

**VILLAGE OF UPPER BROOKVILLE
BOARD OF TRUSTEES MEETING
COTTAGE AT 24 WOLVER HOLLOW ROAD
DECEMBER 10, 2024 at 11:00 a.m.**

A Regular meeting and public hearing of the Board of Trustees of the Incorporated Village of Upper Brookville, Nassau County, New York, was held on Tuesday December 10, 2024, at 11:00 a.m.

Present:	Elliot S. Conway	Mayor
	Innis O'Rourke III	Trustee
	Joseph Burns	Trustee
Not Present:	Helen Solomon	Trustee
	Peter Pappas	Deputy Mayor
Also Present:	Tracy L. Lynch, Clerk/Treasurer	
	Linda Scherer, Deputy Clerk/Treasurer	
	Peter MacKinnon, Esq. of Humes & Wagner, LLP	
	Attorneys for the Village	
	Chief Eric Irizarry, MUBPD	

The Mayor called the meeting to order at 11:06 a.m.

THE PLEDGE OF ALLEGIANCE

MUBPD REPORT

Chief Irizarry presented the November 2024 Police Report. He reported:

- 0 Arrests
- 1 Motor vehicle accidents
- 35 Traffic tickets
- 5 Vacant premise checks

He reported there were two burglaries in Muttontown last week and he requested that the Clerk circulate a letter he drafted to the residents with an update on burglaries in our community, an FBI fact sheet on the organized group typically responsible for these crimes and burglary prevention tips. He said the best thing for homeowners to do is to leave lights on so it appears someone is home. He also encourages residents to install cameras, like the Ring and Nest brand, which have been helpful in identifying automobiles and individuals involved in recent crimes.

He also reported that the Village of Muttontown requested the State to conduct a traffic study on Route 106 and the State came back to the Village last week and reported they reduced the speed limit from 55 mph to 50 mph from Route 107 to Northern Blvd.

MAYORS REPORT

American Rescue Plan Act of 2021 (ARPA) Funding

The Mayor reported that the Village was awarded \$180,000 in 2021 from the federal government and in March 2023, allocated the funds to be used toward the expenses related to the Village Hall project. The Village was recently notified that the ARPA funds must be spent or a contract signed by December 31, 2024 or the funds would have to be returned. Since the contract with JGM Construction has not yet been signed, he recommended that the funds be obligated and used towards the Q3 2024/25 Police Protection payment to the Village of Muttontown.

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

RESOLVED to approve the obligation of the ARPA funding toward the Q3 2024/25 police protection payment totaling \$435,013.50.

New Village Hall Project

The Mayor reported that the Village held a project kickoff meeting yesterday. JGM Construction plans to start construction January 1, 2025 and anticipates a May 2025 completion date. JGM also requested that since bond rates have substantially increased, in lieu of a bond, they would offer that the Village hold a 15% cash retention until the job is completed.

The Mayor also recommended that the Village hire LIRO for construction management services to assist the Village Building Inspector.

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

RESOLVED to authorize the Mayor or Deputy Mayor to sign the contract with JGM Construction, pending the findings of a background check on their financial stability by LIRO and that they have had acceptable experience in other municipalities doing similar work and

FURTHER RESOLVED to award the construction management contract to LIRO in an amount not to exceed \$10,000 and

FURTHER RESOLVED that the Village Building Department will issue a Building Permit and waive all fees.

Deer Disposal

The Mayor reported that the village recently received several calls from residents asking how to dispose of dead deer on their property. He would like the village to offer a disposal service for a fee. He has already spoken to the NYS parks department and they have agreed to allow the deer carcass to be dumped at the Planting Fields dump yard.

The Board agreed to investigate procedures to address the disposal of dead deer on residents' property and would discuss with the Road Commissioner.

MINUTES

The Mayor then called for approval of the Regular Minutes of the Trustee meetings held on November 18, 2024. (*See Attached Exhibit A*)

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

Stop Sign & Camera Installation

The Mayor reported that he has been working with the Village Engineer and determined that the Village has met the NYS traffic volume requirements for the installation of a stop sign on Mill River Rd.

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

RESOLVED to approve the installation of a stop sign and camera on Mill River Rd. in the vicinity of Lawn Lane subject to approval of the Engineer on the location.

FINANCIAL REPORT

Bills

The Clerk/Treasurer discussed all claim forms listed on the General Fund Check Details dated December 9, 2024, totaling \$62,796.39 and January 1, 2025, totaling \$503,438.03 and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting. She reported that the bills include the Q3 2024/25 police protection payment to the Village of Muttontown, totaling \$435,013.50.

After reviewing 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 November 9, 2024, totaling \$62,796.39 and January 1, 2025, totaling \$503,438.03 which are annexed to these minutes. (*See Attached Exhibit B & C*)

Treasurer's Report

Next, the Clerk presented the November 2024 financials.

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

RESOLVED, to approve the November 2024 Treasurer's Reports and Balance Sheets. (*See Attached Exhibit D & E*)

VILLAGE CLERK'S REPORT

Building Permit Fee Refund Request

The Clerk reported that the Building Department received a request from a resident to refund a building permit fee for a solar roof tile application they have decided not to pursue. The fee paid was \$1133 and the applicant is entitled to up to 75% of the permit fee and 100% of the Certificate of Completion fee. She recommended a refund of \$877.25 which covers the Village's expenses to date.

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

RESOLVED to approve the building permit refund of \$877.25.

2025 Board Meeting Dates

The Clerk recirculated a list of 2025 Board meeting dates and she will publish them in the Oyster Bay Guardian and Village website. (*See Attached Exhibit F*)

ROAD COMMISSIONER/CODE INSPECTOR REPORT

No Report

BUILDING DEPARTMENT REPORT

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

Next, the Building Department Clerk updated the Board on the progress she's made addressing expired permit applications. When she started the process in March 2023, there were 459 expired permits and she was able to reduce that to 393 and collected about \$20,000 in fees. She has contacted another 51 residents with the potential to collect \$24,000. She will continue contacting residents with expired permits and those about to expire and issue Notices of Violations to those who don't respond at all.

BEAUTIFICATION COMMITTEE

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 12:10 p.m. and on motion duly made and seconded, the Board unanimously

RESOLVED to enter Executive Session to discuss a zoning and legal matter.

At 12:15 p.m., on motion duly made and seconded, the Board unanimously

RESOLVED to come out of Executive Session where no action was taken.

The meeting was adjourned at 12:15 p.m.

The next regular meeting is scheduled for Thursday February 20, 2025 at 5:30 p.m.

Signed by TL Lynch 2/20/2025

Tracy Lynch
Village Clerk