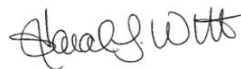


Village of Millbrook Board of Trustees
Wednesday, 1/12/2022 - 6 PM
Millbrook Firehouse, 20 Front Street, Millbrook NY,12545

1. **Roll Call:** Mayor Collopy, Deputy Mayor Contino Trustee Herzog, Trustee Doro, Robert Collocola Public Works Supervisor (PWS), Matt Rochfort (FD President), Officer Witt (OIC), Scott Osborn (VRI), Attorney MacDonald, and Clerk Witt
Absent: Trustee Arbogast
2. **Open meeting – 6:00 PM with Pledge of Allegiance.**
3. **Administrative Business:**
Non- Agenda items: The Board discussed the possibility of doing meetings remotely. The Board will continue to meet in person. Should the BOT go back to virtual meetings, an announcement will be made.
Minutes Approval: *Motion* made by Trustee Herzog to accept the 12/8/2021 minutes, seconded by Deputy Mayor Contino and all were in favor. *Motion* made by Deputy Mayor Contino to accept the 1/5/2022 Re-Org minutes, seconded by Trustee Doro and all were in favor.
Voucher Approval: *Motion* made by Trustee Herzog to accept the fund totals for Vouchers as presented, seconded by Trustee Doro and all were in favor (attached).
4. **Department Reports:**
 - a. DC Legislature update – Legislator Houston: Reported that 32 acres of Bennett will be part of the County’s Partnership for Manageable Growth (PMG) plan, more details to follow. DC will have rapid COVID tests and PCR tests available Tuesdays-Sundays at the old JC Penny.
 - b. YTD Financial Report-Karen McLaughlin: Tabled until next meeting.
 - c. Fire & Rescue – President Rochfort: Read from attached monthly and annual report.
 - i. Asset Management Status- Completed and handed in.
 - d. Police – OIC Witt: read from attached monthly report.
 - e. Highway – Hwy Super Collocola: read from attached monthly report. Reminded people to watch out for ice as it has been a very bad year for ice.
 - f. Water & Sewer – S. Osborne: read from attached monthly report. Reported the generator at the sewer plant will need to be considered for replacement soon, as it is 30 years old. Mayor Collopy mentioned acquiring one for the Benntt Pump Station too. Scott and Village will be in touch with Delaware Engineering for an upgrade plan. Trustee Herzog will reach out to DC about grant opportunities.
 - g. Treasurer & Building Dept – Clerk Witt: read from attached reports.
 - h. Attorney – Attorney MacDonald: Corrected some errors in draft for Chapter 180- Water and Sewer- in the Village Codebook. Updates to be made for review and approval.
5. **Old Business Updates:**
 - a. Code update status – Discussions tabled.
 - b. Shade Tree Policy Update – Trustee Herzog: New updates to be posted on website.
 - c. Retaining Wall project – Mayor Collopy: bid award for next meeting.
 - d. MB Restorations status – Mayor Collopy: grant will be for \$40,000 for Marona’s upgrades- \$20,000 to be paid upfront and \$20,000 to be paid afterwards.
6. **New Business**
 - a. Water and Sewer Code Chapter 180 W&S – Trustee Herzog
7. **Public Comments-** None.
8. **Board Member Updates: Please see attached**
9. **Next board meeting: Wednesday, 2/9/2022**
10. **Adjournment** *Motion* to adjourn at 7:32 PM made by Trustee Herzog seconded by Trustee Doro and all were in favor.

Respectfully submitted by Village Clerk, Sarah J. Witt





Board of Trustees Meeting
January 12, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Recorded Actions

- **Minutes Approval:** *Motion* made by Trustee Herzog to accept the 12/8/2021 minutes, seconded by Deputy Mayor Contino and all were in favor. *Motion* made by Deputy Mayor Contino to accept the 1/5/2022 Re-Org minutes, seconded by Trustee Doro and all were in favor.
- **Voucher Approval:** *Motion* made by Trustee Herzog to accept the fund totals for Vouchers as presented, seconded by Trustee Doro and all were in favor (attached).
- **Adjournment:** *Motion* to adjourn at 7:32 PM made by Trustee Herzog seconded by Trustee Doro and all were in favor.

