

**Board of Trustees**  
Village of Plandome Manor  
November 21, 2017- 7:00 PM - Public Meeting  
**MINUTES**

**Call to Order**

**Present:** Mayor Barbara Donno, Trustees Matthew Clinton, Patricia O'Neill, Tony DeSousa, and James Baydar, Village Clerk Randi Malman, Village Counsel Rachel Scelfo, Building Inspector Edward Butt, and Village Treasurer Phyllis Nowakowski. Also present were Plandome Manor residents Michael Gilbert and Dawn Ader. Khris Brooks from Newsday and Anthony Capogna and Roberto Capogna from Neighbortech were also in attendance.

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 October 17, 2017 Board of Trustees meeting. The motion was seconded by Trustee O'Neill.

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

**Approved. VOTE: 3/0 - Motion passes**

**Public Comment**

Dawn Ader of 64 Colonial Drive addressed the Board regarding the anticipated starting date of the jogging path along Stonytown Road. The Mayor informed Ms. Ader that the plans for the jogging path are moving forward and the Village anticipates that construction will begin in the spring.

Michael Gilbert of 107 Circle Drive addressed the Board regarding concerns over the new parking regulation on Circle Drive. Mr. Gilbert already lives in the 1,500 foot area that has been subject to the parking restrictions. He feels that the Village should not ticket residents who are parked on the street during restricted hours as this is disrespectful to the residents. Mr. Gilbert mentioned a petition that has been signed by residents of Circle Drive in opposition to the new parking regulations. The Village Clerk informed Mr. Gilbert that the petitions have not been presented to the Village.

**Presentation**

Anthony Capogna and Roberto Capogna from Neighbortech Inc., addressed the Board regarding IT and phone services they provide. Anthony previously met with the Mayor and Village Clerk to assess the Village's IT needs. Anthony and Roberto have formulated an IT contract that will address the Village's needs and help to upgrade our current systems. Neighbortech is a local IT company that provides support, security and backup, as well as email and phone services. Neighbortech has worked with a number of other Villages in Nassau County.

**Reports****Village Clerk**

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

- The Village has received the 2018 Port Washington Fire Department contract, which has been emailed to the Trustees. A representative from PWFd will attend the Public Hearing in January to discuss the contract in more detail.
- The Village has received a number of complaints regarding the crosswalks on North Plandome Road. Drivers are not stopping for pedestrians making it difficult and dangerous to cross the street. This is an issue that the Mayor and Clerk discussed with NCPD at a meeting. The Village is looking at ways to make the crosswalk more visible and encourage drivers to stop for pedestrians.
- The Clerk presented the Board with quotations for a new IT service contract, phone system, and website.

Trustee DeSousa made a motion that the Board of Trustees approve the contract with Neighbortech Inc. for monthly IT services in the amount of \$425 per month, for setup of new email services in the amount of \$424.95, and for the installation of a new phone system not to exceed \$3,882. 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 Phyllis Nowakowski 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:

- A catch basin on Stonytown Road is backing up and flooding the street. The Building Inspector and Road Commissioner have both been out to inspect and agree that it must be cleaned out as soon as possible.
- A resident on Rockhollow Road would like to reinstall a small post and rail fence that used to run along the property. The fence would be in the Village right of way.

Mayor Donno made a motion that the Board of Trustees approve the replacement of the fence on village property along Rockhollow Road by the homeowner at 7 Rockhollow Road subject to the execution of an agreement between the parties with respect to same. 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**

**Code Enforcement Officer**

The Village Clerk presented the Board with a report from the Code Enforcement Officer Robert Rockelein in his absence. The report addressed the following issues:

- Storm drain maintenance program: Generating estimates for a vacuum and jet truck to work systematically through the Village on a priority basis, and having the option for work to be performed on either a quarterly or monthly basis.

- Strom drain cleanout: the catch basin at 6 Stonytown and one on Lake Road are draining slowly and in need of prompt remediation. The Green River has submitted estimates for emergency work and can bill the projects separately, as Lake Road is a private road and the responsibility of the homeowners.
- Road paving project: stripping completed Monday at Elm Sea Lane, should allow the paving layer to commence
- Public works projects: new storm drain completed on Aspen Gate and Papermill drainage remediation complete.
- LIRR paring: increased evening time in both the village lot and Circle Drive has resulted in increased warning notices, and to date no one who has received a warning has returned a second time.

Trustee Clinton made a motion that the Board of Trustees approve the estimate from Clean River Environmental in the amount of \$1,975 plus dumping costs for the emergency catch basin cleaning on Stonytown Road. 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**

### Village Attorney

Village Attorney Rachel Scelfo addressed the Board on the following issues:

- The outstanding tax liens from previous years have been paid to the Village in full.
- The moratorium that was passed by local law in June with respect to wireless telecommunications needs to be extended.
- Ms. Scelfo has reviewed the agreement with the Center Municipal Solutions and feels that it would be beneficial to bring them on as a consultant to help craft the Village's local ordinance and to review applications.

Trustee O'Neill made a motion that the Board of Trustees approve the agreement to retain Center for Municipal Solutions for the purpose of assisting and representing the Village of Plandome Manor on matters relating to the preparation of wireless telecommunication ordinances and reviewing applications for wireless telecommunication facilities. Trustee Clinton seconded the motion.

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 Abstract of Audited Vouchers dated November 21, 2017 and the Profit & Loss Statement ending October 31, 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 estimate from Robert Keogh, Inc., in the amount of \$1,910 to re-stripe Plandome Road from the triangle to Bayview Rd. 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 Baydar made a motion that the Board of Trustees approve the grant disbursement agreement from DASNY for the SAM Grant in connection with the North Plandome Road Drainage Improvement Project to be signed by the Deputy Mayor. 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 set a date for the public hearing on the 2018 Port Washington Fire Department Contract. Hearing date: January 16, 2018. 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**

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

1. NCPD monthly report for October
2. Email from Sarah and Giorgio Meriggi dated 10/18/17 re: support for Circle Drive parking regs
3. Email from Samantha Stam dated 11/3/17 re: N. Plandome Road crosswalk
4. Email from Zari Ginsburg dated 11/3/2017 re: N. Plandome Road crosswalk
5. Email from Kerry Rosen dated 11/3/2017 re: N. Plandome Road crosswalk
6. Email from Beatrice Falcone dated 11/4/2017 re: N. Plandome Road crosswalk
7. Email from the LIRR dated 11/6/17 re: vegetation management program
8. Email from Christina Diamantakis dated 11/17/17 re: tire damage on N. Plandome Road
9. Estimate from Brian Tartel dated 11/17/17 for tire damage on N. Plandome Road

Trustee O'Neill made a motion that the Board of Trustees convene into executive session. 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 to convene back into regular session and adjourn the meeting. 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**

**Respectfully submitted by:**  
**Randi I. Malman**  
**Village Clerk**