

Board of Trustees Meeting
Village of Baxter Estates
February 5, 2025
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.

Also Present: None

1. Work Session

The Board convened their work session at 6:45PM and discussed the Baxter Beach funding and the necessity to maintain the Mini split heating and cooling appliances throughout Village Hall.

2. Public Comment Period

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

3. Approval of Meeting Minutes of January 8, 2025

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the minutes of the January 8, 2025 meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer.

4. Resolution to Ratify Increase to 2023-2024 Budget

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to ratify an increase to the 2023-2024 Budget in the amount of \$12,355.00, as informally approved by the Board since the last Board meeting.

5. Review of Draft 2025 Landscaping Contract

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the draft 2025 Landscaping Contract in the form presented by the Village Clerk-Treasurer.

6. Review of Proposal for Engineering Services by West Side Engineering, P.C.

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from West Side Engineering for professional services to prepare the MS4 Storm Water Report for \$1,200.00 and to inspect the Village catch basins for \$1,600.00, for a total expenditure of \$2,800.00.

7. Review of Proposals for Repair of Fence on Tianderah Road

The Board reviewed the proposals from The Landtek Group for the repair of stockade fence on the north-west side of Tianderah Road. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal for the installation of 70' of new wood guard rail with 8"x8" pressure treated posts and 4"x8"x10' pressure treated rails in the amount of \$5,800.00.

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8. Resolution to Accept the Audit Report for the Village for FYE 2024

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the Audit Report for the Village of Baxter Estates, as prepared by R.S. Abrams, for the fiscal year ended May 31, 2024.

9. Resolution to Accept the Audit Report for the Village Court for FYE 2024

On motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the Audit Report for the Village of Baxter Estates Justice Court, as prepared by R.S. Abrams, for the fiscal year ended May 31, 2024.

10. Review of Proposals for Tree Work

On motion by Trustee Price, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to approve the proposal from Marvin Castillo in the amount of \$1,350.00 to remove the lanternfly infested tree of heaven in the rear yard of Village Hall.

11. Discussion relating to Real Property Tax Levy Cap Established under New York State General Municipal Law §3-c

The Board members noted that, at this early stage of the budgeting process for the fiscal 2025/26 year, the Board cannot determine whether the Village may need to pierce the New York State Real Property Tax Levy Cap established in New York State General Municipal Law §3-c. The Village Attorney recommended that the Board be prepared to introduce at the Board's March 5, 2025, meeting a bill to permit the piercing of the cap, in the event that the Board then remains uncertain, or has determined that such a need exists. Such a bill, if introduced at the March meeting, would be the subject of a public hearing at the Board's April 9, 2025, meeting, with any determination to enact such a bill into law to be made at that meeting, prior to adoption by the Board of the 2025/26 budget.

12. Approval of Abstract of Audited Claims

After review, on motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated February 5, 2025, for the General Fund totaling \$57,408.16 is approved for payment.

13. Financial Report & Audit

Clerk-Treasurer Kelly provided the Board of Trustees with the Financial Report and recommended a budget transfer. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to transfer the following funds:

\$3,000.00 from A5182.4 – Street Lighting to A1920.4 – Municipal Association Dues

14. Baxter Beach Update

The Mayor provided the Board with an update on the Baxter Beach project to be funded with a grant from New York State. She noted that progress is being made, and that the Village is anticipating a response from DASNY for additional expenses to be covered under the grant.

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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 8:08 PM.

Meghan Kelly, Village Clerk-Treasurer