

**VILLAGE OF UPPER BROOKVILLE
BOARD OF TRUSTEES' MEETING
PLANTING FIELDS ARBORETUM STATE HISTORIC PARK
CARRIAGE HOUSE
MARCH 15, 2021**

A regular meeting of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held in Village Hall, at the Carriage House in the Planting Fields Arboretum, on Monday March 15, 2021 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
Lisa Mancuso, Secretary to Board of Trustees
Sam Vergata, Road Commissioner
Peter MacKinnon, Esq. of Humes & Wagner, LLP
Attorneys for the Village

The Mayor called the meeting to order at 5:35 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.

THE PLEDGE OF ALLEGIANCE

Trustee Friedrich led The Pledge of Allegiance.

MINUTES

The Mayor then called for approval of the regular minutes of the Trustee meetings held on February 18, 2021.

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

PUBLIC COMMENT

No Report

FINANCIAL REPORT

Bills

The Clerk/Treasurer discussed all claim forms listed on the General Fund Check Details dated March 15, 2021 in the total sum of \$13,496.40, April 1, 2021 totaling \$621,809.46 and Capital Fund Check Detail dated March 15, 2021 totaling \$2,837 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 approve the bills listed on the General Fund Check Details dated March 15, 2021 in the total sum of \$13,496.40, April 1, 2021 totaling \$621,809.46 and Capital Fund Check Detail dated March 15, 2021 totaling \$2,837 which are annexed to these minutes.

(See Attached Exhibit B, C & D)

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 February 2021. *(See Attached Exhibit E)*

Tentative Budget

The Clerk presented the tentative 2021/22 budget. She reported that projected expenses total \$2,770,426 but did not include the new village hall, police contingency, salary and health insurance adjustments. Projected revenue from gross receipts, interest, permits, court fines and state aid totals \$521,724. The Board agreed to hold a budget meeting in early April to finalize the figures.

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

RESOLVED, to approve the Tentative Budget as presented for fiscal year 2020/21 and to hold a budget hearing at the April Board Meeting.
(See Attached Exhibit F)

VILLAGE CLERK'S REPORT

Cottage Security System & Electrical Work

The Clerk recommended that the Board engage with Slomins for security system monitoring and Safecircuit Testing to provide labor and materials to perform repairs and removal of electric violations in the cottage at 24 Wolver Hollow Rd. The Mayor requested the Clerk obtain estimates from the electrician with prevailing wage rates.

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

RESOLVED to give the Clerk authority to sign a 5-year agreement with Slomins for remote security system and water leak monitoring at a rate of \$38.95/month and \$700 in equipment upgrades and

FURTHER RESOLVED to give the Mayor authority to hire an electrician for the repairs at the cottage once the Clerk obtains estimates with prevailing wage rates.

ADT Panic Buttons

The Clerk asked the Board to approve the purchase of panic buttons at the Carriage House since employees are regularly there alone. The cost of each button is \$100 and the monitoring charge increases by \$3/month.

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

RESOLVED to give the Clerk authority to purchase 3 panic buttons for the employees in the Carriage House, to be monitored through the existing security system.

West Side Engineering Proposal

The Clerk presented a proposal from West Side Engineering, PC for the annual Storm Water report required by the New York State Department of Environmental Conservation.

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

RESOLVED to approve West Side Engineering's proposal of \$1800 for the annual Storm Water report.

Humes & Wagner Rate Increase

The Clerk reported that the Village Attorney had requested a rate increase for the 2021/22 fiscal year.

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

RESOLVED to approve Humes & Wagner's rate increase for the 2021/22 fiscal year which includes a 3.3% increase for paralegals and a 3.8% increase for Partners.

Copier Lease

The Clerk requested that the Board approve the replacement of the existing color copier with a leased copier from Canon. The monthly rate of \$85.00 includes toner, staples and service.

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

RESOLVED to approve the lease of a Canon Copier for \$85 monthly rent.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Commissioner reported that his crew has been busy removing snow and ice and repairing potholes on the Village Roads and cleaning up litter and clearing road drains.

He also reported that he assisted Planting Fields Arboretum in moving the debris in their dump. The Arboretum allows the Village to use the dump, at not charge, for tree and other biodegradeable debris.

He also reported that Woody Tree is scheduled to prune the evergreens along the driveway at the new village hall site.

He also requested that the Board approve the hiring of a F/T Laborer to replace the employee who left at the end of last year. The Clerk reported that Civil Service approved the position.

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

RESOLVED to approve the hiring of a F/T Laborer and authorized the Mayor to determine the compensation following discussion with the Road Commissioner and Clerk.

BUILDING DEPARTMENT REPORT

The Clerk/Treasurer referred to the reports submitted by the Building Department Clerk for February 2021 activity. (*See Attached Exhibit G*)

The Mayor also reported that a resident was asking for permission to maintain piers that were built in the right-of-way.

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

RESOLVED to advise the Building Department that the village will not consider allowing the piers in the right-of-way and the Building Inspector should enforce their removal on a timely schedule.

MAYOR'S REPORT

Procurement Policy

The Mayor recommended raising the procurement policy limits when purchasing goods and services that are below the NYS mandated bidding threshold requirements as follows:

- No bid required for goods and services up to \$5,000
- 3 oral bids required for goods and services between \$5,000 - \$15,000
- 3 written bids required for goods between \$15,000 - \$20,000
- 3 competitive bids required for goods more than \$20,000

Thresholds for written and competitive bids for services will remain the same:

- 3 written bids for goods and services between \$15,000 - \$35,000
- 3 competitive bids for services greater than \$35,000

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

RESOLVED to amend the Procurement Policy as discussed.

POLICE REPORT

No Report

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

The Village Attorney discussed amendments to the proposed noise ordinance which regulates the hours of operation and noise relating to construction, landscapers and arborists. A Trustee recommended that the permitted hours for construction by residents on Saturday should only be allowed to 5pm, which is the same for landscaping and tree services by residents.

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

RESOLVED to amend the law as discussed and hold a hearing in April.

PUBLIC COMMENT

No Comment

The Mayor closed the meeting at 7:40 p.m. and on motion duly made and seconded, the Board unanimously

RESOLVED to enter into Executive Session to discuss various personnel and police matters, including contracts.

EXECUTIVE SESSION

At 9:00 p.m., on motion duly made and seconded, the Board unanimously

RESOLVED to come out of Executive Session and

FURTHER RESOLVED to hire Lisa Mancuso as a full time employee to work 35 hours perweek commencing at a time and for compensation both to be recommended by the Mayor and

FURTHER RESOLVED to award all employees as of January 1, 2021 including the Building Inspector, Accountant and Village Prosecutor a bonus for their conscientious service to the village during this difficult year equal to 1.5%

of their total compensation for the 2019/20 fiscal year.

In addition, after discussion by the Trustees and on motion duly made and seconded, the Trustees unanimously

RESOLVED to approve the expenditure of an additional amount up to \$10,000 for police-related research and consulting.

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

RESOLVED to adjourn the meeting at 9:15pm.

The next regular meeting of the Board of Trustees is scheduled for Monday, April 19, 2021 @ 5:30 p.m.

Signed by TL Lynch 4/19/2021

Tracy Lynch
Village Clerk