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval
3. **Department Reports:**
 - a. DC Legislature update – Legislator Houston
 - b. YTD Financial Report – Sr Acct Clerk McLaughlin, Clerk Witt
 - c. Fire & Rescue – Chief Bownas, President Rochfort
 - d. Police – OIC Witt
 - e. Highway – Hwy Super Collocola
 - f. Water & Sewer – VRI: Osborne
 - g. Treasurer & Building Dept – Clerk Witt
4. **New Business**
 - a. Resolution to introduce update to Chapter 180 Sewers & Water – Trustee Herzog
5. **Old Business Updates:**
 - a. Code update status – Vehicles & Traffic
 - b. Update to Shade Tree Policy – Trustee Herzog
 - c. Retaining Wall project – Mayor Collopy
 - d. MB Restorations status – Mayor Collopy
6. **Public Comments**
7. **Additional Board Member Updates:**
 - a. Deputy Mayor Contino
 - b. Trustee Herzog
 - c. Trustee Arbogast
 - d. Trustee Doro
 - e. Mayor Collopy
8. **Next board meeting: Wednesday, 2/9/2022 - 6PM**
9. **Adjournment**
10. **Auditing of Bills**



Voucher Totals

January 12, 2022

NOTES:

Voucher #'s	
General Fund	\$ 140,731.31
Water Fund	\$ 12,866.02
Sewer Fund	\$ 20,591.06
TOTALS:	\$ 174,188.39

Millbrook Fire Department

December 2021

80 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	15
Motor Vehicle Accident	3
Structure Fire	1
EMS Call	57
Chimney Fire	1
Furnace Malfunction	1
Carbon Monoxide	2
TOTALS:	80

EMS Responses	
NDP (49-79)	56
MFD Rescue	13
Member Responses	29

Mutual Aid Given	
Fire	1
EMS	11
Mutual Aid Received	
Fire	0
EMS	1

Millbrook Fire Department 2021 Annual Report

1,005 Incidents Reported

Millbrook Fire Dept			
Automatic Fire Alarm	195	Chimney Fire	2
Motor Vehicle Accident	39	Furnace Malfunction	4
EMS Call	681	Flooding Condition	10
Vehicle Fire	2	Standby	2
Brush/Grass Fire	3	Good Intent	9
Wire Down	16	Appliance Fire	2
Hazardous Material	3	Technical Rescue	1
Service Call	4	Carbon Monoxide	19
Structure Fire	13		
TOTALS:			1,005

V.M.P.D Monthly Report

December 2022

77 Incidents Reported
(including, but not limited to)

Incident #'s 16548-16625

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	4	NY State Police	2	Larceny	1	Suspicious Activity	1	Assist Citizen	2
Parking Tickets	6	Dutchess Sheriff	1			Mental Health	1	Property Check	3
Property Damage Accident	2					Burglar Alarms	7	School Checks	10
Hit & Run Accident	1	Fire Department	3			Records Request	1	Foot Patrols	6
Road Hazards	2	EMS	17			Animal Complaint	2		
Traffic Detail	1					Lost/Found Property	3		
Vehicle & Traffic Complaint	2	Town of Washington Court	3						
		Millbrook Central School	1						



Public Works Monthly Report December 2022

1. Graded area in front of Church St lot
2. Cleared catch basins
3. Scraped curbs for leaves
4. Filled dog stations
5. Took tennis nets down and locked courts
6. Repaired downspout and added flex hose for drainage at Village hall
7. Heat tape was installed on Village hall roof to prevent ice damming
8. Trimmed back bushes for sidewalk tractor
9. Repaired drainage on Valley farm rd
10. Installed door sweep on Village hall front door
11. Began picking up Christmas trees to be recycled to Three Mile River in Dover
12. Did several repairs on sanders and plows
13. 6 Snow and or ice incidents
14. Began taking down Christmas decorations.
15. New sidewalk tractor has been delivered and put into use

