



Board of Trustees Meeting  
June 11, 2025 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, June 11, 2025  
6:00 PM  
Millbrook Village Hall

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)

## **I. OPEN MEETING**

- a. Pledge of Allegiance
- b. Roll Call

## **II. ADMINISTRATIVE BUSINESS**

- a. Minutes Approval
- b. Voucher Approval
- c. Proclamation- B. Williams

## **III. DEPARTMENT REPORTS**

- a. DC Legislature – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – Chief Dworkin
- d. Highway – Deputy Mayor Murphy
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt
  - Senior Acct. Clerk- Fiscal Update

## **IV. OLD BUSINESS**

## **V. NEW BUSINESS**

## **VI. GENERAL PUBLIC COMMENTS**

## **VII. BOARD MEMBER UPDATES**

- a. Mayor
  - IMA with T/O Washington update
  - Alleyways
  - Tree at Diner- Shade Tree Commission request
- b. Trustee Updates

## **VIII. EXECUTIVE SESSION**

- a. Cell Tower Lease Agreement

## **IX. NEXT BOARD MEETING**

- a. Monthly Business Meeting: Wednesday, July 9, 2025, 6:00 pm @ Village Hall

## **X. ADJOURNMENT**

<b>Voucher Totals</b>	<b>24-25 FY</b>	<b>25-26 FY</b>
<b>General Fund</b>	\$70,348.73	\$58,955.62
<b>WWTP Upgrade</b>	\$39,337.42	
<b>Water Fund</b>	\$29,621.82	\$232.88
<b>Sewer Fund</b>	\$52,316.06	\$7,336.00
<b>TOTAL:</b>	<b>\$191,624.03</b>	<b>\$66,524.50</b>

**PAID VOUCHERS:**

5/15/25 WWTP Upgrade - \$2560.80

5/28/25 General Fund - \$13,250.00 2019 Ford Taurus PD Vehicle *(used insurance funds from wrecked 2016 Ford Explorer)*

# MILLBROOK FIRE DEPARTMENT MAY 2025

## 83 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	19
EMS Call	54
Motor Vehicle Accident	2
Brush Fire	2
Odor of Gas	2
Construction Falls	1
CO	2
Traffic to Assist NYSP	1
<b>TOTALS:</b>	<b>83</b>

EMS Responses	
NDP (49-79)	48
MFD Ambulance	12
MFD to Hospital	5
MRS Members	-
MFD Members	-

Mutual Aid Given	
Fire	-
NDP	1

Mutual Aid Received	
Fire	0
NDP	2

### NOTES:

#### Monthly drills

-

# Police Department Report

# INCIDENT REPORTS

MONTH REPORTED: MAY 2025			CALLS FOR SERVICE		172
911 Hangup	4	Harassment		Road Hazard	
Alarm Burglar/Fire/Panic	1	Juvenile	1	School Check	12
Animal Complaint	1	Lockout	1	Security Check	5
Assist Citizen	1	Medical Aided	5	Suspicious Person/Activity	
Assist Other Agency	3	Missing Person	1	Suspicious Vehicle	1
Civil Matter	1	Motor Vehicle Accident	3	Traffic Complaint	1
Criminal Mischief		Motor Vehicle/Residential Lockout		Traffic Enforcement Details	
Disabled Vehicle		Noise Complaint		Unattended Death	
Disorderly Conduct		Odor of Gas	1	Uniform Traffic Tickets	5
Disturbance/Dispute	1	Order of Protection		Vehicle & Traffic Complaint	4
Domestic Incident		Parking Summons	4	Vehicle Abandoned	
EDP		Property Check	29	Vehicle Stop	10
Fire		Property Lost/Found		Village Event	1
Foot Patrol	74	Public Safety		Welfare Check	
Forgery /Fraud	1	Records Request	1	Road Hazard	

## INVESTIGATIONS

### **Missing Person**

- *Child Located*

### **Forgery/Fraud**

- *Investigation Pending*

### **Juvenile**

- *Tot MCSD for Follow Up*



## Public Works Monthly Report May 2025

### **BRUSH PICK-UP ENDED JUNE 1<sup>st</sup>**

- Mowed all Village properties weekly
- In-house maintenance on the 2019 Ford F-550
- Attended Arbor Day at the Elm Drive school to help dig and plant the new Maple tree
- Fixed a sink hole at a catch basin on Weatherford Ln.
  - Repaired the large hole inside of the catch basin with brick and cement
  - Parged around all the pipes
  - Stopped all the sediment and dirt from washing out from around the basin that created the sink hole
  - Patched the sink hole with blacktop
- Patch Weathersford Ln. and the bottom of Anson Ave. with hot black top
- Fixed the pipe crossing on Church St. that was heaved by the frost from the winter with hot blacktop
- Re-graded and compacted Johnson Ln. to take the washout out and to smooth the road with screened millings
- Painted all the curbs yellow at the No Parking sections throughout the village and at the fire hydrants. Painted the firehouse curbs red for no parking as well
  - **YELLOW CURBS = NO PARKING**
  - **RED CURBS = NO PARKING FIRE LANE**
- Met with the engineer from Renia Engineering, Mayor Doro, and Deputy Mayor Murphy to discuss and put eyes on the Sidewalk project on Franklin Ave.
- Picked up brush/ yard waste, that was left from the Village residence out roadside almost daily.
  - Averaged 5-8 loads of brush weekly
- All Village roads were Street Swept
- Painted the Dump body on the 2015 Ford F-550
- Attended the 78th Annual School for Highway Superintendents in Ithaca, NY

# Monthly Water Report

## May 2025

	May	April	March
<b>Total Water Produced</b>	5,139,110	4,801,280	5,141,440
<b>Average Daily Flow</b>	165,778	160,043	165,853
<b>Peak Day Flow</b>	224,770	221,650	221,205

### Sampling Results:

	May	April	March
<b>Total Coliform</b>	Absent	Absent	Absent

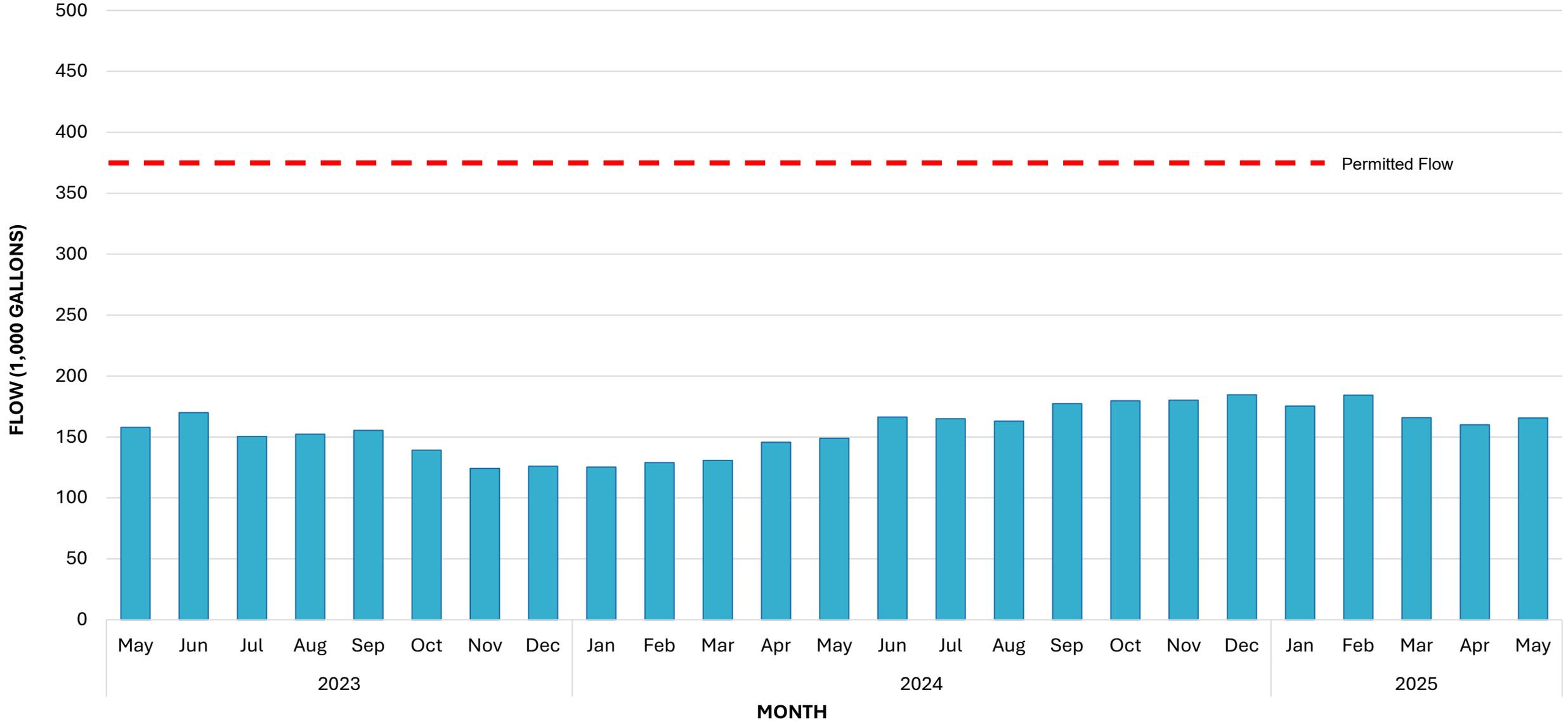
\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Installed new curb valve and removed old meter pit for Thorndale Farm
3. Service line leak at 3301 Franklin - repaired by owner
4. Service line leak at 3580 Rt 44 - repaired by owner
5. Replaced water valve at Front and Washington

# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## MAY 2025

	May	April	March	Permit Limit
<b>Total Effluent Flow</b>	7,982,300	5,687,270	6,036,090	n/a
<b>Average Daily Flow</b>	257,495	189,575	194,710	n/a
<b>12-Month Rolling AVG</b>	149,000	138,000	140,000	250,000
<b>Peak Daily Flow</b>	794,065	242,540	297,710	n/a
<b>Precipitation</b> ( <i>in. as liquid</i> )	8.9"	3.4"	4.2"	n/a

SPDES Permit Samples: (mg/l)

	May	April	March	Permit Limit
<b>BOD</b>	17 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	80 %	97 %	99 %	85%
<b>Total Suspended Solids</b>	14 mg/l	2 mg/l	2 mg/l	15 mg/l
<b>Percent Removal</b>	82 %	99 %	99 %	85%
<b>TKN as N</b>	.05 mg/l	0.07 mg/l	0.1 mg/l	8 mg/l
<b>Fecal Coliform</b>	79/100 ml	N/A	N/A	200/100 ml

\* Exceeds permit limit

### Comments:

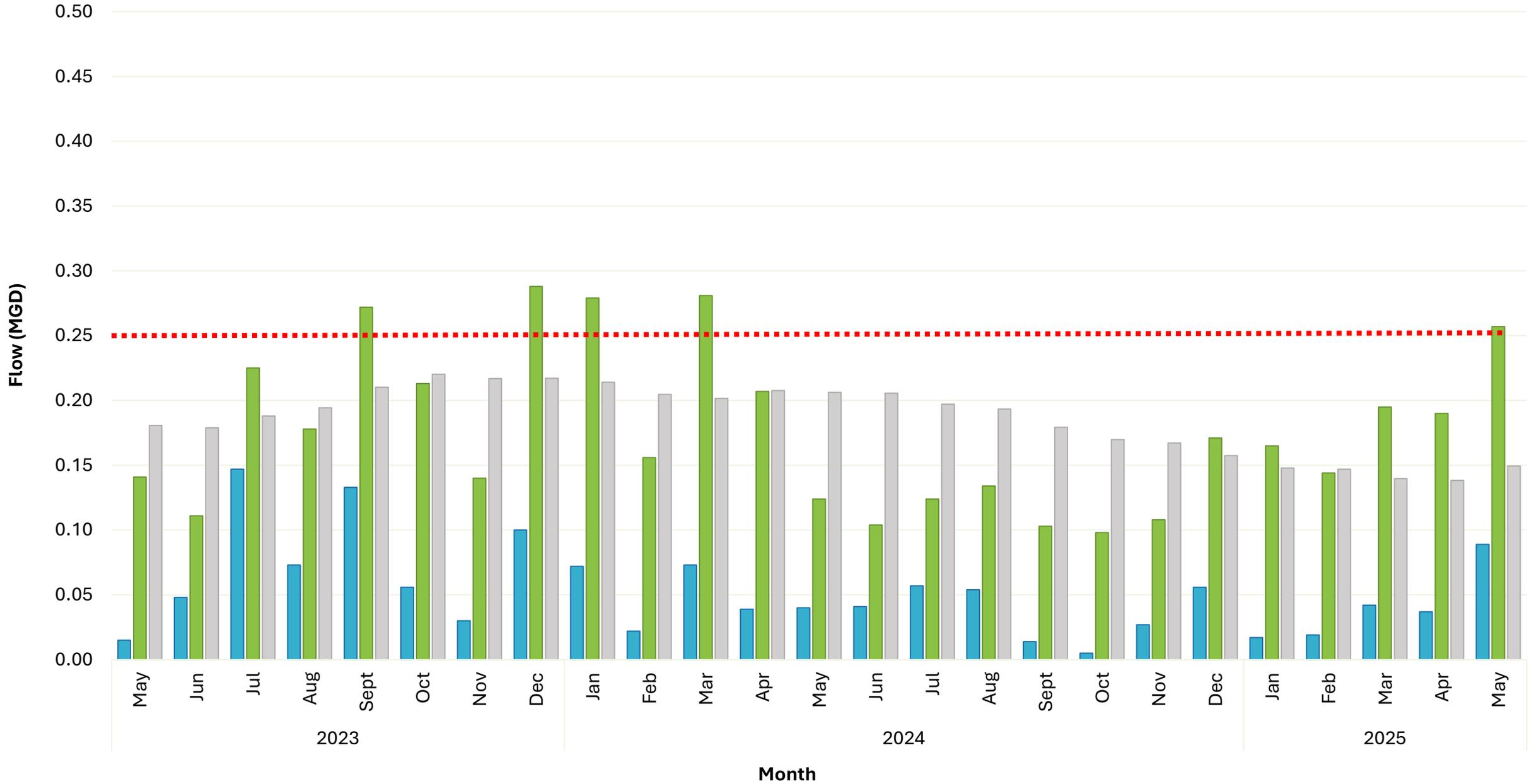
1. Performed all routine sampling and maintenance
2. Cleaned filter beds
3. Finished set up for aerating ORF

# Millbrook WWTP

Precipitation

Monthly Average Flow

12 Month rolling average flow



# Building Department Report: May 2025

Building Permits Issued	3
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	2
Certificate of Compliance	1
Municipal Searches	2
Short Term Rental App	0
Fire Inspection (not STR)	2
<b>Total Fees Collected</b>	<b>\$1846.64</b>

## Planning & Zoning

- Planning Board:  
Public Hearing- June 9- 18 Washington Ave

## Short Term Rentals (STR):

- Year two STR's- annual fire inspections need to be scheduled

# Treasurer's Report: Bank Balances - May 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	0.76	0.00	0.76	0.00	347.99	0.76	0.00
GENERAL FUND	17,419.94	217,780.69	219,283.24	7.38	175.66	127.02	15,924.77
WATER FUND	129,322.26	54,080.26	27,172.62	33.34	277.90	112.11	156,263.24
SEWER FUND	64,863.65	34,609.99	27,865.61	17.09	249.42	96.92	71,625.12
ACCOUNTS PAYABLE	3,900.58	212,539.00	181,336.24	0.00	0.00	0.00	35,103.34
BENNETT PUMP STATION	0.00	0.00	0.00	0.00	58.43	5.64	0.00
ESCROW (PLANNING & ZONING)	6,667.73	2,000.00	0.00	0.00	0.00	0.00	8,667.73
HNL TRUST	9,088.61	0.00	0.00	1.60	22.67	7.57	9,090.21
MEDICAL DEDUCTIBLE	6,545.71	0.00	5,342.79	0.00	0.00	0.00	1,202.92
MILLBROOK RESTORATION	0.00	0.00	0.00	0.00	1.09	0.00	0.00
GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL ACCOUNT	17,557.64	59,134.42	64,745.55	0.00	0.00	0.00	11,946.51
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,686.45	0.00	0.00	0.29	5.76	3.80	1,686.74
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	0.00	0.00	0.00
SEWER RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	34.77	6.82	1.00
WWTP UPGRADE	29,727.94	0.00	2,560.80	4.96	740.67	492.32	27,172.10
SIDEWALKS	18,676.93	0.00	0.00	4.09	33.40	19.53	18,681.02
TENNIS COURTS	303.46	0.00	0.00	0.06	0.75	0.31	303.52
THORNE TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TREE REPLACEMENT PROGRAM	0.00	0.00	0.00	0.00	1.18	0.00	0.00
TRIBUTE GARDEN DONATIONS	14,897.40	0.00	0.00	3.27	37.10	15.51	14,900.67
<b>TOTAL</b>	<b>322,388.30</b>	<b>580,144.36</b>	<b>528,307.61</b>	<b>72.08</b>	<b>1,986.79</b>	<b>888.31</b>	<b>374,297.13</b>

## Treasurer's Report: NYCLASS Balances - May 2025

Average Monthly Yield: 4.1455%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	460,142.52	0.00	0.00	1,622.87	18,154.73	7,500.44	461,765.39
TAX ACCOUNT	694,921.25	0.00	193,250.00	2,086.76	30,967.70	7,991.07	503,758.01
WATER FUND	10,702.71	0.00	0.00	37.76	482.61	184.85	10,740.47
SEWER FUND	52,376.84	0.00	0.00	184.74	2,361.40	904.21	52,561.58
FEMA	557.93	0.00	0.00	1.91	314.34	9.31	559.84
BENNETT PUMP STATION	26.48	0.00	0.00	0.05	9,667.98	3,041.16	26.53
TENNIS COURT RESERVE	4,068.47	0.00	0.00	14.31	45.62	30.74	4,082.78
WWTP UPGRADE	401,601.64	0.00	0.00	1,416.39	3,018.03	3,018.03	403,018.03
<b>TOTAL</b>	<b>1,624,397.84</b>	<b>0.00</b>	<b>193,250.00</b>	<b>5,364.79</b>	<b>65,012.41</b>	<b>22,679.81</b>	<b>1,436,512.63</b>

## Total Balances - May 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	322,388.30	580,144.36	528,307.61	72.08	1,986.79	888.31	374,297.13
NYCLASS	1,624,397.84	0.00	193,250.00	5,364.79	65,012.41	22,679.81	1,436,512.63
<b>TOTAL</b>	<b>1,946,786.14</b>	<b>580,144.36</b>	<b>721,557.61</b>	<b>5,436.87</b>	<b>66,999.20</b>	<b>23,568.12</b>	<b>1,810,809.76</b>

### Clerk/Treasurer Highlights

- Taxes mailed out May 28<sup>th</sup>
- DASNY Reimbursement (Bennett Pump Station) – submitted docs, waiting on final approval
- Prepping for 24/25 Fiscal Year End report for NYS – (Annual Financial Report)
- Budget Adjustments submitted for Board Approval
- Happy New (Fiscal) Year!!

# Board of Trustee Updates

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Mayor Peter Doro

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Deputy Mayor Patrick Murphy

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Trustee Shannon Mawson

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Trustee Julia Bucklin

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Trustee Elizabeth Socci





**MEETINGS ARE NOW AT THE**

## **Village Hall**

35 Merritt Ave, Millbrook  
*(unless otherwise noted)*

Streaming **LIVE** on [YouTube](#)  
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# Next Board of Trustees Meeting:

**Monthly Business Meeting @ Village Hall**

Wednesday, July 9, 2025 @ 6:00 pm