



Board of Trustees Meeting
October 9, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, September 11, 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 & Moment of Silence for 9/11/2001
 - b. Roll call of trustees
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
 - i. Updated DL#'s & DOB's for LENS
 - c. Police – Chief Dworkin
 - i. Request to appoint PT PO K. Roman
 - d. Highway – Mayor Collopy
 - e. Water & Sewer – S. Osborn, VRI
 - i. BAN for WWTP U/G engineering costs – R. Smith
 - f. Treasurer & Building Dept – Clerk Witt
 - i. Newmont stock sale update
4. **Old Business:**
 - a. a. Status of zoning update for RLD districts – Trustee Doro
5. **New Business:**
 - a. (none)
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: Police update**
9. **Next Board Meeting:** Wednesday, 11/13/2024 - 6PM Firehouse
10. **Next Regular Board Meeting:** Wednesday, 10/9/2024 – 6PM Millbrook Firehouse
11. **Adjournment**

Voucher Totals October 9, 2024

	UNPAID	PAID
General Fund	\$147,919.34	\$60.00
Cap Sidewalks	\$1,925.10	
Cap Sewer <i>(Bennett Pump Station)</i>	\$3,999.87	\$40,850.00
Water Fund	\$43,181.72	
Sewer Fund	\$22,356.45	
TOTAL:	\$219,382.48	\$40,910

NOTES:

- **General Fund:** 10/1/24 Paid \$60 for DCSMA meeting guest fee
- **Cap Sewer Fund:** 9/26/24 Paid \$40,850 to AENT Construction for Bennett Pump Station

MILLBROOK FIRE DEPARTMENT SEPTEMBER 2024

69 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	22
EMS Call	43
Motor Vehicle Accident	1
Wires Down/Elec.	0
Structure Fires (<i>Furnace Malfunction</i>)	1
Burning Odor	1
Odor of Gas (<i>M/A to Stanford</i>)	1
TOTALS:	69

EMS Responses	
NDP (49-79)	38
MFD Ambulance	8
MFD to Hospital	3
MFD Members	15

Mutual Aid Given	
Fire	1
NDP	6

Mutual Aid Received	
Fire	1
NDP	1

NOTES:

Monthly drills

-

POLICE DEPARTMENT STATISTICS

SEPTEMBER 2024

Calls for Service: 133

INCIDENT REPORTS

E-911:	-	Missing Person :	1
Alarm – Burglar:	1	Motor Vehicle Accident:	3
Alarm – Fire:	3	Noise Complaint:	1
Animal Complaint:	2	Records Request:	-
Assist Citizen:	4	Property Check:	2
Assist Other Agency:	12	Property Lost/Found:	1
Civil Matter:	1	Public Safety:	1
Court Order:	1	Security Check:	4
Domestic Incident:	1	School Checks:	18
Foot Patrol:	35	Suspicious Person/Activity:	6
Harassment:	1	Traffic Summons:	10
Larceny:	1	Trespass :	1
Lockout:	2	Vehicle & Traffic Complaint:	12
Medical Aided:	6		

IN DEVELOPMENT

Mobile Computers

- Sonic firewall installed
- Hardware & software upgrades complete
- VPN connection established
- TraCS and SJS installed and operational

GRANTS

Patrol Rifle Program

- Grant application submitted 10/02/24

Livescan Grant

- Livescan system on order



Public Works Monthly Report September 2024

1. Residents who put out brush after the September 10th pick up are being notified that they are in violation of Village ordinance and are responsible for removing it
2. **Leaf pickup started 10/1, ends 11/30** – see restrictions on website
3. Loose stone swept from Maple Ave – both machine & manual
4. Community Day support: put up banners, put out extra cans & barriers, tables
5. Weed kill along Village Green
6. Stencil new safety cones for PD
7. Delivered item 4 to pump station
8. Serviced leaf vacuum, backhoe & chainsaw
9. Removed dead animal from Harts Village roadway
10. Cleared birds from garage so P Rochfort could seal holes/gaps
11. Installed “Loading Zone” signs on Franklin for Marona’s & Canoe Hill during Wash Ave construction

Monthly Water Report

September 2024

	September	August	July
Total Water Produced	5,323,075	5,053,835	5,115,765
Average Daily Flow	177,435	163,025	165,025
Peak Day Flow	201,420	195,000	254,610

Sampling Results:

	September	August	July
Total Coliform	Absent	Absent	Absent

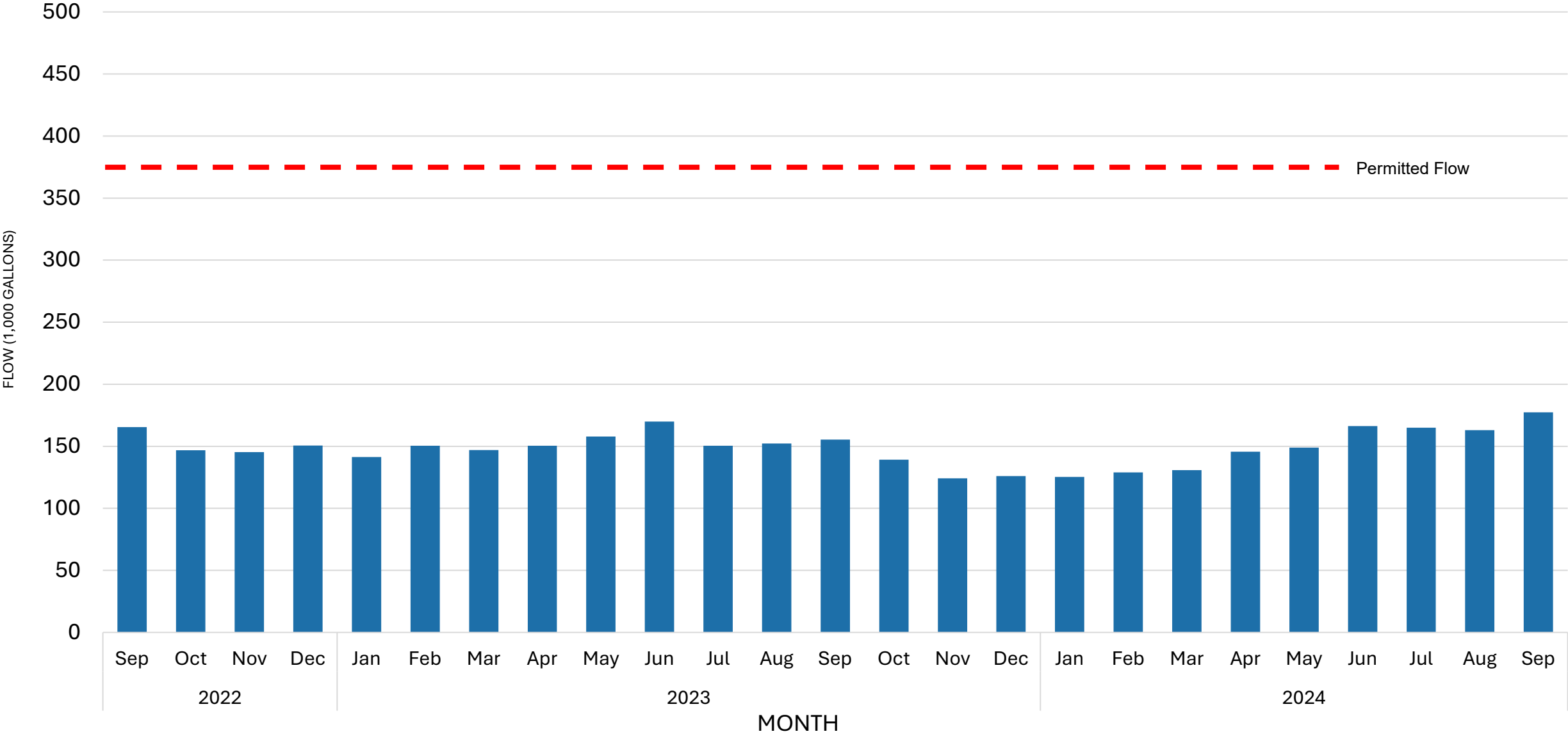
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Read all water meters
3. Replaced 2 curb valves one on Washington and one on Maple Ave
4. Contacted Optimum about internet service for WTP - waiting on estimate
5. Finalized Lead Service Line Inventory for submittal

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

September 2024

	September	August	July	Permit Limit
Total Effluent Flow	3,082,710	4,150,655	3,829,150	n/a
Average Daily Flow	102,760	133,890	123,520	n/a
12-Month Rolling AVG	179,000	194,000	197,000	250,000
Peak Daily Flow	115,990	264,040	222,990	n/a
Precipitation (<i>in. as liquid</i>)	1.4"	5.4"	5.7"	n/a

SPDES Permit Samples: (mg/l)

	September	August	June	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	2.9 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	1.76. mg/l	0.9 mg/l	1.2 mg/l	8 mg/l
Fecal Coliform	<2/100ml	<2/100ml	<2/100ml	200/100 ml

