

**Board of Trustees**  
Village of Plandome Manor  
November 20, 2018 - 7:00 PM - Public Meeting  
**MINUTES**

**Call to Order**

**Present:** Mayor Barbara Donno, Deputy Mayor Matthew Clinton, Trustees Patricia O'Neill and James Baydar, Village Clerk Randi Malman, Village Counsel Rachel Scelfo, Building Inspector Ed Butt, Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein, and Village Treasurer Marie DePalo.

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

**Approval of Minutes**

Trustee Clinton made a motion to accept the minutes from the October 16, 2018 Board of Trustees meeting. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye

Trustee DeSousa: Absent

Trustee O'Neill: Aye

Trustee Baydar: Aye

Mayor Donno: Aye

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

**Public Comment**

Lori Bonvino of 66 Elm Sea Lane addressed the Board concerning snow removal in front of her home. Ms. Bonvino said that for years there have been issues with the snow contractor not plowing the narrow portion of Elm Sea Lane. Village Clerk Randi Malman informed the Board that she has spoken to Cow about this issue and has been told that this portion of the street is more difficult to plow because it is narrow and requires a smaller truck. The Board suggested that the Building Inspector and/or Road Commissioner meet with Cow Bay on site to go over a plan to make sure this portion of the road is plowed.

**Reports**

**Village Clerk**

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

- The Village has received a copy of the 2019 contract from the Port Washington Fire Department, which was distributed to the Board via email. A representative from the PWFD will be at the January BOT meeting to present the new contract and answer any questions.
- Extenet has submitted documents in connection with their proposal for small cell nodes. The Village is still waiting for Extenet to submit the necessary fees before the application can be reviewed.
- The Village Clerk presented the Board with different options for cyber liability insurance. The Board requested that the clerk reach out to the Village's IT company to get their input on which option will best cover the Village in the event of some type of cyber-attack.

**Village Treasurer**

Village Treasurer Marie DePalo gave an overview of the Abstract Report of Audited Vouchers and the Profit and Loss Statement.

Village Treasurer Marie DePalo presented the Board with the completed audit from Cullen and Danowski. She went over the suggestions from the auditors on areas where the Village should improve.

## **Building Inspector**

Building Inspector Edward Butt informed the Board that there is a flooding issue in front of 44 Colonial Drive that could be addressed by putting in some kind of curbing along the road to prevent water from flowing down to the front door of the home. The Village recently put an asphalt curb along the neighbor's yard to address a similar issue. The Building Inspector would like to speak with the maintenance contractor to see what can be done to remedy this situation.

## **Code Enforcement Officer**

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

- The sink hole at 3 Beechtree Lane was caused by a crack in the Village's drainage pipe that runs under the property. The Village has received an estimate for the repairs.
- There was concern about a drainage pipe on Andover Court, however, after Clear River Environmental examined the pipe with a camera, they have determined that no repairs are necessary at this time. The water flow in the pipe is fine, and any repairs would require the removal of 7 trees surrounding the pipe.
- The Code Enforcement Officer has requested an estimate to replace the guardrail on Plandome Road, however the contractor will not be able to get back to us until after Thanksgiving.
- National Grid has started working on Plandome Road. They have traffic closed down to one lane at times and it has created some backup on Plandome Road.
- A small sink hole opened up near a catch basin on Elm Sea Lane. Robert Keogh has submitted an estimate to repair the hole.
- The Village has been continuing its storm drain cleaning schedule and about one fifth of the storm drains have been completed.
- The Code Enforcement Officer attended a conference on LED Streetlights. A representative from Cameron Engineering spoke about the services they offer to help municipalities switch over to LED lights. Mr. Rockelein thinks it would be beneficial for the Village to meet with Cameron to discuss options.

## **Mayor**

Mayor Donno informed the Board that she attended the NYCOM Legislative Priorities Meeting in Albany. They discussed issues such as an increase in CHIPs funding, Amazon sales tax, and sales tax revenue for local governments.

## **Village Attorney**

Village Attorney Rachel Scelfo presented the Board with an updated draft version of proposed LL 3 of 2018 "a local law to amend Chapter 189 of the Code of the Incorporated Village of Plandome Manor, entitled "Streets and Sidewalks," to create a maintenance obligation on the part of the owners of private roads located within the Incorporated Village of Plandome Manor and to authorize the Village Board to take corrective action to remedy violations of these provisions for the protection, order, safety, health and well-being of Village residents, with costs associated for such corrective action to be assessed against the property or properties at issue.

The local law would allow for the Village to repave private roads that have been deemed hazardous due to neglect and poor maintenance. The local law sets up a process, which includes the Village informing residents the road is in hazardous condition, giving them time to remediate the condition, and holding public hearings before any

action is taken. All costs associated with the project, including engineering and administrative costs, will be paid by the owners of the private road(s). The costs will be assessed and added to the yearly village tax bill. This was the third reading of the draft to be reviewed by village staff and officials.

Village Attorney Rachel Scelfo presented the Board with examples of site plan review legislation. The Board is going to review the examples and would like Ms. Scelfo to prepare a draft local law.

Village Attorney Rachel Scelfo presented the Board with a draft local law “to amend Chapter 225 of the Code of the Incorporated Village of Plandome Manor, entitled “Zoning,” to underscore that the use of any part of residential zoned property or premises, including but not limited to driveway space, for the lease or rental of such property or premises for parking purposes, is prohibited within the Village of Plandome Manor.”

Trustee O’Neill made a motion that the Board of Trustees authorize the Building Inspector and Code Enforcement Officer to investigate a solution to flooding situation at 44 Colonial Drive not to exceed \$3,500. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee Baydar made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated November 20, 2018 and the Profit & Loss Statement ending October 31, 2018. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee Clinton made a motion that the Board of Trustees approve the audit submitted by Cullen and Danowski, LLP for the fiscal year ending May 31, 2018. The motion was seconded by Trustee O’Neill.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee O’Neill made a motion that the Board of Trustees approve the updated estimate from East End Builders, Inc., in the amount of \$19,600 for the construction of the jogging path along Stonytown Road. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee O’Neill made a motion that the Board of Trustees approve the estimate from Robert Keogh in the amount of \$770 for the repairs to a sink hole on Elm Sea Lane. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee Clinton made a motion that the Board of Trustees approve the estimate from Robert Keogh in the amount of \$4,060 for repairs to a pipe at 3 Beechtree Lane. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye Trustee DeSousa: Absent Trustee O’Neill: Aye  
Trustee Baydar: Aye Mayor Donno: Aye

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

Trustee Baydar made a motion that the Board of Trustees approve the 2018-2019 beautification funds request from the residents of Circle Drive in the amount of \$350 for wreaths. The motion was seconded by Trustee O'Neill.

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

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

Trustee O'Neill made a motion that the Board of Trustees set a date for the public hearing on the 2019 Port Washington Fire Department Contract. Hearing date: January 15, 2019. The motion was seconded by Trustee Clinton.

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

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

Trustee O'Neill made a motion that the Board of Trustees set a date for the public hearing on Local Law 1 of 2019 relating to prohibited uses within the Village of Plandome Manor residence districts. Hearing date: January 15, 2019. The motion was seconded by Trustee Baydar.

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

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

### **Correspondence**

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

1. NCPD monthly report for October
2. Letter from Anand Melwani to residents of Circle Drive soliciting for parking.
3. Email from Ken McGorry dated October 25, 2018 re: commuter parking on Gristmill Lane
4. Email from Liz Kahl to Flower Hill dated October 31, 2018 re: pool permit at 38 Mallard

Trustee O'Neill made a motion that the Board of Trustees convene into executive session to discuss a personnel matter. The motion was seconded by Trustee Baydar.

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

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

Trustee Baydar made a motion to adjourn the meeting. The motion was seconded by Trustee O'Neill.

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

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

**Respectfully submitted by:**

**Randi Malman**  
**Village Clerk**