

Board of Trustees
Village of Plandome Manor
April 17, 2018 - 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 Marie DePalo, and former Village Treasurer Phyllis Nowakowski. Also present were Plandome Manor residents Michael Gilbert and Jesse Rubens, as well as Sam Glasser from the Manhasset Times.

Mayor Donno opened the meeting at 7:02 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 20, 2018 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: Aye

Approved. VOTE: 4/0 - Motion passes

Public Hearing

2018-2019 Budget

Trustee O'Neill made a motion that the Board of Trustees open the public hearing on the Budget for the fiscal year June 1, 2018 to May 31, 2019. 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

Deputy Mayor Clinton gave an overview of the 2018-2019 Village Budget. Please see the attached transcript for Deputy Mayor Clinton's remarks.

No members of the public asked to be heard with respect to the proposed budget.

Trustee O'Neill made a motion that the Board of Trustees close the public hearing on the Budget for the fiscal year June 1, 2018 to May 31, 2019. 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 adopt the Budget for the fiscal year June 1, 2018 to May 31, 2019. 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

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)
Treasurer- Marie DePalo (to complete Phyllis Nowakowski's term ending March 31, 2019)
Building Inspector - Ed Butt (1 year)
Code Enforcement Officer - Robert Rockelein (1 year)
Deputy Road Commissioner – Robert Rockelein (1 year)
Associate Justice – Susan Katz-Richman (1 year)
Village Prosecutor – Stanley Kopilow (1 year)
North Shore Cable Commission – Ira Ginsburg (1 year)
Manhasset Bay Protection Committee Representative —Jed Siegel (1 year)
BZA Member (alternate) – Rosanne Breen (1 year)
DRB Member Seat #3—Bruce Rothstein (term expires March 31, 2021)
DRB Member (Alternate)—Peter Kulka (1 year)
Planning Board Member Seat #4—Kate Dunn (term expires March 31, 2023)
Village Arborist – Ann Frankel (1 year)
Village Attorney's – Certilman Balin Adler & Hyman, LLP by Rachel A. Scelfo (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)

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 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 16, 2019 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 Justice, Associate Justice, Village Clerk, Building Inspector, and Code Enforcement Officer 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.
- j. that the Board of Trustees approve the Comprehensive Emergency Management Plan.

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

Public Comment

Jesse Rubens of 119 Circle Drive addressed the Board regarding his concerns over the new parking regulations on Circle Drive. Mr. Rubens received two tickets for parking on Circle Drive during restricted areas. The additions of signs on Circle Drive is also concerning to Mr. Rubens. He feels as though the changes to the parking restrictions and tickets being issued to homeowners are impacting the quality of life for residents of the Circle Drive area.

Michael Gilbert of 107 Circle Drive stated that he agrees with the comments from his neighbor Jesse Rubens regarding the parking restrictions on Circle Drive. He also addressed the Board regarding multiple cracks in the pavement throughout the Circle Drive area, which was repaved only a few years ago.

Mayor Donno addressed Mr. Rubens and Mr. Gilbert regarding their concerns about the new parking regulations on Circle Drive, but confirmed with both residents that their homes are within the 1,500 that already had parking restrictions before the law was changed. She informed the residents that the Board shared their concern regarding the new signs and will reevaluate the placement and number of signs. The Board has previously stated that they will put this on the agenda for discussion at a future Board meeting and will notify the residents of Circle Drive beforehand.

Reports

Village Clerk

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

- The Cooperative Services and Purchasing Intermunicipal Agreement the Village has with the Town of North Hempstead has expired. The Town has sent over an updated IMA to be approved by the Board and will be kept on file in the event that the Village wishes to contract with the Town for services such as street sweeping.

- The Village has received estimates for street sweeping services from the Town of North Hempstead and DeJana.
- There is a street light on Circle Drive that needs a number of repairs including a new fixture. Anker's Electric has provided an estimate to repair the light and replace the fixture as well as a price to replace the fixture with an upgraded LED light.

Village Treasurer

Outgoing 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 informed the Board that the Village is anticipating applications for up to five new homes in the near future. There is currently an application for a new home on Luquer and discussion of a possible Planning Board application for a subdivision on Circle Drive.

Code Enforcement Officer

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

- The flooding on Lake Road due to a clogged catch basin has subsided. It is possible that the Plandome Park Association had the drain cleared out again.
- Bob Keogh is going to be patching a number of pot holes throughout the Village to keep the roads safe until permanent road repairs can be done. Mr. Rockelein will be collecting estimates to have permanent road repairs done on pot holes in the coming weeks.
- Mr. Rockelein will be surveying trees throughout the Village with the Village Arborist once the growing season begins to determine if any trees are in bad health and should be removed. Additionally, he would like the Arborist to suggest locations where the Village may be able to plant new trees.

Village Attorney

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

- The Village Clerk was contacted by the Long Island Village Clerk and Treasurer's Association to see if we would be interested in supporting legislation to allow for another opportunity to opt out of RPTL Article 11, which was passed back in 1994. At the time the Village of Plandome Manor, along with many other Long Island Villages, did not opt out of Article 11, which means that the Village cannot hold a tax lien sale. Last year the Village of Plandome Manor was given permission by the legislature to hold a tax lien sale if necessary, however that legislation has expired. If the Village was given another opportunity to opt out of Article 11 this would mean that we would have the right to hold a tax lien sale at any point in the future.
- The Village has been contacted by multiple parties about the property at 57 Colonial drive with respect to the guest cottage. Ms. Scelfo has sent a letter to the attorneys of the perspective buyers informing them that the Zoning Board decision regarding the cottage will not apply to new owners once the property had been transferred.
- Municipal Solutions, the Village's telecommunications consultant, has reviewed the questions posed by the Board at the last meeting. Ms. Scelfo has provided the Board with copies of their answers. The final draft of the legislation should be ready for the May meeting where the Board can review it in depth and make any additional changes before holding a public hearing in June.

Trustee Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated April 17, 2018 and the Profit & Loss Statement ending March 31, 2018. 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 approve street sweeping estimate submitted by DeJana in the amount of \$3,200 for the initial sweep and \$1,300 for any additional sweeps deemed necessary. 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 Cooperative Services and Purchasing Intermunicipal Agreement with the Town of North Hempstead subject to contract updates and changes by the Village Attorney. 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 estimate by Anker's Electric to repair the street light at 184 Circle Drive and to replace the broken fixture with an upgraded LED fixture in the amount of \$1,030. 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 2017-2018 beautification funds request from the residents of Circle Drive in the amount of \$1,200 for spring clean up and plantings. 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 Baydar made a motion that the Board of Trustees move the May meeting date to Tuesday, May 22, 2018 at 7:00pm. 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 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

Correspondence

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

- NCPD monthly report for March 2018
- Letter from Foreht Associates, LLP dated 3/27/18 re: guest house at 57 Colonial Drive
 - Response from Rachel Scelfo dated 4/12/18
- Email from Dawn McCormick dated 3/31/18 re: possible garbage can on Rockhollow
- Email from Michael Gilbert dated 4/5/18 re: resident parking permit codes
- Email from LIVCTA dated 4/16/18 re: Article 11

Trustee O'Neill made a motion to 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

Approved