



Board of Trustees Meeting  
September 20, 2023 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, September 20, 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:**

- a. Minutes approval, incl. 8/30 exec session
- b. Voucher approval
- c. Review/status of grant requests
- d. Governance re: yard signs

**3. New Business**

- a. 10/7 Community Day Plans – B. Arbogast

**4. Department Reports:**

- a. DC Legislature update – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
  - i. Open & award bids for Asst Chief's vehicle
- c. Police – OIC Witt
- d. Highway – Hwy Super Collocola
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Deputy Clerk Zeko

**5. Old Business**

- a. Sidewalk project – Trustee Herzog
- b. VHall steps replacement – Trustee Murphy
- c. Public hearing on resolution to increase sr & vet tax exemption – Mayor Collopy
- d. Update on STR code – Deputy Mayor Doro

**6. Public Comments**

**7. Board Member Updates:**

- a. Deputy Mayor Doro
- b. Trustee Herzog
- c. Trustee Contino
- d. Trustee Murphy
- e. Mayor Collopy

**8. Next Regular Board Meeting – Wednesday, 10/11/2023 - 6PM**

**9. Adjournment**

## Executive Session 8/30/2023 – Topic: Police

Issue: Lack of police shift coverage of budgeted 104 hrs/wk

### Causes:

1. Officers left MBPD for better opportunities or retired
2. Increased hiring competition from local municipalities & seasonal opportunities
3. All MBPD officers have other jobs, either FT or PT, which may take precedence
4. Officers sometimes can't get from their FT jobs in time to cover a full MB shift

### BoT approved the following actions:

1. Using budget money saved YTD & reducing off-shifts by 1 hour, give officers a \$3.40/hr increase
  - a. This will be contained within the 23-24 budget
2. Increase the mandatory # shifts/month from 4 to 6, including 1 w/e shift
3. Allow open shifts to be filled w/ less than 7 hrs
  - a. after the min # shift reqmt has been met

## Current Grant Requests

1. Sidewalk project phases 1 & 2: approved up to \$200K CDBG by DC
2. S. Millbrook sewer pump station: requested \$250K total from Sen. Hinchey & Assemblymember Barrett for replacement of current pump & addition of generator
3. WWTP \$7.3M upgrade: WIIA & WQIP applications submitted 8/2023 (but WQIP was rejected)
4. Village tree survey: grant application submitted to DEC
5. MIG for police equipment: rejected

## Focus on eliminating taxes on Village-owned property

Background: Village owns 4 parcels that pay \$3500/yr in property & school taxes

Actions:

- 1) Combine 3 parcels that abut WWTP into WWTP parcel
  - a. Status: approved by assessor & DC
- 2) Old Village dump (behind Harry's Garage):
  - a. Reassessed value from \$84K to \$8K – Deputy Mayor
  - b. Request FD use area for training
  - c. (Decided not to list property for sale given historical usage)

# Voucher Totals

## September 20, 2023

**Notes:**

- 9/13/23: Cut check for NYCOM for \$787 as check was due at conference

Unpaid Voucher Totals			
	23/24 FY		NYCOM (paid 9/13)
General Fund	\$ 94,172.90		\$ 787.00
Water Fund	\$ 34,321.19		
Sewer Fund	\$ 100,634.78		
Millbrook Restoration	\$ 13,200.00		
<b>TOTALS:</b>	<b>\$ 242,328.87</b>		<b>\$ 787.00</b>

# MILLBROOK FIRE DEPARTMENT AUGUST 2023

## 73 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	19
EMS Call	48
Carbon Monoxide	2
Motor Vehicle Accident	1
Wires Down/Elec.	1
Equine Rescue	1
Fires	0
Forcible Entry	2
<b>TOTALS:</b>	<b>73</b>

EMS Responses	
NDP (49-79)	44
MFD Ambulance	4
MFD Members	35
Mutual Aid Given	
Fire	1
EMS	5
Mutual Aid Received	
Fire	1
EMS	1

# V.M.P.D MONTHLY REPORT

## AUGUST 2023

**49 INCIDENTS REPORTED**

*(including, but not limited to)*

Incident #'s 18255-18304

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Parking Tickets	1	NY State Police	3	Larceny	1	Suspicious Activity	2	Assist Citizen	2
Vehicle & Traffic Complaint	3			Domestic	1	Civil	2	Foot Patrols	12
Parking Complaints	1	Fire Department	2	DWI	1	Burglar Alarms	4	School Checks	6
Traffic Hazards	2	EMS	10			FOIL	2		
Traffic Detail	1					Lost/Found Property	1		
		Town of Washington Court	3						



# Leaf Pick-Up

Oct 1 – Nov 30

LEAVES ONLY – NO BRUSH, GRASS OR DEBRIS

## Public Works Monthly Report August 2023

1. **Summer Brush Pick-Up is now over**
2. **Leaf Pick-Up Begins October 1<sup>st</sup>**
3. Picked up patio block from Palumbo Block in Dover
4. Serviced Backhoe in house
5. Trimmed low hanging trees in prep for paving and oil and stone
6. Installed new catch basin top on Maple Ave
7. Prep all catch basins, replaced one top and two new grate on catch basins in prep for paving of Reservoir Dr
8. Picked up all catch basin materials from ESP in Cold spring
9. Ongoing mowing and trimming of 6 village properties
10. Did Aug and Sept brush pick up
11. Removed down tree from Valley Farm Rd
12. Ongoing pothole repair
13. Milled and paved Reservoir Dr
14. Oil and stoned Cifferi Dr and Valley farm Rd for the purpose of sealing and preserving
15. Cut up and removed down tree on Nine partner lane
16. Prepped for oil and stone of Cifferi Dr and Valley Farm Rd
17. Cleared catch basins of debris from runoff and flooding on several storms on several different occasions.
18. Began back filling of curbs for prep of grass seeding on Reservoir Dr.

# Monthly Water Report

## August 2023

	August	July	June
<b>Total Water Produced</b>	4,721,770	4,665,025	5,098,155
<b>Average Daily Flow</b>	152,315	150,485	169,939
<b>Peak Day Flow</b>	213,460	185,016	242,629

### Sampling Results:

	August	July	June
<b>Total Coliform</b>	Absent	Absent	Absent

\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Replaced 2 water meters
3. Replaced fire hydrant on Elm in front of school
4. Water main break on Rt 44(Sharon Tpk) just west of Valley Farm - 6 inch main cracked. Replaced 2 ft section *(see photos on next slide)*
5. Replaced curb valve at 30 Elm Dr



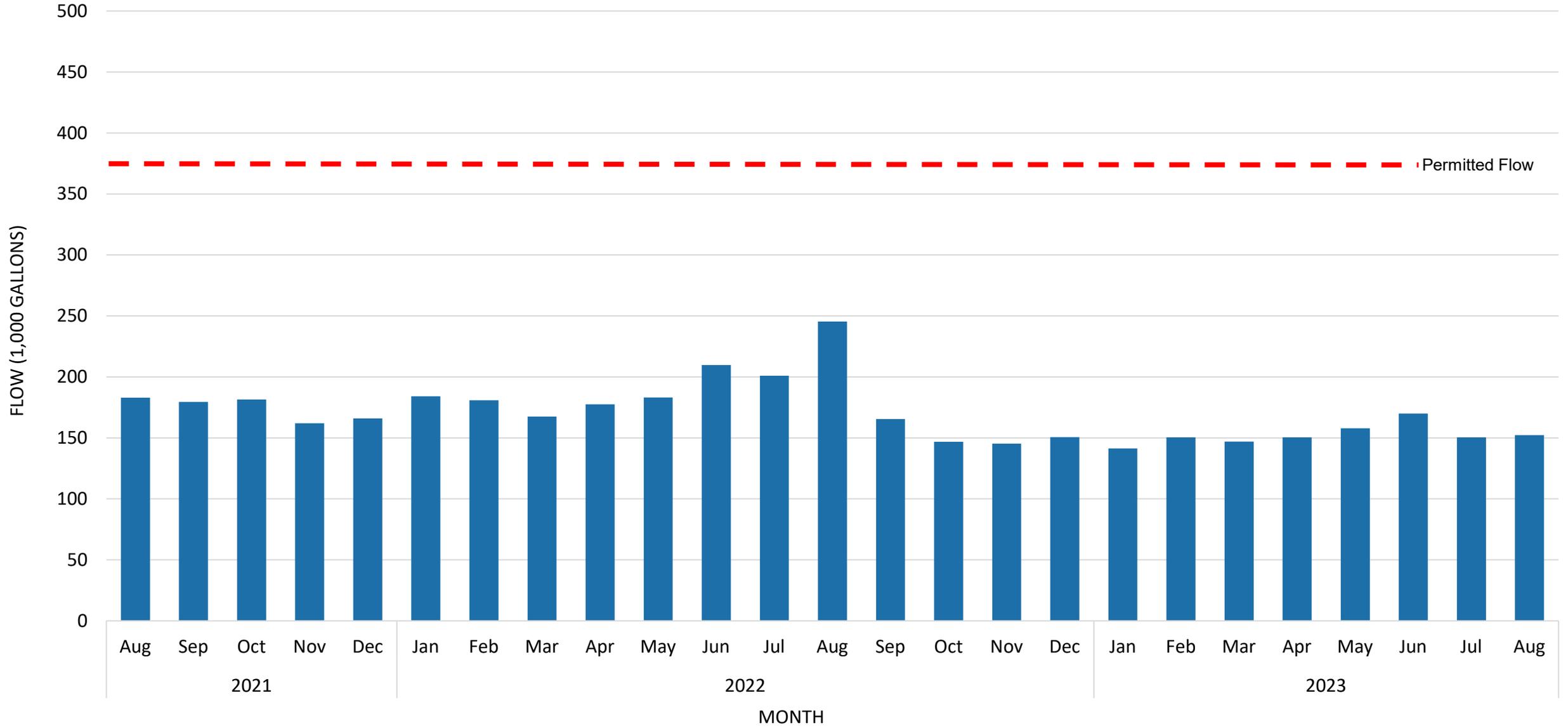
Water main break on  
Rt 44(Sharon Tpk)  
just west of Valley  
Farm Road

6 inch main cracked.  
Replaced 2 ft section



# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## August 2023

	August	July	June	Permit Limit
<b>Total Effluent Flow</b>	5,513,778	6,991,370	3,317,705	n/a
<b>Average Daily Flow</b>	177,900	225,500	110,600	n/a
<b>12-Month Rolling AVG</b>	194,000	188,000	179,000	250,000
<b>Peak Daily Flow</b>	258,810	458,849	147,600	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	7.3"	14.7"	4.8"	n/a

SPDES Permit Samples: (mg/l)

	August	July	June	Permit Limit
<b>BOD</b>	2 mg/l	2 mg/l	4 mg/l	15 mg/l
<b>Percent Removal</b>	99%	99%	99%	85%
<b>Total Suspended Solids</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	98%	98%	99%	85%
<b>TKN as N</b>	1.4 mg/l	0.84 mg/l	0.9 mg/l	8 mg/l
<b>Fecal Coliform</b>	2/100 ml	2/100 ml	2/100 ml	200/100 ml

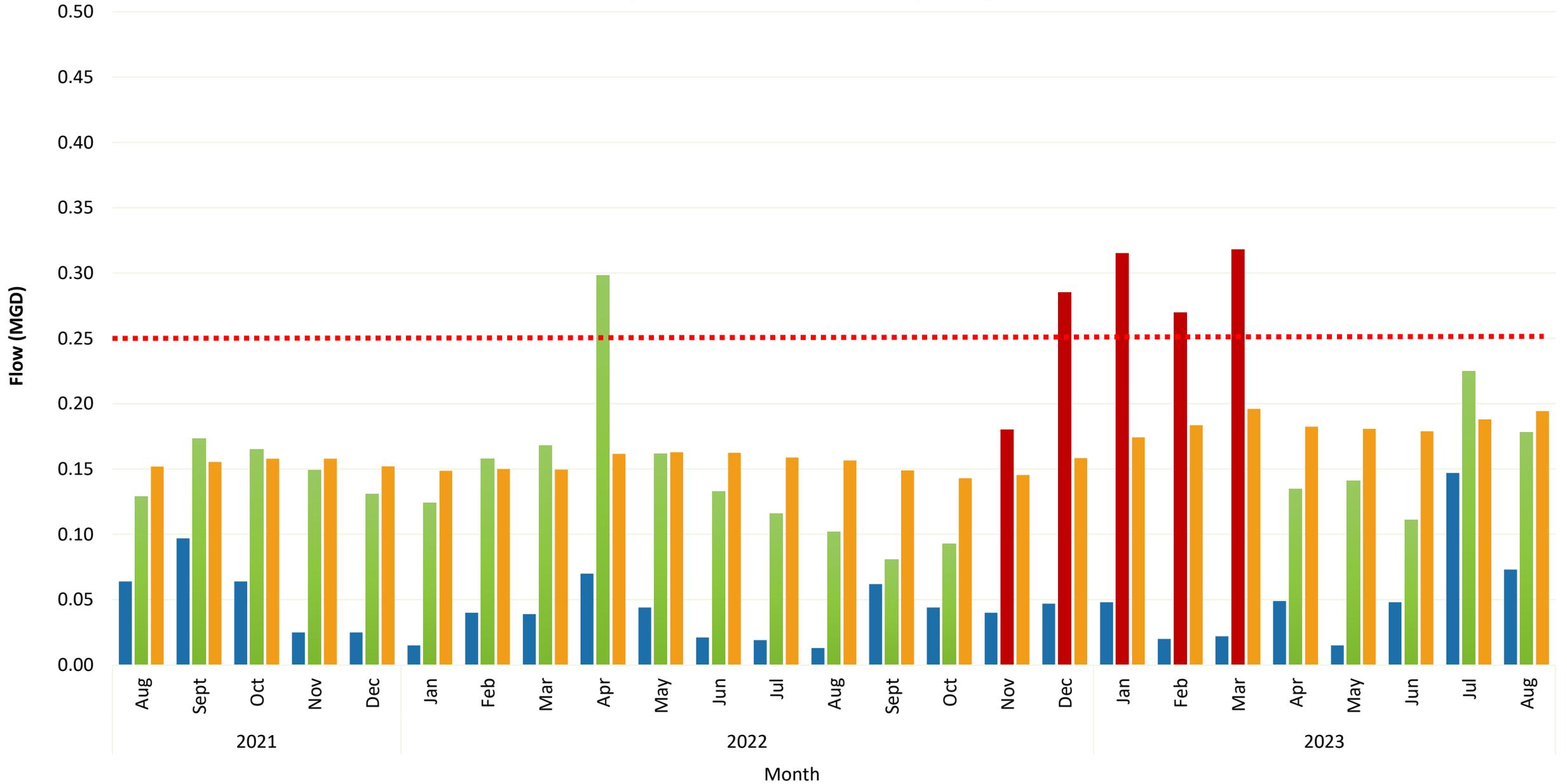
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. Emptied and Cleaned both secondary clarifiers
3. Rebuilt manhole on Elm Dr
4. Arold completed sewer main lining work

# Millbrook WWTP

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



# Building Department Report: August 2023

Building Permits Issued	4
Sign Permit	0
Certificate of Occupancy	3
Certificate of Compliance	0
Certificate of Use	0
Municipal Searches	2
Outdoor Dining Permit	1
<b>Total Fees Collected</b>	<b>1005.00</b>

## Notes:

### Planning & ZBA

PB:

ZBA:

# Treasurer's Report: Bank Balances - August 2023

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned YTD	Month End Balance
TAX ACCOUNT	\$ 605,062.93	\$ 6,639.66	\$ 150,500.00	\$ 107.95	\$ 493.38	\$ 461,310.54
GENERAL FUND	\$ 48,825.63	\$ 190,466.73	\$ 193,774.26	\$ 13.47	\$ 291.87	\$ 45,531.57
WATER FUND	\$ 79,432.98	\$ 42,295.08	\$ 27,009.30	\$ 19.37	\$ 133.71	\$ 94,738.13
SEWER FUND	\$ 85,424.45	\$ 32,668.35	\$ 23,337.78	\$ 19.98	\$ 157.04	\$ 94,775.00
ACCOUNTS PAYABLE	\$ 59,264.66	\$ 203,005.13	\$ 258,958.49	\$ -	\$ -	\$ 3,311.30
ESCROW (PLANNING & ZONING)	\$ 3,500.00	\$ 800.00	\$ 500.00	\$ -	\$ -	\$ 3,800.00
HNL TRUST	\$ 26,107.39	\$ 104.00	\$ -	\$ 5.56	\$ 38.98	\$ 26,216.95
MEDICAL DEDUCTIBLE	\$ 24,923.46	\$ -	\$ 991.94	\$ -	\$ -	\$ 23,931.52
MILLBROOK RESTORATION	\$ 23,766.86	\$ -	\$ -	\$ 5.05	\$ 39.53	\$ 23,771.91
PAYROLL ACCOUNT	\$ 12,949.86	\$ 39,395.28	\$ 39,743.87	\$ -	\$ -	\$ 12,601.27
POLICE VEHICLE FUND	\$ 1,728.24	\$ -	\$ -	\$ -	\$ -	\$ 1,728.24
RESERVE FOR FIRE TRUCK	\$ 1,677.10	\$ -	\$ -	\$ 0.29	\$ 3.08	\$ 1,677.39
RETAINING WALL	\$ 2,001.50	\$ -	\$ -	\$ -	\$ -	\$ 2,001.50
WATER RESERVE	\$ 10,003.36	\$ -	\$ -	\$ 2.13	\$ 16.64	\$ 10,005.49
SEWER REERVE	\$ 22,052.34	\$ -	\$ -	\$ 4.68	\$ 36.67	\$ 22,057.02
TENNIS COURTS	\$ 302.13	\$ -	\$ -	\$ 0.06	\$ 0.50	\$ 302.19
THORNE TRUST	\$ 19,509.89	\$ -	\$ -	\$ 3.31	\$ 20.41	\$ 19,513.20
TREE REPLACEMENT PROGRAM	\$ 7,665.91	\$ -	\$ -	\$ 1.30	\$ 4.74	\$ 7,667.21
TRIBUTE GARDEN DONATIONS	\$ 8,593.83	\$ -	\$ -	\$ 1.82	\$ 15.99	\$ 8,595.65
<b>TOTAL</b>	<b>\$ 584,697.31</b>	<b>\$ 515,374.23</b>	<b>\$ 694,815.64</b>	<b>\$ 184.97</b>	<b>\$ 1,252.54</b>	<b>\$ 863,536.08</b>

# Treasurer's Report: NYCLASS Balances - August 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
RESERVE FOR FIRE TRUCK	\$ 267,365.31	\$ -	\$ -	\$ 1,177.87	\$ 7,716.60	\$ 268,543.18
TAX ACCOUNT	\$ 758,752.77	\$ -	\$ -	\$ 3,342.60	\$ 11,268.79	\$ 762,095.37
WATER FUND	\$ 25,678.82	\$ -	\$ -	\$ 113.14	\$ 711.24	\$ 25,791.96
SEWER FUND	\$ 343,493.61	\$ -	\$ -	\$ 1,513.21	\$ 8,983.39	\$ 345,006.82
<b>TOTAL</b>	<b>\$ 1,395,290.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,146.82</b>	<b>\$ 28,680.02</b>	<b>\$ 1,401,437.33</b>

**Average Monthly Yield: 5.1761%**  
**YTD INCOME EARNED: \$28,680.02**

## Total Balances - August 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
BANK OF MILLBROOK	\$ 584,697.31	\$ 515,374.23	\$ 694,815.64	\$ 184.97	\$ 1,252.54	\$ 863,536.08
NYCLASS	\$ 1,395,290.51	\$ -	\$ -	\$ 6,146.82	\$ 28,680.02	\$ 1,401,437.33
<b>TOTAL</b>	<b>\$ 1,979,987.82</b>	<b>\$ 515,374.23</b>	<b>\$ 694,815.64</b>	<b>\$ 6,331.79</b>	<b>\$ 29,932.56</b>	<b>\$ 2,264,973.41</b>

## Clerk/Treasurer Highlights

Clerk Witt & Senior Acct Clerk McLaughlin will be at NYCOM this week  
 October meeting- Clerk Witt & Senior Acct Clerk McLaughlin will present the 22/23 AFR

Taxes Collected: \$1,157,694.58 ( Reminder this includes SBA)  
 Taxes Outstanding: \$13,877.47 (12 parcels remaining)

**REMINDER: Last day to submit Village Tax Payments is Oct 31, 2023- after that they will be sent to the County to be levied onto the Town Taxes.**

# Board of Trustee Updates

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Mayor Tim Collopy

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Deputy Mayor Peter Doro

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Trustee Mike Herzog

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Trustee Vicky Contino

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Trustee Patrick Murphy





Village Hall Stairs



# Next Board of Trustees Meeting:

**Monthly Business Meeting**

Wednesday, October 11, 2023 @ 6:00 pm

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

20 Front Street, Millbrook

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

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