

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
NOVEMBER 5, 2018
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	Trustee	Gus Panopoulos
	Trustee	Silva Ferman
	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: Teri West Manhasset Times

At 7:32 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 October 1, 2018 Regular Board of Trustees Meeting. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was adopted by all Trustees present:

RESOLVED, that the minutes of the Regular Meeting, held on October 1, 2018, are hereby accepted and approved, as amended.

Mayor Riscica then moved the discussion to the Sexual Harassment Prevention Policy and Training Program. Mayor Riscica noted that under the new law, every employer in New York State is now required to establish a sexual harassment prevention policy. In addition, employers are required to provide training on this issue to all employees by October 9, 2019. NYCOM is currently working with the New York Municipal Insurance Reciprocal (NYMIR) and the New York State Municipal Workers' Compensation Alliance (Comp Alliance) to develop training on this issue. Once completed, the village will review the training program and determine if it is the best way to train the Village's employees. A discussion ensued. After discussion, upon motion by Trustee Ferman, seconded by Trustee Panopoulos, the following resolution was adopted by all Trustees present:

RESOLVED, that the Village will adopt the model Sexual Harassment Policy provided by NYS Department of Labor and the only modifications that will be made is adding the name of our Village and titles of people where necessary.

Mayor Riscica then moved the discussion to annual Village financial reporting. Mayor Riscica referred to the financial statements together with the report of our independent auditors, for the year ended May 31, 2018 and the related reports and recommendations prepared by our auditors. The Mayor then summarized each of those reports for the Trustees, including the assessments and recommendations contained therein. A discussion ensued in which questions were asked and answered. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Ferman, the following resolutions were adopted by all Trustees present:

RESOLVED, that the financial statements of the Village as of and for the fiscal year ended May 31, 2018 as prepared by the Village and audited by Skinnon & Faber are hereby ratified and approved and be it further

RESOLVED, that the filing of reports containing such financial statements and financial information by the duly appointed officers of the Village with the State of New York and others as required by law is hereby ratified and affirmed and further,

RESOLVED, that the further reports of Skinnon and Faber resulting from the audit including SAS 114 letter, SAS 115 letter and the management report are hereby acknowledged and accepted.

The Mayor then addressed the Leasehold Improvements for Village Hall. The Mayor noted the first step in the program was replacing the air conditioning unit, which has been completed. The next steps are revitalizing the floors, painting the walls and records management. To get control of the excessive amount of paperwork the Mayor is recommending that the Village hire Stella Biniaris as an independent contractor with experience organizing office spaces. Her role will be to review the boxes and files and determine what needs to be kept and what should be discarded based on the Records and Retention Schedule applicable to Villages, MU-1, which has already been adopted by the Village of Plandome Heights. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was adopted by all Trustees present:

RESOLVED, that the Mayor is authorized to engage Stella Biniaris for records retention and storage project at a rate of \$25.00 per hour under the form of agreement presented to the Trustees and further that the budget for such work shall be approximately 80 hours as indicated in the draft Leasehold Improvements budget presented to the Trustees and that such budget will be subject to adjustment based upon conditions in the field.

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 Ferman, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the November Abstract of Claims Number 7 of the Budget Year 2018 – 2019 for claim numbers 122 – 150 in the amount of \$32,934.36 have been reviewed and approved by the Trustees and is hereby accepted.

Trustee Ferman then noted that the Plandome Heights Civic Association discussed with her their concerns about the multitude of accidents on Plandome Road by Summit Drive in the past few years. The Mayor explained this has been a concern of his for a long time and that a traffic study had been conducted in recent years that shows 19,000 cars travel that road weekly and the Nassau County traffic engineers met, on site, with the Village and Legislator Nicoletto in December 2017. The Mayor expressed his belief that if rumble strips or a stop sign were added on Plandome Road, many residents would be unhappy. There would be additional noise generated. The Mayor noted that he had a meeting with the Nassau County Police the previous week and discussed this issue. He requested additional enforcement at that location with respect to illegal U-turns at that location, STOP sign enforcement at the STOP signs on Webster Avenue and Bournedale Road South.

The Mayor then addressed street sweeping and storm drain cleaning. The Mayor stated that it was appropriate for the Board to approve work under the existing contracts for street sweeping and storm drain cleaning with contractor Dejana Industries and asked the Board for authority to authorize Dejana to perform such work that is normally done at this time of year. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village engage Dejana to sweep the streets and clean the storm drains under the terms of the Village's existing contract with Dejana.

At 9:05 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 9:10 p.m., the Mayor announced that executive session ended with no action taken.

The Mayor addressed with the Board a proposed emergency plan to address the safety of Village residents in the event that the governmental agencies responsible for snow-plowing on the portions of Plandome Road (a County road) that lie within the Village fail to fulfill those obligations. The Mayor presented a drawing reflecting paths of access that might be created by the Village contractor, avoiding to the extent possible significant work on that County road by the Village, which has no jurisdiction or authority to perform such work on Plandome Road. The Mayor noted that his repeated entreaties to the Town, which has handled this work for many years, and to the County, which has indicated that it now has responsibility, appear to have registered with officials at the County, at least, as the potential public safety issues arising from a failure to clear this crucial artery could be significant.

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 9:20 p.m.

Respectfully submitted,

Arlene Drucker, Clerk-Treasurer