

Board of Trustees Meeting
Village of Baxter Estates
February 4, 2026
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.
	Superintendent of Buildings	Robert Barbach

1. Work Session

The Board convened its work session at 6:45 PM.

2. Executive Session

At 6:45 PM on motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to enter into Executive Session for advice of counsel.

At 7:15 PM Mayor Haagenson declared Executive Session to be over, no action was taken.

3. Public Hearing – Site Plan Approval for 25 Shore Road

At approximately 7:30 PM Mayor Haagenson opened the Public Hearing duly advertised in the January 22, 2026, issue of the Port Washington News for the Public Hearing on the application of The Peter and Jeri DeJana Family Foundation to the Board of Trustees for (a) Site Plan Approval relating to demolition of existing building and construction of new commercial office building at 25 Shore Road, Port Washington, pursuant to Chapter 147, "Site Plan Approval," of the Code of the Village of Baxter Estates, and (b) reduction in amount of required off-street parking spaces for proposed project pursuant to Section 175-46(H) of Chapter 175, "Zoning," of the Village Code.

On approximately 9:37 PM, upon motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to adjourn the public hearing to be held at the Port Washington Public Library, 1 Library Dr, Port Washington, NY 11050 on March 4 at 7:30 PM.

A verbatim transcript of the Public Hearing is annexed to and incorporated into these minutes.

4. Approval of January 7, 2026, Board of Trustees Meeting Minutes

On motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to accept the minutes of January 7, 2026, regular meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer.

5. Public Comment Period

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

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6. Resolution to Approve Proposal from West Side Engineering to Prepare the Annual MS4 Report

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 and to inspect the Village catch basins, for a total expenditure of \$3,800.00.

7. Review of Draft 2026 Landscaping Contract

The Board reviewed the draft 2026 Landscaping Contract in the form presented by the Village Clerk-Treasurer. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to authorize the Village Clerk to solicit bids in accordance with NYS competitive bidding rules [if above bidding threshold]/proposals [if below threshold] for the work described in said Contract form.

8. Review of Draft 2026-2027 Street Sweeping Contract

The Board reviewed the draft 2026 Street Sweeping Contract in the form presented by the Village Clerk-Treasurer. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to authorize the Village Clerk to solicit bids in accordance with NYS competitive bidding rules [if above bidding threshold]/proposals if below threshold] for the work described in said Contract form.

9. Approval of Abstract of Audited Claims

After review, on motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** that the Abstract of Audited Claims, dated February 4, 2026, for the General Fund totaling \$87,381.79 in the form presented by the Village Clerk-Treasurer is approved for payment.

10. 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 February 4, 2026, for the General Fund totaling \$18,068.26 is approved for reimbursement from New York State; and

it was further **RESOLVED** to recognize an expenditure for Baxter Beach, under DASNY Grant 27331, in the amount of \$18,068.26, to be reimbursed to the Village by NYS grant funds, and for the funding to be applied towards the expense in A8684.4 – Planning and Management Development.

11. Financial Report and Audit; Budget Transfers

Clerk-Treasurer Kelly provided the Board of Trustees with the Financial Report and recommended certain budget transfers. On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to recognize the first half of the funding for The Local Government Efficiency Grant Program, Project Number 0580261531, in the amount of \$4,567.00, and for the funding to be applied towards the expense in A1620.2 – Buildings.

12. Executive Session

At 9:57 PM, on motion by Deputy Mayor Comer, seconded by Trustee Price, it was unanimously **RESOLVED** to enter Executive Session for advice of counsel.

At 10:24 PM Mayor Haagenson declared Executive Session to be over, no action was taken.

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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 10:24 PM.

Meghan Kelly, Village Clerk-Treasurer