

**VILLAGE OF UPPER BROOKVILLE
REGULAR BOARD OF TRUSTEES MEETING
Cottage at 24 Wolver Hollow Road
November 17, 2025, at 6:30 p.m.**

The Regular Board Meeting of the Board of Trustees of the Incorporated Village of Upper Brookville was held on Monday November 17, 2025, at 6:30 p.m.

Present:	Peter P. Pappas	Deputy Mayor
	Helen Solomon	Trustee
	Joseph Burns	Trustee

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

The Deputy Mayor called the meeting to order at 6:34 p.m. He reported that Mayor Conway would be attending by telephone and cannot be counted in the meeting quorum and is not permitted to vote on any matters.

THE PLEDGE OF ALLEGIANCE

MUBPD REPORT

Chief Irizarry presented the October 2025 Police Report:

2	Motor vehicle accidents
0	Arrests
21	Traffic tickets
5	Vacant premise checks

He reported that in the last two weeks there have been at least a dozen vehicle deer strikes in Muttontown and Upper Brookville.

He also reported a road rage incident on Cedar Swamp Road where a non-resident driver pointed a gun at another driver and then, while driving away from the scene, threw the weapon from the vehicle. Although this did not happen in the jurisdiction of the MUBPD, they were called to the scene to assist Nassau County Police with finding the weapon, which they did. The driver who drew the weapon was later apprehended.

PUBLIC COMMENT

No Comment

SALERNO BROKERAGE CORP INSURANCE UPDATE

The Clerk presented options for Cyber Security and Fraudulent Impersonation Coverage. She will discuss the options with Nicole Morton and make a recommendation to the Board.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Clerk reported that the Mill River Road project was completed today and a number of complimentary emails were received by the Village. Pratt Brothers did an excellent job and completed the work in two days, minimizing disruption to the residents.

MAYOR'S REPORT

The Mayor reported that a resident emailed him asking if the Board would consider forming a community compost collection area in the Village. She requested a Village drop off spot on the Village Hall property for residents to drop fruit and vegetable waste. She offered to arrange to have it hauled periodically to a compost facility.

The Mayor suggested the new village hall site, following completion of the building and grounds, could be a potential site so long as the collection was removed quickly before any spoilage. He, and a few Board members spoke in favor of a potential short-term trial period. He invited her to make a short presentation at our next Board meeting.

NEW VILLAGE HALL PROJECT

The Deputy Mayor reported an issue with the windows installed on the front façade that did not match the architect's rendering. Following consultation with the Building Inspector and Architect, it was agreed to install four larger windows for the front main level consistent with the rendering and reuse the narrower windows in the roof gables and dormer. Given the timing of National Grid gas service, Jericho Water and Fire Marshall approvals, the contractor did not expect the change to materially delay the estimated completion date.

The Clerk requested that JGM present a Change Order for the purchase and installation of the new windows which will be present to the Board for approval. In the meantime, the contractor will wrap the building and hold off on the installation of the siding until the windows are installed, which is expected in 4-6 weeks.

MINUTES

The Deputy Mayor then called for approval of the Regular Minutes of the Trustee meeting held on October 20, 2025. *(See Attached Exhibit A)*

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 November 17, 2025, totaling \$8,552.02 and December 1, 2025 totaling \$210,959.40 and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting. The bills include a payment of \$111,150.11 to the East Norwich Fire Company for the Q4 2025 Fire Protection contract and a payment of \$63,206.00 to NYS for the Village's annual retirement contribution.

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 17, 2025, totaling \$8,552.02 and December 1, 2025 totaling \$210,959.40. *(See Attached Exhibit B & C)*

Treasurer's Report

Next, the Clerk presented the October 2025 financials.

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

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

Annual Audit

The Clerk reported that she just received a draft copy of the annual audit completed by Cullen & Danowski, for year ended May 31, 2025, and would circulate to the Board to discuss at our next meeting.

CLERKS REPORT

Shred-A-Thon and Medicine Take Back Day

The Clerk reported that the Shred-A-Thon and Medicine Take Back Day was a big success. 35 residents, including five from Muttontown, participated and the police collected three garbage bags filled with old medications.

Snowplow Contract

The Clerk reported that she has reached out to several contractors to provide pricing for on-call backup snowplowing services. This service would be in addition to the one provided by our road crew who are preparing the plows and salt/sand equipment for the upcoming winter season. The Village has an equipment lease with NCS through the end of the fiscal year however, the issue is that if the vehicles have mechanical issues and there are any breakdowns, we may have no backup.

Arbor Day

In connection with the village designation as a "Tree City", the Clerk proposed a date to celebrate Arbor Day and issue an Arbor Day proclamation. The Board discussed the success of the Village participation in last year's Arbor Day at Planting Fields Arboretum where many attendees came by the Village booth, despite the inclement weather, and appreciated the refreshments provided. The clerk expressed her appreciation for the service at the Upper Brookville booth for the second year of Nassau County Legislator Samanth Goetz.

After discussion, and on motion duly made and seconded it was

RESOLVED to celebrate Arbor Day on Saturday, April 25, 2026, to issue a proclamation on the same date it is celebrated at the Planting Fields Arboretum Historic State Park, and to participate in a similar manor to last year with an Upper Brookville both manned by Village and other elected officials and staff.

Bond Release

The Clerk presented a letter from the Village Engineer that recommends the release of the Performance Bond held by the Village for the Partition Map at 77 Linden Lane. The Village Engineer reviewed the construction of the required bonded improvements and the Final Survey map prepared by Northcoast Civil and found the project to be complete and in general conformance to the approved plans. There is one remaining item involving the raising of a fire hydrant at a work value of approximately \$10,000. He recommended that the cash portion of the Performance Surety of \$63,648.75 be retained for a period of one year to assure preservation of the required improvements. *(See Attached Exhibit E)*

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

RESOLVED, to approve the release of the Performance Bond and retain the Performance Surety of \$63,648.75 for a period of one year.

Accessory Use Film Permit

The Clerk presented an Accessory Use Film Permit application from ABC Studios for the use of Planting Fields Arboretum as a base camp on December 8 – 11 for a filming project in Mill Neck.

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

RESOLVED, to approve the Accessory Use Film Permit from ABC Studio in Planting Fields Arboretum on December 8 – 11.

Tree Permit

The Clerk presented a tree removal permit application for ten trees at a property on Centre View Drive. The owner is concerned that the trees are old and could fall onto the house. The Mayor, visited the property and agreed that the trees, while mostly healthy, were quite large and given the proximity to the residence, could pose a danger in a storm. Trustee Solomon also agreed to visit the property tomorrow and determine if the applicant should plant replacement shielding trees between the driveway in front of the house and the cul de sac.

NYMIR Claims & Insurance

The Clerk reported that NYMIR, the Village's new insurance company, requires the Village to report to them any known matters which may result in a future claim. She noted that the Village has not received any Notice of Claims.

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

RESOLVED, to report to NYMIR that the Village has not received any Notice of Claims and therefore, there are no known matters that would result in a future claim.

The Clerk also presented additional options for Cyber Security and Fraudulent Impersonation Coverage through AIG/Utica and Cowbell. She will discuss the options with Salerno Insurance and make a recommendation to the Board.

Felicity Farm Application

The Clerk discussed an outreach letter she circulated to the Board from a family proposing to build an equestrian center in the Village of Muttontown. The property is located directly across from our Village Hall on Northern Boulevard and is currently zoned E3 residential (3 acre minimum). The applicant will be required to apply to the Muttontown Board of Trustees to rezone the property to commercial and for a special use permit. At this point there is no site plan, and the Clerk will keep the Board informed as this application progresses.

BUILDING DEPARTMENT REPORT

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

BEAUTIFICATION COMMITTEE

Trustee Solomon reported that Joseph Iadevaia Landscape Corp. planted the spring tulip bulbs at the new Village Hall.

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

He reported that the Village received Interrogatories in connection with the Chabad claim which need to be prepared by Wednesday. They were quite extensive and were circulated to the Mayor, Clerk and Chairman of the Zoning Board.

At 7:39 p.m., the Deputy Mayor requested that the Board enter Executive Session to discuss various village matters.

At 7:56 p.m. the Board came out of Executive Session where they discussed a personnel matter.

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

RESOLVED, to congratulate Sam Vergata on his retirement as Village Road Commissioner & Code Investigator effective December 31, 2025.

FURTHER RESOLVED that effective October 24, 2025, Sam Vergata will no longer be acting as Village Road Commission and Code Investigator and

FURTHER RESOLVED to approve compensating Sam Vergata under his current pay level to November 18, 2025 by applying his unused Paid Time Off Workdays (PTO). Following this date, he will continue unpaid leave until his retirement on December 31, 2025 and

FURTHER RESOLVED to approve his NYSHIP health benefits through December 31, 2025, subject to his reimbursement to the Village for a total of \$932.61 to cover his 20% health contribution and

FURTHER RESOLVED to recognize Sam Vergata for his 35 years of loyal and exemplary service to the Village and offer our heartfelt wishes for continued health, happiness and fulfillment in all future endeavors which will be acknowledged appropriately on a future date.

The meeting was adjourned at 7:58 p.m.

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

Signed by TL Lynch on 12/15/2025

Tracy Lynch
Village Clerk