

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
DECEMBER 3, 2018
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	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: Consultant Stella Biniaris

Absent: Trustee Daniel Cataldo

At 7:30 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

The Mayor noted the passing of former President George H. W. Bush. President Bush's career included serving as the youngest fighter pilot in the Navy during WWII, successful businessman, Congressman, Ambassador to China, Director of the CIA, Vice President of the United States and 41st President of the United States. The Mayor noted that the Village flag on Plandome Road had been lowered to half-staff in respect of Mr. Bush's passing. A moment of silence was observed.

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 November 5, 2018 Regular Board of Trustees Meeting. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Ferman, the following resolution was adopted by all Trustees present:

RESOLVED, that the minutes of the Regular Meeting, held on November 5, 2018, are hereby accepted and approved.

The Mayor then addressed the Leasehold Improvement Program for Village Hall. At the request of Mayor Riscica, Stella Biniaris, the independent contractor hired last month, made a presentation to the board discussing the work that she has accomplished with respect to records retention and management. The Mayor noted that Ms. Biniaris was originally hired to work 80 hours and that her work has expanded. The Mayor noted that in addition to the records retention and management work, Ms. Biniaris has taken on work related to office improvements, including revitalizing the floors, the projector program and other matters. Therefore, the Mayor requested the board approve additional hours for additional projects and continuing to work on the records management project. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

RESOLVED, that the Mayor is authorized to engage Stella Biniaris for the continuation of the records retention and storage project, as well as, other Leasehold Improvement projects at a rate of \$25.00 per hour for a maximum of 200 total hours for the completed project.

The Mayor then moved the discussion to the budget for the Leasehold Improvement Program. Mayor Riscica presented an updated budget plan which includes the projects discussed at the last couple of meetings and is now

mature enough to warrant consideration and approval. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was adopted by all Trustees present:

RESOLVED, that the update Leasehold Improvement Plan is approved as presented.

The Mayor then moved the discussion to office coverage arrangements. The Mayor noted that Clerk-Treasurer Arlene Drucker, plans to take vacation. Deputy Clerk, Elizabeth Vera is only able to work two days a week. Therefore, the Mayor recommend that the Village engage Stella Biniaris as an Independent Contractor to assist the Village while the Clerk is not in the office. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Sheehan, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that effective immediately, Stella Biniaris be retained as an Independent Contractor for the purpose of office coverage at a salary of \$25.00 per hour pursuant to the engagement letter presented to the Trustees and that the Mayor is empowered to execute such engagement letter for currently anticipated and for potential future services.

The Mayor then moved the discussion to the Justice Court Audit Report prepared by the Village's independent auditor for the period October 1, 2017 to September 30, 2018. The Mayor noted the recommendations contained in the audit report and a discussion of those recommendations ensued, including a discussion of corrective actions that have been taken. After discussion and upon motion by Trustee Solomon, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Justice Court Audit Report for the Village for the period from October 1, 2017 to September 30, 2018 submitted by Skinnon & Faber is hereby accepted.

Mayor Riscica then moved the discussion to capital improvements in the Preserve. The Mayor commented that there are a few projects in the Preserve that the Village should consider to make the Preserve more Resident friendly. The first project is to clear a more accessible path for Residents to access the water. A second project is to level the grade in the Preserve to improve safety for the walkers. The Village received quotes from various vendors with the lowest from Santelli and Sons, Inc. After discussion, upon motion by Trustee Sheehan, seconded by Trustee Ferman, the following resolution was adopted by all Trustees present:

RESOLVED, that the Village will hire Santelli & Sons, Inc. for two capital improvement projects in the Preserve for a total cost of \$1,225.

The Mayor then moved the discussion to review Tree #537 at 76 Bay Driveway, the residence of Mr. and Mrs. Joe Lau. Mr. and Mrs. Lau are requesting the removal of the tree because they believe it is dangerous. Trustee Taylor reported that the tree is declining and is leaning over electric wires and recommends the removal of the tree. He also noted that there is an ample tree coverage in the vicinity and that a replacement is not necessary, so this removal may enhance the health of the other nearby trees. 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 authorizes Mr. and Mrs. Lau, at their cost and expense, to remove tree # 537, including stump grinding, with no need to replace the tree.

The Mayor then moved the discussion to Landscapers working on Veteran's Day, which is not allowed under the Village' Code. The Mayor noted the conflict between the residents' desire to maintain their property and the shorter hours and days available for that work. A discussion ensued. After discussion, the board took no action.

The Mayor then moved the discussion to LED light within the Village. Mayor Riscica noted that the technology related to LED exterior lighting has advanced significantly and that other municipalities are considering converting to LED exterior lighting and the Village should consider installing LED lights. To that end, the Village has a scheduled meeting with PSEG to discuss the benefits of installing LED lighting within the Village.

The Mayor then moved the discussion to the Village's Beautification Policy. With the Village consent, the Woman's Club decorates certain portions of the Village's property in the Fall, Spring and for the Winter Holidays. The Woman's Club requested a policy for funding this decorating. The Mayor shared with the Board the new policy.

The Mayor then moved the discussion to the Webster Avenue Bridge, which lies outside the village boundary. This bridge is over 120 years old and is owned by the State, maintained by the Long Island Railroad (LIRR) and is on the Town of North Hempstead's property. The bridge is closed for repairs and borders Flower Hill, as well as, our Village. The repairs are expected to take six weeks. The LIRR invited input from the relevant municipalities in coordinating the work. The Village has expressed to LIRR representatives its view that the related signage and detours are excessive and confusing and should be changed.

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 December Abstract of Claims Number 8 of the Budget Year 2018 – 2019 for claim numbers 151 – 186 in the amount of \$32,934.36 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 9:38 p.m.

Respectfully submitted,

Arlene Drucker, Clerk-Treasurer