

**MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
FEBRUARY 5, 2024; 7:00 PM
MINUTES OF MEETING**

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

| | | |
|----------------------|------------------|--|
| Also Present: | Jerry Love | Resident, ARB Board Member |
| | Eric Carlson | Resident, BZA Board Member |
| | Rosemary Mascali | Resident, Plandome Heights Civic Association |
| | Laura Maurischat | Resident, ARB Board Member |
| | Marijo Lantier | Village Consultant |
| | Don Parker | Resident, ARB Board Member |
| | Ed Aydag | Resident, ARB Board Member |

| | | |
|----------------|---------|-----------------|
| Absent: | Trustee | Florence Musalo |
|----------------|---------|-----------------|

At 7:00 p.m. Mayor Riscica called the meeting to order and called for the Pledge of Allegiance.

The Mayor reported with profound sadness the passing, too soon and too quickly, of Trustee Gus Panopoulos on Saturday, February 3, 2024 at 53 years old. Our hearts go out to his wife, Irene, and his twin daughters, Ava and Grace and the extended Panopoulos family. Trustee Panopoulos served the Village for over 8 years, since April of 2015, and was a beloved member of the Board of Trustees. The Mayor noted that Trustee Panopoulos brought special skills as an accomplished attorney and entrepreneur which made him a *talented Trustee*. However, his love of the village and its residents made him an *extraordinary Trustee*. His loss is deeply felt by his family, Village leadership, his friends, colleagues and the greater community. In respect of his passing, and by motions made by Trustee Norman Taylor and seconded by Trustee Daniel Cataldo, it was unanimously,

RESOLVED, that the flag of the Village of Plandome Heights be lowered to half-staff in respect of the passing of Trustee Gus Panopoulos and that such flag shall remain in that state for approximately two weeks. And it is further,

RESOLVED, that such action be memorialized in a photo containing a short tribute to Trustee Gus Panopoulos and that such photo tribute be communicated to the Panopoulos family with the additional message, "*May God rest his soul and comfort his family*" and further that such photo tribute be annexed to these minutes as Exhibit 1 and become a permanent part of the Village records, and it is further,

RESOLVED, that a tribute, *“The Village reflects on the passing of Trustee Gus Panopoulos,”* be posted on the Village website, circulated to all in Village leadership and service and delivered to the official newspaper of the Village, the Manhasset Press, for publication, and that such tribute be annexed to these minutes as Exhibit II to become a permanent part of the Village records.

The Mayor then reported with sadness the passing of long-time resident Anne P. Carlson on February 4, 2024. Anne was 94 and lived in the Village for 52 years. Anne was predeceased by her husband, Eric G. Carlson and she is survived by her son, Eric R. Carlson, his wife Joanna and their three children, Katherine, Eric and Alexia. Eric R. Carlson is currently a member of our Zoning Board and formerly served on our Planning Board.

Anne was a talented artist in the mediums of ceramics and oil painting and she was an adjunct professor at the Pratt Institute, her alma mater, for 43 years. A particularly resilient person, Anne survived the loss of her first husband and first child in the same year. After a period of mourning and reflection, Anne remarried, had a son and moved to Plandome Heights in 1972 where she remained for 52 years. Anne was physically active her entire life participating in sports in her youth including track, but she ultimately developed a love of tennis in her later years and played regularly until she was 86. The relationships Anne had with her “tennis friends” were very dear to her. Anne’s passion for art, and tennis was only surpassed by her love for her family.

In respect of Anne’s passing, and by motions made by Trustee Norman Taylor and seconded by Trustee Daniel Cataldo, it was unanimously,

RESOLVED, that the flag of the Village of Plandome Heights be lowered to half-staff in respect of the passing of long-time Village resident and friend, Anne P. Carlson, and that such flag shall remain in that state for approximately one week; and it is further,

RESOLVED, that such action be memorialized in a photo containing a short tribute to Anne P. Carlson and that such photo tribute be communicated to the Carlson family with the additional message, *“May God rest her soul and comfort her family,”* and further that such photo tribute be annexed to these minutes as Exhibit 1 and become a permanent part of the Village records.

The Mayor then turned the discussion to the approval of the minutes of the Board of Trustees’ January 8, 2024 Regular Meeting. The Trustees confirmed that they read the draft minutes. After discussion, upon motion by Trustee Hauck, seconded by Trustee Cataldo, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of the January 8, 2024 Regular Meeting and the Board of Trustees in the forms presented by the Village Clerk-Treasurer are hereby accepted and approved, as amended, 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 the issue of public safety and resident concerns in light of reports of a recent increase of home break-ins in neighboring communities. The Mayor has communicated regularly with the other mayors on the Port Washington peninsula as well as Nassau County Police Inspector Vitelli, the 6th precinct Commanding Officer. As a result of the collective effort of the Mayors,

Patrick J. Ryder, Commissioner of the Nassau County Police Department, was holding an open meeting for residents to discuss Public Safety at the time of our meeting. The Mayor stated that law enforcement in the Village is provided by the Nassau County Police Department. Residents pay their taxes directly to support the NCPD and the NCPD is one of the finest police departments in the Country. The Village works closely with NCPD to ensure that our needs are understood and addressed. The Village is also paying close attention to what other villages may do in addition so that it can consider successful efforts. The Mayor recommends residents communicate with the Nassau County Police Department directly.

The Mayor then moved the meeting to discuss the matter of establishing a consistent criterion for the Architectural Review Board (ARB) with respect to residents' installations of Solar Panels. Village attorney Christopher Prior presented a draft of a proposed change to Village Code regarding the installation of Solar Panels. The Board considered comments from residents in attendance and the Mayor conveyed comments from the Building Inspector. The Board advised counsel to make certain changes to the proposed law based on this input. The Board will continue the discussion during the next BOT meeting scheduled for March 4, 2024 with a possible Public Hearing at the April 1, 2024 Annual Meeting.

The Mayor then asked the Clerk and Trustee Lobosco for an update on the MS4 Village Stormwater Program requirements. The Clerk presented a proposal letter from Jim Antonelli, P.E., regarding his assistance with the village stormwater program. Jim Antonelli, P.E. will assist the Village in completing and filing mandatory filings, including the MS4 Notice of Intent (NOI), and will follow up with the Village to make sure deadlines and requirements are met. Trustee Lobosco reported to the Board that she will attend an upcoming meeting of the Manhasset Bay Protection Committee ("MBPC"), an organization that assists the Village and its other members in satisfying their responsibilities under the NYS DEC's MS4 program. That MBPC meeting will address program requirements and responsibilities. The Clerk was instructed to invite Jim Antonelli, P.E. to discuss the MS4 Program at the next BOT meeting.

The Mayor provided an analysis of the Village's balance of funds received from the State and Local Fiscal Recovery Funds Program which includes the American Rescue Plan (ARPA) Act.

The Mayor then moved the discussion to New York State's Local Government Records Management Improvement Fund (LGRMIF) grants program which provides funds to help local governments establish records. The LGRMIF is now accepting grant applications for 2024-2025. The Mayor recommended that the Village notify LGRMIF of our intent to apply for grant money before the deadline for the expenditure or commitment of ARPA funds under the State and Local Fiscal Recovery Funds Program. The Clerk was instructed to file the intent of application.

The Mayor then moved the discussion to the Village's pursuit of electronic workflow solutions for various Village functions. He asked Trustee Cataldo, Trustee Lobosco, the Clerk, and the Deputy Clerk for their opinions on the necessity of a workflow program for the building department in the Village. Opinions were given and the Mayor indicated that this discussion would be ongoing. Trustee Cataldo and Trustee Lobosco will continue to inquire about different workflow programs and options.

The Mayor then brought the discussion to the current Architectural Review Board's (ARB) fee schedule for ARB appeals. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Lobosco, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Architectural Review Board's current rates for appeals will be \$500.00 for the application and a \$2,000.00 deposit, similar to the Board of Zoning Appeals for a similar process.

The Mayor moved the meeting to discuss Village roadwork completed in December.

