



Board of Trustees Meeting
October 11, 2023 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, October 11, 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. **New Business**
 - a. Resolution to request speed reduction on Franklin Ave – Mayor Collopy
 - b. Resolution to accept change of Thorne Trust – Mayor Collopy
 - c. Fizzy Filly request for Core Collectives Open House on 10/26 – Mayor Collopy
 - d. AFR report for 2022-2023 – Sr Acct Clerk McLaughlin
4. **Department Reports:**
 - a. DC Legislature – DC Legislator Houston
 - b. Fire & Rescue – Chief Boscardin, President Rochfort
 - c. Police – OIC Witt
 - d. Highway – Hwy Super Collocola
 - e. Water & Sewer – S. Osborn, VRI
 - i. Report on meeting w/ Delaware CEO – Mayor Collopy
 - f. Treasurer & Building Dept – Clerk/Treasurer Witt
5. **Old Business**
 - a. Update on STR code – Deputy Mayor Doro
 - b. Sidewalk project – Trustee Herzog
6. **Public Comments**
7. **Board Member Updates**
8. **Next Regular Board Meeting – Wednesday, 11/8/2023 - 6PM**
9. **Adjournment**

Voucher Totals

October 11, 2023

Notes:
\$108,333.69 of General Fund is for paving and will be funded by CHIPS

Unpaid Voucher Totals	
23/24 FY	
General Fund	\$ 175,868.99
Water Fund	\$ 24,037.11
Sewer Fund	\$ 9,349.21
Capital Projects: Sidewalks	\$ 8,464.50
TOTALS:	\$ 217,719.81



Resolution 2023-010
Village of Millbrook- Board of
Trustees

10/11/2023 BoT Meeting
20 Front St- Millbrook, NY 12545

A RESOLUTION REQUESTING THE
DEPARTMENT OF TRANSPORTATION (DOT)
TO DECREASE THE SPEED ON FRANKLIN AVE

The Village of Millbrook Board of Trustees is requesting by way of resolution that the DOT decrease the speed limit from 30 Miles Per Hour (MPH) to 25 MPH on Franklin Avenue, specifically, from parcel 6765-18-367009 (Most Physical Therapy) to 6765-04-654168 (Cardinal Hayes School).

Moved by:
Seconded by:

Resolution 2023-009

Village of Millbrook- Board of Trustees

10/11/2023 BoT Meeting

20 Front St- Millbrook, NY 12545

A RESOLUTION AUTHORIZING MAYOR COLLOPY TO SIGN
RECEIPT, RELEASE AND REFUNDING AGREEMENT FROM JP
MORGAN(ATTACHED)

WHEREAS, the Village Board of Trustees has reviewed the accounting
associated with this release agreement; and


WHEREAS, the Thorne Building is no longer owned by the Village;

NOW THEREFORE, it is hereby resolved as follows:

1. The Board agrees with the accounting records provided by J.P. Morgan; and
2. The Board of Trustees authorizes Mayor Collopy to sign the Receipt,
Release and Refund Agreement

Moved by:

Seconded by:



2022-2023 Annual Financial Report

Village of Millbrook



FINANCIAL CONDITION OF THE VILLAGE OF MILLBROOK

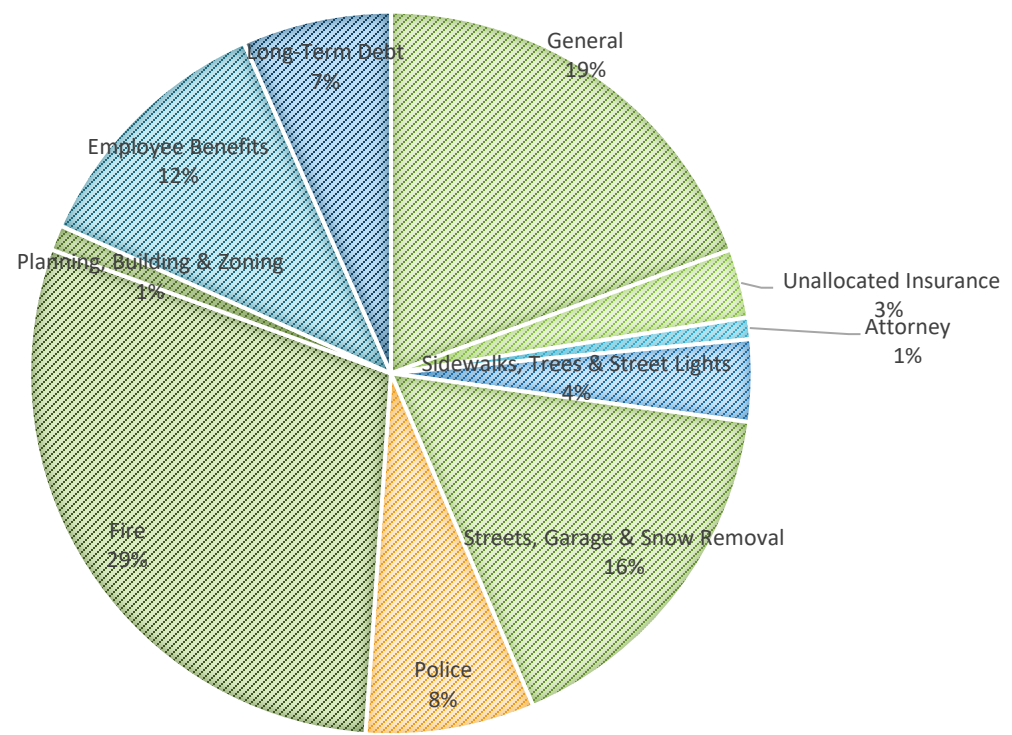
June 1,2022- May 31, 2023

In addition to the financial activity report, I would like to present a theme that is pertinent to the times. Last year it was stability. Stability gained through good solid information which in turn allows the Mayor, Village Board, and all of us residents to make decisions that support, sustain, and promote the Village of Millbrook.

This year it is Safety and Liquidity. Safety is the bank (or other agent) protecting the village's funds they are holding. Liquidity is our ability to access these funds to cover short-term financial obligations easily and quickly, when needed. This requires a balance to invest, generate a profit and provide liquidity.

Challenges and successes describe this year's financial activity for the village.

22/23 EXPENSES



EXPENSES:

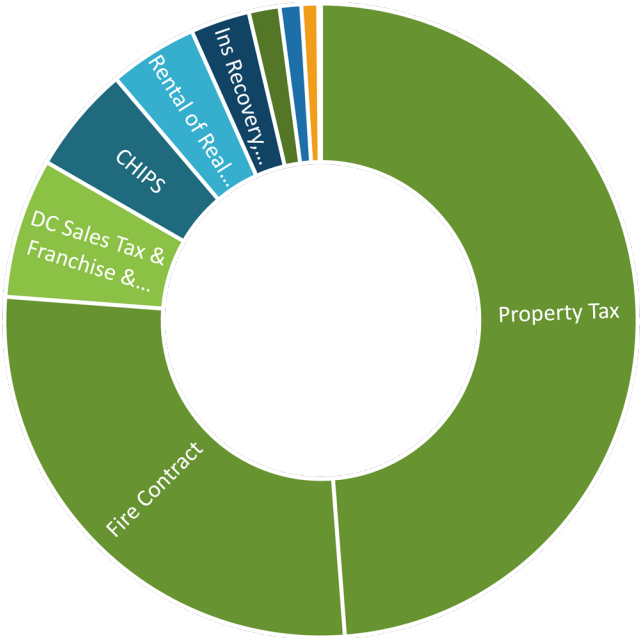
2022-2023 Expenses	
General	\$410,363
Unallocated Insurance	\$65,035
Attorney	\$20,376.50
Sidewalks, Trees & Street Lights	\$77,389
Streets, Garage & Snow Removal	\$346,530
Police	\$159,478
Fire	\$621,535
Planning, Building & Zoning	\$23,799
Employee Benefits	\$245,731
Long-Term Debt	\$140,630
	\$2,110,866

Some Examples of General Fund Expenses:

- Increase in utility costs- electric, heating fuel, gas & diesel.
- Workers Comp, general liability, and medical insurance
- Fire Dept- contract increases (NDP, Cancer, and LOSAP).
- Public Works- road paving projects- equipment replacements

Village Hall Updates- window project- new server

22-23 Tax Levy and Other Revenues



- Property Tax

■ DC Sales Tax & Franchise & Utilities Fees

■ Rental of Real Property & interest earnings

■ Dept Revenue, Licenses & Permits

■ Fire Contract

■ Planning, Building & Zoning

■ Court fines & forfeitures

■ Mortgage Tax & State Revenue

■ CHIPS

■ Ins Recovery, Donations, PY Revs

REVENUE:

Property Tax	\$1,076,449
DC Sales Tax & Franchise & Utilities Fees	\$157,266
Rental of Real Property & interest earnings	\$99,663
Dept Revenue, Licenses & Permits	\$24,340
Fire Contract	\$604,529
Planning, Building & Zoning	\$18,877
Court fines & forfeitures	\$3,130
Mortgage Tax & State Revenue	\$34,686
CHIPS	\$120,626
Ins Recovery, Donations, PY Revs	\$66,576
	\$2,206,142

Property tax remained under the 2% NYS Tax Cap. The tax rate for 22-23 was \$4.85 per 1000 assessed value, up \$0.07 from last year.

State aid and Mortgage tax distributed by Dutchess County remained constant. Better budget process helped with gauging expected revenues- some lines exceeded expectations, and some came just under.

NYCLASS INVESTMENT ACCOUNTS- *ENROLLED*

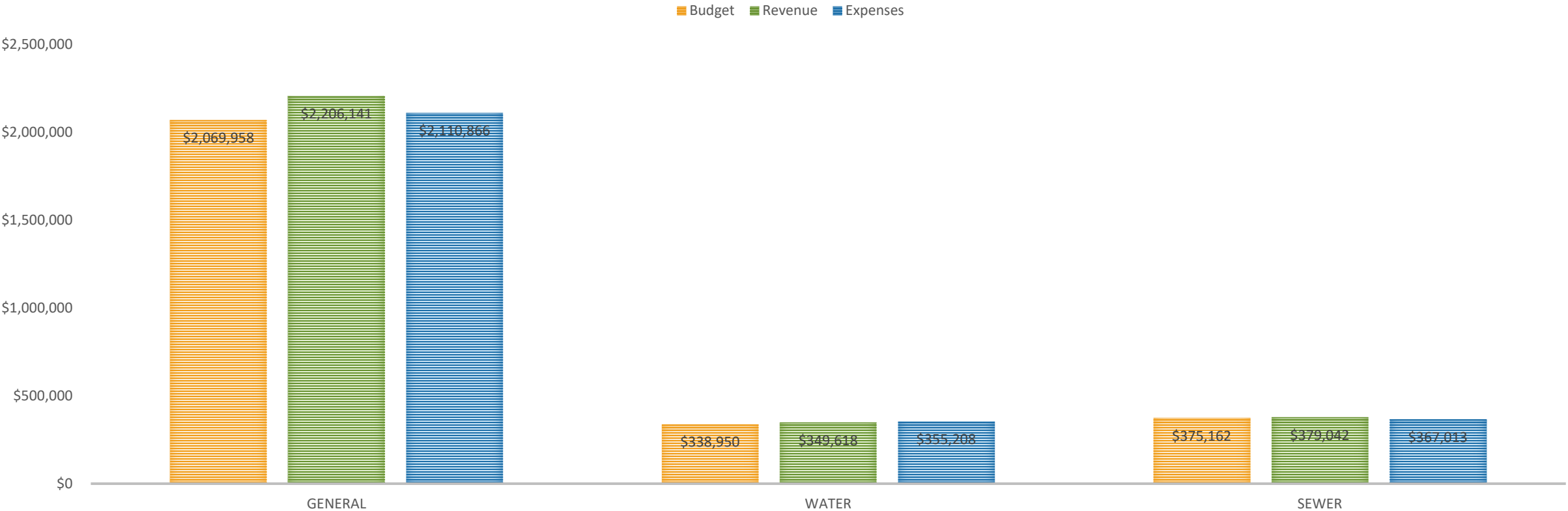
NOVEMBER 2022:

Safety and Liquidity

- An essential part of the revenue picture is our investments in securities. The village has partnered with the New York Cooperative Liquid Assets Security System. (NYCLASS).
- With rates continuing to rise, local government investment pools like NYCLASS continue to be an excellent investment option for cash management needs. Interest compounds daily, they are self-collateralized and offer convenient liquidity.
- This total interest earnings of \$15,992 was possible by maintaining a balance between the cash requirements of the operating funds and a balance to invest, generate a profit and provide liquidity. It is important to take advantage of the high interest rates while they are here.

<i>Investor ID</i>	<i>Report Period</i>	<i>Start Date</i>	<i>End Date</i>	<i>Average Yield for the Period</i>	
NY-01-1309		6/1/2022	5/31/2023		3.2352%
<i>Account Name</i>	<i>Beginning Balance</i>	<i>Contributions</i>	<i>Withdrawals</i>	<i>Ending Balance</i>	<i>Income Earned for Period</i>
<i>Fire Truck Reserve</i>	0.00	260,000.00	0.00	265,168.22	5,168.22
<i>Tax Account</i>	0.00	300,000.00	0.00	304,684.72	4,684.72
<i>Water Fund</i>	0.00	25,000.00	0.00	25,467.82	467.82
<i>Sewer Fund</i>	0.00	585,000.00	250,000.00	340,670.93	5,670.93
Total	0.00	1,170,000.00	250,000.00	935,991.69	15,991.69

BUDGET- REVENUE- EXPENSES



This chart illustrates the relationship between the Budget, Revenue and Expenses in each of the operating funds.

FUND BALANCE HISTORY & ANALYSIS:

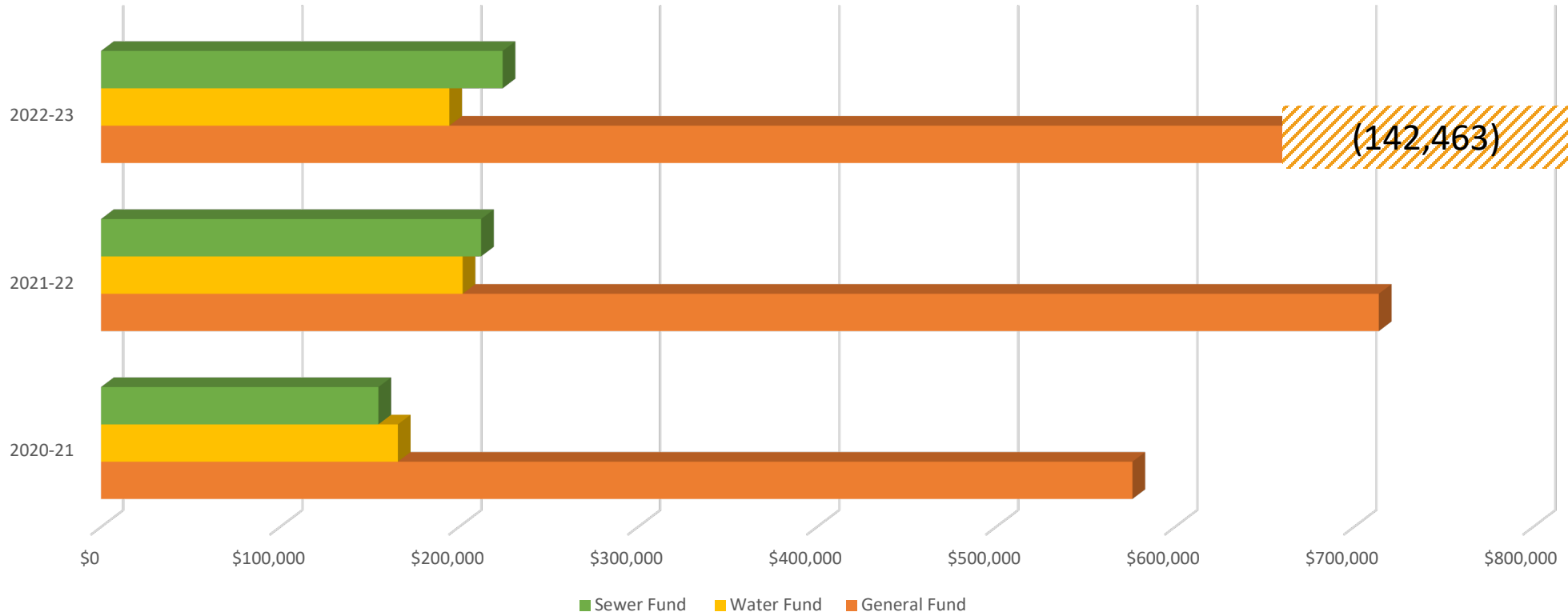
At fiscal year-end May 31, 2023, fund balance in the General Fund as above stated are with the assumption of retaining a portion of investments in securities and maintaining the Capital Account balances.

It is important to note that Fund Balance is a net-position and considers cash, receivables, payables and due to/due from amounts, pending grants and transfers to Capital Projects. Maintaining a healthy fund balance provides stability and safety.

Analysis of the Fund Balance as of 5/31/2023

GENERAL		
	21/22 Fund Balance	713,915
	Less assigned Fund Bal & Reserves	-3707
	<i>Less 25% Investments in Securities</i>	<i>-142,463</i>
	Unassigned Fund Balance	567,745
	add YTD Revenue	2,206,143
	deduct YTD expenditures	-2,110,866
	Fund Balance as of 5/31/23	\$663,022
WATER		
	21/22 Fund Balance	202,060
	add YTD Revenue	346,788
	deduct YTD expenditures	-354,236
	Fund Balance as of 5/31/23	\$194,612
SEWER		
	21/22 Fund Balance	212,356
	add YTD Revenue	379,042
	deduct YTD expenditures	-367,013
	Fund Balance as of 5/31/23	\$224,385

Fund Balance History



	2020-21	2021-22	2022-23
General Fund	\$576,282	\$713,915	\$663,022
Water Fund	\$165,865	\$202,060	\$194,612
Sewer Fund	\$154,981	\$212,356	\$224,385

Financial Condition of the Village of Millbrook 2022-2023

In conclusion, although the village's finances are favorable at this time, there are challenges to consider:

- Aging infrastructure and equipment.
- Cost and availability of supplies, equipment, and services.
- Finding and maintaining reliable personnel.

We have maintained adequate fund balances; we continue to monitor expenses and budget responsibly; and we are always looking for safe, viable sources of revenue, that in turn stabilize the village tax rate.

2022-23's Challenge- 2023-24's Charge

2022-23 year's challenge was the increased cost of supplies, equipment, fuel, and electricity, as well as the availability of these items.

2023-24 year's charge will be *"adaptability" the quality of being able to adjust to new conditions and the capacity to be modified for a new use or purpose.*



MILLBROOK FIRE DEPARTMENT

SEPTEMBER 2023

xx INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	9
EMS Call	35
Carbon Monoxide	1
Motor Vehicle Accident	2
Wires Down/Elec.	3
Car Fire	1
Fires	1
Lockout	4
TOTALS:	112

EMS Responses	
NDP (49-79)	35
MFD Ambulance	7*
MFD Members	23
Mutual Aid Given	
Fire	3
EMS	2
Mutual Aid Received	
Fire	0
EMS	2

* 3x Hospital

Upcoming Training Drills for October:

- Car Fire
- Hazmat
- CO

Upcoming County & State Training:

- Chiefs' council seminar Modern suburban Firefighting
- HAZMAT Command at County
- Battery Emergencies and Electrical Storage Systems

Equipment:

- Air bottles are ordered for the compressor
- New chiefs' vehicle has been approved and ordered, Ruges won the bid, 3-4 months from delivery

Truck Checks are continuing on Tues nights. All are welcome and encouraged to come and help. We are also continuing driver training and dry hydrant testing.

V.M.P.D MONTHLY REPORT

SEPTEMBER 2023

101 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18305-18406

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Parking Tickets	2	Other Police Agency	1	Trespass	1	Suspicious Activity	4	Assist Citizen	2
Parking Complaints	4	Fire Department	2	Criminal Mischief	2	Burglar Alarms	3	Civil	2
Road Hazards	4	EMS	7			Lost/Found Property	2	School Checks	16
						Animal Complaint	1	Foot Patrols	32
		Millbrook Central School	6			Welfare Check	1		
		Town of Washington Court	3						
		EMS							



Start: 2023-09-13

End: 2023-09-21

Times: 0:00:00-23:59:59

Compliance & Risk Report

church st betw hs & cemetery, 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	30	Speed Display	11	1	0	0	12
1:00	30	Speed Display	12	1	0	0	13
2:00	30	Speed Display	3	1	0	0	4
3:00	30	Speed Display	2	0	0	0	2
4:00	30	Speed Display	9	2	0	0	11
5:00	30	Speed Display	17	2	0	0	19
6:00	30	Speed Display	91	30	0	0	121
7:00	30	Speed Display	527	135	0	0	662
8:00	30	Speed Display	531	139	5	0	675
9:00	30	Speed Display	351	119	1	0	471
10:00	30	Speed Display	410	95	5	0	510
11:00	30	Speed Display	1189	120	9	0	1318
12:00	30	Speed Display	495	106	6	0	607
13:00	30	Speed Display	692	93	6	0	791
14:00	30	Speed Display	611	116	4	0	731
15:00	30	Speed Display	605	160	10	0	775
16:00	30	Speed Display	452	134	3	1	590
17:00	30	Speed Display	413	139	9	0	561
18:00	30	Speed Display	347	80	3	0	430
19:00	30	Speed Display	224	35	6	3	268
20:00	30	Speed Display	164	30	0	0	194
21:00	30	Speed Display	95	23	2	0	120
22:00	30	Speed Display	29	19	3	0	51
23:00	30	Speed Display	13	9	0	0	22
Total			7293	1589	72	4	8958



Start: 2023-09-13

End: 2023-09-21

Times: 0:00:00-23:59:59

Compliance & Risk Report

church st betw hs & cemetery, NB

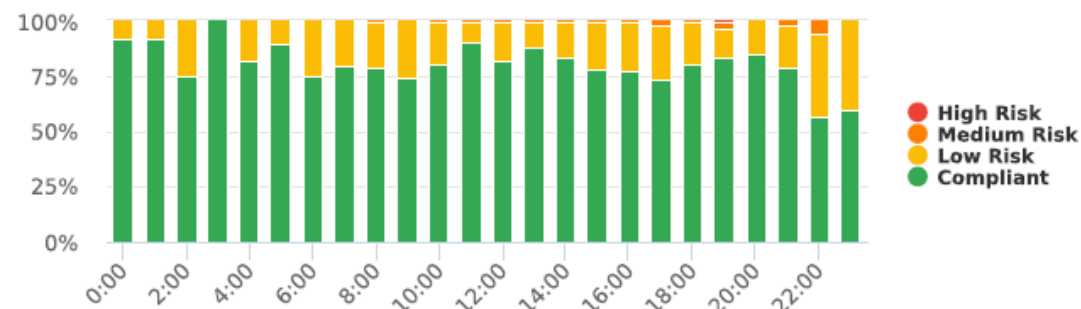
Medium Risk Threshold: Speed Limit + 10

High Risk Threshold: Speed Limit + 20

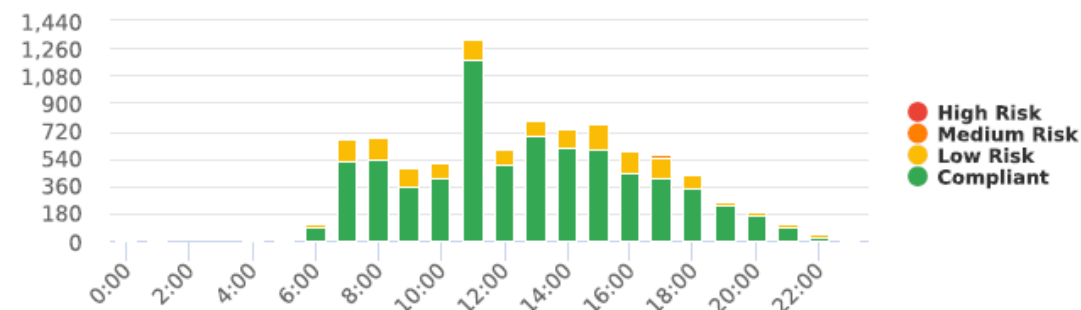
Speed Range: 1 to 150

Time View: By Hour (Total Volumes)

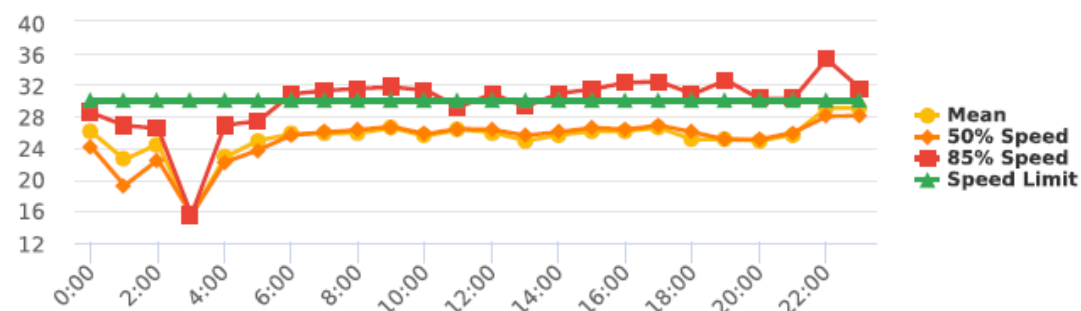
Compliance % by Hour (Totals)



Compliance by Hour (Totals)



Speeds





Public Works Monthly Report September 2023

1. **Summer Brush Pick-Up is over**
2. **Leaf Pick-Up began October 1st until Nov 30th**
3. Excess stone was swept from Ciferri Dr and Valley Farm Rd completing oil and stone project
4. Curbsides on Reservoir Dr were back filled and seeded, and straw applied
5. Repaired and replaced crumbling catch basins on Weatherford, Ciferri Dr and Elm Dr
6. Cold patched repaired basins and surrounding streets
7. Had 40 catch basins vacuumed cleaned in line with continued maintenance program
8. New truck has been ordered
9. Mowing of all 6 properties continues
10. Assisted MBA with community day preparations.

Leaf Pick-Up

Oct 1 – Nov 30

LEAVES ONLY – NO BRUSH, GRASS OR DEBRIS

Monthly Water Report

September 2023

	September	August	July
Total Water Produced	4,663,465	4,721,770	4,665,025
Average Daily Flow	155,450	152,315	150,485
Peak Day Flow	236,011	213,460	185,016

Sampling Results:

	September	August	July
Total Coliform	Absent	Absent	Absent

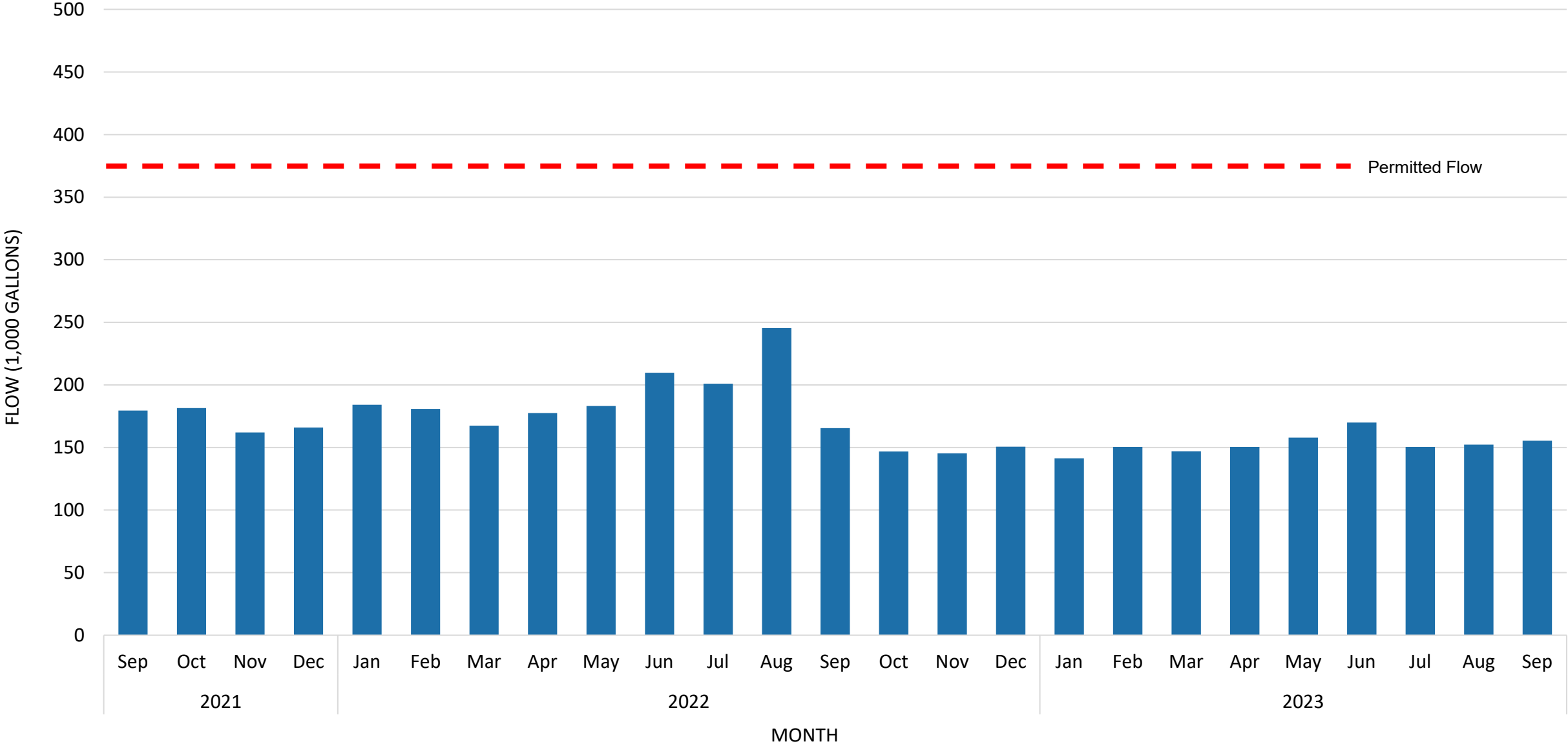
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters
3. Replaced curb valve on Rt 44
4. Repaired leaking service line at 117 County House Rd
5. Replaced 1 water meter

Millbrook Water

Average Daily Flow



Monthly Sewer Report

September 2023

	September	August	July	Permit Limit
Total Effluent Flow	8,149,696	5,513,778	6,991,370	n/a
Average Daily Flow	271,700	177,900	225,500	n/a
12-Month Rolling AVG	210,000	194,000	188,000	250,000
Peak Daily Flow	795,788	258,810	458,849	n/a
Precipitation (<i>in. as liquid</i>)	13.3"	7.3"	14.7"	n/a

SPDES Permit Samples: (mg/l)

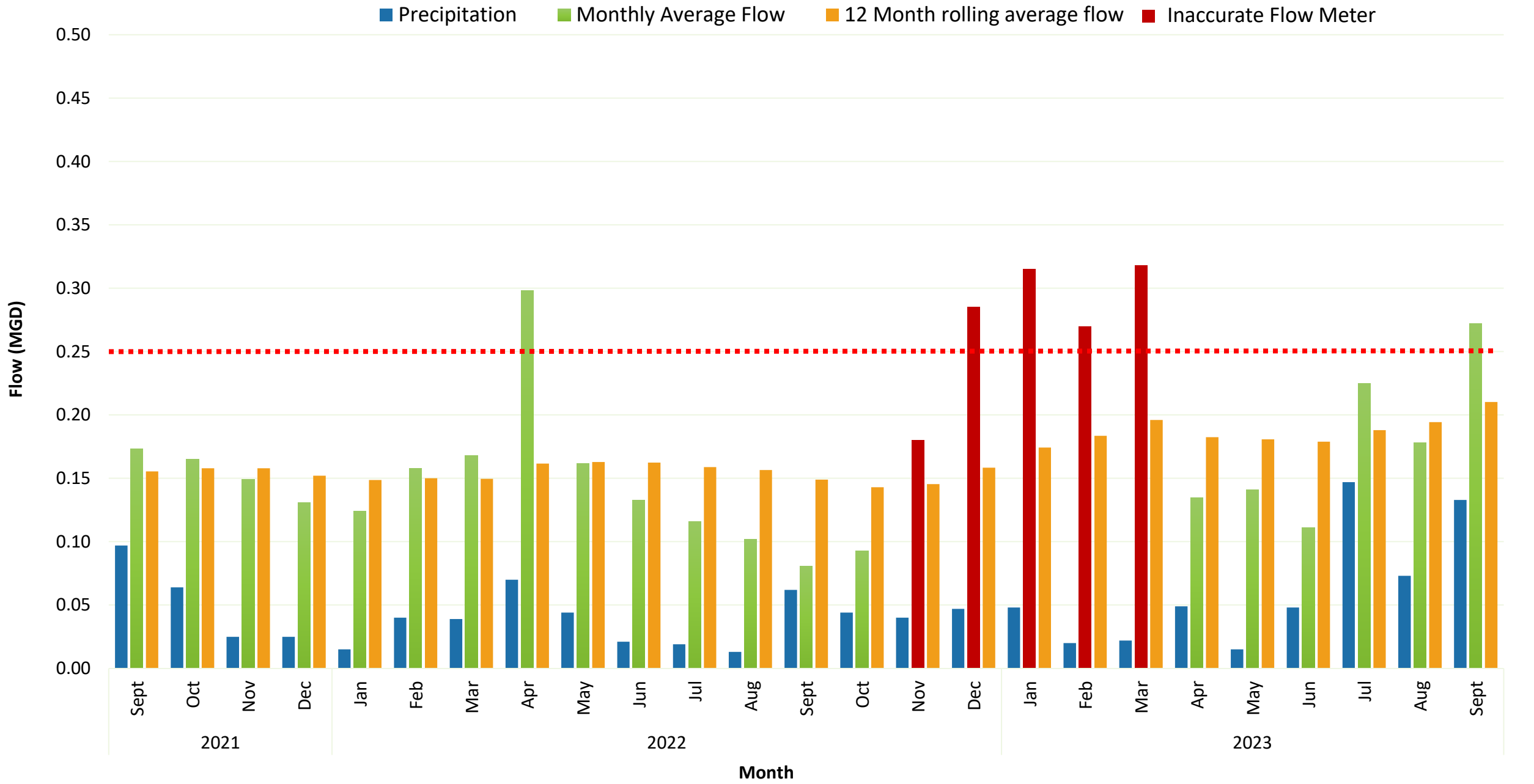
	September	August	July	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	98%	99%	99%	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99%	98%	98%	85%
TKN as N	0.1 mg/l	1.4 mg/l	0.84 mg/l	8 mg/l
Fecal Coliform	2/100 ml	2/100 ml	2/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Flushed sewer mains - 9411 feet
3. Rebuilt manhole on Front St

Millbrook WWTP



Building Department Report: September 2023

Building Permits Issued	4
Sign Permit	0
Certificate of Occupancy	1
Certificate of Compliance	1
Certificate of Use	0
Municipal Searches	3
Outdoor Dining Permit	1
Total Fees Collected	\$730

Planning & ZBA

PB: Escrow refund for Groffman Project

Escrow refund for Ledy project

ZBA:

Treasurer's Report: Bank Balances - September 2023

	Beginning Balance		Contributions		Withdrawals		Interest		Income Earned YTD		Month End Balance	
TAX ACCOUNT	\$	461,311.54	\$	23,312.11	\$	104,069.25	\$	94.11	\$	587.49	\$	380,648.51
GENERAL FUND	\$	45,531.57	\$	147,176.70	\$	143,973.30	\$	10.60	\$	302.47	\$	48,745.57
WATER FUND	\$	94,738.13	\$	8,317.35	\$	34,895.41	\$	18.85	\$	152.56	\$	68,178.92
SEWER FUND	\$	94,775.00	\$	9,732.31	\$	100,634.78	\$	15.06	\$	172.10	\$	3,887.59
ACCOUNTS PAYABLE	\$	3,311.30	\$	243,115.87	\$	212,220.80	\$	-	\$	-	\$	34,206.37
ESCROW (PLANNING & ZONING)	\$	3,800.00	\$	-	\$	-	\$	-	\$	-	\$	3,800.00
HNL TRUST	\$	26,216.95	\$	-	\$	-	\$	5.57	\$	44.55	\$	26,222.52
MEDICAL DEDUCTIBLE	\$	23,931.52	\$	-	\$	969.36	\$	-	\$	-	\$	22,962.16
MILLBROOK RESTORATION	\$	23,771.91	\$	-	\$	13,200.00	\$	4.14	\$	43.67	\$	10,576.05
PAYROLL ACCOUNT	\$	12,601.27	\$	43,870.36	\$	44,118.11	\$	-	\$	-	\$	12,353.52
POLICE VEHICLE FUND	\$	1,728.24	\$	-	\$	-	\$	-	\$	-	\$	1,728.24
RESERVE FOR FIRE TRUCK	\$	1,677.39	\$	-	\$	-	\$	0.28	\$	3.36	\$	1,677.67
RETAINING WALL	\$	0.00	\$	-	\$	-	\$	-	\$	-	\$	0.00
WATER RESERVE	\$	10,005.49	\$	-	\$	-	\$	2.12	\$	18.76	\$	10,007.61
SEWER REVERVE	\$	22,057.02	\$	-	\$	-	\$	4.69	\$	41.36	\$	22,061.71
TENNIS COURTS	\$	302.19	\$	-	\$	-	\$	0.07	\$	0.57	\$	302.26
THORNE TRUST	\$	19,513.20	\$	-	\$	-	\$	3.31	\$	23.72	\$	19,516.51
TREE REPLACEMENT PROGRAM	\$	7,667.21	\$	-	\$	-	\$	1.31	\$	6.05	\$	7,668.52
TRIBUTE GARDEN DONATIONS	\$	8,595.65	\$	-	\$	-	\$	1.83	\$	17.82	\$	8,597.48
TOTAL	\$	584,697.31	\$	475,524.70	\$	654,081.01	\$	161.94	\$	1,414.48	\$	683,141.21

Treasurer's Report: NYCLASS Balances - September 2023

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
RESERVE FOR FIRE TRUCK	\$ 268,543.18	\$ -	\$ -	\$ 1,154.07	\$ 8,870.67	\$ 269,697.25
TAX ACCOUNT	\$ 762,095.37	\$ -	\$ -	\$ 3,275.19	\$ 14,543.98	\$ 765,370.56
WATER FUND	\$ 25,791.96	\$ -	\$ -	\$ 110.83	\$ 822.07	\$ 25,902.79
SEWER FUND	\$ 345,006.82	\$ -	\$ -	\$ 1,482.72	\$ 10,466.11	\$ 346,489.54
TOTAL	\$ 1,401,437.33	\$ -	\$ -	\$ 6,022.81	\$ 34,702.83	\$ 1,407,460.14

Total Balances - September 2023

Average Monthly Yield: 5.22%
YTD INCOME EARNED: \$34,702.83

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Month End Balance
BANK OF MILLBROOK	\$ 584,697.31	\$ 475,524.70	\$ 654,081.01	\$ 161.94	\$ 1,414.48	\$ 683,141.21
NYCLASS	\$ 1,401,437.33	\$ -	\$ -	\$ 6,022.81	\$ 34,702.83	\$ 1,407,460.14
TOTAL	\$ 1,986,134.64	\$ 475,524.70	\$ 654,081.01	\$ 6,184.75	\$ 36,117.31	\$ 2,090,601.35

Clerk/Treasurer Highlights

Attended the NYCOM Conference
 Prepared AFR Presentation
 Community Day prep

Taxes- Last day to collect Oct 31, 2023- then turned over to the County
 Collected to Date: \$1,158,097

Update on STR code

Original proposal	Latest Draft	No Changes
<ul style="list-style-type: none">• Lottery system for additional applications exceeding the maximum	<ul style="list-style-type: none">• First-come, first service. Waitlist.	<ul style="list-style-type: none">• Primary Residence only
<ul style="list-style-type: none">• Maximum of 20 STR	<ul style="list-style-type: none">• Maximum of 15 STRs	<ul style="list-style-type: none">• 2-year permit - \$1000
<ul style="list-style-type: none">• 6 renters per STR	<ul style="list-style-type: none">• 8 renters per STR, or whatever DoH approves for private septic	<ul style="list-style-type: none">• Annual inspection
<ul style="list-style-type: none">• 100 rental days per year	<ul style="list-style-type: none">• No annual maximum	<ul style="list-style-type: none">• Fines for non-compliance
<ul style="list-style-type: none">• 1 rental per week	<ul style="list-style-type: none">• Removed provision	
<ul style="list-style-type: none">• 6-month grace period	<ul style="list-style-type: none">• 2-year grace period for primary resident requirement only	
<ul style="list-style-type: none">• 2-hour response time for complaint	<ul style="list-style-type: none">• 1 hour response time	
<ul style="list-style-type: none">• Adjacent lots can't be STRs	<ul style="list-style-type: none">• Removed provision	

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Peter Doro

Trustee Mike Herzog

Trustee Vicky Contino

Trustee Patrick Murphy



MILLBROOK

COMMUNITY DAY IS MADE POSSIBLE BY THESE GENEROUS SPONSORS:

JUNIPER
YOBOUNCE
MERRITT BOOK STORE
MILLBROOK ARTS GROUP

RUGE'S CHEVROLET
MILLBROOK LIBRARY
MILLBROOK ROTARY CLUB

MILLBROOK

COMMUNITY DAY IS MADE POSSIBLE BY THESE GENEROUS SPONSORS:

BANK OF MILLBROOK
MACKEY, BUTTS AND WHALEN
R & P REALTY
TEN MILE DISTILLERY

WM. & NANCY STAHL
SOAPS AND AROMATICS BY SANDRA
BABETTE'S KITCHEN
GEORGE T. WHALEN REAL ESTATE

AZTEC AGENCY
CARY INSTITUTE
TIM AND CECILIA COLLOPY



Thank you to all that made Community Day successful!



Next Board of Trustees Meeting:

Monthly Business Meeting

Wednesday, November 8, 2023 @ 6:00 pm

**MEETINGS ARE HELD AT THE
Millbrook Firehouse**

20 Front Street, Millbrook

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