



Board of Trustees Meeting
July 10, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, July 10, 2024
6:00 PM
Village Hall

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
- 2. Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval, budget adjustments & final FY 23-24 report
- 3. Department Reports:**
 - a. DC Legislature – DC Legislator Houston
 - b. Fire & Rescue – Chief Boscardin, President Rochfort
 - c. Police incl. grants status – Chief Dworkin
 - d. Highway incl. proposal for Wash Ave paving – Mayor Collopy
 - i. Review quotes for sidewalk grinding & pad replacements
 - e. Water & Sewer, incl. WQIP appl. & SM pump station installation – S. Osborn, VRI
 - f. Treasurer & Building Dept incl. STR permit status – Clerk Witt
- 4. Old Business:**
 - a. Sidewalk connection from Maple Ave to Franklin – Deputy Mayor Murphy
 - b. Proposal to convert streetlights to LED – Trustee Herzog
- 5. New Business:**
 - a. Public hearing of update to Chp 79 to keep thoroughfares clear – Mayor Collopy
 - b. Introduce resolution for Chp 230 for a moratorium in RLD districts – Trustee Doro
 - c. Introduce CSC benchmarking resolution – Trustee Herzog
 - d. Propose change to criteria of what's considered Village-owned trees – Trustee Herzog
- 6. General Public Comments**
- 7. Board Member Updates:**
 - a. Deputy Mayor Murphy
 - b. Trustee Herzog
 - c. Trustee Contino
 - d. Trustee Doro
 - e. Mayor Collopy
- 8. Executive Session - Personnel**
- 9. Next Board Meeting:** Wednesday, 8/14/2024 - 6PM back to MB Firehouse
- 10. Adjournment**

Unpaid Voucher Totals July 10, 2024

	FY 23/24	FY 24/25	Total
General Fund	\$1,521.98	\$127,529.17	\$129,051.15
Cap Sidewalks		\$1,717.60	\$1,717.60
Water Fund		\$22,640.47	\$22,640.47
Sewer Fund		\$19,044.48	\$19,044.48
TOTAL:	\$1,521.98	\$170,931.72	\$172,453.70

23/24 & 24/25 Budget Adjustments & Transfer Authorizations

23/24 Budget Adjustments

Police

From	3120.1 Police PS	\$	34,044.84
To	3120.4 Police CE	\$	(17,557.97)
To	3120.4 Police Repairs	\$	(9,260.40)
To	3120.2 Police EQ	\$	(200.28)

Fire

From	9720.6 FD Pickup	\$	14,000.00
From	9720.7 FD Pickup Int	\$	1,000.00
From	4540.4 Ambulance CE	\$	2,719.97
To	3410.4 Fire CE Repairs	\$	(6,432.75)
To	1910.4 U.I. FD Benefits	\$	(5,159.20)
To	3410.8 Fire Benefits	\$	(2,991.00)
To	3410.4 Fire Office	\$	(1,255.13)
To	3410.4 Fire CE Diesel	\$	(1,246.98)
To	3410.4 Fire House CE	\$	(357.22)
To	3410.4 FH Heating Fuel	\$	(258.01)

HWY

From	5142.4 Snow Removal CE	\$	14,090.33
From	5182.4 Street Light CE	\$	6,598.13
From	5110.2 Streets EQ- Road Paving	\$	5,308.60
From	1640.4 Centra Garage CE Repairs	\$	1,093.01
From	5110.4 Streets CE- Diesel	\$	1,120.27
From	1640.4 Central Garage CE Utilities	\$	768.05
To	5110.4 Streets CE	\$	(9,917.27)
To	5110.4 Streets Repairs	\$	(8,566.25)
To	5110.4 Street Trees	\$	(2,392.97)
To	5110.4 Streets Eq/Supplies	\$	(2,072.35)
To	1640.4 Central Garage CE Eq/Supplies	\$	(878.51)
To	1640.2 Central Garage EQ	\$	(724.48)
To	5110.2 Streets EQ	\$	(185.00)

