

**INC. VILLAGE OF PLANDOME HEIGHTS  
MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
APRIL 1, 2019  
MINUTES OF MEETING**

**Present:**

|                  |                                       |
|------------------|---------------------------------------|
| Mayor            | Kenneth C. Riscica                    |
| Trustee          | Daniel Cataldo                        |
| Trustee          | Silva Ferman                          |
| Trustee          | Gus Panopoulos                        |
| Trustee          | Dianne Sheehan (arrived at 7:40 p.m.) |
| Trustee          | Alvin Solomon                         |
| Trustee          | Norman Taylor                         |
| Clerk-Treasurer  | Arlene Drucker                        |
| Village Attorney | Christopher Prior, Esq.               |

**Also Present:**

|                  |                          |
|------------------|--------------------------|
| Michael Schwartz | Resident                 |
| Mary Pat Pilch   | Resident                 |
| Bobby Anastasia  | Resident                 |
| Stella Biniaris  | Fill in Office Assistant |

At 7:07 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 19, 2019 Village Elections as shown below:

***CERTIFICATE OF ELECTION RESULTS 2019***

THIS IS TO CERTIFY that the General Election of Officers for the Incorporated Village of Plandome Heights was held on the 19<sup>th</sup> day of March, 2019 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 total number of absentee voters was.....    | 5  |
| The total number of Paper Ballots cast was..... | 25 |
| The total number of all voters was.....         | 30 |
| The total number of write in votes was.....     | 0  |

[2]

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

for DANIEL CATALDO was.....30  
for GUS PANOPOULOS was..... 30  
for NORMAN TAYLOR was..... 29

[3]

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

TRUSTEE DANIEL CATALDO for a two (2) year term  
TRUSTEE GUS PANOPOULOS for a two (2) year term  
TRUSTEE NORMAN TAYLOR for a two (2) year term

As witnessed by the Election Inspectors of record on the 19<sup>th</sup> day of March 2019, indicated below:

Marie Dalton Bruno      Robert Anastasia

Newly re-elected Trustees Daniel Cataldo, Gus Panopoulos and Norman Taylor were sworn in by Village Attorney Christopher Prior.

7:20 p.m. Mayor Riscica opened the Public Hearing on Bill 3 of 2019 – amending Section 4-5, “Application and Review Procedures,” of Chapter 4 “Architectural Review Board,” of the code of the Village of Plandome Heights, to require architectural review of certain exterior work for which building permits are not required, and Section 43-11 , “ Building Permits,” of Chapter 43, “Building Construction,” of the village code to add exceptions to the type of work that requires building permits.

A verbatim transcript of the public hearing was made by a stenographer; a copy of said transcript is deemed incorporated into these minutes at this point.

Trustee Solomon moved to close the Public Hearing at 7:25 pm. The motion was seconded by Trustee Cataldo. All present voted in favor.

7:45 p.m. Mayor Riscica opened the Public Hearing on Bill 2 of 2019 – abolishing requirement to have a tree survey done every five years.

A verbatim transcript of the public hearing was made by a stenographer; a copy of said transcript is deemed incorporated into these minutes at this point.

Trustee Panopoulos moved to close the Public Hearing at 7:59 pm. The motion was seconded by Trustee Ferman. All present voted in favor.

8:02 p.m. Mayor Riscica opened the Public Hearing on Bill 1 of 2019 – amending the telecommunications tower chapter of the zoning code.

A verbatim transcript of the public hearing was made by a stenographer; a copy of said transcript is deemed incorporated into these minutes at this point.

Trustee Panopoulos moved to close the Public Hearing at 8:24 pm. The motion was seconded by Trustee Cataldo. All present voted in favor.

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                 | Lucille Van Baaren | 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                    | James Madison      | 5 Years |
| F. Planning Board Alternate                 | Alex Linsky        | 1 Year  |
| G. Planning Board Alternate                 | Patrick Pilch      | 1 Year  |
| H. Architectural Review Board Chair         | Maryann Grieco*    | 1 Year  |
| I. Architectural Review Board Member        | Maryann Grieco     | 5 Years |
| J. Architectural Review Board Alt. Member-1 | Tom Ahn            | 1 Year  |
| K. Architectural Review Board Alt. Member-2 | Stewart Jervis     | 1 Year  |
| L. Budget Officer                           | Kenneth Riscica    | 1 Year  |
| M. Clerk-Treasurer                          | Arlene Drucker     | 1 Year  |
| N. Records Access Officer                   | Arlene Drucker     | 1 Year  |
| O. Tax Collector                            | Arlene Drucker     | 1 Year  |
| P. Election Officer                         | Arlene Drucker     | 1 Year  |
| Q. Acting Justice                           | Vacant             | 1 Year  |
| R. Village Prosecutor                       | Mary Corrigan      | 1 Year  |
| S. Emergency Management Coordinator         | Bart Giusto        | 1 Year  |
| T. Assistant Emerg. Management Coor.        | Alvin Solomon      | 1 Year  |
| U. Emergency Management Medical Liaison     | Dr. Sanjivan Patel | 1 Year  |
| V. Flagmaster                               | Michael Riscica    | 1 Year  |
| W. Historian                                | Vacant             | 1 Year  |

\* Chairmanships are for one year.

Upon motion by Trustee Ferman, seconded by Trustee Taylor, 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 Solomon, seconded by Trustee Sheehan, 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 Member | Trey Harragan | 1 Year |
| Technology Advisory Board Member | Richard Kraft | 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 2020 in Village Hall, 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 6, 2019
- June 3, 2019
- July 1, 2019
- August 5, 2019
- September 9, 2019
- October 7, 2019
- November 4, 2019
- December 2, 2019
- January 6, 2020
- February 3, 2020
- March 2, 2020
- April 6, 2020 (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 1, 2019 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 Sheehan, then Mayor & Trustee Solomon, then Trustee Cataldo & Trustee Sheehan then Trustee Cataldo & Solomon.

- 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 authorize a one time payment in advance of the audit of claims at the regular meeting of the Board of Trustees to Manhasset Deli for an amount not to exceed \$150.00 to provide a light lunch for the meeting to be held at Village Hall on Friday, April 5, 2019 with Assemblyman Tony D'Urso and neighboring Mayors.
- 8) **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.
- 9) **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.

- 10) **RESOLVED**, that the Village adopts the 2019 Emergency Response Plan originally prepared in April 2009 and amended as of April 1, 2019.

Upon motion by Trustee Solomon, seconded by Trustee Sheehan all of the above annual resolutions, were unanimously approved by all present. The Personnel Operating Policies and Procedures was held for review at a future meeting.

8:38 p.m. Mayor Riscica opened the Public Hearing the budget for the fiscal year 2019 – 2020.

A verbatim transcript of the public hearing was made by a stenographer; a copy of said transcript is deemed incorporated into these minutes at this point.

Trustee Cataldo moved to close the Public Hearing at 8:40 pm. The motion was seconded by Trustee Sheehan. All present voted in favor.

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.

There being no questions regarding the revisions to the Tentative Budget for the Fiscal Year 2019-2020, 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, 2019 – May 31, 2020.

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 4, 2019 Board of Trustees meeting. On motion by Trustee Taylor, seconded by Trustee Shehan, and unanimously adopted by all present, it was:

**RESOLVED**, that the minutes of the Regular Meeting, held on March 4, 2019 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 Panopoulos, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Abstract of Claims Number 12 of Budget Year 2018/2019 for claim numbers 266 -304 in the amount of \$34,977.99 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 Clerk is instructed to get additional bids and if the new bids are not less than the proposal received by U. Arias, the Village is authorized to accept the proposal of U. Arias Corporation as the Village Landscaper for 2019 and the Mayor or Clerk-Treasurer may execute any and all documents necessary to that authorization.

Mayor Riscica then moved the discussion to the Street Sweeping proposal received from the current contractor, Dejana Industries, Inc. The Mayor noted that the proposal did not increase contract costs from the prior year this service. The Mayor noted that available vendors for this service is limited as (a) North Hempstead Town and

Flower Hill Village have both declined to continue to provide such service and (b) a new vendor used by some villages has proved unreliable. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Village is hereby authorized to enter into the street sweeping contract from Dejana Industries Inc. for street sweeping, in accordance with the proposals submitted to the Village by Dejana. Further, the Village is authorized to sweep the streets and to do so prior to the spring holidays, if possible.

The Mayor then moved the discussion to the Catch Basin Cleaning proposal received from the current contractor, Dejana Industries, Inc. The Mayor noted that the proposal came in at an 8.14% increase from the previous year. The Mayor noted that the available vendors for this service is limited similarly as for the Street Sweeping. After discussion, upon motion by Trustee Taylor, seconded by Trustee Solomon, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Clerk is instructed to request a reduction in price for this service and the Village is hereby authorized to enter into the Catch Basin Cleaning contract with Dejana Industries Inc. , if the cost can be reduced to similar pricing than last year and that the Mayor or Clerk-Treasurer is authorized to execute any and all documents necessary to accomplish that authorization.

Trustee Panopoulos left at 9:45 p.m.

At 10:05 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 10:20 p.m., the Mayor announced that executive session ended with no action taken.

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 2019 – 2020 shall be increased by 3.8%, \$2,500 to \$67,500 and it is further

**RESOLVED**, that the compensation of the Building Inspector shall be increased by 2% from \$92 per hour to \$ 94.00 per hour and it is further

**RESOLVED**, that the compensation of the Deputy Clerk shall be set at a subsequent meeting and it is further

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 10:30 p.m.

Respectfully submitted,

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Arlene Drucker, Clerk-Treasurer