



Board of Trustees Meeting  
March 13, 2024 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees

Wednesday, March 13, 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](mailto:villageofmillbrook@gmail.com)

1. **Open Meeting:** Pledge of allegiance & roll call of trustees
2. **Administrative Business:**
  - a. Minutes approval
  - b. Voucher approval
  - c. Appointment of Peter Devers as Village Historian
3. **Department Reports:**
  - a. DC Legislature – DC Legislator Houston
  - b. Fire & Rescue – Chief Boscardin, President Rochfort
  - c. Police – OIC Witt
    - i. Lexipol update
    - ii. Proposed usage of \$10K grant
  - d. Highway – Hwy Super Collocola
    - i. New truck delivered to Hudson River Truck & Trailer to be outfitted
  - e. Water & Sewer – S. Osborn, VRI
    - i. Update on WWTP RFQ responses by Tighe & Bond
  - f. Treasurer & Building Dept – Deputy Clerk Zeko
    - i. Rollover of Pump Station BAN – I. MacDonald
    - ii. Use of funds in Thorne Trust account – I. MacDonald
4. **Old Business**
  - a. STR update: application form & Granicus contract – Deputy Mayor Doro
5. **New Business**
  - a. (none)
6. **Public Comments**
7. **Board Member Updates**
8. **Upcoming Budget Meetings:**
  - a. 3/20 – Highway & Front Office (*Village Hall*)
  - b. 3/27 – A Fund Expense Rollup, Revenue & Salaries (*Village Hall*)
9. **Next Regular Board Meeting:** Wednesday, 4/10/24 - 6PM (*includes Public Hearing on 24/25 Budget*)
10. **Executive Session** – Personnel Topics
11. **Adjournment**

# Voucher Totals

## March 13, 2024

### Notes:

- 3/7/24 Paid Nielsen Ford \$69,198 for Highway Truck
- 3/7/24 Paid Smith & Loveless \$131,473 for Pump Station
- \$17,481.70 from General Fund is for Lexipol (*PD policies*)

### Unpaid Voucher Totals

General Fund	\$91,929.76
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Water Fund	\$14,486.54
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Sewer Fund	\$22,499.84
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Escrow	\$1,298.29
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<b>TOTAL:</b>	<b>\$130,214.43</b>
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### Paid Voucher Totals

General Fund	\$69,198.00
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Cap Sewer Fund	\$131,473.00
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<b>TOTAL:</b>	<b>\$200,671.00</b>
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# 2024-2025 Budget Meeting Schedule

Date	Meeting Topic	Location
<del>February 28, 2024</del>	<del>Water &amp; Sewer</del>	<del>Village Hall</del>
<del>March 6, 2024</del>	<del>Police &amp; Fire Department</del>	<del>Village Hall</del>
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 FEBRUARY 2024

## 65 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	15
EMS Call	43
Motor Vehicle Accident	3
Structure Fire Call	3
Brush Fire	1
<b>TOTALS:</b>	<b>65</b>

EMS Responses	
NDP (49-79)	46
MFD Ambulance	6*
MFD Members	36

Mutual Aid Given	
Fire	2
EMS	0

Mutual Aid Received	
Fire	0
EMS	1

### NOTES:

#### Monthly Fire Drills

- Brush Fire drill
- UTV training
- Rescheduled Confined Space

\* 0 transported to hospital

# V.M.P.D MONTHLY REPORT

## FEBRUARY 2024

**88 INCIDENTS REPORTED**

*(including, but not limited to)*

Incident #'s 18832-18920

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	1	NY State Police	2	Domestic	2	Mental Health	2	Assist Citizen	1
Parking Tickets	1	Dutchess Sheriff	2	Larceny	1	Suspicious Activity	2	School Checks	9
Vehicle & Traffic Complaint	1			Reported Larceny	1	Burglar Alarms	1	Foot Patrols	20
Parking Complaints	4	Fire Department	4	Disturbance	1	Lockout	3		
Property Damage Accident	1	EMS	9	Fraud	1	FOIL	1		
Speed Detail	5			Order Protection Iss.	2	Lost/Found Property	3		
		Town of Washington Court	1						
		Millbrook Central School	1						



# Snow Ordinance

Dec 1 – Mar 31

NO PARKING ON STREET BETWEEN 12 AM TO 6 AM

## Public Works Monthly Report February 2024

1. **Snow Ordinance Ends March 31**
2. Installed new car charging station signs
3. Repaired broken sidewalk on Elm Dr
4. Out on a limb trimmed trees along Franklin Ave
5. Removed down tree on Nine Partners Lane
6. Ongoing pothole repair
7. Picked up street garbage
8. Picked up storm damage brush
9. Repaired rust holes on 2011 and 2015 dump bodies
10. One snow event and clean up
11. 2024 dump truck delivered to Hudson River Truck and Trailer to be fitted for dump body and equipment (*March*)
12. Picked up broken glass from kids throwing bottles into road on Church St (*March*)
13. Picked up and buried cat hit by car in front of Stewarts (*March*)

# Resolution 2024-004

Bond Anticipation Renewal Note Resolution Authorizing the issuance of a \$325,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Repairs/improvements to the South Millbrook Sewer Pump House and related accessories in and for the Village of Millbrook.”

**Click link to view resolution**

<https://villageofmillbrookny.com/wp-content/uploads/2024/03/2024-004-Bond-Anticipation-Note-Renewal-Resolution-Sewer-Pump-Improvements.pdf>



# Monthly Water Report

## February 2024

	February	January	December
<b>Total Water Produced</b>	3,739,699	3,884,887	3,905,982
<b>Average Daily Flow</b>	128,955	125,320	126,000
<b>Peak Day Flow</b>	182,159	174,352	173,850

### Sampling Results:

	February	January	December
<b>Total Coliform</b>	Absent	Absent	Absent

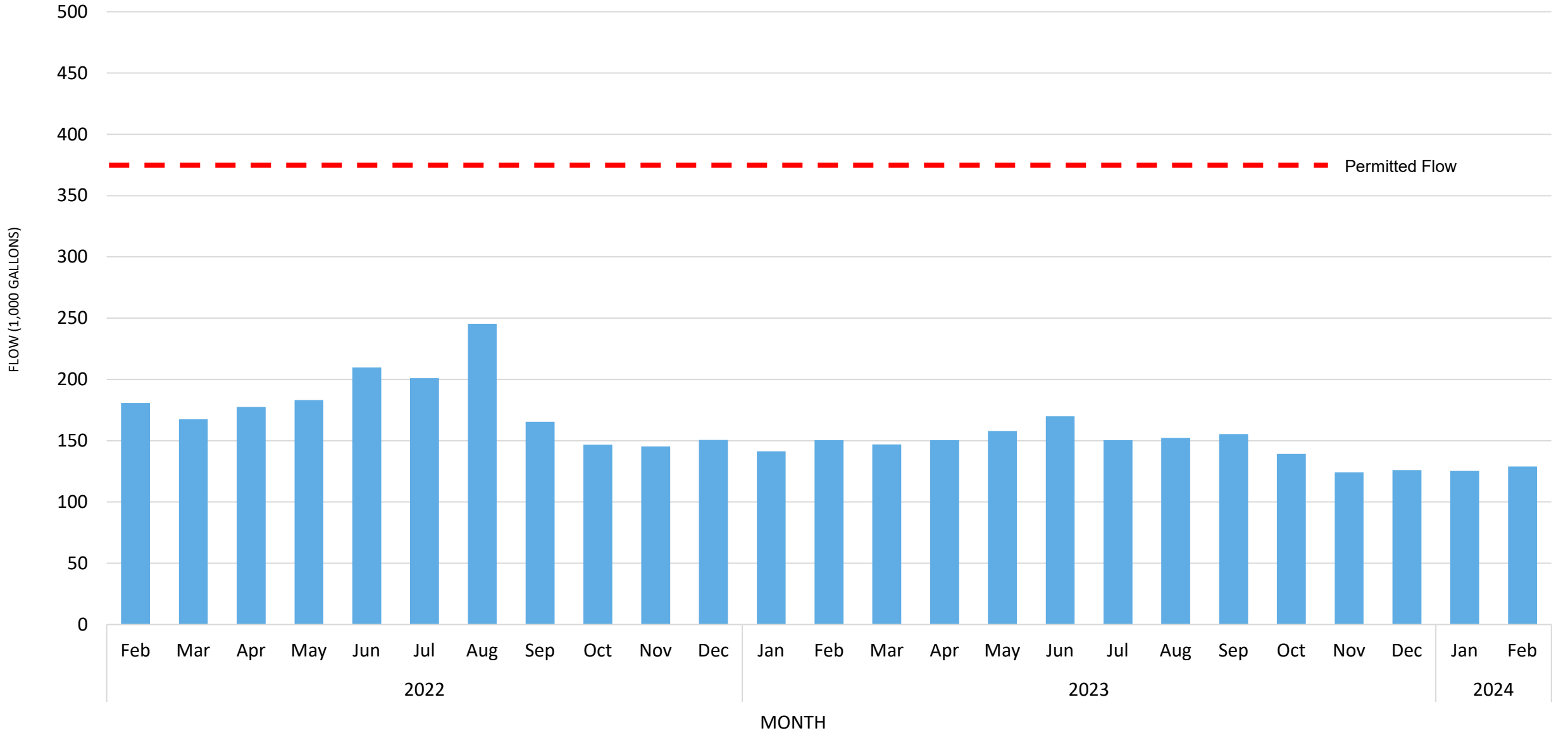
\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Change all filters
3. Kinsley serviced generator
4. Fixed 1 water meter issue and replaced 1 water meter

# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## February 2024

	February	January	December	Permit Limit
<b>Total Effluent Flow</b>	4,535,247	8,646,191	8,191,969	n/a
<b>Average Daily Flow</b>	156,400	278,900	287,700	n/a
<b>12-Month Rolling AVG</b>	205,000	214,000	217,000	250,000
<b>Peak Daily Flow</b>	262,887	758,959	871,620	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	2.2"	7.1"	10.0"	n/a

SPDES Permit Samples: (mg/l)

	February	January	December	Permit Limit
<b>BOD</b>	2 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	99 %	99 %	98 %	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>	2.5 mg/l	0.6 mg/l	0.34 mg/l	8 mg/l
<b>Fecal Coliform</b>	n/a	n/a	n/a	200/100 ml

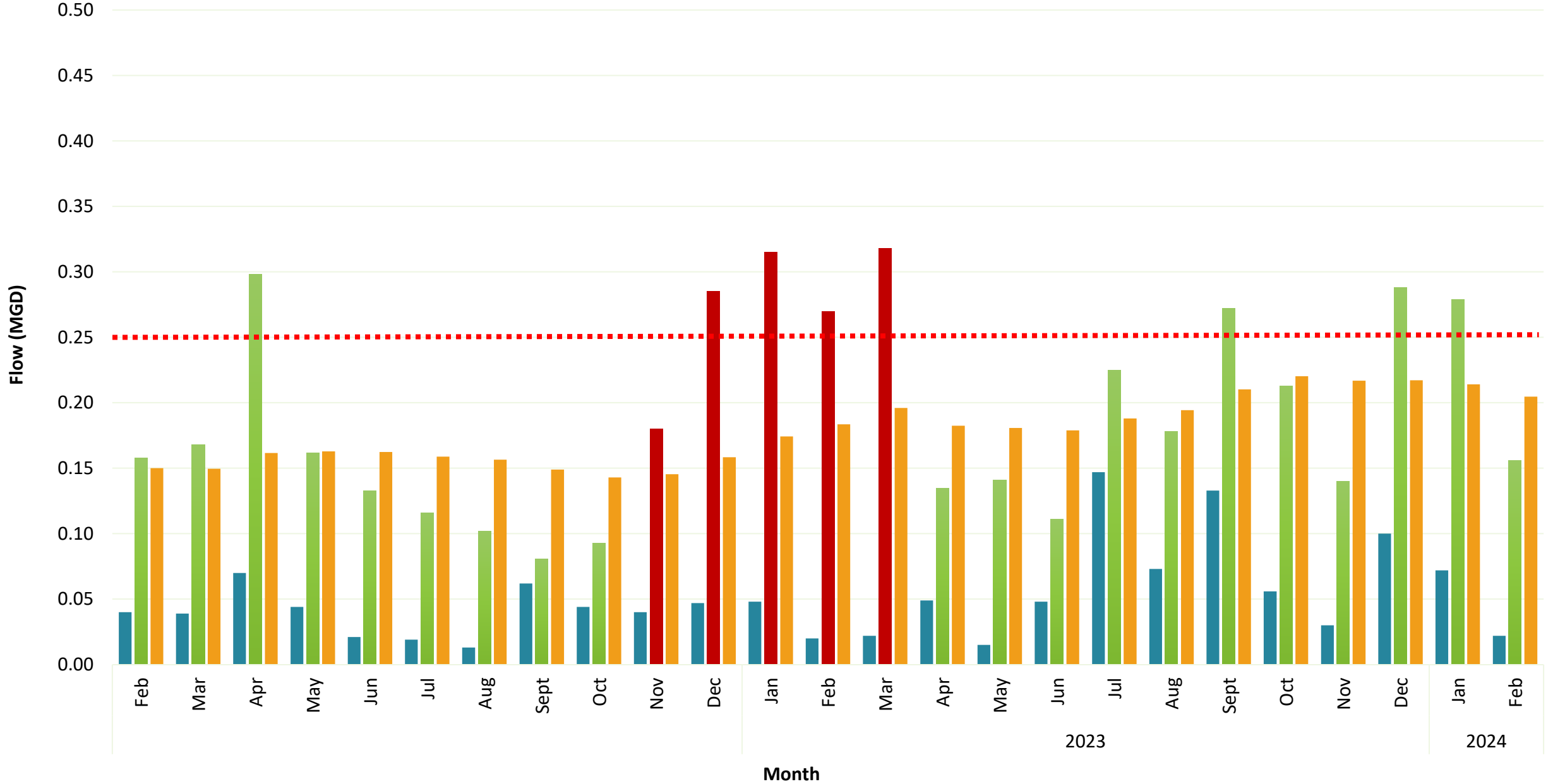
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. Received delivery of new Pump Station
3. Cleared restriction in ORF outlet pipe
4. DEC meeting regarding SPDES permit - additional sampling/new limits

# Millbrook WWTP

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



# New Pump Station

WASTEWATER TREATMENT PLANT



# New Generator

WASTEWATER TREATMENT PLANT

# Building Department Report: February 2024

Building Permits Issued	4
Sign Permit	0
Certificate of Occupancy	0
Certificate of Compliance	4
Certificate of Use	0
Municipal Searches	1
Outdoor Dining Permit	0
<b>Total Fees Collected</b>	<b>\$ 495.00</b>

## Notables:

- Bennett Park- Public Hearing- 2/12

# Treasurer's Report: Bank Balances - February 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	14,275.10	135,000.00	135,000.00	6.53	521.59	10.06	14,281.63
GENERAL FUND	86,563.53	433,826.28	325,169.19	29.17	150.78	55.38	195,249.79
WATER FUND	39,688.31	53,771.15	17,156.44	12.51	130.28	16.72	76,315.53
SEWER FUND	79,421.63	39,902.78	22,983.49	18.98	157.76	34.35	96,359.90
ACCOUNTS PAYABLE	1,156.00	185,242.42	120,311.35	0.00	0.00	0.00	66,087.07
BENNETT PUMP STATION	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
ESCROW (PLANNING & ZONING)	4,860.66	0.00	376.92	0.00	0.00	0.00	4,483.74
HNL TRUST	25,751.69	0.00	7,885.00	4.02	43.55	9.49	17,870.71
MEDICAL DEDUCTIBLE	13,528.44	0.00	696.87	0.00	0.00	0.00	12,831.57
MILLBROOK RESTORATION	10,584.89	0.00	0.00	2.10	30.06	4.35	10,586.99
PAYROLL ACCOUNT	12,637.79	49,591.77	50,003.06	0.00	0.00	0.00	12,226.50
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,679.85	0.00	0.00	0.27	3.45	0.55	1,680.12
RETAINING WALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WATER RESERVE	0.00	0.00	0.00	0.00	10.48	0.00	0.00
SEWER REVERVE	0.00	0.00	0.00	0.00	25.98	0.00	0.00
SIDEWALKS	20,870.93	0.00	20,260.55	2.14	2.14	2.14	612.52
TENNIS COURTS	302.51	0.00	0.00	0.06	0.57	0.12	302.57
THORNE TRUST	19,529.57	0.00	0.00	3.10	27.78	6.42	19,532.67
TREE REPLACEMENT PROGRAM	7,673.65	0.00	0.00	1.21	10.31	2.52	7,674.86
TRIBUTE GARDEN DONATIONS	6,355.66	0.00	0.00	1.27	14.84	2.62	6,356.93
<b>TOTAL</b>	<b>584,697.31</b>	<b>897,334.40</b>	<b>699,842.87</b>	<b>81.36</b>	<b>1,129.57</b>	<b>144.72</b>	<b>545,681.34</b>

# Treasurer's Report: NYCLASS Balances - February 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	280,030.79	0.00	0.00	1,166.55	10,726.62	2,412.71	281,197.34
TAX ACCOUNT	381,467.25	135,000.00	0.00	1,647.11	22,742.14	3,344.69	518,114.36
WATER FUND	10,082.11	0.00	0.00	42.03	843.47	86.92	10,124.14
SEWER FUND	373,455.58	0.00	325,000.00	1,090.00	13,310.41	2,751.92	49,545.58
FEMA	0.00	15,976.79	0.00	9.15	9.15	9.15	15,985.94
BENNETT PUMP STATION	0.00	325,000.00	0.00	465.77	465.77	465.77	325,465.77
<b>TOTAL</b>	<b>1,045,035.73</b>	<b>475,976.79</b>	<b>325,000.00</b>	<b>4,420.61</b>	<b>48,097.56</b>	<b>9,071.16</b>	<b>1,200,433.13</b>

**Average Monthly Yield: 5.2467%**

## Total Balances - February 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	897,334.40	699,842.87	81.36	1,129.57	144.72	545,681.34
NYCLASS	1,045,035.73	475,976.79	325,000.00	4,420.61	48,097.56	9,071.16	1,200,433.13
<b>TOTAL</b>	<b>1,629,733.04</b>	<b>1,373,311.19</b>	<b>1,024,842.87</b>	<b>4,501.97</b>	<b>49,227.13</b>	<b>9,215.88</b>	<b>1,746,114.47</b>

### Clerk/Treasurer Highlights

- **Filed Local Laws 2-5 of 2024 with the State- all accepted- they are under the "New Laws" section of the Code online. Quote to codify the new LL's will be around \$3800- will be part of the Front Office Budget meeting.**
- **Budget meetings**
- **Setting up admin portion for STRs**
- **Bank Recs completed through January**



# 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, April 13, 2024 @ 6:00 pm

## **Budget Meeting – Highway & Front Office**

Wednesday, March 20, 2024 @ 6:00 pm

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

20 Front Street, Millbrook

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

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