



Board of Trustees Meeting
December 14, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, December 14, 2022
6:00 PM
Millbrook Firehouse

Residents are welcome to attend in-person. This meeting will be broadcast on [YouTube](#) Live & then will be posted to the [Village website](#).

The public can comment/question anytime via email villageofmillbrook@gmail.com

1. **Open Meeting**
Pledge of Allegiance & roll call of trustees
2. **Administrative Business**
 - Minutes approval for 11/9/2022 & 11/30/2022
 - Voucher approval
3. **Department Reports**
 - DC Legislature update – Legislator Houston
 - Fire & Rescue – Chief Bownas, President Rochfort
 - Police – OIC Witt
 - Highway – Hwy Super Collocola
 - Water & Sewer – VRI: S. Osborn
 - Treasurer & Building Dept – Clerk Witt
4. **New Business**
 - BAN renewals – Clerk Witt
 - Code update for V&T Chapter – Deputy Mayor Contino & Trustee Arbogast
 - AirBnB update – Trustee Doro
 - Prep for annual re-org meeting to be 1st Wed of 2023

5. **Old Business Updates**
 - Enacting 2 changes to zoning law – Clerk Witt
 - Christmas decorations cleanup – Trustee Arbogast
 - Parade of Lights final report – C. Collopy
6. **Public Comments**
7. **Additional Board Member Updates:**
 - Deputy Mayor Contino
 - Trustee Herzog
 - Trustee Arbogast
 - Trustee Doro
 - Mayor Collopy
8. **Next Board Meeting – Annual Re-org**
Wednesday, 1/4/2023 - 6PM
9. **Adjournment**

Voucher Totals December 14, 2022

NOTES:

General Fund

- NYSLRS (retirement) check in the amount of \$64,141 sent on 12/6 in order to meet discount deadline.

Unpaid Voucher Totals

| | |
|--------------|--------------|
| General Fund | \$ 70,519.47 |
|--------------|--------------|

| | |
|------------|--------------|
| Water Fund | \$ 43,521.10 |
|------------|--------------|

| | |
|------------|--------------|
| Sewer Fund | \$ 34,374.50 |
|------------|--------------|

| | |
|----------------|----------------------|
| TOTALS: | \$ 148,415.07 |
|----------------|----------------------|

Paid Voucher Totals

| | |
|--------------|--------------|
| General Fund | \$ 64,141.00 |
|--------------|--------------|

| | |
|-----------------------------|----------------------|
| Paid + Unpaid TOTAL: | \$ 212,556.07 |
|-----------------------------|----------------------|

MILLBROOK FIRE DEPARTMENT NOVEMBER 2022

78 INCIDENTS REPORTED

| Millbrook Fire Dept | |
|------------------------|-----------|
| Automatic Fire Alarm | 11 |
| EMS Call | 59 |
| Motor Vehicle Accident | 2 |
| Carbon Monoxide | 2 |
| Good Intent | 1 |
| Structure Fire | 2 |
| Flooding Condition | 1 |
| TOTALS: | 78 |

| EMS Responses | |
|---------------------|----|
| NDP (49-79) | 55 |
| MFD Ambulance | 12 |
| MFD Members | 46 |
| Mutual Aid Given | |
| Fire | 2 |
| EMS | 4 |
| Mutual Aid Received | |
| Fire | 0 |
| EMS | 5 |

V.M.P.D MONTHLY REPORT

NOVEMBER 2022

104 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 17396-17500

| TRAFFIC | | ASSIST OTHER AGENCIES | | POLICE ACTIVITY | | PUBLIC SERVICE | | COMMUNITY POLICING | |
|-----------------------------|----|--------------------------|----|--------------------|---|------------------------|---|--------------------|----|
| Traffic Tickets | 12 | NY State Police | 3 | Domestic | 2 | Mental Health Incident | 1 | Assist Citizen | 3 |
| Parking Tickets | 6 | Fire Department | 2 | Disorderly Conduct | 1 | Suspicious Activity | 2 | Property Check | 1 |
| Vehicle & Traffic Complaint | 8 | EMS | 21 | | | Burglar Alarms | 2 | School Checks | 13 |
| Parking Complaints | 5 | | | | | FOIL | 2 | | |
| Property Damage Accidents | 4 | Town of Washington Court | 4 | | | Welfare Check | 2 | | |
| Injury Accidents | 1 | Millbrook Central School | 4 | | | Lost/Found Property | 1 | | |
| Disabled Vehicle | 2 | | | | | Animal Complaint | 4 | | |
| | | | | | | Neighbor Dispute | 1 | | |



