

**INC. VILLAGE OF PLANDOME HEIGHTS  
MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
MARCH 6, 2017  
MINUTES OF MEETING**

**Present:** Mayor Kenneth C. Riscica  
Trustee Silva Ferman  
Trustee Gus Panopoulos  
Trustee Alvin Solomon  
Trustee Norman Taylor  
Clerk-Treasurer Arlene Drucker  
Village Attorney Christopher Prior, Esq.

**Participated:** Trustee Daniel Cataldo (by phone)

**Absent:** Trustee Dianne Sheehan

**Also Present:** Max Zahn Manhasset Times

At 7:30 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

The Mayor noted that the first order of business was the approval of the minutes. The Trustees confirmed that they had read the draft minutes of the February 6, 2017 Regular Board of Trustees Meeting and the February 22, 2017 Special Meeting and had no proposed changes. After discussion, upon motion by Trustee Ferman, seconded by Trustee Taylor, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the minutes of the Regular Meeting, held on February 6, 2017 and the Special Meeting held on February 22, 2017, are hereby accepted and approved.

The Mayor then moved the discussion to the sanitation contract. The Mayor noted that he believes providing “Benchmarking” information of our local “comparable” Villages is a useful tool to understanding the quality of the contract received. The Mayor provided information on three other villages and the information shows that although we are not the lowest, our garbage removal costs are in the same range as our peer Villages.

Mayor Riscica then addressed the extension of the building permit for 200 The Tideway, Mr. Cheung. Mayor Riscica noted the progress report provided by Ed Butt, the Building Inspector, that Mr. Cheung was either on time or ahead of the completion plan. A discussion ensued. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Solomon, the following resolution was unanimously adopted by all present:

**RESOLVED**, that the Building Permit extension issued to Andy Cheung for construction at 200 The Tideway, which was issued on December 17, 2016 on a month-to-month basis for a period not to exceed twelve months, to not later than December 17, 2017, shall be continued from March 17, 2017 through April 17, 2017.

Mayor Riscica then informed the Trustees that the Village received the results of the 2016 NY State Comptroller’s “Fiscal Stress Test”, and that the Village score of 0% on a scale of 0 – 100% was the best score a Village could receive, for the second year in a row. The Mayor also noted that it will be difficult for the Village

to sustain such exceptional rating in upcoming years as capital and other reserves balances are applied to capital projects over time.

The Mayor referred to the Village's road restoration work for The Waterway, The Neck and Cove Drive (the "Project"), noting that the Village has obtained New York State grants, at different stages of approval, to fund up to \$150,000 of the costs thereof. The Mayor notes that the Board previously adopted, at its July 7, 2014 meeting and further updated that request at its March 7, 2016 meeting, a resolution, subject to permissive referendum, authorizing expenditures of up to \$300,000 from the Village Capital Reserve Fund to pay for certain Project costs prior to reimbursement with grant moneys. The Mayor noted that, since that project authorization there has been desirable expansion of the project scope to now include areas of Shore Road, The Beachway and The Tideway, in addition to miscellaneous work consisting of swales, curbs, drainage and street lighting throughout the village, it was therefore appropriate for the Village at this time to amend the prior authorization to reflect the expanded Project scope and anticipated Project costs not to exceed \$375,000. After discussion, and upon motion duly made by Trustee Taylor, seconded by Trustee Panopoulos and unanimously carried, the Board enacted the following resolution:

**BE IT RESOLVED**, that the resolution adopted by this Board on July 7, 2014 and March 7, 2016 relating to authorizations and expenditures for portions of the Project, be, and it hereby is, amended and restated, to provide as follows: that this Board (i) appropriate the sum not to exceed \$375,000 from the Village's Capital Reserve Fund to advance costs relating to the Project, subject to separate Board resolutions authorizing specific expenditures against such appropriation, approximately \$150,000 of which appropriation is expected to be reimbursed with New York State Grant monies awarded for the Project, and (ii) authorize loans, from time to time, from the Village General Fund to the Village Capital Reserve Fund, in an aggregate amount not to exceed \$250,000, to be available for such appropriation therefrom, up to \$150,000 of which are expected to be repaid with New York State Grant monies; and that this resolution is subject to permissive referendum pursuant to the provisions of the General Municipal Law; and it is hereby further

**RESOLVED**, that the Village Clerk be, and she hereby is, authorized and directed to cause to be published in the official newspaper of the Village a notice of the adoption of this resolution, and that this resolution is subject to permissive referendum.

The Mayor then moved the discussion to grants and the CHIPS program. The Mayor noted Senator Phillips went to Albany to discuss all the open grants. The grant for our Village is in the category of ready for legislature approval since the end of last year. Although this is the final stage before approval, it can still take a long time and is questionable if this will be complete by the time our bid expires. The Mayor then informed the Trustees that the Village has a combined CHIPS/Pave amount available of \$67,000. Mayor Riscica noted that many of our regular project needs do not qualify for CHIPS/Pave reimbursement. Therefore, he suggests the Village may want to consider asking for some of the CHIPS/Pave money for reimbursement on work order #3 for The Waterway/The Neck Road Project. A discussion ensued. After discussion, upon motion by Trustee Taylor, seconded by Trustee Panopoulos, the following resolution were unanimously adopted by all Trustees present:

**RESOLVED**, to utilize up to a maximum of \$30,000 from CHIPS/Pave for items in work order #3 or other eligible matters for the current phase of our Capital Project.

Mayor Riscica then discussed the Storm Drain Cleaning proposal and the Street Sweeping Proposal. The clerk noted that the price of both of these contracts have not changed in the past two years. The Mayor noted that the population of available vendors for these services is limited as (a) North Hempstead Town and Flower Hill Village have both declined to continue to provide such service and (b) a new vendor used by some villages has proved unreliable. A discussion ensued. The Trustees requested that the Village make one more good faith attempt to obtain qualified quotations for such work. However, this work needs to be done in a timely manner and so, upon motion by Trustee Taylor, seconded by Trustee Panopoulos, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Village is hereby authorized to enter into both contracts from Dejana Industries Inc. for storm drain cleaning and street sweeping subject to the clerk confirming that both proposals meet the requirements of the procurement policy.

The Mayor then moved the discussion to two contracts with Municipal Audit Services, LLC (“MUNI”). The Mayor noted that many of the surrounding Villages have entered into this contract with MUNI with success. A discussion ensued. Upon motion by Trustee Ferman, seconded by Trustee Solomon, the following resolution was unanimously approved by all present:

**RESOLVED** that the Village hereby is authorized to retain MUNI for the purposes of reviewing and negotiating with all vendors for Franchise Fees and Tax Receipts for payments due to the Village and the Mayor or Clerk-Treasurer are hereby authorized to execute all agreements necessary to retain this vendor.

The Mayor then moved the discussion to the tentative 2017-2018 budget. The Mayor indicated that, as prescribed by law, the Budget Officer presented a “Tentative Budget” for the Village for the fiscal year June 1, 2017– May 31, 2018 to the Village Clerk, and the Village Clerk has presented such budget to the Trustees. Prior to the meeting, the Mayor indicated that the materials indicated on the index attached to the March 6, 2017 meeting had been provided to the Trustees for their review including, among other items, the Tentative Budget and the Summary Budget Thoughts.

Mayor Riscica indicated that financial “best practices” for municipalities indicate that the annual budget should be reviewed in terms of a long-term operating plan and in view of long term trends. Mayor Riscica indicated that our budget considerations included a review of operating trends over the last eight years and projected operations over the next 5 years. Mayor Riscica then pointed out several things about the Village’s “long view” and property taxes. Property taxes:

- Our budget has been consistently generating a modest surplus and
- Our surplus is needed to fund our long-term capital needs,
- Our sanitation costs have been increasing at a higher rate than our tax cap,
- Improvements in our sanitation and snow removal contracts this year help us contain those costs as other costs rise.
- Most other costs have been maintained, although staff costs have increased with experience
- We are in a period of spending down our capital reserves on capital projects.

As a result, our 2017 -18 Budget needs to consider these long term trends and items. A discussion ensued with questions asked and answered. Topics included the beneficial new snow removal and sanitation contracts, levels of property tax going forward, opportunities for interest income and capital grants and other items. Mayor Riscica then reported the following key aspects of the Tentative Budget:

- It includes a tax increase of \$5,000 or 1.4%, approximately \$15/household,
- It is designed to permit the Village to comply with the tax cap,
- It maintains our cost advantage as we remain approximately 1/3 lower, about \$500 per household, than the same services outside of the Village.
- It positions the Village to continue to build reserve funds to support its Capital Plan and
- It maintains our Fund Balances at levels articulated in our Fund Balance policy.
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A discussion ensued in which questions were asked and answered. As there were no changes to be made to the Tentative Budget, the next step in the budget process is to make the Tentative Budget available to the public and to conduct a Public Hearing on the Tentative Budget. After discussion and upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was unanimously passed by all Trustees present:

**RESOLVED**, that on Monday April 3, 2017 at 7:00 PM at the Manhasset Public Library, the Board of Trustees will hold a PUBLIC HEARING to consider the adoption of the Village’s Tentative Budget for

the fiscal year June 1, 2017 to May 31, 2018 and further, that the Village Clerk-Treasurer is directed to: (a) make all required public notices of the Public Hearing and (b) make copies of the Tentative Budget available to residents as provided by law including inclusion on the Village website.

At 8:20 p.m. Mayor Riscica moved to enter into Executive Session in order to seek the advice of counsel for legal matters and to discuss personnel matters. This motion was seconded by Trustee Ferman. All Trustees present were in favor.

The Mayor announced that executive session ended at 9:28 p.m. with no action taken.

The Mayor stated that the next order of business was the approval of the Abstract of Claims. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Solomon, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the March Abstract of Claims Number 10 of the Budget Year 2016 – 2017 for claim numbers 259 – 282 in the amount of \$168,626.09 is hereby accepted.

There being no further business to discuss, Trustee Solomon motioned to adjourn the meeting and such motion was seconded by Trustee Ferman. All Trustees present were in favor.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

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Arlene Drucker, Clerk-Treasurer