

**MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
JANUARY 10, 2023; 7:00 PM  
MINUTES OF MEETING**

<b>Present:</b>	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
	Deputy Clerk	Susan Martinez
	Village Attorney	Christopher Prior, Esq.

<b>Also Present:</b>	Rosemary Mascali	Resident, President Plandome Heights Civic Association
	Roxanne Fitzig	Resident, Board Member, Plandome Heights Civic Association
	Mary Oleske	Resident, Board Member, Plandome Heights Civic Association

At 7:04 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance. The Mayor noted that the first order of business was approval of the minutes of the Board of Trustees' November 7, 2022 and December 5, 2022 Regular Meetings. The Trustees confirmed that they read the draft minutes. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Lobosco, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the minutes of the November 7, 2022 and December 5, 2022 Regular Meetings of the Board of Trustees in the forms presented by the Village Clerk-Treasurer are hereby accepted and approved and the Clerk-Treasurer is hereby instructed to file the minutes in the minutes book of the Village.

The Mayor then moved the discussion to the Village records digitization project. The Mayor noted that at its December meeting the Board approved the original proposal from NYSID through Seery Systems for approximately \$50,000 pending a discussion with the Building Inspector regarding the advisability of accepting a proposal for more granular record "indexing" ("Proposal") for nearly \$20,000. A discussion ensued. Trustees Musalo and Cataldo agreed that the Proposal represented a "want" and not a "need." The discussion then focused on different levels of usefulness from the Proposal if applied to historical records as opposed to records submitted in the future. The Mayor sought input from those Trustees and the Clerk who are familiar with the Building Inspector's use of the affected records. The consensus was that the Building Inspector would effectively benefit from the previously approved project, while the benefits from the Proposal were less certain as to cost effectiveness. The Mayor stated that he shared that perception. The Mayor thanked everyone for the thoughtful and thorough vetting of the Proposal. The

Board was satisfied that the project should go forward with the original scope, and no action was taken with respect to the Proposal, with the Mayor noting that changes could be considered in Project scope after the Village gains experience with the project upon implementation.

The Mayor then moved the discussion to trees. The Mayor noted that, in addition to a large hanging branch that needs attention in the Preserve, the Village has dead tree trunks and other branches in the Preserve that require attention. The Mayor also noted that vegetative debris from work done in the Preserve ordinarily is left on site to degrade naturally. Because the proposed work is in Preserve areas observable from the road, unsightly resulting debris should be removed. The Mayor noted that Hefferin Tree and Landscape Inc. submitted a proposal to remove assorted tree debris for \$650, an amount as to which the Village procurement policy requires no additional quotes, as staff processing of multiple proposals ceases to be cost-effective. The Mayor requested a motion to approve the Hefferin proposal. After discussion, upon motion by Trustee Hauck, seconded by Trustee Taylor, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the Village accepts the Hefferin Tree and Landscape Inc. proposal to remove dead trunks and branches at the Village Preserve at a cost of \$650.00 and further that the Mayor and the Clerk-Treasurer are empowered to enter into such contracts, purchase orders or agreements as are necessary to effectuate this resolution.

Mayor Riscica then moved the discussion to the time and material contract from Welsbach, the Village's street lighting maintenance contractor. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Lobosco, the following resolution was unanimously approved by all present:

**RESOLVED**, that the Village accepts the street lighting maintenance proposal, on the time and material basis, as submitted by Welsbach.

The Mayor then moved the discussion to the upcoming Village Election. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Musalo, the following resolutions were unanimously adopted by all Trustees present:

**RESOLVED**, that pursuant to the provisions of the Election Law of the State of New York, the Village Clerk-Treasurer is hereby directed to publish a notice concerning the Annual General Village Election, that all polling shall take place at the Plandome Village Hall, 65 South Drive, Plandome, New York on Tuesday, March 21, 2023, which notice shall be published after the last day for filing nominating petitions for said election, but not less than ten days prior to the date of said election. Said notice shall contain the following information:

1. The street address of the polling place for the Village Election, to wit:  
Plandome Village Hall, 65 South Drive, Plandome, New York 11030.
2. The date and hours during which the polling place will be open shall be 12:00 noon until 9:00 p.m.
3. The names and addresses of all those who have been duly nominated for Village office and the term of the office for which they have been nominated.

**IT IS FURTHER RESOLVED**, that the Board of Trustees has previously eliminated Village Personal Registration Day. All residents interested in registering for the Village Election must be registered with the Nassau County Board of Elections. All Village residents registered with the Nassau County Board of Elections are eligible to vote in the Village Election.

**IT IS FURTHER RESOLVED**, that the following persons are appointed to the position of Election Inspector for the Village's Election Day at the aforementioned dates, times and place:

Marie Dalton Buono as Election Inspector Chair, at a salary of \$175 for the day

Robert Anastasia as Election Inspector, at a salary of \$150 for the day

The Mayor then discussed the Justice Court Audit Report prepared by the Village's independent auditor for the period October 1, 2021 to September 30, 2022. 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, upon motion by Trustee Cataldo, seconded by Trustee Lobosco, 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, 2021 to September 30, 2022 submitted by Skinnon & Faber is hereby accepted.

Mayor Riscica then moved the discussion to unpaid taxes. The Clerk provided the Unpaid Tax Statement to the Trustees and noted that two property owners have not paid the Village property tax.

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

**RESOLVED**, that the November Abstract of Claims Number 9 of the Budget Year 2022 – 2023 for claim numbers 206 – 233 in the amount of \$41,875.88, has been reviewed and approved by the Trustees, and is hereby accepted, as amended.

At 7:57 p.m. Mayor Riscica moved to enter into Executive Session in order to discuss Real Estate and Personnel matters. This motion was seconded by Trustee Hauck. All Trustees present were in favor.

The Mayor announced that executive session ended at 8:45 p.m. with no action taken.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

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Arlene Drucker  
Clerk-Treasurer