

Village of Baxter Estates  
Board of Trustees Meeting  
September 12, 2005

Present: Mayor John Maher  
Trustee Charles Comer  
Trustee Douglas Baldwin  
Attorney Christopher Prior

Excused: Trustee Raymond Keenan  
Trustee Vivian Schneck  
Village Clerk Yvonne Whitcomb

Also present: Treasurer Laurence Tuck, Elisabeth Roberts, Klaus Marreck, Erna Marreck, James Sacrestano, Marilyn Sacrestano, Nancy Comer, Margaret Murphy, Stuart Rosen, Jake Eisenman

1. Acting Secretary

A. Minutes

The Board reviewed the minutes of the August 10, 2005 meeting and deferred approval until the Board of Trustee meeting on October 11<sup>th</sup>.

2. Treasurer

A. Abstract of Vouchers

On the motion of Mayor Maher, seconded by Trustee Comer, it was unanimously RESOLVED that the Abstract of Vouchers dated September 12, 2005, for the General Fund, totaling \$18,239.55, be and hereby is approved as prepared by Treasurer Tuck.

B. Management Discussion and Analysis Letter/Skinnon and Faber

Mayor Maher referred the Board to the draft letter from Skinnon and Faber attached hereto.

On the motion of Mayor Maher, seconded by Trustee Baldwin, it was unanimously RESOLVED that the Board adopt the Management Discussion and Analysis in the form proposed by Skinnon and Faber for the Village of Baxter Estates.

3. Building Department

A. Revised Fee Schedule

Mayor Maher stated that the revised fee schedule was being proposed to cover the increasing costs of the Building Inspector. The proposed fee schedule will bring the fees of the Village of Baxter Estates into line with the fees of other Villages. After extensive discussion, the Board tabled consideration of same, pending further revisions.

B. Illegal Parking Pads

The Board discussed the issue of illegal parking pads in the Village. The Village Attorney noted that adoption of the Code of Village of Baxter Estates will address certain enforcement issues.

The Board directed that, after codifying is finalized, letters will be mailed to all residents with illegal parking pads on their property.

C. Stuart Rosen questioned the Order to Remedy issued to him.

Attorney Prior stated that the property owner could discuss the OTR with the Building Inspector. If the Building Inspector is in error, he can withdraw the OTR. If not, the property owner must either satisfy the OTR and remedy the violation, or apply to the Board of Appeals for review for Building Inspector's determination. Such an application must be made within (30) thirty days of the determination complained of.

4. Walden Associates

On the motion of Trustee Comer, seconded by Trustee Baldwin, it was unanimously RESOLVED to approve the Walden Associates proposal to assist the Village of Baxter Estates in developing a geographical information system utilizing the \$24,117.00 in grant money awarded by the State Archives and Records Administration.

5. Village of Baxter Estates Signs

The Board discussed the placing of Village signs at the entrances and exits to the Village of Baxter Estates. Mayor Maher stated that the number of locations are a consideration, as the number will affect the cost of the signs. Trustee Comer stated that he would like large and small signs placed, according to the location. The project is estimated to cost approximately \$7,000.00 to \$8,000.00.

6. Web Site

A. Mayor Maher announced the near completion of the web site for the Village of Baxter Estates. He stated that site was developed to create a communication tool and to improve the efficiency of the Village office. All forms are on the web site, which will be on line shortly. A press release will go out to the newspapers announcing the web site. The Mayor stated he welcomes all comments and suggestions from residents. He thanked Trustee Baldwin and Fernando Espinoza for their efforts in creating it. Trustee Comer stated that he had viewed the web site and stated that he is impressed with the highly professional quality of the site. The appearance and

functionality of the web site is excellent. Mayor Maher stated that the Board had previously approved the amount of \$2,300.00 for the creation of the web site but that additional features had been included, bringing the total expenditure to \$3,000.00.

On the motion of Mayor Maher, seconded by Trustee Baldwin, it was unanimously RESOLVED that an additional \$700.00 be approved for the cost of creating a web site for the Village of Baxter Estates.

**B.** Mayor Maher stated that the web site address is:

www.baxterestates.org and www.baxterestates.com

7. Municipal Tracking System

Mayor Maher stated that the MTS was installed in several Villages by A and R Computer Solutions. It has a proven record with the Villages of Flower Hill and Munsey Park and any early problems have been worked out. He stated that the Village had had a demonstration and was impressed. The system offers better record keeping and efficiency. The Mayor proposed that the Village of Baxter Estates move ahead with it. The cost to the Village will be \$10,000.00, with a monthly retainer of \$150.00 for two office visits and unlimited telephone calls. This system will change our way of doing assessments, monthly financial reports and budgeting. The Mayor instructed Attorney Prior to review the proposal and write the contract. The payment schedule is to be negotiated by Mayor Maher.

On the motion of Mayor Maher, seconded by Trustee Comer, it was unanimously RESOLVED that the proposal for the Municipal Tracking System by A and R Computer Solutions be adopted, subject to the execution and delivery of a contract in form acceptable to the Village Attorney. The payment schedule is to be negotiated by Mayor Maher.

There being no further business before the Board, on the motion of Mayor Maher, seconded by Trustee Baldwin, it was RESOLVED that the meeting be and hereby is adjourned at 9:40PM.

Elisabeth Roberts  
Acting Secretary