

**INC. VILLAGE OF PLANDOME
BOARD OF TRUSTEES
Minutes of the Regular Meeting
Monday, April 11, 2016 8:00 pm**

PRESENT: **MAYOR** Lloyd Williams
 DEPUTY MAYOR Ray Herbert
 TRUSTEE Andrew Bartels
 TRUSTEE Katie Saville
 TRUSTEE Don Richardson
 VILLAGE ATTORNEY John Ritter
 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 8:10 pm, Mayor Williams opened the public hearing on the 2016-17 Tentative Budget.

I WILL NOW OPEN THE *DULY ADVERTISED PUBLIC HEARING* ON THE VILLAGE BUDGET FOR THE 2016-2017 VILLAGE FISCAL YEAR.

THIS PUBLIC HEARING IS BEING HELD FOR THE PURPOSE OF CONSIDERING THE BUDGET FOR THE YEAR BEGINNING JUNE 1ST, 2016, AND ENDING MAY 31ST, 2017.

COPIES OF THE FULL BUDGET HAVE BEEN AND ARE AVAILABLE AT THE VILLAGE OFFICE.

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 \$ **432,826**. 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 **\$3,047,036**; 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 \$ **1.62211** PER \$1 OF TAXABLE ASSESSED VALUE FOR A TAX LEVY OF \$2,562,659. THIS IS AN INCREASE OF 1.15% WHICH IS UNDER THE LOWER OF THE INFLATION INDEX OF .12% ADJUSTED FOR A GROWTH FACTOR OR THE 2% TAX CAP. THE BUDGET ALSO REFLECTS A TRANSFER FROM

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FUND BALANCE OF \$51,551.

ARE THERE ANY PERSONS WHO WISH TO BE HEARD ON THIS MATTER?

ARE THERE ANY COMMENTS/QUESTIONS FROM THE BOARD OF TRUSTEES?

I WILL NOW ENTERTAIN A MOTION TO ADOPT A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR COMMENCING JUNE 1ST, 2016 AND ENDING MAY 31ST, 2017.

DEPUTY HERBERT MOVED TO ADOPT THE 2016-2017 BUDGET WHICH WAS SECONDED BY TRUSTEE BARTELS AND UNANIMOUSLY APPROVED.

I DECLARE THE 2016/2017 VILLAGE BUDGET ADOPTED AND THE PUBLIC HEARING CLOSED.

THE CLERK REPORTED ON THE VILLAGE ELECTION RESULTS; RAY HERBERT AND ANDREW BARTELS EACH RE-ELECTED FOR A TWO YEAR TERM.

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THE OATH OF OFFICE HAS BEEN FILED BY THE TRUSTEES DULY ELECTED AT THE ELECTION.~

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WE WILL NOW CONTINUE WITH THE ANNUAL MEETING ITEMS:

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WHEREAS, Village Law defines the "Official Year" as the year beginning at noon on the first Monday of the month 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 11th day of April, 2016, in the Village Hall, 65 South Drive, Plandome, New York, at 8:00 PM.

THE ANNUAL MEETING OF THE BOARD OF TRUSTEES FOR THE VILLAGE OF PLANDOME, FOR THE OFFICIAL YEAR 2016-2017 IS HEREBY *CALLED TO ORDER*.

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

RAYMOND HERBERT re-appointed AS DEPUTY MAYOR for a term of one (1) year, expiring April, 2017.

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

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ELIZABETH KAYE re-appointed TAX COLLECTOR, BUDGET OFFICER & RECORDS ACCESS OFFICER for a term of one (1) year, expiring April, 2017.

M. LLOYD WILLIAMS re-appointed as BUDGET OFFICER for a term of one (1) year, expiring April, 2017.

KIM FEMMINELLA re-appointed DEPUTY VILLAGE CLERK and COURT CLERK for a term of one (1) year, expiring April, 2017.

EDWARD HENDERSON re-appointed ACTING VILLAGE JUSTICE for a term of one (1) year, expiring April, 2017.

HEIDI MCNAMARA, re-appointed PROSECUTING ATTORNEY-VILLAGE COURT for a term of one (1) year, expiring April, 2017.

KIMBERLY MCCONVILLE, re-appointed PROSECUTING ATTORNEY-VILLAGE COURT for term of one (1) year, expiring April, 2017.

