

**Board of Trustees**  
**VILLAGE OF MILLERTON**  
**Special Workshop Meeting**  
**March 28, 2023**  
**6:00 PM**

A Special Workshop Meeting of the Village of Millerton Board of Trustees was held Monday, March 28, 2023. The meeting was called to order at 6:09 PM with Mayor Jenn Najdek presiding. Deputy Mayor Alicia Sartori, Trustee Matt Hartzog, Trustee Laurie Kerr, Trustee David Sherman, and Clerk Nicole Richard were present. Labor attorney; Jay Girvin, general municipal attorney; Andrew Lessig, and consultant Michael Richardson were present.

**Organizational Study of Police: Report**

Mr. Richardson reviewed the Police Needs Assessment. A copy of the Findings and Recommendations from the Organizational Study of the Village Police Department is attached. Mr. Richardson recommendations are as follows.

1. The Village Trustees should consider maintaining the Village of Millerton Police Department and implementing a series of three-month long ‘pilot studies’ to assess different staffing levels and the days and hours of coverage.
2. As recommended in 2.4 of the report, the Village Trustees should immediately take the steps to hire a Village Police Chief.
3. As part of the first ‘pilot study’, the Village Trustees should consider employing a part-time Village Police Chief with a flexible schedule of twenty hours per week to perform usual and customary administrative and supervisory duties and to coordinate services when needed with County, State, and Federal public safety and emergency response agencies.
4. As part of the first ‘pilot study’, the Village Trustees should consider staffing only Friday afternoon and evenings (12 hours), Saturday afternoon and evenings (12 hours), and Sunday afternoons (8 hours). Those specific shifts should be posted, and police officers scheduled to work those shifts.
5. The Village Trustees should immediately instruct all police officers not to identify as any rank other than that of a police officer.
6. The Village Trustees should consider removing from the Civil Service roster those police officers who have not worked a schedule for several months.
7. The Village Trustees should consider removing the Senior Police Assistant from the Civil Service roster as this position has not been utilized for several months.
8. The Village Trustees should consider no longer contracting with the Town of North East to provide a police officer to the Town Court

These recommendations can be found in section 5.3 of the Village of Millerton Police needs assessment Finding and Recommendations.

### **Attorney Client Session**

A **Motion** was made to enter into attorney client session at 7:09 by Deputy Mayor Sartori and seconded by Trustee Hartzog. All (5) present members agreed.

A **Motion** was made to exit attorney client session at 7:32 pm by Trustee Sherman and seconded by Trustee Hartzog. All (5) present members agreed.

1. A **Motion** to adopt the first recommendation “The Village Trustees should consider maintaining the Village of Millerton Police Department and implementing a series of three-month long ‘pilot studies’ to assess different staffing levels and the days and hours of coverage.” was made by Trustee Sherman seconded by Trustee Kerr. All (5) present members agreed.
2. A **Motion** was made to adopt the second recommendation “As recommended in 2.4 of the report, the Village Trustees should immediately take the steps to hire a Village Police Chief.” was made by Trustee Hartzog and seconded by Trustee Kerr. All (5) present members agreed.
3. A **Motion** was made to adopt the third recommendation “As part of the first ‘pilot study’, the Village Trustees should consider employing a part-time Village Police Chief with a flexible schedule of twenty hours per week to perform usual and customary administrative and supervisory duties and to coordinate services when needed with County, State and Federal public safety and emergency response agencies.” was made by Trustee Sherman and seconded by Deputy Mayor Sartori. All (5) present members agreed.
4. The fourth recommendation was discussed. “As part of the first ‘pilot study’, the Village Trustees should consider staffing only Friday afternoon and evenings (12 hours), Saturday afternoon and evenings (12 hours), and Sunday afternoons (8 hours). Those specific shifts should be posted, and police officers scheduled to work those shifts.”  
A **Motion** was made to suspend the schedule of the police department for three weeks and put the officers on administrative leave while the Village seeks to hire a Police Chief by Trustee Hartzog and seconded by Deputy Mayor Sartori. All (5) present members agreed.
5. A **Motion** was made to adopt the fifth recommendation “The Village Trustees should immediately instruct all police officers not to identify as any rank other than that of a police officer.” was made by Deputy Mayor Sartori and seconded by Trustee Kerr. All (5) present members agreed.
6. A **Motion** was made to adopt the sixth recommendation “The Village Trustees should consider removing from the Civil Service roster those police officers who have not worked a schedule for several months.” and agreed to review and update the police roster was made by Deputy Mayor Sartori and seconded by Trustee Kerr. All (5) present members agreed.

7. A ***Motion*** was made to adopt the seventh recommendation “The Village Trustees should consider removing the Senior Police Assistant from the Civil Service roster as this position has not been utilized for several months.” And to review and update the roster was made by Deputy Mayor Sartori and seconded by Trustee Hartzog. All (5) present members agreed.
  
8. ***No Motion*** was made to adopt the eighth recommendation “The Village Trustees should consider no longer contracting with the Town of Northeast to provide a police officer to the Town Court.” The Village will continue town court coverage until the end of contract. The Village will revisit this recommendation when the contract between the Village of Millerton and the Town of North East expires.

Effective March 29, 2023, through April 19, 2023, the scheduling of Officers to patrol has been suspended while the Mayor and the Board seek to hire a Chief of Police.

### **Adjourn**

A ***Motion*** was made to adjourn the meeting at 8:12 PM by Deputy Mayor Sartori and seconded by Trustee Hartzog. All (5) present members agreed.

Respectfully Submitted,

Nicole Richard  
Village Clerk

Approved on  
May 22, 2023