

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
Manhasset Library
April 2, 2018
MINUTES OF MEETING**

Present: Mayor Kenneth C. Riscica
 Trustee Daniel Cataldo
 Trustee Silva Ferman
 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: Marijan Bernic 54 The Waterway
 Cye E. Ross 46 Winthrop Road

Absent: Trustee Gus Panopoulos

At 7:00 p.m. Mayor Riscica moved to enter into Executive Session to discuss employee personnel matters. This motion was seconded by Trustee Ferman. All Trustees present were in favor.

At 7:05 p.m., the Mayor announced that executive session ended with no action taken.

At 7:06 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

Mayor Riscica asked Clerk-Treasurer Arlene Drucker to report the results of the March 20, 2018 Village Elections as shown below:

CERTIFICATE OF ELECTION RESULTS 2018

THIS IS TO CERTIFY that the General Election of Officers for the Incorporated Village of Plandome Heights was held on the 20th day of March, 2018 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 they 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.....	95
The total number of Paper Ballots cast was	94
The total number of Absentee Ballots cast was	1
The total number of WRITE IN Ballots cast was	3
That at said election the total number of votes cast for Village office was	354

[2]

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

for KENNETH C. RISCICA	91
for GARY DONOYAN	1 write in
for JILL STEIN	1 write in

[3]

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

for SILVA FERMAN was.....	90
for DIANNE SHEEHAN was.....	92
for ALVIN SOLOMON was.....	81
for JACKIE O’CONNOR was.....	1 write in

[4]

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

MAYOR KENNETH C. RISCICA for a two (2) year term
 TRUSTEE SILVA FERMAN for a two (2) year term
 TRUSTEE DIANNE SHEEHAN for a two (2) year term
 TRUSTEE ALVIN SOLOMON for a two (2) year term

As witnessed by the Election Inspectors of record on the 20th day of March 2018, indicated below:

Marie Dalton Bruno Robert Anastasia

Newly re-elected Mayor Kenneth C. Riscica, Trustees Silva Ferman, Dianne Sheehan and Alvin Solomon were sworn in by Village Justice Cy E. Ross.

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

- | | | | |
|----|--|------------------|---------|
| A. | Zoning and Appeals Board Chair | Eugene O’Connor* | 1 Year |
| B. | Zoning and Appeals Board Member | Eugene O’Connor | 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 Member | Eric Carlson | 5 Years |
| F. | Planning Board Member | Marijan Bernic | 4 Years |
| G. | Planning Board Alternate | Alex Linsky | 1 Year |
| H. | Planning Board Alternate | Patrick Pilch | 1 Year |
| I. | Architectural Review Board Chair | Maryann Grieco* | 1 Year |
| J. | Architectural Review Board Member | Donald Parker | 5 Years |
| K. | Architectural Review Board Alt. Member-1 | Tom Ahn | 1 Year |

L.	Architectural Review Board Alt. Member-2	Stewart Jervis	1 Year
M.	Budget Officer	Kenneth Riscica	1 Year
N.	Clerk-Treasurer	Arlene Drucker	1 Year
O.	Records Access Officer	Arlene Drucker	1 Year
P.	Tax Collector	Arlene Drucker	1 Year
Q.	Election Officer	Arlene Drucker	1 Year
R.	Acting Justice	Vacant	1 Year
S.	Village Prosecutor	Mary Corrigan	1 Year
T.	Emergency Management Coordinator	Bart Giusto	1 Year

* Chairmanships are for one year.

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

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

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

Building Inspector	Edward P. Butt
Stormwater Mgmt 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	West Side Engineering

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 in the indicated capacities.

At Mayor Riscica’s request Clerk-Treasurer Drucker read the Mayor’s 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 asked the Clerk to read 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 herewith sets the Annual Meeting of the Board for Monday the 1st day of April 2019 in the Manhasset Public Library, Manhasset New York, at 7:00PM.

- 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 2018 – 19 will be:

May 7, 2018	November 5, 2018
June 4, 2018	December 3, 2018
July 2, 2018	January 7, 2019
August 6, 2018	February 4, 2019
September 10, 2018	March 4, 2019
October 1, 2018	April 1, 2019 (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 2, 2018 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 with which the Village maintains an account or other banking relationship 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, payroll, related payroll taxes, deferred compensation and medical benefits.

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 2018 Emergency Response Plan originally prepared in April 2009 and amended as of April 2, 2018.

10) **RESOLVED**, that the Village adopts the 2018 Personnel Operating Policies & Procedures originally prepared in April 9, 2007 and amended as of April 2, 2018.

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

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

At 7:52 p.m. Mayor Riscica opened the Public Hearing on the Tentative Budget for the Fiscal Year 2018-2019.

There being no comments on the Tentative Budget from the public, the Public Hearing was closed.

The Mayor informed the Board of Trustees that he was proposing line item changes to certain expenditures in the Tentative Budget. 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 further 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 revisions to the Tentative Budget for the Fiscal Year 2018-2019, upon motion made by Trustee Cataldo, seconded by Trustee Sheehan, the following resolution was unanimously adopted by all present:

RESOLVED, that the Tentative Budget incorporating the line item changes proposed is hereby adopted as the Village Budget for the fiscal year June 1, 2018 – May 31, 2019.

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 noted that the next order of business was to review the minutes from the March 12, 2018 Board of Trustees meeting. On motion by Trustee Ferman, seconded by Trustee Taylor, and unanimously adopted by all present, it was:

RESOLVED, that the minutes of the Regular Meeting, held on March 12, 2018 are hereby accepted and approved.

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

RESOLVED, that the Abstract of Claims Number 11 of Budget Year 2017/2018 for claim numbers 269 -300 in the amount of \$39,238.79 is hereby accepted and approved.

Mayor Riscica then moved the discussion to the landscaping proposal from U. Arias Corp. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, 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 2018 and the Mayor or Clerk-Treasurer are hereby authorized to execute all agreements necessary to retain this vendor.

Trustee Cataldo left at 8:06 p.m.

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 Sheehan,

RESOLVED, that the compensation of the Village Clerk-Treasurer for the fiscal year 2018 – 2019 shall remain at \$65,000 and it is further

RESOLVED, that the compensation of the Building Inspector shall be \$ 92.00 per hour and it is further

RESOLVED, that the compensation of the Deputy Clerk shall be \$ 20.50 per hour and it is further

RESOLVED, that the Village will offer effective June 1, 2018, to the Village Clerk-Treasurer, the Village’s only full-time employee, medical benefits through NYSHIP and the Village shall contribute 50% of the cost of the plan.

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 8:34 p.m.

Respectfully submitted,

Arlene Drucker, Clerk-Treasurer