

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**315 Main Street, Port Washington, New York**  
**August 3, 2017**  
**7:30PM**

**Meeting Minutes**

**Present:** Mayor Nora Haagenson  
Deputy Mayor Charles Comer  
Trustee Doug Baldwin  
Trustee Chris Ficalora  
Trustee Alice M. Peckelis  
Village Clerk-Treasurer Chrissy Kiernan

**Also present:** Christina Claus (Port Washington News)

**Mayor Haagenson opened the meeting at approximately 7:30PM with the Pledge of Allegiance and a verification of a quorum.**

**Regular Business**

**1. Approval of Meeting Minutes of July 6, 2017**

On motion by Trustee Ficalora, seconded by Deputy Mayor Comer, it was RESOLVED to accept the minutes of the July 6, 2017 Meeting of the Board of Trustees, as amended and presented by Clerk-Treasurer Kiernan.

Mayor Nora Haagenson	Aye	
Deputy Mayor Charles Comer	Aye	
Trustee Doug Baldwin		Abstained
Trustee Chris Ficalora	Aye	
Trustee Alice M. Peckelis	Aye	

**2. Amendment of Pothole Repair Resolution from the July 6, 2017 Board of Trustees Meeting**

Clerk-Treasurer Kiernan reported that John McGowan & Sons rescinded their estimate for pothole repairs of Village Roads, which was the lowest estimate received and approved at the July 6, 2017 Board of Trustees Meeting, item #9.

After discussion, upon motion by Trustee Ficalora, seconded by Trustee Baldwin, it was unanimously RESOLVED to accept the next lowest estimate of \$10,000 from Roadwork Ahead Inc., attached hereto as Exhibit A, and amend the resolution, item #9 of the July 6, 2017 Board of Trustees Meeting, to reflect same.

**3. Resolution to Cancel the September 7, 2017 Board of Trustees Meeting**

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Ficalora, it was unanimously RESOLVED to cancel the September 7, 2017 Board of Trustees Meeting due to building renovations at Village Hall taking place beginning August 24, 2017 to be completed approximately by the end of the third week of September 2017.

**4. Amendment of the Previously Adopted Resolution from the July 6, 2017 Board of Trustees Meeting Regarding the Introduction of Bill 6 of 2017**

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Baldwin, it was unanimously RESOLVED to amend the previously adopted resolution, item #3, from the July 6, 2017 Board of Trustees

Meeting regarding the Introduction of Bill 6 of 2017 to reflect the Public Hearing Date of October 5, 2017 and to advise the Village Attorney of the change.

**5. Amendment of Previously Adopted Resolution from the July 6th, 2017 Board of Trustees Meeting Regarding Introduction of Bill 7 of 2017**

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Ficalora, it was unanimously RESOLVED to amend the previously adopted resolution, item #6, from the July 6, 2017 Board of Trustees Meeting regarding the Introduction of Bill 7 of 2017 to reflect the Public Hearing Date of October 5, 2017 and to advise the Village Attorney of the change.

**6. Resolution to Hold a Special Meeting of the Board of Trustees on August 21, 2017**

After discussion, upon motion by Trustee Baldwin, seconded by Trustee Ficalora, it was unanimously RESOLVED to hold a Special Meeting of the Board of Trustees on August 21, 2017 at 7:30pm at Village Hall to approve any claims received to date, and any other business that may come before the Board, due to Building Renovations taking place later in the month and the cancellation of the September 7, 2017 Board of Trustees Meeting.

**7. Resolution for Approval of Moving/Storage Expenses Associated with Village Hall Building Renovations**

Clerk-Treasurer Kiernan reported that there is a total of \$2,641.5 budgeted for moving/storage expenses associated with the Village Hall Building Renovations, State and Municipal Facilities Grant #7108.

After discussion, upon motion by Trustee Ficalora, seconded by Mayor Haagenson, it was unanimously RESOLVED to approve the proposal of Kimons Moving Inc d/b/a The Velvet Touch in the amount of \$2,200, conditioned upon the review and approval of the company's written proposal by Trustee Ficalora and Village Attorney Prior and to authorize Mayor Haagenson to execute approval and delivery of said proposal upon satisfaction of the Village Attorney and execute and deliver any additional legal documents as prepared by the Village Attorney.

**8. Resolution for Approval of Design and Printing Expenses of August 2017 Village Newsletter**

Mayor Haagenson reported that the August 2017 Village Newsletter which she has written is expected to be mailed this month.

After discussion, upon motion by Trustee Ficalora, seconded by Deputy Mayor Comer, it was unanimously RESOLVED to approve the design expense of \$600 and printing expense of \$758.25 as submitted via written proposal by Minuteman Press of Port Washington for the August 2017 Village Newsletter, attached hereto as Exhibit B.

