



*Board of Trustees Meeting  
December 13, 2023 @ 6:00 pm*

*Please Silence Your Cell Phone*

# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, December 13, 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. **Announcements**
  - a. Safety inspection feedback
  - b. Parade of Lights thank you
  - c. Angels of Light toy drive for hospitalized children
3. **Administrative Business**
  - a. Minutes approval
  - b. Voucher approval
4. **New Business:**
  - a. VoM response to ToW Hospitality Overlay Proposal – Mayor Collopy
  - b. Gym lease contract w/ ToW – Mayor Collopy
5. **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. Proposed water bill increase – Mayor Collopy
  - f. Treasurer & Building Dept, including BAN renewal resolutions – Clerk/Treasurer Witt
6. **Old Business**
  - a. STR code resolution of introduction – Deputy Mayor Doro
  - b. Sidewalk project – Trustee Herzog
  - c. Resolution of introduction to reduce Village-wide speed limit to 25mph – Mayor Collopy
  - d. Old Village dump sale proposal – Mayor Collopy
7. **Public Comments**
8. **Board Member Updates**
9. **Executive Session – Personnel Issues**
10. **Next Board Meeting: Annual Re-Org Wednesday, 1/3/2024**
11. **Regular Board Meeting: Wednesday, 1/10/2023 - 6PM**
12. **Adjournment**

# Voucher Totals

## December 13, 2023

### Unpaid Voucher Totals

General Fund	\$ 82,152.34
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Water Fund	\$ 97,375.19
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Sewer Fund	\$ 25,405.88
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Sidewalk Fund	\$ 5,370.97
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<b>TOTALS:</b>	<b>\$ 210,304.38</b>
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### Paid Voucher Totals

General Fund	\$ 69,335.00
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Sidewalk Fund	\$ 191,793.60
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<b>TOTALS:</b>	<b>\$ 261,128.60</b>
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#### Notes:

- NYSLRS (retirement) payment made on 12/4/23 for \$69,335. Payment needed to be received by NYS before 12/15/23 in order to receive a discount.
- Sun-Up Construction Pay App #1 for \$191,793.60 was paid on 12/7/23 in order to meet the deadline for Dutchess County.

# Resolution 2023-012

A resolution authorizing the execution of the Town of Washington/Village of Millbrook gym lease contract

**Click link to view resolution**

[https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-012-TOW-Gym-Contract\\_2023.pdf](https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-012-TOW-Gym-Contract_2023.pdf)

# MILLBROOK FIRE DEPARTMENT NOVEMBER 2023

## 66 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	9
EMS Call	42
Carbon Monoxide	3
Vehicle Fire	1
Brush Fire	1
Fires (1 Mutual Aid)	1
Gas Alarms	2
<b>TOTALS:</b>	<b>66</b>

EMS Responses	
NDP (49-79)	42
MFD Ambulance	6*
MFD Members	34

Mutual Aid Given	
Fire	3
EMS	4

Mutual Aid Received	
Fire	0
EMS	0

### NOTES:

#### Monthly Drill

- Firefighter Down
- Finishing Hazmat
- CO awareness
- Harassment/Workplace Violence

\* 3 hospital





# Snow Ordinance

Dec 1 – Mar 31

NO PARKING ON STREET BETWEEN 1 AM TO 6 AM

## Public Works Monthly Report November 2023

1. **Leaf Pick-Up Ended Nov 30<sup>th</sup>**
2. **Snow Ordinance is now in effect**
3. Everyday leaf pick up
4. Put up all Christmas decorations
5. Picked up Christmas trees in Stanfordville
6. Put up posts and 85 Christmas trees
7. Put sanders on all trucks
8. Painted new curbs on Franklin Ave
9. Relocated electronics from Mayor's office
10. Readied all snow equipment

# Monthly Water Report

## November 2023

	November	October	September
<b>Total Water Produced</b>	3,722,709	4,314,350	4,663,465
<b>Average Daily Flow</b>	124,090	139,200	155,450
<b>Peak Day Flow</b>	173,347	224,665	236,011

### Sampling Results:

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

\* Results not in compliance

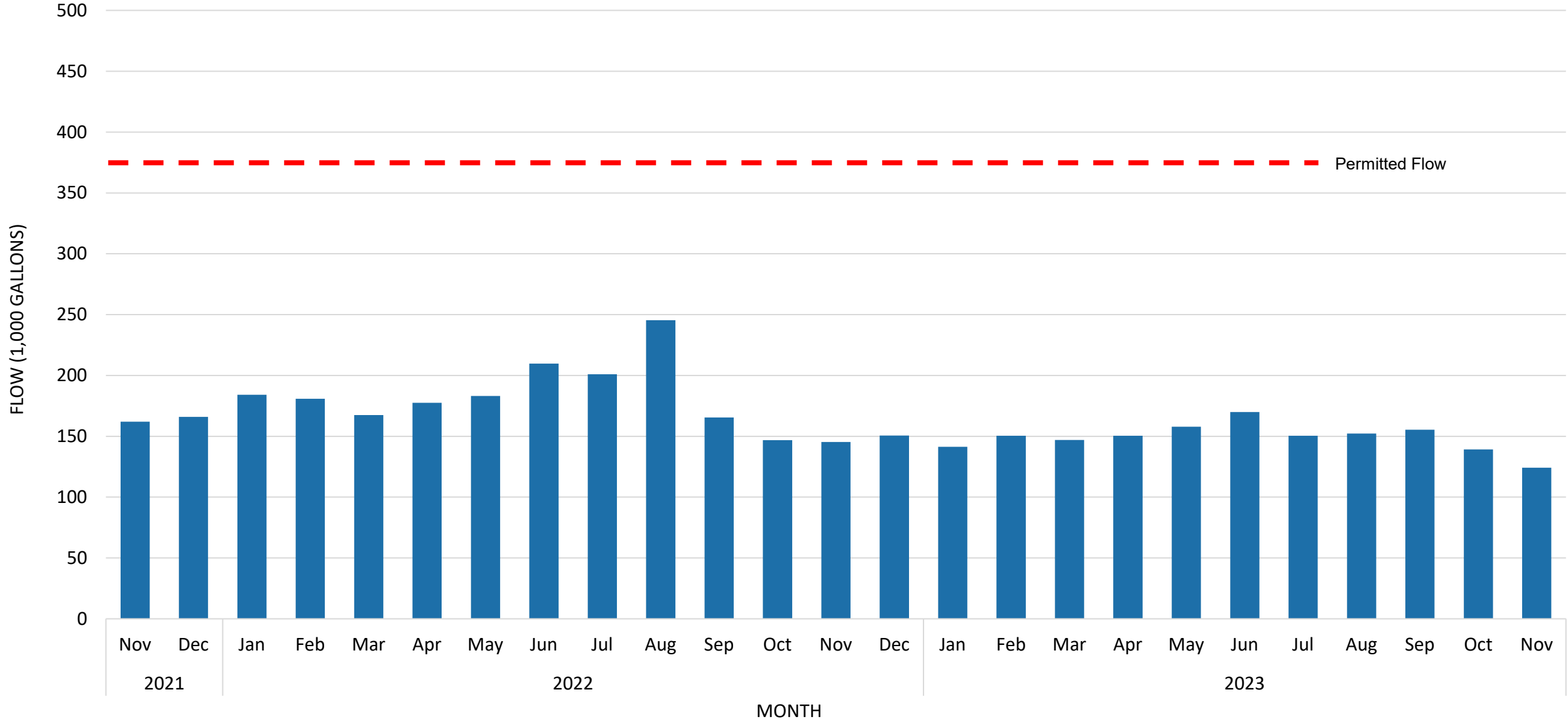
### Comments:

1. Performed all routine sampling and maintenance
2. Installed new curb valve @ 6 Merritt Ave
3. Repaired broken valve box at Green Briar and shut off water to bldg
4. DOH inspection
5. Fixed 3 water meters



# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## November 2023

	November	October	September	Permit Limit
<b>Total Effluent Flow</b>	4,195,483	6,611,101	8,149,696	n/a
<b>Average Daily Flow</b>	139,850	213,260	271,700	n/a
<b>12-Month Rolling AVG</b>	217,000	220,000	210,000	250,000
<b>Peak Daily Flow</b>	195,548	374,230	795,788	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	3.0"	5.6"	13.3"	n/a