CHIPS

From	3501.01 CHIPS Revenue	\$	(26,334.00)
To	51124.01 CHIPS Expense	\$	26,334.00

Front Office

From	8020.1 Planning PS	\$	6,135.02
From	1910.4 Unallocated Insurance	\$	5,817.47
From	1622.4 VH CE Heating Fuel Gym	\$	5,060.16
From	1680.2 Data Processing EQ	\$	2,650.00
From	1622.4 VH CE Heating Fuel	\$	2,479.75
To	1420.4 Attorney CE	\$	(11,351.43)
To	1325.1 Clerk PS	\$	(2,787.69)
To	1325.4 Clerk Training	\$	(1,489.39)
To	1680.4 Data Processing CE	\$	(866.61)
To	1325.1 Dept Clerk PS	\$	(540.28)
To	1670.4 Central Print/ Mail	\$	(231.53)
To	9060.8 Medical Insurance	\$	(198.93)
To	1460.4 Records Management CE	\$	(99.37)
To	8160.4 Refuse/ Garbage CE	\$	(63.68)
To	1720.4 Awards CE	\$	(6.28)

Vehicle Purchases

From	5720.1 SIB Revenue	\$	(198,000.00)
To	34102.1 Fire Eq	\$	77,000.00
To	51102.1 HWY Eq	\$	121,000.00

23/24 & 24/25 Budget Adjustments & Transfer Authorizations (Continued)

Water

From	8310.2 - Water Cap Improve	\$	16,738.49
From	8340.4 - Water Trans/Distrib CE	\$	3,902.93
From	8340.4 - Water Trans/Distrib CE	\$	2,342.58
From	9733.7 - Interest Bedrock Wells	\$	1,250.00
From	8340.4 - Water Trans/Distrib CE	\$	359.13
From	8340.4 - Water Trans/Distrib CE	\$	292.06
From	8310.4 - Water Admin CE	\$	245.31
From	8320.4 - Source Power Pump CE	\$	152.25
To	1910.4 - Unallocated Insurance	\$	(1,153.00)
To	8310.4 - Water Admin CE	\$	(1,878.26)
To	8320.4 - Source Power Pump CE	\$	(2,771.50)
To	9730.7 - Debt Interest, BAN	\$	(5,300.00)
To	9730.7 - Debt Interest, BAN	\$	(10,075.00)
To	8340.4 - Water Trans/Distrib CE	\$	(14,507.81)

Transfer Authorizations

Cap Sidewalks	450.1.0.55 NY Class Tax Acct	\$	(40,000.00)	
	200.6 Cash- Sidewalks	\$	40,000.00	
Tree Replacemnt	200.94.0.68 Tree Replacement Acct	\$	(7,860.00)	Close?
	200.6 Cash- Sidewalks	\$	7,860.00	

24/25 Budget Amendment

Police

From	2705.1 Donations	\$	(1,000.00)
To	31202.1 Police Eq	\$	1,000.00

Tennis

From	450.1 NY Class	\$	(4,000.00)
From	201.1 Tax Acct	\$	(4,000.00)
To	71802.1 Tennis Courts	\$	8,000.00

Sewer

From	9710.6 - Debt Service on BONDS	\$	21,850.00
From	8130.4 - Sewer Treatm/Disp CE	\$	19,170.27
From	8130.2 - Sewer Cap Improve	\$	15,578.22
From	9710.7 - Interest on Debt Service BONDS	\$	7,500.00
From	8130.4 - Sewer Treatm/Disp CE	\$	3,370.86
From	8130.4 - Sewer Treatm/Disp CE	\$	2,183.36
From	8130.4 - Sewer Treatm/Disp CE	\$	1,922.10
From	1910.4 - Unallocated Insurance	\$	280.00
To	8130.4 - Sewer Treatm/Disp CE	\$	(312.05)
To	8130.4 - Sewer Treatm/Disp CE	\$	(588.03)
To	8110.4 - Sewer Admin CE	\$	(638.06)
To	9950.9 - Capital Reserve	\$	(1,500.00)
To	8130.4 - Sewer Treatm/Disp CE	\$	(2,827.16)
To	8130.4 - Sewer Treatm/Disp CE	\$	(4,472.45)
To	8130.4 - Sewer Treatm/Disp CE	\$	(5,240.75)
To	9730.7 - Debt Interest, BAN	\$	(12,187.50)

Final Operating Expense Report for VoM Fiscal Year 23/24

General Fund (A) Totals:

