Organizational Meeting

a. Annual Appointments: [R-04-2024-A]

- o Elected officials
- o Village Justice
- o Planning, Zoning Board of Appeals, Design Review Board
- o Village Staff/Other positions

b. Annual Resolutions: [R-04-2023-B]

- o 2024 Board Meetings: date, time, and location
- o Official newspaper – Manhasset Press
- o Official bank/s - First National Bank of LI, NYCLASS
- o Policy & Procedures governing all procurement of goods and services

- Authorization for Clerk to attend meetings, conference, and schools
- Authorization for investment of Village funds and bank signature authorizations

IV) Department Reports:

a. Public Works – Trustee Jim Corcoran

*A separate DPW meeting to be set up early May with Steve Flynn and Barbara Peebles. A meeting is confirmed May 3<sup>rd</sup> to meet with Plandome Manor regarding LIRR Lot #1 water run-off. Residents at 21 Circle Drive will be served notice by Morici & Morici.*

b. Public Safety – Trustee Bob Broderick

*Trustee Bob Broderick and Mayor Kurkjian attended the Plandome Fire Chief's Swearing in ceremony.*

*Police Department report was standard.*

*Mayor Jake Kurkjian mentioned that Mayor Barbara Donno is requesting License Plate Readers (LPR) from Nassau County for 5 Villages at no cost. More information to follow. In addition Mayor Donno will share a draft "Squatter's Law" that municipalities are considering. Deputy Mayor Don Richardson requested that the Village consider Stop Sign cameras. More discussion required.*

c. Design & Building, NSTV – Trustee Damien Quinn

*Trustee Damien Quinn reviewed the Design Review Board agenda. He is actively seeking a replacement to serve as liaison with Nort Short Television.*

d. Utilities, OEM, MBPC - Deputy Mayor Don Richardson – *tabled*

e. Financial Update - Clerk Treasurer Barbara Peebles

*Clerk/Treasurer Barbara Peebles provided the Revenue/Expense Report in advance of the meeting and highlighted surplus areas with an anticipated \$250,000 in surplus revenue. This would more than cover Budget Adjustments at year-end forecasted to be around \$25,000 of unbudgeted expenses.*

- i. Budget adjustments and transfers, year-end forecast
- ii. Due to/Due from – Fund Reconciliation – Resolution [R-04-2024-C]

V) Unfinished Business

- a. Unpaid Tax Report 2023-2024
- b. other

VI) New Business

- a. Building Permit fees - *tabled for next meeting*
- b. Beautification and Landscaping projects - *tabled for next meeting*
- c. Authorize Westside Engineering to prepare bid package – Stonytown Road [R-04-2024-D]

VII) Abstract of Claims: Period 11-2024

VIII) Executive Session . *A motion was made to enter Executive Session to discuss annual employee salary increase at 6:50pm. A motion to exit Executive Session was made by Trustee Jim Corcoran at 7:01pm, 2<sup>nd</sup> by Trustee Damien Quinn and unanimously agreed.*

*There being no further business before the Board a motion was made to close the meeting by Trustee Jim Corcoran, 2<sup>nd</sup> by Trustee Bob Broderick and the meeting ended at 7:02pm.*

IX) Resolutions:

- a. Approve Employee Annual Salary Increase [R-04-2024-E]
- b. Adopt the Annual Budget 2024-2025 [R-04-2024-F]

Next Regular Board of Trustee Meeting Mon. May 13, 2024 at 6:00pm

Submitted by Barbara Peebles  
May 13, 2024

Approved May 13, 2024

Barbara Peebles  
Village Clerk/Treasurer

Date

3/14/24

**Village of Plandome Resolution 04-2024-A**  
**Dated April 08, 2024**

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Title: Resolution to approve the annual Inc. Village of Plandome appointments.

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BE IT RESOLVED the Board of Trustees approve the position and Board appointments effective April 1, 2024.

WHEREAS the names and effective dates are on the list appended to the minutes.

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

**Village of Plandome Resolution 04-2023-B**  
**Dated April 08, 2024**

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Title: Resolution to approve the annual Village resolutions.

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BE IT RESOLVED the Board of Trustees approve the annual resolutions,

WHEREAS the Village affirms meeting schedule, official newspaper, banks, Procurement policy, Clerk training conference, and signatories per the list appended to the minutes.

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

**Village of Plandome Resolution 04-2024-C**

**Dated April 8, 2024**

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**RECONCILIATION OF FUNDS DUE TO DUE FROM (effective period ending Feb 2024)**

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BE IT RESOLVED the Board of Trustees resolves for the year ended May 31, 2024, to make a transfer out of the General Fund of \$242,255.21 and into the Capital Fund to forgive the Capital Fund's repayment of the due to the General Fund (interfund payable) balance as of 5/31/23 and fund prior year expenditures.

WHEREAS, the Board of Trustees The Board intends to use the Capital Reserve assigned fund balance to fund this transfer;

WHEREAS, additionally, the Board resolves for the year ended 5/31/24, to make a transfer out of the General Fund of \$100,000 and into the Water Fund to partially to forgive the Water Fund's repayment of the due to the general fund (interfund payable) balance as of 5/31/23 and fund prior year expenditures.

WHEREAS, the Board intends to use capital appropriated fund balance to fund this transfer. The Board further resolves that it will continue to make a \$100,000 transfer each year following the initial transfer to the Water Fund until the due to the general fund (interfund payable) balance as of 5/31/23 has been completely forgiven.

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

**Village of Plandome Resolution 04-2024-D**  
**Dated April 08, 2024**

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Title: Resolution to authorize West Side Engineering to prepare bid packet for Stonytown Road.

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BE IT RESOLVED the Board of Trustees authorize West Side Engineering to prepare bid package for repair and repaving of Stonytown Road in conjunction with Plandome Manor.

WHEREAS Jim Antonelli of West side Engineering also serves as Village Engineer to Plandome Manor, he will calculate percentage of total for each Village and a Memo of Understanding will be executed upon agreement of expense split between the Villages.

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

**Village of Plandome Resolution 04-2024-E**

**Dated April 08, 2024**

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Title: Annual Salary Increases for employees

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AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
INCORPORATED VILLAGE OF PLANDOME HELD ON APRIL 08, 2024:

A RESOLUTION APPROVING SALARY INCREASES FOR THE  
2024-2025 FISCAL YEAR:

WHEREFORE, the Board of Trustees of the Incorporated Village of Plandome has the Authority to approve salary increases for the forthcoming fiscal year; and

WHEREFORE, the Board of Trustees, after due deliberation and consideration have decided that an increase in salary for the forthcoming year is warranted;

WHEREAS the Board of Trustees of the Incorporated Village of Plandome, hereby approves a five percent (5.0%) increase to the base salary of Barbara Peebles (Clerk), Kim Femminella (Deputy Clerk), Steve Flynn (Superintendent), Dan Breen (Laborer) and Mike Frangoulis (Laborer), for the 2024-2025 Fiscal year.

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



**Village of Plandome Resolution 04-2024-F**

**Dated April 08,2024**

Title: Resolution to approve the Village Budget for fiscal year June 1, 2024- May 31, 2025.

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BE IT RESOLVED the Board of Trustees approve the Village Budget for fiscal year June 1, 2024- May 31, 2025;

WHEREAS, THE PUBLIC HEARING WAS HELD FOR THE PURPOSE OF CONSIDERING THE BUDGET FOR THE YEAR BEGINNING JUNE 1, 2024, AND ENDING MAY 31, 2025.

THE FULL TENTATIVE BUDGET HAS BEEN MADE AVAILABLE AT THE VILLAGE OFFICE AND POSTED ON THE VILLAGE'S WEBSITE.

AFTER A CAREFUL LINE BY LINE REVIEW OF THE CURRENT BUDGET AND ACTUAL REVENUES AND EXPENDITURES FROM PRIOR YEARS, AND IN LIGHT OF THE CURRENT FISCAL CONDITION OF OUR ECONOMY, YOUR BOARD OF TRUSTEES PRESENTS A TENTATIVE BUDGET AS FOLLOWS:

THE PROPOSED BUDGET CONTAINS ANTICIPATED REVENUES, EXCLUDING REAL PROPERTY TAXES, OF \$900,213.00. THIS IS THE AMOUNT WE ANTICIPATE RECEIVING FOR PERMIT FEES, INTEREST, JUSTICE FINES, UTILITY TAXES, NASSAU COUNTY MORTGAGE TAX, ETC.

THE PROPOSED BUDGET INCLUDES TOTAL APPROPRIATIONS, IN THE AMOUNT OF \$(3,765,083.00); THE APPROPRIATION AMOUNT IS THE AMOUNT WE EXPECT TO SPEND ON DAY-TO-DAY EXPENSES AND CONTRACTED SERVICES INCLUDING POLICE PROTECTION, REFUSE COLLECTION, RETAINED PROFESSIONALS, MAINTAINING THE FIRE DEPARTMENT, INSURANCE, MAINTENANCE OF ROADS, PAYMENT OF DEBT, SALARIES, BENEFITS, ETC.

THIS TENTATIVE BUDGET AS PRESENTED PROPOSES A TAX RATE OF 1.78660 OF TAXABLE ASSESSED VALUE FOR A TAX LEVY OF \$2,864,870.45. THIS IS A DECREASE OF .0092% WHICH IS THE LOWER OF THE INFLATION INDEX OF 1.020% ADJUSTED FOR A GROWTH FACTOR OR THE 2% TAX CAP. THE BUDGET REFLECTS A TRANSFER OF \$50,000 FROM GENERAL FUND BALANCE TO THE CAPITAL FUND.

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

**VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2024**

**RESOLUTION 04-2024-A**

<u>TITLE</u>	<u>NAME</u>	First Elec. <u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
<b><u>ELECTED</u></b>				
MAYOR	JOHN "JAKE" KURKJIAN	4/2024	1 YEAR	4/2025
TRUSTEE	JAMES CORCORAN	4/2020	2 YEARS	4/2026
TRUSTEE	ROBERT BRODERICK	4/2020	2 YEARS	4/2026
TRUSTEE	DAMIEN QUINN	4/2024	1 YEAR	4/2025
TRUSTEE	DON RICHARDSON	2/2014	2 YEARS	4/2025
VILLAGE JUSTICE	JAMES KILEY	4/2010	4 YEARS	4/2025
<b><u>APPOINTED</u></b>				
<b>BOARD OF TRUSTEES</b>		<b>start</b>	<b>term</b>	<b>expires</b>
DEPUTY MAYOR	DON RICHARDSON	4/2020	1 YEAR	4/2025
BUDGET OFFICER	JOHN "JAKE" KURKJIAN	4/2021	1 YEAR	4/2025
BOARD OF ASSESSORS	BOARD OF TRUSTEES	4/2021	1 YEAR	4/2025
NORTH SHORE CABLE COMM./NSTV	VACANT	4/2024	1 YEAR	4/2025
<b>JUSTICE COURT</b>		<b>start</b>	<b>term</b>	<b>expires</b>
ACTING VILLAGE JUSTICE	EDWARD HENDERSON	4/2014	1 YEAR	4/2025
PROSECUTING ATTY.-COURT	MICHAEL CANTY	April-24	1 YEAR	4/2025
PROSECUTING ATTY.-COURT	FRANK WALTON	1/2022	1 YEAR	4/2025
COURT CLERK	KIM FEMMINELLA	4/2014	1 YEAR	4/2025
<b>ZONING BOARD OF APPEALS</b>		<b>start</b>	<b>term</b>	<b>expires</b>
BD. OF APPEALS CHAIRMAN - filling term	ANDREW BARTELS	4/2020	5 YEARS	4/2026
MEMBER	MARK GODFREY - <b>MOVED UP 4/24</b>	4/2024	5 YEARS	4/2029
MEMBER	STEVE KLINE	4/2017	5 YEARS	4/2027
MEMBER - filling vacated Susan Fooks term	DAN MULHOLLAND - <b>MOVED UP 4/24</b>	4/2025	5 YEARS	4/2026
MEMBER - FILLING UNEXPIRED TERM BRODERICK	ANDRIS MORTON	4/2020	5 YEARS	4/2028
ALTERNATE # 1	LORI DOWNEY	April-24	1 YEAR	4/2025
ALTERNATE # 2	VACANT	4/2020	1 YEAR	4/2025

**VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2024**

<b>RESOLUTION 04-2024-A</b>		First Elec.		
<u>TITLE</u>	<u>NAME</u>	<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
<b>PLANNING BOARD</b>		start	term	expires April 30
CHAIRMAN - <i>carryover</i>	RICHARD LOMBARD	12/2018	7 YEARS	4/2025
MEMBER	BRAD CRONIN	2017?	7 YEARS	4/2025
MEMBER	KEITH CONNORS	1/2019	7 YEARS	4/2030
MEMBER	CHARLIE HON	1/2019	7 YEARS	4/2026
MEMBER	RICH DUNPHY - <i>MOVED UP 4/2024</i>	4/2024	7 YEARS	4/2031
ALTERNATE # 1	VACANT	4/2024	1 YEARS	4/2025
ALTERNATE # 2	VACANT	4/2020	1 YEAR	4/2025
<b>DESIGN REVIEW BOARD</b>		start	term	expires
CHAIRPERSON - <i>fullfilling unexpired term)</i>	LINDA KANE HAASE	7/2020	3 YEARS	4/2027
MEMBER	ELIZABETH BLANEY	4/2016	3 YEARS	4/2025
MEMBER	JOHN SULLIVAN	?	3 YEARS	4/2026
MEMBER	SUSAN FROOKS (Architect)	4/2022	3 YEARS	4/2025
MEMBER	DEE CONWAY (Attorney)	6/2017	3 YEARS	4/2026
ALTERNATE # 1 <i>resigned '23 and returned</i>	MICHAEL VETRONE FEB 2022	?	1 YEAR	4/2025
ALTERNATE # 2	CATHERINE "KATIE" MCENROE	4/2018	1 YEAR	4/2025
ARCHITECTURAL CONSULTANT (no vote)	SUSAN FROOKS (Architect)	many years		
<b>VILLAGE STAFF/OTHER POSITIONS</b>		start	term	expires
CLERK/TREASURER	BARBARA PEBBLES	3/2018	2 YEARS	4/2025
BUDGET OFFICER	BARBARA PEBBLES	3/2018	1 YEAR	4/2025
DEPUTY VILLAGE CLERK	KIM FEMMINELLA	?	1 YEAR	4/2025
TAX COLLECTOR	BARBARA PEBBLES	3/2018	1 YEAR	4/2025
RECORDS ACCESS OFFICER	BARBARA PEBBLES	3/2018	1 YEAR	4/2025
MANHASSET BAY PROTECTION COMMITTEE	DON RICHARDSON	4/2020	1 YEAR	4/2025
Emergency Management Coordinator	DONALD RICHARDSON	4/2005	1 YEAR	4/2025
VILLAGE HISTORIAN	ANDY BARTELS	11/2022	1 YEAR	4/2025

VILLAGE OF PLANDOME ORGANIZATIONAL CHART - APRIL 2024

**RESOLUTION 04-2024-A**

First Elec.

<u>TITLE</u>	<u>NAME</u>	<u>to this office</u>	<u>TERM</u>	<u>EXPIRES</u>
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER, FLOOD PLAIN ADMINSTRATOR	DAVID DERIENZIS		1 YEAR	4/2025
ASSISTANT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/STORMWATER MGT. OFFICER	DAN DERIENZIS		1 YEAR	4/2025
CODE ENFORCEMENT OFFICER	DER CONSULTING GROUP		1 YEAR	4/2025
APPLICATIONS & PLANS EXAMINER	DER CONSULTING GROUP		1 YEAR	4/2025
AUDITOR	FRANK FABER, SKINNON & FABER		1 YEAR	4/2025
VILLAGE ATTORNEY	MORICI & MORICI, LLP Robert Morici, Esq., Paul Pepper, Esq.		1 YEAR	4/2025
REGISTRAR OF VITAL STATISTICS	<<name>> TONH		4 YEARS	4/2026
VILLAGE ENGINEER FOR ROADS/DRAINAGE	WEST SIDE ENGINEERING PC		1 YEAR	4/2025
VILLAGE ENGINEER FOR WATER	H2M ENGINEERS		1 YEAR	4/2025
<b>ETHICS COMMITTEE</b>				
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	MAYOR JAKE KURKJIAN	9/2023	2 YEARS	4/2025
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	STEVE CORWEN	4/2019	2 YEARS	4/2025
BD. OF ETHICS/EMPLOYMENT DISCRIMINATION/ HARASSMENT COMM.	JILL RIDINI	April-21	2 YEARS	4/2025