

**MEETING OF THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
August 10, 2026; 7:00 PM
MINUTES OF MEETING**

Present:	Mayor	Kenneth C. Riscica
	Trustee	Mary Hauck
	Trustee	Norman Taylor
	Trustee	Daniel Cataldo
	Trustee	Eric Carlson
	Trustee	Jerry Love
	Clerk	Marie Brodsky
	Village Attorney	Christopher Prior, Esq.
	Deputy Clerk	Sophia Sewpersad
Absent:	Trustee	Kristina Lobosco
Also Present:	Marian Endrizzi	Resident
	Rosemary Mascali	Resident, Plandome Heights Civic Association
	Paul Mascali	Resident

At 7:00 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 the minutes of the Board of Trustees' July 6, 2026 Regular Meeting. The Mayor asked the Trustees to review the updated draft minutes. After discussion, upon motion by Trustee Carlson, seconded by Trustee Love, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the minutes of the July 1, 2026 Regular Board of Trustees Meeting, as presented by the Village Clerk-Treasurer are hereby accepted and approved and the Clerk-Treasurer is hereby instructed to file the minutes in the minutes book of the Village.

At 7:15 p.m., upon motion by Trustee Carlson, seconded by Trustee Hauck, the Board **RESOLVED** to enter into Executive Session to discuss personnel matters and to receive advice of counsel.

At 7:20 p.m. the Mayor announced that the executive session was ended, and that no action had been taken.

The Mayor then introduced Sophia Sewpersad as a candidate for part-time Deputy Clerk. The Trustees had previously been provided with Ms. Sewpersad's resume, as well as a draft offer letter and compensation summary for both Ms. Sewpersad and the Court Clerk. Ms. Sewpersad give a brief overview of her candidacy for the position and her education and experience. The Board discussed extending a formal employment offer to Ms. Sewpersad, subject to the standard probationary period. Ms.

Sewpersad and the Clerk-Treasurer were then dismissed so that the board could again enter executive session.

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

RESOLVED, that the Village hire Sophia Sewpersad as Deputy Clerk, pursuant to the terms of the agreement annexed hereto together with such further non-material changes as are deemed necessary by the Mayor in concluding negotiations with the candidate at the rate of \$25 per hour.

The Mayor noted that Deputy Clerk Sewpersad was sourced to the Village by FlexStaff, which has an existing relationship with the Village. The agreement with FlexStaff requires payment by the Village of a temporary staffing rate of approximately \$39/hour and then a “conversion” fee starting at 18% of salary and reduced if certain temporary staffing hours are achieved. The Village concluded that to the interests of the Village are best served by “converting” Ms. Sewpersad sooner rather than later based on her satisfactory performance. As such, the Village will expect a claim by FlexStaff for 18% of annual pay, or approximately \$5,600. After discussion, upon motion by Trustee Cataldo, seconded by Trustee Carlson, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village agrees to “convert” Ms. Sewpersad from temporary to permanent service as Deputy Clerk to fulfill the unfulfilled term of Kayleigh Navarro at the rate of \$25.00/hour for a standard work week of 24 hours. Ms. Sewpersad will be able to participate in holiday pay at a proportionate rate to her normal work day and she shall be eligible to accrue vacation as per our personnel policies with her service date being measured from July 20, 2026, her first day of service through FlexStaff. Further, the Village is authorized to pay FlexStaff a temporary to permanent conversion fee, under its agreement with FlexStaff at the rate of 18% of annual standard compensation for the conversion from temporary to permanent staff.

After discussion, upon motion made by Trustee Cataldo and seconded by Trustee Hauck, the following resolution was unanimously adopted by the Trustees present:

RESOLVED, that the compensation of the Justice Court Clerk be adjusted effective June 1, 2026 as indicated on the schedule presented by the Mayor.

See Mayor’s notes (Exhibit 1).

The Mayor then presented to the Board the Manhasset Women’s Coalition Against Breast Cancer request for permit approval for the MWCABC 5K on October 5, 2025 at 9:30am. After discussion, upon motion by Trustee Hauck, seconded by Trustee Cataldo, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the request of the race committee of the Manhasset Women’s Coalition Against Breast Cancer is approved to permit the road race route to include portions of the Village on Sunday, October 5, 2026, between the hours of 9:30 am and 10:30 am, conditioned upon the providing of the required evidence of insurance.

The Mayor then asked the Clerk-Treasurer to report on the status of Village tax collections. The Clerk-Treasurer reported that [\$417,608.66 of the \$431,000.00 tax levy for the Village’s 2026-2027 tax year has been collected to date. All 8 homeowners with outstanding taxes have been assessed fines and penalties as required by New York State Law. The Clerk-Treasurer will continue to assess fines and penalties until such taxes are paid in full.

Next, the Mayor updated the Board on the following matters of policy and reporting mandates. More information will be given to the Board as it becomes available.

- a. Prevailing Wage and Prevailing Rate Case Compliance Policy, tabled for next meeting
- b. New Elections Reporting Requirement, tabled for next meeting
- c. Form of Policy for Gender-Based Violence and the Workplace under NYS Finance Law 139-m amended 2025 4908-7059-0146.1, tabled for next meeting (?)

The Mayor then moved the discussion to an invitation from the Nassau Urban County Consortium inviting the Village to revisit its prior decision to not join the Consortium. The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) federally funded program that provides funding for housing and community development. In Nassau County, members of the Consortium are eligible for such funding. The Mayor noted that the Board previously elected to opt out of the Consortium and that the Consortium reaches out periodically to invite non-member municipalities to join or re-join. The Mayor noted that the Board discussed relevant issues carefully when it last opted out. The Mayor referred the Trustees to the information materials provided from Nassau County and HUD on this matter for their consideration, as well as the minutes from the prior discussion by the Board on this issue. A discussion ensued. After discussion, the Board adopted the following,

WHEREAS, Nassau County is an “Urban County” that has formed the Nassau County Urban Consortium (the “Consortium”) for purposes of aggregating the needs within Nassau County for Community Development Block Grant (“CDBG”) funding that is available annually through the United States Department of Housing and Urban Development (“HUD”) and,

WHEREAS, The Incorporated Village of Plandome Heights (the “Village”) is currently not a member of the Consortium, having previously opted out, and is now being asked whether the Village desires to rejoin the Consortium and,

WHEREAS, the CDBG program provides communities with resources to address a wide range of unique community development needs and,

WHEREAS, the CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses and,

WHEREAS, CDBG funds must be used for activities that benefit low- and moderate-income persons and each activity must meet one of the following national objectives for the program:

- (i) benefit low- and moderate-income persons,
- (ii) prevention or elimination of slums or blight, or
- (iii) address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available and,

WHEREAS, the Village does not have any businesses to retain, has no slums or blight which cannot be addressed by private means and has no urgent needs posing a serious or immediate threat to the health and welfare of the community and further, the Village foresees no circumstance in the future where such needs would develop within our very small, entirely residential and fully developed community and,

WHEREAS, the Village does not meet the profile of needs that would be eligible for funding under the CDBG program now or in the foreseeable future and therefore the Village does not

meet the criteria to receive benefits under the program through the Consortium, and in fact a review of the Nassau County Urban Consortium website indicating “eligible area” for such funding indicates no such areas indicated in Plandome Heights or surrounding in Manhasset Villages;

After discussion, upon motion by Trustee Carlson, seconded by Trustee Love, the following resolution was unanimously adopted by all Trustees present:

RESOLVED, that the Village of Plandome Heights “opt out” of the Nassau County Urban Consortium.

2. The Mayor then updated the Board on New Matters of Village Operations
 - a. Finance; Audit completed and financial report for May 31, 2026 made timely to NY State by 7/31/26
 - b. Tree Survey – Village special projects consultant Kim Porcelli reported that a total of 51 residents were informed by letter of situations requiring remediation; 27 letters were sent to homeowners on the Bournedale side, 12 were completed. 24 letters were sent to homeowners on the West Side, 12 were completed to date. The 24 of the requested tree maintenance actions have been completed, representing an overall compliance rate of approximately 47%. Additional work continues to be done, including the removal of compromised trees.
 - c. The Flagpole light at the Village Preserve was replaced and once again illuminates the flag brightly.
 - d. At the Mayor’s direction, the Village office summer intern cleaned the (2) Village entrance signs. The Mayor then sprayed the signs with a clear lacquer to complete the sign rehabilitation.
 - e. “Striping” of the STOP line and other road marks on Plandome Court will be done, at the Village’s request, by the Town of North Hempstead, which agreed to do so at no charge to the Village because Town staff would be working in the area on similar work.
 - f. Planning Board; the Mayor advised that he expects a “concurrent jurisdiction” matter from Plandome Village to come before our Village assuming the Plandome Planning Board approves the requested subdivision of a parcel within the Village of Plandome but within 300 feet of the village boundary.
 - g. The Mayor, reported that he is moving forward on the Village effort to establish a Landmark/Historical Preservation program in the Village. He expects to have material to present to the Trustees at their September meeting and he has initiated contact with the Vedder family at 66 Summit Drive to explore the possibility that their property be the first to be considered in the program.
 - h. The Keiss family thanked the Village for flying the flag at half staff on July 28th in remembrance of the anniversary of the death of their child as well as the Farrell family children. The Mayor also stated that formal Village commemoration of the fifth anniversary of the tragedy has been an appropriate recognition, and will be the final lowering of the flag to half-staff for this occasion.
 - i. The Village insurance agents, Snedeker-Jenkins, sent notice of relocation. They will continue to be the Village insurance agents.

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 July Abstract of Claims Number 2 of the Budget Year 2026 – 2027 for claim numbers 29 – 63 in the amount of \$44,470.38, has been reviewed and approved by the Trustees, and is hereby accepted.

The meeting was adjourned at 8:05 p.m. by motion of Trustee Love and seconded by Trustee Cataldo.

Respectfully submitted,

Marie Brodsky
Clerk-Treasurer

INDEX OF EXHIBITS

**THE BOARD OF TRUSTEES
PLANDOME HEIGHTS VILLAGE HALL
August 10, 2026
MINUTES OF MEETING**

Exhibit 1. Mayor's notes on Village employee compensation

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Village of Plandome Heights
Compensation matters
August 10, 2026

Deputy Clerk:

<u>FROM</u>	<u>TO</u>
Susan Martinez, \$25.00/hour, <u>30</u> hours/week + 55% medical reimbursement,	Sophia Sewpwsad, \$25.00/hour, <u>24</u> hours/week, no medical.

Court Clerk:

<u>FROM</u>	<u>TO:</u>
Katherine Hannon, \$33.00/hour	\$35.00/hours (6% increase)