

Board of Trustees
Village of Plandome Manor

November 15, 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 and Building Inspector Edward Butt. Also present was Danielle Rizzo of the Benjamin Development Corporation.

Mayor Donno opened the meeting at 7:03 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 18, 2016 Board of Trustees meeting. The motion was seconded by Trustee O'Neill.

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

Approved. VOTE: 3/0 - Motion passes

Trustee Clinton joined the meeting at 7:07 P.M.

Public Comment

The Mayor opened the public comment portion of the meeting. No members of the public asked to be heard during the public comment portion of the meeting.

Reports

Village Clerk

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

- The Village Clerk forwarded the IMA insurance requirements from the Town of North Hempstead for the North Plandome Road Drainage Project to the insurance broker. The Village is not required to have disability insurance. The IMA should be updated to reflect this.
- The Village's insurance broker has provided the Village Clerk with a quote for Workers Compensation renewal and has advised that the Village should enter into a Safety Group to save money.
- The Village's maintenance contract with Robert Keogh, Inc. is expiring and needs to be renegotiated. Road Commissioner and Trustee Tony DeSousa said that he would meet with Robert Keogh to discuss the new contract.

Village Treasurer

Village Treasurer Mary Jo Bella 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 15, 2016 and the Profit & Loss Statement ending October 31, 2016. 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

Village Treasurer Mary Jo Bella gave an overview of the audit submitted by Skinnon Faber & Heck for the year end May 31, 2016. Board members had reviewed same for a period of two months.

Trustee Baydar made a motion that the Board of Trustees approve the audit submitted by Skinnon Faber & Heck for the year end May 31, 2016. 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

Building Inspector

Building Inspector Edward Butt updated the Board on the following issues:

- The building department has received a number of applications for new construction on Lake Road, Rockhollow Road and Circle Drive.
- The repaving on Circle Drive is almost complete and looks very good. The contractor will be back to finish minor additions and striping.
- There are a few drains on Plandome Road that need to be vacuumed out. The village will obtain quotes for this work.
- The Village has received three quotes for the construction of the jogging path on Stonytown Road. The lowest bidder was East End Builders & Associates, Inc.

Trustee Baydar made a motion that the Board of Trustees approve the quote from East End Builders & Associates, Inc. in the amount of \$17,900 for construction of the Stonytown Road Jogging Path. 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

Mayor

Mayor Donno updated the Board on a meeting with the Town of North Hempstead that she attend with the Village Clerk, Village Attorney and Building Inspector back in early October to discuss the culvert. The Town has a \$1.5 million grant from New York State and is planning to repurpose a federal Department of Transportation grant for an additional \$500,000 towards the project. The Town was going to follow up with the Village after they meet with DOT but have no yet done so. The Town is also going out to bid for engineering on the culvert project on November 18, 2016. The project will not be started for at least another 12-18 months.

Trustee O'Neill made a motion that the Board of Trustees approve the estimate from Glenco Supply, Inc. to for replacement street signs throughout the Village in the amount not to exceed \$700. 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 O'Neill made a motion that the Board of Trustees set the date for a Public Hearing to discuss the 2017 Port Washington Fire Department contract. **Hearing date: January 17, 2017.** 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

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 October
2. Port Washington Fire Department Budget Guide
3. Email chain between Samantha Stam and the Village Clerk regarding prices for the repaving of the cut-outs dated October 31, 2016.

Trustee DeSousa made a motion to convene into Executive Session for discussion of litigation matters. 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 to convene back into regular session and adjourn the 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

Trustee O'Neill 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**