

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC HEARING**  
October 17, 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, October 17, 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
	Robert Weinstock	Resident

Mayor Donno called the meeting to order at 7:06 p.m. and verified the presence of a quorum.

**The Pledge of Allegiance**

Mayor Donno led the Pledge of Allegiance.

**Minutes**

Mayor Donno called for the approval of the minutes from the Board of Trustees meeting held on September 19, 2023.

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

Mayor Donno: Aye                      Deputy Mayor Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Trustee DeSousa: Aye

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

**Public Hearing on Local Law 3 of 2023 amending Chapter 189. 'Streets and Sidewalks':**

Trustee Baydar made a motion that the Board of Trustees open the public hearing on proposed Local Law 3 of 2023 amending Chapter 189. 'Streets and Sidewalks.' The motion was seconded by Trustee O'Neill.

Mayor Donno: Aye                      Deputy Mayor Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Trustee DeSousa: Aye

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

Village Attorney Farrell provided a brief synopsis of Local Law 3 of 2022. The Village Attorney's remarks can be found in the attached transcript.

Trustee Baydar made a motion that the Board of Trustees close the public hearing on proposed Local Law 3 of 2023 amending Chapter 189. 'Streets and Sidewalks.' The motion was seconded by Deputy Mayor Clinton.

Mayor Donno: Aye                      Deputy Mayor Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Trustee DeSousa: Aye

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

Trustee O'Neill made a motion that the Board of Trustees determine proposed Local Law 3 of 2023 will not have any significant adverse impact on the environment. The motion was seconded by Trustee DeSousa

Mayor Donno: Aye                      Deputy Mayor Clinton: Aye                      Trustee O'Neill: Aye

Trustee Baydar: Aye                      Trustee DeSousa: Aye

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

Trustee DeSousa made a motion that the Board of Trustees approve Local Law 3 of 2023 amending Chapter 189. ‘Streets and Sidewalks.’ The motion was seconded by Deputy Mayor Clinton.

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

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

**Public Hearing on Local Law 4 of 2023 amending Chapter 185. ‘Solid Waste’:**

Trustee O’Neill made a motion that the Board of Trustees open the public hearing on proposed Local Law 4 of 2023 amending Chapter 185. ‘Solid Waste.’ The motion was seconded by Trustee DeSousa.

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

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

Public comments during the public hearing for Local Law 4 of 2023 amending Chapter 185. ‘Solid Waste’ can be found in the attached transcript.

Trustee Baydar made a motion that the Board of Trustees close the public hearing on proposed Local Law 4 of 2023 amending Chapter 185. ‘Solid Waste.’ The motion was seconded by Trustee DeSousa.

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

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

Trustee DeSousa made a motion that the Board of Trustees determine proposed Local Law 4 of 2023 will not have any significant adverse impact on the environment. The motion was seconded by Trustee Baydar.

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

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

Trustee Baydar made a motion that the Board of Trustees approve Local Law 4 of 2023 amending Chapter 185. ‘Solid Waste.’ The motion was seconded by Trustee DeSousa.

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

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

**Public Comment**

The Mayor opened public comment portion of the meeting. No members of the public spoke.

**Reports:**

**Village Treasurer**

The Village Treasurer updated the Board on the following items:

- Treasurer, Marie DePalo, provided the report on the Abstract Report of Audited Vouchers dated October 17<sup>th</sup>, 2023 and the Profit and Loss Statement ending September 30<sup>th</sup>, 2023.
- The Treasurer presented information for a bond for the paving project of Gristmill Lane, Papermill Road, and a portion of Rockhollow Road. The Treasurer presented to the board an estimated debt service schedule with a tax rate impact for a bond of \$300,000 and for a bond of \$400,00 for five years. Deputy Mayor Clinton added an analysis of the schedules and minimal effects on the village finances. The Village Clerk added that the awarded contractor for the project has agreed in writing to hold the bided project numbers till Spring 2024. The Village Attorney explained the legal process for obtaining the bond. The Board determined that they would move forward with a bond of \$300,000 for the project.

**Village Clerk – Court Clerk**

The Village Clerk-Court Clerk updated the Board on the following items:

- The Clerk presented the proposed amendment to the fee schedule for the refundable deposit fee for a tree removal permit which was included in Local Law 2 of 2023 to ensure replanting. The Clerk noted that the Board had previously discussed the refundable deposit fee to be set at \$500 per tree removal.

- The Clerk reported the village had received approval from the Nassau County Police Department to obtain the RAVE Panic Button System through their license with RAVE. The Clerk detailed that Village Hall has a panic button that operates through an alarm company for \$180 a year and that the RAVE system is directly tied to the Nassau County Police Department and enhances the department's ability to respond to critical incidents. The Clerk stated that the fee associated with the RAVE system is \$450.00, for a one-time set up fee, there are no other recurring costs. The term of the service coincides with the duration of the Nassau County Panic Button Agreement. The Mayor added that the RAVE system is used throughout the county in other municipalities, schools, and hospitals.
- The Court Clerk reported that court had requested a 'Security Assessment' to be conducted on the courtroom and Village Hall by the NYS unified Court System. The Court Clerk mentioned that two officers inspected Village Hall on October 17<sup>th</sup>, 2023 and added that she would share the results and recommendations of the inspection with the Board of Trustees and Justice once they become available.
- The Clerk mentioned that the village is in receipt of a Planning Board application for 280 Stonytown Road. The Clerk mentioned that the Planning Board currently has several vacancies and that there was a very small number of subdividable properties in the village. The Mayor added that other villages have disbanded their Planning Boards and the Board of Trustees have absorbed the duties and powers of the Planning Board, due to lack of subdividable land in their jurisdiction. The Mayor also mentioned that the Village of Plandome Manor Planning Board meets very rarely, every few years. The Village Attorney added that the law is written that the Board of Trustees is the Planning Board unless the Board of Trustees decides to create a Planning Board. Upon discussion, the Board agree with disbanding the Planning Board. The Village Attorney added that the Board of Trustees will need to pass a local law to do so.
- The Clerk reported that in November, the village would receive an executed contract from Nassau County for the grant for the replacement of the metal guardrail on North Plandome Road. Deputy Mayor Clinton mentioned that the Town of North Hempstead wooden guardrail on North Plandome Road by Water Lane was broke in two locations and in need of repair. Mayor Donno directed the Clerk to schedule a meeting with Tom Tiernan of LandTek group and the Town of North Hempstead to expedite the process of getting the guardrail repaired.
- The Clerk mentioned that her and the Building Inspector were still in the process organizing data related to the village street name signs and would have a number of signs in need of replacement at the next meeting.
- The Court Clerk stated that the 2023-2024 JCAP Grant had been submitted.

**Building Inspector**

The Building Inspector updated the Board on the following items:

- The Building Inspector provided an update of on-going construction projects in the village, specifically the new homes at 63, 71, 73 and 80 Lake Road and the renovations at 20 Gristmill Lane and 130 Lake Road.
- The Inspector reported that the portion of road on Circle Drive in front of 140, 149 & 150 Circle Drive was scheduled to be paved October 26<sup>th</sup>. Trustee O'Neill asked the Building Inspector to look at Circle Drive to see if it needs to be sealed.

**Mayor**

The Mayor updated the Board on the following items:

- The Mayor presented the Board of Trustees with an article published in The North Shore Leader regarding migrants being transported to Manhasset. The Mayor mentioned that it is not certain if migrants are being transported to Manhasset or not and that there is a meeting scheduled for October 25<sup>th</sup> at the Manhasset-Lakeville Fire Department with Nassau County Police Commissioner Patrick Ryder and Nassau County Executive Bruce Blakeman.

**Motions:**

Trustee O'Neill made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated October 17, 2023, and the Profit & Loss Statement ending September 30, 2023. The motion was seconded by Trustee Baydar.

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

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

Deputy Mayor Clinton 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 Baydar.

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

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

Trustee O'Neill made a motion that the Board of Trustees approve the 'Customer Acceptance Form,' prepared and submitted by RAVE Mobile Safety for the RAVE panic button set up fee for Village Hall, in the amount of \$450.00. The motion was seconded by Trustee DeSousa.

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

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

**Correspondence:**

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

1. The Nassau County Police Department reports for August 2023.

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

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

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

*Signed by Katherine Hannon*

Katherine Hannon  
Village Clerk

