

Board of Trustees
Village of Plandome Manor
September 20, 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, Village Clerk Randi Malman, Village Counsel Rachel Scelfo, Village Treasurer Mary Jo Bella, Building Inspector Edward Butt and Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein. Also present were Village of Plandome Manor residents Michael Gilbert and Rob Weinstock, Thomas Gillen and Janet Gillen from the Manhasset Press and Chris Adams from the Manhasset Times.

Mayor Donno opened the meeting at 7:02 PM with the Pledge of Allegiance & verification of a quorum.

Approval of Minutes

Trustee DeSousa made a motion to accept the minutes from the July 19, 2016 Board of Trustees meeting. The motion was seconded by Trustee O'Neill.

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

Trustee Baydar: Abstain Mayor Donno: Aye

Approved. VOTE: 3/0 - Motion passes

Reports

Village Clerk

Village Clerk Randi Malman updated the Board on the following items:

- The Village has officially gone out to bid for the Circle Drive Repaving Project. Bid documents were available starting September 7, 2016 and are due back by September 21, 2016 at which point they will be opened and read publicly. Once they have been opened and read, the Village Engineers will review them and make a recommendation to the Board. The Board should hold a Special meeting to approve the contractor so that the Village can schedule the road work to be completed as soon as possible. So far thirteen contractors have picked up the bid documents.
- The Clerk had a risk control meeting with the new insurance company and their only recommendation is that the Village implement a Sexual Harassment Policy.
- Due to a traffic incident, police diverted traffic through Plandome Park. The Village Office received two calls complaining of damage sustained to vehicles because of a pot hole on Bayview Road. The Clerk informed the callers that this is a private road. The Clerk spoke with the President of the Plandome Park Association about the complaints.
- The Design Review Board, acting as the Landmark Preservation Committee, will be hearing an application to grant Landmark Status to the Gristmill House, located at 3 Water Lane. The application has been submitted by the homeowners in order to protect the house, which was built in 1693 and contains some of the original mill equipment.

Village Treasurer

Village Treasurer Mary Jo Bella updated the Board on the following items:

- The Village Office has received recommendations and a copy of the draft audit from Skinnon and Faber. Mary Jo asked the Board to review the information and get back to her with comments and concerns before she responds.
- The Treasurer requested an estimate from Cullen and Danowski to provide the Village and the Justice Court with audit services. The prices from Cullen and Danowski were less expensive than our current auditors and they come highly recommended by other Villages in Nassau County.
- The Treasurer gave an overview of the Abstract Report of Audited Vouchers and the Profit and Loss Statement.

Trustee Baydar made a motion that the Board of Trustees appoint Cullen and Danowski as the Village Auditors and approve the estimate for the 2016-2017 audit. 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 Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated September 20, 2016 and the Profit & Loss Statement ending August 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 Edward Butt addressed the Board on the following issues:

- Ed has been in contact with the Village Engineers regarding the Circle Drive Resurfacing Project and is prepared to move the project along as quickly as possible so that it will be done before the winter. As a condition of the bids for this project, the contractor must be able to commit to complete the project this fall.
- As part of the Circle Drive Project, the selected contractor will be placing a curb around the utility pole on Janssen Drive which has been a safety concern.
- Ed gave an overview of the bid opening procedures.
- Ed met with the contractor who will be constructing the portion of the jogging path that runs along 280 Stonytown Road. He asked that the contractor submit an estimate to the Village Clerk for the Village's portion of the path, which will be located in front of 250 and 260 Stonytown Road.

Code Enforcement/ Deputy Road Commissioner

Code Enforcement/ Deputy Road Commissioner Robert Rockelein updated the Board on the following items:

- Cowboy has completed pothole repairs throughout the Village and the work was done very well.
- The end of the summer party held at 119 Lake Road was well handled and music was turned down at the requested time. The Village did not receive any complaints in connection with the party.
- There are two Village trees that will need to be removed in the near future, one at 17 Elm Sea Lane and the other near 55 Gristmill Lane.

- There is a large pothole on Gristmill Lane in connection with the construction at 70 Gristmill Lane. The utility company has been notified and will be repairing the hole.

Mayor

Mayor Barbara Donno updated the Board on the following items:

- There are a number of streets signs missing in Plandome Manor and other parts of Manhasset. The Manhasset Watch Facebook page has reported that many areas of Manhasset have fallen victim to sign theft. In some cases people have stolen stop signs, which is a serious offense. At this point, the Village of Plandome Manor has only had street signs stolen.
- The Village has requested a meeting with Supervisor Bosworth to discuss the culvert and drainage project on North Plandome Road.
- The Village has the opportunity to request grant money from New York State. The Village could request money to upgrade the street lights to LED or money to repave roads.
 - After a discussion the Board would like to use the grant money for road resurfacing projects.

Trustee DeSousa made a motion that the Board of Trustees grant permission to the Manhasset Women's Coalition Against Breast Cancer to hold their annual walk/run through the Village on Sunday, October 23, 2016 from 9:30am to 10:30am. 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 Baydar made a motion that the Board of Trustees adopt a Resolution authorizing the Village Clerk to advertise for bids for the Circle Drive Area Resurfacing Contract, which bids may be received starting September 7, 2016 and shall be opened by the Village Clerk on September 21, 2016 at 11:00am. 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 rebuild a gutter in front of 76 Papermill Road in the amount of \$1,420. 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 Baydar made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh, Inc. to repair the split-rail fence at the Gristmill Bridge in the amount of \$430. 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

Public Comment

Michael Gilbert of 107 Circle Drive addressed the Board with concerns regarding parking regulations. Mr. Gilbert has received tickets for parking in front of his home during restricted times. Mr. Gilbert understands that the intention of the parking restrictions is to prevent commuters from parking on the street and walking to the train station, however he feels that it is unfair for homeowners to be subject to this restriction. He asked the Board to consider an alternative solution, such as issuing resident permits to homeowners to clearly identify which vehicles belong to commuters. He also requested that the Board consider putting an additional street light on Circle Drive.

Correspondence

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

1. NCPD monthly report for July and August
2. Letter from Great Neck/North Shore Cable Commission dated August 5, 2016 re: Cablevision franchise fee underpayment
3. Letter to residents from PWWD dated July 28, 2016 re: Circle Drive Project
4. Email and Letter from Peter Baynes of NYCOM dated July 21, 2016 re: MTA facility repealer
5. Email from Janet LaGarenne dated July 21, 2016 re: n2 Publishing
6. Email from Dr. Elizabeth McCulloch dated July 20, 2016 re: speeding on North Plandome Road
 - i. The Village Clerk alerted the POP Officers at NCPD about the speeding and asked for additional patrolling in this area.

Trustee DeSousa made a motion to adjourn the meeting. 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

Respectfully submitted by:

Randi I. Malman

Village Clerk