

Village of Millbrook Board of Trustees
Meeting Minutes

July 25, 2017

I. Call to order

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance.

Roll Call: Mayor Brown, Deputy Mayor Rochfort, Trustee Hicks, Trustee Herzog, Fire Chief Bownas and Clerk Witt.

Absent: Trustee Van De Water

II. Administrative Business:

Trustee Hicks made a motion to accept the budget modifications as presented (attached), seconded by Deputy Mayor Rochfort and all were in favor.

Trustee Herzog made a motion for a correction on the June 27th meeting minutes to remove “building department and planning fees” and change it to “building department fees”, seconded by Trustee Hicks and all were in favor.

Old Business:

ADA Sidewalk Grant: Mayor Brown wants the engineer for the ADA sidewalk project, Eric Holt, to write a referral letter in reference to which company should be awarded the bid. Should the Board receive Mr. Holt’s referral letter, the Board will award the bid at the August 8th meeting.

New Business:

Thorne Building Appraisal: Mayor Brown informed the Board that he is seeking an appraisal for the Thorne Building. He wanted the Board to know it may cost between \$1200.00-\$1800.00. Mayor Brown will have more information on the cost of an appraisal possibly for the next agenda.

Verizon Letter: Mayor Brown informed the Board Attorney Valk has been asked to send letter to Verizon. Verizon has submitted a building permit to put more antennas and equipment on the water tower. Verizon’s contract is up for renewal in a year and Verizon only pays the Village \$800.00 per month for the antennas to be on the water tower which is considerably low in comparison to Sprint who pays nearly \$3700.00 per month. Mayor Brown says the letter will explain the Village’s position and request that Verizon assist in paying for the cost of the exterior of the water tower to be repainted.

Adoption of Jurisdictional Annex to Dutchess County (DC) Hazard Mitigation Plan: Mayor Brown tasked Trustee Herzog the DC Hazard Mitigation Plan, as Trustee Herzog is most familiar with it having worked on it a few years ago.

Fire Department and Rescue Squad Liaison: Trustee Herzog made a motion for Trustee Hicks to be liaison to the Fire Department and Rescue Squad, seconded by Deputy Mayor Rochfort and all were in favor.

III. Fire Department (FD) Report:

Fire Chief Bownas read from the attached FD report for June.

Additional Comments: Mayor Brown informed Fire Chief Bownas that a representative from Penflex will be in attendance at the August 8th meeting to discuss LOSAP and do a presentation.

Fire Chief Bownas told the Board the Fireman’s Carnival did well and he should have the grand total once all the bills have been paid.

IV. Board Member Updates:

Deputy Mayor Rochfort told the Board on July 19th he had met with the members of the Millbrook Business Association (MBA) Christmas Decorating Committee. The committee may seek help from the FD in hanging wreaths when time gets closer. They would also like to keep the barrels that hold the geraniums in front of the businesses out to put the Christmas trees in. They plan to have the Christmas decorations completed by Thanksgiving weekend.

Deputy Mayor Rochfort also told the Board the Thorne Building Planning Committee plans to have a public hearing sometime in early October. He told the Board the Committee will have a booth at Community Day with handouts that will explain some of the committee's ideas.

Trustee Hicks said the Police are doing a good job and their training is going well. He also told the Board the Public Works Department is prepping for the resurfacing on Church St. and Alden Place.

Trustee Herzog would like a link on the Village website about the trees for the ADA sidewalk project, with the Mayor's approval. Mayor Brown told Trustee Herzog that Deputy Clerk Zeko had just returned from vacation and as soon as she catches up from being away she can put a link on the Village website.

The Board had a time of public comment, no actions were taken during that time.

V. Adjournment:

Trustee Herzog made a motion to adjourn the meeting at 7:49 PM, seconded by Trustee Hicks and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer

**Village of Millbrook
Village Hall – Board of Trustees
July 25, 2017 6:30pm**

- 1. Open meeting – Pledge of Allegiance**
- 2. Administrative Business :**
 - a. Modification to 6/27 minutes
 - b. Approval of Budget Modifications – adjustments to 7/25/17 modifications
- 3. Old Business :**
 - a. Dam project has been started
 - b. ADA project – possible approval of bid
 - c. Electrical service progress
 - d. Sewer on Maple
- 4. New Business :**
 - a. Funding for appraisal of Thorne Building - \$1200 - \$1800
 - b. Verizon letter – water tower
 - c. Review the Adoption of Jurisdictional Annex to Dutchess County Hazard Mitigation Plan
- 5. Department Reports : (first meeting of month only)**
 - a. FD/Rescue – Matthew Rochfort, Ted Bownas and Laurie Olsen
Carnival / Fitch’s Corner
 - b. Treasurer – Sarah Witt
- 6. Board Member Updates :**
 - a. Deputy Mayor - Joe Rochfort
 - b. Trustee Brian Hicks
 - c. Trustee Mike Herzog – ADA intersection project – Tree removal and replanting
- 7. Public Comment :** (number of speakers will determine amount of time given to each speaker)
- 8. Executive Session** (if needed)
- 9. Adjournment**
- 10. Auditing of Bills**

RB – 7/25/17

Budget Adjustments – Presented at 07/25/2017 Board Meeting

By this resolution the Board of Trustees authorizes the following transfers necessary to fund underfunded operating lines:

From A.1210.0800 Mayor Emp. Ben	-\$48.59
To A.1210.0400 Mayor CE	-\$48.59
From A.1325.0100.0001 Treasurer PS	-\$1,068.87
To A.1325.0100 Clerk PS	-\$1,068.87
From A.1640.0200 Central Garage Equip	-\$646.44
To A.1640.0400 Central Garage	-\$646.44
From A.3120.0100 Police PS	-\$132.93
To A.3120.0800 Police Empl Ben.	-\$132.93
From A.1010.0400 Board of Trustees PS	-\$3,190.15
To A.5182.0400 Street Lighting CE	-\$3,190.15
From F.1910.0400 Insurance	-\$5,148.00
To F.1990.0400 Contingency	-\$5,148.00
From F.8310.0200 Water Cap Imp	-\$15,164.19
To F.8310.0400 VRI	-\$4,619.76
F.8340.0400 Utilities	-\$10,544.43
From G.8130.0200 Capital Imp	-\$6,607.19
To G.8130.0400 Chemicals/Lab	-\$4,100.44
G.8130.0405 Sludge	-\$2506.75

These entries are to be Journal Entries done by the Treasurer.

Millbrook Fire Department

June 2017

Automatic Fire Alarm	20
Motor Vehicle Accident	5
EMS Call	49
Wires Down	2
<u>Hazardous Material</u>	<u>1</u>
Total Incidents	77

EMS Responses

NDP (daytime)	34
MFD Rescue	13
Mutual Aid Rec'd	9