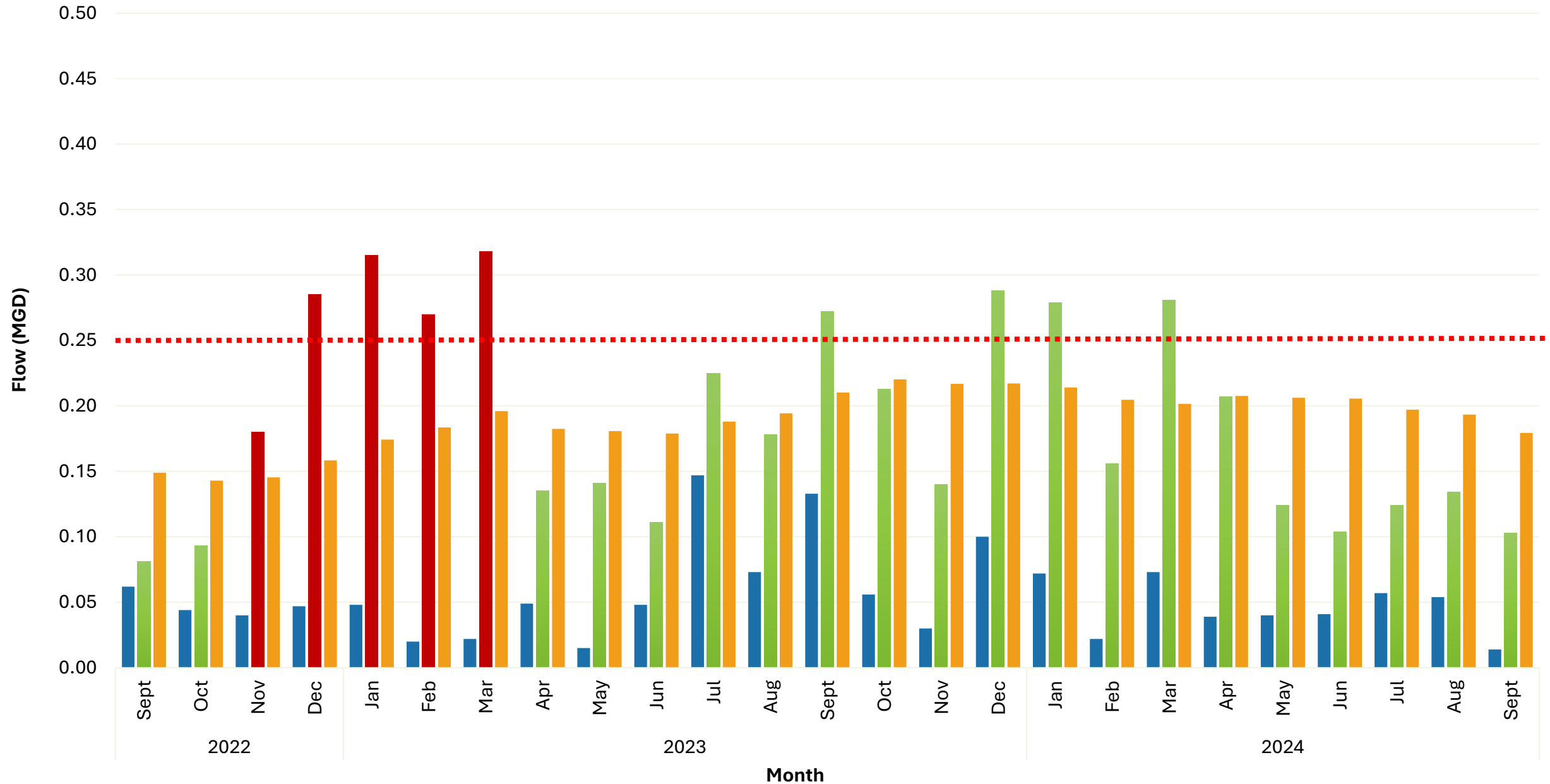
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Finished site work for Bennett PS
3. Survey crew at WWTP
4. Reviewed sewer main inspection reports from Arold
5. Tractor serviced
6. Cleaning filter beds

Millbrook WWTP

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



Building Department Report: September 2024

Building Permits Issued	7
Sign Permit	0
Certificate of Occupancy	1
Certificate of Compliance	2
Municipal Searches	0
Short Term Rental App	0
Fire Inspection (not STR)	1
Total Fees Collected	\$1,084.80

Planning & Zoning

- Ongoing: 16-18 Alden Pl- Millbrook Continental Restaurant
- 3265 Franklin (Reardon Briggs)
- ZBA: Public Hearing for 12 Dineen set for 10/28
- *Still waiting on reply from Rennia's office concerning project amounts to be billed against Escrow.*

Short Term Rentals (STR):

