

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
JANUARY 9, 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
	Building Inspector	Ed Butt
	Clerk-Treasurer	Arlene Drucker
	Village Attorney	Christopher Prior, Esq.

At 7:34 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 to review the minutes. Mayor Riscica asked the Trustees to take some time to review the minutes from the November 7, 2016 and December 5, 2016 Board of Trustees Meetings. When each Trustee informed the Mayor that they had reviewed both sets of minutes, 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 Meetings, held on November 7, 2016 and December 5, 2016, are hereby accepted and approved.

The Mayor then moved the discussion to public safety. The Mayor informed the Trustees that Dan Flanagan will be the new Inspector for the 3rd precinct replacing John Berry, who was promoted. Mayor Riscica shared that our Village will be hosting a meeting with the other Manhasset Villages and Inspector Flanagan to meet and discuss the issues that are unique to our area. Mayor Riscica also noted that he will be attending Munsey Park's Board of Trustees Meeting on Thursday, January 12, 2017 for the presentation and discussion on installing license plate readers at entrances to Manhasset and/or each Village.

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 Cataldo, 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 January 17, 2017 through February 17, 2017.

The Mayor then moved the discussion to the upcoming Village Election. After discussion, upon motion by Trustee Ferman, seconded by Trustee Sheehan, the following resolutions were unanimously adopted by all Trustees present:

RESOLVED, that pursuant to the provisions of the Election Law of the State of New York, the Village Clerk-Treasurer is hereby directed to publish a notice concerning the Annual General Village Election, that all polling shall take place at the Plandome Village Hall, 65 South Drive, Plandome, New York on Tuesday, March 21, 2017, which notice shall be published after the last day for filing nominating petitions for said election, but not less than ten days prior to the date of said election. Said notice shall contain the following information:

1. The street address of the polling place for the Village Election, to wit:
Plandome Village Hall, 65 South Drive, Plandome, New York 11030.
2. The date and hours, during which the polling place will be open, which hours shall be 12:00 noon until 9:00 p.m.
3. The names and addresses of all those who have been duly nominated for Village office and the term of the office for which they have been nominated.

IT IS FURTHER RESOLVED, that the Board of Trustees has previously eliminated Village Personal Registration Day. All residents interested in registering for the Village Election should register with the Nassau County Board of Elections. All Village residents registered with the Nassau County Board of Elections are eligible to vote in the Village Election.

IT IS FURTHER RESOLVED, that Election Inspectors shall not be required to be residents of the Village, provided that they are residents of the County of Nassau, in the State of New York.

IT IS FURTHER RESOLVED, that the following persons are appointed to the position of Election Inspector for the Village's Election Day at the aforementioned dates, times and place:

Marie Dalton Buono as Election Inspector Chair

Robert Anastasia as Election Inspector

Rose Hartunian as Election Inspector Alternate

The Mayor then asked the Clerk to report on unpaid taxes within the Village. The Clerk reported that as per the Tax Warrant issued May 2, 2016, the Clerk is required to deliver to the Board of Trustees a list of all taxes remaining unpaid. The Village has one property with unpaid taxes for the tax year 2016-2017. The total outstanding taxes are \$1,047.48, not including late penalties. After discussion and review, the Board certified the Statement of Account of Unpaid Village Taxes.

The Mayor then moved the discussion to capital projects. The Mayor noted that the Village submitted the preliminary paperwork for the most recent road grant that Senator Martins, with Senator-Elect Philips agreement, requested for Plandome Heights. This grant is for \$100,000 for road improvements in the Bournedale section and other roads as needed.

The Mayor then moved the discussion to the current road project with Roadwork Ahead. The Mayor noted we received bills for work order #1, the asphalt work on The Waterway/The Neck and work order #3, miscellaneous work, specifically concrete and gutter work. The Mayor noted that Work Order #1 came in below the revised estimated cost reviewed with the Trustees in December 2016. The Mayor then noted that Work Order #3 came in significantly higher than presented to the Trustees in December 2016. Upon discussion with the engineer and contractor it was determined this work order was billed incorrectly and will be corrected and reissued after further investigation. In addition, the Mayor addressed the quality of the work and repairs that Roadwork Ahead has done. It was noted that due to the weather, not all the work could be completed and some of the work was not completed to the satisfaction of the Village. Therefore, the Trustees suggested that the Village request Roadwork Ahead deduct any items from the bill that were not completed (such as lawn restoration). In addition, the Village has a 5% hold back on the final payment prior to completion of the final

“punch list.” After discussion it was agreed that (a) the Village increase the retainage/holdback from 5% to 10% to assure that the remediation of certain sections of asphalt sustains well over the winter and (b) that the Village receive a written analysis from our Engineer (the “Punch List”) noting the work that needs to be completed when the weather improves. In December 2016, the Mayor estimated that Work Order #3 will cost around \$33,000. The Mayor recommended paying \$20,000 of that bill as a good faith payment. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

RESOLVED, that the Board approves payment for Work Order #1 and Work Order #3 as described above not to exceed \$110,000 on work order #1 and \$20,000 on work order #2.

The Mayor then moved the discussion to the request of the project engineer, D&B, for an extension to their contract in the amount of \$10,000 to cover the additional time due the supervision of the required remediation of work on work order #1 at The Waterway/The Neck and the work performed related to scoping, bidding and supervising the storm drain grate and road remediation at 32 Brookwold Drive. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was adopted by all Trustees present:

RESOLVED, that the Board approve D&B Engineers and Architects, P.C. contract be increased by \$10,000 from \$7,500 to \$17,500.

The Mayor then noted that the capital account currently has \$105,000. Therefore, balance in the account will not be sufficient for the payments the board approved. Therefore, the Mayor recommends the board authorize a loan for \$30,000 from the General Fund to the Capital Fund to facilitate the approved payments to the contractor. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Sheehan, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village makes a loan for \$30,000 from the General Fund to the Capital Fund to facilitate payments for the Capital project.

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

RESOLVED, that the January Abstract of Claims Number 8 of the Budget Year 2016 – 2017 for claim numbers 202 – 230 in the amount of \$45,018.13 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 9:09 p.m.

Respectfully submitted,

Arlene Drucker, Clerk-Treasurer