



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

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook

Board of Trustees

Wednesday, January 12, 2022

6:00 PM

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

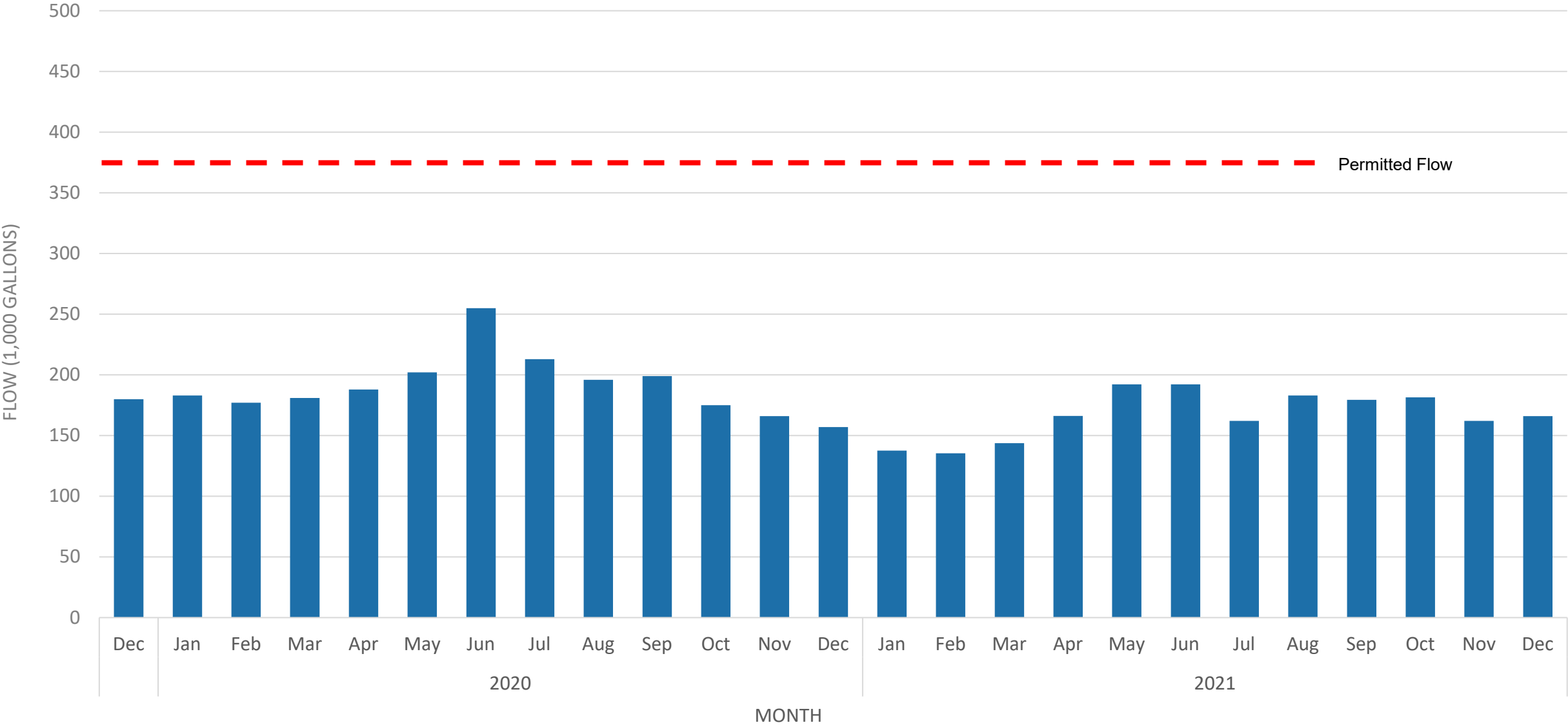
* Results not in compliance

Comments:

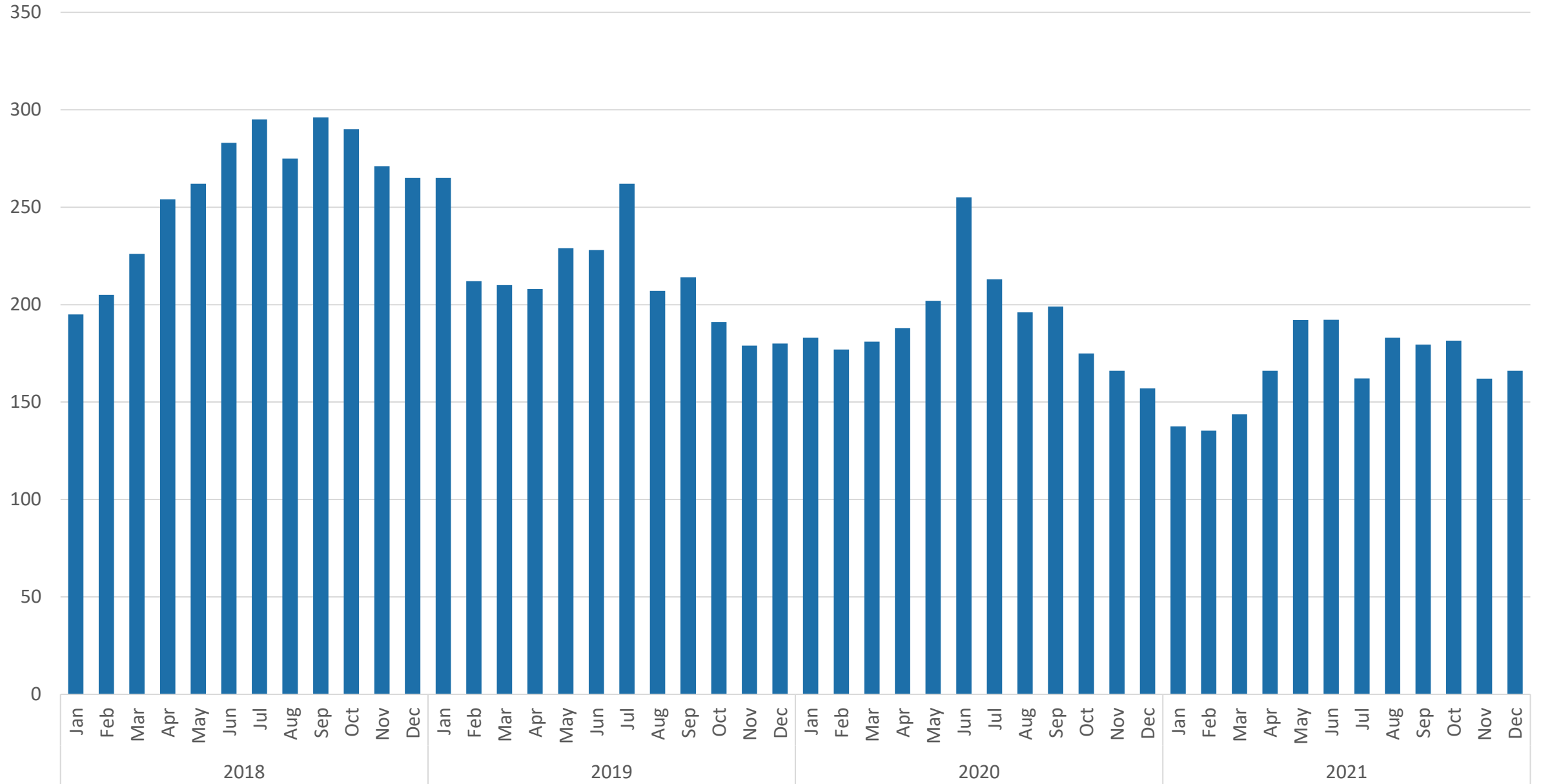
1. Monthly sampling and maintenance
2. Read all water meters

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)

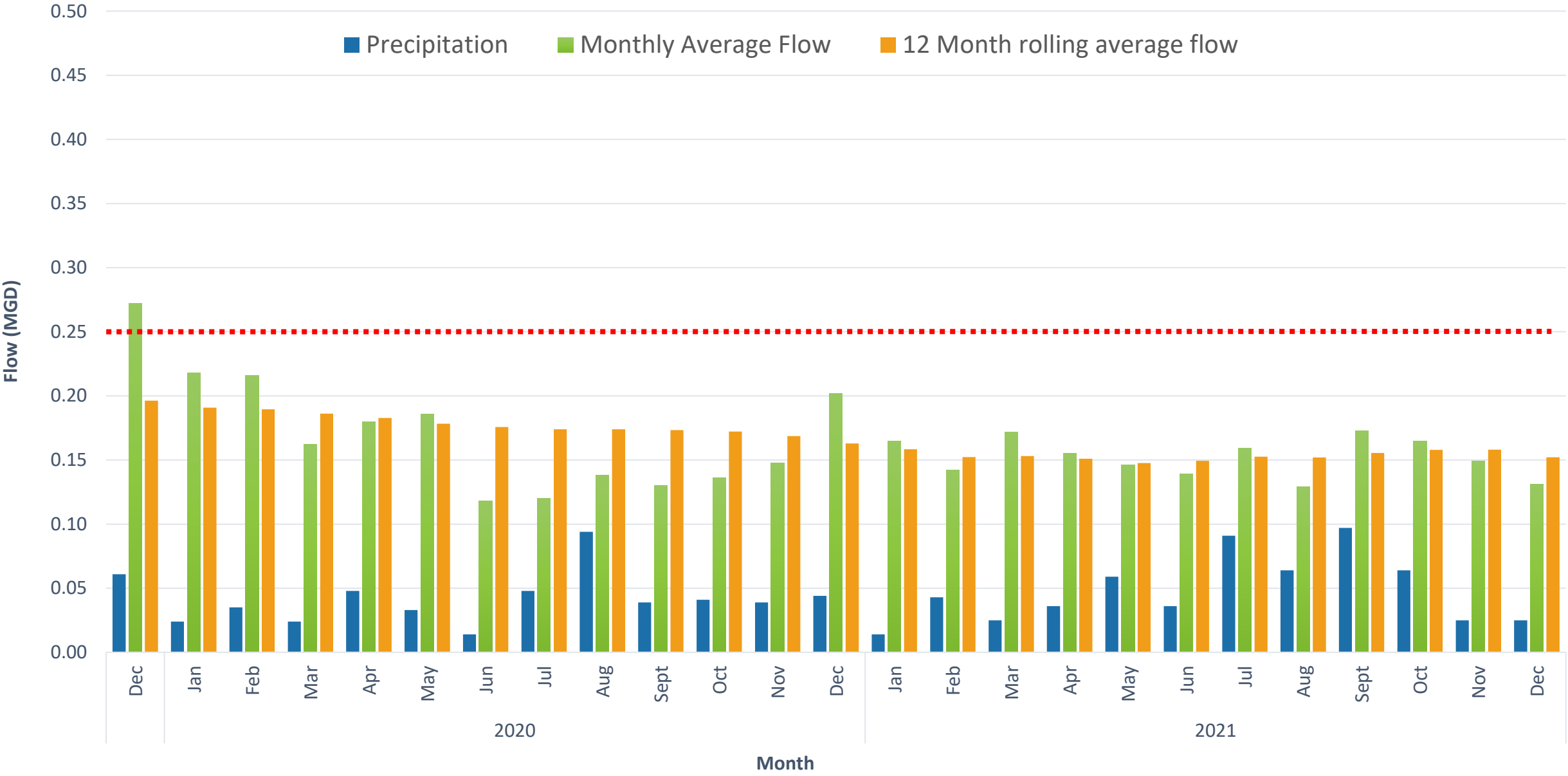
	December	November	October	Permit Limit
BOD	2.4 mg/l	2.4 mg/l	2.4 mg/l	15 mg/l
Percent Removal	99 %	99 %	99%	85%
Total Suspended Solids	1 mg/l	2.3 mg/l	1 mg/l	15 mg/l
Percent Removal	100 %	99 %	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

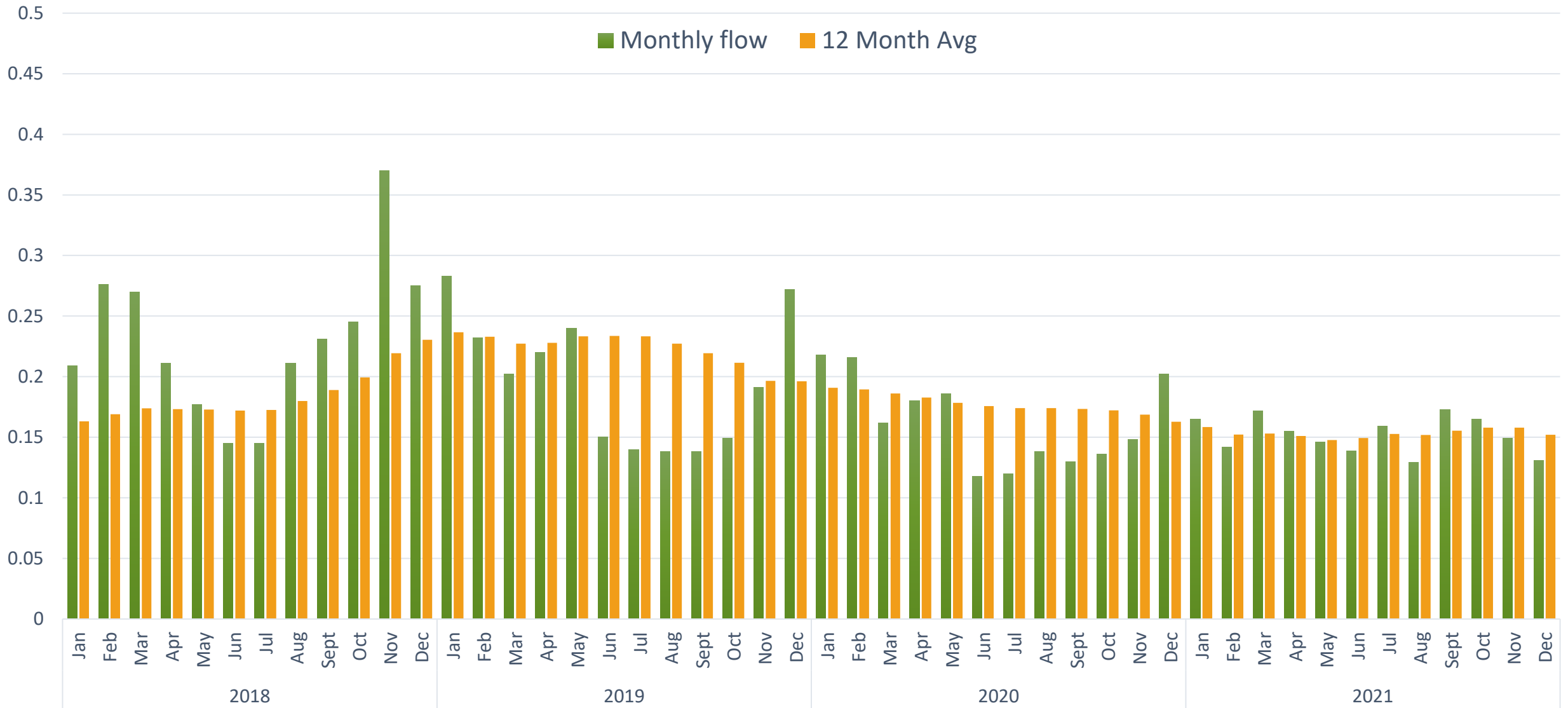
1. Performed all monthly sampling and maintenance
2. Royal hauled sludge dumpster
3. Annual I&I report submitted to DEC prior to deadline

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

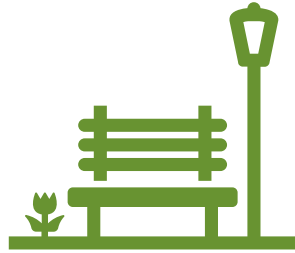
Building Department Report

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](#)
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