

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

May 22, 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, and Clerk Witt.

II. Administrative Business:

Deputy Mayor Rochfort made a motion to accept the May 8th minutes with the grammatical correction, seconded by Trustee Herzog and all were in favor.

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

III. New Business- Channel and Bennet Monument:

Channel 22: Mayor Brown informed the Board that there are videos playing on Channel 22. He also told them there will be a schedule soon to follow.

Bennet Monument: Mayor Brown stated the person repairing the curb gave a quote last year of \$400.00 to repair and said he would keep with that quote for this year. He also informed the Board that the monument is being insured for \$75,000.00 as that is what the cost to replace it will be.

IV. Old Business-Water Treatment Plant and Water Tower:

SEQR Resolution: Mayor Brown read the attached SEQR Resolution for the Water Treatment Plant filtration project. The Board reviewed the attached Full Environmental Assessment Form and checked all the appropriate boxes, Mayor Brown had the master copy. Mayor Brown made a motion to accept the Village of Millbrook Waster System Improvements SEQR Lead Agency, Classification and Determination of Significance Resolution (006-2018), motion seconded by Trustee Herzog and all were in favor.

BOND Resolution-Permissive Referendum for the Water System Capital Improvements: Bill Bright of Delaware Engineering explained to the Board that in order to qualify for the grant for this project, the Village would have to prove it can finance the project for 1.5 million. Mr. Bright also stated he would have to include this passed BOND resolution in the application for the grant. Mayor Brown said this BOND resolution will allow the Village to go to bid, but the Village would not have to take the money. Mayor Brown read the attached BOND Resolution (011-2018) for the Water System Capital Improvements. Trustee Hicks made a motion to accept the BOND Resolution, seconded by Trustee Herzog and all were in favor.

Start Invitation to Bid for the Water Tower: Mayor Brown explained he wanted the Board to make a motion to start the Invitation to Bid for refurbishing the Water Tower so that the Clerk may be able to post in the paper. Trustee Hicks made a motion to start the Invitation to Bid process for the Water Tower, seconded by Deputy Mayor Rochfort and all were in favor.

V. New Business- Reserve Funds and Public Assembly Permit:

Reserve Funds:

Police Vehicle Reserve Fund Resolution- Mayor Brown read from the attached reserve fund (007-2018). Trustee Van De Water made a motion to accept the Police Vehicle Reserve Fund Resolution, seconded by Trustee Herzog and all were in favor.

Ambulance Reserve Fund Resolution (008-2018) attached- Mayor Brown made a motion to accept the

Ambulance Reserve Fund Resolution, seconded by Trustee Herzog and all were in favor.
Equipment Reserve Fund (DPW) Resolution (009-2018) attached- Mayor Brown made a motion to accept the resolution for the Equipment Reserve Fund for the DPW, seconded by Deputy Mayor Rochfort and all were in favor.

Village Hall Restoration Capital Reserve Fund Resolution (010-2018)- Mayor Brown explained this fund had been established between the Town of Washington and the Village of Millbrook. The money would be used on projects for the Village Hall and the use of the money will be agreed upon between the Town and Village. The contract with the Town for the rental of the Village Hall states that \$1500.00 will be taken out of the rental fee for this reserve fund with the Village matching \$1500.00 for a total of \$3000.00 to be put in the account. Mayor Brown made a motion to accept the Village Hall Restoration Capital Reserve Fund, seconded by Trustee Herzog and all were in favor.

Public Assembly Permit- Memorial Day Parade VFW- Mayor Brown read the Public Assembly Permit submitted by the VFW for a Memorial Day Parade and Ceremony (attached). Mayor Brown made a motion to accept the permit, seconded by Deputy Mayor Rochfort and all were in favor.

VI. Old Business- Trees Selections, Ambulance Bid, and Workplace Violence/ Harassment Training:

Tree Selections: Kay Vanderlyn and Dennis Dendron (Twin Brooks) explained to the Board the different tree options they can choose from for the ADA intersection. Mayor Brown then did a roll call vote to see if the Board wanted to have a flowering tree. Mayor Brown voted yes, Deputy Mayor Rochfort voted yes, Trustee Hicks voted yes, Trustee Van De Water voted yes, and Trustee Herzog voted no. Of the selection of flowering trees that were presented the Board made a vote for the Japanese Lilac Tree. Mayor Brown voted yes, Deputy Mayor Rochfort voted yes, Trustee Hicks voted yes, Trustee Van De Water voted yes, and Trustee Herzog voted no. Mayor Brown made a motion for Mr. Dendron to get the information on cost per trees and plantings for the Japanese Lilac trees, seconded by Trustee Herzog and all were in favor.

Ambulance Bid: Mayor Brown read the letter being sent to VCI saying they have been awarded the ambulance bid (attached).

Workplace Violence/ Harassment Training: Mayor Brown read a list of Board members that have yet to take the training.

VII. Trustee Updates:

Deputy Mayor Rochfort: Said he had met with the MBA and he will be bringing to the Board plans for directional signs that have the businesses listed. He said he attended the parade to honor the girls basketball team on May 20th and it was a very nice event. He told Board that at thornebuilding.org there is a new press release and that there will be a double meeting on June 22nd for the Thorne Building Committee.

Trustee Hicks: Said the Public Works department did a good job with curb painting and getting the Village ready for the Memorial Day Parade.

Trustee Herzog: Said he attended a Hudson River Watershed meeting on May 22nd and they had given out information about the Hudson Valley and the water quality. He told the Board that Nicky Diggs plans to repaint the crosswalk lines in the coming week, weather permitting.

Trustee Van De Water: Told the Board he will be getting a PowerPoint from one of his contacts on how to make Comp Plans and will also be getting examples of other Master Plans from other municipalities.

VIII. Mayoral Updates: Mayor Brown said he had attended the NYMIR conference on May 10th and 12th and he would like to go to Cazenovia, NY with PWS Collocola to meet with their Highway Supervisor and learn about their overlay map system. He told the Board he was working on the Bennett monument repair. He said he had met with Mary Liberatore (Marshall and Sterling) on the insurance polices and is working with her to getting an insurance payment for the blower. Mayor Brown said he had gone to the Sheriff's Ceremony on May 17th with Officer Witt. He told the Board he has been going back and forth

with Verizon with regards to their cell tower contract he had said the Village needs a new contract from them by June 1st. He stated he had gone to the Literary Fest on May 19th and there were a lot of people in attendance.

IX. Voucher Fund Totals:

Clerk Witt read from the following Voucher Totals:

May 22, 2018 Voucher Totals

Vouchers 17457-17509	May	June	TOTAL
A - GENERAL FUND	33,427.00	827.14	34,254.14
F - WATER FUND	10,816.63	150.00	10,966.63
G - SEWER FUND	16,928.40	648.00	17,576.40
H - CAPITAL PROJECTS	351.50		351.50
TA - TRUST & AGENCY FUND	440.70		440.70
T - TRUST FUND			0.00
	61,964.23	1,625.14	63,589.37

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

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

XI. Adjournment: Mayor Brown made a motion to adjourn the meeting at 8:45 PM seconded by Trustee Herzog and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer