

Village of Millbrook Board of Trustees
Meeting Minutes

January 26, 2017

I. Call to order

Mayor Brown called the meeting to order at 6:32 PM and led the Pledge of allegiance. Mayor Brown acknowledged that Trustee Hicks will be leaving the meeting at approximately 8:00 PM and should the meeting remain open after Trustee Hicks is gone, no actions will be taken. There were approximately five members of the public in attendance.

Roll Call: Mayor Brown, Trustee Herzog, Trustee Hicks, Clerk Witt and Officer Witt.
Absent: Trustee Spagnola and Deputy Mayor Rochfort.

Appointment of Officer Witt:

Mayor Brown made a motion to appoint Officer Witt as full-time police officer, seconded by Trustee Herzog all were in favor. Clerk Witt then administered Officer Witt his Oath of Office.

LOSAP:

Mayor Brown made a motion to accept the LOSAP Penflex "Sponsor Approval Form", seconded by Trustee Herzog, all were in favor.

01/03/2017 Minutes Corrections:

Mayor Brown read a portion of the 01/03/2017 Minutes that needed to be corrected. Mayor Brown then read the corrected Minutes. (Attached)

Mayor Brown made a motion to accept the corrected Minutes that were just read, seconded by Trustee Hicks, all were in favor.

Resignation of Trustee Spagnola:

Mayor Brown read Trustee Spagnola's letter of resignation. The Board accepted his resignation, with regret. Mayor Brown thanked Mr. Spagnola for his years of dedicated service to the Village. Mayor Brown made a motion to accept, with regret, Mr. Spagnola's letter of resignation, seconded by Trustee Herzog, all were in favor.

Liaisons:

Trustee Herrzog made a motion to have Trustee Hicks be the liaison to the Police and Trustee Herzog to be liaison for Town IMA (Intermunicipal agreements), WIC (Watershed Intermunicipal Council), CAC (Conservation Advisory Committee), Grants (filling and payment) and Code Review, seconded by Trustee Hick, all were in favor.

Mayor Brown informed the Board that there will be more liaison assignments to be announced.

Thorne Building Windows:

Mayor Brown made a motion to accept the Schmaling Glass quote of \$1215.00 to repair nine windows at the Thorne Building (attached), seconded by Trustee Herzog, all were in favor.

Public Participation:

Village residents Mr. Collopy and Ms. Keelan submitted a letter to the Board (attached). The Board discussed the items in that letter along with the remaining agenda items listed:

Treasurer update, audit update, Greenbriar, police, water and sewer, well update, fund appropriation, Tuxis update, Verizon permit. No actions were taking during public participation.

II. Adjournment:

Mayor Brown made a motion at 9:05 PM to close the meeting, seconded by Trustee Herzog and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer

VILLAGE OF MILLBROOK
BOARD OF TRUSTEES
Thursday, January 26, 2017*

1. Call to Order/Pledge of Allegiance – Mayor Brown
2. Appointment of Officer Witt as Fulltime Police
3. LOSAP – Penflex “Sponsor Approval Form”
4. 01/03/2017 Minutes Correction
5. Resignation of Trustee Spagnola
6. Liaisons
7. Thorne Building Windows Bid
8. FSA/ Paychex
9. Tim Collopy and Mary Keelan
10. Treasurer Update – *Requested by Mr. Collopy*
- Poughkeepsie Journal Ad/ Millerton News
11. Audit Update- *Requested by Mr. Collopy*
12. Greenbriar- *Requested by Mr. Collopy and Ms. Keelan*
13. Police- *Requested by Mr. Collopy*
14. Water and Sewer- *Requested by Ms. Keelan*
15. Well Update- *Requested by Ms. Keelan*
16. Fund Appropriation- *Requested by Ms. Keelan*
17. Tuxis Update- Trustee Herzog – *Requested by Ms. Keelan*
18. Verizon Permit- *Requested by Ms. Keelan*
19. Upcoming Dates to Remember:
February 14th, 2017 at 6:30 PM- 1st meeting
February 28th, 2017 at 6:30 PM- 2nd meeting
20. Auditing of bills
21. Adjourn

**Meeting was re-scheduled from 01/24/2017. 01/24 meeting was cancelled due to inclement weather.*

VILLAGE OF
MILLBROOK
BOARD OF TRUSTEES
ANNUAL REORGANIZATION MEETING MINUTES
January 3, 2017

Roll Call: Mayor Brown, Trustee Herzog, Deputy Mayor Rochfort, Trustee Hicks and Village Clerk Witt were in attendance. Trustee Spagnola was absent.

1. The Board of Trustees entered into executive session at 6:02 PM to discuss personnel matters. Deputy Mayor Rochfort made a motion to designate Clerk Witt as Treasurer, seconded by Mayor Brown, all were in favor.
Deputy Mayor Rochfort made a motion to make Mayor Brown an interim full-time mayor until May 31st, 2017, the Mayor will get a salaried pay during that time of \$2500/month to assist in training the treasurer and deputy clerk, seconded by Trustee Herzog, all were in favor.
Deputy Mayor Rochfort made a motion to approve placing an advertisement in the paper and other website media for a bookkeeper/ deputy treasurer, seconded by Trustee Herzog, all were in favor.
Trustee Herzog made a motion to exit out of executive session at 6:32 PM, seconded by Deputy Mayor Rochfort, all were in favor.
2. Mayor Brown called the Reorganization meeting to order at 6:42 PM and led the Pledge of Allegiance.
3. Clerk Witt then gave Mayor Brown, Deputy Mayor Rochfort, Trustee Herzog and Trustee Hicks their ceremonial Oath's of Office.
Mayor Brown then gave Clerk Witt her Oath of Office as Treasurer.
4. Appointments:

Snow Removal/Hwy Services	Town of Washington
Official Newspaper	Poughkeepsie Journal
5. 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, and receiver of taxes. This resolution is effective immediately.

Mayor Brown made a motion to accept this Resolution, seconded by Trustee Hicks and all were in favor.

6. Code of Ethics:

Conflict of Interest Forms are to be filled out annually by all members of the Board. No changes were made.
7. Official Undertaking: Mayor Brown read from the attached Blanket Undertaking Document, no changes were made.

VILLAGE OF
MILLBROOK
BOARD OF TRUSTEES
ANNUAL REORGANIZATION MEETING MINUTES
January 3, 2017

* CORRECTED *

Roll Call: Mayor Brown, Trustee Herzog, Deputy Mayor Rochfort, Trustee Hicks and Village Clerk Witt were in attendance. Trustee Spagnola was absent.

1. Mayor Brown called the meeting to order at 6:00 PM and made a motion to enter into executive session seconded by Trustee Rochfort, all were in favor. The Board then briefly discussed having executive session upstairs or downstairs and whether they should do the pledge at that time or when they reconvened.

The Board of Trustees entered into executive session at 6:02 PM to discuss personnel matters. Deputy Mayor Rochfort made a motion to designate Clerk Witt as Treasurer, seconded by Mayor Brown, all were in favor.

Deputy Mayor Rochfort made a motion to make Mayor Brown an interim full-time mayor until May 31st, 2017, the Mayor will get a salaried pay during that time of \$2500/month to assist in training the treasurer and deputy clerk, seconded by Trustee Herzog, all were in favor.

Deputy Mayor Rochfort made a motion to approve placing an advertisement in the paper and other website media for a bookkeeper/ deputy treasurer, seconded by Trustee Herzog, all were in favor.

Trustee Herzog made a motion to exit out of executive session at 6:32 PM, seconded by Deputy Mayor Rochfort, all were in favor.

2. Mayor Brown reconvened the Reorganization meeting at 6:42 PM and led the Pledge of Allegiance.
3. Clerk Witt then gave Mayor Brown, Deputy Mayor Rochfort, Trustee Herzog and Trustee Hicks their ceremonial Oath's of Office.
Mayor Brown then gave Clerk Witt her Oath of Office as Treasurer.

4. Appointments:

Snow Removal/Hwy Services

Town of Washington

Official Newspaper

Poughkeepsie Journal

5. Official Depository:

Bank of Millbrook

RESOLUTION

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Mayor Brown made a motion to accept this Resolution, seconded by Trustee Hicks and all were in favor.

6. Code of Ethics:

Joseph J Spagnola Jr

Phone 914 489 2029 Fax 845 677 4568 email jspagnola22@gmail.com

January 9, 2017

Mayor Rod Brown
Village Board of Trustees
Village of Millbrook
PO Box 349
Millbrook, NY 12545

Dear Mayor & Members of the Village Board:

Please accept my resignation effective January 20, 2017.

Having served the Village for over twenty years, between the Planning Board and the Village Board, I understand the time and commitment that is necessary to accomplish the work that is required of us. I can no longer afford our residents that commitment.

I wish the new board good luck and my thanks to all of you who have supported me through the years.

Sincerely yours



Joseph J Spagnola Jr.

SCHMALING GLASS INC
 285 VIOLET AVENUE
 POUGHKEEPSIE, NY 12601

PH:(845) 471-2510 FAX:(845) 471-5643

Federal Tax ID: 14-1490544

P/O#: Taken By: Installer:	Cust State Tax ID: Cust Fed Tax ID: Ship Via:	Quote: Q001002
SalesRep:	Adv. Code:	Date: 1/3/2017 Time: 07:18 AM

Bill To: Millbrook - Village

Sold To: Millbrook - Village

Village of Millbrook - Robert Collocola
 35 Merritt Avenue
 PO Box 349
 MILLBROOK, NY 12545

Village of Millbrook - Robert Collocola
 35 Merritt Avenue
 PO Box 349
 MILLBROOK, NY 12545

(845) 677-3022 Mobile: (845) 264-1859 Fax: (845) 677-3022

Qty	Part Number	Description	List	Disc%	Sell	Total
9	MISC	labor and materials to repair (9) windows	\$135.00	0	\$135.00	\$1,215.00
1	MISC	wood sash frames	\$0.00	0	\$0.00	\$0.00

Thank you for your business

Sub Total: \$1,215.00

Tax: \$0.00

Total: \$1,215.00

VILLAGE OF MILLBROOK RESIDENTS: COLLOPY & KEELAN

TO: MAYOR: RODNEY BROWN; TRUSTEES: JOSEPH ROCHFORD,
MICHAEL HERZOG, BRIAN HICKS; PLANNING BOARD CHAIR:
STAN MORSE; PUBLIC IN ATTENDANCE
FROM: VILLAGE OF MILLBROOK RESIDENTS: TIM COLLOPY & MARY
KEELAN
SUBJECT: VILLAGE OF MILLBROOK MEETING AGENDA AND PUBLIC
PARTICIPATION
DATE: 1/26/2017
CC: INTERESTED PARTIES.

Changes in public participation protocols for Village of Millbrook meetings and meeting agenda:

Though particular protocols for *public participation* at Village of Millbrook public meetings have not been published in their specificity, they have been announced by Mayor Brown, presumably endorsed by the current Board of Trustees, and put in place as of January 3, 2017. (See Rules of Procedure with 1/3/17 minutes.) We understand the use of the term *public participation* to include any questions or comments on specific agenda items at the time of that agenda item being discussed during the meeting or in a special designated part of the meeting agenda noted as “*Public Participation*” when either agenda relevant or other subjects may be introduced. It is our understanding from these announcements that the new protocols consist of the following:

1. there shall be *no public participation* at the Village of Millbrook regularly scheduled first meeting of the month, “the business meeting.” “*Public participation will be allowed at the second meeting of the month as an agenda item as well as at the mayor’s discretion. . . . Public participants attending the 1st meeting of the month will be allowed to put items on the agenda of the 2nd meeting of the month.” (VofMf minutes, 1/3/2017)*

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2. As explained at the VofMf on 1/10/2017, if someone has a question or comment on a particular issue, the following directives must be followed: he/ she must have attended the first Village meeting of the month, i.e., the business meeting; he/she must fill out a form which will list agenda items from that meeting; he/she must align any questions/ comments/issues with a specific agenda item; he/she must submit that form at the conclusion of the business meeting. Otherwise, it will not be considered. If there is a question or item of concern not listed on the business meeting agenda, he/she may give it in writing to a trustee or to the mayor by the Friday before the next regularly scheduled meeting of the month and it will be considered for inclusion in the agenda for that second meeting.

3. If a person is not in attendance at the business meeting in order to fill out the requisite form by the end of that meeting, one may not submit same at another time before the next meeting, the second meeting, of the month. One may also not speak to any item not on the agenda for the second meeting.

These directives, with one exception, have been followed by Village of Millbrook residents, Tim Collopy and Mary Keelan, who were both in attendance at the Village of Millbrook business meeting on January 10, 2017. Mr. Collopy was also in attendance at the January 3, 2017 swearing in/organizational meeting. (The exception is that both Tim Collopy and Mary Keelan filled out the form on January 10 after the business meeting and submitted it but had it returned to them by the Mayor on January 11 because it was incorrectly submitted. They both electronically resubmitted the correctly entered form which had been resent on 1/11/17)

The chart of the agenda below is distributed for a clearer sense of what Tim Collopy and Mary Keelan submitted and requested in respect to these new protocols. The first column represents how items from the 1/10/17 business meeting agenda are listed; the second column lists the agenda requests from Collopy and Keelan as aligned with those from the business meeting; the third column represents the corresponding agenda item for tonight as prepared by the Mayor. Requests for discussion of new items were eliminated. See XXXXX.

