

**INC. VILLAGE OF PLANDOME HEIGHTS  
MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
AUGUST 1, 2022; 7:00 PM  
MINUTES OF MEETING**

|                 |                  |                                 |
|-----------------|------------------|---------------------------------|
| <b>Present:</b> | Mayor            | Kenneth C. Riscica              |
|                 | Trustee          | Daniel Cataldo                  |
|                 | Trustee          | Mary Hauck                      |
|                 | Trustee          | Florence Musalo                 |
|                 | Trustee          | Gus Panopoulos                  |
|                 | Trustee          | Norman Taylor                   |
|                 | Clerk-Treasurer  | Arlene Drucker (telephonically) |
|                 | Deputy Clerk     | Susan Martinez                  |
|                 | Village Attorney | Christopher Prior, Esq.         |

|                |         |                  |
|----------------|---------|------------------|
| <b>Absent:</b> | Trustee | Kristina Lobosco |
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**Also Present:** Rosemary Mascali      Resident, President Plandome Heights Civic Association

At 7:06 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

The Mayor noted that the next order of business was approval of the minutes of the Board of Trustees' July 11, 2022 Regular Meeting. The Trustees confirmed that they read the draft minutes. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Musalo, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the minutes of the July 11, 2022 Regular Meeting in the form presented by the Village Clerk-Treasurer are hereby accepted and approved, as amended.

The Mayor then moved the discussion to the filing of the Annual Updated Document Financial Report (AUD). The Mayor noted that, in light of staffing issues, the Village has requested and received a 60 day extension of the filing deadline. The goal is to file within 20 days.

The Mayor then referred the Members to the DASNY and DOT grant documents posted on the Trustee webpage, copies of which were also distributed to the Trustees. Mayor Riscica informed the Board that the grants are in accordance with the distribution of funds on the Village's road project that was reviewed with the Trustees and that it was good governance for the Board to review and approve the two grant requests. After discussion and upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was unanimously adopted by all present:

**RESOLVED**, that the Board of Trustees ratifies the submission of the \$50,000 grant to the Dormitory Authority Of The State Of New York ("DASNY") and the \$125,000 grant to the Department of Transportation Multi-Modal for the Road project.

The Mayor then moved the discussion to the CHIPS grants. The Mayor noted that the Village has approximately \$80,000 in road work expenses that are not covered by other grants or reimbursements. The Village has available CHIPS money and the Mayor recommends that such expenditures be made with CHIPS funds. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was adopted by all Trustees present:

**RESOLVED**, that Village CHIPS funds be used to pay up to \$80,000 of expenditures under the recently completed road project, and that all related actions by the Mayor and Clerk or Deputy Clerk, including the submission of related paperwork requesting CHIPS reimbursement for such road project expenditures is hereby ratified and approved.

Mayor Riscica then moved the discussion to the Sexual Harassment Prevention Policy and Training Program. Mayor Riscica noted that a new confidential hotline for complaints of workplace sexual harassment was established and that this number should be included in the Policy. New York employees may now call 1-800-427-2773 to obtain free legal counseling for any complaint of sexual harassment in the workplace. After discussion, upon motion by Trustee Hauck, seconded by Trustee Musalo, the following resolution was adopted by all Trustees present:

**RESOLVED**, that the Village amend the VPH Sexual Harassment Prevention Policy originally adopted on November 5, 2018, and re-adopted most recently in April 2022, to incorporate the confidential hotline for complaints of workplace sexual harassment effective as of August 1, 2022.

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 August Abstract of Claims Number 3 of the Budget Year 2022 – 2023 for claim numbers 64 – 92 in the amount of \$33,079.70 has been reviewed and approved by the Trustees, and is hereby accepted.

At 8:44 p.m. Trustee Panopoulos motioned to enter into Executive Session in order to receive the advice of counsel and discuss real estate matters. This motion was seconded by Trustee Cataldo. All Trustees present were in favor. At 9:00 executive session was ended without any action taken.

The Mayor noted that the Trustees were in favor of the resident suggestion to hire a consultant to advise on the Village's space needs. The Trustees recognized that its assumptions as to the inadequacy of the current space for Village needs may not be universally understood by the community. To that end, on motion made by Trustee Panopoulos and seconded by Trustee Cataldo and unanimously passed, it was

**RESOLVED**, that the Mayor is directed to seek out an experienced consultant to advise the Village on its current and future space needs and to report back to the Trustees on his findings, verbally or electronically between meetings and as soon as possible. It is further resolved, that if such suitable, experienced consultant is located and available, that the Mayor is authorized to retain such consultant on behalf of the Village, for ratification and the next regular or special meeting, so long as the cost does not exceed \$3,500.

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,

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Arlene Drucker  
Clerk-Treasurer