

**VILLAGE OF UPPER BROOKVILLE
BOARD OF TRUSTEES MEETING
BY ZOOM
JANUARY 20, 2022 at 5:30 p.m.**

A Regular meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held by Zoom on Monday January 20, 2022, at 5:30 p.m.

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

Not Present:	Antje B. Dolido	Trustee
--------------	-----------------	---------

Also Present:	Tracy L. Lynch, Clerk/Treasurer
	Sam Vergata, Road Commissioner
	Peter MacKinnon, Esq. of Humes & Wagner, LLP
	Attorneys for the Village
	Nicole Morton, Salerno Insurance Co.

The Deputy Mayor called the meeting to order at 5:35 p.m. and stated that the Village meeting is being held by teleconference which is now legally permitted by Executive Order 11 of the New York Governor. Call in and link information for the Zoom teleconference has been provided to the official papers and posted on the Village website and at Village Hall.

THE PLEDGE OF ALLEGIANCE

MINUTES

The Deputy Mayor then called for approval of the Regular Meeting Minutes of the Trustee meeting held on December 20, 2021.

On motion duly made and seconded, the minutes were unanimously approved.
(See Attached Exhibit A)

PUBLIC COMMENT

No Comment

FINANCIAL REPORT

Bills

The Clerk/Treasurer discussed all claim forms listed on the General Fund Check Details dated January 20, 2022, in the total sum of \$8,430.63 and February 1, 2022, totaling \$62,015.70

and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting.

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

RESOLVED, to ratify and approve the bills listed on the General Fund Check Details dated January 20, 2022, in the total sum of \$8,430.63 and February 1, 2022, totaling \$62,015.70 which are annexed to these minutes.
(See Attached Exhibit B & C)

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 December 2021. *(See Attached Exhibit D)*

VILLAGE CLERK'S REPORT

Unpaid 2021/22 Village Taxes

The Clerk presented the Board with a list of unpaid taxes for the current year. Following a discussion of the relatively high interest rate the Village can earn and the legal expense involved in a tax lien sale, the Board unanimously agreed to allow all liens to default to Village ownership. *(See Attached Exhibit E)*

Voter Registration and Election Resolution

The Clerk presented the Voter Registration and Election Resolution. The next election will be held on Tuesday June 21, 2022 at Village Hall between the hours of 12:00 p.m. and 9:00 p.m. The officers that are up for re-election are the Mayor and two (2) Trustees each for a 4-year term.

Accordingly, on motion duly made and seconded, the Board

RESOLVED to adopt the election resolution as presented. *(See Attached Exhibit F)*

Intermunicipal Agreement

The Clerk proposed to amend the request to enter into an Intermunicipal Agreement with the Town of Oyster Bay for catch basin cleaning only on Donna Drive and to enter into a new agreement for the purchase of fuel.

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

unanimously

RESOLVED to enter into an Intermunicipal Agreement with the Town of Oyster Bay for catch basin cleaning only on Donna Drive and for the purchase of fuel.

Filming in Village Facilities

The Board discussed a policy prohibiting filming or recording in any of the village's facilities, except during meetings open to the public, and having the Clerk post signs at the village facilities notifying everyone entering of the policy.

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

RESOLVED to prohibit any filming or recording in any of the village facilities, except during village meetings open to the public. This resolution does not govern village court proceedings.

Building Permit Waiver Request

The Clerk reported that the resident of 14 Chestnut Hill Drive was requesting a waiver of a penalty imposed by the village code for gas work that had previously been installed at her home.

Following research of the history of the property and the laws in effect at that time, the Building Inspector recommended that the Board require the resident to legalize the gas work previously done and to pay the standard permit fee without penalty.

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

RESOLVED to require the resident to legalize the pre-existing gas work at 14 Chestnut Hill Drive and pay the standard permit fee without the penalty imposed by the village code.

Village Insurance

Nicole Morton of Salerno Insurance discussed the insurance renewal for 2022/23. She reported an 8% premium increase over last year mainly due to the acquisition of the property at 24 Wolver Hollow Road.

She also discussed four risk control recommendations that were made by the insurance company following an inspection of the property at 24 Wolver Hollow Road. The Clerk agreed to work with Salerno and address all the items with the carrier which include the installation of a fire alarm system at the main dwelling garage, electrical preventative maintenance, documentation of earlier tree maintenance and an evaluation of the roof on the cottage by a

certified roofing contractor.

She also discussed the Village's future insurance requirements for the police headquarters building which will be fully insured by Upper Brookville starting June 1, 2022 as well as existing and future insurance in connection with the village police protection by the Muttontown Police Department.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Road Commissioner reported that the crew has been busy plowing and treating the village roads with salt/sand due to the winter weather.

BUILDING DEPARTMENT REPORT

The Clerk referred to the report submitted by the Building Department Clerk for December 2021 activity. (*See Attached Exhibit G*)

MAYOR'S REPORT

The Mayor had various subjects deferred for discussion in Executive Session.

POLICE REPORT

No Report

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

No Report

PUBLIC COMMENT

No Comment

The Mayor closed the meeting at 6:35 p.m. and on motion duly made and seconded, the Board unanimously

RESOLVED to enter Executive Session to discuss various Village contract matters.

At 7:17 p.m., on motion duly made and seconded, the Board unanimously

RESOLVED to come out of Executive Session where the Board discussed police contract matters, Jericho Water District's interest to acquire land in the Village, potential litigation and personnel matters.

The Trustees then, by motion duly made and seconded, unanimously

RESOLVED to approve payment of \$3,560.00 to Lisa Mancuso which is the prorated amount she is entitled to for electing not to be covered by the NYS health insurance plan following receipt of her release, and,

FURTHER RESOLVED to express the Boards appreciation for Lisa's hard work this last year and wishing her further success in her new job, and,

FURTHER RESOLVED to proceed with a search of candidates and hire a replacement for the recently vacated Assistant Clerk position and to authorize the Mayor to extend an offer of employment to a candidate, for market-based compensation, based on experience, the need for health insurance benefits and an option to participate in the NYS retirement system and deferred compensation plan, and,

FURTHER RESOLVED to authorize the Mayor to sign the Joint Protection Contract with Muttontown once the current draft with the few open issues is resolved, circulated and confirmed by a majority of Board members, and,

FURTHER RESOLVED to hire LIRO to do follow up work on the interior of the police headquarters building looking at other sensitive matters with the cost not to exceed \$5,000, and,

FURTHER RESOLVED that the Board acknowledges with interest Jericho Water District's interest in obtaining Village property for a pump station, and,

FURTHER RESOLVED to hire an appraiser to value the potential Jericho Water District land at a cost not to exceed \$5,000, and,

FURTHER RESOLVED to hire LIRO to inspect the catch basins and drywells on Donna Drive and make maintenance recommendations at a cost not to exceed \$5,000, and,

FURTHER RESOLVED to go to bid on a 5-year Garbage Disposal District contract with a minimum of 200 homes guaranteed.

At 7:27 p.m. upon motion duly made and seconded, the Board unanimously

RESOLVED to adjourn the meeting.

The next regular meeting of the Board of Trustees is scheduled for Thursday February 24th, 2022 @ 5:30 p.m. by Zoom.

Signed by T Lynch on 2/24/2022

Tracy Lynch
Village Clerk