

Minutes
April 14, 2009
Annual Organizational Meeting

Call to Order The Annual Organizational Meeting of the Village of Millbrook Board of Trustees was held on Tuesday, April 14, 2009 at 7:05 P.M. with Mayor Ciferri presiding.

Attendance Mayor Andrew Ciferri, Trustees Judith Bondus, Laura Hurley, Stanley Morse and Thomas Whalen.

Pledge of Allegiance Led by Mayor Ciferri

Clerk/Treasurer Linda T. Wiltse swore in the newly elected Village Mayor Andrew J. Ciferri and Trustees: Thomas Whalen and Stanley Morse.

Mayor Ciferri presented the following appointments:

Appointments -	Deputy Mayor	Judith M. Bondus
	Shade Tree Commission	Left Open
	Official Village Newspaper	Poughkeepsie Journal
	Official Village Bank	Bank of Millbrook
	Regular Board meeting	2 nd & 4th Tuesdays of the month, 7:00 PM, Village Hall
	Snow Removal	Town of Washington Highway (as needed)
Dept.	Legal Council	Vandewater & Vandewater
	Village Clerk/Treasurer	Linda T. Wiltse
	Village Deputy Clerk	Left Open
	Village Historian	Left Open

All other appointments are deferred to a later date.

Mayor Ciferri introduced Rebecca A. Valk from Vandewater & Vandewater as the Village attorney.

Trustees acting as department liaisons and dealing with day to day issues were announced by Mayor Ciferri. Mayor Ciferri commended the Trustees for all their help and hard work over the past year. It is greatly appreciated. They are deferred to a later date.

Mayor Ciferri-
Deputy Mayor Bondus-
Trustee Morse-
Trustee Hurley-
Trustee Whalen-

Trustee Morse made a motion to accept the appointments as made. Trustee Whalen seconded. All were in favor.

Trustee Morse made a motion to set the legal dates for Official Village of Millbrook Board of Trustees meetings for the business meeting on the 2nd Tuesday of each month and all other business before the Board of Trustees to meet on the 4th Tuesday of each month. Trustee Bondus seconded. All were in favor.

Advance Approval of Claims –

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and 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 disallowed by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, 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.

Section 2. That this resolution shall take effect immediately.

Trustee Bondus made a motion, seconded by Trustee Morse to accept the Advance Approval of Claims. All ayes were recorded and the motion carried.

Mileage Allowance -

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$0.485 per mile.

Section 2. That this resolution shall take effect immediately.

Trustee Bondus made a motion, seconded by Trustee Morse to accept the Mileage Allowance. All ayes were recorded and the motion carried.

Attendance at Schools and Conferences

WHEREAS there is to be held during the coming official year the NYS Conference of Mayors Annual Meeting and Training School,

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

Village Clerk/Treasurer -	To be determined
Police Department -	To be determined
Highway Department-	To be determined
Fire Department-	To be determined

Section 2. Training will be offered to employees

Section 3. That this resolution shall take effect immediately.

Trustee Bondus made a motion, seconded by Trustee Morse to accept the Attendance at Schools and Conferences. All ayes were recorded and the motion carried.

The Village of Millbrook Investment Policy was introduced as adopted on June 20, 1989. (See attached)

Trustee Morse made a motion, seconded by Trustee Bondus to accept the Investment Policy as submitted. All ayes were recorded and the motion carried.

The Village of Millbrook Procurement Policy was introduced as adopted on April 1, 2002. (See attached)

Trustee Hurley made a motion, seconded by Trustee Bondus to accept the Procurement policy. All ayes were recorded and the motion carried.

The Public Hearing for the 2008/2009 budget will be held on Tuesday, April 15, 2008 at 7:00 p.m. at the Village Hall.

Department Reports:

Fire Department: Bids for the electric work at the Fire House were read by the Clerk Linda Wiltse. The proposal from J.A. Forte Electric, Inc. was awarded for the kitchen and main room area in the amount of \$4,740. The proposal from Macura Electric was awarded for the ambulance bay area in the amount of \$5,124.

Highway Department Commissioner-Bob Collocola gave his report. See attached.

VRI-Water/Waste Water-Cathy Meier gave her report. See attached. Cathy stated that VRI is working on updating a map of the manhole locations, the water

and waste water lines and the shutoff valves. The map is also being updated at repair time. She referred the Board to the 5 year plan submitted by VRI. The Board requested a revised 7 year plan in response to the SPEDES Permit thus spreading the costs to residents over a longer period of time. Trustee Bondus stated the Board desires to do more than is required by the NYS DEC.

Clerk/Treasurer-Linda Wiltse see attached bank balances. She stated that the Historical Society requested to borrow the Elm Drive Painting located in the Office for a presentation at the Federated Church on Thursday. The Board agreed to this request. Trustee Bondus made a motion to approve the minutes dated March 24, March 31 and April 8, 2009 Trustee Morse seconded. All were in favor. The Board requested a meeting in June to discuss trusts and reserves to possibly consolidate funds. The Clerk informed the Board that the County has made us whole in regard to Village property taxes to a total of \$27,041.

Police Department-Officer Scribner read the attached. Officer Scribner requested the Board to approve him hiring an additional officer to cover holidays, vacation, parades and sick leave. Trustee Morse stated he likes the Police activity level. Trustee Bondus inquired about the Police bike patrol. She was informed that only one Officer is certified to handle bike patrol but another Officer will be trained in June.

Budget: Mayor Ciferri opened the public hearing on the 2009-2010 Budget. Trustee Hurley reviewed the Summary page with the Board. She stated that revenues are difficult to predict. She discussed the water and waste water revenue lines. Trustee Hurley covered each department's expenses line item by line item since they are departmentalized. Questions were raised about reserves. She stated that reserves are ideal for road paving, highway equipment and police vehicles.

