

**VILLAGE OF UPPER BROOKVILLE
BOARD OF TRUSTEES MEETING
COTTAGE AT 24 WOLVER HOLLOW ROAD
JULY 15, 2024 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 on Monday July 15, 2024, at 5:30 p.m.

Present:	Elliot S. Conway	Mayor
	Innis O'Rourke	Trustee
	Helen Solomon	Trustee
	Peter Pappas	Deputy Mayor
	Joseph Burns	Trustee

Also Present: Tracy L. Lynch, Clerk/Treasurer
Linda Scherer, Deputy Clerk/Treasurer
Chief Eric Irizarry, MUBPD

The Mayor called the meeting to order at 5:30 p.m.

THE PLEDGE OF ALLEGIANCE

ANNUAL ORGANIZATION MEETING

The Mayor called the Annual Organization Meeting to order and announced that this was a meeting for the purpose of organization of the Village for the new official year commencing on the first Monday of July 2024 and recommended the appointments presented.
(See Attached Exhibit A)

MUBPD REPORT

Chief Irizarry presented the June 2024 Police Report. He reported the theft of a motorcycle from a resident's garage at the end of June. It is likely that a GPS tracker was placed on the owner's motorcycle after he attended an event in Suffolk County allowing the thief to later find and steal it.

He also reported that there were no firework complaints on the Fourth of July.

The Mayor reported that he's received a number of calls from residents who are hesitant to call 9-1-1 when they want to report a non-emergency. He requested that the Chief put together a list of examples of non-emergencies where residents should call 9-1-1. The Clerk will then distribute the list to residents to demonstrate that 9-1-1 in Upper Brookville and Muttontown is no longer just for emergencies.

Next, the Mayor presented a list prepared by the Chief of potential locations for new stop signs in the village with stop sign cameras. He recommended that the village consider installing cameras on certain existing stop signs, such as those at the intersection of Wolver Hollow Road and Piping Rock Road. The Chief agreed to update the list with recommended existing stop sign

locations. The Mayor also asked the Clerk to research whether the stop signs and cameras can be installed as a demonstration project and funded under the terms of the existing SS4A grant and if the grant funds can be used to compensate the camera monitoring vendor for installation and ongoing operating costs.

Following a discussion by the Trustees and concurrence that the stop signs with cameras would enhance the safety of intersections and reduce speeding on the roads and intersections recommended by the Chief, and on motion duly made and seconded, the Board unanimously

RESOLVED to (a) approve the installation of stop sign cameras on existing stop signs from a list provided by the Chief and satisfactory review by the Village Engineer and (b) spend an annual amount estimated to be \$2,000 per camera for installation, rental and monitoring in the event that grant funds are not available.

PUBLIC COMMENT

No Comment

NEW VILLAGE HALL PROJECT

The Deputy Mayor reported that the low bidder conducted some exploratory work on the building. They found that the footing of the retaining wall on the west side of the building could be used as a support for the proposed expansion of the building which may save a considerable amount of money. They also discovered mold on the first-floor sheet rock ceiling which was likely caused by a roof leak over a long period of time. It will need to be remediated.

He will continue to work with the low bidder and have further value engineering discussions with the three bidders to reduce the cost of the project.

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

RESOLVED to continue the value engineering exercise with the three bidders and the Village Attorney and award the new Village Hall bid providing savings are sufficient to bring the overall cost below \$1,500,000.

MINUTES

The Mayor then called for approval of the Regular Meeting Minutes of the Trustee meeting held on June 20, 2024. (*See Attached Exhibit B*)

On motion duly made and seconded, the minutes were unanimously approved.

At 6:13 p.m. the Mayor asked the Board to enter Executive Session.

At 6:20 p.m., on motion duly made and seconded, the Board came out of Executive Session where the Board discussed contract matters and no further action was taken. The Mayor mentioned he had been invited to meet with Governor Hochul on the North Shore the following day to discuss housing, crime and other matters of importance to Upper Brookville as well as the Nassau County villages.

FINANCIAL REPORT

Bills

The Clerk/Treasurer discussed all claim forms listed on the General Fund Check Details dated July 15, 2024, in the total sum of \$8,516.81 and August 1, 2024, totaling \$475,110.18 and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting.

After review of the invoices and backup documentation and discussion by the Trustees, on motion duly made and seconded, the Trustees

RESOLVED, to ratify and approve the bills listed on the General Fund Check Details dated July 15, 2024, in the total sum of \$8,516.81 and August 1, 2024, totaling \$475,110.18 which are annexed to these minutes. (*See Attached Exhibit C & D*)

She reported that the bills include the first police protection payment to the Village of Muttontown for fiscal year 2024/25 totaling \$435,013.50.

Treasurer's Report

The Clerk reported that Cullen & Danowski had begun the audit for the fiscal year ending May 31, 2024. They anticipate the completion by the end of August when it will be available for review. They will then file the Annual Financial Report with the State by the September 29, 2024 deadline.

She also reviewed the year end Fund Balance transfers. She explained that the Board approved an appropriation of \$788,283 in the 2024/25 budget. The appropriation of \$257,814 in 2023/24 was not required.

After discussing with the Auditors, she recommended that to fund the Appropriated Fund Balance, the Board approve a transfer of \$200,000 from the Assigned Fund Balance for the OBPD retirement health benefits and approximately \$330,500 from the Unassigned Fund Balance to the Appropriated Fund Balance for a total balance of \$788,283. This will leave an Unassigned Fund Balance of approximately \$755,000. Final figures will be determined once the audit is completed.

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

RESOLVED, to approve the recommended Fund Balance transfers described above for the fiscal year ending May 31, 2024 as recommended by the Auditor.

The Mayor noted that the Village had over \$6 million in cash and recommended that the Clerk invest the Village's excess operating funds in T-Bills. Six month T-Bills were earning over 5.5%. The Clerk reported that the Village is currently earning 5% on their bank deposits with FNBLI. She will ask the bank for a more competitive rate and if they're unable to increase the rate, she will prepare a T-Bill "ladder" investment proposal for review by the Mayor and Finance Chairman and potential investment in July. The Mayor observed that longer-term T-Bills tend to have higher interest rates.

Next, the Clerk presented the June 2024 financials.

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

RESOLVED, to approve the June 2024 Treasurer's Report and Balance Sheets.
(See Attached Exhibit E)

VILLAGE CLERK'S REPORT

The Clerk reported that she received a Tag Sale permit application from a resident on Remsens Lane. She discussed the application with the Chief and they agreed that since parking is not permitted on Remsens Lane, the permit would only be approved if the sale was by appointment only and no parking would be permitted on any road in the Village of Upper Brookville or Muttontown.

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

RESOLVED to approve the Tag Sale permit only if held by appointment only and there is no parking on roads in Upper Brookville or Muttontown.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

No Report

BUILDING DEPARTMENT REPORT

The Clerk referred to the report submitted by the Building Department Clerk for June 2024 activity. *(See Attached Exhibit F)*

BEAUTIFICATION COMMITTEE

Trustee Solomon reported that she and the Mayor developed a proposal to replace the Lawn Lane trees that were removed last fall and would solicit bids and present them to the Board in September.

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

RESOLVED to approve the tree replacement proposal and proceed with the project providing the cost was equal to or lower than the existing proposal.

FIRE & STORM WATER MANAGEMENT REPORT

The Clerk reported that she posted the Stormwater Management Plan on the village website. She did not receive any comments from the public and recommended that the Board approve the plan.

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

RESOLVED to approve the Stormwater Management Plan prepared by the Village Engineer, Jim Antonelli.

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

No Report

PUBLIC COMMENT

No Comment

The meeting was adjourned at 6:47 p.m.

The next regular meeting is scheduled for Monday September 16, 2024 at 5:30 p.m.

Signed by TL Lynch 9/16/2024

Tracy Lynch
Village Clerk