



Board of Trustees Meeting
May 8, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, May 8, 2024
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

1. **Open Meeting:**
 - a. Pledge of allegiance & roll call of trustees
 - b. Moment of Silence – Andy Doro & Stan Morse
 - c. Announce Chief Keith Dworkin for MBPD, effective 6/1/2024
 - d. Community Day 2024 will be September 21st
2. **Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval
3. **Department Reports:**
 - a. DC Legislature – DC Legislator Houston
 - b. Fire & Rescue – Chief Boscardin, President Rochfort
 - c. Police – OIC Witt
 - d. Highway – Hwy Super Collocola
 - e. Water & Sewer – S. Osborn, VRI
 - i. Selection of Tighe & Bond to Project-Manage WWTP Upgrade
 - f. Treasurer & Building Dept – Clerk Witt
 - i. Appoint M. Vila as Chair of ZBA
 - ii. STR roll out, starting June 1st
4. **Old Business**
 - a. Sidewalk completion outlook – Trustee Herzog
 - i. CDBG next steps
 - b. Sidewalk connection from Maple Ave to Franklin – Trustee Murphy
 - c. Update on recovery of Green Briar W/S funds – I. MacDonald
 - d. Old Orchard Lane washout – I. MacDonald
5. **New Business**
 - a. ToW Overlay Proposals – VoM feedback
 - b. NRI Resolution for VoM – Trustee Herzog
 - i. Benchmarking for Green House Gas Monitoring – Trustee Herzog & G. Glasson
6. **Public Comments**
7. **Board Member Updates**
8. **Upcoming Budget Meetings:**
 - a. Next Regular Board Meeting – Wednesday, 6/12/2024 - 6PM
9. **Adjournment**

Unpaid Voucher Totals	
General Fund	\$181,170.88
Water Fund	\$12,181.28
Sewer Fund	\$21,068.86
TOTAL:	\$214,421.02

Voucher Totals
May 8, 2024

MILLBROOK FIRE DEPARTMENT

APRIL 2024

63 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	15
EMS Call	34
Motor Vehicle Accident	0
Structure Fire Call *	4
Brush Fire	1
Tree & Wire	4
CO Alarms	4
TOTALS:	63

* Mutual Aid Given

EMS Responses	
NDP (49-79)	34
MFD Ambulance	4
MFD Members	25
Mutual Aid Given	
Fire	4
EMS	2
Mutual Aid Received	
Fire	0
EMS *	4

* 72 took 2

NOTES:

Monthly drills

- Ladders & Ventilation
- Brush Fire Refresher

V.M.P.D MONTHLY REPORT

APRIL 2024

39 INCIDENTS REPORTED

(including, but not limited to)

Incident #'s 18959-18998

TRAFFIC		ASSIST OTHER AGENCIES		CRIMES		PUBLIC SERVICE		COMMUNITY POLICING	
Property Damage Accident	1	Other Police Agency	2	Larceny	1	Suspicious Activity	1	Assist Citizen	3
Vehicle & Traffic Complaint	1			Domestic	1	Neighbor Dispute	1	Foot Patrols	12
		Fire Department	2	Order Protection Iss.	1	Noise	1		
		EMS	4			Lockout	1		
						Lost/Found Property	3		
		Town of Washington Court	2			Animal Complaint	1		



Brush Pick-Up

April 1 – May 31

NO YARD CLEARING, TREE REMOVAL OR LEAVES

Public Works Monthly Report April 2024

1. **Brush Pick-Up began April 1st**
2. **Brush Pick-Up ends May 31st**
3. **No monthly summer brush pick-up this year. Monday, Sept 9th will be the only extra pick-up day.**
4. Repair railing on Church St culvert
5. Began brush pick up
6. Put up no standing signs on corner of Front St and on corner of Church and Franklin
7. Service and prepped mowers
8. Painted 2011 and 2015 truck beds
9. Swept all village streets
10. Put out flower barrels
11. 2024 dump truck delivered, removed sander and plow
12. Village crosswalks and stop bars painted
13. Began taking brush to town dump
14. Began mowing all properties
15. 20 bags of cold patch used for potholes
16. Filled planters with potting mix

Monthly Water Report

April 2024

	April	March	February
Total Water Produced	4,368,540	4,052,455	3,739,699
Average Daily Flow	145,620	130,725	128,955
Peak Day Flow	214,760	173,790	182,159

Sampling Results:

	April	March	February
Total Coliform	Absent	Absent	Absent

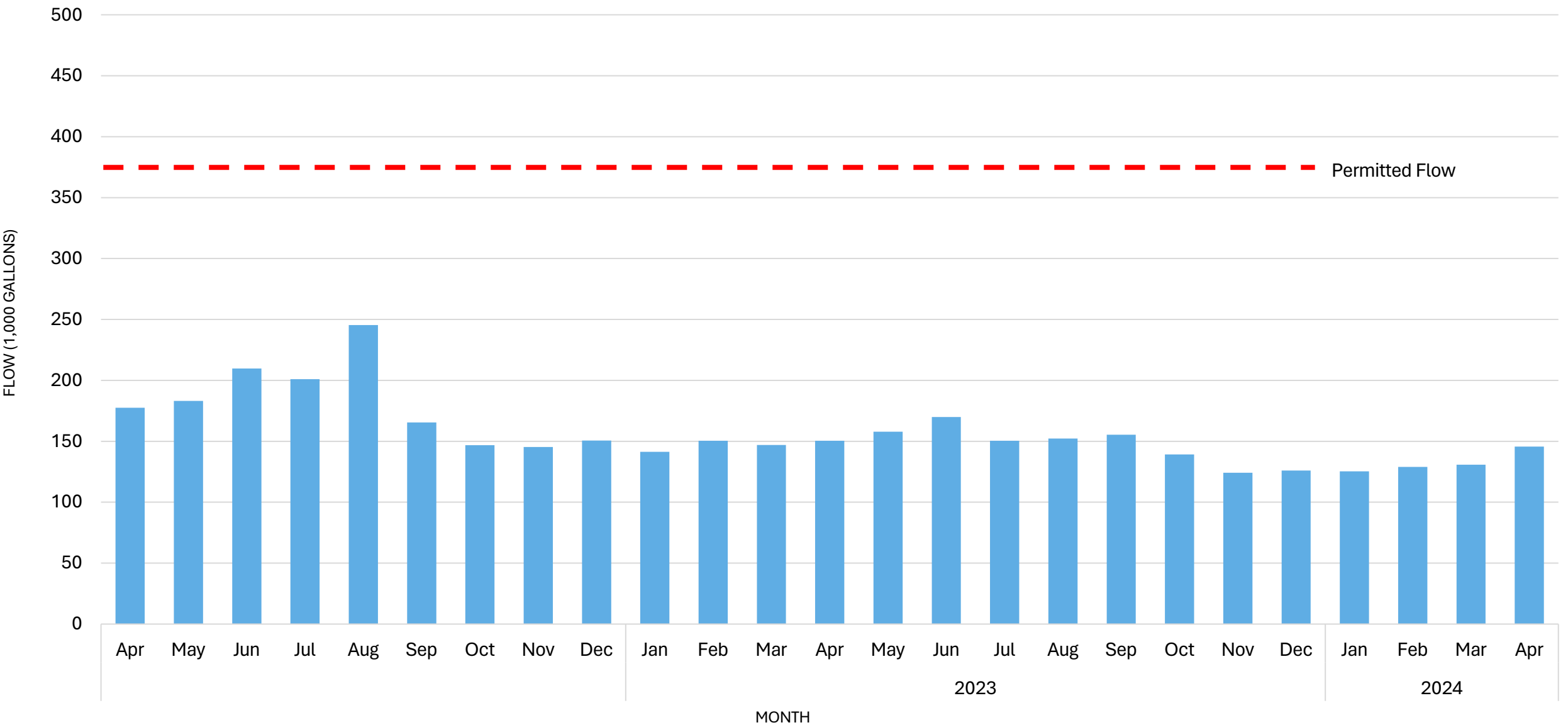
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Fixed curb box at 56 Maple Ave
3. Flushed all fire hydrants
4. Shut off water at Bennett for pool house - broken service line

Millbrook Water

Average Daily Flow



Monthly Sewer Report

April 2024

	April	March	February	Permit Limit
Total Effluent Flow	6,233,575	8,707,955	4,535,247	n/a
Average Daily Flow	200,760	280,900	156,400	n/a
12-Month Rolling AVG	207,000	202,000	205,000	250,000
Peak Daily Flow	413,830	709,380	262,887	n/a
Precipitation (<i>in. as liquid</i>)	3.9"	7.3"	2.2"	n/a

SPDES Permit Samples: (mg/l)

	April	March	February	Permit Limit
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	98 %	85%
TKN as N	.5 mg/l	.48 mg/l	2.5 mg/l	8 mg/l
Fecal Coliform	n/a	n/a	n/a	200/100 ml

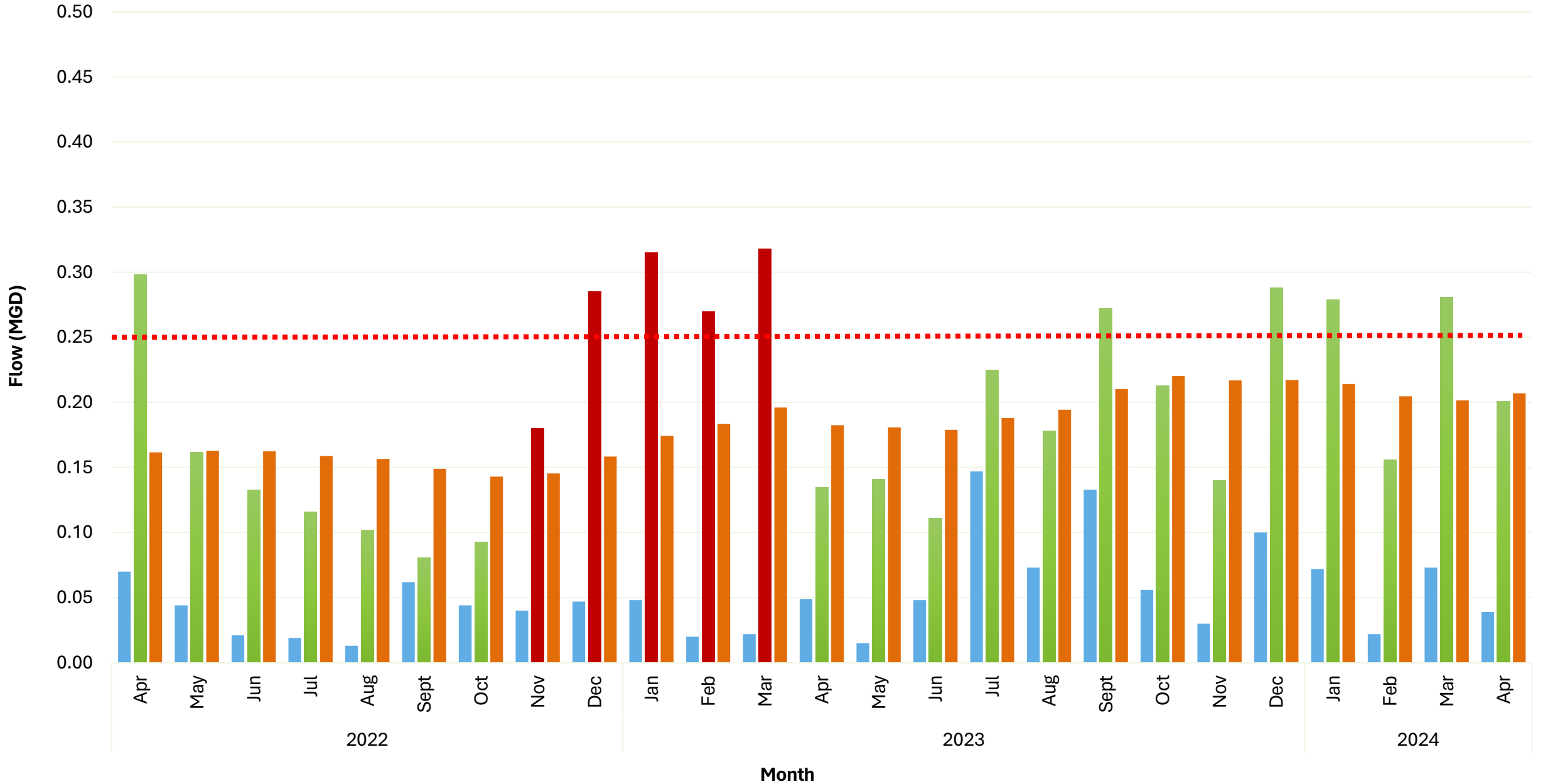
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. EarthCare hauled sludge
3. Flow meters calibrated
4. Started cleaning sludge drying beds

Millbrook WWTP

Precipitation Monthly Average Flow 12 Month rolling average flow Inaccurate Flow Meter



Building Department Report: April 2024

Building Permits Issued	4
Sign Permit	0
Certificate of Occupancy	1
Certificate of Compliance	0
Municipal Searches	0
Total Fees Collected	\$1190

Notables:

- STR applications will be available in June
 - Will need to schedule Oath of Office for Justin before June
- Resolution for updated Planning and Zoning Fees

Resolution 2024-007

Resolution 2024-007 Planning & Zoning Board Revised Fees

Click link to view resolution

https://villageofmillbrookny.com/wp-content/uploads/2024/05/PB-ZBA-revised-fee-schedule_2024.pdf

Treasurer’s Report: Bank Balances - April 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	14,284.66	6,461.93	20,746.59	2.07	526.69	15.16	2.07
GENERAL FUND	128,935.56	70,455.19	177,548.10	11.74	207.57	112.17	21,854.39
WATER FUND	66,695.25	56,261.19	47,279.27	12.38	157.79	44.23	75,689.55
SEWER FUND	107,183.98	42,536.74	40,926.68	19.60	198.26	74.85	108,813.64
ACCOUNTS PAYABLE	8,825.82	176,884.98	169,374.64	0.00	0.00	0.00	16,336.16
BENNETT PUMP STATION	69,315.03	0.00	67,826.96	0.47	8.54	8.54	1,488.54
ESCROW (PLANNING & ZONING)	5,280.60	0.00	1,298.29	0.00	0.00	0.00	3,982.31
HNL TRUST	17,873.74	0.00	0.00	2.94	49.52	15.46	17,876.68
MEDICAL DEDUCTIBLE	6,995.39	0.00	489.02	0.00	0.00	0.00	6,506.37
MILLBROOK RESTORATION	10,589.24	0.00	0.00	2.18	34.49	8.78	10,591.42
PAYROLL ACCOUNT	12,996.69	63,147.87	44,818.11	0.00	0.00	0.00	31,326.45
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,680.40	0.00	0.00	0.28	4.01	1.11	1,680.68
RETAINING WALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WATER RESERVE	0.00	0.00	0.00	0.00	10.48	0.00	0.00
SEWER RESERVE	0.00	0.00	0.00	0.00	25.98	0.00	0.00
SIDEWALKS	615.52	69.18	684.70	0.00	2.14	2.14	0.00
TENNIS COURTS	302.64	0.00	0.00	0.06	0.70	0.25	302.70
THORNE TRUST	19,535.99	0.00	19,535.99	0.00	31.10	9.74	0.00
TREE REPLACEMENT PROGRAM	7,676.17	0.00	0.00	1.26	12.88	5.09	7,677.43
TRIBUTE GARDEN DONATIONS	6,358.28	0.00	0.00	1.30	17.49	5.27	6,359.58
TOTAL	584,697.31	415,817.08	590,528.35	54.28	1,287.64	302.79	312,216.21

Treasurer’s Report: NYCLASS Balances - April 2024

Average Monthly Yield: 5.2196%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	357,489.10	0.00	0.00	1,532.52	13,550.90	5,236.99	359,021.62
TAX ACCOUNT	770,558.35	0.00	0.00	3,303.38	28,489.51	9,092.06	773,861.73
WATER FUND	10,169.09	0.00	0.00	43.57	931.99	175.44	10,212.66
SEWER FUND	49,765.63	0.00	0.00	213.33	13,743.79	3,185.30	49,978.96
FEMA	16,056.93	0.00	0.00	68.85	148.99	148.99	16,125.78
BENNETT PUMP STATION	162,160.51	67,826.96	0.00	976.22	2,426.75	2,426.75	230,963.69
TENNIS COURT RESERVE	4,002.28	0.00	0.00	17.12	19.40	19.40	4,019.40
TOTAL	1,370,201.89	67,826.96	0.00	6,154.99	59,311.33	20,284.93	1,444,183.84

Total Balances - April 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	415,817.08	590,528.35	54.28	1,287.64	302.79	312,216.21
NYCLASS	1,370,201.89	67,826.96	0.00	6,154.99	59,311.33	20,284.93	1,444,183.84
TOTAL	1,954,899.20	483,644.04	590,528.35	6,209.27	60,598.97	20,587.72	1,756,400.05

Clerk/Treasurer Highlights

- Rec’d tax money from DC to make us whole- \$6,461.93- transferred \$20,746.59 to Gen to prepare for 24/25 Tax Season
- Turned Thorne Trust money over to MCP as per Resolution 2024-006
- Preparing for 24/25 Tax Season- Docs to County so they can print tax bills
- Completed annual SLFRF (ARPA) report
- Attended Annual Installation FD Dinner- just have one more person to sign Oath book

Resolution 2024-008

Resolution 2024-008 Resolution to Adopt the Natural
Resources Inventory (NRI) for the Village of Millbrook (VoM)

Click link to view resolution

[https://villageofmillbrookny.com/wp-
content/uploads/2024/05/2024-008-NRI-Resolution.pdf](https://villageofmillbrookny.com/wp-content/uploads/2024/05/2024-008-NRI-Resolution.pdf)

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Peter Doro

Trustee Mike Herzog

Trustee Vicky Contino

Trustee Patrick Murphy





Next Board of Trustees Meeting:

Monthly Business Meeting @ Firehouse
Wednesday, June 12, 2024 @ 6:00 pm

MEETINGS ARE HELD AT THE
Millbrook Firehouse

20 Front Street, Millbrook
(unless otherwise noted)

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