

**Board of Trustees
VILLAGE OF MILLERTON
Regular Meeting
November 16, 2020**

A regular business meeting of the Village of Millerton Board of Trustees was held on Monday, November 16, 2020. It was called to order at 6:03 PM via Zoom meeting telecommunication (due to COVID-19 restrictions from State and County levels), with Mayor Debra Middlebrook presiding. Deputy Mayor Jen Najdek, Trustees Alicia Sartori, Matthew Hartzog and Joshua Schultz, and Clerk Kelly Kilmer were present, as were Village Attorney Ian MacDonald, Police Officer-in-Charge Michael Veeder and Highway Supervisor Cole Lawrence. Also in attendance were potential Bond Counsel Christine Chale, Northeast Town Board Member George Kaye, Tighe and Bond engineer Erin Moore, and Eddie Collins Memorial Park Revitalization Committee representatives Jeanne Vanecko and Edie Greenwood (sign-in sheet attached).

Presentations

Bond Counsel – Christine Chale presented the niche nature of the bond counsel’s role in public financing agreements. She addressed how she would assist the Village in overseeing the legal aspects of the Village’s WIIA grant and project financing as they pertain to compliance with bond-related directives of the Environmental Facilities Corporation, New York State’s federally mandated financing arm for municipal environmental projects.

Wastewater Feasibility – Erin Moore reviewed the wastewater feasibility study Tighe and Bond had conducted at the behest of the Village approximately two years ago, so the Board could consider how to currently move forward on the subject. She walked Board members through the tasks, findings and resulting recommendations of the study and answered members’ questions regarding environmental and financial considerations thereof.

Eddie Collins Memorial Park (“ECMP”) Revitalization Committee - Edie Greenwood updated the Board on the positive progress of the ECMP project and the committee’s fundraising success, as well as its upcoming deadlines and future goals.

Departments

Legal

Village Attorney Ian MacDonald said he will follow up with Christine Chale on WIIA funding logistics and the EFC and that he has reviewed personnel related to WIIA with the EFC counsel.

Departments

Police

Officer-in-Charge Veeder reported on Town and Village crime reports and arrests and compared them with the same from last year at this time. He also announced the Department is participating in “No-Shave November” with the Dutchess County Sheriff’s Office to benefit local charities.

Highway and Water

Highway Supervisor Lawrence said he looked at the clogged basin near Motorworks and that it needs to be rerouted or replaced before impending winter weather creates an ice hazard there. The Mayor asked him to make it a priority. He reported the department saved the Village approximately \$3,000 by assisting with utility workers’ efforts regarding two hazardous trees on Simmons Street. A *motion* to allow Supervisor Lawrence to move forward with the purchase of a VFD not to exceed

parts and labor cost of \$4,600 was made by Trustee Hartzog, seconded by Trustee Schultz, and all (5) present members approved, thus the motion carried. Clerk Kilmer said the Village received a resident's letter acknowledging Highway Department workers for ensuring public safety by removing hazardous trees and that copies would be added to their employee files. Deputy Mayor Najdek reminded Supervisor Lawrence to distinguish time spent working with Chazen Companies on testing from his regular work hours so they can be reported as in-kind hours to be redeemed within the scope of the ECMP grant portfolio.

Vouchers

A *motion* was made by Trustee Schultz and seconded by Trustee Sartori to approve prepaid **Vouchers 2019633-2019637**, allocated as follows: **General \$7,106.17; Water \$2,005.53 – Total \$9,111.70**. All (5) present members voted in favor of the motion and it carried. A *motion* to approve monthly **Vouchers 2019638-2019668**, allocated as follows: **General \$32,239.36; Water \$16,191.99 – Total \$48,431.35** was made by Deputy Mayor Najdek, seconded by Trustee Sartori, and all (5) present members approved, thus the motion carried.

Committee Reports

Deputy Mayor Najdek referenced Edie Greenwood's earlier report on the ECMP Committee. Trustee Sartori reported she submitted a letter of intent for CDBG grant funding (to continue funding for sidewalk refurbishment along Main Street from the Millerton Inn to the Library) on Friday and reminded the Board that the required public hearing for CDBG will be held Tuesday morning at 9:00 AM. She remarked that if granted, the Village will have completed sidewalk repair on all of Main Street. The Mayor said that would work well in tandem with the solar signage project. Trustee Hartzog reviewed details of the equipment list he compiled. Trustee Schultz said mid-December would be the first public meeting of the joint police committee, although members participated recently in an informal and productive introductory Zoom meeting. The Mayor expressed hope that this committee coordinate with the concurrent County-led initiative to share recommendations. Trustee Schultz reported the emergency operations plan will be in the Northeast Town Supervisor's hands in the coming week. The Mayor reported that the County will take the lead on pandemic-related policies and she will update the Board as events warrant. She suggested Trustee Schultz confer with the Town Supervisor as well to coordinate efforts in response to the Governor's guidelines.

Clerk's Report

Clerk Kilmer reiterated tomorrow's 9AM online public hearing on CDBG progress, which satisfies a grant requirement. It will be on Facebook live and was advertised in the newspaper. Everyone except Trustee Schultz will be able to be present. Past minutes were presented and partially corrected. A *motion* to approve minutes from June 1 and 15, July 6, August 17, September 10, October 8, and October 19, 2020 (with noted changes sent to the Clerk) was made by Trustee Schultz and seconded by Trustee Sartori. All (5) present members were in favor and the motion carried. Clerk Kilmer reported that the Village Secretary reached out to Verizon and AT&T to identify the appropriate contacts for temporarily relocating water tower-based cell service transmitters for WIHA work, and that the Clerk had sent those contacts to Dan Valentine of Tighe & Bond to set up a meeting toward that aim. She then reported that, in wake of the recent, simultaneous Village office move and amended document retention law, the Secretary has reviewed most of the Village files, organized those the Village is required to retain and compiled documents due for disposition. She estimated that there will ultimately be 50-100 boxes to shred as a result. She said she was able to secure shelving from Dutchess County Surplus and that the Village now has a place to store boxes of older files recently moved to the

new office that must be retained. She said the Secretary would investigate shredding companies and she commended her for her work with the organization of the back room, which she termed a painstaking process. Moving forward, the Village will task her with more substantive items -- such as grant tracking -- to lighten the Clerk's current dual role. Regarding water adjustments, overall: a *motion* to waive late fees on water bills as a one-time exception if the property owner has never procured a late fee was made by Trustee Hartzog, seconded by Deputy Mayor Najdek, and approved by all (5) present members, thus the motion carried. A *motion* to waive late fees and water charges for 139 Rudd Pond Road, which no longer exists, in the amount of \$684.25 covering October 31, 2019 through October 31, 2020, as well as for 57 Rudd Pond Road, which is no longer served but which is still being billed, in the same amount for the same period as above, was made by Trustee Sartori and seconded by Deputy Mayor Najdek. It was approved by all (5) present members, thus the motion carried. A *motion* was made by Trustee Hartzog to allow the Clerk to sign and have notarized the list of delinquent property taxpayers and send it to the Dutchess County Taxation and Finance office to collect the past due amount of \$38,634.37 and then re-levy the remaining outstanding taxes. Deputy Mayor Najdek seconded this motion and all (5) present members approved, thus the motion carried. The Board agreed to close the composting toilets the Sunday after Thanksgiving -- November 29, 2020. The Clerk will contact the annual maintenance personnel and the last cleaning will be Monday, November 30, 2020.

Treasurer's Report

Treasurer Kilmer explained the need for a voucher for the Chazen capital project payment for ECMP; the voucher had to remain separate from the earlier voucher segment because money has not yet been transferred to the project's accounts. A *motion* to approve initiating a payment to Chazen in the amount of \$24,974.75 was made by Deputy Mayor Najdek, seconded by Trustee Sartori and approved by all (5) present members, thus it carried. Treasurer Kilmer said there will be a spreadsheet to show Community Foundation activity, for the Board's information, that will show every invoice paid, when it was paid and when the Village will be reimbursed. She then reviewed the proposed written Treasurer's Report and announced that she would schedule time with Trustee Sartori for the purpose of having a second set of eyes in preparing materials for presentation to the Board prior to the holidays. A *motion* to allow the Mayor to sign an agreement with Bond Counsel Christine Chale for an amount not to exceed \$17,500 (and beyond that if necessary at her standard hourly rate although it is not anticipated) was made by Trustee Hartzog, seconded by Trustee Sartori, and approved by all (5) present members, thus it carried. The Board was reminded that the Village had budgeted \$25,000 for a Bond Counsel if needed. The Treasurer also informed the Board that its next regular business meeting will need to be moved to December 14th so as not to interfere with the holidays. The Board will consider this and vote on it at its next meeting.

Mayor's Report

The Mayor said Townscape has asked to decorate and light the Christmas tree at the intersection of Routes 22 and 44 this coming weekend and this request was met with no objection. She discussed a potential agreement to accept or receive funding on behalf of the Climate Smart Community to become Climate Smart-accredited. She added that the Village may be eligible for up to \$8,000 from the Hudson Valley Lifeboat Foundation. A *motion* was made by Trustee Schultz to sign a participation agreement for a municipality with localchampions.org, seconded by Trustee Sartori, and approved by all (5) present members, thus it was carried. The Mayor reported that the County restarted weekly COVID meetings and offered recent statistics and takeaways. She said the main conclusion was that as numbers rise, casual contact (rather than large gatherings) is mostly blamed for disease onset as of late, so the Board members should

please remind all to continue to vigilantly take the known precautions – masks, social distance, and cleanliness. A zip code breakdown will follow. Restaurants, bars and gyms need to close by 10 PM. She reported that a brief discussion on the vaccine ensued and it was stated that Dutchess County would be among those first in line to receive it. Trustee Hartzog added that the County had 518 cases this week, which practically represents a 100% increase from the previous week.

Public Comment

No public comment or questions were posed.

Executive Session

Trustee Sartori *motioned* to enter Executive Session for personnel matters at 8:33 PM and Trustee Schultz seconded it; all (5) present members concurred and the motion carried.

A *motion* to exit Executive Session was made at 8:39 PM by Trustee Hartzog and seconded by Deputy Mayor Najdek. All (5) present members concurred and the motion carried, allowing the Board to then resume its regular meeting.

Appointments/Title Changes

A *motion* to change Kelly Kilmer’s title from Clerk to Treasurer/Clerk at her current number of hours and salary was made by Deputy Mayor Najdek, seconded by Trustee Sartori, and all (5) present members approved it, thus the motion carried. A *motion* to change Suzanne Bressler’s title from Secretary to Deputy Clerk and expand her allotted hours from 20 to 30 weekly while maintaining her current salary was made by Trustee Hartzog, seconded by Trustee Sartori, and all (5) present members approved, thus it carried. Both personnel changes are effective immediately -- on November 16, 2020.

Adjourn

A *motion* to adjourn was made by Deputy Mayor Najdek and seconded by Trustee Schultz; all (5) members present were in favor and thus it carried, effectively ending the meeting at 8:41 PM.

Respectfully Submitted,

Prepared By:

Kelly Kilmer
Village Treasurer/Clerk

Suzanne Bressler
Deputy Clerk