

**VILLAGE OF UPPER BROOKVILLE  
SPECIAL BOARD OF TRUSTEES' MEETING  
AUGUST 29, 2016**

A special meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held at 549 Chicken Valley Road, Locust Valley, NY 11560, on Monday, August 29, 2016, at 6:30 P.M.

Present:	Elliot S. Conway	Mayor
	William R. Campbell	Trustee
	Antje B. Dolido	Trustee
	Michael F. Schwerin	Trustee <i>(via Video Conference)</i>
Absent: :	Francis J. Russo	Trustee

The Mayor called the meeting to order at 6:30 P.M.

The Mayor noted that he has called the Special Meeting to order to discuss personnel issues and other pending matters. On the motion of the Mayor, which was duly seconded, the Board went into Executive Session to discuss personnel matters. Thereafter, the Board on motion ended the Executive Session and went into the public session.

Upon a motion duly made and seconded, it was

**RESOLVED**, that the Village would make an offer of employment to hire Ms. Tracy L. Lynch as Village Clerk/Treasurer of Upper Brookville, to fill the unexpired 2-year term which began on July 1, 2016, and,

**FURTHER RESOLVED**, that the offer would be for an annual salary of \$72,515. The workweek would be for 34 hours as set forth below, but as an exempt employee, the Village Clerk/Treasurer may be required to work additional hours from time (such as attending the monthly Board of Trustees meeting and taking minutes) with no additional compensation. The office hours, including a 1/2 hour lunch break would be Monday thru Thursday, 8:30 a.m. until 4:30 p.m. and Friday 8:30 a.m. until 12:30 p.m. and

**FURTHER RESOLVED** that she would earn a \$100 per week payment for opting out (declining) the Village's family health insurance program, and,

**FURTHER RESOLVED** that the offer would be open until the close of business on Wednesday, August 31, 2016.

There being no further business, the meeting was adjourned at 7:00 p.m.

  
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Mayor