



Board of Trustees Meeting
February 14, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, February 14, 2024

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. **Department Reports:**
 - a. DC Legislature – DC Legislator Houston
 - b. Fire & Rescue – Chief Boscardin, President Rochfort
 - i. Board Approval of Annual LOSAP Service Credit List for 2023
 - c. Police – OIC Witt
 - i. Board approval of Use of Force Policy for MBPD
 - d. Highway – Hwy Super Collocola
 - i. Review/accept SIB for highway truck
 - e. Water & Sewer – S. Osborn, VRI
 - i. Review RFQ responses for WWTP U/G Engineering
 - f. Treasurer & Building Dept – Clerk/Treasurer Witt
4. **Old Business**
 - a. STR code: public hearing & board vote – Deputy Mayor Doro
 - b. Resolution to Correct Senior Exemption Increase Law – Mayor Collopy
 - c. Resolution to Correct Outdoor Dining & Yard Signs for PB & ZBA Laws
5. **New Business**
 - a. Board approval of NDP Ambulance Contract Extension – Mayor Collopy
6. **Public Comments**
7. **Board Member Updates**
8. **Upcoming Budget Meetings:** Water & Sewer 2/28, Police & Fire 3/6 (*held at Village Hall*)
9. **Next Regular Board Meeting:** Wednesday, 3/13/24 - 6PM
10. **Executive Session**
11. **Adjournment**

Voucher Totals February 14, 2024

Notes:

Funds in the HNL account were used to pay for the the new steps at the Village Hall which was approved at the September 20, 2023 Board of Trustees meeting.

Unpaid Voucher Totals	
General Fund	121,788.63
Cap Sidewalks	20,260.55
Water Fund	12,666.75
Sewer Fund	22,641.49
HNL Fund	7,885.00
TOTAL:	185,242.42

2024-2025 Budget Meeting Schedule

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

All meetings will be scheduled for 6 pm

MILLBROOK FIRE DEPARTMENT JANUARY 2024

64 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	15
EMS Call	36
Carbon Monoxide	3
Motor Vehicle Accident	4
Structure Fire Call	2
Transformer Fire	1
Hazmat	1
TOTALS:	64

EMS Responses	
NDP (49-79)	36
MFD Ambulance	8*
MFD Members	24

Mutual Aid Given	
Fire	3
EMS	2

Mutual Aid Received	
Fire	2*
EMS	4

NOTES:

Monthly Fire Drills

- Firefighter down
- Hazmat
- Confined Space

* 4 txp Hospital

* 1 EMS for MVA

V.M.P.D MONTHLY REPORT

JANUARY 2024

109 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18726-18831

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
UTT-	6	NYSP-	2	ARREST-	1	ANIMAL-	1		
VT COMPL-	2	AMFD-	2	HARASS-	1	AS CIT-	6		
PK COMPL-	1	AEMS-	10						
PDAA-	1	MCSD-	3	OP ISS-	1	SUSP ACT-	2		
PIAA-	1	COURT-	2	Criminal Mis	1	EID-	2		
						FOIL-	1		
DV-	2								
						L/F PROP-	1		
						LOCKOUT-	1		
						SCHOOL CHECK-	14		
						FOOT PAT-	44		
						WELFARE CHECK-	1		

V.M.P.D MONTHLY REPORT

2023 YEAR END

1151 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 17574-18725

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	42	NY State Police	42	Arrest	2	Mental Health	8	Assist Citizen	31
Parking Tickets	61	Dutchess Sheriff	6	Trespass	2	Civil	8	Property Check	4
Vehicle & Traffic Complaint	85	Other Police Agencies	7	Harassment	9	Animal	12	School Checks	164
Parking Complaints	70			Disorderly Conduct	2	Suspicious Activity	21	Foot Patrols	202
Property Damage Accident	11	Fire Department	42	Domestic	16	Burglar Alarm	32	Special Details	13
Hit & Run Accident	5			Larceny	11	FOIL	28		
Disabled Vehicles	10	EMS	140	Order Protection Issued	1	Noise Complaint	2		
Road Hazards	13			Attempted Fraud	3	Lost/Found Property	36		
Traffic Details	11	Town of Washington Court	33	Fraud	6	Lockout	15		
		Millbrook Central School	48	Loitering	1	Death	3		
				Public Intoxication	1	Welfare Check	10		
				Criminal Mischief	14	Neighbor Dispute	2		
				Drugs	3	911 Non Emergency Calls	3		
				Disturbance	10	Funeral Details	4		
				DWI	1				
				Reckless Driving	1				
				Unwanted Party	1				



