

**MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
JANUARY 8, 2024; 7:00 PM
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	Trustee	Daniel Cataldo
	Trustee	Mary Hauck
	Trustee	Kristina Lobosco
	Acting Clerk-Treasurer	Marie Brodsky
	Deputy Clerk	Susan Martinez
	Village Attorney	Christopher Prior, Esq.

Also Present:	Rosemary Mascali	Resident, President Plandome Heights Civic Association
	MaryAnn Grieco	Resident, Chairperson of the Architectural Review Board
	Marijo Lantier	Village Consultant

Absent:	Trustee	Florence Musalo
	Trustee	Gus Panopoulos
	Trustee	Norman Taylor

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 to approve the minutes of the Board of Trustees' December 8, 2023 Regular Meeting. After discussion, upon motion by Trustee Hauck, seconded by Trustee Lobosco, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of the December 8, 2023 Regular Meeting of the Board of Trustees in the form presented by the Village Deputy Clerk 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 provided an update on his recent meeting with two residents who had applied for Architectural Review Board (ARB) approval of solar panels, including street-facing solar panels, which application the ARB approved in part, but denied with respect to the proposed street-facing solar panels). The Mayor suggested that requests to approve solar energy equipment may become more frequent, and that the Village consider development of a policy to provide guidance for the ARB. The Mayor recommended, and the Board agreed, that the Village Attorney should draft a proposal to amend the Village Code to address solar panels for review by the Board of Trustees at the February meeting.

The Mayor moved the discussion to the most recent rebalancing of Village investments in Certificates of Deposit and Money Market funds. He stated that the Village's blended yield is now approximately 5.1% with careful cash management resulting in greater fund amounts deployed.

The Mayor then reported on Village operations and stated that he would circulate an update letter to Village residents later this week, outlining these matters.

The Mayor then moved the discussion to Manhasset-Lakeville Water District (MLWD) water main repair work on Willow Court. The Mayor explained that MLWD and the Village discussed the scope of the road restoration work, with the Village seeking curb-to-curb restoration, while MLWD believes its road restoration obligations under NYS law are more limited. MLWD then obtained from Posillico Civil a proposal for curb-to-curb restoration for \$18,750, while the Village obtained a \$25,000 proposal from Stasi Bros. The Village will contribute \$6,250 to the project to be performed by Posillico, in order to obtain "curb-to-curb" restoration. The ultimate form of billing and payment, and any related Intermunicipal Agreement, will be determined at a later time. Upon motion by Trustee Cataldo, seconded by Trustee Hauck, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village approves a contribution by the Village of \$6,250 to be applied to curb-to-curb road restoration of Willow Court in accord with Posillico Civil proposal to MLWD.

Mayor Riscica then moved the discussion to the proposed renewal of the annual time and material street lighting maintenance contract with Welsbach. The Mayor noted that the contractor proposes no increase from the prices in effect during to the 2023 contract. Upon motion by Trustee Cataldo, seconded by Trustee Hauck, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village approve the acceptance of the Welsbach proposal for maintenance of Village street lighting for calendar year 2024 as stated.

The Mayor then reported on the balance of funds granted to the Village under the American Rescue Plan Act (ARPA). The Mayor detailed how the ARPA funds have been used to date and stated that the Village needs to decide by mid-2024 how the remaining ARPA funds should be deployed. A discussion ensued, with the Board members agreeing that the Village should identify suitable uses for the remaining ARPA funds.

The Mayor then reported on the Digital Records project. He reported that the historical Building Department files have been uploaded to digital files by Seery Systems, with the assistance of our hired consultant Marijo Lantier, and that that project is now complete. As such, the retainage held back by the Grant Authority, approximating \$5,000, has been approved for payment to the Village. The digitization of Board Records has commenced, with records dating to 1998 having been delivered to Seery Systems for digitizing. Miscellaneous other records in Village Hall basement storage, are being evaluated for further digitization efforts. The Mayor observed that actual costs associated with the digitization project are less than originally budgeted.

The Mayor also discussed the possibility of contracting with municipal software and programming vendors, like Municipity, to implement a work flow program for the Village, including the building department. Trustee Cataldo and Trustee Lobosco will consult with Trustee Musalo to research options.

Resident Rosemary Mascali reported on the topic of Sustainability and she suggested that the Village consider taking the measures necessary to be designated a "sustainable community." The Mayor agreed that the idea had merit and should be given further consideration.

The Mayor then addressed the Justice Court Audit Report prepared by the Village's independent auditor for the period October 1, 2022 to September 30, 2023. 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, 2022 to September 30, 2023 submitted by Skinnon & Faber is hereby accepted.

The Mayor then moved the discussion to the upcoming Village Election. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Lobosco, 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 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, 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, upon acceptance, to the position of Election Inspector for the Village's Election Day at the aforementioned date, 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

Mayor Riscica then moved the discussion to unpaid taxes. The Clerk provided the Unpaid Tax Statement to the Trustees and noted that one property owner has 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 Hauck, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the December Abstract of Claims Number 8 of the Budget Year 2023 - 2024 for claim numbers 219-256 in the amount of \$43,878.06, 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. This motion was seconded by Trustee Cataldo. All Trustees present were in favor.

