

**Board of Trustees  
Village of Plandome Manor**

**January 17, 2017 ~ 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 was Chris Bollerman, Steve Flynn, Harry Nicolaidies, Kevin Zarabi, and Ted and Judith Goldsmith.

Mayor Donno opened the meeting at 7:05 PM with the Pledge of Allegiance & verification of a quorum.

**Approval of Minutes**

Trustee DeSousa made a motion to accept the minutes from the November 15, 2016 Board of Trustees meeting. The motion was seconded by Trustee Baydar.

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

Trustee Baydar: Aye      Mayor Donno: Aye

**Approved. VOTE: 4/0 - Motion passes**

**Public Hearing**

Trustee DeSousa made a motion that the Board of Trustees open the public hearing regarding the 2017 Port Washington Fire Department Contract. The motion was seconded by Trustee O'Neill.

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

Trustee Baydar: Aye      Mayor Donno: Aye

**Approved. VOTE: 4/0 - Motion passes**

Deputy Mayor Matthew Clinton arrived at 7:15

Chris Bollerman of the Port Washington Fire Department made a presentation relative to the 2017 contract. In the proposed contract, the Port Washington Fire Department shall receive a sum of \$36,204 from the Village of Plandome Manor for fire and emergency medical services.

The board members asked a series of questions regarding the contract, LOSAP, and the whether there were any large purchases to be made for 2017. No members of the public spoke with respect to the presentation.

Trustee DeSousa made a motion that the Board of Trustees close the public hearing regarding the 2017 Port Washington Fire Department Contract. 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 proposed agreement with the Port Washington Fire Department subject to the approval of the Village Attorney as to the form of the contract. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye  
Trustee Baydar: Aye

Trustee DeSousa: Aye  
Mayor Donno: Aye

Trustee O'Neill: Aye

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

### **Public Comment**

Steve Flynn, a contractor for the new construction at 96 Luquer, addressed the Board concerning complaints from a neighbor who is unhappy with the landscaping that was done with the new construction. As per the Village Code, Mr. Flynn removed the bamboo that was along the property line and mulched the entire area. At the request of the Building Inspector Ed Butt, as a result of complaints by the adjoining neighbor, Mr. Flynn then planted numerous ivy plants, which will grow to cover the ground and add greenery to the area. The Village Office has received calls and emails from the neighbor who is still unsatisfied with the landscaping.

- The Board of Trustees confirmed with the Building Inspector that Mr. Flynn followed the landscape plan that was approved by the Design Review Board. Mr. Butt also pointed out that Mr. Flynn did additional work by planting ivy. It appeared from these statements that the applicant had satisfied the Village's requirements.

Kevin Zarabi, a developer of three new homes on Elm Sea Lane and Morgan Court, addressed the Board concerning the repaving of Elm Sea Lane and Morgan Court. Mr. Zarabi understands the Village's decision to postpone any repaving projects until after the three news were complete. Mr. Zarabi informed he Board that two homes are complete and the third is near completion.

- The Board agreed that the repaving of Elm Sea Lane and Morgan Court is a priority now that construction projects on the road are complete, or near completion. The Board is hopeful that the project can start this coming spring.

### **Reports**

#### **Village Clerk**

Village Clerk Randi Malman informed the Board that the Village Election will be held on March 21, 2017. Mayor Donno, Deputy Mayor Clinton, and Trustee Baydar are all up for reelection. An ad has gone out in the paper advertising the date and position up for election.

#### **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 January 17, 2017 and the Profit & Loss Statement ending December 31, 2016. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye  
Trustee Baydar: Aye

Trustee DeSousa: Aye  
Mayor Donno: Aye

Trustee O'Neill: Aye

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

Village Treasurer Mary Jo Bella presented the Board with the agreement from Cullen & Danowski, LLP to perform the yearend audit for 2017.

Trustee Clinton made a motion that the Board of Trustees approve the agreement with from Cullen & Danowski, LLP to perform the yearend audit for 2017. 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**

Ted and Judith Goldsmith, residents of 3 Water Lane, addressed the Board regarding their application before the Landmark Preservation Committee. The Goldsmiths have submitted what they feel is an adequate amount of information to the committee, however the committee has requested the information be organized into a report. Additionally, the committee feels that it is pertinent to application for landmark status to have elevations of the home. The Goldsmith's requested clarification of the Village code as to which expenses the Village will cover if the home is granted landmark status.

- Harry Nicolaides, an architect and consultant working with the Goldsmiths, asked if the Board could request that the Landmark Preservation Committee provide the applicants with a detailed list of what additional information they feel is necessary to the application.
- The Board agreed to the request for a detailed list from the Landmark Preservation Committee. The Board also asked Mr. Nicolaides if he could submit an estimate as to how much the additional documentation will cost. Once the Board has an estimate they can discuss reimbursement for the application if the house is granted landmark status.

### **Building Inspector**

Building Inspector Edward Butt informed the Board that an application to demolish the existing home and build a new one at 31 Rockhollow Road was submitted to the building department. Mr. Butt spoke with the President of the Plandome Mill Association who has concerns about the proposal. The application is scheduled to go before the Zoning Board of Appeals on January 19, 2017 and he anticipates a number of residents will be present.

