

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
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 Prior, Esq.
	Deputy Clerk-Treasurer	Kayla Buff

1. Work Session

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

2. Annual Appointments

On motion by Deputy Mayor Comer, seconded by Trustee Branco, 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, Chairman, 1 Year Term (2026-2027)	William Haagenon
Board of Zoning Appeals, 5 Year Term (2026-2031)	Peter Salins
Board of Zoning Appeals, Alternate, 1 Year Term (2026-2027)	Ron Lefton
Planning Board, Chair, 1 Year Term (2026-2027)	Kimberly Keiserman
Planning Board, 5 Year Term (2026-2031)	Susan Athanasian
Landmark Preservation Committee, Chairman, 1 Year Term (2026-2027)	Peter Salins
Landmark Preservation Committee, 5 Year Term (2026-2031)	Alyce O'Rourke
Tree Commissioner, 1 Year Term (2026-2027)	Josh Speisman
Tree Commissioner, 1 Year Term (2026-2027)	Michael Malloy
Tree Commissioner, 1 Year Term (2026-2027)	Pedro Avila
Alternate Tree Commissioner, 1 Year Term (2026-2027)	David Abrams

Chairmanships for a one year 2026-2027 term to expire one day prior to the April 2027 Meeting:

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 2026-2027 term to expire one day prior to the April 2027 Meeting:

Associate Village Justice	Gale D. Berg
Commissioner of Public Works	Alice Peckelis
Snow Commissioner	Maria Branco
Fiscal Officer	Mayor Haagenon
Road Commissioner	Charles Comer
Deputy Mayor	Charles Comer
Deputy Registrar of Vital Statistics	Town of North Hempstead's Deputy Clerk
Flagmaster	Laurence Tuck

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
6:45 PM

Manhasset Bay Protection Committee
Nassau County Village Officials Assoc.
Chamber of Commerce
Emergency Management
Registrar of Vital Statistics
Storm Water Runoff Officer
Village Arborist
Village Attorney
Village Historian
Village Prosecutor

Mayor Haagenson, Maria Branco
Mayor Haagenson, Trustees, Clerk-Treasurer Kelly
Mayor Haagenson, Clerk-Treasurer Kelly
Mayor Haagenson, Alice Peckelis
Town of North Hempstead's Clerk Ragini Srivastava
Charles Comer
Richard Gibney
Christopher J. Prior
Barbara Cohen
MaryBeth Malloy

Village Staff:

Supt. of Buildings, 1 Year Term (2026-2027)	Robert Barbach
Deputy Clerk-Treasurer, 1 Year Term (2026-2027)	Kayla Buff
Court Clerk, 1 Year Term (2026-2027)	Dawn Ward
Code Enforcement Official, 1 Year Term (2026-2027)	Josh Speisman

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.

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 of the Village of Baxter Estates 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 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 7, 2027, 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 2026-2027 year under the retainer agreement dated March 11, 2026; 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 2027; 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 2027 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 2027; and

FURTHER RESOLVED that Mayor Nora Haagenson, Deputy Mayor Charles Comer, Clerk-Treasurer Meghan Kelly, and Deputy Clerk-Treasurer Kayla Buff, be the sole officials hereby authorized to hold visa credit cards with The First National Bank of Long Island for the year ending April 2027; and

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
6:45 PM

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 be and hereby is designated as the authorized depository for Associate Justice Gale Berg for the year ending April 2027; 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

FURTHER RESOLVED that the following officers and employees, Clerk-Treasurer Meghan Kelly and Deputy Clerk-Treasurer Kayla Buff, 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

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

4. Public Hearing – 2026 Budget for the Fiscal Year commencing June 1, 2026, and ending May 31, 2027

At approximately 7:47 PM Mayor Haagenson opened the Public Hearing on the Budget for the Fiscal Year commencing June 1, 2026, and ending May 31, 2027, duly advertised in the March 12, 2026, issue of the Port Washington News .

No members of the public in attendance asked to be heard.

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
6:45 PM

At 7:48 PM, on motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to close the public hearing.

