

Board of Trustees Meeting
Village of Baxter Estates
June 3, 2024
6:45 PM

Meeting Minutes

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

1. Work Session

The Board convened their work session at 6:45PM and discussed several topics including fire escapes, arborvitae maintenance, streetlighting contracts, and recent Village Hall interactions.

2. Approval of Meeting Minutes of May 1, 2024

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of the May 1, 2024, meeting of the Board of Trustees in the form presented by the Village Clerk.

3. Public Comment Period

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

4. Discussion on Streetlighting Contract Bids

The Village Clerk-Treasurer reported that switching from HPS (High-Pressure Sodium) streetlights to LED (Light Emitting Diode) streetlights has significantly reduced maintenance costs due to the longer lifespan and greater durability of LEDs. LEDs last up to 50,000 hours compared to HPS's 24,000 hours, resulting in fewer replacements and less frequent maintenance. The upgrade involved replacing the entire fixture and wiring, eliminating outdated hardware. The Village Clerk-Treasurer solicited bids for maintenance contracts and received only one bid at \$465 per month, a 63% increase from the previous contract. Given this, the Village decided not to engage in a Streetlight Maintenance Contract, anticipating lower repair costs for the new fixtures.

5. Review and Approval of Snow Removal Contract for Village Roads

After discussion, upon motion by Trustee Branco, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to authorize the Village Clerk-Treasurer to solicit bids for the 2024-2025 Village Road Snow Removal Contract.

6. Review and Approval of Snow Removal Contract for Village Hall

After discussion, upon motion by Trustee Branco, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to authorize the Village Clerk-Treasurer to solicit bids for the 2024-2025 Village Hall and Village Owned Properties Snow Removal Contract.

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7. Acceptance of Proposal for Landscape Work on Library Drive

After discussion, upon 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 \$330.00, to trim the bushes along Library Drive.

8. Acceptance of Proposal for Landscape Work on High Street

After discussion, upon 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 \$170.00, to trim the brush and trees hanging over High Street.

9. Review Proposal for Road Assessment Services from SHL Engineering

The Board reviewed the proposal for road assessment services as prepared by SHL Engineering. The Board concluded that the scope of the work proposed exceeds that which the Board deems necessary at this time with respect to the evaluation of the condition of Village roads. The Board members noted that certain Village roads need crack-sealing, and that the Village Clerk should solicit proposals from contractors for same. No action was taken on the SHL proposal.

10. Review and Approval of Bid Package for Village Hall Retaining Wall as Prepared by SHL Engineering

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the bid package as prepared by SHL Engineering for the replacement of the retaining wall located along a portion of the easterly side property line at Village Hall and to authorize the Village Clerk-Treasurer to solicit bids for the project.

11. Review and Approval of Bid Package for Baxter Beach Shoreline Restoration as Prepared by D&B Engineers and Architects.

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve for inclusion in appropriate competitive bidding documents the drawings and specifications prepared by D&B for the emergency shoreline restoration repairs to Baxter Beach and to authorize the Village Clerk-Treasurer to work with the Village Attorney and D&B to create a complete set of bid documents and to solicit bids for the project.

12. Approval of Abstract of Audited Claims

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated June 5, 2024, for the General Fund totaling \$71,659.90 is approved for payment.

13. Financial Report & Audit

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

After discussion, upon motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to complete the budget transfers as presented by the Village Clerk-Treasurer, to transfer expenses of the 2023-2024 fiscal year, into that year's budget.

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

\$18,700.00	from	A1964.4 – Real Property Tax Refunds	to	A8684.4 – Planning and Management Development
\$ 400.00	from	A1420.44b – Litigation – Other	to	A1620.44 – Buildings – Contractual
\$ 830.00	from	A1420.44b – Litigation – Other	to	A1920.4 – Municipal Association Dues
\$ 1,000.00	from	A1420.44b – Litigation – Other	to	A1410.10 – Clerk – Personal Services
\$ 1,700.00	from	A1420.44b – Litigation – Other	to	A1410.11 – Clerk – Deputy Village Clerk
\$ 230.81	from	A1420.44b – Litigation – Other	to	A1410.44 – Clerk – Contractual Expenses

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to acknowledge the use of ARPA funds and authorize the Village Clerk-Treasurer to adjust the budget to reflect these expenditures and reimbursements:

\$50,785.75 towards A5112.2 – Permanent Improvements to cover the expenditures of:

- \$12,909.25 - The Landtek Group - 30903 - Bayside Avenue and Shore Road Sidewalk Repair
- \$27,909.00 - Stasi Industries - Hilltop Road Catch Basin Repair - 70% Balance
- \$9,967.50 - Stasi Industries - Hilltop Road Catch Basin Repair - 25% Balance

14. 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 Deputy Mayor Comer, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:35 PM.

Meghan Kelly, Village Clerk-Treasurer