- No new applications submitted in September

Treasurer’s Report: Bank Balances - September 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	192,500.16	6,364.38	75,000.00	28.83	313.36	328.52	123,893.37
GENERAL FUND	48,913.42	164,183.22	167,554.48	7.18	37.63	157.45	45,549.34
WATER FUND	138,140.46	3,559.12	18,897.16	24.55	88.82	154.89	122,826.97
SEWER FUND	133,735.13	1,480.97	70,226.00	17.11	94.52	193.68	65,007.21
ACCOUNTS PAYABLE	15,143.39	247,996.96	172,393.35	0.00	0.00	0.00	90,747.00
BENNETT PUMP STATION	129,255.28	0.00	83,206.77	18.17	35.01	43.55	46,066.68
ESCROW (PLANNING & ZONING)	6,893.14	0.00	0.00	0.00	0.00	0.00	6,893.14
HNL TRUST	17,888.93	0.00	0.00	2.75	11.77	30.46	17,891.68
MEDICAL DEDUCTIBLE	25,972.95	0.00	868.63	0.00	0.00	0.00	25,104.32
MILLBROOK RESTORATION	1.09	0.00	1.09	0.00	1.09	16.54	0.00
GRANTS *	1.09	0.00	1.09	0.00	0.00	0.00	0.00
PAYROLL ACCOUNT	11,764.27	39,798.55	39,240.62	0.00	0.00	0.00	12,322.20
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,681.83	0.00	0.00	0.26	1.11	2.52	1,682.09
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
VEHICLES & EQUIPMENT *	0.00	52,000.00	0.00	0.36	0.36	0.36	52,000.36
WWTP UPGRADE *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIDEWALKS	477.03	2,220.00	2,131.10	0.00	12.81	14.95	565.93
TENNIS COURTS	302.96	0.00	0.00	0.05	0.24	0.56	303.01
THORNE TRUST	0.00	0.00	0.00	0.00	0.00	9.74	0.00
TREE REPLACEMENT PROGRAM	0.00	0.00	0.00	0.00	1.18	7.66	0.00
TRIBUTE GARDEN DONATIONS	14,871.84	1.09	0.00	2.86	12.22	20.39	14,875.79
TOTAL	739,271.21	517,604.29	629,520.29	102.12	610.12	981.27	627,457.33

Treasurer’s Report: NYCLASS Balances - September 2024

Average Monthly Yield: 5.0165%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	373,404.54	0.00	0.00	1,538.56	6,332.44	13,158.47	374,943.10
TAX ACCOUNT	998,154.85	0.00	2,200.00	4,111.01	13,705.55	25,496.19	1,000,065.86
WATER FUND	10,392.52	0.00	0.00	42.80	177.46	398.10	10,435.32
SEWER FUND	50,859.16	0.00	0.00	209.56	868.54	4,275.06	51,068.72
FEMA	16,409.79	0.00	0.00	67.62	280.25	500.62	16,477.41
BENNETT PUMP STATION	235,031.22	0.00	0.00	968.41	4,013.70	7,462.69	235,999.63
TENNIS COURT RESERVE	51.02	0.00	0.00	0.25	14.11	51.27	51.27
TOTAL	1,684,303.10	0.00	2,200.00	6,938.21	25,392.05	51,342.40	1,689,041.31

Total Balances - September 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	584,697.31	517,604.29	629,519.20	102.12	614.40	981.27	627,457.33
NYCLASS	1,684,303.10	0.00	2,200.00	6,938.21	25,392.05	51,342.40	1,689,041.31
TOTAL	2,269,000.41	517,604.29	631,719.20	7,040.33	26,006.45	52,323.67	2,316,498.64

Clerk/Treasurer Highlights

- Applied for remaining \$20,000 from the CDBG for sidewalks - *still in review*
- Renamed 3 bank accounts for better record keeping.
 - A Fund: Grants and Vehicles & Equip
 - G Fund: WWTP Upgrade
- Community Day was a huge success! Thank you to all who contributed and participated! Special thanks to Buffy and the rest of the Community Day Committee for making the day happen ☺
- On 10/22 I will be attending a virtual seminar through NYGFOA; focusing on Government Accounting, Budget, Fund Balances, etc.
- Newmont Stock - Corporate Resolution was rejected. Amended the resolution for the Board to pass 10/9.

2024/2025 Taxes & TOW SBA

*Sent out final tax reminders – 14
No payments can be accepted after 10/31
(unless postmarked).
Taxes turned over to DC in November.*

Total Paid: \$1,171,724.58
Unpaid: \$23,833.83

SBA: Total Paid: \$10,686.05
Unpaid: \$836.65 – 4 customers
A final notice will be sent out by 10/15

Corporate Resolution 2024-011.2

RESOLUTION No. 2024-011.2
Amending Resolution 2024-011

Click link to view resolution

https://villageofmillbrookny.com/wp-content/uploads/2024/10/2024-011-2-Corporate-Resolution-2024_AMENDED_10-09-24.pdf

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, November 13, 2024 @ 6:00 pm

MEETINGS ARE HELD AT THE
Millbrook Firehouse

20 Front Street, Millbrook
(unless otherwise noted)

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