

**Board of Trustees
VILLAGE OF MILLERTON
Annual Organizational Meeting
April 10, 2017**

The Organizational Meeting of the Village of Millerton Board of Trustees was held on Monday, April 10, 2017 at 7:00 PM at the Village Hall, 21 Dutchess Avenue, Millerton, NY 12546 with Mayor Debra Middlebrook presiding. Trustees present: Christine Bates, David Sherman and Jennifer Najdek. Also present: Stephany Eisermann - Village Clerk, Amber Jordan – Treasurer, Coleman Lawrence – Highway Supervisor (Sign in sheet attached).

Appointments

- | | |
|--|-----------------------------|
| a) Deputy Mayor – Christine Bates | April 2017 - April 2019 |
| b) Clerk / Deputy Treasurer – Stephany Eisermann | April 2017 - April 2019 |
| c) Treasurer / Deputy Clerk – Amber Jordan | April 2017 - April 2019 |
| d) Working Supervisor – Coleman Lawrence | April 2017 - April 2019 |
| e) Officer In Charge – David Rudin | April 2017 - April 2019 |
| f) Building Inspector – Kenneth McLaughlin | April 2017 - April 2019 |
| g) Zoning Enforcement Officer – Nancy Brusie | April 2017 - April 2019 |
| h) Planning Board Chair – Lance Middlebrook | April 2017 - April 2018 |
| i) Planning Board Member – Linda Orlando | April 2017 - April 2022 |
| j) Planning Board Member – Nuno Ramos | April 2017 - April 2021 |
| k) Zoning Board Chair – Lance Middlebrook | April 2017 - April 2018 |
| l) Zoning Board Member – Linda Orlando | April 2017 - April 2019 |
| m) Zoning Board Member – VACANT | April 2017 - April 2022 |
| n) Zoning Board Member- VACANT | April 2016 - April 2018 |
| o) Recreation Director – TBD | April 2017 - September 2017 |
| p) Committee Assignments | April 2017 - April 2019 |

| | | |
|------------------------------------|------------------|-----------------|
| Community Development/Celebrations | *Christine Bates | Jennifer Najdek |
| Personnel / Ethics | *Christine Bates | Jennifer Najdek |
| Health and Emergency Preparedness | *David Sherman | TBD |
| Sidewalks / Trees | *David Sherman | TBD |
| Highway | *David Sherman | Jennifer Najdek |
| Police Department | *David Sherman | TBD |
| Recreation and Youth | *Jennifer Najdek | Christine Bates |
| Water Department | *David Sherman | Christine Bates |

***denotes committee chairperson**

Motion made by Trustee Bates to accept the appointments as read, seconded by Trustee Najdek, all four (4) members in attendance approved and motion passed.

Resolutions

2017 - 02 Village Board Meeting Schedule

**RESOLUTION 2017 - 02
Meeting Dates 2017 - 2018**

WHEREAS the Board of Trustees has determined that Village Board of Trustees will meet on the third (3rd) Monday of each Month at 7:00pm, and

WHEREAS the schedule will be as follows:

Meeting

April 10, 2017 (Organizational Meeting)
April 17, 2017
May 22, 2017
June 19, 2017
July 17, 2017
August 21, 2017
September 18, 2017
October 16, 2017
November 20, 2017
December 18, 2017
January 15, 2018**
February 19, 2018**
March 19, 2018
April 2, 2018 (Organizational Meeting)

WHEREAS any date listed above that has a ** will be changed due to a legal holiday and the Village Hall is Closed.

WHEREAS April 2, 2018 will be the Annual Organizational Meeting.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes such schedule.

Section 2. That this resolution shall take effect immediately.

MOTION MADE BY: Trustee Najdek

SECONDED BY: Trustee Bates

DATE: April 10, 2017

2017 - 03 Advance Approval of Claims

**RESOLUTION 2017 - 03
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 the 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.

MOTION MADE BY: Trustee Sherman

SECONDED BY: Trustee Najdek

DATE: April 10, 2017

2017 - 04 Attendance at Schools and Conferences

RESOLUTION 2017 - 04

Attendance at Schools and Conferences

WHEREAS there is to be held during the coming official year, a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Village Officials; c) the New York State Conference of Mayors Public Works School; d) the following county association meetings: Dutchess Community Development Council, Dutchess County Planning Federation; e) etc., and

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That Village officers and employees are hereby authorized to attend schools and conferences conducted for the benefit of the local government.

Section 2. That this resolution shall take effect immediately.

