

BOARD OF TRUSTEES MEETING
VILLAGE OF PLANDOME MANOR
PUBLIC MEETING
April 22, 2025

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, April 22, 2025, at 7:00 p.m.

Present:	Barbara Donno	Mayor
	Matthew Clinton	Deputy Mayor
	Patricia O'Neill	Trustee
	James Baydar	Trustee
	Peter Kulka	Trustee

Also Present:	Katherine Hannon	Village Clerk
	Marie DePalo	Village Treasurer
	John Farrell, Esq.	Village Attorney
	Edward Butt	Building Inspector

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.

Reports:

Building Inspector

The Building Inspector updated the Board on the following items:

- The Building Inspector provided the Board with a request from the residents at 2 Stonytown Road, Mr. & Mrs. Irani, to plant arborvitae in the Village right-of-way on Stonytown Road. The Board reviewed the request and upon discussion directed Village Counsel to draft an agreement between the village and the residents.
- The Building Inspector presented the Board with an email from the residents at 64 Colonial Drive, Mr. & Mrs. Adar regarding that sealant paint on Janssen Drive. The Board recalled that the restoration of the road was done after crack sealant was driven through, causing sealant to be all over the road. The Board determined that the road would eventually fade and the temporary fix would be acceptable and that Circle Drive would be placed towards the top of the village repaving schedule due to the condition of the road in other locations.
- The Building Inspector presented the Board with a plan to get estimates for flashing red crosswalk for North Plandome Road by the Science Museum of Long Island. The Inspector explained the construction process for installing an AC (electric) system verses a solar system. To install an electric powered crosswalk system would require an engineer for the footings, the opening of the road, and feeding the electric from a nearby source, as well as our lighting contractor for the installation and a regular contractor to build the footings, open the road and restore the road. The Clerk mentioned to the Board that doing a solar system would be much less involved and invasive and would only require the materials and a contractor to build the footings. Upon discussion, the Board instructed the Inspector and the Clerk to obtain estimates for the solar option.
- The Clerk and the Building Inspector presented a permit fee comparison to the Board for renovations and new construction. The Board considered increasing the cost of construction rates per square foot or increasing the calculation percentage. The Board moved to amend the fee schedule.

Mayor

- The Mayor mentioned to the Board that the Village of Flower Hill would be piggybacking off the Town of North Hempstead paving contract to pave Stonytown Road. The Mayor asked to consider the paving of Stonytown Road and the Clerk added that Flower Hill had forwarded the cost that the contractor, Metro Paving, had extended to them. Jim Antonelli provided the village with an estimated measurement of the road and an estimated project cost based upon the Metro Paving contracted price.
- The Mayor mentioned to the Board that the village Mayors of New York State were to be recognized on the NYS Senate floor on April 29th, led by NYS Senator Jack Martins.

Village Attorney

- The Village Attorney presented Local Law 2 of 2025: Amending §225 Zoning. The attorney highlighted that the amendment would define sheds as accessory buildings and driveway entry gates and pillars as accessory structures. Upon discussion and review, the Board determined that several revisions were needed for the local law.

Treasurer

The Village Treasurer updated the Board on the following items:

- The Village Treasurer presented the results from the request for proposals for auditing serves. The Treasurer advised the Board that the current village auditor, Cullen & Dankowski, LLP, came in as the lowest and it would be beneficial to stay with them as the auditors.
- The Treasurer provided the report on the Abstract Report of Audited Vouchers dated April 22nd, 2025, and the Profit and Loss Statement ending March 31st, 2025.

Adopting the 2025-2026 Village Budget

Deputy Mayor Clinton presented the 2025-2026 Village Budget.

Deputy Mayor Clinton made a motion that the Board of Trustees adopt the Budget for the fiscal year June 1, 2025, to May 31, 2026. The motion was seconded by Trustee Kulka.

Mayor Donno: Aye

Deputy Mayor Clinton: Aye

Trustee Kulka: Aye

Trustee Baydar: Aye

Trustee O'Neill: 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 March 19, 2025.

Trustee Baydar made a motion to accept the minutes, seconded by Trustee Kulka.

Mayor Donno: Aye

Deputy Mayor Clinton: Aye

Trustee Kulka: Aye

Trustee Baydar: Aye

Trustee O'Neill: Aye

Approved. VOTE: 5/0 - Motion passes

Public Comment

No members of the public were present.

Reorganization – Mayoral Appointments

The Village Clerk read the following Mayoral appointments:

- Deputy Mayor – Matthew Clinton (1 year)
- Budget Officer— Matthew Clinton (1 year)
- Code Enforcement Officer – John Mancusi (1 year)
- Village Treasurer - Marie DePalo (2 years)
- Village Clerk – Katherine Hannon (2 years)

- Building Inspector – Edward Butt (1 year)
- Road Commissioner – Edward Butt (1 year)
- Village Prosecutor – Richard Prisco Esq. (1 year)
- North Shore Cable Commission – Barbara Donno (1 year)
- Manhasset Bay Protection Committee Representative - Tom Lang (1 year)
- BZA Seat # 1 – Daniel Mermel (5 years)
- BZA Seat # 2 – Bruce Rothstein (5 years)
- BZA Seat # 4 – Michael Iakovou (5 years)
- BZA Alternate - Nicholas Cyprus (1 year)
- DRB Seat # 2 – Candida Cucharo to fill term ending March 31, 2026
- DRB Seat # 3 – Jed Seigel (3 years)
- DRB Seat # 4 – Traci Clinton (3 years)
- DRB Seat # 5 – Joel Levitin (3 years)
- DRB Alternate – Bina Kumar (1 year)
- Village Attorney’s – Sahn Ward, John Farrell Esq. (1 year)
- Village Auditor - Cullen and Dankowski, LLP (1 year)
- Village Engineer – James Antonelli, West Side Engineering, PC (1 year)
- Registrar of Vital Statistics – Town of North Hempstead’s Clerk Ragini Srivastava (1 year)
- Deputy Registrar of Vital Statistics - Town of North Hempstead’s Clerk Ragini Srivastava (1 year)

Trustee O’Neill made a motion that the Board of Trustees approve the appointment of the following positions and names. The motion was seconded by Deputy Mayor Clinton.

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

Approved. VOTE: 5/0 - Motion passes

Reorganization - Resolution:

Trustee O’Neill made motion that the Board of Trustees approve the following organizational resolution:

Be it Resolved,

- a. that in the absence of the Mayor or in his/her inability to act, the Deputy Mayor be and is hereby authorized to assume all the responsibilities and perform all the duties of the Mayor of said Village as are provided by law.
- b. that the Board of Trustees designates Manhasset Press as the Official Newspaper of the Village.
- c. that the Board of Trustees designates the third Tuesday of each month as the regular meeting date for the Board of Trustees.
- d. that the Board of Trustees adopts that Special Meetings may be called by the Mayor or any Trustee with 24 hours’ notice by telephone, fax, e-mail or in writing, unless an emergency exists.
- e. that the Board of Trustees designates April 21, 2026, as the date of the next Village Organizational Meeting.
- f. That the Board of Trustees does hereby designate Bank of America, Chase Bank, Wells Fargo, First National Bank of Long Island, TD Bank, Flushing Bank, NYCLASS, and People’s United Bank as the official depositories of all money received by the Village.
- g. that the Board of Trustees authorizes the Board of Zoning Appeals, Design Review Board, Mayor, Board of Trustees, Village Justice, Associate Justice, Village Clerk, Treasurer, Building Inspector, and Code Enforcement Officer to attend any training schools and/or conferences.

- h. that the Board of Trustees shall approve reimbursement of actual expenses for attendance at meetings, schools, and conferences.
- i. that the Village Clerk is authorized to execute all documents in relation to grant applications on behalf of the Village.
- j. that the Board of Trustees approves the Comprehensive Emergency Management Plan.

The motion was seconded by Trustee Baydar.

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

Approved. VOTE: 5/0 - Motion passes

Reports:

Village/Court Clerk

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

- The Clerk presented an estimate from Landtek Group to repair the Stonytown Road wooden guardrail in the amount of \$4,130.00. The explained to the Board that the rail was struck by a driver in early April and that the Village insurance brokers has been working with the driver's insurance company, and that reimbursement for the repair would be received by April 30th.
- The Clerk mentioned to the Board that a intern for the Spring would be hired, subject to their approval, for thinning building files in preparation for the move.
- The Clerk presented an estimate from Bob Keogh for the repair of potholes on North Plandome Road by Bayview Road in the amount of \$400.00.
- The Clerk asked the Board if the Village could order two extra street signposts to keep in the shed. The Clerk also explained that one signpost had been damaged on Shoreview Lane and Lake Road by a contractor in the Village of Plandome.
- The Clerk reported to the Board that the previously approved repairs to the asphalt path to the Plandome Train station on the village lot and the gravel path to the shed would be completed the week following the meeting.
- The Court Clerk provided the Board with an update from the April 7th court. She reported that the owners of 1999 N. Plandome Road pleaded guilty to fifty-four village ordinance violations and agreed to pay the minimum fine of \$54,000.00 at closing. The property closes on April 14th, 2025, and the fine was paid. The Court Clerk mentioned that the new owner has been advised that they have ninety days to provide the Building Department to either demolish the home or bring it into compliance. In the case of the People v. Paul Livigni, the Clerk reported that Mr. Paul Livigni was found guilty of violating a conditional discharge and was sentenced to the maximum fine for 12 village ordinance violations, due July 31st, 2025.

Motions:

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated April 22, 2025, and the Profit & Loss Statement ending March 31, 2025. The motion was seconded by Trustee Kulka.

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

Approved. VOTE: 5/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the 2025-2026 beautification funds request from the residents of Gulls Cove, Circle Drive, Plandome Mills, Plandome Park, and Elm Sea for the sole purpose of improving or maintaining each area for beautification and not to exceed the amount set forth in the 2025-2026 approved village budget. The motion was seconded by Deputy Mayor Clinton.

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

Approved. VOTE: 5/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the resolution for William Auger, as a part time intern to be paid at the rate of \$17.50 per hour, start date of April 22nd, 2025, and ending June 30th, 2025. The motion was seconded by Trustee Baydar.

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

Approved. VOTE: 5/0 - Motion passes

Deputy Mayor Clinton made a motion that the Board of Trustees approve the estimate submitted by Landtek Group, for the repairs to the guardrail on Stonytown Road, in the amount of \$4,130.00. The motion was seconded by Trustee Baydar.

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

Approved. VOTE: 5/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the estimate submitted by Bob Keogh, for the pothole repairs on North Plandome Road, in the amount of \$400.00. The motion was seconded by Trustee Kulka.

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

Approved. VOTE: 5/0 - Motion passes

Trustee Baydar made a motion that the Board of Trustees adopt the resolution to amend the Schedule of Fees. The motion was seconded by Deputy Mayor Clinton.

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

Approved. VOTE: 5/0 - Motion passes

Trustee O'Neill made a motion that the Board of Trustees approve the planting of arborvitae trees in the Village right-of-way on Stonytown Road, with an agreement between the owners of 5 Stonytown Road and the Village of Plandome Manor, subject to the approval of the Village Attorney. The motion was seconded by Deputy Mayor Clinton.

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

Approved. VOTE: 5/0 - Motion passes

Correspondence:

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

1. The Nassau County Police Department reports for February and March 2025.
2. The Board reviewed a letter from Nick Green, 149 Circle Drive, with concerns about gas leaf blowers and the impact that gas leaf blowers have on noise and public health. Upon reviewing the letter, the Board decided to take no further action.

Motions:

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

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

Approved. VOTE: 5/0 - Motion passes

Signed by Katherine Hannon

Katherine Hannon

Village Clerk

APPROVED