

VILLAGE OF  
MILLBROOK  
BOARD OF TRUSTEES  
ANNUAL REORGANIZATION MEETING  
January 3, 2017

1. Pledge of Allegiance/Call Meeting to Order
2. Executive Session – Personnel Matters
3. Swear in Mayor Rodney Brown
4. Swear in Trustees Mike Herzog, Brian Hicks, Joe Rochfort
5. Appointments  
    Snow Removal/Hwy Services Town of Washington  
    Official Newspaper Poughkeepsie Journal
6. 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, and receiver of taxes. This resolution is effective immediately.

7. Code of Ethics  
    Conflict of Interest Forms
8. Official Undertaking
9. Designation of Meetings

The Board of Trustees shall meet the second and fourth Tuesday of each month, 6:30 PM, at Village Hall.

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.

For meetings scheduled with less than one week advance notice, the village clerk must notify the news media to the extent practicable; preferably by fax transmission to the Poughkeepsie Journal and Millerton News. Notice shall also be posted at Village Hall, 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.

#### 10. 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" 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 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 the second meeting of the month 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.

Public participants attending the 1<sup>st</sup> meeting of month will be allowed to put items on the agenda of the 2<sup>nd</sup> meeting of the month.

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.

#### 11. 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.

12. 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.

13. Mileage Allowance

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 reimbursement to such officers and employees at the rate of \$.50 per mile. This resolution shall take place immediately.

14. 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.

15. Procurement Policy

16. Investment Policy

17. Employee Hand Book

Includes Telephone/Cell Phone Use , Social Media Policy, Email Policy

Replacing Debit Card Policy with Credit Card Policy to be approved at next meeting

18. Violence in the Workplace Policy

19. Data Processing Backup Policy – being reviewed for offsite storage of full backups – weekly.

20. Breach Notification Policy

21. Technology Security Plan and Disaster Recovery Policy

22. Emergency Plan

23. Adjourn