



Board of Trustees Meeting  
March 8, 2023 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, March 8, 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](mailto:villageofmillbrook@gmail.com)

1. **Open Meeting**  
Pledge of Allegiance & Roll call of trustees
  
2. **Administrative Business**
  - Minutes approval for 2/8, 2/22, 3/1/2023
  - Voucher approval
  - Budget Adjustments
  - Public Assembly Permit request from Millbrook VFW for Memorial Day Parade & Ceremony
  
3. **Department Reports**
  - DC Legislature update – Legislator Houston
  - Fire & Rescue – Chief Bownas, President Rochfort  
**Public Hearing:** Resolution for Volunteer Tax Exemption
  - Police – OIC Witt  
**Public Hearing:** Resolution to update Chp 220 Vehicle & Traffic
  - Highway – Hwy Super Collocola
  - Water & Sewer – VRI: S. Osborn
  - Treasurer & Building Dept – Clerk Witt

4. **Public Comments**
  
5. **Additional Board Member Updates:**
  - Deputy Mayor Contino
  - Trustee Herzog
  - Trustee Doro
  - Trustee Murphy
  - Mayor Collopy
  
6. **Next Budget Meeting**  
Wednesday, 3/15/2023 - 6PM  
Fire & Front Office
  
7. **Next Board Meeting**  
Wednesday, 4/12/2023 - 6PM
  
8. **Adjournment**

# BUDGET MEETING DATES:

- 3/15/2023 – Fire Department & 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 March 8, 2023

Unpaid Voucher Totals	
General Fund	\$ 98,005.66
Water Fund	\$ 39,284.87
Sewer Fund	\$ 25,972.06
<b>TOTALS:</b>	<b>\$ 163,262.59</b>

# Budget Adjustments – GENERAL FUND

03.08.2023

Account Number	Description	Increase	Decrease	Reason
02801.01.000.00	HNL to gen for Village Hall window 50%		\$13,168.00	Down payment for Village Hall windows approved by BOT
16224.01.000.20	HNL to gen for Village Hall window 50%	\$13,168.00		Down payment for Village Hall windows approved by BOT
51104.01.000.00	FB PY to gen for monument repair	\$7,660.00		Monument repair from prior year insurance payment
00917.01.000.00	FB PY to gen for monument repair		\$7,660.00	Monument repair from prior year insurance payment
02705.01.000.00	Donation to Police Department		\$1,000.00	CLAT fund donation to Police Department
31204.01.000.00	Donation to Police Department	\$1,000.00		CLAT fund donation to Police Department
	<b>TOTAL</b>	<b>\$21828.00</b>	<b>\$21828.00</b>	

# MILLBROOK FIRE DEPARTMENT FEBRUARY 2023

## 71 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	7
EMS Call	48
Motor Vehicle Accident	2
Carbon Monoxide	2
Structure Fire	2
Furnace Malfunction	1
Flooding Condition	4
Service Call	1
Water Rescue	1
Good Intent	3
<b>TOTALS:</b>	<b>71</b>

EMS Responses	
NDP (49-79)	47
MFD Ambulance	2
MFD Members	40
Mutual Aid Given	
Fire	5
EMS	3
Mutual Aid Received	
Fire	1
EMS	4

# Public Hearing- Local Law 2 of 2023

03.08.2023

## **Enacting Local Law No. 2 of 2023**

Amending Chapter 207 of the Village Code Entitled "Taxation" to add a New Article Providing a Property Tax Exemption for Volunteer Firefighters and Ambulance Workers Pursuant to Section 466-a of the NY Real Property Tax Law

# V.M.P.D MONTHLY REPORT

## FEBRUARY 2023

# 103 INCIDENTS REPORTED

*(including, but not limited to)*

Incident #'s 17658-17761

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	14	NY State Police	6	Fraud	2	Suspicious Activity	2	Assist Citizen	1
Traffic Stops	21	Dutchess Sheriff	4	Domestic	1	Unattended Death	1	Property Check	1
Parking Tickets	7	Other Agencies	3	Larceny	1	Burglar Alarms	2	School Checks	16
Parking Complaints	4			Disorderly Conduct	1	Mental Health	1	Funeral Detail	1
Property Damage Accident	1	Fire Department	3	Public Intoxication	1	Information	2		
		EMS	15	Criminal Mischief	1	Lost/Found Property	2		
				Harassment	1				
		Town of Washington Court	3						
		Millbrook Central School	3						





Start: 2023-02-24  
End: 2023-03-03  
Times: 0:00-23:59

# Compliance & Risk Report

## Maple at Merritt, SB

Medium Risk Threshold: Speed Limit + 10  
High Risk Threshold: Speed Limit + 15  
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	2	0	0	0	2
1:00	30	Speed Display	2	0	0	0	2
2:00	30	Speed Display	3	0	0	0	3
3:00	30	Speed Display	8	0	0	0	8
4:00	30	Speed Display	1	0	0	0	1
5:00	30	Speed Display	22	2	0	0	24
6:00	30	Speed Display	74	2	1	0	77
7:00	30	Speed Display	187	29	0	0	216
8:00	30	Speed Display	391	19	0	0	410
9:00	30	Speed Display	228	19	0	0	247
10:00	30	Speed Display	149	2	0	0	151
11:00	30	Speed Display	219	13	0	0	232
12:00	30	Speed Display	179	8	0	0	187
13:00	30	Speed Display	188	18	1	0	207
14:00	30	Speed Display	188	17	0	0	205
15:00	30	Speed Display	433	18	0	0	451
16:00	30	Speed Display	258	29	0	0	287
17:00	30	Speed Display	98	9	0	0	105
18:00	30	Speed Display	74	8	0	0	82
19:00	30	Speed Display	54	2	0	0	56
20:00	30	Speed Display	32	4	1	0	37
21:00	30	Speed Display	18	1	0	0	19
22:00	30	Speed Display	22	1	0	0	23
23:00	30	Speed Display	2	0	0	0	2
<b>Total</b>			<b>2830</b>	<b>201</b>	<b>3</b>	<b>0</b>	<b>3034</b>



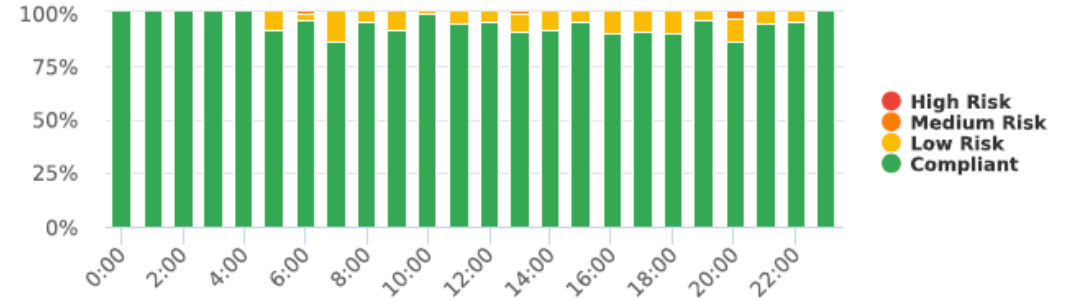
Start: 2023-02-24  
End: 2023-03-03  
Times: 0:00-23:59

# Compliance & Risk Report

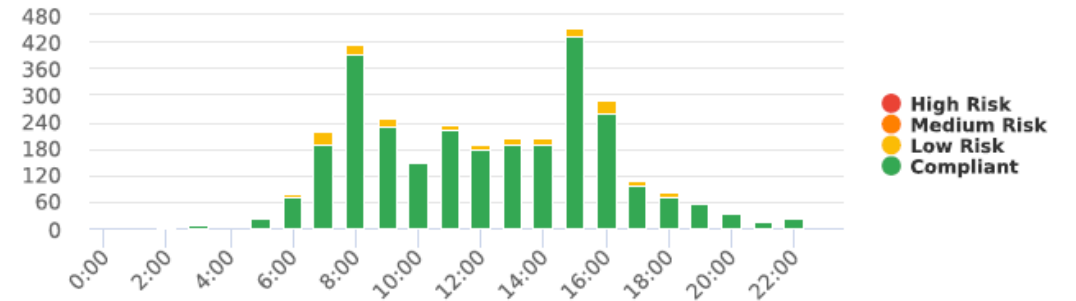
## Maple at Merritt, SB

Medium Risk Threshold: Speed Limit + 10  
High Risk Threshold: Speed Limit + 15  
Speed Range: 1 to 150  
Time View: By Hour (Total Volumes)

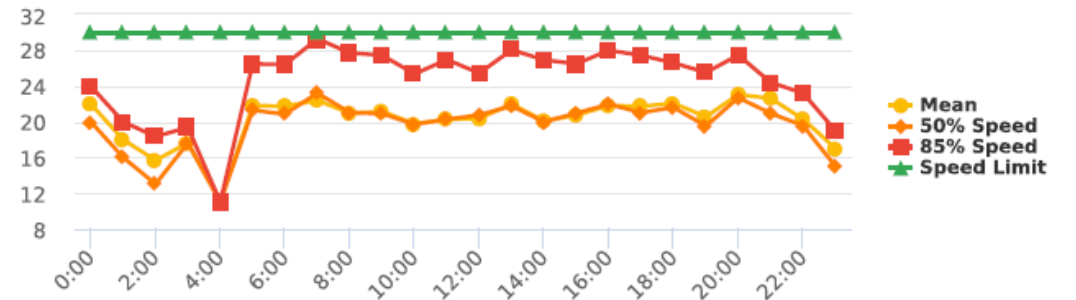
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds

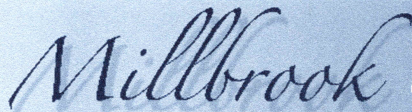


# Public Hearing- Local Law 1 of 2023

03.08.2023

## **Enacting Local Law No. 1 of 2023**

Enacting Local Law No. 1 of 2023 Amending Chapter 220 of the Village Code Entitled “Vehicles and Traffic” to add two (2) new Sections Regarding Handicap Parking and two (2) new Sections to add Vehicle Weight Limit Restrictions and Update Certain other Sections

The logo for Millbrook Central School District features the word "Millbrook" in a large, elegant, cursive script font.

CENTRAL SCHOOL DISTRICT



**P.O. Box AA • MILLBROOK, NEW YORK 12545**

**SUPERINTENDENT OF SCHOOLS 845-677-4200**  
**BUSINESS, FINANCE & OPERATIONS 845-677-4201**  
**CURRICULUM, INSTRUCTION & PPS 845-677-4215**  
**DISTRICT CLERK 845-677-4200**

**ELM DRIVE ELEMENTARY 845-677-4225**  
**ALDEN PLACE ELEMENTARY 845-677-4220**  
**MILLBROOK MIDDLE SCHOOL 845-677-4210**  
**MILLBROOK HIGH SCHOOL 845-677-2510**

---

**OFFICE OF THE DISTRICT CLERK**

---

February 24, 2023

Village of Millbrook  
Mayor Collopy  
PO Box 349  
Millbrook, NY 12545

Mayor Collopy,

First let me say thank you for including MCSD in your decision making process. We truly appreciate the opportunity to participate.

After receiving your email, we had several of our staff (including our SRO, Deputy Freer) investigate the proposed changes. Here are the issues as we see them:

- Alden Place is very tight, especially during arrival and dismissal. Using Elm Drive as an example, we have serious concerns about the ability of the existing roadway to handle the addition of parked vehicles to the already congested traffic of parent pickup and bus arrival/departure.
- We are also concerned about the safety and security of students who walk to school. The Alden Place Elementary students are some of our youngest (and smallest) students. Adding parked vehicles along Alden increases the chance of students crossing in between cars without being seen by ongoing traffic.
- High school students may take advantage of the “new” parking spots. Since this is not school grounds, we have no ability to police, authorize or enforce students use of Alden as a parking option.

On Tuesday evening, February 21, 2023, the Board of Education reviewed the issues and recommendations. In a unanimous decision, the MCSD BOE does not support the attached resolution put forward to the Village of Millbrook Board of Trustees. As the BOE, our number one concern is for the safety and wellbeing of our students. We feel the proposed changes increase the risks to the students of Millbrook Central School District.

Again, thank you for reaching out to the district. Please let me know if there is any additional input/information we can provide.

Sincerely,

A handwritten signature in blue ink that reads "Perry Hartswick".

Perry Hartswick  
Millbrook BOE President



# Public Works Monthly Report February 2023

- **SNOW ORDINANCE ENDS MARCH 31<sup>ST</sup>**
- **BRUSH PICK-UP START APRIL 1<sup>ST</sup>**
- Made repair to gym floor
- Removed litter from village streets
- Continued pothole repair
- Repaired gym door and replaced doorknob
- 2011 dump broke down and was towed to repair shop
- 3 snow and ice events and follow ups
- Took leaf box off 2008 dump truck and put spare sander on in case 2011 was not fixed in time for incoming snowstorm.
- Cleaned & greased all equipment after storm

# Monthly Water Report

## February 2023

	February	January	December
<b>Total Water Produced</b>	4,210,760	4,381,745	4,671,075
<b>Average Daily Flow</b>	150,380	141,350	150,680
<b>Peak Day Flow</b>	210,640	178,130	187,730

### Sampling Results:

	February	January	December
<b>Total Coliform</b>	Absent	Absent	Absent

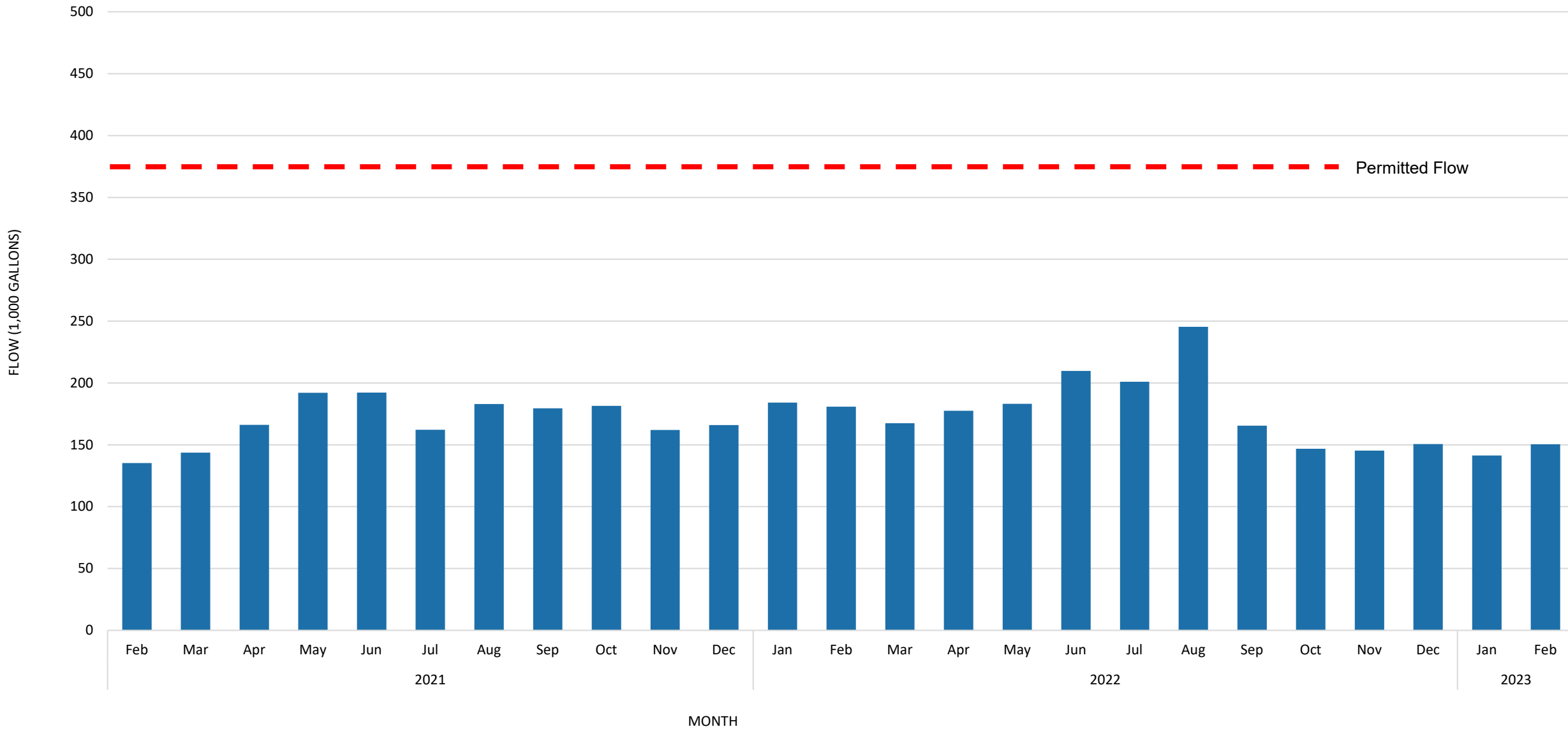
\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Fixed 2 water meters and replaced one that was leaking due to freezing
3. Changed filters
4. Meters scheduled to be read week of March 13th

# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## February 2023

	February	January	December	Permit Limit
<b>Total Effluent Flow</b>	7,560,331	9,759,915	8,849,484	n/a
<b>Average Daily Flow</b>	243,900	314,800	285,500	n/a
<b>12-Month Rolling AVG</b>	181,000	174,000	158,000	250,000
<b>Peak Daily Flow</b>	648,343	575,132	632,424	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	2.0"	4.8"	4.7"	n/a

SPDES Permit Samples: (mg/l)

	February	January	December	Permit Limit
<b>BOD</b>	2 mg/l	4 mg/l	2.5 mg/l	15 mg/l
<b>Percent Removal</b>	99 %	97 %	99 %	85%
<b>Total Suspended Solids</b>	2 mg/l	2 mg/l	8.7 mg/l	15 mg/l
<b>Percent Removal</b>	99 %	97 %	96 %	85%
<b>TKN as N</b>	0.5 mg/l	0.6 mg/l	1 mg/l	8 mg/l
<b>Fecal Coliform</b>	n/a	n/a	n/a	200/100 ml

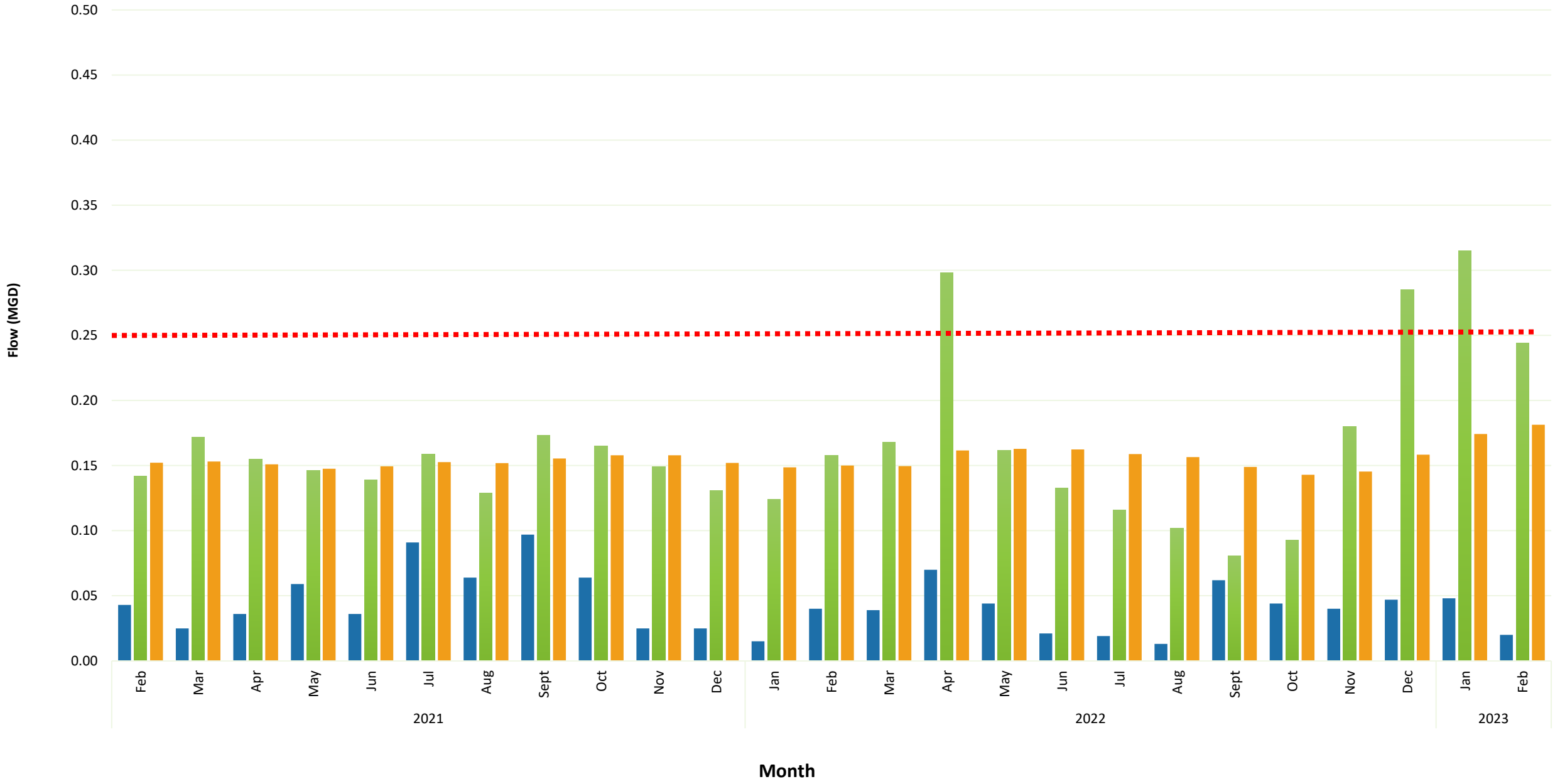
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. Repaired manholes on Church St and Harts Village Rd
3. Clarifier #1 drive unit broke. Replaced with spare in stock
4. DEC inspection - all good

# Millbrook WWTP

Precipitation    Monthly Average Flow    12 Month rolling average flow





# Treasurer's Report: Bank Balances - February 2023

	02/01/2023	DEPOSITS	DISBURSED	INTEREST	02/28/2023
TAX ACCOUNT	\$189,817.74	\$0.00	\$105,000.00	\$24.63	\$84,842.37
GENERAL FUND	\$34,120.25	\$413,493.77	\$129,102.51	\$7.46	\$318,518.97
WATER FUND	\$62,032.20	\$39,360.59	\$19,111.48	\$13.70	\$82,295.01
SEWER FUND	\$85,748.39	\$30,373.76	\$28,450.58	\$15.76	\$87,687.33
ACCOUNTS PAYABLE	\$43,475.44	\$124,970.28	\$165,126.72	\$0.00	\$3,319.00
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$39,805.85	\$0.00	\$0.00	\$6.11	\$39,811.96
MEDICAL DEDUCTIBLE	\$7,912.90	\$0.00	\$834.90	\$0.00	\$7,078.00
MILLBROOK RESTORATION	\$23,737.42	\$0.00	\$0.00	\$4.55	\$23,741.97
PAYROLL ACCOUNT	\$10,462.79	\$49,021.19	\$46,863.64	\$0.00	\$12,620.34
POLICE VEHICLE FUND	\$1,728.24	\$0.00	\$0.00	\$0.00	\$1,728.24
RESERVE FOR FIRE TRUCK	\$1,673.31	\$1.21	\$0.00	\$0.19	\$1,674.71
RESERVE FOR HIGHWAY EQUIPMENT	\$13,088.92	\$0.00	\$0.00	\$1.00	\$13,089.92
RETAINING WALL	\$2,001.50	\$0.00	\$0.00	\$0.00	\$2,001.50
WATER RESERVE	\$9,990.97	\$0.00	\$0.00	\$1.92	\$9,992.89
SEWER REERVE	\$22,025.02	\$0.00	\$0.00	\$4.23	\$22,029.25
TENNIS COURTS	\$301.76	\$0.00	\$0.00	\$0.05	\$301.81
THORNE TRUST	\$19,495.27	\$0.00	\$0.00	\$2.25	\$19,497.52
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.15	\$7,662.62
TRIBUTE GARDEN DONATIONS	\$10,077.80	\$0.00	\$0.00	\$1.93	\$10,079.73
<b>TOTAL</b>	<b>\$587,658.24</b>	<b>\$657,220.80</b>	<b>\$494,489.83</b>	<b>\$83.93</b>	<b>\$750,473.14</b>

# Treasurer's Report: NYCLASS Balances - February 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Month End Balance	Month End Balance
TAX ACCOUNT	\$201,527.07	\$0.00	\$0.00	\$676.91	\$202,203.98	\$201,527.07
WATER FUND	\$20,150.76	\$0.00	\$0.00	\$67.69	\$20,218.45	\$20,150.76
SEWER FUND	\$251,898.98	\$0.00	\$0.00	\$846.14	\$252,745.12	\$251,898.98
RESERVE FOR FIRE TRUCK	\$201,527.07	\$0.00	\$0.00	\$676.91	\$202,203.98	\$201,527.07
<b>TOTAL</b>	<b>\$675,103.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,267.65</b>	<b>\$677,371.53</b>	<b>\$675,103.88</b>

**Average Monthly Yield: 4.37 12%**  
**YTD INCOME EARNED: \$4,614.22**

## Total Balances - January 2022

	Beginning Balance	Contributions	Withdrawals	Income Earned	Month End Balance
BANK BALANCE	\$587,658.24	\$657,220.80	\$494,489.83	\$83.93	\$750,473.14
NYCLASS BALANCE	\$675,103.88	\$0.00	\$0.00	\$2,267.65	\$677,371.53
<b>TOTAL</b>	<b>\$1,262,762.12</b>	<b>\$657,220.80</b>	<b>\$494,489.83</b>	<b>\$2,351.58</b>	<b>\$1,427,844.67</b>

## Clerk/Treasurer Highlights

- Rec'd 50% of the Fire Contract Money (\$302,264.50)
- Budget time! Karen, Nicole, Tim and I are working on making the Budget a smooth process for all. Next meeting will be 3/15 – Fire Dept- Front Office/ All Other Expenses- Salaries (Executive Session).  
3/22 – Revenues and Follow-Up- all Department Heads are welcomed to attend.
- Con't work on Bank Recs with Karen
- Will be at NYGFOA Conference end of March
- MBA Update: 03/06/2023- Meeting RE: Community Day

# Building Department Report: February 2023

Building Permits Issued	3
Sign Permit	0
Certificate of Occupancy	2
Certificate of Compliance	1
Certificate of Use	0
Municipal Searches	1
<b>Total Fees Collected</b>	<b>\$630.00</b>

## Planning & ZBA

Planning Board: Meeting scheduled for  
March 13<sup>th</sup> - Agenda to be posted

ZBA: Unknown

## Notes:

# 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, April 12, 2023 at 6:00 pm

## **Budget Meeting: Highway & Front Office**

Wednesday, March 15, 2023 at 6:00 pm

## **Budget Meeting: Follow-Up**

Wednesday, March 22 or 29, 2023 at 6:00 pm

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

20 Front Street, Millbrook

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

**[SUBSCRIBE NOW!](#)**