

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2025
6:45 PM

Meeting Minutes

Present: Mayor Nora Haagenon
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: Andrea Falino, Barbara Cohen, Kimberly Keiserman, David Abrams, Town Supervisor Jennifer DeSena, Michael Donnelly

1. Work Session

The Board convened its work session at 6:45PM and discussed the possibility of creating an Architectural Review Board, amending the Village Code to establish 4-year terms of office for certain elected Village officers, and the pursuit of grant funds.

2. Village Appointments

At the Mayor's request, Town Supervisor Jennifer DeSena administered the oath of office to the newly re-elected and appointed officials who attended the meeting.

On motion by Trustee Peckelis, seconded by Trustee Price, it was unanimously **RESOLVED** that the appointments listed below, as made by Mayor Haagenon, are hereby approved.

MAYORAL APPOINTMENTS

VBE Boards

Board of Zoning Appeals, 5 Year Term (2025-2030)	Deborah Shlafmitz
Board of Zoning Appeals, Alternate, 1 Year Term (2025-2026)	Ronald Lefton
Planning Board, 5 Year Term (2025-2030)	Andrea Falino
Landmark Preservation Commission, 5 Year Term (2025-2030)	Steven Maun
Tree Commissioner, 1 Year Term (2025-2026)	Josh Speisman
Tree Commissioner, 1 Year Term (2025-2026)	Michael Malloy
Tree Commissioner, 1 Year Term (2025-2026)	Pedro Avila
Alternate Tree Commissioner, 1 Year Term (2025-2026)	David Abrams

Chairmanships for a one-year (2025-2026) term:

Dr. William Haagenon, Chairman, Board of Zoning and Appeals
Kimberly Keiserman, Chairman, Planning Board
Dr. Peter Salins, Chairman, Landmarks Preservation Commission
Joshua Speisman, Chairman, Tree Commission

Village Representatives for a one-year (2025-2026) term:

Associate Village Justice	Gale D. Berg
Commissioner of Public Works	Alice Peckelis
Snow Commissioner	Maria Branco
Fiscal Officer	Mayor Haagenon
Road Commissioner	Charles Comer

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Deputy Mayor	Charles Comer
Deputy Registrar of Vital Statistics	Town of North Hempstead Deputy Clerk
Flagmaster	Laurence Tuck
Manhasset Bay Protection Committee	Mayor Haagenson, Maria Branco
Nassau County Village Officials Assoc.	Mayor Haagenson, Trustees, Clerk-Treasurer Kelly
Chamber of Commerce	Mayor Haagenson, Clerk-Treasurer Kelly
Emergency Management	Mayor Haagenson, Alice Peckelis
Registrar of Vital Statistics	Town of North Hempstead Clerk Ragini Srivastava
Storm Water Runoff Officer	Charles Comer
Village Arborist	Richard Gibney
Village Attorney	Christopher J. Prior
Village Historian	Barbara Cohen
Village Prosecutor	MaryBeth Malloy

Village Staff:

Superintendent of Buildings, 1 Year Term (2025-2026)	Robert Barbach
Village Clerk Treasurer, 2 Year Term (2025-2027)	Meghan Kelly
Deputy Clerk, 1 Year Term (2025-2026)	Elisabeth Roberts
Court Clerk, 1 Year Term (2025-2026)	Dawn Ward
Code Enforcement Official, 1 Year Term (2025-2026)	Josh Speisman

3. Organizational Meeting Resolutions

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

To accept the Code of Ethics, originally adopted by the Board of Trustees on January 21, 1971, and amended where noted. Clerk-Treasurer Kelly was instructed to distribute said Code of Ethics to all public officers and employees of the Village of Baxter Estates for acknowledgement of receipt by signature; and

FURTHER RESOLVED that the Village Board of Trustees re-adopts the Rules and Procedure for the Village of Baxter Estates originally adopted by the Board of Trustees on April 7, 2016, in accordance with Village Law § 4-412; and

FURTHER RESOLVED that the Board of Trustees designate April 1, 2026, as the date of the next Village Organizational Meeting; and

FURTHER RESOLVED to appoint the law firm of McLaughlin & Stern LLP to provide legal services for the Village's 2025-2026 year under the retainer agreement dated February 24, 2025; and

FURTHER RESOLVED that the Port Washington News be and hereby is designated as the official newspaper for the Village of Baxter Estates for the official year ending April 2026; and

FURTHER RESOLVED that The First National Bank of Long Island be and hereby is designated as the authorized depository for Village funds for the year ending April 2026 and that the Village is authorized to accept from the bank letters of credit in forms to the extent permitted under NYS General Municipal Law Section 39, as collateral to secure Village funds deposited with such depository; and;

FURTHER RESOLVED that Mayor Nora Haagenson, Deputy Mayor Charles Comer and Clerk-Treasurer Meghan Kelly be the sole officials hereby authorized on all Village accounts, requiring any two signing together, with The First National Bank of Long Island for the year ending April 2026; and

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FURTHER RESOLVED that Mayor Nora Haagenson, Deputy Mayor Charles Comer, Clerk-Treasurer Meghan Kelly, and Deputy Clerk Elisabeth Roberts, be the sole officials hereby authorized to hold visa credit cards with The First National Bank of Long Island for the year ending April 2026; and

FURTHER RESOLVED that Chase Bank be and hereby is designated as the authorized depository for Justice Corey Worcester for Village Court Funds and First National Bank of Long Island for Associate Justice Gale Berg for the year ending April 2026; and

FURTHER RESOLVED to re-adopt the following Village Policies, as prepared and presented by Village Attorney Prior

- Investment Policy
- Capitalization Policy
- Procurement Policy
- Freedom of Information Law (FOIL); and

FURTHER RESOLVED to re-adopt the Village's Comprehensive Emergency Management Plan, as prepared and presented by Mayor Haagenson, available in the Clerk's Office; and

FURTHER RESOLVED to re-adopt the Village's Nondiscrimination, Anti-Harassment, and Workplace Violence Prevention Policy and Complaint Procedure, as prepared and presented by Mayor Haagenson; and

FURTHER RESOLVED to re-adopt the Village's Sexual Harassment Prevention Policy and Complaint Procedure, as prepared and presented by Mayor Haagenson; and

FURTHER RESOLVED that pursuant to Village Law § 5-524(6), this Board authorizes certain payments in advance of its audit of claims, in order to provide for the smooth, continuous and proper operation of the Village's affairs; the Clerk-Treasurer is hereby authorized to make payment in advance of audit of claims for payroll, employee benefits, postage, electric, gas, water, sewer, telephone and internet services, cable, village credit cards, freight and express charges; and all such claims shall be presented at the next regular meeting for audit; and the claimant and the officer incurring or approving the claim shall be jointly and severally liable for any amount disallowed by this Board and that this resolution be effective immediately; and

FURTHER RESOLVED that the following officers and employees, Meghan Kelly and Elisabeth Roberts, are authorized to attend the following schools and conferences with prior approval of the Mayor to the extent contemplated by the budget: a) New York Municipal Clerks Institute (NYMCI), b) NYCOM's Fall Training School, and c) the following association meetings and conferences: Long Island Village Clerks & Treasurers Association and the Nassau County Village Officials Association, and that this resolution be effective immediately; and

FURTHER RESOLVED that pursuant to Village Law § 5-524(7), the actual and necessary expenses of the Village Clerk-Treasurer, Mayor, Deputy Village Clerk, Superintendent of Buildings and Code Enforcement Official incurred when performing their official duties are a Village charge, and, therefore the Board of Trustees has determined to pay a fixed standard rate for mileage at a rate equal to the current rate as established by the Internal Revenue Service (IRS), as reimbursement to the Village Clerk-Treasurer, Mayor, Deputy Village Clerk, Superintendent of Buildings and Code Enforcement Official when they use their personal automobiles while performing their official Village duties.

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4. Public Hearing – 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

At approximately 7:30 PM Mayor Haagenson opened the Public Hearing duly advertised in the March 13, 2025, issue of the Port Washington News for the Public Hearing on Bill No. 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.

On a motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to close the public hearing at 7:55 PM.

5. Resolution to Adopt Local Law 1 of 2025 - A 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

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to enact Bill No. 1 as Local Law No. 1 of 2025.

