

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**December 3, 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.

**Absent:** None

**Also Present:** Larissa Fuentes, Long Island Press; Chris Bollerman, Port Washington Volunteer Fire Department

**1. Work Session**

The Board convened its work session at 6:45PM and discussed sign permits, property maintenance laws, and the Baxter Beach project.

**2. Approval of November 11, 2025, Board of Trustees Meeting Minutes**

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to accept the minutes of November 11, 2025, regular meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer, as amended to incorporate change proposed by Trustee Peckelis.

**3. Public Hearing on 2026 Port Washington Fire Department Fire Protection & EMS Contract**

At approximately 7:30 PM Mayor Haagenson opened the Public Hearing duly advertised in the November 10, 2025, issue of the Port Washington News for the 2026 Port Washington Fire Department Fire Protection & EMS Contract commencing January 1, 2026, and expiring December 31, 2026.

Port Washington Fire Department Board Chairman Chris Bollerman gave a presentation regarding the contract as proposed by the Department, including addressing the 3.27% proposed increase from last year's budget, the impact of the recently authorized cost recovery program as an additional source of Department revenue reducing the contract cost for the Village and other members, and an update on services provided within the Village during 2025.

After discussion, and responses by Chairman Bollerman to questions from Board members, upon motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to close the public hearing at 7:43 PM.

**4. Resolution to Approve the 2026 Port Washington Fire Department Fire Protection & EMS Contract**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED**, to approve the 2026 Port Washington Fire Department Fire Protection & EMS Contract commencing on January 1, 2026, and expiring December 31, 2026, in the amount of \$132,785.13, in the form attached hereto as Exhibit A, and the additional Village contribution thereunder in the amount of \$13,524.00 to the Length of Service Award Program ("LOSAP").

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**December 3, 2025**  
**6:45 PM**

**5. Public Hearing on Bill 3 of 2025, A Proposed Local Law to Amend Village Code provisions Regarding Residency Requirements**

At approximately 7:45 PM Mayor Haagenson opened the Public Hearing duly advertised in the November 10, 2025, issue of the Port Washington News for Bill 3 of 2025, a proposed Local Law to Amend Village Code Provisions Regarding Residency Requirements for certain Village appointed offices.

Upon motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to close the public hearing at 7:46 PM.

**6. Resolution to Adopt Bill 3 of 2025, as Local Law 3 of 2025, A Local Law to Amend Village Code Provisions Regarding Residency Requirements**

Upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to adopt Bill 3 of 2025, as Local Law 3 of 2025, a local law amending Chapter 54, "Residency Requirements," of the Village Code, to authorize residents of counties abutting Nassau County, Queens County and Suffolk County, to be eligible to be appointed to certain Village offices.

**7. Public Comment Period**

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

**8. Resolution to Approve a Renewal of the Contract with Firefly Admin to Continue Facilitating the Length of Service Award Program (LOSAP)**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the Engagement Letter dated September 12, 2025, from Firefly Admin Inc. with the consortium of municipalities, including the Village, that sponsor the Length of Service Award Program (LOSAP) for the Port Washington Volunteer Fire Department (PWVFD), under which Firefly provides consulting and administrative services, for an annual fee of \$17,300.00.

**9. Approval of Amendment and Extension of Lease Agreement for 2026-2028 for N2 Design**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the agreement amending and extending the lease between the Village and N2 Design with respect to a portion of the 2<sup>nd</sup> floor of the Village Hall building, at a rental rate of \$1,770.00 per month.

**10. Approval of Amendment and Extension of Lease Agreement for 2026-2028 for Dr. Nina Cohen**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the agreement amending and extending the lease between the Village and Dr. Nina Cohen with respect to a portion of the 2<sup>nd</sup> floor of the Village Hall building, at a rental rate of \$900.00 per month.

**11. Review of Proposal from Cow Bay Contracting**

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve the proposal from Cow Bay Contracting to clean the Village Roads no more than twice before the commencement of the snow season, for the amount of \$3,515.00.

**12. Review of Contract from PBI Payroll**

On motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to approve the contract for payroll services as presented by the vendor, PBI Payroll, subject to review of counsel.

**Board of Trustees Meeting**  
**Village of Baxter Estates**  
**December 3, 2025**  
**6:45 PM**

**13. 2026 Board of Trustees Schedule**

After discussion and on a motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the 2026 Board of Trustees Meeting Schedule:

Wednesday, January 7, 2026  
Wednesday, February 4, 2026  
Wednesday, March 4, 2026  
Wednesday, April 1, 2026  
Wednesday, May 6, 2026  
Wednesday, June 3, 2026  
Wednesday, July 1, 2026  
Wednesday, August 5, 2026  
Wednesday, September 2, 2026  
Wednesday, October 7, 2026  
Wednesday, November 4, 2026  
Wednesday, December 2, 2026

**14. 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 December 3, 2025, for the General Fund totaling \$47,422.39 in the form presented by the Village Clerk-Treasurer is approved for payment.

**15. Approval of Abstract of Audited Claims for Baxter Beach Grant Reimbursement**

After review, on motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** that the Abstract of Audited Claims for Baxter Beach Grant Reimbursement, dated December 3, 2025, for the General Fund totaling \$27,871.48 is approved for reimbursement from New York State.

**16. Financial Report and Audit; Budget Transfers**

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 Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** that the meeting be and hereby is adjourned at 8:07 PM.

\_\_\_\_\_  
Meghan Kelly, Village Clerk-Treasurer