

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**July 10, 2024**  
**6:45 PM**

**Meeting Minutes**

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

**1. Work Session**

The Board convened their work session at 6:45PM and discussed several topics including architectural review, discussion of the 2022-2023 Audit Report, updates to the Village’s CEMP, and the pending unpermitted rental units.

**2. Approval of Meeting Minutes of June 5, 2024**

After discussion, upon motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to accept the minutes of the June 5, 2024, meeting of the Board of Trustees in the form presented by the Village Clerk.

**3. Public Comment Period**

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

**4. Resolution to Renew the Leaf Contract between the Village of Baxter Estates and Robert Keogh Inc. for the 2024 Season**

Upon motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to exercise the Village option to renew the Leaf Contract between the Village of Baxter Estates and Robert Keogh Inc. for the 2024 Season in the amount of \$29,000.00.

**5. Resolution to Approve D&B Proposal’s Task 7 for Bidding Services**

Upon motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to approve D&B’s Proposal for “Task 7 for Bidding Services,” as set forth in the D&B proposal presented to the Board by the Village Clerk-Treasurer.

**6. Resolution to Ratify Approval of Stormwater Management Plan (SWMP) as Prepared by Westside Engineering**

Upon motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to ratify the approval of the Stormwater Management Plan (SWMP) as Prepared by Westside Engineering’s Jim Antonelli P.C.

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**7. Resolution to Award Contract 2 of 2024 for Replacement of Village Hall Retaining Wall (SAM Grant 25582 – Village Property Remediation Grant)**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the bid of \$58,500.00 by lowest responsible bidder, HTC Landscaping, for Contract 2 of 2024 for Replacement of Village Hall Retaining Wall, subject to the approval of Mayor Nora Haagenson upon obtaining a positive recommendation from Village Engineer SHL Engineering P.C. after SHL meets to review the bid package with HTC Landscaping.

**8. Resolution to Award Contract for Snow Removal, Sanding, and Salting of Village Streets to Creative Snow by Cow Bay Inc.**

Upon motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to award the Contract for Snow Removal, Sanding, and Salting of Village Streets under Option A to Creative Snow by Cow Bay Inc. in the amount of \$64,322.00 for the 2024-2025 season.

**9. Resolution to Award Contract for Snow Removal from Village Hall Property and Other Village-Owned Parcels to Creative Snow by Cow Bay Inc.**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to award the Contract for Snow Removal from Village Hall Property and Other Village-Owned Parcels to Creative Snow by Cow Bay Inc. as presented in the bid for the 2024-2025 season.

**10. Resolution to Accept the Audit for the fiscal year ending May 31, 2023, for the Village of Baxter Estates, as prepared by Cullen & Danowski LLP**

After discussion, no action was taken. The decision was tabled for a future meeting due to Board concerns with certain aspects of the report as prepared by Cullen and Danowski LLP and presented to the Board.

**11. Resolution to Accept the Village of Baxter Estates Justice Court Audit for the Fiscal Year Ending May 31, 2023, as prepared by Cullen & Danowski LLP**

Upon motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to approve the Village of Baxter Estates Justice Court Audit for the Fiscal Year Ending May 31, 2023, as prepared by Cullen & Danowski LLP.

**12. Resolution to Accept the Journal Entries for the fiscal year ending May 31, 2024, for the Village of Baxter Estates, as prepared by Cullen & Danowski LLP**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the journal entries for the fiscal year ending May 31, 2024, for the Village of Baxter Estates, as prepared by Cullen & Danowski LLP.

**13. Resolution to Amend the Village's Fee Schedule**

After discussion, no action was taken. The Board instructed the Village Clerk-Treasurer to pursue the permitting of outstanding rental units within the Village in a fair manner to all applicants who filed in a timely manner.

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**14. 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 July 10, 2024, for the General Fund totaling \$47,704.34 is approved for payment.

**15. Financial Report & Audit**

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

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 and 2024-2025 Fiscal Years:

2023-2024	\$415.00	from	A1420.45 – Litigation – Contractual	to	A1620.44 – Buildings – Contractual
2024-2025	\$4,700.00	from	A1420.45 – Litigation – Contractual	to	A1410.20 – Clerk - Equipment

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to authorize the Village Clerk-Treasurer to transfer money from the First National Bank of Long Island (FNBLI) Money Market Account into the New York Cooperative Liquid Assets Securities System (NYCLASS) Money Market Account to retain a balance of \$75,000.00 or the minimum compensating balance, whichever is greater, in the FNBLI Money Market Account and to transfer the excess funds into the NYCLASS Money Market Account to increase interest earned.

**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 Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:51 PM.

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Meghan Kelly, Village Clerk-Treasurer