

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

July 23, 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, Building Inspector/ Zoning and Code Enforcement (ZEO) McLaughlin, Attorney Mackey and Clerk Witt. Also in attendance, Zoning Board of Appeals (ZBA) Chair Doro, ZBA Member Hay, Planning Board (PB) Chair Vanderlyn, PB Member Still, PB Member Forte and PB Member Andersen. Sign Committee Members Rona Boyer and Heather LaVarnway.

II. Administrative Business:

Voucher Totals and Budget Adjustments: Mayor Brown read from the Voucher Totals and Building Adjustments (Resolution 2019-009).

July 23, 2019 Voucher Totals

Vouchers 18704-18746	2019	2020	TOTAL
A - GENERAL FUND	2,104.50	63,790.89	65,895.39
F - WATER FUND		10,947.91	10,947.91
G - SEWER FUND		8,002.02	8,002.02
H - CAPITAL PROJECTS		9,910.23	9,910.23
TA - TRUST & AGENCY FUND			0.00
T - TRUST FUND			0.00
	2,104.50	92,651.05	94,755.55

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

Trustee Rochfort made a motion to accept the Budget Adjustments (Resolution 2019-009) as presented, seconded by Trustee McGrane and all were in favor.

Minutes 6/25/19 and 7/9/2019: Trustee Rochfort said he has a couple changes for the 6/25/19 minutes. One change concerning the cul-de-sac/ parcel of land 501c3 discussion. The other change is a correction from saying Ann Schwandt to saying Ian Schwandt within Trustee Rochfort's update. Mayor Brown tabled excepting the minutes of 6/25. Trustee Herzog made a motion to accept the minutes of 7/9/2019, seconded by Deputy Mayor Collopy and all were in favor.

III. Trustee Updates: Trustee Rochfort: had no report beyond the minutes corrections.

Deputy Mayor Collopy: Said he had tried out the solar lights that will be put on the flagger monument and would like to meet with PWS Collocola and the Mayor on the placement/ installation of them at the monument. Said he had sent an email out to Bill Bright (Delaware Engineering) about putting the ad out for the Dyna Sand Filter. Mayor Brown said the ad had been submitted to the paper.

Trustee Herzog: Reported for the Public Works Department (PWD) that Central Hudson have been doing tree removal and trimming on Nine Partners. He said the PWD will be doing some manhole cover work on Church and Haight Ave. He said PWS Collocola is still working on evaluating the curbing on Maple.

Trustee Herzog added he is going to be attending the WIC quarterly meeting on Friday. Trustee McGrane asked if Central Hudson will be removing the tree trunks on Nine Partners. Trustee Herzog said that is not the Village's responsibility but PWS Collocola thinks Central Hudson will be clearing them out. Trustee Collopy asked about the curbing on Maple and Merritt. Mayor Brown said PWS Collocola will be discussing during his report at the next meeting.

Trustee McGrane: Said Community Day is September 7th and he is looking for any volunteers. He said if interested in volunteering, please email him at kmtrusteevom@gmail.com.

IV. Sign Code Review: Mayor Brown started the Sign Code Update discussion and explained that ZEO McLaughlin will be coming shortly. Attorney Mackey said he had a chance to read through the Draft Sign Code. He said he wasn't present for the committee meetings, but says it is standard Sign Code looks pretty good and seems to have everything there. He wanted to mention that content of signs can't be regulated due to free speech. Mayor Brown said he had invited the Planning Board and Zoning Board of Appeals to this meeting. He said would like the Board Members to weigh in. Mayor Brown asked why (in the draft code) do sign applicants have to go before the Planning Board for sign review and approval. Mr. Still (PB) said sign approvals had gone through the PB for many years. Ms. LaVarway said the process is not being followed. Mayor Brown explained in the two years that the ZEO had been doing sign approvals it has streamlined the process. He then explained the applicant would come in and see the ZEO and would either be approved or denied right there. If denied, they would then go to the ZBA. He said before this process, the applicant was waiting 3-4 months before they could put a sign up. Mayor Brown commended the committee for the work they had put into the draft sign code. Ms. LaVarway said the current code is hard to read and interpret and this draft is easier to read and follow. Trustee Rochfort asked when an applicant comes in, who do they see first. Mr. Still says they would see ZEO McLaughlin first. Mr. Forte (PB) said for clarification, the applicant sees the ZEO and if it doesn't meet code or if it isn't compliant, they are denied and then are referred to ZBA, so essentially ZEO McLaughlin is doing what the PB used to do. Trustee Rochfort said it doesn't make sense for the applicant to go to the PB as it is an added step. The general consensus of all the Boards with regards to a procedure is the applicant should see the ZEO for a sign review. If the sign meets code, they are then approved by the ZEO and can put their sign up. If the ZEO determines the sign does not meet code or is not compliant, they will then be denied and be referred to the ZBA where they can appeal ZEO McLaughlin's decision. It will be up to the applicant whether they want to pursue going to the ZBA or modifying their sign to conform and reapply. If they go to the ZBA, the ZBA will then make the decision to approve the appeal or deny. If at any point the ZEO or ZBA need the PB to weigh in, they will seek comments from the PB. Mr. Doro (ZBA Chair) says he agrees with this process and says it makes sense and saves time for the applicant. ZEO McLaughlin entered the meeting. ZEO McLaughlin said if it's at the request of the Board of Trustees for the applicant to see the PB, they can make that call, but there cannot be two authorities. In other words, either he is the one to make the initial determination that the sign meets code or the PB. Trustee Collopy asked ZEO McLaughlin if an applicant doesn't meet code, does he give them direction on how to conform to code. ZEO McLaughlin said he does, for example, if someone comes in with a sign that's 8ft and the code permits up to 6ft he would tell them what the code says and give them the opportunity to modify their application and plans. After discussion, Mayor Brown suggested Attorney Mackey, Trustee Rochfort, ZEO McLaughlin and whoever else would like to be involved get together and redraft with discussed changes. Attorney Mackey said he has the list of changes he can put in the redraft before meeting. He asked Trustee Rochfort to loop him into the group email. No actions were taken. The Sign Draft Code will be on hold until a new draft is circulated.

V. Public Comment: No actions were taken during public comment.

VI. Adjournment: Mayor Brown made a motion to adjourn the meeting at 8:46 PM, seconded by Deputy Mayor Collopy and all were in favor.

Respectfully Submitted by



Sarah J. Witt Village Clerk/Treasurer