

**INC. VILLAGE OF PLANDOME HEIGHTS  
MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
OCTOBER 1, 2018  
MINUTES OF MEETING**

<b>Present:</b>	Mayor	Kenneth C. Riscica
	Trustee	Dan Cataldo
	Trustee	Silva Ferman
	Trustee	Gus Panopoulos
	Trustee	Silva Ferman
	Trustee	Dianne Sheehan
	Trustee	Alvin Solomon
	Trustee	Norman Taylor
	Clerk-Treasurer	Arlene Drucker
	Village Attorney	Christopher Prior, Esq.

**Also Present:** Teri West                      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 August 6, 2018 and September 19, 2018 Regular Board of Trustees Meetings. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the minutes of the Regular Meetings, held on August 6, 2018 and September 19, 2018, are hereby accepted and approved, as amended.

Mayor Riscica then moved the discussion to the Justice Court audit. Mayor Riscica observed that our Justice Court operations require an audit, either by the Trustees or by an independent audit firm, and that the Village has received a proposal from Skinnon & Faber to perform such audit at a cost of \$950, which is in line with our budget and prior years. A discussion ensued. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the Village retain Skinnon and Faber to perform the audit of the Justice Court operations as outlined in their engagement letter for a fee of \$950 and the Mayor is empowered to enter into such agreement.

The Mayor then moved the discussion to a recent meeting with Senator Phillips to express the Village's appreciation for her efforts in securing the \$125,000 Transportation, Infrastructure, Economic Assistance grant. This grant enables our village to continue on schedule with our Capital Plan while not raising taxes nor taking out a loan.

The Mayor then moved the discussion to the Sidewalk Program, replacing individual potentially dangerous sidewalk flags. Clerk Drucker reported that the vendor that we used in the past to assist us with this program has not been responding to her multiply requests. LAG Posillisco Construction is scheduled to do work in the Village and has agreed to offer affordable pricing to the homeowners that require individual flag replacements. As in the past, the homeowners have signed hold harmless forms and have paid for the work in advance. A discussion ensued. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the Village retain LAG Posillico Construction to replace individual sidewalk flag(s) at the designated locations within the Village.

The Mayor then addressed the Leasehold Improvements. The Mayor noted that we are still waiting to receive estimates for much of the work except the air conditioner system. The Mayor requested the authority to engage Systematic Control Corporation to provide and install a 24,000 BTU mini-split unit with the heat option. Prior to the installation of the unit, the old ac unit will need to be removed and the resulting hole will need to be repaired. Since the building is rented, the Village will be responsible to pay the Landlord's regular contractor for this work we are requesting. After discussion, upon motion by Trustee Solomon, seconded by Trustee Taylor, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the Mayor is authorized to engage Systematic Control Corporation to install a 24,000 BTU mini-split air conditioner with the heat option at a cost of \$4,853 and it is further,

**RESOLVED**, that the Mayor is authorized to engage the Landlord's contractor to make the necessary repairs resulting from taking out the old unit at a cost not to exceed \$7,000 for the complete project of replacing the ac unit.

The Mayor then moved the discussion to the Justice Court Assistance Program (JCAP) Grant. Since the court and the Village share the same space, any improvements made to the space benefits court and is eligible for consideration for the JCAP Grant. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the Mayor and Court Clerk are authorized to apply for a 2018 - 2019 Justice Court Assistance Program (JCAP) Grant pursuant to the terms and conditions set forth therein, up to the maximum amount available.

Mayor Riscica then moved the discussion to the proposal from Snedeker-Jenkins Agency, Inc. to renew the Village Insurance program with NYMIR. Clerk Drucker reported that she reviewed the policy quote and it contained coverage that was consistent with the prior years. After discussion and upon motion by Trustee Cataldo, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, to accept the insurance proposal from NYMIR. for the term 10/20/2018 to 10/20/2019 at a cost of \$14,389.75 and the Mayor and the Clerk are directed to take such actions as are necessary to accomplish this resolution.

The Mayor then moved the discussion to review Tree #644 at 17 Bournedale Road South, the residence of Mr. and Mrs. Eric Carlson. Mr. Carlson is requesting the removal of the tree due to the roots impacting his cesspool. Trustee Taylor reported that that residence currently has two trees which both cannot be supported. They will eventually compete with each other. After discussion, upon motion by Trustee Taylor, seconded by Trustee Sheehan, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the Village authorizes Mr. and Mrs. Carlson, at their cost and expense, to remove tree # 644, including stump grinding, with no need to replace the tree.

The Mayor then noted that New York State Department of Labor provided a sexual harassment prevention model policy and training plan that can be used by employers. Noting that there has been insufficient time since the recent publishing of this policy, the Village will be posting these on the website for the Trustees to review and discuss at the November Board of Trustee Meeting. In addition, the auditors provided the audit results and these also will be posted on the website for review and approval at the November meeting.

At 8:50 p.m. Mayor Riscica moved to enter into Executive Session in order to seek the advice of counsel to discuss legal matters. This motion was seconded by Trustee Solomon. All Trustees present were in favor.

At 9:52 p.m., the Mayor announced that executive session ended with no action taken.

Mayor Riscica then moved the discussion to snow plowing. Mayor Riscica noted that, in 2016, following the competitive bidding process, the Village awarded the Snow Plow and Salting/Sanding Contract to Creative Snow by Cow Bay, Inc. for one (1) year with options to renew it yearly through Snow Season 2025-2026 for a total of ten (10) years. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was adopted by all Trustees present:

**RESOLVED**, to exercise the Village option to extend for Snow Season 2018 – 2019 the Village’s Snow Plow and Salting/Sanding Contract with Creative Snow by Cow Bay, Inc., while reserving all future options thereunder, and that the Mayor is hereby authorized to execute any and all Notices of Award, Contracts and materials in conjunction with or incident to this resolution.

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

**RESOLVED**, that the August Abstract of Claims Number 6 of the Budget Year 2018 – 2019 for claim numbers 100 – 121 in the amount of \$35,922.56 have been reviewed and approved by the Trustees and is hereby accepted.

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

The meeting was adjourned at 9:57 p.m.

Respectfully submitted,

---

Arlene Drucker, Clerk-Treasurer