

Board of Trustees
Village of Plandome Manor
July 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, and 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 were Plandome Manor resident Robert Ryan, Yong Pan, Vincent Bilms, and Dawn and Seth Ader. Manhasset Times reporter Jessica Chin and Manhasset Press reporter Christina Claus were also present.

Mayor Donno opened the meeting at 7:10 PM with the Pledge of Allegiance & verification of a quorum.

Approval of Minutes

Trustee Clinton made a motion to accept the minutes from the June 20, 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

Reports

Code Enforcement Officer

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

- Potholes throughout the Village were filled, however a new pothole has opened up on Gristmill Lane, which will be filled this week.
- Flower Hill is considering offering catch basin cleaning services. This service something the Village of Plandome Manor may be interested in using.
- The various construction sites throughout the Village look as though they had very little erosion during the last few rain storms.
- There were three trees removed at the traffic light on Stonytown and Plandome Road. They were in danger of falling and needed to be removed ASAP. The tree company did not anticipate having to close the road but once the project began it became clear that the road needed to be closed for safety. Traffic was diverted through Plandome Park.

Village Clerk

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

- There has been an application for a film permit at 94 Gristmill Lane. The filming will take place on Wednesday, July 19, 2017 between 8:00am and 8:00pm. The filming will be interior only.
- Sidney Bowne and Anker Electric are offering street light mapping services, which would create a data base of all the street lights within the Village and the schedule of maintenance. If this is something the Village is interested in John Waltz can write up an estimate.

- John Waltz said that Sidney Bowne will be done with the Elm Sea Lane and North Plandome Road repaving bid documents in a few weeks. He suggested that the Board go out to bid on August 9, 2017 and schedule the bid opening two weeks later, on August 23, 2017.

Public Hearings

Local Law No. 4 of 2017 amending Chapter 212 of the Code of the Incorporated Village of Plandome Manor by extending the no parking, standing, or stopping restrictions on Circle Drive

Trustee DeSousa made a motion that the Board of Trustees open the public hearing on proposed Local Law No. 4 of 2017 amending Chapter 212 of the Code of the Incorporated Village of Plandome Manor by extending the no parking, standing, or stopping restrictions on Circle Drive. 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 Rachel Scelfo discussed the proposed local law, which would extend the current parking restrictions on Circle Drive. On Monday through Friday between the hours of 7:00 a.m. and 10:00 a.m. and 4:00 p.m. and 7:00 p.m., respectively, no motor vehicle shall park or stand on Circle Drive, Circle Lane, Colonial Drive, or Janssen Drive. In addition, on Monday through Friday between the hours of 7:00 a.m. and 10:00 a.m. and 4:00 p.m. and 7:00 p.m., respectively, no motor vehicle shall stop on Circle Drive (west end) beginning at Stonytown Road for a distance of 1,500 feet north and Colonial Drive beginning at Circle Drive (west end) to the intersection of Circle Drive (east end) and continuing on Circle Drive East to Stonytown Road.

Robert Ryan of Colonial Drive shared his concerns with the Board about the wording of the new law. He wanted to make sure that the “no stopping” regulations only applied to the area near the train station to prevent people from picking up commuters coming off the train. Village Attorney Rachel Scelfo explained that the Board took Mr. Ryan’s suggestion and the “no stopping” regulations will only apply to the area within 1,500 feet of the train station.

Dawn Ader of 64 Colonial Drive raised concerns about her elderly parents who may need to park on the street during the restricted hours while they are visiting. The Village Clerk Randi Malman explained that the Village has made exceptions and provided temporary parking permits to residents who have a large gathering planned or construction that will take place and require parking on the street during restricted hours. The Village Clerk asked that residents reach out ahead of time to receive the proper temporary parking permits.

Trustee O’Neill made a motion that the Board of Trustees close the public hearing on proposed Local Law No. 4 of 2017 amending Chapter 212 of the Code of the Incorporated Village of Plandome Manor by extending the no parking, standing, or stopping restrictions on Circle Drive. 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 adopt a Negative Declaration pursuant to SEQRA, determining that proposed Local Law 4 of 2017 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 O'Neill made a motion that the Board of Trustees approve proposed Local Law No. 4 of 2017 amending Chapter 212 of the Code of the Incorporated Village of Plandome Manor by extending the no parking, standing, or stopping restrictions on Circle Drive. 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

Mayor Donno and the Trustees agreed that the Board would revisit the local law after three months of enforcement to see if it needs adjusting or is being effective.

Reports Continued

Village Treasurer

Village Treasurer Mary Jo Bella informed the Board that she would be submitting her letter of resignation. She has been offered a full time position in another municipality and has decided to take it. Ms. Bella offered to train and help with the transition of the new treasurer once one has been chosen.

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

Building Inspector

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

- Mr. Butt intends to reach out to Nelson and Pope regarding the triangle widening project
- A tent application has been submitted to the Village for 115 Lake Road. The homeowners will be hosting a party on Saturday, August 26, from 2:00pm-10:00pm. All the appropriate certificates of insurance and fire marshal approvals have been submitted. Additionally, the applicants have submitted a parking plan for the empty lot on Lake Road. The application has provided the Village with a contact number for the head of the security team who will be on site during the party.
 - The Board had no objections to the tent application. Mayor Donno stated that the music must end at 10:00pm out of courtesy for the surrounding neighbors. The Board asked for a contact name and number for the individual responsible for activities associated with the party so the Village can call with any issues the day of the party, this information was provided.
- The developer of the home at 28 Elm Sea Lane will be paving the portion of the road in front of the home. The developer would like to wait until the Village has selected a contractor for the paving project so that he may consider using the same one to have both portions done at the same time.
- The drainage issue on Papermill Road continues to be an issue. Bob Keogh is going to explore what the issue might be and submit estimates and recommendations to the Board for review.

Mayor

Mayor Barbara Donno updated the Board on the following items:

- PSEG installed a new osprey platform on North Plandome Road. The osprey were nesting on top of the electrical wires and the nest caught on fire. PSEG hopes that the birds will use the new platform instead of the wires.
- Port Washington Fire District has brought up the idea of an outside EMS service so that they can bill insurance companies for the service and residents will not have to pay.

- Plandome Country Club asked for permission to use our Village parking lot at the train station for a few events that they will be hosting on weekends in August. The Mayor has no problem with them using a few spots in the lot for the approved dates.

Trustee DeSousa made a motion that the Board of Trustees accept the resignation of Village Treasurer Mary Jo Bella. 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 approve the application from The Vault for a film permit at 94 Gristmill Lane to film on July 19, 2017 from 8:00am to 8:00pm in the interior of the home only. 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 adopt a Resolution authorizing the Village Clerk to advertise for bids for the Elm Sea Lane and North Plandome Road Repaving Project, which bids may be received starting August 9, 2017 and shall be opened by the Village Clerk on August 23, 2017 at 11:00am. 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 July 18, 2017 and the Profit & Loss Statement ending June 30, 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 Clinton made a motion that the Board of Trustees approve the contract with Nelson and Pope for engineering services in connection with the Triangle Widening Project in the amount of \$14,500. 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 Clinton made a motion that the Board of Trustees authorize the Court Clerk to apply for a grant from the Justice Court Assistance Program (JCAP) for 2017-2018 and to request up to the maximum amount available and to authorize the Village Clerk and Court Clerk to sign all required documents in connection with the grant application. 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

Correspondence

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

1. NCPD June Crime and Accident Report
2. Email from Michael Gilbert dated June 27, 2017 re: parking on Circle Drive
3. Legal notice from Village of Plandome dated June 27, 2017 re: telecommunications moratorium
4. Email from Patricia Mack and Fred Harmeyer dated July 8, 2017 re: traffic diversion and pot holes in Plandome Park
5. Email from Kevin McCormick and response from Mayor Donno dated July 9, 2017 re: issues in Plandome Mills
6. Email from Louis Schepp dated July 17, 2017 re: Circle Drive parking local law

Trustee DeSousa made a motion to 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

Respectfully submitted by:

Randi I. Malman

Village Clerk

Approved