

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

January 22, 2019

I. Call to order

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance. He then had a moment of silence for Wayne Thompkins, a long time Village resident and one of the founding members of the Rescue Squad.

Roll Call: Mayor Brown, Deputy Mayor Collopy, Trustee Herzog, Trustee Rochfort, Trustee McGrane, and Clerk Witt.

II. Administrative Business:

Acceptance of Minutes: Deputy Mayor Collopy made a motion to accept the minutes of 01.08.2019, seconded by Trustee McGrane and all were in favor.

Voucher Totals 18142-18195: Trustee Rochfort made a motion to accept the Voucher Totals as presented, seconded by Trustee Herzog and all were in favor.

January 22, 2019 Voucher Totals

Vouchers 18142-18195

A - GENERAL FUND	17,907.89
F - WATER FUND	58,421.27
G - SEWER FUND	12,234.43
H - CAPITAL PROJECTS	10,138.92
TA - TRUST & AGENCY FUND	388.50
T - TRUST FUND	8,417.50
	107,508.51

III. Old Business:

Re-Org:

Credit Card Policy: Resolution 001-2019 (attached) Mayor Brown made a motion to accept the updated Credit Card Policy, seconded by Trustee McGrane and all were in favor.

Policies: Mayor Brown told the Board that there are policies in the Village Code book that will need to be removed from the Code book as they are subject to change annually. He said because these policies are in the Code book, they are the ones that are in place and need to be followed. He said there will be a Policies Manual that will have all the policies. Mayor Brown asked Clerk Witt if she could send a copy of all the policies that are in the Code book to the Board for review. Mayor Brown made a motion to keep the Employee Handbook as is, seconded by Deputy Mayor Collopy and all were in favor. Mayor Brown made a motion to keep the IT Policies as is, seconded by Deputy Mayor Collopy and all were in favor. Mayor Brown said there will be a Procurement Policy training for the Department Heads at the 02.12.19 meeting.

Borrowing Money for Water BOND: Resolution 002-2019 (attached) Mayor Brown made a motion to borrow funds from the General Account to be deposited in Water Account for BOND payment, seconded by Deputy Mayor Collopy and all were in favor.

Carnival at Thorne Building: The 501c3 gave approval for the FD to hold their annual carnival at the Thorne Building Grounds. Trustee Herzog made a motion for Board of Trustee's approval, seconded by Trustee Rochfort an all were in favor.

IV. New Business:

Penflex/ LOSAP: The Board reviewed the Penflex/ LOSAP document needing to be signed. The Board

signed the page and gave to Clerk Witt to pass along to the Fire Chief.

BOND Resolution for Highway Truck SIB: Resolution 003-2019 (attached) was put to a roll call vote.

Mayor Brown- Aye

Trustee Rochfort- Aye

Trustee Herzog- Aye

Trustee Collopy- Aye

Trustee McGrane- Aye

Bank Bids for Highway Truck SIB: At 7PM Mayor Brown opened the submitted bids (attached). The bids were solicited by three banks for a four year Statutory Installment Bond (SIB) in the amount of \$73,000 for the Highway dump truck payment. M&T submitted a no bid. Bank of Millbrook and Salisbury Bank both submitted a rate of 2.50%. The Board wanted clarification from the Bank of Millbrook that it is a fixed rate. Mayor Brown made a motion to award the bid to the Bank of Millbrook provided it is a fixed rate, seconded by Trustee Rochfort and all were in favor. Clerk Witt will reach out to the Bank of Millbrook and let the Board know whether it is a fixed rate or not.

Village Entry Signs: After discussion, the Board tabled the decision on the entry signs. Trustee Rochfort will sort out the proposals and bring them to the next meeting.

Public Hearing for Thorne Building: Mayor Brown said the public hearing would be informational on the sale of the Thorne Building, not about the contract itself. No date was set.

Thorne Building Contract: The Board reviewed the SEQRA application submitted to them from the Village Attorney, Rebecca Valk. The Board had many questions and tabled accepting the SEQRA application and contract until they get clarification from the Ms. Valk.

Corrective Action Plan (CAP): Mayor Brown said he would like the trustees to go through the CAP and pick which action each trustee would like to be involved in.

V. Trustee Updates:

Trustee Rochfort: Said there is an update on the Thorne Building website about the reverter. Said there is a nice article in the Northern Dutchess News about the Throne Building.

Trustee Herzog: Said he is still in the process for reorganizing the Shade Tree Commission with Trustee McGrane.


Deputy Mayor Collopy: Said he met with the FD and EMS and they would like a copy of the NDP contract. Mayor Brown said they would have to come to the office to see it. He had a question about the water grant and any updates. Mayor Brown explained between Delaware and our office, we compile documents the EFC grant people may ask for. He offered for Deputy Mayor Collopy to go over it when they meet.

Trustee McGrane: Asked about an email he had received concerning a gate the school had put up by Elm Drive. Mayor Brown said he had told the property owner to approach the school superintendent to see what can be done and offered to go with him as a concerned citizen, not as mayor. To date, the Mayor had not been asked to go to a meeting. Mayor Brown asked Trustee McGrane to have the questionnaire about how people get information ready for the next water insert.

VI. Public Comment: Public Comment included questions about the Village attorney, the trees at Bennett Commons, comments on handicap accessibility for Village meetings and how much the Thorne Building will be sold for and what will the money be used for. No actions were taken during public comment.

VII. Adjournment: Mayor Brown made a motion to adjourn the meeting at 8:52, seconded by Trustee Herzog and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer