



Board of Trustees Meeting
May 10, 2023 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, May 10, 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

Open Meeting

- Pledge of Allegiance & Roll call of trustees

Administrative Business

- Appointment of New Deputy Mayor
- Minutes Approval
- Voucher Approval
- Public Assembly Permit for St. Joe's – 6/11/23

Guest Speaker

- G. Mathews – Climate Smart Resiliency Planning

Department Reports

- DC Legislature update – Legislator Houston
- Fire & Rescue – Chief Boscardin, President Rochfort
- Police – OIC Witt
 - Discussion re: Bus traffic on Alden – MCSD President Hartswick
 - Public hearing on Chp 220 Vehicle & Traffic updates
- Highway – Hwy Super Collocola
- Water & Sewer – VRI: S. Osborn
- Treasurer & Building Dept – Clerk Witt

Public Comments

Additional Board Member Updates:

Deputy Mayor Doro
Trustee Herzog
Trustee Contino
Trustee Murphy
Mayor Collopy

Next Board Meeting

Wednesday, 6/14/2023 - 6PM

Adjournment

Voucher Totals May 10, 2023

4/25/23: Paid the HeyGov portion of the Visa bill via ACH in order to continue to use the visa for other purchases.

Unpaid Vouchers

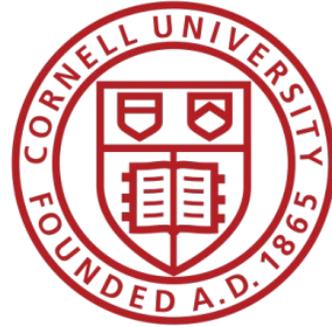
General Fund 22/23 FY	\$ 81,028.76
General Fund 23/24 FY	\$ 1409.00
Water Fund	\$ 17,683.74
Sewer Fund	\$ 31,177.95

TOTALS:	\$ 131,299.45
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Paid Vouchers

General Fund 22/23 FY	\$ 2,000.00
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TOTALS:	\$ 2,000.00
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Cornell Cooperative Extension

Dutchess County



Climate Smart Resiliency Planning

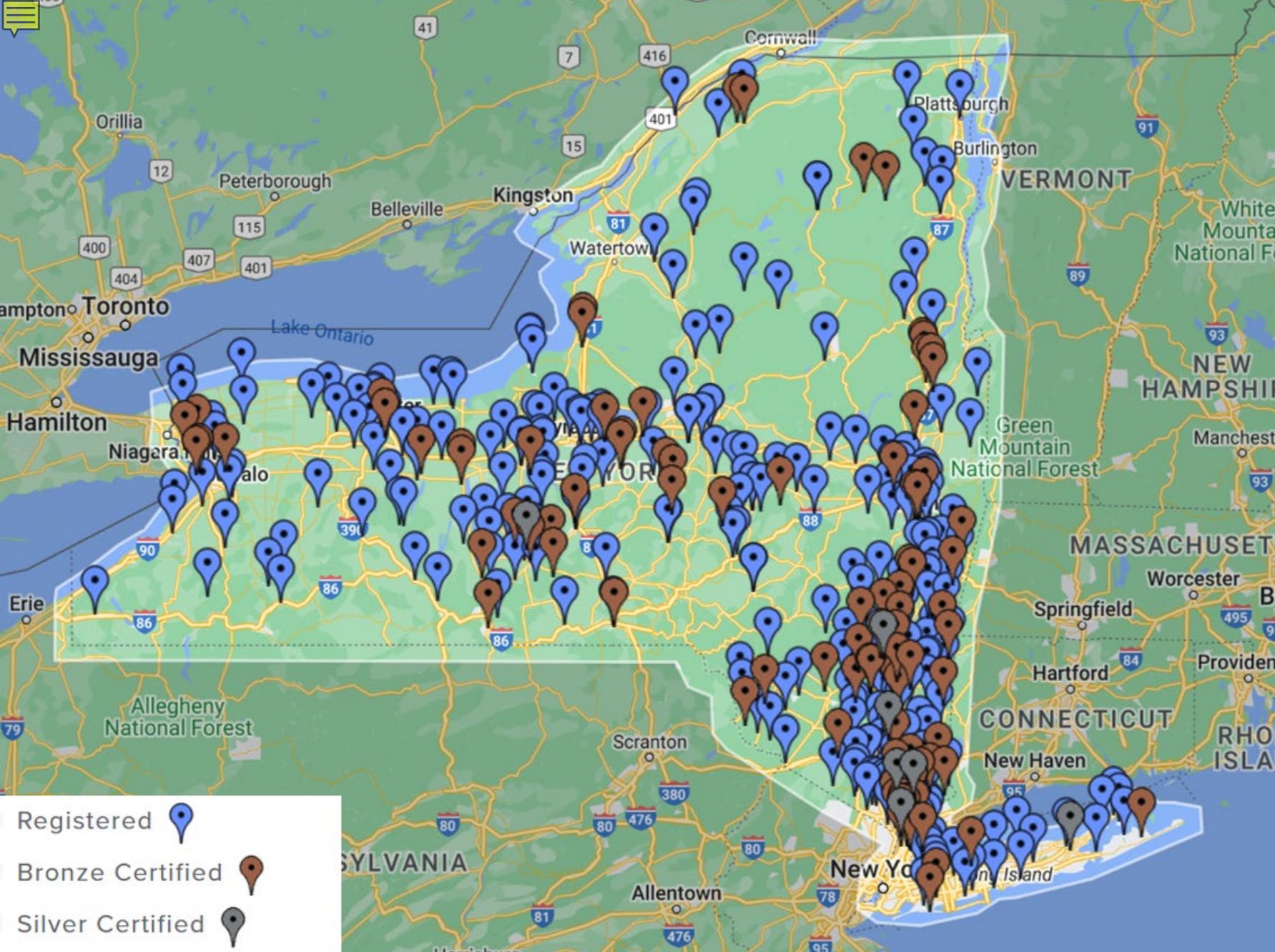
Village of Millbrook

Climate Smart Communities (CSC) Program

378
TOTAL
REGISTERED

118
CURRENTLY
CERTIFIED

3,816
ACTIONS
COMPLETED



Climate Smart Resiliency Planning Tool

	A	B	C	D
1	Section 2: Vulnerability & Risk Assessments	Yes	No	Notes
2	2.1 Does the municipality have a localized hazard risk and vulnerability assessment?	X		Yes, the Dutchess County Hazard Mitigation Plan update includes information specific to the Village of Millbrook. (Dutchess County Hazard Mitigation Plan; Section 9; Annex 9.25 Village of Millbrook; Table 9.25-3. Hazard Risk/Vulnerability Risk Ranking)
3	2.2 Have current and future climate hazards been identified?	X		Dutchess County Hazard Mitigation Plan; Section 9; Annex 9.25 Village of Millbrook; Table 9.25-3. Hazard Risk/Vulnerability Risk Ranking
4	2.3 Have potential risks been prioritized as follows?			
5	2.3.1 Likelihood of a given effect, e.g. virtually certain/already occurring, high, moderate, low	X		Yes. These events are categorized by the probability of occurrence (frequent or occasional) and hazard ranking (low, medium, high). (Dutchess County Hazard Mitigation Plan; Section 9; Annex 9.25 Village of Millbrook; Table 9.25-3. Hazard Risk/Vulnerability Risk Ranking)
6	2.3.2 Magnitude of consequence, e.g., disruption of internal operations, capital and operating costs, number of people affected, public health, economy, and environment.	X		Yes, the table references the estimate of potential dollar losses to structures that are vulnerable to the hazard. Dutchess County Hazard Mitigation Plan; Section 9; Annex 9.25 Village of Millbrook; Table 9.25-3. Hazard Risk/Vulnerability Risk Ranking
7	2.3.3 Are conditions identified that could amplify the effect of a hazard, e.g. storm surge inundation at a high tide or erosion of stabilized shorelines?		X	
8	2.4 Have municipal employees utilized any of the following vulnerability assessment modalities?			

The tool covers six planning areas that are key for climate resiliency:

Community
Plan Checklist

Risk and
Vulnerability
Assessments

Public Outreach
and
Engagement

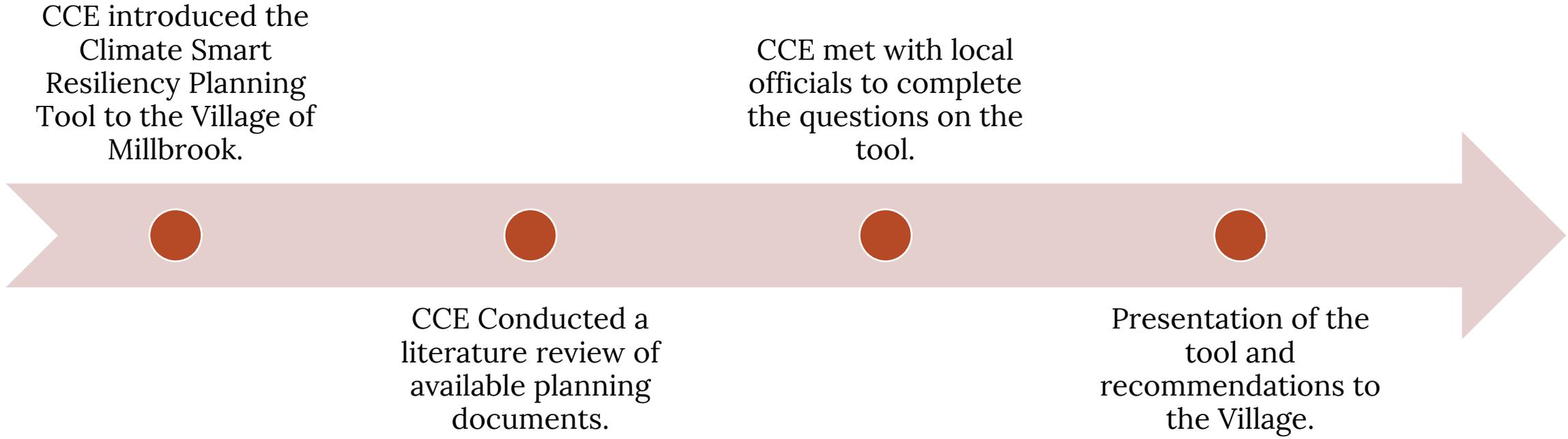
Planning
Integration

Disaster
Preparedness
and Recovery

Hazard
Mitigation
Implementation



CSRPT Process



Climate Resiliency Strengths



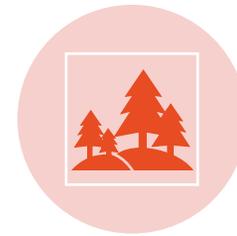
INTENT TO BECOME
CERTIFIED AS A CLIMATE-
SMART COMMUNITY.



MAINTAINS ACTIVE
COLLABORATION WITH
NEIGHBORING
MUNICIPALITIES.



ACTIVE PARTICIPANT IN
THE 2015 UPDATE OF THE
DUTCHESS COUNTY
HAZARD MITIGATION
PLAN.



ENGAGES IN WETLAND
OR RIPARIAN BUFFER
RESTORATION AND
PROTECTION.



PROACTIVELY SEEKS
GRANT FUNDING.

Recommendations

General

- The Village does not have an Evacuation Plan, Disaster Recovery Plan, or Long-term Recovery Plan. Consider encompassing evacuation and recovery plans into the existing Emergency Management Plan.

Priority

- Create an up-to-date emergency plan that:
 - Clearly defines the roles of municipal officials and emergency responders.
 - Incorporates data and predictions related to natural hazards,
 - Identifies known and potential hazard areas and evacuation routes out of those areas,
 - Provides actions to take during, immediately after, and long-term following a climate disaster.

Vulnerability and Risk Assessment

- Create maps to spatially define vulnerabilities to climate risks for vulnerable populations, buildings, infrastructure, or cultural resources.
- Conduct a complete vulnerability assessment detailing the consequences of current and future climate hazards.
 - **(PE7 Action: Climate Vulnerability Assessment, 4-16 pts)**

Public Outreach and Engagement

- Inform residents about available disaster resources through municipal website links, television, radio, and social media.
 - **(PE9 Action: Social Media, 3 pts)**
- Consider developing a public outreach plan focused on climate outreach and engagement.
 - **(PE9 Action: Climate Change Education and Engagement, 4-8 pts)**
- Create a webpage for the Climate Smart Millbrook Task Force on the current Village website (or consider developing a new website) .
 - **(PE9 Action: Local Climate Action Website, 3 pts)**
- Include information such as:
 - Efforts and accomplishments of the community to reduce Greenhouse Gas (GHG) emissions.
 - Information pertaining to storm/emergency preparedness and flood mitigation.



Integration of Municipal Plans

- When updating the Village Comprehensive Plan, include sustainability elements within its contents.
 - **(PE6 Action: Comprehensive Plan with Sustainability Elements, 3-21 pts)**
- Prepare an official source water protection plan considering climate change.
 - **(PE7 Action: Source Water Protection, 6-10 pts)**

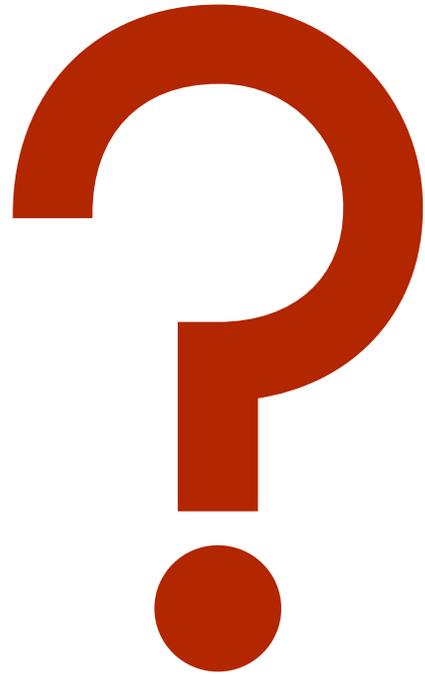


Disaster Preparedness and Recovery

- Encourage vulnerable residents to sign up for the Dutchess County Access & Functional Needs (AFN) Registry to ensure that resources can be planned accordingly during an emergency event.
- Create a Heat Emergency Plan. Be sure to designate cooling center locations where vulnerable populations can go and plan how the community will respond during a prolonged heat emergency.
 - **(PE7 Action: Heat Emergency Plan, 6 pts)**
- Formally designate cooling centers.
 - **(PE7 Action: Cooling Centers, 1-9 pts)**
- Create a formal evacuation plan with routes out of known climate hazard areas.

Hazard Mitigation Implementation

- Create a Government Operations Plan that sets reductions for greenhouse gas emissions generated by government operations.
 - **(PE2 Action: Government Operations Climate Action Plan, 12 pts)**
- Expand the use of county, state, and federal grant programs (when available) to implement mitigation and resiliency projects.



Questions?

Contact Information

Carolyn Klocker

**Environment and Energy Program
Leader**

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Gillian Mathews

Natural Resources Educator

gnm26@cornell.edu



Dutchess County Farm & Home Center
2715 Route 44
Millbrook, New York 12545

(845) 677-8223

MILLBROOK FIRE DEPARTMENT

APRIL 2023

72 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	11
EMS Call	53
Carbon Monoxide	1
Motor Vehicle Accident	5
Wires Down/Elec.	0
Brush Fire	0
Fires	1
Vehicle Fire	1
TOTALS:	72

EMS Responses	
NDP (49-79)	48
MFD Ambulance	5
MFD Members	47
Mutual Aid Given	
Fire	3
EMS	5
Mutual Aid Received	
Fire	0
EMS	6

V.M.P.D MONTHLY REPORT

APRIL 2023

88 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 17883-17971

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	3	NY State Police	6	Arrest	1	Suspicious Activity	1	Assist Citizen	6
Traffic Stops	6			Domestic	1	Lock Out	2	School Checks	11
Parking Tickets	6	Other Agencies	1	Harassment	1	Burglar Alarms	4	Open Door	1
Parking Complaints	8			Criminal Mischief	2	Mental Health	2	Foot Patrol	2
Hit & Run Accident	1	Fire Department	3	Attempted Fraud	2	Unattended Death	1	Palm Sunday Procession	1
Traffic Detail	1	EMS	14			Lost/Found Property	5		
Road Hazard						Animal	1		
		Town of Washington Court	3			Welfare Check	2		
		Millbrook Central School	2						



Compliance & Risk Report Reardon Briggs, WB

Start: 2023-04-18
End: 2023-04-25
Times: 0:00-23:59

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	74	14	1	0	89
1:00	30	Speed Display	50	6	1	0	57
2:00	30	Speed Display	61	6	0	0	67
3:00	30	Speed Display	28	0	0	0	28
4:00	30	Speed Display	86	17	0	0	103
5:00	30	Speed Display	227	16	0	0	243
6:00	30	Speed Display	533	40	0	0	573
7:00	30	Speed Display	1224	68	0	0	1292
8:00	30	Speed Display	1241	45	2	0	1288
9:00	30	Speed Display	1113	25	1	0	1139
10:00	30	Speed Display	1050	13	0	0	1063
11:00	30	Speed Display	1159	6	0	0	1165
12:00	30	Speed Display	1032	9	0	0	1041
13:00	30	Speed Display	1145	13	0	0	1158
14:00	30	Speed Display	1041	8	1	0	1050
15:00	30	Speed Display	1410	28	0	0	1438
16:00	30	Speed Display	1352	18	4	0	1374
17:00	30	Speed Display	1070	31	1	0	1102
18:00	30	Speed Display	938	33	0	0	971
19:00	30	Speed Display	628	18	0	0	646
20:00	30	Speed Display	476	9	0	0	485
21:00	30	Speed Display	317	18	0	0	335
22:00	30	Speed Display	264	10	2	0	276
23:00	30	Speed Display	91	13	1	0	105
Total			16610	464	14	0	17088

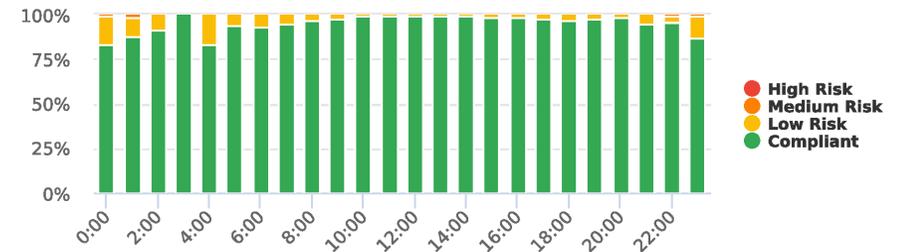


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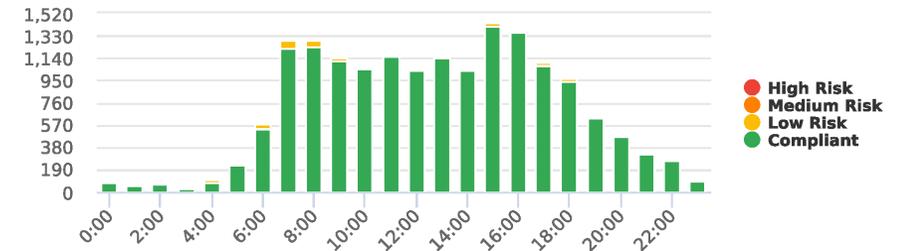
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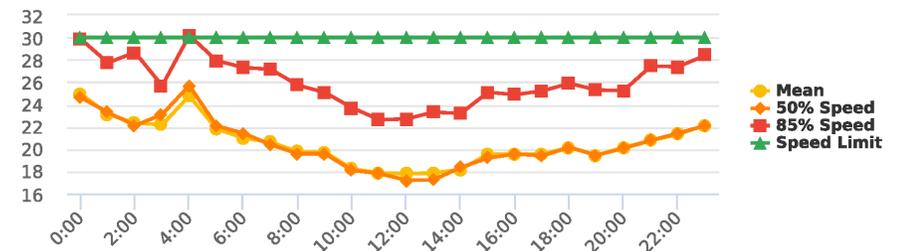
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds



Vehicle and Traffic Code – Chapter 220



**Discussion: Bus Traffic and Parking on
Alden Place- MCSD President Hartswick**

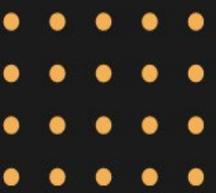


**Public Hearing on Local Law #2 of 2023
Chapter 220- V&T Code**

Resolution 2023-002 v.6 – Enacting Local Law 2
Resolution 2023-002.7 - Intent to Declare Lead Agency
and Determination of Significance in accordance with
the State Environmental Quality Review Act (SEQRA)

SEQRA Form 1

SEQRA Forms 2&3



BRUSH

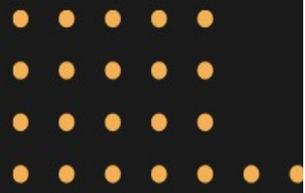
Pick-Up

APRIL 1 - MAY 31

PLUS the 2nd Monday in July, August & September

villageofmillbrookny.com/public-works/#brush

BRUSH PICK-UP DOES NOT
INCLUDE YARD CLEARING, TREE
REMOVAL OR LEAF PILES.



Public Works Monthly Report April 2023

- **DAILY BRUSH PICK-UP ENDS MAY 31ST**
- **Next Summer Brush Pick-Up Day: Monday July 10th**
- Removed sidewalk slab on Franklin Ave, put in topsoil and seeded
- Repaired streetlight on Franklin
- Took office furniture to dump
- Delivered Item 4 to VRI
- Trimmed trees at Village Hall
- Trimmed back bushes on Reservoir Dr
- Removed trees and brush from behind rear garage at village garage
- Mowed and trimmed all properties
- Put out flower barrels
- Picked up flowers and placed in barrels
- Did repairs to backhoe
- Replaced no parking sign on Church St
- Repaired scag mower

Monthly Water Report

April 2023

	April	March	February
Total Water Produced	4,512,970	4,553,330	4,210,760
Average Daily Flow	150,432	146,882	150,380
Peak Day Flow	210,870	228,510	210,640

Sampling Results:

	April	March	February
Total Coliform	Absent	Absent	Absent

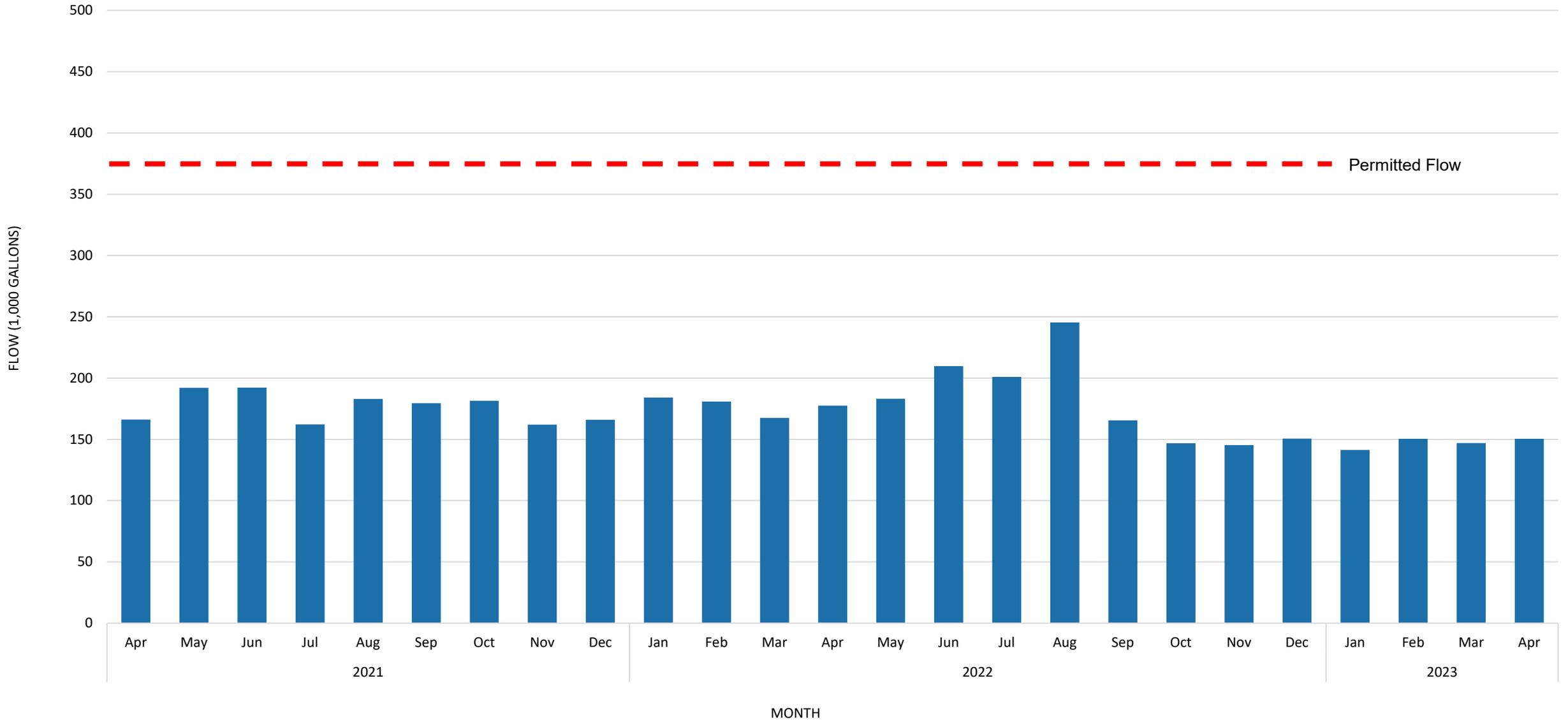
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Flushed all fire hydrants
3. Replaced broken curb valve at 18 Washington Ave
4. Repaired leak on curb valve at 3244 Rt 44
5. Replaced 1 water meter

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

April 2023

	April	March	February	Permit Limit
Total Effluent Flow	4,045,640	9,848,886	7,560,331	n/a
Average Daily Flow	134,900	317,700	243,900	n/a
12-Month Rolling AVG	183,000	196,000	181,000	250,000
Peak Daily Flow	237,918	491,525	648,343	n/a
Precipitation (<i>in. as liquid</i>)	5.0"	2.2"	2.0"	n/a

SPDES Permit Samples: (mg/l)

	April	March	February	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	100 %	99 %	99 %	85%
TKN as N	0.63 mg/l	0.7 mg/l	0.5 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	n/a	200/100 ml

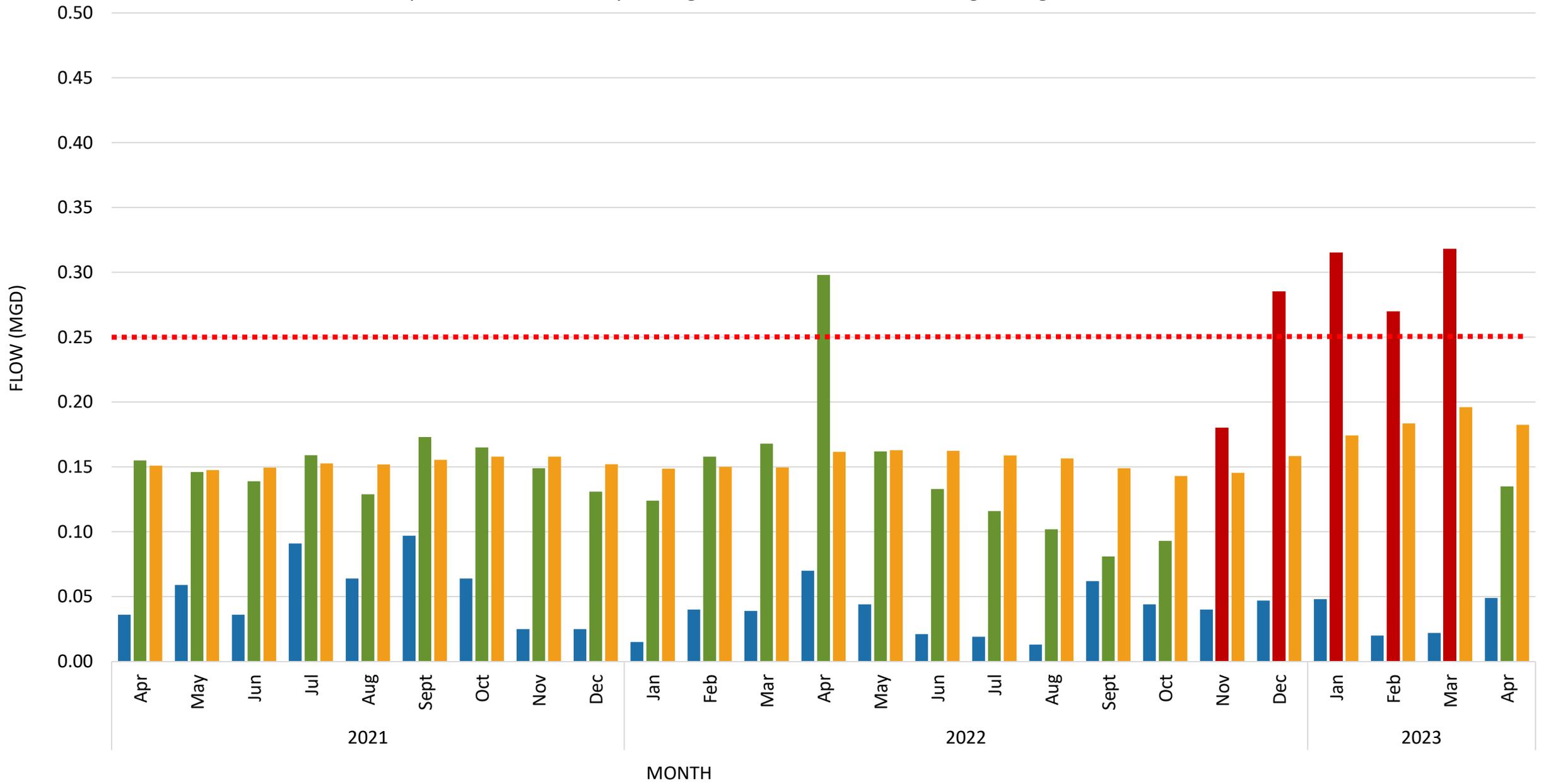
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. EarthCare hauled sludge
3. Flow Tech installed and calibrated new flow meter - all working properly now
4. Started cleaning filter beds

Millbrook WWTP

■ Precipitation
 ■ Monthly Average Flow
 ■ 12 Month rolling average flow
 ■ Inaccurate Flow Meter



Building Department Report: April 2023

Building Permits Issued	9
Sign Permit	0
Certificate of Occupancy	3
Certificate of Compliance	6
Certificate of Use	0
Municipal Searches	6
Outdoor Dining Permit	3
Total Fees Collected	\$ 2867.00

Notes:

Planning & ZBA

PB: Public Hearing held 04/10

ZBA: Public Hearing held 04/17

Treasurer's Report: Bank Balances - April 2023

	04/01/23	DEPOSITS	DISBURSED	INTEREST	04/30/23
TAX ACCOUNT	\$84,860.38	\$39,845.92	\$0.00	\$24.53	\$124,730.83
GENERAL FUND	\$547,078.80	\$23,396.97	\$266,926.35	\$86.47	\$303,635.89
WATER FUND	\$51,518.79	\$67,561.88	\$18,191.79	\$12.49	\$100,901.37
SEWER FUND	\$78,598.91	\$69,334.34	\$34,987.29	\$15.43	\$112,961.39
ACCOUNTS PAYABLE	\$15,120.00	\$203,231.45	\$194,283.01	\$0.00	\$24,068.44
ESCROW (PLANNING & ZONING)	\$3,000.00	\$500.00	\$0.00	\$0.00	\$3,500.00
HNL TRUST	\$26,648.85	\$0.00	\$0.00	\$4.38	\$26,653.23
MEDICAL DEDUCTIBLE	\$6,595.33	\$0.00	\$2,089.21	\$0.00	\$4,506.12
MILLBROOK RESTORATION	\$23,747.01	\$0.00	\$0.00	\$4.88	\$23,751.89
PAYROLL ACCOUNT	\$12,082.19	\$43,419.40	\$42,849.59	\$0.00	\$12,652.00
POLICE VEHICLE FUND	\$1,728.24	\$0.00	\$0.00	\$0.00	\$1,728.24
RESERVE FOR FIRE TRUCK	\$1,676.25	\$0.00	\$0.00	\$0.21	\$1,676.46
RETAINING WALL	\$2,001.50	\$0.00	\$0.00	\$0.00	\$2,001.50
WATER RESERVE	\$9,995.01	\$0.00	\$0.00	\$2.05	\$9,997.06
SEWER REERVE	\$22,033.92	\$0.00	\$0.00	\$4.53	\$22,038.45
TENNIS COURTS	\$301.88	\$0.00	\$0.00	\$0.06	\$301.94
THORNE TRUST	\$19,500.00	\$0.00	\$0.00	\$2.40	\$19,502.40
TREE REPLACEMENT PROGRAM	\$7,663.27	\$0.00	\$0.00	\$0.63	\$7,663.90
TRIBUTE GARDEN DONATIONS	\$10,081.87	\$0.00	\$0.00	\$2.07	\$10,083.94
TOTAL	\$924,232.20	\$447,289.96	\$559,327.24	\$160.13	\$812,355.05

Treasurer's Report: NYCLASS Balances - April 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
TAX ACCOUNT	\$ 202,979.94	\$ 0.00	\$ 0.00	\$ 784.02	\$ 2,937.38	\$ 203,763.96
WATER FUND	\$ 20,296.04	\$ 0.00	\$ 0.00	\$ 78.40	\$ 293.72	\$ 20,374.44
SEWER FUND	\$ 253,715.02	\$ 0.00	\$ 0.00	\$ 979.99	\$ 3,671.58	\$ 254,695.01
RESERVE FOR FIRE TRUCK	\$ 263,062.92	\$ 0.00	\$ 0.00	\$ 1,016.09	\$ 3,252.43	\$ 264,079.01
TOTAL	\$ 740,053.92	\$ 0.00	\$ 0.00	\$ 2,858.50	\$ 10,155.11	\$ 742,912.42

Average Monthly Yield: 4.6908%
YTD INCOME EARNED: \$ 10,155.11

Total Balances - April 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Month End Balance
BANK BALANCE	\$ 924,232.20	\$ 447,289.96	\$ 559,327.24	\$ 160.13	\$ 812,355.05
NYCLASS BALANCE	\$ 740,053.92	\$ 0.00	\$ 0.00	\$ 2,858.50	\$ 742,912.42
TOTAL	\$ 1,664,286.12	\$ 447,289.96	\$ 559,327.24	\$ 3,018.63	\$ 1,555,267.47

Clerk/Treasurer Highlights

- **Completed and passed 2023/2024 Budget**
- **Submitted required ARPA 2023 Report**
- **Completed Tax Cap and Constitutional Tax Limit Reports for State**
- **CHIPS will not do a special payment for VOM- will receive the money in June and book it to Prior Year**
- **Working with Senior Acct Clerk McLaughlin to prepare for new AFR**
- **2nd MBA Community Day Committee meeting will be May 16th – updates to follow**

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Peter Doro

Trustee Mike Herzog

Trustee Vicky Contino

Trustee Patrick Murphy





Next Board of Trustees Meeting:

Monthly Business Meeting

Wednesday, June 14, 2023 at 6:00 pm

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

20 Front Street, Millbrook

Streaming **LIVE** on [YouTube](#)
SUBSCRIBE NOW!