In regard to police personnel services the Board budgeted for the same hours of coverage. The Board requested the Clerk's office coordinate with Liz Baldwin in reference to mileage reimbursement. Trustee Hurley recommended that beginning in June appropriations reports be given to each department head.

Trustee Hurley proceeded to discuss the water expenses and more specifically, the contingency line and the capital improvement line. The Board has the option to raise rates to plan for the sewer capital improvements. The improvements may reduce sludge hauling requirements and make the treatment plant more energy efficient. She stated the debt for the sewer phase III is still in BAN form. It will be paid off in three years with no need for a long term bond. Trustee Hurley informed the Board the H-fund is designated for capital projects for the water and waste water BAN funds. Based on the preliminary budget submitted the total tax levy is \$911,432 and the SBA is \$60,000. This includes several capital improvements. Liz Baldwin inquired about the maximum amount for

equipment reserves and was told \$60,000. Kate Farrell inquired whether specifics for capital improvements would be available and was told yes.

Mayor Ciferri stated he met two times with Central Hudson in regard to the transformers outside the Thorne Building. He is attempting to have Central Hudson share in the cost with Central Hudson's office permission. Trustee Hurley informed the rest of the Board that the Mayor is getting quotes for the removal of the boiler from the Thorne Building and the Village Hall. The used boilers will be replaced by the newer boilers to utilize the shorter flu making the boiler more efficient as it will be closer to the chimney.

Mayor Ciferri stated the renovation on the former bowling alley was awarded to Ducillo construction and work will begin on Monday. Ducillo will also install plexi-glass over several gymnasium windows to protect the glass and make the gymnasium more energy efficient. Trustee Hurley stated the Board of Trustees is being responsive to our current economic times. Trustee Bondus stated the Board would rather have a small increase in Village taxes now than a large increase later. Trustee Bondus also expressed interest in reviewing the water and waste water rates for a possible rate increase. Mayor Ciferri stated the public hearing on the 2009-2010 budget proposals will be held open until the next Board meeting on April 28, 2009. Trustee Hurley informed that we neglected to include the elected officials and employee salary sheet with the budget proposal.

Trustee Morse stated a huge thank you was owed to Trustee Hurley and Clerk Linda Wiltse for the many hours they dedicated to the budget.

Public Participation:

Trustee Morse stated the Board was requested by the Millbrook Public Library Board to look at changing Friendly Lane to a one way street. He contacted the NYS DOT and was told there are three elements to consider based on data from other municipalities.

1. Driver's speed does increase significantly.
2. It must be a decisive action and have the ability to revert back to a two way street.
3. Will two side of the street parking be available? (Not for the Village)

The state would like a courtesy letter notifying them of the changes taking place since it connects to a state road. Tim Tice suggested a better location for the crosswalks, lighting and possibly speed bumps. Trustee Morse suggested looking at other municipalities such as Lake Placid who has their crosswalks in red. Trustee Hurley stated the Board will get the proposed traffic study. The Board will move forward from the study results. Steve Alex from Chazen stated Mayor Ciferri has signed the proposal to survey Friendly Lane to potentially change the street to one way. This survey will begin in approximately one week. Steve stated this will put more traffic on Merritt Avenue and on Front Street by

the Post Office. He added that the traffic expert from Chazen till contact Trustee Morse with answers to his questions. Mayor Ciferri and Trustee Hurley stated that funding from the Green initiative is available. A meeting was requested for VRI representatives, the Mayor, and Chazen representatives to discuss the expansion mapping for the Village. Trustee Hurley stated the Board is interested in using solar power at the waste water treatment plant. This will help reduce operating costs and this type of project is high on NYS Official's list of priorities. The Board is also interested in other ways to conserve energy. Steve Alex cautioned the Board in that the solar system needs to pay for itself. He added that the Board should watch for subsidized programs. These subsidies can be cancelled at any time leaving the Village with the bills. Trustee Hurley proposed the Village Board having a liason to the Planning and Zoning Board.

Trustee Bondus discussed the Disaster Planning meeting which is scheduled for May 11, 2009 at the Fire House. They are informing the public and gathering information from residents. They are also attempting to form neighborhood or block group organizations. These groups will check on certain streets and check on those in need of electricity and/or oxygen for example.

Trustee Morse stated the Board of Trustees quarterly report has been submitted to the Millbrook Matters website and the Republic.

Trustee Morse stated that on April 18, 2009 a workshop labeled Resources for Recovery will be held at the Millbrook Fire House from 9 am to 1 pm. This event will address the recession and the impact on Village and Town of Washington residents. There will be approximately 25 participants.

Kate Farrell questioned whether the beavers are being relocated? She was told no and this is as per the NYS DEC.

Tim Tice mentioned the unsafe building code. Mayor Ciferri stated that the new Village attorney will review the proceedings followed to pass the unsafe building law. The law may be rescinded and the procedures will begin again. The Mayor added that an engineer report will be required as to the unsafe buildings in the Village and the Board will start that process. Hester Weeden agreed with Tim Tice in regard to the Zoning Enforcement Officer's powers. Kate Farrell added that there are other unsafe buildings on the former Bennett College property. The Village attorney stated she will give her recommendations on the Unsafe Building law at the April 28, 2009 Board meeting.

Trustee Morse made a motion, seconded by Trustee Bondus to adjourn the meeting. All ayes were recorded and the meeting adjourned at 9:25 P.M.

Respectfully Submitted,
Linda T. Wiltse
Clerk/Treasurer