



Board of Trustees Meeting
July 12, 2023 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, July 12, 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:

- a. Minutes approval
- b. Voucher approval

3. Department Reports:

- a. DC Legislature update – Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – OIC Witt including police car bids
- d. Highway – Hwy Super Collocola
- e. Water & Sewer – VRI: S. Osborn including sewer lining bids
- f. Treasurer & Building Dept – Clerk Witt including PB resignation & nomination

4. Public Comments

5. Board Member Updates:

- a. Deputy Mayor Doro – STR's & tennis court repair
- b. Trustee Herzog – sidewalks & trees
- c. Trustee Contino - EV station & code update proposal
- d. Trustee Murphy – Village Hall front steps
- e. Mayor Collopy - Senior & Veteran tax exemption updates; BOE presentation

6. Next regular board meeting – Wednesday, 8/9/2023 - 6PM

7. Adjournment

Voucher Totals

July 12, 2023

Notes:

We will be paying the Marshall & Sterling insurance bill of \$78,356.93 after the meeting as we are waiting on the department breakdown of costs.

\$6,953 is Sewer Fund

\$2,920 is Water Fund

The remaining will come out of General Fund but will be distributed accordingly between Village & Fire.

Unpaid Vouchers

	22/23 FY	23/24 FY	TOTAL
General Fund	\$ 1,756.69	\$ 56,570.42	\$ 58,327.11
Water Fund	\$ 972.00	\$ 52,856.45	\$ 53,828.45
Sewer Fund		\$ 18,317.31	\$18,317.31
TOTALS:	\$ 2,728.69	\$ 127,744.18	\$ 130,472.87

MILLBROOK FIRE DEPARTMENT

JULY 2023

80 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	19
EMS Call	52*
Hazmat	1
Motor Vehicle Accident	3
Smoke Investigation	0
CO	2
Fires	0**
TOTALS:	80

* 55 including MVA response

** 1 mutual aid given fire

EMS Responses	
NDP (49-79)	55
MFD Ambulance	6
MFD Members	38
Mutual Aid Given	
Fire	3
EMS	5
Mutual Aid Received	
Fire	0
EMS	3*

* 3 for 2nd call in district

V.M.P.D MONTHLY REPORT

JUNE 2023

98 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18093-18191

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE			
Traffic Tickets	1	NYSP	5	Harassment	1	Mental Health	1	Funeral Detail	1
Parking Tickets	8	Millbrook Fire	3	Vandalism	2	Animal Complaint	2	Civil	1
Traffic Complaints	3	EMS	9	Fraud	2	Neighbor Dispute	1	Assist Citizen	1
Parking Complaints	10	Millbrook Central School	3	Domestic	1	Burglar Alarm	4	Property Check	1
Property Damage Accident	2	T/Washington Court	3	Order Protection Issued	1	Suspicious Activity	2	Welfare Check	2
Road Hazard	5					Information	1	911 Misdialed	1
						Lost/Found Property	3		
						Vehicle Lockout	2	School Checks	18
						Residential Lockout	1	Foot Patrols	13



Start: 2023-06-17
End: 2023-07-02
Times: 0:00-23:59

Compliance & Risk Report

church st betw hs & cemetary, NB

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	25	Speed Display	10	24	7	0	41
1:00	25	Speed Display	3	9	0	0	12
2:00	25	Speed Display	4	7	0	0	11
3:00	25	Speed Display	1	4	0	0	5
4:00	25	Speed Display	5	11	2	0	18
5:00	25	Speed Display	10	59	6	0	75
6:00	25	Speed Display	27	139	13	0	179
7:00	25	Speed Display	90	647	87	3	827
8:00	25	Speed Display	130	590	69	2	791
9:00	25	Speed Display	140	568	55	0	763
10:00	25	Speed Display	142	597	66	0	805
11:00	25	Speed Display	136	637	97	2	872
12:00	25	Speed Display	131	607	81	1	820
13:00	25	Speed Display	135	530	72	0	737
14:00	25	Speed Display	150	622	89	1	862
15:00	25	Speed Display	122	625	87	0	834
16:00	25	Speed Display	116	626	82	1	825
17:00	25	Speed Display	128	660	81	2	871
18:00	25	Speed Display	141	582	71	0	794
19:00	25	Speed Display	76	328	48	1	453
20:00	25	Speed Display	60	251	27	0	338
21:00	25	Speed Display	58	136	13	0	207
22:00	25	Speed Display	41	76	14	0	131
23:00	25	Speed Display	6	51	4	0	61
Total			1862	8386	1071	13	11332



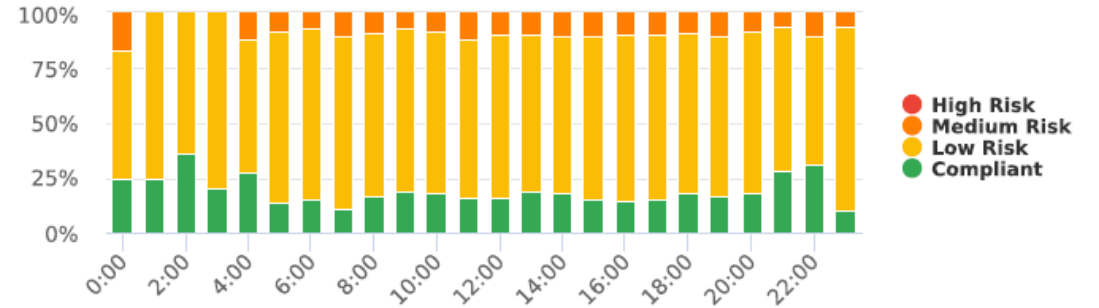
Start: 2023-06-17
End: 2023-07-02
Times: 0:00-23:59

Compliance & Risk Report

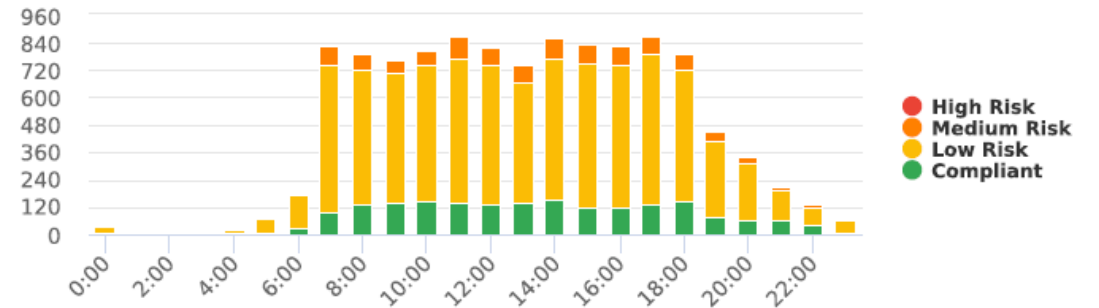
church st betw hs & cemetary, NB

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

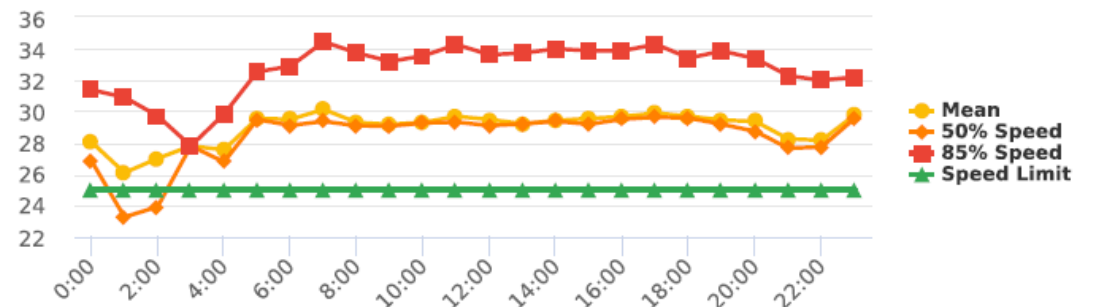
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds



Daily Brush Pick-Up Has Ended!

Summer Brush Pick-Up Dates

Monday, July 10

Monday, August 14

Monday, September 11

villageofmillbrookny.com/public-works/#brush

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

Public Works Monthly Report June 2023

1. **Next Summer Brush Pick-Up Day: Monday August 14th**
2. Mowed and trimmed all village properties
3. Installed AC units in Village Hall
4. Installed new Batteries in 2011 dump
5. Took down tree limbs at sewer plant
6. Trimmed low tree branches throughout village
7. Began removing and replacing signage throughout village
8. Repaired catch basin on Maple Ave
9. Trimmed low hanging branches on Franklin Ave
10. Removed Barrels from Franklin Ave
11. Painted 10 min parking lines on Washington and Church Street
12. Assisted VRI with unloading materials
13. Patched potholes
14. Removed dead deer from roadway
15. Water sealed base of Village Hall at Handicap ramp
16. Church St, Dineen, Nine Partners all roadside mowed
17. Picked up street garbage
18. Put out and picked up garbage pails for parade
19. Remove down tree from Nine Partners Road during rainstorm
20. Cleared plugged catch basins throughout village

Monthly Water Report

June 2023

	June	May	April
Total Water Produced	5,098,155	4,893,630	4,512,970
Average Daily Flow	169,939	157,859	150,432
Peak Day Flow	242,629	215,375	210,870

Sampling Results:

	June	May	April
Total Coliform	Absent	Absent	Absent

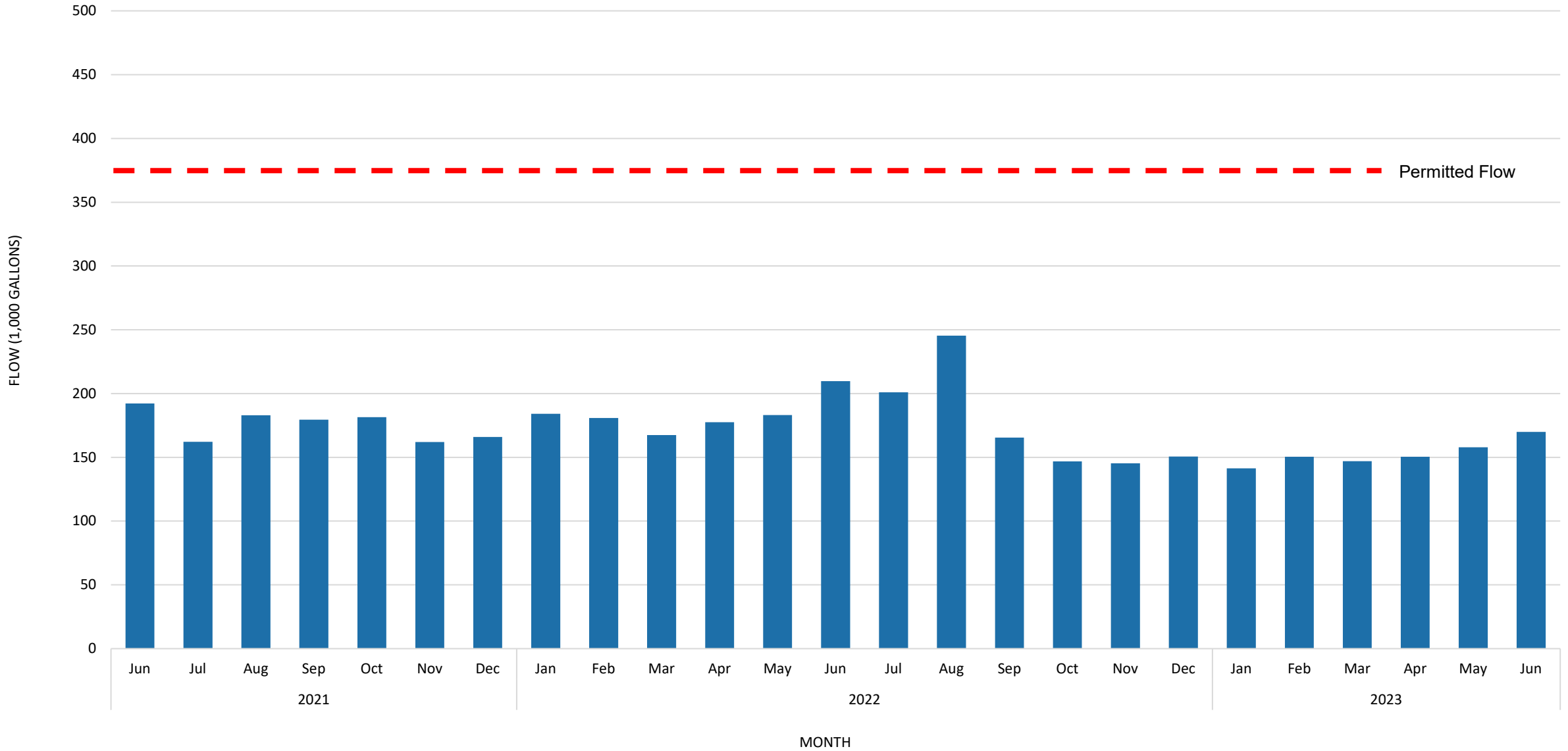
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters
3. Replaced curb box on County House Rd
4. Water leak on County House Rd repaired by owner
5. Replaced fire hydrants on Washington and Franklin
6. Replaced 6 curb valves on Reservoir and moved off the road

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

June 2023

	June	May	April	Permit Limit
Total Effluent Flow	3,317,705	4,371,694	4,045,640	n/a
Average Daily Flow	110,600	141,000	134,900	n/a
12-Month Rolling AVG	179,000	181,000	183,000	250,000
Peak Daily Flow	147,600	292,946	237,918	n/a
Precipitation (<i>in. as liquid</i>)	4.8"	1.5"	5.0"	n/a

SPDES Permit Samples: (mg/l)

	June	May	April	Permit Limit
BOD	4 mg/l	4 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	98 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	100 %	85%
TKN as N	0.9 mg/l	0.8 mg/l	0.63 mg/l	8 mg/l
Fecal Coliform	2/100 ml	2/100 ml	n/a	200/100 ml

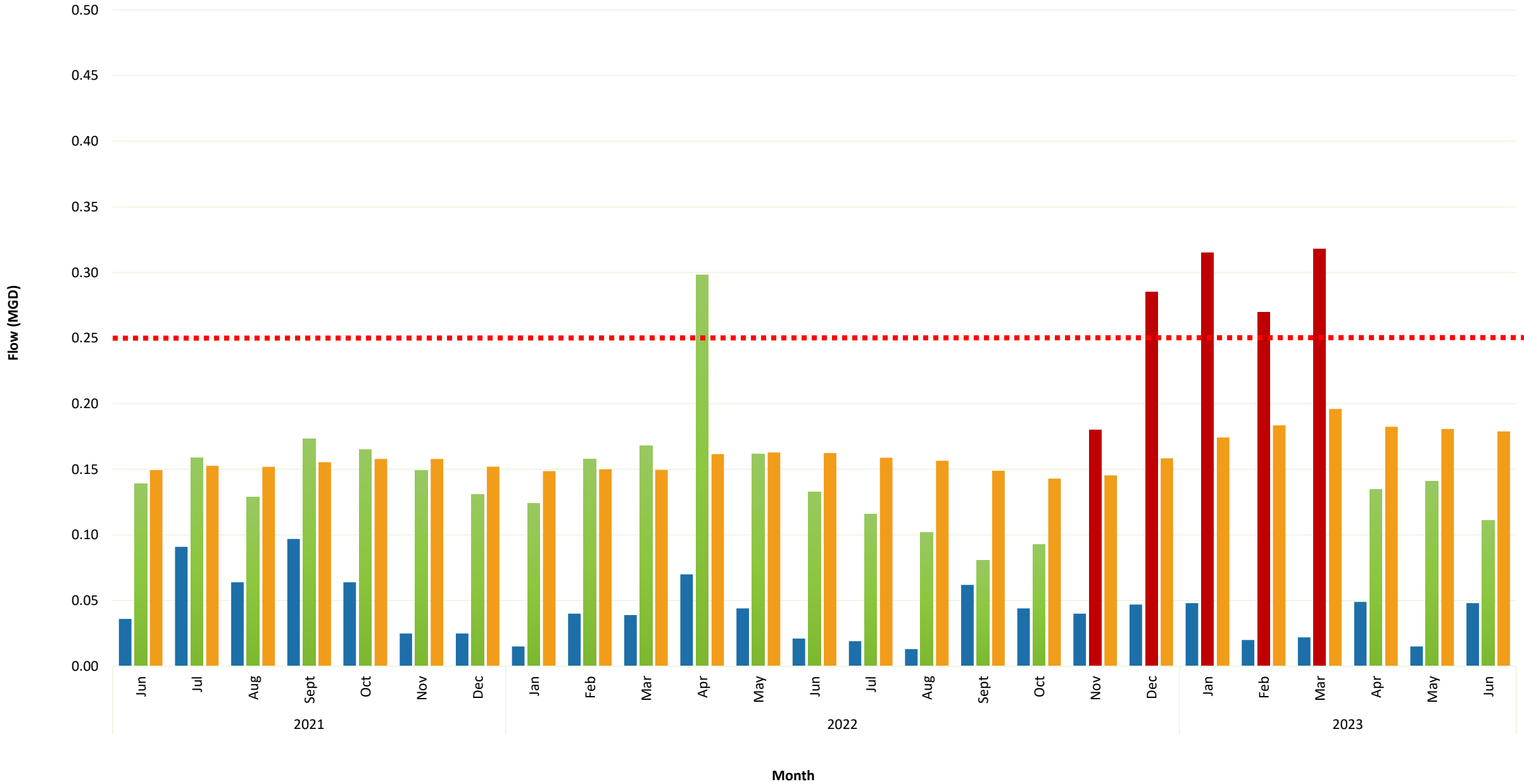
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. EarthCare hauled dry sludge
3. Met with Delaware and Bob to review plan for Bennett PS
4. Cleaned sludge drying beds
5. Bids for Sewer Main Lining

Millbrook WWTP

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



Resolution #2023-006- Adopted July 12, 2023
VILLAGE OF MILLBROOK

WWTP UPGRADE PROJECT

Board Resolution – WIIA Funding Application

WHEREAS, The Village of Millbrook, New York (hereinafter the “Village”) has established the public benefit of the Wastewater Treatment Plant Upgrade Project (hereinafter the “Project”); and

WHEREAS, the Project includes rehabilitation and upgrade of the existing equipment at the WWTP (hereinafter the “Project”); and,

WHEREAS, the Village has the opportunity to apply for grant funds from the NYS Water Infrastructure Improvement Act (WIIA) which may fund up to \$25 million or 25% of the total project costs; and,

WHEREAS, the total Project cost is estimated at \$7,350,000; and,

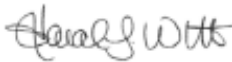
WHEREAS, the Village is prepared to contribute matching funds through the Clean Water State Revolving Fund loan program; and,

THEREFORE, BE IT RESOLVED THAT

1. The Village of Millbrook is authorized to submit the WIIA grant application.
2. The Mayor of the Village of Millbrook is authorized to sign the WIIA grant application.
3. The Village agrees to provide the matching funds required for the WIIA project through the Clean Water State Revolving Fund loan program.

