

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC MEETING**  
July 18, 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, July 18, 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
	Joseph D'Andrea	Reporter

Mayor Donno called the meeting to order at 7:02 p.m. and verified the presence of a quorum.

**The Pledge of Allegiance**

Mayor Donno led the Pledge of Allegiance.

**GIS Map Presentation**

Christopher Kobos of H2M Architects & Engineers provided the Board of Trustees with a virtual presentation on the updated online GIS map.

**Minutes**

Mayor Donno then called for the approval of the minutes from the Board of Trustees meeting held on June 20, 2023.

Trustee DeSousa made a motion to accept the minutes, seconded by Trustee Clinton.

Trustee Clinton: Aye                      Trustee O'Neill: Aye                      Trustee Baydar: Abstained

Trustee DeSousa: 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 provided the Board with an update on the percentage of Village taxes received as of July 17th.

**Village Clerk**

The Village Clerk updated the Board on the following items:

- The Clerk presented the Board with the NCPD May 2023 report.
- The Clerk mentioned that the streetlight for Circle Drive is still on backorder.
- The Clerk presented the Board with information on blinking crosswalk signs for North Plandome Road. The Clerk provided images of several different crosswalk signs that she visited on Long Island. The Clerk mentioned that she would be getting an estimate for a Tapco blinking cross walk sign that had both a light bar and flashing lights embedded into the sign. The Clerk also presented a blinking crosswalk sign that was installed in West Hempstead. The Mayor mentioned that she would be researching for a sign that signals that there is a pedestrian in the crosswalk.
- The Clerk mentioned that the locks system on Village Hall was completed.

- The Clerk provided an update on the replacement of the metal guardrail on North Plandome Road. The Clerk stated that the Village can utilize the Town of North Hempstead’s wooden guardrail contract with LandTek for the project. The Clerk also stated that the Board would need to adopt a resolution authorizing the Mayor to enter into a intermunicipal Agreement with Nassau County for the replacement and would need to adopt a resolution authorizing the Village to enter into a contract with Land Tek for the replacement. Lastly, the Clerk mentioned that the Board would need to adopt a resolution for a determination of environmental significance for the project.
- The Clerk presented the amended Village Procurement Policy.

**Court Clerk**

The Court Clerk updated the Board on the following items:

- The Court Clerk presented to the Board the 2023-2024 JCAP (Justice Court Assistance Program) Grant.
- The Court Clerk mentioned that there is a safety assessment that can be conducted on Village Hall through the Courts. The Mayor mentioned that Justice Katz Richman reached out to her regarding information on having a safety assessment.

**Building Inspector**

The Building Inspector updated the Board on the following items:

- Inspector Butt presented to the Board images of the current sprinklers on the Elm Sea Island. The Inspector mentioned that the sprinkler lines are currently broken on the island and presented two estimates from Cow Bay for repairing and replacing the sprinklers. The difference between the two estimates was \$115. The Inspector mentioned that the location of the current system is not known. Deputy Mayor Clinton and Trustee DeSousa raised the issue of the homeowner currently paying for the water to the sprinkler system.
- The Inspector presented an estimate from Cow Bay to seal and patch Stonytown Road to extend the longevity of the road as it needs to be repaired.
- The Inspector presented an estimate from Robert Keogh to repair the Triangle on Plandome Road to replace stones, replace the landscape cloth, and resetting the edging.
- The Inspector presented an estimate from Robert Keogh for the installation of a 4-inch by 4-foot trough drain near the LIRR handicap ran and connect it to a 30-gallon PVC drywell. The Inspector provided photos to the Board, detailing the runoff that is coming from the Village lot onto the LIRR handicap ramp and explained how the installation of the trough train and drywell would contain the runoff to the Village lot.
- The Inspector provided the Board with an update on the road project for the Mills. The Inspection mentioned that the Village Engineer will have a bid package ready for the project by mid-August. The Inspected the project will need to include both the paving of the roads and the instillation of new concrete curbs on Papermill Road & Gristmill Lane.
- The Inspector updated the Board with information regarding the repairs to the catch basins on Plandome Road and North Plandome Road.

**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 July 18, 2023, and the Profit & Loss Statement ending June 30, 2023. The motion was seconded by Trustee Baydar.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee Clinton made a motion that the Board of Trustees approve the proposal for auditing services submitted by Cullen & Danowski, LLP for the Village and Village Justice Court audits for year ended May 31, 2023, in the amount of \$11,000. The motion was seconded by Trustee Baydar.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee Clinton made a motion that the Board of Trustees, pursuant to the State Environmental Quality Review Act, determines that the installation of a wooden guardrail on North Plandome Road is a Type II action and will not have a significant impact on the environment. The motion was seconded by Trustee Baydar.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee Baydar made a motion that the Board of Trustees adopt a Resolution authorizing the Mayor to enter into an Inter-Municipal Agreement with Nassau County for the replacement of the guardrail on North Plandome Road. The motion was seconded by Trustee Clinton.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee Baydar made a motion that the Board of Trustees adopt a Resolution authorizing the Village to enter into a contract with LandTek for the replacement of the guardrail on North Plandome Road. The motion was seconded by Trustee DeSousa.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees approve the amended Village Procurement Policy. The motion was seconded by Trustee DeSousa.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees of the Village of Plandome Manor authorize the Plandome Manor Village Court to apply for a grant from the Justice Court Assistance Program (JCAP) for 2023-2024 grant cycle up to \$30,000.00. The motion was seconded by Trustee Clinton.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees set a date for the public hearing on proposed LL 2 of 2023, amendments to Chapter 206 of the Village Code of the Village of Plandome Manor. Hearing date: September 19, 2023. The motion was seconded by Trustee DeSousa.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees set a date for the public hearing on proposed LL 3 of 2023, amendment to Chapter 189 of the Village Code of the Village of Plandome Manor. Hearing date: September 19, 2023. The motion was seconded by Trustee Baydar.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh for the installation of a trough drain near the LIRR platform and connect it to a PVC drywell in the amount of \$1,110.00. The motion was seconded by Trustee DeSousa.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee DeSousa made a motion that the Board of Trustees approve the estimate submitted by Robert Keogh for repairs to the Plandome Road Triangle in the amount of \$670.00. The motion was seconded by Trustee Clinton.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee O'Neill made a motion that the Board of Trustees approve the estimate submitted by Cow Bay Creative Landscaping for road sealing on Stonytown Road in the amount of \$2,035.00. The motion was seconded by Trustee DeSousa.

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

**Approved. VOTE: 5/0 - Motion passes**

Trustee Baydar made a motion that the Board of Trustees approve the estimate submitted by Cow Bay Creative Landscaping for the replacement of the sprinklers on the Elm Sea Island in the amount of \$1,585.00. The motion was seconded by Trustee O'Neill.

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

**Approved. VOTE: 5/0 - Motion passes**

**Correspondence:**

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

1. Mr. Duprey of 1 Stonytown Road.

**Motions:**

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

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

**Approved. VOTE: 5/0 - Motion passes**

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

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

**Approved. VOTE: 5/0 - Motion passes**

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

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

**Approved. VOTE: 5/0 - Motion passes**

*Signed by Katherine Hannon*

Katherine Hannon  
Village Clerk