

**Village of Millbrook**  
**35 Merritt Avenue Millbrook NY 12545**  
**Village Hall – Board of Trustees**  
**January 13, 2021**

- *Open Meeting Laws have been suspended- Executive Order No. 202.1*  
 - *The public can comment/question via email [villageofmillbrook@gmail.com](mailto:villageofmillbrook@gmail.com). The responses to the email will be done during the following week by the trustee that is most applicable.*

1. **Roll Call:** Mayor Collopy, Deputy Mayor Herzog, Trustee McGrane, Trustee Contino, Robert Collocola Public Works Supervisor (PWS), Ted Bownas (Fire Department Chief), Matt Rochfort (FD President), Officer in Charge (OIC) Witt, Scott Osborn (VRI), Attorney MacDonald, Senior Account Clerk McLaughlin and Clerk Witt  
*All meeting attendees met via ZOOM.*
2. **Open meeting – 6:30 PM with Pledge of Allegiance.**
3. **Minutes Approval:** *Motion* made by Trustee McGrane to accept the minutes of 12/8/2020 & 1/02/2021, seconded by Trustee Contino. Deputy Mayor Herzog votes aye. Mayor Collopy abstained.
4. **Voucher Approval:** *Motion* made by Deputy Mayor Herzog to accept the fund totals as presented, seconded by Trustee McGrane and all were in favor.

<b>January 13, 2021 Voucher Totals</b>	
<b>Vouchers 20474-20552</b>	
A - GENERAL FUND	40,367.24
F - WATER FUND	17,599.76
G - SEWER FUND	12,055.23
H - CAPITAL PROJECTS	398.50
TA - TRUST & AGENCY FUND	
TE - PRIVATE PURPOSE - Millbrook Community Day	
TE - PRIVATE PURPOSE - Millbrook Restoration	
T - TRUST FUND	
	<b>70,420.73</b>

5. **Special Topics:**
  - a. **Dutchess County (DC) COVID Vaccine Plan-** D. Houston: Vaccine roll out has started in DC. Slots for vaccine appointments fill up quickly visit [www.dutchessy.gov/covidvaccine](http://www.dutchessy.gov/covidvaccine) or call hotline number 833-697-4829 7AM-10PM 7 days a week for up-to-date information. NYS residents can not go out of state to get vaccinated.
  - b. **Budget Outlook & Recommended Actions-** Snr. Acct. Clerk McLaughlin: Read from attached report. Mayor Collopy suggested holding off on the burner repair in the Village Hall until next budget year and approving all non-emergency overtime with the mayor to cut some costs. Mayor Collopy will be looking into the flex time option suggested by Clerk McLaughlin. Clerk McLaughlin reminded

everyone budget time is coming up soon and Department Heads should start preparing their budgets.

- c. Water Treatment Plant (WTP) Upgrade Status- Delaware Engineer Robert Flores: Reported drinking water is going through the new filter system. Said it will be approximately 30-60 days to finish all the paperwork and to apply for the remaining grant monies.
- d. Sewer Treatment Plant (STP) Upgrade Kickoff- Delaware Engineer Robert Flores: Reported to the Board there is a grant opportunity for a sewer upgrade project. The grant is good for 80% of the project with the Village paying 20%. This grant is for the engineering study and planning. Estimated cost for the engineering study is roughly \$37500 and Mr. Flores recommends applying for the full amount of the grant which will be \$30000. Village would pay \$7500. The grant application is due Feb 12, 2021. *Motion* made by Mayor Collopy to approve Delaware Engineering to move forward with the grant processes, seconded by Trustee McGrane and all were in favor.

**6. Departmental Reports:**

**Fire Department:** Chief Bownas submitted the attached monthly report and year-end report. He was unable to read report as he had to leave for an emergency call.

**Police Department:** OIC Witt read from attached monthly report. Will have year-end report for next meeting.

Additional comments: Will begin stakeholders meeting for the police reform within the next coming weeks. They will plan to meet a few times.

**Public Works:** PWS Collocola read from attached Public Works report.

Additional Comments: PWS Collocola will be working on getting a few engineers to come and bid on a comprehensible report on the sidewalks for a future project. Deputy Mayor Herzog will see if there are any grants available.

**Water and Sewer:** Scott Osborn (VRI) read from attached W/S monthly report.

Additional Comments: Happy to report the WTP is operational.

**Treasurer/ Building Department:** Clerk Witt read from attached monthly Treasurer and Building Department reports. Current Operating Statement passed out to Board.

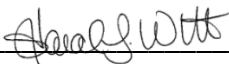
Statutory Installment Bond resolution for Police Car -\$35,326 (attached)

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

Mayor Collopy	<u>Aye</u>
Trustee Herzog	<u>Aye</u>
Trustee Vicky Contino	<u>Aye</u>
Trustee McGrane	<u>Aye</u>

The resolution was thereupon declared duly adopted.

Adopted: January 13, 2021

  
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Sarah J. Witt, Village Clerk

**Attorney:** Mayor Collopy asked Attorney MacDonald for him to follow up on Thorne Building closing.

**7. Trustee Updates:**

**Deputy Mayor Herzog:** Continuing work on Police Reform stakeholders meetings. Working on the annual Emergency Management Plan binder.

**Trustee Contino:** Will continue to investigate into monies from the higher levels of governments specifically for the sewer update and sidewalk projects. Also is working with the MBA on the holiday decoration processes.

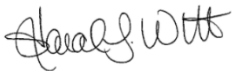
**Trustee McGrane:** Nothing new to report.

**8. Public Comment:** There was none.

**9. Next Scheduled Meeting:** February 10<sup>th</sup>, 2021 at 6 PM via ZOOM.

**10. Adjournment:** *Motion* made by Trustee McGrane to adjourn the meeting at 7:44 PM, seconded by Trustee Contino and all were in favor.

Respectfully submitted by:



Sarah J. Witt  
Village Clerk