MOTION MADE BY: Trustee Bates

SECONDED BY: Trustee Najdek

DATE: April 10, 2017

2017 - 05 Designation of Depositories

RESOLUTION # 2017 - 05

Designation of Depositories

WHEREAS, pursuant to Section 4-412(3)(2) of the Village Law requires the designation of banks or trust companies for the deposit of all monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the following institutions as depositories of all monies received by the Village Clerk and Village Treasurer.

Name of Institution: Salisbury Bank and Trust
87 Main Street
Millerton, NY 12546

Section 2. That this resolution is effective immediately.

MOTION MADE BY: Trustee Sherman
SECONDED BY: Trustee Bates
DATE: April 10, 2017

2017 - 06 Mileage Allowance and Food Reimbursement

**RESOLUTION # 2017 - 06
Mileage Allowance and Food Reimbursement**

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;

WHEREAS, the Board of Trustees has determined to pay a fixed rate for lunch and dinner as reimbursement to officers and employees of the Village who have attended training;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$.535 cents per mile.

Section 2. That the Board of Trustees shall approve reimbursement to such officers and employees not to exceed \$10.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner for training.

Section 3. That this resolution shall take effect immediately.

MOTION MADE BY: Trustee Bates
SECONDED BY: Trustee Sherman
DATE: April 10, 2017

2017 - 07 Official News Papers

**RESOLUTION # 2017 - 07
Official News Papers**

WHEREAS the Board of Trustees has determined to use the Millerton News as the Primary Official Newspaper;

WHEREAS the Board of Trustee has determined to use the Poughkeepsie Journal as the Secondary Official Newspaper.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes the Millerton News as their Primary and the Poughkeepsie Journal as the Secondary Official Newspapers for Legal Notices, postings and Advertising as needed.

Section 2. That this resolution shall take effect immediately.

MOTION MADE BY: Trustee Najdek
SECONDED BY: Trustee Sherman
DATE: April 10, 2017

2017 - 08 Registrar of Vital Statistics

**RESOLUTION # 2017 – 08
Registrar of Vital Statistics**

WHEREAS the Village of Millerton Board of Trustees hereby appoints Stephany Eisermann Registrar of Vital Statistics;

WHEREAS the Village of Millerton Board of Trustees hereby appoints Amber Jordan Deputy Registrar of Vital Statistics;

NOW THEREFORE BE IT RESOLVED:

Section 1. This resolution shall take place immediately upon its adoption.

MOTION MADE BY: Trustee Sherman
SECONDED BY: Trustee Najdek
DATE: April 10, 2017

2017- 09 Designation of Interim Successors

**RESOLUTION # 2017 - 09
DESIGNATION OF EMERGENCY INTERIM SUCCESSORS**

Be it resolved, that Mayor Debra Middlebrook does hereby appoint as an Emergency Interim Successor the following named individuals and does hereby specify their rank in order of succession, in accordance with the order in which the names are listed herein.

1. Christine Bates 57 Barton Street, Millerton, NY 12546
2. Stephany Eisermann 22 Merwin Road, Millerton, NY 12546
3. TBD

That this Resolution is a true and correct copy of the Resolution, as regularly adopted at a legally convened meeting of the Board of Trustees of the Village of Millerton duly held on the 10th day of April, and further that such Resolution has been fully recorded in the 2016 Resolution Book in my office. In witness thereof, I have hereunto set my hand this 10th day of April 2017.

MOTION MADE BY: Trustee Najdek
SECONDED BY: Trustee Sherman
DATE: April 10, 2017

2017 - 10 Standard Work Day Resolution - Elected / Appointed Officials

See Attached

2017 – 11 Standard Work Day Resolution – Employees

See Attached

Summer Recreation Program

Trustee Najdek has reached out to individuals to see if there is any interest in the Summer Camp Recreation Director position. Trustee Najdek will also be reaching out to the NECC to see if there is any interest in providing counselors through their work program.

Public Hearing

- Public Hearing for Tentative Budget

Motion made by Trustee Sherman to open the Public Hearing for the 2017-2018 tentative budget, seconded by Trustee Bates, all four (4) members in attendance approved and motion passed.

Motion made by Trustee Sherman to close the Public Hearing for the 2017-2018 tentative budget, seconded by Trustee Bates, all four (4) members in attendance approved and motion passed.

Adjourn

Motion made by Trustee Nadjek to adjourn the meeting @ 8:28 pm, seconded by Trustee Sherman, all four (4) members in attendance approved and motion passed.

Respectfully Submitted,

Stephany Eisermann
Clerk – Deputy Treasurer