

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

July 9, 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, Public Works Supervisor (PWS) Collocola, Attorney Christina Mazzarella and Clerk Witt.

II. Administrative Business:

Minutes: Trustee Rochfort made a motion to accept the minutes of June 11, 2019, seconded by Trustee Herzog and all were in favor.

Voucher Totals: Mayor Brown read from the Voucher Totals.

July 9, 2019 Voucher Totals

Vouchers 18669-18702	2019	2020	TOTAL
A - GENERAL FUND	514.72	41,730.51	42,245.23
F - WATER FUND	12.00	6,729.12	6,741.12
G - SEWER FUND	119.66	17,883.13	18,002.79
H - CAPITAL PROJECTS			0.00
TA - TRUST & AGENCY FUND			0.00
T - TRUST FUND			0.00
	646.38	66,342.76	66,989.14

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

III. Old Business:

Sign Code Workshop: Mayor Brown reminded everyone that the July 23rd meeting is going to be a workshop for the Sign Code. He said there may be a little business other than the Sign Code. He told Attorney Mazzarella that he would like Attorney Mackey present for this meeting.

IV. New Business:

2019 Invoices: Mayor Brown said we have to close the year out and after today any invoices that come in will be in the current 2020 budget.

Fireman's Carnival: Mayor Brown said the Fireman's Carnival begins this Wednesday (7/10) through Saturday (7/13). The Fireman's Parade will be on Saturday, July 13th, starting at 6 PM. He encourages everyone to come out and enjoy the parade and carnival.

V. Departmental Reports:

Fire Department- Fire Chief Bownas: No report given. Fire Chief Bownas was not in attendance as he was preparing for the upcoming Fireman's Carnival.

Police-OIC Witt: Read from the attached monthly report.

Additional Comments: OIC Witt said the PD assisted with the MECEC Print Run and it was successful. The PD is now doing security at the Town of Washington (TOW) Town Court. The PD has upgraded the radio tower and radios. OIC Witt received a thank you note from a citizen who had had their cellphone returned to them. He thanked Officer Naughton and the Millbrook Fire Department for helping the other

police agencies with the fatality on Rt 82 that occurred in June. OIC Witt explained the New York State Police (NYSP) had changed their dispatch policy recently and will no longer dispatch the Village PD if the public call the NYSP non-emergency line. He wanted to stress the point that when the public needs the Millbrook Police to please call 845-677-8200. To be clear, the dispatch policy change does not affect calling 911, the public should still dial 911 for emergencies. To get the word out and do a public re-education, there will be a notation on the water bill insert. Trustee Rochfort offered to pass out the police magnets at the Fireman's Carnival to help spread the word.

Public Works- PWS Collocola: Read from the attached report.

Additional Comments: Mayor Brown said he and PWS Collocola met with a company that makes maps that mark assets and does electronic overlays. When projects, repairs or replacements occur, the electronic maps would be updated with the notations. Mayor Brown said he would like to schedule a demo with the company for the Board to view. PWS Collocola is going to look into alternatives to the curbing at Merritt and Maple. He said it is going to cost roughly 70K to do the milling and paving of Merritt and it is tentatively scheduled for September. He would like to do the handicap parking spot at the Village Hall and would like to make the curbs at Friendly and Merritt ADA compliant. He said that work would have to be done before the paving on Merritt. Deputy Mayor Collopy asked if we could go for a grant for the ADA curbing and parking spot. Trustee Herzog said it is a long process to do an ADA grant application and it's unlikely to be approved by September. Trustee Rochfort asked if we could go for the grant after the fact. Trustee Herzog said no, that's not how that type of grant works. Mayor Brown made a motion to do the ADA curbing at Friendly and Merritt and to do the handicap parking spot and curbing at the Village Hall, seconded by Deputy Mayor Collopy and all were in favor. PWS Collocola asked that the Board consider, if there is money left in the road paving budget, to have this company he had spoken with to come and correct and seal cracks on our newly paved roads (paved within the last 8 years) to help with road maintenance and preservation. To do the work on all the roads that need the crack repairs would cost roughly 13K. Mayor Brown said they would review at a later date. Trustee McGrane asked PWS Collocola when Cullen Ln would be paved as he received complaints. PWS Collocola said Cullen is not a priority pave, but he will look at it and see about doing some patch work.

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

Additional Comments: Mr. Osborn said painting at the water tower has been completed. The inside had been coated. They installed two new water shut off valves on Haight Ave. He said the Board of Health is requiring testing after the water tower had been painted. The testing process could take up to two weeks to put the water tower back online. He said the process, so far, has gone rather well with no major issues. Mr. Osborn submitted a quote form for sewer main cleaning. Mayor Brown said as long as the proper quotes were obtained (doing due diligence) and it was budgeted, it does not need formal Board approval. When the quotes go above what was budgeted or the department head wants to go with a bid other than the low bid, then that would trigger a need for formal Board approval. Trustee Rochfort ask that the quote form be included with the invoice. Deputy Mayor Collopy made a motion for Mr. Osborn to move forward with the sewer main cleaning with Fred Cook (see attached quote), seconded by Trustee McGrane and all were in favor.

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

Additional Comments: Mayor Brown asked if the Building Dept. can coincide with the Village's fiscal year, so that the numbers match up with the Expenditure and Revenue reports. Clerk Witt explained the Building Dept. has always been calendar year, but she doesn't see a problem with having it match with the fiscal year. Clerk Witt will work with the Building Inspector for this request.

Attorney- Mazzarella: Attorney Mazzarella came on the behalf of Attorney Mackey, who was away. No written report was given. She informed the Board Attorney Mackey is working on contracts for the Police Department for the Town of Washington Court and the Millbrook Central School. Attorney Mackey is also working on the Shade Tree Commission. He is also working with the State Comptroller Attorney's office concerning the Bank Accounts. Mayor Brown said he would like Attorney Mackey to attend the second meeting as he would like him present to weigh in on the Sign Code review.

VI. Trustee Updates:

Trustee Rochfort: Said he had nothing to report.

Trustee Herzog: Said he had gotten in touch with Attorney Mackey and they are working on the Shade Tree Commission draft. He said they will work on it more when Attorney Mackey returns from vacation.

Deputy Mayor Collopy: Said he had spoken with Deputy Riley from the DC Sheriff's Dept about borrowing a speed sign. Deputy Riley agreed to let the Village borrow the signs for a week or two when a sign will be made available. Deputy Riley will also help in where on Franklin to put the signs. Deputy Mayor Collopy said it appears to him that the speeding has reduced on Franklin. Deputy Mayor Collopy said he is still working on getting solar energy for powering the lights on the Flagger Monument. He has an inquiry out with a representative from SunCommon for which he had seen an ad in "Living Millbrook". Deputy Mayor Collopy is waiting for the representative to answer whether or not they can do the job or recommend what materials to get.

Trustee McGrane: Said he is still working with the State, because he doesn't think the speeding has decreased. He says the speeding has decreased in the middle of Franklin, but not at the top or bottom of Franklin. Mayor Brown asked Trustee McGrane if he would be available to meet on Thursday to discuss measures on getting information out to the residents. Trustee McGrane said he is available to meet on Thursday. Mayor Brown said he and Trustee McGrane discussed doing a weekly Millbrook update on the Channel. Trustee McGrane said he is still working out the details.

VII. Mayoral Updates: Mayor Brown said with regards to donating money towards the Millbrook Business Association (MBA) website, it would have to be put to a Board vote, as it was not budgeted. Trustee Rochfort said he asked Rona Boyer (from MBA) for a sample of what the website would look like. Trustee McGrane said it's not just for the MBA it is for the whole Village. Deputy Mayor Collopy said the Village has already has a website. Mayor Brown tabled the vote on contributing money to the MBA website for a later date.

VIII. Public Comment: Howard Schuman, Town Resident, asked about getting messages out via email or text. Mayor Brown said GovDelivery is how the Village gets emails and texts out. No actions were taken during public comment.

IX. Fire Chief's Old Truck: Clerk Witt told the Board that no bids for the FD Chief's truck had been received. Mayor Brown said he would talk to Fire Chief Bownas about what can be done.

X. Adjournment: Deputy Mayor Collopy made a motion at 8:32 PM to adjourn the meeting, seconded by Trustee Rochfort and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer