

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**September 4, 2024**  
**7:30 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

**Also Present:** Bonnie Zarabi and Daniel Zarabi

**1. Work Session**

The Board convened their work session at 6:45PM and discussed several topics including a pending building permit application, Village Hall window washing proposals, and the Baxter Beach Remediation Project.

**2. Approval of Meeting Minutes of August 7, 2024**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of the August 7, 2024, meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer.

**3. Public Comment Period**

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

**4. Resolution to Retain Robert Barbach, R.A., as Project Manager on Baxter Beach Project**

The Board discussed the need for oversight of the proposed Baxter Beach restoration project, being designed for the Village by D&B Engineers and Architects, and to be performed by a contractor to be selected following competitive bidding. The engineers proposed to perform oversight, but the Board deems the cost and amount of time for retaining the engineers for that function to be excessive. Village Superintendent of Buildings Robert Barbach, who holds a similar position with neighboring Village, Port Washington North, provided such oversight services to Port North on a similar Manhasset Bay shore improvement project. Upon motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to retain Robert Barbach, R.A., as the Village's Project Manager on the Baxter Beach Project at a rate of \$160.00 per hour, on the terms and conditions set forth in his written proposal dated August 5, 2024, up to an initial maximum expenditure of \$5,000, with expenditures in excess thereof subject to further Board approval.

**5. Return of Village Property Tax Roll and Warrant**

The Board reviewed the outstanding property tax amounts; no action was taken.

**6. Resolution to Introduce Bill 2 of 2024, A Proposed Local Law to Revise Chapter 161 Tree Preservation and Protection**

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The Board reviewed proposed changes to Village Code Chapter 161 Tree Preservation and Protection, prepared by the Village Clerk-Treasurer at the Mayor's request. The proposed changes relate primarily to Article VII thereof, and the provisions addressing tree replacements for trees permitted to be removed. Upon motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to introduce Bill 2 of 2024, a proposed local law to revise Village Code Chapter 161 Tree Preservation and Protection, to be considered at a public hearing on October 15, 2024, at 7:30 PM.

**7. Resolution to Approve Village Hall Guidelines and Policies**

The Board reviewed the proposed Village Hall Guidelines and Policies, prepared by the Village Clerk-Treasurer. Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the Village Hall Guidelines and Policies in the form presented by the Village Clerk-Treasurer.

**8. Approval of Abstract of Audited Claims**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated September 4, 2024, for the General Fund totaling \$38,974.51 is approved for payment.

**9. Financial Report & Audit**

Clerk-Treasurer Kelly provided the Board of Trustees with the Financial Report and recommended no budget transfers.

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 8:47 PM.

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Meghan Kelly, Village Clerk-Treasurer