Revenues: \$2,551,777.36

Expenses: \$2,486,814.28

Net: \$ 64,963.08

Reasons: Main Excess Revenue: NYCLASS & Building Permits (updated fee schedule)

Main Under Spending: Police PS, Road Salt, HWY OT, Heating Fuel, and Lighting

Water Fund (F) & Sewer Fund (G)- waiting on July billing

MILLBROOK FIRE DEPARTMENT

JUNE 2024

83 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	15
EMS Call	48
Carbon Monoxide	2
Motor Vehicle Accident	5
Brush Fire	2
Structure Fire	1
Lockout	4
Tree & Wires	5
Vehicle Lockout	1
TOTALS:	83

EMS Responses	
NDP (49-79)	43
MFD Ambulance *	1
MFD Members	26
Mutual Aid Given	
Fire	0
EMS	5
Mutual Aid Received	
Fire	1
EMS	5

NOTES:

Monthly drills

- none

* Standby - 1 (Hospital Evacuation)

Alarm – Burglar: 2

- Report of activated burglar alarm at Alden Elementary School – Open door/Searched and Secured
- Report of activated burglar at Barbaro Millbrook Restaurant – Activation caused by delivery person/Checked Ok

Alarm – Fire: 2

- Activated fire alarm / False alarm, workers in building
- Activated fire alarm / False alarm, low battery detected

Animal Complaint: 1

- Barking dog / Checked ok, no longer barking

Assist Citizen: 4

- Request for assistance retrieving property from family member
- Report of juvenile riding electric scooter at apartment complex
- Request for assistance moving vehicle from parking lot
- (Fraud Inv.)

Assist Other Agency: 1

- Court Security Detail x 2

Court Order: 1

- Temporary Order of Protection served

EMS Assist: 6

- Assist EMS with patient escort
- Assist EMS with patient who had fallen and suffered head injury
- Assist EMS with combative patient
- Assist EMS with patient experiencing rapid heart rate, dizziness
- Assist EMS with patient having difficulty breathing
- Assist EMS with patient having difficulty breathing

Foot Patrol: 10

Lockout – Motor Vehicle: 1

Motor Vehicle Accident: 1

- Report filed by responding officer

Noise Complaint: 1

- Report of loud music / Officer reports all quiet upon arrival

Records Request: 3

Parking Summons: 2

Property Check: 2

Public Safety (Road Blocked)

- Officer assisted Fire Department removing downed tree

Repossession: 1

- Repossession conducted without incident

School Checks: 14

Suspicious Person: 1

- Male subject filming inside Town of Washington Town Hall

Vehicle & Traffic Summons: 2

POLICE DEPARTMENT STATISTICS

JUNE 2024

IN DEVELOPMENT

SJS Spectrum Justice System

- RMS (Records Management System) updated on in house computers
- Back up storage drive on order, installation pending
- Installation of RMS on mobile computers pending

TraCS Traffic and Criminal Software

- Update and installation on mobile computers pending TraCS representative response

Development of GALLS online account

- In-development, authorizes purchase of police uniforms on Albany County contract pricing

GRANTS

Law Enforcement Technology Grant

(Grant application submitted by Culhane)

- Modification requested and approved for upgrade of department infrastructure
 - Police Department computer server (added)
 - Review and analysis of upgrade to an advanced DRMS Department Records Management System (added)
 - Purchase of ALPR - Automated License Plate Reader(s)
 - Upgrade of department radio communications
 - Upgrade to existing mobile computer (added)
 - *UAV Unmanned Aerial Vehicle (removed)*

PPE - Police Protective Equipment Grant

(Grant application submitted by Trustee Contino and Sgt. Witt)

- Ballistic protective helmet x 3
- Ballistic protective body armor x 3
- Ballistic shield x 2

Livescan Grant

- Request for funding proposal submitted to DCJS



Happy Retirement, Bob!

Highway Supervisor Bob Collocola Retires

After 19+ years of service to the Village, Bob Collocola has retired from his position as supervisor of the Highway Department. We will miss the diligence and dedication to which he did his job every day as well as how reliably he responded to every natural emergency, but we wish him the best in his next “career” that includes attending many, many Yankee games!

Public Works Monthly Report June 2024

1. **No monthly summer brush pick-up this year. Monday, Sept 9th will be the only extra pick-up day.**
2. Scheduled Road Repair 8/27- Oil & Stone Maple Ave
3. Dump Truck prepped for auction; awaiting AAR to take pics & post.
4. Fixed ramp at water plant using Item #4 & Town of Washington payloader while VoM backhoe was in repair shop (since returned).
5. Storm damage clean up started 9PM-midnight 9/26, continuing into July
 - a. **Note:** Residents doing non-storm-related yard clearing will be notified that those piles will be picked up by Out on a Limb and expense billed to resident.
6. Storm also required clearing of catch basins throughout Village of Millbrook.
7. Notified Out on a Limb of tree trimming & removal needs; awaiting concurrence of Shade Tree Commission before proceeding.
8. New chain saw purchased (budgeted).
9. 190 tons stone ordered (by Town of Washington) in prep for oil & stone of Maple Ave in August.
10. Washington Ave storm drain replacement must go through competitive bidding process (>\$35K)
 - a. Proposal: wait to do storm drain replacement until 2025 so enough CHIPS funds are available to do both drain replacement and road paving at “same” time.
11. Furniture moved out/in for Police Chief’s office to be carpeted.
12. Pothole patching: Washington, Franklin, ...
13. Cold patch added to new walkway entrance & crosswalk at North Ave/Franklin Ave.
14. “No Parking” sign added to corner of Merritt & Church.
15. Cleared brush & vines along Dineen at pond.
16. NYS DOT responded to request to fix numerous potholes and worn stretches along Franklin Ave.
17. Quote requested from Simoncelli to replace 14 selected sidewalk pads on Merritt, Franklin, Elm & Church – awaiting response.
18. Quote for \$10,591 received from Precision Safe Sidewalks to complete grinding work along Franklin (from 2022 bid) & also grind level hazards on Merritt & Friendly. Will request follow-up quote for remainder of Village of Millbrook.

Monthly Water Report

June 2024

	June	May	April
Total Water Produced	4,988,355	4,619,220	4,368,540
Average Daily Flow	166,280	149,000	145,620
Peak Day Flow	242,800	197,250	214,760

Sampling Results:

	June	May	April
Total Coliform	Absent	Absent	Absent

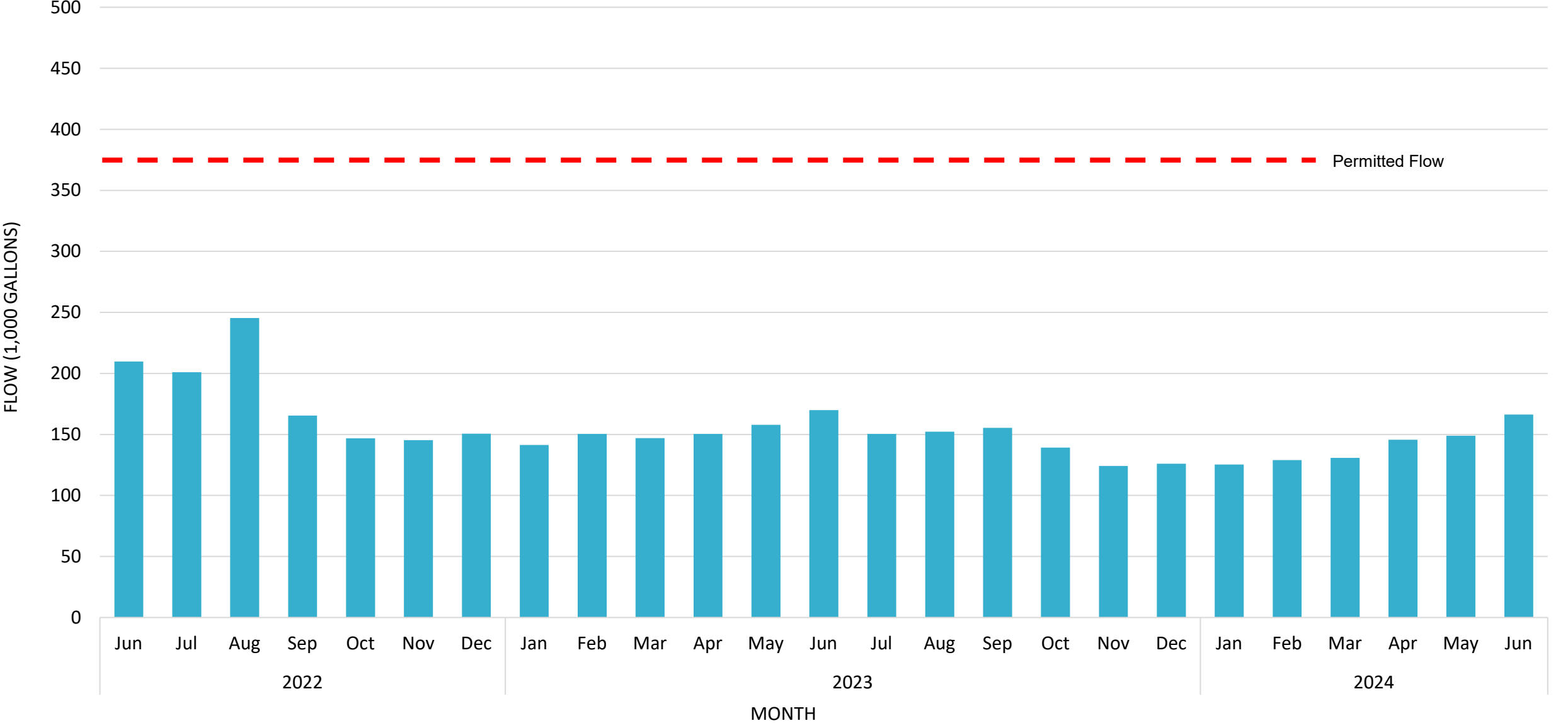
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters
3. Highway Dept removed beams from stream at plant and raised area around loading dock for deliveries

Millbrook Water

Average Daily Flow



Monthly Sewer Report

June 2024

	June	May	April	Permit Limit
Total Effluent Flow	3,119,670	3,846,260	6,233,575	n/a
Average Daily Flow	100,635	124,100	207,450	n/a
12-Month Rolling AVG	205,000	206,000	208,000	250,000
Peak Daily Flow	138,875	143,880	413,830	n/a
Precipitation (<i>in. as liquid</i>)	4.1"	4.0"	3.9"	n/a

SPDES Permit Samples: (mg/l)

	June	May	April	Permit Limit
BOD	2 mg/l	3.9 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 %	99 %	85%
TKN as N	1.2 mg/l	1.3 mg/l	.5 mg/l	8 mg/l
Fecal Coliform	<2/100ml	<2/100ml	n/a	200/100 ml

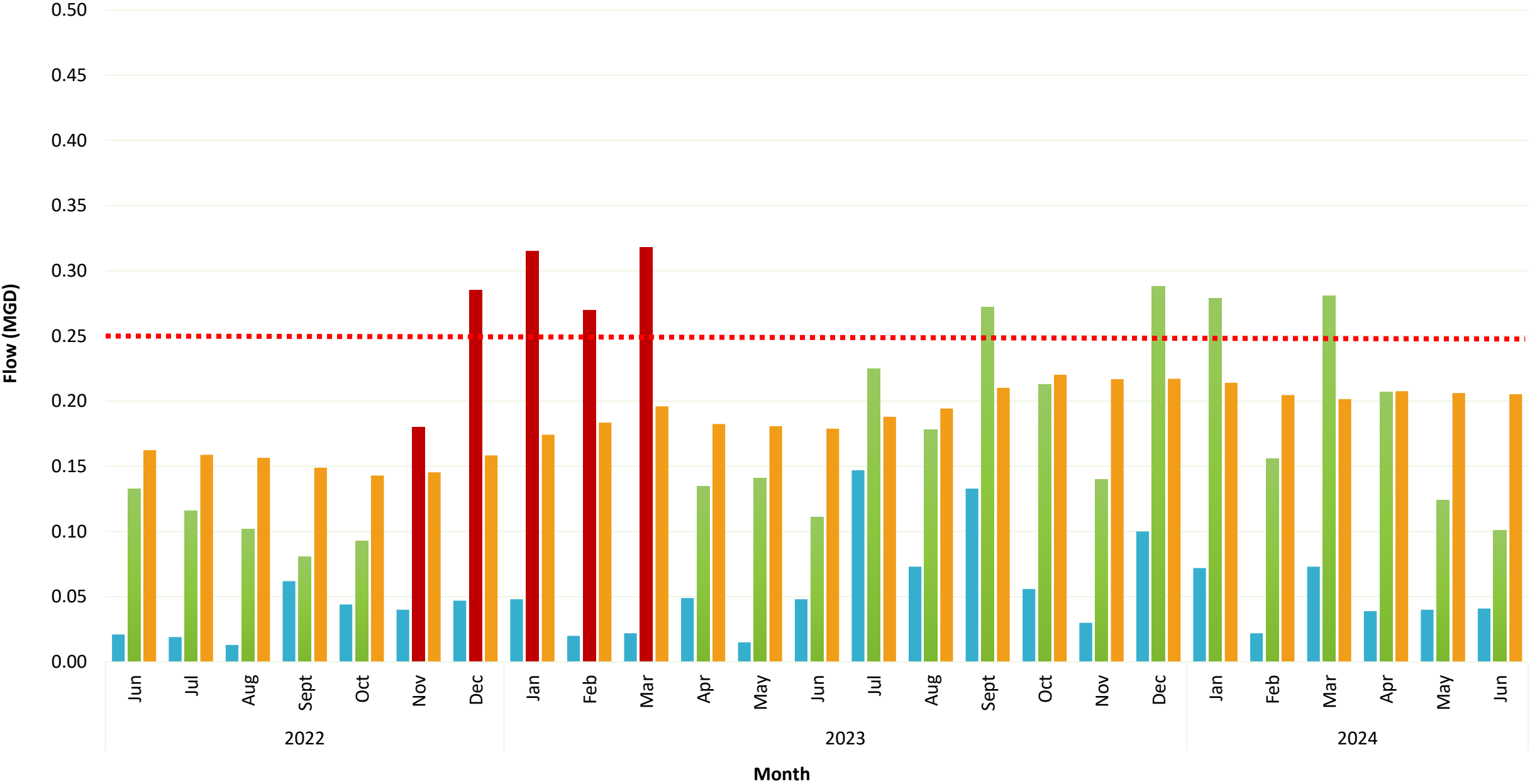
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. EarthCare hauled dry sludge dumpster
3. Cleaned filter beds
4. Sewer lateral repair - 39 Merritt
5. Worked with Slack Chemical and T&B to submit paperwork for new dechlor chemical
6. Bennett PS work - PS set and piping connected

Millbrook WWTP

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



Building Department Report: June 2024

Building Permits Issued	5
Sign Permit	1
Certificate of Occupancy	0
Certificate of Compliance	0
Municipal Searches	1
Fire Inspection (not STR)	1
Total Fees Collected	1090.00

Planning & Zoning

- Public Hearing was left open in June for Reardon Briggs upgrades. July 8th meeting- no updates given

Short Term Rentals (STR):

- Total STR Permits Issued: 3
 - STR Applications in Process: 0
- Total Fees Collected: \$1400**

Treasurer’s Report: Bank Balances - June 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	0.00	1,017,337.75	130,578.61	68.01	68.01	83.17	886,827.15
GENERAL FUND	24,521.23	147,454.11	152,332.94	3.01	3.01	122.83	19,645.41
WATER FUND	97,515.97	3,822.74	17,432.87	17.22	17.22	83.29	83,923.06
SEWER FUND	108,396.04	9,819.90	42,506.74	16.54	16.54	115.70	75,725.74
ACCOUNTS PAYABLE	620.00	134,919.16	132,353.28	0.00	0.00	0.00	3,185.88
BENNETT PUMP STATION	1,488.54	0.00	0.00	0.00	0.00	8.54	1,488.54
ESCROW (PLANNING & ZONING)	5,893.14	1,000.00	0.00	0.00	0.00	0.00	6,893.14
HNL TRUST	17,879.91	0.00	0.00	2.75	2.75	21.44	17,882.66
MEDICAL DEDUCTIBLE	4,222.42	0.00	1,324.48	0.00	0.00	0.00	2,897.94
MILLBROOK RESTORATION	10,593.81	0.00	0.00	2.03	2.03	13.20	10,595.84
PAYROLL ACCOUNT	12,138.97	67,363.22	68,178.07	0.00	0.00	0.00	11,324.12
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,680.98	0.00	0.00	0.00	0.00	1.41	1,680.98
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	0.00	0.00	0.00
SEWER RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIDEWALKS	0.00	0.00	0.00	0.00	0.00	2.14	0.00
TENNIS COURTS	302.77	0.00	0.00	0.05	0.05	0.37	302.82
THORNE TRUST	0.00	0.00	0.00	0.00	0.00	9.74	0.00
TREE REPLACEMENT PROGRAM	7,678.82	0.00	0.00	1.18	1.18	7.66	7,680.00
TRIBUTE GARDEN DONATIONS	14,862.48	0.00	0.00	2.85	2.85	11.02	14,865.33
TOTAL	584,697.31	1,381,716.88	544,706.99	113.64	113.64	480.51	1,146,646.85

Treasurer’s Report: NYCLASS Balances - June 2024

Average Monthly Yield: 5.2189%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	360,610.66	0.00	0.00	1,546.07	1,546.07	8,372.10	362,156.73
TAX ACCOUNT	553,060.31	0.00	0.00	2,371.17	2,371.17	14,161.81	555,431.48
WATER FUND	10,257.86	0.00	0.00	43.99	43.99	264.63	10,301.85
SEWER FUND	50,200.18	0.00	0.00	215.22	215.22	3,621.74	50,415.40
FEMA	16,197.16	0.00	0.00	69.47	69.47	289.84	16,266.63
BENNETT PUMP STATION	231,985.93	0.00	0.00	994.61	994.61	4,443.60	232,980.54
TENNIS COURT RESERVE	4,037.16	0.00	0.00	13.31	13.31	50.47	4,050.47
TOTAL	1,226,349.26	0.00	0.00	5,253.84	5,253.84	31,204.19	1,231,603.10

Total Balances - June 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	1,381,716.88	544,706.99	113.64	113.64	480.51	1,146,646.85
NYCLASS	1,226,349.26	0.00	0.00	5,253.84	5,253.84	31,204.19	1,231,603.10
TOTAL	1,811,046.57	1,381,716.88	544,706.99	5,367.48	5,367.48	31,684.70	2,378,249.95

Total Taxes Collected: \$1,137,558.75 (as of 7/10)

SBA Xfer: -\$61,000

Water Relevy xfer:- \$12,117.13

Sewer Relevy xfer: - \$9,186.37

Tax Collected after xfer’s: \$1,055,255.25

Unpaid Amt: \$58,017.66 (left to collect)

Clerk/Treasurer Highlights

Mailed out Town SBA letters

2023/2024 Bank Recs have been completed

Submitted FD Block Party Docs to State

AV Equipment- person who orders is out on bereavement. Update to follow.

Submitted request 2 for Bennett Pump Station DASNY grant- in process

Rec’d AAR Auction payment for FD Truck (\$8000- Transferred to NYCLASS)

Clerk away for August meeting.



Maple Avenue Sidewalk Extension

Thanks to a generous donation from Tribute Garden, the Village was able to contract with Simoncelli Brick & Stone Masonry to extend the sidewalk at the top of Franklin to the Maple Avenue turnaround. Race Septic provided dirt fill & seed to complete the project.

Local Law No 6 of 2024

Enacting Local Law No. 6 of 2024 Amending Chapter 79 of the Village Code Entitled “Brush, Grass and Weeds” to Establish Rules and Regulations for Keeping the Public Thoroughfare Free of Debris and Water

Click link to view resolution

https://villageofmillbrookny.com/wp-content/uploads/2024/07/LL0062024-Amending-Chapter-79-Brush-Grass-and-Weed_7-10-24-Meeting-Packet.pdf

