



Board of Trustees Meeting
June 8, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, June 8, 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
- Note: All non-repeating bills for FY 2021-2022 should've already been submitted

Department Reports

- DC Legislature update – Legislator Houston
- Fire & Rescue – Chief Bownas, President Rochfort
- Police – 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

- Climate Smart Pledge – Mayor Collopy
- EV station proposal – Deputy Mayor Contino
- MB Restoration update – Mayor Collopy

Old Business Updates

- Code update status: Chapter 220 Vehicles & Traffic – OIC Witt/Deputy Mayor Contino
- BC pump station & generator – Deputy Mayor Contino
- Firehouse roof & MIG request – 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

Wednesday, July 13, 2022 @ 6:00 pm

Executive Session re: Budget

Adjournment

Auditing of Bills

Voucher Totals

June 8, 2022

NOTES:

Previous Fiscal Year 21/22

New Fiscal Year 22/23

Unpaid Voucher Totals

	21/22	22/23	TOTAL
General Fund	\$ 44,834.71	\$ 43,996.41	\$ 88,831.12
Water Fund	\$ 9,534.53	\$ 690.03	\$ 10,224.56
Sewer Fund	\$ 21,425.46	\$ 896.29	\$ 22,321.75
TOTALS:	\$ 75,794.70	\$ 45,582.73	\$ 121,377.43

Millbrook Fire Department

May 2022

86 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	12
EMS Call	64
HazMat	2
Motor Vehicle Accident	6
Brush/Grass Fire	1
Car Fire	1
TOTALS:	86

EMS Responses	
NDP (49-79)	65
MFD Ambulance	8
Member Responses	53

Mutual Aid Given	
Fire	1
EMS	12

Mutual Aid Received	
Fire	1
EMS	3

V.M.P.D Monthly Report

May 2022

80 Incidents Reported
(including, but not limited to)

Incident #'s 16988-17068

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	11	NY State Police	7	Domestic	3	Suspicious Activity	1	Assist Citizen	3
Property Damage Accident	3	Dutchess Sheriff	2			Animal Complaint	1	Property Check	2
Vehicle & Traffic Complaint	3	Other Police Agency	1			Burglar Alarms	1	School Checks	15
Parking Complaint	1					Lockout	2	Foot Patrol	1
Disabled Vehicle	1	Fire Department	4			911 Misdeal	1		
		EMS	9			Lost/Found Property	3		
						FOIL	1		
		Town of Washington Court	2			Welfare Check	1		



1. Daily Brush Pick-Up ended as of May 31st
2. Summer Brush Pick-Up: 2nd Monday in July, August & September. Next scheduled pick-up is Monday, July 11th
3. Painted parking lines and restrictions on Church at the Millbrook Deli and Cafe Les Baux
4. Painted curbs throughout village
5. All crosswalks and handicap spaces throughout village were painted
6. Mowed and trimmed all properties
7. Serviced mowers
8. Repaired holes and graded parking lot and driveway at water plant
9. Had all streets swept
10. Repaired 3 catch basins on Nine Partners Lane
11. Picked up flowers from Millbrook Gardens and placed in flower barrels
12. Repaired catch basin on Maple Ave
13. Assisted VRI with cutting of road on Reservoir
14. Did repair on backhoe hydraulic controls, done in house
15. Removed large limb blocking Nine Partners Lane after overnight storm
16. Streetlight across from the Library has been repaired

Public Works Monthly Report May 2022

Monthly Water Report

May 2022

	May	April	March
Total Water Produced	5,678,421	5,324,386	5,191,994
Average Daily Flow	183,175	177,500	167,500
Peak Day Flow	233,731	226,392	210,000

Sampling Results:

	May	April	March
Total Coliform	Absent	Absent	Absent

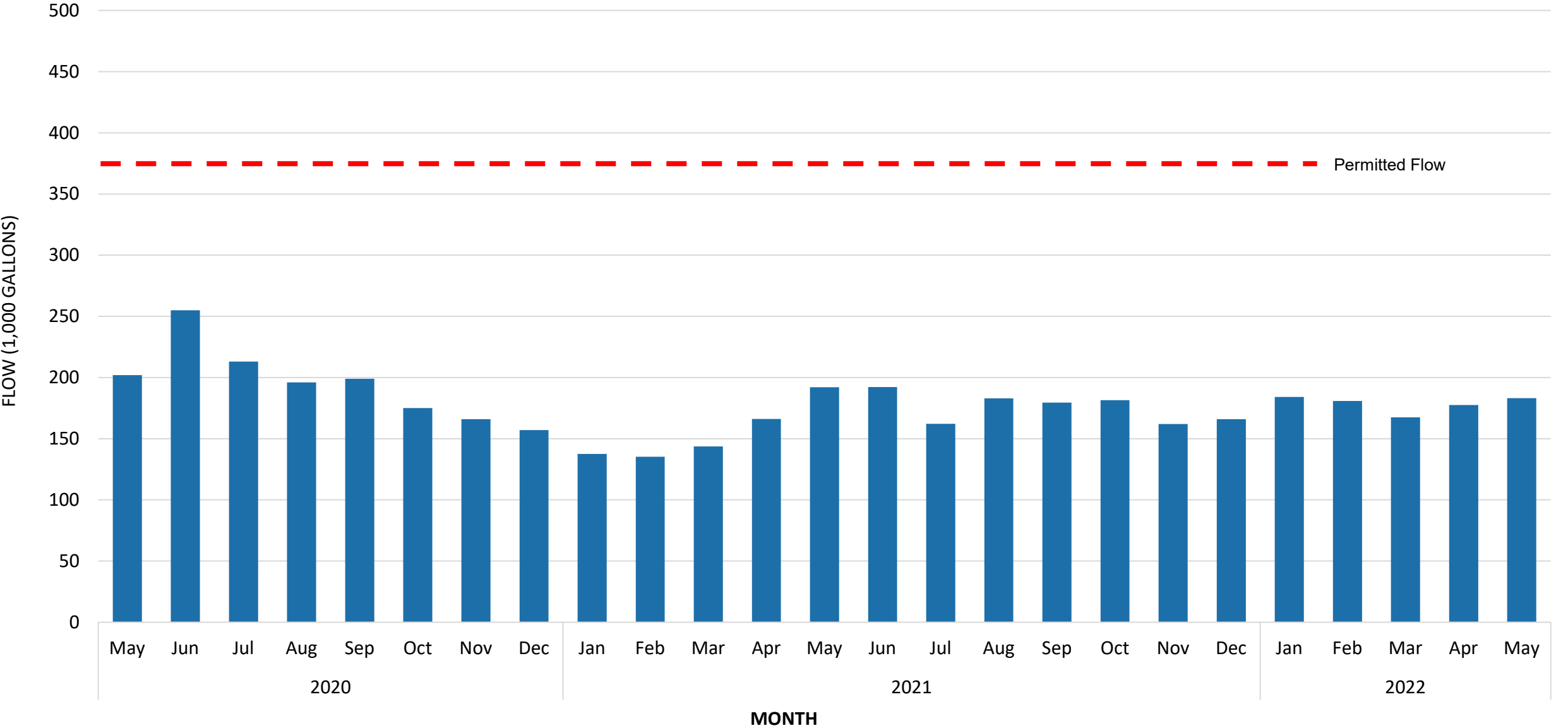
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Shut off water line to old Hale House at Bennett Complex
3. Excavated water main in front of Exmoore House - shut off water to main for site work to be completed. Plan is to disconnect the main down at Bennett Common Way and install a new water line to Exmoore House. Will meet with Mayor and Larry Shapiro to discuss details
4. Met with Tim and Vicky to go over all the issues with water lines at Bennett
5. Water leak at Bennett Complex. Water service lines for Cardinal Hayes and Bennett Condo Pool pulled out of the ground during site work. Made repairs to both lines and installed shut offs for each.
6. Water meters scheduled to be read week of 13th

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

May 2022

	May	April	March	Permit Limit
Total Effluent Flow	5,009,335	9,230,883	5,202,132	n/a
Average Daily Flow	161,600	297,800	167,800	n/a
12-Month Rolling AVG	163,000	162,000	150,000	250,000
Peak Daily Flow	222,889	696,940	241,804	n/a
Precipitation <i>(inches as liquid)</i>	4.4	7.0	3.9	n/a

SPDES Permit Samples: (mg/l)

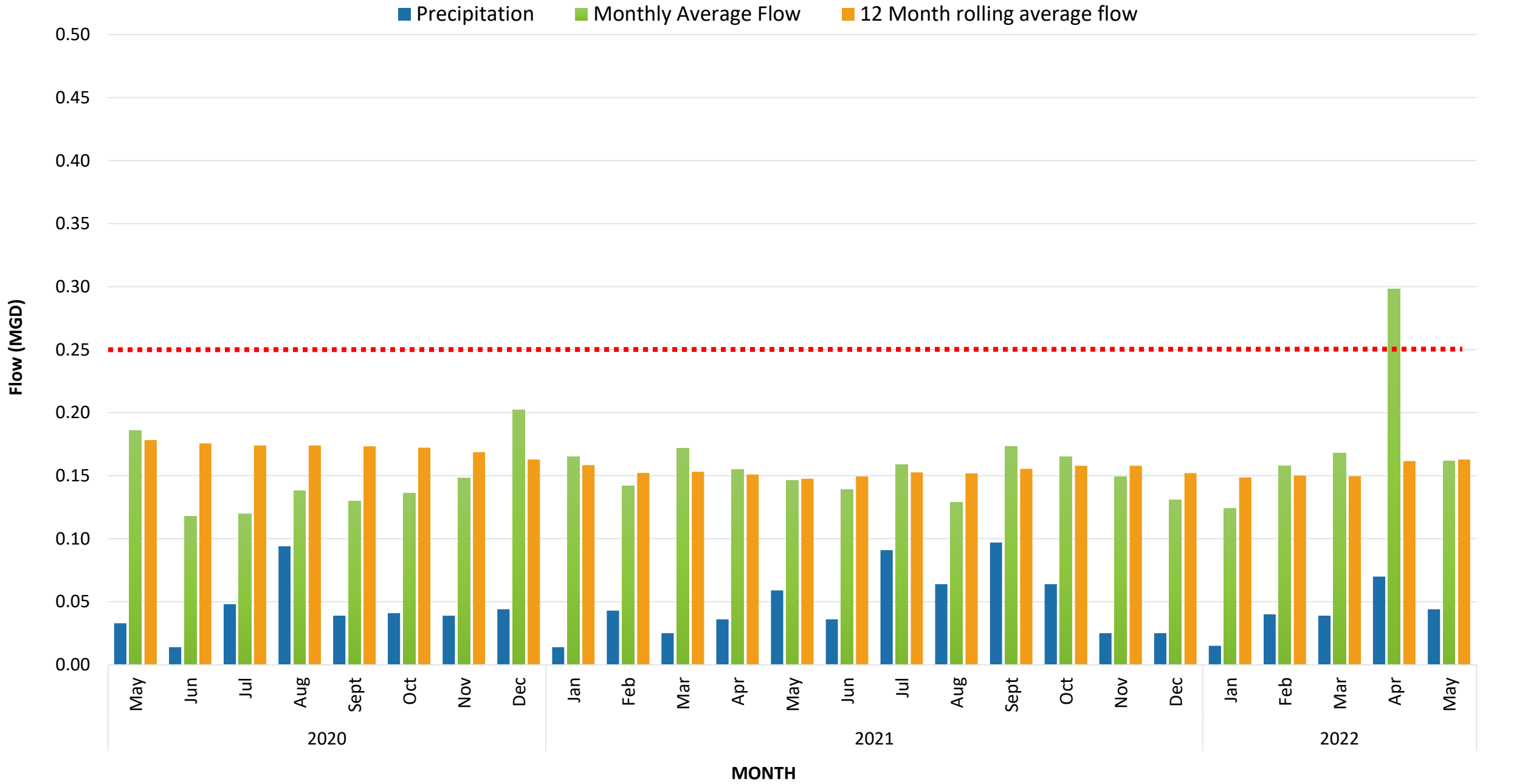
	May	April	March	Permit Limit
BOD	n/a	4.2 mg/l	2.4 mg/l	15 mg/l
Percent Removal	n/a	96 %	98 %	85%
Total Suspended Solids	n/a	1.3 mg/l	1.3 mg/l	15 mg/l
Percent Removal	n/a	99 %	98 %	85%
TKN as N	n/a	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	n/a	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Met with Delaware Engineering to discuss Bennett PS project and sewer plant upgrade
3. Cleaned filter beds
4. Royal hauled dry sludge
5. EarthCare hauled liquid sludge

Millbrook WWTP



Treasurer's Report: May 2022

	5.01.2022	DEPOSITS	DISBURSED	INTEREST	5.31.2022
TAX ACCOUNT	\$256,659.86	\$0.00	\$256,659.86	\$21.09	\$21.09
GENERAL FUND	\$375,702.36	\$289,927.04	\$166,773.93	\$25.87	\$498,881.34
WATER FUND	\$103,079.60	\$17,832.48	\$20,637.59	\$8.47	\$100,282.96
SEWER FUND	\$79,574.12	\$22,325.45	\$21,652.81	\$6.96	\$80,253.72
ACCOUNTS PAYABLE	\$4,401.65	\$139,684.72	\$142,544.37	\$0.00	\$1,542.00
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$41,966.43	\$0.00	\$0.00	\$1.78	\$41,968.21
MEDICAL DEDUCTIBLE	\$11,996.70	\$0.00	\$96.83	\$0.00	\$11,899.87
MILLBROOK RESTORATION	\$48,312.70	\$0.00	\$0.00	\$4.11	\$48,316.81
PAYROLL ACCOUNT	\$11,581.03	\$60,560.19	\$43,537.23	\$0.00	\$31,015.17
POLICE VEHICLE FUND	\$1,728.24	\$0.00	\$0.00	\$0.00	\$1,728.24
RESERVE FOR FIRE TRUCK	\$201,557.38	\$0.00	\$0.00	\$8.56	\$201,565.94
RESERVE FOR HIGHWAY EQUIP	\$13,081.42	\$0.00	\$0.00	\$0.56	\$13,081.98
FIRE/ RESCUE REPAIR RESERVE	\$22,598.05	\$0.00	\$0.00	\$1.92	\$22,599.97
RETAINING WALL	\$72,102.35	\$0.00	\$16,243.55	\$0.45	\$55,859.25
WATER RESERVE ACCT	\$9,980.11	\$0.00	\$0.00	\$0.85	\$9,980.96
SEWER RESERVE ACCT	\$22,001.08	\$0.00	\$0.00	\$1.87	\$22,002.95
TENNIS COURTS	\$20,664.64	\$0.00	\$0.00	\$1.76	\$20,666.40
THORNE TRUST	\$19,481.84	\$0.00	\$0.00	\$0.83	\$19,482.67
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,066.84	\$0.00	\$0.00	\$0.86	\$10,067.70
TOTAL	\$1,336,698.87	\$530,329.88	\$668,146.17	\$85.94	\$1,201,379.70

Treasurer and Clerk Updates:

HAPPY NEW (FISCAL) YEAR! June 1st

- Admin: Monthly Operating Statement posted to the website
- Resolutions for Budget Adjustment (next page)
- Permissive Referendum on BONDS for Retaining Wall and Bennett Pump Station ends 6.12.22
- Bank Reconciliations with Karen
- Tax Bills went out May 30th.
Collection as of 6/7/2022:

\$121,052.64

- On-Going Projects:
Working on FEMA grants with Deputy Mayor Contino

Starting work on 2021/2022 AUD

Budget Amendment Resolution

Budget Amendments

Village of Millbrook

6/8/2022

Motion to accept the Budget Adjustment as presents:

Motion made by _____

Seconded by _____

All in Favor (?) _____

BUDGET AMENDMENTS

GENERAL FUND

Account Number	Description	Increase	Decrease	Reason
45404.01.000.00	Ambulance CE	\$2,500.00		Rescue Squad Expenses paid through Reserve
00230.01.000.80	FD RS Reserve		\$16,500.00	Rescue Squad Expenses paid through Reserve
34104.01.000.00	FD CE (house)	\$14,000.00		Payment towards Roof
		\$16,500.00	\$16,500.00	



Any city, town, village, or county government in New York State can take a stand by adopting the Climate Smart Communities pledge. Local governments may amend the preamble of the pledge below, but all ten points of the pledge must be adopted verbatim by the highest body of elected officials (e.g., town board or city council). The final resolution document must include a signature from the municipal clerk verifying the authenticity of the resolution and indicating the date of passage. Local governments should then designate a primary contact person to complete the online registration form and upload the resolution by following the steps at <https://climatesmart.ny.gov/actions-certification/getting-started/>. After the registration is reviewed, the community will be designated a Registered Climate Smart Community and be added to the online list. Join us!

Mayor Collopy moved and Trustee _____ seconded that

WHEREAS, the Village of Millbrook (hereinafter “local government”) believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and

WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

WHEREAS, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,

IT IS HEREBY RESOLVED that Village of Millbrook in order to reduce greenhouse gas emissions and adapt to a changing climate, adopts the New York State Climate Smart Communities pledge, which comprises the following ten elements:

- 1) **Build a climate-smart community.**
- 2) **Inventory emissions, set goals, and plan for climate action.**
- 3) **Decrease energy use.**
- 4) **Shift to clean, renewable energy.**
- 5) **Use climate-smart materials management.**
- 6) **Implement climate-smart land use.**
- 7) **Enhance community resilience to climate change.**
- 8) **Support a green innovation economy.**
- 9) **Inform and inspire the public.**
- 10) **Engage in an evolving process of climate action.**

Roll Call Vote:

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

Certified by:

Sarah J. Witt Village Clerk 6.8.2022

Building Department Report

May 2022

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

Total Fees Collected: 1360.00

Planning & ZBA

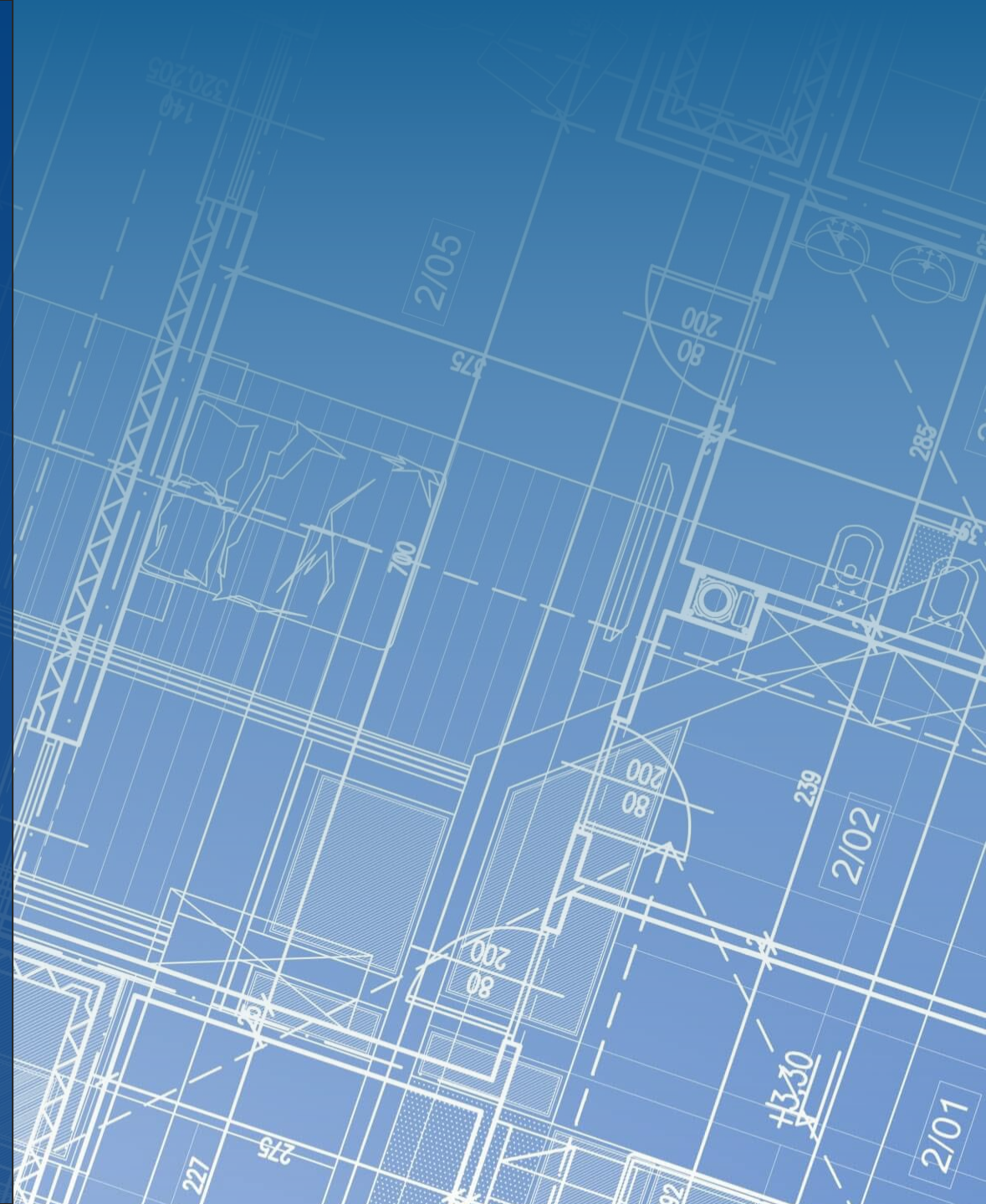
- Planning Board- Matt Anderson- Planning Board has a Public Hearing scheduled for Tuesday June 14th, 7pm, at the Village Hall. The hearing concerns Julien's expanding into space at 22 Front Street, Unit #2. The use is applicable under current Village Codes in the GB district and was previously a bar/tavern at some point in time. Only reason for Public Hearing is that the space is currently listed for office space (I believe) but for Julien's to use the space they need to have the use switched back. There are no proposed changes to the exterior of the building, only inside for seating, bathroom, etc.. Parking variance will go in front of ZBA prior to Public Hearing. No outdoor seating has been requested at this time, other than that which already exists outside the front door of Julien's. Hours of operation will remain the same as Julien's.
- ZBA- Andy Doro

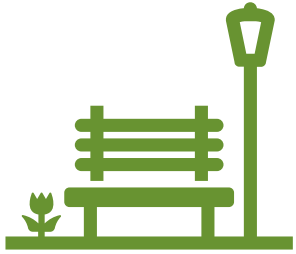
- **Building Permits Issued:**
- **Sign Permit: 0**
- **Certificate of Occupancy:**
- **Certificate of Compliance: 0**
- **Certificate of Use: 0**
- **Municipal Searches:**

Total Fees Collected: 1360.00

Planning & ZBA

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New Business

Climate Smart Pledge
EV station proposal
MB Restoration update



Old Business Updates

Code update status: Chapter 220 Vehicles & Traffic
BC pump station & generator
Firehouse roof & MIG request
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

Millbrook Restoration

- Fund balance = \$48,316 with \$20K still to be paid for Marona's rear building upgrade
- New request from Z. Hampton: upgrade adjacent medical building
- Under consideration: Improved frontage of China/Tokyo & Stewart's

What is the SBA?

- "Sewer Special Benefit Assessment"
- It is an involuntary annual charge of \$50K allocated to customers of our sewer service
- The charge is a separate line item on the Village tax bill or a separate charge on the Water/Sewer bill of non-VoM customer

Planning Board Update – M. Anderson

- PB hearing 6/14 at 7PM in Village Hall for request to expand Julien's into adjacent space

DC Mental Health Fair: 6/11 11AM-3PM in Pok Galleria JCPenney

- Info about DC health resources and services



Next Board of Trustees Meeting:

Wednesday, July 13, 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!