

VILLAGE OF
MILLBROOK
BOARD OF TRUSTEES
ANNUAL REORGANIZATION MEETING
January 20, 2016

1. Pledge of Allegiance/Call Meeting to Order
2. Swear in Trustee Rodney Brown
3. Appointments
 Planning Board Charles Frisina
 Snow Removal/Hwy Services Town of Washington
 Official Newspaper Poughkeepsie Journal
4. Introduction of Local Law opening residency requirements for appointed officials.
5. 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.

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

The Board of Trustees shall meet the second and fourth Tuesday of each month, 7PM, 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.

9. 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 noon on the day of the meeting.

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 all village meetings 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.

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.

10. 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

11. 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.

12. 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.

13. Procurement Policy

14. Investment Policy

15. Employee Hand Book

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

16. Violence in the Workplace Policy

17. Data Processing Backup Policy

18. Breach Notification Policy

19. Technology Security Plan and Disaster Recovery Policy

20. Emergency Plan

21. Public Participation

22. Adjourn