

Village of Millbrook Board of Trustees
Village Hall- 35 Merritt Avenue Millbrook NY 12545
Meeting Minutes

November 13, 2018

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 Herzog, Trustee Hicks, Trustee Van DeWater, Officer Witt, Public Works Supervisor (PWS) Collocola, Fire Chief Bownas, Attorney Valk and Clerk Witt.

II. Administrative Business:

Minutes: Mayor Brown said because not all of the trustees had had a chance to read the minutes for 10.23.18, they will be voted for approval at the next meeting.

Budget Adjustment and Voucher Funds: Mayor Brown read from the attached Voucher Fund Totals. Deputy Mayor Rochfort made a motion to accept the Voucher Fund Totals as presented, seconded by Trustee Herzog and all were in favor. Mayor Brown then explained that there needed to be a Budget Adjustment made due to the emergency repair on Church St. Trustee Hicks made a motion to accept the Budget Adjustment for the emergency repair as presented, seconded by Deputy Mayor Rochfort and all were in favor.

November 13, 2018 Voucher Totals

Vouchers 17937, 17943-18009

A - GENERAL FUND	140,527.84
F - WATER FUND	12,568.42
G - SEWER FUND	9,962.70
H - CAPITAL PROJECTS	7,893.75
TA - TRUST & AGENCY FUND	111.00
T - TRUST FUND	
	171,063.71

III. Old Business:

Oath of Office: Mayor Brown introduced Ian Schwandt as the newest member of the Planning Board. Clerk Witt gave Mr. Schwandt the Oath of Office for Planning Board Member.

CDBG- Village Hall: Mayor Brown said he and Clerk Witt had done a walk through with members of the CDBG committee. He explained that it was discussed to include an upgrade to the foyer and to add a parking lot on the side of the Village Hall. Mayor Brown said we have not heard from the committee since the walk through.

IV. Departmental Reports:

Police: Police Hour Increase Request- Mayor Brown asked the Board if they had a chance to consider Officer Witt's request for more hours and said if anyone had questions for Officer Witt to ask while he is here. After discussion, Mayor Brown said the increase in hours will not be used for creating shifts, rather, it is to fulfil the need for coverage. He also said there should be no problem in finding the money to increase the personal service (PS) line. Mayor Brown made a motion to increase the Police PS line \$5000, seconded by Trustee Hicks and all were in favor.

Service Stripe Awards: Mayor Brown read from the attached Service Stripe Award letter. Each stripe represents five (5) years. He then presented Officer Scribner (not in attendance) with four (4) Service Stripes for 21 years of service (5/01/1997), Officer Poluzzi with four (4) Service Stripes, 20 years of service (04/27/1998), Officer Naughton with three (3) Service Stripes, 18 years of service (06/29/2000)

and Officer Witt two (2) Service Stripes, 10 years of service (11/25/2008).

Monthly Report: Officer Witt read from the attached October report.

Additional Comments: Officer Witt thanked Officer Aluisio who assisted the Highway and Fire Dept during the rain storm that was flooding out part of Franklin Ave. He also added there were no reported incidents on Halloween.

Fire Department: Fire Chief Bownas read from the attached October report.

Additional Comments: Fire Chief Bownas said he would look into the cancer policy and get back to the Mayor about his findings. The Mayor asked if Chief Bownas could meet during the week to go over the policy and the EMS response times.

Public Works: PWS Collocola read from the attached Public Works report.

Additional Comments: PWS Collocola also thanked Officer Aluisio for her assistance with the big rain event. PWS Collocola stated the new truck should be delivered sometime in the week.

Water and Sewer: Mr. Osborn read from the attached water and sewer reports.

Additional Comments: Mr. Osborn explained the situation where the owners of Aurelia's Restaurant (now closed and for sale) would like to shut the water off. The problem is that the Antique's Mall next door shares the water line. Mr. Osborn said he is unsure of how to proceed at this point, but he suggested that the owner of Aurelia's should contact the Antique's Mall owners to try and work it out. Mayor Brown said they would have to talk amongst themselves, should they not come up with a solution the Antique's Mall would have to get a new line and curb-box and they would incur that cost.

