



Board of Trustees Meeting
April 13, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, April 13, 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

Open Meeting

- Pledge of Allegiance
- Roll Call of Trustees

Administrative Business

- Minutes approval
- Voucher approval
- Public Hearing & Trustee approval of VoM 2022-2023 Budget & water rate increase

Department Reports

- DC Legislature update – Legislator Houston
- Fire & Rescue – Chief Bownas, President Rochfort
- Police, incl. speed sign – OIC Witt
- Highway – Hwy Super Collocola
- Water & Sewer – VRI: S. Osborne
- Treasurer & Building Dept, incl. retaining wall & pump station funding – Clerk Witt

New Business

- Proposed funding of new website – Clerk Witt
- Arbor Day Proclamation – Mayor Collopy
- NY/NJ Watershed Protection Act – Mayor Collopy
- Senator Serino visit to Millbrook – Mayor Collopy

Old Business Updates

- Code update status: Chapter 220 Vehicles & Traffic – Deputy Mayor Contino
- FEMA request for BC pump station & generator – Deputy Mayor Contino
- MIG request for firehouse roof – Trustee Arbogast
- Tennis court update – Trustee Doro

Public Comments

Additional Board Member Updates

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

Next Board Meeting

- Monthly Business Meeting: Wednesday, May 11, 2022 @ 6:00 pm

Adjournment

Auditing of Bills

2022-2023 Budget Overview

A (General) Fund

**BUDGET GROWTH IS WITHIN NYS TAX CAP
TARGET**

- **2% Tax Levy Increase**
 - 1% increase in tax rate
 - 1% increase in assessed property values

BUDGET = \$2.1M

- **Revenue**
 - \$1.1M from tax levy
 - \$1M from other sources
- **Expenses**
 - Fire/Rescue \$709K (35%)
 - Front Office \$615K (31%)
 - Highway \$435K (22%)
 - Police \$229K (12%)
- **Major Projects**
 - Retaining Wall Repair
 - Fire House Roof Replacement

F (Water) Fund

**7% RATE INCREASE NECESSARY TO
CONTAIN INCREASES IN**

- **VRI Admin**
- **Energy Costs**
- **Filter Replacements**

**RATE INCREASE MAINTAINS F FUND AS
“STANDALONE”**

G (Sewer) Fund

**NO INCREASE REQUIRED TO CONTAIN
EXPENSE INCREASES**

- **Major Project**
 - Pump Station Replacement w/Generator

G FUND REMAINS “STANDALONE”

Voucher Totals

April 13, 2022

Unpaid Voucher Totals

General Fund	\$83,404.88
Water Fund	\$17,739.00
Sewer Fund	\$32,193.92
Millbrook Restorations	\$260.00
TOTALS:	\$133,597.80

NOTES:

Will pay the \$14,000 to the FD
in May

Millbrook Fire Department

March 2022

64 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	13
Motor Vehicle Accident	3
EMS Call	41
Structure Fire	3
Good Intent	1
Service Call	1
Wires/Electrical	2
TOTALS:	64

Award Firehouse Roof Bid by Vote:
JP Woods- low bid
\$219,000
Town of Washington is agreement

EMS Responses	
NDP (49-79)	41
MFD Ambulance	7
Member Responses	25
Mutual Aid Given	
Fire	1
EMS	7
Mutual Aid Received	
Fire	0
EMS	0

V.M.P.D Monthly Report

March 2022

79 Incidents Reported
(including, but not limited to)

Incident #'s 16816-16895

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	4	NY State Police	3	Arrest	1	Suspicious Activity	2	Assist Citizen	1
Parking Tickets	9	Dutchess Sheriff	3	Domestic	3	Unattended Death	1	Property Check	3
Vehicle & Traffic Complaint	1	Mobil Crisis Team	1	Drug	1	Burglar Alarms	2	School Checks	21
Road Hazards	2	Probation	1	Disorderly Conduct	1	Lockout	1		
Disabled Vehicle	2			Trespass	1	Missing Child	1		
		Fire Department	1	Order Protection Iss.	1	Lost/Found Property	4		
		EMS	9			Animal Complaint	3		
						911 Misdial	1		
		Town of Washington Court	4						
		Millbrook Central School	1						



Public Works Monthly Report March 2022

1. Began and ongoing brush removal
2. Repaired catch basins on
 - Washington Ave
 - Church and Alden (*see photos*)
 - Reservoir Dr
 - Alley next to funeral home (*see photos*)
3. Repaired frost heave damage on Merritt Ave
4. Repaired potholes using entire pallet of cold patch 66 bags
5. Repaired and replaced broken manhole cover on Russel knolls
6. Removed 2 sanders from dump trucks
7. Removed abandon telephone pole and filled in hole
8. Put up nets at tennis court
9. Repaired leader on salt shed
10. Repaired door on salt shed
11. In early for flooding and storm damage
12. Mid-March snow event and salting . 19 snow and or ice events

Catch Basin Repair: Church & Alden



BEFORE



AFTER

Catch Basin Repair: Funeral Home Alley



BEFORE



AFTER

Catch Basin Linden Lane



Catch Basin Nine Partners



Monthly Water Report

March 2022

	March	February	January
Total Water Produced	5,191,994	5,065,637	5,711,333
Average Daily Flow	167,500	180,916	184,200
Peak Day Flow	210,000,	315,110	246,136

Sampling Results:

	March	February	January
Total Coliform	Absent	Absent	Absent

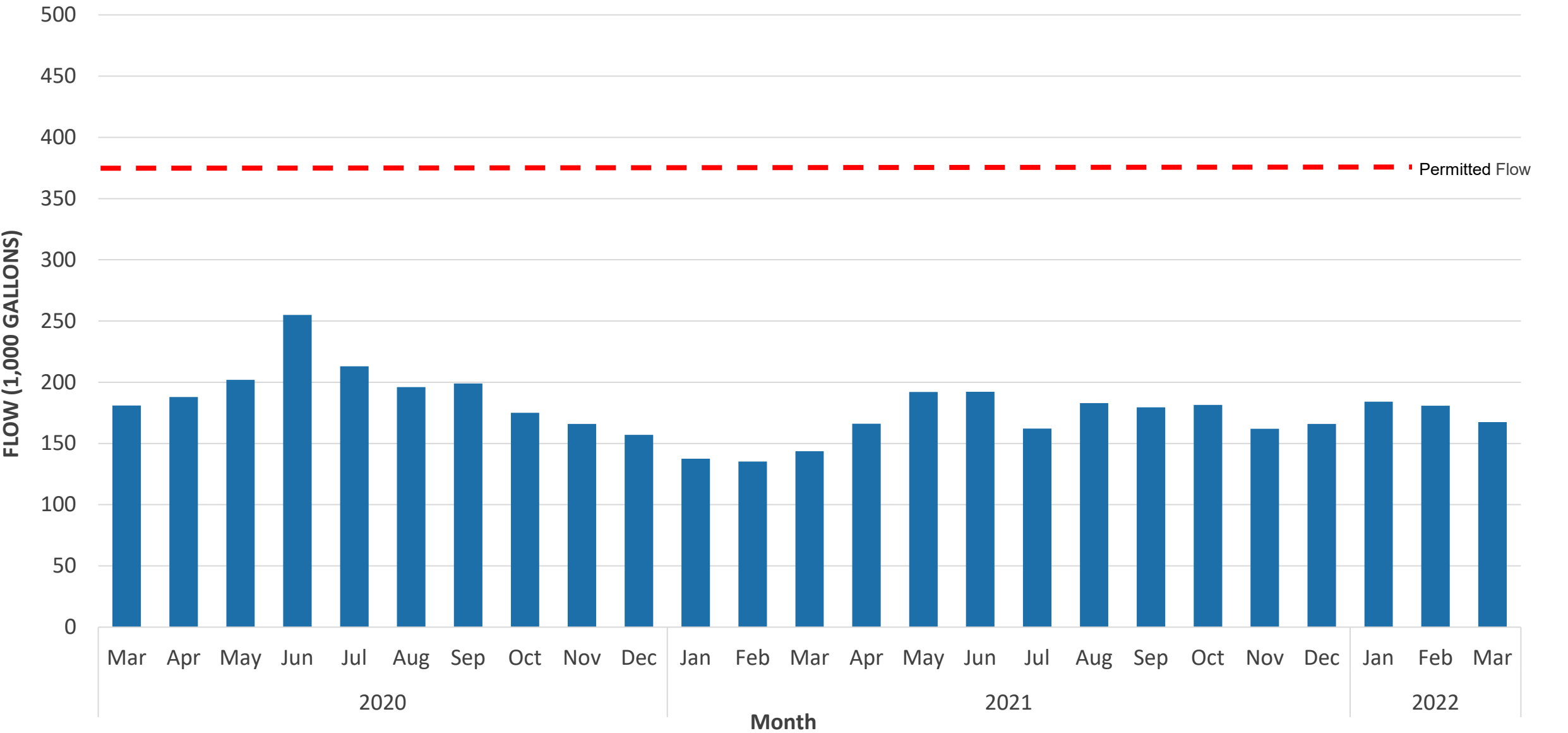
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Shut off water at 22 Front St for plumber to repair leak
3. Read all water meters
4. Hydrant Flushing week of April 18th

Millbrook Water

Average Daily Flow



Monthly Sewer Report

March 2022

	March	February	January	Permit Limit
Total Effluent Flow	5,202,132	4,430,575	3,849,173	N/A
Average Daily Flow	167,800	158,200	124,200	N/A
12-Month Rolling AVG	150,000	150,000	149,000	250,000
Peak Daily Flow	241,804	251,744	150,732	N/A
Precipitation <i>(inches as liquid)</i>	3.9	4.0	1.5	N/A

SPDES Permit Samples: (mg/l)

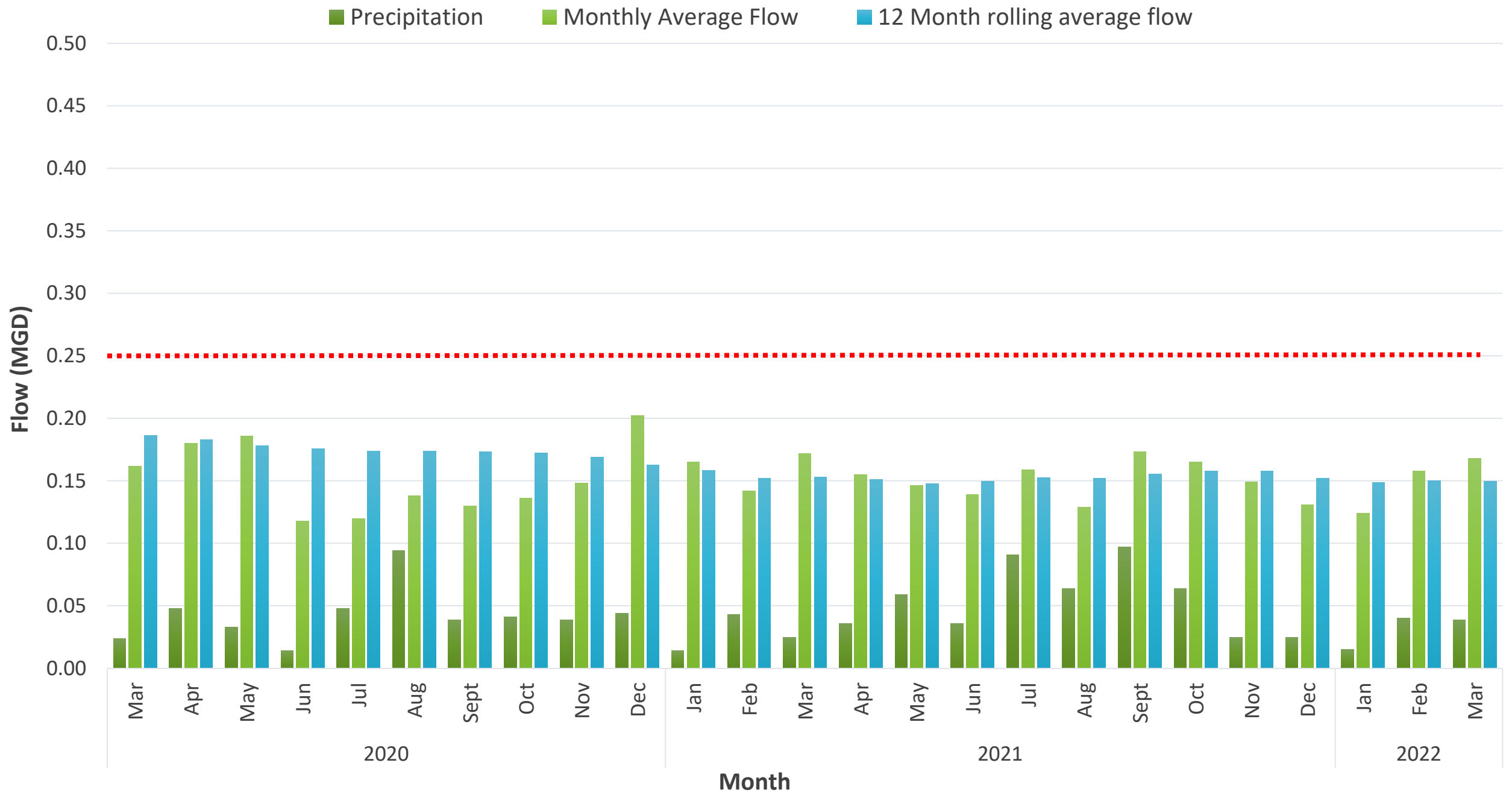
	March	February	January	Permit Limit
BOD	2.4 mg/l	4.9 mg/l	2.4 mg/l	15 mg/l
Percent Removal	98 %	97 %	99 %	85%
Total Suspended Solids	1.3 mg/l	1.7 mg/l	1 mg/l	15 mg/l
Percent Removal	98 %	99 %	99 %	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. EarthCare hauled sludge
3. Kinsley Power made repairs to generator but could not repair controls
4. Flow Tech calibrated flow meters

Millbrook WWTP



Treasurer's Report: March 2022

	03.01.2022	DEPOSITS	DISBURSED	INTEREST	03.31.2022
TAX ACCOUNT	\$241,058.11	\$0.00	\$0.00	\$20.48	\$241,078.59
GENERAL FUND	\$305,548.54	\$386,348.49	\$152,587.90	\$33.13	\$539,342.26
WATER FUND	\$80,011.76	\$4,586.42	\$25,688.60	\$5.73	\$58,915.31
SEWER FUND	\$97,610.30	\$9,923.16	\$17,233.52	\$7.66	\$90,307.60
ACCOUNTS PAYABLE	\$5,527.16	\$139,983.67	\$139,876.07	\$0.00	\$5,634.76
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$41,962.92	\$0.00	\$0.00	\$1.78	\$41,964.70
MEDICAL DEDUCTIBLE	\$14,104.04	\$0.00	\$1,403.46	\$0.00	\$12,700.58
MILLBROOK RESTORATION	\$48,564.60	\$0.00	\$0.00	\$4.12	\$48,568.72
PAYROLL ACCOUNT	\$12,146.53	\$48,211.28	\$48,583.57	\$0.00	\$11,774.24
POLICE VEHICLE FUND	\$15,040.84	\$0.00	\$0.00	\$1.28	\$15,042.12
RESERVE FOR FIRE TRUCK	\$62,543.55	\$79,000.00	\$0.00	\$5.79	\$141,549.34
RESERVE FOR HIGHWAY EQUIP	\$13,080.33	\$0.00	\$0.00	\$0.56	\$13,080.89
FIRE/ RESCUE REPAIR RESERVE	\$35,093.11	\$0.00	\$0.00	\$2.98	\$35,096.09
WATER RESERVE ACCT	\$9,978.44	\$0.00	\$0.00	\$0.85	\$9,979.29
SEWER RESERVE ACCT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TENNIS COURTS	\$28,725.41	\$0.00	\$0.00	\$2.44	\$28,727.85
THORNE TRUST	\$25,779.92	\$0.00	\$0.00	\$1.10	\$25,781.02
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,065.16	\$0.00	\$0.00	\$0.86	\$10,066.02
TOTAL	\$1,057,003.19	\$668,053.02	\$385,373.12	\$88.76	\$1,339,771.85

Treasurer and Clerk Updates:

- **Admin: Monthly Operating Statement posted to the website**
- **Budget Amendments (next slide)**
- **Award Bank for \$400,000 loan**
- **Received \$15,560.35 from DC to make us whole (April)**
- **Website Proposal Acceptance- BOT Town Web Proposal**
- **Worked on FEMA COVID grant with Deputy Mayor Contino**
- **Filed Local Law #1 with NYS and it was accepted**
- **Transferred \$60K to Reserve for Fire Truck**
- **Opened Sewer Reserve Account- Transferred \$22,000 from Sewer Fund**
- **Renamed Bedrock Account to Water Reserve Acct**
- **Preparing for Tax Season**
 - **We will be able to relevy Water and Sewer**
- **Budget Wrap-up**
 - **Public Hearing to pass the budget**

Budget Amendments- General (A) Fund

Account Number	Description	Increase	Decrease	Reason
16214.01.000.00	Thorne Building CE	\$6,300.00		Thorne Building Expenses from Thorne Trust
02801.01.000.00	Interfund Revenues		\$6,300.00	Thorne Building Expenses from Thorne Trust
31201.01.000.00	Police Equip	\$13,314.00		Police Equip for Ford paid through Reserve
02801.01.000.00	Interfund Revenues		\$13,314.00	Police Equip for Ford paid through Reserve
45404.01.000.00	Ambulance CE	\$12,500.00		Rescue Squad Expenses paid through Reserve
02801.01.000.00	Interfund Revenues		\$12,500.00	Rescue Squad Expenses paid through Reserve
51124.01.000.00	CHIPS Expense	\$42,670.00		To allocate CHIPS Reimbursement
03501.01.000.00	CHIPS Revenue		\$42,670.00	To allocate CHIPS Reimbursement
71802.01.000.00	Tennis Courts Expense	\$8,550.00		Tennis Court Expenses paid through Reserve
02801.01.000.00	Interfund Revenues		\$8,550.00	Tennis Court Expenses paid through Reserve
31201.01.000.25	Police PS Court	\$2,200.00		To allocate Police Rev to Exp
01520.01.000.25	Police Rev- Court		\$2,200.00	To allocate Police Rev to Exp
31201.01.000.26	Police PS School	\$2,250.00		To allocate Police Rev to Exp
01520.01.000.26	Police Rev- School		\$2,250.00	To allocate Police Rev to Exp
31201.01.000.27	Police PS Special Events	\$2,775.00		To allocate Police Rev to Exp
01520.01.000.27	Police Rev- Special Events		\$2,775.00	To allocate Police Rev to Exp
		\$90,559.00	\$90,559.00	

Bank Rates for \$400,000 Loan Retaining Wall & Pump Station

Bank of Millbrook

- 10 Year Loan at 3.00%
- 15 Year Loan at 3.70%

Salisbury Bank

- 10 Year Loan at 4.15%
Interest Rate

Building Department Report

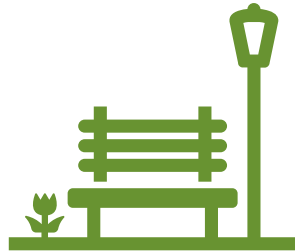
March 2022

- Building Permits Issued: 15
- Sign Permit: 0
- Certificate of Occupancy: 1
- Certificate of Compliance: 0
- Certificate of Use: 0
- Municipal Searches: 4

Total Fees Collected: \$4,485

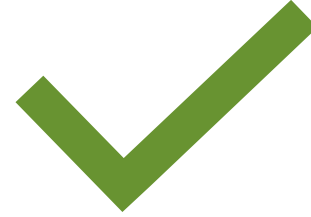
Planning & ZBA

- Planning Board: No updates given
- ZBA: No updates given- Tim Capowski status (?)



New Business

Proposed funding of new website
Arbor Day Proclamation
NY/NJ Watershed Protection Act
Senator Serino visit to Millbrook



Old Business Updates

Code update: Chapter 220 Vehicles & Traffic
FEMA request for BC pump station & generator
MIG request for firehouse roof
Tennis court update

A Proclamation Village of Millbrook Arbor Day 2022

WHEREAS: The first Arbor Day was celebrated in 1872 in Nebraska as special day for planting trees and has grown to thousands of celebrations in communities across our nation each year; and

WHEREAS: Community partners, families and friends will be joined together at local Arbor Day ceremonies and at a statewide celebration to recognize the benefits of trees and urban forests; and

WHEREAS: Trees will be planted across the state and showcased in the Village of Millbrook, www.villageofmillbrookny.com, creating a lasting legacy for future generations; and

WHEREAS: Trees improve water quality and quantity, reduce the erosion of precious topsoil, increase property values and economic vitality in business areas, provide shade, cleanse the air, create habitat for wildlife and add beauty to communities; and

WHEREAS: Trees Promote outdoor recreation which improves human health and well-being and reduces “Natural-Deficit Disorder” in children by encouraging more activity and connection to the natural world; and

WHEREAS: All of New York benefits from forestry, which contributes annually to our state’s economy and provides employment for more people; now

THEREFORE: I, TIM COLLOPY, Mayor of the Village of Millbrook, do hereby proclaim April 29, 2022, as ARBOR DAY in the Village of Millbrook and encourage our citizens to plant trees thus leaving a legacy for present and future generations.

In witness thereof, I have hereunto set my hand and caused the Seal of the Village of Millbrook to be affixed this 9th day of February in the year two thousand twenty-two.



Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Buffy Arbogast

Trustee Peter Doro



Mayor Update

Congratulations to Declan Noonan

- For achieving the rank of Eagle Scout in Millbrook's Troop 31

Fiscal Stress

- Based on our latest AUD submission to the NYS OSC, VoM's Fiscal Stress score improved from 47.5 ("Susceptible Fiscal Stress") in 2020 to 3.3 ("No Designation") in 2021!

NDP 12-Month EMS Call Report

- Median response times of 7 mins within Village of Millbrook and 9 mins within Town of Washington (outside VoM)
- 4% of call response times exceeded 20 mins due to concurrent calls or calls to the far side of the fire district

NY/NJ Watershed Protection Act

- VoM has been requested by Scenic Hudson, Inc to send them a letter of support for the NY/NJ Watershed Protection Act which would provide federal funding to protect & restore the Hudson Estuary watershed.

Flagler Monument Traffic

- 4/12/2022 meeting w/ Senator Serino at the MB Library to request her help in addressing the traffic around the Flagler monument on SR 343.



Next Board of Trustees Meeting:

Wednesday, May 11, 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!](#)