



Board of Trustees Meeting
January 10, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, January 10, 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. Announcement of budget schedule for 2024/2025
3. **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
 - ii. Resolution authorizing Mayor to sign acceptance of WIIA grant
 - f. Treasurer & Building Dept – Clerk/Treasurer Witt
4. **Old Business**
 - a. STR code: [public hearing](#) & board vote – Deputy Mayor Doro
 - b. Max speed limit reduction to 25mph: [public hearing](#) & board vote – Mayor Collopy
5. **Public Comments**
6. **Board Member Updates**
7. **Next Regular Board Meeting – Wednesday, 2/14/24 - 6PM**
8. **Adjournment**

Voucher Totals January 10, 2024

Notes:

General Fund: Issued check for \$71,697.50 on 12/15/23 for the purchase of the Fire Department Chief's vehicle.

Unpaid Voucher Totals	
General Fund	\$ 74,910.26
Water Fund	\$ 12,537.83
Sewer Fund	\$ 24,884.13
UNPAID TOTAL:	\$ 112,332.22
PAID TOTAL:	\$ 71,697.50
TOTAL:	\$ 184,029.72

2024-2025 Budget Meeting Schedule

February 28, 2024	Water & Sewer
March 6, 2024	Police & Fire Department
March 20, 2024	Highway & Front Office
March 27, 2024	Follow up meetings, as necessary - Personnel & Salaries (Executive Session)
April 3, 2024	Total Budget- All Department Heads encouraged to attend
April 10, 2024	Regular Monthly Board Meeting- Budget Public Hearing and Vote to Approve

All meetings will be scheduled for 6 pm

Local Law 1 of 2024

Local Law No. 1 of 2024 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 Unlisted Action

Click link to view local law

[insert link here](#)

Local Law 2 of 2024

Amending Chapter 230 of the Village Code entitled 'Zoning'
to add a new Sub-Section 230-30(C) Containing Rules and
Regulations for Short-Term Rentals

Click link to view local law

[insert link here](#)

MILLBROOK FIRE DEPARTMENT DECEMBER 2023

62 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	16
EMS Call	42
Carbon Monoxide	1
Motor Vehicle Accident	2
Smoke Investigation	1
TOTALS:	62

EMS Responses	
NDP (49-79)	42
MFD Ambulance	2*
MFD Members	21

Mutual Aid Given	
Fire	1
EMS	5

Mutual Aid Received	
Fire	1
EMS	0

NOTES:

- Monthly drill- Firefighter down
- Extrication fine skills
- Union Vale now has 24/7 EMS coverage

* 2 txp hospital

V.M.P.D MONTHLY REPORT

DECEMBER 2023

76 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18649-18725

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Parking Complaint	1	NY State Police	1	Harassment	1	Suspicious Activity	1	Assist Citizen	2
Property Damage Accident	2	Dutchess Sheriff	1	Domestic	1	FOIL	1	Property Check	1
Vehicle & Traffic Complaint	1			Larceny	1	Lockout	2	School Checks	12
Road Hazards	1							Foot Patrols	32
		Fire Department	2					Parade of Lights	
		EMS	4					Menorah Lighting	
								NYE Millbrook	
		Town of Washington Court	2					Funeral EFPD	
		Millbrook Central School	4						



Start: 2023-12-01
 End: 2023-12-13
 Times: 0:00:00-23:59:59

Compliance & Risk Report

9 partners rd, 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	3	10	4	0	17
1:00	30	Speed Display	1	1	1	0	3
2:00	30	Speed Display	2	3	0	0	5
3:00	30	Speed Display	4	2	0	0	6
4:00	30	Speed Display	7	4	0	0	11
5:00	30	Speed Display	56	14	0	0	70
6:00	30	Speed Display	120	59	20	4	203
7:00	30	Speed Display	172	130	64	5	371
8:00	30	Speed Display	185	139	61	9	394
9:00	30	Speed Display	160	129	42	1	332
10:00	30	Speed Display	162	133	47	4	346
11:00	30	Speed Display	140	109	44	5	298
12:00	30	Speed Display	180	153	66	6	405
13:00	30	Speed Display	168	163	56	5	392
14:00	30	Speed Display	258	185	64	5	512
15:00	30	Speed Display	178	162	85	12	437
16:00	30	Speed Display	196	236	64	7	503
17:00	30	Speed Display	215	152	38	9	414
18:00	30	Speed Display	123	112	36	6	277
19:00	30	Speed Display	71	68	25	2	166
20:00	30	Speed Display	64	63	11	0	138
21:00	30	Speed Display	45	33	13	6	97
22:00	30	Speed Display	13	37	8	2	60
23:00	30	Speed Display	11	6	9	5	31
Total			2534	2103	758	93	5488



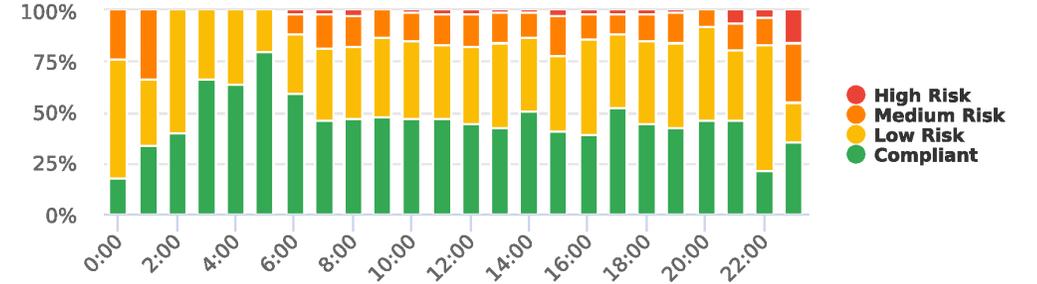
Start: 2023-12-01
 End: 2023-12-13
 Times: 0:00:00-23:59:59

Compliance & Risk Report

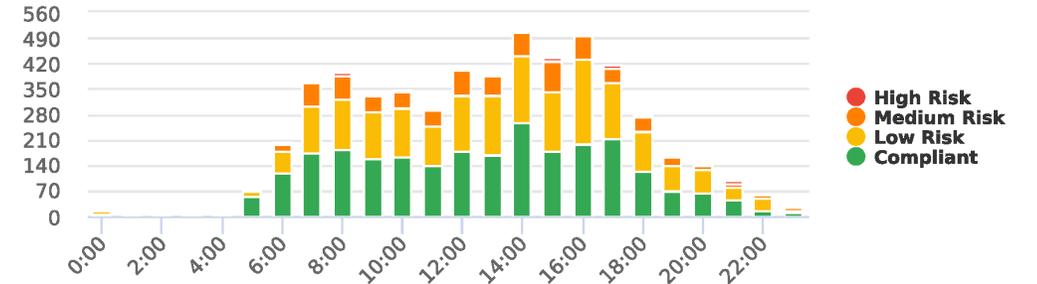
9 partners rd, NB

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





Snow Ordinance

Dec 1 – Mar 31

NO PARKING ON STREET BETWEEN 12 AM TO 6 AM

Public Works Monthly Report December 2023

1. **Snow Ordinance is now in effect**
2. Repaired 2 catch basins
3. Trimmed sidewalk hedges
4. Removed tennis court nets and locked court.
5. Painted wall behind water fountain in Village Hall
6. Removed no parking signs on Merritt Ave
7. Distributed snow ordinance notifications on illegally parked vehicles
8. Picked up brush from storm
9. Cut and removed fallen tree on Linden Lane
10. Cut and removed broken limb from house, limb endangering house called in tree committee
11. Began picking up Christmas trees (*January*)
12. Removed all Christmas decorations (*January*)
13. Removed all free-standing traffic signs for winter (*January*)
14. Snow event (*January*)

Monthly Water Report

December 2023

	December	November	October
Total Water Produced	3,905,982	3,722,709	4,314,350
Average Daily Flow	126,000	124,090	139,200
Peak Day Flow	173,850	173,347	224,665

Sampling Results:

	December	November	September
Total Coliform	Absent	Absent	Absent

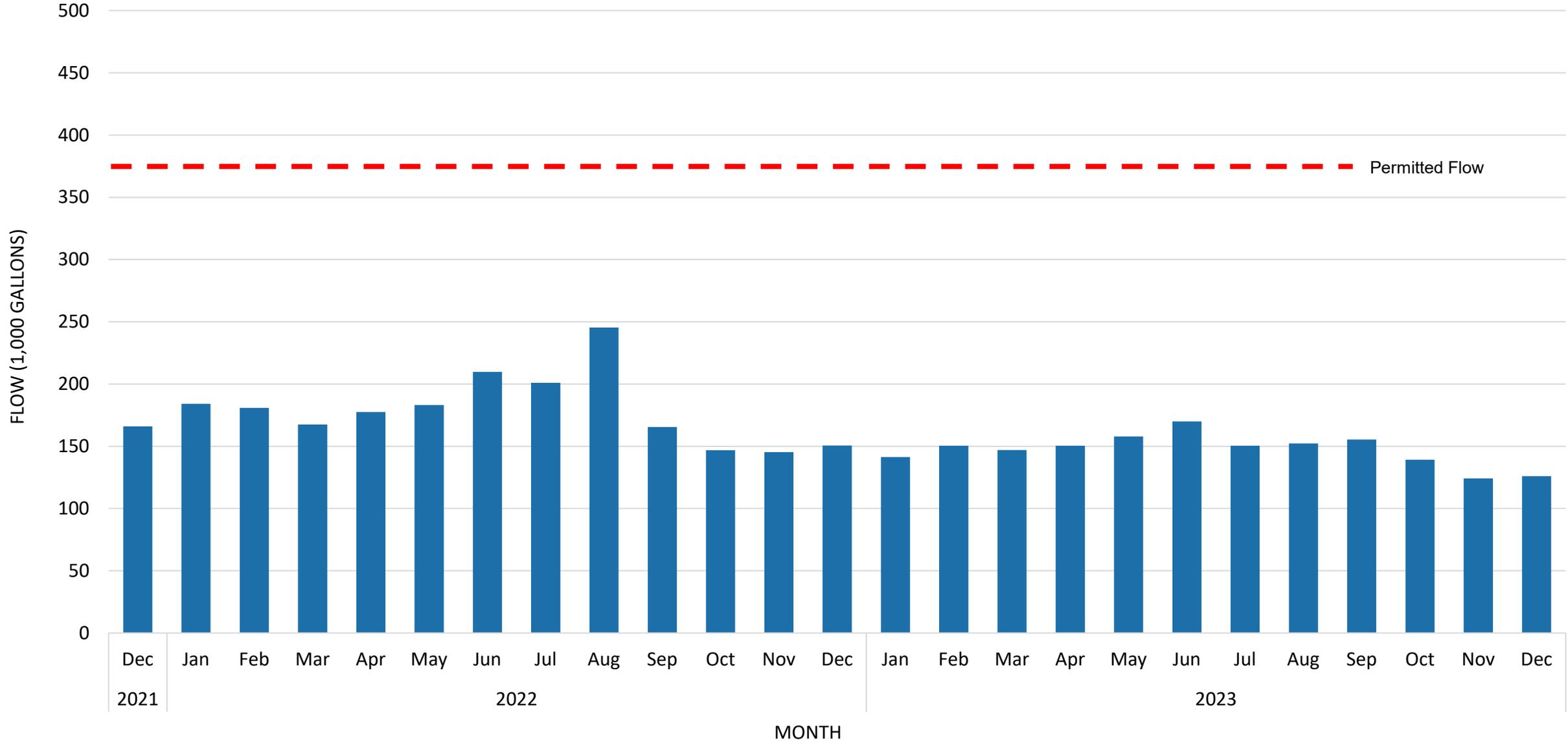
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters

Millbrook Water

■ Average Daily Flow



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

Monthly Sewer Report

December 2023

	December	November	October	Permit Limit
Total Effluent Flow	8,191,969	4,195,483	6,611,101	n/a
Average Daily Flow	287,700	139,850	213,260	n/a
12-Month Rolling AVG	217,000	217,000	220,000	250,000
Peak Daily Flow	871,620	195,548	374,230	n/a
Precipitation (<i>in. as liquid</i>)	10.0"	3.0"	5.6"	n/a

SPDES Permit Samples: (mg/l)

	December	November	October	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	98 %	100 %	98 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	98 %	99 %	98 %	85%
TKN as N	0.34 mg/l	0.68 mg/l	0.8 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	2/100 ml	200/100 ml

* Exceeds permit limit

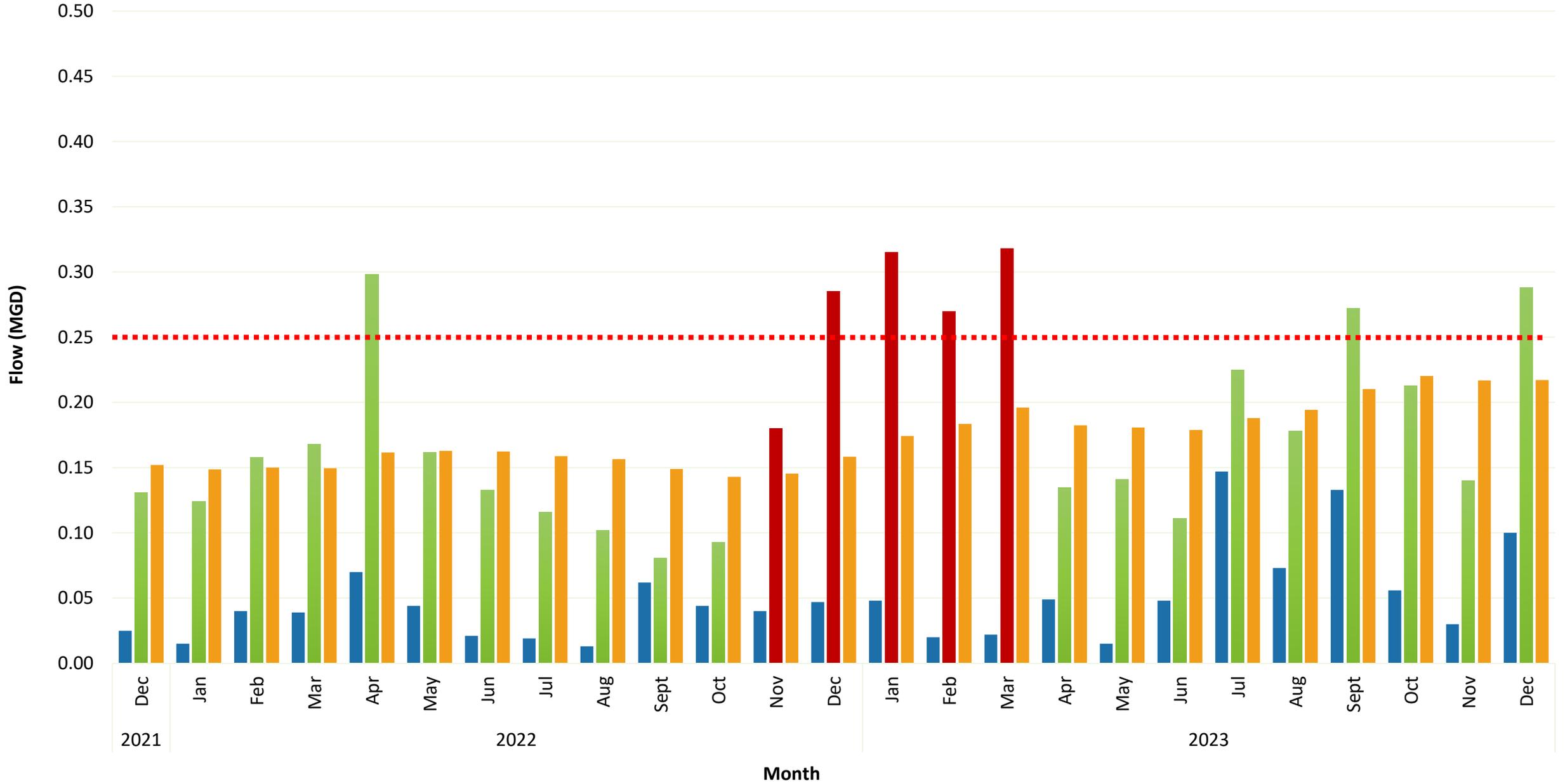
Comments:

1. Performed all routine sampling and maintenance
2. Completed Annual I&I report with Delaware Eng and submitted to DEC
3. Kinsley Serviced generator - unit will not run in auto but will run manually. Quote to repair controls - \$7,000

Rain for year - 74 inches
(29" more than last year)

Millbrook WWTP

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



Water/Sewer Comparison 2020-2021

NOTE:

- All flows recorded in 1,000-gallon units unless noted
- Sewer flows from Nov 2022 thru Mar 2023 inaccurate due to flow meter malfunctioning. Flows recorded were higher than actual

2020

Month	WATER		SEWER		48.3
	Avg Daily	Total	Avg Daily	Total	
Jan	183	5670	218	8437.9	
Feb	177	5130	216	6252.5	
March	181	5615	162	5030	
April	188	5635	180	5385.4	
May	202	6275	186	5160	
June	255	7640	118	3554.7	
July	213	6605	120	3722.1	
Aug	196	6085	138	4263.9	
Sept	199	5980	130	3903.7	
Oct	175	5420	136	4202.5	
Nov	166	4985	148	4450.7	
Dec	157	4877	202	6269.5	
	191.0	69917	162.8	60632.9	

2021

Month	WATER		SEWER		57.9
	Avg Daily	Total	Avg Daily	Total	
Jan	137.6	4267	165	5126	
Feb	135.3	3788.7	142	3989.4	
March	143.7	4455.6	172	5342.7	
April	166.1	4983.9	155	5342.7	
May	192.1	5955.8	146	4658.6	
June	192.2	5764.6	139	4518.6	
July	162.1	5026.4	159	4919.8	
Aug	183	5674.9	129	3991.4	
Sept	179.5	5385.8	173	5203.1	
Oct	181.5	5625.6	165	5106.9	
Nov	162	4859.3	149	4478.5	
Dec	166	5145.7	131	4049.7	
	166.8	60933.3	152.1	56727.4	

Water/Sewer Comparison 2022-2023

NOTE:

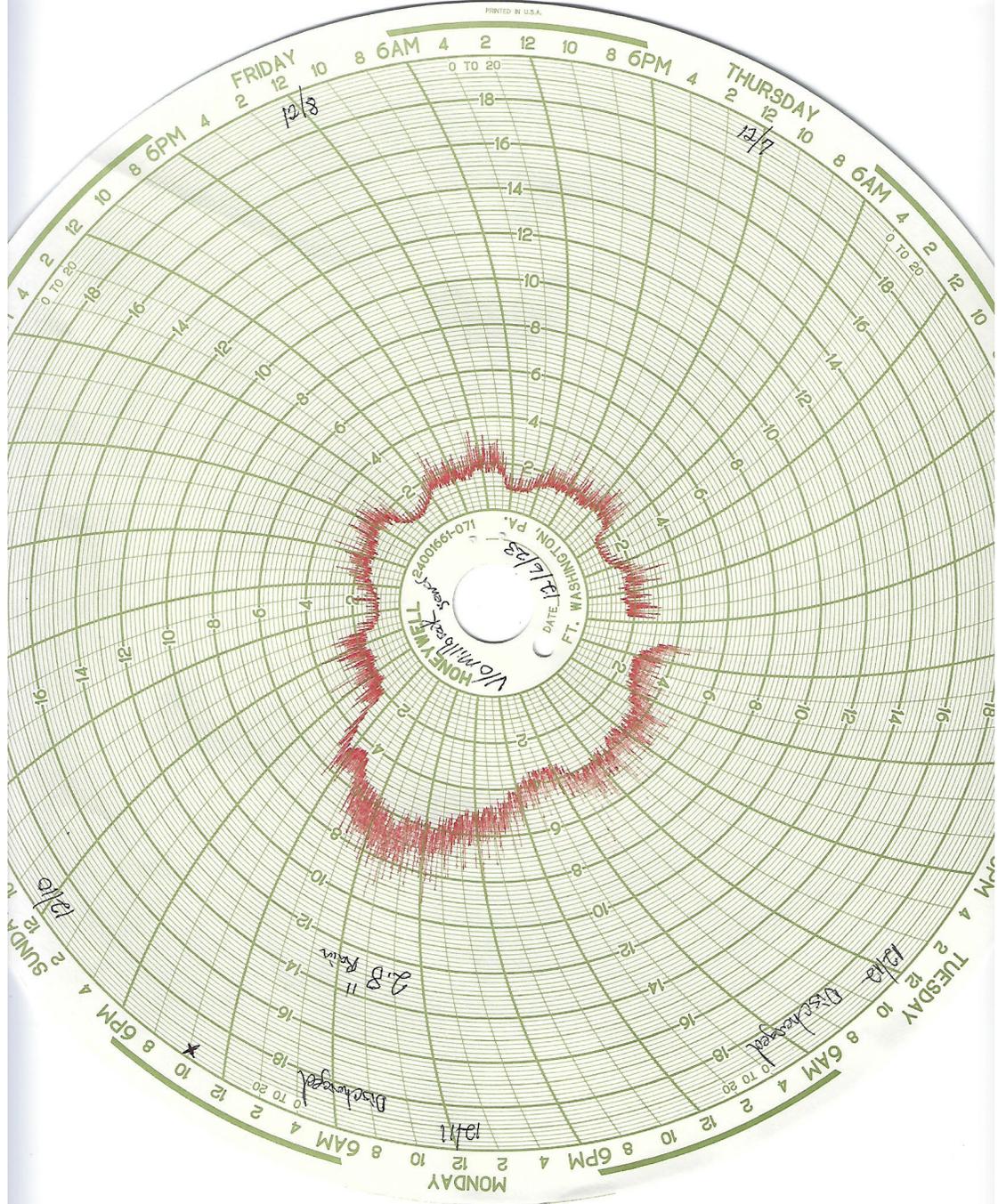
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2022

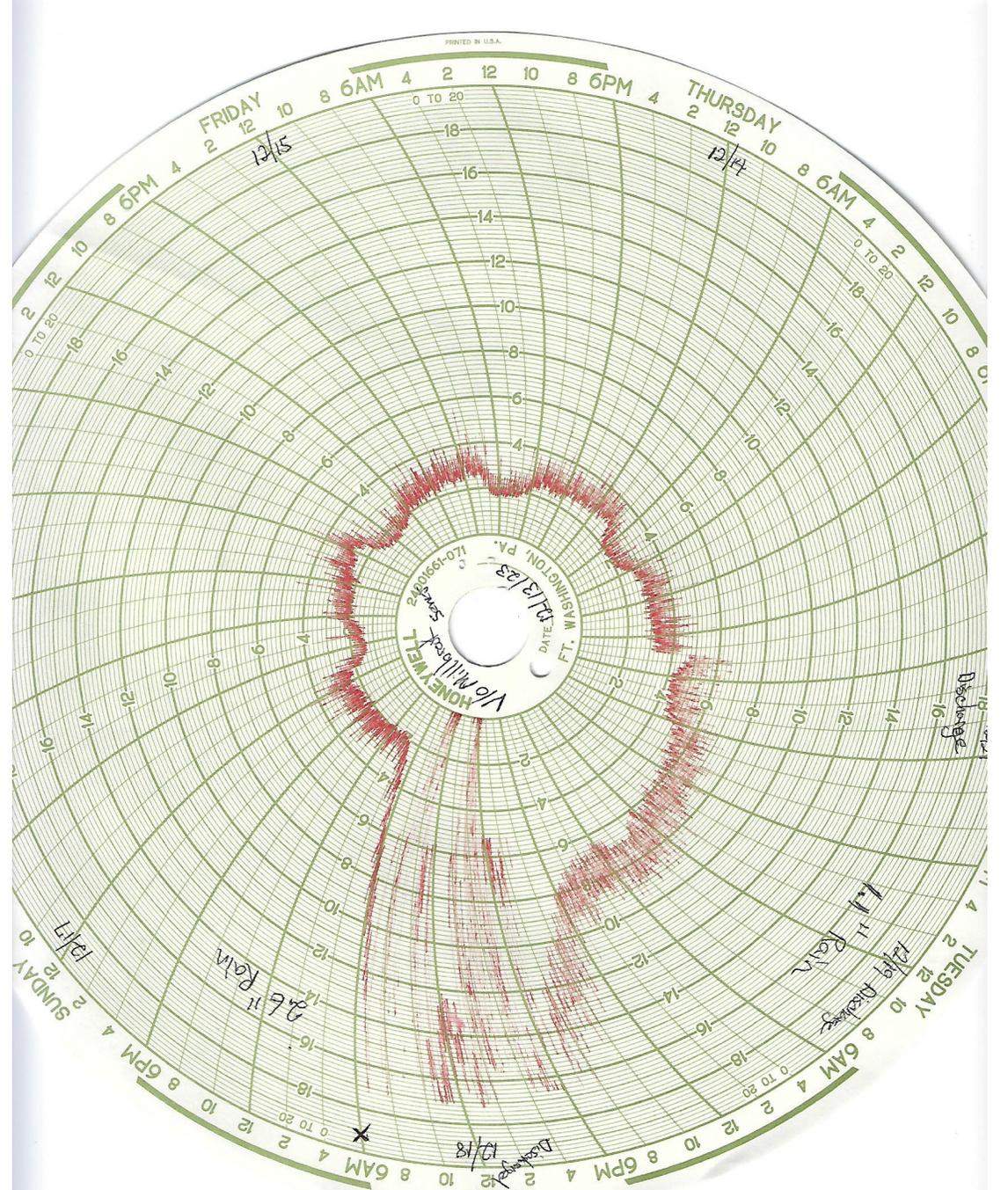
Month	WATER		SEWER		45.4
	Avg Daily	Total	Avg Daily	Total	
Jan	184.2	5711.3	124	3849.2	
Feb	180.9	5065.6	158	4430.6	
March	167.5	5191.9	168	5202.1	
April	177.5	5324.4	298	9230.9	
May	183.2	5678.4	162	5009.3	
June	209.7	6290.4	133	4108.7	
July	201	6230.7	116	3598.1	
Aug	245.4	7608.5	102	3167	
Sept	165.4	4961.8	81	2426.5	
Oct	146.8	4549.3	93	2881.3	
Nov	145.3	4358.7	180	5416.2	
Dec	150.6	4671.1	285	8849.5	
	179.8	65642.1	158.3	58169.4	

2023

Month	WATER		SEWER		74.1
	Avg Daily	Total	Avg Daily	Total	
Jan	141.3	4381.7	315	9759.9	
Feb	150.4	4210.8	270	7560.3	
March	146.9	4553.3	318	9848.9	
April	150.4	4513	135	4045.6	
May	157.9	4893.6	141	4371.7	
June	169.9	5098.2	111	3317.7	
July	150.5	4665	225	6991.4	
Aug	152.3	4721.8	178	5513.8	
Sept	155.4	4663.5	272	8149.7	
Oct	139.2	4314.4	213	6611.1	
Nov	124.1	3722.7	140	4195.5	
Dec	126	3906	288	8920	
	147.0	53644	217.2	79285.6	



WWTP Flow Chart 12/6/23



WWTP Flow Chart 12/13/23

Wastewater Treatment Plant (WWTP) Upgrades

Project Summary

Project Need

- The WWTP was built 53 years ago and many of its core components need replacement
- The WWTP can not fully treat all the wastewater that reaches the plant
 - Wet weather flows exceed current capacity of the headworks and other components
 - Partial treatment of bypassed flow is “grandfathered” by the DEC
 - DEC conditions for renewal of SPEDES permit may require upgrades – chkpt: Jan 2024
- The steel overflow tank has various leaks and valves that no longer work
- The generator is failing – must be activated manually

Project Benefits

- Improve reliability and resiliency of WWTP
- Reduce odor from the WWTP
- Improve safety and working conditions of WWTP operators
- Resolve sludge disposal issues
- Improve water quality in the East Branch of the Wappinger Creek

Project Cost & Funding

- Full upgrade is projected to cost \$7.35M
- NYS has approved a WIIA grant for 25% (\$1.8375M) & a 0%, 30-year loan for the remaining 75%
 - Annual loan principal payments will require a significant sewer rent rate increase – Amount TBD

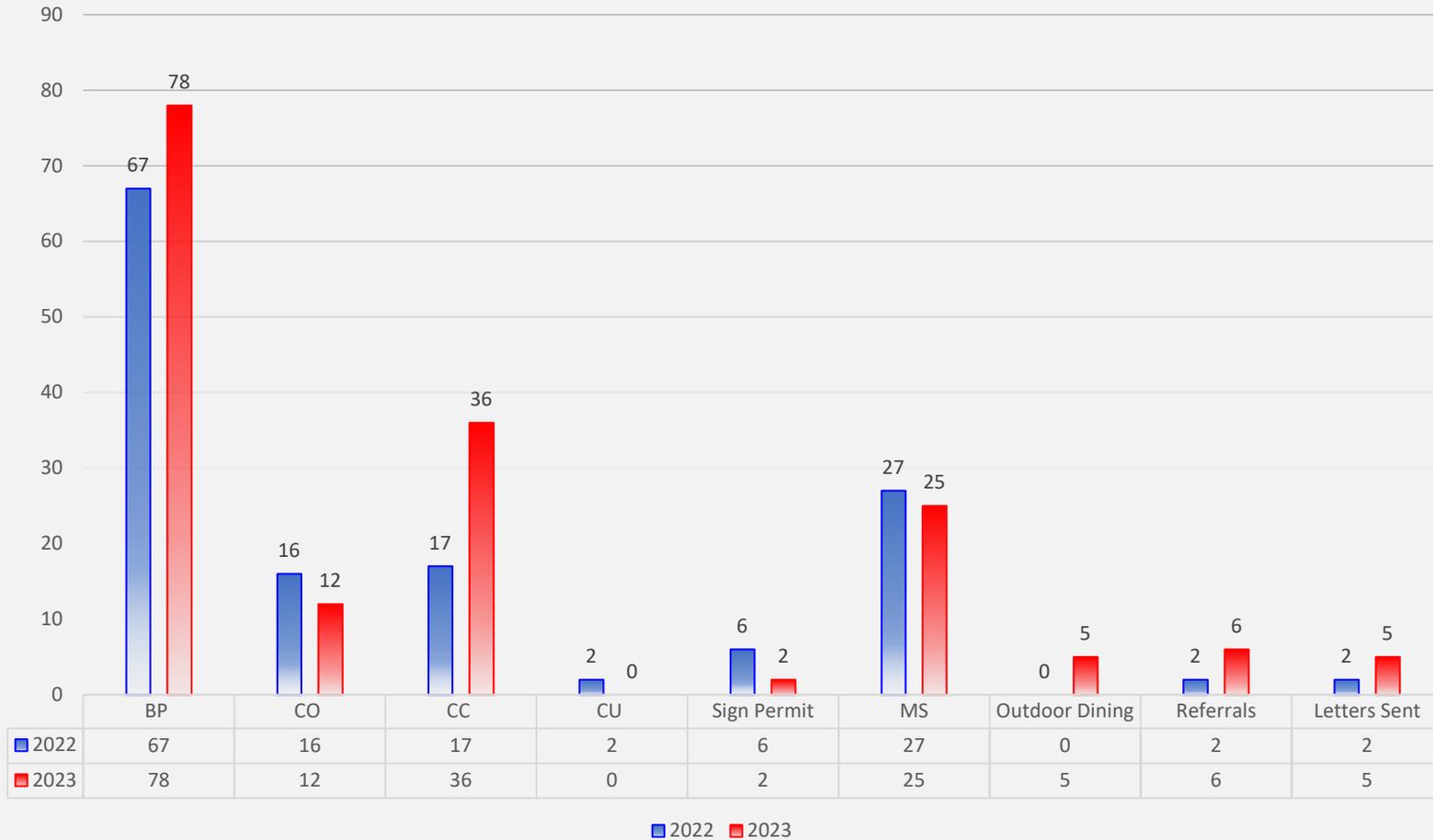
Building Department Report: December 2023

Building Permits Issued	4
Sign Permit	0
Certificate of Occupancy	2
Certificate of Compliance	2
Certificate of Use	0
Municipal Searches	4
Outdoor Dining Permit	0
Total Fees Collected	\$995

- Notables:
- Implementing new fee schedule in January
 - Ken to start 2023 Report to the State
 - Referral sent to Planning Board concerning subdivision on Nine Partners
 - Public Hearing for Bennett Park- postponed

Building Department Report: 2023 Year End Report

2022 & 2023 COMPARISON TOTALS



Legend:

BP- Building Permit

CO- Certificate of Occupancy

CC- Certificate of Compliance

CU- Certificate of Use

MS- Municipal Search

Referrals- Building Inspector will send an applicant to either Planning or Zoning

