



Board of Trustees Meeting
August 9, 2023 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, August 9, 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
- c. Request to move next BoT meeting 1 week to 9/20/2023

3. Department Reports:

- a. Parade of Lights – C. Collopy
- b. DC Legislature update – DC Legislator Houston
- c. Fire & Rescue – Chief Boscardin, President Rochfort
- d. Police – OIC Witt
- e. Highway – Hwy Super Collocola
- f. Sidewalk Project – Trustee Herzog
 - Review of bids – T. Harvey, Rennie Engr
 - Up-front funding options – Sr Acct Clerk McLaughlin
 - Board approval of STC trees for replacement – Trustee Herzog
- g. Water & Sewer – S. Osborn, VRI
 - Sewer pump station status – Mayor Collopy
- h. Treasurer & Building Dept – Deputy Clerk Zeko
 - PB resignation & nomination
- i. Resolution to increase senior & veteran tax exemption – Mayor Collopy
- j. Resolution to introduce short term rental code – Mayor Collopy

4. Public Comments

5. Board Member Updates:

- a. Deputy Mayor Doro – absent
- b. Trustee Herzog – Resolution for greenhouse gas inventory & NRI presentation 9/21
- c. Trustee Contino – EV station & code update proposal
- d. Trustee Murphy – Village Hall front steps
- e. Mayor Collopy – Old dump for sale/auction

6. Next regular board meeting – Wednesday, 9/13/2023 or 9/20/2023

7. Adjournment

Voucher Totals

August 9, 2023

Notes:

- 7/25/23: Paid Highway Dump Bond payment 3 of 4 that was due 7/22
- 7/25/23: Paid Oil Spill Bond that was due 8/2
- All vouchers were paid for out of the current fiscal year.

Unpaid Voucher Totals

	23/24 FY	Bond Payments 7/25
General Fund	\$152,874.25	\$81,066.50
Water Fund	\$26,738.10	
Sewer Fund	\$23,337.78	
TOTALS:	\$202,950.13	\$81,066.50

MILLBROOK FIRE DEPARTMENT

JULY 2023

112 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	19
EMS Call	72
EMS Standby	1
Carbon Monoxide	0
Motor Vehicle Accident	6
Wires Down/Elec.	5
Brush Fire	0
Fires	1
Lockout	4
Pump Detail	3
Trash Fire	1
TOTALS:	112

EMS Responses	
NDP (49-79)	64
MFD Ambulance	1
MFD Members	52
Mutual Aid Given	
Fire	2
EMS	8
Mutual Aid Received	
Fire	0
EMS	8

V.M.P.D MONTHLY REPORT

JULY 2023

62 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18192-18254

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Tickets	2	NYSP	1	Domestics	3	Animal	2	Property Check	1
Traffic Complaints	5	MFD	1	Larceny	1	Burglar Alarm	5	Assist Citizen	1
Property Damage Accidents	2	EMS	13	Attempted Fraud	1	Lost/Found Property	3	School Check	10
Disabled Vehicle	1	COURT	3			Lockout	2	Foot Patrol	15
						FOIL	2	Fireworks Detail	1
						911 Misdialed	1	Block Party & Parade	3

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 August 2023

1. **Next Summer Brush Pick-Up Day: Monday August 14th**
2. Began placing and replacing signage throughout village
3. Removed down tree from Harts Village Rd
4. Cut back hedges and guard rail brush on Harts village
5. Shoveled gravel off of several streets caused by rain washouts
6. Weed killed along curbs throughout village
7. Cut back bushes on Church St
8. 5 trees removed by Out on a Limb, 3 on Maple, 2 on Elm also stumps removed
9. Removed tree that was taken down on Maple by Central Hudson
10. Serviced mowers
11. Put in concrete slab and curb at hydrant replacement on Washington, also paved in front of hydrant on Washington
12. Cleared plugged catch basins resulting from washouts
13. Repaired catch basin on Maple Ave
14. On going mowing and weed trimming of all village properties
15. Trimmed low hanging branches throughout village
16. Compiled list of hazardous sidewalk rises to be ground down
17. Cold patched several areas in village

Franklin Ave
ADA Sidewalk
Improvements
Bid Award
Recommendation

RENNIA ENGINEERING DESIGN, PLLC

6 Dover Village Plaza, Suite 5, P.O. Box 400, Dover Plains, NY 12522
Tel: (845) 877-0555 Fax: (845) 877-0556

August 7, 2023

Village of Millbrook
35 Merritt Avenue
Millbrook, NY 12545

Attn: Mayor Tim Collopy, Village of Millbrook

**Re: Village of Millbrook
Franklin Avenue ADA Sidewalks Improvements
Bid Award Recommendation**

Dear Mayor Collopy,

This office has completed our review of the bid proposals for the above referenced project that were received by the Village on August 3rd, 2023. A total of two (2) bids were received. With respect to the Base Bid, the apparent low bidder is Sun Up Construction Corporation of Wappingers Falls, New York, at \$134,180.00 and an add alternate bid of \$39,330.00.

All portions of Sun Up Construction's bid appear to have been correctly executed.

This office has worked with Sun Up Construction Corporation on prior Community Development Block Grant (CDBG) sidewalk projects, so we believe they are capable of performing the work required to completed this project.

Dutchess County Planning has verified that the contractor, Sun Up Construction does not appear on the debarred contractor's list and, therefore, is eligible to be awarded a contract funded under the Community Development Block Grant Program.

Based upon the above, this office recommends award of a Construction Contract to Sun Up Construction Corporation in the amount of \$134,180.00 to complete the Phase 1 base bid work and \$39,330.00 for the Phase 2 add alternate bid.

Please do not hesitate to contact me with any questions, (845) 877-0555.

Sincerely,



Thomas Harvey,
Project Engineer

ECC: Mike Herzog, Trustee
Gail H. Ouimet, Dutchess County Department of Planning & Development

Monthly Water Report

July 2023

	July	June	May
Total Water Produced	4,665,025	5,098,155	4,893,630
Average Daily Flow	150,485	169,939	157,859
Peak Day Flow	185,016	242,629	215,375

Sampling Results:

	July	June	May
Total Coliform	Absent	Absent	Absent

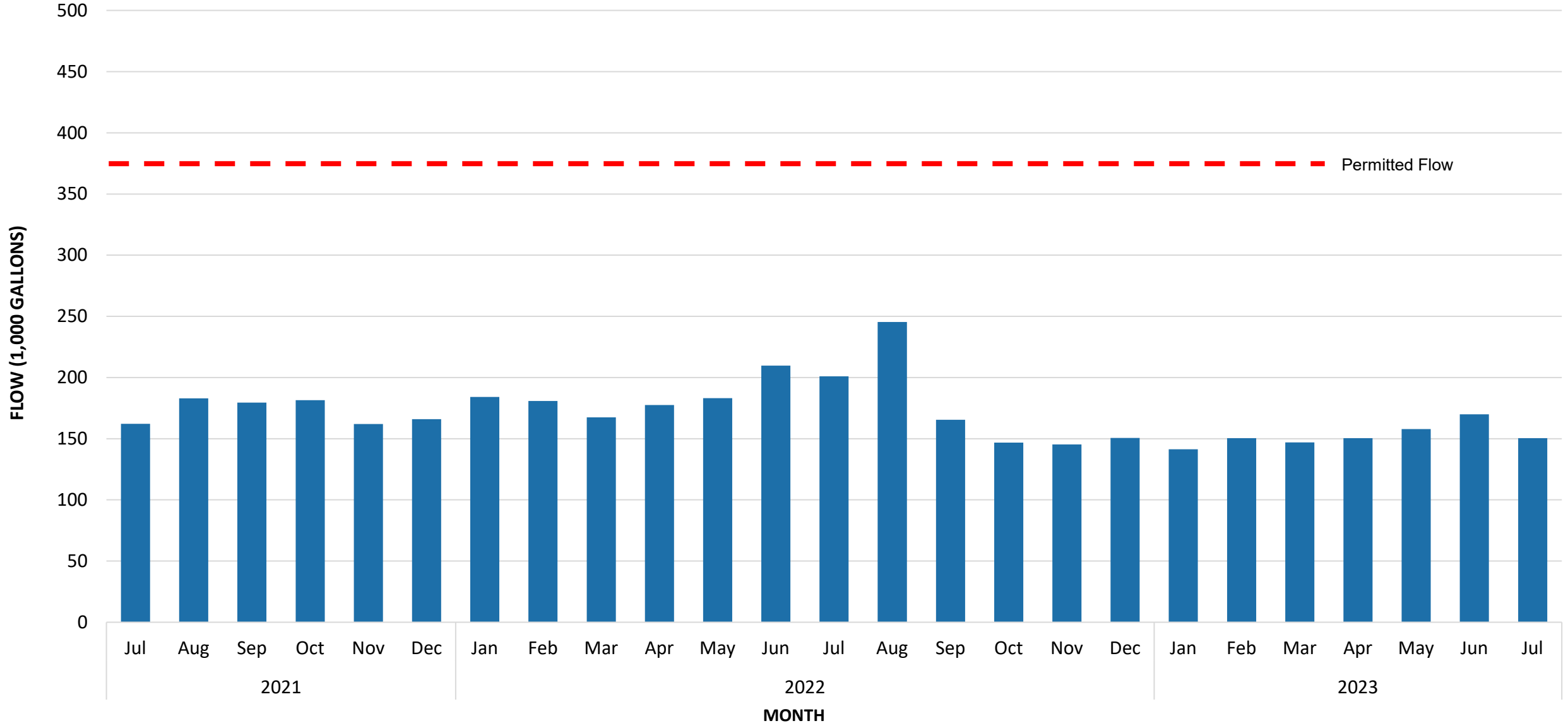
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Replaced curb valve on Reservoir Dr
3. Fixed 5 water meters and replaced 2 others - 7 total repairs
4. Replaced backflow device at firehouse

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

July 2023

	July	June	May	Permit Limit
Total Effluent Flow	6,991,370	3,317,705	4,371,694	n/a
Average Daily Flow	225,500	110,600	141,000	n/a
12-Month Rolling AVG	188,000	179,000	181,000	250,000
Peak Daily Flow	458,849	147,600	292,946	n/a
Precipitation (<i>in. as liquid</i>)	14.7"	4.8"	1.5"	n/a

SPDES Permit Samples: (mg/l)

	July	June	May	Permit Limit
BOD	2 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	99%	99%	98%	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	98%	99%	99%	85%
TKN as N	0.84 mg/l	0.9 mg/l	0.8 mg/l	8 mg/l
Fecal Coliform	2/100 ml	2/100 ml	2/100 ml	200/100 ml

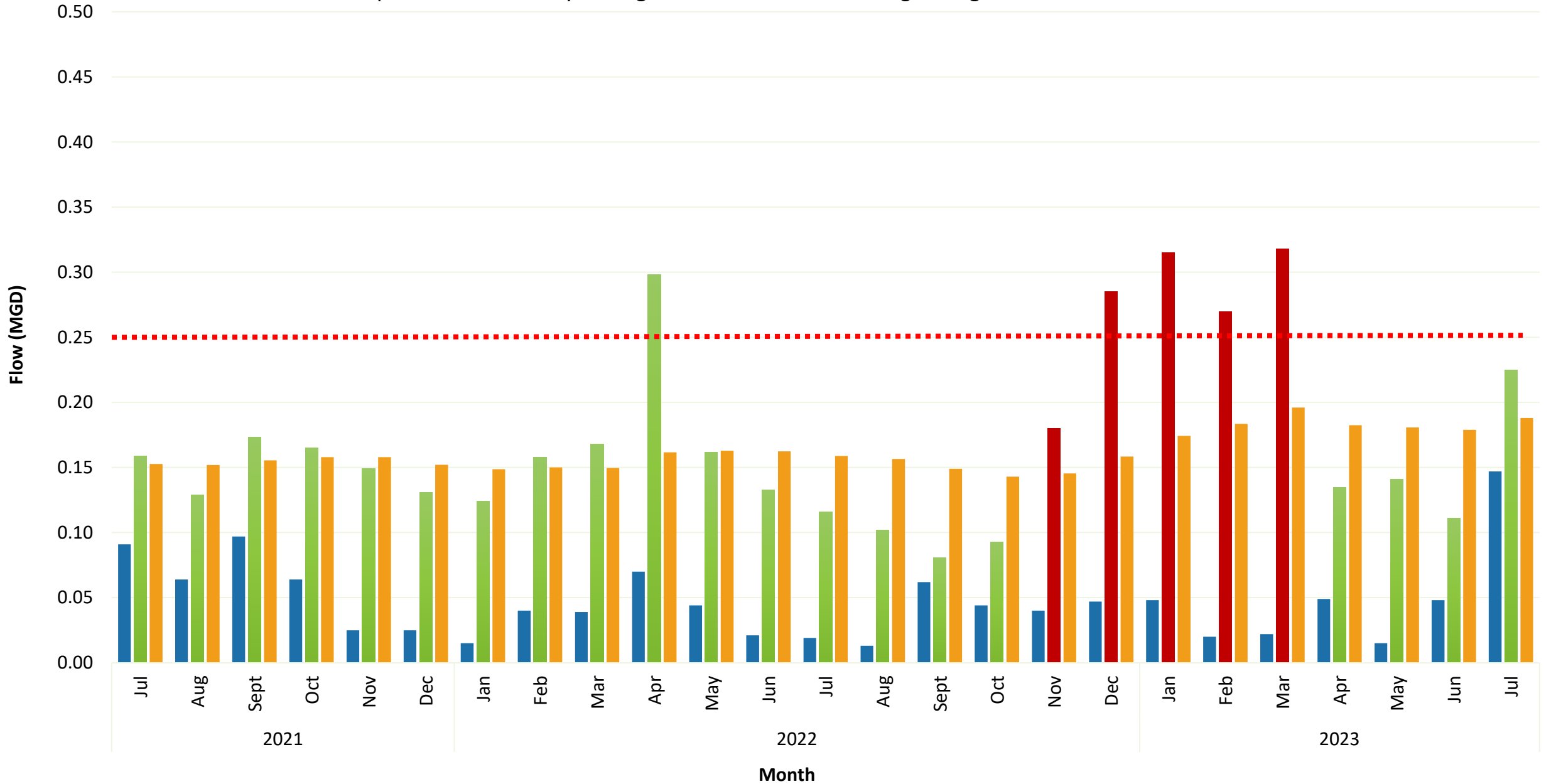
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. EarthCare hauled sludge
3. Cleaned filter beds
4. Repaired broken fitting on influent pump discharge line

Millbrook WWTP

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



Building Department Report: July 2023

Building Permits Issued	5
Sign Permit	0
Certificate of Occupancy	1
Certificate of Compliance	0
Certificate of Use	0
Municipal Searches	3
Outdoor Dining Permit	0
Total Fees Collected	\$1500

Notes: Ann Ledy submitted her resignation from the Planning Board- she is moving from the area

Mayor to appoint new member to the Planning Board

Planning & ZBA

PB: Meeting for a Site Plan Review- House of Stefas on August 14th

ZBA: none

Treasurer's Report: Bank Balances - July 2023

	Beginning Balance		Contributions		Withdrawals		Interest		Income Earned YTD		Month End Balance	
TAX ACCOUNT	\$	979,072.72	\$	156,898.74	\$	531,061.15	\$	152.62	\$	385.43	\$	605,062.93
GENERAL FUND	\$	119,698.45	\$	114,375.85	\$	185,265.24	\$	16.57	\$	278.40	\$	48,825.63
WATER FUND	\$	96,926.93	\$	36,317.59	\$	53,828.45	\$	16.91	\$	114.34	\$	79,432.98
SEWER FUND	\$	73,256.45	\$	30,606.32	\$	18,454.16	\$	15.84	\$	137.06	\$	85,424.45
ACCOUNTS PAYABLE	\$	19,565.65	\$	211,539.37	\$	171,840.36	\$	-	\$	-	\$	59,264.66
ESCROW (PLANNING & ZONING)	\$	3,500.00	\$	-	\$	-	\$	-	\$	-	\$	3,500.00
HNL TRUST	\$	13,493.85	\$	12,610.72	\$	-	\$	2.82	\$	33.42	\$	26,107.39
MEDICAL DEDUCTIBLE	\$	25,863.06	\$	-	\$	939.60	\$	-	\$	-	\$	24,923.46
MILLBROOK RESTORATION	\$	23,761.81	\$	-	\$	-	\$	5.05	\$	34.48	\$	23,766.86
PAYROLL ACCOUNT	\$	12,406.58	\$	45,871.63	\$	45,328.35	\$	-	\$	-	\$	12,949.86
POLICE VEHICLE FUND	\$	1,728.24	\$	-	\$	-	\$	-	\$	-	\$	1,728.24
RESERVE FOR FIRE TRUCK	\$	1,676.88	\$	-	\$	-	\$	0.22	\$	2.79	\$	1,677.10
RETAINING WALL	\$	2,001.50	\$	-	\$	-	\$	-	\$	-	\$	2,001.50
WATER RESERVE	\$	10,001.24	\$	-	\$	-	\$	2.12	\$	14.51	\$	10,003.36
SEWER REVERVE	\$	22,047.66	\$	-	\$	-	\$	4.68	\$	31.99	\$	22,052.34
TENNIS COURTS	\$	302.07	\$	-	\$	-	\$	0.06	\$	0.44	\$	302.13
THORNE TRUST	\$	19,507.29	\$	-	\$	-	\$	2.60	\$	17.10	\$	19,509.89
TREE REPLACEMENT PROGRAM	\$	7,665.18	\$	-	\$	-	\$	0.73	\$	3.44	\$	7,665.91
TRIBUTE GARDEN DONATIONS	\$	8,592.00	\$	-	\$	-	\$	1.83	\$	14.17	\$	8,593.83
TOTAL	\$	584,697.31	\$	608,220.22	\$	1,006,717.31	\$	222.05	\$	1,067.57	\$	1,042,792.52

Treasurer's Report: NYCLASS Balances - July 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
RESERVE FOR FIRE TRUCK	\$ 266,235.97	\$ -	\$ -	\$ 1,129.34	\$ 6,538.73	\$ 267,365.31
TAX ACCOUNT	\$ 305,911.60	\$ 450,000.00	\$ -	\$ 2,841.17	\$ 7,926.19	\$ 758,752.77
WATER FUND	\$ 25,570.37	\$ -	\$ -	\$ 108.45	\$ 598.10	\$ 25,678.82
SEWER FUND	\$ 342,042.68	\$ -	\$ -	\$ 1,450.93	\$ 7,470.18	\$ 343,493.61
TOTAL	\$ 939,760.62	\$ 450,000.00	\$ -	\$ 5,529.89	\$ 22,533.20	\$ 1,395,290.51

Average Monthly Yield: 4.9845%
YTD INCOME EARNED: \$ 22,533.20

Total Balances - July 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
BANK OF MILLBROOK	\$ 584,697.31	\$ 608,220.22	\$ 1,006,717.31	\$ 222.05	\$ 1,067.57	\$ 1,042,792.52
NYCLASS	\$ 939,760.62	\$ 450,000.00	\$ -	\$ 5,529.89	\$ 22,533.20	\$ 1,395,290.51
TOTAL	\$ 1,524,457.93	\$ 1,058,220.22	\$ 1,006,717.31	\$ 5,751.94	\$ 23,600.77	\$ 2,438,083.03

Clerk/Treasurer Highlights

Taxes Collected: \$1,134,633.95

Taxes Outstanding: \$34,990.93

Reminder notices were sent out to those who have yet to pay.

Filed Annual Financial Report with the State- will be giving a report in September meeting with Senior Acct Clerk McLaughlin

Resolution
2023-008
Introduction for
Local Law
Amending
Chapter 207 of
Village Code on
Taxation

RESOLUTION No. 2023-008

Introducing Local Law No. 3 of 2023 Amending Chapter 207 of the Village Code Entitled
“Taxation” to Increase the Real Property Tax Exemption Amounts for Veterans and
Senior Citizens

At a meeting of the Village Board of Trustees of the Village of Millbrook (“Village Board”), held at the Village Fire House, 20 Front Street, Millbrook, New York on the 9th day of August, 2023, at 6:00 p.m., Village Mayor, Tim Collopy called the meeting to order, and _____, seconded by _____ Trustee _____, moved the following resolution, to introduce the following proposed local law, to be known as Proposed Local Law No. 3 of 2023, entitled “A Local Law Amending Chapter 207 of the Village Code entitled ‘Taxation’ to Increase the Real Property Tax Exemptions Available for Veterans and Senior Citizens in the Village” as follows:

BE IT ENACTED by the Board of Trustees of the Village of Millbrook (“Village Board”) as follows:

Section 1. Legislative intent: Article II and Article III of Chapter 207 of the Village Code entitled “Taxation” have not been updated in several years. As a result, the Village Board has determined that the exemptions from real property taxation available to military Veterans and Senior Citizens in the Village of Millbrook have not kept pace with inflation and the increase real property values over the years. In addition, the real property tax exemptions available to those two (2) groups in the Village are much less than those the neighboring municipalities currently provide. For example, the failure to increase the maximum income amount for eligibility for the Senior Citizens exemption in line with the increase in inflation over the years, has rendered some senior citizens who have only modest incomes in the Village ineligible to receive the exemption. As a result, the Village Board has determined it is in the best interest of the Village to correct this inequity and increase the exemption amounts available to Veterans and Senior Citizens to keep such exemption amounts in line with current economic conditions and comparable to neighboring municipalities.

Short Term Rental Proposed Code for VoM

Benefits of STR's

1. STR's compensate for the **lack of hotel options** for visitors to the Millbrook area
2. STR's allow residents to **earn income** from available extra space
3. Renters provide **financial support** to local businesses & restaurants

Issues we're addressing with the proposed code

1. **Lack of Knowledge**
 - Number of STR's
 - Location of each
 - Whether they are in conformance to fire & zoning codes
 - Level of activity
2. **Neighbor Concerns**
 - Who do I contact with a complaint?
 - Is the property owned by someone who is/will be a resident (vs. a company)?
 - Is the property solely for rental?
 - Having a large number of rental properties will affect the neighborhood community

Priorities

1. **Protect the rights & welfare** of full-time residents/neighbors of STR's
2. **Provide local places** for visitors to stay
3. Allow residents to **make revenue** from extra space

Short Term Rental Proposed Code for VoM

New requirements of proposed STR code

- Permit application required every 2 years: \$500
- Owner-occupied >50%
- Max # of 20 STR's allowed within VoM
- 2 STR's can not be within 2 lots of each other
- No more than 6 lodgers at a time (not counting children under 5)
- Only 1 rental within a 7-day period
- Annual inspection by CEO
- Fines for violations
- Revocation of permit if >1 violation within a year

Updated Air BnB & STR Laws

§ 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 Code.

§ 230-30 C Short-Term Rental

(1) **Purpose.** The purpose of this section is to establish a set of regulations applicable to publicly advertised 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 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.

(2) **Definitions.**

- a. **Short-Term Rental** - A 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 six (6) months + one day each calendar year.
- b. **Owner or Owners**- Owner or owners shall include the person or people actually owning real property, a person or people holding membership interests in a limited liability company, a person or people holding a partnership interest in a partnership or limited

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Peter Doro

Trustee Mike Herzog

Trustee Vicky Contino

Trustee Patrick Murphy



Community Greenhouse Gas Inventory & Community Climate Action Plan

RESOLUTION #2023-007 UNDERTAKE A COMMUNITY GREENHOUSE GAS INVENTORY AND COMMUNITY CLIMATE ACTION PLAN

WHEREAS, the Village of Millbrook pledged to take part in the NYS DEC Climate Smart Communities Certification Program that includes the preparation of a Community Greenhouse Gas Emissions Inventory Report and Community Operations Climate Action Plan; and

WHEREAS, a Community Greenhouse Gas Inventory is an inventory of greenhouse gas emissions created by the entire community; and

WHEREAS, free technical assistance is available to support the development of the inventory and plan from the Hudson Valley Regional Council (HVRC) through a NYS DEC Climate Smart Communities Coordinator Services contract; and

WHEREAS, a completed inventory and plan count toward Climate Smart Communities certification, specifically;

- 1) PE2 Action: Community Greenhouse Gas (GHG) Emissions Inventory; and
- 2) PE2 Action: Community Climate Action Plan; and

WHEREAS, the Climate Smart Task Force, comprised of town officials and environmental volunteer community leaders, will collaborate with HVRC in the development of these publications, reviewed drafts, and provide valuable feedback on iterations that result in the final draft; and

WHEREAS, the task force will provide an opportunity for public input and comment on the draft report; and

WHEREAS, the task force will present a summary of the inventory results and the draft community operations climate action plan to the Village Board of Trustees for consideration of adoption;

NOW THEREFORE BE IT RESOLVED, that the Village Board hereby undertake a Community Operations Greenhouse Emission Inventory Report and the Community Operations Climate Action Plan; and

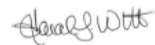
BE IT FURTHER RESOLVED, the Town Board authorizes submission of these documents to the NYS DEC Office for Climate Change for consideration of points toward Climate Smart Communities certification for the Village of Millbrook.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Mayor Collopy	_____
Trustee Herzog	_____
Trustee Contino	_____
Trustee Doro	_____
Trustee Murphy	_____

The resolution was thereupon declared duly adopted.

DATED: Millbrook, New York
August 9, 2023



SARAH J. WITT, VILLAGE CLERK
Village of Millbrook



Next Board of Trustees Meeting:

Monthly Business Meeting

TBD

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

20 Front Street, Millbrook

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