

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

November 20, 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 McGrane, Trustee Herzog, Deputy Mayor Collopy, Fire Department (FD) Dominic Boscardin, Officer in Charge (OIC) Witt, Public Works Supervisor (PWS) Collocola and Clerk Witt.

II. Administrative Business:

Minutes: *Motion* made by Trustee Rochfort to accept the minutes of 10.22.19, seconded by Deputy Mayor Collopy and all were in favor.

Voucher Totals: Mayor Brown read from the Voucher Totals.

November 20, 2019 Voucher Totals

| Vouchers 19075 - 19156 | |
|--|------------------------|
| A - GENERAL FUND | 111,852.42 |
| F - WATER FUND | 16,385.48 |
| G - SEWER FUND | 42,754.12 |
| H - CAPITAL PROJECTS | |
| TA - TRUST & AGENCY FUND | |
| TE - PRIVATE PURPOSE - Thorne Building TR | 5,800.00 |
| TE - PRIVATE PURPOSE - Millbrook Restoration | |
| T - TRUST FUND | |
| | <hr/> <hr/> 176,792.02 |

Motion made by Trustee Herzog to accept the fund totals as presented for November 20, 2019, seconded by Trustee Rochfort and all were in favor.

Public Assembly Permits: Mayor Brown explained to the Board he had put the Parade of Lights as a Village event under our insurance. *Motion* made by Deputy Mayor Collopy to accept the Public Assembly Permit applications for the Parade of Lights event and for the Chanukah display at the Thorne Building, seconded by Trustee Herzog and all were in favor. Mayor Brown said he would reach out to the 501c3 to clear it with them for the Chanukah display. Chanukah ceremony will take place December 29th at the Thorne Building.

III. Old Business:

BOND/ BAN \$550,000 for Water Treatment Plant (WTP) upgrade: Mayor Brown explained to the Board he would like to go the direction of a BAN for this loan. The Board agreed. Mayor Brown read the Bank bids that were submitted (attached.) The Board voted to award the bid to Bank of Millbrook for a one-year BAN rate at 1.70%. *Motion* on the bank award was made by Trustee Rochfort, seconded by Trustee McGrane and all were in favor.

Old Chief's Truck Bid: The Board received two bids for the old chief's pick-up truck. Tom Burns submitted a bid for \$2111.00 and Jared Witt submitted a bid for \$2250.00. *Motion* made by Trustee Herzog to accept the bid for \$2250.00 from Jared Witt, seconded by Deputy Mayor Collopy and all were in favor.

Award Bid for Electrical Work for WTP Upgrade: Ablen Amrod from Delaware Engineering submitted a letter to the Board concerning the bids received for the construction and the bids received for the electrical work for the WTP upgrade (attached). He explained the lowest bid received for the construction work bid was 1.3 million dollars. They had planned on 1.1 million for the construction project. Mr. Amrod explained they are going to rebid the construction work and modify the plans.

Mr. Amrod said they've reviewed the electrical work bid and believe the low bidder is in conformance with the bid requirements and should be awarded the bid. Trustee Rochfort had asked Mr. Amrod if they collected references for the electric construction. Mr. Amrod said they do not have written references, but they did call the references that were submitted by the company. *Motion* made by Mayor Brown to award the electrical construction bid to Osterhoudt Electric, Inc., seconded by Deputy Mayor Collopy and all were in favor. Mr. Amrod said he would make the arrangements with Osterhoudt and said they understand that due to rebidding the general construction that the project will not begin until Spring. He said they will honor their bid.

Water Rate Increase: Mayor Brown read the following resolution concerning the water rate increase.

Village of Millbrook
Board of Trustees

Resolution #012-2019

WHEREAS, at a duly convened meeting of the Village of Millbrook Board of Trustees the Board has reviewed and hereby adopts new water rates as follows:

Village rates: \$ 6.75 per 1000 gallon

Town rates: \$10.00 per 1000 gallon

These rates will go in effect for the January 2020 water and sewer quarterly billing.

Dated: November 20, 2019

Moved by: Trustee Herzog

Seconded by: Deputy Mayor Collopy

Ayes: 5

Nays: 0

Certified by:



Sarah J. Witt
Village Clerk
11.20.2019

IV. Departmental Reports:

Fire Department: FD representative Dominic Boscardin read from the attached FD October report.

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

Additional Comments: OIC Witt reported he attended an eight-hour course put on by Dutchess County concerning the new bail reform laws that will begin January 2020. OIC Witt said there was an accidental alarm activation at Elm Drive Elementary that brought to light weaknesses in their procedures. He said he intends on bringing it up at the next school safety meeting he attends. OIC Witt explained to the Board the need for hiring an additional officer due to the unfilled shifts over the past six months. It had also been suggested to have monthly shift minimums for current staff. The Board deferred on the discussion and the presented options for a later date. Trustee McGrane asked OIC Witt about revenues the Village gets from police issued tickets. OIC Witt explained the Village only gets revenues from the tickets that are written in the Code, which is very limited.

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

Additional Comments: Mayor Brown asked PWS Collocola if he is aware of the broken skylight at the

Thone Building. PWS Collocola said he would take a look at it. Trustee Rochfort had asked PWS Collocola about the discrepancy with sidewalk work bill. Mayor Brown said he is going to set up a meeting with the gentleman who did the sidewalk work, PWS Collocola and himself to go over the bill.

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

Additional Comments: Trustee McGrane asked Mr. Osborn if he had any concern when it comes to the runoff that will come off the paving project at Ruge's. Mr. Osborn said it would be up to the Board if they would like to pursue reaching out to the DEC or the Board of Health on the matter. Town Resident Schuman submitted a letter from the TOW Conservation Advisory Commission (attached). Trustee Herzog says the TOW should have notified the Village. Mayor Brown suggested that Mr. Shuman and Trustee Herzog work together and talk to the TOW and report back to the Village.

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

Additional Comments: Trustee Collopy asked Clerk Witt if he could get a copy of the AUD. Clerk Witt informed the Board she is still working with Karen McLaughlin and she, Mrs. McLaughlin and Deputy Clerk Zeko are working on plugging in the numbers into the Enhanced software. She reported they are independent of KVS.

V. Trustee Updates:

Deputy Mayor Collopy: Said he heard of a complaint about the lights at the Flagler Monument and how it is only displaying one color. Trustee McGrane said someone had requested for the intensity of the lights to be brought down. He said he had spoken with the DOT about making the monument a roundabout, but they had said no. He said they replaced the signs around the monument along with reflective posts. Said he looked at the trash can lids. The 6" opening was too small, so he decided to try a 7" opening and an 8" opening. He said Arrowsmith will also be installing a sign on the lids saying there will be a fee of \$250.00 for household trash dumping, which is in the code.

Trustee Herzog: Said he attended a watershed conference on 10/29 in Hyde Park. He attended the Veteran's Day ceremony on 11/11. 11/15 he attended a WIC meeting and said the TOW rep has resigned so if anyone would like to fill the position from the TOW or Village to let him know. Said he will be attending a Conservation Advisory Commission meeting 11/21/19.

Trustee Rochfort: Said he worked with PWS Collocola and Rona Boyer (MBA) on the Christmas trees. He says the lights will be put on November 29th. He said Pat Alexander is set to be the Parade Marshall for the Parade of Lights.

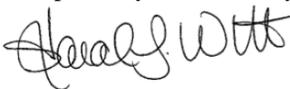
Trustee McGrane: Said he is still working with Mary Alex for New Years Eve Millbrook. He said he will know by the end of the week if they've raised enough for to have the event. He said there will be a flyer going out about the holiday shopping events that will also include a concert at Lyall Church. He said December 14th at the firehouse there will be a gingerbread workshop through the TOW Rec. department and after the FD Auxiliary will have a visit from Santa.

VI. Mayoral Updates: Said he plans to start taping and airing a show on the public access channel that will feature information on local area events. He said he plans to have the show up and running soon.

VII. Public Comment: No public comments. No actions were taken during public comment.

VIII. Adjournment: *Motion* made by Trustee Rochfort to adjourn the meeting at 9:20 PM, seconded by Deputy Mayor Collopy and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer