



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

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, April 10, 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
 - c. Arbor Day Proclamation for 2024
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
 - f. Treasurer & Building Dept – Deputy Clerk Zeko
 - i. Resolution to send Thorne Trust funds to MCP– I. MacDonald
4. **Old Business**
 - a. Sidewalk completion outlook – Trustee Herzog
 - b. Sidewalk connection from Maple Ave to Franklin – Trustee Murphy
 - c. Update on recovery of Green Briar W/S funds – I. MacDonald
 - d. Old Orchard Lane washout – I. MacDonald
5. **New Business**
 - a. Public hearing of 2024-2025 Village budget
 - i. Resolution to increase sewer rate 10%
 - ii. Board vote on 2024-2025 budget
 - b. Sidewalk dining – participants need to submit current insurance coverage
6. **Public Comments**
7. **Board Member Updates**
8. **Upcoming Budget Meetings:**
 - a. Executive sessions to interview Police Chief finalists: 4/16 & 4/17 6PM Village Hall
 - b. 2nd monthly meeting: Review of Tighe & Bond WWTP proposal: 4/24 6PM Village Hall
 - c. Next Regular Board Meeting – Wednesday, 5/8/2024 - 6PM
9. **Adjournment**

Unpaid Voucher Totals

General Fund	\$94,795.06
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Water Fund	\$40,478.54
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Sewer Fund	\$40,926.68
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Cap Sidewalks	\$684.70
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TOTAL:	\$176,884.98
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Voucher Totals
April 10, 2024



A Proclamation

Village of Millbrook Arbor Day 2024

WHEREAS: The first Arbor Day was celebrated in 1872 in Nebraska as special day for planting trees and has grown to thousands of celebrations in communities across our nation each year; and

WHEREAS: Community partners, families and friends will be joined together at local Arbor Day ceremonies and at a statewide celebration to recognize the benefits of trees and urban forests; and

WHEREAS: Trees will be planted across the state and showcased in the Village of Millbrook, www.villageofmillbrookny.com, creating a lasting legacy for future generations; and

WHEREAS: Trees improve water quality and quantity, reduce the erosion of precious topsoil, increase property values and economic vitality in business areas, provide shade, cleanse the air, create habitat for wildlife and add beauty to communities; and

WHEREAS: Trees Promote outdoor recreation which improves human health and well-being and reduces “Natural-Deficit Disorder” in children by encouraging more activity and connection to the natural world; and

WHEREAS: All of New York benefits from forestry, which contributes annually to our state’s economy and provides employment for more people; now

THEREFORE: I, TIM COLLOPY, Mayor of the Village of Millbrook, do hereby proclaim April 26, 2024, as ARBOR DAY in the Village of Millbrook and encourage our citizens to plant trees thus leaving a legacy for present and future generations.

In witness thereof, I have hereunto set my hand and caused the Seal of the Village of Millbrook to be affixed this 10th day of April in the year two thousand twenty-four.

Mayor, Village of Millbrook



MILLBROOK FIRE DEPARTMENT

MARCH 2024

68 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	17
EMS Call	38
Motor Vehicle Accident	6
Structure Fire Call *	1
Brush Fire	1
Flooding	1
CO Alarms	2
Odor of Gas/Burning	2
TOTALS:	68

EMS Responses	
NDP (49-79)	38
MFD Ambulance	
MFD Members	24
Mutual Aid Given	
Fire	1
EMS	0
Mutual Aid Received	
Fire	0
EMS	

NOTES:

Monthly drill

- Hose advancement
- Water supply

Seminars(2)

- Bridging the Gap and Electric Vehicles

* Mutual Aid Given

V.M.P.D MONTHLY REPORT

MARCH 2024

37 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18921-18958

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Parking Tickets	1	Fire Department	2	Order Protection Issued	1	Burglar Alarms	1	Assist Citizen	1
Parking Complaint	1	EMS	5			Lockout	2	Foot Patrol	17
Road Hazards	1					FOIL	5	School Checks	1
Disabled Vehicle	1	Town of Washington Court	2			Animal Complaint	1		
						Mental Health Incident	1	Palm Sunday Procession	

Lexipol Progress to-date as of 4/9/2024

Approved by Board of Trustees & out for acknowledgement by PD: Chp. 300 Use of Force

Approved by Mayor, Trustee Contino & OIC Witt – **needing Board of Trustee approval:**

(1) Per 12/27 email from Mayor to Trustees:

- a. 100 Law Enforcement Authority for Police Officers
- b. 101 Chief Executive Officer
- c. 102 Oath of Office
- d. 103 Policy Manual
- e. 200 Organizational Structure & Responsibilities
- f. 201 Department Directives
- g. 202 Comprehensive Emergency Management Plan
- h. 203 Training
- i. 206 Retiree Concealed Firearms
- j. 207 Emergency Manager Plan Procedures
- k. 316 Public Alerts
- l. 319 Standards of Conduct
- m. 341 Off-duty Law Enforcement Actions
- n. 412 Foreign Diplomatic & Consular Representatives
- o. 1000 Recruitment & Selection
- p. 1005 Reporting of Arrests, Convictions, & Court Orders
- q. 1030 Speech, Expression, & Social Networking

(2) Per 3/17 email from Mayor to Trustees:

- a. 301 Handcuffing & Restraints
- b. 302 Control Devices
- c. 303 Conducted Energy Devices
- d. 304 Officer-involved Shooting & Deaths
- e. 305 Firearms
- f. 306 Vehicle Pursuits
- g. 307 Foot Pursuits
- h. 308 Officer Response to Calls
- i. 404 Special Weapons & Tactical Teams
- j. 605 Brady Information
- k. 1010 Personnel Complaints
- l. 1033 Wellness Program
- m. 1032 Line-of-Duty Deaths



Brush Pick-Up

April 1 – May 31

NO YARD CLEARING, TREE REMOVAL OR LEAVES

Public Works Monthly Report March 2024

1. **Snow Ordinance Ended March 31**
2. **Brush Pick-Up began April 1st**
3. Installed tennis nets
4. Aced NYMIR inspection
5. Repaired 2 street signs
6. Painted truck wheels
7. Removed 2 down trees from Valley Farm Rd and Nine Partners Rd
8. Took all trucks in for annual Inspections
9. Repaired several items at Village Hall
10. Swept and shoveled Valley Farm Rd caused by driveway wash out
11. Pothole repairs
12. 1 snow incident
13. Removed 1 sander from 2015 dump
14. Removed street garbage
15. Repaired broken bridge railing on Church St

Monthly Water Report

March 2024

	March	February	January
Total Water Produced	4,052,455	3,739,699	3,884,887
Average Daily Flow	130,725	128,955	125,320
Peak Day Flow	173,790	182,159	174,352

Sampling Results:

	March	February	January
Total Coliform	Absent	Absent	Absent

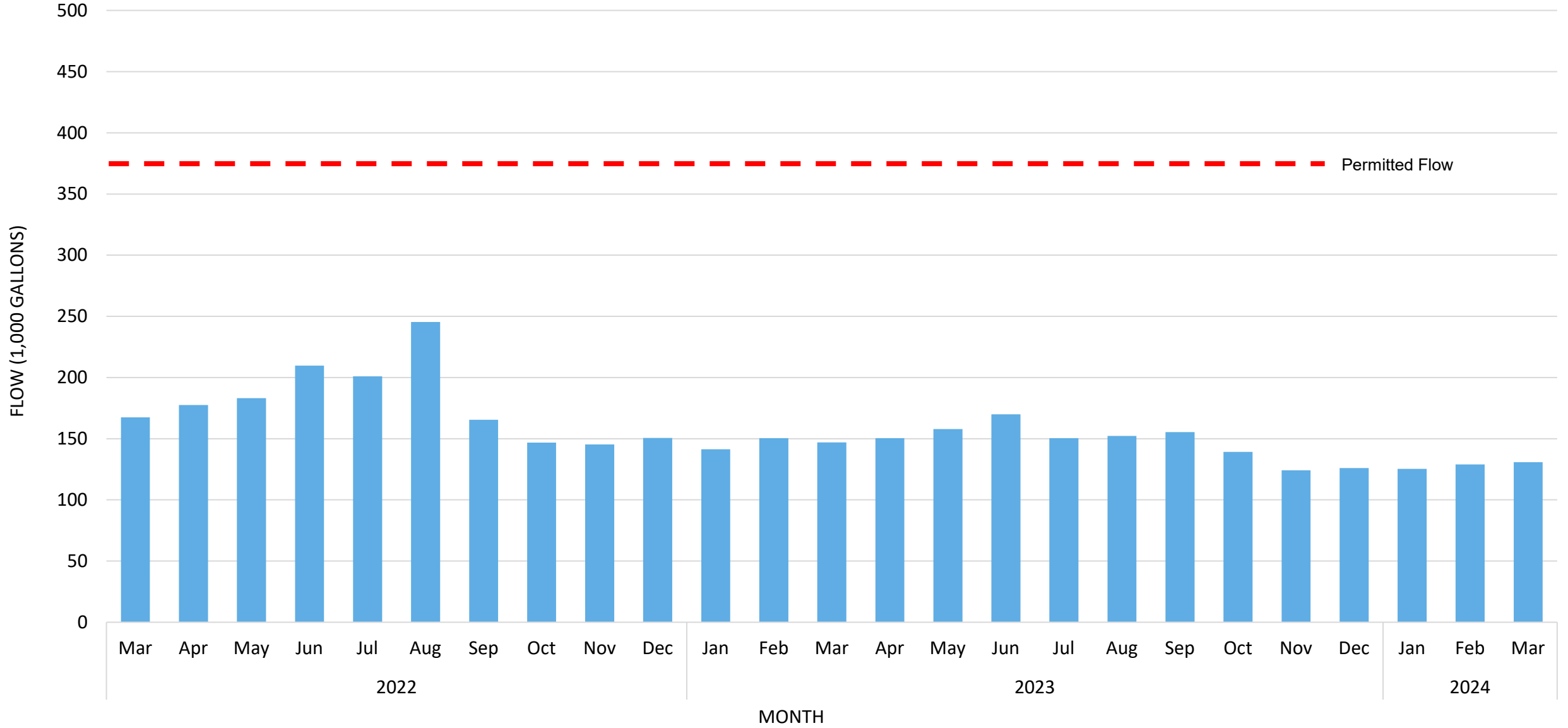
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Replaced 7 water meter registers
3. Replaced 1 water meter and fixed one other non reading meter
4. Read all water meters
5. Water service line hit during excavation on Franklin Ave - repaired by owner

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

March 2024

	March	February	January	Permit Limit
Total Effluent Flow	8,707,955	4,535,247	8,646,191	n/a
Average Daily Flow	280,900	156,400	278,900	n/a
12-Month Rolling AVG	202,000	205,000	214,000	250,000
Peak Daily Flow	709,380	262,887	758,959	n/a
Precipitation (<i>in. as liquid</i>)	7.3"	2.2"	7.1"	n/a

SPDES Permit Samples: (mg/l)

	March	February	January	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	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	.48 mg/l	2.5 mg/l	0.6 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	n/a	200/100 ml

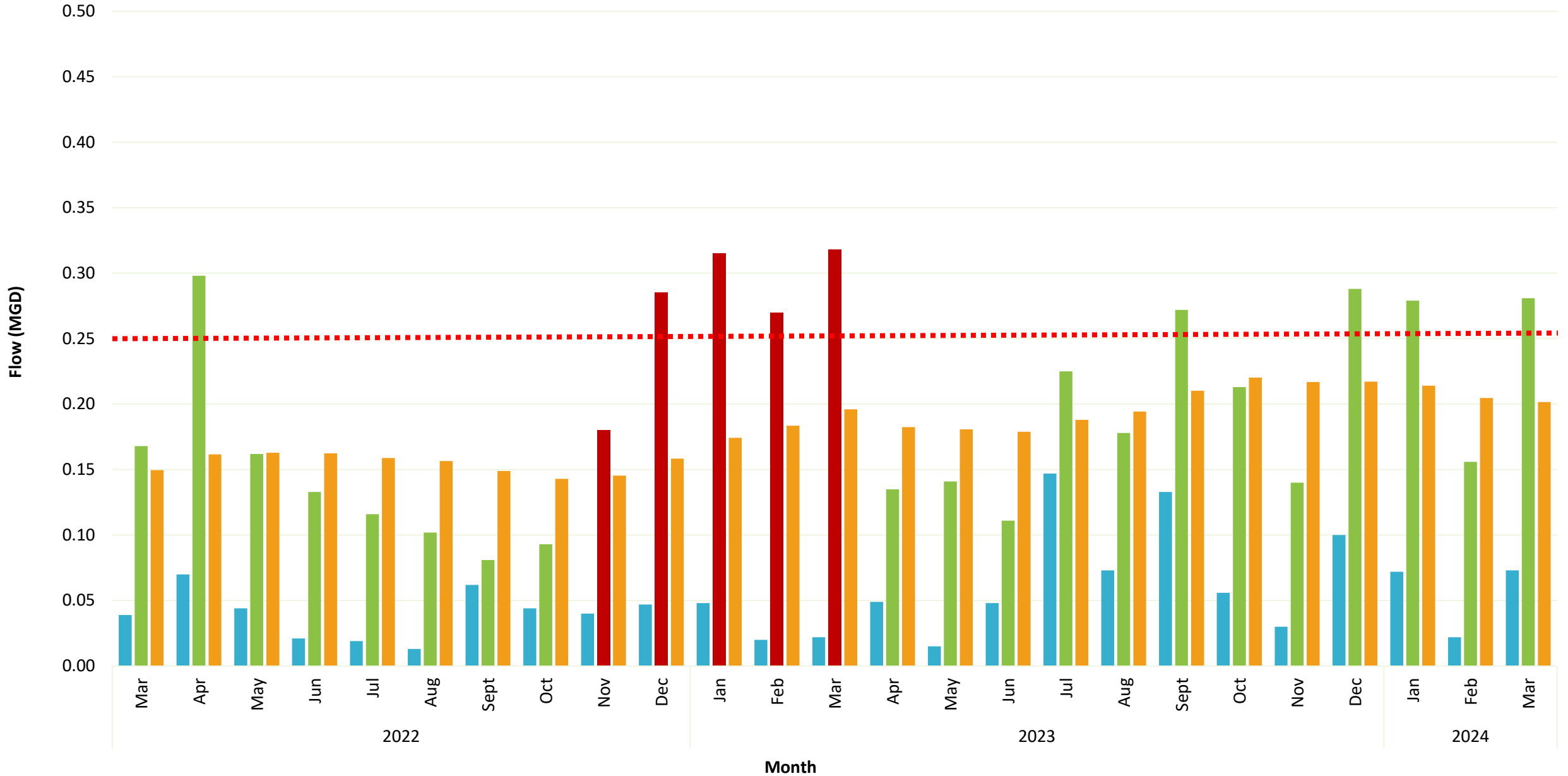
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Fire extinguishers serviced
3. Sewer backup in lateral on Friendly Ln - M&O flushed line and cleared restriction
4. Sewer lateral repair @ 39 Merritt
5. Meeting with DEC regarding SPDES permit
6. Met with both engineering firms regarding plans for WWTP upgrade

Millbrook WWTP

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



Building Department Report: March 2024

Building Permits Issued	8
Sign Permit	0
Certificate of Occupancy	0
Certificate of Compliance	2
Municipal Searches	1
Total Fees Collected	\$5495.04

Notables:

- The Short-Term Rentals (STR) application will be ready starting June 1- working with Ken and Justin to finalize documents needed. Deputy Clerk is building the application on HeyGov.

Treasurer's Report: Bank Balances - March 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	14,281.63	0.00	0.00	3.03	524.62	13.09	14,284.66
GENERAL FUND	195,249.79	467,794.25	534,153.53	45.05	195.83	100.43	128,935.56
WATER FUND	76,315.53	4,851.13	14,486.54	15.13	145.41	31.85	66,695.25
SEWER FUND	96,359.90	33,303.02	22,499.84	20.90	178.66	55.25	107,183.98
ACCOUNTS PAYABLE	66,087.07	330,885.43	388,146.68	0.00	0.00	0.00	8,825.82
BENNETT PUMP STATION	1,500.00	199,299.96	131,493.00	8.07	8.07	8.07	69,315.03
ESCROW (PLANNING & ZONING)	4,483.74	796.86	0.00	0.00	0.00	0.00	5,280.60
HNL TRUST	17,870.71	0.00	0.00	3.03	46.58	12.52	17,873.74
MEDICAL DEDUCTIBLE	12,831.57	0.00	5,836.18	0.00	0.00	0.00	6,995.39
MILLBROOK RESTORATION	10,586.99	0.00	0.00	2.25	32.31	6.60	10,589.24
PAYROLL ACCOUNT	12,226.50	44,025.77	43,255.58	0.00	0.00	0.00	12,996.69
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,680.12	0.00	0.00	0.28	3.73	0.83	1,680.40
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 RESERVE	0.00	0.00	0.00	0.00	25.98	0.00	0.00
SIDEWALKS	612.52	0.00	0.00	0.00	2.14	2.14	612.52
TENNIS COURTS	302.57	0.00	0.00	0.07	0.64	0.19	302.64
THORNE TRUST	19,532.67	0.00	0.00	3.32	31.10	9.74	19,535.99
TREE REPLACEMENT PROGRAM	7,674.86	0.00	0.00	1.31	11.62	3.83	7,676.17
TRIBUTE GARDEN DONATIONS	6,356.93	0.00	0.00	1.35	16.19	3.97	6,358.28
TOTAL	584,697.31	1,080,956.42	1,139,871.35	103.79	1,233.36	248.51	486,870.20

Treasurer's Report: NYCLASS Balances - March 2024

Average Monthly Yield: 5.2328%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	281,197.34	75,000.00	0.00	1,291.76	12,018.38	3,704.47	357,489.10
TAX ACCOUNT	518,114.36	250,000.00	0.00	2,443.99	25,186.13	5,788.68	770,558.35
WATER FUND	10,124.14	0.00	0.00	44.95	888.42	131.87	10,169.09
SEWER FUND	49,545.58	0.00	0.00	220.05	13,530.46	2,971.97	49,765.63
FEMA	15,985.94	0.00	0.00	70.99	80.14	80.14	16,056.93
BENNETT PUMP STATION	325,465.77	0.00	164,290.02	984.76	1,450.53	1,450.53	162,160.51
TENNIS COURT RESERVE	0.00	4,000.00	0.00	2.28	2.28	2.28	4,002.28
TOTAL	1,200,433.13	329,000.00	164,290.02	5,058.78	53,156.34	14,129.94	1,370,201.89

Total Balances - March 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	1,080,956.42	1,139,871.35	103.79	1,233.36	248.51	486,870.20
NYCLASS	1,200,433.13	329,000.00	164,290.02	5,058.78	53,156.34	14,129.94	1,370,201.89
TOTAL	1,785,130.44	1,409,956.42	1,304,161.37	5,162.57	54,389.70	14,378.45	1,857,072.09

Clerk/Treasurer Highlights

Budget-Budget-Budget!

Working on Bank Recs for Feb and March

Submitted 2nd submission to DASNY for Bennett Pump Station- will need to resubmit when Pump Station is delivered to final site (once concrete pad is poured)

Received and completed 5 FOIL requests

Resolution 2024-006

Resolution 2024-006 Authorizing Use of Restricted Funds
from Thorne Trust

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/04/2024-006-Resolution-Authorizing-Use-of-Restricted-Funds-from-Thorne-Trust.pdf>



MAYOR'S MONTHLY

The Village of Millbrook Monthly Newsletter By Mayor Tim Collopy



April 2024 Mayor's Newsletter: The Budget Issue

April 3rd, 2024

Dear Village of Millbrook Residents,

As I said in last year's budget issue, one of the most important responsibilities of the Board of Trustees is to set the annual budget for the next fiscal year (FY). As is true of all villages in NYS, the Village of Millbrook (VoM) FY runs from June 1st of each year to May 31st of the following year. To prepare and mail tax bills by June 1st, there must be a public hearing of the budget by April 15th and board approval by May 1st. The VoM Board of Trustees has been working with the clerks and department heads to prepare the budget for FY 2024-2025 by doing a line-by-line review of expected expenses and revenues for 6/1/2024 to 5/31/2025. I intend to hold a **public hearing** and ask the Board of Trustees to **vote on the budget** at our next meeting on Wednesday, **April 10th at 6:00 pm** at the Millbrook Firehouse. If you have questions or comments, either call me, email me, or come to the public hearing.

Mayor Tim Collopy

Village of Millbrook
1845-677-3939 option 5
villageofmillbrookmayor@gmail.com



Mayor's Monthly Newsletter April 2024: The Budget Issue

[Click link to view newsletter](https://villageofmillbrookny.com/wp-content/uploads/2024/04/Mayors-Monthly-April-2024.pdf)

<https://villageofmillbrookny.com/wp-content/uploads/2024/04/Mayors-Monthly-April-2024.pdf>

BUDGET GOALS

For Fiscal Year 2024-2025, the Village of Millbrook's budget goals are like last year:

- Stay under the NYS tax cap
- Maintain the Village's General Fund balance
- Support ongoing expenses with ongoing revenues
- Ensure that the budget encompasses all expected operational expenses for the FY
- Anticipate and include budgeting for infrastructure, facility and equipment upgrades or replacements
- Ensure that user fees cover the cost of those activities
- Maintain each of the water and sewer operations as "stand-alone" budgets so that all expenses to run and administer the water service is paid by revenues from the quarterly water bills; same for sewer
- Monitor year-to-date actual results vs. budget at least monthly so issues are addressed quickly throughout the year.

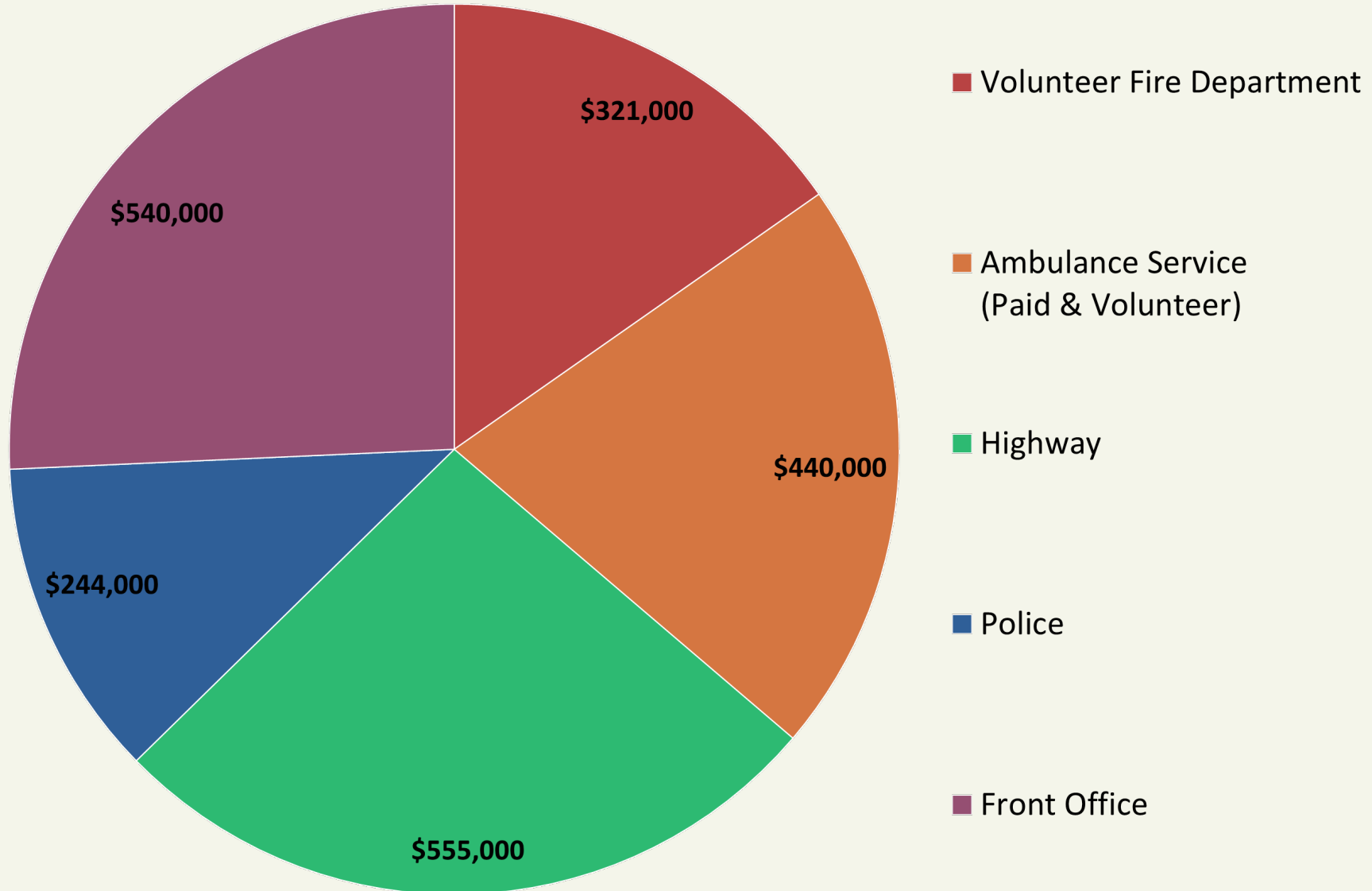
KEY TAKEAWAYS OF THE PROPOSED BUDGET

GENERAL (A) FUND

- A 2% increase in the tax levy (+\$23,901) which totals \$1.1M and is just under the tax cap
- A 1.4% increase in the tax rate from \$5.03/\$1000 assessed value to \$5.10/\$1000
- A General Fund budget totaling \$2.2M which consists of a tax levy of \$1.1M and \$1.1M of "other revenue" (*details in #1 below*)
- Addition of the 1st of 5 annual payoffs of the bond used to purchase a new dump truck
- Generally, a 3% increase in salaries except for employees who received increases during the past year
- Significant planned changes to the MB Police Department (*details in #2 below*)
- Repaving of Washington Avenue and oil/stone resurfacing of Maple Avenue in late summer
- Allocation of funds to hire a Highway Supervisor to replace Bob Collocola who is retiring in June
- Hiring of a part time employee to assist the Building Inspector in doing inspections for Short Term Rentals (STRs) and fire inspections of Village businesses
- Changes to the rollout of the STR permit requirements for residents (*details in #3 below*)

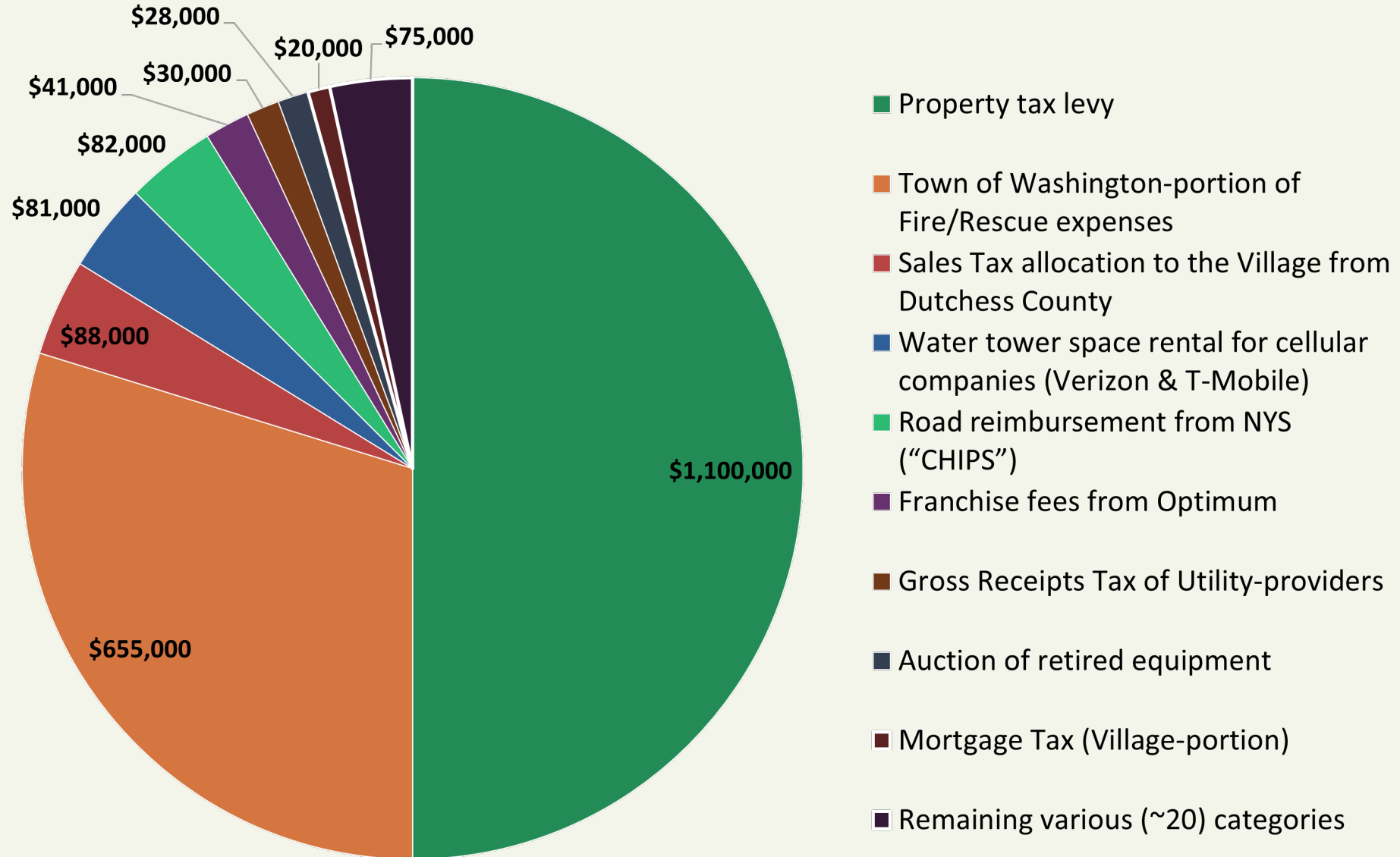
#1 GENERAL (A) FUND EXPENSES

The Village General Fund budget totals \$2.2M of expenses



#1 GENERAL (A) FUND REVENUE SOURCES

To Fund the \$2.2M of expenses, the Village receives \$1.1M from property owners and \$1.1M from other sources



#2

PLANNED CHANGES TO THE MILLBROOK POLICE DEPARTMENT

- Effective 6/1, we plan to hire a part time Chief of Police while keeping the total police department hours the same. The Chief will be responsible for administration, scheduling, budgeting, and training of MB police officers.
- To recruit and retain qualified police officers, we are instituting a minimum hourly wage of \$30 for part time officers.

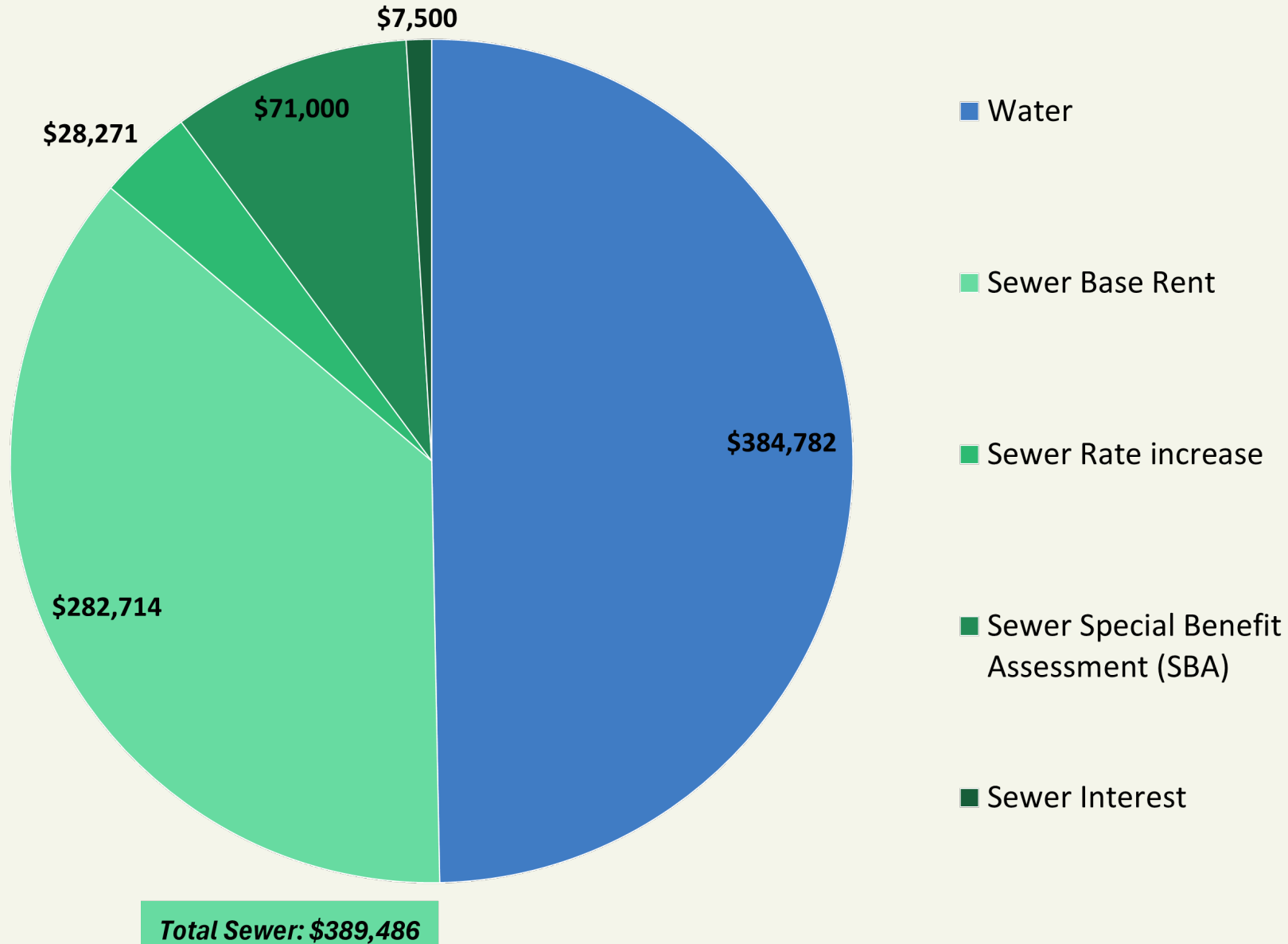
#3

PLANNED CHANGES TO THE ROLLOUT OF THE STR LOCAL LAW

- Permits will become available starting June 1st.
- The permits will be for 2 years, but the \$1000 fee will be divided: \$500 for initial application and \$500 at the time of the 2nd-year reinspection.
- A 5% discount will be given to applicants who use the on-line “HeyGov” application.

KEY TAKEAWAYS OF THE PROPOSED BUDGET

Water (F) & Sewer (G) Funds



(F)

WATER FUND \$384,782

There is no increase planned in water rates for this FY since the projected revenues are expected to cover the projected expenses for the entire FY, given the implementation in January of a \$20/meter charge on each quarterly bill.

(G)

SEWER FUND \$389,486

Because the Wastewater Treatment Plant (WWTP) is over 50 years old, it needs a major upgrade to (1) fix an increasing number of equipment failures in the system and (2) conform to DEC demands to improve operations and outflows to current standards. To help finance the estimated \$8-10M for this upgrade, we have been awarded a Water Infrastructure Improvement (WIIA) grant of \$3.7M and a 30-year, 0% interest loan for the remainder. While our hope is that we will also be awarded a Water Quality Improvement Project (WQIP) grant when we apply this Fall, we need to plan for the possibility of failing to get that second grant. In that case, sewer rates would have to increase by as much as 60% when the project completes in 3-4 years. Therefore, starting with this FY, we plan to increase sewer rates 10% per year for the next 4-5 years. Hence the sewer rate starting 6/1/24 will increase from \$9 to \$9.90/1000 gallons of water used for the next FY.

We will be holding a 2nd board meeting in April on the 24th at 6PM in the Village Hall (open to the public) for Tighe & Bond to present their proposed upgrade plan. This will be compared to that previously proposed by Delaware Engineering for the board to decide which option to pursue.

Also, we have decided to rollover the \$325K Bond Anticipation Note (BAN) for replacing the South Millbrook sewer pump for another year. This project should begin soon now that both the pump and generator have arrived. Once the project is completed and we have used the \$250K grant which we received from NYS, thanks to the efforts of Senator Michelle Hinchey and Assembly Member Didi Barrett, we will convert the BAN into a 10-year, ~\$100K bond to cover the remaining cost.

Resolution 2024-005

Resolution 2024-005 Sewer Rate Increase

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/04/2024-005-Sewer-Rate-Increase.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:

Special Meeting – WWTP @ Village Hall
Wednesday, April 24, 2024 @ 6:00 pm

Monthly Business Meeting @ Firehouse
Wednesday, May 8, 2024 @ 6:00 pm

MEETINGS ARE HELD AT THE
Millbrook Firehouse

20 Front Street, Millbrook
(unless otherwise noted)

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