



Board of Trustees Meeting
January 11, 2023 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, January 11, 2023
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 11/9/22, 11/30,22, 12/14,22 & 1/4/23
- Voucher approval

3. Department Reports

- DC Legislature update – Legislator Houston
- YTD Budget Analysis – Sr Acct Clerk McLaughlin
- Fire & Rescue – Chief Bownas, President Rochfort
- Police – OIC Witt
- Highway – Hwy Super Collocola
- Water & Sewer – VRI: S. Osborn
- Treasurer & Building Dept – Clerk Witt

4. Old Business

- Update to Resolution 2021-013 Water & Sewer hook-up fees – Clerk Witt
- Resolution to introduce revisions to Chp 220 Vehicle & Traffic – Deputy Mayor Contino
- Sidewalk replacement project – Trustee Herzog

5. New Business

- Bid spec for Bennett Pump Station replacement – Delaware Engr
- Proposed projects for 2023 – Mayor Collopy
- Quote for replacement of Village Hall downstairs windows – Mayor Collopy
- Fence replacement at water tower – Mayor Collopy

6. Public Comments

7. Additional Board Member Updates:

- Deputy Mayor Contino
- Trustee Herzog
- Trustee Doro
- Trustee Murphy
- Mayor Collopy

8. Next Board Meeting – Annual Re-org

Wednesday, 2/8/2023 - 6PM

9. Adjournment

BUDGET MEETING DATES:

Department Heads: Please submit your budget and any other paperwork by **February 20th** or earlier

- 2/22/2023 – Water & Sewer
- 3/1/2023 – Police & Fire Department
- 3/15/2023 - Highway & Front Office
- *3/22 or 3/29 - Follow up meetings, as necessary- Personnel & Salaries (Executive Session)*
- 4/5/2023 – Total Budget & Public Hearing
- 4/12/2023 – Regular Monthly Board Meeting

All meetings will be scheduled for 6 PM

Voucher Totals

January 11, 2022

NOTES:

Unpaid Voucher Totals

General Fund	\$ 108,181.56
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Water Fund	\$ 27,804.78
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Sewer Fund	\$ 28,596.58
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TOTALS:	\$ 164,582.92
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Village of Millbrook Mid-Year Report

Fiscal Year 2022-2023

Senior Account Clerk Karen
McLaughlin



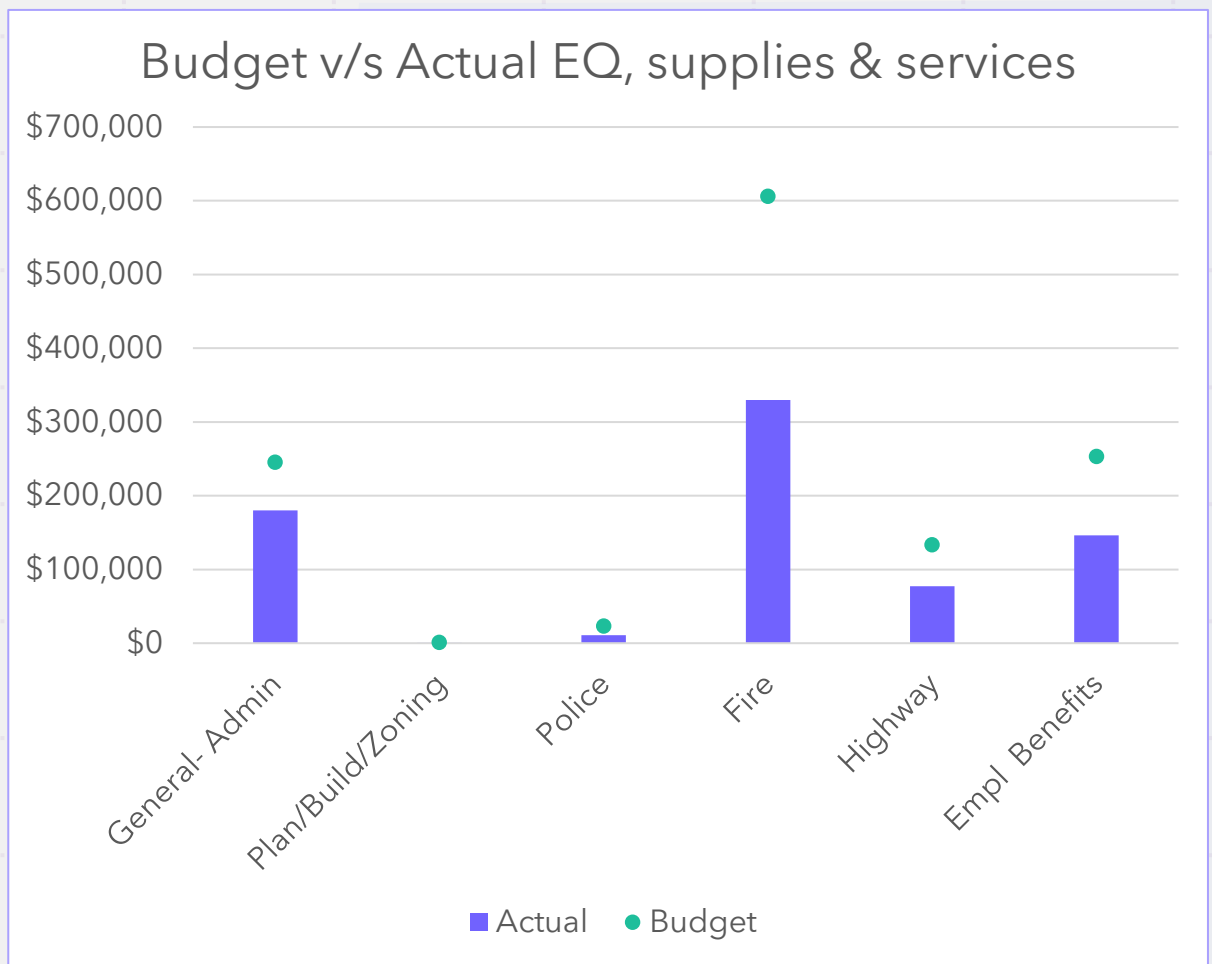
Happy New Year! In 2022, we had our challenges as well as our successes. Last year's motto was: Having a local government that is stable, reactive, and progressive thinking brings a sense of security in these challenging times.

This year, it will be necessary to add adaptability to achieve our objectives. The two definitions that come to mind are: the quality of being able to adjust to new conditions and the capacity to be modified for a new use or purpose:

As we have reached mid-year 2022-23, now is a good time to see where we are financially:

Equipment, Supplies & Services:

Department	Budget	Actual
General- Admin	\$245,634	\$180,287
Plan/Build/Zoning	\$1,500	\$265
Police	\$23,500	\$10,787
Fire	\$606,158	\$329,982
Highway	\$133,600	\$77,217
Employee Benefits	\$253,623	\$146,424



The green target line is the budget, and the blue line is where we are now at the 6-month period. This chart represents Equipment & Supplies purchased to date. The General-Administrative departments are past the 50% mark and will need to monitor expenses for the rest of this fiscal year. The PBZ departments do not seem to require many expenses. The Police, Fire and Highway departments are hovering around 50% Employee Benefit appears more than 50% because the annual retirement payment was made in December and is not amortized out.

As always, it is important to understand that there still is much winter to go in terms of snow removal and street maintenance and 6 more months of expenses

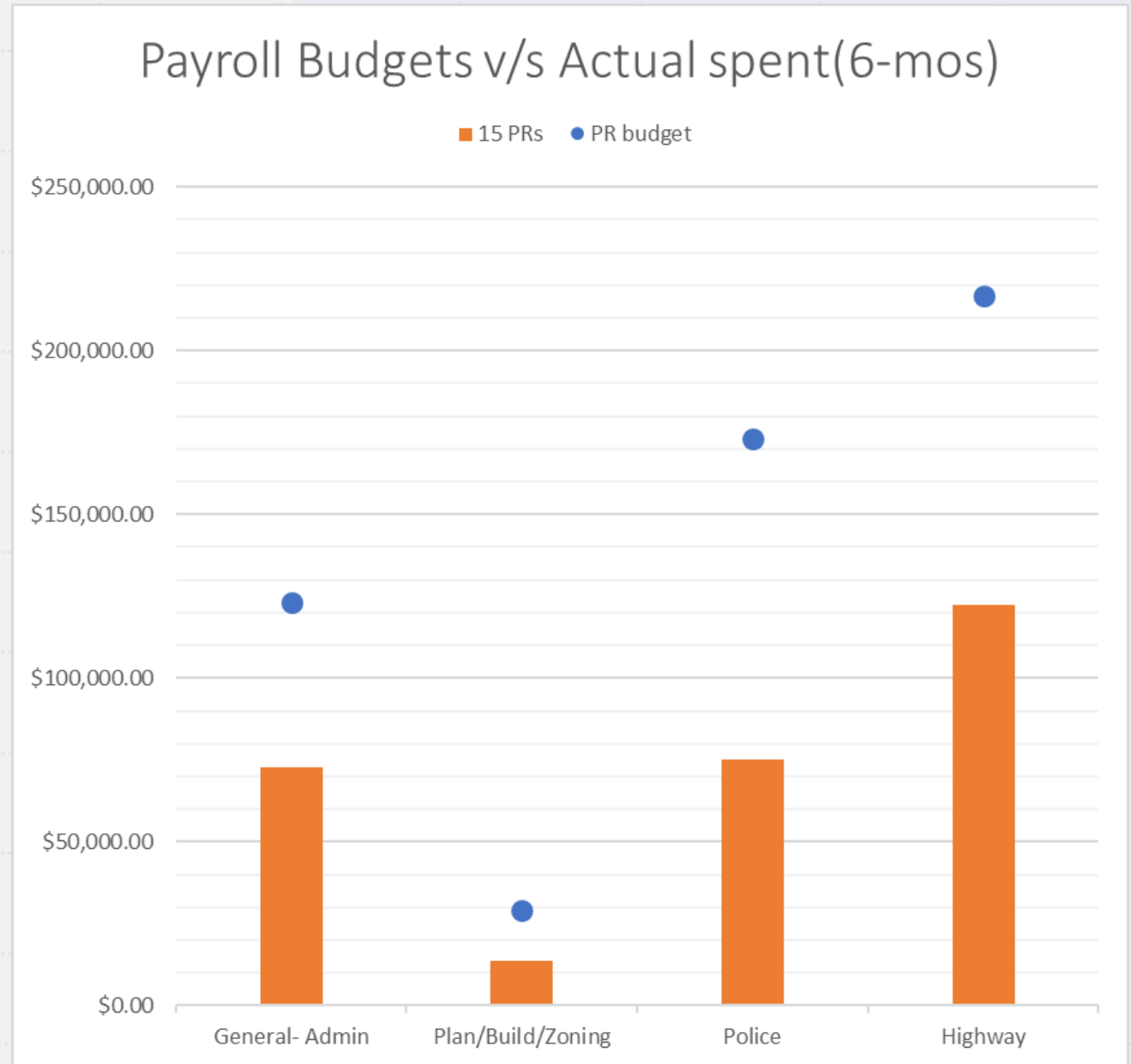
Payroll and Salaries:

Department	PR budget	15 PRs
General- Admin	\$123,290.00	\$72,755.00
Plan/Build/Zoning	\$29,038.00	\$13,484.00
Police	\$173,082.00	\$74,977.00
Highway	\$216,614.00	\$122,422.00

There are 26 pay periods, this chart represents 15 pay periods or 58%. There is 42% remaining for this fiscal year. Remaining in each department is:

- General-Administrative - 41%**
- Planning/Building/Zoning- 57%**
- Police- 57%**
- Highway- 43%**

General-Administrative department are slightly under the percentage necessary to stay within budget. PBZ and Police look good at this point. The Highway department is close to stay within their budget; it will be important to monitor scheduling of over-time. Kudos to the departments on maintaining responsible payroll budgets.

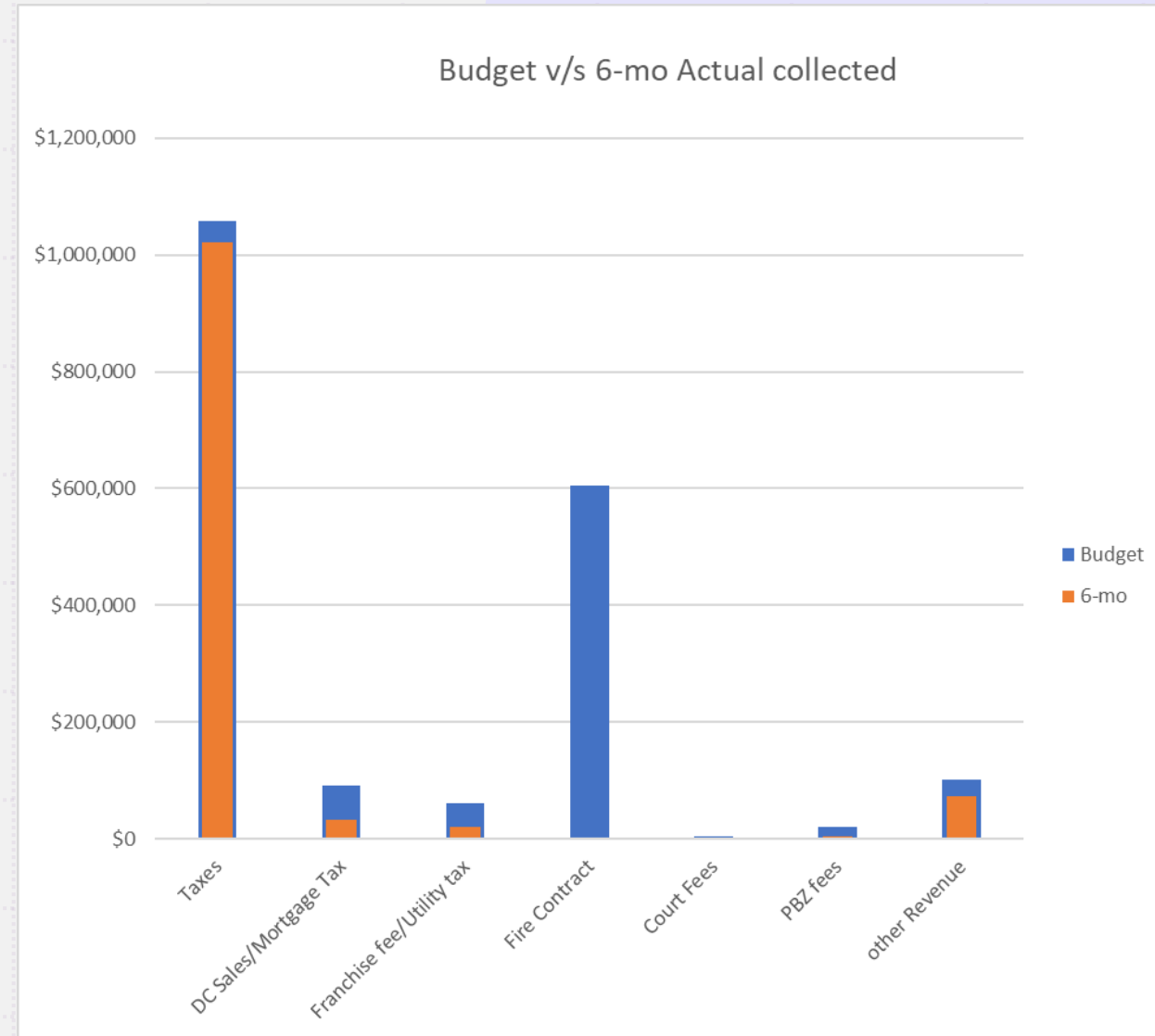


Revenue:

Department	Budget	6-mo
Taxes	\$1,058,120	\$1,021,565
DC Sales/Mortgage Tax	\$90,000	\$33,308
Franchise fee/Utility tax	\$60,500	\$20,385
Fire Contract	\$604,529	\$0
Court Fees	\$3,600	\$2,305
PBZ fees	\$20,600	\$4,670
other Revenue	\$101,106	\$73,265

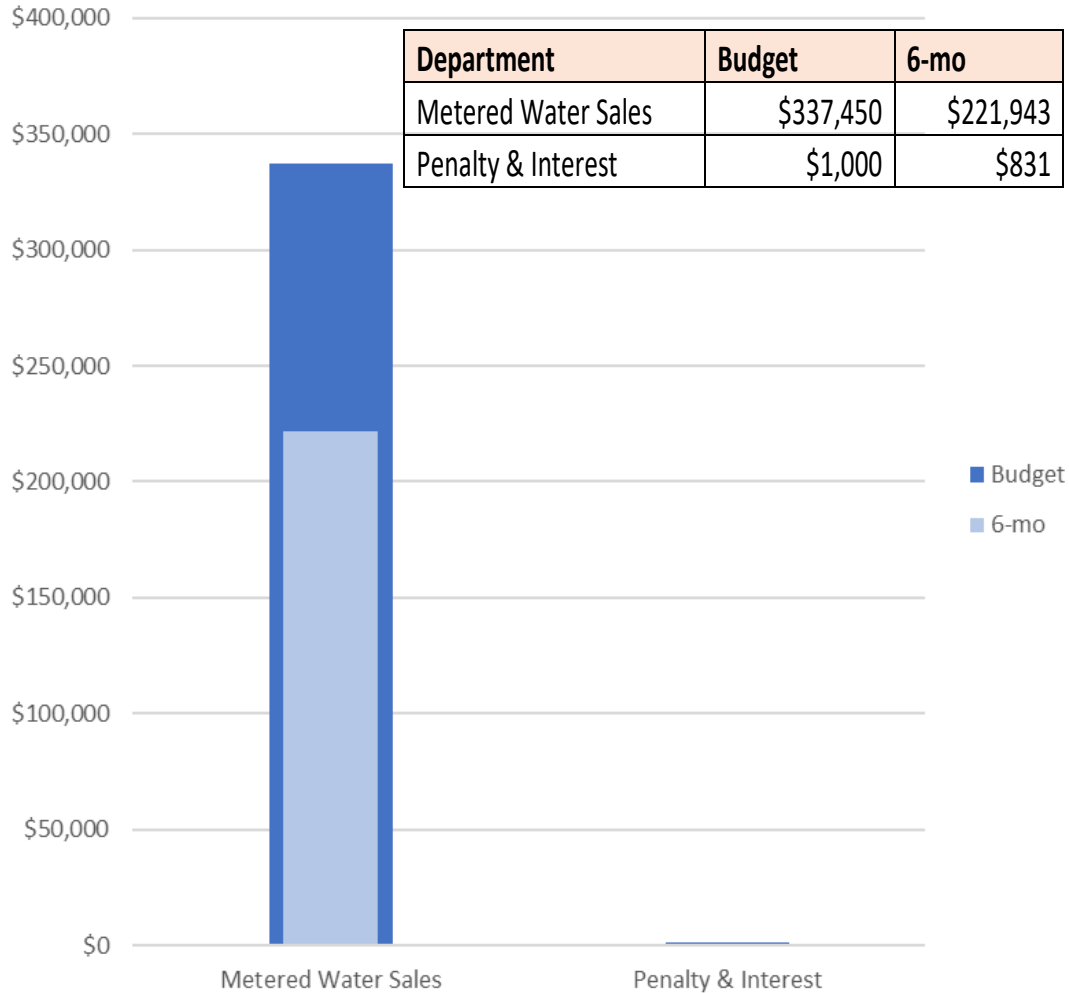
The above revenue chart shows revenue received at this 6-month mark. Village taxes always look good as we receive them in June. We are made whole in April (Unpaid taxes in November were sent to Dutchess County in the amount of \$36,555 for re-levy).

As last year was quite good for mortgage tax, we increased the budget, and this year is not looking as lucrative. This is out of our control other than analyzing trends and making the best estimates. The Fire Contract with the Town of Washington for fire protection will be paid February. Court fees look good. Planning/Building/Zoning departments are quiet, and fees are down. Other revenues include cell tower rental, department income and interest earnings, all are looking good. We invested some tax savings and reserve accounts in NYCLASS (New York Cooperative Liquid Assets System). This itself has exceeded its budget at this half year mark

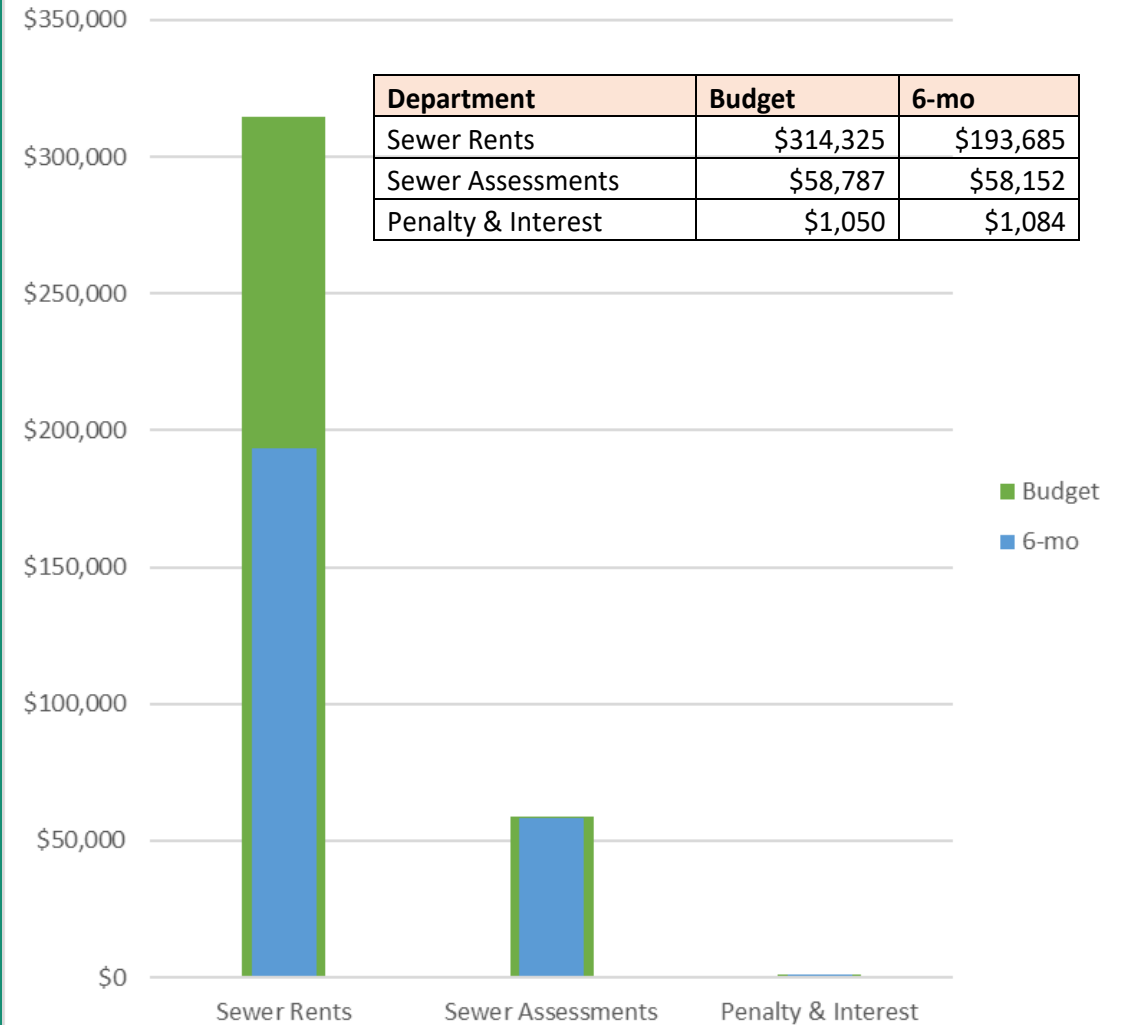


There are not too many moving parts to the Water and Sewer billing. The good news is that revenue is on target, if not slightly above. Until needed, the Sewer invested \$250,000 in NYCLASS an investment pool and we are enjoying a higher yield than the traditional savings account. Also, liquid enough that we can withdraw when required.

Water Budget v/s 6-mo Actual collected



Sewer Budget v/s 6-mo Actual collected



All Funds and Fund Balance analysis:

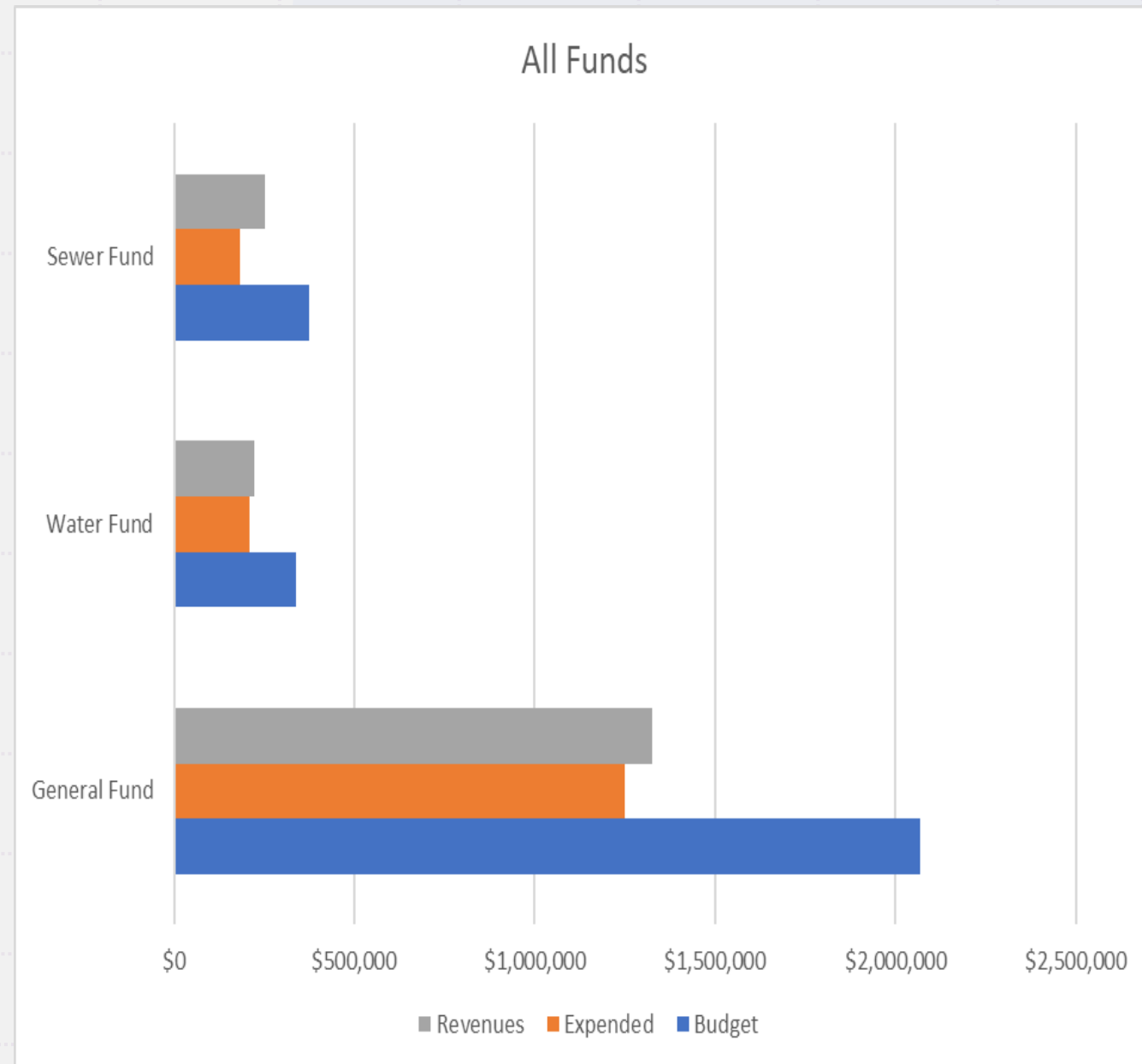
FUND	Budget	Expended	Revenues
General Fund	\$2,069,958	\$1,248,248	\$1,324,088
Water Fund	\$338,950	\$210,127	\$222,773
Sewer Fund	\$375,162	\$183,744	\$252,921

This chart illustrated the revenues received (gray line), expenditures made (orange line) and the annual budget (blue line).

In all funds, the revenue exceeds expenses. We have completed the Retaining Wall project and the next big project will be a new pump station at Bennett.

I always stress and point out that the YTD revenues and expenditures bring us through 12/31/22. These numbers will change monthly/bi-weekly as expenses are paid and revenue is received.

The Water and Wastewater Treatment plants with their collection and distribution systems are aging and require infrastructure repairs and replacements. The board has been actively seeking Grants and funding for these high-cost projects.



Much has been accomplished and much has yet to be done. This is a team effort. The financial health of the village is good however it is a daily challenge with the ever-increasing costs of equipment, supplies, fuel and electricity. In addition to cost, the availability of these items that we took for granted has become questionable.

This next budget season 2023-24 will be a challenge and with this I return to the focus of this year's charge:

Adaptability:

- Keeping an Optimistic Outlook
- Confidence
- Logical Reasoning
- Setting realistic goals
- Time Management
- Emotion Regulation
- Accepting what you cannot control

The Mayor, Board and staff are committed to Millbrook's future growth and prosperity.

Thank you and please feel free to contact me if you have any questions.

Karen P. McLaughlin Senior Account Clerk, Village of Millbrook

MILLBROOK FIRE DEPARTMENT DECEMBER 2022

100 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	17
EMS Call	78
Motor Vehicle Accident	1
Carbon Monoxide	2
Furnace Malfunction	2
TOTALS:	78

EMS Responses	
NDP (49-79)	68
MFD Ambulance	4
MFD Members	47

Mutual Aid Given	
Fire	0
EMS	12

Mutual Aid Received	
Fire	0
EMS	7

MILLBROOK FIRE DEPARTMENT

2022 Annual Report

957 INCIDENTS REPORTED

Millbrook Fire Dept			
Automatic Fire Alarm	168	Structure Fire	16
Motor Vehicle Accident	40	Standby	1
EMS Call	664	Chimney Fire	1
Vehicle Fire	2	Furnace Malfunction	4
Brush/Grass Fire	9	Flooding Condition	6
Generator Malfunction	1	Good Intent	5
Wire Down	14	Water Rescue	1
Hazardous Material	10	Appliance Fire	2
Service Call	3	Carbon Monoxide	10
TOTALS:			957

V.M.P.D MONTHLY REPORT

DECEMBER 2022

72 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 17501-17573

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	7	NY State Police	4	Larceny	1	Suspicious Activity	1	Assist Citizen	4
Parking Tickets	6	Dutchess Sheriff	3	Domestic	3			Property Check	1
Vehicle & Traffic Complaint	2			Criminal Mischief	1	Burglar Alarms	7	School Checks	7
Property Damage Accident	3	Fire Department	6			Lockout	1		
Disabled Vehicle	1	EMS	8			FOIL	1		
		Town of Washington Court	3			Animal Complaint	1		
		Millbrook Central School	6			911 Misdialed	1		

V.M.P.D MONTHLY REPORT

2022 Annual Report

947 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 16626-17573

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	89	NY State Police	38	Harassment	3	Suspicious Activity	17	Assist Citizen	20
Parking Tickets	67	Dutchess Sheriff	15	Domestic	19	Unattended Death	2	Property Check	14
Property Damage Accident	27	Other Police	2	Drug	2	Burglar Alarms	30	School Checks	136
Personal Injury Accident	4	Mobil Crisis Team	1	Disorderly Conduct	5	Lockout	17		
Disabled Vehicle	13			Trespass	5	Missing Child	3		
Vehicle & Traffic Complaint	21	Fire Department	49	Order Protection Iss.	2	Lost/Found Property	19		
Parking Complaint	3	EMS	127	Larceny	6	Animal Complaint	22		
Road Hazards	11	Highway	1	Criminal Mischief	3	911 Misdial	7		
Traffic Detail	2			Disturbance	3	Mental Health	5		
		Town of Washington Court	31	Pornography	1	Welfare Check	7		
		Millbrook Central School	38			Civil	3		
						Neighbor Dispute	3		
						Runaway Child	6		
						Attempted Suicide	1		



Start: 2022-12-27
End: 2023-01-02
Times: 0:00-23:59

Compliance & Risk Report

Franklin incoming before top of hill, WB

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	8	14	2	0	24
1:00	30	Speed Display	12	9	3	0	24
2:00	30	Speed Display	5	5	0	0	10
3:00	30	Speed Display	13	4	1	0	18
4:00	30	Speed Display	11	10	1	0	22
5:00	30	Speed Display	40	28	1	0	69
6:00	30	Speed Display	24	31	13	0	68
7:00	30	Speed Display	96	122	38	5	261
8:00	30	Speed Display	145	220	63	6	434
9:00	30	Speed Display	153	277	64	1	495
10:00	30	Speed Display	155	264	81	8	508
11:00	30	Speed Display	112	288	91	8	499
12:00	30	Speed Display	120	265	81	2	468
13:00	30	Speed Display	134	332	106	5	577
14:00	30	Speed Display	172	354	101	8	635
15:00	30	Speed Display	197	339	113	11	660
16:00	30	Speed Display	177	304	74	5	560
17:00	30	Speed Display	136	216	57	2	411
18:00	30	Speed Display	114	149	45	1	309
19:00	30	Speed Display	53	113	36	6	208
20:00	30	Speed Display	51	58	12	1	122
21:00	30	Speed Display	32	61	13	0	106
22:00	30	Speed Display	45	39	14	0	98
23:00	30	Speed Display	16	14	3	2	35
Total			2021	3516	1013	71	6621



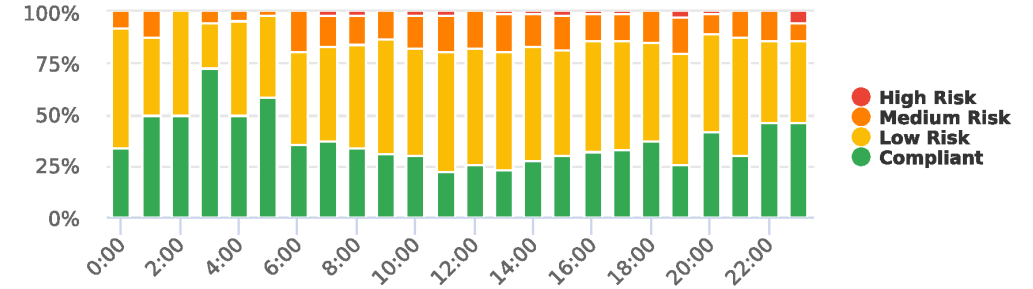
Start: 2022-12-27
End: 2023-01-02
Times: 0:00-23:59

Compliance & Risk Report

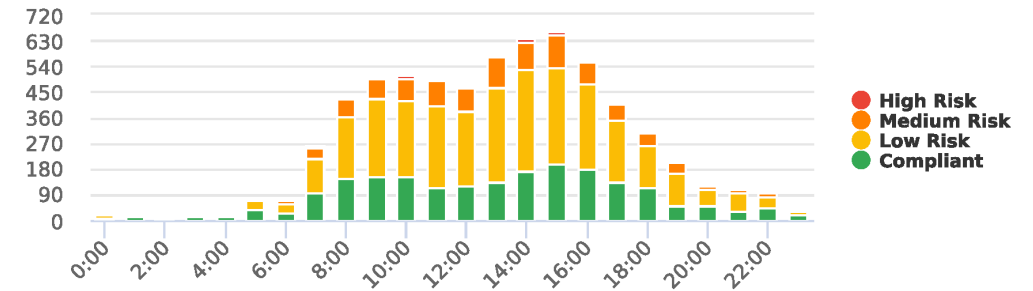
Franklin incoming before top of hill, WB

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

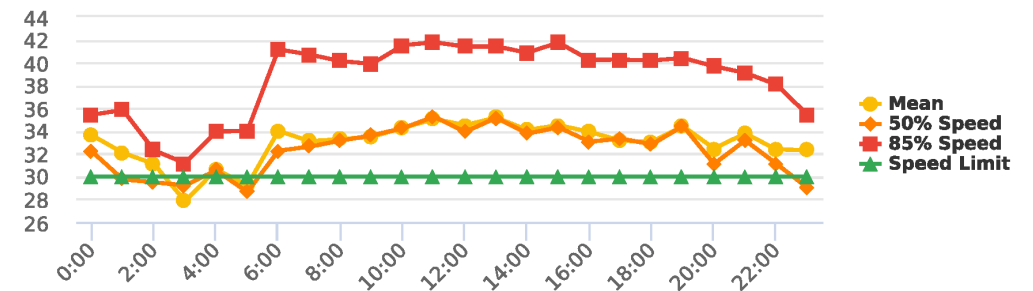
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds





Public Works Monthly Report December 2022

- Patched potholes on several village streets
- Following severe rain and ice storm cleared streets of flooding and debris, opened up buried catch basins and cleared drainage ditches of leaves, dirt etc.
- Took down Christmas decorations
- Began Resident Christmas tree pick up
- Picked up Village Christmas trees
- Did various repairs at Village hall
- Picked up tree limbs and brush from a previous storm.
- Took down village Christmas trees and poles
- Recycled Christmas trees to farm in Amenia

Monthly Water Report

December 2022

	December	November	October
Total Water Produced	4,671,075	4,358,720	4,549,250
Average Daily Flow	150,680	145,290	146,750
Peak Day Flow	187,730	181,360	192,190

Sampling Results:

	December	October	September
Total Coliform	Absent	Absent	Absent

* Results not in compliance

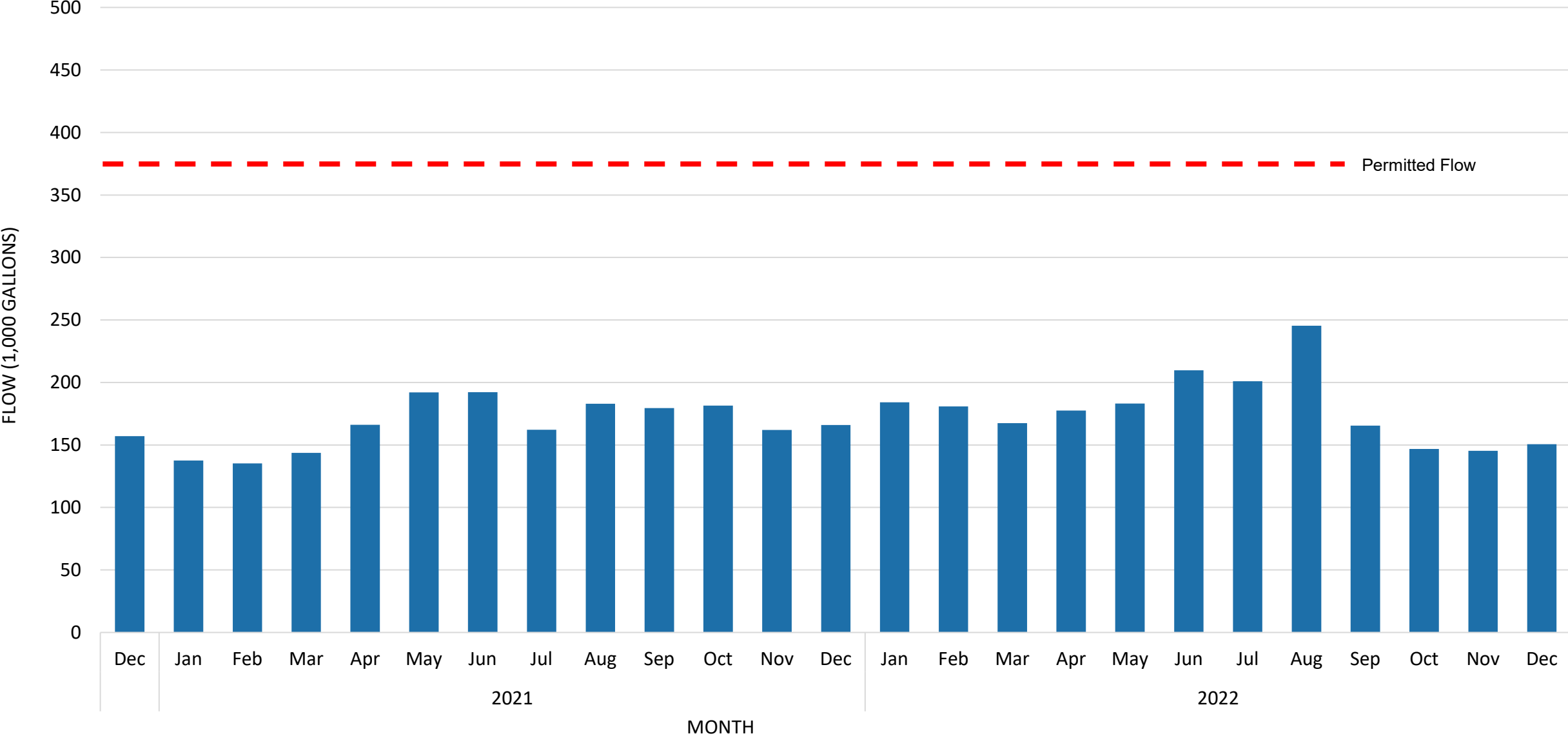
Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters
3. Replaced 4 water meters
4. Water service line leak at 22 Front St. Repaired by owner

Millbrook Water

■ Average Daily Flow

--- Permitted Flow



Monthly Sewer Report

December 2022

	December	November	October	Permit Limit
Total Effluent Flow	8,849,484	5,416,211	2,881,305	n/a
Average Daily Flow	285,500	180,540	92,900	n/a
12-Month Rolling AVG	158,000	146,000	143,000	250,000
Peak Daily Flow	632,424	294,949	121,490	n/a
Precipitation (<i>in. as liquid</i>)	4.7"	4.0"	4.4"	n/a

SPDES Permit Samples: (mg/l)

	December	November	October	Permit Limit
BOD	2.5 mg/l	2.4 mg/l	7.3 mg/l	15 mg/l
Percent Removal	99 %	99%	96%	85%
Total Suspended Solids	8.7 mg/l	10 mg/l	2.2 mg/l	15 mg/l
Percent Removal	96 %	92%	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	1/100 ml	200/100 ml

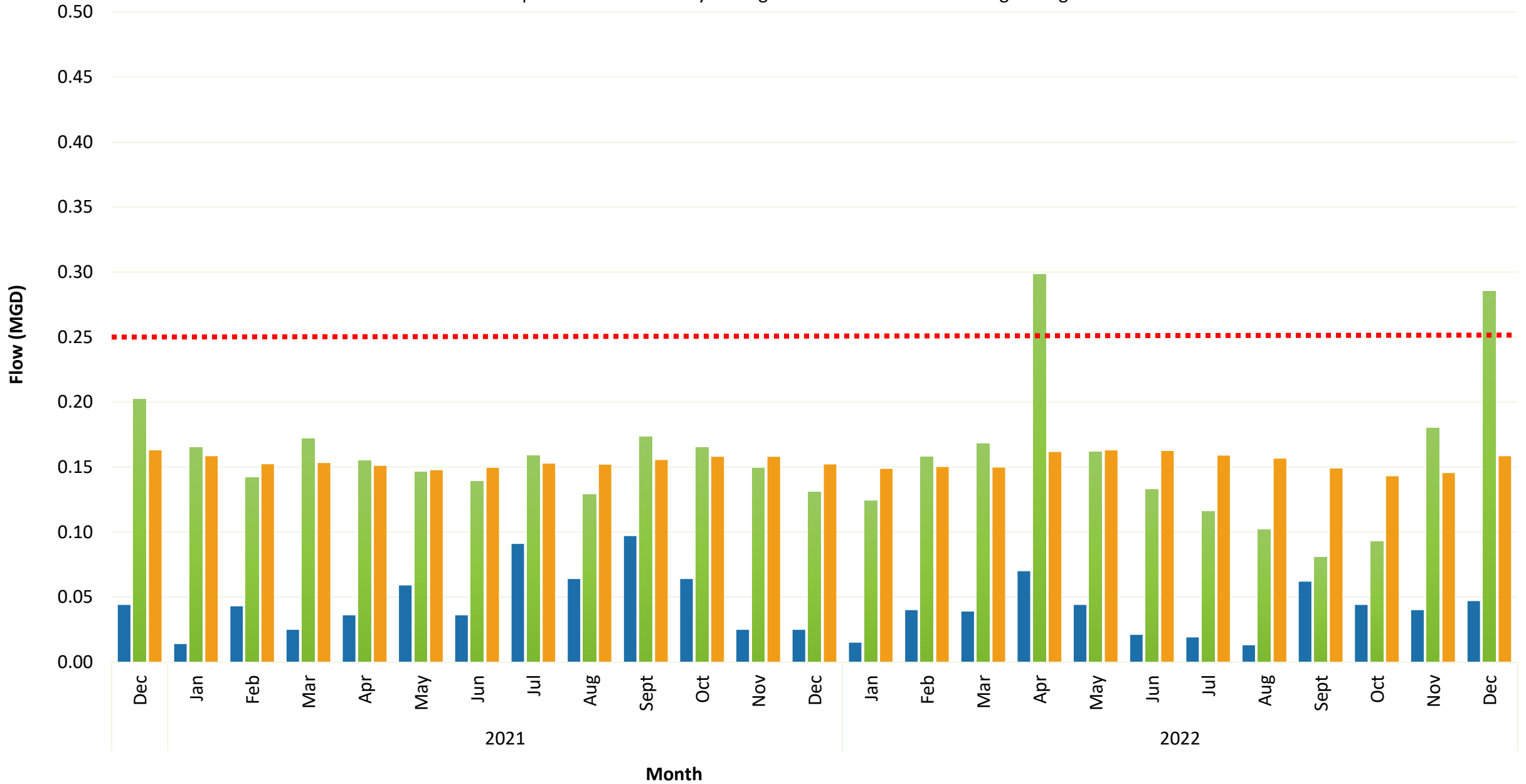
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Royal hauled sludge dumpster for last time. Need to find new hauler
3. EarthCare hauled sludge
4. Completed annual I&I report with Delaware Eng and submitted to DEC

Millbrook WWTP

Precipitation Monthly Average Flow 12 Month rolling average flow



Treasurer's Report: Bank Balances - December 2022

	12/01/22	DEPOSITS	DISBURSED	INTEREST	12/31/22
TAX ACCOUNT	\$483,688.46	\$0.00	\$135,000.00	\$68.80	\$348,757.26
GENERAL FUND	\$44,724.45	\$187,446.47	\$184,551.62	\$8.86	\$47,628.16
WATER FUND	\$105,910.71	\$7,149.58	\$43,521.10	\$15.15	\$69,554.34
SEWER FUND	\$112,575.98	\$2,281.85	\$34,374.50	\$16.76	\$80,500.09
ACCOUNTS PAYABLE	\$12,278.01	\$213,415.07	\$215,836.70	\$0.00	\$9,856.38
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$39,792.33	\$0.00	\$0.00	\$6.76	\$39,799.09
MEDICAL DEDUCTIBLE	\$10,036.14	\$0.00	\$752.22	\$0.00	\$9,283.92
MILLBROOK RESTORATION	\$23,728.12	\$0.00	\$0.00	\$4.26	\$23,732.38
PAYROLL ACCOUNT	\$20,401.92	\$49,032.15	\$57,884.61	\$0.00	\$11,549.46
POLICE VEHICLE FUND	\$1,728.24	\$0.00	\$0.00	\$0.00	\$1,728.24
RESERVE FOR FIRE TRUCK	\$1,672.88	\$0.00	\$0.00	\$0.22	\$1,673.10
RESERVE FOR HIGHWAY EQUIPMENT	\$13,086.69	\$0.00	\$0.00	\$1.12	\$13,087.81
FIRE/ RESCUE REPAIR RESERVE	\$1.21	\$0.00	\$0.00	\$0.00	\$1.21
RETAINING WALL	\$2,001.50	\$0.00	\$0.00	\$0.00	\$2,001.50
WATER RESERVE	\$9,987.06	\$0.00	\$0.00	\$1.79	\$9,988.85
SEWER RESERVE	\$22,016.40	\$0.00	\$0.00	\$3.95	\$22,020.35
TENNIS COURTS	\$301.64	\$0.00	\$0.00	\$0.05	\$301.69
THORNE TRUST	\$19,490.31	\$0.00	\$0.00	\$2.48	\$19,492.79
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,073.85	\$0.00	\$0.00	\$1.81	\$10,075.66
TOTAL	\$943,658.37	\$459,325.12	\$671,920.75	\$132.01	\$731,194.75

Treasurer's Report: NYCLASS Balances - December 2022

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
RESERVE FOR FIRE TRUCK	\$200,176.00	\$0	\$0.00	\$650.58	\$826.58	\$200,176.00
TAX ACCOUNT	\$200,176.00	\$0	\$0.00	\$650.58	\$826.58	\$200,176.00
WATER FUND	\$20,015.65	\$0	\$0.00	\$65.07	\$80.72	\$20,015.65
SEWER FUND	\$250,210.26	\$0	\$0.00	\$813.17	\$1023.43	\$250,210.26
TOTAL	\$670,577.91	\$670,000.00	\$0.00	\$577.91	\$2757.31	\$670,577.91

Total Balances - December 2022

	Beginning Balance	Contributions	Withdrawals	Income Earned	Month End Balance
BANK BALANCE	\$943,658.37	\$459,325.12	\$671,920.75	\$132.01	\$731,194.75
NYCLASS BALANCE	\$670,577.91	\$0.00	\$0.00	\$2,179.40	\$672,757.31
TOTAL	\$1,614,236.28	\$459,325.12	\$671,920.75	\$2,311.41	\$1,403,952.06

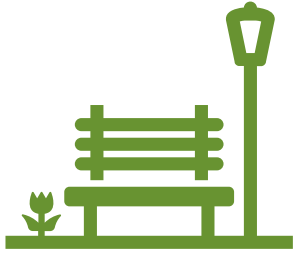
Building Department Report: November & December 2022

Building Permits Issued	10
Sign Permit	1
Certificate of Occupancy	5
Certificate of Compliance	2
Certificate of Use	0
Municipal Searches	6
Total Fees Collected	\$5990.00

Planning & ZBA

Meeting with Kristen- New PB/ZBA Sec on
01/09/2023

Notes:



Old Business Updates

Update to Resolution 2021-013 Water & Sewer hook-up fees – Clerk Witt

Resolution to introduce revisions to Chapter 220 Vehicle & Traffic – Deputy Mayor Contino

Sidewalk replacement project – Trustee Herzog



New Business

Bid spec for Bennett pump station replacement – Delaware Engineering

Proposed projects for 2023 – Mayor Collopy

Quote for replacement of Village Hall downstairs windows – Mayor Collopy

Fence replacement at water tower – Mayor Collopy

Village of Millbrook Proposed 2023/2024 Projects

1. Sidewalk replacement (CDBG):
 1. Phase 1 (\$170K)
 2. Phase 2 (\$200K?)
2. WWTP u/g: Bennett pump station replacement: \$200K (bond secured)
3. Replace fence at water tower
4. Village Hall
 1. Phase 1 downstairs windows (\$26K, using Consolidated Trust Fund);
 2. Phase 2 (optional?) upstairs windows (\$26K);
 3. Phase 3 exterior walls (\$25K?)
5. Code update needs:
 1. 220 Vehicle & Traffic
 2. 230 Zoning – Air BnB
 3. 195 Streets & Sidewalks
 4. 136 Littering
 5. 185 Skateboards
 6. 86 Blds, 101 Fire Limits, 105 Fire Prevention, 147 Mobile Homes – K McLaughlin
 7. 230 Zoning

Emergency?

Village of Millbrook Quotation Form				Department: Front Office		
Date Item/ Service is needed by: n/a				Dept. Head Name: Mayor Collopy		
Was this item/service budgeted? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Dept. Head Initials:		
Request Description: Replace downstairs windows at the Village Hall using Community trust fund monies				Date Submitted: 1/10/2023		
Name of Supplier	Merchant Contact Info	Date Quote Obtained	Amount Per Item or Service	Total	Verbal or Written Quote	Vendor Selected (Check One)
Hobson Windows	845-758-0930	12/27/22	\$2900/w	\$26,336	Written	<input checked="" type="checkbox"/>
HV Windows	can't not accommodate					<input type="checkbox"/>
Ducillo & Sons	would not bid					<input type="checkbox"/>
						<input type="checkbox"/>

Signature:

Purchase Policy: Non Public Works
 \$0 - \$499 1 written quote or receipt*
 \$500 - \$19,999 3 written quotes*

Estimated Amount of Purchase Contract:

Please attach all quotes to this form.

Purchase Policy: Public Works
 \$0 - \$499 1 written quote or receipt*
 \$500 - \$34,999 3 written quotes*

Estimated Amount of Purchase Contract:

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals

** Quotes must be written, emailed or faxed.*

Village Hall:
Phase 1
Downstairs
Windows

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Peter Doro

Trustee Patrick Murphy





Next Board of Trustees Meeting:

Monthly Business Meeting

Wednesday, February 8, 2023 at 6:00 pm

Budget Meeting: Water & Sewer

Wednesday, February 22, 2023 at 6:00 pm

Budget Meeting: Police & Fire

Wednesday, March 1, 2023 at 6:00 pm

Monthly Business Meeting

Wednesday, March 8, 2023 at 6:00 pm

Budget Meeting: Highway & Front Office

Wednesday, March 15, 2023 at 6:00 pm

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

20 Front Street, Millbrook

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

[SUBSCRIBE NOW!](#)