

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

February 26, 2019

**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, Trustee Rochfort, Trustee Herzog, Trustee McGrane, Deputy Mayor Collopy, Officer in Charge (OIC) Witt, Fire Chief Bownas, Fire Department (FD) President Rochfort, Attorney Valk and Clerk Witt.

**II. Administrative Business:**

Deputy Mayor Collopy made a motion to accept the 01/22/19 minutes as presented, seconded by Trustee McGrane and all were in favor.

**Voucher Totals:** Mayor Brown read from the Voucher Totals which include the totals for the meeting on February 12 that had been cancelled due to a storm.

**February 12, 2019 Voucher Totals**

Vouchers 18197, 18200-18246

A - GENERAL FUND	46,789.15
F - WATER FUND	1,628.63
G - SEWER FUND	7,268.72
H - CAPITAL PROJECTS	20,363.13
TA - TRUST & AGENCY FUND	
T - TRUST FUND	605.00

**76,654.63**

**February 26, 2019 Voucher Totals**

Vouchers 18247-18296

A - GENERAL FUND	24,340.55
F - WATER FUND	7,106.50
G - SEWER FUND	13,864.50
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
T - TRUST FUND	

**45,311.55**

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

**III. Old Business:**

**Thorne Contract:** Attorney Valk clarified the SEQRA form that was completed is for the current state of the building. The new owners would be responsible for making a new SEQRA application for its intended use. Mayor Brown made a Negative Declaration motion on the SEQRA seconded by Deputy Mayor Collopy and all were in favor. Attorney Valk explained there had been some emails between the 501c3 attorney, herself and the Board concerning language on an amendment. She said Rappleyea, the attorney for the 501c3, would like to keep the language as is. Attorney Valk wanted the language changed. The Board then had a roll call vote on the contract (Resolution 004-2019).

Deputy Mayor Collopy voted aye

Trustee McGrane voted nay

Mayor Brown voted aye

Trustee Rochfort voted aye

Trustee Herzog voted nay

Motion carried as majority voted aye. Mayor Brown then signed the sales contract. Attorney Valk said she would forward the completed contract to Clerk Witt once it's signed by the 501c3.

**Procurement Policy:** Mayor Brown explained that because the Procurement Policy is in the Code Book, we can not change the policy until it is removed from the Code Book through Local Law. He said there are a few policies in the Code Book that will need to be removed in addition to the Procurement Policy. He said the Procurement Policy training is on hold until it's removed from the Code Book.

**Corrective Action Plan (CAP):** Mayor Brown went through the CAP with the Board. Trustees then had an opportunity to request certain actions they would like to be involved in. The CAP will be updated with the assignments and posted on the Village website.

#### IV. New Business:

**Public Hearing for Thorne Building:** The Board set the date for the Public Hearing for the Thorne Building. Mayor Brown explained the Public Hearing will be for any questions pertaining to the Thorne Building and has asked Trustee Rochfort if he could ask a member of the 501c3 to attend. The Public Hearing will be on Saturday, March 16<sup>th</sup>, 2019 at 2 PM at the Village Hall. Mayor Brown asked Clerk Witt to put the notice in the Poughkeepsie Journal as soon as possible.

**Welcome Signs:** Trustee Rochfort said Superior Signs was the low bidder and suggests going with them. He explained our Public Works Department will help with removing the signs to save on cost. Trustee Rochfort made a motion to accept the proposal from Superior Signs, seconded by Trustee McGrane and all were in favor.

**RFP for Attorney:** Mayor Brown said due to the Audit, we would need to start doing more Request for Proposals (RFP). He said he had sent out RFP letters to area attorneys. He said he would leave the proposals in the Trustee's mailboxes to review and discuss at the next Board Meeting.

#### V. Departmental Reports:

**Fire Department- Fire Chief Bownas:** Read from the attached monthly report.

Additional Comments: With regards to the Volunteer Firefighter Enhanced Cancer Disability Benefits Program, Mary Liberatore of Marshall and Sterling brought the paper work for the Mayor to sign. The plan will be backdated for a January 1<sup>st</sup> start date. The Mayor signed the paperwork and told the FD to go forward with the plan. The Mayor asked Fire Chief Bownas about the pick-up truck he wanted to purchase. Fire Chief Bownas said he was still gathering information on it.

**Police-OIC Witt:** Read from the attached 2018 Year End report and monthly report.

Additional Comments: OIC Witt said the dispatch phone number for the PD had been updated and the 845-677-8200 phone number has the option to roll over to the State Police. He said if there is an officer on duty, they will get a call from dispatch to respond. Trustee Herzog asked OIC Witt if he had any plans for trainings for the PD. OIC Witt replied he will be scheduling a fire arms training soon and will be continuing encouraging officers to attend trainings that are put on by the Millbrook FD and EMS. Trustee McGrane asked about reducing the speed on Franklin Ave and if trucks are allowed. OIC Witt said as it is a State Road, he would have to look into it.

**Public Works:** PWS Collocola was absent from the meeting. Trustee Herzog, as the Public Works liaison, read the Public Works report (attached).

Additional Comments: Trustee McGrane said he noticed the Franklin Avenue sign at the Bennett light seems to be leaning.

**Water & Sewer- Scott Osborn (VRI):** Read from the attached Water and Sewer reports and submitted 2018 Water and Sewer Accomplishment reports.

Additional Comments: Mr. Osborn said the Chinese Restaurant's water has been turned back on. He also noted that on February 8<sup>th</sup>, there was a substantial water main break deemed to be an emergency on County House Rd. The road had to be opened and needed to have a contractor to do the work. He said he obtained the proper permits through the County for this emergency repair.

Mr. Osborn submitted three quotes for approval (attached). Mayor Brown made a motion to approve Adams Power Equipment for the snow blower purchase, seconded by Trustee McGrane and all were in favor. Mayor Brown made a motion to approve Advanced Fiberglass Services for the clarifier, provided it's approved by Delaware, seconded by Deputy Mayor Collopy and all were in favor. The Board approved the USA Bluebook quote for a remote control for the camera. USA Bluebook is the sole source for this purchase.

**Treasurer- Clerk Witt:** Read from the attached treasurer and building department reports.

Additional Comments: Clerk Witt noted the 2018 AUD report had been submitted to the Office of the State Comptroller. Mayor Brown asked for the AUD to be put on the website.

#### VI. Trustee Updates:

**Trustee Rochfort:** Said he is waiting for comments from the attorney on the updated Sign Code. Once

received, he will pass the Sign Code to all the Boards for review.

**Trustee Herzog:** Said he had gone to a Town meeting on Feb 11 and answered some questions on zoning in the Village. He also advised the Town the Sign Code is being updated. February 14<sup>th</sup>, he went to a mapper meeting, February 15<sup>th</sup> he had gone to a WIC meeting and on February 22<sup>nd</sup>, met with PWS Collocola to go over the 2019/2020 Public Work's budget. He said he plans on attending the State of the County on February 27<sup>th</sup>. He submitted draft Shade Tree Commission ordinance to the attorney for review.

**Deputy Mayor Collopy:** Said he is working on optimizing the EMS coverage and has gotten data from NDP. Said he met with Laurie Olson of the Rescue Squad and Fire Chief Bownas. He says he plans to meet with the Mayor on February 27<sup>th</sup>. Mayor Brown asked Deputy Mayor Collopy to get the 24/7 coverage price from EMStar. Said he would keep the Board posted.

**Trustee McGrane:** Said he made up an information survey to be included in the water bills. Mayor Brown said he would like to meet to go over it.

**VII. Mayoral Updates:** Read an email he received from the DEC saying the I&I Report that had been submitted was approved and the SPEDES Permit has also been approved. Read an email from Lindsey Wells from the school about using the gym. He referred her to the Town REC for the use of the gym. He read an email request from Crisp Architect concerning a yellow curb in front of their building on Washington Ave. Deputy Mayor Collopy said he would talk to Fire Chief Bownas for a follow up. Told the Board he received a set of plans from Delaware on the Water System Improvements.

**VIII. Public Comment:** Mr. Schuman, Town Resident, thanked VRI for how quickly they got the repair on County House Rd done. A representative from Crisp was there in case there were questions on the yellow curb request. Mayor Brown said they will discuss at next meeting. No actions were taken during Public Comment.

**IX. Adjournment:** Mayor Brown made a motion to adjourn the meeting at 8:55 PM seconded by Trustee Herzog and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer