



Board of Trustees Meeting
October 8, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, October 8, 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

OPEN MEETING

- a. Pledge of Allegiance
- b. Roll Call

ADMINISTRATIVE BUSINESS

- a. Minutes Approval
- b. Voucher Approval

DEPARTMENT REPORTS

- a. DC Legislature – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – Chief Dworkin
 - Police Policies Approval
- d. Highway – Deputy Mayor Murphy
 - [Resolution 2025-004.1](#) Amendment to 2025-004 passed June 11th
- a. Water & Sewer – S. Osborn, VRI
- b. Treasurer & Building Dept – Clerk Witt
 - Procurement Policy Update Discussion

NEW BUSINESS & UNFINISHED BUSINESS

- a. a. [Local Law 3 of 2025](#) – Local Law 3 of 2025 to add a Handicap Parking Space across from Library
 - Public Hearing on LL 3 of 2025
 - SEQR and Approval of LL 3 of 2025
- b. Cable Vision Franchise Agreement – Public Hearing Date: 11/12/25
 - [Resolution 2025-009](#)

GENERAL PUBLIC COMMENTS

BOARD MEMBER UPDATES

- a. Mayor
 - Leaf Blowers
- b. Trustee Updates

EXECUTIVE SESSION (IF NEEDED)

NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, November 12, 2025, 6:00 pm @ Village Hall

ADJOURNMENT

Voucher Totals	10/8/25
General Fund	\$ 41,640.21
Cap Sidewalks	\$ 4,675.00
WWTP Upgrade	\$ 17,398.75
PD Tech Grant	\$ 350.33
Water Fund	\$ 33,488.81
Sewer Fund	\$ 42,878.56
TOTAL:	\$ 140,431.66

Please note the **\$50,000 for paid ambulance service** is not yet included in the **General Fund total**. The invoice is delayed due to **NDP's transition to Empress** and will be paid immediately upon receipt.

MILLBROOK FIRE DEPARTMENT SEPTEMBER 2025

69 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	20
EMS Call	44
Motor Vehicle Accident	2
Odor of Gas	2
Structure Fire <i>(smoke from sewer testing)</i>	1
TOTALS:	69

EMS Responses	
NDP (49-79)	44
MFD Ambulance	13
MFD to Hospital	4
MRS Members	22
MFD Members	28

Mutual Aid Given	
Fire	1
NDP	0

Mutual Aid Received	
Fire	0
NDP	2

NOTES:

Monthly drills

-

Police Department Report

INCIDENT REPORTS

MONTH REPORTED: SEPTEMBER 2025				CALLS FOR SERVICE	157
911 Hangup		Harassment	1	Records Request	
Alarm Burglar/Fire/Panic	2	Hazardous Condition	1	Road Hazard	
Animal Complaint	1	Juvenile		School Check	
Arrests	4	Larceny	1	Security Check	
Assist Citizen	4	Littering	1	Suspicious Person/Activity	3
Assist Other Agency		Lockout		Suspicious Vehicle	
Civil Matter	1	Medical Aided	4	Traffic Complaint	4
Criminal Mischief		Missing Person	1	Traffic Enforcement Details	25
Disabled Vehicle		Motor Vehicle Accident	1	Unattended Death	
Disorderly Conduct		Motor Vehicle/Residential Lockout		Uniform Traffic Tickets	26
Disturbance/Dispute		Noise Complaint		Vehicle & Traffic Complaint	
Domestic Incident	4	Odor of Gas		Vehicle Abandoned	
EDP		Order of Protection	2	Vehicle Stop	40
Fire		Parking Summons	13	Village Event	1
FOIL	1	Property Check		Welfare Check	
Foot Patrol	44	Property Lost/Found	2		
Forgery /Fraud		Public Safety			

INVESTIGATIONS

Criminal Mischief

- Investigation of graffiti to multiple businesses throughout the Village – Investigation pending

Aggravated Harassment

- Investigation of harassment targeting store employee by former customer – Closed, prosecution declined

Violation Order of Protection

- Investigation into violation of Temporary Order of Protection – Closed by arrest

Fraud

- Investigation of fraud, determined to be a civil matter – Closed by investigation

Larceny

- Theft of clothing from laundromat – Closed, prosecution declined

Missing Person

- Assist NY State Police with missing person – Investigation pending

TRAINING

DOMESTIC VIOLENCE/LAP

- Officers attended training on domestic violence and updates to the Lethality Assessment Program (LAP) provided by Dutchess County Family Services and the District Attorney's Office.