Monthly Water Report

December 2021

	December	November	October
Total Water Produced	5,145,730	4,859,300	5,625,630
Average Daily Flow	166,000	162,000	181,500
Peak Day Flow	249,549	211,197	321,941

Sampling Results:

	December	November	October
Total Coliform	Absent	Absent	Absent

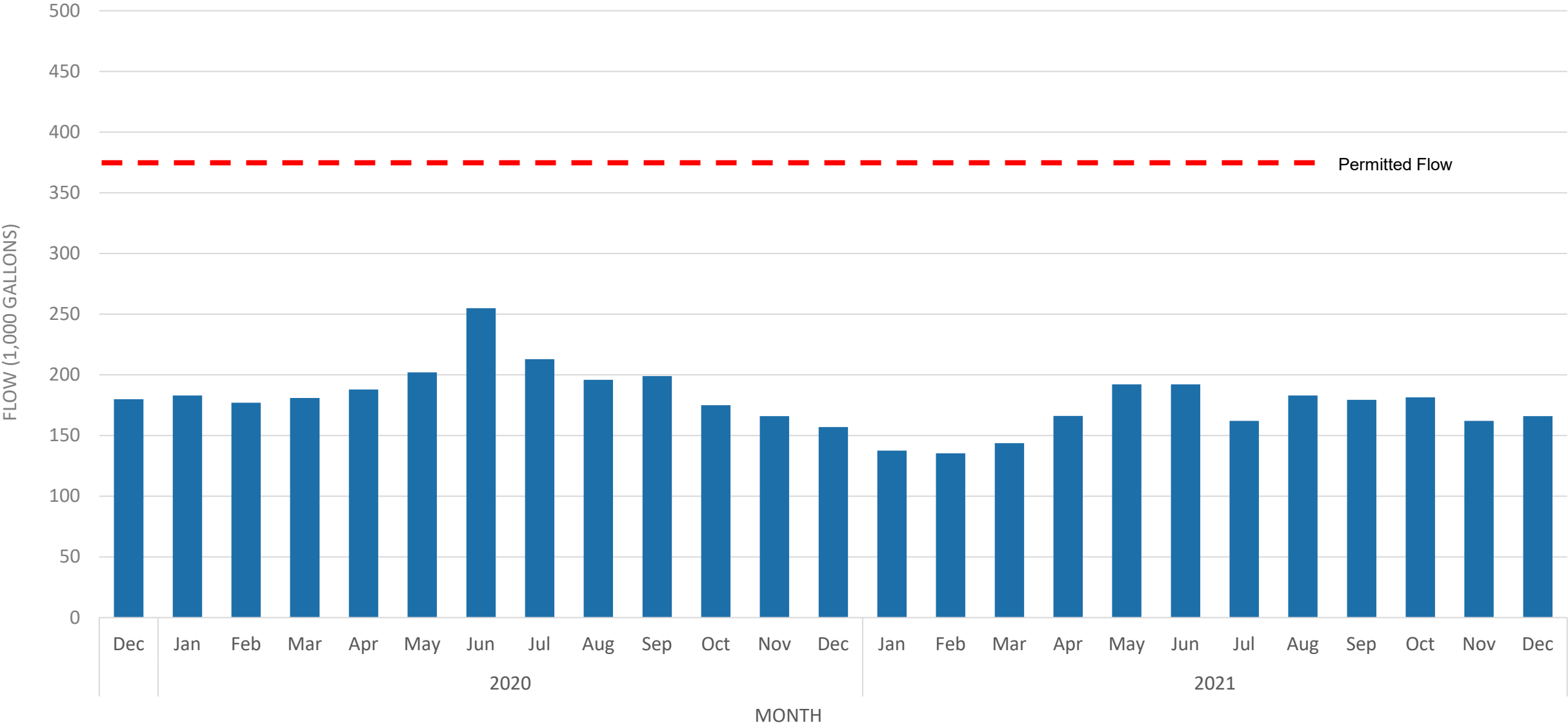
* Results not in compliance

Comments:

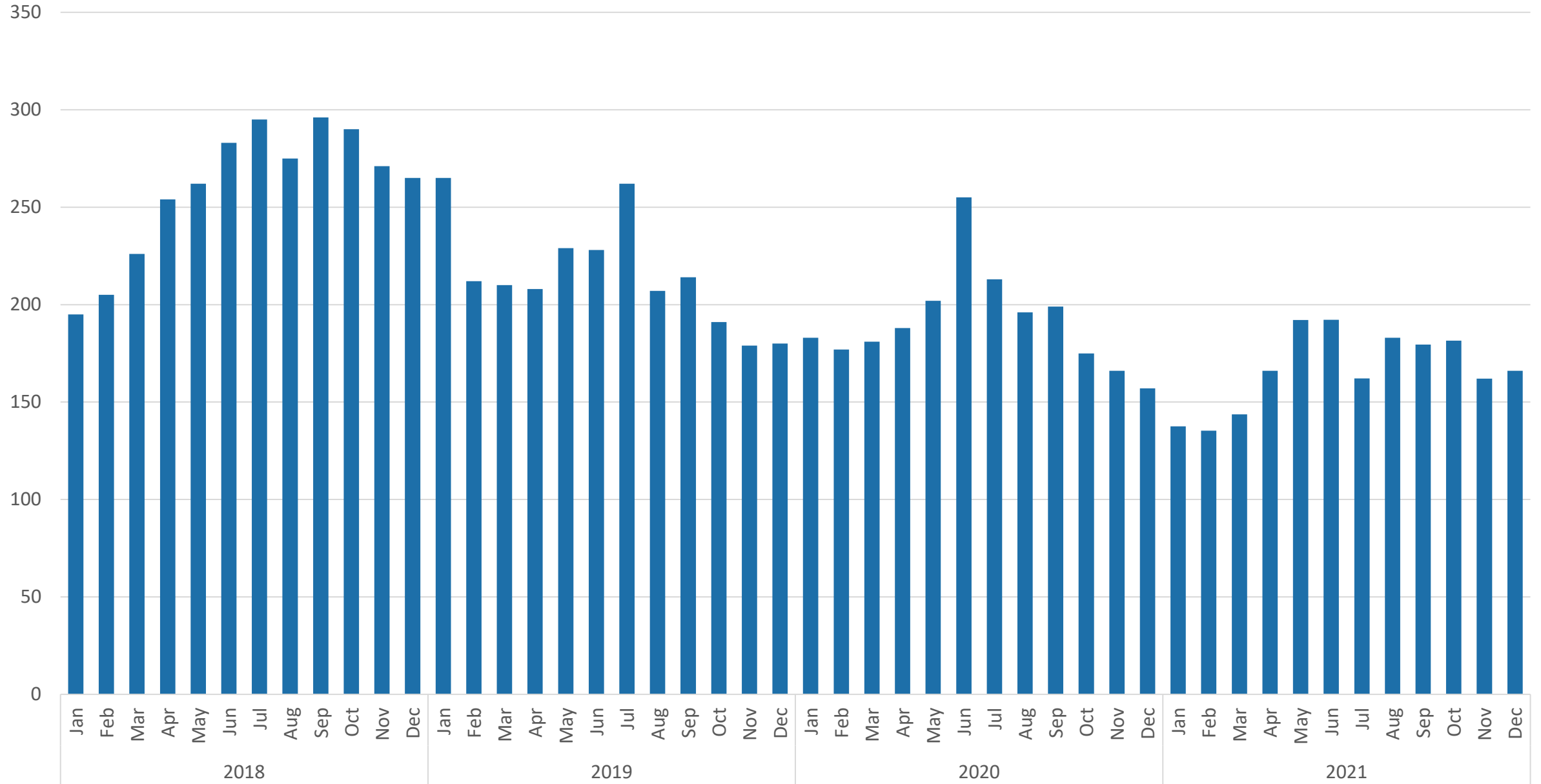
1. Monthly sampling and maintenance
2. Read all water meters

