

BOARD OF TRUSTEES MEETING
VILLAGE OF PLANDOME MANOR
PUBLIC MEETING
June 16, 2026

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, June 16, 2026, 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/Court Clerk
	John Farrell, Esq.	Village Attorney
	Edward Butt	Building Inspector
	Esther Alian	Resident

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 April 21, 2026. Trustee Baydar made a motion to accept the minutes, seconded by Trustee O'Neill.

Mayor Donno: Aye Deputy Mayor Clinton: Aye

Trustee Baydar: Aye Trustee O'Neill: Aye

Approved. VOTE: 4/0 - Motion passes

Public Comment

Esther Alian of 31 Elm Sea Lane addressed the Board and suggested that the Village consider adding a second public comment period at the end of Board meetings so residents may ask questions regarding matters discussed during the meeting. The Board discussed the public comment procedure and explained that public comment is held at the beginning of the meeting so residents do not have to wait until the end of the meeting to raise a concern.

Reports:

Treasurer

In the absence of the Village Treasurer, the Village Clerk updated the Board on the following items:

- The Clerk provided the report on the Abstract Report of Audited Vouchers dated June 16, 2026, and the Profit and Loss Statement ending May 31, 2026.
- The Clerk presented budget modifications for the 2025-2026 fiscal year.
- The Clerk reported that approximately one-third of Village tax payments had been received to date. The Clerk noted that the Village typically receives a large payment from mortgage servicers toward the end of June, which significantly increases the amount collected. The Clerk further advised that email reminders regarding Village taxes had been sent and would continue to be sent up to the July 1 deadline.
- Deputy Mayor Clinton commented on the Village's financial condition and noted that the Village continues to show a strong financial position. He stated that the year-over-year change in working

capital was positive by approximately \$300,000, which reflects the healthy financial condition of the Village.

Village/Court Clerk

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

- The Clerk mentioned to the Board that the review and re-adoption of Village policies would be placed on the July agenda. The Board discussed that several of the policies had been recently reviewed or amended.
- The Clerk reported to the Board that the GOGov Village communication system is projected to go live on July 3, 2026. The Clerk mentioned that she met with GOGov in designing the app and the information to be put on the app that is directly linked to the Village website.
- The Clerk discussed with the Board the construction/landscaping hours on Saturdays. Upon discussion of the Board, it was decided that the Village should enforce the existing Code, which limits construction and landscaping work on Saturdays to 8:00 a.m. to 12:00 p.m. The Clerk advised that an email reminder would be sent to residents.
- The Clerk reported that the Deputy Clerk has been assisting with closing out old open permits. The Clerk advised that the Village has received a strong response to the letters that were sent, and several permits have already been closed out. The Board discussed that the 60-day response period and the renewal/reinstatement fees have encouraged residents to address their open permits.
- The Clerk advised that resident Brian McNeary, who volunteers with the Science Museum of Long Island, would like to speak with the Board regarding native plants. The Board discussed that, in connection with the Village's tree replacement requirements, residents often ask for guidance on acceptable replacement trees. The Board discussed the possibility of obtaining a list of suggested trees.
- The Court Clerk reported that the Court has one matter scheduled for trial on August 3, 2026, and that the Court had a trial on June 1, 2026.
- The Clerk mentioned to the Board that she, the Mayor, and the Deputy Clerk would be meeting with a company, Seery Systems, regarding the digitization of Building Department files. The Clerk explained that the Village is exploring digitizing its building files and applying for a grant of up to \$75,000. The Board also discussed the possibility of implementing Building Department software, such as Muncipity or Edmunds, to improve efficiency and modernize Village operations.

Building Inspector

The Building Inspector updated the Board on the following items:

- The Building Inspector updated the Board on the ongoing building activity throughout the Village. The Clerk added that the Village has already received about 50 building applications.
- The Building Inspector mentioned the condition of Gulls Cove to the Board. The Board discussed the fact that Gulls Cove Road is a private road and that there does not appear to be an active homeowners' association responsible for its maintenance. The Village Attorney advised that the Village Code provides a process for notifying residents of unsafe conditions and, if necessary, allowing the Village to undertake repairs and assess the cost to the affected properties. After discussion, the Board agreed that the Village should send a preliminary letter to the residents of Gulls Cove Road advising them of the Village's safety concerns and the need to address the condition of the private road.
- The Building Inspector provided the Board with two estimates for water service at the Village lot on Circle Drive, primarily to water the flowers around the Village shed. The Board discussed the benefits of having water on the site. Additional costs were also discussed. The Board tabled approval to receive another estimate for the job.

Mayor

The Mayor updated the Board on the following items:

- The Board discussed trees, right-of-way issues, sightline concerns, and responsibility for tree limbs or trees that fall during storms.
- The Mayor mentioned to the Board that she, the Building Inspector, and Robert Keogh met near the corner of Luquer Road and North Plandome Road regarding a project to create a walkable area for residents traveling toward the entrance of the Manhasset Bay Estates area. The proposed work would include clearing and grading the area and installing a compacted base and gravel walking area. The Board reviewed an estimate from Robert Keogh and agreed that additional estimates should be obtained before proceeding.
- The Mayor reported that the new commanding officer of the Nassau County Police Department's Sixth Precinct, Inspector Kristin Rhine, would like to meet with the Village Board. The Mayor stated that Commanding Officer Rhine has been meeting with local villages and would be willing to meet privately with the Board or attend a public meeting. The Board discussed scheduling a meeting with Commanding Officer Rhine.
- The Mayor also reported that the Deputy Clerk has been doing well, assisting with taxes, permit correspondence, and other administrative matters. The Mayor advised that the Deputy Clerk will also help update the Village emergency contact information, including emergency vendor contacts and important portal/password information.

Motions:

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated June 16, 2026, and the Profit & Loss Statement ending May 31, 2026. 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 budget modifications for the 2025-26 adopted budget. 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

Correspondence:

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

1. The Nassau County Police Department reports for April 2026.

Motions:

Trustee Kulka made a motion that the Board of Trustees convene into executive session to discuss legal matters. The motion was seconded by Trustee O'Neill.

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 convene into regular session. 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 adjourn the meeting. The motion was seconded by Deputy Mayor Clinton.

Mayor Donno: Aye
Trustee Baydar: Aye

Deputy Mayor Clinton: Aye
Trustee O'Neill: Aye

Trustee Kulka: Aye

Approved. VOTE: 5/0 - Motion passes

Signed by Katherine Hannon

Katherine Hannon
Village Clerk

APPROVED