

Village of Millbrook
35 Merritt Avenue Millbrook NY 12545
Village Hall – Board of Trustees
May 12, 2021

- *Open Meeting Laws have been suspended- Executive Order No. 202.1*
 - *The public can comment/question via email 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 Contino, Trustee Arbogast, 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 – 6:00 PM with Pledge of Allegiance.**
 3. **Minutes Approval:** *Motion* made by Trustee Contino to accept the minutes of 4/21/2021, seconded by Deputy Mayor Herzog. Trustee Arbogast was in favor. Mayor Collopy abstained from voting.
 4. **Voucher Approval:** *Motion* made by Deputy Mayor Herzog to accept the fund totals as presented for Vouchers 20887-20888, seconded by Trustee Contino and all were in favor. *Motion* made by Trustee Contino to accept the fund totals as presented for Vouchers 20757-20978, seconded by Trustee Arbogast and all were in favor.
- Department Head Reminders:** The fiscal year ends 5/31/2021 and we will need all invoices prior to 5/31/2021 by the June meeting to be paid at the June meeting (6/9/2021) so that we can close the books on time and file the Annual Update Report (AUD)

| Voucher #'s 20887-20888 | |
|-------------------------|---------------------|
| General Fund | \$ 13,351.65 |
| Bedrock H Fund | \$ 161,236.33 |
| TOTALS: | \$174,587.98 |

General Fund: Bank of Millbrook bond payment for 2019 FD pick-up truck

Bedrock Fund: Milnes pay application #7 for WTP Upgrade

| Voucher #'s 20757-20978 | |
|-------------------------|--------------------|
| General Fund | \$ 57,013.53 |
| Water Fund | \$ 11,214.10 |
| Sewer Fund | \$ 22,675.31 |
| Millbrook Restoration | \$ 255.00 |
| TOTALS: | \$91,157.94 |

5. **Departmental Reports:**

Fire Department: Chief Bownas read the attached monthly report.

Police Department: OIC Witt read from attached monthly report.
 Additional comments: Reported new police car's lights are on back order, but the car will be lettered ahead of time. Deputy Mayor Herzog gave an update on the Police Reform, resolution on the Community Review Board to follow.

Public Works: PWS Collocola read from attached Public Works report.
 Additional Comments: PWS Collocola reported three trees will be planted, one on Elm Dr, one on Merritt, and one in front of the Highway Garage. He reported there will be a second

garbage pick-up day for the village litter bins along Franklin. He also reported the three non-functioning streetlamps on Franklin will be assessed soon.

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

Additional Comments: Reported the water meter at the Millbrook High School is not functioning and will cost approximately \$1900 for a new meter and labor. Water bills will be estimated until the meter is replaced. Consensus with the Board is the Village should replace at the meter at the expense of the Village. Mayor Collopy asked Mr. Osborn if they can wait to do the replacement after June 1st. Howard Schuman's Water and Sewer hook-up request on Maple Hill Drive was tabled until further information is gathered.

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

Additional Comments: Mayor Collopy said the 2020/2021 Budget is tight and asked Department Heads to try and keep costs down as much as possible.

Planning Board (PB) Chair Matt Anderson asked if webinar trainings would be acceptable to satisfy NYS requirements. As per the 2021 Re-Org meeting, webinar trainings are deemed acceptable.

Attorney: Attorney MacDonald had nothing new to report.

6. Old Business:

Sidewalks: Mayor Collopy, Deputy Mayor Herzog, and Building Inspector McLaughlin met with Rich Rennia (engineer) concerning a sidewalk engineering assessment, what needs to be done and what would be the cost. Rennia to provide the project scope and cost for the report.

Thorne Building: Mayor Collopy said the MECEC contract was signed. The Thorne Building LLC will need the assessor to reassess the Thorne Building. The closing is hopeful for this coming June.

Trustee Appointment: Mayor Collopy interviewed four trustee candidates to fill the vacancy. The Board to discuss appointment during executive session.

Tennis Courts: Mayor Collopy reported that PayPal is now an option for people to make donations. Deputy Clerk Zeko to update thermometer graphic on website.

Gazebo: A survey will be done by Brian Houston on which entity owns the gazebo by the tennis courts (Elm Drive). The cost of the survey will be split between the Village and the Millbrook Central School District.

7. New Business:

Millbrook Golf & Tennis Fireworks: Fireworks to take place July 3rd with a rain date of July 4th. Police to follow their crowd control and traffic plan.

HBO Filming on Franklin: Filming will begin in August. More details and Village permission approvals to follow.

8. Trustee Updates:

Deputy Mayor Herzog: Attended: meeting with Mayor Collopy and members of the Historical Society on their request for needing more space for records in the Village Hall.

Attended: meeting with Mayor Collopy and OIC Witt for possible Police training opportunities.

Trustee Contino: On-going: looking into doing a capital assets inventory for all departments, will follow up with Senior Acct. Clerk McLaughlin for a template. Continuing work on the electric car chargers with Kevin McGrane (MBA) and Trustee Arbogast. Also working on locations and the state funds to obtain them. Sent an appeal letter to the NYS DOT concerning the Flagler Monument, waiting on reply. Reported the NYS Comptroller will be

distributing (in two parts) the Village's portion of the American Rescue Plan, date of disbursement to follow.

Trustee Arbogast: On-going: Is in talks along with Kevin McGrane with business owners who own sizable parking lots to host the electric car charging stations. Church St. will most likely not close if Café Les Baux can secure jersey barriers in front of business. Trustee Arbogast also reported she will be joining the Town of Washington's Comprehensive Plan Committee.

9. Mayor Collopy: Stated he would like to restart the work on the Code Update Review.

10. Public Comment: Howard Schuman commented on how the Village Zoom meetings are nicely and efficiently run.

11. Executive Session- Discussion: Trustee Candidates and Personnel. Mayor Collopy invited Attorney MacDonald to attend. *Motion* made by Deputy Mayor Herzog to enter executive session, seconded by Trustee Contino and all were in favor.

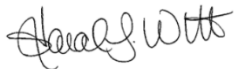
Mayor Collopy will hold a face-to-face interview with two of the trustee candidates.

The Board will hold a special meeting to review/ approve Civilian Complaint Procedures on May 26 at 6 PM.

Exit Executive Session and Adjournment: *Motion* made by Trustee Contino to exit executive session and adjourn the meeting at 9:03 P.M., seconded by Deputy Mayor Herzog and all were in favor.

12. Next Scheduled Business Meeting: June 9, 2021- Business Meeting at 6 PM- via ZOOM

Respectfully submitted by:



Sarah J. Witt
Village Clerk