Millbrook Water

Average Daily Flow



Millbrook Water 4 year



Monthly Sewer Report

December 2021

	December	November	October	Permit Limit
Total Effluent Flow	4,049,670	4,478,476	5,106,866	N/A
Average Daily Flow	130,600	149,300	164,738	N/A
12-Month Rolling AVG	152,000	158,000	158,000	250,000
Peak Daily Flow	166,544	196,766	352,175	N/A
Precipitation (<i>inches as liquid</i>)	2.5	2.5	6.4	N/A

SPDES Permit Samples: (mg/l)

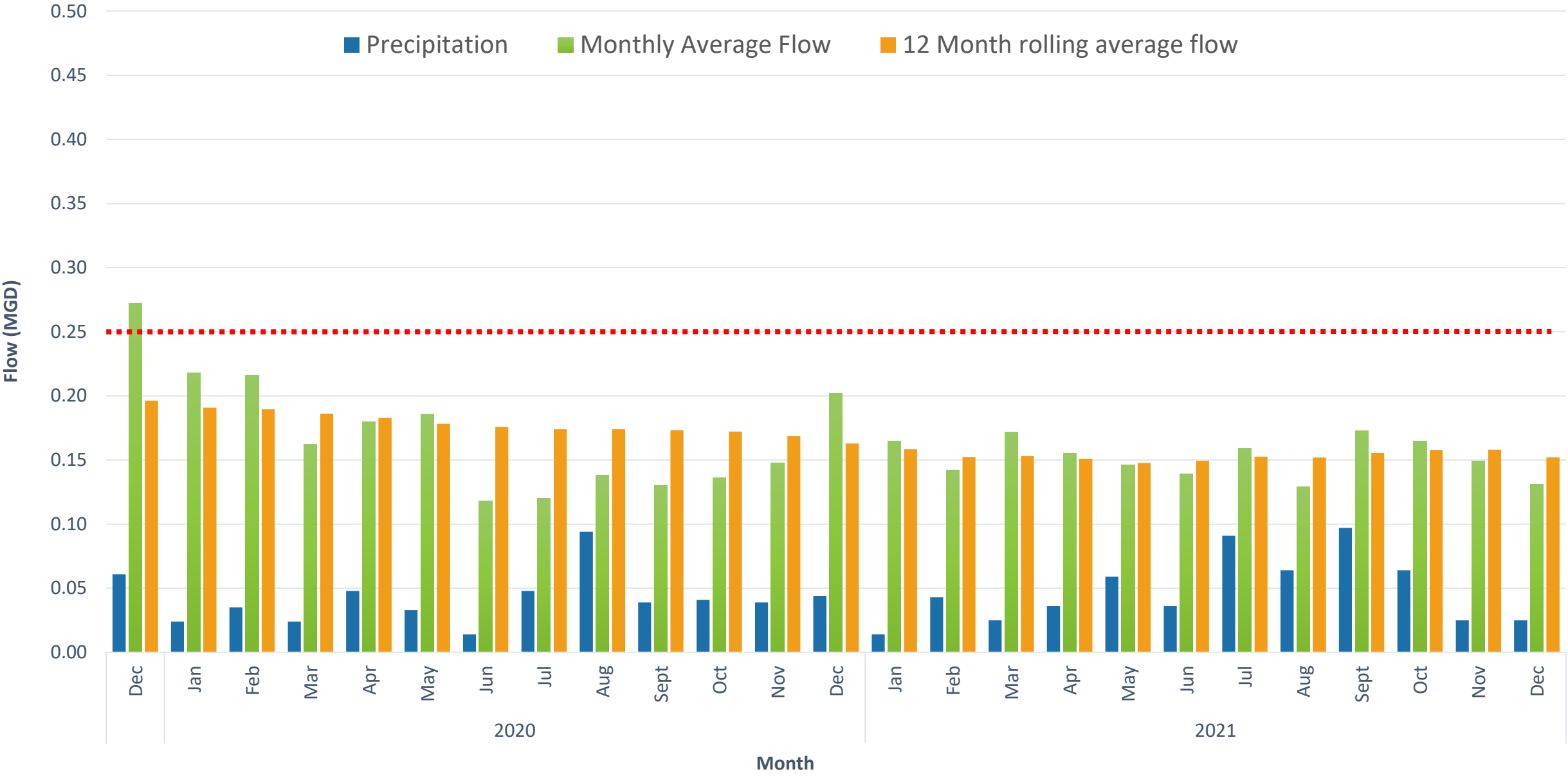
	December	November	October	Permit Limit
BOD	2.4 mg/l	2.4 mg/l	2.4 mg/l	15 mg/l
Percent Removal	99 %	99 %	99%	85%
Total Suspended Solids	1 mg/l	2.3 mg/l	1 mg/l	15 mg/l
Percent Removal	100 %	99 %	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

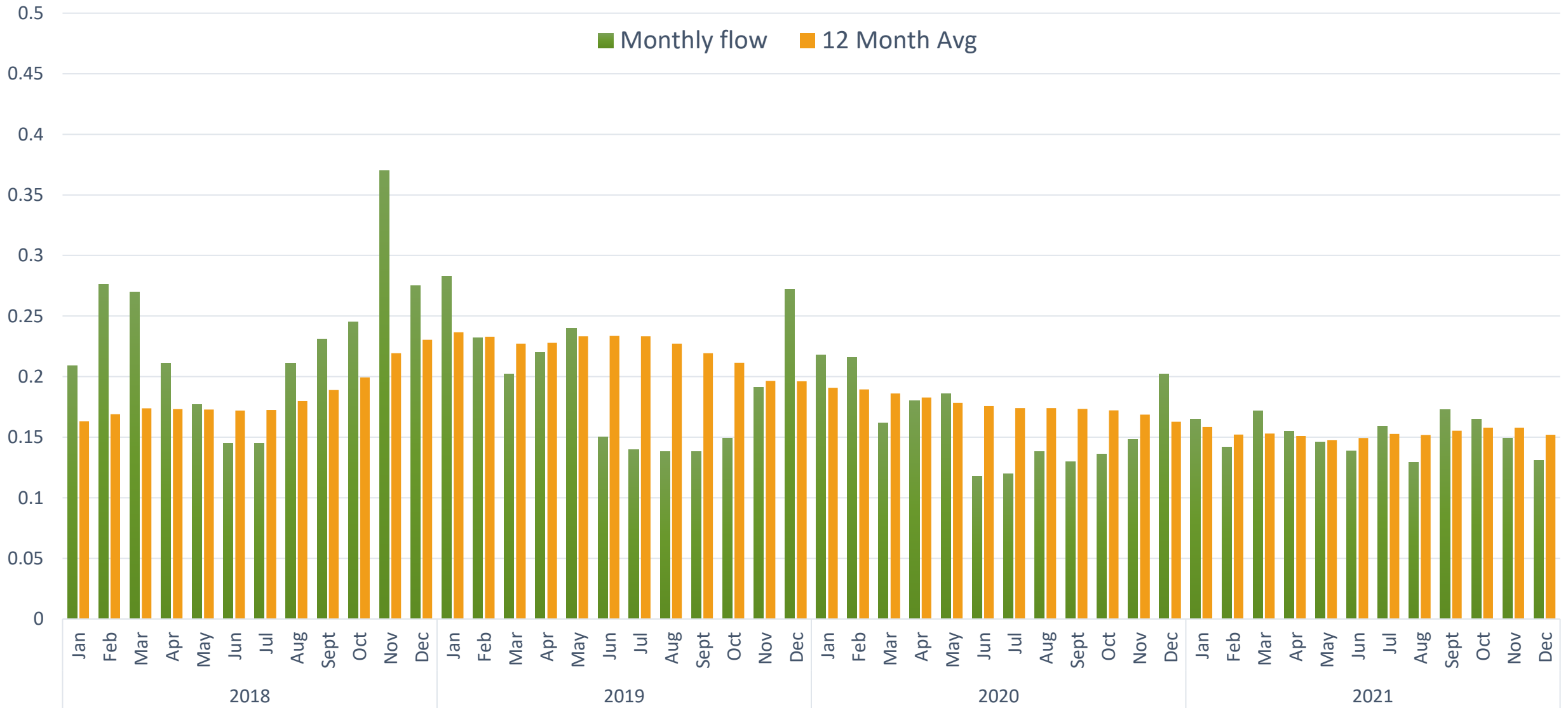
1. Performed all monthly sampling and maintenance
2. Royal hauled sludge dumpster
3. Annual I&I report submitted to DEC prior to deadline

Millbrook WWTP



Millbrook wwtp flows

4Yr



Treasurer's Report: December 2021

Treasurer and Clerk Updates:

	12.01.21	DEPOSITS	DISBURSED	INTEREST	12.31.21
TAX ACCOUNT	\$590,955.67	\$0.00	\$75,000.00	\$45.47	\$516,001.14
GENERAL FUND	\$22,572.36	\$193,263.04	\$118,955.71	\$4.55	\$96,884.24
WATER FUND	\$57,834.21	\$6,442.93	\$24,014.17	\$3.93	\$40,266.90
SEWER FUND	\$52,351.46	\$10,403.54	\$20,537.15	\$3.65	\$42,221.50
ACCOUNTS PAYABLE	\$7,202.32	\$114,719.44	\$81,137.27	\$0.00	\$40,784.49
BEDROCK WELL ACCOUNT	\$9,975.98	\$0.00	\$0.00	\$0.85	\$9,976.83
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$43,447.51	\$0.00	\$0.00	\$1.85	\$43,449.36
MEDICAL DEDUCTIBLE	\$20,079.25	\$0.00	\$3,794.66	\$0.00	\$16,284.59
MILLBROOK RESTORATION	\$68,898.61	\$0.00	\$0.00	\$5.85	\$68,904.46
PAYROLL ACCOUNT	\$29,953.67	\$44,258.62	\$61,442.58	\$0.00	\$12,769.71
POLICE VEHICLE FUND	\$15,037.13	\$0.00	\$0.00	\$1.28	\$15,038.41
RESERVE FOR FIRE TRUCK	\$62,535.84	\$0.00	\$0.00	\$2.65	\$62,538.49
RESERVE FOR HIGHWAY EQUIP	\$13,078.72	\$0.00	\$0.00	\$0.55	\$13,079.27
FIRE/ RESCUE REPAIR RESERVE	\$35,084.46	\$0.00	\$0.00	\$2.98	\$35,087.44
TENNIS COURTS	\$28,715.97	\$0.00	\$0.00	\$2.36	\$28,718.33
THORNE TRUST	\$25,776.74	\$0.00	\$0.00	\$1.10	\$25,777.84
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,062.68	\$0.00	\$0.00	\$0.86	\$10,063.54
TOTAL	\$1,103,725.05	\$369,087.57	\$384,881.54	\$77.93	\$1,088,009.01

- Admin: Monthly Operating Statement posted to the website
- Mid-Year report- Karen McLaughlin
- Budget prep to begin Feb 2022 Meetings in March 2022

