

**MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
March 4, 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:	Eric Carlson	Resident, BZA Board Member
	Rosemary Mascali	Resident, Plandome Heights Civic Association
	Marijo Lantier	Village Consultant
	Ed Aydag	Resident, ARB Board Member
	Jim Antonelli	Westside Engineering, Village Engineer Consultant
	Michelle Antonelli	
	Hooman Moirzadeh	
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 began the meeting by introducing the widow and two children of the late Trustee Gus Panopoulos. Each Trustee gave a brief memorialization of their late colleague. This was followed with presentation of a commemorative tribute folder (Exhibit 1), which includes a tribute and a Certified Resolution of the Board of Trustees, to Trustee Gus Panopoulos' family.

The Mayor then turned the discussion to the approval of the minutes of the Board of Trustees' February 5, 2024 Regular Meeting. The Trustees confirmed that they read the draft minutes. After discussion, upon motion by Trustee Hauck, seconded by Trustee Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of the February 5, 2024 Regular Meeting of the Board of Trustees in the form 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 introduced Jim Antonelli, principal of Village Engineer Westside Engineering, to present his proposal to the Board, summarized in Exhibit 2, for managing the new guidelines, applications, forms, reporting, and various deadlines for the Municipal Separate Storm Sewer Systems (MS4) stormwater management program, as set forth by The New York State Department of Environmental Conservation (DEC), on behalf of the Village. Mr. Antonelli advised that he is doing this work for several villages, and as much of the work will be performed using templates, he is able to apportion the effort among his village clients, and he estimates that the portion allocable to the Village would be approximately \$5,400.00. The Mayor noted the Village Engineer's long history with, and deep knowledge of, the Village as well as the scope and complexity of the work requiring professional input, supporting his sense that is a fair fee.

After questions asked by the Board were answered, and by motion made by Trustee Daniel Cataldo and seconded by Trustee Mary Hauck, the following resolution was unanimously adopted by all Trustees present,

RESOLVED, that the Village authorize Jim Antonelli, P.E, through Westside Engineering, to complete all necessary work as set forth in his proposal at the agreed upon fee, so that the Village will remain in compliance with DEC's Municipal Separate Storm Sewer Systems (MS4) stormwater management program.

The Mayor then moved the discussion to reviewing the tentative budget and scheduling the public hearing. The Mayor's message to the residents regarding the 2024-2025 Tentative Budget may be found in Exhibit 3. The 2024-2025 Tentative Budget may be found on the Village website.

As Budget Officer, the Mayor presented the tentative budget to the Trustees in a summary form.

- The proposed tax increase is 2.4%, \$24.50/household.
- The tax cap is 2.6% in 2024-2025, including carryover from 2023-2024. our proposed tax increase is less than what is permitted under the cap.
- NYS reports inflation for this reporting period as 4.4%.
- With the Village's "Planning Beyond One Year" discipline, cost increases are projected to be 4% without special ARPA project costs.
- Incorporating a small deficit into the budget serves as a strategic technique, it allows for cushions and a more durable budget. The Mayor based his presentation upon
 - o A "SWOT analysis." a strategic planning tool to assess and evaluate the Strengths, Weaknesses, Opportunities, and Threats associated with an organization.
 - o Calculation of the tax cap as provided by the NYS Office of the State Comptroller.
 - o A tax levy trend (calculated at 1.9% over 6 years).
 - o A building fee revenue trend.

The financial performance of the Village in 2023- 2024 will end in a significant surplus largely due to non-recurring items. (Non-recurring items have not been included in the 2024-2025 budget).

As the Trustees proposed no changes to the Tentative Budget, the next step in the budget process is to make the Tentative Budget available to the public and to conduct a Public Hearing on the Tentative Budget. After discussion and upon motion by Trustee Daniel Cataldo, seconded by Trustee Norman Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Clerk-Treasurer make the tentative budget available to the residents for review prior to the April 1, 2024 public hearing.

RESOLVED, that on Monday April 1, 2024 at 7:00 PM at Village Hall, the Board of Trustees will hold a PUBLIC HEARING to consider the adoption of the Village's Tentative Budget for the fiscal year June 1, 2024 to May 31, 2025 and further, that the Village Clerk-Treasurer is directed to: (a) make all required public notices of the Public Hearing and (b) make copies of the Tentative Budget available to residents as provided by law, including on the Village website.

The Mayor further discussed the Village's balance of funds received from the State and Local Fiscal Recovery Funds Program which includes the American Rescue Plan (ARPA) Act. As detailed in Exhibit 4: Proposed use of ARPA funds, the unspent ARPA funds are a non-recurring item in the 2023-2024 village operations. After consideration of items that qualify for use of the ARPA funds, as well as the approaching deadline later in 2024 to use such funds, the Mayor proposed a current expenditure of ARPA funds of \$26,208, for the items outlined in Exhibit 4, as an expenditure of ARPA funds to reimburse the General Fund for those costs already expended.

After discussion, upon motion by Trustee Daniel Cataldo, seconded by Trustee Mary Hauck, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village appropriate the use of \$26,308 of existing ARPA funds to reimburse the Village general fund for the ARPA appropriate expenditures as presented in Exhibit #4.

The Mayor then moved the discussion to the topic of Occupancy. He reminded those present of the following:

- Rent for the current Village Hall location is expected to rise significantly by the end of the current lease period in July 2025.
- Interest rates are up but not at the level of mortgage rate increases.
- Down payments are increasing as well.

The financial feasibility from the July 2022 "Feasibility Analysis" is still valid as supported by current proposals received by the Mayor: three lease opportunities and three purchase opportunities with space equal to or exceeding the needs outlined in our Space Analysis. Our cost in the subsequent years will increase significantly when our lease expires in July 2025.

The Mayor made a presentation to Eric Carlson of a Certified Resolution of the Board of Trustees together with a picture of the Village Flag at half-staff with an inscription in order to honor the passing of his mother, long-time resident Anne P. Carlson on February 4, 2024.

The Mayor then presented to the Board of Trustees a Proclamation to honor the service of Trustee Florence Musalo as her term ends in March 2024. Please see Exhibit 5. Upon motion by Trustee Mary Hauck, seconded by Trustee Norman Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that a Proclamation expressing the gratitude of the Village be presented to Florence Musalo in appreciation for her service and significant contributions as a Village of Plandome Heights Board of Trustees member from 2022-2024.

The Mayor then moved the meeting to discuss Village Operations beginning with the ongoing discussion of establishing a consistent criterion for the Architectural Review Board (ARB) with respect to residents' installations of Solar Panels. Village attorney Christopher Prior presented an updated draft of proposed changes to Village Code regarding the installation of Solar Panels. (Exhibit 6)

After discussion, upon motion by Trustee Daniel Cataldo, seconded by Trustee Norman Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that on Monday April 1, 2024 at 7:00 PM at Village Hall, the Board of Trustees will hold a PUBLIC HEARING to consider the establishment of a consistent criterion for the Architectural Review Board (ARB) with respect to residents' installations of Solar Panels, and further, that the Village Clerk-Treasurer is directed to make all required public notices of the Public Hearing.

The Mayor then brought the meeting to the matter of Governance over Capital Fund Projects as outlined in Exhibit 7. Capital reserve fund expenditures authorized in 2021-2022 (for the Bourdales roads and National Grid projects) have remaining balances and a project in 2022-2024 (Digital projects) requires updating. It is proposed that the Village take the following actions (as subject to Permissive Referendums):

1. Expand the purpose for the capital reserve fund expenditure for roadwork as to the unspent balance of the amount previously authorized.
2. Increase by \$30,000 the previously authorized amount of the capital reserve fund expenditure for digital records.

After discussion, upon motion by Trustee Daniel Cataldo, seconded by Trustee Norman Taylor, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Board hereby amends a previously approved appropriation not to exceed \$600,000 from the Village's Capital Reserve Fund for capital projects relating to existing Village roadways, street signs, street lights, parklands and leasehold interests; such that the unused balance, of approximately \$151,000, of the previously authorized appropriation may now be applied to fees and expenses for professional services, including without limitation engineering, surveying, design, appraisal, financing, and legal services, and other 'soft costs' relating to the possible acquisition of a leasehold or fee ownership interest in real property and improvements for Village governmental purposes; said resolution is subject to permissive referendum pursuant to the General Municipal Law, and it is further

RESOLVED, that the Board hereby amends a previously approved appropriation from the Village's Capital Reserve Fund, to be applied to certain capital improvement projects

relating to the digitization of Village records, which resolution supersedes and replaces a prior resolution appropriating the sum not to exceed \$60,000 for such capital projects, in order to increase the authorized expenditure by \$30,000, for an aggregate authorized amount of \$90,000, which resolution is subject to permissive referendum pursuant to the provisions of the General Municipal Law.

Mayor Riscica then moved the discussion to unpaid taxes. The Clerk updated the Trustees on the matter of the Unpaid Tax Statement she initially brought forth at the January 8, 2024 BOT meeting. The Village continues to have one parcel with unpaid taxes for the tax year 2023-2024. After conferring with the Village Attorney, Christopher Prior, the Clerk requested that every board member present sign and certify the Statement of Account of Unpaid Villages Taxes as required by law.

The Mayor then brought the discussion to the recent visit of Legislator Mazi Pilip, who met with the Mayor, Trustee Mary Hauck, and resident and ARP member Jerry Love. It was primarily a visit to make introductions and share useful information between the Village and the Nassau County Legislator.

The Mayor then presented the Board with a Plandome Heights Women's Club ("PHWC") Spring Flyer. They requested that the village assist them in arranging for a children's event in Plandome Pond Park because the Town of North Hempstead requires an insurance that PHWC cannot provide. The Village has agreed to assist PHWC with this event.

Trustee Mary Hauck and Trustee Daniel Cataldo invited Hooman Moirzadeh, a Village property owner who requested permission to change his residential street number, to address the Board. Upon discussion with the property owner, the Board advised that the matter required further review. They asked Mr. Moirzadeh to gather and submit to the Village additional information for the Board to consider at a subsequent Board meeting. Mr. Moirzadeh indicated that he may no longer pursue this matter.

The Mayor moved the meeting to discuss the Village financial audit as presented on November 20, 2023 by Skinnon and Faber, Certified Public Accountants.

The Mayor then summarized for the Trustees each of the related reports and recommendations prepared by our auditors, including the assessments and recommendations contained therein. The Mayor voiced concerns over what he believes to be a miscommunication with the auditors, which he intends to address with the auditors. The Mayor will update the Board accordingly. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Taylor, the following resolutions were adopted by all Trustees present:

RESOLVED, that the financial statements of the Village as of and for the fiscal year ended May 31, 2023 as prepared by the Village and audited by Skinnon & Faber are hereby ratified and approved in the form presented to the Trustees with such further non-material changes as are agreed by the Mayor and the Village Auditor; and be it further

RESOLVED, that the filing of reports containing such financial statements and financial information by the duly appointed officers of the Village with the State of New York and others as required by law is hereby ratified and affirmed; and be it further

RESOLVED, that the further reports of Skinnon and Faber resulting from the audit, including SAS 114 letter, SAS 115 letter and the management report, are hereby acknowledged and accepted.

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

RESOLVED, that the February Abstract of Claims Number 10 of the Budget Year 2023 - 2024 for claim numbers 301 - 339 in the amount of \$37,727.43 has been reviewed and approved by the Trustees, and is hereby accepted, as amended.

At 9:50 p.m. Trustee Daniel Cataldo moved to enter into Executive Session to discuss real estate and personnel. This was seconded by Trustee Norman Taylor. All Trustees present were in favor.

At 10:14 p.m. the Mayor announced that the executive session was ended with no action taken.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Marie Brodsky
Clerk-Treasurer

INDEX OF EXHIBITS

**THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
March 4, 2024
MINUTES OF MEETING**

Exhibit 1. Commemorative tribute folder in honor of the late Trustee Gus Panopoulos

Exhibit 2. Proposal from Jim Antonelli

Exhibit 3. The Mayor's Message regarding the 2024-2025 Tentative Budget

Exhibit 4. Proposed use of ARPA funds

Exhibit 5. Proclamation for Florence Musalo

Exhibit 6. VPH BOT Bill _ of 2024-Local Law __ of 202_ - Amending Village Code to Regulate Use of Solar Panels on Properties within the Village (N0677408)

Exhibit 7. Governance over Capital Fund Projects

Exhibit 1. Commemorative tribute folder in honor of the late Trustee Gus Panopoulos

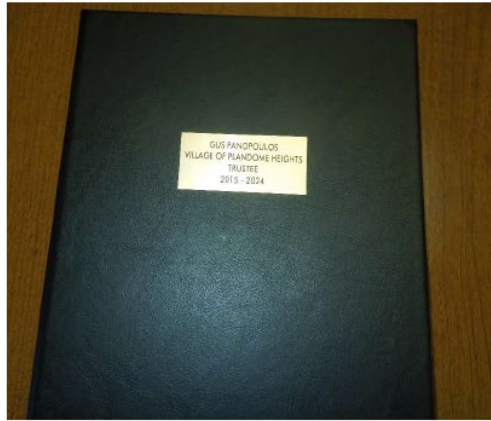


Exhibit 2. Proposal from Jim Antonelli

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

March 8, 2024

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

Re: Village Stormwater Program

Mayor Riscica:

I am pleased to provide this proposal to the Village to continue assisting the Village to comply with the requirements of the New York State Department of Environmental Conservation (NYSDEC) General Permit for stormwater discharges from municipal storm systems. Last month, I submitted the required Notice of Intent on behalf of the Village. The next deadline for the NYSDEC stormwater permit requirements is July 3, when a Stormwater Management Plan (SWMP) must be filed with the NYSDEC and the USEPA, as briefly discussed in my letter to you dated January 29. I have studied the 162-page general permit and a 14-page list of requirements for the SWMP, which I have condensed to the attached 3-page document. I consider this a scope of work, and it would include work performed by me as a consultant to the Village, and it would include input from Village officials. Although my work would involve a great amount of time, as you may be aware, I will be performing similar work for several Villages, and I will be sharing documents with my municipal clients, as applicable, recognizing that each SWMP is uniquely specific for each Village. Note that some of the items in the attachment are not due on July 3, but these will be addressed in a narrative in the SWMP.

I think it would be beneficial to the Village if costs were shared, as well as the work products, and to be fair to all, I am proposing a lump sum fee of \$5,400 for the work contained in this proposal. I will provide an invoice to the Village once I submit the SWMP on behalf of the Village.

Sincerely,



James Antonelli, P.E.
Village Engineer

Encl.

Accepted By: _____ Date: _____

Title: _____

[https://oetocgit2712405-my.sharepoint.com/personal/jimantonelli_westsidengineering_net/Documents/Documents/West Side Engineering/Proposals/Village of Plandome Heights SWMP for Mar 2024.docx](https://oetocgit2712405-my.sharepoint.com/personal/jimantonelli_westsidengineering_net/Documents/Documents/West%20Side%20Engineering/Proposals/Village%20of%20Plandome%20Heights/SWMP%20for%20Mar%202024.docx)

Stormwater Management Program July 3, 2024

General Permit Part IV Stormwater Management Program Requirements

1. Develop a written staffing plan/organization chart with job titles, roles, responsibilities for each corresponding to elements of the SWMP, and other information pertaining to communication and coordination (page 8).
2. Identification of SWMP Program Coordinator (page 8)
3. Plan must be made available to DEC, EPA and document filing (pages 9-10 & 16).
4. Mapping - prepare comprehensive system map including MS4 outfalls, interconnections, preliminary storm sewershed boundaries, conveyance system, MS4 infrastructure, and base map information including roads, topography and land use (pages 10 & 11)
5. Adoption of model local laws, including resolutions of approval (page 13)
6. Additional construction site requirements (page 13)
7. Develop and implement an Enforcement Response Plan, to clearly describe actions for violations of illicit discharges and construction violations (pages 14-15). The Enforcement Response Plan must describe the following:
 - Verbal warnings
 - Written notices
 - Citations/fines
 - Stop work orders
 - Withholding of approvals
 - Additional measures
 - Enforcement responses to be based on the type, magnitude, duration, effect on water body, compliance history of operator, and good faith in compliance
 - Enforcement tracking

General Permit Part V Requirements

Record keeping requirement and reporting per Part V

General Permit Part VI Requirements

1. MCM #1 – Education and Outreach
 - Develop focus areas based on conditions and watershed (Jan 2027)
 - Target audiences (Jan 2027)
 - Develop topics based on watershed and observations (Jan 2027)
 - Make information related to the prevention of illicit discharges available to municipal employees, businesses, and the public (page 20)
 - Identify which methods and frequency of various choices implemented (page 21)
 - Update plan for MCM1 annually (page 21)
2. MCM #2 – Public Involvement/Participation
 - Include public meetings, citizen advisory groups, volunteers, coordination with other groups, annually (page 21)

- Annually inform public of opportunity to participate in implementation of SWMP, to include public notice, printed materials, electronic materials, mass media, social media, displays in public places (page 22)
 - Identify a local point of contact to receive and respond to public comments on stormwater management and compliance with permit conditions (page 22)
 - Annually provide public opportunity to review and comment on available SWMP,
 - Provide public notice for review and comment on annual report, at either a public meeting or on website (pages 22 and 23)
3. MCM #3 – Illicit Discharge Detection and Elimination
- Establish an e-mail address or phone number with recording ability for the public to report illicit discharges. Within 30 days of an illicit discharge, document a report with the date, location, nature of the discharge, outcome, enforcement taken, and follow-up taken or needed (page 23).
 - Monitoring locations should be outfalls and interconnections
 - Develop and maintain inventory of monitoring locations (Jan 2027), including identification, prioritization, type of location, water body information, land use, material, dimensions, and condition (page 24)
 - By Jan 2026, develop and implement monitoring and sampling program (page 25)
 - Provide training for IDDE, as applicable
4. MCM #4 – Construction Site Stormwater Runoff Control
- Review plans to verify the limits of disturbance and if one acre or more, SWPPP requirement and include inventory
 - Include procedures for SWPPP review
 - Establish an e-mail address or phone number with recording ability for complaints related to construction stormwater activity. Complaints must be documented with outcomes (page 30)
 - Develop procedures for a construction oversight program (page 30)
 - Require training and keep records of training, as applicable
 - Develop and maintain inventory and inspection tracking (page 31)
 - Construction site prioritization (page 32)
 - Ensure that SWPPP reviewers are trained (page 33)
 - Conduct pre-construction meetings for SWPPP sites (page 34)
 - Procedures for SWPPP construction site inspections (pages 34 & 35)
 - Conduct final inspections for SWPPP sites
5. MCM #5 – Post Construction Stormwater Management
- Develop and maintain a prioritized inventory of all applicable construction sites. Note that within 30 days of when a construction site becomes active, it must be prioritized (page 31)
 - Post construction SMP inventory and inspection tracking (page 36)
 - Develop post construction inspection procedures and maintain inspection records (page 37)
 - Post construction SWPPP review (page 37)

6. MCM #6 – Pollution Prevention and Good Housekeeping
 - Incorporate Best Management Practices by year 3 (January 2027) to include minimizing exposure, preventive maintenance, a spill prevention and response plan, property maintenance, salt storage plans, and handling wastes (page 39)
 - Develop spill response plan and procedures (page 41)
 - Management of vegetated areas and open space (page 42)
 - Develop and maintain municipal facilities program (January 2027) (page 43)
 - Develop and maintain municipal facility inventory (January 2026) (page 44)
 - Develop and maintain municipal operations program (January 2027) (page 51)
 - Catch basin inspection and maintenance by year 3 (January 2027) (page 52)
 - develop and implement procedures for sweeping and/or cleaning streets, bridges, parking lots, and rights-of-way (page 54)



INCORPORATED VILLAGE OF
Plandome Heights

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

March 5, 2024

2024 – 2025 TENTATIVE BUDGET - MESSAGE

Fellow Taxpayers:

It is my pleasure to report that our Village is in great shape fiscally and physically.

On March 4, 2024 the Trustees approved our Tentative Budget for the fiscal year June 1, 2024 – May 31, 2025. The “headlines” are:

- ✓ Our tax increase, 2.4%, is below our tax cap of 2.6% and represents approximately \$24.50/year for the average resident despite inflation reported to us by NY State of 4.4%.
- ✓ We continue to have the lowest Village taxes in Nassau County* and are 33% less than the same services in the Town; further our tax increases have averaged 1.5%/year for 13 years.
- ✓ We continue to be impacted by inflation and scarce human resources and our occupancy costs will increase significantly when our lease expires in July 2025 (after the budget year).
- ✓ We are able to keep the tax increase below our cost increases because:
 - We *Plan Beyond One Year* in order to keep taxes *low and stable*,
 - *Long-term contracts* for occupancy, sanitation and snow removal stabilize our costs,
 - We recently raised *fees, not taxes*, to absorb higher costs of our building department,
 - We have significant, non-recurring, interest income and building fees that cushion our costs and turns into surplus capital we need to address our occupancy issues in 2025.
- ✓ Our taxes must keep up with our costs in an orderly way.

A note about occupancy. Our occupancy costs will increase significantly in the 2025 - 2026 Budget year, or sooner. The rate increases will be significant and since we need more space that will add to the increase. We continue to (i) explore all alternatives including purchase and (ii) accumulate capital to address the situation. A comprehensive discussion of the issues of Occupancy (cost increases expected, space analysis, alternatives, needs and more) is on our website at [Village Hall | Village of Plandome Heights – \(plandomeheights-ny.gov\)](http://Village Hall | Village of Plandome Heights – (plandomeheights-ny.gov)).

Residents can participate in our budget process by attending the Public Hearing on the Budget on Monday, April 1, 2024 at the Village Annual Meeting at 7:00 p.m. in Village Hall, or by sending in comments.

The Tentative Budget and related analyses will be on the Finances page of our website and available in Village Hall. Your comments, questions and complaints are cheerfully accepted.

Sincerely,
INCORPORATED VILLAGE OF PLANDOME HEIGHTS

Kenneth C. Riscica
Mayor@PlandomeHeights-NY.Gov

* Excludes two villages with half our population and one that operates on endowment, not taxes.

Kenneth C. Riscica
Mayor

Daniel Cataldo
Mary Hauck
Kristina Lobosco
Florence Musalo
Norman Taylor
Trustees

Marie Brodsky
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

Exhibit 4. Proposed use of ARPA funds

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**Village of Plandome Heights
Proposed use of ARPA Funds
Trustees meeting March 4, 2024**

Preamble: The Village received approximately \$104,400 of American Rescue Plan (“ARPA”) funds in two installments in August of 2021 and 2022. During 2022 and 2023, the Village used approximately \$46,550 of ARPA funds for the following purposes:

- \$24,650 - Stormwater management
- 21,900 – Digital data management system and staff support to Digital records project.
- \$46,550

As such, there remains approximately \$57,850 in unspent ARPA funds at February 29, 2024. There are requirements regarding spending, or committing, the remaining funds in 2024.

Suggested current use of ARPA funds: Considering the amount of money and timing of the ARPA program, the Village believes that the appropriate use of ARPA funds at this time would be:

- \$13,250 – Stormwater management projects (Exhibit 1)
- 2,100 – Replace broken street light at the Village Preserve
- 10,858 – Temporary staff and consultants on Digital Records and other projects (Exhibit 2)
- \$26,208

Recap:

\$ 72,758 - Total use of ARPA funds to March 4, 2024 (including all above)
\$ 31,642 – ARPA funds remaining at March 4, 2024
\$104,400 – Total ARPA program
=====

Exhibit 4. Proposed use of ARPA funds

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EXHIBIT A
Stormwater management projects done

- \$ 4,250 - 12/31/23, Stasi Bros. bill for stormwater redirection at 57 Shore Rd.
 - 2,750 - 12/31/23, Stasi Bros. bill for stormwater redirection at 69 Shore Rd and Tideway
 - 6,250 – February 5, 2024, approved Intermunicipal Municipal Agreement with Manhasset Lakeville Water District for paving to curb improve stormwater runoff.
- \$13,250

Exhibit 4. Proposed use of ARPA funds

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EXHIBIT B

VPH - Consultant and Temporary Staff Time on ARPA Eligible Projects							
Quickbooks Report - June 1, 2023 - March 5, 2024 - A/C 1410.120							
Date	Name	Memo	Amount	Balance	ARPA Elig.	Operations	
07/25/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 10 hrs at \$32 per hour	320.00	320.00	320.00		
07/25/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 15 hrs at \$32 per hour	480.00	800.00	480.00		
07/31/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 20.50 hrs at \$32 per h	656.00	1,456.00	656.00		
07/31/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 20 hrs at \$32 per hour	640.00	2,096.00	640.00		
08/29/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 20 hrs at \$32 per hour	640.00	2,736.00	640.00		
08/29/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 20 hrs at \$32 per hour	640.00	3,376.00	640.00		
08/29/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 12 hrs at \$32 per hour	384.00	3,760.00	384.00		
08/29/2023	Northwell FlexStaff, Inc	Quality Control Clerk Kalim Khan 16.50 hrs at \$32 per h	528.00	4,288.00	528.00		
11/06/2023	Robert Half	Timesheet for Vanessa Caldwell	0.00	4,288.00	0.00		
11/17/2023	Northwell FlexStaff, Inc	Marie Brodsky 11/05/2023-11/11/2023	2,046.00	6,334.00	0.00	2,046.00	
11/24/2023	Northwell FlexStaff, Inc	Marie Brodsky 11/12/2023-11/18/2023	1,918.13	8,252.13	0.00	1,918.13	
11/29/2023	Northwell FlexStaff, Inc	Marie Brodsky 11/19/2023-11/25/2023	1,432.20	9,684.33	0.00	1,432.20	
11/29/2023	Marijo A. Lantier	Consultant services for November (41 hours @ \$40.00/h	1,640.00	11,324.33	1,640.00	0	
12/11/2023	Northwell FlexStaff, Inc	Marie Brodsky 11/26/2023 - 12/02/2023	1,150.88	12,475.21	0.00	1,150.88	
12/12/2023	Northwell FlexStaff, Inc	Marie Brodsky 12/03/2023 - 12/09/2023	460.35	12,935.56	0.00	460.35	
12/21/2023	Northwell FlexStaff, Inc	Marie Brodsky 12/10/2023 - 12/16/2023	1,585.65	14,521.21	0.00	1,585.65	
12/29/2023	Northwell FlexStaff, Inc	Marie Brodsky 12/17/2023 - 12/23/2023	1,892.55	16,413.76	0.00	1,892.55	
12/31/2023	Marijo A. Lantier	Consultant services for December (39 hours @ \$40.00/h	1,560.00	17,973.76	1,560.00		
01/05/2024	Northwell FlexStaff, Inc	Marie Brodsky 12/24/2023 - 12/30/2023	1,534.50	19,508.26	0.00	1,534.50	
01/09/2024	Robert Half	Vanessa Caldwell - Reissue check - Temp services 11	990.00	20,498.26	0.00	990.00	
01/11/2024	Northwell FlexStaff, Inc	Marie Brodsky 12/31/2023 - 01/06/2024	1,534.50	22,032.76	0.00	1,534.50	
01/18/2024	Northwell FlexStaff, Inc	Marie Brodsky 01/07/2024 - 01/13/2024	2,046.00	24,078.76	0.00	2,046.00	
01/26/2024	Northwell FlexStaff, Inc	Marie Brodsky 01/14/2024 - 01/20/2024	2,046.00	26,124.76	0.00	2,046.00	
01/31/2024	Northwell FlexStaff, Inc	Marie Brodsky 01/21/2024 - 01/27/2024	1,918.12	28,042.88	0.00	1,918.12	
01/31/2024	Marijo A. Lantier	Consultant services for January (54 hours @ \$40.00/hou	2,160.00	30,202.88	2,160.00	0.00	
02/01/2024	Northwell FlexStaff, Inc	Marie Brodsky conversion fee	9,750.00	39,952.88	0.00	9,750.00	
02/06/2024	Northwell FlexStaff, Inc	Marie Brodsky 01/28/24 - 02/04/24	1,918.12	41,871.00	0.00	1,918.12	
03/05/2024	Marijo A. Lantier	Consultant services for February (30.25 hours @ \$40.0	1,210.00	43,081.00	1,210.00	0.00	
			43,081.00	43,081.00	10,858.00	32,223.00	
			43,081.00	43,081.00	10,858.00	32,223.00	
			43,081.00	43,081.00	10,858.00	32,223.00	
						TRUE	



Proclamation

Whereas, Florence Musalo has lived with her family in Plandome Heights for over 30 years and,

Whereas, Florence raised her two boys in Plandome Heights while carrying on a career as a technology executive with several major companies and,

Whereas, with her background in business, technology and the community, after her retirement Florence made herself available for Village service and was elected a Trustee of the Village in 2022 and served in that capacity for a two-year term and,

Whereas, during her tenure, Trustee Musalo has taken particular interest in the Village's use of technology and, in that regard, enthusiastically and doggedly led a two-year effort to convert priceless Village records into digital media, during which she sought and received Village grants from N.Y. State \$75,000 to support such efforts and,

Whereas, the Village has benefited greatly from Trustee Musalo's experience, sound judgment and service and particularly from her substantial advancement of the use of technology in the Village and she is valued by all who work with her and by our residents and,

Whereas, after completing two years of highly effective elected service, Trustee Musalo is retiring from the Board of Trustees and it is therefore,

Resolved, that in appreciation for her service and significant contributions, the Incorporated Village of Plandome Heights Board of Trustees hereby proclaims

March 4, 2024

To Recognize and Honor

Florence Musalo

By order of the Board of Trustees, dated this 4th day of March 2024

Kenneth C. Riscica, Mayor
Incorporated Village of Plandome Heights
37 Orchard Street, Manhasset, New York 11030

Exhibit 6. VPH BOT Bill __ of 2024-Local Law __ of 202__ - Amending Village Code to Regulate Use of Solar Panels on Properties within the Village (N0677408)

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Local Law Filing

NEW YORK STATE DEPARTMENT OF STATE
41 STATE STREET, ALBANY, NY 12231

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~
~~City~~
Town of Plandome Heights
Village

Bill __ of 202__

Local Law _____ of the year _____

(Insert Title)

A local law amending Chapter 140, "Zoning," to add new Article VIII, to regulate the installation and maintenance of Solar Energy Collection Systems on properties within the Village.

Be it enacted by the Board of Trustees _____ of the
(Name of Legislative Body)

~~County~~
~~City~~
Town of Plandome Heights
Village

Section 1. Legislative Intent. The Board of Trustees of the Village of Plandome Heights recognizes that the New York State Legislature, in NYS Village Law § 7-704., "Purposes in View," contained in Article 7, entitled "Building Zones," provides that a village's zoning regulations shall be designed to, among other things, "make provision for, so far as conditions may permit, the accommodation of solar" energy systems and equipment and access to sunlight necessary therefor" The Village Board has determined that, **in so providing**, the best interests of the Village and its residents are served by **establishing clear and consistent standards to minimize** potential adverse visual and aesthetic impacts of such systems in the Village, which is comprised of only one zoning district in which single family homes predominate, and which regulates the exterior appearance of properties and improvements on parcels within the Village through an Architectural Review Board.

Exhibit 6. VPH BOT Bill __ of 2024-Local Law __ of 202__ - Amending Village Code to Regulate Use of Solar Panels on Properties within the Village (N0677408)

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Section 2. Pursuant to NYS Municipal Home Rule Law § 10, the Board of Trustees hereby amends Chapter 140, “Zoning,” to add a new Article VIII thereto, entitled “Solar Energy Collection Systems,” to read in its entirety as follows:

“Article VIII Solar Energy Collection Systems

§ 140-56 **Applicability; Definitions.**

- A. This article applies to all solar energy collection systems in the Village.
- B. “Solar energy collection system” shall mean any device, instrument or equipment, or collection of same, with all accessory or appurtenant items, that convert, or are designed to convert, sunlight into electrical energy either through photovoltaic panels or through mirrors that concentrate solar radiation.

§ 140-57 **Fees and Deposits.** All fees and deposits that relate to any application made under this Article with respect to any solar energy collection system shall be as determined from time to time by resolution duly adopted by the Village Board of Trustees.

§ 140-58 **Village Code and NYS Building Code compliance; building permit required; Architectural Review Board approval required.**

- A. No solar energy collection system shall be erected or installed unless the system is designed to be appropriate for the intended location and meets all relevant provisions of the Village Code and the New York State Building Code, and a building permit has been issued therefor by the Village upon application as provided under this Article.
- B. Any owner of real property in the Village, or any tenant under a lease of such real property, with the approval of the owner thereof, may apply to the Village for a building permit to install and maintain a solar energy collection system on such property.
- C. Any proposed solar energy collection system for which a building permit is issued hereunder shall be subject to review and approval by the Village Architectural Review Board, in accordance with Chapter 4, “Architectural Review Board,” of the Village Code. In any such review, the Village Architectural Review Board shall take into account, in addition to all provisions of said Chapter 4, the standards set forth in this Article. No building permit shall be issued for any solar energy collection system, or for any modification or alteration of any solar energy collection system, unless and until the Architectural Review Board has approved same.

§ 140-59 **Installation; Application.**

A. Installation.

(1) Placement of all solar collection panels of an approved solar energy collection system that exist outside of the primary structure on any property within the Village shall be

Exhibit 6. VPH BOT Bill __ of 2024-Local Law __ of 202__ - Amending Village Code to Regulate Use of Solar Panels on Properties within the Village (N0677408)

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flush or flat mounted as close as practicable, and in no event to exceed more than six inches from the surface on which mounted, on a gabled, hipped or mansard roof, with no extension above the roof.

(2) No solar collection panel shall be placed on any roof plane or wall plane that is visible from any abutting public or private street in the Village.

(3) Heat-storing masses, energy storage equipment and ground-mounted solar energy collection systems shall be allowed only in a rear yard, where placement shall comply with Village Code provisions applicable to accessory structure regulations, or in a side yard, where placement shall comply with Village Code provisions applicable to central air-conditioning units.

(4) To the maximum extent possible, all panels, tiles or slates are to appear like and are to match the color of the roof or wall to which they are attached.

B. General.

(1) Any equipment proposed as part of a new building or alteration to a building shall be installed as integrated equipment.

(2) On existing buildings with flat roofs where tilted frames are necessary to install primary equipment, such equipment shall not be visible from an abutting public or private street in the Village or from an abutting property. If necessary, the equipment shall be screened with appropriate material as recommended by the Architectural Review Board.

(3) Primary equipment mounted to an approved accessory structure shall be considered part of that structure and is subject to the requirements for accessory structures as well as approval by the Architectural Review Board.

(4) All secondary equipment associated with any solar energy collection system installation shall not be exposed on the outside of any structure unless required by applicable codes and standards, in which case same shall remain subject to approval by the Architectural Review Board.

(5) Ground-mounted solar energy collection systems shall not be permitted except with adequate screening and by building permit. No ground-mounted units shall be permitted on a corner lot.

§ 140-61 **Application submission requirements.**

A. Prior to the installation of any solar energy collection equipment on a property, building or structure, the applicant shall submit a site plan and a building permit application accompanied by eight sets of sealed plans which shall include but are not limited to location, layout plans, elevations, sections, details, manufacturer's specifications, material types, colors, finishes, arrangement, size, design, general site compatibility, structural support methods and zoning information. The applicant shall submit actual material samples.

Exhibit 6. VPH BOT Bill _ of 2024-Local Law __ of 202_ - Amending Village Code to Regulate Use of Solar Panels on Properties within the Village (N0677408)

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B. Applications shall be accompanied by a signed, sealed certification from a New York State licensed professional engineer or licensed architect stating that (i) the roof structure is strong enough to support the additional weight of the solar units, (ii) the mounting brackets and hardware meet or exceed New York State code requirements, and (iii) the actual in-field attachment to the roof meets or exceeds New York State Residential Code requirements.

C. The applicant shall provide adequate notice of the application to all surrounding property owners in the same manner as provided for under the Architectural Review Board rules.

§ 140-62 **Installation by qualified installer; electrical inspection and certificate.**

A. All solar energy collection system installations must be performed by a qualified solar installer.

B. Prior to operation, the electrical connections must be inspected by the New York Board of Fire Underwriters, operating as Electrical Inspectors, Inc., or other appropriate electrical inspection agency as determined by the Village. Any connection to the public utility grid must be inspected by the appropriate public utility.

C. An electrical certificate shall be provided to the Village prior to issuance of a certificate of completion.”

Section 3. Effective date. This local law shall take effect immediately.

Exhibit 7. Governance over Capital Fund Projects

Village of Plandome Heights

Governance over Capital Fund Projects 2014 - Forward

Bournedales, 2021 - 22 Roads and NatGrid				
	Memo: Grant	Approp.	Used	Remaining
Permissive referendum May 2021		500,000		
Increase in referendum April 2022		100,000		
Permissive referendum total		600,000		
Used during period 6/1/21 - 5/31/23			448,250	151,750

2022 - 24 Digital Projects				
	Memo: Grant	Approp.	Used	Remaining
Permissive referendum November 2022	50,000	60,000		
April 3, 2023 - Initial billing			28,130	
July 27, 2023 - Final billing			26,719	
12/13/23 Billing for in-process files			1,256	
Project remaining at 2/28/24				3,895
Increase referendum for new Grant	25,000	30,000		
Total 2 grants	75,000	90,000		

Remaining from prior year projects (details below):

2012 Bay Driveway	18,481
2018 Fishman	-28
2018 subdivision	0
2018 The Waterway/Neck	16,317
2018 Leaseholds	6,790
Total	197,205

Action items:

1. Expand purpose of first existing referendum
2. Add \$30,000 to second existing for the corporate records digital project