

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

February 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 De Water, Officer Witt, Attorney Valk, Public Works Supervisor (PWS) Collocola, Chief Bownas, FD President Rochfort and Clerk Witt.

II. Administrative Business:

Mayor Brown made a motion to accept the 01/23/2018 minutes as presented, seconded by Trustee Van De Water and all were in favor.

Trustee Hicks accepted the Budget Adjustments as presented, seconded by Deputy Mayor Rochfort and all were in favor.

Mayor Brown stated there was an oversight at the Re-Org meeting and that Deputy Mayor Rochfort should have been sworn in as Deputy Mayor. Clerk Witt then gave Deputy Mayor Rochfort the Oath of Office.

III. New Business:

Appointments: Mayor Brown appointed Kay Vanderlyn Ulrich for Planning Board (PB) Member. Clerk Witt gave the Oath of Office to Ms. Ulrich. Mayor Brown made a motion to have Ms. Ulrich as the PB Member, seconded by Trustee Hicks and all were in favor.

Mayor Brown made a motion for Deputy Mayor Rochfort be appointed for a one-year term as Deputy Mayor, seconded by Trustee Hicks and all were in favor.

Heather LaVarnway had been reappointed to the PB at the re-org meeting. As Ms. LaVarnway was unable to attend the Re-org meeting, Clerk Witt gave Ms. LaVarnway the Oath of Office at this meeting.

Mayor Brown appointed Mark Vila for Zoning Board of Appeals (ZBA) and then made a motion to accept this appointed, seconded by Trustee Herzog and all were in favor. Clerk Witt then gave Mr. Vila the Oath of Office. Mayor Brown stated we would check on all the dates for appointments and let everyone know where they stand.

Fire Department (FD) Dept. Report: Mayor Brown told the Board Fire Chief Bownas has another meeting to attend so he will be giving his Dept. report earlier in the meeting. Fire Chief Bownas then read from the attached FD report.

Presentation by Bill Bright of Delaware Engineering: Mr. Bright gave the Board a brief history of the current water situation including the filtration system and water tower. Mr. Bright handed out a draft budget for the water system upgrade project (attached). Based on the draft figures, on average, the water bills will go up about \$9.21 per month. Mayor Brown explained since our billing cycle is quarterly, the water bills will go up about \$25 per quarter. Mr. Bright explained the figures are calculated by average usage, so some bills may be a higher amount, some may be a lower amount. He also said the average water customer's bill will go up roughly \$110 per year. Deputy Mayor Rochfort asked Mr. Bright if this upgrade was requested by the Board of Health. Mr. Bright said the EPA (Environmental Protection Agency) is telling the Village to do this upgrade and it is being enforced by the Board of Health. Deputy Mayor Rochfort asked if the water has ever been deemed undrinkable, Mr. Bright answered that it has never been deemed undrinkable. Mr. Bright handed out a draft contract (attached). Mayor Brown said this presentation has been videoed and will be available for the public to view as soon as the channel is up and running. Mr. Bright asked Mayor Brown if they wanted to sign the contract tonight. Mayor Brown said he would have the Board and Attorney Valk review and they would put it to vote at the first

March meeting.

IV. Old Business:

LOSAP: The Board signed the LOSAP Sponsor Approval Form.

Police Contract Resolution: Mayor Brown read from the Police Contract that will be included in all the Public Gathering Permit Applications, should an applicant be requesting Police coverage. Deputy Mayor Rochfort made a motion to accept the resolution, seconded by Trustee Van De Water and all were in favor.

V. Departmental Reports:

Police Department: Officer Witt read from the attached January police report and from the Year- End Report.

Additional comments: Officer Witt informed the Board that there are two officers in need of a CPR refresher training course and he is talking with the FD about getting them re-certified.

Public Works: PWS Collocola read from the attached report and read the Public Works Year-End report.

Water and Sewer: Scott Osborne from VRI read from the attached water and sewer reports.

Additional Comments: Mayor Brown stated there will be a decision made on the blowers at the March 13th meeting. Mayor Brown made a motion to have the ORF meter repaired, seconded by Trustee Herzog and all were in favor.

Treasurer: Clerk Witt read from the attached reports. Clerk Witt then read from the Voucher Total Report. Mayor Brown made a motion to accept the Voucher Totals as presented, seconded by Trustee Hicks and all were in favor.

February 13, 2018 Voucher Totals

Vouchers 17142-17197

A - GENERAL FUND	46,214.07
F - WATER FUND	2,907.15
G - SEWER FUND	3,969.50
H - CAPITAL PROJECTS	14,920.00
TA - TRUST & AGENCY FUND	77.50
T - TRUST FUND	
	68,088.22

VI. Trustee Updates:

Deputy Mayor Rochfort: Told the Board he will not be in attendance for the Feb 27th meeting. He also informed the Board that he will be meeting with the sign committee sometime this coming weekend.

Trustee Hicks: Said he had been in contact with someone about repairing the tennis courts. The repairman will be coming to look at the tennis courts and come up with a few proposals.

Trustee Herzog: Has updated the emergency phone list and is waiting for two more phone numbers. As soon as it is completed, he will pass the list off to Councilman Murphy over at the Town of Washington.

Trustee Van De Water: Told the Board the Village is listed on the Boy Scouts insurance as additional insured and is just waiting for a copy of the certificate. He also said he is working on the public parking and has a plan, he will also need to figure out signage.

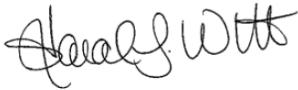
VII. Mayoral Updates:

Mayor Brown asked the Board to review Ms. Edmonds' resume for part-time office help. Mayor Brown also told the department heads to start getting budgets ready as he plans to start reviewing the budget in March.

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

IX. Adjournment: Deputy Mayor Rochfort made a motion to adjourn the meeting at 9:20 PM seconded by Mayor Brown and all were in favor.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Sarah J. Witt". The signature is written in a cursive, flowing style.

Sarah J. Witt Village Clerk/Treasurer