

Board of Trustees Meeting
Village of Baxter Estates
March 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 its work session at 6:45PM and discussed the upcoming 2025-2026 Budget, persistent unpermitted rental properties, and possible amendments to the Village zoning laws.

2. Public Comment Period

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

3. Approval of Meeting Minutes of February 5, 2025

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of the February 5, 2025, meeting of the Board of Trustees in the form presented by the Village Clerk-Treasurer.

4. Resolution to Introduce Bill 1 of 2025

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to introduce Bill 1 of 2025, a proposed local law authorizing the Village of Baxter Estates to authorize a property tax levy in excess of the limit established in New York State General Municipal Law §3-c, as a precautionary measure should the Board need to exceed the tax cap, and to schedule a public hearing on April 9, 2025 to consider the bill.

5. Review of Audit Agreement from R.S. Abrams FYE 2025

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from R.S. Abrams to perform an audit of the Village's and the Village Justice Court's financials for the fiscal year ending May 31, 2025, in the amount of \$9,500.00.

6. Arbor Day Event May 2nd

Mayor Haagenson announced that the Village would be celebrating Arbor Day on Friday, May 2, 2025.

7. Review of Street Sweeping Contract for 2025

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to exercise the Village's option to extend the Sweeping and Cleaning Bid Contract dated January 31, 2024, to perform street sweeping activities, for 2025, in the amount of \$15,577.00. While the contract was initially entered into with Dejana Industries, LLC, the service is now being performed by Meadow Carting/Jamacia Ash,

Board of Trustees Meeting
Village of Baxter Estates
March 5, 2025
6:45 PM

as assignee from DeJana, confirmed in a January 6, 2025, email to the Village from Jamaica Ash & Rubbish Removal.

8. Review of Retainer Agreement from McLaughlin and Stern

On a motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the agreement for legal services for 2025-2026 from McLaughlin and Stern, LLP dated February 24, 2025, as presented.

9. Resolution to Re-Open Tianderah Road on or about April 1, 2025, subject to weather conditions as determined by the Mayor

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to re-open Tianderah Road on or about April 1, 2025, subject to weather conditions, as determined by the Mayor.

10. Review of Tree Removal Request from 15 Shore Road

Haixu (Hal) Liu, owner of the premises at 15 Shore Road (the "Subject Premises"), has requested that the Village approve the removal of four (4) trees in the Village right-of-way abutting those premises. By its decision adopted by resolution on September 4, 2024, the Landmarks Preservation Committee, with regards to the application (the "LPC Application") of Mr. Liu as owner of the Subject Premises with respect to a proposed new single family home to be constructed at the Subject Premises, the LPC noted that any trees shown on the Application Site Plan as to be removed that are within the Village right-of-way shall not be removed unless and until the Village Board of Trustees approves the removal of same.

Upon review of the application to remove the four trees in the Village right-of-way, and after consideration of input from the Village Tree Commissioner that he has no objection to such removals, on motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to allow the removal of the four (4) trees within the Village right-of-way as depicted in the site plan presented to the Board by the applicant, Mr. Liu, owner of premises at 15 Shore Road, Port Washington, NY 11050, provided that such removal shall be performed by a contractor acceptable to the Village, with property and liability insurance in type and amount that are commercially reasonable, that provide for coverage for the Village as additional insured party, and that all costs of removal and stump grinding for all four tree be at the expense of the applicant.

11. Review of Quotes for Arborvitae Pruning

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the quote from Marvin Castillo Landscaping to perform an ornamental trimming on all arborvitae located in the backyard of Village Hall, in the amount of \$380.00.

12. Resolution to Retain Creative Landscaping by Cow Bay Inc. to perform Landscaping Services for the 2025-2026 Season

The Board members reviewed all proposals submitted to the Village to provide landscaping services for the upcoming year. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from Creative Landscaping by Cow Bay Inc. in the amount of \$5,630.00 for landscaping on Village owned properties for the 2025-2026 Season.

13. Tax Refund Approvals for Certilman Balin Adler and Hyman, LLP - Refund of Taxes for 5-29-215 – 275 Main Street, Port Washington, NY 11050

Board of Trustees Meeting
Village of Baxter Estates
March 5, 2025
6:45 PM

On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the tax refund request for Certilman Balin Adler and Hyman, LLP for the property situated at 5-29-215 – 275 Main Street, Port Washington, NY 11050, in the amount of \$164.35.

14. Review of Request from Tatjana Stanovic, 31 Central Drive

The Village Clerk advised the Board that after the passing of long-time Village resident Mr. Stanovic, of 31 Central Drive, his daughter Tatjana Stanovic located a dumpster at the premises, without obtaining the required permit, in order to prepare the home for sale (which subsequently closed). The Clerk advised that, in accordance with the Village fee schedule, the Village obtained a \$100 legalization fee with respect to the dumpster permit, sought only after installation was observed by the Village. The Clerk related her conversations with Ms. Stanovic, based upon which the Clerk finds that Ms. Stanovic operated in good faith, under the stress of being responsible for the affairs of her late father's estate, unaware that the permit was required, and being willing to resolve an issue after she and her family no longer have any ties with the Village. She also observed that the legalization fee is disproportionate with the cost of the dumpster itself. The Board recognizes that, under the Village Fee Schedule, the Board has the ability, under appropriate circumstances, to waive or reduce otherwise applicable fees.

After discussion, on motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the \$100 legalization fee obtained from Tatjana Stanovic with respect to the permit to legalize dumpster use at 31 Central Drive, in light of all relevant circumstances, is waived, and the Village Clerk-Treasurer is authorized to issue a refund check in said amount to Ms. Stanovic.

15. Approval of Abstract of Audited Claims

After review, on motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated March 5, 2025, for the General Fund totaling \$47,627.24 is approved for payment.

16. 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:

\$5,000.00 from A1964.4 – Real Property Tax Refunds to A5110.4 – Street Maintenance

17. 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 the required permits have been applied for, and the required documentation has been provided to the State. At this time, we wait for responses before moving forward. As updated previously, the Village still awaits a response from DASNY regarding the Village request that certain additional expenses related to soft costs also be covered by the grant.

There being no further business before the Board, on motion made by Trustee Branco, seconded by Trustee Peckelis, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:38 PM.

Meghan Kelly, Village Clerk-Treasurer