6. Public Hearing – 2025 Budget for the Fiscal Year commencing June 1, 2025, and ending May 31, 2026

At approximately 7:40 PM Mayor Haagenson opened the Public Hearing duly advertised in the March 13, 2025, issue of the Port Washington News for the Public Hearing on the 2025 Budget for the Fiscal Year commencing June 1, 2025, and ending May 31, 2026.

At 7:56 PM, on motion by Trustee Branco, seconded by Trustee Price, it was unanimously **RESOLVED** to close the public hearing.

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED**, pursuant to authority created pursuant to Village Local Law No. 1 of 2025, to adopt the 2025-2026 Tentative Budget for the fiscal year commencing June 1, 2025, and ending May 31, 2026, attached hereto as Exhibit A. Total appropriations in the newly adopted budget are \$1,497,099.00, which includes Estimated Revenues, other than Real Property taxes, of \$136,344.00 and Unrestricted Surplus to be appropriated in the amount of \$564,293.00 and a total tax levy of \$796,462.00, which exceeds the Property Tax Levy Cap applicable to the Village for the upcoming budget year. The established tax rate is \$149.2372 per one hundred dollars of assessed valuation.

7. Approval of Meeting Minutes of March 5, 2025

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the minutes of March 5, 2025, a special meeting of the Board of Trustees, conducted as a budget workshop, in the form presented by the Village Clerk-Treasurer.

8. Approval of Meeting Minutes of March 5, 2025

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

9. Approval of Meeting Minutes of April 1, 2025

On motion by Trustee Price, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of April 1, 2025, a special meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer.

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10. Public Comment Period

Mayor Haagenson noted that no members of the public remained at the Meeting.

11. Arbor Day Event May 1st

Mayor Haagenson announced that the Village would now be celebrating Arbor Day on Thursday, May 1, 2025, from 1:00 PM to 2:30 PM. The date was moved due to a scheduling conflict with a Port Washington Library event.

12. Approval of the Proposed Amendments to the Fee Schedule

On motion by Trustee Price, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the changes to the Village's Building Department Fee Schedule in the form as presented by the Village Clerk-Treasurer, subject to review of and revision by counsel.

13. Review of the Catch Basin Evaluation Report

The Board reviewed the Catch Basin Evaluation Report as prepared by Westside Engineering, P.C. The Board requested that the Village Clerk-Treasurer review the report with local contractors and solicit quotes for catch basin cleanings and repairs as prescribed in the report.

14. Acceptance of the MS4 Report

On motion by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to authorize Mayor Haagenson to execute the 2025 Stormwater Report, as prepared by Village Engineer Jim Antonelli, hereto annexed as Exhibit B, and as discussed by the Board of Trustees.

15. Approval of the Home Run Electric Contract for Yearly Generator Maintenance

On motion by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to authorize Mayor Haagenson to execute the 2025 Generator Maintenance Contract, as prepared by Home Run Electric, in the amount of \$388.38 for the year.

16. Review of Proposals to Cut Down Dead Tree on Central Drive

On a motion by Trustee Price, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the proposal from Marvin Castillo Landscaping Inc, in the amount of \$2,400.00 to cut down the dead tree at the corner of Central Drive and Overlook Drive.

17. 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 April 9, 2025, for the General Fund totaling \$104,680.77 is approved for payment.

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18. 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:

\$2,000.00	from	A8140.4 – Storm Sewers	to	A1420.44a – Litigation - Prosecutor
\$1,500.00	from	A8140.4 – Storm Sewers	to	A1620.2 – Building
\$6,000.00	from	A8140.4 – Storm Sewers	to	A1620.2 – Building Contractual
\$1.00	from	A8140.4 – Storm Sewers	to	A1910.4 – Unallocated Insurance
\$499.00	from	A8140.4 – Storm Sewers	to	A3410.44 – Fire Department Contractual
\$16,083.00	from	A1990.0 – Contingent	to	A3410.44 – Fire Department Contractual

And to recognize an expenditure for Baxter Beach, under DASNY Grant 27331, in the amount of \$32,586.97, to be later reimbursed to the Village by the grant, and for the funding to be applied towards the expense in A8684.4 – Planning and Management Development.

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 8:32 PM.

Meghan Kelly, Village Clerk-Treasurer