

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

January 6, 2021

**I. Call to order:** Mayor Collopy called the meeting to order at 6 PM and led the Pledge of allegiance.  
**Roll Call:** Mayor Collopy, Trustee McGrane (via ZOOM), Trustee Herzog, Trustee Contino, and Clerk Witt.

**II. Swearing in Mayor, Trustees, and Clerk:**

Clerk Witt gave the Oath of Office to Mayor Collopy, Trustee Contino and Trustee Herzog. Mayor Collopy appointed Trustee Herzog as Deputy Mayor. Mayor Collopy appointed Sarah Witt as Village Clerk, Treasurer, Tax Collector, Registrar of Vital Statistics, and License Authority. Mayor Collopy gave Clerk Witt the Oath of Office. Reappointment will be for Clerk will be January 1<sup>st</sup>, 2023. Mayor Collopy will be seeking candidates to fill the Trustee vacancy on the Board. Details on how to submit and times to submit will be on the Village website.

**III. Re-Organizational Meeting:**

**Appointments/ Oaths of Office:**

**Planning Board:** Mayor Collopy reappointed Matt Anderson to the Planning Board (PB) and he will also be PB Chair. Mr. Anderson's next reappointment will be in 2025.

**Zoning Board of Appeals (ZBA):** Mayor Collopy reappointed Andy Doro to the ZBA. Mr. Doro's next reappointment will be in 2025. Mr. Doro is also Chair for ZBA.

Mayor Collopy will reach out to PB Chair Anderson and ZBA Chair Doro to contact Clerk Witt to take the Oath of Office.

**Town of Washington:** Will be used for additional snow removal and Highway support, Fire and Rescue, and animal control.

**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 Herzog, seconded by Trustee Contino and all were in favor.

**Designation of Meetings:** The Board of Trustees shall meet the second and fourth Wednesday of each month, 6 PM, at Village Hall or via ZOOM.

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 agenda will be prepared no later than by the Monday before the meeting and will be posted on the website that Monday.

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

As per State guidelines in-person public participation will be at all village meetings as an agenda item as well as at the mayor's discretion. Virtual (ZOOM) public participation will be allowed if the requester emails the Clerk prior to the meeting for meeting login credentials. 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. *Motion* made by Trustee Contino, seconded by Trustee McGrane and all were in favor.

#### **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. *Motion* made by Trustee McGrane, seconded by Trustee Contino and all were in favor.

### **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 IRS current standard rate per mile. This resolution shall take place immediately. *Motion* made by Deputy Mayor Herzog, seconded by Trustee Contino and all were in favor.

### **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.

Webinars/ Virtual Trainings are considered and recognized acceptable forms of training. *Motion* made by Trustee McGrane, seconded by Trustee Contino and all were in favor.

### **Policies:**

**Official Undertaking:** see attached – On Website

**Procurement Policy:** see attached- Updated Aug 2020- On Website

**Credit Card Policy:** see attached- Adopted 2019- On Website

**Investment Policy:** see attached- On Website

**Employee Handbook:** see attached- On Website

**Electronic Devices and Information Technology (IT) Policies:** see attached- On Website

**Violence in the Workplace Policy:** to be completed annually by all staff and Board members. - On Website

**Sexual Harassment Training:** to be completed annually by all staff and Board members. Resolution was adopted 10/09/2018. Policy is on website.

**Code of Ethics:** Conflict of Interest Forms are to be filled out annually by all members of the Board.

Mayor Collopy asks the Board to fill out the Conflicts of Interest form and return the form to the Clerk.

**Changes:** Procurement Policy will have Section D added to read “D. After obtaining the required number of proposals or quotes, the purchaser can procure the item or service from the optimal vendor without board approval as long as it was previously budgeted.” The Employee Handbook will include a page noting any changes made to the handbook and date of changes. The Handbook will also include updated Holiday schedule approved at this Re-Org meeting.

*Motion* to accept the policies and updated changes by Deputy Mayor Herzog, seconded by Trustee Contino and all were in favor.

**Emergency Plan:** Trustee Herzog updates contacts and equipment lists annually to the Emergency Plan.

**Closing Fiscal Year:** Mayor Collopy noted that all invoices to be honored and paid by July 2021 for the fiscal year 2020/2021 to close the year sooner and get the AUD completed in a timelier manner.

**Mayor Updates:** Mayor Collopy announced that the meeting on 1.13.21 will feature presentations by Deidra Houston on a County update about the vaccine, Senior Account Clerk McLaughlin on her recommendations for fiscal management for the rest of the fiscal year, and a presentation by Delaware Engineering on the Water Treatment Plant upgrade and a proposal on a grant opportunity for the Wastewater Treatment Plant. Mayor Collopy also stated the meeting will be 100% on ZOOM. Mayor Collopy also stated he received a nice letter from Herb Redl concerning the holiday decorations. He will be forwarding a copy of the letter to the MBA.

**Trustee Updates:** Trustees Contino and McGrane had no updates. Deputy Mayor Herzog wanted to give a shout out to Officer Aluisio on her work with the FD on clearing fire hydrants.

**IV. Next Meeting:** Wednesday, January 13, 2021- Business Meeting- Will be ZOOM

**V. Adjournment:** *Motion* by Deputy Mayor Herzog to adjourn meeting at 6:46 PM, seconded by Trustee Contino and all were in favor.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Sarah J. Witt". The signature is written in a cursive, flowing style.

Sarah J. Witt Village Clerk/Treasurer