

**INC. VILLAGE OF PLANDOME  
BOARD OF TRUSTEES  
Minutes of the Regular Meeting  
Monday, April 13, 2015, 8:00 pm**

PRESENT:                   **MAYOR** Lloyd Williams  
                                  **DEPUTY MAYOR** Ray Herbert  
                                  **TRUSTEE** Andrew Bartels  
                                  **TRUSTEE** Katie Saville  
                                  **TRUSTEE** Don Richardson  
                                  **VILLAGE ATTORNEY** John Ritter, Esq.  
                                  **CLERK/TREASURER** Elizabeth Kaye

*ABSENT:*                   *none*

Mayor Williams opened the meeting at 8:00 pm asking everyone to join in the Pledge of Allegiance.

At 8:05 PM, Mayor Williams opened the public hearing, being held for the purpose of considering the Village budget for the fiscal year beginning June 1, 2015 and ending May 31, 2016. Mayor Williams stated that notice of the hearing was published in the Manhasset Press and posted at the Village Hall and copies of the full budget have been available at the Village Office.

Mr. Kehl, Kimson Court, asked why the assessed value went down with all the construction in the Village. The Clerk responded that the Real Property Complaints filed against the Village more than offset the increase from building permits. Trustee Saville questioned the increase in Fire Department budget line item A.3410.0404. The Clerk will review this line item and explain the increase.

There being no further comments from the public, Deputy Mayor Herbert moved to adopt the budget pursuant to the following resolution:

WHEREAS, the Board of Trustees has met at the time and place specified in the notice of the public hearing on the 2015/16 Tentative Budget and that at said hearing all persons requesting to be heard were heard;  
NOW, THEREFORE, BE IT RESOLVED, that the 2015/16 Tentative Budget as presented is hereby adopted with a tax rate of 1.58138 per \$1 of assessed value and a tax levy of \$ 2,533,493, other revenues of \$359,676, total appropriations of \$3,156,947 and transfer of \$263,778 from Fund Balance.

The motion was seconded by Trustee Richardson and unanimously approved.

The Clerk presented the results of the recent village election, confirming that the Oath of Office was filed by each Trustee duly elected:

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**CERTIFICATE OF ELECTION RESULTS**

THIS IS TO CERTIFY that the General Election of Officers for the Incorporated Village of Plandome was held on the 18<sup>th</sup> day of March, 2015 at the Village Hall, 65 South Drive, Plandome, New York; and, that the polls opened at 12:00 noon on said day and remained open continuously until 9:00PM on said day, at which time were closed.

That at said election:

The total number of paper ballots provided as.....	75
The total number of paper ballots left ~ post-election.....	25
The total number of paper ballots used was.....	44
The total number of paper ballots spoiled or invalidated.....	0
The total number of Absentee Ballots cast was (included in line 2).....	3
The number of Absentee Ballots <u>not</u> returned .....	6
That at said election the total number of votes cast for the office of MAYOR for a two (2) year term was.....	44
The total number of votes cast for M. Lloyd Williams was.....	35
Write-in .....	9

That at said election the total number of votes cast for the office of TRUSTEE for a two (2) year term was.....	79
The total number of votes cast for KATIE SAVILLE was.....	38
The total number of votes cast for DONALD RICHARDSON was.....	39
<u>Write-in.....</u>	<u>2</u>

That the following persons were duly elected for the offices and terms herein stated:

Mayor .....	M. Lloyd Williams
Trustee .....	Katie Saville
Trustee .....	Donald Richardson

Mayor Williams announced that the Annual Meeting of the Board of Trustees for the Village of Plandome for the official year 2015-2016 was called to order.

WHEREAS, the Village Law defines the "Official Year" as the year beginning at noon on the first Monday of the month

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following the date of the General Village Election; and,

WHEREAS, the Village Law does not provide for an annual meeting,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Inc. Village of Plandome herewith sets the Annual Meeting of the Board for the 13th day of April, 2015, in the Village Hall, 65 South Drive, Plandome, New York, at 8:00 PM.

PURSUANT TO SECTION 400 OF THE VILLAGE LAW, AS MAYOR, I HEREBY MAKE THE FOLLOWING APPOINTMENTS:

RAYMOND HERBERT, AS DEPUTY MAYOR for a term of one (1) year, expiring April, 2016.

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PURSUANT TO SECTION OF THE VILLAGE LAW, AS MAYOR, I MAKE THE FOLLOWING APPOINTMENTS, SUBJECT TO BOARD APPROVAL:

ELIZABETH KAYE, as VILLAGE CLERK/TREASURER for a term of two (2) years, expiring April, 2017.

ELIZABETH KAYE, as TAX COLLECTOR, BUDGET OFFICER & RECORDS ACCESS OFFICER for a term of one (1) year, expiring April, 2016.

M. LLOYD WILLIAMS as BUDGET OFFICER for a term of one (1) year, expiring April, 2016.

KIM FEMMINELLA as DEPUTY VILLAGE CLERK and COURT CLERK for a term of one (1) year, expiring April, 2016.

EDWARD HENDERSON, as ACTING VILLAGE JUSTICE for a term of one (1) year, expiring April, 2016.

HEIDI MCNAMARA, as PROSECUTING ATTORNEY-VILLAGE COURT term of one (1) year, expiring April, 2016.

KIMBERLY MCCONVILLE, as PROSECUTING ATTORNEY-VILLAGE COURT term of one (1) year, expiring April, 2016.

A. SCOTT WILSON, as VILLAGE HISTORIAN for a term of one (1) year, expiring April, 2016.

BOARD OF TRUSTEES, as BOARD OF ASSESSORS for a term of one (1) year, expiring April, 2016.

KATIE SAVILLE, as REPRESENTATIVE to the Great Neck/North Shore Cable Commission for a term of one (1) year, expiring April, 2016.

Trustee Bartels moved to adopt the foregoing appointments which was seconded by Trustee Saville and unanimously approved.

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PURSUANT TO §712 OF THE VILLAGE, MAYOR WILLIAMS MOVED THE FOLLOWING APPOINTMENTS:

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WILLIAM MILLER, as MEMBER TO THE BOARD OF ZONING APPEALS for a term of five (5) years, said term expiring April, 2020.

ROGER GOODWIN as ALTERNATE MEMBER #2 TO THE BOARD OF ZONING APPEALS for a term of one (1) year, said term expiring April, 2016.

ROGER GOODWIN as MEMBER OF THE PLANNING BOARD for a term of seven (7) years, said term expiring April, 2022.

HOPE BERTRAND as ALTERNATE MEMBER #1 TO THE DESIGN REVIEW BOARD for a term of one (1) year, said term expiring April, 2016.

Trustee Saville seconded the motion and the foregoing appointments were unanimously adopted.

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Mayor Williams moved the following appointments:

DAVID DEREINZIS, appointed BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER for a term of one (1) year expiring April, 2016 for the limited purposes of issuing building permits, C.O.'s, violations and other documents pursuant to the NYS Building Code.

DER CONSULTING GROUP, retained as applications and plans examiner for a term of one (1) year expiring April, 2016 according to its retainer agreement on file with the Village.

SKINNER & FABER retained AUDITOR for a term of one (1) year, expiring April, 2016 according to its retainer agreement on file with the Village.

JOHN RITTER, ESQ, HUMES & WAGNER, retained VILLAGE ATTORNEY for a term of one (1) year expiring April, 2016 according to its retainer agreement on file with the Village.

SIDNEY BOWNE ENGINEERS FOR ROADS AND DRAINAGE, retained on a project by project basis for a term of one (1) year expiring April, 2016 according to its retainer agreement on file with the Village.

D&B ENGINEERS & ARCHITECTS FOR WATER retained on a project by project basis for a term of one (1) year expiring April, 2016 according to its retainer agreement on file with the Village.

Deputy Mayor Herbert seconded the motion and the foregoing appointments are adopted.

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Mayor Williams made THE FOLLOWING ASSIGNMENTS FOR TRUSTEE AREAS OF RESPONSIBILITIES FOR THE 2015/2016 OFFICIAL YEAR:

**Ray Herbert** ~ *Public Safety Commissioner*

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Fire and Police protection including administrative oversight of Village Fire Dept., and liaison with Nassau County Police Dept. / Zoning Code / Traffic control / Dog control / Liaison for Board of Zoning Appeals / Liaison with Planning Board / Compensation Committee / Parking permits / Care and improvements for IVP land, properties and facilities including: Village Hall, Liaison to the Manhasset Bay Protection Committee

**Donald Richardson** ~ Utilities Commissioner & Officer of Emergency Management

Water supply, including contract with MLWD, pricing, metering and billing / Refuse collection / Street lighting / Telecommunications franchises /, LIRR , PSEG, Plandome Civic Association, Woman’s Club, Field & Marine Club and Scouts

**Andrew Bartels** ~ Public Works Commissioner

Maintenance, up-keep, repairs and improvements to Infrastructure including: roads, drainage and water distribution system / Field personnel and equipment / Street cleaning, snow and leaf removal / Liaison with Highway Engineer and Water Engineer / Village Green, Parks, RR Station and Highway Garage complex

**Katie Saville** ~ Design / Building Commissioner

Liaison with Design Review Board / Building Inspection,

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Mayor Williams moved to adopt the annual meeting resolutions for the 2015-2016 official year. Deputy Mayor Herbert seconded the motion and the annual meeting resolutions were adopted.

Trustee Bartels moved the adoption of the following resolutions:

- 1) RESOLVED that the second Monday of each month at the Village Hall, 65 South Drive, Plandome, New York, at 8:00 PM, is designated as the time and place for the regular meeting of the Board of Trustees; and that the first Monday of each month at 7:00 PM, at the same location, is designated as the time and place for special meeting/work session, as needed, of the Board of Trustees. All other special meetings called will be noticed as required by law.
- 2)RESOLVED that the Official Newspaper of the Village be the Manhasset Press.
- 3)RESOLVED that the Official Bank be First National Bank of Long Island and that First National Bank of Long Island be authorized as the depository of Village Monies.
- 4)RESOLVED that the Policies and Procedures Governing all Procurements of Goods and Services which are not subject to competitive bidding requirements first adopted January 14, 1992, has been reviewed and remains an acceptable policy until such time as it is revised by the Board.
- 5)RESOLVED that the Village Clerk/Treasurer is hereby authorized to attend meetings, conferences and schools of the NYS Conference of Mayors, the Long Island Village Clerks & Treasurers Association and the Manhasset area Clerks & Treasurers, as attendance is of benefit to the Village.

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6)RESOLVED that the Village Clerk/Treasurer or Deputy Clerk is authorized to invest and reinvest monies received by the Village in the various General, Water, Capital Funds and Permanent Funds, which are not appropriated to any particular purpose or are not immediately required to be expended for the purpose for which they were appropriated, in Certificates of Deposit, Day-of-Deposit Day-of-Withdrawal savings, Treasury Notes, or Money Market accounts at the best interest rates available in the following banking & financial institutions:

Bank of America  
CLASS - MBIA  
Wachovia Bank/ Wells Fargo  
Citibank  
J.P. Morgan Chase  
Flushing Bank  
TD Bank  
HSBC Bank  
People's United Bank  
First National Bank of Long Island

AND, IT IS FURTHER RESOLVED that the foregoing investments shall be in accordance with applicable laws, rules and regulations of the State of New York and the United States Government.

BE IT FURTHER RESOLVED that the resolutions of each bank institution for the deposit of said monies be adopted as resolution of this board.

RESOLVED, that all orders/checks drawn on the General, Water, and Capital Funds have two (2) signatures: one the Mayor, Deputy Mayor or a Trustee and the other the Clerk/Treasurer or Deputy Clerk.

The motion was seconded by Trustee Saville and the foregoing resolutions were unanimously adopted.

Upon a motion by Trustee Bartels and seconded by Trustee Saville, the minutes of March 9, 2015 were unanimously approved, as amended. Upon a motion by Trustee Bartels and seconded by Trustee Saville, the minutes of April 6<sup>th</sup> were unanimously approved.

Public Works Report; Trustee Bartels reported on the following: the County Department of Health submitted comments on the water system upgrade plans and require an additional hydrant on Valley Road. National Grid to begin gas main work on The Ridge and Middle Drive.

