

Village of Millbrook Board of Trustees
Meeting Minutes

October 24, 2017

I. Call to order

Mayor Brown called the meeting to order at 6:30 PM and led the Pledge of allegiance.

Roll Call: Mayor Brown, Deputy Mayor Rochfort, Trustee Herzog, Trustee Van De Water, Trustee Hicks and Clerk Witt.

II. Administrative Business:

Clerk Witt read from the attached budget adjustments. Trustee Hicks made a motion to accept the budget adjustment as presented seconded by Trustee Van De Water and all were in favor.

Old Business:

Audio and Attachments: Mayor Brown told the Board that he received confirmation from Attorney Valk that it is ok to put on the website audio and attachments to meetings prior to the minutes being added to the website. Mayor Brown said audio and attachments to meetings will be put on the website within a day or two after a meeting.

Daniele Water Hook-up Questions: Mr. Daniele talked with Mr. Napoli of the Board of Health. Mr. Daniele is planning a walkthrough of their facility and is inviting Mr. Napoli and Mr. Bright (Delaware Engineering) to come. Mayor Brown stated he would also like to be included in the walkthrough. Mr. Daniele said he would contact Mayor Brown with a date.

Power Vent at Village Hall: Mayor Brown told the Board Pentek LLC submitted a proposal for a power vent at the Village Hall in the amount of \$3680. Trustee Hicks made a motion to accept the bid as presented, seconded by Trustee Herzog and all were in favor.

New Business:

Charlie Frisina resignation: Mr. Frisina submitted his resignation from the Planning Board to the Mayor (attached). Mayor Brown said if there is anyone interested in being on the Planning Board that they should submit a letter of intent (listing general information along with any qualifications). Mayor Brown stated the Rescue Squad is also in need of volunteers, specifically ambulance drivers, and anyone interested in volunteering should reach out to Laurie Olson at the firehouse. Deputy Mayor made a motion to accept Charlie Frisina's resignation, seconded by Trustee Van De Water and all were in favor.

Optimum Rates: Mayor Brown received notice that Optimum will be raising their rates. Mayor Brown said the rates will be posted on the Village website.

Adwar: Mayor Brown informed the Board that Adwar came in at the state bid of \$25,669.38 for the equipment for the Public Access Channel.

III. Trustee Updates:

Deputy Mayor Rochfort: Nothing to report. Mayor Brown said he was concerned that there will be no First Night in Millbrook this year. He said he will reach out to Joyce Heaton of the Rotary Club.

Trustee Hicks: Stated leaf pick up has begun. He also said Parade of Lights for December 1st is moving forward.

Trustee Herzog: Stated the ADA project is not completely finished. There are still items that need to be ordered. Trustee Herzog said Nicky Diggs is looking for a partial payment. Trustee Herzog is waiting on Eric Holt for his review. Mayor Brown said Mr. Holt needs to certify payment.

Trustee Van De Water: Said he will be setting a meeting with the Mayor and Town Supervisor to discuss the Inter-Municipal Agreement (IMA) with the Town of Washington. Trustee Van De Water also said he is working on the IMA for the Boy Scouts and the use of the Village Hall. He also stated that the

MECEC signs will be going up in the playground.

The Board then had a time of Public Comment. No actions were taken during the time of public comment.

Clerk Witt read from the attached October 24, 2017 Voucher Totals.

IV. Adjournment: Trustee Herzog made a motion to adjourn the meeting at 8:03 PM, seconded by Trustee Hicks and all were in favor.

Respectfully Submitted by:

A handwritten signature in dark ink, appearing to read "Sarah J. Witt". The signature is fluid and cursive, with the first name "Sarah" being more prominent and the last name "Witt" following in a similar style. The signature is positioned above the printed name.

Sarah J. Witt Village Clerk/Treasurer

**Village of Millbrook
Village Hall – Board of Trustees
October 24, 2017 6:30pm**

- 1. Open meeting – Pledge of Allegiance**
- 2. Administrative Business :**
 - a. Acceptance of Minutes possibly
 - b. Budget Adjustment
- 3. Old Business :**
 - a. Census – reviewers – Ceil Collopy, Joe Rochfort, Brian Hicks and Linda Brown
 - b. Audio and Attachments will be uploaded to website prior to Minutes being approved
 - c. Generator update – last month of generator rental
 - d. Daniele- questions
 - e. Approve Power Vent
- 4. New Business :**
 - a. Charlie Frisina resignation
 - b. Optimum raising their rates – will post on website
 - c. Adwar - \$25,669.38 is state bid for equipment for Public Access Channel – camera, tripod, scan disks, battery and charger, case already acquired.
- 5. Department Reports : (first meeting of month only)**
 - a. FD/Rescue – Matthew Rochfort, Ted Bownas and Laurie Olsen
 - b. Police – OIC Jared Witt
 - c. Highway – Bob Collocola
 - d. Water/Sewer – Scott Osborne
 - e. Planning Board
 - f. Treasurer – Sarah Witt
- 6. Board Member Updates :**
 - a. Deputy Mayor - Joe Rochfort
 - b. Trustee Brian Hicks
 - c. Trustee Mike Herzog
 - d. Trustee Kyle Van DeWater
- 7. Public Comment :** (number of speakers will determine amount of time given to each speaker)
- 8. Executive Session** (if needed)
- 9. Adjournment**
- 10. Auditing of Bills**

Budget Adjustments – Presented at 10/24/2017 Board Meeting

By this resolution the Board of Trustees authorizes the following transfers necessary to fund underfunded operating lines:

From	A.3410.0800 Fire Dept. Employee Benefits	\$13,944.59
To	A.1910.0400 Village Insurance Coverage	\$13,944.59

These entries are to be Journal Entries done by the Treasurer.

Charles Frisina
36 Nine Partners Lane
Millbrook, NY 12545
October 20, 2017

Rod Brown, Mayor
P.O. Box 349
Millbrook, NY 12545

Dear Mayor,

I am resigning from the Planning Board as of today.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Frisina', with a stylized flourish at the end.

Charles Frisina, P. E.

October 24, 2017 Voucher Totals

Vouchers 16867-16895

A - GENERAL FUND	97,703.00
F - WATER FUND	11,662.11
G - SEWER FUND	10,385.09
H - CAPITAL PROJECTS	29,285.49
TA - TRUST & AGENCY FUND	699.50
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	149,735.19