Mayor Collopy	Aye	___	Nay	___
Deputy Mayor Doro	Aye	___	Nay	___
Trustee Herzog	Aye	___	Nay	___
Trustee Contino	Aye	___	Nay	___
Trustee Murphy	Aye	___	Nay	___

The resolution was thereupon duly adopted on July 12, 2023.



Sarah Witt, Clerk, Village of Millbrook

Building Department Report: June 2023

Building Permits Issued	2
Sign Permit	0
Certificate of Occupancy	2
Certificate of Compliance	1
Certificate of Use	0
Municipal Searches	1
Outdoor Dining Permit	0
Total Fees Collected	\$1825.00

Notes:

Planning & ZBA

PB: Meeting 7/10- "House of Stefas"

ZBA:

Treasurer's Report: Bank Balances - June 2023

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned YTD	Month End Balance
TAX ACCOUNT	\$ 21.06	\$ 979,664.51	\$ 696.95	\$ 84.10	\$ 232.81	\$ 979,072.72
GENERAL FUND	\$ 186,346.56	\$ 114,987.77	\$ 181,664.77	\$ 28.89	\$ 261.83	\$ 119,698.45
WATER FUND	\$ 119,072.82	\$ 4,300.74	\$ 26,468.91	\$ 22.28	\$ 97.43	\$ 96,926.93
SEWER FUND	\$ 103,250.52	\$ 2,019.37	\$ 32,031.64	\$ 18.20	\$ 121.22	\$ 73,256.45
ACCOUNTS PAYABLE	\$ 22,418.40	\$ 172,630.14	\$ 175,482.89	\$ -	\$ -	\$ 19,565.65
ESCROW (PLANNING & ZONING)	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
HNL TRUST	\$ 26,657.76	\$ -	\$ 13,167.84	\$ 3.93	\$ 30.60	\$ 13,493.85
MEDICAL DEDUCTIBLE	\$ 3,064.43	\$ 24,000.00	\$ 1,201.37	\$ -	\$ -	\$ 25,863.06
MILLBROOK RESTORATION	\$ 23,756.93	\$ -	\$ -	\$ 4.88	\$ 29.43	\$ 23,761.81
PAYROLL ACCOUNT	\$ 21,602.57	\$ 43,893.43	\$ 53,089.42	\$ -	\$ -	\$ 12,406.58
POLICE VEHICLE FUND	\$ 1,728.24	\$ -	\$ -	\$ -	\$ -	\$ 1,728.24
RESERVE FOR FIRE TRUCK	\$ 1,676.67	\$ -	\$ -	\$ 0.21	\$ 2.57	\$ 1,676.88
RETAINING WALL	\$ 2,001.50	\$ -	\$ -	\$ -	\$ -	\$ 2,001.50
WATER RESERVE	\$ 9,999.19	\$ -	\$ -	\$ 2.05	\$ 12.39	\$ 10,001.24
SEWER REERVE	\$ 22,043.13	\$ -	\$ -	\$ 4.53	\$ 27.31	\$ 22,047.66
TENNIS COURTS	\$ 302.00	\$ -	\$ -	\$ 0.07	\$ 0.38	\$ 302.07
THORNE TRUST	\$ 19,504.89	\$ -	\$ -	\$ 2.40	\$ 14.50	\$ 19,507.29
TREE REPLACEMENT PROGRAM	\$ 7,664.55	\$ -	\$ -	\$ 0.63	\$ 2.71	\$ 7,665.18
TRIBUTE GARDEN DONATIONS	\$ 10,086.09	\$ -	\$ 1,496.00	\$ 1.91	\$ 12.34	\$ 8,592.00
TOTAL	\$ 584,697.31	\$ 1,341,495.96	\$ 485,299.79	\$ 174.08	\$ 845.52	\$ 1,441,067.56

Treasurer's Report: NYCLASS Balances - June 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
RESERVE FOR FIRE TRUCK	\$ 265,168.22	\$ -	\$ -	\$ 1,067.75	\$ 5,409.39	\$ 266,235.97
TAX ACCOUNT	\$ 304,684.72	\$ -	\$ -	\$ 1,226.88	\$ 5,085.02	\$ 305,911.60
WATER FUND	\$ 25,467.82	\$ -	\$ -	\$ 102.55	\$ 489.65	\$ 25,570.37
SEWER FUND	\$ 340,670.93	\$ -	\$ -	\$ 1,371.75	\$ 6,019.25	\$ 342,042.68
TOTAL	\$ 935,991.69	\$ -	\$ -	\$ 3,768.93	\$ 17,003.31	\$ 939,760.62

Average Monthly Yield: 4.8897 %
YTD INCOME EARNED: \$ 17,003.31

Total Balances - June 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Month End Balance
BANK OF MILLBROOK	\$ 584,697.31	\$ 1,341,495.96	\$ 485,299.79	\$ 174.08	\$ 1,441,067.56
NYCLASS	\$ 935,991.69	\$ -	\$ -	\$ 3,768.93	\$ 939,760.62
TOTAL	\$ 1,520,689.00	\$ 1,341,495.96	\$ 485,299.79	\$ 3,943.01	\$ 2,380,828.18

Clerk/Treasurer Highlights

Taxes Collected: \$1,116,179.53

Taxes Outstanding: \$53,445.35 (35 bills unpaid)

Sent out Town SBA Invoices

Started AFR/AUD Report with Karen

Received CHIPS money on June 23, 2023 in the amount of \$88,099.51

§ 230-30 B- Bed-and-Breakfast Establishments and Room Rental Homes

A bed-and-breakfast establishment may be allowed in an owner-occupied single-family dwelling and a room rental home may be allowed in an owner-occupied single- or two-family dwelling, subject to applicable special permit and site plan approvals and compliance with the following standards:

- A. Each bed-and-breakfast establishment or room rental home shall be designed, maintained, and operated to preserve and complement the residential appearance of the site and the existing character of the surrounding area.
- B. A registered resident host of the property shall live on the site throughout the visitors' stay and supervise guests so as not to disrupt the neighborhood.
- C. The guest rooms shall be limited to the principal dwelling and/or one accessory building. Any guest room in an accessory building shall have sanitary facilities.
- D. No guest shall stay for a period more than 30 days.
- E. The owner shall collect and preserve registration records for a minimum of three years.
- F. The owner or resident host may serve breakfast to guests, but a public dining room, restaurant, bar, or other commercial use is prohibited.
- G. Off-street parking shall be located behind the front plane of the principal structure and shall be consistent with the residential character of the site. Parking shall be consistent with § 230-16 and Table J.
- H. One identification sign is permitted, not to exceed four square feet in area and five feet in height and shall be otherwise in compliance with §230-20, Signs and supporting structures.
- I. The owner shall give reasonable access for inspections to be conducted to ensure compliance with the provisions of this chapter and the New York State Building



§ 230-30 A Short-Term Rental

- A. Purpose. The purpose of this section is to establish a set of regulations applicable to non-hosted short-term rentals of residential property. These regulations are in addition to all other provisions of this chapter. In the adoption of these standards the Board of Trustees find that non-hosted short-term rentals have the potential to be incompatible with surrounding residential uses, especially when several are concentrated in the same area, thereby having the potential for a deleterious effect on the adjacent full-time residents. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding residential uses and will not act to harm and alter the neighborhoods they are located within.
- B. Definition. A non-hosted single-family or two-family dwelling, or an accessory dwelling unit, in which at least one and not more than three bedrooms are for overnight accommodation, the rates for which including lodging only, and in which no public restaurant is maintained, and no other commercial services are offered. A qualifying property must be the owner's primary residence.
- C. A short-term rental may be allowed subject to an application for a permit, renewable on an annual basis, and compliance with the following standards:
- (1) Permits issued for short-term rentals shall be limited to a maximum of 15 within the Village decided by public lottery on an annual basis. No permit may be allowed for any lot located within two lots from a lot where a current permit has been issued from a public lottery draw. Notice of the application prior to issuance of a permit shall be provided to adjoining property owners within 250 feet of the property on which the permit has been issued.
 - (2) The property shall be designed, maintained, and operated to preserve and complement the residential appearance of the site and the existing character of the surrounding area. There shall be no change permitted to the residential character of the outside appearance of the building, either using colors, materials, or lighting.



§ 230-30 A Short-Term Rental

(3) An owner leaving Dutchess County overnight during the rental period must engage the services of agent with the right to enter and maintain possession of the dwelling. This agent must be available 24 hours a day to respond to tenant and neighborhood concerns and be capable of responding within two hours of notification from the Village.

(4) There shall be no more than six occupants as lodgers at any given time, with a maximum of two occupants per bedroom.

(5) The guest bedrooms shall be limited to the principal dwelling and/or one accessory building. Any guest room in an accessory building shall have sanitary facilities within that accessory building approved by the applicable authority.

(6) Short-term rentals are limited to 16 days in any one calendar year and there must be a seven-day period of no rental activity between rentals. A "rental day" shall be deemed to mean any day that the property is occupied for rental overnight.

(7) The owner shall collect and preserve registration records for a minimum of three years and make them available for inspection upon request of the Code Enforcement Officer.

(8) Parking shall be consistent with § 230-16 and Table J(1). Any required additional parking shall not be allowed in front of a principal structure by expanding use of an existing driveway.

(9) A Village-issued registration plaque must be displayed on the front of the dwelling and a copy of the permit must be displayed within the interior during the duration of its validity. Other than the plaque, the availability of the rental to the public shall not be advertised on the premises.

(10) If a property owner advertises their rental, the Village permit number must be included in the listing.



§ 230-30 A Short-Term Rental

(11) An annual satisfactory inspection from the Code Enforcement Officer is mandatory prior to issuance of a permit. The owner shall give reasonable access for inspections to be conducted to ensure compliance with the provisions of the Village of Millbrook Code, the NYS Uniform Fire Protection and Building Code and Department of Health Code.

(12) All guests are subject to the provisions of §230-14, General performance standards, and of the enforcement provisions of § 230-15. The owner/agent is responsible for informing each guest of these provisions.

(13) A property found not to follow any section of this law will be subject to a monetary fine in accordance with the schedule below, in addition to any and all applicable remedies and penalties found in § 230-14 that do not conflict with this section.

(a) A \$1,000 fine will be assessed for the first offense.

(b) A second violation will result in the revocation of the permit, or if the property is operating without a permit the owner will be prohibited from reapplying for any permit.

(14) At the time of passage of this law, property owners operating a short-term rental in violation of the above-listed standards will be given a ninety-day grace period in which to apply for a permit.





VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK, NY 12545
TEL: 845-677-3939 FAX: 845-677-3972 VILLAGEOFMILLBROOKNY.COM

TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

Date: August 2023

Village Board of Trustees
35 Merritt Ave
Millbrook NY, 12545
Re: Short Term Rentals (STR)

According to the new Short-Term Rental (STR) Law Section 3 (A):

A STR may be allowed subject to an application for a permit, renewable on an annual basis.

Permits issued for STRs shall be limited to a maximum of fifteen (15) within the Village (decided by a public lottery on an annual basis). No permit may be allowed for any lot located within two (2) lots from where a current permit has been issued from a public lottery draw. Notice of the application prior to issuance of a permit shall be provided to adjoining property owners within 250 feet of the property on which the permit has been issued.

Please be advised:

- Applications will be accepted starting [START DATE- END DATE]
- If there are fifteen (15) or more applications, there will be a lottery public drawing on [DATE]
- There are only fifteen (15) STR applications for the year [YEAR]. If there are less than fifteen (15) applications during open enrollment, then the applications will be accepted on a first-come, first-served basis until the fifteenth (15th) application has been issued. *(No other applications will be accepted for the [YEAR] season)*

Thank you,
Village Zoning Code Department



VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK, NY 12545
TEL: 845-677-3939 FAX: 845-677-3972 VILLAGEOFMILLBROOKNY.COM

TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

SHORT TERM RENTAL APPLICATION

COMPLETED APPLICATION, FEES, AND ALL REQUIRED DOCUMENTATION MUST BE PROVIDED AT THE TIME OF SUBMISSION.

APPLICANT INFORMATION

NAME: _____
ADDRESS: _____
MAILING ADDRESS: _____
E-MAIL: _____ PHONE NO.: _____
EMERGENCY CONTACT NAME AND PHONE NO.: _____

PROPERTY INFORMATION

STREET ADDRESS: _____
GRID NUMBER: _____
RESIDENCE (CHECK ONE): ONE FAMILY TWO FAMILY THREE FAMILY
TOTAL NUMBER OF DWELLING UNITS: _____
NUMBER OF STORIES & YEAR STRUCTURE WAS BUILT: _____
TOTAL NUMBER OF PAKING SPACES: _____
SEWER (CHECK ONE): MUNICIPAL ON-SITE SEPTIC SYSTEM

REQUIRED DOCUMENTATION WITH APPLICATION:

- SITE PLAN OF PROPERTY
- PHOTOGRAPH OF STRUCTURE
- FLOOR PLAN (DRAWN TO SCALE)
- PROOF OF PROPERTY OWNERSHIP
- COPY OF DRIVER'S LICENSE
- NON-REFUNDABLE \$500 FEE- THIS FEE INCLUDES THE 1st FIRE INSPECTION

-
- Once the application is received and determined to be completed, the Code Enforcement Officer will review submitted documents for compliance (additional information may be requested).
 - Once the application is approved you will be notified by the Code Official or the Village Fire Inspector to schedule a Fire-Safety Inspection.
 - Once the Code Official or Fire Inspector has completed the required inspection and deems the structure compliant, you may visit the Building/Zoning Department for your Certificate of Occupancy (C of O) and a Registration Plaque to operate a STR.
 - The CofO to operate a STR is valid for one {1} year from date of issuance. The CofO must be renewed and approved on an annual basis to continue to operate an STR. Failure to renew annually will result in a monetary fine explained in sub-section (M).
(CONT ON PAGE 3)



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TEL: 845-677-3939 FAX: 845-677-3972 VILLAGEOFMILLBROOKNY.COM

TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

I hereby certify and acknowledge by my initials and signature below the following:

- _____ * The applicant is complete and accurate.
- _____ * I have received and understand the applicable STR Zoning Ordinance
- _____ * I am the owner and reside at the subject property making me owner-occupied.
- _____ * A register including names, addresses and dates of occupants shall be made available to the Village Code Official and records must be kept for a minimum of 3 years.
- _____ * An annual Fire Safety inspection is required- \$150 for each inspection after the first year.

Signature (Prospective Owner-Operator)

Sworn to me this _____ day of _____, 20_____

Notary Stamp:

Notary Public Signature

OFFICE USE ONLY

DATE: _____ APPROVED: _____ DENIED*: _____

*REASON FOR DENIAL: _____

SIGNATURE/ CODE ENFROEMENT OFFICER

Short Term Rental Law:

(1) Purpose. The purpose of this section is to establish a set of regulations applicable to publicly advertised non-hosted short-term rentals of residential property. These regulations are in addition to all other provisions of this Chapter. In the adoption of these standards the Board of Trustees find that non-hosted short-term rentals have the potential to be incompatible with surrounding residential uses, especially when several are concentrated in the same area, thereby having the potential for a deleterious effect on the adjacent full-time residents. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding residential uses and will not act to harm and alter the neighborhoods they are located within.

(1) Definition. A non-hosted single-family or two-family dwelling, or an accessory dwelling unit, in which at least one and not more than three bedrooms are publicly advertised for overnight accommodation, the rates for which include lodging only, and in which no public restaurant is maintained, and no other commercial services are offered. A qualifying property must be the owner's primary residence and be owner occupied for at least 260 days each calendar year.

(2) A short-term rental may be allowed subject to an application for a permit, renewable on an annual basis, and compliance with the following standards:

A. Permits issued for short-term rentals shall be limited to a maximum of fifteen (15) within the Village decided by lottery on an annual basis. No permit may be allowed for any lot located within two (2) lots from a lot where a current permit has been issued from a lottery draw.

B. The property shall be designed, maintained, and operated to preserve and complement the residential appearance of the site and the existing character of the surrounding area. There shall be no change permitted to the residential character of the outside appearance of the building, either using colors, materials, or lighting.

C. An owner leaving Dutchess County overnight during the rental period must engage the services of agent with the right to enter and maintain possession of the dwelling. This agent must be available twenty-four (24) hours a day to respond to tenant and neighborhood concerns and be capable of responding within two hours of notification from the Village.

D. There shall be no more than six occupants as lodgers at any given time, with a maximum of two occupants per bedroom.

E. The guest bedrooms shall be limited to the principal dwelling and/or one accessory building. Any guest room in an accessory building shall have sanitary facilities within that accessory building approved by the applicable authority.

F. Short term rentals are limited to sixteen (16) days in any one calendar year and no more than one rental is allowed within a seven (7) consecutive day period.

G. The owner shall collect and preserve registration records for a minimum of three years.

H. Parking shall be consistent with Section 120-16 and Table 3. Any required additional parking shall not be allowed in front of the principal structure by expanding use of an existing driveway.

I. If a property owner publicly advertises their dwelling, copy of the permit must be displayed within the interior during the duration of its validity. The availability of the rental to the public shall not be advertised on the premises.

J. If a property owner publicly advertises their rental, the Village permit number must be included in the listing.

K. An annual satisfactory inspection from the Code Enforcement Officer is mandatory prior to issuance of a permit. The owner shall give reasonable access for inspections to be conducted to ensure compliance with the provisions of the Village of Millbrook Code, the NYS Uniform Fire Protection and Building Code and Department of Health Code.

L. All guests are subject to the provisions of Section 120-13, the General Performance Standards, and of the enforcement provisions of Section 120-62. The owner/agent is responsible for informing each guest of these provisions.

M. A property found not to be in compliance with any section of this law will be subject to a monetary fine in accordance with the schedule below, in addition to any and all applicable remedies and penalties found in Section 120-62 that do not conflict with this section.

1. A one thousand-dollar (\$1,000.00) fine will be assessed for the first offense.

2. A two thousand-dollar (\$2,000.00) fine will be assessed for the second offense.

3. A third violation will result in the revocation of the permit, or if the property is operating without a permit the owner will be prohibited from applying.

N. At the time of passage of this law, property owners operating a short-term rental in violation of the above listed standards will be given a ninety (90) day grace period in which to apply for a permit.

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, August 9, 2023 at 6:00 pm

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

20 Front Street, Millbrook

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