USE OF FORCE

- The Police Department is scheduling mandatory firearms qualification and use of force training for all officers this month. In addition to firearms proficiency, this training includes a review of department policies and New York State Penal Law Article 35, which governs the justification for the use of physical and deadly physical force. This ensures compliance with state standards and reinforces both officer readiness and accountability in the performance of duty.

RECRUITMENT

As part of ongoing recruitment efforts, the Police Department recently interviewed two potential police officer candidates. Following the interviews, one candidate has been selected to move forward with a background investigation, pending confirmation and approval for secondary employment from her primary employer.

Additionally, the Department has received and accepted the résumé of a third candidate for consideration in the ongoing hiring process.

TECHNOLOGY

RECORDS MANAGEMENT SYSTEM (RMS)

The Department has commenced the preparation and implementation of our new Records Management System, **CODY Pathfinder III**. Both the RMS Pathfinder production and training environments are now live. Our administrative officers have begun training to familiarize themselves with the system and to assist the developers with configuration and optimization.



Public Works Monthly Report September 2025

BRUSH PICK-UP ENDED | LEAF PICK UP OCT 1 – NOV 31

Leaf Collection for Village Residents began on 10/1

LEAVES ONLY — NO BRUSH, GRASS, OR DEBRIS

- Residents are asked to **place leaves curbside**, not on sidewalks or in the roadway.
- Please ensure that leaf piles do not create traffic hazards.
- All Village-owned properties were mowed.
- The final brush collection for the 2025 season was completed.
- Johnson Lane was resurfaced with screened millings, in cooperation with the Town of Washington Highway Department, to create a smoother, more durable surface and improve drainage.

- Assisted the Town of Washington with paving on Oak Summit as part of the shared services agreement.
- New sidewalks were installed in front of the Millbrook Library following a sewer main issue.
- Drag boxing was completed on Church Street, Weathersford Lane, and Anson Avenue.
- The Newly Adopted Roads List was completed and submitted to the New York State Department of Transportation.
- Crack sealing was completed on the Village tennis courts.



New
Sidewalks
at the
Millbrook
Library



Johnson Lane Resurfacing

Monthly Water Report

September 2025

	September	August	July
Total Water Produced	4,840,160	5,353,535	5,273,315
Average Daily Flow	161,340	172,700	170,110
Peak Day Flow	193,710	224,910	215,010

Sampling Results:

	September	August	July
Total Coliform	Absent	Absent	Absent

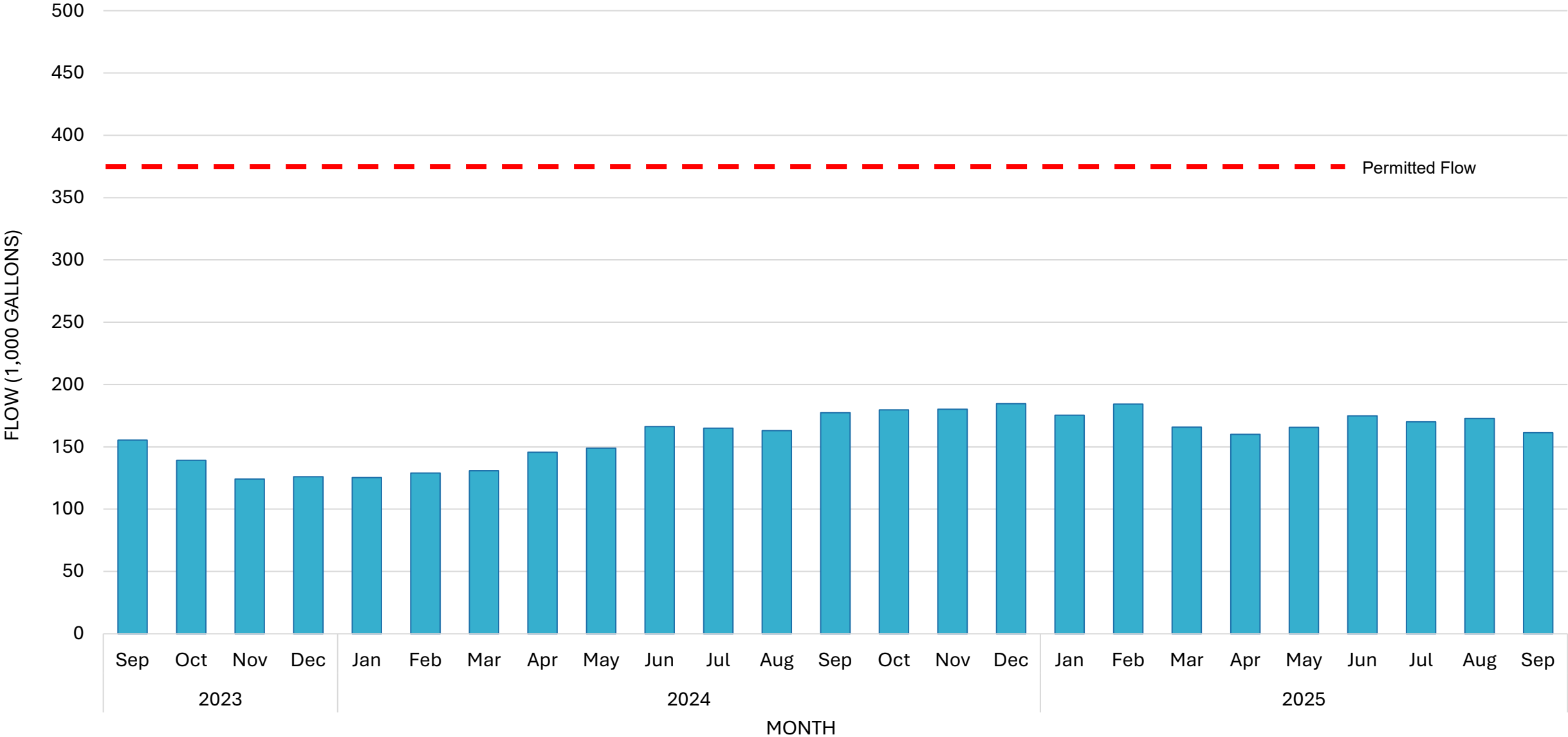
* Results not in compliance

Comments:

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

Millbrook Water

Average Daily Flow



Monthly Sewer Report

September 2025

	September	August	July	Permit Limit
Total Effluent Flow	3,143,275	3,862,465	3,863,245	n/a
Average Daily Flow	101,400	124,600	124,620	n/a
12-Month Rolling AVG	154,000	154,000	155,000	250,000
Peak Daily Flow	128,150	213,750	189,230	n/a
Precipitation (<i>in. as liquid</i>)	2.5"	3.5"	7.1"	n/a

SPDES Permit Samples: (mg/l)

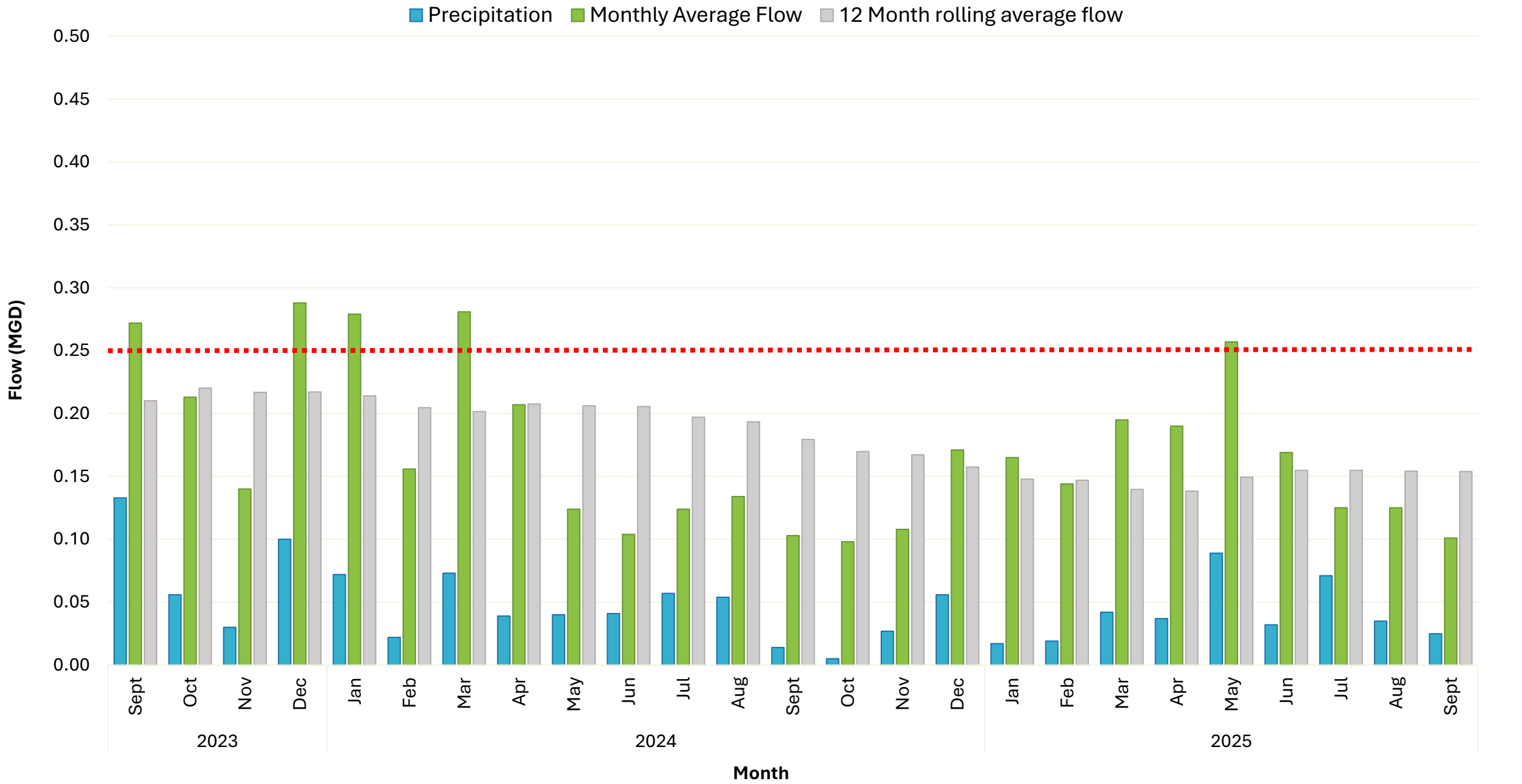
	September	August	July	Permit Limit
BOD	2 mg/l	3.1 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	98 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99%	99 %	99 %	85%
Ammonia	0.2 mg/l	0.15 mg/l	0.05 mg/l	5 mg/l
Fecal Coliform	2/100 ml	2/100 ml	2/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. NYS DOT pulled posts from sewer main on Rt 44
3. Smoke tested sewer mains in South Millbrook
4. Sewer lateral repaired at library
5. Furnace serviced
6. Cleaned filter beds

Millbrook WWTP





Tighe&Bond



DESIGN PROGRESS MEETING

Millbrook WWTP Improvements Project

10/2/2025

DESIGN PROGRESS

- **Pre-Selection Package to NYSDEC for review**
 - SBR System
 - Cloth Media Filters
- **Hydraulic Profile and Calculations Refined**
 - Inclusion of Peak Flows from SBR Decants
 - Considerations for Flooding
- **Process Site Layout Alternatives**
 - Two alternatives being considered moving into Final Design:
 - “Shallow” SBR Basin Burial Depth - PER
 - “Deep” SBR Basin Burial Depth - BODR
 - Pros and Cons for each related to:
 - Pumping Frequency
 - Site Layout and Hydraulics
 - Cost
 - Our goal is to present each for the Village to make an informed decision for Final Design

SBR BURIAL DEPTH ALTERNATIVES

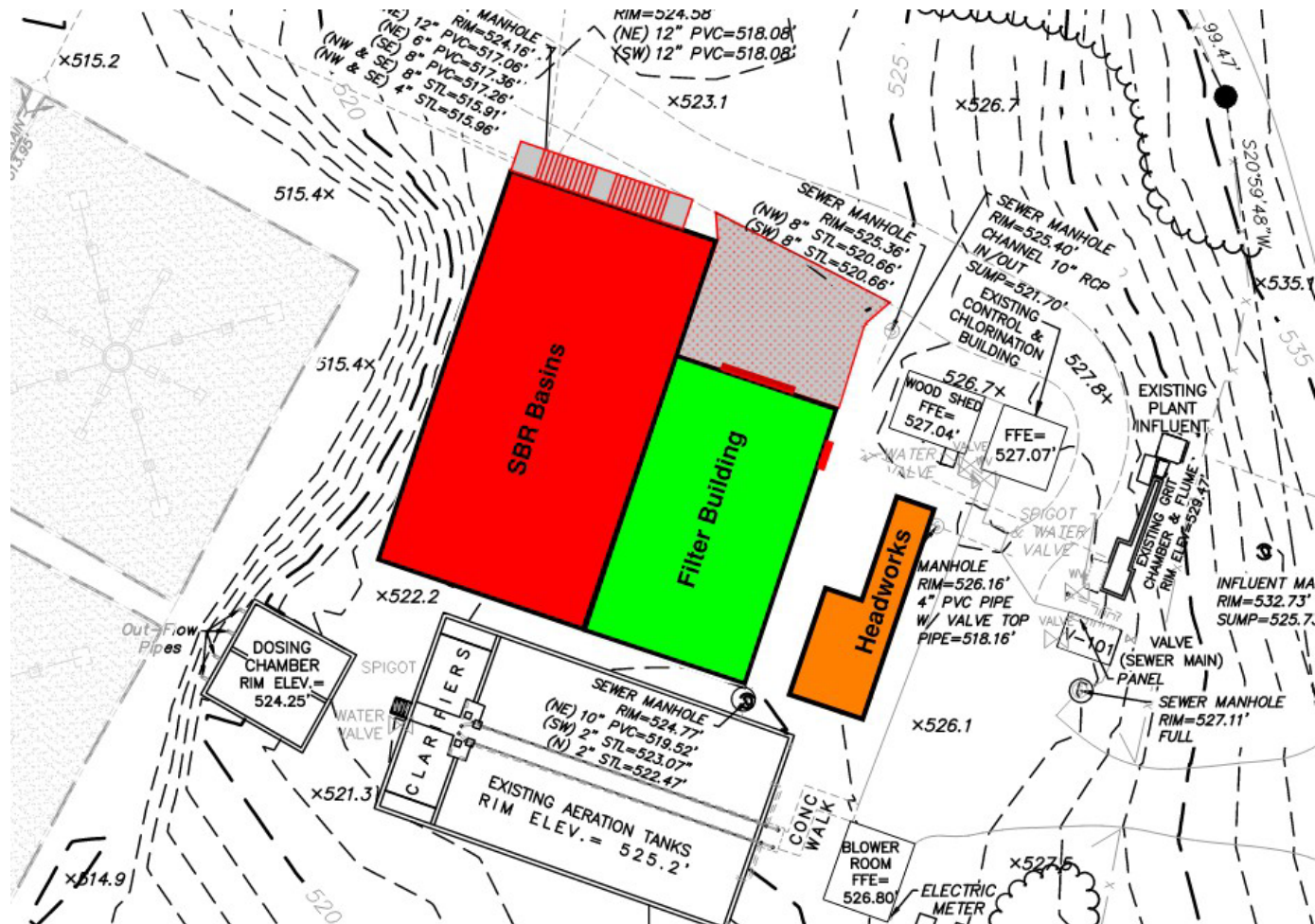
- **Alternative 1 – “Shallow SBR”, PER Design**
 - SBR Tanks Buried to frost level, slab about 515' (~8' below grade)
 - Approximately 15' of SBR Basins Exposed Above Existing Grade
 - Pumping required to feed/fill SBR Basins 24/7
 - Similar to how existing plant pumping operates
 - Elevation allows for use of existing tanks for post-EQ via gravity
 - Post-Polishing Filters
- **Alternative 2 – “Deep SBR”, 30% Design Concept**
 - SBR Tanks Buried to about 506' @ Bottom of Slab (~18' below grade)
 - Approximately 7' of SBR Tank Exposed Above Existing Grade
 - Allows for gravity feed of SBRs up to about 0.4 MGD before overtopping weir into pump station, assuming both basins online
 - At higher flows, SBR feed pumps would be utilized to feed SBRs
 - SBR feed pumps will be sized the same for both alternatives, but Alternative 2 would require the pumps run less often
 - Elevation allows for use of existing tanks for post-EQ via gravity
 - Pre-Polishing Filters

SBR ALTERNATIVES – FILTER BUILDING

- **Alternative 1 – “Shallow SBR”, PER Design**
 - Because SBR Decant is higher in elevation, more flexibility in elevation of polishing filters
 - Provides more flexibility in Filter Building location

SBR ALTERNATIVES – FILTER BUILDING ALT 1

- Alternative 1 – “Shallow SBR”, PER Design

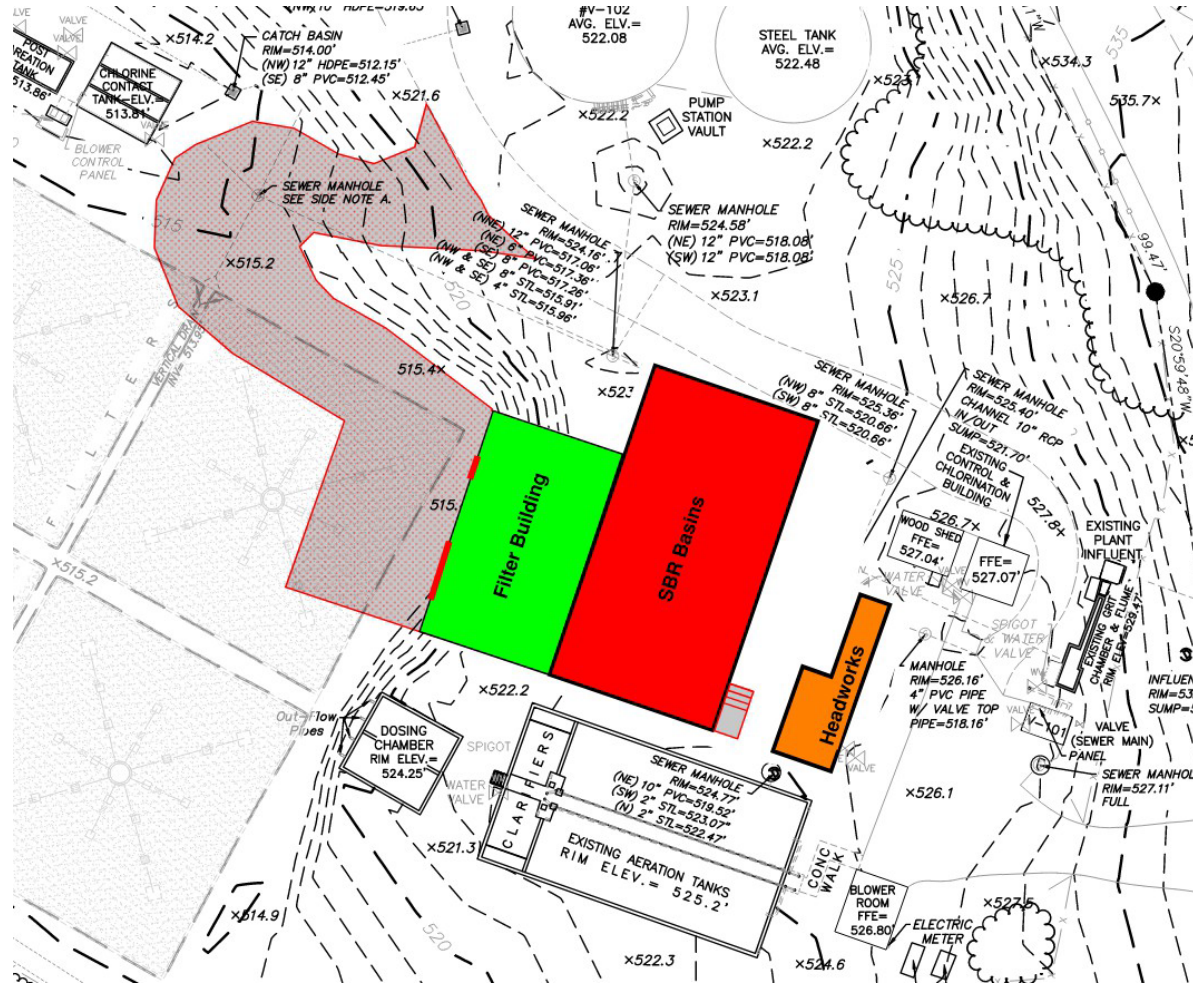


SBR ALTERNATIVES – FILTER BUILDING

- **Alternative 2 – “Deep SBR”, 30% Design Concept**
 - Because SBR Decant is lower in elevation, polishing filter elevation needs to be lower in elevation for gravity flow
 - Requires Filter Building FFE to be 516.0’
 - Filter Building would need to be constructed in slope between existing drying beds and filters
 - Access to Filter Building via existing filters

SBR ALTERNATIVES – FILTER BUILDING ALT 2

- Alternative 2 – “Deep SBR”, 30% Design Concept



OPCC AND NPV ALTERNATIVE EVALUATION

- **OPCC updated per latest design**
 - Including geotechnical report findings
- **Updated for current bidding environment**
 - Inflation trends
 - Tariffs
 - Recent Bid Openings
- **20-Year Net Present Value exercise completed to evaluate spending additional capital to bury SBR tanks versus spending additional O&M to run pumps 24/7**

DIFFERENCE IN OPCC AND NPV

Item	Alternate 1 – Shallow SBR Depth	Alternate 2 – Deep SBR Depth
Additional Capital Cost to Bury SBR Tanks	-	\$550,000
Annual Electrical Cost – SBR Feed Pump Only	\$6,000	\$1,000
Present Day 20-Year O&M	\$139,000	\$16,000
20-Year Net Present Value	\$139,000	\$566,000

Note:

NPV cost comparison above only captures major cost differences between alternatives (capital cost for additional excavation for Alt 2, additional electrical cost to run SBR pumps 24/7. Capital cost above includes GC, OH&P, and Contingency

Annual O&M cost assuming \$0.14 kWh, 5 HP Pumps @ 80% Efficiency

Alternative 1 assumes 1 SBR Feed Pump Running 100% of the time, second pump running 10% of the time during higher flows

Alternative 2 assumes 1 SBR Feed Pump Running 10% of the time during higher flows, otherwise flowing by gravity.

- **EFC Funding Budget Based on Alt 1 Scope of Work (PER Design)**

Additional cost for Alternative 2 was not budgeted in original EFC funding request

—

NEXT STEPS

- **Pre-Selection Process Upon DEC Approval**
- **Site Walk with Electrical Sub**
- **Finalize Hydraulic Profile**
- **Finalize Site Layout**

Building Department Report: September 2025

Building Permits Issued	11
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	3
Certificate of Compliance	7
Municipal Searches	3
Short Term Rental App	1
Fire Inspection (not STR)	1
Total Fees Collected	4,333.12

.

Planning & Zoning

- Planning- Held a Public Hearing Re: Bennett Park Woodland Trails

Short Term Rentals (STR):

- Rec'd 2nd year payment for Front St STR

Treasurer’s Report: Bank Balances - September 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	97,338.06	19,745.14	95,000.00	10.27	186.65	187.41	22,093.47
GENERAL FUND	18,304.01	306,154.13	318,782.11	5.75	25.87	152.89	5,681.78
WATER FUND	161,702.21	3,370.21	36,609.07	27.78	107.83	219.94	128,491.13
SEWER FUND	171,216.83	1,279.03	65,362.61	25.64	88.61	185.53	107,158.89
ACCOUNTS PAYABLE	4,541.50	384,047.09	385,454.34	0.00	0.00	0.00	3,134.25
BENNETT PUMP STATION	18,002.09	0.00	0.00	3.58	12.68	18.32	18,005.67
ESCROW (PB & ZBA)	8,522.50	0.00	0.00	0.00	0.00	0.00	8,522.50
HNL TRUST	9,094.79	0.00	0.00	1.44	6.02	13.59	9,096.23
MEDICAL DEDUCTIBLE	15,357.50	0.00	6,422.46	0.00	0.00	0.00	8,935.04
GRANTS	38,665.72	1,250.00	6,035.46	6.93	39.54	39.54	33,887.19
PAYROLL ACCOUNT	12,151.49	63,024.66	37,626.12	0.00	0.00	0.00	37,550.03
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,687.59	0.00	0.00	0.27	1.12	4.92	1,687.86
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	0.00	6.82	1.00
WWTP UPGRADE	21,247.53	71,000.00	91,705.00	1.16	14.01	506.33	543.69
SIDEWALKS	18,305.16	0.00	77.50	3.63	15.27	34.80	18,231.29
TENNIS COURTS	303.71	0.00	0.00	0.06	0.25	0.56	303.77
TRIBUTE GARDEN DONATIONS	12,126.57	0.00	0.00	2.41	10.31	25.82	12,128.98
TOTAL	610,296.50	849,870.26	1,043,074.67	88.92	508.16	1,396.47	417,181.01

Treasurer’s Report: NYCLASS Balances - September 2025

Average Monthly Yield: 4.055%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
FIRE TRUCK RESERVE	466,603.91	0.00	0.00	1,557.64	6,396.16	13,896.60	468,161.55
TAX ACCOUNT	1,011,763.01	0.00	100,000.00	3,156.65	11,161.65	19,152.72	914,919.66
WATER FUND	41,040.48	0.00	0.00	137.00	437.01	621.86	41,177.48
SEWER FUND	58,143.58	0.00	0.00	194.07	776.07	1,680.28	58,337.65
FEMA	565.50	0.00	0.00	1.84	7.50	16.81	567.34
BENNETT PUMP STATION	26.67	0.00	0.00	0.04	0.18	3,041.34	26.71
TENNIS COURT RESERVE	4,125.57	0.00	0.00	13.74	56.53	87.27	4,139.31
WWTP UPGRADE	361,831.21	0.00	71,000.00	1,051.06	4,864.24	7,882.27	291,882.27
TOTAL	1,944,099.93	0.00	171,000.00	6,112.04	23,699.34	46,379.15	1,779,211.97

Total Balances - September 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	610,296.50	849,870.26	1,043,074.67	88.92	508.16	1,396.47	417,181.01
NYCLASS	1,944,099.93	0.00	171,000.00	6,112.04	23,699.34	46,379.15	1,779,211.97
TOTAL	2,554,396.43	849,870.26	1,214,074.67	6,200.96	24,207.50	47,775.62	2,196,392.98

Clerk/Treasurer Highlights

- Deputy Clerk Zeko and Clerk Witt attended NYCOM for training.
- WWTP BAN’s due end of Oct. BANs will be rolled over with Bank of Millbrook until EFC money is rec’d. No penalty for paying BANs off early.
- Completed Bank Rec’s through August with Acct Clerk McLaughlin
- Final tax notices to go out- unpaid list to DC beginning of NOV

Tax Update:

Total Tax Due	1,278,191.41	
Total Paid	1,259,827.99	98.56%
Unpaid	18,363.42	1.44%
Total Parcels	676	
Wholly Exempt	3	0.44%
Fully Paid	663	98.08%
Partial Paid	0	
Unpaid	10	1.48%

Resolution 2025-004.1

Recognizing Certain Streets in the Village as Streets by Prescription Open to Use by the Public

Originally passed 06.11.2025- Amended 10.08.2025

CLICK LINK BELOW TO VIEW

https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/10/2025-004-1-Resolution-Determining-Certain-Road-to-be-User-Roads_amended-10-08-25.pdf

Resolution LL0032025.2

Enacting Local Law No. 3 of 2025 Amending Section 220-56 of the Village Code Entitled “Vehicles and Traffic Schedule XXIV: Handicap Parking” to add one (1) additional Handicap Parking space

CLICK LINK BELOW TO VIEW

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/10/Local-Law-No-3-of-2025-Amending-Section-220-56-of-the-Village-Code-Entitled.pdf>

Resolution 2025-009

BE IT RESOLVED, That the Village of Millbrook hereby calls for a public hearing at 6 PM, prevailing time, on the 12 day of November 2025, in the Village Hall (35 Merritt Ave) of the Village of Millbrook, New York, for all interested persons to be heard in favor of or in opposition to the proposed renewal of the Cablevision Systems Dutchess Corporation. Franchise for a period of 10 years.

CLICK LINK BELOW TO VIEW

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/10/2025-009-Notice-of-Hearing-Reso-Millbrook-2025.pdf>

Board of Trustee Updates

Mayor Peter Doro

Deputy Mayor Patrick Murphy

Trustee Shannon Mawson

Trustee Julia Bucklin

Trustee Elizabeth Socci





MEETINGS ARE NOW AT THE

Village Hall

35 Merritt Ave, Millbrook
(unless otherwise noted)

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

Next Board of Trustees Meeting:

Monthly Business Meeting @ Village Hall

Wednesday, November 12, 2025 @ 6:00 pm