

Board of Trustees Meeting
Village of Baxter Estates
May 1, 2024
6:45 PM

Meeting Minutes

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

Absent: None

1. Work Session

The Board convened their work session at 6:45PM and discussed several topics including new Clerk's Office furniture, update Baxter Beach, an increase in attorney fees for the Village Prosecutor, and crack sealing the roads.

2. Approval of Budget Workshop Meeting Minutes of March 6, 2024

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was **RESOLVED** to accept the minutes of the March 6, 2024, budget workshop meeting of the Board of Trustees.

3. Approval of Meeting Minutes of April 3, 2024

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was **RESOLVED** to accept the minutes of the April 3, 2024, meeting of the Board of Trustees.

4. Public Comment Period

Mayor Haagenson noted that there were no members of the public present.

5. Request from Village Prosecutor, MaryBeth Malloy, for a Court Appearance Rate Increase

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to approve the request from Village Prosecutor, MaryBeth Malloy, for a court appearance rate increase from \$250.00 per appearance to \$425.00 per appearance.

6. Resolution to Close the First National Bank of Long Island Account for the Village Court Fund in Name of Village Justice Elizabeth S. Kase

On motion Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that The First National Bank of Long Island Village Court Fund for Village Justice Elizabeth S. Kase be closed effective immediately.

7. Resolution to Approve that First National Bank of Long Island be and hereby is Designated as the Authorized Depository for the Village Court Fund in Name of Village Justice Richard Corey Worcester

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On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that The First National Bank of Long Island be and hereby is designated as the authorized depository for the Village Court Fund for Village Justice Richard Corey Worcester effective immediately. Let it be;

FURTHER RESOLVED that Richard Corey Worcester be the sole official hereby authorized on the Village Justice Richard Corey Worcester Village Court Fund account with The First National Bank of Long Island.

8. Resolution to file the Village Tax Roll and Warrant for the fiscal year 2024-2025 with the Village Clerk-Treasurer and to authorize the Village Clerk-Treasurer to publish a Legal Notice for Tax Collection

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to file the Village Tax Roll and Warrant for the fiscal year 2024-2025 with the Village Clerk-Treasurer and to authorize the Village Clerk-Treasurer to publish a Legal Notice for Tax Collection.

9. Resolution to Approve Proposal on State Contract from Steelcase to Source Clerk's Office Furniture

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the proposal from Waldner's Furniture to source new furniture for the Clerk's Office from Steelcase Inc. under State Contract PC70281 in the amount of \$5,058.65.

10. Resolution to Approve a Proposal to Crack Fill Village Roads

The Board deferred action, opting to consult the Village Engineer for a report on the roads.

11. Resolution to Approve a Proposal to Repair the Pothole on Library Drive

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the proposal from Stasi General in the amount of \$1,500.00 to repair the pothole on Library Drive and to fill all necessary roadway cracks.

12. Resolution to Approve a Proposal to Create Flower Beds and Plant Flowers

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from Robert Keogh Inc. in the amount of \$673.00 to create flower beds, remediate the soil, and plant flowers in the Village Hall backyard.

13. Resolution to Approve a Proposal to Prune Village Tree at the Corner of Central Drive and Overlook Drive

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from Robert Keogh Inc. in the amount of \$260.00 to prune two dead branches off of the tree at the corner of Central Drive and Overlook Drive.

14. Approval of Abstract of Audited Claims

After discussion, upon motion made by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated May 1, 2024, for the General Fund totaling \$101,608.65 are approved for payment.

15. Financial Report & Audit

Clerk-Treasurer Kelly provided the Board of Trustees with the Financial Report and recommended budget transfers.

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On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to move \$130,000.00 from the NYCLASS Money Market account to the FNBLI Operating Account to fund this month's expenditures.

On motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to authorize Village Clerk-Treasurer Kelly to make the following budget modifications for the 2023-2024 Fiscal Year:

\$2,000.00 from A1990.0 – Contingent Account to A1620.44 – Buildings Contractual
\$1,000.00 from A1990.0 – Contingent Account to A1920.4 – Municipal Association Dues

16. Clerk's Public Works & Public Safety Report

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 Trustee Branco, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:04 PM.

Meghan Kelly, Village Clerk-Treasurer