The Mayor began the discussion by asking the Board for a resolution to waive conflict for attorney, Christopher Prior, who drafted the Intermunicipal Agreement for the Manhasset-Lakeville Water District and in turn is advising the Village regarding said agreement. The Mayor stated the reason for the waiver of conflict is that the proposed agreement is minor, there are no contentious or difficult issues, the amount involved, \$6,250 is very small and there are no meaningful contingencies. Upon motion by Trustee Lobosco, seconded by Trustee Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, the Village waives any potential conflicts of interest relating to Village attorney Christopher Prior's representation of both the Village and the Manhasset-Lakeville Water District (MLWD), in connection with the Intermunicipal Agreement for road restoration between the Village and MLWD, which Mr. Prior prepared at the request of MLWD, for the reasons stated by the Mayor.

The Mayor then moved the discussion to accept the Manhasset-Lakeville Water District (MLWD) Intermunicipal Agreement for the water main repair work on Willow Court. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Lobosco, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, the Village approved the agreement as presented by the Manhasset Lakeville Water District for the road restoration of Willow Court in accord with Posillico Civil proposal to MLWD.

At 8:30 p.m. Mayor Riscica moved to enter into Executive Session. This was seconded by Trustee Hauck. All Trustees present were in favor.

The Mayor announced that executive session ended at 8:55 p.m.

The discussion moved to the vacant position of Clerk-Treasurer. The Mayor noted that the positions of Clerk and Treasurer have been separated for purposes of civil service in order to reflect that (a) our current candidate, Marie Brodsky, does not have an accounting/treasury background and (b) the Village desires to have a Treasurer with more experience. However, until a position of Treasurer is filled, the Village needs to have an acting Treasurer in order to do business in general and to transact its business with NY State. As such, the Mayor noted that the position of Clerk-Treasurer needs to be filled.

Marie Brodsky has completed approximately three months of service as acting Village Clerk-Treasurer including training that will continue. Marie reviewed a list of courses that she has attended since November 6, 2023, as well as some upcoming courses for which she is registered. After this period of service and training, the Mayor recommends that Marie Brodsky be appointed Clerk-Treasurer in order to fill the remaining term of Clerk-Treasurer Arlene Drucker (through April 1, 2024). Upon motion by Trustee Cataldo, seconded by Trustee Hauck, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, The following action was taken in the matter of the Clerk-Treasurer.

- a. Marie Brodsky is appointed as Village Clerk-Treasurer for the balance of the current term expiring at the Village’s annual meeting on April 1, 2024, made vacant by the resignation of former Clerk-Treasurer Arlene Drucker, as well as to the related positions as previously assigned the Clerk-Treasurer including (but not limited to):
 - i. Clerk
 - ii. Treasurer
 - iii. Records Access Officer
 - iv. Tax Collector
 - v. Election Officer
- b. Marie Brodsky will perform duties of Village Treasurer until such time as a Village Treasurer is hired.
- c. The Deputy Clerk shall relinquish her temporarily assigned duties as Clerk-Treasurer and related positions articulated above and will now resume the positions of Deputy Clerk-Treasurer and Deputy to the related positions noted above.
- d. The Clerk-Treasurer’ compensation will be \$70,000 per year and she will participate in the normal benefits in our Personnel Policies and Procedures (“PPP”) including 2 weeks of vacation (accruing as set forth in PPP), certain federal holidays, sick time as indicated, 401(k) availability and participation in health insurance as stated in PPP.
- e. In recognition of her service to date, as well as for efficient record keeping, her vacation accrual shall begin retroactively on January 1, 2024.

The Mayor noted that Clerk-Treasurer Brodsky was sourced to the Village by those we have an existing relationship with the people who are currently with FlexStaff. Those individuals at FlexStaff also sourced our prior Clerk-Treasurer as well as some project staff. The agreement with FlexStaff calls for a 15% fee of Clerk-Treasurer Brodsky’s salary upon conversion from temporary to permanent. In respect of our successful relation, Flex Staff agreed to reduce its fee from \$10,500 to \$9,750. As such, and on motion of Trustee Cataldo, seconded by Trustee Hauck and unanimously agreed, it was

RESOLVED, that the Village shall pay FlexStaff a reduced fee of \$9,750, as negotiated, under its agreement with FlexStaff for the conversion from temporary to permanent staff of Clerk-Treasurer Brodsky.

The Mayor then provided an update on the Village Hall Occupancy project. He reviewed a proposal set forth by the current landlord, Lois Silva. The Board agreed that the proposal was less than desirable but will keep it under consideration. In the January Trustees meeting, the Trustees authorized the Mayor to retain an architectural firm known to the Village for not-to-exceed \$5,000. The Mayor then presented that proposal for preliminary site plan design from N2 Design + Architecture PC. On motion of Trustee Cataldo, seconded by Trustee Taylor and unanimously agreed, it was

RESOLVED, that the form of agreement with N2 Design + Architecture PC is hereby approved in the form presented.

The Mayor then moved the discussion to Village Operations and general discussions.

The Mayor shared a letter from the Manhasset Bay Protection Committee regarding upcoming member dues. The Mayor discussed his opposition to the methodology used to calculate membership dues, with each member municipality, regardless of population, Bay frontage, or annual tax municipal property tax levy, paying the same membership dues. The Mayor shared his letter to the Manhasset Bay Protection Committee containing his objection, a point that he has made annually to MBPC.

The Clerk discussed the upcoming Harassment and Discrimination webinar training. She offered a flyer with information as well as link via the Board web page.

Lastly, the Mayor brought up a Village property owner's request to change their residential street number. No decision was made at this time. The Board wishes to further review this matter at a later date.

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 January Abstract of Claims Number 9 of the Budget Year 2023 - 2024 for claim numbers 257 - 301 in the amount of \$65,602.26, has been reviewed and approved by the Trustees, and is hereby accepted, as amended.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Marie Brodsky
Clerk-Treasurer

INDEX OF EXHIBITS

**THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
FEBRUARY 5, 2024
MINUTES OF MEETING**

Exhibit 1. The Village of Plandome Heights lowered flag in honor of the late Trustee Gus Panopoulos

Exhibit 2. Reflections on the passing of Trustee Gus Panopoulos

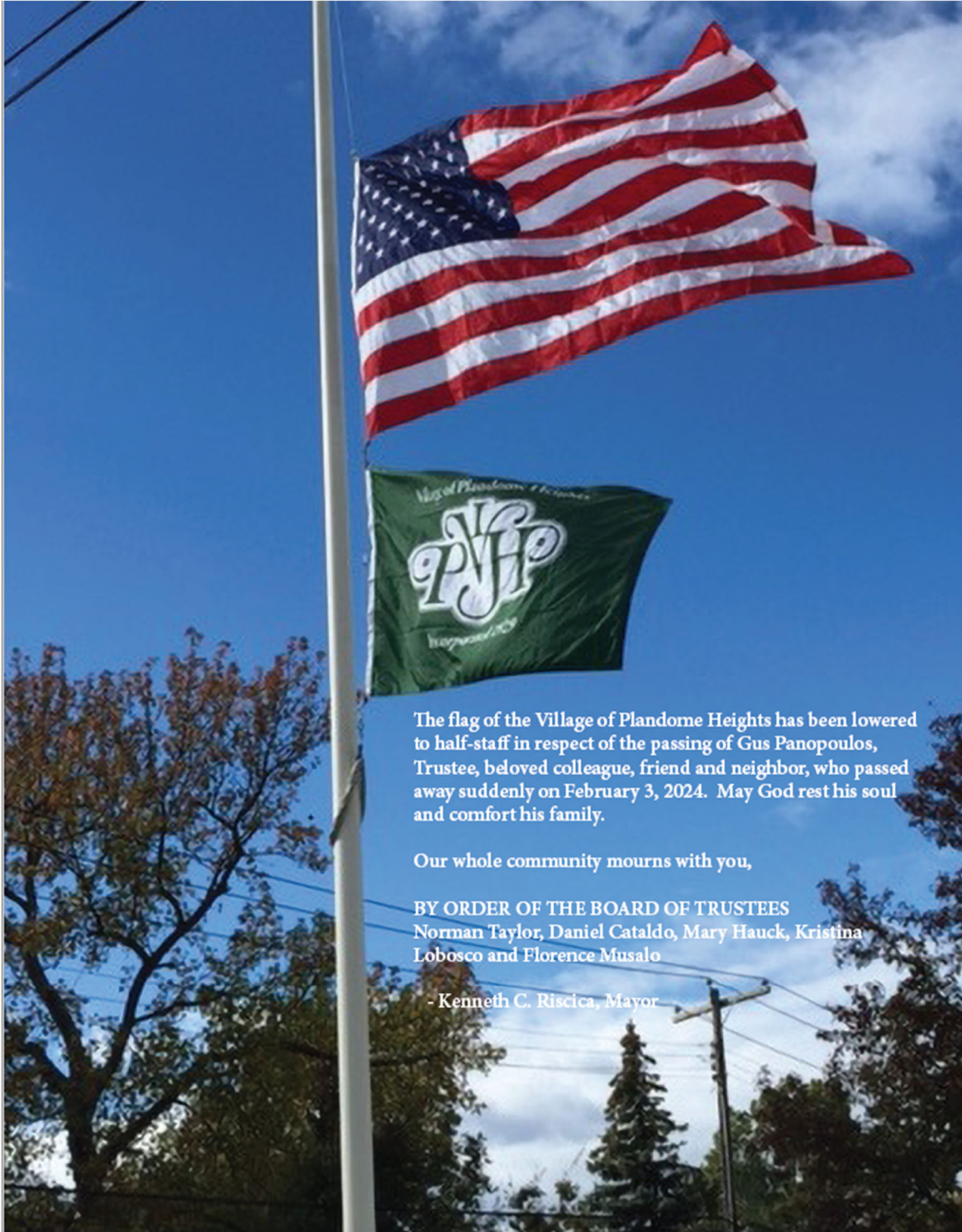
Exhibit 3. The Village of Plandome Heights lowered flag in honor of the late Anne Carlson

Exhibit 4. Intermunicipal Agreement with the Manhasset-Lakeville Water District re: Willow Court

Exhibit 5. Posillico Proposal for Willow

Exhibit 6. Jim Antonelli, PE Informational Letter Jan 2024

Exhibit 1. The Village of Plandome Heights lowered flag in honor of the late Trustee Gus Panopoulos



The flag of the Village of Plandome Heights has been lowered to half-staff in respect of the passing of Gus Panopoulos, Trustee, beloved colleague, friend and neighbor, who passed away suddenly on February 3, 2024. May God rest his soul and comfort his family.

Our whole community mourns with you,

BY ORDER OF THE BOARD OF TRUSTEES
Norman Taylor, Daniel Cataldo, Mary Hauck, Kristina Lobosco and Florence Musalo

- Kenneth C. Riscica, Mayor

Exhibit 2. Reflections on the passing of Trustee Gus Panopoulos



INCORPORATED VILLAGE OF
Plandome Heights

37 Orchard Street, Manhasset, New York 11030
Tel: (516) 627-1136 Fax: (516) 627 1393
www.plandomeheights-ny.gov

Kenneth C. Riscica
Mayor

Daniel Cataldo
Mary Hauck
Kristina Lobosco
Florence Musalo
Gus Panopoulos
Norman Taylor
Trustees

Marie Brodsky
Acting Clerk -Treasurer

Susan Martinez
Deputy Clerk

Katherine Hannon
Deputy Clerk - Court

Cye E. Ross, Esq.
Village Justice

Mary Breen Corigan
Prosecutor

Edward P. Butt, AIA
Building Inspector
Stormwater Mgmt.
Officer

David Lisner
Emergency Mgmt.
Coordinator

Maryann Grieco
Architectural Review
Board, Chair

Eugene O'Connor
Zoning and Appeals
Board, Chair

Trey Harragan
Technology Advisory
Board, Chair

Mary Gabriel
Historian

VILLAGE STATEMENT ON THE PASSING OF TRUSTEE GUS PANOPOULOS



The flag of the Village of Plandome Heights has been lowered in respect of the passing of Gus Panopoulos, Trustee, beloved colleague, friend and neighbor, who passed away suddenly on February 3, 2024. Gus was 53.

Gus was taken too soon and he was taken too quickly.

Our hearts go out to his wife Irene, and his twin daughters Name1 and Name2. In addition, Gus is survived by brothers, parents, others as well as and other detail to follow from Fairchild.....

[TO COME]

A full obituary regarding the extraordinary life of this extraordinary man, as well as visitation and other details, is at fairchildsons.com.

After practicing law as a partner at a top law firm, Gus chose to work in entrepreneurial activities with his family. That included operating the famous restaurant, Frankie and Johnny's Steak in New York. Gus' legal and business acumen made him a talented Trustee. Gus' strong love of the Village and its residents made him an extraordinary Trustee. A gregarious, warm man by nature, Gus touched many people and was widely loved, including by his colleagues on the Board. His sharp wit could take the edge of any situation. His loss, so soon and so quickly, is difficult for his family, his friends, his colleagues and the Village.



BY ORDER OF THE BOARD OF TRUSTEES

Norman Taylor, Daniel Cataldo, Mary Hauck, Kristina Lobosco, Florence Musalo.

- Kenneth C. Riscica, Mayor

Mayor@PlandomeHeights-NY.Gov

Exhibit 2. The Village of Plandome Heights lowered flag in honor of the late Anne Carlson



The flag of the Village of Plandome Heights has been lowered to half-staff in respect of the passing of long-time resident and friend, Anne P. Carlson who passed away at 94 on February 4, 2024.

May God rest her soul and comfort her family.

BY ORDER OF THE BOARD OF TRUSTEES
Norman Taylor, Daniel Cataldo, Mary Hauck, Kristina Lobosco and Florence Musalo

Kenneth C. Riscica, Mayor

INTERMUNICIPAL AGREEMENT

AGREEMENT made as of the ____ day of _____, 2024, between the Village of Plandome Heights, a municipal corporation having offices at 37 Orchard Street, Manhasset, New York 11030 (the "Village"), and the Board of Commissioners of the Manhasset-Lakeville Water District, a special improvement district of the Town of North Hempstead having offices at 170 East Shore Road, Great Neck, New York 11023 (the "Water District").

WITNESSETH:

WHEREAS, the Village and the Water District desire to cooperate with each other in connection with the payment for restoration work on portions of Willow Court, a Village street within the Village (the "Village Street"); and

WHEREAS, residents of the Village are also residents of the Water District; and

WHEREAS, the Water District, through its public works contractor, completed work on its underground water mains (the "Water Main Project"), under paved portions of the Village Street (the "Affected Portion"); and

WHEREAS, the Water District is obligated to restore the roadway in the Affected Portion upon completion of the Water Main Project; and

WHEREAS, the Village desires to accomplish a curb to curb restoration of the Affected Portion, which exceeds what the Water District considers its road restoration obligations, in order to create a consistent surface, in conjunction with the restoration work being performed by the Water District; and

WHEREAS, the Village and the Water District desire to enter into an intermunicipal cooperation agreement with respect to the foregoing, subject to the terms and conditions hereinafter set forth.

NOW, THEREFORE, pursuant to the provisions of Article 5G of the General Municipal Law, the parties hereto mutually covenant and agree as follows:

1. The Water District will retain J.D. Posillico Contracting ("Contractor") to perform curb-to-curb road restoration in the Affected Portion (the "Project"), and be responsible for oversight through completion of the Project to the Village's satisfaction. The Village will contribute \$6,250 toward the total \$18,750 costs of the Project (the "Village Contribution"). The Village shall be named as an additional insured party under

all insurance policies required from Contractor by the Water District that are required to have the Water District named as an additional insured party.

2. The Village shall pay to the Water District the amount of \$6,250 (i.e., the Village Contribution), in satisfaction of the obligations of the Village hereunder, upon completion of the Project by Contractor.

3. This Agreement is solely for the benefit of the parties hereto and no person shall be deemed a third-party beneficiary. This Agreement shall bind and benefit the parties hereto and their respective lawful and permitted successors, assigns and transferees.

4. Indemnification, Hold Harmless, Defense, Cooperation.

(a) To the fullest extent permitted by law, each Party (an "Indemnitor"):

(i) shall be solely responsible for and shall indemnify and hold harmless the other Party, and its officers, employees, agents, and servants (collectively, the "Indemnitees"), from and against any and all liabilities, losses, costs, expenses (including, without limitation, attorneys' fees and disbursements) and damages (collectively, "Losses") arising out of or in connection with this Agreement; provided, however, that nothing hereunder shall obligate an Indemnitor to indemnify or hold harmless an Indemnitee from and against any losses arising from the negligence of the Indemnitee.

