

VILLAGE OF MILLBROOK- BOARD OF TRUSTEES BUSINESS MEETING

MILLBROOK FIREHOUSE – 20 FRONT STREET

DATE: OCTOBER 9, 2024

TIME: 6:00 PM

FACILITATOR: BOARD OF TRUSTEES

IN ATTENDANCE	OPENING OF MEETING	MEETING VIDEO LINK
Mayor Collopy, Deputy Mayor Murphy, Trustee Herzog, Trustee Contino, Trustee Doro, Fire Department Chief Boscardin, FD President Rochfort, Assistant Chief Granger, Scott Osborn (VRI), Police Chief Dworkin, Attorney Mackey, and Clerk Witt	Mayor Collopy opened the meeting with the Pledge of Allegiance	10.09.2024 Meeting Please note: technical issues for the first half of the meeting.

ADMINISTRATIVE BUSINESS

Minutes Approval: *Motion* made by Trustee Doro to approve the 9/11/2024 minutes, seconded by Trustee Herzog and all were in favor.

Voucher Approval: *Motion* made by Trustee Contino to accept the Voucher fund totals as presented, seconded by Deputy Mayor Murphy and all were in favor (attached in presentation).

DEPARTMENTAL REPORTS

Fire & Rescue – Chief Boscardin read from the attached monthly report.

Police – Chief Dworkin read from attached monthly report.

Police Officer Hire: Chief Dworkin submitted a letter of recommendation to the Board in favor of hiring Officer Roman as a PT Officer (attached). Chief stated Officer Roman passed his background check. Officer Ken Roman was in attendance. After a brief introduction and discussion, *Motion* made by Mayor Collopy to accept the appointment of Officer Roman, seconded by Trustee Doro and all were in favor. Officer Roman to come to the Village Hall to be sworn in by Clerk 10/15/2024.

Highway – Mayor Collopy read highlights from the attached monthly Highway report. The Board hired Ethan Kelly as the DPW Supervisor; he is expected to start working by the end of October.

Water & Sewer – S. Osborn: read from attached monthly reports.

WWTP Upgrade: Clerk Witt submitted to the Board the bank rates for the \$300,000 WWTP Upgrade BAN. Bank of Millbrook came in at the lowest rate- 3.25%. *Motion* to accept the Bank of Millbrook's rate made by Trustee Doro, seconded by Deputy Mayor Murphy and all were in favor.

Treasurer & Building Dept – Clerk Witt: read from attached monthly reports.

Newmont Stock: (see page 2) Clerk Witt explained the Village needed to amend Resolution 2024-011 to meet the request of the Computershare.

STATUS OF ZONING UPDATE RLD MORATORIUM- TRUSTEE DORO

Trustee Doro said he is continuing working with the Building Inspector, Village Attorney and Mayor. Will have a status update for the November meeting.

RESOLUTIONS

Newmont Stock

RESOLUTION 2024-011.2 CORPORATE RESOLUTION- ATTACHED

Motion to accept Resolution 2024-011.2 as presented by Deputy Mayor Murphy, seconded by Trustee Herzog-

Roll Call Vote:

Mayor Collopy- Aye
Deputy Mayor Murphy- Aye
Trustee Herzog - Aye
Trustee Contino- Aye
Trustee Doro- Aye

ADJOURNMENT

- Trustee Updates
 - i) Climate Smart Communities (CSC): Trustee Herzog to talk to Village Attorney about having a Local Law resolution prepared for the November meeting.
- Public Comment: None

Executive Session- Police Update: Motion to enter into executive session made by Mayor Collopy, seconded by Trustee Doro and all were in favor. During the executive session, a motion was accepted by the board to engage John Queenan of the law firm of Rivkin Radler for a personnel matter. A motion carried to exit the executive session at 8:15 and a motion was immediately carried to adjourn the meeting.

Motion to adjourn was made at 8:15 p.m. and was passed unanimously.