5. Resolution to Adopt the Budget for the Fiscal Year commencing June 1, 2026, and ending May 31, 2027

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to adopt the 2026-2027 Tentative Budget for the fiscal year commencing June 1, 2026, and ending May 31, 2027, attached hereto as Exhibit A. Total appropriations in the newly adopted budget are \$1,009,309.12 which includes Estimated Revenues, other than Real Property taxes, of \$131,144.00 and Unrestricted Surplus to be appropriated in the amount of \$57,243.12 and a total tax levy of \$820,922.00 which is within the 2% Tax Cap. The established tax rate is \$153.7039 per one hundred dollars of assessed valuation.

6. Approval of March 4, 2026, BOT Meeting Minutes

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of March 4, 2026, regular meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer, as amended to reflect the comments of the Board.

7. Approval of March 4, 2026, Budget Workshop Meeting Minutes

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the minutes of March 4, 2026, special meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer.

8. Approval of April 2, 2026, BOT Special Meeting Minutes

On motion by Trustee Branco, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED** to accept the minutes of April 2, 2026, special meeting of the Board of Trustees, in the form presented by the Village Clerk-Treasurer.

9. Public Comment Period

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

10. Review of the Catch Basin Evaluation Report

The Board members reviewed the Catch Basin Evaluation Report in the form submitted to the Village by Westside Engineering. No action was taken.

11. Review of the Draft Contract for Catch Basin Cleaning

The Board members reviewed the scope of work to remediate the catch basins, as prescribed by Westside Engineering, in the form presented by the Village Clerk-Treasurer and instructed the Village Clerk-Treasurer to solicit bids.

12. Review of the Amended Proposal from Ring Central to Provide VOIP Services for Village Hall

On motion by Deputy Mayor Comer, seconded by Trustee Branco, it was unanimously **RESOLVED** to accept the proposal from RingCentral to provide VOIP services for the Village Hall Office.

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
6:45 PM

13. Approval of the MS4 Report

On motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to authorize Mayor Haagenson to execute the 2026 Stormwater Report, as prepared by Westside Engineering's Jim Antonelli P.E., hereto annexed as Exhibit A, subject to the approval of Trustee Branco.

14. Approval of Dental/Vision Plan for Village Hall Employees

On motion by Trustee Price, seconded by Trustee Branco, it was unanimously **RESOLVED** to approve and enroll in the Anthem BCBS Blue View Vision FS.A.10.0.180.180.9QT1 vision plan, with a monthly premium of \$7.45 per employee, and the Aetna NT P60 PPO 2500 90th Ortho dental plan, with a monthly premium of \$95.10 per employee.

15. 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 April 9, 2026, for the General Fund totaling \$177,284.40 in the form presented by the Village Clerk-Treasurer is approved for payment.

16. 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 April 9, 2026, for the General Fund totaling \$41,906.22 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 \$41,906.22, 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.

17. 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 Trustee Peckelis, seconded by Trustee Price, it was unanimously **RESOLVED** to authorize the following 2025-2026 budget transfers:

\$2,000.00	from	A1990.0 – Contingent Account	to	A1410.44 – Contractual Expenses
\$1,000.00	from	A1990.0 – Contingent Account	to	A1420.44a – Litigation – Prosecutor
\$2,105.56	from	A1990.0 – Contingent Account	to	A3410.44 – Fire Department - Contractual

18. Clerk Public Works and Public Safety Report

Clerk-Treasurer Kelly provided the Board of Trustees with a Public Works and Safety Report.

19. Executive Session

On motion by Deputy Mayor Comer, seconded by Trustee Peckelis, it was unanimously **RESOLVED** to enter Executive Session at 8:28 PM for advice of counsel.

At 8:57 PM the Mayor declared Executive Session to be over, no action was taken.

Board of Trustees Meeting
Village of Baxter Estates
April 9, 2026
6:45 PM

There being no further business before the Board, on motion made by Trustee Peckelis, seconded by Deputy Mayor Comer, it was unanimously **RESOLVED**, that the meeting be and hereby is adjourned at 8:57 PM.

Meghan Kelly, Village Clerk-Treasurer