

**VILLAGE OF UPPER BROOKVILLE
REGULAR BOARD OF TRUSTEES MEETING
Cottage at 24 Wolver Hollow Road
May 18, 2026, at 5:30 p.m.**

A Regular Board Meeting of the Board of Trustees of the Incorporated Village of Upper Brookville was held on Monday May 18, 2026, at 5:30 p.m.

Present:	Elliot S. Conway	Mayor
	Peter J. Pappas	Deputy Mayor
	Innis O'Rourke	Trustee
	Helen Solomon	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 PLEDGE OF ALLEGIANCE

MUBPD REPORT

The Chief presented the April 2026 Report for informational purposes only:

- 4 Motor Vehicle Accidents
- 0 Arrests
- 17 Traffic Tickets
- 7 Vacant Premise Checks
- 0 Deer Strikes

He also reported that a new 2026 Tahoe SUV was delivered today, to be used by police solely in Upper Brookville.

He also wanted to remind residents of the importance of vehicle and mail security. He recommends that residents lock their unattended vehicles and to be sure not to leave key fobs in, or near the vehicles. When mailing checks, he recommends giving the items directly to their mail carrier, whenever possible, or deposit inside their local post office. He reported that there has recently been an increase in mail being intercepted, whether in personal or post office mailboxes, and checks contained therein being "washed" and issued to other unknown persons. He encouraged residents to use anti-fraud pens when writing checks and offered to draft an email to residents for the Clerk to distribute.

PUBLIC COMMENT

No Report

MAYOR'S REPORT

Home Rule Request

The Mayor reported that he would be travelling to Albany this week to meet with Assemblymen and Senators to discuss the Parkland Alienation and Deer Management legislation.

In relation to the Parkland Alienation, the Mayor will ask the State to permit the Village to take the \$65,000 market value of the parkland at the corner of Wolver Hollow Rd and Chicken Valley Road and use it to enhance other suitable parkland, create new parkland of similar value on Village owned property, or create/enhance recreational village facilities.

He also reported that he has made a Home Rule request to allow the use of authorized wildlife services to manage the deer, primarily in Planting Fields Arboretum.

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

RESOLVED to approve the Home Rule request for Parkland Alienation and Deer Management.

Old Brookville Final Accounting and Brookville Compensated Absence Invoices

The Mayor discussed bills we received from the Village of Brookville and Old Brookville related to the final accounting of the OBPD.

He explained that the Village of Brookville invoice totaling \$12,285, is Upper Brookville's pro rata share for the compensated absence liabilities of non-vested officers who moved to the Brookville Police Department from the Old Brookville Police Department. The officers are not eligible to receive the benefit until they retire from Brookville. If they were to leave the department before they are vested, they would not be entitled to the benefit. Officers that moved to another department, like Kings Point, lost the benefit. Upper Brookville has been advised that it has no responsibility to pay this liability which, is many years away if it ever becomes due.

In Connection with the Final Accounting invoice, the Mayor reported that George Stack of North Shore Payroll and Bookkeeping Corp, analyzed the billing submitted by Satty, Levine and Ciacco, CPAs P.C. and approved the payment of \$61,274. Upper Brookville's share includes a credit adjustment of \$19,100 for the removal of the antenna and removal and rebuilding of the retaining wall.

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

RESOLVED to approve the Final Accounting payment to Old Brookville for \$61,274 as described above.

Compost Update

The Mayor reported that the Board previously agreed to allow a Village resident to run a composting pilot program where she would collect compost from other Village residents at the Village Hall in raccoon proof containers which she would transport to another site, which could include the Muttontown Preserve, for composting.

Subsequently, the resident installed a composting container on the upper portion of the Village Hall property, and the pilot program was expanded to include residents who live outside of the Village.

The Mayor reported he received a complaint from a nearby neighbor with concerns about the composting bin. It seems that if the bin isn't managed correctly, rodents like rats and mice are opportunistic scavengers, and a compost bin can look like an all-you-can-eat buffet that stays warm all winter. The bin can also be a source of noxious odors if the compost goes anaerobic, producing strong gases that carry a long way on the wind, letting every rodent in the neighborhood know there is a concentrated source of organic matter nearby.

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

RESOLVED to (1) require the resident to remove the composting bin from its current location and relocate it to another suitable location closer to Northern Blvd. and (2) ensure that its use is limited to Village residents, and (3) the pilot program will expire and be reevaluated at the September Board Meeting.

Putting Green Setback

The Building Inspector asked the Board for clarification on putting green setbacks. The Board discussed the matter and since the lawn is only being used for recreational purposes, they agreed that permit and setback compliance is not required. The Board was advised that, to his knowledge, this approach was followed by other comparable villages.

Deer Update

The Mayor reported that in connection with the Deer Management legislation, he drafted a survey to be distributed to residents this week so he can pass on a thorough description of the deer situation in Upper Brookville to our elected officials.

NEW VILLAGE HALL PROJECT

The Deputy Mayor reported that the siding has been installed and windows would be realigned in the dormer. He also was able to negotiate a lower management fee, saving the Village over \$12,000. The Mayor stated that he and the Clerk chose the exterior stone with JGM at a stone yard.

The Clerk requested that the Board ratify the following invoice and JGM Change Orders:

- Island Engineering Invoice for County Fire Marshall application - \$2,500
- Change Order #30R3 Site Lighting - \$47,690
- Change Order #32R2 PSEG Electric Service – \$60,706

- Change Order #34 Water Fountain Upgrade - \$1,533

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

RESOLVED to ratify approval of the Invoice to Island Engineering \$2,500, CO #30R3 \$47,690, CO #32R2 \$60,706 and CO #34 \$1,533.

MINUTES

The Deputy Mayor then called for approval of the Regular Minutes of the Trustee meeting held on April 20, 2026.

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 May 18, 2026, totaling \$8,769.20, May 19, 2026, totaling \$157,499.65 and June 1, 2026 \$113,636.01. The Clerk reported that she reviewed the supporting invoice details and/or purchase contracts with a Trustee prior to the meeting. The bills include payments to the East Norwich Fire Company for Q2 2026 Fire Protection (\$94,450.27), Village of Old Brookville for Final Accounting (\$61,274) and NCS vehicle and equipment purchase (\$67,165).

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 May 18, 2026, totaling \$8,769.20, May 19, 2026, totaling \$157,499.65 and June 1, 2026 totaling \$113,636.01. *(See Attached Exhibit A, B & C)*

She also reported that she requested an invoice from JGM for construction activity through 5/31/2026. This invoice will appear on the balance sheet as a payable in fiscal year 2025/26 until all accompanying certified payroll and lien waivers are received and the invoice is paid. Once the annual audit is complete, the unused funds budgeted for the new Village Hall in the 2025/26 fiscal year will be reassigned to the project in the fund balance for the new fiscal year.

Treasurer's Report

Next, the Clerk presented the April 2026 financials.

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

RESOLVED, to approve the April 2026 Treasurer's Reports and Balance Sheets. *(See Attached Exhibits D & E)*

CLERKS REPORT

Old Cedar Swamp Road

The Clerk reported that she received a request from the Village of Brookville to clean up the right of way and Village owned property along Old Cedar Swamp Rd. She subsequently inspected the property with the Mayor. She will obtain a tree removal proposal for the dead and dangerous trees in the right of way and has requested our road crew to clean up any downed trees/branches, leaves and vines on the Village owned property.

Village Hall Fence

She also noted that she received a proposal from Walt Whitman Fence for \$1,500 to repair the Village Hall fence along Northern Blvd that was damaged by a car over the winter. The Village received a payment from the driver's insurance company which will completely cover the cost of the repair. The check detail just approved by the Board includes a \$500 deposit to the fence company.

Film Permit

The Clerk reported that she received an application for a photo shoot at Planting Fields Arboretum on June 3rd & 4th and requested an approved daily rate of \$2,500.

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

RESOLVED to approve a film permit rate of \$2,500/day for the photo shoot at Planting Fields Arboretum on June 3rd & 4th.

ROAD COMMISSIONER/CODE INSPECTOR REPORT

No Report

BUILDING DEPARTMENT REPORT

The Clerk referred to the report submitted by the Building Department Clerk for April 2026 activity. *(See Attached Exhibit F)*

BEAUTIFICATION COMMITTEE

Trustee Solomon reported that she would purchase annuals from Heritage to plant in the pots at the Village Hall.

FIRE & STORM WATER MANAGEMENT REPORT

No Report

ARCHITECTURAL REVIEW REPORT

No Report

LEGAL REPORT

No Report

The Board entered Executive Session at 6:59 p.m. to discuss a litigation matter.

At 7:174 p.m. the Board came out of Executive Session and after discussion, on motion duly made and seconded, Mayor Conway, Trustee O'Rourke and Trustee Solomon

RESOLVED to defer consideration of the Mill River Club fireworks permit application pending receipt of written assurances from the Club's President that there will be a satisfactory resolution this year that will resolve the Donna Drive drainage issue.

Trustee Pappas recused himself from the vote due to a conflict of interest.

The meeting was adjourned at 7:20 p.m.

The next regular meeting is scheduled for Monday June 15, 2026 @ 5:30 p.m.

Signed by TL Lynch 6/15/2026

Tracy Lynch
Village Clerk