



Board of Trustees Meeting
May 11, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, May 11, 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

- Announcement: Memorial Day Parade/Ceremony by MB VFW – 5/30/22
- Minutes Approval
- Voucher Approval
- Note: All bills for current FY must be submitted before next board meeting (6/8/22)

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 – Clerk Witt
- PB/ZBA Updates – Chairs M. Anderson/A. Doro

New Business

- Bond Documentation Review/Approval – Clerk Witt
- Village Projects Review – Mayor Collopy
- Public Assembly Permit for MECEC 5K Race – 6/11/22 – Mayor Collopy

Old Business Updates

- Code Update Status: Chapter 220 Vehicles & Traffic – OIC Witt/Deputy Mayor Contino
- FEMA Request for Bennett Pump Station & generator – Deputy Mayor Contino
- MIG Request for Firehouse Roof – FD Pres M. Rochfort
- 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, June 8, 2022 @ 6:00 pm

Adjournment

Auditing of Bills

Voucher Totals

May 11, 2022

NOTES:

Unpaid Voucher Totals

General Fund	\$ 103,544.66
Water Fund	\$ 13,052.57
Sewer Fund	\$ 21,638.41
TOTALS:	\$ 138,235.64

Millbrook Fire Department

April 2022

73 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	11
EMS Call	53
Structure Fire	1
Good Intent	1
Brush/Grass Fire	3
Flooding Condition	3
Wires/Electrical	1
TOTALS:	73

EMS Responses	
NDP (49-79)	49
MFD Ambulance	9
Member Responses	43

Mutual Aid Given	
Fire	2
EMS	4

Mutual Aid Received	
Fire	2
EMS	4

V.M.P.D Monthly Report

April 2022

90 Incidents Reported
(including, but not limited to)

Incident #'s 16897-16987

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	4	NY State Police	2	Arrest	1	Suspicious Activity	1	Assist Citizen	1
Parking Tickets	19	Dutchess Sheriff	1	Domestic	2	Mental Health	1	Property Check	1
Property Damage Accident	2	T/Poughkeepsie Police	1	Drug	1	Burglar Alarms	2	School Checks	9
Road Hazards	2			Larceny	2	Lockout	2		
Disabled Vehicle	2	Fire Department	7	Trespass	1	Missing Child	5	Millbrook Marathon	1
		EMS	17	Harassment	1	Lost/Found Property	1	Palm Sunday Procession	1
						Animal Complaint	1		
		Town of Washington Court	2			911 Misdeal	2		
						FOIL	2		
						Civil	2		



Public Works Monthly Report April 2022

1. Continued brush removal - **Daily brush pick-up ends 5/31**
2. Mowed, trimmed and removed leaves from Village Hall
3. Put protective tarps on all sanders
4. Cleared dead trees and brush from behind Jail House at Village Garage
5. Picked up dead deer on Harts Village Road
6. Assisted Cook Sanitation in clearing blocked storm drainpipe and several catch basins on Nine Partners lane.
7. Put out flower barrels on Franklin Ave.
8. Blacktopped patch on Merritt Ave (*see photos*)
9. Blacktopped shoulder on the Maple Ave turnaround (*see photos*)
10. Blacktopped water main repair on Nine Partners Lane
11. Swept up gravel on Front St ,Valley Farm Rd and Harts Village Rd
12. Built concrete retaining wall on the corner of Valley Farm Rd and Rt 44
13. Repaired potholes on several village streets
14. Located basin and dry well and determined what is causing the flooding problem on Linden Ct (*see photos*)

Road Patch: Merritt Ave & Maple Ave



Merritt Ave - Before



Merritt Ave - After



Maple Ave

Flooding: Linden Ct



Monthly Water Report

April 2022

	April	March	February
Total Water Produced	5,324,386	5,191,994	5,065,637
Average Daily Flow	177,500	167,500	180,916
Peak Day Flow	226,392	210,000	315,110

Sampling Results:

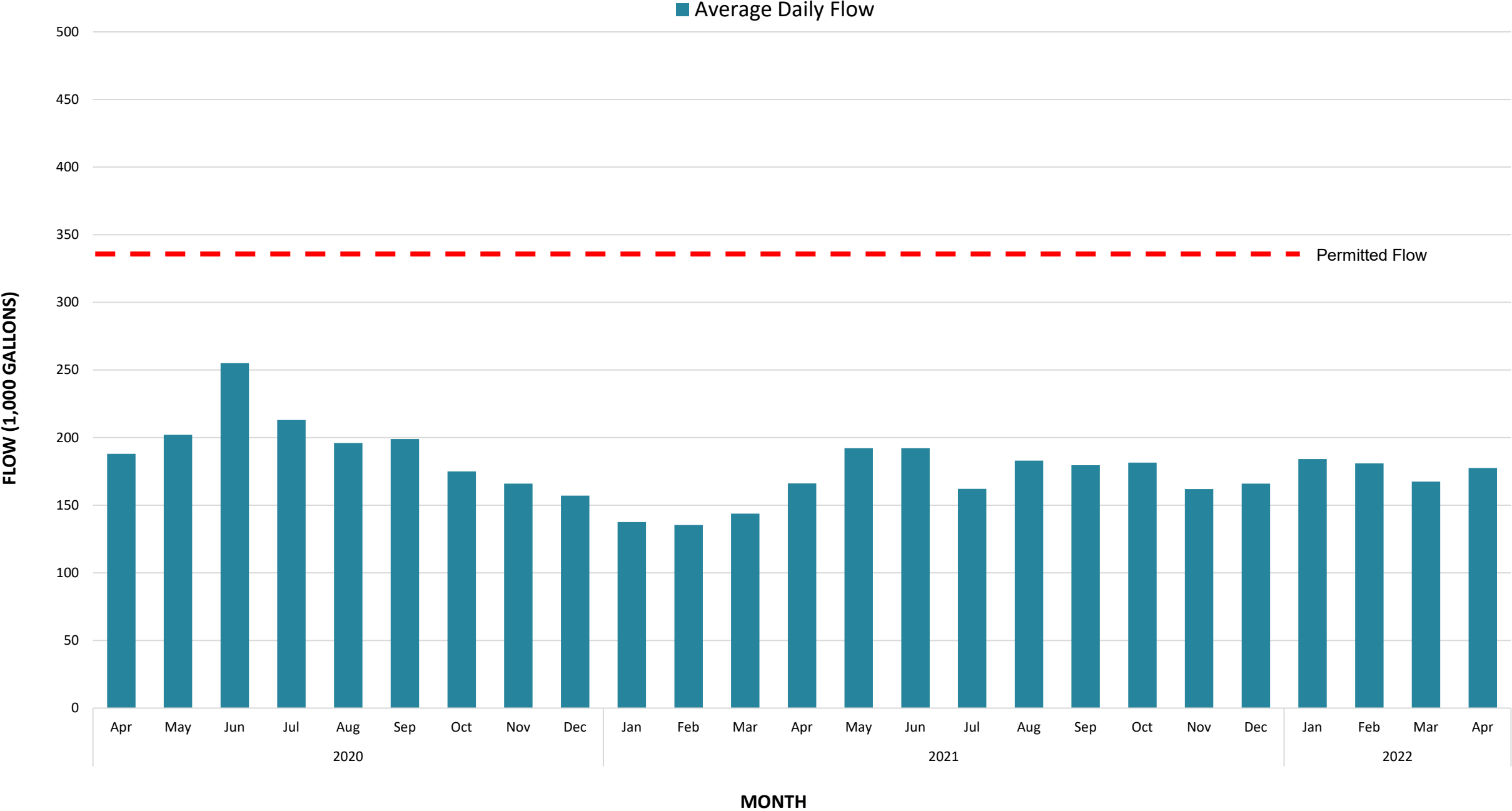
	April	March	February
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Flushed fire hydrants
3. Replaced 1 water meter
4. Leak on abandoned line at Bennett Complex. Located line and will shut off
5. Need to find all water lines for Bennett Complex and have shut off so contractor can remove the lines

Millbrook Water



Monthly Sewer Report

April 2022

	April	March	February	Permit Limit
Total Effluent Flow	9,230,883	5,202,132	4,430,575	N/A
Average Daily Flow	297,800	167,800	158,200	N/A
12-Month Rolling AVG	162,000	150,000	150,000	250,000
Peak Daily Flow	696,940	241,804	251,744	N/A
Precipitation <i>(inches as liquid)</i>		3.9	4.0	N/A

SPDES Permit Samples: (mg/l)

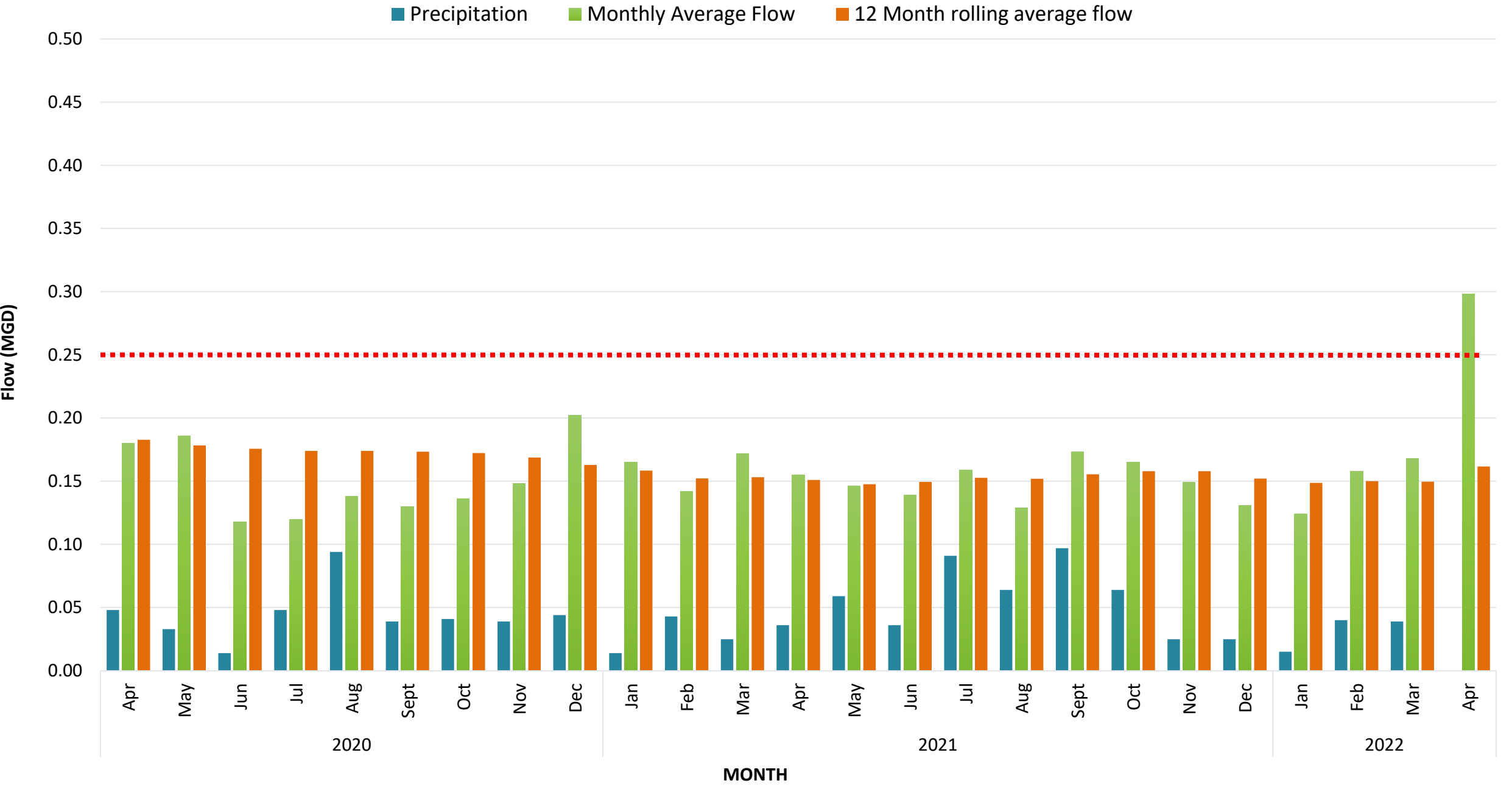
	April	March	February	Permit Limit
BOD	4.2 mg/l	2.4 mg/l	4.9 mg/l	15 mg/l
Percent Removal	96 %	98 %	97 %	85%
Total Suspended Solids	1.3 mg/l	1.3 mg/l	1.7 mg/l	15 mg/l
Percent Removal	99 %	98 %	99 %	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Replaced tires on tractor
3. ORF discharged multiple days due to rainfall
4. Cleaned filter beds
5. Sewer backup @ 88 Maple Ave - investigated and found to be problem with lateral on homeowner side

Millbrook WWTP



Treasurer's Report: April 2022

	04.01.2022	DEPOSITS	DISBURSED	INTEREST	04.30.2022
TAX ACCOUNT	\$241,078.59	\$15,560.35	\$0.00	\$20.92	\$256,659.86
GENERAL FUND	\$539,342.26	\$110,084.50	\$273,762.69	\$38.29	\$375,702.36
WATER FUND	\$58,915.31	\$61,897.43	\$17,739.00	\$5.86	\$103,079.60
SEWER FUND	\$90,307.60	\$43,454.22	\$54,193.92	\$6.22	\$79,574.12
ACCOUNTS PAYABLE	\$5,634.76	\$148,509.24	\$149,742.35	\$0.00	\$4,401.65
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$41,964.70	\$0.00	\$0.00	\$1.73	\$41,966.43
MEDICAL DEDUCTIBLE	\$12,700.58	\$0.00	\$703.88	\$0.00	\$11,996.70
MILLBROOK RESTORATION	\$48,568.72	\$0.00	\$260.00	\$3.98	\$48,312.70
PAYROLL ACCOUNT	\$11,774.24	\$43,344.02	\$43,537.23	\$0.00	\$11,581.03
POLICE VEHICLE FUND	\$15,042.12	\$0.00	\$13,314.00	\$0.12	\$1,728.24
RESERVE FOR FIRE TRUCK	\$141,549.34	\$60,000.00	\$0.00	\$8.04	\$201,557.38
RESERVE FOR HIGHWAY EQUIP	\$13,080.89	\$0.00	\$0.00	\$0.53	\$13,081.42
FIRE/ RESCUE REPAIR RESERVE	\$35,096.09	\$0.00	\$12,500.00	\$1.96	\$22,598.05
RETAINING WALL	\$72,102.35	\$0.00	\$16,243.55	\$0.45	\$55,859.25
WATER RESERVE ACCT	\$9,979.29	\$0.00	\$0.00	\$0.82	\$9,980.11
SEWER RESERVE ACCT	\$0.00	\$22,000.00	\$0.00	\$1.08	\$22,001.08
TENNIS COURTS	\$28,727.85	\$485.06	\$8,550.00	\$1.73	\$20,664.64
THORNE TRUST	\$25,781.02	\$0.00	\$6,300.00	\$0.82	\$19,481.84
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,066.02	\$0.00	\$0.00	\$0.82	\$10,066.84
TOTAL	\$1,411,874.20	\$505,334.82	\$596,846.62	\$93.37	\$1,320,455.77

Treasurer and Clerk Updates:

- **Admin: Monthly Operating Statement posted to the website**
- **Resolutions for Bennett Pump Station and Retaining Wall to be passed tonight- along with SEQR forms**
- **Bank Reconciliations with Karen**
- **Tax Prep- Bills to go out by June 1st**
- **Working on FEMA grants with Deputy Mayor Contino**

Building Department Report April 2022

- Building Permits Issued: 7
- Sign Permit: 0
- Certificate of Occupancy: 1
- Certificate of Compliance: 0
- Certificate of Use: 0
- Municipal Searches: 2

Total Fees Collected: \$800.00

Planning & ZBA

- Planning Board- Matt Anderson
- ZBA- Andy Doro

- The background of the slide is a blue architectural blueprint. It features white lines representing building structures, walls, and various annotations. Some of the visible text on the blueprint includes room numbers like '2/05', '2/02', and '2/01', as well as dimensions and other technical notations. The blueprint is oriented diagonally across the frame.
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The background of the slide is a blue architectural blueprint. It features white lines representing walls, doors, and structural elements. Various rooms are labeled with numbers like '2/05', '2/02', '2/01', '2/03', and '2/04'. Dimensions such as '700', '200', '80', '275', and '227' are scattered throughout the plan. The overall theme is construction and building.

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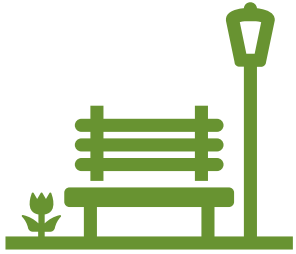
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New Business

Bond Documentation Review/Approval

Village Projects Review

Public Assembly Permit for MECEC 5K Race on 6/11/22



Old Business Updates

Code Update Status: Chapter 220 Vehicles & Traffic

FEMA Request for Bennett Pump Station & Generator

MIG Request for Firehouse Roof

Tennis Court Update

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Buffy Arbogast

Trustee Peter Doro



Mayor Update

Village Projects

- Project / Status / Funding Plan
- Retaining wall / Approved to start; should complete this summer / Amer Rescue Funds & \$150K of bank loan;
- Tennis court resurface / Contract signed; should complete this summer / Donations;
- Replace FH roof / Contract signed; should complete this summer / 40% from ToW/VoM budget; 60% from FC 501c3;
- Repave North Ave/Stanford Rd & Reservoir Rd / Awaiting contractor quote & NYS CHIPS allocation / CHIPS;
- Mobile speed sign / Recommendation from OIC Witt at next board mtg / HNL trust fund account;
- Firehouse upgrades (windows, ramp, AC) / FD is submitting MIG request / Full payment by DC;
- South MB pump station incl. generator / Delaware is submitting FEMA request / FEMA & \$250K of bank loan;
- Sidewalks / Submitted CDBG request / DC grant & HNL trust fund account (for Rennia costs);
- WWTP upgrades / Delaware compiling report of recommended improvements / NYS & yet-to-be bank loan for G-fund;
- Village Hall exterior upgrades (windows, painting) / Window-replacement quote received / Funding TBD.

Public Assembly Permit Request

- MECEC requests approval for 5K road race thru Village on 6/11/22
- Requires additional police coverage for vehicle control along/across Franklin Ave



Next Board of Trustees Meeting:

Wednesday, June 8, 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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