

**BOARD OF TRUSTEES MEETING**  
**VILLAGE OF PLANDOME MANOR**  
**PUBLIC MEETING**  
July 15, 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, July 15, 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, RA	Village Building Inspector

Mayor Donno called the meeting to order at 7:02 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 6, 2025. Trustee Baydar made a motion to accept the minutes, seconded by Trustee Kulka.

Mayor Donno: Aye                      Trustee Kulka: Aye

Trustee Baydar: Aye

**Approved. VOTE: 3/0 - Motion passes**

Mayor Donno called for the approval of the minutes from the Board of Trustees meeting held on June 17, 2025. Deputy Mayor Clinton made a motion to accept the minutes, 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**

**Public Comment**

No members of the public were present.

**Reports:**

**Village Clerk**

The Village Clerk presented the Board with applications for tent permits for 115 Lake Road and 119 Lake Road, submitted by Deborah Benjamin.

- Deborah Benjamin and Daneille Rizzo answered various questions from the Board about the parties to be held in July and August. The Board approved the issuance of the tent permits.

**Treasurer**

The Village Treasurer updated the Board on the following items:

- The Treasurer provided the report on the Abstract Report of Audited Vouchers dated July 15<sup>th</sup>, 2025, and the Profit and Loss Statement ending June 30<sup>th</sup>, 2025.
- The Treasurer mentioned to the Board that she had received a CD rate of 4.10% from ConnectOne bank for a five- and seven-month CD.
- The Treasurer updated that Board on the Village tax collection; 92% of taxes were collected. The Mayor mentioned that the Village Attorney would begin to work on doing a tax lien sale for delinquent taxes.

### **Village/Court Clerk**

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

- The Clerk provided the Board with an update on the paving of Stonytown Road. The Clerk mentioned that the projected start date is the second week of August. The Clerk also mentioned that the initial estimate did not include the performance bond but was added for an additional \$1,900. The additional still keeps the project under \$100k as previously approved by the Board.
- The Clerk presented amendments to the fee schedule to include a \$500 increase in the Design Review Board deposit for hearing expenses. The Clerk explained that with the addition of the Design Review Board consultant, an increase in the deposit from \$1,500 to \$2,000 would cover the hearing costs. Additionally, the Clerk presented the Board with a resolution to amend the fee schedule.
- The Clerk presented a request from the Manhasset Women's Coalition Against Breast Cancer to hold their annual 5k race on Saturday, October 5<sup>th</sup> at 9:30am on part of Stonytown Road. The Board reviewed the request and approved it.
- The Clerk informed the Board that the Justice Court Assistance Program (JCAP) grant for the 2025-2026 cycle was now open and due by October.

### **Building Inspector**

The Building Inspector updated the Board on the following item:

- The Building Inspector presented the Board with an estimate from Port Plumbing for the installation of an independent sprinkler system for the Elm Sea Lane islands, in the amount of \$7,500.00. The Board discussed that a resident on Elm Sea Lane, Mrs. Curd, has been providing water from their home for the existing sprinklers. The Board discussed how the Village would reimburse Mrs. Curd for the years of supplying the water. The Board determined that they would request a water bill from the winter and summer to calculate the amount spent by the resident to reimburse them. The Mayor added that she had received a request from another resident on Elm Sea Lane, Mrs. Harris, who handles the beautification of the islands. Mrs. Harris suggested to the Mayor that the Village tax over all the beautification areas of the Village. Upon discussion of the Board, it was decided to keep the beautification the way it is.
- The Building Inspector presented a report from the Village Engineer for the installation of a sidewalk on North Plandome Road from Luquer Road to the village boundary line, as the issue was raised by Trustee Kulka. The report detailed that the project would cost around \$70k to be completed. Upon reviewing the details of the report, the Board decided not to move forward with the project.
- The Building Inspector provided the Board with an update on the renovations of Village Hall. The Inspector informed the Board that the work would start early to mid-August.

### **Mayor**

The Mayor updated the Board on the following items:

- The Mayor mentioned to the Board that the wooden guardrail on Stonytown Road was hit by a driver. The Mayor mentioned that the accident was caused by a driver coming down North Drive, where this is no stop sign and hit a driver on Stonytown Road causing it to go into the guardrail. The Mayor stated that she would lobby the Village of Plandome to install a stop sign at the bottom of North Drive as there have been various accidents caused by the lack of a sign.

- The Mayor mentioned to the Board that she would like the Village to purchase small American flags to put on the triangle and around the Village for holidays such as Memorial Day, Fourth of July, and Veterans Day.

**Village Attorney**

The Village Attorney updated the Board on the following items:

- The Village Attorney presented Local Law 4 of 2025: Notice of Defect. Upon discussion with the Board, it was determined that to further clarify the law, language should be added so that notice can only be delivered personally and or by certified return receipt mail.
- The Village Attorney the Board that an Article 78 had been filed against the Board of Zoning and Appeals by the resident at 1 Stonytown Road for the BZA decision that was issued.

**Motions:**

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated July 15, 2025, and the Profit & Loss Statement ending June 30, 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**

Deputy Mayor Clinton made a motion that the Board of Trustees approve the use of property tax receipts for the purchase of Certificates of Deposit from ConnectOne Bank as follows: \$200,000 for a five-month CD maturing December 2025 earning an interest rate of 4.10% and \$300,000 for a seven-month CD maturing February 2026 earning an interest rate of 4.10%. 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 adopt a resolution amending the schedule of fees. 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 set a date for the public hearing on proposed Local Law 4 of 2025: Amending Notice of Defect, of the Plandome Manor Village Code. Hearing date: September 16th, 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**

Trustee Baydar 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 2025-2026 grant cycle up to \$30,000.00. 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 O'Neill made a motion that the Board of Trustees approve the proposal submitted by Port Plumbing for the installation of a sprinkler system in the Elm Sea Lane islands, in the amount of \$7,500.00. 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 Nassau County Police Department report for May 2025.

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

*Signed by Katherine Hannon*

Katherine Hannon

Village Clerk

APPROVED