

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

January 8, 2019

I. Call to order

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance. Mayor Brown then had a moment of silence for Gerry Sargent.

Roll Call: Mayor Brown, Trustee Rochfort, Trustee Herzog, Trustee McGrane, Deputy Mayor Collopy, Public Works Supervisor (PWS) Collocola, Officer in Charge (OIC) Witt, Fire Chief Bownas, Fire Department (FD) President Rochfort and Clerk Witt.

II. Oath's of Office: Mayor Brown appointed Joseph Still to the Planning Board and Mark Vila to the Zoning Board of Appeals. Clerk Witt then administered the Oath of Office to the following:

Planning Board: Joseph Still Planning Board Member until 12/31/2023

Zoning Board of Appeals: Mark Vila to the Zoning Board of Appeals as a Board member until 12/31/2023

Board of Trustees:

Kevin McGrane- Trustee

Timothy Collopy- Trustee

Deputy Mayor: Timothy Collopy

Mayor Brown appointed Clerk Witt. Deputy Mayor Collopy administered the Oath of Office to Clerk Witt.

III. Administrative Business:

Trustee Herzog made a motion to accept the 12/11/18 minutes as presented, seconded by Trustee Rochfort and all were in favor.

Voucher Totals: Mayor Brown read from the Voucher Totals.

January 8, 2019 Voucher Totals

Vouchers 18080-18141

A - GENERAL FUND	83,472.82
F - WATER FUND	24,114.37
G - SEWER FUND	12,609.86
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
T - TRUST FUND	
	<u>120,197.05</u>

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

IV. Old Business:

Safety Service Visit – Elsa: Trustee Herzog said he had reviewed the letter sent by Elsa Gracian the Dutchess County Safety Specialist for our Workman’s Comp. (attached). FD President Rochfort said he did not receive a copy of the letter. Trustee Herzog said he would get him a copy.

Thorne Contract: The Board had discussed an end date for both parties (The Village and 501c3)

to walk away from after the non-appealable decision on the reverter clause is made. They discussed whether it should be 2 years or 18 months. The consensus amongst the Board was for 18 months. There will be a resolution for the Board to sign at the 01/22/19 meeting.

V. Re-Organizational Meeting:

Snow Removal/Hwy Services Town of Washington

Official Newspaper Poughkeepsie Journal- Daily
Millerton News- Weekly

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.

POLICIES:

Code of Ethics: Conflict of Interest Forms are to be filled out annually by all members of the Board. Mayor Brown asked the Board to fill out the Conflicts of Interest form and return to the clerk.

Official Undertaking: No changes were made.

Mayor Brown read the following:

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. There may be a possibility that meetings will be held at the Firehouse, should a meeting require a larger venue.

For meetings scheduled with less than one-week advance notice, the village clerk must notify the news media to the extent practicable; preferably by e-mail to the Poughkeepsie Journal. Notice shall also be posted at Village Hall, Village website, email sent through GovDelivery, 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.

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 all village meetings 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.

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.

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. Trustee Herzog made a motion to accept this resolution as presented, seconded by Trustee Rochfort and all were in favor.

Mileage Allowance

RESOLUTION

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. Deputy Mayor Collopy made a motion to accept the resolution as presented, seconded by Trustee McGrane and all were in favor.

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 also wanted it noted that all invoices to be honored and paid by July 2019 for the fiscal year 2018/2019 to close the year sooner and get the AUD completed in a timelier manner. Mayor Brown noted the following policies are on the Village website for review.

Procurement Policy- Trustee Rochfort wanted to change the policy to have it be email quotes instead of verbal quotes. Mayor Brown said at the 02/12/2019 meeting there will be an overview of this policy for the department heads.

Credit Card Policy- The Board will review and adopt at 01/22/19 meeting.

Investment Policy- No changes were made.

Employee Hand Book: Includes Telephone/Cell Phone Use, Social Media Policy, Email Policy, Overtime Policy and Credit Card Policy. Deputy Mayor would like to consolidate the handbook and policies. Mayor Brown asked Deputy Collopy to get in touch with the clerk.

Violence in the Workplace Policy: to be completed annually by all staff and Board members. No changes were made.

Sexual Harassment Training: to be completed annually by all staff and Board members. Resolution was adopted 10/09/2018.

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. No changes made.

Breach Notification Policy- No changes 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. No changes made.

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

The Board will vote and adopt any changed policies at the 01/22/2019 meeting.

VI. Fire Truck Bid Opening 7 PM: Mayor Brown opened the only bid submitted for the Fire Truck Pumper bid. The bid was from Smeal Holding and it came in at \$499,834. Mayor Brown said Fire Chief Bownas is to review the bid to make sure it falls in line with the specs.

VII. Departmental Reports:

Fire Department- Fire Chief Bownas: Read from the attached monthly report and read the 2018 year report. FD President asked the Board if the FD could use the Thorne Building grounds for the carnival. Mayor Brown told FD Rochfort to get permission from the 501c3 and then the Board will vote at the next meeting. Mayor Brown said that Deputy Mayor Collopy is the FD liaison.

Police- Officer in Charge Witt: Read from the attached monthly report. He said he is still compiling numbers and will have a 2018 year report at the 02/12 meeting.

Public Works- PWS Collocola: Read from the attached monthly report. He also said that because of all the rain, people have been sump-pumping out their basements which, in some cases, is causing ice on the road. Mayor Brown said that Trustee Herzog is going to be liaison to the Public Works Department.

Water & Sewer- Scott Osborn (VRI): Read from the attached Water and Sewer reports. He said he will be shutting off the water to the Chinese restaurant on 01/11/2019 if they do not fix the leak that had been previously requested.

Treasurer- Clerk Witt: Read from the attached reports. Mayor Brown said he would like a Building Dept. Report for the next meeting.

VIII. Trustee Updates:

Trustee Rochfort: Said he and Deputy Mayor Collopy had decided on a sign for Russel Knolls and Front Street. He would also like to recommend a stop bar and stop sign at the end of Russel Knolls. 01/03/2019 he met with the Thorne Building Committee and they discussed parking. Trustee Rochfort thanked Brian Hicks and Cheryl Giles for removing the Christmas lights off the trees.

Trustee Herzog: Said he and Trustee McGrane will be coming up with new model for the Shade Tree Commission. Once completed, he will submit to the Board for review.

Deputy Mayor Collopy: Had nothing to report. Asked about the Corrective Action Plan (CAP). Mayor Brown said he planned on going over it at the next meeting.

Trustee McGrane: Had nothing to report, he is just happy to be here. Mayor Brown asked if he could get his questionnaire ready to be sent out in the next water billing.

IX. Mayoral Updates: Said the CAP is on the website and would like to go over in the next meeting. Mayor Brown said at the 01/22/2019 he may be looking to ask the Board to borrow \$50,000 from the A fund to pay a water BAN. He also said five Request for Proposals (RFP) for attorney's as per the audit.

X. Public Comment: During public comment there were comments about the flood Local Law passed October 9th, 2018.

Fire Truck Bid Fire Chief Bownas said he was able to review the bid from Smeal Holding for the Fire Truck and had no objection on the bid proposal and specs. Mayor Brown asked Fire Chief Bownas to send him an email saying that the bid had been reviewed and there is no objection. Mayor Brown made a motion to accept the proposal from Smeal for \$499,843, seconded by Deputy Collopy and all were in favor.

XI. Adjournment: Trustee Rochfort made a motion to adjourn the meeting at 8:16 PM seconded by Trustee McGrane and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer