

**INC. VILLAGE OF PLANDOME HEIGHTS  
MEETING OF THE BOARD OF TRUSTEES  
BY VIDEO CONFERENCE  
DECEMBER 7, 2020; 6:00 PM  
MINUTES OF MEETING**

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

A Meeting of the Board of Trustees was called to order by the Mayor at 6:17 p.m. on Monday, December 7, 2020 by video conference, pursuant to Executive Orders relating to the COVID-19 pandemic, issued by Governor Cuomo impacting the NYS Open Meetings Law. The meeting was recorded for later transcription.

The Mayor noted that the first order of business was the approval of the minutes of the November 2, 2020 Regular Meeting of the Board of Trustees. The Trustees confirmed that they had read the draft minutes. After discussion, upon motion by Trustee Sheehan, seconded by Trustee Ferman, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the minutes of the November 2, 2020 Regular Meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer are hereby accepted and approved.

Mayor Riscica then moved the discussion to public safety and law enforcement. Mayor Riscica noted that he is part of Nassau County Police Commissioner Ryder’s Community Council (the “CCC”), a group of community leaders brought together in the interest of having community input to and knowledge of our policing. At this time, the CCC’s mission includes review of justice and police reform as it relates to the events of the past year while still maintaining law and order. This group meets once a month with generally 60 – 65 participants and they are currently meeting via zoom.

The Mayor then moved the discussion to Grant and CHIPS money. Mayor Riscica noted that the Division of the Budget issued a notice in April 2020 that the state has the ability to hold all discretionary local aid grants during this tight fiscal year. Both of our grants are appearing to being held under this authority and the future of such grants may, or may not, be uncertain. The 20% of the new allocation of CHIPS money could be in jeopardy but the carryover money is secure.

The Mayor then moved the discussion to LED lights and noted that he placed the purchase order for the two sample LED lights discussed at a previous board meeting. The Trustees had authorized an expenditure ‘up to \$2,000’ and the purchase order was placed for approximately \$1,200. The final locations of the sample lights have not been decided upon but the lights will be in close proximity to one another in order to be able to observe them simultaneously at different times of day, weather and seasons.

Mayor Riscica then addressed the Manhasset Bay Protection Committee (MBPC) annual dues notification. Mayor Riscica noted that there would not be an increase in dues this year. Mayor Riscica also noted that the Manhasset Bay area has significantly improved since the involvement of this committee. In addition, the Village shares credit for the work of the MBPC, which is included in the Village annual MS4 report required by the DEC. Mayor Riscica expressed his view that the allocation of dues among the 13 participating Villages does not take into account the significant disparity in size, resources, impact and shoreline among the various Villages and noted that he will send a letter of objection, that was reviewed with the Trustees, that is similar to the letter of objection sent last year.

The Mayor then moved the conversation to the Planning Board. As discussed, in last month's board meeting, the Village Attorney prepared a draft bill to amend the current code to take such measures, including the possible elimination of the Planning Board, to transfer those responsibilities to the Village Board of Trustees. A draft bill was presented to the Trustee for consideration. A discussion ensued in which questions were asked and answered. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolutions were adopted by all Trustees present:

**RESOLVED**, that a bill to revise Section 140-13, "Planning Board" of the Village Code, as recommended by the Village Attorney, is hereby introduced as Bill #1 of 2020, and that a Public Hearing be scheduled at the February 1, 2021 Board of Trustees Meeting at a time to be determined at the January meeting.

The Mayor then moved the conversation to the new Record Retention Schedule. The State Archives revised and consolidated its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments. The current MU-1 schedule, is set to expire and the new schedule is required to be approved by January 1, 2021. A discussion ensued in which questions were asked and answered. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolutions were adopted by all Trustees present:

**RESOLVED**, By the Board of Trustees of the Village of Plandome Heights that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**IT IS FURTHER RESOLVED**, that in accordance with article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Mayor Riscica then moved the discussion to the 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, 2020 and the related reports and recommendations prepared by our auditors for the attention of the Trustees. The Mayor then presented 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 Cataldo, seconded by Trustee Sheehan, 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, 2020 as prepared by the Village and audited by Skinnon & Faber are hereby ratified and approved in the form presented to the Trustees with such further non-material changes as are agreed by the Mayor and the Village Auditor 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.

Upon hearing the sad news of the passing of Marie A. DeVito, on November 12, 2020, mother of longtime resident and Village and community leader, Marion Endrizzi, the Mayor noted that it was appropriate to lower the Flag of the Village of Plandome Heights in respect of Mrs. DeVito's passing at age 103. And so, on November 14, 2020 the Flag of the Village of Plandome Heights was lowered in respect of the passing of Mrs. DeVito. Now, therefore, by motion of Trustee Ferman, seconded by Sheehan and unanimous vote of the Trustees, it was,

**RESOLVED**, that the action taken on November 14, 2020 in honor of Mrs. DeVito is hereby ratified by the Trustees, specifically that the flag of the Village of Plandome Heights be lowered to half-staff in respect of the passing of Marie A. DeVito, on November 12, 2020, mother of longtime resident and community leader Marion Endrizzi, and that such flag shall remain in that state for approximately one week. Further, that such action be communicated to the Endrizzi family with the additional message, "*May God rest her soul and comfort her family.*" By order of the Board of Trustees, dated this December 7<sup>th</sup>, 2020 and effective as of the 14th day of November 2020.

Mayor Riscica asked if the Abstract Committee had reviewed the Abstract of Claims under our modified procedures while we are meeting remotely. It was reported that one member had reviewed, finding no exceptions, and the other member would complete review later in the week. Upon motion by Trustee Panopoulos, seconded by Trustee Cataldo, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Abstract of Claims Number 7 of Budget Year 2020/2021 for claim numbers 185 -209 in the amount of \$23,402.23 have been reviewed by Trustee Sheehan and is hereby approved and accepted, subject to review and approval by Trustee Cataldo, in his capacity as member of the Village's temporary audit of claims committee.

The Mayor then moved the discussion to the Village right of way used as a pathway to Manhasset Bay by The Beachway. A discussion ensued in which questions were asked and answered, and the Board determined to leave the path in its natural state, with periodic trimming of natural growth.

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

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Arlene Drucker, Clerk-Treasurer