Public Safety Report; Deputy Mayor Herbert reported on the following:

Police Report for January, 2015 — two auto, eight non-auto aided, eleven moving and twenty-four parking violations

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Police Report for February, 2015 – four auto, six non-auto aided, one larceny, four moving and twelve parking violations

Police Report for March, 2015 – two non-auto aided, one larceny, fourteen moving and fourteen parking

Fire Department for February, 2015 – one fire call, three carbon monoxide calls, one call for odor of electrical fire, four false alarms. The Fire Department spent 71.8% of its budget through April 7, 2015. The Annual Meeting and the Golf Outing are upcoming Fire Department events.

Design Review & Buildings; Trustee Saville reported on the following: DRB which met on March 25<sup>th</sup> approved the application for Parcel #5 Manhasset Glen II. The application for 5 Central Drive was approved pending submission of a satisfactory landscaping plan.

Utility/OEM Report; Trustee Richardson reported on the following: Mr. Michael White, former head of the Nassau County Planning Commission, reported that NYC will be opening twenty-three wells in Queens while repairing leaks in its aqueduct. Senator Martins is introducing legislation to rescind this permit over concerns with salt water intrusion. PSEG has no current plans for tree trimming in the Village.

The Clerk presented the Report of Receipts and Disbursements through March, 2015.

The Board discussed two requests for use of Village Hall. Village Attorney Ritter advised that use of Village Hall cannot interfere with the running of government. The Clerk was asked to circulate the Village's policy to the Board.

Trustee Bartels moved to introduce Local Law B-2015, repeal of the Tax Cap Override law, and schedule the public hearing for May 11, 2015. The motion was seconded by Trustee Richardson and unanimously approved.

Trustee Bartels moved to introduce Local Law C-2015, to amend Zoning Code chapter 175, and schedule the public hearing for May 11, 2015. The motion was seconded by Trustee Richardson and unanimously approved.

Trustee Bartels moved to introduce Local Law D-2015, add new Chapter 125 to the Code, and schedule the public hearing for May 11, 2015. The motion was seconded by Trustee Saville and unanimously approved.

Trustee Bartels moved the following resolution:

**RESOLVED**, that the Board of Trustees of the Village of Plandome hereby confirms, and reappoints the members of the Board of Trustees as members of the Village Board of Water Commissioners, of which the Mayor shall preside as Chairman.

**RESOLVED**, that when a water charge is in arrears, the Village Clerk/Treasurer shall make a referral to the Board of Water Commissioners / Board of Trustees of said unpaid water charges due to the Village by list stating the property owner,

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amount due, property address and section, block and lot of said delinquent water account.

**RESOLVED**, that pursuant to Section 11 1118 of the Village Law, the Board of Trustees hereby directs the Village Clerk/Treasurer to add each item unpaid as of close of business on May 15, 2015, identified by property, the property owner, amount due; including interest and penalties, property address and section, block and lot of said delinquent water account to the next real estate tax levy and tax bill for the property, and collect the delinquent water charge as part of the Village taxes.

**RESOLVED**, that only those items on the list approved by the Board of Trustees shall have such action taken as described in the foregoing paragraph taken. Such list shall be attached to this resolution.

The foregoing resolution was seconded by Trustee Saville and unanimously approved.

Upon a motion by Trustee Richardson and seconded by Deputy Mayor Herbert, the Don Scott 5 K Run was unanimously approved for Sunday, May 17, 2015.

Upon a motion by Trustee Saville and seconded by Trustee Bartels, the Abstract of Claims #11-2014-15; General Fund \$94,988.00 and \$366.14; Water Fund \$17,935.67; Capital Fund \$8,366.44; Trust & Agency \$9,581.26, was unanimously approved.

The Board adjourned to Executive Session at 10:20 pm to discuss matters of pending litigation.

The Board returned to public session at 11:00 pm.

There being no further business before the Board, Deputy Mayor Herbert moved to close the meeting at 11:00 pm. The motion was seconded by Trustee Bartels and unanimously approved.

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Elizabeth Kaye, Clerk/Treasurer