

BOARD OF TRUSTEES MEETING
VILLAGE OF PLANDOME MANOR
PUBLIC MEETING
July 21, 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, July 21, 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
	Marie DePalo	Treasurer
	John Farrell, Esq.	Village Attorney
	Edward Butt	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 16, 2026. Deputy Mayor Clinton 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.

Reports:

Treasurer

The Treasurer updated the Board on the following items:

- The Treasurer provided the report on the Abstract Report of Audited Vouchers dated July 21, 2026, and the Profit and Loss Statement ending June 30, 2026.
- The Treasurer provided the Board with an update on the 2026-2027 Village tax collection.

Village/Court Clerk

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

- The Clerk updated the Board on the meeting she and the Mayor had with Seery Systems regarding the proposed digitization of the Village's Building Department files. The Clerk explained that the project consists of two components: a cloud-based document management system through Seery Systems and the scanning and indexing of the Village's existing files through NYSID. The Clerk noted that the Village's building files are already well organized by property and individual permit, which should assist with the scanning and indexing process. The estimates presented were \$12,594.00 for the cloud document management system and \$89,713.90 for the scanning and indexing of the Building Department files. An additional estimate of \$9,171.10 was provided for the scanning of existing Board

of Trustees, BZA, and DRB minutes and transcripts, which the Board discussed potentially completing at a later time. The Board discussed the benefits of digitization, including easier access to building records, more efficient responses to FOIL requests, preservation of permanent records, reduced staff time spent locating and scanning documents, and reduced future storage needs. The Clerk advised that a New York State Archives grant of up to \$75,000 is available to assist with the cost of the project. The Board discussed pursuing the grant, and the possibility of completing the project in phases over multiple fiscal years. The Board agreed that the Village should further investigate the grant requirements and available funding options before moving forward with the project. The Clerk also discussed the possibility of implementing Building Department software in the future and integrating it with the proposed document management system. The Board discussed the potential to reduce paper submissions and improve the Village's administrative processes.

- The Clerk advised the Board that the Manhasset Women's Coalition Against Breast Cancer requested permission to use Village roads for its 5K race scheduled for October 4, 2026.
- The Clerk presented the retroactive purchase of twelve storm drain filters from Fabco Industries in the amount of \$2,781.56.
- The Court Clerk advised the Board that the 2026-2027 Justice Court Assistance Program (JCAP) grant cycle had opened.

Building Inspector

The Building Inspector updated the Board on the following items:

- The Building Inspector reported that the contractor for the paving of Stonytown Road, Metro Paving, had returned to Stonytown Road and completed additional crack sealing to address concerns with the paving work. The Board discussed that the Circle Drive aprons and roadway joints still required corrective work. The Board agreed to withhold payment until the outstanding work was completed and the Village Engineer had inspected the repairs.
- The Building Inspector presented an estimate from Creative Landscaping by Cow Bay, Inc. for the proposed pedestrian improvement at the intersection of Luquer Road and North Plandome Road as well as an estimate from Robert Keogh that was previously reviewed. The proposed work includes clearing vegetation, excavating the area, installing compacted stone and gravel, and creating a walkable surface extending toward the existing sidewalk. The Board discussed the project as a means of improving pedestrian access and visibility at the intersection.
- The Building Inspector presented three estimates for installation of a water service and hose bib at the Village lot on Circle Drive. Maccarone Plumbing Inc. submitted the lowest proposal in the amount of \$10,000, with an additional \$200 anticipated for the Port Washington Water District permit. The Board discussed the benefits of providing water to the Village property and the potential for future irrigation improvements.

Mayor

The Mayor updated the Board on the following items:

- The Mayor updated the Board on the proposed Netflix filming at a home in the Village. The Mayor advised that the production company had been cooperative with the Village and planned to conduct the filming primarily on the property, with larger production vehicles and equipment to be parked at an off-site location. The production company had also contacted the residents closest to the property regarding the filming and potential use of their driveways for additional parking. The Board discussed the proposed filming schedule, including setup, filming, and breakdown, as well as the production company's request to film beyond the Village's normal permitted hours. The Mayor advised that an agreement had been reached to allow filming until midnight. The Mayor further advised the Board that the production company offered a \$10,000 contribution to the Village in connection with the filming.
- The Mayor reported that she, the Building Inspector, and the Village Attorney met with the residents directly affected by the proposed roadway widening near Stonytown Road and North Plandome Road.

The Board discussed the location of the property lines and concerns regarding mature trees adjacent to the proposed work. The Board discussed further evaluating the potential impact on the trees and providing additional landscaping and screening.

- The Mayor discussed traffic congestion and large commercial trucks traveling through the Village. The Board discussed truck-route restrictions and agreed to address the issue with Nassau County Police Department Sixth Precinct Commanding Officer Inspector Kristin Rhine.
- The Mayor provided an update regarding the proposed dredging of Leeds Pond by the Town of North Hempstead. The Mayor advised that the project is progressing in coordination with the Mill Pond dredging project and the necessary DEC approvals.

Motions:

Deputy Mayor Clinton made a motion that the Board of Trustees approve the Abstract of Audited Vouchers dated July 21, 2026, and the Profit & Loss Statement ending June 30, 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 walkway project on North Plandome Road and the corner of Luquer Road, and Creative Landscaping by Cow Bay, Inc. to execute the project, in an amount not to exceed \$5,500.00. 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 request from the Manhasset Women's Coalition Against Breast Cancer to use Village roads for their route for their 5K race on October 4, 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

Trustee O'Neill made a motion that the Board of Trustees approve the water service project on the Village lot on Circle Drive, and Maccarone Plumbing Inc. to execute the project, in an amount not to exceed \$10,200.00. 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

Trustee Kulka made a motion that the Board of Trustees retroactively approve the purchase of storm drain filters from Fabco Industries, in the total amount of \$2,781.56. 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 of the Village of Plandome Manor authorize the Plandome Manor Village Court to apply for a JCAP grant in the 2026-27 grant cycle up to \$30,000.00. 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 following pieces of correspondence:

1. The Nassau County Police Department reports for May 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

Deputy Mayor Clinton 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 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 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