(ii) shall, upon the Indemnitee's demand and at the Indemnitee's direction, promptly and diligently defend, at the Indemnitor's sole risk and expense, any and all suits, actions or proceedings which may be brought or instituted against one or more Indemnities and which arise out of or in connection with Section 4(a)(i), and the Indemnitor shall pay and satisfy any judgment, decree, loss, or settlement in connection therewith.

(b) Each Party shall, and shall cause its respective employees, servants, agents, or independent contractors, to cooperate with the other Party in connection with the investigation, defense, or prosecution of any action, suit, or proceeding arising out of or in connection with Section 4(a)(i).

(c) The obligations of the Parties pursuant to Section 4(a) hereof shall not be limited by reason of enumeration of any insurance coverage provided under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this agreement, in the name and on behalf of said parties, as of the day and year first above written.

VILLAGE OF PLANDOME HEIGHTS

By: _____
Kenneth Riscica, Mayor

BOARD OF COMMISSIONERS OF THE
MANHASSET-LAKEVILLE WATER
DISTRICT

By: _____
Steven L. Flynn, Chairman

Exhibit 2. Posillico Proposal for Willow

Pg. 1 of 1



DATE: 12/21/23

TO: **Manhasset Lakeville Water District**
170 East Shore Rd
Great Neck, NY 11023

ATTN: **Mr. Paul Schraeder**

RE: **Invoice # 08734-0250, Willow Ct.**

| DATE | DESCRIPTION | UNIT | UNIT PRICE | TOTAL |
|-------------------|--|------|-------------|--------------------|
| 12/19/23 | Asphalt Milling and Paving on Willow Ct, Plandome due to water main break. | LS | \$18,750.00 | \$18,750.00 |
| TOTAL DUE: | | | | \$18,750.00 |

Civil | Materials | Environmental | Drilling | Consulting | Development

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

James Antonelli, P.E.
West Side Engineering, PC
26 West End Avenue
Massapequa, NY 11758
(516) 541-8530 (office) (516) 524-9679 (mobile)

January 29, 2024

Kenneth Riscica, Mayor
Village of Plandome Heights
37 Orchard Street
Manhasset, NY 11030

Re: Village Stormwater Program

Mayor:

Since 2003, the Village has been required to develop and implement a stormwater management program plan as regulated by the New York State Department of Environmental Conservation (NYSDEC). As you are aware, the NYSDEC has issued a new General Permit for Stormwater Discharges to surface waters, effective January 3, 2024. The intent of the new permit is to require the reduction of potential surface water pollutants from municipal storm systems to the maximum extent practical. Regulated municipalities, including the Village, will require a more robust stormwater management program.

The Village requirements for this new permit include a series of more than 80 requirements with firm deadline dates over a 5-year period. This will require the Village to be much more proactive than in the past, and there must be more stringent record keeping. I will be updating forms which I have used in the past, and I will be developing a series of prototypical reports and information to assist the Village to comply with the General Permit.

The first requirement is to file a Notice of Intent (NOI) by February 20, 2024, for the Village to continue their current permit coverage. The next deadline for 2024 is July 3, when a Stormwater Management Plan (SWMP) must be filed, to include specific requirements. I had prepared a SWMP for the Village in 2003, when the first stormwater program was implemented by the NYSDEC. I will draw on that plan and update the prototype to include the new requirements. As part of the preparation of the Village's SWMP, I will meet with Village officials to review my suggestions of the contents of the SWMP, prior to submission to the DEC.

Various watershed protection committees have sent the links to e-reporting forms for the NOI, and I will gladly assist the Village to complete the NOI if you want me to. The NOI includes information pertaining to the Village as a storm system owner/operator, watershed information and a certification which must be signed by the ranking official, which is the Mayor of the Village.

I will follow up with the Village to make sure deadlines may be met.

Sincerely,



James Antonelli, P.E.
Village Engineer

[https://net.org/2712405-my.sharepoint.com/personal/jimantonelli_westsidengineering_net/Documents/Documents/West Side Engineering/Villages/Plandome Heights/Stormwater/NOI info ltr Jan 2024.docx](https://net.org/2712405-my.sharepoint.com/personal/jimantonelli_westsidengineering_net/Documents/Documents/West%20Side%20Engineering/Villages/Plandome%20Heights/Stormwater/NOI%20info%20Jan%202024.docx)