

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

January 7, 2020

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 and Clerk Witt.

II. Administrative Business:

Voucher Totals: Mayor Brown read from the Voucher Totals.

January 7, 2020 Voucher Totals	RE-ORG
Vouchers 19277-19299	
A - GENERAL FUND	44,697.65
F - WATER FUND	364.85
G - SEWER FUND	137.67
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
TE - PRIVATE PURPOSE - Millbrook Community Day	
TE - PRIVATE PURPOSE - Millbrook Restoration	
T - TRUST FUND	
	45,200.17

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

III. Re-Organizational Meeting:

Appointments/ Oaths of Office:

Planning Board: Mayor Brown reappointed Joseph Forte to the Planning Board. Mr. Forte’s next reappointment will be in 2024. Will do the Oath of Office January 14, 2020.

Zoning Board of Appeals (ZBA): Mayor Brown read ZBA member John Hay’s resignation letter. *Motion* made by Trustee Herzog, seconded by Deputy Mayor Collopy to accept the resignation of Mr. Hay and all were in favor. There is now a vacancy in the ZBA.

Senior Account Clerk: Mayor Brown is looking to appoint Karen McLaughlin for the position of Senior Account Clerk. This appointment tabled until the next meeting.

Snow Removal/Hwy Services	Town of Washington
Official Newspaper	Poughkeepsie Journal- Daily Millerton News- Weekly
Official Depository:	Bank of Millbrook

RESOLUTION

WHEREAS The Board of Trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of village monies;

NOW THEREFORE BE IT RESOLVED:

That the board of trustees designates the Bank of Millbrook as the depository of all moneys received by the village treasurer, clerk, receiver of taxes, and water and sewer bill managers. This resolution is effective immediately. *Motion* made by Deputy Mayor Collopy to accept this resolution, seconded by Trustee Rochfort and all were in favor.

POLICIES:

Code of Ethics: Conflict of Interest Forms are to be filled out annually by all members of the Board. Mayor Brown asked the Board to fill out the Conflicts of Interest form and return to the Clerk.

Designation of Meetings: The Board of Trustees shall meet the second and fourth Tuesday of each month, 6:30 PM, at Village Hall. The discussion on meeting days has been tabled until the next meeting. Special Meetings may be called by the Mayor or two trustees acting together. Notification to board members should be given through personal contact by the village clerk to ensure adequate notification is provided. There may be a possibility that meetings will be held at the Firehouse, should a meeting require a larger venue.

For meetings scheduled with less than one-week advance notice, the village clerk must notify the news media to the extent practicable; preferably by e-mail to the Poughkeepsie Journal. Notice shall also be posted at Village Hall, Village website, email sent through GovDelivery, Town of Washington Town Hall and Millbrook Post Office.

For special meetings with more than one week notice the news media must be contacted as above with at least 72 hours' notice and notices shall be posted at the above listed locations with at least 72 hours' notice.

Meetings may be cancelled by the mayor following the notification procedures listed above. Persons scheduled to be on the agenda of a cancelled meeting shall also be notified to the extent practicable by the village clerk.

Rules of Procedure: The Mayor presides at all Board of Trustees meetings. In the Mayor's absence, the Deputy Mayor presides. In their absence, the Trustee with the most years of service will preside.

The first meeting of month is designated as the "Business Meeting" and will include departmental reports.

Minutes will be taken by the village clerk. They must include attendance, a record of communication presented to the board for consideration, all reports presented, and the outcome of voting. Minutes must also contain time of adjournment and the signature of the clerk.

Each member of the Board of Trustees has one vote. The mayor may vote on any item but must vote in the case of a tie. A vote taken upon any question will be taken by "yea" or "aye" and "nay".

The agenda will be prepared by the mayor and trustees may add agenda items before or during the course of a meeting. The first draft of the agenda will be prepared no later than by the Friday before the meeting and will be posted on the website that Friday.

Motions may be made by any member of the board and require a second in order to be considered for a vote.

Public participation will be allowed at all village meetings as an agenda item as well as at the mayor's discretion. Speakers must be recognized by the presiding officer and must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.

The rules of procedure may be reviewed and amended as needed throughout the course of the year. Amendments require a majority vote of the Board.

Advance Notice of Claims

RESOLUTION

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount the board of trustees disallows

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit of claims for public utilities, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees. This resolution shall take place immediately.

All vendors must receive authority from the Mayor or Deputy Mayor if any work performed on behalf of the Village will result in additional labor charges. In addition, invoices for chemicals and materials purchased on behalf of the municipality must include the original invoices and item pricing.

Mileage Allowance

RESOLUTION

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal vehicles while performing their official duties;

NOW THEREFORE BE IT RESOLVED:

That the board of trustees will approve reimbursements to such officers and employees at the current federal rate per mile and will be updated in the policies and procedures annually. This resolution shall take place immediately.

Attendance at School and Conferences

Attendance by any trustee or village official at annual training and conferences must be approved in advance by the board of trustees on an individual basis with as much notice for consideration as possible.

The following policies were discussed by the Board.

Official Undertaking: Under review and tabled until next meeting.
Procurement Policy: Deputy Mayor Collopy and Trustee Rochfort will be sending out their revised version. It cannot be officially implemented until removed from the Code.
Credit Card Policy: Updated 2019 Re-Org meeting. Pending approval until next meeting.
Investment Policy: Mayor Brown is unclear the Village is required to have this policy. Will be reviewed and discussed at next meeting.
Employee Handbook: Deputy Mayor Collopy will be reviewing and making suggestions on the Handbook. Will discuss at next meeting.
Information Technology (IT) Policies: Mayor Brown and Clerk Witt will review. Pending approval for next meeting.
Violence in the Workplace Policy: to be completed annually by all staff and Board members.
Sexual Harassment Training: to be completed annually by all staff and Board members. Resolution was adopted 10/09/2018.
Emergency Plan: Trustee Herzog updates contacts and equipment lists annually to the Emergency Plan.
Closing Fiscal Year: Mayor Brown noted that all invoices to be honored and paid by July 2020 for the fiscal year 2019/2020 to close the year sooner and get the AUD completed in a timelier manner.
Mayor Brown noted the following policies are on the Village website for review.

IV. Trustee Updates:

Deputy Mayor Collopy: Will be working on the Code with Trustee Rochfort. Has informed the Board the garbage can lids have been made and will be delivered soon.

Trustee Herzog: Passed out literature on draft WIC appointments for the Board to review. Said the Ruge's meeting went well and will be passing off the parcels that encompass the watershed to the Supervisor. Mayor Brown said Trustee Herzog expressed interest on being on the Shade Tree Commission. *Motion* made by Mayor Brown to appoint Trustee Herzog to a two-year appointment on the Shade Tree Commission, seconded by Deputy Mayor Collopy. Trustee Herzog abstained the vote, Trustee Rochfort and Trustee McGrane were in favor.

Trustee Rochfort: Thanked Trustee McGrane and Brian Hicks for help with removing the lights off the Christmas trees.

Trustee McGrane: Said that he and Mayor Brown had met with a rep from Central Hudson. Said they will be looking into getting a lighting audit for the Village Hall. Said he attended the Chanukah celebration on December 29th at the Thorne Building. He said it was well attended and a wonderful celebration. He said he will start working on looking into car charging stations.

V. Mayor Updates: Said he is still interested in the military banner program. He asked Clerk Witt to send the information out to the Board. Said he and Trustee Collopy will be attending a NYCOM Elected Officials Boot Camp. Trustee McGrane said he too will be attending, but on a different day. Mayor Brown said he would send the information about the Boot Camp to the other trustees. Mayor Brown said he will be working on the wall partition project in the Village Hall meeting room if there were no objections from the Board. There were none.

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

VII. Adjournment: *Motion* made by Trustee Herzog to adjourn the meeting at 8:39 PM, seconded by Trustee McGrane and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer