

**Village of Millbrook  
Board of Trustees Agenda  
1/6/2021 - 6:00 PM**

**NO PUBLIC ALLOWED – COVID-19**

**Due to space availability, we are unable to have public at our meeting at this time**

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.

The meeting will broadcast LIVE on optimum municipal channel 22 at 6:00pm and will be available to view via the Village website – channel 22 button the following day.

- 1. Open Meeting:**
  - a. Call to Order
  - b. Roll Call
  - c. Pledge of Allegiance
- 2. Administrative Business – Annual Reorg Meeting:**
  - a. Oath of Office for Mayor & Trustees
  - b. Appointments
  - c. Designation of Shared Services
  - d. Official Newspaper
  - e. Official Depository
  - f. Designation of Meetings
  - g. Rules of Procedure
  - h. Advance Notice of Claims
  - i. Mileage Allowance
  - j. Attendance at School and Conferences
  - k. Policies Review
- 3. Department Reports: None**
- 4. Old Business: None**
- 5. New Business: None**
- 6. Board Member Updates:**
  - a. Deputy Mayor Herzog
  - b. Trustee McGrane
  - c. Trustee Contino
- 7. Mayoral Update**
- 8. Next meeting: 1/13/2021 at 6PM**
- 9. Adjournment**
- 10. Auditing of Bills: None**



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

- II. Swear in Mayor and Trustees:**  
 Oath of Office for Mayor Collopy  
 Oath of Office for Trustee Contino  
 Oath of Office for Trustee Herzog

- III. Re-Organizational Meeting:**  
**Appointments/ Oaths of Office:**

**Appointing Trustee for Deputy Mayor:** Trustee Herzog – 1 year term

**Appointment of Trustee to fill slot vacated by Mayor Collopy:** Trustee discussion of preferred qualifications of candidates; posting request for interested candidates

**Planning Board:** Mayor Collopy reappointed Matt Anderson to the Planning Board. Mr. Anderson's next reappointment will be in 2025.

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

**Village Clerk:** 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. Next reappointment for Clerk will be January 1<sup>st</sup>, 2023.

**Shared Services w/ Town of Washington:** Snow Removal/Hwy Services/Fire/Rescue/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. **Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

**Designation of Meetings:**

The Board of Trustees shall meet the second Wednesday of each month at 6:00 PM in the Village Hall. Special/additional 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. Meetings may be held at the Firehouse if a larger venue is required.

For meetings scheduled with less than one week advance notice, the village clerk must notify the news media to the extent practical, preferably by e-mail to the Poughkeepsie Journal. Notice shall also be posted at the Village Hall, on the Village website, via email through GovDelivery, in the Washington Town Hall and in the 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 practical 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 the 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 respond by "yea" or "aye" or "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 & posted on the village website no later than Monday before the meeting. 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 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.

**Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

**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.

**Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

**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's current business standard mileage rate. This resolution shall take place immediately.

**Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

**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.*

**Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

**Policies:**

**Official Undertaking:** On Website

**Procurement Policy:** (Updated Aug 2020) - On Website

**Credit Card Policy:** (Adopted 2019) - On Website

**Investment Policy:** (Updated Aug 2020) – In Village Code

**Employee Handbook:** (Updated Dec 2020) – Copy sent to Trustees

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

**Violence in the Workplace Policy:** training 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 - On Website.

**Code of Ethics:** In Village Code

Mayor Collopy asks the Board to fill out the Handbook acknowledgement, Conflicts of Interest & Emergency Contact forms and return them to the Clerk.

**Changes:** \_\_\_\_\_

**Motion made by:** \_\_\_\_\_, **seconded by** \_\_\_\_\_  AIF

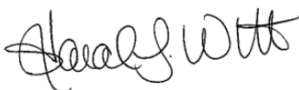
**Emergency Plan:** Deputy Mayor Herzog will update contacts and equipment lists annually in the Emergency Plan.

**Closing Fiscal Year:** *Mayor Collopy stated that all invoices are to be submitted and paid by July 2021 for the fiscal year 2020/2021 in order to close the year with sufficient time to complete and submit the AUD to NYS on time.*

**Additional Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Adjournment: Time:** \_\_\_\_\_ **Motion by:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_  AIF

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer