

**Board of Trustees**  
**Village of Plandome Manor**  
**May 17, 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, Village Treasurer Valerie Giacinto and Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein. Also present, Ade Agboola from the Manhasset Times, Howard Avrutine, Danielle Rizzo, Deborah Benjamin, Kenneth Coyle, Sam Khoga, Denise Coyle, and Samantha Stam.

Mayor Donno opened the meeting at 7:05 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 April 14, 2016 Board of Trustees 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**

**Public Hearing**

Trustee O'Neill made a motion that the Board of Trustees open the public hearing on proposed Local Law No. 1 of 2016 amending Chapter 225 of the Code of the Incorporated Village of Plandome Manor as it relates to renting, leasing or letting of single family dwellings within the Village. 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**

No members of the public asked to be heard with respect 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 2016 amending Chapter 225 of the Code of the Incorporated Village of Plandome Manor as it relates to renting, leasing or letting of single family dwellings within the Village. 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 that the Board of Trustees determine proposed Local Law 1 of 2016 will not have any significant adverse impact on the environment. 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 Local Law No. 1 of 2016 amending Chapter 225 of the Code of the Incorporated Village of Plandome Manor as it relates to renting, leasing or letting of single family dwellings within the Village. 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**

### **Public Comment**

Howard Avrutine, Esq. presented the Board of Trustees with a tent permit application on behalf of Deborah Benjamin, 119 Lake Road. The Benjamins will be hosting two parties, one on Friday, May 27, 2016 from 1:00pm to 5:00pm and one on Sunday, May 29, 2016 from 2:00pm until 10:00pm. The tent would be installed on May 24, 2016 and removed on May 31, 2016. All the proper insurance certificates and licenses were provided to the Village by the contractor, as well as a certificate from the Nassau County Fire Marshall. The applicant submitted a parking plan to the Board asking permission to park cars on the empty lots at 63 and 73 Lake Road as to not fill the narrow streets with cars of guests.

- The Board of Trustees had no opposition to the tent permit application or parking request as long as the applicant agreed to adhere to the times provided for the respective parties. The Board also reiterated that all construction in connection with the set up and dismantling of the tent take place only during the Village's approved work hours.

Samantha Stam, 6 Janssen Drive, addressed the Board on the following issues:

- In response to the meeting hosted by the Village to discuss the Circle Drive Repaving Project, Ms. Stam requested that if the homeowners are to be responsible for paving the "cutouts" in the Circle Drive area that they become the property of the homeowners.
- The home at 57 Colonial Drive is currently for sale. The Village gave restricted approval to the current homeowner to maintain a garage apartment meant for the homeowner's parents. Ms. Stam asked that the Village enforce the requirement that the garage be converted back in order to sell the home.

### **Reports**

#### **Village Clerk**

Village Clerk Randi Malman presented the Board with the renewal information for the Village's new insurance policy. The Village will be switching carriers and moving to U.S. Specialty Insurance Company/ HCC Public Risk with a 10% reduction in premiums.

#### **Village Treasurer**

Village Treasurer Valerie Giacinto 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 May 17, 2016 and the Profit & Loss Statement ending April 30, 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 and Mayor**

Building Inspector Ed Butt, Mayor Barbara Donno and Trustee O'Neill updated the Board on a meeting that was held in the Village Office with the residents of the Circle Drive Area to discuss the Port Washington Water District Water Main Project and the Circle Drive Repaving Project.

- The meeting had a decent turnout, about 30 residents were present.
- The Mayor explained that this was never a Village project and was the sole responsibility of the Port Washington Water District and its contractor for the project, Merrick Utility.
- The Village has been trying to work with PWWD in order to come up with an agreement to repave the roads as one joint effort, but has been met with resistance.
- The Village is committed to making sure that the water district fully repairs the damage caused by the water main project, which includes resurfacing any and all roadways.
- The Village will be resurfacing the remaining portions of the road that were not part of the water main project.

## **Code Enforcement/ Deputy Road Commissioner**

Code Enforcement/ Deputy Road Commissioner Robert Rockelein informed the Board that he will be marking out all the pot holes in the Village, on Village roads, to receive estimates for permanent road repairs. He will also be marking out the pot holes in the Circle Drive area that are not in connection with the water main project for hot asphalt temporary repairs.

Trustee O'Neill made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh Inc., Port Washington, for construction services in connection with the drainage easement at 89 Circle Drive, in the amount of \$6,118. 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 2015-2016 beautification funds request from the residents of Elm Sea Lane in the amount of \$200 for spring clean-up, plantings and mulch. 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:

- NCPD monthly report for April
- Email from Elizabeth Oliveri dated May 2, 2016 re: parking on Elm Sea Lane
  - The Village Code Enforcement Officer will notice vehicles that they can and should park at the science museum if they intend to go fishing in Manhasset Bay.
- Email from Kevin Zarabi dated May 3, 2016 re: new sign for Elm Sea Lane
  - The Board has no opposition to the new sign as long as the neighbors have given their approval.
- Email from Denise Coyle dated May 4, 2016 re: 115 and 119 Lake Road

- Letter from Howard Avrutine dated May 9, 2016 re: Party at 115/119 Lake Road
- Letter from Howard Avrutine dated May 10, 2016 re: Party at 115/119 Lake Road
- Email from Samantha Stam dated May 12, 2016 re: dog at 129 Circle Drive
- Notice of Claim re: Dawn and Seth Ader, 64 Colonial Drive

Trustee O'Neill made a motion to convene into Executive Session to discuss Notice of Claim and other pending legal matters. 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 to convene back into regular session and 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**

Approved