

Village of Millbrook  
Board of Trustees  
Minutes December 8, 2009

**Call to Order** 7:01 p.m.

**Pledge of Allegiance**

**In Attendance:** Mayor Andrew Ciferri, Trustee Cox, Trustee Morse, Trustee Hurley and Attorney Rebecca Valk

Mayor Ciferri took a moment to introduced Edward (Buddy) Cox as a new trustee serving for a one year term.

**Highway Department-**Bob Collocola stated they worked on removing leaves almost every day during the past month. They also assisted the Fire Department with the Holiday decorations. The hole adjacent to the Village Hall has been filled and Bob extended a thank you to the Town of Washington Highway Department for the use of their trucks in filling the hole. They have been repairing the winter equipment in preparation for inclement weather. Mayor Ciferri discusses some leaves still needing cleanup in certain remote locations. Bob stated that he has spoken to some residents on better locations for their leaves next year. This will make leaf removal safer. Matthew Hurst is training the new sidewalk plowing personnel. He has agreed to fill in when the new person is sick or on vacation. Bob added that the sidewalk tractor equipment will be located at the Highway garage from now on. Trustee Morse had information on equipment breakage that will need replacing very soon. See attached handout. Trustee Morse recommends replacing the 2002 plow immediately. The 1999 Chevrolet truck needs replacing in 2010 and the plow cannot be transferred to the 2002 truck due to different configurations. The completed repairs are costing the department several man hours. Trustee Morse made a motion to purchase a replacement plow immediately. Bob stated the 9 foot plow may be an in stock item. Bob added that the plow has glaring problems which could break at any moment. Trustee Cox asked about the plow frame condition and who the vendor is. Bob stated the vendor is Hudson Valley Truck and Trailer. Bob stated he likes the plow manufacturer this dealership uses. Mayor Ciferri seconded the motion on the floor with a stipulation not to exceed \$5000 so the department's needs may be met. All were in favor. The CHIPS reimbursement request has been sent for a total of \$103,703.05. The in ground fuel tank at the Highway garage needs replacing and a new tank installed inside the building. Jeff Daley can do the work for approximately \$2,000 including emptying the old tank contents into the new smaller tank. Mayor Ciferri recommended the 330 gallon tank inside and wants quotes from other local vendors for a price check. Bob stated that installing the new tank inside eliminates the need for an air line making the existing furnace more efficient.

**Chazen-** Mike Fanning spoke to the Environmental Facilities Corp. (EFC) in reference to the aeration job. They stated they are committed to a one week review even though it has been 3 weeks since the paperwork has been submitted. He called the EFC and he may be

able to have a pre-bidding meeting at the waste water facilities right after the holidays. Mike stated there are no major issues anticipated from the paperwork submitted to the EFC. He added there will be a significant system savings with less energy usage replacing the aeration system with state of the art technology. The Village will be able to recover through this savings in one to two years according to Mike. He added that this is a very good application of the appropriated funds. In reference to the SPEDES permit Mike has been in contact with the person in charge at the DEC. Mike will submit the paperwork just before the holidays. He added that the I & I report is due in January. This is a monumental event since this is the first one anyone has ever filed in NYS. Mike will do the proposal for that and for future services. It will not emphasize the work already completed. The Village needs to prove the flow rates have been reduced at the same locations the flow rates were taken before repairs took place. Mike will request VRI's information where work has already been done in the Village. The Village may want to look at GPS grants in the future.

**Millbrook Golf & Tennis Club Lot Line**-Betsy Shequine wanted to inform the Village Trustees that no legal lot line exists for the Village owned property on Church Street adjacent to the Millbrook Golf and Tennis Club property. There is not a boundary line description currently in place. This information has been sent to Rebecca's office. There is a tax map line which is not a legal description. They want to define a lot line. They want to come to some resolution. The club desires a resolution be proposed by the Village Board of Trustees in the near future. See the map submitted by Betsy.

**Clerk/Treasurer**-Linda Wiltse gave the expense and revenue reports as well as the bank balances. She stated that all interest had been posted. The Village was also in receipt of the Mortgage Tax covering the period from April 1, 2009 to September 30, 2009 for a sum of \$8,924.10. She added that the request for reimbursement for the paving and reclamation of Ciferri Drive was submitted to the NYS CHIPS program for a sum of \$103,703.05. Mayor Ciferri wants to see the bid specifications for the handicap bathrooms at the Thorne Building before putting them out to bid. Mayor Ciferri asked Rebecca if it is a problem if no substitutions wording is in the specifications for the bids. Rebecca believes it is permissible. Mike Fanning stated that it can be if stated for equal quality and upon approval of the Board of Trustees. Mayor Ciferri stated it is okay if it is submitted with that information. He added that he wants the pipe placement added for the water and sewer lines. Linda read all 4 bids on installing the electrical panels at the Thorne Building as per attached. Rebecca stated it is okay to accept the one proposed donation and submit a letter of acceptance from the Village. Rebecca added that the Board may accept JLS Electric's bid subject to acceptability from the Village attorney and the Village accountant. Several proposals submitted bids with aluminum vs. copper showing the only difference being the cost. The Board decided they will accept whatever JLS wants to donate. Mayor Ciferri made a motion to accept the resolution to receive JLS's donation of time and material. Mayor Ciferri stated this update to the temporary electric line currently in place is overdue with Central Hudson's request. The Central Hudson personnel currently handling this project will be retiring soon. Buddy seconded the motion. All were in favor. The mason's proposal to repair the worst chimney on the Thorne Building was considered by the Board. Mayor Ciferri asked if the stone slate cap

must be removed. Mike Downing says yes it must be removed due to the cracked condition of the bricks supporting the cap. The bricks are in need of repair/replacing and the interior brick access is needed. Mike told Mayor Ciferri that he would be speaking out of his realm of expertise. He wants to save funds while having lasting repairs. Mike has no problem with copper covers for the air handler chimneys. Mayor Ciferri asked Mike to speak to Richard about the chimneys. The inclement weather could be an issue when accessing the roof. Mike added that this exterior work is good for fund raising and preservation of the building. Trustee Hurley joined the meeting at 8:30 pm. The loose bricks are a great concern. One of the 5 chimneys is active and Mayor Ciferri would recommend capping 3 of 5 with copper. Mike said Ken McLaughlin estimated \$5,000 to repair the worst chimney. Buddy questioned why only one proposal was submitted. Rebecca stated the Village's procurement policy does not need to be followed if the Downings are having the work done. Trustee Hurley wants to see the project started and completed as soon as possible. Mike said Skip Ciferri gave his expertise on the project at the last meeting. Robert Campbell looked at and supplied the lift to preview the chimneys for \$60 per hour. The submitted bid is for \$40 per hour. Mayor Ciferri gave the go ahead with the proposal submitted. Mayor Ciferri stated that the Board wants to get the building water tight and they are concerned about the current weather conditions. Trustee Morse made a motion to accept the bid. Trustee Hurley seconded. All were in favor.

Mike commented on the coming New Year's Eve event to be held at the Thorne Building. He is concerned about future performances ending by 8:00 pm. He added that this year is not an issue but next year and future performances must be ended by 8:00 pm so the rest of the evening can be salvaged for their performances.

The Board agreed there will not be a second meeting in December.

**Water/Waste Water Department-**Scott from VRI water/waste water- see attached. Scott has reviewed the camera work from behind the Village Hall extended to Elm Drive is a hot spot for the I & I issues.

**Grants-**Mayor Ciferri stated Steve Lynch has knowledge that the contract went from the NYS Attorney General's office to the Department of the General Budget.

**Fire House- no report submitted**

**Police Department-** submitted at a later time see attached.

**Highway Department-**Bob Collocola see attached.

**Trustee Comments-**

**Education-**Trustee Morse added an educational seminar on land use hosted by Pace University. He added that he was the only Village representative and the Town had 5 representatives. Conflict resolution was discussed at the workshop. The main message

was to get the public involved in the process. Trustee Morse added that the workshop gave a pro-development approach to the process. They almost assumed development will happen. They also seemed friendly to a developer's point of view. Models were given for developers to use to approach municipal boards.

