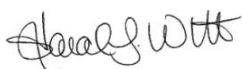


Village of Millbrook Board of Trustees

Wednesday, 05/08/2024 - 6 PM Millbrook Firehouse, 20 Front Street, Millbrook NY,12545

1. **Roll Call:** Mayor Collopy, Deputy Mayor Doro, Trustee Herzog, Trustee Contino, Trustee Murphy, Fire Department (FD) Chief Boscardin, Matt Rochfort (FD President), Scott Osborn (VRI), Public Works Supervisor (PWS) Collocola, OIC Witt, Attorney Mackey, and Clerk Witt
2. **Open meeting – 6:00 PM with Pledge of Allegiance.**
3. **Administrative Business:**
 - Moment of Silence:** Andy Doro (ZBA Chair) and Stan Morse (Past Trustee and Planning Board Chair)
 - Oath of Office:** Chief Dworkin (Millbrook Police) was sworn in by Clerk Witt. Chief Dworkin to start in June.
 - Minutes Approval:** April Minutes (4/10, 4/16, 4/17, and 4/24) were tabled until June meeting to approve.
 - Voucher Approval:** *Motion* made by Mayor Collopy to accept the Voucher fund totals as presented, seconded by Trustee Contino and all were in favor (attached in presentation).
4. **Department Reports:**
 - a. **Fire & Rescue** – Chief Boscardin Read from attached report. Mayor Collopy said the NDP (ambulance) contract has been approved for a one-year extension. Annual Fire Department Block Party will be held July 11, 12, and 13- parade on July 13th.
 - b. **Police** – OIC Witt read from attached monthly report. \$10K Body Armor Grant was submitted- waiting on results. Speed sign will be moved to Church St. On going- work with Lexipol (Police policy upgrade).
 - c. **Highway** – PWS Collocola read highlights from the attached monthly report. PWS Collocola reported the new truck has been delivered. Brush can no longer be brought to Hitchcock Farm for disposal. Tim Race is interested in taking the leaves during leaf pick-up. There will only be one summer brush pick scheduled for September. Arold will be coming to camera Washington Ave in preparation for paving- quotes to follow for the storm drain repairs.
 - d. **Water & Sewer** – S. Osborn: read from attached monthly reports. Tighe and Bond were awarded the engineering RFQ for the Wastewater Treatment Plant Upgrade (WWTP) project. Delaware Engineering to complete Bennett Pump Station project. Dyna sand filter (previously purchased) will not be incorporated into the plans for the WWTP- Mayor Collopy would like to sell it at auction.
 - e. **Treasurer & Building Dept** – Clerk Witt: read from attached reports. **Resolution 2024-007** -Updating Planning and Zoning Fees (attached)- *Motion* made by Deputy Mayor Doro to accept the updated Planning and Zoning fees, seconded by Trustee Herzog and all were in favor- 5 ayes 0 nays. Mayor Collopy appointed Mark Vila as Zoning Board of Appeals (ZBA) Chair- Clerk Witt to give Oath of Office.
5. **Old Business: Sidewalk Project-** Trees purchased and scheduled for May 17th to be planted. Sun-up to come and finish the crosswalks.
 - Sidewalk Connection (Maple Ave to Franklin):** Trustee Murphy- 2-3 weeks out for scheduling.
 - Green Briar Water and Sewer Update:** Tabled for Executive Session (legal matters).
 - Old Orchard Lane Washout:** Tabled for Executive Session (legal matters).
6. **New Business: Resolution 2024-008-** Natural Resources Inventory (NRI) for the Village of Millbrook (VoM) (attached). *Motion* to accept Resolution 2024-008 made by Trustee Herzog, seconded by Trustee Murphy and all were in favor – 5 ayes 0 nays. The NRI Report can be viewed on the Village website.
 - Town of Washington (ToW) Hospitality Overlay:** *Motion* made by Deputy Mayor Doro to authorize Mayor Collopy to reach out to the Town Board and address the Village's environmental concerns with the portion of the ToW's overlay having to do with the corner of Halcyon and Rt 343 and to ask the Town Board to remove that area from the overlay, seconded by Trustee Contino and all were in favor. 5 ayes 0 nays.
7. **Public Comments:** No additional comments.
8. **Board Member Updates**
9. **Executive Session:** *Motion* made by Mayor Collopy to enter executive session at 7:30 PM to discuss Greenbriar (legal) and Old Orchard Washout (legal), seconded by Deputy Mayor Doro and all were in favor. No motions made during executive session. *Motion* made by Mayor Collopy to exit executive session at 7:53 PM, seconded by Deputy Mayor Doro and all were in favor. 5 ayes 0 nays.
10. **Next board meeting: Business Meeting- June 12, 2024, 6PM at Firehouse.**
11. **Adjournment:** *Motion* to adjourn at 7:53 PM was made by Mayor Collopy seconded by Deputy Mayor Doro and all were in favor. 5 ayes 0 nays.

Respectfully submitted by Village Clerk - Sarah J. Witt



Village of Millbrook Board of Trustees - Resolution 2024-007 - May 08, 2024

The Village of Millbrook Board of Trustees the Board has reviewed and hereby adopts the revised Planning and Zoning Board fees as follows:

VILLAGE OF MILLBROOK PLANNING BOARD FEES REVISED

Major Subdivision	New	Previous
Application Fee	850.00	500.00
Fee per new lot	250.00	200.00
Recreation Fee per new lot	2,500.00	1,600.00
Escrow	2,000.00	1,750.00
Minor Subdivision		
Application	750.00	200.00
Fee per new lot	200.00	100.00
Recreation Fee per new lot	2,500.00	1,600.00
Escrow	2,000.00	500.00
Site Plan		
Application	800.00	800.00
Escrow	2,000.00	1,500.00
Special Permit with Site Plan		
Application	600.00	400.00
Escrow	1,000.00	350.00
Special Permit-Independent		
Application	600.00	600.00
Escrow	1,500.00	350.00
Lot Line Change		
Application (0-0.9 acres)		300.00
Application (Up to 5.99 acres)	600.00	400.00
Application (6-15.9 acres)	900.00	500.00
Application (16+ acres)	1,200.00	750.00
Escrow	2,000.00	500.00

Zoning Board Fees

*Area Variance	400.00	150.00
*Escrow	1500.00	0.00

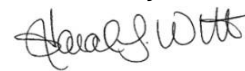
*Four hundred dollars (\$400.00) for the first variance ii. One hundred twenty-five dollars (\$125.00) for each additional area variance iii.

*The ZBA may require that an escrow be established for the Village to engage professional consultants to assist in the review of the application. The minimum escrow amount would be fifteen hundred dollars (\$1,500.00)

Motion: Deputy Mayor Doro Second: Trustee Herzog

	Aye	Nay
Mayor Collopy	x	
Deputy Mayor Doro	x	
Trustee Herzog	x	
Trustee Contino	x	
Trustee Murphy	x	

Certified by:



Sarah J. Witt
Village Clerk

May 8, 2024

Resolution 2024-008 – Village of Millbrook Board of Trustees May 08,2024
Resolution to Adopt the Natural Resources Inventory (NRI) for the Village of Millbrook (VoM)

Whereas an NRI is a systematic and comprehensive assessment of the various natural resources within a particular geographic area, and the primary purpose of an NRI is to gather accurate, up-to-date information concerning the quantity, quality, distribution, and condition of the natural resources within that area to assist in making informed land-use decisions, and

Whereas the VoM, along with the Towns of Washington & Clinton, received grant funding from the NYS DEC Hudson Estuary Program to receive technical assistance in developing the NRI, and

Whereas the VoM appointed an NRI Task Force Committee which worked with the Estuary Program Staff and Cornell Cooperative Extension of Dutchess County to develop the NRI, and

Whereas the GIS-based maps and associated text of the NRI incorporate information from the participants' master plans, the 2004 Significant Habitats study by Hudsonia, the 2010 Dutchess County NRI, the 2000 Natural resource Management Plan for the Wappingers Creek, the 2022 Natural Resource Characterization and Recommendations Report for the Wappingers Creek watershed, the 2011 VoM Sewer and Water Comprehensive Plan, and the 1992 Water Supply Protection Program for Dutchess County, together with input obtained during numerous public engagements, and

Whereas the Task Force presented the draft NRI at a public meeting with the VoM Board of Trustees on September 21, 2023, and

Whereas the Task Force completed the development of the NRI consistent with the standards established by the DEC Estuary Program to assist future decision-making processes by the VoM,

Whereas the adoption of the NRI is a Type II action under NYS SEQRA, pursuant to 6 NYCRR 617.5(c)(33) for which no further action under SEQRA is required.

Now therefore be it resolved that the VoM Board of Trustees hereby approves and adopts the NRI, dated February 9th, 2024, as an inventory of data collection which identifies important natural resources within the VoM.

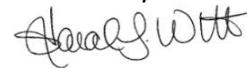
Be it further resolved that it is the intent of the VoM Board of Trustees to use this NRI as one resource for boards, agencies and the public to assist in the development, management, and protection of the Village's resources when making future land-use decisions. This includes being used by the Planning Board and Zoning Board of Appeals during special use-permit reviews as well as any SEQRA assessments.

Be it further resolved that this resolution takes effect immediately.

Motion: Trustee Herzog **Second:** Trustee Murphy

	Aye	Nay
Mayor Collopy	x	
Deputy Mayor Doro	x	
Trustee Herzog	x	
Trustee Contino	x	
Trustee Murphy	x	

Certified by:



Sarah J. Witt
Village Clerk
May 8, 2024



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:

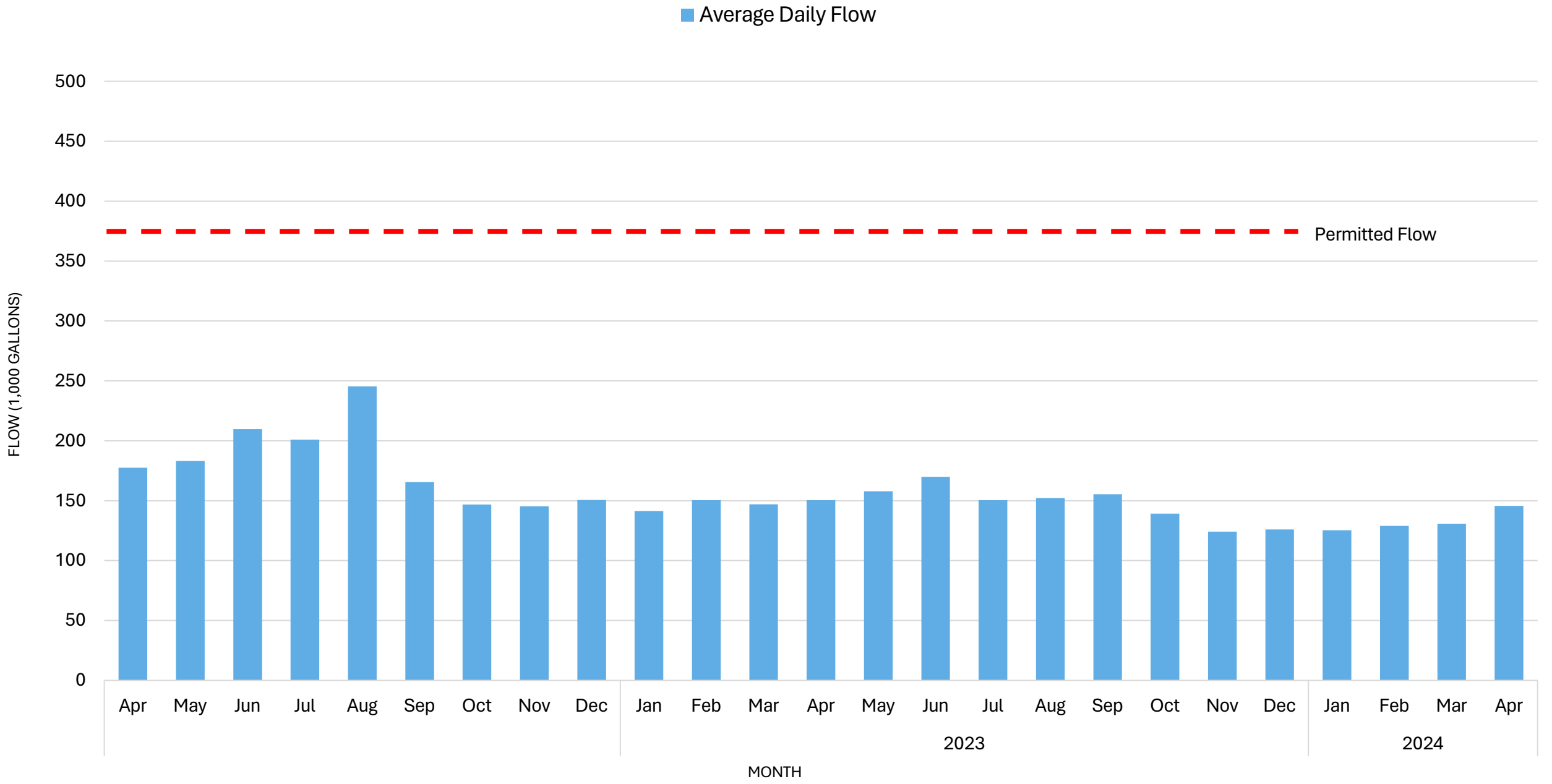
	April	March	February
Total Coliform	Absent	Absent	Absent

* 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



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

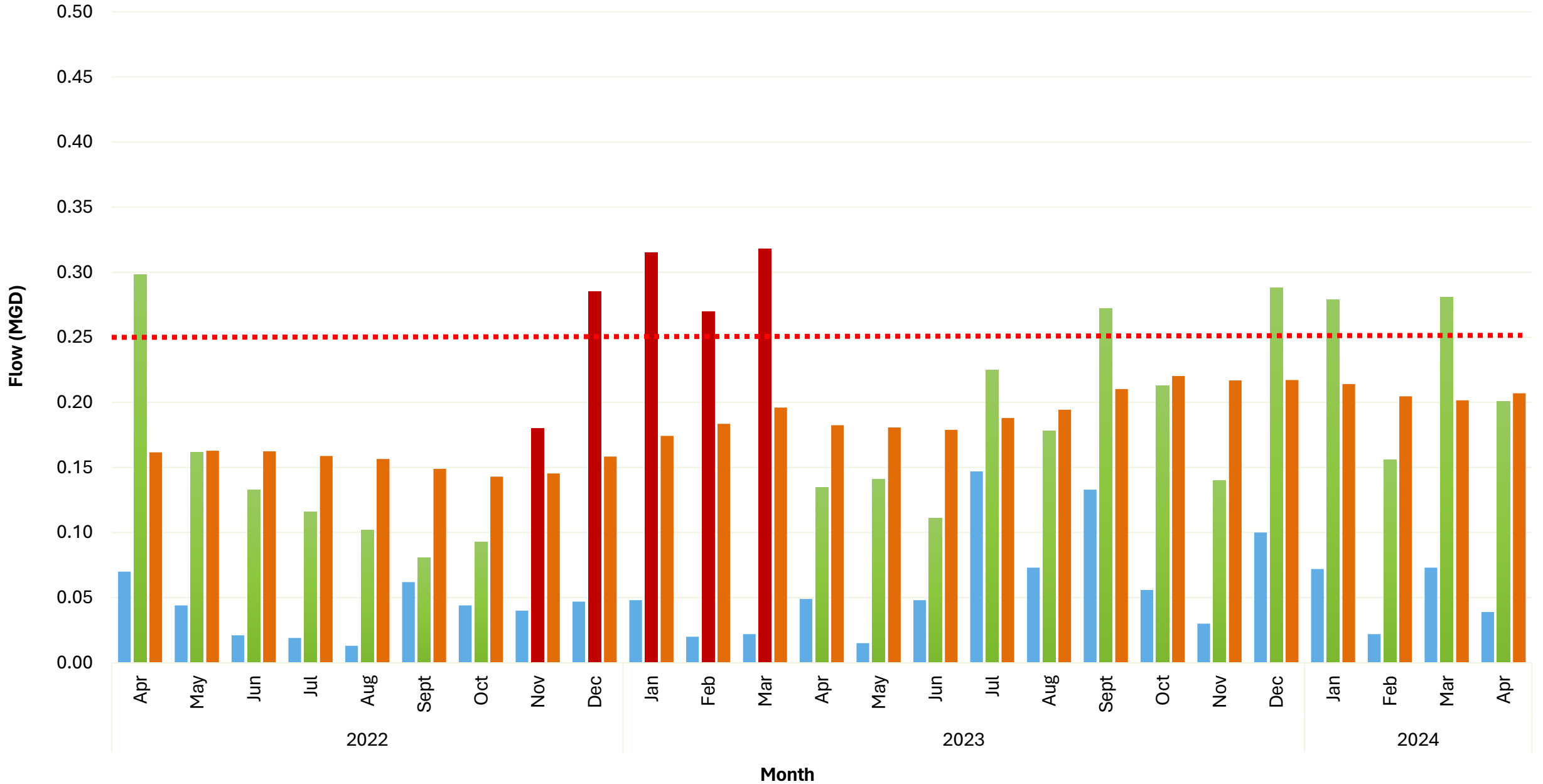
* Exceeds permit limit

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!