

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

December 17, 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 (exited meeting at 7:25 PM), Deputy Mayor Collopy, Officer in Charge (OIC) Witt, ZEO McLaughlin, Attorney Mackey and Clerk Witt.

**II. Administrative Business:**

**Minutes:** *Motion* made by Mayor Brown to accept the minutes of 11.20.19, seconded by Deputy Mayor Collopy and all were in favor.

**Voucher Totals:** Mayor Brown read from the Voucher Totals.

**December 17, 2019 Voucher Totals**

Vouchers 19166-19276	
A - GENERAL FUND	144,911.86
F - WATER FUND	65,392.46
G - SEWER FUND	11,501.51
H - CAPITAL PROJECTS	12,595.00
TA - TRUST & AGENCY FUND	255.00
TE - PRIVATE PURPOSE - Millbrook Community Day	
TE - PRIVATE PURPOSE - Millbrook Restoration	
T - TRUST FUND	
	<u>234,655.83</u>

*Motion* made by Mayor Brown to borrow \$60,000 from the A fund to pay for the Bedrock Bond and that A fund be paid back in 2020, seconded by Deputy Mayor Collopy and all were in favor.

*Motion* made by Trustee Rochfort to accept the fund totals as presented for December 17, 2019, seconded by Trustee McGrane and all were in favor.

**III. Old Business:**

**BOND/ BAN \$550,000 for Water Treatment Plant (WTP) upgrade:** Mayor Brown explained to the Board that we have to accept the BAN in a resolution then read the following:

*Resolution 013-2019*

**BOND ANTICIPATION NOTE RESOLUTION, dated December 17, 2019,**

**Authorizing the issuance of a \$550,000.00 Bond Anticipation Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the "Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook."**

WHEREAS, the Village Board of the Village of Millbrook, at its meeting on May 22, 2018, adopted a resolution effective as of June 22, 2018, authorizing the issuance of serial bonds in the amount of \$1,500,000.00 for the purpose of financing the Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook, and

WHEREAS, the Village Board of the Village of Millbrook, at its meeting on December 17, 2018, adopted a resolution authorizing the issuance of a bond anticipation note, in anticipation of the sale of the aforesaid bonds, in the amount of \$550,000.00 and other matters in connection therewith, and

**NOW, THEREFORE, BE IT RESOLVED,** by the Village Board of the Village of Millbrook as follows:

**Section 1.** The Village of Millbrook shall issue a Bond Anticipation Note in the principal amount of \$550,000.00 pursuant to the Local Finance Law in order to finance the specific object or purpose hereinafter described, in anticipation of the issuance of serial bonds authorized by the Bond Resolution of the Village of Millbrook dated May 22, 2018.

**Section 2.** The specific object or purpose for which the obligations are to be issued is financing the Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.

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Section 3. As required by the Local Finance Law, it is hereby stated that:

- a) There is no bond anticipation note outstanding at this time.
- b) Said bond anticipation note will mature on December 17, 2020.
- c) Such notes are not issued in anticipation of bonds for an assessable improvement.

Section 4. The power to prescribe the terms, forms and contents of said bond anticipation note, subject to the provisions of this resolution, and to sell and deliver said bond anticipation note, is hereby delegated to Sarah J. Witt, Treasurer of the Village of Millbrook. The Treasurer of the Village of Millbrook is hereby directed to sign any bond anticipation note issued pursuant to this resolution, and the Deputy Village Clerk is hereby directed to attest to said signature and to affix to such notes the corporate seal of the Village of Millbrook.

Section 5. The faith and credit of the Village of Millbrook are hereby pledged for the payment of the principal of and interest of the Bond Anticipation Note.

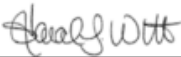
Section 6. This resolution shall take effect immediately.

The Question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Rodney Brown:	<u>Aye</u>
Tim Collopy:	<u>Aye</u>
Joseph Rochfort:	<u>Aye</u>
Michael Herzog:	<u>Aye</u>
Kevin McGrane:	<u>Aye</u>

The resolution was thereupon duly adopted.

Adopted: December 17, 2019

  
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Sarah J. Witt, Village Clerk

#### IV. New Business:

**ZEO McLaughlin Zoning Map, Fee Schedule and Thorne Building Zoning:** ZEO McLaughlin said he is almost finished with the updated Zoning Map. He provided a map to the Board that shows the updates that have been made so far. ZEO McLaughlin explained the Thorne Building is currently zoned in Residential and it would need to be re-zoned. After discussion, Mayor Brown asked ZEO McLaughlin, Attorney Mackey and 501c3 Attorney Rappleyea to meet and come with a plan to go before the Board. Trustee Rochfort offered to help if needed. Attorney Mackey said it shouldn't be complicated and could possibly have something for the Board to review and pass at the meeting on January 14<sup>th</sup>. ZEO McLaughlin said the total time to complete the process would be about three months. The Board reviewed the updated fee schedule provided by ZEO McLaughlin. ZEO McLaughlin explained the fees themselves are relatively the same, it's just the layout of the schedule that has been changed. Mayor Brown said he would like to adopt this schedule at the Re-Org meeting.

**Diamond Maps:** Mayor Brown said he plans to have Dawn Miller come in and train on the Diamond Mapping system. He would like her to start with mapping the hydrants.

**Credit Card Payments- Water/ Sewer:** Mayor Brown announced that credit card payments will now be accepted for water and sewer bills. The information will go out with the bills.

**Re-Org Meeting:** Mayor Brown said the Re-Org meeting will be on January 7<sup>th</sup>, 2020. The meeting will go over policies. Trustee Rochfort and Deputy Mayor Collopy volunteered to meet and look over the Procurement Policy. Mayor Brown said eventually the entire Code would have to be looked at and irrelevant sections removed, and certain sections updated.

#### V. Departmental Reports:

**Fire Department:** No report given or submitted.

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

Additional Comments: OIC Witt reminded everyone that the snow ordinance has begun. Explained that Officer Aluisio started a purse and diaper bag drive for the Grace Smith House and that there has been an amazingly good response of donations from the Village and Town residents. OIC Witt said he had heard there may be some discussions on the Code and would like to be involved in any discussions pertaining to road signs and crosswalks. Mayor Brown said he would like to meet with Officer Taney and see if he

is interested and what he would intend to work.

**Public Works- PWS Collocola:** No report given or submitted.

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

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

**Attorney Mackey:** No written report submitted. Said his firm had worked on the BAN paperwork and the Sign Code documents. Said they are still working on the trusts and he feels like they are making headway with them. With regards to the Millbrook Restorations, Mayor Brown asked Attorney Mackey to follow up with Cathy Shanks and Ann Gifford.

**VI. Trustee Updates:**

**Deputy Mayor Collopy:** Said he is just introducing this idea but would like Board to consider using a portion of the fund balance to work towards paying off balances. He said it's just food for thought but he will be bringing it up at the end of the fiscal year.

**Trustee Herzog:** Said he will be attending a meeting at Ruge's concerning the paving. Trustee McGrane asked if they had contacted the DEC. Trustee Herzog said he would find out. Mayor Brown said there are 312 parcels over the watershed system. He said the Building Department and/or Zoning Board of the Town of Washington should be checking applications to see if the applicant is one of the 312 parcels. Depending on the applicant's project, it may trigger a few more steps. Trustee Herzog said there should be a system for checking. Deputy Mayor Collopy said he would like the Town Building Department and/or Zoning Board to weigh in on the topic.

**Trustee Rochfort:** Said he is still working on the Nine Partners Trust and knows it was opened in 1991. He is working on some leads and is hoping that we can say we've done our due diligence to be able to use the money. He said the Sign Code Committee is in agreeance with the comments from Dutchess County Planning. Thanked everyone that helped with putting up the trees and lights. Said the Parade of Lights was lovely.

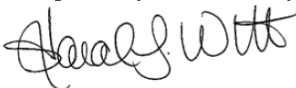
**Trustee McGrane:** Said Mike Murphy from the Town of Washington is looking into writing code pertaining to filming and would like the Village to possibly do the same. Trustee McGrane said he will be meeting with Mary Alex to look over other municipalities sections of code pertaining to filming. Said the MBA will be soon be launching a new Millbrook website.

**VII. Mayoral Updates:** Said he had audio issues with the informational show and will be working on fixing the problem.

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

**IX. Adjournment:** *Motion* made by Mayor Brown 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