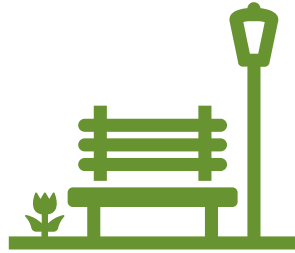
Building Department Report

December 2021

Description- 002590.01.000.00	Entry Date	Amount	JE Number
MS 21-29 11 Linden Ln	06-Dec-21	\$125.00	2222
MS 21-28 19 Washington	06-Dec-21	\$125.00	2222
BP 21-63 and 21-64 18 Merritt Ave	06-Dec-21	\$155.00	2222
MS 21-30 21 Johnson Ln	06-Dec-21	\$125.00	2222
MS 21-30 21 Johnson Ln	08-Dec-21	\$125.00	2227
MS 21-32 3231 Sharon Turnpike	10-Dec-21	\$125.00	2233
BP 21-65 10 Valley Farm	13-Dec-21	\$375.00	2236
MS 21-50 14-16 Fountain Pl	16-Dec-21	\$125.00	2239
BP 21-66 7 Bartel Pl	20-Dec-21	\$75.00	2253
MS 21-33 34 Bennett Commons	30-Dec-21	\$125.00	2256
BP 21-66 32 Front Marona's roof	30-Dec-21	\$275.00	2256
TOTAL:		\$1,755.00	

Building Department

- Building Permits Issued: 5
- Sign Permit: 0
- Certificate of Occupancy: 1
- Certificate of Compliance: 1
- Certificate of Use: 0
- Municipal Searches: 7
- Planning & ZBA
- Planning Board:
Kay Vanderlyn to serve another term on the Planning Board
No other updates given
- ZBA: No updates given
-



Old Business Updates

Code update status – Trustees: Water & Sewer, Vehicles & Traffic

CDBG request for sidewalks – Deputy Mayor Herzog

Retaining Wall project – Mayor Collopy

MB Restorations status – Mayor Collopy



New Business

Climate Smart Resiliency Plan – Deputy Mayor Herzog

Update to Shade Tree Policy – Deputy Mayor Herzog

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Buffy Arbogast

Trustee Peter Doro



Mayor Update

Retaining Wall: Project is out for bid – responses due this month; conditions:

- Property owners below wall agree to let contractors work on their property
- Residents at top of Dineen agree to closure of road during wall repair
- VRI agrees to allow overnight equipment storage at WWTP

MB Restorations Status: proposal to upgrade rear of Marona's

- MB Restoration Board agrees to help
- Approval pending independent appraisal
- Final approval & payment plan expected 1/2022

Flagler monument

- Car accident damaged monument in 2020
- Insurance re-imbursed full cost of estimated repair by Gnazzo Company: \$9760
- Gnazzo Company started repair work 12/1; completion expected this month

AT&T request to add antennas to water tower

- Preliminary discussion underway
- Technical review/agreement required w/ VRI & Delaware Engineering

Blackboard

- Portal available
- GIS info loaded
- Training of staff scheduled for 12/13
- Deployment still targeted for this month



Next Board of Trustees Meeting:

Wednesday, February 9, 2022 at 6:00 pm

Regular Business Meeting

**MEETINGS ARE HELD AT THE
Millbrook Firehouse**

20 Front Street, Millbrook

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

1/12/22 BOT DM Victoria Contino

V&T Code Update-- Later this month we will resume meetings.

DM REPORT

I.Stanford Bridge(Cty Bridge W-21)

Phone Mtg 1/11/22 with Matt Dutcavich, Engineer, Dutchess County Dept of Public Works

County proposes to repair and upgrade the bridge

Beginning design phase

Don't anticipate starting construction until mid 2024. Will need to divert thru traffic for approx a 6 month project on Stanford Rd to avoid the bridge. Likely at North out to Harts Village.

Mayor raised import of bridge to walkers, runners and cyclists— in addition to car traffic to rt 44— and the concrete platform to sightseers/wildlife viewers at the dam. Per Matt's confirming email, the Cty will be mindful of both in the design phase and agrees that if possible a widening of the shoulders would enhance pedestrian and cyclist safety crossing the bridge. They propose steel rails for safety.

We will provide them information requested.

The county agrees to appear at a future Board meeting to discuss the plans.

II.Test Kit Grants For Fire and Rescue Volunteers

Doesn't seem to be govt funding available to offset costs wed for purchasing these kits, though FEMA has asked that I submit an email request. Have done. We are awaiting their review.