

**Board of Trustees**  
**Village of Plandome Manor**  
**November 18, 2014 ~ 7:00 PM - Public Meeting**  
**MINUTES**

**Call to Order**

**Present:** Mayor Barbara Donno, Deputy Mayor Matthew Clinton, Trustees Tony DeSousa, Patricia O'Neill, James Baydar, Treasurer Valerie Giacinto, Building Inspector Edward Butt, Village Clerk Randi Malman, Village Counsel Rachel Scelfo and Deputy Road Commissioner and Code Enforcement Officer Robert Rockelein.

Mayor Donno opened the meeting at 7:04 PM with the Pledge of Allegiance & verification of a quorum.

**Approval of Minutes**

Trustee DeSousa made a motion to accept the minutes from the October 21, 2014 Board of Trustees meeting. The motion was seconded by Trustee O'Neill:

Trustee Clinton: Aye                      Trustee DeSousa: Aye                      Trustee O'Neill: Aye  
Trustee Baydar: Aye                      Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

**Reports**

**Village Clerk / Court Clerk**

The Village Clerk updated the Board on the following items:

- The Villages of Plandome Manor, Plandome, Plandome Heights and Flower Hill sponsored a presentation on November 17, 2014 by the Nassau County Office of Emergency Management on storm preparedness. Eric Zausner, Deputy Director of the CERT program, gave the presentation, which provided useful tips on how to prepare for an emergency.
- The Village Clerk attended a meeting on November 18, 2014 with the Governor's Office of Storm Recovery to discuss the Sandy FEMA Local Match Program.
- A cracked manhole cover on Elm Sea Lane was reported to the Village. The Road Commissioner and the Building Inspector were made aware of the situation. Due to the age of the manhole cover the utility name is illegible. The Village is going to look into replacing the cover.
- Plandome Manor resident Angela Iannacci approached the Village about participating in "Light the Night," an event that is sponsored by the Munsey Park Women's Club, the Flower Hill Women's Club and the Plandome Association. She is going to follow up with the Flower Hill Women's Club for more information.

Trustee DeSousa made a motion that the board approve the following resolution:

Be it Resolved that in the event of the Village of Plandome Manor is able to participate in "Light the Night," the Village Office may be used as an additional location where residents can purchase materials for said event.

The motion was seconded by Trustee O'Neill.

Trustee Clinton: Aye                      Trustee DeSousa: Aye                      Trustee O'Neill: Aye  
Trustee Baydar: Aye                      Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

## **Building Inspector**

Building Inspector Edward Butt updated the Board on a meeting he attended with the Mayor, the Village Clerk, representatives from Nelson & Pope and representatives from Nassau County Department of Public Works regarding the traffic light at Stonytown Road and Plandome Road. Nassau County has agreed to take corrective measures to improve traffic flow and decrease light brightness. The Village discussed whether it should consider widening North Plandome Road to allow for additional queuing for left hand turns.

Deputy Mayor Clinton inquired about plans to landscape the intersection where the traffic light is located. Mayor Donno then updated the Board on a meeting she had with Village Arborist Ann Frankel to discuss plans for the intersection. The Village Arborist is going to provide the Village Clerk with a quote for plants that are currently available. The Arborist will provide updated plans for additional planting in the spring.

Building Inspector Edward Butt updated the board on the following items:

- The Building Inspector, Village Clerk, Kevin Zarabi of Eris Development and representatives from National Grid met at the Village Office to discuss two incidents where the gas company failed to properly mark gas lines at construction sites. National Grid agreed to have the Village surveyed in order to update the maps on file and identify gas lines. They will provide Village Clerk with a copy of the updated maps.
- D&B Engineers submitted a report for the reconstruction of a jogging path on Stonytown Road. The Building Inspector feels that the plan for the path needs to be simplified and will follow up with D&B.

## **Road Commissioner**

Deputy Road Commissioner Robert Rockelein informed the Board that he measured the guardrail along Plandome Road so that the Village can begin pricing a replacement.

Deputy Road Commissioner Robert Rockelein provided the board with quotes for a replacement speed sign. His recommendation was the SafePace 100 with Solar Panel and 3-Cell Battery back-up and a new mounting bracket, which he feels will fulfill the needs of the Village.

Trustee Clinton made a motion that the Board approve the purchase of the SafePace 100 with Solar Panel and 3-Cell Battery back-up for \$2,599 and the Universal Mounting Bracket for \$125. The motion was seconded by Trustee DeSousa.

Trustee Clinton: Aye

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

Deputy Road Commissioner Robert Rockelein informed the board that the Village has yet to receive locking bolts for the missing street signs. He stated that he can replace the signs with regular bolts and additional materials that will prevent the signs from being taken down.

## **Treasurer's Report**

Village Treasurer Valerie Giacinto informed the Board that the Village has switched banks from Bank of America to First National Bank of Long Island.

Village Treasurer Valerie Giacinto gave an overview of the Abstract Report of Audited Vouchers and the Profit and Loss Statement.

Trustee Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated November 18, 2014 and the Profit & Loss Statement ending October 31, 2014. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

### **Mayor**

Mayor Barbara Donno updated the Board on the following items:

- December 4, 2014 with Town of North Hempstead Supervisor Judi Bosworth and State Senator Jack Martins to discuss the findings of Sydney Bowne on its feasibility study on the culvert.
- The Village has received the paperwork for a \$100,000 grant from the Dormitory Authority for the jogging path, guardrail, sidewalk and possible road repairs.
- NYCOM letter regarding a \$5.1 million bank settlement the State received. NYCOM has suggested the money be spent on municipal infrastructure

Mayor Barbara Donno updated the Board on a letter being circulated by the Nassau County Village Officials Association regarding lever machines for the upcoming March election. The NCVOA is requesting that each village send a letter to New York State Board of Elections supporting the extension of the use of lever machines versus optical scanner machines.

Trustee DeSousa made a motion that the Board approve the following resolution:

Be it Resolved that the Board of Trustees grants Mayor Barbara Donno permission to sign a letter to the New York State Board of Elections regarding the use of lever machines on behalf of the Village of Plandome Manor.

The motion was seconded by Trustee Clinton

Trustee Clinton: Aye

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

### **Village Attorney**

Village Attorney Rachel Scelfo updated the Board of the following items:

- The draft agreement regarding the property at 71 Lake Road has been changed
  - The property owner must apply for a demolition permit in the Village Clerk's Office no later than 30 days after the agreement is signed and must demolish the homes no later than 60 days after the permit is issued
  - The Building Inspector must perform a Fire Separation Inspection on the remaining structure
- It is unnecessary to change the Village Code in regards to subdivision, since the current subdivision chapter of the code addresses two lot subdivisions.

The Board discussed the next Board of Trustees Meeting, which will include a Public Hearing with the Port Washington Fire Department to be held on January 20, 2015 at 7:00PM.

## Correspondence

Village Clerk Randi Malman presented the Board with the following pieces of correspondence received and address to the Board:

- NCPD monthly report
- Port Washington Fire Department 2015 Budget Guide dated 10/22/14
- Port Washington Fire Department Proposed Contract dated 11/7/14
- Marion Grobe's email dated 10/22/14 re: commuter parking on Circle Drive
- Jean Kuskowski's email dated 10/22/14 re: commuter parking on Circle Drive
- Jean Kuskowski's email dated 10/23/14 re: commuter parking on Circle Drive
- Jean Kuskowski's email dated 10/23/14 forwarded from St. Mary's re: school bus drop off
  - i. Code Enforcement Officer Rockelein's response
- Otis Sinnott email dated 10/29/14 re: noise complaint (dog barking)
  - i. Code Enforcement Officer Rockelein's response
- Bowne AE&T Group 2015 Calendar
- Keith DeMatteis email to the Village of Plandome dated 11/15/14 re: pedestrian path
- Keith DeMatteis email dated 11/18/14 re: 72-unit apartment building
- Keith DeMatteis email to the Town of North Hempstead dated 11/18/14 re: Olive Hill at Manhasset Senior Living Community

The Board discussed the issue of commuter parking on Circle Drive. Code Enforcement Officer Robert Rockelein informed the Board that there have been less complaints since he issued warnings to cars parked on Circle Drive. He advised the Board that they may want to consider additional signage in the future.

The Board discussed the proposed plan to build at 72-unit senior living community, Olive Hill, in Manhasset and concluded that they have no opinion as this matter does not pertain to the Village of Plandome Manor.

Trustee DeSousa made a motion to close the meeting. The motion was seconded by Trustee O'Neill. The meeting adjourned at 8:29 PM.

Trustee Clinton: Aye

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

**Approved. VOTE: 5/0 - Motion passes**

**Respectfully submitted by:**

**Randi I. Malman**  
**Village Clerk**