

Village of Millbrook Board of Trustees Re-Organizational Meeting
Millbrook Firehouse- 20 Front Street
Meeting Minutes

January 5, 2022

I. **Call to order:** Mayor Collopy called the meeting to order at 6 PM and led the Pledge of allegiance.
Roll Call: Mayor Collopy, Trustee Contino, Trustee Herzog, Trustee Doro, and Clerk Witt.
Absent Trustee Arbogast

II. **Swearing in Trustees:**
Clerk Witt gave the Oath of Office to Trustee Doro (one-year term). Mayor Collopy appointed Buffy Arbogast (Oath of Office to follow) as Trustee (one-year term) and Trustee Contino as Deputy Mayor.

III. **Re-Organizational Meeting:**

Appointments/ Oaths of Office:

Planning Board: Mayor Collopy reappointed Kay Vanderlyn to the Planning Board (PB). Vanderlyn's next reappointment will be in 2026.

Zoning Board of Appeals (ZBA): Mayor Collopy reappointed Tim Capowski to the ZBA. Capowski's next reappointment will be in 2026.

Mayor Collopy will reach out to PB Chair Anderson and ZBA Chair Doro to contact Clerk Witt to take the Oath of Office.

Town of Washington: Will be used for additional snow removal and Highway support and animal control.

Official Newspaper

Poughkeepsie Journal- Daily
Millerton News- Weekly

Official Depository:

Bank of Millbrook
RESOLUTION

WHEREAS The Board of Trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of village monies;

NOW THEREFORE BE IT RESOLVED:

That the board of trustees designates the Bank of Millbrook as the depository of all moneys received by the village treasurer, clerk, receiver of taxes, and water and sewer bill managers. This resolution is effective immediately. **Motion made by _____, seconded by _____ and all were in favor.**

Designation of Meetings: The Board of Trustees shall meet the second and fourth (if needed) Wednesday of each month, 6 PM, at the Millbrook Firehouse, Village Hall, or via ZOOM/ Virtual Meeting.

Special Meetings may be called by the Mayor or two trustees acting together. Notification to board members should be given through personal contact by the village clerk to ensure adequate notification is provided. There may be a possibility that meetings will be held at the Firehouse, should a meeting require a larger venue.

For meetings scheduled with less than one-week advance notice, the village clerk must notify the news media to the extent practicable; preferably by e-mail to the Poughkeepsie Journal. Notice shall also be posted at Village Hall, Village website, email sent through BlackBoard, Town of Washington Town Hall and Millbrook Post Office.

For special meetings with more than one week notice the news media must be contacted as above with at least 72 hours' notice and notices shall be posted at the above listed locations with at least 72 hours' notice.

Meetings may be cancelled by the mayor following the notification procedures listed above. Persons scheduled to be on the agenda of a cancelled meeting shall also be notified to the extent practicable by the village clerk.

Rules of Procedure: The Mayor presides at all Board of Trustees meetings. In the Mayor’s absence, the Deputy Mayor presides. In their absence, the Trustee with the most years of service will preside. The first meeting of month is designated as the “Business Meeting” and will include departmental reports. Minutes will be taken by the village clerk. They must include attendance, a record of communication presented to the board for consideration, all reports presented, and the outcome of voting. Minutes must also contain time of adjournment and the signature of the clerk.

Each member of the Board of Trustees has one vote. The mayor may vote on any item but must vote in the case of a tie. A vote taken upon any question will be taken by “yea” or “aye” and “nay”.

The agenda will be prepared by the mayor and trustees may add agenda items before or during the course of a meeting. The agenda will be prepared no later than by the Monday before the meeting and will be posted on the website that Monday.

Motions may be made by any member of the board and require a second in order to be considered for a vote.

As per State guidelines in-person public participation will be at all village meetings as an agenda item as well as at the mayor’s discretion. Speakers must be recognized by the presiding officer and must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.

The rules of procedure may be reviewed and amended as needed throughout the course of the year.

Amendments require a majority vote of the Board. **Motion made by _____ to accept the Designation of Meetings and Rules of Procedure, seconded by _____ and all were in favor.**

Advance Notice of Claims:

RESOLUTION

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, ~~freight and express charges~~

Proposed change/ addition for advanced audit of claims: public utilities (electric, cable/ internet/ phone, garbage, oil/propane, gas/diesel), medical/ dental premiums, copier lease, cellphone, credit card, and monthly ambulance coverage. Remove freight and express charges

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount the board of trustees disallows

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit of claims for postage, public utilities (electric, cable/ internet/ phone, garbage, oil/propane, gas/diesel), medical/ dental premiums, copier lease, cellphone, credit card, and monthly ambulance coverage and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees. This resolution shall take place immediately.

All vendors must receive authority from the Mayor or Deputy Mayor if any work performed on behalf of the Village will result in additional labor charges. In addition, invoices for chemicals and

materials purchased on behalf of the municipality must include the original invoices and item pricing.

Motion made by _____ to accept the Advance Notice of Claims, seconded by _____ and all were in favor.

Mileage Allowance

RESOLUTION

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal vehicles while performing their official duties;

NOW THEREFORE BE IT RESOLVED:

That the board of trustees will approve reimbursements to such officers and employees at the IRS current standard rate per mile. This resolution shall take place immediately. **Motion made by _____ to accept the Mileage Allowance, seconded by _____ and all were in favor.**

Attendance at School and Conferences

Attendance by any trustee or village official at annual training and conferences must be approved in advance by the board of trustees on an individual basis with as much notice for consideration as possible.

Webinars/ Virtual Trainings are considered and recognized acceptable forms of training.

Motion made by _____ to accept the Attendance at School and Conferences, seconded by _____ and all were in favor.

Policies:

Breach Policy: see attached – On Website

Civilian Complaint Procedure: see attached- On Website

Credit Card Policy: see attached- Adopted 2019- On Website

Computer Backup Policy: see attached- On Website

Official Undertaking: see attached – On Website

Procurement Policy & Quote Form: see attached- Updated Aug 2020- On Website

Health Emergency Plan: See attached- On Website (3/10/2021)

Shade Tree Commission By-Laws: see attached- On Website

Employee Handbook: see attached- On Website

Electronic Devices and Information Technology (IT) Policies: see attached- On Website

Violence in the Workplace Policy: to be completed annually by all staff and Board members. - On Website

Sexual Harassment Training: to be completed annually by all staff and Board members. Resolution was adopted 10/09/2018. Policy is on website.

Code of Ethics: Conflict of Interest Forms are to be filled out annually by all members of the Board. Mayor Collopy asks the Board to fill out the Conflicts of Interest form and return the form to the Clerk.

Changes (?): _____

Motion made by _____ to accept the above-mentioned Policies, seconded by _____ and all were in favor.

Committees: (For the complete policy on each Committee please visit the Village website)

Code of Ethics: The Board of Ethics shall have the powers and duties prescribed by Article 18 of the General Municipal Law and any Code of Ethics adopted pursuant to such article under the rules and regulations as the Board may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics or amendments thereto upon request of the Board of Trustees.

Members: Mike Herzog (BOT), Rev. Calkins, and John Dux (Resident)

Community Review Board: This Review Board would be comprised of the Village's Officer in Charge or alternate senior officer, a Village Board Member and an appointed resident of the Village.

This board will meet as necessary to review any complaints but at least once a year to make recommendations to the Village Board for changes in policy or procedures.

A formal complaint form will be created for use to register any complaints by the Deputy Mayor.

Members- OIC Sgt. Witt (Police), Mike Herzog (BOT), Mike Murphy (Resident)

Shade Tree Commission: The general responsibilities of the Shade Tree Commission Members are to serve in an advisory capacity to the Village Board, to assist the Village Highway Superintendent in management of the tree inventory, to plan and conduct Arbor Day activities and to participate in special projects such as tree plantings.

Members- Bob Collocola (Chair), Kevin McGrane (Vice Chair), Mike Herzog (Secretary)

Motion made by _____ to acknowledge the above-mentioned Committees and the Committee Members, seconded by _____ and all were in favor.

Fees:

Building Department Fees: The attached fee schedule for the Building Department

Village of Millbrook Water and Sewer Rates: (Adopted by Resolutions #012-2019- Water and #2021-001 Sewer) VRI is designated as the Water Superintendent, Superintendent of Sewers and whenever referenced in the village code.

Village Residents: \$6.75 for water and \$9.00 for sewer.

Town Residents: \$10.00 for water and \$9.00 for sewer.

(Rates are per 1000 gallons of consumption)

Customers who ONLY have sewer service are currently estimated at 6,300 gallons per quarter.

Water and Sewer Connections: (Adopted by Resolution 2021-013)

1) Application fees for Village and Town:

- Water: \$500 and \$500 bond
- Sewer: \$500 and \$500 bond

2) Escrow of \$5000 to cover Village-related and VRI-related inspection fees, engineering fees and administrative fees (amounts TBD). Each application requires a stamped Dutchess County Health Department (DCHD) approved site plan.

3) Connection fees for Non-Village pre-approved applicants: Homeowner pays all connection fees for each hookup plus an additional \$6270 for water hookup and \$6270 for sewer hookup (Assuming current rates for non-village water & sewer and a three-bedroom house. Connection fees are subject to adjustment based on the size of the project.)

Filming Fee: Fees will be based on the scope of project.

Violation Fees:

Brush Pick-up- Fees determined on site by the Public Works Supervisor.

Leaf Pick-up- Fees determined on site by the Public Works Supervisor.

Snow Ordinance (parking)?-

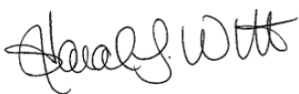
Motion made by _____ to acknowledge the above-mentioned Fees, seconded by _____ and all were in favor.

Closing Fiscal Year: Mayor Collopy noted that all invoices to be honored and paid by July 2021 for the fiscal year 2020/2021 to close the year sooner and get the AUD completed in a timelier manner.

IV. Next Meeting: Wednesday, January 12, 2021- Business Meeting

V. Adjournment: Motion by _____ to adjourn meeting at ____ PM, seconded by _____ and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer