

BOARD OF TRUSTEES MEETING
VILLAGE OF PLANDOME MANOR
PUBLIC MEETING
June 20, 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 June 20, 2023, at 7:00 p.m.

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

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

Absent:	James Baydar	Trustee
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Mayor Donno called the meeting to order at 7:00 p.m. and verified the presence of a quorum.

The Pledge of Allegiance

Mayor Donno led the Pledge of Allegiance.

Minutes

Mayor Donno then called for the approval of the minutes from the Board of Trustees meeting held on May 16, 2023. Trustee O'Neill made a motion to accept the minutes, seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Abstained Mayor Donno: Aye

Approved. VOTE: 3/0 - 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.
- The Treasurer provided the Board with an update on the percentage of Village taxes received as of June 16th, 2023 which was 40%.

Village Clerk

The Village Clerk updated the Board on the following items:

- The Clerk presented the Board with the NCPD April 2023 report, the Clerk mentioned that the May 2023 report was not received prior meeting as it is received by the 21st of each month for the prior month.
- The Clerk mentioned that the streetlight for Circle Drive is still on backorder.
- The Clerk presented the Board with the annual Village General Liability insurance renewal for the year 2023-2024. The Clerk noted that for the previous year, 2022-2023 the renewal was in the amount of \$19,644.17, therefore, from the previous year to the current year, the increase was in the amount of \$4,900.20.
- The Clerk presented the Board with an estimate from Robert Keogh in the amount of \$820.00 from striping of village parking lot at the Plandome train station. The Clerk mentioned that the work would take place on a Saturday and that the Clerk would notify the residents when it was to take place.

- The Clerk mentioned the recent hire of a summer intern, Courtney Gibbons. The Clerk provided the Board with an overview of the projects the intern would be working on such as: organizing the electronic property building files, culling/ the thinning of the physical building files, organizing and collecting all Board of Trustee meetings documents, transcripts, and minutes dating back to 2008 to the current year. The Clerk mentioned that the work being done by the intern is essential to future projects such as digitizing Village files.
- The Clerk mentioned Mr. Cyprus of Plandome Park has asked the village about installing ‘slow’ signs on Bayview Road. Due to it being a private road, the Village has no say as to whether the ‘slow’ signs can be installed and the locations of signs on private roads. This was confirmed by the Village Attorney.
- The Clerk presented documents and updates on the Manhasset Bay Protection Committee (MBPC) submitted by the Village MBPC representative, Tom Lang.
- The Clerk presented a letter received by the Manhasset Women’s Coalition Against Breast Cancer about their annual 5k race. The letter detailed that the race is to be held on October 1, 2023, between 9:30am and 10:30am and the coalition is requesting permission to host part of the race on Stonytown Road. The Mayor responded by stating that the Board receives this request annually.
- The Clerk presented to the Board information regarding a blinking crosswalk sign for North Plandome Road by the Science Museum. The Mayor mentioned that she had spoken with the Mayor of the Village of East Hampton regarding new electric blinking crosswalks installed in the Village of East Hampton. The Clerk added that she had been in contact with the Clerk of the Village of East Hampton about the locations of the new blinking crosswalks and would visit the sites where they are installed. The Clerk also added that she had been in contact with Welsbach regarding estimated costs of the structures and installation in which it was \$30,000 per electric blinking crosswalk sign and \$15,000 per solar blinking crosswalk sign. The Clerk concluded that she would do further research and would be visiting other towns and villages to observe different electric blinking crosswalk signs.
- The Clerk mentioned that at the July 2023 Board of Trustees meeting that Christopher Kobos, of H2M would be presenting the Village GIS map and online system.

Court Clerk

The Court Clerk updated the Board on the following items:

- The Court Clerk presented to the Board a letter from the Judge, Hon. Susan Katz Richman, about opening the village court records for the village court audit.

Building Inspector

The Building Inspector updated the Board on the following items:

- Inspector Butt presented to the Board a report from the Village Engineer, Jim Antonelli, regarding the storm drains on North Plandome Road and Plandome Road.

Mayor

The Mayor updated the Board on the following items:

- Mayor Donno provided an update on the NYS housing shortage. The Mayor presented to the Board a letter sent from the New York State Conference of Mayors and the Association of Towns of the State of New York to Governor Hochul, Majority Leader Stewart-Cousins, and Speaker Heastie, stating that the state should work with local governments to address the issue of the housing shortage in the state.

Village Attorney

The Village Attorney updated the Board on the following items:

- 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 June 20, 2023, and the Profit & Loss Statement ending May 31, 2023. The motion was seconded by Trustee DeSousa.

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

Approved. VOTE: 4/0 - Motion passes

Trustee O’Neill made a motion that the Board of Trustees approve the budget modifications for the 2022-23 adopted budget, presented by the Treasurer. The motion was seconded by Trustee Clinton.

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

Approved. VOTE: 4/0 - Motion passes

Trustee Clinton made a motion that the Board of Trustees approve the proposal submitted by Borg & Borg Insurance for the 2023-2024 insurance renewal in the amount of \$24,544.37. The motion was seconded by Trustee DeSousa.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approves Courtney Gibbons as a part time intern to be paid at the rate of \$17 per hour, retroactive to the start date of June 5th, 2023, ending July 26th, 2023. The motion was seconded by Trustee Clinton.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the striping of the Village train station lot estimate, submitted by Robert Keogh, in the amount of \$820.00. The motion was seconded by Trustee DeSousa.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Correspondence:

Mayor, Barbara Donno presented the Board with the following piece of correspondence:

1. Mr. Purcell of 27 Stonytown Road sent a letter to the Mayor regarding the Leeds Pond Petition.

Motions:

Trustee DeSousa 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 DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Trustee DeSousa made a motion that the Board of Trustees convene into regular session. The motion was seconded by Trustee O'Neill.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Trustee DeSousa made a motion that the Board of Trustees adjourn the meeting. The motion was seconded by Trustee O'Neill.

Trustee Clinton: Aye Trustee O'Neill: Aye

Trustee DeSousa: Aye Mayor Donno: Aye

Approved. VOTE: 4/0 - Motion passes

Signed by Katherine Hannon

Katherine Hannon
Village Clerk