**9. Resolution for Approval of the Purchase of Dinner Tickets and a Journal Advertisement for the Nassau County Village Official Association Dinner to be held on September 14, 2017**

After discussion, upon motion by Trustee Ficalora, seconded by Deputy Mayor Comer, it was unanimously RESOLVED to approve the purchase of five (5) dinner tickets in the total amount of \$500 and for each member of the Board of Trustees and a half page black and white ad in the amount of \$300 for the September 14, 2017 Nassau County Village Officials Association Dinner.

Mayor Haagenson advised Clerk-Treasurer Kiernan to prepare a Journal Ad with a photo of the Board of Trustees and a message to read: "Thank you to Outgoing President Mayor Bernie Ryba for his dedication, service and leadership to the Nassau County Village Officials Association. - The Village of Baxter Estates - (Photo) Trustee Chris Ficalora, Trustee Alice Peckelis, Mayor Nora Haagenson, Deputy Mayor Charles Comer and Trustee Doug Baldwin"

**10. Architectural Review Board**

There was no action taken on this item.

**11. Update on Meeting of the Port Washington Fire Department regarding proposed changes to Ambulance Service**

Mayor Haagenson and Deputy Mayor Comer reported that a meeting was held with board representatives of the six Villages and the Town of North Hempstead that contract with the Port Washington Fire Department for fire and ambulance services regarding proposed changes to the ambulance service, namely establishing a fee for ambulance service, and advised that there will be ongoing dialogue regarding same to take place in the upcoming months.

**12. Approval of Voucher Claims**

After discussion, upon motion made by Trustee Ficalora, seconded by Deputy Mayor Comer, it was unanimously RESOLVED that the Audited Vouchers dated August 3, 2017 for the General Fund totaling \$32,752.11, be and hereby are approved as prepared by Clerk-Treasurer Kiernan.

**13. Financial Report & Audit**


Clerk-Treasurer Kiernan provided the Board of Trustees with a Financial Report & Audit.

On motion of Trustee Ficalora seconded by Trustee Peckelis, it was unanimously RESOLVED to enter into Executive Session to discuss personnel matters.

**Executive Session**

At 10:24PM Mayor Haagenson stated that Executive Session had concluded and that no action had been taken.

There being no further business before the Board, on motion of Trustee Ficalora, seconded by Trustee Baldwin, it was unanimously RESOLVED that the meeting be and hereby is adjourned at 10:25PM.

  
Chrissy Kiernan, Village Clerk-Treasurer  
Clerk to the Board

# Exhibit A

ROADWORK AHEAD, INC.

2186 KIRBY LANE  
SYOSSET, NY 11791

## ESTIMATE

Date	ESTIMATE #
7/3/2017	597

Name / Address
Village of Baxter Estates

Description	Total
Estimate 1: Includes pothole repair throughout Village roads. There are approximately 50 pothole locations. Hot asphalt material will be used. Total price including material and labor:	10,000.00
<b>Total</b>	<b>\$10,000.00</b>

Exhibit B



**Minuteman Press**  
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Minuteman Press of Port Washington  
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Port Washington, NY 11050  
(516) 944-4449 - Fax (516) 944-4428  
Web: www.mmpwprint.com / E-mail: mmpwprint@gmail.com

**Quotation**

8/2/2017

**Bill to:** Inc. Village Of Baxter Estates  
315 Main Street  
Port Washington, NY 11050-2705  
  
Phone: (516) 767-0096  
Fax: (516) 767-0058  
Email: norahaagenson@msn.com

**Ship to:** Inc. Village Of Baxter Estates  
Chrissy Kiernan  
315 Main Street  
Port Washington, NY 11050-2705  
  
Phone: (516) 767-0096  
Fax: (516) 767-0058

Order all occasion Invitations and Announcements including Wedding, Bar & Bat Mitzvah, Birthdays and more through our website and receive a 15% discount.  
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**1 Graphic Design Template- 8pg Newsletter (Job ID 113726)** **Total: \$600.00**

**Component 1 of 1:**  
Design  
\* Includes a one-time Design Services charge of \$600.00  
Graphic Design

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**320 Newsletters / 8pg / Collated, Folded, Wafer Seale (Job ID 113725)** **Total: \$758.25**

**Component 1 of 3: Eight Pages**  
Digital Printing  
2 two-sided originals, produce as two-sided (duplex) digital prints  
320 Color Digital Prints of 2 Pages  
Duplex Top/Top  
12 x 18 • 100# Coated Text • White  
  
Finishing  
Each of 2  
Cut to 11 x 17

**Component 2 of 3: Bindery**  
Finishing  
Each of 2  
Fold to 5.5 x 8.5  
Collating  
2 Staple(s) per Set/Booklet

**Component 3 of 3: Wafer Seals**

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Taxes are not included.

**Quoted prices are subject to review of final artwork and final specifications.**  
**Quote valid for 30 days.**  
Thank you,

Miscellaneous

Wafer Seals - 640 Pieces.

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Salesperson: Haydy

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Taxes are not included.

**Quoted prices are subject to review of final artwork and final specifications.**

**Quote valid for 30 days.**

Thank you,