

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
Manhasset Library
April 3, 2017
MINUTES OF MEETING**

Present:

Mayor	Kenneth C. Riscica
Trustee	Daniel Cataldo
Trustee	Silva Ferman
Trustee	Gus Panopoulos
Trustee	Dianne Sheehan
Trustee	Alvin Solomon
Trustee	Norman Taylor
Clerk-Treasurer	Arlene Drucker
Deputy Clerk	Elizabeth Vera Koubi
Village Attorney	Christopher Prior, Esq.

Also Present:

Max Zahn	Manhasset Times
Bobby Anastasia	61 Bournedale Road North
Cye E. Ross	46 Winthrop Road
Rona S. Ross	46 Winthrop Road

At 7:02 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

Mayor Riscica stated that the first order of business Clerk-Treasurer Arlene Drucker to report the results of the March, 21, 2017 Village Elections as shown below:

CERTIFICATE OF ELECTION RESULTS 2017

THIS IS TO CERTIFY that the General Election of Officers for the Incorporated Village of Plandome Heights was held on the 21st day of March, 2017 at the Plandome 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 9:00 PM on said day, at which time were closed.

[1]

That at said election:

The number of objections taken to any ballot was	0
The total number of voters including absentee voters was.....	35
The total number of Paper Ballots cast was	34
The total number of Absentee Ballots cast was	1
The total number of WRITE IN Ballots cast was	0

[2]

That at said election the total number of votes cast for the Office of Village Justice for a four (4) year term was:

[3]

That at said election the total number of votes cast for the Office of Trustee for a two (2) year term was:

for DANIEL CATALDO	33
for GUS PANOPOULOS	33
for NORMAN TAYLOR	33

[4]

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

- JUSTICE CYE E. ROSS for a four (4) year term
- TRUSTEE DANIEL CATALDO for a two (2) year term
- TRUSTEE GUS PANOPOULOS for a two (2) year term
- TRUSTEE NORMAN TAYLOR for a two (2) year term

As witnessed by the Election Inspectors of record on the 21st day of March 2017, indicated below:

Marie Dalton Bruno Robert Anastasia

Newly re-elected Trustees Daniel Cataldo, Gus Panopoulos and Norman Taylor were sworn in by Village Attorney Christopher Prior.

Trustee Solomon arrived at 7:08 p.m.

At Mayor Riscica’s request Clerk-Treasurer Drucker read aloud the following proposed appointments:

A.	Zoning and Appeals Board Chair	Eugene O’Connor*	1 Year
B.	Zoning and Appeals Board Member	Joanne Anderson	5 Years
C.	Zoning and Appeals Board Alt. Member -1	Anil Wadhvani	1 Year
D.	Planning Board Chair	James Madison*	1 Year
E.	Planning Board Alternate	Patrick Pilch	1 Year
F.	Architectural Review Board Chair	Maryann Grieco*	1 Year
G.	Architectural Review Board Member	John Stark	5 years
H.	Architectural Review Board Alt. Member-1	Stewart Jervis	1 Year
I.	Architectural Review Board Alt. Member-2	Tom Ahn	1 Year
J.	Budget Officer	Kenneth Riscica	1 Year
K.	Records Access Officer	Arlene Drucker	1 Year
L.	Tax Collector	Arlene Drucker	1 Year
M.	Election Officer	Arlene Drucker	1 Year
N.	Acting Village Justice	Luis Ras	1 Year

O.	Village Prosecutor	Mary Corrigan	1 Year
P.	Emergency Management Coordinator	Bart Giusto	1 Year
Q.	Assistant Emerg. Management Coor.	Alvin Solomon	1 Year
R.	Emergency Management Medical Liaison	Dr. Sanjivan Patel	1 Year
S.	Flagmaster	Michael Riscica	1 Year
T.	Historian	Vacant	1 Year

* Chairmanships are for one year.

Upon motion by Trustee Solomon, seconded by Trustee Sheehan, the following resolution was unanimously passed by all Trustees present.

