

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

*January 23, 2018*

**I. Call to order**

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance. Mayor Rod then had a moment of silence for Barbara Murphy, wife of the Town of Washington Councilman Murphy.

**Roll Call:** Mayor Brown, Deputy Mayor Rochfort, Trustee Herzog, Trustee Hicks, Trustee Van De Water and Clerk Witt.

**II. Administrative Business:**

Trustee Herzog made a motion to accept the 01/09/2018 minutes as presented, seconded by Deputy Mayor Rochfort and all were in favor.

**Re-Organizational Meeting:**

Mayor Brown made the following appointments:

Earl Meyers to the Zoning Board of Appeals as a Board member until 2022. Mayor Brown made a motion to accept this appointment, seconded by Trustee Hicks and all were in favor. Clerk Witt then gave Mr. Meyers the Oath of Office.

Heather LaVarnway to the Planning Board as a Board member until 2022. Mayor Brown made a motion to accept Ms. LaVarnway's appointment seconded by Trustee Herzog and all were in favor. Ms. LaVarnway will have up to thirty days to take her Oath of Office.

Village Clerk Witt throughout 2018, to be reappointed for a two-year term in 2019. Mayor Brown made a motion to accept Clerk Witt's appointment, seconded by Deputy Mayor Rochfort and all were in favor. Mayor Brown then gave Clerk Witt the Oath of Office.

Snow Removal/Hwy Services:                      Town of Washington

Official Newspaper                                      Poughkeepsie Journal

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 stated the following policies would be read and would make a motion to accept the policies and/or state any changes that would be made at the end of the reading of the policies.

**Code of Ethics:** Conflict of Interest Forms are to be filled out annually by all members of the Board. No changes were made.

**Official Undertaking:** Mayor Brown read from the attached Blanket Undertaking Document, no changes were made.

**Designation of Meetings:**

The Board of Trustees shall meet the second and fourth Tuesday of each month, 6:30 PM, at Village Hall. 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.

For meetings scheduled with less than one-week advance notice, the village clerk must notify the news media to the extent practicable; preferably by fax transmission to the Poughkeepsie Journal and Millerton News. Notice shall also be posted at Village Hall, 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.

Changes, noted by the Mayor, the possibility of meetings being held at firehouse, should the meeting call for a larger venue. Second change, the newspaper would be contacted via e-mail and not by fax transmission.

**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 Friday before the meeting and will be posted on the website that Friday.

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

Public participation will be allowed at the second meeting of the month 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. Public participants attending the 1<sup>st</sup> meeting of month will be allowed to put items on the agenda of the 2<sup>nd</sup> meeting of the month.

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.

Changes, as noted by the Mayor, the removal of the Public participation procedure.

**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

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 public utilities, postage, freight and express charges 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.

#### Mileage Allowance

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 rate of \$.55 per mile. This resolution shall take place immediately.

#### 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.

Mayor Brown explained to the Board the importance of training/classes and encourages any Board member and staff to attend training/classes whenever possible.

Mayor Brown noted the following policies are on the Village website for review.

**Procurement Policy:** No changes were made.

**Investment Policy:** No changes were made.

**Employee Hand Book:** Includes Telephone/Cell Phone Use, Social Media Policy, Email Policy, and Credit Card Policy. No changes were made.

**Violence in the Workplace Policy:** To be completed annually by all staff and Board members.

**Data Processing Backup Policy:** In 2017 Mayor Brown implemented portable storage devices that will have been backed-up from the server that a staff member of the office can take offsite weekly, in the event the in-house server is destroyed.

**Breach Notification Policy:** No changes were made.

**Technology Security Plan and Disaster Recovery Policy:** Mayor Brown stated the same options will be implemented to this plan as is with the Data Processing Backup Policy.

**Emergency Plan:** Trustee Herzog updates contacts and equipment lists annually to the Emergency Plan.

**Overtime Policy:** Mayor Brown will present an official resolution to accept at the next meeting.

Mayor Brown made a motion to accept the policies as presented, with the changes of the Board meetings possibly being held at the firehouse, newspapers being notified by email instead of fax, the removal of the public participation procedure and the addition of the Overtime Policy (to be updated by resolution at the following meeting), seconded by Trustee Rochfort and all were in favor.

### III. Voucher Totals:

Clerk Witt read from the following January 23, 2018 Voucher Totals:

## January 23, 2018 Voucher Totals

### Vouchers 17091-17141

A - GENERAL FUND	22,460.74
F - WATER FUND	7,918.09
G - SEWER FUND	11,022.66
H - CAPITAL PROJECTS	1,258.00
TA - TRUST & AGENCY FUND	
T - TRUST FUND	
	<b>42,659.49</b>

Deputy Mayor made a motion to accept the totals as presented, seconded by Trustee Van De Water and all were in favor.

#### IV. Trustee Updates:

**Deputy Mayor Rochfort:** Stated he was planning to meet with the sign committee soon.

**Trustee Hicks:** Said the Snow Ordinance is being enforced by the Police. He also said there is a plan in place for the water meter install at the firehouse. Mayor Brown said he had sent Trustee Hicks and email from a resident about the traffic control on Harts Village Road and that that resident was pleased to see an officer on that road.

**Trustee Herzog:** Stated he is planning to call NYMIR concerning training on Violence in the Workplace, Defensive Driving and Sexual Harassment. He also said he would like to schedule a tree meeting dealing with the trees that have been removed due to the ADA project. Mayor Brown said he is planning to hold a Public Hearing on the topic.

**Trustee Van De Water:** Had nothing to report.

**V. Mayoral Updates:** Mayor Brown stated MECEC is planning a 5k run for a fundraiser. He said they have requested Police coverage for the event and he asked the Board their thoughts on having the applicants pay for Police coverage and it not be a cost to the Village. The Board agreed the applicant should pay for any Police coverage and it not be a cost to the Village. Mayor Brown said he would speak with Attorney Valk about drafting a contract and he would set a fee for any applicants looking to have Police coverage for events. Mayor Brown then brought to the Board's attention a resident had left his water hose on and had requested the sewer portion of the bill to be excused. The bill is for \$2000.00 and the sewer portion of the bills is \$1300.00. The consensus of the Board was to be consistent and not forgive the sewer portion.

**VI. Public Comment:** The Board had a time of public participation. No actions were taken during the time of public participation.

**VII. Executive Session:** The Board entered executive session at 7:52 PM to discuss personnel matters. The Board exited executive session at 8:16. Trustee Herzog made a motion to pay Clerk Witt 58 hours of comp time at \$22.74 per hour in the January 31<sup>st</sup> payroll and that Clerk Witt will be hourly starting Feb 1<sup>st</sup> seconded by Trustee Hicks and all were in favor.

**VIII. Adjournment:** Deputy Mayor Rochfort made a motion to adjourn the meeting at 8:20 PM seconded by Trustee Van De Water and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer