

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

March 27, 2018

I. Call to order

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance. Mayor Brown had a moment of silence for Deputy Mayor Joe Rochfort and Fire President Matt Rochfort's aunt who had passed away.

Roll Call: Mayor Brown, Trustee Herzog, Trustee Hicks, Trustee Van De Water, Fire Chief Bownas and Clerk Witt.

Absent: Deputy Mayor Rochfort

II. Executive Session:

At 6:33 PM Trustee Hicks made a motion to enter into executive session for attorney client privilege, seconded by Trustee Van De Water and all were in favor. Trustee Herzog made a motion at 6:52 PM to reopen the meeting, seconded by Trustee Hicks and all were in favor. Mayor Brown stated no actions were taking during executive session and no actions will be taken as a result of the executive session.

III. Administrative Business:

Trustee Hicks made a motion to accept the 02/27/2018 and 3/13/2018 minutes as presented, seconded by Trustee Herzog and all were in favor.

IV. New Business:

Heather LaVarnway's Resignation: Mayor Brown read from Heather LaVarnway's (Planning Board) resignation letter, attached. Trustee Hicks made a motion to accept Ms. LaVarnway's resignation, seconded by Trustee Van De Water and all were in favor.

Budget items for Village Hall: Mayor Brown explained there is a list of needs and wants associated with the Village Hall budget. He said there is a need for an eCode update, which is to have the Village Code (both in paper and online) to be up to date and codified. He said it will cost about \$8600.00 to update. Mayor Brown said there is a need to update the phone system, which will have a directory and will field close to 30-40% of the calls the Village gets for the Town. He said the phone system will have a feature where people will be able to leave voicemails and the voicemails will then go to people's email as a message. Mayor Brown explained a want would be wanting to fix up the interior and exterior of the Village Hall. He would also like to update the General Ledger Software system.

Budget Dates: Mayor Brown said a tentative budget will be posted March 31st a Public Hearing will be on April 10th, the Tax Cap Compliance will be completed on or about April 17th and the Budget will be adopted at the April 24th meeting.

Charlies Abbott Letter: Mayor Brown read Mr. Abbotts letter and stated it will be attached to the minutes.

V. Old Business:

Course Progress: Clerk Witt stated she will be obtaining dates from Chief Bownas to hold the trainings at the Firehouse for Workplace Violence and Sexual Harassment trainings during the week.

VI. Trustee Updates:

Trustee Hicks: Said he has no updates other than he is working with the departments to get their budgets in.

Trustee Herzog: Updated the Board that he has met with Buffy Arbogast about garbage can options for Franklin Ave and is going to have something for the Board's review at the April meeting.

Trustee Van De Water: Told the Board he walked the Village with PWS Collocola about the public parking lots and PWS Collocola will be ordering the signs.

VII. Mayoral Updates: Mayor Brown read from the standard workday letter (attached). Attorney Valk will be drafting a resolution for the upcoming meeting. Mayor Brown read from the Fiscal Stress and Environmental Stress scores from the State (attached).

VIII. Public Comment: The Board had a time of public participation. Ms. Drury, MECEC representative, presented the Board with a proposal for trees at the playground behind the bandshell (attached). No actions were taken during the time of public participation.

IX. Voucher Fund Totals:

Clerk Witt read from the following Voucher Totals:

March 27, 2018 Voucher Totals

Vouchers 17290-17333

A - GENERAL FUND	157,727.76
F - WATER FUND	6,440.65
G - SEWER FUND	10,979.79
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
T - TRUST FUND	
	175,148.20

Mayor Brown made a motion to accept the totals as presented, seconded by Trustee Hicks and all were in favor.

X. Adjournment: Trustee Van De Water made a motion to adjourn the meeting at 8 PM seconded by Trustee Herzog and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer