

Village of Millbrook Board of Trustees Re-Organizational Meeting
Village Hall- 35 Merritt Ave
Meeting Minutes

January 3, 2024

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

II. **Re-Organizational Meeting:**
2024 Appointments:

Department	Name	Reappointment Date
Planning Board	Frank Redl	12/31/2028
Zoning Board of Appeals	Mark Vila	12/31/2028

Motion made by Mayor Collopy, seconded by Trustee Herzog and all were in favor to accept the appointments listed above.

Town of Washington (TOW): TOW Public Works Dept.: Additional snow removal and Highway support.

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.

Designation of Meetings: The Board of Trustees shall meet the second and fourth (if needed) Wednesday of each month, 6 PM, at the Millbrook Firehouse, Village Hall, or via ZOOM/ Virtual Meeting.

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 e-mail to the Poughkeepsie Journal. Notice shall also be posted at Village Hall, Village website, email sent through BlackBoard, 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.

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" or "aye" and "nay". The agenda will be prepared by the mayor and trustees may add agenda items before or during the course of a meeting with a motion and a second. The agenda will be prepared no later than by the Monday before the meeting and will be posted on the website that Monday. 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. 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.

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, public utilities (electric, cable/ internet/ phone, garbage, oil/propane, gas/diesel), medical/ dental premiums, copier lease, cellphone, credit card, and monthly ambulance coverage.

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 disallow

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees authorizes payment in advance of audit of claims for postage, public utilities (electric, cable/ internet/ phone, garbage, oil/propane, gas/diesel), medical/ dental premiums, copier lease, cellphone, credit card, and monthly ambulance coverage 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.

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 current standard rate per mile. This resolution shall start immediately.

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.

Motion made by Mayor Collopy, seconded by Trustee Herzog and all were in favor to accept the Resolutions and general procedures listed above.

Policies- All Policies are posted on the Website:

Breach Policy: see attached – On Website

Civilian Complaint Procedure: see attached- On Website

Credit Card Policy: see attached- Adopted 2019- On Website

Computer Backup Policy: see attached- On Website

Official Undertaking: see attached – On Website

Procurement Policy & Quote Form: see attached- Updated Aug 2020- On Website

Health Emergency Plan: See attached- On Website (COVID-3/10/2021)

Shade Tree Commission By-Laws: see attached- On Website

Employee Handbook: see attached- On Website. Once the Board adopts and approves the Police policies through Lexipol, the Police Department will have their own Employee Handbook to adhere to.

Electronic Devices and Information Technology (IT) Policies: see attached- On Website

Violence in the Workplace Policy: 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. Resolution was adopted 10/09/2018. Policy is on website.

Code of Ethics: Conflict of Interest Forms are to be filled out annually by all members of the Board. Mayor Collopy asks the Board to fill out the Conflicts of Interest form and return the form to the Clerk.

Fund Balance Policy: Introduced and Approved in 2024 (attached)- to be posted on the website Jan 2024

Motion made by Mayor Collopy to adopt the Fund Balance Policy, seconded by Deputy Mayor Doro and all were in favor.

Motion made by Mayor Collopy to accept the above-mentioned Policies, seconded by Deputy Mayor Doro and all were in favor.

Committees: (For the complete policy on each Committee please visit the Village website)

Code of Ethics: The Board of Ethics shall have the powers and duties prescribed by Article 18 of the General Municipal Law and any Code of Ethics adopted pursuant to such article under the rules and regulations as the Board may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics or amendments thereto upon request of the Board of Trustees.

Members: Mike Herzog (BOT), Rev. Calkins (Resident), and John Dux (Resident)

Community Review Board: This Review Board would be comprised of the Village's Officer in Charge or alternate senior officer, a Village Board Member and an appointed resident of the Village.

This board will meet as necessary to review any complaints but at least once a year to make recommendations to the Village Board for changes in policy or procedures.

A formal complaint form has been created for use to register any complaints by the Deputy Mayor.

Members- OIC Sgt. Witt (Police), Mike Herzog (BOT), Mike Murphy (Resident)

Shade Tree Commission: The general responsibilities of the Shade Tree Commission Members are to serve in an advisory capacity to the Village Board, to assist the Village Highway Superintendent in management of the tree inventory, to plan and conduct Arbor Day activities and to participate in special projects such as tree plantings.

Members- Mike Herzog (Chair), Kevin McGrane (Vice Chair), Eldar Shuminov (Secretary), Cecilia Collopy (member)

Motion made by Mayor Collopy to acknowledge the above-mentioned Committees and the Committee Members, seconded by Trustee Herzog and all were in favor.

Fees:

2024 Building Department Fees: The attached fee schedule for the Building Department- introduced Dec 2023 to be approved Jan 2024.

Village of Millbrook Water and Sewer Rates: *(Water Rates updated during the 2023/24 Budget Meeting Public Hearing. Sewer Rates updated- Resolution 2021-001)* VRI is designated as the Water Superintendent, Superintendent of Sewers and whenever referenced in the village code.

Village Residents: \$7.50 for water and \$9.00 for sewer.

Town Residents: \$10.86 for water and \$9.00 for sewer.

(Rates are per 1000 gallons of consumption)

Unmetered Sewer Customers: The Board approved a \$12.15/quarter increase (total bill- \$68.85/quarter) starting with the July 2023 bill, and an additional \$12.15/quarter increase (total bill- \$81/quarter) starting with the July 2024 bill.

Sewer Benefit Assessment (SBA): \$61,000 split between all properties connected to the Sewer system. SBA amounts reviewed and determined annually during Budget time.

Water and Sewer Connections: *(Adopted by Resolution 2021-013-Amended 01.11.2023)*

1) Application fees for Village and Town:

- Water: \$500 and \$500 bond
- Sewer: \$500 and \$500 bond

2) Escrow of \$5000 to cover Village-related and VRI-related inspection fees, engineering fees and administrative fees (amounts TBD). Each application requires a stamped Dutchess County Health Department (DCHD) approved site plan.

Filing Fee: Fees will be based on the scope of project.

Violation Fees: Brush Pick-up- Fees determined on site by the Public Works Supervisor.

Leaf Pick-up- Fees determined on site by the Public Works Supervisor.

Motion made by Mayor Collopy to accept and implement the abovementioned fees, seconded by Trustee Contino and all were in favor.

Closing Fiscal Year: Mayor Collopy noted that all invoices to be honored and paid by July 2024 for the fiscal year 2023/2024 to close the year sooner and get the AFR completed in a timelier manner.

List of All Paid Village Employees

Full name	Most recent hire date	Position
Collopy, Timothy	01/01/2019	Mayor- Elected
Contino, Victoria M	08/25/2020	Trustee- Elected
Doro, Peter	01/01/2022	Trustee- Elected
Herzog, Robert Michael	01/01/2012	Trustee- Elected
Murphy, Patrick W	01/24/2023	Trustee- Elected
Bertha, Nicole M	3/13/2017 - 7 years	Deputy Village Clerk
McLaughlin, Karen P	4/1/2020- 4 years	Senior Account Clerk
Witt, Sarah J	8/1/2011- 13 years	Village Clerk/Treasurer
Buonocore, Darrin S	7/8/2011- 13 years	Laborer
Collocola, Robert L	4/1/2005- 19 years	Laborer
Horton, Geoffrey	1/20/1999- 25 years	Laborer
Culhane, Matthew W	4/12/2023- 1 year	Police Officer
DelGiudice, Joseph A	7/11/2017- 7 years	Police Officer
Lyman Jr, Richard B	12/13/2022- 2 years	Police Officer
Naughton, William J	6/29/2000- 24 years	Police Officer
Taney, Matthew J	3/10/2020-4 years	Police Officer
Witt, Jared R	11/25/2008- 16 years	Police Officer
DiFiore, Kristen J	1/1/2023- 1 year	Secretary to PB & ZBA
McLaughlin, Kenneth W	1/1/2008-16 years	Village Bldg Insp-Zoning Admin
Higgins, Jay	11/1/2023- 1 year	Laborer-Per Diem
Hurst, Matthew	11/1/2003- 21 years	Laborer- Per Diem (Snow)

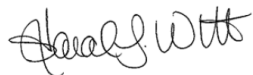
III. 2024 Potential Projects:

- 1) Sidewalks: (a) finish phases 1 & 2, (b) submit a CDBG request for phases 3 & 4, (c) identify single pad replacements to be done by the Hwy Dept, (d) hire a contractor to grind other marginal sidewalk eruptions.
 - 1) (a tie) Begin WWTP upgrade.
 - 3) Pave Washington Avenue; oil & stone some other roads (Maple?) up to allocated CHIPS funding.
 - 4) Trim trees away from buildings along the Franklin business district.
 - 5) Improve board meeting audio & projection quality, using reimbursement COVID money from FEMA.
 - 6) Paint Village Hall exterior.
 - 7) Code Updates (ongoing)
- Trustee Herzog mentioned the possibility of going for a grant to make one of the Village Owned buildings a warming and cooling center- most likely the Firehouse.

IV. Next Meeting: Wednesday, January 10, 2024- Business Meeting

- V. Adjournment:** *Motion* by Mayor Collopy to adjourn meeting at 6:54 PM, seconded by Trustee Murphy and all were in favor.

Respectfully Submitted by:



Sarah J. Witt Village Clerk/Treasurer