

**Village of Millbrook Board of Trustees**  
**Village Hall – 35 Merritt Avenue, Millbrook NY 12545**  
**Meeting Minutes**

12 June 2018

**I. Call to order:**

Mayor Brown called the meeting to order at 6:32 PM leading with the Pledge of Allegiance. He also congratulated Jared and Sarah Witt on the birth of their daughter Adelaide Rafaela.

**Roll Call:** Mayor Brown, Deputy Mayor Rochfort, Trustee Herzog, Trustee Hicks, Trustee Van De Water, Officer Witt, Public Works Supervisor Collocola, FD Chief Bownas, Scott Osborne (VRI), Attorney Valk.

**II. Administrative Business:**

- **Meeting Minutes:** Mayor Brown made a motion to accept the minutes of 5-22-18. Trustee Herzog made a second motion for approval – all were in favor. Motion passed.
- **Budget Adjustments:** Mayor Brown outlined items in budget that will require additional funding (4 from General, 1 from Water and 2 from Sewer). Monies will be moved from other line items to compensate for above stated. Mayor Brown will make transfers as Treasure Witt is out on Maternity leave. Trustee Hicks made a motion for approval of the adjustments. Deputy Mayor Rochfort made a second motion for approval. All were in favor – motion passed.

**III. Department Report:**

**FD/Rescue:** Mayor Brown allowed for FD Chief Bownas to give his report early in meeting to allow for him to meet schedule requirement. Chief Bownas, while giving report, noted that it was a busy month of May with incident reports on the rise. There were no questions from the board for Chief Bownas.

**IV. Old Business:**

**Rich Renna:** Mayor Brown explained that Mr. Renna is proposed to be hired as planner for the Village Planning Board. Mayor Brown stated that Mr. Renna is local working out of Dover and is widely known. Mayor Brown asked the Trustees if they reached out to him for discussions. Trustee Van De Water and Trustee Hicks each spoke with someone who knows him and gave favorable reports. Deputy Mayor Rochfort did not speak with Mr. Renna but stated that he was well aware of his family. Trustee Herzog explained that he was also aware of Mr. Renna while teaching in Dover for several decades and was positive about hiring. Mayor Brown stated that Mr. Renna would be on retainer and paid for services provided. Mayor Brown made a motion for approval to hire Mr. Renna. Trustee Hicks made a second

motion for approval. All were in favor – Motion passed. Mayor Brown inquired to Attorney Valk about a contract. Attorney Valk stated that he would most likely have an agreement for services.

V. **New Business:**

- **Invitation to Bid – Water Tower:** Mayor Brown stated that the bids for water tower cleaning, painting etc are due on June 26<sup>th</sup>. Mayor Brown explained that to date 3 or 4 contractors requested information.
- **New Phone System:** Mayor Brown reported that the new phone system for the village office is “quite nice”. He explained some of the features of the phone noting that one of the features being Trustee messages that will alert their respective emails that a message is waiting for them.
- **Millbrook Business association signage:** Mayor Brown asked Deputy Mayor Rochfort to take over with explanation of what the Business Association proposes in signage. Deputy Mayor Rochfort reported that there was a new development in this proposal. He explained that he was in contact with NYSDOT in regards to this and that all signs proposed in NYSDOT right of way would have to be in compliance with Manual of Uniform Traffic Control. As Franklin Avenue is a federal highway it falls under the NYSDOT jurisdiction. Deputy Mayor Rochfort then stated that the proposed signs that Millbrook Business Association proposes to replace the current “Welcome to Millbrook” signs could be approved or disapproved by the Village Board. Millbrook Business Association Rona Boyer then went to the podium and further explained the associations reasons for requesting new signage. Further discussions took place with two other association members present. Mayor Brown reported that there is money in the budget for repairs or replacement of the current “Welcome to Millbrook” signs. It was decided that Deputy Mayor Rochfort would contact Chuck Walter, at NYSDOT, on behalf of the Millbrook Business Association, in regards to this matter.
- **Thorne Building – 1<sup>st</sup> draft of Contract:** Village Attorney Valk spoke about the preliminary contract and stated that she will keep the board updated with new developments when they arise from Thorne Building Community Center Inc attorney Allen Rappleyea. Trustee Van De Water announced that he will be recusing himself from voting in regards to this matter.