Letters Sent- Code violations or general complaints sent to residents

Total Money Collected

2022- \$19,735

2023- \$19,779

BANK OF MILLBROOK

Treasurer’s Report: Bank Balances - December 2023

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned YTD	Month End Balance
TAX ACCOUNT	\$ 34,254.07	\$ 446,697.50	\$ 395,000.00	\$ 17.50	\$ 660.24	\$ 85,969.07
GENERAL FUND	\$ 3,258.84	\$ 388,427.37	\$ 198,332.78	\$ 16.01	\$ 328.34	\$ 193,369.44
WATER FUND	\$ 80,527.04	\$ 49,838.43	\$ 108,160.71	\$ 8.93	\$ 188.71	\$ 22,213.69
SEWER FUND	\$ 91,863.81	\$ 23,297.58	\$ 29,887.43	\$ 19.54	\$ 226.43	\$ 85,293.50
ACCOUNTS PAYABLE	\$ 9,413.15	\$ 471,452.98	\$ 502,100.66	\$ -	\$ -	\$ (21,234.53)
BENNETT PUMP STATION	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
ESCROW (PLANNING & ZONING)	\$ 4,410.78	\$ -	\$ 50.12	\$ -	\$ -	\$ 4,360.66
HNL TRUST	\$ 25,740.76	\$ -	\$ -	\$ -	\$ 55.27	\$ 25,740.76
MEDICAL DEDUCTIBLE	\$ 17,073.68	\$ -	\$ 1,588.84	\$ -	\$ 5.46	\$ 15,484.84
MILLBROOK RESTORATION	\$ 10,580.40	\$ -	\$ -	\$ 2.24	\$ 50.26	\$ 10,582.64
PAYROLL ACCOUNT	\$ 13,527.48	\$ 46,198.44	\$ 48,793.59	\$ -	\$ -	\$ 10,932.33
POLICE VEHICLE FUND	\$ 1,728.24	\$ -	\$ -	\$ -	\$ -	\$ 1,728.24
RESERVE FOR FIRE TRUCK	\$ 78,679.28	\$ -	\$ 77,000.00	\$ 0.29	\$ 5.26	\$ 1,679.57
RETAINING WALL	\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ 0.00
WATER RESERVE	\$ (0.00)	\$ -	\$ -	\$ -	\$ 20.82	\$ (0.00)
SEWER REERVE	\$ (0.00)	\$ -	\$ -	\$ -	\$ 48.76	\$ (0.00)
SIDEWALKS	\$ -	\$ 226,500.00	\$ 205,629.07	\$ -	\$ -	\$ 20,870.93
TENNIS COURTS	\$ 302.38	\$ -	\$ -	\$ 0.07	\$ 0.76	\$ 302.45
THORNE TRUST	\$ 19,522.93	\$ -	\$ -	\$ 3.32	\$ 33.46	\$ 19,526.25
TREE REPLACEMENT PROGRAM	\$ 7,671.04	\$ -	\$ -	\$ 1.30	\$ 9.87	\$ 7,672.34
TRIBUTE GARDEN DONATIONS	\$ 6,352.97	\$ -	\$ -	\$ 1.34	\$ 22.65	\$ 6,354.31
TOTAL	\$ 584,697.31	\$ 1,653,912.30	\$ 1,566,543.20	\$ 70.54	\$ 1,656.29	\$ 492,346.49

Treasurer's Report: NYCLASS Balances - December 2023

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
RESERVE FOR FIRE TRUCK	\$ 349,088.67	\$ -	\$ 71,697.50	\$ 1,393.46	\$ 12,655.55	\$ 278,784.63
TAX ACCOUNT	\$ 547,157.15	\$ -	\$ 169,312.50	\$ 1,925.02	\$ 23,255.59	\$ 379,769.67
WATER FUND	\$ 36,143.59	\$ -	\$ 26,196.82	\$ 90.45	\$ 1,143.65	\$ 10,037.22
SEWER FUND	\$ 370,129.12	\$ -	\$ -	\$ 1,664.54	\$ 15,205.99	\$ 371,793.66
TOTAL	\$ 1,302,518.53	\$ -	\$ 267,206.82	\$ 5,073.47	\$ 52,260.78	\$ 1,040,385.18

Total Balances - December 2023

Average Monthly Yield: 5.2839%
YTD INCOME EARNED: \$52,260.78

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED YTD	MONTH END BALANCE
BANK OF MILLBROOK	\$ 584,697.31	\$ 1,653,912.30	\$ 1,566,543.20	\$ 70.54	\$ 1,656.29	\$ 492,346.49
NYCLASS	\$ 1,302,518.53	\$ -	\$ 267,206.82	\$ 5,073.47	\$ 52,260.78	\$ 1,040,385.18
TOTAL	\$ 1,887,215.84	\$ 1,653,912.30	\$ 1,833,750.02	\$ 5,144.01	\$ 53,917.07	\$ 1,532,731.67

Clerk/Treasurer Highlights

- **Prep for Re-Org meeting**
- **Submitted CDBG Reimbursement packet- Rec'd \$180,000 (Sidewalks)**
- **Working on DASNY submission (Bennett Pump Station)**
- **Gathering proposals for meeting equipment upgrades (COVID reimbursement money)**

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Peter Doro

Trustee Mike Herzog

Trustee Vicky Contino

Trustee Patrick Murphy





Next Board of Trustees Meeting:

Monthly Business Meeting

Wednesday, February 14, 2024 @ 6:00 pm

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

20 Front Street, Millbrook

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