RESOLVED that the proposed appointments listed above are hereby accepted and approved, as amended.

At Mayor Riscica's request Clerk-Treasurer Drucker announced the proposed appointment of the following persons or firms to be retained for the Village year now commencing and a discussion ensued regarding the proposals from the professionals:

Building Inspector	Edward P. Butt
Stormwater Management Officer	Edward P. Butt
Asst. Building Inspector	Michael Bogart
Village Attorney	McLaughlin & Stern, LLP
Auditor	Skinnon, Faber & Heck
ARB Architect Consultant	Craig Westergard
Engineering Firm	Sidney Bowne

Upon motion by Trustee Cataldo, seconded by Trustee Ferman, the following resolution was unanimously adopted.

RESOLVED that the proposed persons or firms listed above are hereby retained.

At Mayor Riscica's request Clerk-Treasurer Drucker read the Advisory appointments not requiring Board action.

Technology Advisory Board Chair	Trey Harragan	1 Year
Technology Advisory Board Member	Richard Kraft	1 Year
Technology Advisory Board Member	Stefan Held	1 Year

The Mayor asks the Clerk to review the annual resolutions as follows:

- 1) **WHEREAS**, the 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 Heights hereby sets the Annual Meeting of the Board for Monday the 2nd day of April 2018 in the Manhasset Public Library, Manhasset New York, at 7:00 PM.

- 2) **RESOLVED**, that the first Monday of each month at the offices of Plandome Heights, 37 Orchard Street, Manhasset, New York at 7:30 PM is designated as the time and place for the regular monthly meeting of the Board of Trustees. All other special meetings called will be noticed as required by law. Therefore, the regular meetings for the year 2017 – 18 will be:

May 1, 2017	November 6, 2017
June 5, 2017	December 4, 2017
July 10, 2017	January 8, 2018
August 7, 2017	February 5, 2018
September 11, 2017	March 5, 2018
October 2, 2017	April 2, 2018 (Annual Meeting)

- 3) **RESOLVED**, that the Official Newspaper of the Village be the Manhasset Press.
- 4) **RESOLVED**, that the Village Clerk-Treasurer, Mayor and the members of the Board of Trustees are hereby authorized to attend meetings, conferences and schools of the NYS Conference of Mayors, the New York State Government Finance Officers Association, the Long Island Village Clerks & Treasurers Association and the Manhasset area Clerks & Treasurers, subject to: (a) prior approval of the projected cost of attendance (including tuition, fees, travel/lodging and sundries) by the Board of Trustees, and (b) in the case of Village employees, subject to the approval of the Mayor, as attendance may be of benefit to the Village.
- 5) **RESOLVED**, that the Investment Policy of the Village of Plandome Heights as originally adopted on April 2, 2012 and updated effective April 3, 2017 is hereby adopted and the Village Treasurer, Budget Officer or Mayor is authorized to invest and reinvest monies received by the Village in various General/Unassigned/Assigned, Capital/Assigned/Committed and 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 or other appropriate accounts in accordance with applicable laws, rules and regulations of the State of New York and the United States Government and the Investment Policy of the Village of Plandome Heights,

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 the following Village officials be and hereby are authorized co-signatories on all accounts of the Village, in order of their availability as follows: Mayor & Trustee Cataldo, then Mayor & Trustee Solomon, then Mayor & Trustee Sheehan, then Trustee Cataldo & Trustee Solomon then either Trustee Cataldo or Solomon and Trustee Sheehan.

- 6) **RESOLVED**, that the Board of Trustees authorize payment in advance of the audit of claims at the regular meeting of the Board of Trustees for the following recurring charges: Petty Cash, Cablevision, Verizon, Verizon Business, PSEG, Rent, Postmaster-Manhasset (Postage), insurance premiums, and Payroll, Deferred Compensation Plans and related payroll taxes.
- 7) **RESOLVED**, that the Board of Trustees appoints North Hempstead Town Clerk Wayne H. Wink, Jr. as Registrar of Vital Records and North Hempstead Town Deputy Clerk Nicholas Guariglia as Deputy

Registrar of Vital Records.

