

Board of Trustees
Village of Plandome Manor
September 18, 2018- 7:00 PM - Public Meeting
MINUTES

Call to Order

Present: Mayor Barbara Donno, Deputy Mayor Matthew Clinton, Trustees Tony DeSousa and Patricia O’Neill, Village Counsel Rachel Scelfo, Building Inspector Ed Butt, Code Enforcement Officer and Deputy Road Commissioner Robert Rockelein, and Village Treasurer Marie DePalo. Also present was Teri West of the Manhasset Times.

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 July 17, 2018 Board of Trustees meeting. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye

Trustee DeSousa: Abstain

Trustee O’Neill: Aye

Trustee Baydar: Absent

Mayor Donno: Aye

Approved. VOTE: 3/0 - Motion passes

Public Comment

No members of the public were present.

Reports

Village Clerk

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

- The Village’s insurance broker is looking into how much it would cost for cyber liability insurance. They should have an accurate estimate by the next meeting.
- The Village’s snow contract has expired. The Village will need to go out to bid. A notice will be published in the paper giving contractors three weeks to obtain the bid documents and submit them to the Village by October 16 when they will be opened publically in the Village Office at noon.
- Mayor Donno and the Village Clerk did an online demo of an agenda generating software called Novis Agenda. The program was recommended by the Village of Great Neck and would allow the Clerk to create and share the agenda with all the village boards. It would also allow for board members to make comments on the agenda and view back up materials from their home computers. The Mayor is hoping to have a quote from the program by the next meeting.
- Since the last meeting the Village has received \$115,000 in grant reimbursements from the state for various projects.
- The Village has received a number of complaints regarding the crosswalk on North Plandome Road. Residents are concerned that cars are not stopping for pedestrians and have asked the Village to take action. The Village Clerk and Mayor have been researching various ways to address this issue. The Mayor recently spoke to another village that used flashing lights in the road to alert drivers to pedestrians in the crosswalk, however due to maintenance costs this is not a viable option. The Clerk provided the Board with an estimate for “yield to pedestrian” signs that are placed in the middle of the road.

Village Treasurer

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

Trustee Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated September 18, 2018 and the Profit & Loss Statement ending August 31, 2018. The motion was seconded by Trustee DeSousa.

Trustee Clinton: Aye
Trustee Baydar: Absent

Trustee DeSousa: Aye
Mayor Donno: Aye

Trustee O'Neill: Aye

Approved. VOTE: 4/0 - Motion passes

Building Inspector

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

- The Village is expecting a subdivision application for 150 Circle Drive. The proposal is to subdivide the lot into two lots and to demolish the existing residence to build two new homes.
- There are two new house that are about to begin construction on Papermill Road. The Building Inspector will be issuing permits in the coming weeks.

Mayor

Mayor Donno updated the Board on the following items:

- The Town of North Hempstead has approved the contract for the culvert repair. The bid was awarded to Woodstock Construction. The Village is waiting to hear what the tentative start date will be.
- The Village has chosen FiveFifteen as the developer for the new website, and has started work on the new site.
- The Mayor, Clerk, and Attorney participated in a conference call between the Village's Telecommunications Consultant and Extenet regarding Extenet's applications for small cell nodes in Plandome Manor. The conversation was considered a pre-application meeting, where the Village's consultant reviewed the application process as per the Village's code. Applications have not yet been submitted to the Village.

Village Attorney

Village Attorney Rachel Scelfo presented the Board with a 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 a first draft to be reviewed by village staff and officials.

Code Enforcement Officer

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

- Bob Keogh has completed all the sign work throughout the Village as well as cleaning out the drain at the Gristmill bridge.
- While cleaning out the drain it came to the Village's attention that there is a tree growing into the drain that needs to be removed. There is also some pruning that needs to be done on Village trees. Mr. Rockelein will gather estimates for this work to be done.
- There is a small sinkhole that has opened up at 3 Beechtree Lane. The sinkhole is on private property and could be caused by the sprinklers or a cesspool. The homeowner will need to investigate this. There is a Village pipe that runs under the lawn, however, there is no evidence that the pipe is causing the sinkhole. If the homeowner rules out other causes the Village can have Clear River put a camera into the pipe to see if there are any cracks.

Trustee Clinton made a motion that the Board of Trustees grant permission to the Manhasset Women's Coalition Against Breast Cancer to hold their annual walk/run through the Village on Sunday, October 28, 2018 from 9:30am to 10:30am The motion was seconded by Trustee O'Neill.

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

Approved. VOTE: 4/0 - 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 Village's snow removal contract, which bids must be received by October 16, 2018, at noon and shall be opened by the Village Clerk on October 16, 2018 at noon. The motion was seconded by Trustee Clinton.

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

Approved. VOTE: 4/0 - Motion passes

Trustee Clinton made a motion that the Board of Trustees accept the resignation of Steven Kolyer from the Board of Zoning and Appeals, and appoint Rosanne Breen to fill the remainder of his term. The motion was seconded by Trustee Baydar.

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

Approved. VOTE: 4/0 - Motion passes

Trustee DeSousa made a motion that the Board of Trustees approve the estimate from Glenco Supply Inc for two yield to pedestrian crosswalk signs in the amount of \$747.20 with an additional \$500 for installation fees. The motion was seconded by Trustee Clinton.

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

Approved. VOTE: 4/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the estimate from FiveFifteen for website development in the amount of \$5,000 and \$1,000 annually for maintenance. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee DeSousa: Aye Trustee O'Neill: Aye
Trustee Baydar: Absent 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 July and August
2. Email from Diane Curd dated 8/29/18 re: crosswalks at Science Museum
3. Email from Jordyn Miller dated 9/7/18 re: PWWD Pharmaceutical Takeback
 - i. The Village will be participating
4. Letter of intent from NYPIRG dated 9/12/18 re: outreach plans
5. Letter from Great Neck/North Shore Cable Commission dated 9/14/18 re: new attorney for franchise agreement negotiations
6. Flyer from Nassau County for School Safety Forum on 9/25/18

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: Absent Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Respectfully submitted by:
Randi Malman
Village Clerk