

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC MEETING**  
November 21, 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, November 21, 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

Mayor Donno called the meeting to order at 7:03 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 October 17, 2023.

Trustee DeSousa made a motion to accept the minutes, 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**

**Public Comment**

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

**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 November 21<sup>st</sup>, 2023 and the Profit and Loss Statement ending October 31<sup>st</sup>, 2023.
- The Treasurer presented final year end budget modifications for the 2022-2023 fiscal year village budget.
- 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 an estimated debt service schedule and the timeline for the bond closing.

**Village Clerk**

- The Clerk presented the bond resolution prepared by bond counsel and the SEQRA resolution for the Mills paving project.

**Motions:**

Trustee DeSousa made a motion that the Board of Trustees adopt a SEQRA resolution for the bond, for the road improvements in the village. The motion was seconded by Trustee 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 DeSousa made a motion that the Board of Trustees adopt a resolution authorizing the construction of road improvements in the village, stating the estimated maximum cost thereof is \$300,000, appropriating said amount for such purpose, and authorizing the issuance of bonds in the principal amount of \$300,000 to finance said appropriations. 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

### **Village Clerk**

The Village Clerk updated the Board on the following items:

- The Clerk presented an estimate from LandTek to repair the two Town of North Hempstead wooden guardrails on North Plandome Road. The Mayor added that she has reached out to Councilwomen Dalimonte and Supervisor DeSena to have the guardrails repaired. The Village Counsel added that the Village can file a written 'Notice of Defect' with the Town of North Hempstead, therefore, the Village will not be liable for the broken guardrails. The Mayor directed the Clerk to file a written 'Notice of Defect' the following day. The Board agreed that the Village Clerk were to hand deliver the notice.
- The Clerk then moved the discussion to the white fence along Stonytown Road at the base of North Drive. The Village of Plandome has reached out to the Village of Plandome Manor and has proposed to share in the costs of replacing the fence. The Clerk explained that if the village were to replace the white fence with the LandTek wooden guardrails found elsewhere in the village, that the village would be able to utilize the Town of North Hempstead's contract with LandTek for the project. The Clerk further explained that the Town of North Hempstead's contract with LandTek, which was established in 2019, is set to expire in February of 2024, therefore enforcing urgency to begin the project before the potential rise in material and labor costs. The Clerk added that the Building Inspector measured the length of the fence and has calculated a rough cost of the project at around \$10,000. Upon discussion the Board agreed to getting an estimate for the replacement of the fence.

### **Motions:**

Deputy Mayor Clinton made a motion that the Board of Trustees authorize the replacement of the white fence along Stonytown Road, at the bottom of North Drive, with a wooden guardrail by LandTek, not to exceed \$12,000.00 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

### **Village Clerk**

The Village Clerk updated the Board on the following items:

- The Clerk presented the results of the village street name signs survey; thirty-one street sign poles, sixty-one street name signs, and sixty-one sign brackets. Upon surveying the signs, posts, and brackets, the Clerk and Building Inspector found that the following quantities are in need of replacement: forty-eight street name signs and one sign bracket. The Clerk and Building Inspector found rust on many the sign brackets but were structurally in good condition and that none of the poles were bent or in need of replacement. The Clerk and Building Inspector suggested to the Board that thirty poles and sixty brackets be striped and repainted. The Clerk stated that she would get two estimates for replacing the entire pole, bracket, and signs and an estimate for only replacing the signs and having the poles and brackets repainted. Village Counsel added that any contract will need to included prevailing wage.
- The Clerk moved the conversation to discuss a blinking cross light sign for North Plandome Road. The Mayor stated that she will apply for a State grant to fund the project although grant monies are limited. The Mayor provided the example of the Town of North Hempstead blinking cross light on Plandome Road, and that motorists tend to ignore or have a delayed reaction when the signal when it is activated. The Mayor added that there should also be a preemptive warning prior to a blinking cross light sign. Deputy Mayor Clinton added that there are blind spots leading up to the crosswalk. The Mayor stated that the village will need to continue to get pricing and proposals.
- The Clerk presented information for the 2024 village election. This included deadlines, pending NYS election legislation, and changes to the New York State election law.
- The Clerk presented the 2024 calendar of dates for all village boards.

- The Clerk stated that beginning January 1<sup>st</sup>, 2024 that landscapers that work in the village would be required to obtain a permit from the village.
- The Clerk stated that the village garbage contract is set to expire in June 2024. The Clerk mentioned that her and Village Counsel would begin preparing the contract for bid in December. Trustee O’Neill mentioned that she had done research on different types of plastic and how they are recycled and reported that she found among her research that single stream recycling was the most effective recycling. The Mayor concluded by stating that other villages are receiving bids from multiple contractor where as in the past the number of bidding contractors was much lower.
- The Clerk reported that there are five small-medium potholes on the Village portion of Rockhollow Road. The Clerk presented an estimate to clean and fill the potholes, provided by Bob Keogh, in the amount of \$370.00.

**Mayor**

The Mayor updated the Board on the following items:

- The Mayor mentioned to the Board of Trustees that there is an opportunity to rental additional space above Village Hall. The Mayor state the current landlord of Village Hall informed her that the upstairs tenant would be moving and that there was space available for the Village to lease. The Mayor added that the Village property files could be moved to the other space as the current files are overflowing. The Mayor also stated that the Code Enforcement Officer shares a computer and office with the Mayor, and obtaining the space would allow for an individual work station for the Code Enforcement Officer. Trustee O’Neill added that an offsite storage company for files that need to be accessed daily would cost more than expanding the current space. The Building Inspector added that he will be examining the structure of the space with an engineer to assess if further reinforcement would be needed to support the fill cabinets. The Board agreed to move forward with negotiations with the landlord regarding the space.

**Village Attorney**

The Village Attorney presented the following items:

- The Village Attorney presented the proposed Local Law 1 of 2024, repealing Chater 42. ‘Planning Board’ of the Village code. The Village Attorney explained that the Planning Board was established in 2006 and the board has met infrequently as the board’s jurisdiction is limited to subdivision applications. The Village Attorney added that currently there is a lack of subdividable land left in the village and board membership has declined. He stated that under New York State law, the village is not required to have a Planning Board and has the ability to dismantle the independent board, and all duties and responsibilities of the Planning Board would be absorbed by the Board of Trustees.
- The Village Attorney presented the proposed Local Law 2 of 2024, amending Chater 20. ‘Design Review Board’ of the Village code. The Village Attorney explained that the Local Law 2 of 2024 would simplify the Design Review Board process. The amendment would not require Design Review Board public hearings for small/minor projects. The Village Attorney explained, that for small projects, a short application would be used, and the Design Review Board would review such applications at the end of their regular meetings. He added that the project present in the application could require a full Design Review Board application/public hearing subject to a determination by the Design Review Board. He clarified by stating that the Building Inspector would determine if the project would qualify for the use of a short application but ultimately it would be up to the Design Review Board which is specified in the amendment.

**Motions:**

Trustee Baydar made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated November 21, 2023, and the Profit & Loss Statement ending October 31, 2023. 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 Baydar 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 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 O'Neill made a motion that the Board of Trustees set a date for the public hearing on proposed LL 1 of 2024, repealing Chapter 42 Planning Board of the Village Code of the Village of Plandome Manor. Hearing date: January 16, 2024. 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 set a date for the public hearing on proposed LL 2 of 2024, amending Chapter 20 Design Review Board of the Village Code of the Village of Plandome Manor. Hearing date: January 16, 2024. 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 O'Neill made a motion that the Board of Trustees set a date for the public hearing on the 2024 Port Washington Fire Department Contract. Hearing date: January 16, 2024. 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 O'Neill made a motion that the Board of Trustees adopt a resolution providing the schedule of board meetings in the year 2024. 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**

Deputy Mayor Clinton made a motion that the Board of Trustees approve a resolution providing that the Village election will be held on Tuesday, March 19, 2024. 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**

Trustee O'Neill made a motion that the polling place for the Village election to be held on Tuesday, March 19, 2024 be at the Village Hall, 55 Manhasset Ave, Manhasset, NY and that the polling hours will be open from 12 noon – 9pm. 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 there shall be no Village registration day for Village elections. 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**

Trustee O'Neill made a motion that that the Board of Trustees approve the estimate submitted by Bob Keogh to patch the potholes on Rockhollow Road in the amount of \$370.00. 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 report for September 2023.

### **Motions:**

Trustee DeSousa made a motion that the Board of Trustees convene into executive session. 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 convene into regular session. 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**

Trustee O'Neill made a motion that the Board of Trustees adjourn the meeting. 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**

*Signed by Katherine Hannon*

Katherine Hannon

Village Clerk

APPROVED