

**VILLAGE OF UPPER BROOKVILLE  
REGULAR BOARD OF TRUSTEES MEETING  
COTTAGE AT 24 WOLVER HOLLOW ROAD  
June 16, 2025 at 5:30 p.m.**

The Regular Board Meeting of the Board of Trustees of the Incorporated Village of Upper Brookville was held on Monday June 16, 2025, at 5:30 p.m.

Present: Elliot S. Conway Mayor  
Joseph Burns Trustee  
Innis O'Rourke III Trustee

Also Present: Tracy L. Lynch, Clerk/Treasurer  
Peter MacKinnon, Esq. of Humes & Wagner, LLP  
Attorneys for the Village  
Linda Scherer, Deputy Clerk/Treasurer

The Mayor called the meeting to order at 5:36 p.m.

## THE PLEDGE OF ALLEGIANCE

## MUBPD REPORT

Officer Wallace presented the May 2025 Police Report:

- 1 Motor Vehicle Accidents
- 6 Aided Cases
- 0 Arrests
- 17 False Alarms
- 0 Crimes
- 21 Traffic/Parking Tickets
- 7 Vacant Premise Checks

## PUBLIC COMMENT

No Report

## **MAYOR'S REPORT**

## Stop Sign Camera Update

The Mayor reported that the New York Legislature did not pass the Stop Sign Camera bill despite significant efforts. According to the Mayor, there were "too many cooks in the kitchen". The Mayor reiterated the important safety aspects of the initiative and committed to take it up in the next legislative session with, hopefully, more success.

## NEW VILLAGE HALL PROJECT

The Clerk presented a list of Emergency Work/Change Orders submitted by JGM Construction. (*See Attached Exhibit A*)

The approved orders to date are as follows:

#1	Bathroom Repair	\$1,482
#2A REV	Plywood Floor	\$16,250
#5 REV	Attic Insulation	\$4,468
#6 REV2	HVAC	\$225,216
#7	Windows	\$11,231
#8	Roofing	\$5,315

Total	\$263,962
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She also presented an invoice from Island Engineering totaling \$6,600 for engineering services from March 1 – May 31.

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

**RESOLVED** to approve the Change Orders listed above and IE's request for payment totaling \$6,600 for engineering services performed from March 1 – May 31.

The Mayor also reported the need for the current roof design to provide more room for the handicap access elevator to reach the attic. The architect is expanding the roof dormer to accommodate the elevator. The attic space will provide additional storage space for village records.

He was notified by the Supervisor of the Jericho Water District that the project would require a new water service, as the current service is over 70 years old. The District ordinance requires that when a major renovation is done to an existing structure, the old service must be disconnected at the main and a new water service installed. In addition, a separate water service and backflow preventer device will also be required for a new in-ground sprinkler system.

## MINUTES

The Mayor then called for approval of the Regular & Special Minutes of the Trustee meetings held on May 19 and May 29, 2025. (*See Attached Exhibit B & C*)

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

## FINANCIAL REPORT

### Bills

The Clerk/Treasurer discussed all claim forms listed on the General Fund Check Details dated June 16, 2025, totaling \$28,689.04 and July 1, 2025, totaling \$99,842.86 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 a payment to the Village of Old Brookville totaling \$53,258.29 for the reimbursement of Old Brookville Police retiree health insurance benefits for January 2025 – March 2025 and a bond interest payment to Chase for \$14,384.

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 June 16, 2025, totaling \$28,689.04 and July 1, 2025, totaling \$99,842.86. *(See Attached Exhibits D & E)*

### Treasurer's Report

Next, the Clerk presented the May 2025 preliminary final financials.

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

**RESOLVED**, to approve the preliminary final May 2025 Treasurer's Reports and Balance Sheets. *(See Attached Exhibit F & G)*

## CLERKS REPORT

### NCS Equipment Lease

The Clerk reported that the NCS Equipment Lease expired. The Mayor agreed to discuss the terms with the Road Commissioner and recommended that the Board approve the lease payments through August.

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

**RESOLVED** to approve the NCS Equipment Lease for June – August at a cost of \$7140/month.

## Court Bank Account

The Clerk reported that FNBLI has officially merged with Connect One Bank. With the merger, she no longer has access to the Court accounts and asked the Board to approve her as a signer on the accounts. The Village Attorney also recommended that she get approval from the Village Justice.

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

**RESOLVED** to approve adding the Village Clerk as a signer on the Justice Court accounts with Connect One Bank.

## Electric Inspector

The Clerk reported that she received a request from Prestige Electrical Inspections LLC to become an approved Electrical Inspector for the Village. The agency is certified and approved by the Town of Hempstead and North Hempstead which is a requirement of the Village

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

**RESOLVED** to approve Prestige Electrical Inspections LLC as an Electrical Inspector for the Village pending submission of an application, fee and insurances.

## West Side Engineering Rate Increase

The Clerk presented a request from West Side Engineering, one of the Village Engineers, for a billing rate increase in the 2025/26 fiscal year from \$180 per hour to \$195 per hour, which is an increase of approximately 8%. This is the second time he has increased the hourly rate in 9 years. After discussion by the Trustees and on motion duly made and seconded, the Board unanimously

**RESOLVED** to approve West Side Engineering's request for a billing increase for the 2025/26 fiscal year from \$180/hour to \$195/hour.

## **Emergency Declaration**

The Clerk reported that the Local State of Emergency declared because of the water break at the new Village Hall expires on June 27 and asked if there was a need to extend the State of Emergency.

After discussion, the Board determined that all necessary plumbing and remediation repairs were addressed and there is no need to extend the Emergency Declaration.

## **ROAD COMMISSIONER/CODE INSPECTOR REPORT**

No Report

## **BUILDING DEPARTMENT REPORT**

The Clerk referred to the report submitted by the Building Department Clerk for May 2025 activity. (*See Attached Exhibit H*)

The Clerk reported that a resident on Chestnut Hill Drive asked for a second extension on a Zoning Board decision that granted a proposed pool house that violated setbacks and was to be built in a steep slope. The applicant has not yet pulled a permit for the pool house and the Zoning Board did not have any objections to the extension. The Board agreed to consider the applicant's ZBA request as soon as the downed tree on his property is removed in response to the village's March 2024 removal request.

## **Guest Cottage**

The Clerk reported that last year, the Building Inspector rescinded a Certificate of Occupancy (CO) that was issued in 2013 to legalize the conversion of a garage to a guest cottage on a Wolver Hollow Road property. At the time the permit and CO were issued, the Village Code prohibited the conversion of a garage to a guest house. Guest houses were only allowed if they legally existed as a guest house prior to December 31, 1996.

The property was recently sold and the new owner has submitted a letter to the Building Inspector asking him to reinstate the CO since the statute of limitations to rescind a CO has expired.

The Village Attorney recommended that before consideration of reinstating the CO, the prior transcripts should first be reviewed and the Building Inspector should inspect the property to ensure that it meets the code definition of a guest house and has no cooking facilities.

## **BEAUTIFICATION COMMITTEE**

No Report

## **FIRE & STORM WATER MANAGEMENT REPORT**

No Report

## **LEGAL REPORT**

The Village Attorney reported that the Chabad case is still in the pleading stage. The Village has answered the complaint and communicated with opposing counsel about a discovery plan. He reported there is a status conference with the Court next month after which more information will be available.

The meeting was adjourned at 6:38 p.m.

The next regular meeting is scheduled for Monday August 4, 2025 @ 5:30 p.m.

*Signed by TL Lynch 8/4/2025*

Tracy Lynch  
Village Clerk