



Board of Trustees Meeting
December 10, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE



Agenda

Village of Millbrook
Board of Trustees

Wednesday, December 10, 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
 - New Complaint/Commendation Policy: [Resolution 2025-011](#)
- d. Highway – Deputy Mayor Murphy
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt

NEW BUSINESS & UNFINISHED BUSINESS

GENERAL PUBLIC COMMENTS

BOARD MEMBER UPDATES

- a. Mayor
- b. Trustee Updates

EXECUTIVE SESSION (IF NEEDED)

- a. AT&T Lease Agreement

NEXT BOARD MEETING

- a. Re-Org Meeting: Wednesday, January 7, 2026, 6:00 pm @ Village Hall
- b. Monthly Business Meeting: Wednesday, January 14, 2026, 6:00 pm @ Village Hall

ADJOURNMENT

Voucher Totals	12/10/25
General Fund	\$ 93,042.89
WWTP Upgrade	\$ 12,610.00
Water Fund	\$ 41,445.56
Sewer Fund	\$ 22,635.64
TOTAL:	\$ 169,734.09

MILLBROOK FIRE DEPARTMENT

November 2025

XX INCIDENTS REPORTED

Millbrook Fire Dept
Automatic Fire Alarm
EMS Call
Motor Vehicle Accident
Brush Fire
CO
Structure Fire <i>(3 Mutual Aid)</i>
Odor of Gas
Tree & Wires
TOTALS:

EMS Responses
NDP (49-79)
MFD Ambulance
MFD to Hospital
MRS Members
MFD Members
Mutual Aid Given
Fire
NDP
Mutual Aid Received
Fire
NDP

NOTES:

Monthly drills

-

Police Department Report

INCIDENT REPORTS

MONTH REPORTED: NOVEMBER 2025			CALLS FOR SERVICE		180
911 Hangup		Forgery /Fraud		Public Safety	
Alarm Burglar/Fire/Panic	5	Harassment		Records Request	
Animal Complaint	3	Hazardous Condition		Road Hazard	
Arrests		Juvenile		School Check	4
Assault		Larceny		Security Check	
Assist Citizen	2	Littering		Suspicious Person/Activity	3
Assist Other Agency	3	Lockout	1	Suspicious Vehicle	
Civil Matter		Medical Aided	4	Traffic Complaint	
Criminal Mischief	1	Missing Person		Traffic Enforcement Details	30
Disabled Vehicle		Motor Vehicle Accident	1	Unattended Death	
Disorderly Conduct		Motor Vehicle/Residential Lockout		Uniform Traffic Tickets	14
Disturbance/Dispute	1	Noise Complaint		Vehicle & Traffic Complaint	
Domestic Incident		Odor of Gas	1	Vehicle Abandoned	
EDP		Order of Protection		Vehicle Stop	40
Fire	1	Parking Summons	26	Village Event	
FOIL	1	Property Check	3	Welfare Check	
Foot Patrol	50	Property Lost/Found			

TRAINING

FIREARM QUALIFICATION

During the month of November and December, all sworn personnel completed their mandatory pistol and rifle qualifications in accordance with New York State DCJS standards and departmental policy. Training was conducted by certified firearms instructors, with all safety protocols strictly followed, and qualification records have been properly documented in departmental files.

All officers successfully completed their required qualifications. These completed qualifications ensure the department remains compliant with state requirements and maintains a high level of readiness to protect both officers and the community.

COMMUNITY OUTREACH

TOYS FOR TOTS



For the second year, the Police Department is proud to participate in the annual Toys for Tots program. We are actively collecting new, unwrapped toys and monetary donations to help ensure a joyful holiday season for children in need within our community. On December 18th, the Police Department will join Toys for Tots at their Northern Dutchess distribution site to personally distribute toys to local families.

