

**Board of Trustees
Village of Plandome Manor
April 14, 2016 ~ 7:00 PM - Public Meeting
MINUTES**

Call to Order

Present: Mayor Barbara Donno, Deputy Mayor Matthew Clinton, Trustees Antonio DeSousa, Patricia O'Neill and James Baydar, Building Inspector Edward Butt, Village Clerk Randi Malman, Village Counsel Rachel Scelfo, and Ade Agboola from the Manhasset Times.

Mayor Donno opened the meeting at 7:10 PM with the Pledge of Allegiance & verification of a quorum.

Approval of Minutes

Trustee O'Neill made a motion to accept the minutes from the March 15, 2016 Board of Trustees meeting. The motion was seconded by Trustee DeSousa.

Trustee Clinton: Absent Trustee DeSousa: Aye Trustee O'Neill: Aye

Trustee Baydar: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Reorganization

Trustee Baydar made motion that the Board of Trustees approve the list of following Mayoral appointments:

Deputy Mayor – Matthew Clinton (1 year)
Budget Officer - Matthew Clinton (1 year)
Road Commissioner - Tony DeSousa (1 year)
Building Inspector - Ed Butt (1 year)
Code Enforcement Officer - Robert Rockelein (1 year)
Deputy Road Commissioner – Robert Rockelein (1 year)
Manhasset Bay Protection Committee- Jed Siegel (1 year)
North Shore Cable Commission – Robert Cardascia (1 year)
Acting Justice – Susan Katz-Richman (1 year)
Village Prosecutor – Stanley Kopilow (1 year)
Planning Board Seat #2 – Mary Beth Harris (term expires 2021)
DRB Seat #6 – Traci Clinton (term expires 2019)
DRB Seat #5 – Joel Levitin (term expires 2019)
BZA Alternate – Rosanne Breen (1 year)
Village Arborist – Ann Frankel (1 year)
Village Attorney's – Certilman Balin Adler and Hyman, LLP by Rachel Scelfo (1 year)
Village Engineer – Sidney Bowne & Sons LLP (1 year)
Registrar of Vital Statistics – Town of N. Hempstead's Clerk Wayne H. Wink, Jr. (1 year)
Deputy Registrar of Vital Statistics - Town of N. Hempstead's Deputy Clerk Eileen Kraneburg (1 year)

The motion was seconded by Trustee DeSousa.

Trustee Clinton: Absent

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Trustee Clinton arrived at 7:15

Trustee DeSousa then made motion that the Board of Trustees approve the following organizational resolutions.

Be it Resolved,

- a. that in the absence of the Mayor or in his/her inability to act, the Deputy Mayor be and is hereby authorized to assume all of the responsibilities and perform all of the duties of the Mayor of said Village as are provided by law
- b. that the Board of Trustees designates Manhasset Press as the Official Newspaper of the Village.
- c. that the Board of Trustees designates the third Tuesday of each month as the regular meeting date for the Board of Trustees.
- d. that the Board of Trustees adopts that Special Meetings may be called by the Mayor or any Trustee with 24 hours notice by telephone, fax, e-mail or in writing, unless an emergency exists.
- e. that the Board of Trustees designates April 18, 2017 as the date of the next Village Organizational Meeting.
- f. that the Board of Trustees does hereby designate Bank of America, Chase Bank, Wells Fargo, First National Bank of Long Island, Signature Bank and People's United Bank as the official depositories of all money received by the Village.
- g. that the Board of Trustees authorizes Planning Board, Board of Zoning Appeals, Mayor, Board of Trustees, Village Clerk & Building Inspector to attend any training schools and/or conferences.
- h. that the Board of Trustees shall approve reimbursement for actual expenses for attendance at meetings, schools and conferences.
- i. that the Village Clerk is authorized to execute all documents in relation to grant applications on behalf of the Village

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

Village Clerk Randi Malman revisited the topic of National Grid submitting a bond to cover ten street opening permits, which was discussed at the March meeting. The Clerk spoke with other Villages in the area that have similar arrangements with National Grid and no one has encountered any problems. In most cases National Grid will come out and repair a road patch themselves and none of the Villages questioned have ever had to use the bond to make repairs.

Trustee Clinton made a motion that the Board of Trustees allow National Grid to submit a \$35,000 bond to cover 10 road opening permits in lieu of individual deposits for each permit. 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

Village Clerk Randi Malman presented the Board with the Abstract Report of Audited Vouchers and the Profit and Loss Statement in Treasurer Valerie Giacinto's absence. Deputy Mayor Matthew Clinton gave an overview of the financials.

Trustee Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated April 14, 2016 and the Profit & Loss Statement ending March 31, 2016. 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 Ed Butt spoke with the Village Engineer, John Waltz of Sidney Bowne, about taking samples of Circle Drive and the other roads in that area to determine the condition of the road before repaving begins. John felt that pavement cores and test holes would be appropriate in order to assess the condition of the subsoil.

Trustee Baydar made a motion that the Board of Trustees approve the proposal submitted by Sidney Bowne to take pavement cores and test holes for Circle Drive area pavement in the amount of \$7,450. 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 Ed Butt informed the Board that he has spoken with all the interested parties regarding the jogging path. The Village Engineers are prepared to stake out the jogging path about a week before the work is scheduled to begin. Mr. Butt will be sending out letters to the two residents on Stonytown Road who will be impacted by the jogging path. He has a meeting scheduled with Flower Hill to discuss a portion of the path that will connect the Flower Hill and Plandome Manor sides of the path.

Public Hearing

Trustee Baydar made a motion that the Board of Trustees open the public hearing on the 2016-2017 Village Budget. 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

Deputy Mayor Clinton gave an overview of the 2016-2017 Village Budget. No members of the public asked to be heard with respect to the proposed budget.

Deputy Mayor Clinton provided some highlights for the 2016-2017 Village Budget:

- This is the fourth presentation of the 2016-2017 Village Budget
- There are no tax increases in the budget
- There is money in the budget for capital improvements
- The Village is in a healthy financial state
- There is a healthy reserve budget

Trustee DeSousa made a motion that the Board of Trustees close the public hearing on the 2016-2017 Village Budget. 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

Trustee DeSousa made a motion that the Board of Trustees adopt the 2016-2017 Village Budget. 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

Reports (continued)

Code Enforcement/ Deputy Road Commissioner

Code Enforcement/ Deputy Road Commissioner Robert Rockelein was not present at the meeting but submitted the following comments for the Board's review

Street signs

one additional sign stolen/removed bent/broken off the remaining sign arm, with the bolts still attached (Bayview Rd. sign @ Heritage Way)

- 3 Triangle signs and post mangled and knocked over (Stonytown, Plandome, N. Plandome Rds.)
- we would need replacement of all as damage was beyond repair

Circle Dr. – Colonial Dr. Roadway condition

Some potholes unrelated to the water district trenching are starting to grow along these roads (as well as the rest of the Village). The trenched / repaired areas are also starting to fall victim to the freeze/thaw of the last few

weeks. Other Village roads pothole's will be marked out for estimates and bids, and if the Circle Dr. repave is going to be a ways off, do we want Bob to patch the unrelated areas there, and recall the water district contractor to repair (again) the areas related to their project?

Property maintenance, 190 Bayview Rd.

A Notice of Violation-Order to Remedy was prepared and will be given to the current property owner, noting the conditions requiring remediation, and the applicable Village Code sections. Photos have been taken to document all violations. If the violations are not corrected, a summons(s) will be issued.

Mayor

Mayor Donno updated the Board on the following items:

- The grant paperwork for the Circle Drive Repaving Project and the Triangle Improvements has been submitted to DANSY.
- Representatives from the DEC, the Town of North Hempstead and neighboring villages met to discuss the Town's Solid Waste Management Program. The DEC is going to create a form for the 9 Villages that have opted out of TONH's plan and would like to create their own. One of the reasons the Villages have opted out is because the Town's tipping fees are extremely high. The DEC does not see an issue with Villages having their own plans.

Trustee DeSousa made a motion that the Board of Trustees approve a negative declaration pursuant to SEQRA in connection with the Village's proposed work to Circle Drive. 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

Mayor Donno made a motion that the Board of Trustees confirms that the Inc. Village of Plandome Manor 2016-2017 Budget includes monies necessary for the repaving of Circle Drive estimated to be in the amount of \$155,000.00. The motion was seconded by Trustee DeSousa

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

Trustee DeSousa made a motion that the Board of Trustees award the street sweeping contract to Stasi Brothers Asphalt & Masonry for the low bid amount of \$1,200.00 for the initial sweep and \$800.00 for additional sweeps throughout the year with no additional dumping fees. 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

Trustee Clinton made a motion that the Board of Trustees approve the 2015-2016 beautification funds request from the residents of Circle Drive in the amount of \$1,200 for spring clean-up, plantings and mulch. 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

Trustee DeSousa made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh, Inc. to remove a tree that fell on Village property in the amount of \$1,950. 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

Trustee Baydar made a motion that the Board of Trustees set a date for the hearing on Local Law 1 of 2016 regarding short term rentals. Hearing date: May 17, 2016. 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

Correspondence

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

- NCPD monthly report for March
- Email from Declan Meagher dated March 31, 2016 re: dead end sign on Elm Sea Lane
- Email from Alicia and Eddie Assad dated April 4, 2016 re: quality of life issues
- Email from Joann Moskowitz date April 5, 2016 re: insurance policy non-renewal letter
- Letter from Paul Granger, Superintendent of the PWWD dated April 6, 2016 re: Circle Drive repaving
- Email from Eddie Assad dated April 10, 2016 re: 95 Lake Road
- Email from Dawn Ader dated April 11, 2016 regarding potholes on Circle Drive
- Email from Mr. and Mrs. Miranne dated April 12, 2016 re: vacant property at 190 Bayview Road
 - Robert's Order to Remedy sent to the homeowners of 190 Bayview

Trustee Clinton made a motion to convene into Executive Session. 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

Trustee DeSousa made a motion to convene back into regular session and adjourn the meeting. 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

Respectfully submitted by:

Randi I. Malman
Village Clerk