Start: 2022-11-19
End: 2022-11-25
Times: 0:00-23:59

Compliance & Risk Report

Harts Village Rd, SB

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

| Time | Speed Limit | Mode | Compliant | Low Risk | Medium Risk | High Risk | Total Num Vehicles |
|--------------|-------------|---------------|-------------|------------|-------------|-----------|--------------------|
| 0:00 | 30 | Speed Display | 6 | 4 | 0 | 0 | 10 |
| 1:00 | 30 | Speed Display | 0 | 2 | 0 | 0 | 2 |
| 2:00 | 30 | Speed Display | 2 | 0 | 0 | 0 | 2 |
| 3:00 | 30 | Speed Display | 18 | 0 | 0 | 0 | 18 |
| 4:00 | 30 | Speed Display | 4 | 0 | 0 | 0 | 4 |
| 5:00 | 30 | Speed Display | 13 | 11 | 0 | 0 | 24 |
| 6:00 | 30 | Speed Display | 50 | 10 | 2 | 0 | 62 |
| 7:00 | 30 | Speed Display | 92 | 40 | 2 | 0 | 134 |
| 8:00 | 30 | Speed Display | 128 | 50 | 0 | 0 | 178 |
| 9:00 | 30 | Speed Display | 96 | 38 | 2 | 0 | 136 |
| 10:00 | 30 | Speed Display | 142 | 42 | 1 | 0 | 185 |
| 11:00 | 30 | Speed Display | 155 | 50 | 1 | 0 | 206 |
| 12:00 | 30 | Speed Display | 157 | 49 | 0 | 0 | 206 |
| 13:00 | 30 | Speed Display | 176 | 50 | 0 | 0 | 226 |
| 14:00 | 30 | Speed Display | 122 | 47 | 2 | 0 | 171 |
| 15:00 | 30 | Speed Display | 112 | 34 | 2 | 0 | 148 |
| 16:00 | 30 | Speed Display | 107 | 41 | 1 | 0 | 149 |
| 17:00 | 30 | Speed Display | 75 | 28 | 1 | 1 | 105 |
| 18:00 | 30 | Speed Display | 70 | 15 | 0 | 0 | 85 |
| 19:00 | 30 | Speed Display | 54 | 12 | 0 | 0 | 66 |
| 20:00 | 30 | Speed Display | 33 | 7 | 0 | 0 | 40 |
| 21:00 | 30 | Speed Display | 23 | 9 | 1 | 0 | 33 |
| 22:00 | 30 | Speed Display | 19 | 3 | 0 | 0 | 22 |
| 23:00 | 30 | Speed Display | 12 | 2 | 1 | 0 | 15 |
| Total | | | 1666 | 544 | 16 | 1 | 2227 |



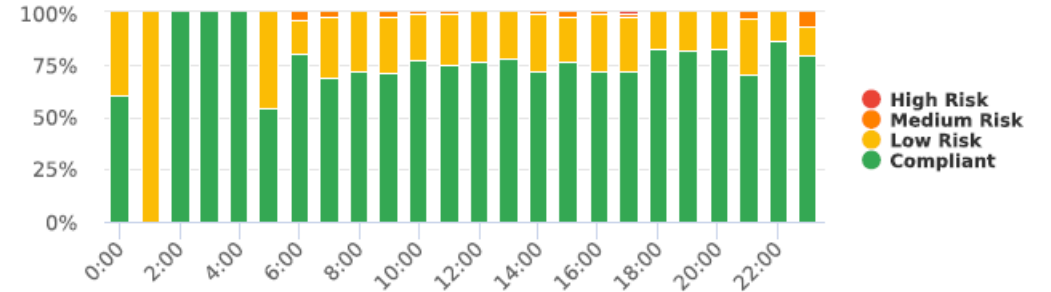
Start: 2022-11-19
End: 2022-11-25
Times: 0:00-23:59

Compliance & Risk Report

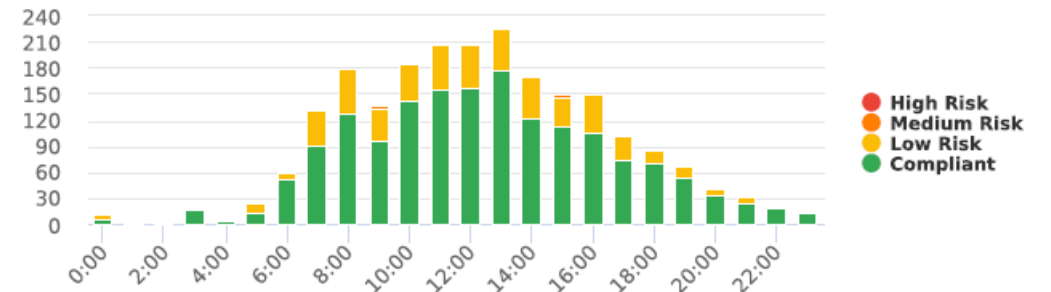
Harts Village Rd, SB

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 150
Time View: By Hour (Total Volumes)

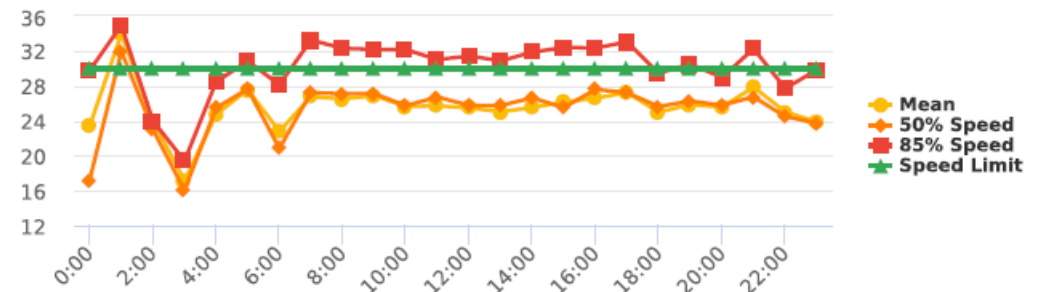
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds





Public Works Monthly Report November 2022

- **LEAF PICK-UP ENDED NOVEMBER 30th**
- **SNOW ORDINANCE BEGAN DEC 1ST**
- Removed down tree from Nine Partners Lane
- Removed down limb on Franklin Ave
- Put up Christmas trees and poles
- Put up all Decorations
- Put out barricades and cones for parade of lights
- Cut down two trees on Hillside ave
- Took down Tennis court nets
- Clean Franklin Ave gutters of garbage and leaves
- Continued leaf removal

Monthly Water Report

November 2022

| | November | October | September |
|-----------------------------|-----------|-----------|-----------|
| Total Water Produced | 4,358,720 | 4,549,250 | 4,961,789 |
| Average Daily Flow | 145,290 | 146,750 | 165,390 |
| Peak Day Flow | 181,360 | 192,190 | 250,130 |

Sampling Results:

| | November | October | September |
|-----------------------|----------|---------|-----------|
| Total Coliform | Absent | Absent | Absent |

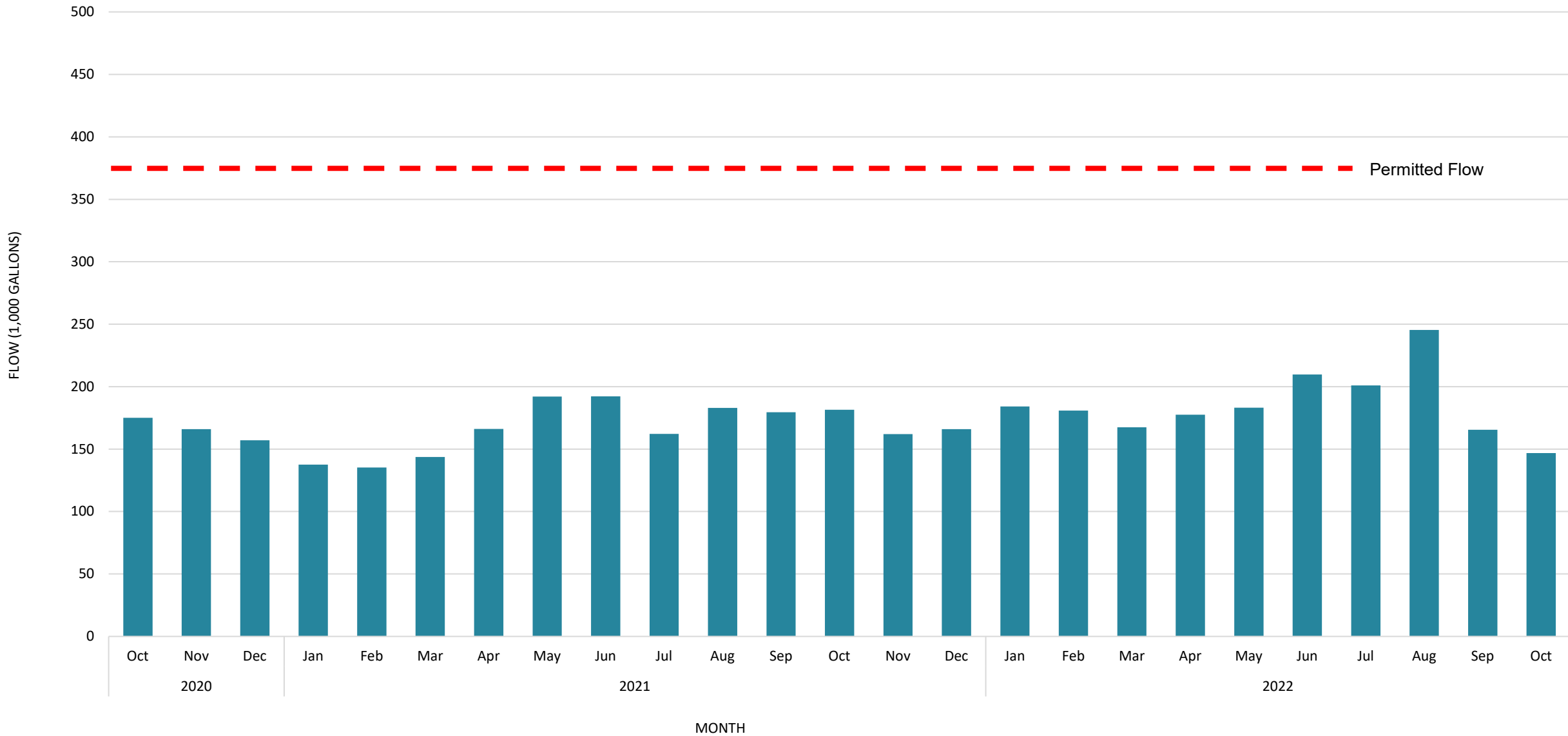
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Met with Sensus rep to discuss upgrading meter system to radio read
3. Kinsely replaced block heater on generator
4. Located curb box at 49 Harts Village - valve wont turn, need to dig and replace valve.

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

November 2022

| | November | October | September | Permit Limit |
|---|-----------|-----------|-----------|--------------|
| Total Effluent Flow | 5,416,211 | 2,881,305 | 2,426,555 | n/a |
| Average Daily Flow | 180,540 | 92,900 | 80,885 | n/a |
| 12-Month Rolling AVG | 146,000 | 143,000 | 149,000 | 250,000 |
| Peak Daily Flow | 294,949 | 121,490 | 160,420 | n/a |
| Precipitation (<i>in. as liquid</i>) | 4.0" | 4.4" | 6.2" | n/a |

SPDES Permit Samples: (mg/l)

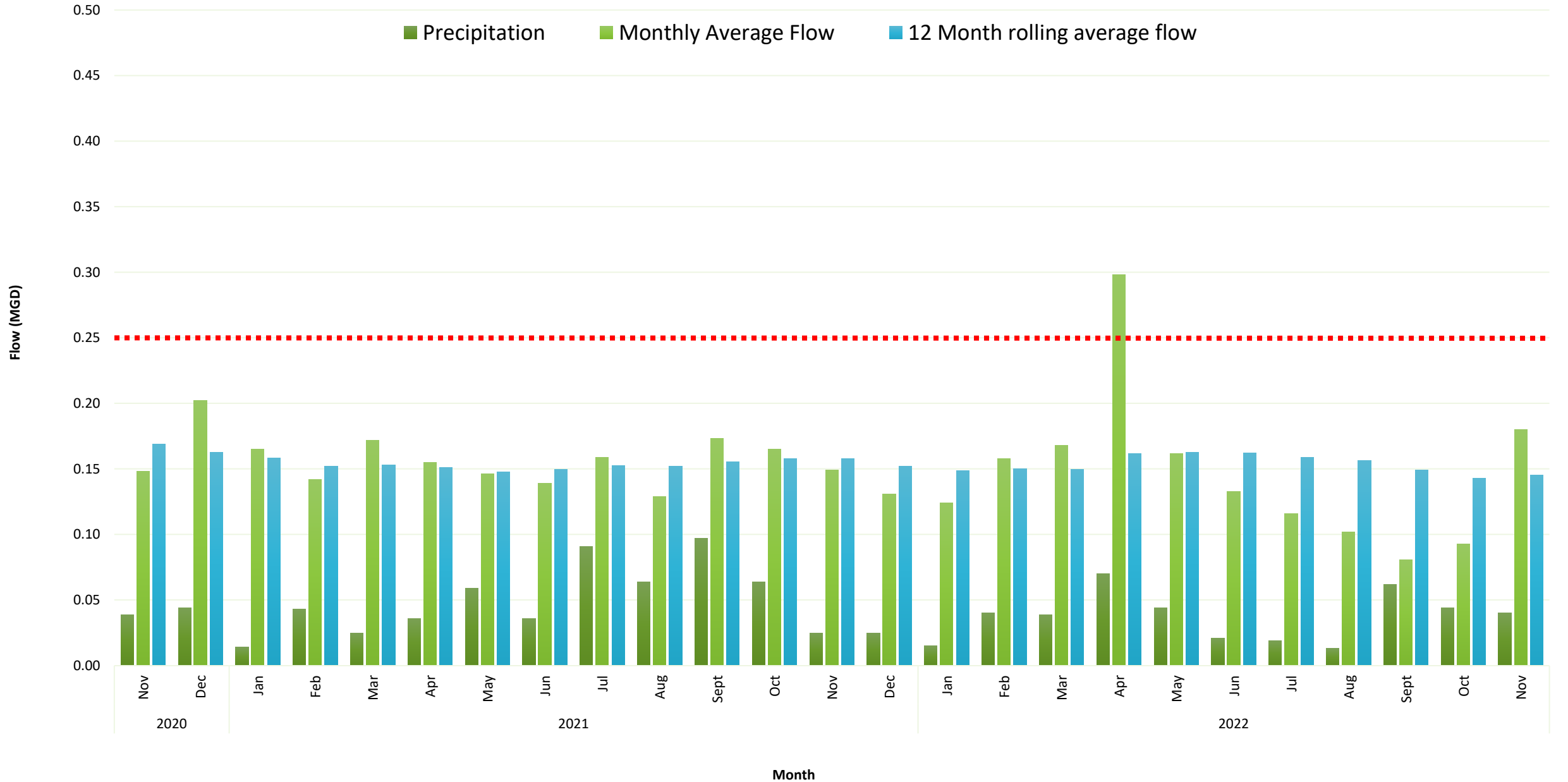
| | November | October | September | Permit Limit |
|-------------------------------|----------|----------|-----------|--------------|
| BOD | 2.4 mg/l | 7.3 mg/l | 2.4 mg/l | 15 mg/l |
| Percent Removal | 99% | 96% | 99% | 85% |
| Total Suspended Solids | 10 mg/l | 2.2 mg/l | 1 mg/l | 15 mg/l |
| Percent Removal | 92% | 99% | 100% | 85% |
| TKN as N | 1 mg/l | 1 mg/l | 1 mg/l | 8 mg/l |
| Fecal Coliform | n/a | 1/100 ml | 1/100 ml | 200/100 ml |

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Royal hauled sludge dumpster
3. Flow Tech service flow meter - still not reading accurately. Will need to replace
4. Cleaned both clarifiers
5. Cleaned sludge beds

Millbrook WWTP



Treasurer's Report: Bank Balances - November 2022

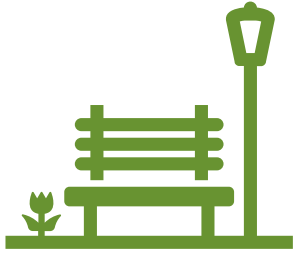
| | 11/01/22 | DEPOSITS | DISBURSED | INTEREST | 11/30/22 |
|-------------------------------|-----------------------|---------------------|-----------------------|-----------------|---------------------|
| TAX ACCOUNT | \$879,501.46 | \$4,099.61 | \$400,000.00 | \$87.39 | \$483,688.46 |
| GENERAL FUND | \$38,492.63 | \$263,953.19 | \$254,724.44 | \$3.07 | \$47,724.45 |
| WATER FUND | \$143,853.55 | \$78,024.78 | \$115,984.21 | \$16.59 | \$105,910.71 |
| SEWER FUND | \$350,024.53 | \$63,397.34 | \$300,881.25 | \$35.36 | \$112,575.98 |
| ACCOUNTS PAYABLE | \$1,146.00 | \$328,602.61 | \$317,470.60 | \$0.00 | \$12,278.01 |
| ESCROW (PLANNING & ZONING) | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| HNL TRUST | \$41,985.63 | \$0.00 | \$2,200.00 | \$6.70 | \$39,792.33 |
| MEDICAL DEDUCTIBLE | \$7,343.60 | \$3,900.00 | \$1,207.46 | \$0.00 | \$10,036.14 |
| MILLBROOK RESTORATION | \$23,725.19 | \$0.00 | \$0.00 | \$2.93 | \$23,728.12 |
| PAYROLL ACCOUNT | \$11,675.59 | \$62,344.15 | \$53,617.82 | \$0.00 | \$20,401.92 |
| POLICE VEHICLE FUND | \$1,728.24 | \$0.00 | \$0.00 | \$0.00 | \$1,728.24 |
| RESERVE FOR FIRE TRUCK | \$201,649.62 | \$0.00 | \$200,000.00 | \$23.26 | \$1,672.88 |
| RESERVE FOR HIGHWAY EQUIPMENT | \$13,085.62 | \$0.00 | \$0.00 | \$1.07 | \$13,086.69 |
| FIRE/ RESCUE REPAIR RESERVE | \$22,610.99 | \$0.00 | \$22,610.99 | \$1.21 | \$1.21 |
| RETAINING WALL | \$2,001.50 | \$0.00 | \$0.00 | \$0.00 | \$2,001.50 |
| WATER RESERVE | \$9,985.83 | \$0.00 | \$0.00 | \$1.23 | \$9,987.06 |
| SEWER RESERVE | \$22,013.68 | \$0.00 | \$0.00 | \$2.72 | \$22,016.40 |
| TENNIS COURTS | \$1,001.56 | \$0.00 | \$700.00 | \$0.08 | \$301.64 |
| THORNE TRUST | \$19,488.09 | \$0.00 | \$0.00 | \$2.22 | \$19,490.31 |
| TREE REPLACEMENT PROGRAM | \$7,662.47 | \$0.00 | \$0.00 | \$0.00 | \$7,662.47 |
| TRIBUTE GARDEN DONATIONS | \$10,072.61 | \$0.00 | \$0.00 | \$1.24 | \$10,073.85 |
| TOTAL | \$1,811,548.39 | \$804,321.68 | \$1,669,396.77 | \$185.07 | \$946,658.37 |