- 8) **WHEREAS**, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, the Village has prepared and updated such policy after comments have been solicited from all officers in the Village involved in the procurement process; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Plandome Heights does hereby re-adopt the procurement policy as to all goods and services which are not statutorily required to be publicly bid in its currently effective form, without amendment.

- 9) **RESOLVED**, that the Village adopts the 2017 Emergency Response Plan originally prepared in April 2009 and amended as of April 3, 2017.
- 10) **RESOLVED**, that the Village adopts the 2017 Personnel Policy originally prepared in August 15, 2013 and amended as of April 3, 2017.

Upon motion by Trustee Panopoulos, seconded by Trustee Sheehan all of the above annual resolutions were unanimously approved by all present.

Mayor Riscica asked Clerk- Treasurer Drucker to outline the individual areas of responsibilities for each Trustee as follows:

- Cataldo Finance, insurance, financial reporting, technology
- Ferman Signs, Village Greens, Liaison to Women's Club, Liaison to the Cable Commission
- Panopoulos Engineering, Roads, Storm Drains
- Sheehan Grants, Manhasset Bay Protection
- Solomon Emergency Management, Liaison to PWM-OEM
- Taylor Sanitation, Snow removal, Roads

Mayor Riscica asked the Trustees if they had reviewed the draft minutes of the March 6, 2017 Board of Trustees meeting. When each Trustee responded affirmatively, a motion was made by Trustee Panopoulos, seconded by Trustee Ferman, and unanimously adopted by all present, as follows:

RESOLVED, that the minutes of the Regular Meeting, held on March 6, 2017 are hereby accepted and approved by all members present.

Mayor Riscica asked the Trustees if they had reviewed the Abstract of Claims. Upon motion by Trustee Cataldo, seconded by Trustee Panopoulos, the following resolution was unanimously approved by all present:

RESOLVED, that the Abstract of Claims Number 11 of Budget Year 2016/2017 for claim numbers 283-312 in the amount of \$24,684.66 is hereby accepted and approved.

At 7:25 pm the Mayor made his Power Point Presentation, "This Year in the Village- Challenges Met." At the conclusion of the presentation, a discussion of it ensued.

Mayor Riscica then addressed the extension of the building permit for 200 The Tideway, Mr. Cheung. Mayor Riscica noted the progress report provided by Building Inspector Butt that Mr. Cheung was either on time or ahead of the completion plan. After discussion, upon motion by Trustee Taylor, 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 April 17, 2017 through May 17, 2017.

At 7:59 p.m. Mayor Riscica opened the Public Hearing on the Tentative Budget for the Fiscal Year 2017-2018.

The Mayor informed the Board of Trustees that he was proposing line item changes to certain expenditures in the Tentative Budget primarily to reclassify contingency to Clerk salary that would revise the Clerk salary to be \$65,000. The Mayor indicated that these line-item changes did not affect Total Expenditures, Total Revenues, the Tax Levy or the Tax Cap. The Mayor asked if there are any proposed changes to the Tentative Budget. There were none. The Mayor noted for the record, that Tentative Budget conforms to the NY State Tax Cap and the Village has not passed or proposed any local law to override such Tax Cap. As such, with this budget Village residents should be "tax freeze eligible."

There being no questions regarding the Tentative Budget for the Fiscal Year 2017-2018, upon motion made by Trustee Solomon, seconded by Trustee Ferman, the Public Hearing was closed by unanimous vote of all present at 8:00 p.m. Upon motion by Trustee Panopoulos, seconded by Trustee Ferman, the following resolution was unanimously adopted by all present:

RESOLVED, that the Tentative Budget is hereby approved as the Village Budget for the fiscal year June 1, 2017 – May 31, 2018.

Mayor Riscica then moved the discussion to Spring "continuous improvements" projects. The first item was the need for a new street lamp on Chester Drive. Chester Drive is close to the north end of downtown Manhasset and there is a void in our lighting as you enter the Village at Chester Drive. This light will mitigate that void and has been requested by residents. Our existing lighting contractor, Welsbach, has submitted a proposal for approximately \$5,200 to install such light pole. A discussion ensued. Upon motion by Trustee Cataldo, seconded by Trustee Ferman, the following resolution was unanimously approved by all present:

RESOLVED, that the Village is hereby authorized to install a new street lamp on Chester Drive at a cost not to exceed \$5,500 and further that the Mayor and the Clerk-Treasurer are empowered to enter into such contracts, purchase orders or agreements as are necessary after obtaining additional quote(s) as required by our procurement policy to effectuate this resolution.

Mayor Riscica then moved the discussion to the proposal to paint twenty-one (21) decorative street light poles in the Village. The Mayor noted that, in 2012 the Village repainted all the street light poles. Some of the poles receive direct sunlight and are fading. The 21 light poles being recommended for painting are the classic units. These units are mostly in the Bournedale and on The Waterway and The Neck. The Village has received one proposal from Robert Keogh for approximately \$2,400 and others have been requested. A discussion ensued. Upon motion by Trustee Taylor, seconded by Trustee Ferman, the following resolution was unanimously approved by all present:

RESOLVED, that the Village is hereby authorized to hire a contractor to paint the street light poles at a cost not to exceed \$2,500 and further that the Mayor and the Clerk-Treasurer are empowered to enter into such contracts, purchase orders or agreements as are necessary to effectuate this resolution after receiving additional quote(s) as suggested by our procurement policy (amount is technically below the policy threshold).

Mayor Riscica then moved the discussion to road maintenance and repairs in the Bournedales section of the Village. The Mayor discussed that certain sections of the roads have potholes or blemishes that are down to the concrete base and would require saw-cutting and asphalt. Other areas just need crack sealant to stop potential potholes from forming. The Village has requested several proposals under our procurement policy and received one proposal from Stasi Brothers. This proposal is for just under \$9,000 for “one day” of asphalt repairs and “one day” of crack sealing. A discussion ensued. Upon motion by Trustee Taylor, seconded by Trustee Cataldo, the following resolution was unanimously approved by all present:

RESOLVED, that the Village is hereby authorized to move forward with asphalt repairs and crack sealing in the Bournedales section at a cost not to exceed \$9,000 after following up on outstanding quotes and further that the Mayor and the Clerk-Treasurer are empowered to enter into such contracts, purchase orders or agreements as are necessary to effectuate this resolution.

Mayor Riscica then moved the discussion to street sweeping and storm drain cleaning. A discussion ensued. Upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was unanimously approved by all present:

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

Mayor Riscica then moved the discussion to Phase II of the current Capital Plan. Mayor Riscica noted that additional flat concrete work on Plandome Court and additional swale work on the Waterway and The Neck should be done. A discussion ensued. 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 do additional road improvement work at a cost not to exceed \$15,000 and further that the Mayor and the Clerk-Treasurer are empowered to enter into such contracts, purchase orders or agreements as are necessary to effectuate this resolution.

Newly re-elected Village Justice Cy E. Ross was sworn in by Village Attorney Christopher Prior.

Mayor Riscica then moved the discussion to the landscaping proposal from U. Arias Corp. A discussion ensued including service levels and other considerations. Upon motion by Trustee Ferman, Seconded by Trustee Sheehan, the following resolution was unanimously approved by all present:

RESOLVED, that the Village hereby accepts the proposal of U. Arias Corporation as the Village Landscaper for 2017 and the Mayor or Clerk-Treasurer are hereby authorized to execute all agreements necessary to retain this vendor.

