

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**March 6, 2024**  
**7:30 PM**

**Meeting Minutes**

**Present:** Mayor Nora Haagenson  
Deputy Mayor Charles Comer  
Trustee Alice Peckelis  
Trustee Maria Branco  
Village Attorney Christopher Prior, Esq.  
Village Clerk-Treasurer Meghan Kelly

**Absent:** Trustee Jeffrey Eluto

Also Present: Ron Lefton

Mayor Haagenson called the Monthly Meeting of the Board of Trustees to order at 6:45PM, noting the attendance of the Board members.

**1. Work Session**

The Board discussed a number of topics including interest in obtaining quotes for a new bank, updates on Baxter Beach and the application form for applications to the Landmarks Commission.

**2. Approval of Minutes of the February 7, 2024, Regular Meeting.**

On a motion by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the draft minutes of the February 7, 2024, Regular Meeting of the Board of Trustees.

**3. Resolution to Appoint Ronald Lefton as Zoning Board of Appeals Alternate Member**

The Mayor appointed Ronald Lefton as the Zoning Board of Appeals' Alternate Member. Mr. Lefton was sworn in by Village Attorney Christopher Prior, Esq.

**4. Resolution to Retain West Side Engineering to prepare MS4 Report**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from West Side Engineering for professional services to prepare the 2024 MS4 Report for a total of \$5,400.00. It is noted that this cost does not include the cost of any mapping that may be required.

**5. Resolution to Accept the Agreement for Legal Services for 2024-2025 from McLaughlin and Stern, LLP**

On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the agreement for legal services for 2024-2025 from McLaughlin and Stern, LLP and to accept the retained agreement dated February 14, 2024 with the proposed increase of \$6.00 an hour to bring the Village Attorney's hourly rate to a total of \$304.00 an hour.

**6. Resolution to Re-Open Tianderah Road on or about April 1, 2024, subject to weather conditions as determined by the Mayor**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was **RESOLVED** to re-open Tianderah Road on or about April 1, 2024, subject to weather conditions, as determined by the Mayor.

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**7. Resolution to Retain Creative Landscaping by Cow Bay Inc. to perform Landscaping Services for the 2024-2025 Season**

The Board members reviewed all proposals submitted to the Village to provide landscaping services for the upcoming year. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from Creative Landscaping by Cow Bay Inc. in the amount of \$5,475.00 for landscaping on Village owned properties for the 2024 Season.

**8. Approval of Landmarks Commission Application Form**

On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the form of application as drafted by Village Attorney Prior for use by applicants to the Village's Landmarks Preservation Commission be, and it hereby is approved, subject to review and approval by the Mayor and Building Inspector.

**9. Approval of Vouchers**

On a motion by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** that the Abstract of Audited Vouchers, dated March 6, 2024, for the General Fund totaling \$52,545.909 is approved for payment.

**10. Financial Report & Audit**

Clerk-Treasurer Kelly provided the Board of Trustees with the Financial Report and recommended budget modifications:

\$2,000.00 from A1990.0 – Contingent to A1410.44 – Clerk - Contractual Expenses  
\$5,000.00 from A1990.0 – Contingent to A1440.4 – Engineer - Fees for Services  
\$2,725.00 from A1990.0 – Contingent A3620.4 – Safety Inspection - Contractual

On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to modify the Village Budget in the manner proposed by Village Clerk-Treasurer Kelly, as set forth above.

**11. Clerk's Public Works & Public Safety Report**

Village Clerk-Treasurer Kelly provided a Public Works & Public Safety Report.

There being no further business before the Board, on motion made by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 7:52 PM.

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Meghan Kelly, Village Clerk-Treasurer