The Mayor announced that executive session ended at 9:10 p.m. with no action taken.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Marie Brodsky
Acting Clerk-Treasurer

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**THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
JANUARY 8, 2024
MINUTES OF MEETING**

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Posillico Civil
1750 New Highway
Farmingdale, NY 11735
631.249.1872
631.794.2221 Fa

Proposal

Submitted To	Manhasset Lakeville Water District	Date	12/6/2023
Address	170 East Shore Great Neck, NY 11023	Phone	516-466-4415
Attention	Paul Schrader	Fax	516-466-1871
		Job Location	Willow Ct

We propose to furnish labor, equipment, and materials to complete the following scope of work

Repair water damaged road on Willow Ct., Plandome Heights. (approx. 1000sy)

Mill 2" existing roadway as discussed

Sweep clean area and Tack Coat

Install 2" NYS Type 6 Top Asphalt.

Price: \$18,750.00

If you have any questions please do not hesitate to call me at 631-390-5706.

Chuck Forte

Civil | Materials | Environmental | Drilling | Consulting | Development

1750 New Highway Farmingdale, NY 11735 | P (631) 249-1872 | www.posillicogroup.com

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Plandome Heights ARPA activity since inception						Funds applied		
	Date	Balance	Total	Grants in	Interest	Road/ water	Digital	Trsf to VOH
Beginning balance								
Payment #1	08/09/2021	51,992.70	51,992.70	51,992.70				
Payment #2	09/10/2021	52,204.98	212.28	212.28				
Payment #3	08/03/2022	104,409.94	52,204.96	52,204.96				
Interest	Various	106,605.60	2,195.66		2,195.66			
Trsfr. interest to operations	12/18/2023	104,394.40	-2,211.20					-2,211.20
Stormwater management, The Neck	05/17/2022	94,544.40	-9,850.00			-9,850.00		
Stormwater management, Plandome Rd	05/19/2022	79,744.40	-14,800.00			-14,800.00		
Data management for Digital	04/27/2023	66,683.76	-13,060.64				-13,060.64	
Staff hours on Digital	04/27/2023	59,099.40	-7,584.36				-7,584.36	
Data Imaging Services of building files	12/13/2023	57,843.80	-1255.6				-1255.6	
			57,843.80	104,409.94	2,195.66	-24,650.00	-21,900.60	-2,211.20

SKINNON AND FABER
Certified Public Accountants, P.C.

October 12, 2023

Mayor and Board of Trustees
Incorporated Village of Plandome Heights
37 Orchard Street
Manhasset, NY 11030

We have examined the books and records of the Justice Court of the Incorporated Village of Plandome Heights in accordance with Section 2019-a of the Uniform Justice Court Act. The act requires all village justices to annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited by the auditing board or official or by a certified public accountant.

We conducted our examination to ascertain if the Justice Court of the Incorporated Village of Plandome Heights is in compliance with the latest edition of the Handbook for Town and Village Justices and Court Clerks ("The Handbook") as published by the State of New York. We examined the period from October 1, 2022 to September 30, 2023.

As a result of our procedures, it is our opinion, that the Justice Court of the Incorporated Village of Plandome Heights is substantially in compliance with their fiscal responsibilities as outlined in the Handbook for Town and Village Justices and Court Clerks. However, we would like to make the following recommendations to increase the internal controls over the Justice Court:

- We noted two instances in which the monthly report was signed by the Justice subsequent to the report being filed with the Office of the State Comptroller. We recommend that all reports be reviewed and signed by the Justice before or the same day that it is being submitted.
- We noted two instances in which the monthly reports were submitted late to the Office of the State Comptroller. All reports should be transmitted by the 10th day of the subsequent month.
- We noted two instances in which there was no evidence of a review of the monthly reports prior to submission to the Office of the State Comptroller. All reports should be reviewed by the justice prior to submission. An original signature of a justice provides assurance that the justice has reviewed the report and ensures that the information being reported is complete and accurate.



Fairfield Office Park
700 Veterans Memorial Highway
Suite 210
Hauppauge, NY 11788

Phone: (831) 851-1201
Fax: (831) 851-1206
Email: info@sfhcpa.com
Website: www.sfhcpa.com

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If you have any questions or concerns, please do not hesitate to contact us.

Very truly yours,

Skinnon and Faber, CPAs, P.C.

SKINNON AND FABER, CPAs, P.C.

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Statement of Account of Unpaid Village Taxes

The Village of Plandome Heights has one parcel of land with unpaid taxes for the tax year 2023-2024. Below is the information on these parcels.

Section/Block/Lot	3/171/ 6, 307
Address	56 Cove Drive
Person Name	John & Danielle Carroll
Unpaid Taxes	\$ 1253.74

The total outstanding taxes to be collected are \$1253.74, which includes late penalties.

STATE OF NEW YORK)
 ss.:
COUNTY OF NASSAU)

Marie Brodsky, being duly sworn, deposes and says: I am the Clerk-Treasurer of the Village of Plandome Heights. The annexed document is a true account of the taxes remaining unpaid upon the tax roll of the Village of Plandome Heights for tax year 2023-2024. The sum mentioned therein remains unpaid, and after diligent efforts I have been unable to collect such sum.

Marie Brodsky

Clerk-Treasurer of the Village of
Plandome Heights