

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**315 Main Street, Port Washington, New York**  
**August 4, 2016**  
**6:30PM**

**Meeting Minutes**

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

**Also present:** No additional persons in attendance.

**Mayor Haagenson opened the meeting at approximately 6:30PM with a verification of a quorum.**

**1. Approval of Meeting Minutes**

On motion of Deputy Mayor Comer, seconded by Trustee Peckelis it was unanimously RESOLVED to accept the minutes of the July 7, 2016 Meeting of the Board of Trustees as presented by Clerk-Treasurer Kiernan, attached hereto as Exhibit A.

**2. Budget Modifications**

On motion of Deputy Mayor Comer, seconded by Trustee Baldwin, it was unanimously RESOLVED to modify the budget as follows: Re-appropriate \$40,000 from line A3620.4 Safety Inspection Contractual to line A3620.10 Safety Inspection Personal Services.

**3. NCVOA Annual Dinner**

On motion of Trustee Peckelis, seconded by Trustee Baldwin, it was unanimously RESOLVED to make reservations for one member of the Board of Trustees and Mayor Nora Haagenson to attend the NCVOA Annual Testimonial Dinner on September 15, 2016 for the sum of \$200.00.

**4. NCVOA Annual Dinner Journal**

On motion of Trustee Baldwin, seconded by Deputy Mayor Comer, it was unanimously RESOLVED to place a quarter page color advertisement in the Journal of the Nassau County Village Officials Association Annual Dinner on September 15, 2016 for the sum of \$225.00.

**5. Approval of Voucher Claims**

After discussion, upon motion made by Trustee Baldwin, seconded by Deputy Mayor Comer, it was unanimously RESOLVED that the Audited Vouchers dated August 4th, 2016 for the General Fund totaling \$53,399.79 be and hereby are approved as prepared by Clerk-Treasurer Kiernan.

**6. Approval of Tax Refunds**

After discussion, upon motion of Deputy Mayor Comer, seconded by Trustee Baldwin, it was unanimously RESOLVED to refund property taxes in the total amount of \$1,698.79 to property owners in the refund schedule presented by Clerk-Treasurer Kiernan.

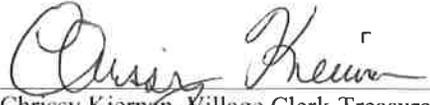
**7. Financial Report & Audit**

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

**8. Justice Court Audit**

On motion of Trustee Baldwin, seconded by Deputy Mayor Comer, it was unanimously RESOLVED that the Village engage the services of Skinnon & Faber to perform an independent compliance audit of the financial affairs of the Village Justice Court for a fee not to exceed \$850.00.

There being no further business before the Board, on motion of Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously RESOLVED that the meeting be and hereby is adjourned at 6:50PM.

  
Chrissy Kiernan, Village Clerk-Treasurer  
Clerk to the Board

# Exhibit A

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**315 Main Street, Port Washington, New York**  
**July 7, 2016**  
**7:30PM**

## **Meeting Minutes**

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

**Also present:** Brian Reardon and Stephen Romano (Port Washington Times)

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

### **1. Approval of Meeting Minutes**

On motion of Deputy Mayor Comer, seconded by Trustee Peckelis it was unanimously RESOLVED that the reading of the minutes of the June 2, 2016 Meeting of the Board of Trustees be waived and they be and hereby are approved as presented by Clerk-Treasurer Kiernan, attached hereto as Exhibit A.

### **2. Reardon, 7 Sandy Hollow Lane, Tree Removal Permit Application Denial Appeal**

Brian Reardon of 7 Sandy Hollow Road appealed a tree removal permit application denial. Deputy Mayor Comer read the Tree Inspection Report provided by Deputy Tree Commissioner Joshua Speisman. Mr. Reardon provided photographs of the tree and noted that the roots had been damaged due to construction work.

After discussion, upon motion made by Trustee Ficalora, seconded by Trustee Baldwin, it was unanimously RESOLVED, that the tree designated on the tree removal permit application by Brian Reardon, as owner of 7 Sandy Hollow Road, attached hereto as Exhibit B, may be removed.

### **3. Ilardo, 22 Hilltop Road, Tree Removal Permit Application**

Deputy Mayor Comer read the Tree Inspection Report provided by Tree Commissioner Lance Wagner, which indicated that the tree is 50% dead.

After discussion, upon motion made by Trustee Ficalora, seconded by Trustee Baldwin, it was unanimously RESOLVED, that the tree designated on the tree removal permit application by Dolores Ilardo as owner of 22 Hilltop Road, attached hereto as Exhibit C, may be removed.

### **4. Appointment of Tree Commissioner Lance Wagner**

Mayor Haagenson made the following appointment subject to the approval of the Board of Trustees: Lance Wagner, Tree Commissioner, 1 year term to expire April 2017.

After discussion, upon motion made by Trustee Ficalora, seconded by Trustee Baldwin it was unanimously RESOLVED that the aforesaid appointment made by Mayor Haagenson be hereby approved.