Snow Ordinance

Dec 1 – Mar 31

NO PARKING ON STREET BETWEEN 12 AM TO 6 AM

Public Works Monthly Report January 2024

1. **Snow Ordinance is still in effect**
2. Picked up Christmas trees and brought them to Ten Mile River
3. Christmas Tree Pickup has ended
4. Removed three fallen trees from overnight storm
5. Put lock on Gym door
6. Change light bulbs in police locker room and meeting room at Village Hall
7. Repaired broken curb on Merritt and Harts Village Rd
8. Installed new one-way sign
9. Removed all Village Christmas trees
10. Picked up 3 truck loads of storm damage trees and brush
11. Plow repairs in house
12. 4 snow events and clean ups
13. Repaired catch basin at Highway garage
14. Repaired crushed culvert pipe on Linden lane



Congratulations Geoff Horton!
25 Years of Service
WITH THE VILLAGE HIGHWAY DEPARTMENT

Bond Resolution 2024-003

A Resolution Authorizing the Issuance of 121,000.00 Serial Bonds of the Village of Millbrook, Dutchess County, New York, to Pay the Costs of the New Highway Dump Truck/Sander and Accessories

[Click link to view resolution](https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2024/01/2024-003-Bond-Resolution-for-SIB-for-New-Highway-Truck.pdf)

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2024/01/2024-003-Bond-Resolution-for-SIB-for-New-Highway-Truck.pdf>

Monthly Water Report

January 2024

	January	December	November
Total Water Produced	3,884,887	3,905,982	3,722,709
Average Daily Flow	125,320	126,000	124,090
Peak Day Flow	174,352	173,850	173,347

Sampling Results:

	January	December	November
Total Coliform	Absent	Absent	Absent

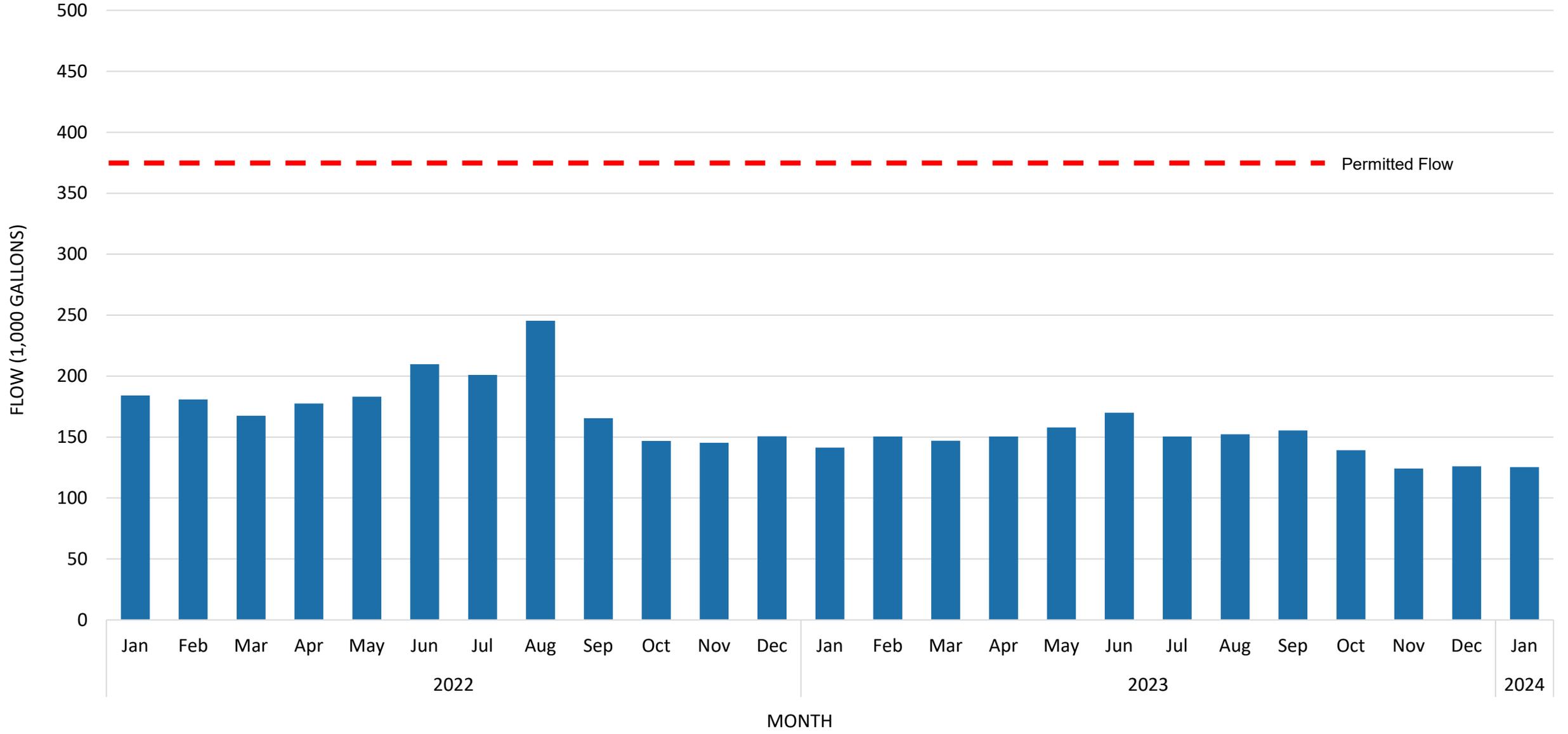
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Shut off water for house on Oak Summitt
3. Fixed 4 meters and replaced 3
4. Completed Annual Water Withdrawal report for DEC

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

January 2024

	January	December	November	Permit Limit
Total Effluent Flow	8,646,191	8,191,969	4,195,483	n/a
Average Daily Flow	278,900	287,700	139,850	n/a
12-Month Rolling AVG	214,000	217,000	217,000	250,000
Peak Daily Flow	758,959	871,620	195,548	n/a
Precipitation (<i>in. as liquid</i>)	7.1"	10.0"	3.0"	n/a

SPDES Permit Samples: (mg/l)

	January	December	November	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	98 %	100 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	98 %	99 %	85%
TKN as N	0.6 mg/l	0.34 mg/l	0.68 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	n/a	200/100 ml

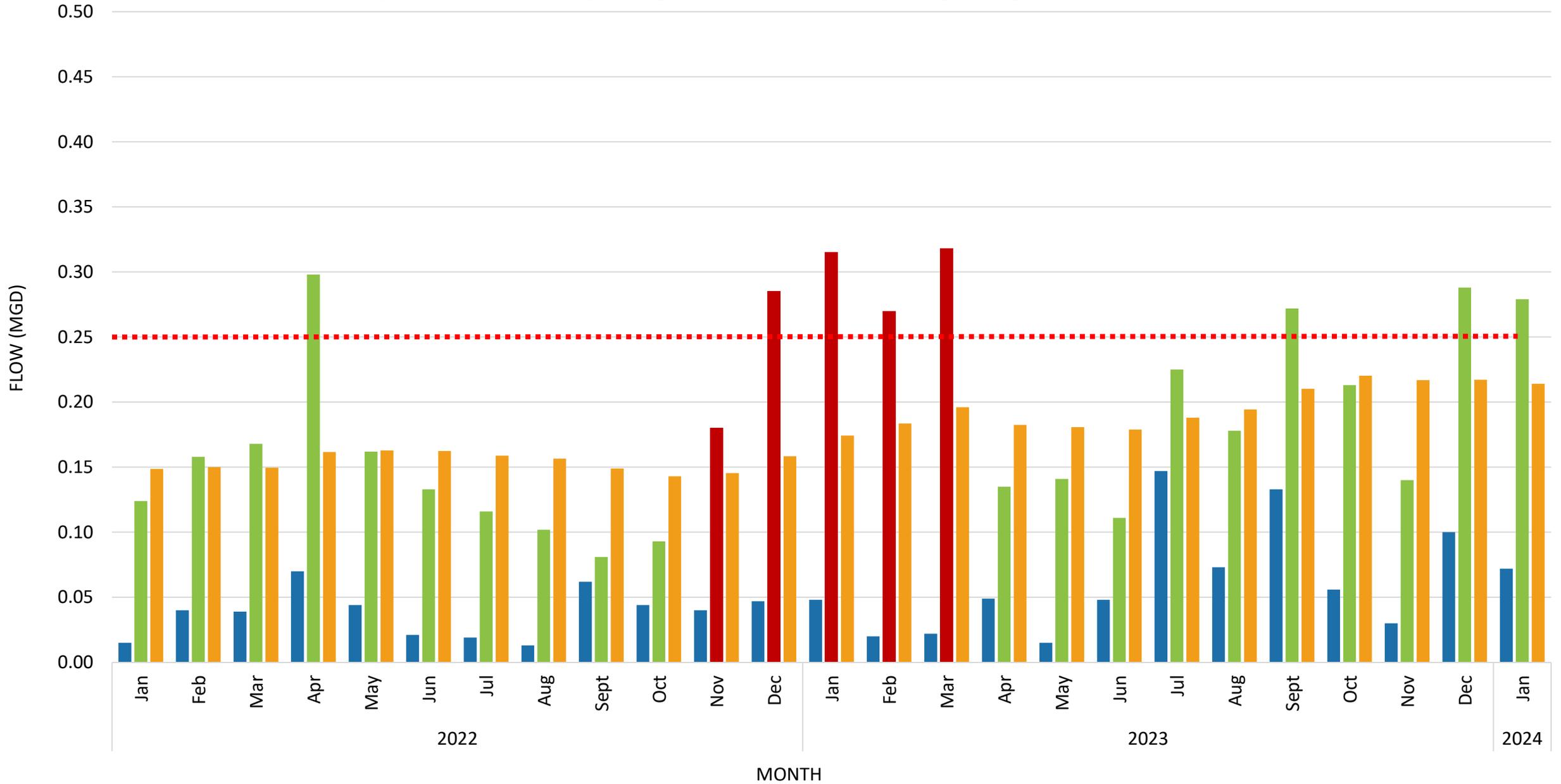
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Generator for Bennett PS arrived
3. Completed the Annual Flow Certification form for DEC and submitted
4. Met with Erin Moore from Tighe & Bond regarding wwtp upgrade and RFQ

Millbrook WWTP

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



Building Department Report: January 2024

Building Permits Issued	8
Sign Permit	0
Certificate of Occupancy	3
Certificate of Compliance	0
Certificate of Use	0
Municipal Searches	1
Outdoor Dining Permit	0
Total Fees Collected	1810

Notables:

Appointed Frank Redl as Planning Chair
Public Hearing on Bennett Park postponed

Treasurer's Report: Bank Balances - January 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	85,969.07		71,697.50	3.53	515.06	3.53	14,275.10
GENERAL FUND	193,369.44	97,160.11	203,992.23	26.21	121.61	26.21	86,563.53
WATER FUND	22,213.69	30,008.24	12,537.83	4.21	117.77	4.21	39,688.31
SEWER FUND	85,293.50	18,996.89	24,884.13	15.37	138.78	15.37	79,421.63
ACCOUNTS PAYABLE	(21,234.53)	184,029.72	161,639.19				1,156.00
BENNETT PUMP STATION	1,500.00						1,500.00
ESCROW (PLANNING & ZONING)	4,360.66	500.00					4,860.66
HNL TRUST	25,746.22			5.47	39.53	5.47	25,751.69
MEDICAL DEDUCTIBLE	15,484.84		1,956.40				13,528.44
MILLBROOK RESTORATION	10,582.64			2.25	27.96	2.25	10,584.89
PAYROLL ACCOUNT	10,932.33	57,484.47	55,779.01				12,637.79
POLICE VEHICLE FUND	1,728.24						1,728.24
RESERVE FOR FIRE TRUCK	1,679.57			0.28	3.18	0.28	1,679.85
RETAINING WALL	0.00						0.00
WATER RESERVE	0.00				10.46		0.00
SEWER REVERVE	0.00				25.98		0.00
SIDEWALKS	20,870.93						20,870.93
TENNIS COURTS	302.45			0.06	0.51	0.06	302.51
THORNE TRUST	19,526.25			3.32	24.68	3.32	19,529.57
TREE REPLACEMENT PROGRAM	7,672.34			1.31	9.10	1.31	7,673.65
TRIBUTE GARDEN DONATIONS	6,354.31			1.35	13.57	1.35	6,355.66
TOTAL	584,697.31	388,179.43	532,486.29	63.36	1,048.21	63.36	348,108.45

Treasurer's Report: NYCLASS Balances - January 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
RESERVE FOR FIRE TRUCK	278,784.63	-	-	1,246.16	9,560.07	1,246.16	280,030.79
TAX ACCOUNT	379,769.67	-	-	1,697.58	21,095.03	1,697.58	381,467.25
WATER FUND	10,037.22	-	-	44.89	798.44	44.89	10,082.11
SEWER FUND	371,793.66	-	-	1,661.92	12,220.41	1,661.92	373,455.58
TOTAL	1,040,385.18	-	-	4,650.55	43,673.95	4,650.55	1,045,035.73

Average Monthly Yield: 5.2664%

Total Balances - January 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	388,179.43	532,486.29	63.36	1,048.21	63.36	348,108.45
NYCLASS	1,040,385.18	-	-	4,650.55	43,673.95	4,650.55	1,045,035.73
TOTAL	1,625,082.49	388,179.43	532,486.29	4,713.91	44,722.16	4,713.91	1,393,144.18

Clerk/Treasurer Highlights

- **Submitted 1st Reimbursement for DASNY grant (Bennett Pump Station)**
 - **Sent out RFQ's for engineering work on the WWTP Upgrade**
 - **Prepared Local Law Resolutions (2-5)**
 - **Budget Prep for upcoming meetings**
 - **Attended Civil Service 101 Class**

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

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2024/01/Local-Law-No-2-of-2024-STR-Package.pdf>

Local Law 3 of 2024

Enacting Local Law No. 3 of 2024 Amending Chapter 207 of the Village Code Entitled “Taxation” to Increase the Real Property Tax Exemption Amounts for Veterans and Senior Citizens

Click link to view local law

https://villageofmillbrookny.com/wp-content/uploads/2024/02/Local-Law-3-of-2024-2024-008.2_Resolution-of-Adoption-for-Local-Law-Amending-Chapter-207-of-Village-Code-on-Taxation.pdf

Local Law 4 of 2024

Enacting Local Law No. 4 of 2024 Amending Chapter 230 of the Village Code Entitled “Zoning” to Add the Requirement that Public Hearings Regarding Land Use Applications be Advertised on Signs Posted on the Property

Click link to view local law

<https://villageofmillbrookny.com/wp-content/uploads/2024/02/Local-Law-4-of-2024-Amending-Village-Zoning-to-require-Sign-on-Property.pdf>

Local Law 5 of 2024

Enacting Local Law No. 5 of 2024 Amending Article X of Chapter 230 of the Village Code by Creating a New Section 230-75 Containing Regulations for Outdoor Dining on Village Sidewalks

Click link to view local law

<https://villageofmillbrookny.com/wp-content/uploads/2024/02/Local-Law-5-of-2024-Outdoor-Dining.pdf>

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

Budget Meeting – Water/Sewer

Wednesday, February 28, 2024 @ 6:00 pm

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

20 Front Street, Millbrook

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

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