SPDES Permit Samples: (mg/l)

	November	October	September	Permit Limit
<b>BOD</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	100 %	98 %	98%	85%
<b>Total Suspended Solids</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	99 %	98 %	99%	85%
<b>TKN as N</b>	0.68 mg/l	0.8 mg/l	0.1 mg/l	8 mg/l
<b>Fecal Coliform</b>	n/a	2/100 ml	2/100 ml	200/100 ml

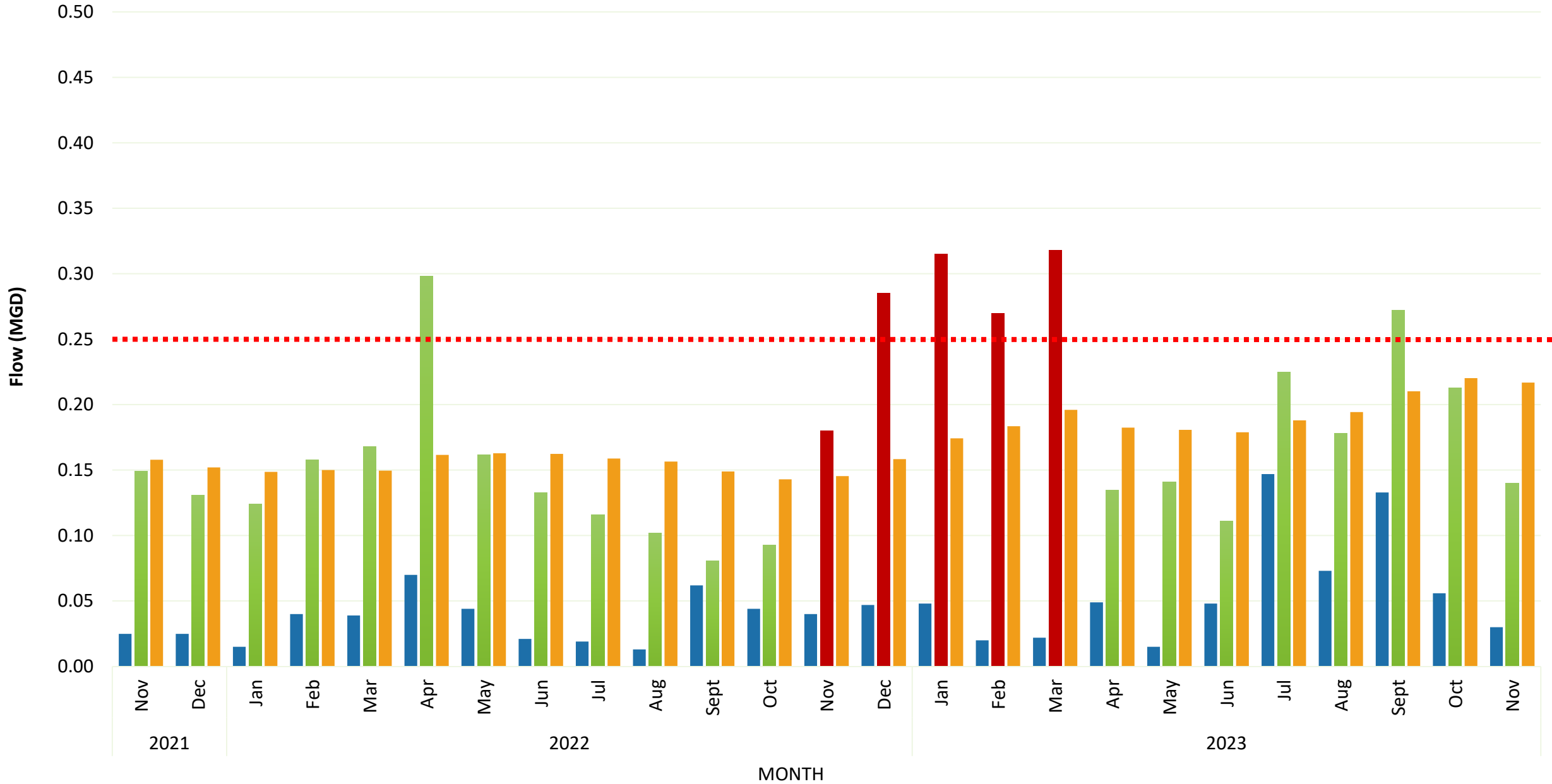
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. DEC inspection
3. EarthCare hauled dry sludge
4. Sewer main inspections - repairs/replacement needed on equipment

# Millbrook WWTP

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



# Building Department Report: November 2023

Building Permits Issued	15
Sign Permit	0
Certificate of Occupancy	1
Certificate of Compliance	1
Certificate of Use	0
Municipal Searches	5
Outdoor Dining Permit	0
<b>Total Fees Collected</b>	<b>\$2,530</b>

## Notes:

- Very busy month!
- Proposed 2024 Fee Schedule to BOT
- Planning to start using HeyGov for BPs- Jan

## Planning & ZBA

PB: No meeting Dec

ZBA: no new updates

Current Building Fees Vs. Proposed Fees				
BP#	BUILDING PERMIT PROJECT	CURRENT	PROPOSED	INCREASE
23-04	Install Ductless Heat Pump	\$90.00	\$145.00	\$55.00
23-12	4X8 Covered Porch (32 SQ FEET X.75 +150)	\$125.00	\$174.00	\$49.00
23-33	Electrical Upgrade	\$90.00	\$125.00	\$35.00
23-36	Generator Install	\$90.00	\$150.00	\$60.00
23-22	Add A/C and Heat Pumps and replace 25 windows	\$190.00	\$275.00	\$85.00
23-13	Install In-Ground Pool	\$215.00	\$300.00	\$85.00
23-52	Propane Tank Install	\$65.00	\$145.00	\$80.00
23-61	Roof solar mounts	\$115.00	\$160.00	\$45.00
23-70	Interior Alterations (major)- (Estimated cost of project \$150K)	\$795.00	\$1,257.00	\$462.00
23-50	Re-Roofing	\$75.00	\$150.00	\$75.00
23-71	Roof Install (Work done prior to the issuance of BP)	\$75.00	\$575.00	\$500.00
23-29	Morton Buildings- Cold Storage-(Estimated cost of project \$150K)- Commercial	\$450.00	\$1,230.00	\$780.00
23-02	Municipal Search	\$125.00	\$175.00	\$50.00
23-04	Commercial Municipal Search	\$150.00	\$250.00	\$100.00
23-11	Amended Municipal Search	\$125.00	\$262.50	\$137.50
		<b>\$2,775.00</b>	<b>\$5,373.50</b>	<b>\$2,598.50</b>

All permits issued with the proposed fee schedule will include the price of the CO & Inspection.

# Water & Sewer Rates

## **BACKGROUND**

Water & Sewer revenues for FY2023-2024 were estimated to be ~\$60K & ~\$40K below expenses, respectively.

## **REASONS**

1. Unexpected wet weather throughout 2023 resulted in reduced water demand by residents; sewer bill is a function of water usage, as well.
2. Interest rates on renewal of \$550K & \$200K water BANs increased, adding \$16K of unplanned water expenses for this year.

## **ACTION TAKEN TO-DATE**

1. VRI review of water & sewer spending to-date identified certain plans that could be delayed into the next FY, reducing current year water & sewer expenses by \$22K & \$24K, respectively.
2. Clerks identified \$9.5K of re-levied funds which will arrive this fiscal year for each fund.
3. Clerks identified an estimated \$5K of interest from NYCLASS for sewer funds.

## **NET**

1. With the above actions, sewer revenues should match expenses by fiscal year-end.
2. Even with the above actions, water revenue is projected to be ~\$30K below expenses by year-end.

## **RECOMMENDATION**

Starting with the January billing cycle, institute a \$20/meter addition to the quarterly water bill.

## **RATIONALE**

1. This will address the expected gap in the current fiscal year.
2. A fixed, minimum charge is consistent with the VoM sewer SBA and many other municipalities.
3. There is a need for the upcoming years to build a fund balance for when the \$550K & \$200K BANs get converted to bonds.

## **PLAN**

1. Present proposal at the December board meeting
2. Present a resolution of adoption at the January board meeting

# Treasurer's Report: Bank Balances - November 2023

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INTEREST	INCOME EARNED YTD	MONTH END BALANCE
TAX ACCOUNT	\$ 120,823.40	\$ 4,915.89	\$ 91,500.00	\$ 14.78	\$ 642.74	\$ 34,254.07
GENERAL FUND	\$ 16,666.72	\$ 181,923.04	\$ 195,335.71	\$ 4.79	\$ 312.33	\$ 3,258.84
WATER FUND	\$ 54,805.14	\$ 66,907.78	\$ 41,201.66	\$ 15.78	\$ 179.78	\$ 80,527.04
SEWER FUND	\$ 92,733.30	\$ 59,180.37	\$ 60,070.64	\$ 20.78	\$ 206.89	\$ 91,863.81
ACCOUNTS PAYABLE	\$ 540.01	\$ 138,517.78	\$ 129,644.64			\$ 9,413.15
ESCROW (PLANNING & ZONING)	\$ 3,550.12	\$ 3,050.00	\$ 2,189.34			\$ 4,410.78
HNL TRUST	\$ 26,227.91		\$ 492.48	\$ 5.33	\$ 55.27	\$ 25,740.76
MEDICAL DEDUCTIBLE	\$ 20,997.04		\$ 3,923.36			\$ 17,073.68
MILLBROOK RESTORATION	\$ 10,578.22			\$ 2.18	\$ 48.02	\$ 10,580.40
PAYROLL ACCOUNT	\$ 33,291.45	\$ 46,158.80	\$ 65,922.77			\$ 13,527.48
POLICE VEHICLE FUND	\$ 1,728.24					\$ 1,728.24
RESERVE FOR FIRE TRUCK	\$ 1,677.95	\$ 77,000.00		\$ 1.33	\$ 4.97	\$ 78,679.28
RETAINING WALL	\$ 0.00					\$ 0.00
WATER RESERVE	\$ 10,009.67		\$ 10,009.67		\$ 20.82	\$ (0.00)
SEWER REVERVE	\$ 22,066.24		\$ 22,069.11	\$ 2.87	\$ 48.76	\$ (0.00)
TENNIS COURTS	\$ 302.32			\$ 0.06	\$ 0.69	\$ 302.38
THORNE TRUST	\$ 19,519.72			\$ 3.21	\$ 30.14	\$ 19,522.93
TREE REPLACEMENT PROGRAM	\$ 7,669.78			\$ 1.26	\$ 8.57	\$ 7,671.04
TRIBUTE GARDEN DONATIONS	\$ 8,599.24		\$ 2,248.00	\$ 1.73	\$ 21.31	\$ 6,352.97
<b>TOTAL</b>	<b>\$ 584,697.31</b>	<b>\$ 577,653.66</b>	<b>\$ 624,607.38</b>	<b>\$ 74.10</b>	<b>\$ 1,580.29</b>	<b>\$ 404,906.85</b>

# Treasurer's Report: NYCLASS Balances - November 2023

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
RESERVE FOR FIRE TRUCK	\$ 270,907.44	\$ 77,000.00	\$ -	\$ 1,181.23	\$ 11,262.09	\$ 349,088.67
TAX ACCOUNT	\$ 768,804.95	\$ -	\$ 225,000.00	\$ 3,352.20	\$ 21,330.57	\$ 547,157.15
WATER FUND	\$ 26,019.03	\$ 10,009.67	\$ -	\$ 114.89	\$ 1,053.20	\$ 36,143.59
SEWER FUND	\$ 348,044.34	\$ 22,064.24	\$ 1,500.00	\$ 1,520.54	\$ 13,541.45	\$ 370,129.12
<b>TOTAL</b>	<b>\$ 1,413,775.76</b>	<b>\$ 109,073.91</b>	<b>\$ 226,500.00</b>	<b>\$ 6,168.86</b>	<b>\$ 47,187.31</b>	<b>\$ 1,302,518.53</b>

## Total Balances - November 2023

**Average Monthly Yield: 5.2934%**  
**YTD INCOME EARNED: \$47,187.31**

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
BANK OF MILLBROOK	\$ 584,697.31	\$ 577,653.66	\$ 624,607.38	\$ 74.10	\$ 1,580.29	\$ 404,906.85
NYCLASS	\$ 1,413,775.76	\$ 109,073.91	\$ 226,500.00	\$ 6,168.86	\$ 47,187.31	\$ 1,302,518.53
<b>TOTAL</b>	<b>\$ 1,998,473.07</b>	<b>\$ 686,727.57</b>	<b>\$ 851,107.38</b>	<b>\$ 6,242.96</b>	<b>\$ 48,767.60</b>	<b>\$ 1,707,425.38</b>

## Clerk/Treasurer Highlights

- **NYCLASS:** I moved the money from the Water Reserve Fund and the Sewer Reserve Fund that were at BOM to NYCLASS. Closed accts with BOM.
- **Bank of Millbrook:** Opened a Sidewalk Project Account and Bennett Sewer Pump Account
- **Grants:** Working on 1<sup>st</sup> round of reimbursements for both Sidewalk Project (CDBG) and Bennett Pump House (DASNY)
- **CHIPS:** Submitting CHIPS reimbursement in the amount of \$108,333.69 (North Ave/ Valley Farm/ Reservoir Dr.) Payout will be March
- **FEMA- COVID update:** Trustee Contino and I rec'd word that our application will be going through and they are only removing \$449 worth of expenses. Village will be receiving \$15,976.79- probably sometime in April 2024
- **BAN Renewals for Water Treatment Plant Update (\$550K & \$200K)-** Bank of Millbrook- Resolutions 2023-014 & 2023-015

# Resolution 2023-014

Authorizing the issuance of a \$200,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-014-Bond-Anticipation-Note-Renewal-Resolution-2023-200k-Water-System-Improvement.pdf>



# Resolution 2023-015

Authorizing the issuance of a \$550,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-015-Bond-Anticipation-Renewal-Note-Resolution-2023-IMPROVEMENT-AND-UPGRADE-OF-WATER-SYSTEM-550k.pdf>

# Short Term Rental Update

Click link to view update

<https://villageofmillbrookny.com/wp-content/uploads/2023/12/Millbrook-ABnB-and-STR-laws-updated-December-2023.pdf>

# Resolution 2023-016

Introducing Local Law No. 5 of 2023 Amending Chapter 230 of the Village Code Entitled “Zoning” to Establish Rules and Regulations for Short-Term Rentals

**Click link to view resolution**

<https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-016-Resolution-of-Introduction-for-Local-Law-No5-of-2023-Establishing-STR-Law.pdf>

# Resolution 2023-017

Introducing Local Law No. 4 of 2023 Amending Chapter 220 of the Village Code Entitled “Vehicles and Traffic” to Reduce the Speed Limit on Certain Village Roads to 25 Miles Per Hour

**Click link to view resolution**

<https://villageofmillbrookny.com/wp-content/uploads/2023/12/2023-017-Resolution-of-Introduction-for-Local-Law-No4-of-2023-Amending-Village-Vehicle-and-Traffic-Law.pdf>

# Village of Millbrook Landfill

## BACKGROUND

- Closed in 1967
- Ongoing DEC monitoring/testing - last tested in 2022
- Property assessment reduced from \$74K to \$8.5K, effective in 2024

## PROPOSAL

- Sell "as is" to T. Race under the following conditions:
- Cost to equal the maximum of property assessment & Village-incurred legal fees
- Commitment by buyer to conform to all DEC stipulations
- Commitment by buyer to accept all Village leaves & brush for composting & chipping/burning
- Commitment not to sell the property for the next 10 years
- Approval of DEC

# 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:

## **Re-Org Meeting**

Wednesday, January 3, 2024 @ 6:00 pm

## **Monthly Business Meeting**

Wednesday, January 10, 2024 @ 6:00 pm

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

20 Front Street, Millbrook

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

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