

**INC. VILLAGE OF PLANDOME HEIGHTS
MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
APRIL 4, 2022; 6:00 PM
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	Trustee	Daniel Cataldo
	Trustee	Mary Hauck
	Trustee	Kristina Lobosco
	Trustee	Florence Musalo
	Trustee	Gus Panopoulos
	Trustee	Norman Taylor
	Clerk-Treasurer	Arlene Drucker
	Village Attorney	Christopher Prior, Esq.

Also Present:	Jennifer DeSena	Town of North Hempstead Supervisor
	Kathryn Gross	Special Project Associate
	Judy Taylor	Resident
	Alvin Solomon	Exiting Trustee
	Rosemary Mascali	Resident, President Plandome Heights Civic Association
	Paul Mascali	Resident
	Rebecca Scaramucci	Resident, President Plandome Heights Women's Club
	Bobby Anastasia	Resident
	Aida Ferman	Exiting Trustee

At 6:10 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

Mayor Riscica noted that he, as newly re-elected Mayor, and newly elected Trustees Mary Hauck, Kristina Lobosco and Florence Musalo were sworn in by Town of North Hempstead Supervisor Jennifer DeSena prior to the start of the meeting.

Mayor Riscica then made a Year In Review presentation which is attached to the minutes .Mayor Riscica asked Clerk-Treasurer Arlene Drucker to report the results of the March 15, 2022 Village Elections as shown below:

CERTIFICATE OF ELECTION RESULTS 2022

THIS IS TO CERTIFY that the General Election for the Incorporated Village of Plandome Heights was held on the 15th day of March, 2022 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.

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

BALLOTTED CANDIDATES	VOTES
KENNETH C. RISCICA	166

WRITE-IN CANDIDATES	VOTES
GARREN DU	2
DAVID PATTERSON	6
PAUL MASCALI	9
MARION ENDRIZZI	1
ROBERT ERB	3

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

BALLOTTED CANDIDATES	VOTES
MARY HAUCK	137
KRISTINA LOBOSCO	139
FLORENCE MUSALO	164

WRITE-IN CANDIDATES	VOTES
JARED BECHEL	2
FRANCES SACONA	2
PAUL MASCALI	88

As witnessed by the Election Inspectors of record on the 15th day of March 2022, indicated below:

Marie Dalton Bruno and Robert Anastasia

Mayor Riscica then made a presentation with respect to the tentative budget for the 2022/23 Village fiscal year which is attached to the minutes.

At 7:27 p.m. Mayor Riscica opened the Public Hearing on the Village budget.

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.

On motion by Trustee Cataldo, seconded by Trustee Panopoulos, the Board unanimously RESOLVED to close the Public Hearing at 7:43 pm.

Mayor Riscica then asked the Village Clerk to present the list of proposed appointments for various Village offices and positions, as follows:

A.	Zoning and Appeals Board Chair	Eugene O'Connor*	1 Year
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B.	Zoning and Appeals Board Member	Anil Wadhvani	5 Years
C.	Zoning and Appeals Board Member (LVB Replacement)	Eric Carlson	To fill the remaining term of Van Baaren effective on her resignation on June 1, 2022
D.	Zoning and Appeals Board Alt. Member -1	Vacant	1 Year
E.	Architectural Review Board Chair	Maryann Grieco*	1 Year
F.	Architectural Review Board Member	John Starck	5 Years
G.	Architectural Review Board Alt. Member-1	Tom Ahn	1 Year
H.	Architectural Review Board Alt. Member-2	Stewart Jervis	1 Year
I.	Budget Officer	Kenneth Riscica	1 Year
J.	Clerk-Treasurer	Arlene Drucker	1 Year
K.	Records Access Officer	Arlene Drucker	1 Year
L.	Tax Collector	Arlene Drucker	1 Year
M.	Election Officer	Arlene Drucker	1 Year
N.	Building Inspector	Edward Butt	1 Year
O.	Stormwater Management Official	Edward Butt	1 Year
P.	Acting Justice	Vacant	1 Year
Q.	Village Prosecutor	Mary Corrigan	1 Year
R.	Emergency Management Coordinator	Bart Giusto	1 Year
Q.	Emergency Management Coordinator	David Lisner	1 Year
R.	Emergency Management Medical Liaison	Dr. Sanjivan Patel	1 Year
S.	Flagmaster	Vacant	1 Year
T.	Historian	Vacant	1 Year

* Chairmanships are for one year.

Upon motion by Trustee Panopoulos, seconded by Trustee Lobosco, 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 on a contract basis for the Village Official Year now commencing and a discussion ensued regarding the proposals from the professionals:

Village Attorney	McLaughlin & Stern, LLP
Auditor	Skinnon and Faber
ARB Architect Consultant	Craig Westergard
Engineering Firm	West Side Engineering
ARB Architect Consultant	Craig Westergard

Upon motion by Trustee Taylor, seconded by Trustee Lobosco, the following resolution was unanimously adopted.

RESOLVED that the proposed persons or firms listed above are hereby retained in the indicated capacities, in accordance with their respective written proposals submitted to the Board.

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
Digital Records Board Member	Florence Musalo	1 Year
Digital Records Board Member	Kristina Lobosco	1 Year

At Mayor Riscica's request Clerk-Treasurer Drucker 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 3rd day of April 2023 in in Village Hall at 37 Orchard Street Manhasset, NY 11030 at 6:00 PM.

2) **RESOLVED** that the regular monthly meetings of the Board of Trustees shall be held on the first Monday of each month that does not fall on a federal holiday, at the offices of Plandome Heights, 37 Orchard Street, Manhasset, New York at 6:00 pm. All other meetings called will be noticed as required by law. Therefore, the regular meetings for the year 2022– 23 will be:

- | | |
|----------------|--------------------|
| - May 2, 2022 | - November 7, 2022 |
| - June 6, 2022 | - December 5, 2022 |

- July 11, 2022
- August 1, 2022
- September 12, 2022
- October 3, 2022
- January 9, 2023
- February 6, 2023
- March 6, 2023
- April 3, 2023 (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 [Association?], 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 4, 2022 is hereby adopted and the Village Treasurer, Budget Officer or Mayor is authorized to invest and reinvest monies received by the Village and held for various General/Unassigned/Assigned purposes, Capital/Assigned/Committed purposes, 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 investment vehicles and 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 for the deposit of said monies be adopted as resolutions 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 Hauck, then Mayor & Trustee Musalo, then Trustee Cataldo & Trustee Hauck then either Trustee Cataldo or Trustee Hauck and Trustee Musalo.

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, and Payroll, related payroll taxes, deferred compensation and medical benefits.

7) **RESOLVED** that the Board of Trustees appoints North Hempstead Town Clerk Ragini Srivastava as Registrar of Vital Records and North Hempstead Town Deputy Clerk Margaret Malito as Deputy Registrar of Vital Records.

8) **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 adopt the procurement policy as to all goods and services which are not statutorily required to be publicly bid.

9) **RESOLVED** that the Village adopts the 2022 Emergency Response Plan originally prepared in April 2009 and amended as of April 4, 2022

10) **RESOLVED** that the Village adopts the 2022 Personnel Operating Policies & Procedures originally adopted on January 2019 and updated as of April 4, 2022

11) **RESOLVED** that the Village adopts the 2022 VPH Sexual Harassment Prevention Policy originally adopted on November 5, 2018 and updated as of April 4, 2022

12) **RESOLVED** that the Final NYS Public Employer Public Health Emergency Plan originally adopted on March 1, 2021 and updated as of April 4, 2022

13) **RESOLVED** that the Village adopts the 2021 Beautification of the Village Policy originally adopted on December 3., 2018 and updated as of April 4, 2022

Upon motion by Trustee Cataldo, seconded by Trustee Hauck, all of the above annual resolutions, were unanimously approved by all Board members present, amended as follows:

- The Investment Policy
First National Bank and Flushing Bank are authorized for the deposit of money up to \$750,000 each for an additional 6 months, ending October 31, 2022 due to the increase in funds due to grants.
- Procurement Policy is adopted as presented, except that the range of transaction amounts eligible for verbal quotation shall be from \$2,999 to \$4,999.
- Personnel Policy is adopted as presented, except that it be amended to authorize reimbursement to each Village employee who uses her or his personal vehicle for Village business, including travel to and from meetings at the rate of \$ 0.58 per mile.

Mayor Riscica asked Clerk-Treasurer Drucker to outline the individual areas of responsibilities for each Trustee as follows:

- Cataldo Finance, Insurance, Financial Reporting, Technology
- Hauck Liaison to PH Women's Club, Liaison to PWM-OEM, Emergency Management, Signs, Village Greens
- Lobosco Technology/Digital Records, Manhasset Bay Protection Committee
- Musalo Technology/Digital Records, Grants, Great Neck North Shore Television/PATV
- Panopoulos Real Estate, Lease, Contracts, Legal
- Taylor Sanitation, Snow removal, Roads, Trees, Engineering, Storm Drains

Mayor Riscica noted that the next order of business was review of the minutes of the Board of Trustees' March 7, 2022 Regular Meeting. The Trustees confirmed that they had read the draft minutes. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Cataldo, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of the March 7, 2022 Regular Meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer are hereby accepted and approved.

