

**INC. VILLAGE OF PLANDOME
BOARD OF TRUSTEES MINUTES
Work Session
Tuesday, January 3, 2017, 7:00 pm**

PRESENT: **DEPUTY MAYOR Ray Herbert (presiding)**
 TRUSTEE Andrew Bartels
 TRUSTEE Katie Saville
 TRUSTEE Don Richardson
 CLERK/TREASURER Elizabeth Kaye

Absent *Mayor Lloyd Williams*

Deputy Mayor Herbert opened the meeting at 7:00 pm.

Jim Antonelli, P.E., informed the Board that his employment with Sidney Bowne & Son ended on 1/1/2017 and he was now an employee of his newly-formed Corporation, West Side Engineering PC. Mr. Antonelli would continue to work on existing Village projects as a consultant under Sidney Bowne so there would be no disruption in service. The Board requested that a contact at Sidney Bowne be identified so the Village could outline the new arrangement with the firm in writing. Mr. Antonelli indicated that the billing rates would be lower under this new arrangement.

Trustee Saville discussed the need for better communication of emergency procedures in light of a situation in December when a tree fell across the road during non-working hours and she was unable to reach Village personnel despite calling the police and the answering service. The Clerk was asked to post emergency procedures on the website and Deputy Mayor Herbert and Trustee Bartels would talk to the Chiefs about the procedures.

Trustee Bartels moved to approve Skinnon & Faber, CPA's to perform the 2016-17 audit at a rate of \$11,000-13,000 as outlined in the engagement letter of December 21, 2016, seconded by Trustee Richardson, all approved.

The Clerk recommended using an outside payroll service in place of the manual system currently in place; to improve efficiency and to ensure the proper reporting of payroll and healthcare. The Clerk recommended PBI Payroll which is used by a number of other villages. The Board requested additional quotes.

The Board reviewed the list of Nassau County Election inspectors and recommended Plandome residents Loretta Costello, Judith Cronin, Diane Harragan and Anthony Bianco to serve as inspectors for the March Village election.

The Board discussed the draft tree legislation and expressed its support to move forward. Trustee Bartels suggested preparing a tree inventory of heritage trees for preservation. Deputy Mayor

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Herbert supported preserving all mature healthy trees. Trustee Saville noted the positive impact of the DRB and feels tree legislation would have the same positive impact. Trustee Richardson expressed support of a simple legislation and also of creating an inventory of heritage trees.

There being no further business before the Board, a motion to adjourn was made by Trustee Bartels, seconded by Trustee Richardson and all approved. Meeting adjourned at 8:47 pm.

Elizabeth Kaye, Clerk/Treasurer