Agenda Request Sheet 2 nd meeting (1/24/2017)	Village of Millbrook, New York	Published V of M Agenda for January 24 meeting (XXXXX= unanswered items and/or not included in agenda for 1.24.2017)	Comments
Agenda Item (from January 19, 2017) *items below indicate agenda item based on from 1.3.2017 V of M meeting. ** indicate information requested not referencing item on any agenda.	Requestors: Tim Collopy & Mary Keelan		
Treasurer Update	Why did tax account reduce by \$344K from prior report? Can bank balances chart be revised to also show M-T-M changes? (TC)	9. Treasurer Update Requested by Mr. Collopy Poughkeepsie Journal Ad/Millerton News XXXXXXXXXXXXXX	
* Appointment of Treasurer	Describe the process used to conclude this was the best candidate & why the vote in executive session? (TC)	XXXXXXXXXXXXXX	
* Appointment of Deputy Mayor	When did this motion pass? (TC)	XXXXXXXXXXXXXX	
* Designation of Meetings	Why no mention of using website notification of meetings & cancellations? Why doesn't "push-notify" from the website work anymore? (TC)	XXXXXXXXXXXXXX	

Audit Update	If this is indeed a financial and process-control audit, why is the auditor waiting for the village to provide information before starting? When completed, will the auditor attend a public-participation-allowed meeting to present the results? (TC)	10. Audit Update Requested by Mr. Collopy	
Greenbriar Update	What is nature of contract between Village of Millbrook and Greenbriar? Print copy of draft of contract? Or when available? Will Greenbriar (not Village taxpayer) be asked to provide funding into a maintenance/upgrade account for Sewer? Water? Is Greenbriar et al in TOW on water and sewer systems contributing to capital fund for these services other than regular monthly fees? (MK)	11. Greenbriar- Requested by Mr. Collopy and Ms. Keelan	
* Police (not on agenda for 1.10.2017)	Why no monthly police report? What happens to P/T officers when the P/T officer starts? (TC)	12. Police Requested by Mr. Collopy	
Water & sewer	Timeline for implementation of water filtration and elimination of failed water test mandates (MK)	13. Water and Sewer- Requested by Ms. Keelan	
Well Update	What is timeline for completion of this phase? What is next phase? (MK)	14. Well Update- Requested by Ms. Keelan	

Fund appropriation	Expended and anticipated expenditures on water issues. (MK)	15. Fund Appropriation- Requested by Ms. Keelan	
Tuxis et al	Availability of print report presented by M. Herzog, especially laws/regulations etc. regarding water supply for Village. (MK)	16. Tuxis Update- Trustee Herzog - Requested by Ms. Keelan	
Attorney report: FOIL request follow-up	Don't recall this item being addressed. Please clarify. (MK)	XXXXXXXXXXXX	
Verizon permit	Is this for an increase in cell tower capabilities? What exactly is being proposed by Verizon and how much are they (and other utilities mentioned) paying to the Village for this privilege? Pros and cons? (MK)	17. Verizon Permit- Requested by Ms. Keelan	
**Other: Public Participation	Please provide specific written instructions on new public participation rules and post on Village website. (MK)	XXXXXXXXXXXX	
**Other: Bennett	Please clarify/ expand on questions and answers to Planning Board Chair on this topic. (MK)	XXXXXXXXXXXX	
**Other: Thorne	It was mentioned previously that the Village lawyer was preparing a report on funding accounts, trusts etc. related to the Thorne Building. What is the status of these reports? Timeline for availability for public? (MK)	XXXXXXXXXXXX	
**Other: Interim Mayor appl.	Please provide legal opinion (print copy) on mayor delaying appt and swearing in	XXXXXXXXXXXX	

**Other: Handicap Access	<p>1. Would the Village consider providing handicap access parking adjacent to pathway to ramp? There is no parking handicap access as far as I know.</p> <p>2. Background noise of basketball players in the gym environs combined with low conversational voice of some speakers/trustees inhibits clear understanding of discussion among trustees. All should consider use of microphones.</p> <p>3. Attendance at meetings is not always possible for many reasons for challenged citizens. Video taped cable presentations as well as posting of digital audio tape on the Village website would provide means for others to know what is going on at Village meetings and participate vicariously and otherwise. Can this be considered and a plan be developed? (MK)</p>	XXXXXXXXXXXX	
	Thank you.		