Clerk Report: Clerk Witt read from the attached Treasurer's reports and Tax Collection Report.

Additional Comments: Clerk Witt informed the Board she is working on the admin review for eCode update and had asked Attorney Valk if she could look into a few local laws that are in the Village Code but have not been filed with the State. She also stated that Zach Zeko had come in to help with scanning and filing and would he be coming in periodically to help the office out.

V. Old Business:

IT Tokens: Trustee Herzog made a motion for the Village to get 12 more tokens from NetEffx, seconded by Trustee Hicks and all were in favor.

VI. New Business:

2nd Meeting: Mayor Brown informed the Board he would be away for the second meeting (11/27/18). After discussion, the Board members decided to hold the 2nd meeting.

Public Assembly Permit- Chanukah: Mayor Brown explained the Millbrook Chanukah Committee will be having a Menorah lighting at the Thorne Building Sunday, December 9 at 4 PM. Mayor Brown said if there were no objects for this permit, he would sign and approve the application. No objections were made.

Insurance payment for the Sewer Plant Blower: Mayor Brown said that after a year of going back and forth with the insurance company and engineers, the Village would be received a check for approximately \$22,700 for the main blower. He said there was a back-up blower, but that blower also gave out and he is working on getting the insurance money for that one too. With regards to the back-up or the second blower, he is waiting to hear if the Village would get the money for the cost of the blower (approx. \$22,700) or for the cost of the repair (approx. \$14,000.)

VII. Trustee Updates:

Deputy Mayor Rochfort: Said he had met with the MBA sign committee and stated the proposed welcome signs for the entrances of the Village would not be approved or allowed by the NYS DOT. He said the DOT gave an example of what would be allowed, but it is not what the MBA sign committee would like to put up. He said Ms. Baravalle would be doing research on the signs. Deputy Mayor Rochfort said there is a Thorne Building update on the website and he said they are officially a 501c3. He said the Christmas trees that line the Village would be delivered on 11/19 and PWS Collocola has been informed.

Attorney Valk was asked by Mayor Brown about the Village committees meeting at member's houses

and if that would be OK. Deputy Mayor Rochfort asked, for future reference, where the meeting should take place. Attorney Valk said they would have to be advertised in accordance with Open Meetings Law and it would best to be held in a public building, like the Village Hall.

Trustee Hicks: Said Parade of Lights will be on November 30th and all are welcomed. He said as a public safety announcement, it would be a big help to the Fire Department if homes and business street numbers were clearly labeled on the outside of their buildings, in the event of an emergency call.

Trustee Herzog: Said he had spoken to Sally Kellogg of the DEC with regards to a Shade Tree Commission and he will be doing more research on the matter. Trustee Herzog said he is hoping to have more information in the coming meetings.

Trustee Van DeWater: Said he had no update.

VIII. Mayor Brown: Said the first meeting in December (12/11) will be filmed. He mentioned Sue Serino had said there might be grant money opportunities for capital projects the Village could apply for and asked the Board to email him some suggestions.

IX. Public Comment: During public participation there was a thank you from Resident Collopy to the Fire Department for helping with a neighbor who needed their basement pumped and a DOT question about a stop line/ stop sign on Russel Knolls to which Deputy Mayor Rochfort said he has a request to the DOT and hasn't heard back yet. Other comments included Old Orchard Ln document question that was answered by Attorney Valk. No actions were taking during public comment.

X. Executive Session & Adjournment: Mayor Brown stated there will be an executive session for the preparing, grading or administering of examinations and invited Clerk Witt to be in attendance. Deputy Mayor Rochfort made a motion at 8:28 PM to enter into executive session, seconded by Trustee Herzog and all were in favor. During executive session Mayor Brown made a motion to allow him to contact an attorney to look into what can legally be done with the miscellaneous funds and restricted trusts, seconded by Deputy Mayor Rochfort and all were in favor. Mayor Brown made a motion to exit executive session and adjourn the meeting at 9:43 PM, seconded by Deputy Mayor Rochfort and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer