



Board of Trustees Meeting  
November 8, 2023 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees

Wednesday, November 8, 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
  - b. Voucher approval
3. **Upcoming Events**
  - a. NARCAN seminar 11/13/23 6pm @ Firehouse – Mayor Collopy (*pre-registration required*)
  - b. Parade of Lights 12/1/23 – C. Collopy
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
  - f. Treasurer & Building Dept – Clerk/Treasurer Witt
5. **Old Business**
  - a. Resolution of Introduction: STR code – Deputy Mayor Doro
  - b. Sidewalk project – Trustee Herzog
  - c. Proposal to reduce Village-wide speed limit to 25mph – Mayor Collopy
6. **New Business**
  - a. Old Village dump sale/rent – Mayor Collopy
7. **Public Comments**
8. **Board Member Updates**
9. **Next Regular Board Meeting – Wednesday, 12/13/2023 - 6PM**
10. **Adjournment**

# Voucher Totals November 8, 2023

## Notes:

- HNL account had \$454.42 left from the Lamont Xmas Tree Fund contribution. The remaining funds were used to purchase Christmas lights for the MBA for the village Christmas trees. A difference of \$38.06 which will be reimbursed by the MBA.

Unpaid Voucher Totals	
General Fund	\$ 70,326.91
Water Fund	\$ 31,191.99
Sewer Fund	\$ 36,506.40
HNL Account	\$ 492.48
<b>TOTALS:</b>	<b>\$ 138, 517.78</b>

# October STR Update

Click link to view update

<https://villageofmillbrookny.com/wp-content/uploads/2023/11/11-08-23-Millbrook-ABnB-and-STR-laws-updated-october-2023.pdf>

# MILLBROOK FIRE DEPARTMENT

## OCTOBER 2023

82 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	17
EMS Call	50
Carbon Monoxide	4
Motor Vehicle Accident	2
Wires Down/Elec.	1
Fires (1 Mutual Aid, 2 MFD – appliances)	3
Gas Alarms	2
<b>TOTALS:</b>	<b>82</b>

EMS Responses	
NDP (49-79)	50
MFD Ambulance	6*
MFD Members	0
Mutual Aid Given	
Fire	3
EMS	2
Mutual Aid Received	
Fire	0
EMS	2

**NOTES:**

- Monthly Drill – Chimney Fires
- Hosting Chief’s Council 16th

\* 3x Hospital

# Bond Resolution 2023-001

A resolution authorizing the issuance of \$77,000.00 serial bonds of the Village of Millbrook, Dutchess County, New York, to pay the costs of the new fire chief vehicle

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2023/11/2023-011-Bond-Resolution-for-SIB-for-New-Fire-Chief-Vehicle.pdf>

# V.M.P.D MONTHLY REPORT

## OCTOBER 2023

**144 INCIDENTS REPORTED**

*(including, but not limited to)*

Incident #'s 18407-18551

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Parking Tickets	5	NY State Police	5	Arrest	1	Suspicious Activity	2	Assist Citizen	3
Parking Complaints	6	Other Agency	1	Trespass	1	Civil	1	School Checks	16
Vehicle & Traffic Complaint	6			Drug	2	Animal Complaint	2	Foot Patrols	47
Property Damage Accident	2	Fire Department	5	Larceny	4	Lockout	1		
Hit & Run Accident	1	EMS	11	Reckless Driving	1	911 Misdeal	1	Trunk or Treats	2
Disabled Vehicles	3			Criminal Mischief	1	Lost/Found Property	5	Halloween Detail	
Traffic Detail	1	Town of Washington Court	3	Disturbance	2	Noise Complaint	2	Community Day	
		Millbrook Central School	9						



# Public Works Monthly Report October 2023

1. **Leaf Pick-Up ENDS Nov 30<sup>th</sup>**
2. Continued to pick up leaves daily
3. Removed boy scout garbage from Village Hall basement
4. Picked up and stored flower barrels
5. Installed 2 10 min parking signs on Church St
6. Built pad and driveway for pumping station at Bennett
7. Picked up tables, signs and cones used for community day
8. Central Hudson did extensive trimming of trees throughout village

## Leaf Pick-Up

Oct 1 – Nov 30

LEAVES ONLY – NO BRUSH, GRASS OR DEBRIS



# Monthly Water Report

## October 2023

	October	September	August
<b>Total Water Produced</b>	4,314,350	4,663,465	4,721,770
<b>Average Daily Flow</b>	139,200	155,450	152,315
<b>Peak Day Flow</b>	224,665	236,011	213,460

### Sampling Results:

	October	September	August
<b>Total Coliform</b>	Absent	Absent	Absent

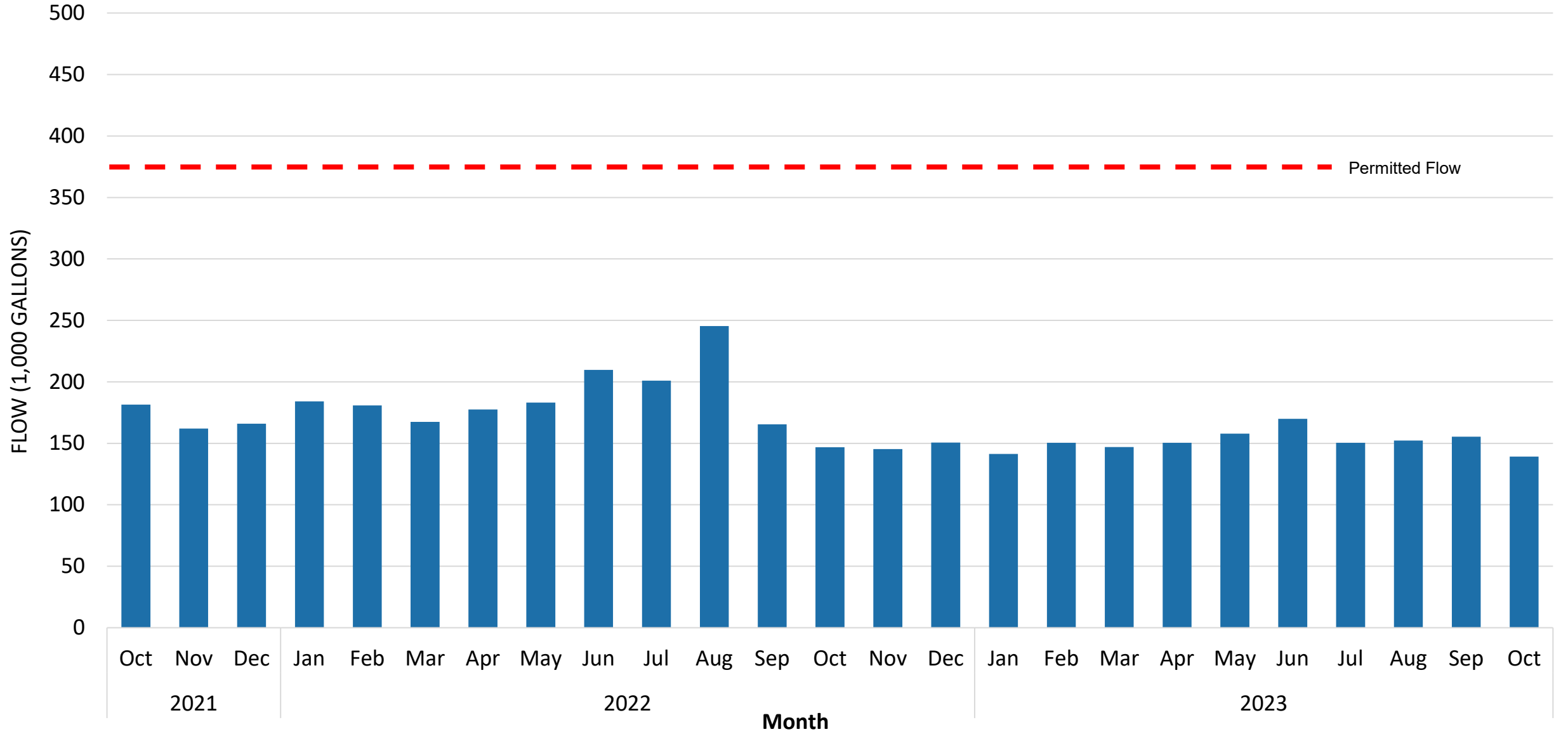
\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Installed new curb valve @ 29 North Ave
3. Replaced 2 water meters and fixed six others
4. Flushed hydrants

# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## October 2023

	October	September	August	Permit Limit
<b>Total Effluent Flow</b>	6,611,101	8,149,696	5,513,778	n/a
<b>Average Daily Flow</b>	213,260	271,700	177,900	n/a
<b>12-Month Rolling AVG</b>	220,000	210,000	194,000	250,000
<b>Peak Daily Flow</b>	374,230	795,788	258,810	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	5.6"	13.3"	7.3"	n/a

SPDES Permit Samples: (mg/l)

	October	September	August	Permit Limit
<b>BOD</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	98 %	98%	99%	85%
<b>Total Suspended Solids</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	98 %	99%	98%	85%
<b>TKN as N</b>	0.8 mg/l	0.1 mg/l	1.4 mg/l	8 mg/l
<b>Fecal Coliform</b>	2/100 ml	2/100 ml	2/100 ml	200/100 ml

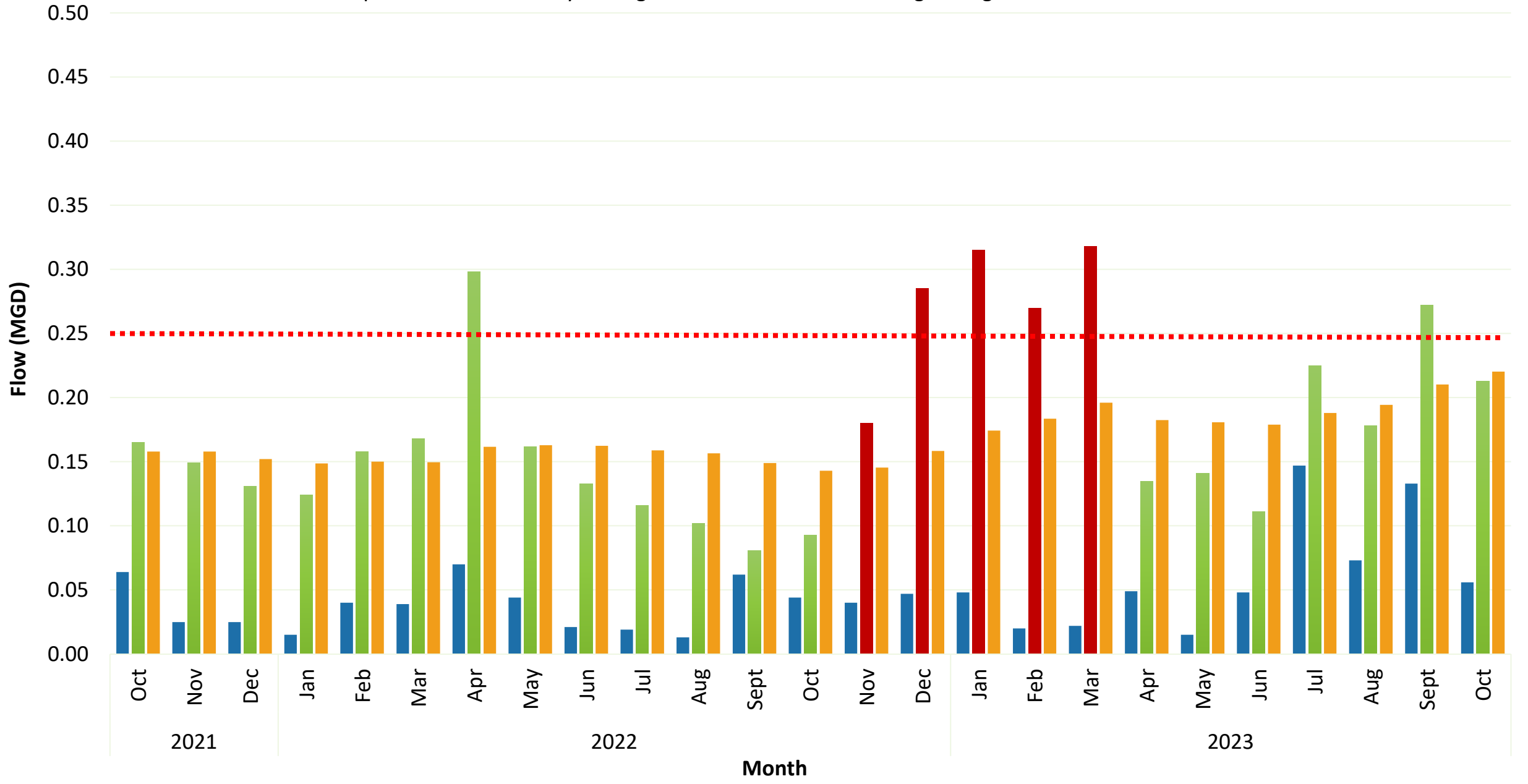
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. Rebuilt manhole on Church St
3. EarthCare hauled sludge
4. Cleaned filter beds and sludge drying beds
5. Sewer main inspections

# Millbrook WWTP

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



# Building Department Report: October 2023

Building Permits Issued	6
Sign Permit	0
Certificate of Occupancy	0
Certificate of Compliance	2
Certificate of Use	0
Municipal Searches	0
Outdoor Dining Permit	0
<b>Total Fees Collected</b>	<b>540.00</b>

## Planning & ZBA

**PB:** Has two applicants before them  
House of Stefas and Bennett Park meeting  
set for 11/13

**ZBA:** no new updates

- Worked on the Building Dept. Fee Schedule for 2024 (To be implemented January)
- Will have a comparison chart for 2020 fees vs. 2024 fees for December meeting
- Working on updating all relevant Building Forms and converting them to be used through HeyGov

# Treasurer's Report: Bank Balances - October 2023

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INTEREST	INCOME EARNED YTD	MONTH END BALANCE
TAX ACCOUNT	\$ 380,648.51	\$ 1,134.42	\$ 261,000.00	\$ 40.47	\$ 627.96	\$ 120,823.40
GENERAL FUND	\$ 48,745.57	\$ 221,663.58	\$ 253,747.50	\$ 5.07	\$ 307.54	\$ 16,666.72
WATER FUND	\$ 68,178.92	\$ 27,692.30	\$ 41,077.52	\$ 11.44	\$ 164.00	\$ 54,805.14
SEWER FUND	\$ 3,887.59	\$ 98,180.91	\$ 9,349.21	\$ 14.01	\$ 186.11	\$ 92,733.30
ACCOUNTS PAYABLE	\$ 34,206.37	\$ 217,719.81	\$ 251,386.17	\$ -	\$ -	\$ 540.01
ESCROW (PLANNING & ZONING)	\$ 3,800.00	\$ 500.00	\$ 749.88	\$ -	\$ -	\$ 3,550.12
HNL TRUST	\$ 26,222.52	\$ -	\$ -	\$ 5.39	\$ 49.94	\$ 26,227.91
MEDICAL DEDUCTIBLE	\$ 22,962.16	\$ -	\$ 1,965.12	\$ -	\$ -	\$ 20,997.04
MILLBROOK RESTORATION	\$ 10,576.05	\$ -	\$ -	\$ 2.17	\$ 45.84	\$ 10,578.22
PAYROLL ACCOUNT	\$ 12,353.52	\$ 68,914.01	\$ 47,976.08	\$ -	\$ -	\$ 33,291.45
POLICE VEHICLE FUND	\$ 1,728.24	\$ -	\$ -	\$ -	\$ -	\$ 1,728.24
RESERVE FOR FIRE TRUCK	\$ 1,677.67	\$ -	\$ -	\$ 0.28	\$ 3.64	\$ 1,677.95
RETAINING WALL	\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ 0.00
WATER RESERVE	\$ 10,007.61	\$ -	\$ -	\$ 2.06	\$ 20.82	\$ 10,009.67
SEWER REERVE	\$ 22,061.71	\$ -	\$ -	\$ 4.53	\$ 45.89	\$ 22,066.24
TENNIS COURTS	\$ 302.26	\$ -	\$ -	\$ 0.06	\$ 0.63	\$ 302.32
THORNE TRUST	\$ 19,516.51	\$ -	\$ -	\$ 3.21	\$ 26.93	\$ 19,519.72
TREE REPLACEMENT PROGRAM	\$ 7,668.52	\$ -	\$ -	\$ 1.26	\$ 7.31	\$ 7,669.78
TRIBUTE GARDEN DONATIONS	\$ 8,597.48	\$ -	\$ -	\$ 1.76	\$ 19.58	\$ 8,599.24
<b>TOTAL</b>	<b>\$ 584,697.31</b>	<b>\$ 635,805.03</b>	<b>\$ 867,251.48</b>	<b>\$ 91.71</b>	<b>\$ 1,506.19</b>	<b>\$ 451,786.47</b>

# Treasurer's Report: NYCLASS Balances - October 2023

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
RESERVE FOR FIRE TRUCK	\$ 269,697.25	\$ -	\$ -	\$ 1,210.19	\$ 10,080.86	\$ 270,907.44
TAX ACCOUNT	\$ 765,370.56	\$ -	\$ -	\$ 3,434.39	\$ 17,978.37	\$ 768,804.95
WATER FUND	\$ 25,902.79	\$ -	\$ -	\$ 116.24	\$ 938.31	\$ 26,019.03
SEWER FUND	\$ 346,489.54	\$ -	\$ -	\$ 1,554.80	\$ 12,020.91	\$ 348,044.34
<b>TOTAL</b>	<b>\$ 1,407,460.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,315.62</b>	<b>\$ 41,018.45</b>	<b>\$ 1,413,775.76</b>

## Total Balances - October 2023

**Average Monthly Yield: 5.27%**  
**YTD INCOME EARNED: \$42,452.64**

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
BANK OF MILLBROOK	\$ 584,697.31	\$ 635,805.03	\$ 867,251.48	\$ 91.71	\$ 1,506.19	\$ 451,786.47
NYCLASS	\$ 1,407,460.14	\$ -	\$ -	\$ 6,315.62	\$ 41,018.45	\$ 1,413,775.76
<b>TOTAL</b>	<b>\$ 1,992,157.45</b>	<b>\$ 635,805.03</b>	<b>\$ 867,251.48</b>	<b>\$ 6,407.33</b>	<b>\$ 42,524.64</b>	<b>\$ 1,865,562.23</b>

## Clerk/Treasurer Highlights

**Board to Adopt BOND Resolution 2023-011- \$77,000 5-Year SIB for Fire Vehicle**

**Tax collection is over as of November 1st- 7 parcels went unpaid total to be rec'd by the County \$6461.93**

**Getting ready for Re-Org meeting (Jan)**

# 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







# Next Board of Trustees Meeting:

**Monthly Business Meeting**

Wednesday, December 13, 2023 @ 6:00 pm

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

20 Front Street, Millbrook

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