

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

FEBRUARY 21, 2019

A regular meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held at the Carriage House on the grounds of the Planting Fields Arboretum, located on Planting Fields Road in the Village, on Thursday February 21, 2019 at 6:30 P.M.

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

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

The Mayor called the meeting to order at 6:40 P.M. 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 January 24, 2019. On motion duly made and seconded, the minutes were unanimously approved. **(See Attached Exhibit A)**

PUBLIC COMMENT

No Comment

FINANCIAL REPORT

Bills

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

RESOLVED, to approve payment of the bills listed on Warrant No. 9 in the total sum of \$143,767.67, dated February 21, 2019 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 January 2019. **(See Attached Exhibit C)**

Tentative 2019/20 Budget

The Clerk presented a 2019/20 tentative budget for the Boards review. She will work with Mayor Conway and Trustee Friedrich to present and approve a tentative budget at the March 18, 2019 public meeting. **(See Attached Exhibit D)**

VILLAGE CLERK'S REPORT

Solid Waste Code

The Clerk recommended that the Board consider amending the Solid Waste Code to require participants in the district to pay the full annual amount due prior to the start of the fiscal year. This would prevent service from continuing to properties that have not paid in full by June 1. The Mayor will draft amendments to the code for introduction at the March meeting.

Fund Transfer

The Clerk requested the Board to approve a \$100,000 transfer of funds from the Capital Account to the General Fund to cover the February bills.

On motion duly made and seconded, the Board unanimously

RESOLVED, to approve the transfer of \$100,000 from the Capital Account to the General Fund checking account.

TOBAY Triathlon

The Clerk also reported that the Village received a request for the holding of the Town of Oyster Bay Triathlon, to be held on Sunday, August 25, 2019.

After discussion, the Board agreed to issue a permit for this event, subject to the usual requirements and having the activity coordinated with the Old Brookville Police Department.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Road Commissioner reported that it is getting more difficult to get salt/sand from the various Nassau County and Town yards located in Glen Cove and Oyster Bay and requested that the Village purchase a load of Ice B' Gone Magic material which could be stored at no cost to the Village in his yard. Before purchasing the material, the Mayor requested the Commissioner to provide the Board with an accounting of the stock of salt at the County yard in Glen Cove for the next Board meeting.

BUILDING DEPARTMENT REPORT

The Clerk/Treasurer referred to the reports submitted by the Building Department Clerk for January 2019 activity. **(See Attached Exhibit D)*

MAYOR'S REPORT

Friendly Road Property

The Mayor reported the village has received complaints regarding a property on Friendly Road. The front yard is overgrown and not being maintained as required under the Property Maintenance law. The Mayor requested that the homeowner be sent a Notice of Violation requiring him to clean up the brush in the village Right of Way, specifying the depth of this area. The Notice should also include an estimated cost to clear the brush, to be assessed against the property if the homeowner fails to take care of the violation in a timely manner and the Village carries out the work.

Building Department Open Permits

The Mayor next reported that the Village has a backlog of over 400 open building permits dating back to 1949. He would like to address this issue, which would include hiring additional workers to identify the open permits, categorizing them into groups, notifying residents with open permits and determining fees.

Garden City recently undertook a similar project and the Mayor will contact them to find out how they carried out the project and report back to the Board.

Donna Drive Property Foreclosure

The Mayor reported on the property known as 24-18-12 on which Village property taxes have remain unpaid for 22 years since 1991. It is a narrow, non-buildable, strip of land located on the west side of Donna Drive. In an effort to clean up the matter, the Board discussed commencement of foreclosure proceedings and requested that the Village Attorney first conduct a title search on the property to determine if there are other non-Village liens on the property. The Village Attorney noted that a foreclosure proceeding affords the owner an opportunity to pay any outstanding property taxes, interest and penalties due prior to transfer of title.

On motion duly made and seconded, the Board unanimously

RESOLVED, to commence foreclose proceedings on the property known as 24-18-12 if the title search reveals there are no other liens on the property.

Commercial Film and Use Fees

To promote filming in the Village, the Mayor requested the Board's approval to permit the Mayor to approve lower film fees for certain large and smaller film and television productions as well as commercials, so the village can be more competitive.

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

RESOLVED to permit the Mayor to adjust the film fee schedule for certain large and smaller film projects subject to a proposed schedule he will circulate defining both large and smaller films/television productions and commercials and specifying the fees.

Transient Rentals

The Mayor noted that many neighboring Villages are discussing code changes to address short term rental problems. The Village Attorney is preparing a local law to address these rentals in the Village and will present to the Board in March.

NYCLASS

The Mayor reported he recently attended a presentation at the NYCOM conference given by the New York Cooperative Liquid Assets Securities System (NYCLASS). This is a short-term, highly liquid investment fund, designed specifically for the public sector. NYCLASS provides the opportunity to invest funds on a cooperative basis in short-term investments that are carefully chosen to yield favorable returns while striving to provide maximum safety and liquidity. The fund only invests in investments legally permitted under New York State General Municipal Law.

NYCLASS could give the Village additional flexibility to invest short term cash balances for higher yields. He noted the Village has had good success in cash management over the past 12 months and the higher interest income is an important component of the budget in keeping Village property taxes low.

The Mayor will circulate information on the fund and asked the Clerk to arrange for a representative from NYCLASS to attend the next Board meeting.

POLICE REPORT

No Report

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

No Report

The Mayor closed the meeting to enter into Executive Session to discuss police and compensation matters.

EXECUTIVE SESSION

The Board came out of Executive Session and the Mayor requested the Board's approval of a 2% increase in Village staff compensation in the 2019-2020 budget.

On motion duly made and seconded, the Board unanimously

RESOLVED to increase salaries of Village employees by 2% in the 2019-2020 budget, including the Village Bookkeeper and the Court Clerk.

The next meeting of the Board of Trustees is scheduled for Monday March 18, 2019.

Signed by Tracy Lynch on March 18, 2019

Tracy Lynch

Village Clerk