

Board of Trustees Meeting
Village of Baxter Estates
October 7, 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 Prior, Esq.

Also Present: Larissa Fuentes, Long Island Press

1. Work Session

The Board convened its work session at 6:45PM and discussed the Nassau County Village Officials Association 100th Anniversary Gala, the required New York State Training, and the Village windows.

2. Approval of September 3, 2025, Board of Trustees Meeting Minutes

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of September 3, 2025, a regular meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer.

3. Public Hearing – Bill 2 of 2025 – A proposed local law establishing new Chapter 123, “Liability of Village,” to require prior written notice of defect as condition to liability of Village in certain actions

At approximately 7:30 PM Mayor Haagenson opened the Public Hearing duly advertised in the September 25, 2025, issue of the Port Washington News for the Public Hearing on Bill No. 2 of 2025, a proposed local law establishing new Chapter 123, “Liability of Village,” to require prior written notice of defect as condition to liability of Village in certain actions.

On a motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to close the public hearing at 7:35 PM.

4. Resolution to Adopt Local Law 2 of 2025 - A local law establishing new Chapter 123, “Liability of Village,” to require prior written notice of defect as condition to liability of Village in certain actions

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to enact Bill No. 2 of 2025, as Local Law No. 2 of 2025, a local law establishing new Chapter 123, “Liability of Village,” to require prior written notice of defect as condition to liability of Village in certain actions.

5. Public Comment Period

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

6. Review of Catch Basin Cleaning Proposals

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal to: Clean catch basins in 5 locations (20 High Street, 9 Hilltop Road, 34 Locust Avenue, 54 Locust Avenue, 5 Ridgeway Road); Pump out 3 catch basins (Locust Avenue near Library Drive, Overlook Drive at Central Drive); and Repair 6 catch basins (23 and 24 Ridgeway Road, 9 Hilltop Road, 34 and 54 Locust

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Avenue, 7 Ridgeway Road); from Robert Keogh Inc. in the amount of \$2,770.00, being the lowest proposal received through the procurement policy.

7. Resolution to Accept the Audit Report for the Village for FYE 2025

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, as prepared by R.S. Abrams, for the fiscal year ended May 31, 2025.

8. Resolution to Accept the Audit Report for the Village Court for FYE 2025

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 Justice Court, as prepared by R.S. Abrams, for the fiscal year ended May 31, 2025.

9. Review of Proposals for Repairs to the Village Retaining Wall

On motion by Trustee Branco, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the proposal from Robert Keogh to repair the railroad retaining wall on the Village Hall property in the amount of \$1,875.00, being the lowest proposal received through the procurement policy.

10. Review of D&B Engineering Amendment

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the increase of \$61,000.00 to the D&B Engineers and Architect Engineering Services Proposal Amendment for the Baxter Estates Beach Shoreline Restoration Project. The increase is a direct result of necessary redesigning due to comments from the permitting agencies. It is expected that the NYS grant will reimburse this amount from funds already allocated to the project.

11. Review of Proposals for Crack Sealing on Hillside Avenue

The matter was tabled; no action was taken.

12. Approval of Abstract of Audited Claims

After review, on motion by Trustee Peckelis, seconded by Trustee Price, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated October 7, 2025, for the General Fund totaling \$42,629.33 in the form presented by the Village Clerk-Treasurer is approved for payment.

13. Approval of Abstract of Audited Claims for Baxter Beach

There were no invoices submitted related to the project, no action was taken.

14. Financial Report and Audit; Budget Transfers

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

\$100.00 from A1990.0 · Contingent Account to A1320.4a · Fees for Services – VBE
\$5,800.00 from A1990.0 · Contingent Account to A5112.2 · Permanent Improvements

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Let it be further **RESOLVED** to recognize an expenditure for Baxter Beach, under DASNY Grant 27331, in the amount of \$88,576.17, to be 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 Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:20 PM.

Meghan Kelly, Village Clerk-Treasurer