

Board of Trustees
Village of Plandome Manor
April 18, 2017 - 7:00 PM - Public Meeting
MINUTES

Call to Order

Present: Mayor Barbara Donno, Deputy Mayor Matthew Clinton, Trustees Patricia O'Neill, Tony DeSousa, James Baydar, Village Clerk Randi Malman, Village Counsel Rachel Scelfo, Building Inspector Edward Butt, Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein, and Village Treasurer Mary Jo Bella. Also present was Khris Brooks from Newsday.

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 March 21, 2017 Board of Trustees 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

Public Hearing

2017-2018 Budget

Trustee Baydar made a motion that the Board of Trustees open the public hearing on the 2017-2018 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 2017-2018 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 2017-2018 Village Budget:

- This is the third presentation of the 2017-2018 Village Budget
- There is a \$7 per household increase
- There is money in the budget for capital improvements
- The Village is in a healthy financial state

There were no parties present that wanted to be heard with respect to the budget hearing.

Trustee DeSousa made a motion that the Board of Trustees close the public hearing on the 2017-2018 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

Trustee O'Neill made a motion that the Board of Trustees adopt the 2017-2018 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

Public Hearing for Local Law 1 of 2017, amending Chapter 189 of Village Code with respect to street opening permits, requirement of repaving the road from curb or grassed area to the midpoint of the road.

Trustee DeSousa made a motion that the Board of Trustees open the public hearing on proposed Local Law No. 1 of 2017 amending Chapter 189 of the Code of the Incorporated Village of Plandome Manor as it relates to street opening permits. 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

The Mayor explained for the record that the Local Law was an amendment of the Village Code with respect to street opening permits, clarifying existing language in the Code that repaving and restoration of roads must be done from the curb, or grassy area at the side of the road, to the midpoint of the road.

No parties appeared with respect to the Proposed Local Law. No one spoke either in opposition or in favor to the Proposed Local Law.

Trustee DeSousa made a motion that the Board of Trustees close the public hearing on proposed Local Law No. 1 of 2017 amending Chapter 189 of the Code of the Incorporated Village of Plandome Manor as it relates to street opening permits. 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 the Board of Trustees adopt a Negative Declaration pursuant to SEQRA, determining that proposed Local Law 1 of 2017 will not have any significant adverse impact on the environment. 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 adopt proposed Local Law No. 1 of 2017 amending Chapter 189 of the Code of the Incorporated Village of Plandome Manor as it relates to street opening permits. 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

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)
Village Clerk – Randi Malman (term expires March 31, 2019)
Treasurer—Mary Jo Bella (term expires March 31, 2019)
Building Inspector - Ed Butt (1 year)
Code Enforcement Officer - Robert Rockelein (1 year)
Deputy Road Commissioner – Robert Rockelein (1 year)
Acting Justice – Susan Katz-Richman (1 year)
Village Prosecutor – Stanley Kopilow (1 year)
BZA Member Seat #3— Mario Harris (term expires March 31, 2022)
BZA Member (alternate) – Rosanne Breen (term expires March 31, 2018)
DRB Seat #2—Isabel DeSousa (term expires March 31, 2020)
DRB Seat #1—Semiramis Geiger (term expires March 31, 2020)
DRB Alternate—Peter Kulka (1 year)
Village Arborist – Ann Frankel (1 year)
Village Attorney’s – Certilman Balin Adler & Hyman, LLP by Rachel A. Scelfo (1 year)
Village Engineer – Sidney Bowne & Sons LLP (1 year)
Village Auditor—Cullen and Dankowski, 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)
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 Clinton.

Trustee Clinton: Aye Trustee DeSousa: Aye (recused from appointment of Isabel DeSousa)

Trustee O’Neill: Aye Trustee Baydar: Aye Mayor Donno: Aye

Approved. VOTE: 5/0 - Motion passes

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 17, 2018 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 Clinton.

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 updated the Board on the following items:

- Robert Keogh has submitted estimates to repair the guardrail along North Plandome Road and to replace the guardrail on Stonytown Road. The Clerk will be reaching out to additional contractors for more estimates.
- The Village has received estimates for street sweeping services, but would like to reach out to the Town of North Hempstead for an additional estimate.

Trustee O'Neill made a motion that the Board of Trustees approve street sweeping services in the Village for an initial cleanup not to exceed \$5,000. 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 Treasurer

Village Treasurer Mary Jo Bella gave an overview of the Abstract Report of Audited Vouchers and the Profit and Loss Statement.

Trustee O'Neill made a motion that the Board of Trustees approve the revised Abstract of Audited Vouchers dated March 21, 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

Trustee O'Neill made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated April 18, 2017 and the Profit & Loss Statement ending March 31, 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

Building Inspector

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

- The Village Engineer is preparing an estimate for engineering services for the restoration of Elm Sea Lane and a portion of North Plandome Road.

Trustee DeSousa made a motion that the Board of Trustees approve engineering services for the restoration of Elm Sea Lane and a portion of North Plandome Road not to exceed \$15,000. 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 passed

Code Enforcement Officer

Code Enforcement Officer Robert Rockelein updated the Board on the following items:

- Mangano Sewer & Drain cleaned out the storm drains on Plandome Road. Will verify with contractor that the entire job was done.
- The new replacement street signs have been installed.
- Residents on Papermill Road have called the office with concerns about pooling water. Mr. Rockelein has observed the issue and is going to speak with the appropriate individuals to try and address it.

Mayor

Mayor Barbara Donno updated the Board on the following items:

- The Manhasset Mayors had a meeting with the new Police Inspector, Officer Flanagan, to discuss issues within the villages. NCPD has agreed to enhance traffic enforcement throughout Manhasset as a way to address speeding and other traffic concerns.
- The Mayor has been informed that the Town of North Hempstead's drainage project is moving forward.
- The Town of North Hempstead has approved an agreement for engineering services in connection with the culvert.

Trustee Clinton made a motion that the Board of Trustees approve the 2016-2017 beautification funds request from the residents of Plandome Mills in the amount of \$1,200, from the Plandome Park Association for \$1,200 and from Elm Sea Lane in the amount of \$385. 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 accept the resignation of Elizabeth Oliveri as a member of the Design Review Board. 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 adopt a resolution changing the Design Review Board from a seven member board to a five member board with one alternate. 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

Village Attorney

Village Attorney Rachel Scelfo updated the Board on the following item:

- The issue of parking on Circle Drive still needs to be addressed. If the Village passes a local law to extend the no parking to the entire Circle Drive area, new signs would have to be installed. Residents should be informed that this issue will be discussed at the May meeting.
- Ms. Scelfo presented the Board with a draft local law that would require any work in the Village right of way to require a permit and Board approval.
- The Board should consider a 6 month moratorium prohibiting the construction of any wireless telecommunication towers or additional facilities within the Village. This will give the Village time to research the issue and make a determination and have the time to prepare new legislation that will best address the issue.

Trustee O'Neill made a motion that the Board of Trustees set the date for the public hearing on Local Law 2 of 2017 regarding a draft local law that would require any work in the Village right of way or new fixtures/additions to the right of way, to require a permit and Board of Trustees approval and for Local Law 3 of 2017, to adopt a moratorium for a 6-month period during which time the Village would prohibit the construction of any wireless telecommunication towers or additional facilities within the Village. The motion was seconded by Trustee Baydar. **Hearing date: May 16, 2017.**

Trustee Clinton: Aye

Trustee DeSousa: Aye

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

Approved. VOTE: 5/0 - Motion passes

Correspondence

Village Clerk Randi Malman presented the Board with the following pieces of correspondence:

- NCPD monthly report for March
- Email from Kevin Zarabi dated 4/14/17 re: paving of Elm Sea Lane

Trustee O'Neill made a motion to adjourn the meeting. 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

Respectfully submitted by:

Randi I. Malman

Village Clerk