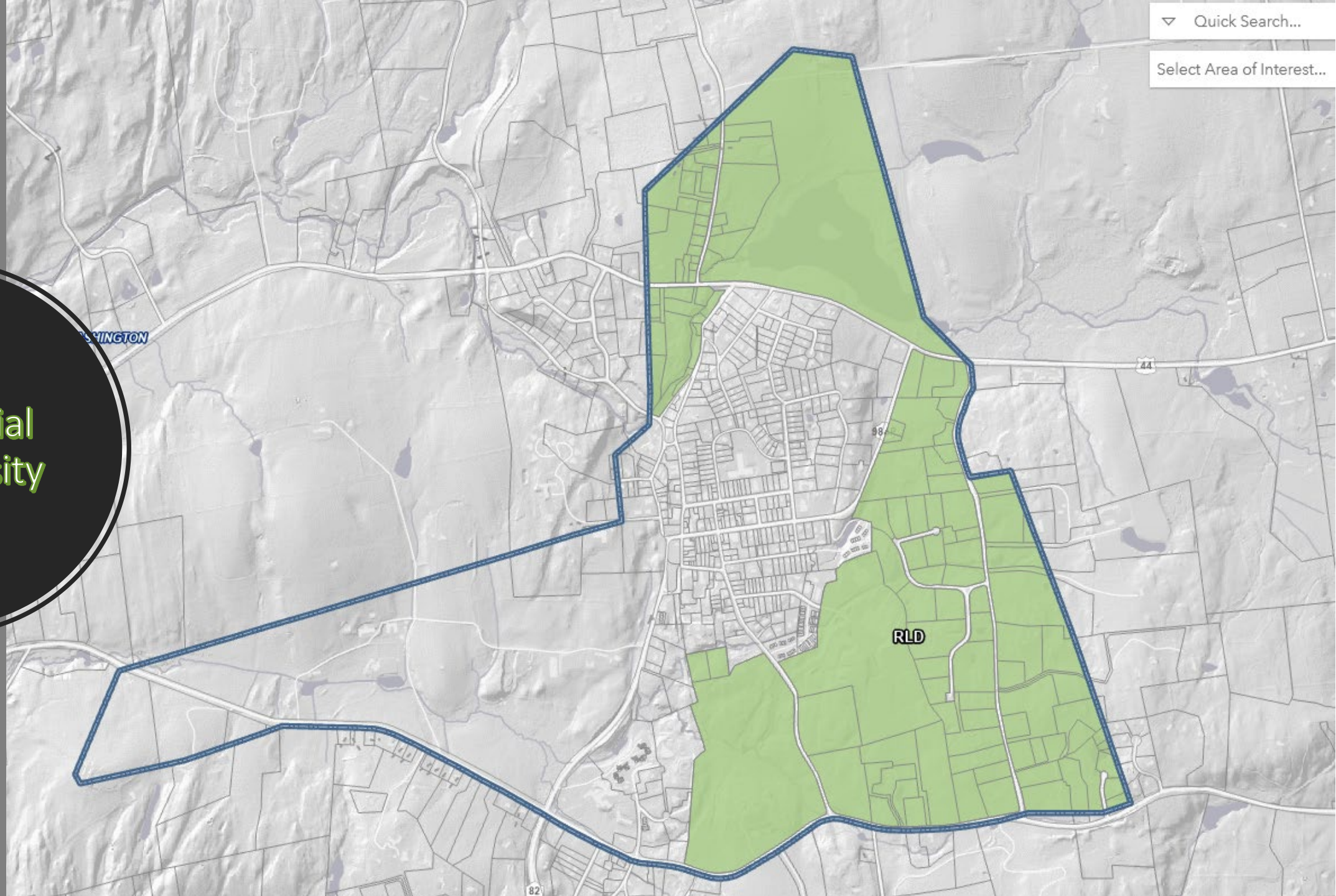
Local Law No 7 of 2024

Introducing Local Law No. 7 of 2024 Imposing a Temporary Six-Month Moratorium on Site Plan, Special Use Permit, Variance and Subdivision Approvals in the RLD Zoning District

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/07/LL0072024-2-Resolution-of-Introduction-Imposing-Limited-Moratorium-for-RLD-Zoning-District-1.pdf>

RLD-
Residential
Low Density
Zone



Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Patrick Murphy

Trustee Vicky Contino

Trustee Peter Doro

Trustee Mike Herzog





Next Board of Trustees Meeting:

Monthly Business Meeting @ Firehouse
Wednesday, August 14, 2024 @ 6:00 pm

**MEETINGS ARE HELD AT THE
Millbrook Firehouse**

20 Front Street, Millbrook
(unless otherwise noted)

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