

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC MEETING**  
May 16, 2023

A regular meeting of the Board of Trustees of the Incorporated Village of Plandome Manor, Nassau County, New York, was held in Village Hall, at 55 Manhasset Avenue, on Tuesday May 16, 2023, at 7:00 p.m.

Present:	Barbara Donno	Mayor
	Matthew Clinton	Deputy Mayor
	Tony DeSousa	Trustee
	Patricia O'Neill	Trustee
	James Baydar	Trustee

Also Present:	Katherine Hannon	Village Clerk
	Edward Butt	Building Inspector
	Marie DePalo	Village Treasurer
	John Farrell, Esq.	Village Attorney
	Samantha Stam	Resident
	Robert Weinstock	Resident

Absent:	Tony DeSousa	Trustee
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Mayor Donno called the meeting to order at 7:04 p.m. and verified the presence of a quorum.

**The Pledge of Allegiance**

Mayor Donno led the Pledge of Allegiance.

**Nelson & Pope Presentation – Septic Systems**

- A presentation was given by Thomas F. Lembo, PE a senior partner at Nelson & Pope on the new septic systems. A copy of the presentation can be found on the Village website as well as at the end of these minutes.

**Minutes**

Mayor Donno then called for the approval of the minutes from the Board of Trustees meeting held on April 18, 2023.

Trustee O'Neill made a motion to accept the minutes, seconded by Trustee Baydar.

Trustee Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Mayor Donno: Aye

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

**Reports:**

**Village Treasurer**

The Village Clerk updated the Board on the following items:

- Treasurer, Marie DePalo, provided the report on the Abstract Report of Audited Vouchers and the Profit and Loss Statement.
- The Treasurer presented the modifications to the 2022/2023 budget that was approved by resolution. The Treasurer explained that Board of Trustees had an expense in the 2021/2022 budget for the construction and improvements to North Plandome Road which did not commence until June of 2022. As a result, the project was not included in 2022/2023 budget. The Treasurer explained that two-thirds of the project was paid for out of funds awarded to the Village as part of the New York State Consolidated Local Street and Highway Improvement Program. One third of the project had to be paid from the Village's budget, therefore the Village could be reimbursed by the New York State Consolidated Local Street and Highway Improvement Program. Therefore, the expenditure budget for 2022/2023 was increased and the 2022/2023 revenue budget was increased to pay for the unanticipated expenditures.

## **Village Clerk**

The Village Clerk updated the Board on the following items:

- The Clerk presented a free-standing library for the Circle Drive area of the Village that had been requested by Mrs. Stam of 6 Janssen Drive. The Clerk reported that the Village has received six letters in support of the project. Mrs. Stam asked if the Village would pay for half of the costs, or if she could fund the project using personal donations or beautification funds. Mrs. Stam stated that the proposed location of the free-standing library would be on the Village lot, located on Circle Drive, near the existing bench. The Mayor asked Mrs. Stam as to whom would maintain the library in which Mrs. Stam responded by stating that due to the materials of the library it provides low maintenance. The Mayor added that the library at the Town of North Hempstead Mary Jane Davis park is often vandalized and would have to be constantly maintained. The Village Attorney added that there would be liability issues having the library installed on the Village lot on Circle Drive. The Mayor closed the discussion by stating that the Village would not be going forward with a free-standing library on the Village lot and that residents that would like to put one on their property are welcome to.
- The Clerk reported that the NCPD April 2023 report was not received by the time of the meeting as it received on the 21<sup>st</sup> of each month. The Clerk reported on the March 2023 NCPD report that was received after the March Board of Trustees meeting.
- The Clerk mentioned that the Village is in receipt of the 'ExteNet Annual Fee' check in the amount of \$5,175.00. The Mayor added that the Village would be receiving a check yearly as a rental fee from ExteNet.
- The Clerk reported that the boardwalk at the beach has been temporarily fixed by Nassau County until their carpenters can properly repair it.
- The Clerk mentioned that the streetlights are still on backorder. The Clerk reported that the Cobra light at 31 Circle Drive near the Plandome Train station was installed.
- The Clerk provided an update on the replacement of the metal guardrail on North Plandome Road. The Clerk reported that Nassau County has provided the Village with an intermunicipal agreement to reimburse the Village in the replacement of the metal guardrail with a wooden guardrail. The Clerk mentioned that the project may have to go out for bid and added that the Village may be able to piggyback off the Town of North Hempstead's contract with LandTek to avoid the bidding process.
- The Clerk mentioned that the Village will be offering AllPaid, and online service to be posted on the Village website for the Village tax collection for the first month pay period. The Clerk added that to the 4<sup>th</sup> of July holiday, which falls on a Tuesday in 2023, the Village will receive tax bills with no penalty until July 5<sup>th</sup>. The Clerk added that the Village tax bills will be sent in the mail no later than May 22<sup>nd</sup>.
- The Clerk mentioned that the Village will be doing a street sweep in May, a second sweep in the summer, and a third in the fall. The Clerk added that she will be sending out a North Shore Alert to residents notifying them of the sweep to keep parked cars off the road.
- The Clerk stated that signs ordered from the Town of North Hempstead had come in. The Clerk added that Bob Keogh would be installing the 'No Parking' and 'Parking Available at the Science Museum,' at the entrance of the Science Museum on North Plandome Road.
- The Clerk reported that the Village has received three estimates for the replacement of the locks system at Village Hall from IDS, AMI, and TelStar. The Clerk mentioned that TelStar is the lowest estimate and has installed the locks and security system at the Village of Plandome. The Mayor explained that replacing the lock system on Village Hall is necessary so members of other boards have the ability to access Village Hall on the night of their meetings. The Mayor added that the Village is not able to make copies of the existing keys.
- The Clerk reported that the Village MS4 Annual Report draft had been posted on the Village website. The Clerk added that the website also describes that public comment on the report can be emailed to the Clerk.

## **Mayor**

The Mayor updated the Board on the following items:

- Mayor Donno provided an update on the NYS Housing Compact. The Mayor mentioned that the compact is not dead and that nothing will be done in the current legislative session and that the Governor is threatening an executive order. The Mayor mentioned that NCVOA (Nassau County Village Officer and Officials) has passed a resolution, for Nassau County and NCVOA to establish a Blue Ribbon Committee.
- The Mayor reported on the end of Title 42.
- The Mayor stated that the Village has received complaints about cars being parked at the entrance to the Science Museum, near the gate. The Mayor added that the Village will put two 'no parking' signs on either side of the

entrance. Deputy Mayor Clinton and Trustee O'Neill added that a sign of where people can park, such as at the Science Museum from sunrise to sunset should be added.

### **Village Attorney**

The Village Attorney updated the Board on the following items:

- The Village Attorney presented and discussed with the Board a resolution to amend Chapter A228-1. 'Schedule of Fees.' The Village Attorney provided a comparison of the existing and proposed fees.
- The Village Attorney presented and discussed with the Board proposed amendments to the tree code.
- The Village Attorney presented and discussed with the Board the local law for road moratorium.

### **Motions:**

Trustee Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated May 16, 2023, and the Profit & Loss Statement ending April 30, 2023. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye                      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 adopt a resolution to increase the expenditure budget for the 2022-2023 adopted budget. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye                      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 budget modifications for the 2023-2024 adopted budget, presented by the Treasurer. The motion was seconded by Trustee O'Neill.

Trustee Clinton: Aye                      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 adopt a resolution approving the amending of Chapter A228-1. 'Schedule of Fees' of the Village code of the Village of Plandome Manor. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye                      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 'Security Systems Proposal,' prepared and submitted by Telstar Integrated Solutions, for changing the lock system on Village Hall, in the amount of \$6,735.00. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Mayor Donno: Aye

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

### **Correspondence:**

Village Clerk Katie Hannon presented the Board with the following piece of correspondence:

1. Mrs. Stam has requested the Village to install a 'blinking light crosswalk' on North Plandome Road by Leeds Pond. The Village Clerk reported that she has reached out to the Town of North Hempstead for information regarding the crosswalk light the Town installed in Port Washington on North Plandome Road. The Mayor mentioned that she would be attending a conference for the New York State Conference of Mayors and would speak with other officials and vendors regarding a crosswalk lights/signs.

### **Motions:**

Trustee Baydar made a motion that the Board of Trustees convene into executive session. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye                      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 convene into regular session. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye                      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 adjourn the meeting. The motion was seconded by Trustee Baydar.

Trustee Clinton: Aye                      Trustee O'Neill: Aye  
Trustee Baydar: Aye                      Mayor Donno: Aye  
**Approved. VOTE: 4/0 - Motion passes**

*Signed by Katherine Hannon*

Katherine Hannon  
Village Clerk

APPROVED