A. SCOTT WILSON re-appointed VILLAGE HISTORIAN for a term of one (1) year, expiring April, 2017.
BOARD OF TRUSTEES, re-appointed BOARD OF ASSESSORS for a term of one (1) year, expiring April, 2017.

KATIE SAVILLE, appointed representative to the **Great Neck/North Shore Cable Commission** for a term of one (1) year, expiring April, 2017.

I WILL ENTERTAIN A *MOTION & SECOND* APPROVING THESE APPOINTMENTS.

DEPUTY MAYOR HERBERT MOVED TO APPROVE THE FOREGOING APPOINTMENTS WHICH WAS SECONDED BY TRUSTEE RICHARDSON AND UNANIMOUSLY APPROVED.
THE APPOINTMENTS ARE ADOPTED.

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PURSUANT TO §712 OF THE VILLAGE LAW I WILL NOW ENTERTAIN A MOTION TO MAKE THE FOLLOWING APPOINTMENTS. TRUSTEE BARTELS MOVED THE FOLLOWING APPOINTMENTS: SUSAN FROOKS appointed as MEMBER OF THE BOARD OF ZONING APPEALS for a term of five (5) years, said term expiring April, 2021.

ROGER GOODWIN, MEMBER TO THE BOARD OF ZONING APPEALS for a term of one (1) year, said term expiring April, 2018, to fill the unexpired term of Alan Hein.

VACANT, ALTERNATE #1 TO THE BOARD OF ZONING APPEALS for a term of one (1) year, said term expiring April, 2017.

VACANT, ALTERNATE #2 TO THE BOARD OF ZONING APPEALS for a term of one (1) year, said term expiring April, 2017.

RICHARD LOMBARD TO THE PLANNING BOARD for a term of seven (7) years, said term expiring April, 2023

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MARYBETH LOUGHLIN as MEMBER OF THE DESIGN REVIEW BOARD for a term of three (3) years said term expiring April, 2019.

MICHAEL VETRONE as MEMBER OF THE DESIGN REVIEW BOARD for a term of three (3) years said term expiring April, 2019.

ELIZABETH BLANEY as MEMBER OF THE DESIGN REVIEW BOARD for a term of three (3) years said term expiring April, 2019.

HOPE BERTRAND as ALTERNATE MEMBER #1 TO THE DESIGN REVIEW BOARD for a term of one (1) year, said term expiring April, 2017.

VACANT as ALTERNATE MEMBER #2 TO THE DESIGN REVIEW BOARD for a term of one (1) year, said term expiring April, 2017.

I WILL NOW ACCEPT A SECOND TO THE MOTION. TRUSTEE RICHARDSON SECONDED THE FOREGOING APPOINTMENTS WHICH WERE UNANIMOUSLY APPROVED.
THE APPOINTMENTS ARE ADOPTED.

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TRUSTEE BARTELS MOVED THE APPOINTMENT FOR THE REMAINING PERSONS AND FIRMS:
DAVID DEREINZIS, appointed BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER for a term of one (1) year expiring April, 2017 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 applications and plans examiner for a term of one (1) year expiring April, 2017 according to its retainer agreement on file with the Village.

SKINNER & FABER retained as AUDITOR for a term of one (1) year, expiring April, 2017 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, 2017 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, 2017 according to its retainer agreement on file with the Village.

D&B ENGINEERS FOR WATER retained for a term of one (1) year expiring April, 2017 according to its retainer agreement on file with the Village.

I WILL ENTERTAIN A SECOND APPROVING THESE APPOINTMENTS. DEPUTY MAYOR HERBERT SECONDED THE ABOVE APPOINTMENTS WHICH WERE UNANIMOUSLY APPROVED.

THE APPOINTMENTS ARE ADOPTED

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I MAKE THE FOLLOWING ASSIGNMENTS FOR TRUSTEE AREAS OF RESPONSIBILITIES FOR THE 2016/2017 OFFICIAL YEAR:

Ray Herbert ~ *Public Safety Commissioner*

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, Liaison to the Great Neck/North Shore Cable Commission

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I MAKE THE FOLLOWING ADDITIONAL APPOINTMENTS FOR THE 2016/2017 OFFICIAL YEAR:

RAY HERBERT as MANHASSET BAY PROTECTION COMMITTEE Liaison for a term of two (2) years, said term expiring April, 2018.

DON RICHARDSON as EMERGENCY MANAGEMENT COORDINATOR for a term of two (2) years, said term expiring April, 2018.

BETTY CRACO as a MEMBER OF THE BD. OF ETHICS / EMPLOYMENT DISCRIMINATION / HARASSMENT COMMITTEE MEMBER for a term of two (2) years, said term expiring April, 2018.

MAYOR M. LLOYD WILLIAMS as a MEMBER OF THE BD. OF ETHICS / EMPLOYMENT DISCRIMINATION / HARASSMENT COMMITTEE MEMBER for a term of two (2) years, said term expiring April, 2018.

GEORGE FROOKS as a MEMBER OF THE BD. OF ETHICS / EMPLOYMENT DISCRIMINATION / HARASSMENT COMMITTEE MEMBER for a term of two (2) years, said term expiring April, 2018.

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I WILL NOW ENTERTAIN A MOTION TO ADOPT THE ANNUAL MEETING RESOLUTIONS FOR THE 2016/2017 OFFICIAL YEAR. TRUSTEE BARTELS MOVED TO APPROVE THE FOREGOING APPOINTMENTS WHICH WAS SECONDED BY TRUSTEE SAVILLE AND UNANIMOUSLY APPROVED.

THE ANNUAL MEETING RESOLUTIONS ARE 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 8:00PM, 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 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.
- 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 and Capital 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 and Savings and/or demand deposit accounts placed through a depository institution that has a main or branch office in this state and that contractually agrees to place funds in federally insured depository institutions through the Insured Cash Sweep service, or ICS:

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

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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.

7) RESOLVED, that all orders/checks drawn on the General, Water, Trust & Agency 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 Richardson and upon a call of the roll:

Mayor Williams	Aye
Deputy Mayor Herbert	Aye
Trustee Bartels	Aye
Trustee Saville	Aye
Trustee Richardson	Aye

Upon a motion by Deputy Mayor Herbert and seconded by Trustee Bartels, the minutes of March 14, 2016, were approved as amended. Upon a motion by Trustee Bartels and seconded by Trustee Richardson, the minutes of March 19, 2016 were approved. Upon a motion by Deputy Mayor Herbert and seconded by Trustee Saville, the minutes of April 4, 2016 were approved, as amended.

Public Works Report; Trustee Bartels reported that Brookside Drive has been repaved; met with Senator Martins regarding possible assistance with the Water Main work.

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

Police and Fire Department reports not available.

Deputy Mayor Herbert, Mayor Williams and Chief Furlong met with County Legislator Nicoletto to seek assistance with Fire Department capital needs.

Design Review & Buildings, PATV- The North Shore Cable Commission will begin addressing renewal of the Franchise Agreements expiring in December, 2017. Cable revenues have been decreasing due to increased internet streaming. Village Attorney questioned the advantage of the Great Neck/North Shore Cable consortium.

DRB – 30 South Drive application will be returning to the DRB

Utility/OEM Report; Trustee Richardson reported that the NYS DEC will be holding a meeting with water distributors on April 28 to discuss Long Island's plumes/aquifers.; no PWMOEM meeting scheduled.

The Clerk presented the Report of Receipts and Disbursements for the month of March, 2016.

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The Board denied a request for a series of Coding Classes to be held in Village Hall over concern with the use of Village Hall by a commercial enterprise.

Based upon the following bids, Deputy Mayor Herbert moved to award Meadow Carting the bid for a 3-day a week removal schedule:

MEADOW			
	YEAR 1	YEAR 2	YEAR 3
3-DAY A WEEK	212.700	216.732	220.800
2-DAY A WEEK	200.000	203.800	207.670
WINTER			
	YEAR 1	YEAR 2	YEAR 3
2-DAY A WEEK	590.000	619.000	644.000
3-DAY A WEEK	610.000	628.000	646.000

The foregoing was seconded by Trustee Bartels and unanimously approved.

Mayor Williams announced the annual Stormwater Management meeting to be held at the May regular meeting on May 9th, 2016.

Upon a motion by Trustee Bartels and seconded by Deputy Mayor Herbert, the Abstract of Claims #11-2015-16; General Fund \$76,304.99, \$658.85; Water Fund \$4,371.00, \$38.29; Capital Fund \$5,081.04; Trust & Agency \$634.50, was unanimously approved.

At 10:10 pm, the Board adjourned to Executive Session to discuss salaries and other personnel matters.

At 11:00 pm, the Board returned to public session.

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

Elizabeth Kaye, Clerk/Treasurer