**5. Retaining Wall at the end of High Street**

Trustee Ficalora reported that the retaining wall at the end of High Street adjacent to Baxter Pond Park has begun to collapse and is in need of repair. The Board of Trustees directed Clerk-Treasurer Kiernan to contact Nassau County to inquire as to whether said retaining wall lies on Nassau County property. Village Attorney Prior advised the village to contact the Nassau County Department of Public Works, Nassau County Parks Department and Nassau County Legislator Delia Derrigi-Whitton to notify them of the dangerous situation. Trustee Baldwin emphasized the importance of safety regarding this matter.

**6. Road Condition Survey Proposals**

After discussion, upon motion made by Trustee Baldwin, seconded by Trustee Fiscalora, it was RESOLVED to authorize the Mayor to approve an expenditure not to exceed \$2,400 for a Condition Assessment and Pavement Management Proposal by Sidney B. Bowne & Son LLP.

**7. Cyber Security Policy & Notification Letter**

After discussion, upon motion made by Trustee Ficalora, seconded by Trustee Baldwin, it was unanimously resolved to the adopt the Cyber Security Policy and Notification Letter, attached hereto, as Exhibit D.

Clerk-Treasurer Kiernan was asked by the Board of Trustees to obtain a cost estimate for a cyber security audit.

**8. August Board of Trustee Meeting**

The Board of Trustees has determined that its August 4th, 2016 Board of Trustees Meeting Agenda will be limited to the financial report and approval of the vouchers, the next Board of Trustees meeting will take place on September 1st, 2016, at 7:30pm.

**9. 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 July 7, 2016 for the General Fund totaling \$214,621.71 be and hereby are approved as prepared by Clerk-Treasurer Kiernan.

**10. Financial Report & Audit**

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

**11. Public Works & Public Safety Report Prepared by Clerk-Treasurer Kiernan**

Public Works Report: Prepared by Clerk-Treasurer Kiernan

1. PW Water Pollution Control District- Nothing to report.
2. Meadow Carting- Garbage- Nothing to report.
3. Trees-Frank Hefferin- Nothing to report.
4. Landscaping- Nothing to report.
5. Public Works- Miscellaneous
6. Catch Basin/Road/Curb Projects - We are gathering estimates for Shore Road curb and sidewalk repair as well as road repair.
7. Solid Waste Management- NH Recycling Center on West Shore Road-Nothing to report.
8. Albertson Electric- Lighting Poles- Nothing to report.
9. Signs- "No Trespassing Between Sunset and Sunrise" signage was ordered for the parkland adjacent to Chase Bank.

Public Safety Report

1. Police - No report provided.
2. Fire Department - No report provided.

Utility Report

1. PSEG Long Island- Nothing to report.

2. National Grid- Nothing to report.

**12. Village Roads and Curbs**

The Board of Trustees is pursuing cost estimates for road and curb repair on Harborview Road and in front of 4 Sandy Hollow Lane.

**13. Street Lighting in front of #2 Sandy Hollow Lane**

After receiving a complaint regarding the street light in front of #2 Sandy Hollow Lane, the Board of Trustees directed Clerk-Treasurer Kiernan to contact the village's street lighting maintenance contractor, Albertson Electric, and notify them to restore the bulb, photocell, ballast and lens cover to the same standard as the rest of the village in front of #2 Sandy Hollow Lane.

The Board of Trustee is also reviewing the village street lighting policy.

**14. Parking on the bottom of Hilltop Road near the corner of Overlook Drive**

The Board of Trustees received a complaint regarding a large number of vehicles parked at the bottom of Hilltop Road during the day and are exploring ways to ensure that vehicle owners are adhering to village parking rules and regulations.

**15. Code Enforcement Official**

On motion of Trustee Baldwin seconded by Deputy Mayor Comer, it was RESOLVED to retain Joshua Speisman at an hourly rate of \$40 per hour as an Assistant to the Building Inspector conditioned upon his applying for and obtaining within the requisite time period his New York State certification as a Certified Enforcement Official.

Mayor Haagenson	Aye	
Deputy Mayor Comer	Aye	
Trustee Baldwin	Aye	
Trustee Peckelis	Aye	
Trustee Ficalora		Not present

**16. Street Light In Front of #7 Harborview**

On motion of Trustee Baldwin, seconded by Deputy Mayor Comer, it was RESOLVED to approve the estimate from Albertson Electric in an amount not to exceed \$2,890.00 for the repair of the street light at #7 Harborview Road.

Mayor Haagenson	Aye	
Deputy Mayor Comer	Aye	
Trustee Baldwin	Aye	
Trustee Peckelis	Aye	
Trustee Ficalora		Not present

**Executive Session 9:20PM**

On motion of Trustee Baldwin seconded by Deputy Mayor Comer, it was RESOLVED to enter into Executive Session to consider personnel matters.

Mayor Haagenson	Aye	
Deputy Mayor Comer	Aye	
Trustee Baldwin	Aye	
Trustee Peckelis	Aye	
Trustee Ficalora		Not present

At 9:50PM, 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 Deputy Mayor Comer, seconded by Trustee Baldwin, it was RESOLVED that the meeting be and hereby is adjourned at 9:55PM.

Mayor Haagenson	Aye	
Deputy Mayor Comer	Aye	
Trustee Baldwin	Aye	
Trustee Peckelis	Aye	
Trustee Ficalora		Not present

  
Chrissy Kiernan, Village Clerk-Treasurer  
Clerk to the Board