

BOARD OF TRUSTEES MEETING
VILLAGE OF PLANDOME MANOR
PUBLIC MEETING
May 21st, 2024

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 21st, 2024, 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:	Edward Butt	Building Inspector
	Marie DePalo	Village Treasurer
	John C. Farrell, Esq.	Village Attorney
	Katherine Hannon	Village Clerk

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.

Motions:

Trustee O’Neill made a motion that the Board of Trustees convene into executive session. 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 convene into regular session. 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

Minutes

Mayor Donno called for the approval of the minutes from the Board of Trustees meeting held on April 16th, 2024. Deputy Mayor Clinton 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

Reports

Village Treasurer

The Village Treasurer updated the Board on the following items:

- Treasurer, Marie DePalo, provided the Abstract Report of Audited Vouchers dated May 21st, 2024, and the Profit and Loss Statement ending April 30th, 2024.
- The Treasurer presented the modifications for the 2023-2024 budget.

- The Treasurer mentioned that the 2024-205 Village tax bills were being mailed on Tuesday, May 28th. She also mentioned that the online payments through All Paid would be active on Monday, June 3rd at 8am and would shut off on Monday, July 1st at 5pm. She stated that for the online payments would have a 2.95% credit/debit card transaction fee.
- The Treasurer presented the 2024-2025 PERMA (Public Employer Risk Management Association) worker's compensation insurance renewal. The Treasurer mentioned that the insurance increased \$183.00 from the previous renewal.
- The Treasurer presented the 2024-2024 general village insurance renewal policy, underwritten by Tokio Marine, the current insurance carrier. The Mayor mentioned that she, the Treasurer, and the Clerk met with the village insurance broker and provided the board with a summary of the meeting. The Treasurer stated that the renewal increased by \$3,253.00 from the previous year.

Village/Court Clerk

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

- The Court Clerk presented the board with a letter from the Village Justice for the court audit, for fiscal year 2023-2024.
- The Clerk presented the board with estimates for potholes and road repairs for Luquer Road, North Plandome Road, Stonytown Road, and Circle Drive from Creative Landscaping by Cowboy, Inc. The Clerk mentioned to the board that she had received estimates from another contractor and the estimate from Cowboy was lower. The Clerk provided the board with the price of asphalt work and crack sealing for each road and stated that the asphalt work is eligible for CHIPS reimbursement. The Clerk also mentioned that the village is awaiting estimates for the line striping on North Plandome Road.
- The Clerk mentioned to the board that the catch basin clean outs for Plandome Road and North Plandome Road by Dejana Industries would begin the week of May 20th
- The Clerk mentioned to the board that a resolution in 2005 was passed establishing Chester Town as the official tower of the village and that the owner of Chester Towing has said that NCPD has not been enforcing it. The clerk also mentioned that the village code refers to the Town of North Hempstead code for all laws and policies regarding towing and presented the Town of North Hempstead towing list which includes Chester Towing. The village attorney mentioned that to establish an official tower would involve a change to the village code and in village documentation and procedures such as permitting to establish an official tower. Upon discussion among the board, it was decided that the village would refer to the code of the Town of North Hempstead for any matters regarding towing.
- The Clerk presented to the board a proof for new street signs. The Clerk mentioned to the Board that Legislator Pilip's office has informed the village that the village can apply for a Nassau County CRP (Community Revitalization Project). Upon discussion, the board decided to revisit installing RBF (red flashing beacon) crosswalk signs for North Plandome Road as well as a radar sign and to apply for funding through a CRP.

Building Inspector

The Building Inspector updated the Board on the following items:

- The Building Inspector presented the change order to the Mills road project, prepared by United Paving Corp., for the drainage pipe work. The Clerk and Building Inspector added that the drainage issues that would be addressed with the change order were not apparent until the winter of 2024, well after the bidding of the road project. The Building Inspector then provided the board with a timeline of the project. The Clerk addressed the communications that the village would be sending to residents about the project.

Village Attorney

The Village Attorney updated the Board on the following items:

- The Village Attorney presented to the board the resolution for the change order for the drainage work for the Mills drainage work. The Clerk added that the change order was written to the state standard.

- The Village Attorney summarized for the board the open water bill that was wrongfully assigned to the road of Gulls Cove which was owed by the Manhasset Bay Estates Association. The attorney mentioned that the matter has been resolved with the Manhasset Bay Estates Association with the homeowners of Gulls Cove.
- The Village Attorney presented the board with the Design Review Board Appeal decision which was then reviewed by the board members.

Village Clerk

- The Village Clerk presented the board with the estimate for the Elm Sea Lane sprinklers water meter. The estimate included prices from three different contractors which were all part of the same project: Port Plumbing, Professional Irrigation, and Bob Keogh, in the total amount of \$9,001.00. Upon the discussion, the board determined that the project would need to be revisited and the other two estimates that the village received for the project be reviewed again.

Motions:

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated May 21, 2024, and the Profit & Loss Statement ending April 30, 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

Deputy Mayor Clinton made a motion that the Board of Trustees that the Board of Trustees approve the budget modifications for the 2023-24 adopted budget. 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 that the Board of Trustees approve the PERMA Worker’s Compensation Insurance renewal for 2024-2025, in the amount of \$5,391.00. 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 Baydar made a motion that the Board of Trustees approve the village insurance policy renewal, underwritten by Tokio Marine HCC, for the 2024-2025, in the amount of \$27,797.00. 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 approve the estimate prepared and submitted by Creative Landscaping, for the road repairs to Luquer Road, in the amount of \$4,350.00, North Plandome Road, in the amount of \$5,175.00, Stonytown Road, in the amount of \$3,280.00, and the Circle Drive area, in the amount of \$4,370.00. 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 DeSousa made a motion that the Board of Trustees adopt a resolution approving the change order for the drainage repairs to the United Paving contract for the Plandome Mills paving project, in the amount of \$98,800.00. 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 adopt the Findings of Fact for Appeal of Design Review Board, Approval of Application DRB2023-9. The motion was seconded by Trustee O’Neill.

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

Approved. VOTE: 3/0 – Motion Passes

Trustee O’Neill made a motion that the Board of Trustees approve the improvements and installation of a water meter to the sprinkler system at the Elm Sea Lane island, not to exceed \$9,000.00. 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

Correspondence:

The Village Clerk presented the Board with the following piece of correspondence:

1. The Nassau County Police Department report for March 2024.

Motions:

Trustee O’Neill 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

Mayor Donno made a motion that the Board of Trustees convene into regular 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

Deputy Mayor Clinton 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