Mayor Riscica then moved the discussion to proposed changes to the Village Code. The Mayor noted that a few issues have come to the Village’s attention from residents, other villages and village staff.

Mr. Prior, the Village Attorney, having previously presented drafts of the laws to the Board Members confirmed that he would be resending revised drafts for review prior to the public hearing. Mr. Prior noted that, if the Board desired to conduct a public hearing with respect to the draft bills, then each bill should be introduced by Board resolutions, with a determination made with respect to it under the State Environmental Quality Review Act, and that a public hearing be scheduled for the May 1, 2017 meeting.

A discussion ensued relating to the possible changes to Village Code. Upon motion by Trustee Sheehan, seconded by Trustee Taylor, the following resolution was unanimously adopted by all present:

RESOLVED, that the following proposed bills be considered:

- Proposed Form of Bill No. 1 of 2017– Residency requirements for Village election inspectors and ARB
- Proposed Form of Bill No. 2 – Fencing materials
- Proposed Form of Bill No. 3 – Restricting short term rentals of real property
- Proposed Form of Bill No. 4 - Filming
- Proposed Form of Bill No. 5 – Fee-deposits-insurance
- Proposed insert to minutes of BOT re land use project applications, relating to Bill No.5

A public hearing with respect to Bill No. 1 of 2017, Bill No. 2 of 2017, Bill No. 3 of 2017, Bill No. 4 of 2017 and Bill No. 5 of 2017 shall be held at Village Hall on Monday, May 1, 2017, at 7:30 p.m.; and

The Board has considered short environmental assessment forms prepared by the Village Attorney with respect to Bill No. 1 of 2017, Bill No. 2 of 2017, Bill No. 3 of 2017, Bill No. 4 of 2017 and Bill No. 5 of 2017 and that, based upon that review and recommendation of the Village Attorney, the Village adopts a negative declaration under the State Environmental Quality Review Act with respect to Bill No. 1 of 2017, Bill No. 2 of 2017, Bill No. 3 of 2017, Bill No. 4 of 2017 and Bill No. 5 of 2017; the Village Clerk and the Village Attorney are hereby authorized to take such actions as are necessary to enable the Village to hold the scheduled public hearing for Bill No. 1 of 2017, Bill No. 2 of 2017, Bill No. 3 of 2017, Bill No. 4 of 2017 and Bill No. 5 of 2017 including the sending of notices to all necessary parties.

Mayor Riscica then moved the discussion to a permit request. Huntington Bicycle Club 35th Annual Gold Coast Tour for KIDS NEED MORE are requesting permission to run the race through Plandome Heights on Sunday, July 9th, 2017. A discussion ensued. Upon motion by Trustee Panopoulos, seconded by Trustee Cataldo, the following resolution was unanimously approved by all present:

RESOLVED, that the Board of Trustees approves to the Huntington Bicycle Club 35th Annual Gold Coast Tour to be held on Sunday, July 9th, 2017.

At 8:48 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 8:57 p.m. with no action taken.

The Mayor then noted that the next order of business was the compensation of Village employees and staff for the coming year. After discussion, the following resolutions were unanimously agreed upon motion of Trustee Cataldo and second by Trustee Panopoulos,

RESOLVED, that the compensation of the Village Clerk-Treasurer for the fiscal year 2017 – 2018 shall be \$65,000 representing an increase of 5% representing primarily a merit increase to reflect her additional experience and training and it is further.

RESOLVED, that the compensation of the Building Inspector shall remain \$90.00 per hour and that the Building Inspector shall be expected to increase his actual hours beyond the standard hours in order to accommodate the significant increase in building activity in the Village as well as the Village's need for space planning in the coming period and it is further

RESOLVED, that the meal allowance established in 2016 to mitigate the cost of outside the home meals of employees who live more than 6 miles from the Village is hereby increased from \$15.00 per evening to \$18.00 per evening.

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 8:58 p.m.

Respectfully submitted,

Arlene Drucker, Clerk-Treasurer

DRAFT