

**VILLAGE OF UPPER BROOKVILLE  
BOARD OF TRUSTEES' MEETING**

**MAY 18, 2020**

A Budget hearing and regular meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held via Zoom on Monday May 18, 2020 at 5:30 P.M.

Present:	Elliot S. Conway	Mayor
	Carl A. Friedrich	Trustee
	Edward J. Madden	Trustee
	Innis O'Rourke III	Trustee
	Antje B. Dolido	Trustee

Also Present: Tracy L. Lynch, Clerk/Treasurer  
Peter MacKinnon, Esq. of Humes & Wagner, LLP  
Attorneys for the Village

The Mayor called the meeting to order at 5:35 P.M. and stated that the Village meeting is being held by Zoom which is now legally permitted by Executive Order 202.1 of the New York Governor. Call in information for the Zoom conference has been provided to the official papers and posted on the Village website and at Village Hall. He requested that the affidavits of mailing and posting of the Public Information Notice in compliance with the Open Meetings Law be presented and annexed to the minutes of this meeting.

**MINUTES**

The Mayor then called for approval of the minutes of the Trustee meeting held on April 20, 2020. On motion duly made and seconded, the minutes were unanimously approved. *\*(See Attached Exhibit A)\**

**FINANCIAL REPORT**

**Bills**

The Clerk/Treasurer discussed all claim forms listed on the Check Detail dated May 11, 2020 in the total sum of \$12,627.75 and June 1, 2020 totaling \$182,854.32 and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee earlier in the day.

After discussion by the Trustees and on motion duly made and seconded, the Trustees unanimously

**RESOLVED**, to ratify the bills listed on the Check Detail dated May 11, 2020 in the total sum of \$12,278.12 and approve the bills listed on the Check Detail dated May 19, 2020 totaling \$182,854.32 which are annexed to these minutes. *\*(See Attached Exhibit B)\**

**Treasurer's Report**

After presentation by the Clerk and examination, on motion duly made and seconded, the Board unanimously

**RESOLVED**, to approve and file the Treasurer's Report for the month ending April 2020. *\*(See Attached Exhibit C) \**

## **VILLAGE CLERK'S REPORT**

### **Nassau County Assessment Roll**

The Clerk reported that she received a revised assessment roll from the Nassau County Department of Assessment. This roll includes a Taxpayer Protection Plan (TPP) Exemption that was not on the roll used to calculate the Village's total assessed value and tax rate for the 2020/21 Budget.

The Mayor explained the TPP exemption gives the County the ability to reduce property assessment values over the next 5 years where property fair market values were substantially increased, lessening the tax impact on the homeowner's general and school tax bills. The state legislation on the class one reassessment exemption does not apply to Villages, and therefore, the Village cannot legally adopt the assessment roll with the TPP exemptions.

After discussion, the Board agreed that the property assessments should be based on the fair market value of a property and on motion duly made and seconded, the Board

**RESOLVED**, to adopt the Nassau County assessment roll issued on April 1, 2020, without the TPP exemptions, and direct the Clerk to issue the 2020/21 tax bills using these assessed values.

## **ROAD COMMISSIONER/CODE INSPECTOR REPORT**

No Report

## **BUILDING DEPARTMENT REPORT**

The Clerk/Treasurer referred to the reports submitted by the Building Department Clerk for May 2020 activity. *\*(See Attached Exhibit D)\**

The Building Department requested that all open building permits that had not expired on March 20, 2020 be extended by 6 months. This is the date Governor Cuomo announced his signing the 'New York State on Pause' executive order.

After discussion, and on motion duly made and seconded, the Board

**RESOLVED** unanimously to extend all open building permits that had not expired on March 20, 2020 by 6 months.

## **MAYOR'S REPORT**

### **Returning to Work Policy**

The Village Attorney reported he attended a seminar on what employers should be considering once the Governor lifts the stay-as-home order and allows businesses to function in a somewhat normal fashion. He recommended that the Village develops a

procedure on returning employers to the workplace. The Mayor requested the Clerk to contact the Village's insurance company to see if they had any recommendations and would prepare something for discussion at next months meeting.

### **Garbage District Incentive**

The Mayor proposed offering residents who are not currently participating in the district a one time only discount for the first year. He recommended a 15% discount which would reduce the annual rate from \$612 to \$520.20.

After discussion, and on motion duly made and seconded, the Board

**RESOLVED**, to offer a one time 15% annual discount to new participants to the 2020/21 Garbage Disposal District.

### **5 Wheatley Road**

The Mayor reported that the homeowner has signed a contract with McGowan & Son to clear the drainage easement on his property and construction was expected to start before the end of the month.

### **POLICE REPORT**

No Report

### **FIRE & STORM WATER MANAGEMENT REPORT**

#### **Storm Water Management Report**

The Clerk noted that the Storm Water Management Program Annual Report for Year 17 prepared by West Side Engineering, PC for the period March 10, 2019 through March 9, 2020, has been circulated to the Board and posted on the Village website and at the Upper Brookville Village Hall at the Planting Fields Arboretum, Planting Fields Road, for review by the public. To date, no comments have been received. It was noted that the Annual Report must be filed with the New York State Department of Environmental Conservation no later than June 1, 2020. After discussion, the Board authorized the filing of the Annual Report and all required documents in accordance with the Department of Environmental Conservation regulations. A copy of the report was directed to be annexed to the minutes. Accordingly, on motion duly made and seconded, the Board unanimously

**RESOLVED**, that the Village of Upper Brookville's Storm Water Management Program Annual Report, as required by the Federal Storm Water Phase II Regulation, be and it hereby is accepted and directed that it be filed with the appropriate agencies; and

**FURTHER RESOLVED**, that the Village Engineer, West Side Engineering, PC be and it is hereby authorized and directed to file the required Year 17 Storm Water Management Program Annual Report on behalf of the Village of Upper Brookville in compliance with the Federal Storm Water Phase II Regulations, including any and all other required compliance documents; and

**FURTHER RESOLVED**, that the Mayor be, and he hereby is authorized to sign any and all documents necessary for compliance with Storm Water Phase II Regulations.

*\*(See Attached Exhibit E)\**

**ARCHITECTURAL REVIEW REPORT**

No Report

**LEGAL REPORT**

No Report

The meeting was adjourned at 6:45 P.M. The next meeting of the Board of Trustees is scheduled for Monday June 15, 2020, likely by conference call.

*Signed by TL Lynch 6/15/20*

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Tracy Lynch  
Village Clerk