

**MEETING OF THE BOARD OF TRUSTEES  
PLANDOME HEIGHTS VILLAGE HALL  
November 6, 2023; 7:00 PM  
MINUTES OF MEETING**

<b>Present:</b>	Mayor	Kenneth C. Riscica
	Trustee	Daniel Cataldo
	Trustee	Mary Hauck
	Trustee	Gus Panopoulos
	Trustee	Florence Musalo
	Trustee	Norman Taylor
	Trustee	Kristina Lobosco (via Zoom)
	Acting Clerk-Treasurer	Marie Brodsky
	Deputy Clerk	Susan Martinez
	Building Inspector	Edward P. Butt
	Village Attorney	Christopher Prior, Esq.

<b>Also Present:</b>	Marion Endrizzi	Resident and Former Mayor
	Rosemary Mascali	Resident, Plandome Heights Civic Association
	Paul Mascali	Resident
	Pastor Blake Henderson	Pastor of Shelter Rock Church
	Pastor Jim Owens	Pastor of Shelter Rock Church
	John Starck	Resident
	Eric Carlson	Resident
	Michael Simms	Resident
	Alan Zaremba	Resident
	Jonathan Cornell	Resident
	Rosemary Caserta-Uhl	Resident
	Wayne Powers	Resident
	Owen Ferris	Resident
	Karina Kovac	Blank Slate Media

At 7:02 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

The Mayor noted the first order of business was to Review Minutes of Regular Meeting, October 2, 2023 and Special Board Meeting of October 19, 2023. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Hauck, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the minutes of the Regular Meeting, October 2, 2023 and Special Board Meeting of October 19, 2023, of the Board of Trustees, in the form presented by the Acting Village Clerk-Treasurer are hereby accepted and approved, and the Acting Clerk-Treasurer is hereby instructed to file same in the minutes book of the Village.

The next order of business was approval of location of polling place and Village offices to be filled for the March 19, 2024 Village election. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Hauck, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that pursuant to the provisions of the Election Law of the State of New York, the Acting 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 19, 2024, 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,  
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.

The Mayor then opened the Public Hearing for **Bill 2 of 2023**, a proposed local law adding a new Article VII, "Terms of Office," to Chapter 1, "General Provisions," of the Code of the Village of Plandome Heights, to codify a one-year term of office for the appointive offices of Village Clerk and Village Treasurer.

The Mayor discussed the purpose of the local law and then asked for comment from the Trustees and then the public; there were none. The Mayor asked for a motion to adjourn the Public Hearing. Upon motion made by Trustee Panopoulos, seconded by Trustee Musalo and unanimously approved by the Trustees, the hearing was closed.

The Mayor then opened the Public Hearing for **Bill 3 of 2023**, a proposed local law amending Section 4-2, "Creation; terms and qualifications of members," of Chapter 4, "Architectural Review Board," and Section 140-27, "Appointment and membership," of Article IV, "Board of Appeals," of Chapter 140, "Zoning," of the Code of the Village of Plandome Heights, to authorize but not require removal of members of Architectural Review Board and Board of Appeals who have absences from three consecutive Board meetings.

The Mayor discussed the purpose of the local law and then asked for comment from the Trustees and then the public; there were none. The Mayor asked for a motion to adjourn the Public Hearing. Upon motion made by Trustee Taylor, seconded by Trustee Panopoulos and unanimously approved by the Trustees, the hearing was closed.

The Mayor then opened the Public Hearing for **Bill 4 of 2023**, a proposed local law amending § 85-2, "Parking, standing and stopping," of Chapter 85, "Parking and Vehicles," of the Village Code, to restrict parking on certain portions of Bournedale Road South and Chester Drive.

The Mayor discussed the purpose of the local law and then asked for comment from the Trustees and then the public. The Mayor then summarized emails received from residents Rosemary Mascali and John Stark and asked that they be entered into the record. After all comments were heard, the Mayor suggested that, based upon the information presented, the Board should table any decision for several months to see whether new efforts and developments at the Church result in improvement in the parking situation. The Mayor asked for a motion to adjourn the Public Hearing. Upon motion made by Trustee Cataldo, seconded by Trustee Hauck and unanimously approved by the Trustees, the hearing was closed.