VI. **Department Reports:**

- **Police Department:** Officer in Charge Witt read from attached May report. Highlights from his report included that response time is between 2 and 3 minutes. Officer Witt reported that Trustee Hicks is to be credited with finding a missing child. Potential hire Kelly Aluisio was introduced. Mrs. Aluisio is presently in the academy. She lives just outside the village and will not be receiving salary for the first 160 hours. She is one of several applicants that were interviewed and will be filling a vacant position. Mrs. Aluisio will be able to move to phase II in training if she is hired and working

for a Police Department. Mayor Brown made a motion to hire Mrs. Aluisio. Trustee Hicks made a second motion for approval. All were in favor and motion passed. No questions from the board for Officer Witt.

- **Public Works:** Mr. Collocola read from attached Public Works Report. Trustee Hicks thanked Mr. Collocola for tree/brush removal from the Fire Department grounds. Highlight from the Public Works Report was that tree and brush removal has stopped as of June 1<sup>st</sup>. In regards to brush pick up Mayor Brown announced that he may propose to have an additional monthly pickup. He stressed that this does not include property clearing but rather necessary cleanup after a storm or as such.
- **Water and Sewer:** Scott Osborne read from attached water and sewer reports. Deputy Mayor Rochfort asked how many fire hydrants are intended to be replaced this summer. Mr. Osborne stated that he was hoping to replace 9 out of 15.
- **Treasurer Report:** In the absence of Treasurer Witt Mayor Brown gave the report. Mayor Brown announced that the audit has been completed and it will take as much as three months to receive it. Mayor Brown announced that revenue from taxes is starting to come in. Expense Control and Revenue Control Reports will be posted on line. Voucher totals for the fiscal year (end of May and beginning of June) totaled \$134,339.94. Trustee Herzog made a motion for approval of paying vouchers. Deputy Mayor Rochfort made a second motion. All were in favor and motion passed.

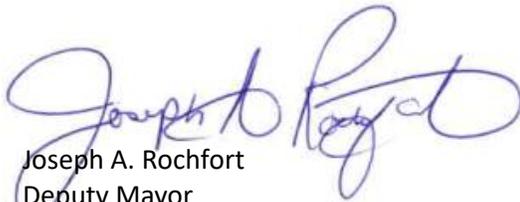
## VII. Trustee Updates:

- **Deputy Mayor:** Deputy Mayor Rochfort reported that in addition to attending the Millbrook Business Association meeting regarding their signs he also hosted a sign committee meeting at his house on June 9<sup>th</sup>. He reported that another sign committee meeting will take place at his home on June 24<sup>th</sup>. Deputy Mayor Rochfort will be attending a Thorne Building Committee meeting on June 22<sup>nd</sup>. The Deputy Mayor also reported that he measured the crosswalks recently painted by Nicky Diggs and stated that they are in compliance with the Manual of Uniform Traffic Control Devices.
- **Trustee Hicks:** Trustee Hicks reported that he assisted with the Millbrook Central School District Meeting set up at the Fire house held on June 11<sup>th</sup>. Trustee Hicks announced a new bidding process (NYSOGS) that he hopes to use for future fire truck purchases. The trustee reported that he is using organic weed killer at the tennis courts and that he is investigating crack filler.
- **Trustee Herzog:** Trustee Herzog reported that he heard from Nicky Diggs regarding final payment for ADA intersection. Deputy Mayor Rochfort asked if the crosswalk painting was the last remaining task on the punch list and wondered about sidewalk caulking. Trustee Hicks stated that there was to be no caulking and yes the painting was the last task.

- **Trustee Van De Water:** Trustee Van De Water announced that he may miss the next board meeting due to his military requirements. Trustee Van De Water spoke in regards to the comprehensive plan that he is working on. He announced that he would like to make up a comprehensive plan steering committee and will likely have a power point presentation in July. Trustee Van De Water will be on the Community Day Committee this time under his status as Village Trustee. There is not a date yet set for Community Day.

- VIII. **Mayoral Updates:** Mayor Brown did not give a formal update but did answer questions from the board regarding ADA tree planting and temporary help hire due to the absence of Village Clerk Witt.
- IX. **Public Comment:** Questions from the public were asked concerning the audit, Thorne revert Clause, Bennett College, and Welcome to Millbrook signage. A member of the public commented about his struggle to stay or leave as he is a business owner. No actions were taken by the board in regards to any of these matters.
- X. **Adjournment:** Mayor Brown made a motion to adjourn the meeting at 8:40 PM. Trustee Herzog made a second motion. All were in favor and meeting adjourned.

Respectively Submitted by:



Joseph A. Rochfort  
Deputy Mayor  
Village of Millbrook