I would like to remind everyone that we are a collection site, and the deadline is approaching fast. Any donations of new, unwrapped toys or monetary contributions would be greatly appreciated. Monetary donations can be dropped off at Village Hall, attention: Chief of Police. Checks can be made payable to Toys for Tots. Please help us make every child's Christmas bright!

Resolution 2025-011

Authorizing the Village of Millbrook to Renew a Cable Franchise Agreement with Cablevision Systems Dutchess Corporation. To Operate a Cable System in the Village of Millbrook.

CLICK LINK BELOW TO VIEW

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/12/2025-011-Resolution-Revoking-the-Existing-Civilian-Complaint-Procedure-and-Adopting-New-One.pdf>



Public Works Monthly Report **November 2025**

Leaf Pick-Up:

- Leaf collection ended on **November 30, 2025**.
- The **2008 Ford F550 leaf truck** broke down on **November 13th**.
- A **huge thank you** to **Joe Spagnola, Wayne Gruntler**, and the **Town of Washington Highway Department** for lending personnel and trucks to help ensure all leaves were collected efficiently. Picking up leaves with only the backhoe and dump trucks requires significantly more time and effort.
- A **big thank you** as well to **Tim Race**, who allowed us to dispose of leaves at the farm—saving the Village **thousands of dollars**. Approximately **2,000 yards** of leaves were brought over.

Snow Ordinance:

- **PARKING IS PROHIBITED** on all Village streets from **12:00 AM to 6:00 AM** starting **December 1st thru March 31st**. Obstruction of snow removal and street cleaning is prohibited. Violators will be ticketed.

Tennis Courts:

- Winterized and closed for the season.

Fleet Preparation:

- All DPW trucks and equipment were prepped for winter operations.

Holiday Preparations:

- Installed and staked **90 Christmas trees** for the Millbrook Business Association.
- Set up Christmas decorations along Franklin Avenue.

Monthly Water Report

November 2025

	November	October	September
Total Water Produced	4,423,772	4,831,535	4,840,160
Average Daily Flow	147,500	155,856	161,340
Peak Day Flow	185,300	195,820	193,710

Sampling Results:

	November	October	September
Total Coliform	Absent	Absent	Absent

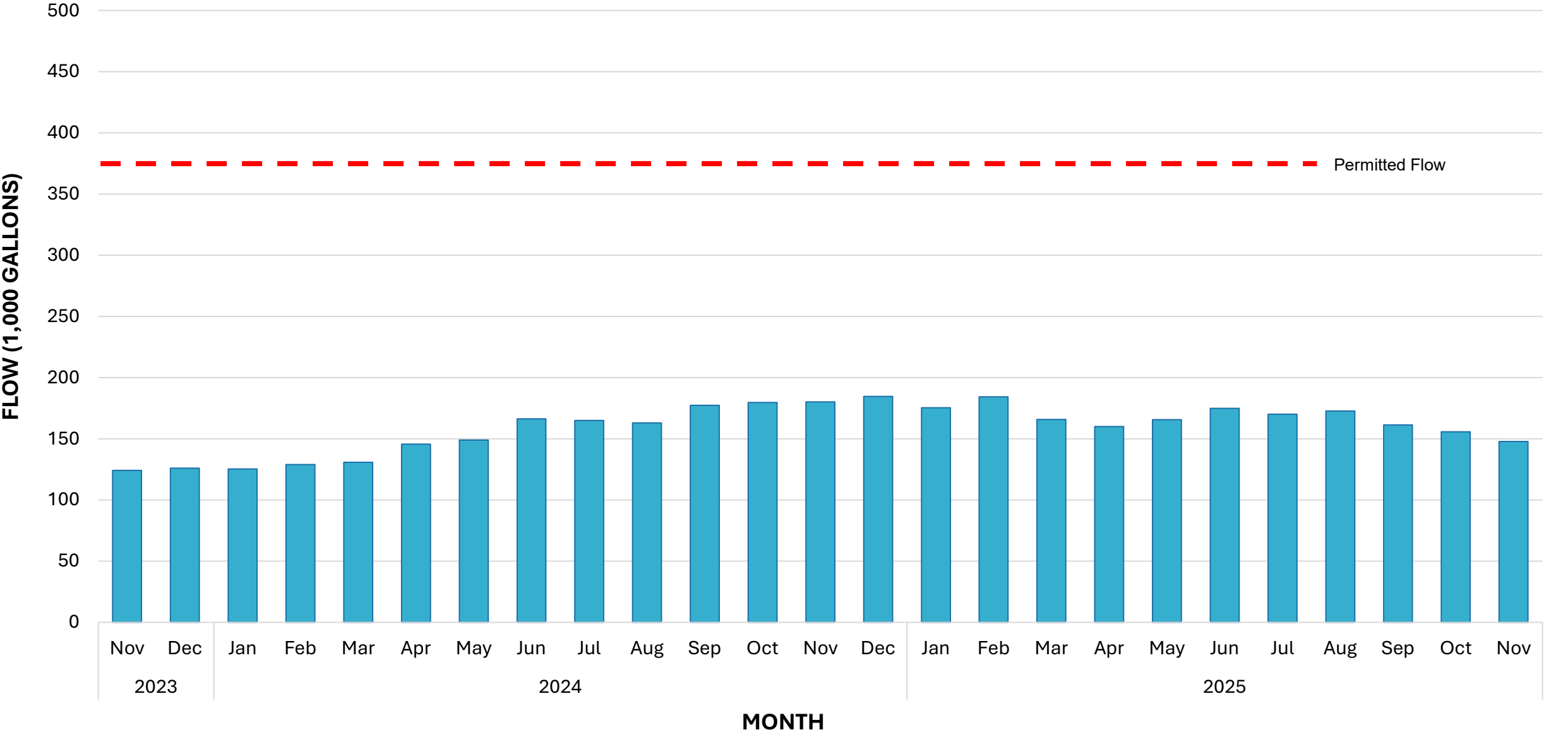
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Replaced fire hydrant on Maple Ave
3. Replaced 6 curb valves - Anson, Elm, Maple
4. Inspected 2 new water taps

Millbrook Water

Average Daily Flow



Monthly Sewer Report

November 2025

	November	October	September	Permit Limit
Total Effluent Flow	3,653,460	3,406,510	3,143,275	n/a
Average Daily Flow	121,800	109,900	101,400	n/a
12-Month Rolling AVG	156,000	155,000	154,000	250,000
Peak Daily Flow	166,215	192,770	128,150	n/a
Precipitation <i>(in. as liquid)</i>	3.2"	5.0"	2.5"	n/a

SPDES Permit Samples: (mg/l)

	November	October	September	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 %	99 %	99%	85%
Ammonia	0.08 mg/l	0.11 mg/l	0.2 mg/l	5 mg/l
Fecal Coliform	N/A	2/100 ml	2/100 ml	200/100 ml

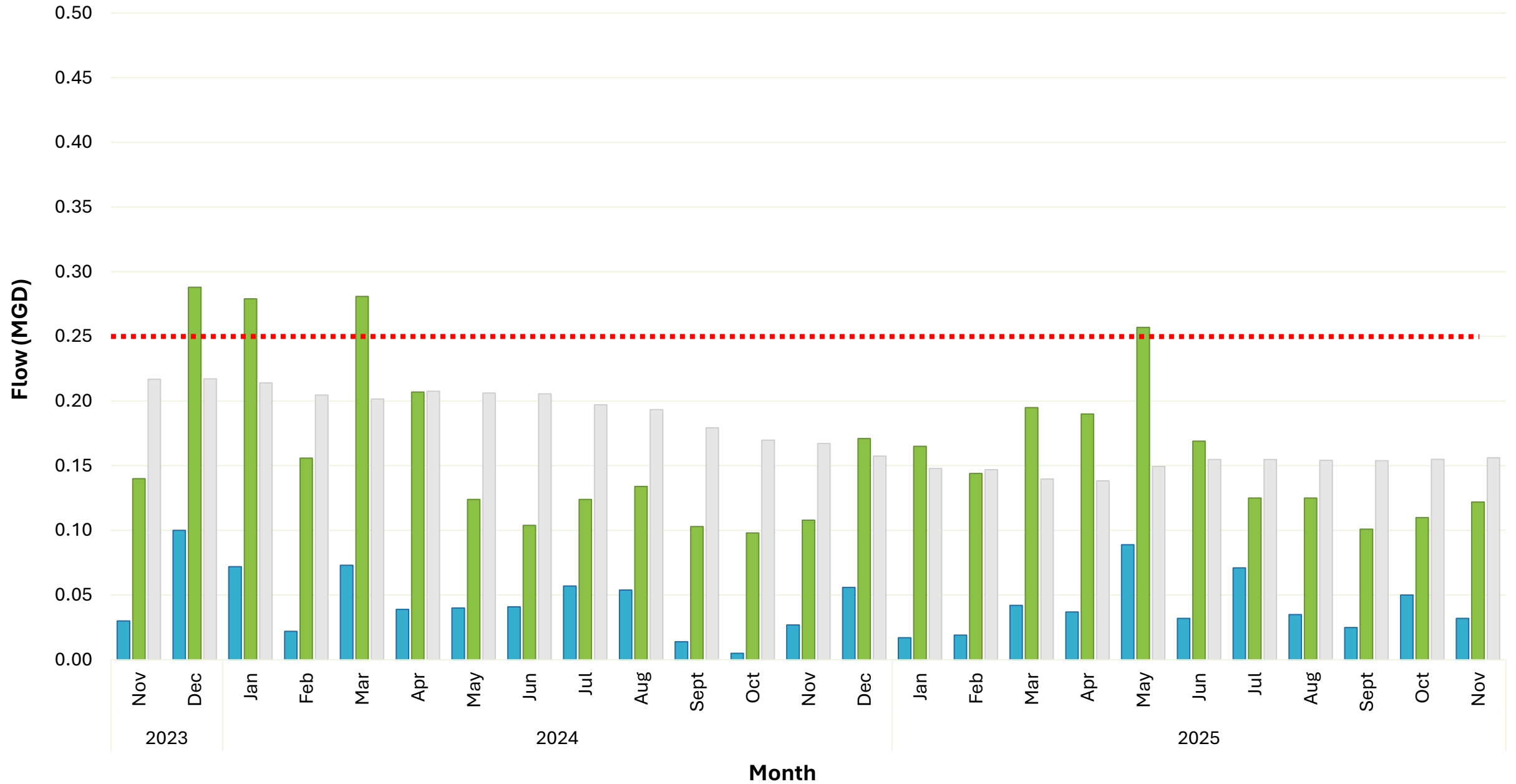
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Pumped sludge to drying bed
3. Stopped ORF aeration and insulated pipes for the winter

Millbrook WWTP

Precipitation Monthly Average Flow 12 Month rolling average flow



Building Department Report: November 2025

Building Permits Issued	8
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	1
Certificate of Compliance	3
Municipal Searches	0
Short Term Rental App	0
Fire Inspection (not STR)	1
Total Fees Collected	\$3643.87

Planning & Zoning

PLANNING BOARD

- PB: Public Hearing Opening- Groffman Acc Apt
- PB: Prelim discussion on lot line realignment – 46 Valley Farm
Follow up meeting 12/08/2025

ZONING BOARD

- ZBA: Public Hearing- 60 Maple rear yd setback; 30 Valley Farm rear yd setback for 2-story addition
- ZBA: Public Hearing Referral for 30 Valley Farm to PB for site plan review

Short Term Rentals (STR)

- One application in review- Harts Village

Treasurer’s Report: Bank Balances - November 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	7,341.14	5,950.25	0.00	2.53	191.43	192.19	13,293.92
GENERAL FUND	53,261.16	249,054.63	291,838.87	5.92	36.38	163.40	10,482.84
WATER FUND	128,491.13	59,270.51	75,344.62	25.68	133.51	245.62	112,442.70
SEWER FUND	114,922.40	37,586.94	66,944.90	18.99	128.28	225.20	85,583.43
ACCOUNTS PAYABLE	892.73	387,713.56	382,811.58	0.00	0.00	0.00	5,794.71
BENNETT PUMP STATION	18,009.74	0.00	0.00	3.46	20.21	25.85	18,013.20
ESCROW (PB & ZBA)	10,127.36	5,500.00	0.00	0.00	0.00	0.00	15,627.36
HNL TRUST	9,097.88	0.00	0.00	1.40	9.07	16.64	9,099.28
MEDICAL DEDUCTIBLE	6,223.82	0.00	1,828.60	0.00	0.00	0.00	4,395.22
GRANTS	34,544.58	1,750.00	1,438.00	6.69	53.95	53.95	34,863.27
PAYROLL ACCOUNT	12,151.59	45,184.33	44,109.54	0.00	0.00	0.00	13,226.38
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,688.17	0.00	0.00	0.26	1.69	5.49	1,688.43
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	0.00	6.82	1.00
WWTP UPGRADE	144.94	26,000.00	25,823.25	0.00	14.01	506.33	321.69
SIDEWALKS	13,559.61	0.00	0.00	2.60	21.19	40.72	13,562.21
TENNIS COURTS	303.84	0.00	0.00	0.06	0.38	0.69	303.90
TRIBUTE GARDEN DONATIONS	12,131.73	0.00	0.00	2.32	15.38	30.89	12,134.05
TOTAL	424,621.06	818,010.22	890,139.36	69.91	625.48	1,513.79	352,561.83

Treasurer’s Report: NYCLASS Balances - November 2025

Average Monthly Yield: 3.838%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
FIRE TRUCK RESERVE	469,723.75	0.00	0.00	1,483.81	9,442.17	16,942.61	471,207.56
TAX ACCOUNT	803,727.31	0.00	200,000.00	2,160.96	16,130.26	24,121.33	605,888.27
WATER FUND	41,314.90	0.00	0.00	130.48	704.91	889.76	41,445.38
SEWER FUND	58,532.31	0.00	0.00	184.90	1,155.63	2,059.84	58,717.21
FEMA	569.20	0.00	0.00	1.80	11.16	20.47	571.00
BENNETT PUMP STATION	26.75	0.00	0.00	0.07	0.29	3,041.45	26.82
TENNIS COURT RESERVE	4,153.13	0.00	0.00	13.14	83.49	114.23	4,166.27
WWTP UPGRADE	275,814.25	0.00	26,000.00	822.14	6,618.36	9,636.39	250,636.39
TOTAL	1,653,861.60	0.00	226,000.00	4,797.30	34,146.27	56,826.08	1,432,658.90

Total Balances - November 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	424,621.06	818,010.22	890,139.36	69.91	625.48	1,513.79	352,561.83
NYCLASS	1,653,861.60	0.00	226,000.00	4,797.30	34,146.27	56,826.08	1,432,658.90
TOTAL	2,078,482.66	818,010.22	1,116,139.36	4,867.21	34,771.75	58,339.87	1,785,220.73

Clerk/Treasurer Highlights

- Re-Org meeting prep; Meeting date- 01/07/2026
- Submitted for CHIPS Russell Knls paving- \$22,940- if approved payment to be rec’d in March
- Special thanks to Trustee Socci for serving as Trustee for the past year!
- Happy Holidays! Wishing everyone a happy and safe New Years for 2026!

Holiday Reminders:

Toys for Tots and Angels of Light toy drives at Village Hall goes through mid-December

New Years Eve Millbrook: 12/31/25 4-7 pm Village-wide events. Buttons can be purchased at Reardon Briggs - by donation

Board of Trustee Updates

Mayor Peter Doro

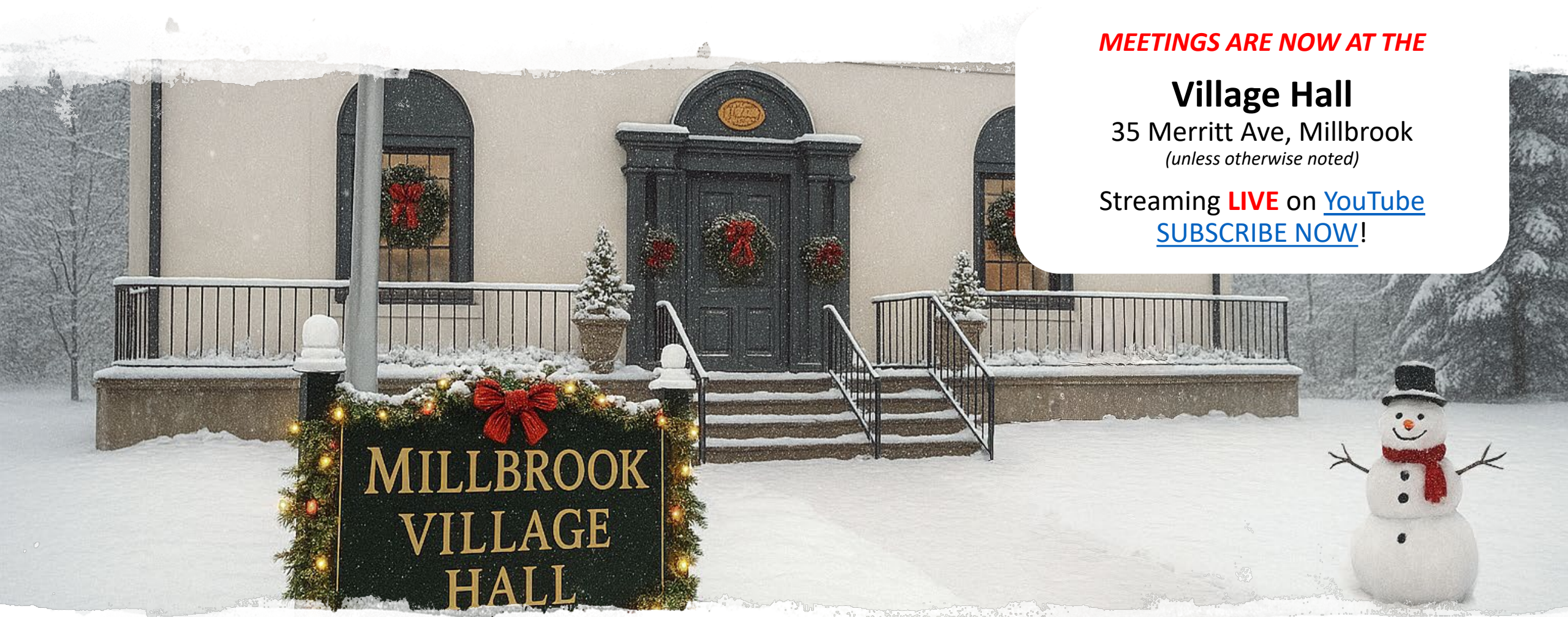
Deputy Mayor Patrick Murphy

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](#)
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Next Board of Trustees Meeting:

Re-Org Meeting @ Village Hall

Wednesday, January 7, 2026 @ 6:00 pm

Monthly Business Meeting @ Village Hall

Wednesday, January 14, 2026 @ 6:00 pm