The Mayor then moved the discussion to the recent meeting of the Board in its capacity as Village Planning Board (the "Board"), held on October 24, 2023, with respect to the application of the O'Connors, resident at 109 Summit, to amend certain conditions imposed on their property in a Planning Board decision adopted in 2018, in connection with the approval of the subdivision that created the O'Connor's parcel. At the request of the Board at the October 24 Planning Board meeting, the Village Attorney had prepared a written decision containing the Board's findings, which had been circulated to and reviewed by the Board members. Village Building Inspector Edward P. Butt and Trustee Norman Taylor addressed for the Board activities and progress at those locations that they had observed subsequent to the October 24 meeting of the Planning Board. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Taylor, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED**, that the Board of Trustees hereby approves the decision with respect to the O'Connor application for relief from certain conditions imposed in the 2018 subdivision approval decision for 109 Summit Drive in the form attached to these minutes.

The Mayor then discussed the proposed renewal of the package of insurance coverage that has been in place for the past several years. The Mayor noted that the Village's insurance consultants had obtained proposals from several insurers, and is now recommending a package that will involve a 7.5% premium increase in relation to the current coverage year. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Panopoulos, the following resolution was unanimously adopted by all Trustees present.

**RESOLVED**, that the Village is authorized to accept the insurance proposal from NYMIR, for the term 10/20/2023 to 10/20/2024 at a cost of \$16,859.29 and the Mayor and the Acting Clerk are directed to take such actions as are necessary to accomplish this resolution.

The Mayor then noted that weather and storm drain conditions may allow the Village to put off a fall sweep of the streets, and storm drain cleaning, until the spring 2024, but that further evaluation is needed. The Mayor and Trustee Taylor will evaluate the condition of the roads after the leaves fall and the condition of storm drains to determine the necessity of such work. After discussion, a motion was made by Trustee Cataldo, seconded by Trustee Hauck, and unanimously agreed to by the Trustees, to adopt the following resolution:

**RESOLVED**, that the Board of Trustees hereby authorizes the Village to retain Dejana to sweep the streets and clean the storm drains, under the existing contracts with Dejana, subject to evaluation of need and appropriateness of such activities by Mayor Riscica and Trustee Taylor, and further that the Mayor, Deputy Clerk and Acting Clerk-Treasurer are authorized to take such actions as are necessary to accomplish this resolution.

The Mayor then noted that the Trustees, at the special meeting of Trustees on October 19, 2023, had addressed the retaining of a special projects consultant to assist and manage the digitization of Village documents including the wrap up of the current project directed at Building Dept. files and the start and management of the new project for Board level documents, as well as such other projects as the Village

deems necessary or desirable. Further the Mayor noted that the use of ARPA funds may be appropriate in this effort to make files more “touchless.” The Mayor presented the proposed form of an offer letter to retain consultant Marijo Lantier as discussed. After discussion, a motion was made by Trustee Hauck, seconded by Trustee Cataldo, and unanimously approved by the Trustees present, to adopt the following resolution:

**RESOLVED**, that the Board hereby ratifies the retention of consultant Marijo Lantier to assist with various special projects including the two digitization projects and such other matters as the Village deems necessary or desirable, under the terms of the letter agreement dated November 3, 2023 and that the Mayor is authorized to execute such agreement.

The Mayor then noted the attendance of Resident and former Mayor Marion Endrizzi, who had initiated Board discussion on enacting Landmark legislation. The Mayor noted that several pressing issues had delayed progress on the Landmark project, and so it remains tabled until further information is obtained.

The Mayor discussed the Village’s continued use of paper materials for the Board members at their monthly meetings, noting the labor and cost expended to print and assemble hard copies of meeting documents for the Board of Trustees. The Mayor noted that the Board had previously approved, and obtained and installed, media equipment to enable Board members and other attendees to review meeting material on screen. The Mayor proposed that the Village consider obtaining electronic tablets for the Board members and Village staff attending meetings to enable the Village to benefit from the labor and costs expended on the paper documentation. The Mayor stated that there are ARPA funds available for this project. The Mayor and Trustee Daniel Cataldo will research specifications and cost of possibly purchasing electronic tablets for the dissemination of information at Village board meetings. After discussion, upon motion by Trustee Panopoulos, seconded by Trustee Musalo, the following resolution was unanimously adopted by all Trustees present:

**RESOLVED** the Board of Trustees hereby authorizes the purchase of electronic tablets for an aggregate amount not to exceed \$2,500.00.

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 6 of the Budget Year 2023 – 2024 for claim numbers 151 – 185 in the amount of \$47,675.96, has been reviewed and approved by the Trustees, and is hereby accepted, as amended.

At 8:51 p.m. Mayor Riscica moved to enter into Executive Session in order to discuss Personnel matters. This motion was seconded by Trustee Panopoulos. All Trustees present were in favor.

The Mayor announced that executive session ended at 9:15 p.m. with no action taken.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

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Marie Brodsky, Acting Clerk Treasurer  
Susan Martinez, Deputy-Clerk

