

**VILLAGE OF UPPER BROOKVILLE
REGULAR BOARD OF TRUSTEES AND
ANNUAL ORGANIZATION MEETING
COTTAGE AT 24 WOLVER HOLLOW ROAD
August 4, 2025 at 5:30 p.m.**

The Regular Board Meeting and the Annual Organization Meeting of the Board of Trustees of the Incorporated Village of Upper Brookville was held on Monday August 4, 2025, at 5:30 p.m.

Present:	Elliot S. Conway	Mayor
	Helen Solomon	Trustee
	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
	Sam Vergata, Road Commissioner
	Eric Irizarry, Chief MUBPD

The Mayor called the meeting to order at 5:33 p.m.

THE PLEDGE OF ALLEGIANCE

ANNUAL ORGANIZATION MEETING

The Mayor called the Annual Organization Meeting to order and announced that this was a meeting of the purpose of organization of the Village for the new official year commencing on the first Monday of July 2025 and recommended the appointments presented. *(See Attached Exhibit A)*

MUBPD REPORT

Chief Irizarry presented the July 2025 Police Report:

2	Motor vehicle accidents
0	Arrests
11	Traffic tickets
2	Vacant premise checks

PUBLIC COMMENT

A previous owner on Linden Lane explained that last year he was approved for a partition by the Planning Board. He since installed the required roadway and sold the two properties. He reported that the Village is still holding a bond and he's concerned that the development associated with the vacant lot could cause damage to the roadway, and he does not want to be held responsible for any repair work. The Village Attorney explained that future liability for damage to the road is not a Village matter and is often covered under the terms negotiated in the contract of sale of the properties. The Village Attorney recommended that he request a bond reduction from the Board of Trustees following completion and approval of the Village Engineer.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Village Attorney reported that the resident on Clews Drive and his contractor plead guilty to the fill and excavation work conducted on his property. However, all fines have not been paid. The Clerk reported that the Building Department was sending a letter to the resident explaining what he needed to do to obtain an excavation permit which includes payment of all fines.

MAYOR'S REPORT

Mill River Road Paving Project

The Mayor reported that LIRO provided the Village with a proposal totaling \$95,000 to provide engineering/design services to mill and pave Mill River Road. They estimated that the repaving job will cost \$600,000.

The Village was recently informed that Nassau County was scheduled to repave the Upper Brookville portions of Wolver Hollow, Piping Rock and Wheatley Roads. The Mayor investigated piggybacking off the Nassau County Contract for these roads which would not require the competitive bidding process and minimal engineering design work. He spoke to the County Engineer who provided a more attractive engineering/design proposal. The Engineer also estimated the repaving job to cost less than \$400,000. The Village could recognize significant cost savings in the engineering and repaving costs by streamlining the process.

The Mayor agreed to follow up with the engineering firm and the winning bidder of the County contract to get a firm price.

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

RESOLVED to authorize the Mayor to retain the Village Engineer or an engineering firm that has a county contract to prepare design specifications, supervise the installation of the project and select a paving company for the Mill River Road repaving project.

Cell Tower Survey

The Mayor reported that he hosted a coffee/tea with Village residents in early July and began the meeting by asking what their big issues were. By a show of hands, 18 of the 20 attendees felt the number one issue was the lack of cell service, primarily for health and safety reasons. He presented a draft survey to the Board for circulation to residents of Upper Brookville asking for their views on installing a new cell tower in the vicinity of Wolver Hollow Road and Northern Boulevard.

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

RESOLVED to approve the circulation of a survey to village residents asking for their input on the installation of a cell tower in the Village in the vicinity of Wolver Hollow Road and Northern Boulevard.

NEW VILLAGE HALL PROJECT

The Clerk reported that the following change orders were approved since the June Board meeting:

#2BR	Bathroom Reno	\$10,000
#11	HVAC Rev Shop Dwgs	\$17,665
#12	Add'l Fire Alarm Devices	\$28,000
#15	Electric Service Upgrade	\$5,250
#16R	Verizon Requirements	\$9,500
#17	Reinforce Load Bearing Walls	\$19,101
Total		\$89,516

She also reported that payment #4 was made to JGM Construction totaling \$203,243.63. This brings the total paid to date to \$792,480.59.

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

RESOLVED to ratify approval of JGM's change orders detailed above totaling \$89,516 and payment #4 totaling \$203,243.63.

Generator

The Mayor updated the Board on the Village Hall generator. He reported that JGM submitted a proposal for a 35KW generator at a cost of \$49,500. He explained that the generator is there to provide emergency power to the entire Village Hall, including charging stations for cell phones, police emergency communications and up to four electric vehicles. This will require a 150KW generator. He recently contacted Energy Systems who distributes Generac generators and obtained a quote of \$60,000 for a 150KW generator. He will discuss this with JGM at our next bi-weekly meeting.

The Clerk also agreed to contact JGM to arrange a walk-through tour next week for the Board members.

MINUTES

The Mayor then called for approval of the Regular Minutes of the Trustee meeting held on June 16, 2025. *(See Attached Exhibit B)*

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 Detail dated August 4, 2025, totaling \$619,081.15 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 \$55,201.42 LOSAP payment to the ENFC for Q2 - Q4 2024 and Q1 & Q2 2025 and a \$472,399.75 police protection payment to the Village of Muttontown.

After reviewing the invoices and backup documentation and discussion by the Trustees, on motion duly made and seconded, the Trustees

RESOLVED, to ratify the bills listed on the General Fund Check Details dated August 4, 2025, totaling \$619,081.15. *(See Attached Exhibit C)*

Treasurer's Report

Next, the Clerk presented the June 2025 financials.

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

RESOLVED, to approve the June 2025 Treasurer's Reports and Balance Sheets. *(See Attached Exhibits D & E)*

CLERKS REPORT

Capital Asset Report

The Clerk presented the Capital Asset Depreciation Report as of May 31, 2025, which includes new Village Hall additions totaling \$623,899.

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

RESOLVED to approve the Capital Asset Report as of May 31, 2025. *(See Attached Exhibit F)*

NCS Equipment Lease & CGA Building Consult Proposal

The Clerk presented the following proposals for the period June 1, 2025 - May 31, 2026:

- NCS Equipment Lease with the monthly installment rate to remain the same at \$7,140.
- CGA's Building Consult Proposal for \$116.18/hour which is a 2.8% increase.

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

RESOLVED to approve the NCS lease and CGA Building Consult proposal for the new fiscal year.

BUILDING DEPARTMENT REPORT

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

BEAUTIFICATION COMMITTEE

No Report

FIRE & STORM WATER MANAGEMENT REPORT

No Report

LEGAL REPORT

No Report

At 7:12 p.m., the Mayor requested that the Board enter Executive Session to discuss a legal matter.

At 7:22 p.m. the Board came out of Executive Session and no action was taken.

The meeting was adjourned at 7:23 p.m.

The next regular meeting is scheduled for Monday September 15, 2025 @ 5:30 p.m.

Signed by TL Lynch 9/15/2025

Tracy Lynch
Village Clerk