Treasurer's Report: NYCLASS Balances - November 2022

| | Beginning Balance | Contributions | Withdrawals | Income Earned | Month End Balance |
|------------------------|-------------------|---------------------|---------------|-----------------|---------------------|
| TAX ACCOUNT | \$ - | \$200,000.00 | \$0.00 | \$176.00 | \$200,176.00 |
| WATER FUND | \$ - | \$20,000.00 | \$0.00 | \$15.65 | \$20,015.65 |
| SEWER FUND | \$ - | \$250,000.00 | \$0.00 | \$210.26 | \$250,210.26 |
| RESERVE FOR FIRE TRUCK | \$ - | \$200,000.00 | \$0.00 | \$176.00 | \$200,176.00 |
| TOTAL | \$0.00 | \$670,000.00 | \$0.00 | \$577.91 | \$670,577.91 |

Total Balances - November 2022

| | Beginning Balance | Contributions | Withdrawals | Income Earned | Month End Balance |
|-----------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------------|
| BANK BALANCE | \$1,811,548.39 | \$804,321.68 | \$1,669,396.77 | \$185.07 | \$946,658.37 |
| NYCLASS BALANCE | \$0.00 | \$670,000.00 | \$0.00 | \$577.91 | \$670,577.91 |
| TOTAL | \$1,811,548.39 | \$1,474,321.68 | \$1,669,396.77 | \$762.98 | \$1,617,236.28 |



New Business

BAN renewals – Clerk Witt

Code update for V&T Chapter – Deputy Mayor Contino & Trustee Arbogast

AirBnB update – Trustee Doro

Prep for annual re-org meeting to be 1st Wed of 2023



Old Business Updates

Enacting 2 changes to zoning law – Clerk Witt

Christmas decorations cleanup – Trustee Arbogast

Parade of Lights final report – C. Collopy

Parade of Lights

Friday, December 2, 2022

The Parade of Lights brought together a wide array of community members with different talents and abilities to provide a wonderful evening for the Village.

- The event began with a Mrs. Claus and Santa Meet and Greet hosted by The Angels of Light.
- Lori Decker provided candy, cookies, drinks, and a gift for each child. 150+ children attended.
- At 5:00 Mr. Dunninger and The Millbrook HS Brass Ensemble performed near Reardon Briggs. - At 5:30 the second graders under the direction of Ms. Wimmers performed holiday songs at the Christmas tree.
- Chris Hawks and Tyson brought Santa to the tree for lighting at 6PM, and the parade stepped off at 6:02 PM led by the Millbrook VFW's North Pole Color Guard.
- The Parade was announced by Q-92 near the bank and John McDonald at the stoplight. Both received many compliments.

This year 5 Millbrook HS students volunteered at the Angels of Light and during the parade. They helped kids make Christmas cards for children in hospitals and passed out candy during the parade as we asked floats to refrain from throwing candy.

Over 40 floats pre-registered and none of those floats threw candy as we asked. Hopefully, as we tell floats to pass out candy rather than throw it, and if we continue to give people information about not throwing candy, more floats will help us with this.

We did not hold the mini car parade this year. Two little cars joined the parade in the middle of trucks. Hopefully, we will have a group for mini cars, and we won't have individual children driving in the middle of large moving vehicles.

We advertised that no political floats were allowed in the parade, and everyone cooperated. We will continue to tell participants they cannot have politically themed floats, but I want everyone to be aware that we cannot inspect every vehicle, and it would be very hard to stop a float if they added a sign or flag and refused to leave. This happened in a neighboring community.

Over 80 floats participated in the parade this year along with the color guard at the start and horses, dogs, the patrol cars and the Mayor and Town Supervisor at the end. Thanks to Officer Witt we had police at all closed intersections, and to my knowledge we had no traffic problems this year. The parade was filled with very creative floats and wonderful characters thanks to Deputy Clerk Zeko and her help with advertising. Everyone seemed to have a great time.

I want to say thanks to all participants, volunteers, and the Village Board for allowing us to hold the parade.

Cecilia Collopy
Parade Organizer



Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Buffy Arbogast

Trustee Peter Doro





Next Board of Trustees Meeting:

Annual Re-Org Meeting

Wednesday, January 4, 2023 at 6:00 pm

Monthly Business Meeting

Wednesday, January 11, 2023 at 6:00 pm

***MEETINGS ARE HELD AT THE
Millbrook Firehouse***

20 Front Street, Millbrook

Streaming **LIVE** on [YouTube](#)

[SUBSCRIBE NOW!](#)