

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC MEETING**  
July 16<sup>th</sup>, 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, July 16<sup>th</sup>, 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
	Samuel Bifulco, Esq.	Representing the Village Attorney
	Katherine Hannon	Village Clerk

Mayor Donno called the meeting to order at 7:04 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 June 18<sup>th</sup>, 2024. Trustee O’Neill made a motion to accept the minutes, 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**

**Reports**

**Village Treasurer**

The Village Treasurer updated the Board on the following items:

- Treasurer, Marie DePalo, provided the Abstract Report of Audited Vouchers dated July 16<sup>th</sup>, 2024, and the Profit and Loss Statement ending June 30<sup>th</sup>, 2024.
- The Treasurer provided the board with an update on the village tax collection. She mentioned that as of the date of the meeting, 93% of village taxes had been collected. The board discussed a tax lien sale for delinquent taxes that have not been paid in the last few years

**Village/Court Clerk**

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

- The clerk presented the village snow contract bid results. The clerk noted that only one bid submitted was from the current contractor, Creative Snow by Cow Bay. The board reviewed the three options and increased from the previous year’s contract. The Treasurer added that there was no increase from year to year in the 2024-2027 contract.
- The clerk mentioned to the board that the Justice court Assistance Program grant (JCAP), for the 2024-2025 cycle is due on Friday, October 11<sup>th</sup>.
- The clerk informed the board that the September Board of Trustees meeting is scheduled for Tuesday, September 17<sup>th</sup>, and that the Mayor, Clerk, and Treasurer will be attending the annual NYCOM meeting

the week of September 16<sup>th</sup>. Upon discussion, the board decided to reschedule the meeting for Tuesday, September 10<sup>th</sup>.

- The clerk mentioned that the road repairs to North Plandome Road, Luquer Road, Stonytown Road, and Circle Drive began just prior to the meeting and were delayed due to the high temperatures. Trustee O’Neill mentioned that the crack sealing on Janssen Drive had not fully dried and was driven over while wet, creating seal stains/tire marks on the road and needed to be fixed. The Inspector suggested the road be painted with a sealant.
- The clerk reported to the board that a village street sweep would take place on Monday, July 22<sup>nd</sup>, following the road repairs. The mayor mentioned that the roads were in desperate need of a sweep.
- The clerk reported that the street signs had been delivered and that Bob Keogh was to install them the week of July 22<sup>nd</sup>.
- The clerk presented the board with two estimates for line striping on North Plandome Road. The estimate received by Cow Bay was in the amount of \$27,315.00 and John McGowan & Sons in the amount of \$7,500.00. Upon discussion, the board agreed to award the striping project to John McGowan & Sons.
- The clerk and Trustee O’Neill mentioned to the board that a resident in the Circle Drive section of the village had requested that curbing, similar to what was installed in Plandome Mills, to be done in the Circle Drive area. Upon discussion, the board agreed that they would consider curbing in future road paving projects.

### **Building Inspector**

The Building Inspector updated the Board on the following items:

- The Building Inspector presented to the board an estimate from Bob Keogh for asphalt repairs to the path on the village lot on Circle Drive, in the amount of \$1,860.00. The clerk added that in 2023 the village had installed the drywell on the village lot and determined that the following year repairs may be needed on the path as that were not as substantial at the time.
- Add other bob estimates

### **Mayor**

The Mayor updated the Board on the following items:

- The mayor discussed with the board the owner of portions of Stonytown Road. The mayor mentioned that the parts of Stonytown Road that is within the Village of Plandome Manor’s jurisdiction but is owned by the Village of Plandome per the Department of Transportation’s highway listings should be transferred to the Villag of Plandome Manor. The mayor also mentioned that the mayor of the Village of Plandome would like Plandome Manor to claim ownership to those sections of the road and that in Plandome’s paving project they would not be paving those areas of Stonytown Road. Upon discussion the board agreed that the parts of Stonytown Road within the boundaries of Plandome Manor should be transferred to the village.

### **Motions:**

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated July 16<sup>th</sup>, 2024, and the Profit & Loss Statement ending June 30<sup>th</sup>, 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 adopt a resolution awarding the Village of Plandome Manor Snow Removal Contract, option 3, to the lowest responsible bidder, Creative Snow by Cow Bay Inc.

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 of the Village of Plandome Manor authorize the Plandome Manor Village Court to apply for a JCAP grant in the 2024-2025 grant cycle up to \$30,000.00. 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**

Deputy Mayor Clinton made a motion that the Board of Trustees approve the proposal prepared and submitted by John McGowan & Sons, for line striping on North Plandome Road, in the amount of \$7,500.00. 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 DeSousa made a motion that the Board of Trustees approve the estimate prepared and submitted by Bob Keogh, for the repairs to the path on the village lot, on Circle Drive, in the amount of \$1,860.00. 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**

**Correspondence:**

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

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

**Motions:**

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

*Signed by Katherine Hannon*

Katherine Hannon  
Village Clerk