



Board of Trustees Meeting  
February 9, 2022 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, February 9, 2022  
6:00 PM  
Millbrook Firehouse

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)

## Open Meeting: Pledge of Allegiance & roll call of trustees

## Administrative Business:

- Minutes approval
- Voucher approval

## Department Reports:

- DC Legislature update – Legislator Houston
- YTD Financial Report & 2022-2023 Budget k/o – Sr Acct Clerk McLaughlin, Clerk Witt
- Fire & Rescue – Chief Bownas, President Rochfort
- Police, incl. new hire proposal – OIC Witt
- Highway – Hwy Super Collocola
- Water & Sewer – VRI: Osborne
- Treasurer & Building Dept – Clerk Witt

## New Business

- Resolution to introduce update to Chapter 180 Sewers & Water – Trustee Herzog
- Status of EPG Grant application for sewer project – Mayor Collopy

## Old Business Updates:

- CDBG Sidewalk Grant – Trustee Herzog
- Code update status: Vehicles & Traffic – Deputy Mayor Contino
- Update to Shade Tree Policy – Trustee Herzog
- Retaining Wall project recommendation – Delaware Engineering

## Public Comments

## Additional Board Member Updates:

- Deputy Mayor Contino
- Trustee Herzog
- Trustee Arbogast
- Trustee Doro
- Mayor Collopy

## Next Board Meeting

- Water & Sewer Budget: Wednesday February 23, 2022 @ 6:00 pm
- Monthly Business Meeting: Wednesday, March 9, 2022 @ 6:00 pm

## Adjournment

## Auditing of Bills

# Voucher Totals

## February 9, 2022

NOTES:

| Voucher #'s           |                      |
|-----------------------|----------------------|
| General Fund          | \$ 71,561.24         |
| Water Fund            | \$ 9,652.90          |
| Sewer Fund            | \$ 24,681.11         |
| Millbrook Restoration | \$ 20,350.00         |
| <b>TOTALS:</b>        | <b>\$ 126,245.25</b> |

# Millbrook Fire Department

## January 2022

71 Incidents Reported

| Millbrook Fire Dept    |           |
|------------------------|-----------|
| Automatic Fire Alarm   | 13        |
| Motor Vehicle Accident | 5         |
| EMS Call               | 46        |
| Hazardous Materials    | 1         |
| Structure Fire         | 4         |
| Good Intent            | 1         |
| Smoke Condition        | 1         |
| <b>TOTALS:</b>         | <b>71</b> |

| EMS Responses       |    |
|---------------------|----|
| NDP (49-79)         | 52 |
| MFD Rescue          | 7  |
| Mutual Aid Given    |    |
| Fire                | 3  |
| EMS                 | 4  |
| Mutual Aid Received |    |
| Fire                | 1  |
| EMS                 | 3  |

# V.M.P.D Yearly Report 2021

**1529 Incidents Reported**  
Incident #'s 15096-16625

| TRAFFIC                     |     | ASSIST OTHER AGENCIES    |     | POLICE ACTIVITY                |    | PUBLIC SERVICE      |    | COMMUNITY POLICING     |     |
|-----------------------------|-----|--------------------------|-----|--------------------------------|----|---------------------|----|------------------------|-----|
| Traffic Tickets             | 109 | Other Police Agencies    | 74  | Arrests                        | 12 | Mental Health       | 19 | Assist Citizen         | 20  |
| Parking Tickets             | 125 | Fire Department          | 70  | Tresspass                      | 15 | Suspicious Activity | 28 | Property Check         | 24  |
| Property Damage Accident    | 31  | EMS                      | 181 | Harassment                     | 13 | Burglar Alarms      | 62 | School Checks          | 48  |
| Hit & Run Accident          | 11  | Town of Washington Court | 21  | Disorderly Conduct             | 26 | Records Request     | 66 | Foot Patrols           | 38  |
| Injury Accident             | 3   | Millbrook Central School | 20  | Domestic Incidents             | 23 | Animal Complaint    | 44 | House Checks           | 119 |
| Disabled Vehicle            | 18  | Highway Dept             | 2   | Stalking                       | 1  | Lost/Found Property | 38 | Community Policing     | 14  |
| Vehicle & Traffic Complaint | 93  |                          |     | Larceny                        | 20 | Lockouts            | 21 | Car Seat Installations | 4   |
| Parking Complaint           | 24  |                          |     | Criminal Mischief              | 13 | Missing Child       | 5  |                        |     |
| Road Hazard                 | 33  |                          |     | Assault                        | 2  | Unattended Child    | 1  |                        |     |
| Abandoned Vehicle           | 1   |                          |     | Drugs                          | 2  | Unattended Death    | 2  |                        |     |
| Traffic Detail              | 4   |                          |     | Littering                      | 3  | Welfare Check       | 14 |                        |     |
| Impound                     | 1   |                          |     | Loitering                      | 2  | Funeral Detail      | 1  |                        |     |
|                             |     |                          |     | Burglary                       | 1  | Death Notification  | 1  |                        |     |
|                             |     |                          |     | Gun                            | 1  | 911 Misdialed       | 4  |                        |     |
|                             |     |                          |     | Sex Offense                    | 1  | Civil               | 20 |                        |     |
|                             |     |                          |     | Counterfeit                    | 2  | Hazardous Condition | 3  |                        |     |
|                             |     |                          |     | Fight                          | 1  | Special Details     | 10 |                        |     |
|                             |     |                          |     | DWI                            | 1  | Explosion Heard     | 1  |                        |     |
|                             |     |                          |     | Endanger Welfare of Child      | 1  |                     |    |                        |     |
|                             |     |                          |     | Criminal Obstruction Breathing | 1  |                     |    |                        |     |
|                             |     |                          |     | Weapons Surrender              | 1  |                     |    |                        |     |
|                             |     |                          |     | Warrants Issued                | 2  |                     |    |                        |     |
|                             |     |                          |     | Order Protection Issued        | 10 |                     |    |                        |     |
|                             |     |                          |     | CPS Referral                   | 1  |                     |    |                        |     |
|                             |     |                          |     | Fireworks Complaint            | 1  |                     |    |                        |     |
|                             |     |                          |     | Noise                          | 1  |                     |    |                        |     |
|                             |     |                          |     | Other                          | 8  |                     |    |                        |     |
| <b>453</b>                  |     | <b>368</b>               |     | <b>165</b>                     |    | <b>340</b>          |    | <b>267</b>             |     |

# V.M.P.D Monthly Report

## January 2022

**94 Incidents Reported**  
*(including, but not limited to)*

Incident #'s 16626-16720

| TRAFFIC                     |    | ASSIST OTHER AGENCIES    |   | POLICE ACTIVITY   |   | PUBLIC SERVICE      |   | COMMUNITY POLICING |    |
|-----------------------------|----|--------------------------|---|-------------------|---|---------------------|---|--------------------|----|
| Traffic Tickets             | 15 | NY State Police          | 1 | Criminal Mischief | 1 | Suspicious Activity | 2 | Assist Citizen     | 1  |
| Parking Tickets             | 10 | Dutchess Sheriff         | 1 | Fraud             | 1 | Burglar Alarms      | 5 | Property Check     | 2  |
| Property Damage Accident    | 3  |                          |   |                   |   | Lost/Found Property | 2 | School Checks      | 10 |
| Disabled Vehicle            | 2  | Fire Department          | 7 |                   |   | Welfare Check       | 2 | Foot Patrols       | 2  |
| Vehicle & Traffic Complaint | 2  | EMS                      | 8 |                   |   | Lockout             | 1 |                    |    |
| Parking Complaint           | 2  |                          |   |                   |   | Civil               | 2 |                    |    |
|                             |    | Town of Washington Court | 3 |                   |   |                     |   |                    |    |
|                             |    | Millbrook Central School | 9 |                   |   |                     |   |                    |    |



# Public Works Monthly Report January 2022

1. Removed all Christmas decorations
2. Removed large tree from Franklin Ave
3. Continued picking up residents Christmas trees for recycling
4. Rebuilt rotted frame that holds calcium tank on sidewalk tractor, all work done in house by Geoff and Darrin ....see photos
5. Burner repair made at Village Hall ...two cracked pipes.
6. Filled potholes
7. Cleared catch basins of built-up snow
8. Cleaned out drain on Franklin Ave
9. 7 snow and ice incidents for a total of 12 this winter. With several follow ups for refreezing
10. Cleaned and Painted two truck bodies.



## SIDEWALK TRACTOR

Rebuilt rotted frame that  
holds calcium tank on  
sidewalk tractor, all  
work done in house by  
Geoff and Darrin



# Monthly Water Report

## January 2022

|                             | January   | December  | November  |
|-----------------------------|-----------|-----------|-----------|
| <b>Total Water Produced</b> | 5,711,333 | 5,145,730 | 4,859,300 |
| <b>Average Daily Flow</b>   | 184,200   | 166,000   | 162,000   |
| <b>Peak Day Flow</b>        | 246,136   | 249,549   | 211,197   |

### Sampling Results:

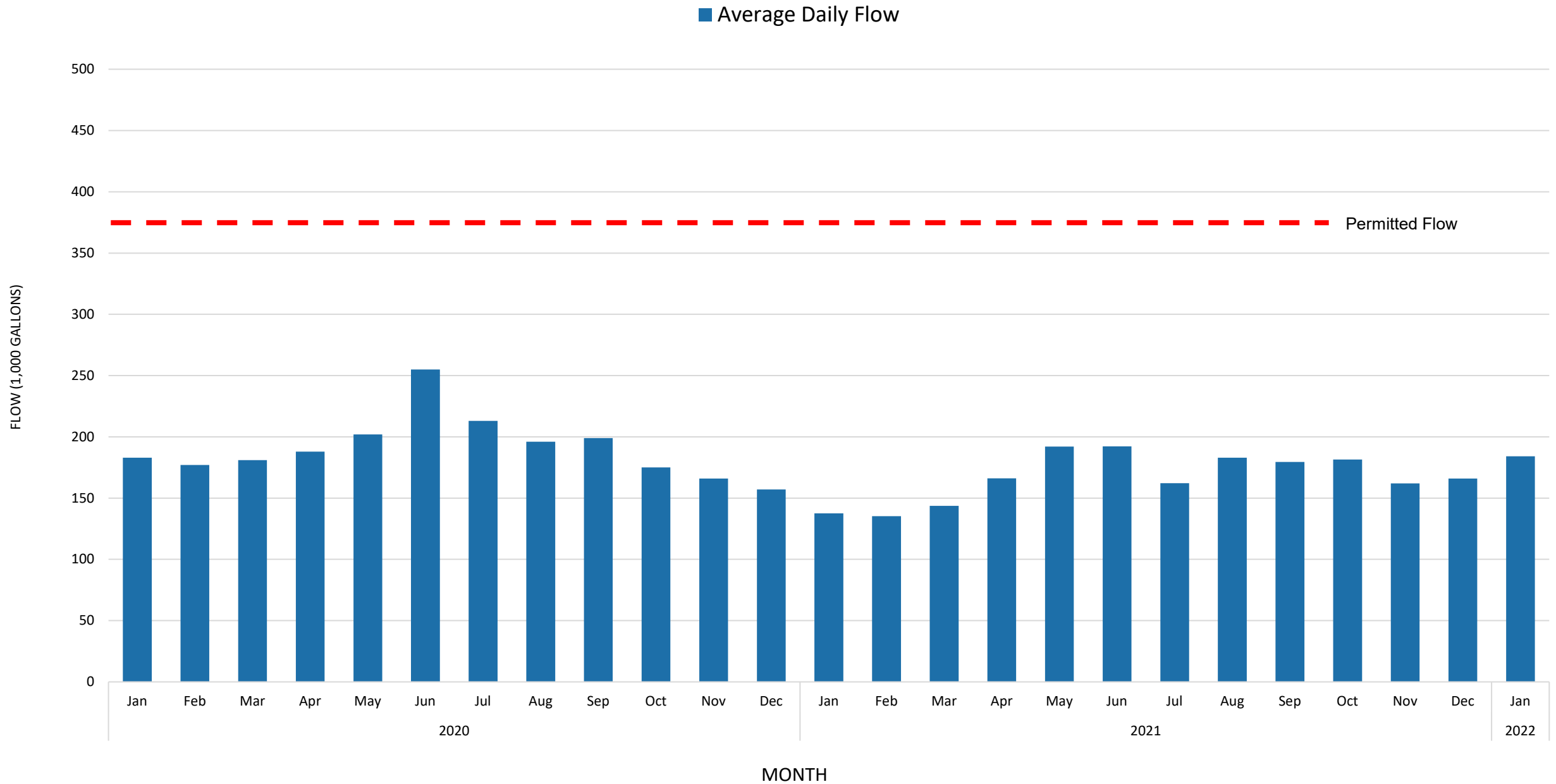
|                       | January | December | November |
|-----------------------|---------|----------|----------|
| <b>Total Coliform</b> | Absent  | Absent   | Absent   |

\* Results not in compliance

### Comments:

1. Monthly sampling and maintenance
2. Kinsley Power serviced generator
3. Replaced 3 frozen water meters
4. Investigated potential water leak @ 10 North Ave. Determined leak to be on service line after valve. Owner notified
5. Replaced battery on generator
6. Completed and submitted annual Water Withdrawal Report

# Millbrook Water



# Monthly Sewer Report

## January 2022

|                                                  | January   | December  | November  | Permit Limit |
|--------------------------------------------------|-----------|-----------|-----------|--------------|
| <b>Total Effluent Flow</b>                       | 3,849,173 | 4,049,670 | 4,478,476 | N/A          |
| <b>Average Daily Flow</b>                        | 124,200   | 130,600   | 149,300   | N/A          |
| <b>12-Month Rolling AVG</b>                      | 149,000   | 152,000   | 158,000   | 250,000      |
| <b>Peak Daily Flow</b>                           | 150,732   | 166,544   | 196,766   | N/A          |
| <b>Precipitation</b> ( <i>inches as liquid</i> ) | 1.5       | 2.5       | 2.5       | N/A          |

SPDES Permit Samples: (mg/l)

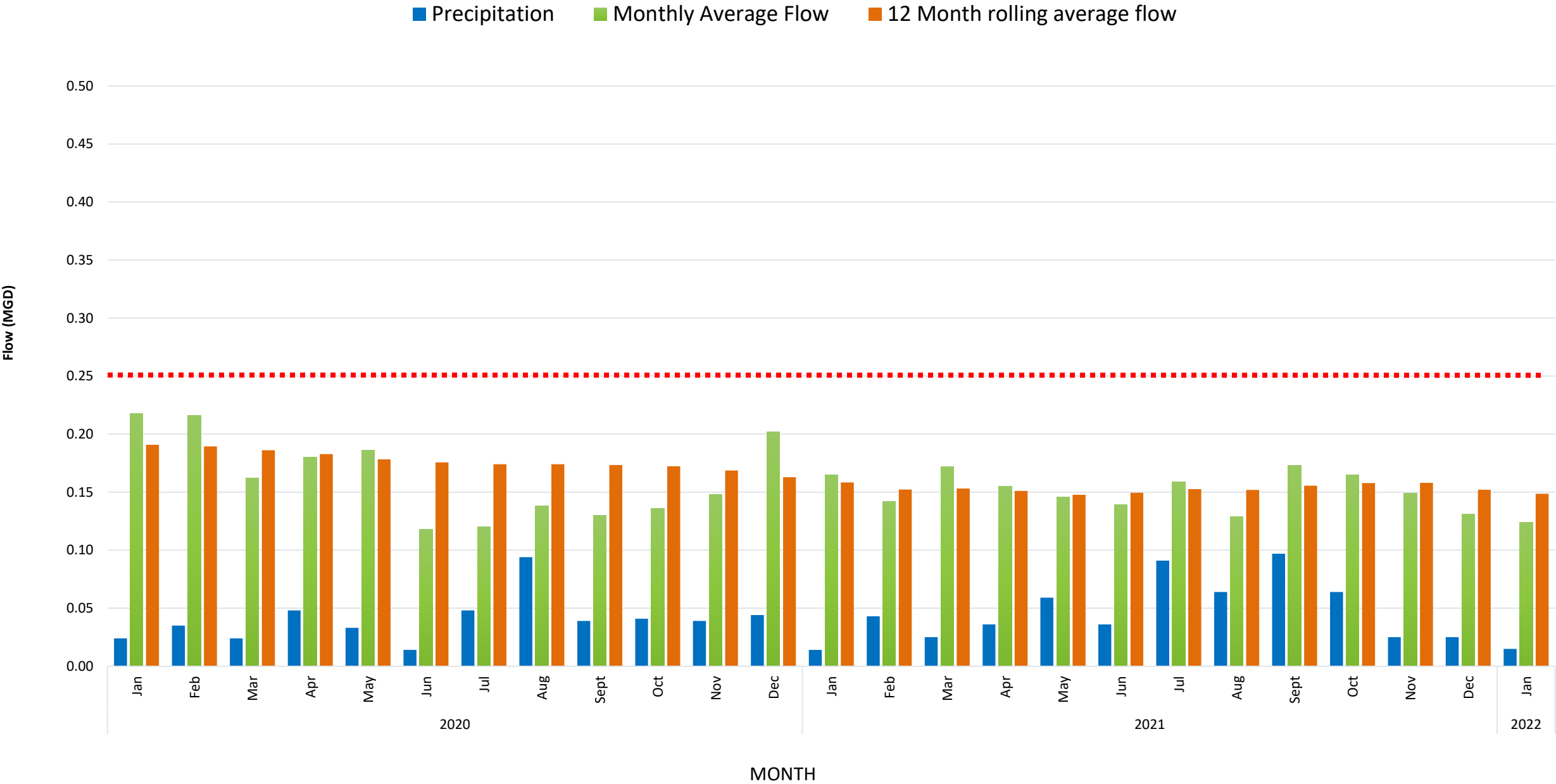
|                               | January  | December | November | Permit Limit |
|-------------------------------|----------|----------|----------|--------------|
| <b>BOD</b>                    | 2.4 mg/l | 2.4 mg/l | 2.4 mg/l | 15 mg/l      |
| <b>Percent Removal</b>        | 99 %     | 99 %     |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

\* Exceeds permit limit

### Comments:

1. Performed all monthly sampling and maintenance
2. EarthCare hauled sludge
3. Completed and submitted annual flow certification
4. Bennett PS replacement and generator discussions with Delaware

# Millbrook WWTP



# Treasurer's Report: January 2022

|                             | 01.01.2022            | DEPOSITS            | DISBURSED           | INTEREST       | 01.31.2022          |
|-----------------------------|-----------------------|---------------------|---------------------|----------------|---------------------|
| TAX ACCOUNT                 | \$516,001.14          | \$0.00              | \$200,000.00        | \$36.43        | \$316,037.57        |
| GENERAL FUND                | \$96,884.24           | \$169,668.03        | \$219,031.94        | \$6.36         | \$47,526.69         |
| WATER FUND                  | \$40,266.90           | \$21,826.54         | \$13,163.02         | \$3.42         | \$48,933.84         |
| SEWER FUND                  | \$42,221.50           | \$66,173.20         | \$20,591.06         | \$4.81         | \$87,808.45         |
| ACCOUNTS PAYABLE            | \$40,784.49           | \$203,481.15        | \$229,149.43        | \$0.00         | \$15,116.21         |
| BEDROCK WELL ACCOUNT        | \$9,976.83            | \$0.00              | \$0.00              | \$0.85         | \$9,977.68          |
| ESCROW (PLANNING & ZONING)  | \$2,500.00            | \$0.00              | \$0.00              | \$0.00         | \$2,500.00          |
| HNL TRUST                   | \$43,449.36           | \$0.00              | \$1,489.86          | \$1.81         | \$41,961.31         |
| MEDICAL DEDUCTIBLE          | \$16,284.59           | \$0.00              | \$96.99             | \$0.00         | \$16,187.60         |
| MILLBROOK RESTORATION       | \$68,904.46           | \$0.00              | \$0.00              | \$5.85         | \$68,910.31         |
| PAYROLL ACCOUNT             | \$12,769.71           | \$48,798.87         | \$49,171.27         | \$0.00         | \$12,397.31         |
| POLICE VEHICLE FUND         | \$15,038.41           | \$0.00              | \$0.00              | \$1.28         | \$15,039.69         |
| RESERVE FOR FIRE TRUCK      | \$62,538.49           | \$0.00              | \$0.00              | \$2.66         | \$62,541.15         |
| RESERVE FOR HIGHWAY EQUIP   | \$13,078.72           | \$0.00              | \$0.00              | \$0.56         | \$13,079.28         |
| FIRE/ RESCUE REPAIR RESERVE | \$35,087.44           | \$0.00              | \$0.00              | \$2.98         | \$35,090.42         |
| TENNIS COURTS               | \$28,720.77           | \$0.00              | \$0.00              | \$2.44         | \$28,723.21         |
| THORNE TRUST                | \$25,777.84           | \$0.00              | \$0.00              | \$1.09         | \$25,778.93         |
| TREE REPLACEMENT PROGRAM    | \$7,662.47            | \$0.00              | \$0.00              | \$0.00         | \$7,662.47          |
| TRIBUTE GARDEN DONATIONS    | \$10,063.54           | \$0.00              | \$0.00              | \$0.85         | \$10,064.39         |
| <b>TOTAL</b>                | <b>\$1,088,010.90</b> | <b>\$509,947.79</b> | <b>\$732,693.57</b> | <b>\$71.39</b> | <b>\$865,336.51</b> |

## Treasurer and Clerk Updates:

- Admin: Monthly Operating Statement posted to the website
- Mid-Year report- Karen McLaughlin
- Budget prep work

**Budget Meeting Schedule:**  
All meetings 6 PM at Firehouse

02/23- Water and Sewer  
03/02- Highway and Fire  
03/09- Regular Board Meeting  
03/16- Police and Front Office  
03/23- Follow Up Meetings (if needed)  
03/30- Total Budget  
04/13- Regular Board Meeting & Public Hearing for Budget

Firehouse roof replacement invitation to bid was posted in the paper. Sealed bids to be opened March 1<sup>st</sup> @2:30 PM at Village Hall.

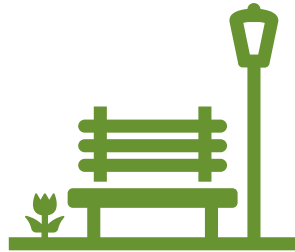
# Building Department Report

## January 2022

| Description- 002590.01.000.00 | Entry Date | Amount     | JE Number |
|-------------------------------|------------|------------|-----------|
| BP 22-02 10 Valley Farm       | 1/6/2022   | 175.00     | 2257      |
| BP 22-04 3280 Franklin Ave    | 1/14/2022  | 325.00     | 2313      |
| BP 22-01 48 Maple Ave         | 1/14/2022  | 50.00      | 2313      |
| BP 22-03 30 Anson Ave         | 1/14/2022  | 65.00      | 2314      |
| MS 22-02 26-30 Alden Pl       | 1/18/2022  | 125.00     | 2315      |
| MS 22-01 17 Exmoore Ln        | 1/19/2022  | 125.00     | 2317      |
| BP 22-05 20 Taintor Way       | 1/20/2022  | 175.00     | 2318      |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
|                               |            |            |           |
| TOTAL:                        |            | \$1,040.00 |           |

## Building Department

- **Building Permits Issued: 4**
- **Sign Permit: 0**
- **Certificate of Occupancy: 1**
- **Certificate of Compliance: 2**
- **Certificate of Use: 0**
- **Municipal Searches: 2**
- **Planning & ZBA**
- **Planning Board: No updates given**  
**Kay to take oath of office**  
**2/15/2022**
- **ZBA: No updates given**



## Old Business Updates

CDBG Sidewalk Grant

Code update status: Vehicles & Traffic

Update to Shade Tree Policy

Retaining Wall project recommendation



## New Business

Resolution to introduce update to Chapter 180

Sewers & Water

Status of EPG Grant application for sewer project

# Board of Trustee Updates

---

Mayor Tim Collopy

---

Deputy Mayor Vicky Contino

---

Trustee Mike Herzog

---

Trustee Buffy Arbogast

---

Trustee Peter Doro



# Mayor Update

## PROPOSED POLICE OFFICER NEW HIRE

- OIC Jared & I have been looking for a qualified PO to join the MBPD primarily as backup to OIC Jared when he uses his vacation, personal, sick or holiday-off days. Our ability to do that with our current staff of 5 part time officers is difficult because most of them have other day jobs. Officer Bill Ricci is currently an investigator for NYPD in the Bronx and lives in Wingdale. His work assignment consists of 14 days/month 7PM-7AM, alternating 3 days and 4 days per week. He is experienced, fully trained, and comes with good references from those who work with him.

**Proposal:** a 6-month probationary period after which we can assess the benefit of this addition to the police force.

**Cost:** ~\$2K to provide him with his uniform, weapons, belt, etc.

**Proposed starting salary:** \$21.03 which is the hourly rate for Matt Taney (the last PO to join the force).

## T-MOBILE PLANNED WORK ON THE VOM WATER TOWER

- Their plan is to swap 6 antennas and 6 radio units currently on the water tower and add 1 cabinet next to the existing cabinets.
- Planned start date is ~4/1 and work should take 2-3 days.

## MEETING W/ EPG PROGRAM MANAGER

- Scheduled for 2/10 to understand why our 2<sup>nd</sup> grant application was rejected. Note that this is a grant to cover most of the cost of the engineering report which will propose a plan to modernize our aging WWTP.

## TOW OPEN HOUSE ON THEIR COMPREHENSIVE PLAN UPDATE

- Fri, 2/25 at MB FH 3-7PM to get public input on hospitality uses within [ToW Flyer attached](#).



# Next Board of Trustees Meeting:

Wednesday, February 23, 2022 at 6:00 pm  
*Budget Meeting – Water & Sewer*

Wednesday, March 2, 2022 at 6:00 pm  
*Budget Meeting – Fire Department & Highway*

Wednesday, March 9, 2022 at 6:00 pm  
*Regular Business Meeting*

Wednesday, March 16, 2022 at 6:00 pm  
*Budget Meeting – Police & Front Office*

Wednesday, March 23, 2022 at 6:00 pm  
*Budget Meeting – Follow up*

Wednesday, March 30, 2022 at 6:00 pm  
*Budget Meeting – Total Budget*

**MEETINGS ARE HELD AT THE**  
**Millbrook Firehouse**  
20 Front Street, Millbrook

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