The Mayor then addressed the request from Mr. and Mrs. Mascali, residents at 36 Bournedale Road South, to remove a tree in the Village ROW, in front of their home due to the work being done with National Grid. After discussion and upon motion by Trustee Panopoulos, seconded by Trustee Musalo, the following resolution was unanimously adopted by all present:

RESOLVED, that the Village authorizes Mr. and Mrs. Mascali, at their cost and expense, to remove tree #657, a Norway Maple, on the village right-of-way, including stump grinding, with no need to replace the tree.

Mayor Riscica then discussed the annual recognition of the members of the Manhasset-Lakeville Fire Department ("MLFD"). The Mayor noted that the first responders of the MLFD are valued servants of the Village who risk their lives for the safety of the community and its people. Annually, various anniversaries and accomplishments are presented for recognition at the MLFD annual meeting. It is our desire to express the gratitude of the residents of the Village to the MLFD members noted in a memorandum from MLFD and therefore, after discussion, and on motion from Trustee Panopoulos and seconded by Trustee Musalo, it was unanimously:

RESOLVED, that individual Proclamations expressing the gratitude of the Village be presented to the following members of the MLFD:

- Ex-Chief Michael S. Rice, Outgoing Chief of the Department, 34 Years of Active Service
- Ex-Chief Neil Hick, 60 Years of Active Service
- Ex-Captain Steven Parsloe, 50 Years of Active Service
- Ex-Captain Aaron Mitchell, 25 Years of Active Service
- Ex-Captain Lawrence R. Bergun, 25 Years of Active Service
- Ex-Department President, Robert Fener, 27 Years of Active Service

The Mayor then observed that the Village held a retirement celebration for former Trustees Silva (Aida) Ferman, Dianne Sheehan, and Alvin Solomon, each of whom has just completed years of service to the Village and its residents. The Mayor asked that the Board ratify the Proclamations presented to those former Trustees at the April 3, 2022 Retirement celebration. After discussion and upon motion by Trustee Taylor, seconded by Trustee Cataldo, the following resolution was unanimously adopted by all present:

RESOLVED, that the Village ratifies the Proclamations presented to Trustees Silva (Aida) Ferman, Dianne Sheehan, and Alvin Solomon in honor of their service to the Village.

The Mayor then moved the discussion to Aim Funding. NYCOM requested all Village sign on to a letter to be sent to Governor Hochul, Senate Majority Leader Stewart-Cousins and Speaker of the Assembly Heastie requesting additional Aim Funding. After discussion and upon motion by Trustee Cataldo, seconded by Trustee Taylor, the following resolution was unanimously adopted by all present:

Whereas, AIM funding plays a pivotal role in funding essential municipal services such as water, sewer, public works, police, fire and ambulance for cities and villages across New York State and,

Whereas, the State has not increased AIM funding in 13 years and,

Whereas, inflation has eroded AIM funding by roughly 29% over that time period and,

Whereas, the New York State Conference of Mayors and nearly 400 of its members have signed onto a letter to the Governor requesting an inflationary increase of \$210 million in AIM funding and,

Whereas, the Governor's Executive Budget proposed keeping AIM funding flat and,

Whereas, the New York State Senate and Assembly have included increases of \$210 million and \$150 million, respectively, to AIM funding in their one-house budgets and,

Whereas, an increase in AIM funding would reduce the local tax burden and help revitalize communities across New York, and

Now, therefore, be it resolved that the Village of Plandome Heights urges Governor Hochul to work with the leaders of the Senate and Assembly and increase AIM funding in the 2022-23 adopted State Budget.

Mayor Riscica stated that the next order of business was the review of the General Code estimate. Last year the Village adopted 2 laws which will need to be codified into the Village Code for the website and the physical code books. The estimated cost for this work will be between \$640 and \$745. After discussion, upon motion by Trustee Lobosco, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village is authorized to submit the approved estimate to General Code to codify the recently adopted Village Local Laws not yet codified.

Mayor then moved the discussion to the budget. Mayor recommended the following changes:

	TENTATIVE BUDGET 2022/2023	Adjustment	Revised 2022/23
A1410.1A Clerk/Treasurer	72,500.00	4,500	77,000
A1990.4 Contingency Accounts	11,500.00	-3,000	8,500
A1620.400 Supplies (& Office Maint)	7,000.00	-1,000	6,000
A1410.1C Consultant/Temp salaries	5,000.00	-500	4,500

The Mayor then moved the discussion to Capital Expenditures. The Village has various road projects that include replacing the roads in the Bournadales section of the Village. The Mayor noted that we still have \$175,000 in potential grants and an additional \$69,000 in CHIPS money. The Mayor also noted that this is the last group of the roads that needs to be replaced, based upon the Board's 2011 Road Capital Project initially developed with input from then-Village engineers Sydney B. Bowne & Son, LLP (work done by

James Antonelli, PE). The Mayor estimated that the remaining portion of the ten year Capital Plan is \$500,000, with the Bournadales section of resurfacing representing about 70% of the balance.

The Mayor noted that certain third party funding for portions of the project expenses initially contemplated to be paid for with Village funds have become available to the Village. The Mayor noted that certain such third party funding resources are available on a reimbursement basis, requiring the expenditure of Village funds initially. For that reason, and to maintain consistency and transparency in the funding process for the Project, the Board should authorize expenditures from the Capital Reserve Fund in amount sufficient to fund the Project, with the Capital Reserve Fund then to be replenished when the third party funds are received. Such expenditures from the Capital Reserve Fund would be financed by loans from the General Fund that would be repaid upon reimbursement to the Capital Reserve Fund. The Mayor noted that the Board previously has authorized expenditures in an amount not to exceed \$500,000 from the Capital Reserve Fund, and that an increase of \$100,000, for a maximum authorized expenditure of \$600,000, should be sufficient to cover currently anticipated project expenses, as well as potential change orders that are prudent to anticipate when undergoing significant projects. The Mayor reminded the Board that expenditures from the Village's Capital Reserve Fund are subject to a permissive referendum, and must be made subject of a legal notice and the passage of time before expenditures may lawfully be made. Therefore, it is prudent to take formal Board action to authorize the reasonably anticipated expenditures, including contingencies, sufficiently in advance of the time when payments will become due so that the moneys are then available. The Mayor noted, too, that the Village is enjoying high levels of cooperation with the various contractors involved, which suggests a fairly rapid conclusion to the Project, and so a relatively imminent need to have funds available.

After discussion, upon motion by Trustee Cataldo, seconded by Trustee Taylor, the following resolutions were adopted by all Trustees present:

RESOLVED, that this Board appropriate the sum not to exceed \$600,000, from the Village's Capital Reserve Fund to pay for costs to be applied to certain capital improvements to existing Village roadways, street signs, street lights, parklands and leasehold interests, which resolution is subject to permissive referendum and subject to separate Board resolutions authorizing specific expenditures against such appropriation; and that this

RESOLUTION is subject to a permissive referendum pursuant to the provisions of the General Municipal Law; and it is hereby further

RESOLVED, that the Village Clerk be, and she hereby is, authorized and directed to cause to be published in the official newspaper of the Village a notice of the adoption of this resolution, and that this resolution is subject to permissive referendum.

After discussion, upon motion by Trustee Cataldo, seconded by Trustee Taylor, the following resolutions

Mayor Riscica then moved the discussion to the landscaping proposal from U. Arias Corp, and the catch basin and street sweeping proposals from Dejana Industries, Inc. and the time and material contract from Welsbach, the Village's street lighting maintenance contractor. After discussion, upon motion by Trustee Hauck, seconded by Trustee Musalo, the following resolution was unanimously approved by all present:

RESOLVED, that the Village is hereby authorized to enter into the landscaping contract with U. Arias Corp. and both the street sweeping contract and the catch basin cleaning contracts from Dejana Industries Inc., and the time and material contract from Welsbach, in accordance with the applicable vendor proposals.

The Mayor then addressed street sweeping. The Mayor stated that it was appropriate for the Board to approve work under the existing contracts for street sweeping with contractor Dejana Industries and asked the Board for authority to authorize Dejana to perform such work due to construction debris and concern that if not swept the debris will end up in the catch basins after a heavy rainfall. After discussion, upon motion by Trustee Taylor, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present:

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

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

RESOLVED, that the Abstract of Claims Number 10 of the Budget Year 2021 – 2022 for claim numbers 303 – 338 in the amount of \$ \$35,735.49 have been reviewed and approved by the Trustees and is hereby accepted.

At 9:10 p.m. Mayor Riscica moved to enter into Executive Session for Personnel Matters. This motion was seconded by Trustee Cataldo. All Trustees present were in favor.

At 9:30 pm., the Mayor announced that executive session ended with no action taken.

The meeting was adjourned at 9:31 p.m.

Respectfully submitted,

Arlene Drucker
Clerk-Treasurer

Attachments (2)