

**VILLAGE OF UPPER BROOKVILLE
AGENDA
ANNUAL ORGANIZATION MEETING
AT THE ANNEX
ON THE GROUNDS OF
THE PLANTING FIELDS ARBORETUM
JULY 23, 2018 AT 6:30 P.M.**

1. Mayor to announce that the meeting is a statutory meeting for the purpose of organization for the new official year.
2. Announce results of election (*Elliot S. Conway, Mayor, Carl Freidrich, Antje Dolido and Innis O'Rourke, III, M.D. Trustees*)
3. The Mayor and Board of Trustees is composed of the following persons whose terms will expire on the first Monday in July in the year indicated:

Elliot S. Conway	2022
Antje Dolido	2022
Carl A. Friedrich	2019
Edward J. Madden	2019
Innis O'Rourke III, M.D.	2022

4. Mayor to appoint, subject to the approval of the Board of Trustees, the following for a term of one year each, expiring on the first day of July 2019:

	<u>(Appointees)*</u>
Accountant	Barbara Valentino
Building Inspector/Zoning Consultant	Sergio Tedesco
Building Department Clerk	Laurie Dooney
Deputy Clerk/Treasurer	Laurie Dooney
Assistant to Board of Trustees	Thomas Mullen
Acting Village Justice	Edward Dolido, Esq.
Prosecuting Attorney	Dwight Kennedy
Deputy Prosecuting Attorneys	Peter P. MacKinnon
	Christopher G. Wagner
Engineer	The LiRo Group, Paul Stevens
Engineer	West Side Engineering, James Antonelli
Street Commissioner	Samuel Vergata
Court Clerk	Margaret M. Grady
Historian	Isabel B. Leib
Historian	Vacant - TBD
Code Investigator	Samuel Vergata
Tree Warden	Helen Solomon
OBCSPC, Chair	Joseph Burns

5. Mayor to appoint Tracy L. Lynch, Clerk/Treasurer for a term of 2 years.
6. Designate Attorneys for the Village (*Humes & Wagner, LLP*).
7. Mayor to appoint Edward J. Madden, Jr., as Deputy Mayor.
8. Designate bank depositories - First National Bank of L.I. and Valley National Bank.
9. Authorize that First National Bank of Long Island and Valley National Bank be, and they hereby are, designated as depositories of this Village and that the funds of this Village deposited with said banks be subject to withdrawal upon checks not exceeding \$7,500 when signed on behalf of this Village solely by Clerk/Treasurer, and the Mayor alone or the Deputy Mayor alone, or any one of the Trustees be, and they hereby are, authorized to sign and countersign checks respectively, to draw on the funds up to \$7,500 of the Village in the absence or inability of the Treasurer, and that any check in excess of the sum of \$7,500 shall be signed by two of the following, the Mayor, Clerk/Treasurer or any Trustee, and the Board adopts and incorporates the provisions of First National Bank of L.I. and Valley National Bank resolutions concerning the deposit and disbursements of funds from said banks, and that the Treasurer be, and she hereby is, authorized and directed to require from the above designated depositories appropriate security for the funds of the Village, deposited with said depositories.
10. Investment Policy - Confirmation of Village's Investment Policy as required under Section 39 of the General Municipal Law as set forth in a resolution adopted by the Board on November 11, 1993. Authorize Treasurer to deposit and invest Village funds in accordance with Section 39 of the General Municipal Law as amended, including the proceeds of obligations and reserve funds, as follows:
 - (a) Operating funds at the Village official bank depository in a non-interest bearing account should not exceed \$2,500.00;
 - (b) Surplus Village funds or reserves over and above the current working capital needs of the Village are to be invested in U.S. Treasury Bills or Notes, special time deposit accounts or certificates of deposit as well as other permitted investments under Sections 10 and 11 of the General Municipal Law as amended.
 - (c) The Village Treasurer shall provide to, and maintain with, the Board of Trustees a current list of the investments of Village funds so that if conditions change the Board will be in the position to make prompt decisions to change investments and obtain a higher yield on the investment of such funds.

- (d) The Village Treasurer is required to obtain security from Bank for the Village's invested funds to the extent required under Section 39 of the General Municipal Law as amended and the Village Code.
11. Designate official newspapers (*Locust Valley Leader, Oyster Bay Guardian and Newsday as an alternative in case of emergency circumstances*).
 12. Designate regular monthly meetings. (3rd Monday at the Annex, Carriage House or if not available, in a suitable building at Planting Fields Arboretum at 6:30 P.M.).

Designate Committees:

Budget/Finance, Chair	Edward J. Madden
Streets and Street Lighting, Chair	Innis O'Rourke III, M.D.
Fire, Chair	Carl A. Friedrich
Storm Water Management, Chair	Edward J. Madden
Police Commissioner	Elliot S. Conway
Deputy Police Commissioner	Antje Dolido
Legal, Chair	Antje Dolido
Architectural Review/Site Plan, Commissioner	Antje Dolido
Tree Board, Chair	Elliot S. Conway

REAPPOINTMENT OF PLANNING BOARD MEMBERS

Upon nomination of the Mayor and on motion duly made and seconded, it was

RESOLVED, that William Quinn be reappointed Chairman of the Planning Board for a five (5) year term which shall expire on the 1st Monday in July 2023.

REAPPOINTMENT OF ALTERNATE PLANNING BOARD MEMBERS

Upon nomination of the Mayor and on motion duly made and seconded, it was

RESOLVED, that Morgan Fischer and Tracy Donnelly be reappointed Alternate Members of the Planning Board for a one (1) year term which shall expire on the 1st Monday in July 2019.

PLANNING BOARD MEMBERS

The Planning Board is composed of the following persons whose terms will expire on the first Monday in July in the year indicated:

William J. Quinn, Chairman	2023
Michael Levin	2020
Merle DeMott	2022
Frederic Kunken	2019
Peter Pappas	2021
Morgan Fischer, Alternate	2019
Tracy Donnelly, Alternate	2019

APPOINTMENT OF ZONING BOARD MEMBERS

Upon nomination of the Mayor and on motion duly made and seconded, it was

RESOLVED, that Phillip Wachtler be appointed Chairman of the Zoning Board for a three (3) year term, completing the unexpired term of Chairman O'Rourke, whose term expires on the 1st Monday in July 2021 and

FURTHER RESOLVED, that Subhash C. Japra be appointed Member of the Zoning Board for a three (3) year term, completing the unexpired term of Member Philip Wachtler, whose term expires on the 1st Monday in July 2020;

REAPPOINTMENT OF ZONING BOARD MEMBERS

Upon nomination of the Mayor and on motion duly made and seconded, it was

RESOLVED, that Herman W. Hertweck be reappointed Member of the Zoning Board for a five (5) year term which shall expire on the 1st Monday in July 2023 and

FURTHER RESOLVED, that Helen Solomon be reappointed Alternate Member of the Zoning Board for a one (1) year term which shall expire on the 1st Monday in July 2019.

ZONING BOARD MEMBERS

The Zoning Board is composed of the following persons whose terms will expire on the first Monday in July in the year indicated:

Philip H. Wachtler, Chairman	2021
Joseph Burns	2019
Bert Rowley	2022
Herman Hertweck	2023
Subhash C. Japra	2020
Helen Solomon, Alternate	2019
Vacancy, Alternate	2019

13. REAPPOINTMENT OF BOARD OF ETHICS CHAIRPERSON

The Mayor reappoints Willets S. Meyer as Chairperson and Member of the Board of Ethics for a one year term to expire on the first Monday in July, 2019.

14. REAPPOINTMENT OF BOARD OF ETHICS MEMBERS

The Board of Trustees reappoints Elliot S. Conway and Arvind Lall as members of the Board of Ethics for a one year term to expire on the first Monday in July, 2019.

15. BOARD OF ETHICS MEMBERS

The full membership of the Board of Ethics and their terms are as follows:

Willets S. Meyer, Chair
Elliot S. Conway
Arvind Lall

Term expires 1st Monday
in July in the year:
2019
2019
2019

16. APPOINTMENT OF BEAUTIFICATION COMMITTEE MEMBERS

The Mayor appointed the following members for a one year term to expire the first Monday in July 2019.

Lori Falco-Greenberg
Merle A. DeMott
Virginia Kunken
Toni Poolin
Mary Javian
Karin Pieper

17. INDEMNIFICATION OF VILLAGE OFFICERS AND EMPLOYEES

Reaffirm resolution to cover all Village officials and employees under Local Law 1-2003 entitled "*Indemnification of Village Officers and Employees*" and last amended by Local Law 10-2007.

The Board noted the following items or actions carried forward from previous resolutions of the Trustees of the Village:

(a) FIRE CONTRACT

The Village's contract for Fire Protection with the East Norwich Volunteer Fire Company No. 1, Inc. expired on December 31, 2016.

(b) POLICE CONTRACT

The police protection contract among the Villages of Old Brookville, Brookville, Cove Neck, Matinecock, Mill Neck and this Village is for the period June 1, 2017 to May 31, 2022.

(c) GARBAGE COLLECTION

The Village's contract for garbage collection with D.F. Allen, Inc. is for a five (5) year term commencing on the 1st day of July, 2017 and ending the 30th day of June, 2022.

(d) DEPOSIT OF TAX RECEIPTS

The Clerk/Treasurer or in her absence, Deputy Clerk/Treasurer either together or acting separately are authorized to deposit current tax receipts in the First National Bank of L.I. and invest same in obligations legal for

investment by Incorporated Villages in the State of New York as from time to time the Finance Officers shall recommend and the Board of Trustees shall approve.

(e) BUILDING DEPARTMENT CONSULTANTS

The Village contract for Building Department Consultant services with the Core Group is for the period August 1, 2017 thru July 31, 2018.

(f) ASSESSMENTS/VILLAGE PROPERTY TAXES

Village property taxes shall be levied on Nassau County Assessment Roll pursuant to Local Law 3-2011 as adopted by the Board of Trustees.

(g) REGISTRAR OF VITAL STATISTICS

The Board of Trustees reappoints James Altadonna, Jr., Town of Oyster Bay Clerk, as Registrar of Vital Statistics, whose two year term will expire on December 31, 2019.

(h) PROCUREMENT POLICIES AND PROCEDURES

The regulations relating to the policies and procedures for the procurement of goods, services and public works contracts adopted by this Board on December 9, 1991, pursuant to General Municipal Law, Section 104-b, were reviewed and revised and last amended on July 17, 2012, pursuant to General Municipal Law, Section 104-b, were reviewed and reaffirmed as required by paragraph (6) thereof.

(i) ELECTRICAL INSPECTORS

Reappoint Electrical Inspectors, Inc. of East Meadow, Certified Electrical Inspectors, Inc. of Amityville, Electrical Inspection Services, Inc., of East Patchogue, Suffolk Bureau of Electrical Inspectors of Middle Island, Long Island Electrical Inspectors of Bayshore and Alliance Electrical Inspectors Ltd., of West Islip, NYS Electrical Inspections Inc., of Kings Park, as certified electrical inspectors approved to conduct electrical inspections within the Village pursuant the Rules & Regulations established by this Board October 17, 2006 and last amended on April 20, 2010.

(j) BURGLAR ALARM PERMITS

Burglar Alarm Permits commenced January 1, 2018 and expire on December 31, 2023.