

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**December 4, 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

**Also Present:** Luke Feeney, Long Island Press

**1. Work Session**

The Board convened their work session at 6:45PM and discussed the Baxter Beach Project.

**2. Baxter Beach Update**

The Mayor provided the Board with an update on Baxter Beach during the work session. She noted that the Intermunicipal Agreement with the Village of Port Washington North would be approved within the next coming days and that we were in productive talks with the Port Washington Water Pollution Control District. The Village seeks to permit the placement and maintenance of portions of the Baxter Beach project that are planned to be placed on property owned by those entities.

**3. Public Comment Period**

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

**4. Approval of Meeting Minutes of November 6, 2024**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of the November 6, 2024, meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer.

**5. Old Business – Review of Proposal for Refinishing of Village Hall Floors**

Upon motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the proposal from RENU Contracting and Restoration/Milburn Flooring on NYS Contract #PC69412 in the amount of \$1,412.40 to refinish the floor in the Board Room and Clerk's Office.

**6. Presentation from Chris Bollerman on the 2025 Port Washington Fire Department Budget**

Due to an intense fire in town, the Port Washington Fire Department Board Chairman, Chris Bollerman, was unable to give the Board a presentation regarding the contract as proposed by the Department. The presentation will be rescheduled to January 8, 2025, Board of Trustees Meeting.

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**7. Resolution to Direct the Village Clerk-Treasurer to Publish a Legal Notice for the Public Hearing to January 8, 2025, for the 2025 Port Washington Fire Department (PWFD) Contract beginning January 1, 2025, and ending December 31, 2025**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to direct the Village Clerk-Treasurer to publish a Legal Notice for the public hearing to be held on January 8, 2025, for the 2025 Port Washington Fire Department (PWFD) Contract beginning January 1, 2025, and ending December 31, 2025.

**8. 2025 Election Resolution**

Clerk-Treasurer Kelly presented a copy of a resolution for the upcoming 2025 Village Election in accordance with Election Law Section #15-118(3).

On a motion made by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** as follows:

**WHEREAS**, the Board of Trustees hereby ratifies and confirms, with respect to the 2025 Village Election, in accordance with Election Law Section #15-118(3), that (i) there has not been, and shall be, no Village personal Registration Day to determine persons eligible to vote in Village Elections, and (ii) voter eligibility in Village Elections shall be determined in accordance with laws, rules and regulations applicable in the absence of such Village personal registration days, unless and until the Board of Trustees, by resolution duly adopted, reinstates Village Personal Registration Day with respect to the 2025 Village Election, and

**FURTHER RESOLVED**, that all Village of Baxter Estates residents registered with the Nassau County Board of Elections are eligible to vote in the Village Election, and

**FURTHER RESOLVED**, that the election inspectors shall be selected from the list of certified inspectors supplied by the Nassau County Board of Elections and that should there be a shortage of election inspectors within the Election District of the Village of Baxter Estates, that the selection extend the residency of inspectors to Nassau County to satisfy New York State Election Law conditions for selecting election inspectors, and

**FURTHER RESOLVED** that Angela Smith and Marylou Ogren be hereby designated and appointed to act as Inspectors of Election at the rate of \$15 per hour plus one meal and beverages per Election Inspector at a cost not to exceed \$25 each, with Angela Smith presiding as Election Chairperson: and

**FURTHER RESOLVED** that prior to the start of the March 18, 2025, Village Election, the Inspectors must meet to adopt, use or copy from the registration list, certified and supplied by the Nassau County Board of Elections, the names appearing thereon of all persons residing in the Village and qualified to vote at such forthcoming general Village Election; and

**FURTHER RESOLVED**, that the Village Election will be held on Tuesday, March 18, 2025, and that the official polling place will be Village Hall, located at 315 Main Street, Port Washington NY and said polling place shall be opened at noon of said day and shall close at 9:00 PM.

**9. 2025 Board of Trustees Schedule**

After discussion and on a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the 2025 Board of Trustees Meeting Schedule:

Wednesday, January 8, 2025  
Wednesday, February 5, 2025  
Wednesday, March 5, 2025  
Wednesday, April 9, 2025

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Wednesday, May 7, 2025  
Wednesday, June 4, 2025  
Wednesday, July 2, 2025  
Wednesday, August 6, 2025  
Wednesday, September 3, 2025  
Wednesday, October 1, 2025  
Wednesday, November 5, 2025  
Wednesday, December 3, 2025

**10. Approval of Abstract of Audited Claims**

After review, on a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated December 4, 2024, for the General Fund totaling \$82,418.35 is approved for payment.

**11. 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 Trustee Peckelis, seconded by Trustee Branco, 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