**Emergency Preparedness**-The Emergency Preparedness Committee comprised of a joint Town of Washing and Village of Millbrook members. Supervisor Prisco, Jimmy Brownell, Mike Murphy as TOW Councilman, Judy Bondus and Trustee Morse are on the committee. Trustee Morse added that the first draft of the plan is 51 pages long. It is a very comprehensive document. Trustee Morse stated that the housing and feeding of people is the biggest challenge. During an emergency, the number of people in our two municipalities' will likely increase. The committee is working for completing the first draft of the plan in 2010. Trustee Hurley asked Trustee Morse about the behind the scenes requirements. This plan covers the simplest and the greatest emergency. For example, fire and flood emergencies that have occurred in the past. Trustee Hurley asked if public education will be needed and ongoing. Trustee Morse stated they hope to involve the schools for example in CPR training as well as literally preparing the whole community for similar training.

**Vandalism**-Trustee Hurley informed the Board of vandalism that took place late Sunday into early Monday. Light bulbs were removed from several trees and smashed. Spray painting of stop signs in the Village was not reported to the Village Police Department. Trustee Hurley stated that the Employee Handbook will be reviewed and the findings will be submitted to the entire Board by Trustee Hurley, Trustee Morse and Clerk Linda Wiltse. They will consolidate and come back to the Board with information including bullets if agreeable to the Board. It will be presented in outline form.

**Appointments**-Mayor Ciferri appointed Trustee Cox to be the new liaison to the Village Police Department. Trustee Whalen will be the liaison to the Fire Department and the Rescue Squad. Mayor Ciferri requested Trustee Morse to coordinate and communicate with Downings from this point forward on the Thorne Building Project. He added that Trustee Morse will still be the liaison to the Highway Department.

**9 Partners Lane Road Improvements**-Mayor Ciferri stated that he has received complaints on 9 Partners Lane from a few residents. He added that the Village will not be doing anything with the road in the near future. This is due to the possibility of installing water and waste water to those residents. He doesn't want to improve the road before that work is completed. He stated that he has explained these details to those residents requesting the road be repaved. Trustee Hurley asked if the Village has the flexibility of future expansion of services and the study of such expansion in our current grant. Mayor Ciferri stated the study portion only is part of the current grant and that information will be put into a full report. Trustee Hurley asked if they can look at 9 Partners Lane at in the beginning of the grant study process. Mayor Ciferri stated that the Department of State, the NYS project manager, Steve Lynch and the Mayor will meet after all appropriate personal have signed the contract. Mayor Ciferri wants to survey the work to be done over the winter in preparation for work to begin in the spring. The hot

spots will be done first which will assist in the plant's intake reduction. This reduction will show the Village is on the right track. The majority of the money is for fixing the existing system. The grant allows the Village to study the possibilities of future expansion but does not fund any actual expansion. The Mayor added that sections of Maple Avenue do not have sewer service. The Mayor added that some 9 Partners residents have realized that if they have water and waste water installed then it may be harder to control development. They also realized that repaving the road will remove the natural speed bumps and the road will become a thoroughfare for traffic. He wants to get all facts out to the residents. Howard Schuman stated there is another issue with the people who own the Hitchcock property and that the next generation may sell the property. He added he is concerned about the development and the possibility of requesting to hook up to the Village water and waste water facilities. Mayor Ciferri stated that approximately 90 potential building lots are located within the Village on the Hitchcock estate. Mayor Ciferri stated that the Village provides clustering of certain areas for just that purpose.

**Signage**-The Clerk gave a letter in reference to signage violations and requested recommendations on amendments. Mayor Ciferri wants J.J. Brownell to be the code enforcement officer. He will be handling this and other issues during regular business hours. Mayor Ciferri and the Planning Board have received letters and telephone calls in reference to illegal signs throughout the Village. Action is required as soon as possible. Trustee Hurley inquired the procedure for residents to appeal to the Village Board if they have issues or concerns. The Board wants to revisit the Village Code to assist the not-for-profit organizations. Mayor Ciferri stated they must start somewhere and therefore the draft letter was written. Trustee Morse stated that this is not good government. The Mayor added that the only neon sign grandfathered in is the Diner sign because it is part of the building's structure. The Mayor stated that action must be taken.

Mayor Ciferri stated that the Fire contract with the Town of Washington was submitted to the Chief Chris Hawks for review.

**Audit bills.**

**Adjourned** 10:30 pm

Respectfully submitted,

Linda T. Wiltse  
Village Clerk