

**VILLAGE OF UPPER BROOKVILLE
REGULAR BOARD OF TRUSTEES MEETING
Cottage at 24 Wolver Hollow Road
December 15, 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 December 15, 2025, at 5:30 p.m.

Present:	Peter J. Pappas	Deputy Mayor
	Innis O'Rourke	Trustee
	Joseph Burns	Trustee

Also Present:	Elliot S. Conway	Mayor, by phone
	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 5:39 p.m. He reported that Mayor Conway would be attending by telephone, cannot be counted in the meeting quorum and is not permitted to vote on any matters.

THE PLEDGE OF ALLEGIANCE

MAYOR'S REPORT

Cell Tower Survey

The Mayor reported that the Village circulated the cell tower survey earlier in the day to about 750 resident emails. The deadline for responding to the email is Wednesday December 17th and only takes a few minutes to complete. So far, we have received 93 responses. Of these responses, 20% report that they have adequate cell service and 60% rarely or never have service during a major storm and 80% either support or strongly support a new cell tower.

The corner of our current Village Hall property, behind the village sign, is a potential location for a cell tower that the Village could build to improve cell service for residents and the average of 22,000 vehicles that pass the intersection each day. As an economic matter, the cost to construct would be an estimated \$300,000 and gross revenue from leasing antenna space to carriers, typically with 5–10 year terms and escalators at 2–3%/year could be \$80,000-150,000. The Board also discussed alternate locations and possibly partnering with other north shore villages. *(See Attached Exhibit A)*

Emergency Declaration

The Mayor reported signing a Local Limited Emergency Declaration on December 3, 2025 authorizing the Village to immediately contract, without competitive bidding, a qualified third-party provider, to provide backup snow-removal, salting and sanding equipment and service for the remainder of the 2025/26 winter season on all Village roads.

He explained that the Village is concerned that due to the age of the leased equipment and the untimely retirement of the Road Commissioner, any delay in providing these services would endanger the health, safety and welfare of motorists and expose the village to potential liability.

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

RESOLVED to ratify the Local Limited Emergency Declaration.
(See Attached Exhibit B)

Snowplow & Salt/Sand Contract

The Mayor reported that the Village had contacted several snow plowing companies to provide backup snowplowing and salt/sand services to our road crew and their terms varied widely.

The Village contacted Horan Sand & Gravel, who also has a contract with the Village of Muttontown, and they agreed to provide these services to Upper Brookville on an hourly, as needed basis.

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

RESOLVED to approve the backup snow removal, salt & sanding contract with Horan Sand & Gravel for the 2025/26 winter season. *(See Attached Exhibit C)*

Potential Sale of Village Property

The Mayor recommended that we get an appraisal on the Village property at the corner of Wolver Hollow and Chicken Valley Roads. Since we are no longer considering the use of the property for a Village Hall, he recommended that it be sold.

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

RESOLVED to approve retaining the services of an Appraiser to determine the fair market value of the property at the corner of Wolver Hollow and Chicken Valley Roads, the expense not to exceed \$10,000, for a potential sale.

Audited Financials

The Mayor discussed various comments to the draft Audited Financials and called for approval of the FYE 5/31/2025 Financial Reports, including the Justice Court Fund prepared by Cullen & Danowski. The Audit states that the financial statements present fairly.
(See Attached Exhibit D & E)

He reported that we are spending more than anticipated on the Village Hall, all for good reasons, which is coming from Fund Balance surplus. Fortunately, the funds that were assigned for the repaving of Mill River Road & Ripley Lane will be reimbursed entirely to the Village by New York State grants (CHIPs Program) and are available for the new Village Hall. The Village also reported revenues in excess of our budget from local, state and federal sources.

After presentation and examination by the Board, the trustees unanimously

RESOLVED to accept the Financial Reports FYE 5/31/2025.

NEW VILLAGE HALL PROJECT

The Deputy Mayor reported that the following Change Orders were approved:

• #13C	Generator Pad	\$7,843
• #18R3	Cupola/Dormer Carpentry	\$39,681
• #20R2	Carpentry Roof Adjustments	\$21,880
• #22R4	Entranceway Adjustments	\$53,710
• #26R3	Cupola/Dormer Material	\$19,081
• #29	Roofing Addition	\$11,476
• #31R	New Windows & Framing	<u>\$27,050</u>
	Total	\$180,721

(See Attached Exhibit F)

He negotiated a reduction with JGM of about \$17,000. In addition, he presented an invoice from National Grid, totaling \$11,282, for the installation of 160' of a new gas line and reconnection of service.

The Mayor also extended his thanks to the Deputy Mayor for being on top of this project. His dedication and unique expertise has been exceptional throughout the planning and construction.

The Clerk presented JGM's Payment Requisition #7 totaling \$333,486.88. This represents 70% work completed to date with approved Change Orders. She reported that LIRO is scheduled to conduct a walk-through inspection on Wednesday to confirm percentage of work completed. [This was completed to LIRO's satisfaction.]

(See Attached Exhibit G)

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

RESOLVED to ratify approval of JGM Change Orders totaling \$180,721, National Grid invoice totaling \$11,282 and JGM Payment Requisition #7 totaling \$333,486.88 pending inspection by LIRO.

MUBPD REPORT

Chief Irizarry presented the November 2025 Police Report:

7	Motor vehicle accidents
0	Arrests
15	Traffic tickets
2	Vacant premise checks

He reported that vehicle deer strikes continue to be a serious problem in Muttontown and Upper Brookville, although despite car damage and injuries, there have been no fatalities.

He encouraged residents to request Vacant Premise checks, especially during the holidays when people are travelling.

He reported an increase in stolen vehicles and parked vehicle thefts in the surrounding area in recent weeks. Fortunately, due to intensive patrolling by the department aided by license plate reader technology, in recent weeks the department has prevented many such crimes by detecting and recovering several stolen vehicles operating within our jurisdiction. This weekend in Muttontown, officers recovered two stolen cars and arrested three people.

The Clerk mentioned that the Chief drafted a letter with tips on how to better secure vehicles and property which will be emailed to residents this week.

PUBLIC COMMENT

A Hillcrest Lane resident who runs an environmental organization, presented a proposal for a food scrap drop off pilot program in the Village. The purpose is to divert food scraps from trash and turn it into compost to be used by the community. *(See Attached Exhibit H)*

The Board discussed potential sites in and around the Village for a collection bin and how the program would work. They agreed to further work with the resident on details to support a pilot program in the new year.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

The Clerk reported that the crew were busy with the snowstorm over the weekend. The storm dumped 8” of snow—much more than forecasts had predicted—and our crew did a great job overnight removing snow, and salt & sanding our village roads.

She also reported on a resident who was reportedly renting a cottage and finished basement at her home, listed on Airbnb. The Building Inspector met with the resident, discussed the Village Code Ordinance, and gave her 30 days to submit building permits for the finished basement and habitable accessory structure. The Code does not permit either structure to have cooking or sleeping facilities.

MINUTES

The Deputy Mayor then called for approval of the Regular Minutes of the Trustee meeting held on November 17, 2025. *(See Attached Exhibit I)*

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 December 15, 2025, totaling \$10,369.21 and January 2, 2026 totaling \$137,078.30 and reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting. The bills include an annual payment of \$91,384.06 to Salerno Brokerage for

the Village's liability insurance with NYMIR, blanket bond with Utica and cyber security insurance with AIG.

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 December 15, 2025, totaling \$10,369.21 and January 2, 2026 totaling \$137,078.30. *(See Attached Exhibit J & K)*

Treasurer's Report

Next, the Clerk presented the November 2025 financials.

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

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

CLERKS REPORT

Mill River Road Project

The Clerk reported that she received a letter from the Village Engineer on the Mill River Road project, L.K. McLean Associates (LKMA), recommending final payment to Pratt Brothers Inc. totaling \$343,218.95. In addition, she reported an invoice from LKMA for their engineering services totaling \$4,737.50 and Humes & Wagner for contract work totaling \$7,570.90. All expenses will be submitted for reimbursement from the NYS CHIPS program. *(See Attached Exhibit M)*

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

RESOLVED, to approve the Mill River Road project payments to Pratt Brothers Inc. for \$343,218.95, LKMA for \$4,737.50 and Humes & Wagner for \$7,570.90.

Road Department Phones

The Clerk reported that Sam Vergata requested to keep his village cell phone and number which he has used for many years and assume responsibility for future payments. The service will be removed from the Village's Verizon Wireless bill on 12/31/25.

She is also researching new communication options for the road crew and will present options at the next Board meeting.

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

RESOLVED, to permit Sam Verata to retain the Village cell phone and number and assume responsibility for future payments commencing January 1, 2026.

Code Enforcement

The Clerk reported that she met with Herman Manosyan and recommended that the Village appoint him to the position of Code Enforcement Officer (CEO) on an as needed basis. Herman is the CEO for the Villages of Brookville and Centre Island and they are both pleased with his service to date. His rate is \$100/hour which includes use of his vehicle.

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

RESOLVED, to approve the appointment of Herman Manosyan as Code Enforcement Officer on an as needed basis.

NYSHIP Premiums

The Clerk reported that the 2026 NYSHIP health insurance premium increased by 9% for family and individual plans.

BUILDING DEPARTMENT REPORT

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

BEAUTIFICATION COMMITTEE

No Report

FIRE & STORM WATER MANAGEMENT REPORT

Trustee Burns reported that he attended a meeting last week on the New York State Environmental Bond Act. This was a proposition approved by New Yorkers in 2022 to make \$4.2 billion available for environmental and community projects. State agencies, local governments, and partners can access funding to protect water quality, help communities adapt to climate change, improve resiliency and create green jobs. The money is available on a first come first served basis.

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

The Village Attorney reported that he's working with our council to meet the disclosure requirements that have been issued by the court regarding the Chabad claim.

The meeting was adjourned at 7:11 p.m.

The next regular meeting is scheduled for Thursday January 22, 2026 @ 5:30 p.m.

Signed by TL Lynch 2/19/2026

Tracy Lynch
Village Clerk