### **Code Enforcement Officer and Deputy Road Commissioner**

Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein informed the Board that the replacement LED street light fixture on Plandome Road has been installed by Anker Electric. Mr. Rockelein is pleased with the new fixture and has requested a copy of the specs from Anker so that the Village can use the same fixture for future replacements.

### **Village Attorney**

Village Attorney Rachel Scelfo presented the Board with a draft local law to extend the no parking area on Circle Drive due to complaints of commuter parking. Ms. Scelfo feels as though the local law may not address the problem as commuters will continue to park in areas just outside the designated no parking zones. As opposed to passing piecemeal local laws, Ms. Scelfo suggests that the issue of parking on Circle Drive be a larger conversation to address commuter parking in the entire area, including Circle Dr., Janssen Dr., Colonial Dr., and Circle Lane.

### **Road Commissioner**

Road Commissioner and Trustee Tony DeSousa informed the Board that he met with Robert Keogh to discuss the new maintenance contract for the Village. The new contract will be an increase of 4% and cover a period of four years.

- Village Clerk Randi Malman also added that Robert Keogh has submitted a separate snow removal estimate for the 2017 winter season. The contract is for snow removal services for the path along North Plandome Road from Luquer to the triangle. There was no increase in price from last year.

Trustee O'Neill made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh, Inc. for snow removal services for 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**

Trustee O'Neill made a motion that the Board of Trustees approve the 2016-2020 maintenance contract with Robert Keogh Inc., in the amount of \$21,737.04 per year subject to review by the Village Attorney. 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 O'Neill made a motion that the Board of Trustees approve the estimate submitted by Mangano Plumbing Sewer Drain, to vacuum and clean two storm drains at the daily rate of \$1,500. 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 Baydar made a motion that the Board of Trustees approve the following Resolution:

Be it resolved that the Village election will be held on Tuesday, March 21, 2017.

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 Baydar made a motion that the polling place for the Village election to be held on Tuesday, March 21, 2017 be at the Village Hall, 55 Manhasset Ave, Manhasset, NY and that the polling hours will be open from 12 noon – 9:00pm. 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 that there shall be no Village registration day for the March 21, 2017 Village election. 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 O'Neill made a motion that the Board of Trustees approves the appointment of Election Inspectors Rosemarie Ciani, as Chairman and Jerald Samuels to be paid at the rate of \$150.00 each. 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 O'Neill made a motion that the Board of Trustees approves the appointment of alternate election inspectors, Lisbeth Shibley & Katherine Dunn to be paid at the rate of \$150.00 each should their presence be required. 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 approve a Resolution proving the schedule of board meetings in the year 2017. The motion was seconded by Trustee O'Neill. **RESOLUTION ATTACHED.**

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 December 2016
2. Email from Glenda Michaels dated 11/18/16 re: landscaping at 96 Luquer
3. Email from Glenda Michaels date 11/21/16 re: landscaping at 96 Luquer
4. Email from Mary Studdert dated 12/7/16 re: Nassau County and Rockhollow Road
5. Email from Paul Granger dated 1/13/17 re: damaged cut out at 32 Colonial
6. Email from Kevin McCormick dated 1/14/17 re: plans for 31 Rockhollow Road
7. Email from Manhasset Bay Protection Committee dated 1/16/17 re: best practices for Stormwater Management

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**

Trustee DeSousa offered the following resolution, which was duly seconded by Trustee O'Neill:

**RESOLUTION OF INC. VILLAGE OF PLANDOME MANOR BOARD OF TRUSTEES ADOPTING MEETING DATES FOR THE 2017 CALENDAR YEAR**

WHEREAS the Board of Trustees of the Incorporated Village of Plandome Manor wishes to set its calendar of meeting dates for the 2017 calendar year, including meeting dates for the Board of Trustees, Zoning Board of Appeals and Design Review Board; and

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees hereby adopts the following schedule for board meetings in the year 2017:

Board of Trustees:

January 17, 2017  
February 21, 2017  
March 21, 2017  
April 18, 2017  
May 16, 2017  
June 20, 2017  
July 18, 2017  
September 19, 2017  
October 17, 2017  
November 21, 2017  
December 19, 2017

All meetings shall start at 7:00 p.m.

Zoning Board of Appeals:

January 19, 2017  
February 16, 2017  
March 16, 2017  
April 20, 2017  
May 18, 2017  
June 15, 2017  
July 20, 2017  
September 21, 2017  
October 19, 2017  
November 16, 2017  
December 21, 2017

All meetings shall start at 8:00 p.m.

Design Review Board:

January 26, 2017  
February 23, 2017  
March 23, 2017  
April 27, 2017  
May 25, 2017  
June 22, 2017  
July 27, 2017  
September 28, 2017  
October 26, 2017  
November meeting date is to be determined.  
December 28, 2017

All meetings shall start at 8:00 p.m.

Upon roll call, the vote was as follows:

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

Motion carried.  
Resolution #1/2017  
January 17, 2017