Respectfully submitted



by Village Clerk - Sarah J. Witt



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
 - 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. **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

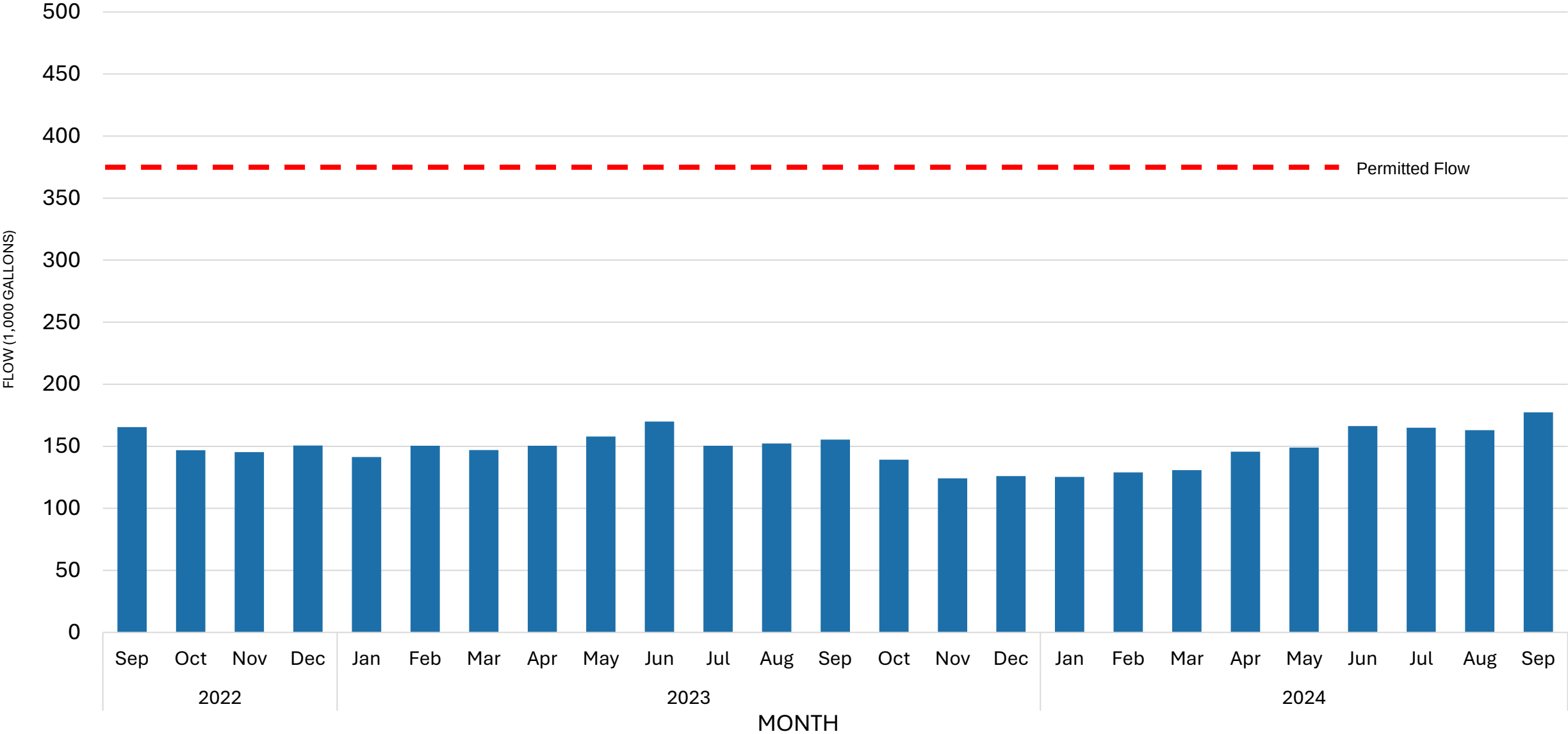
* Results not in compliance

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

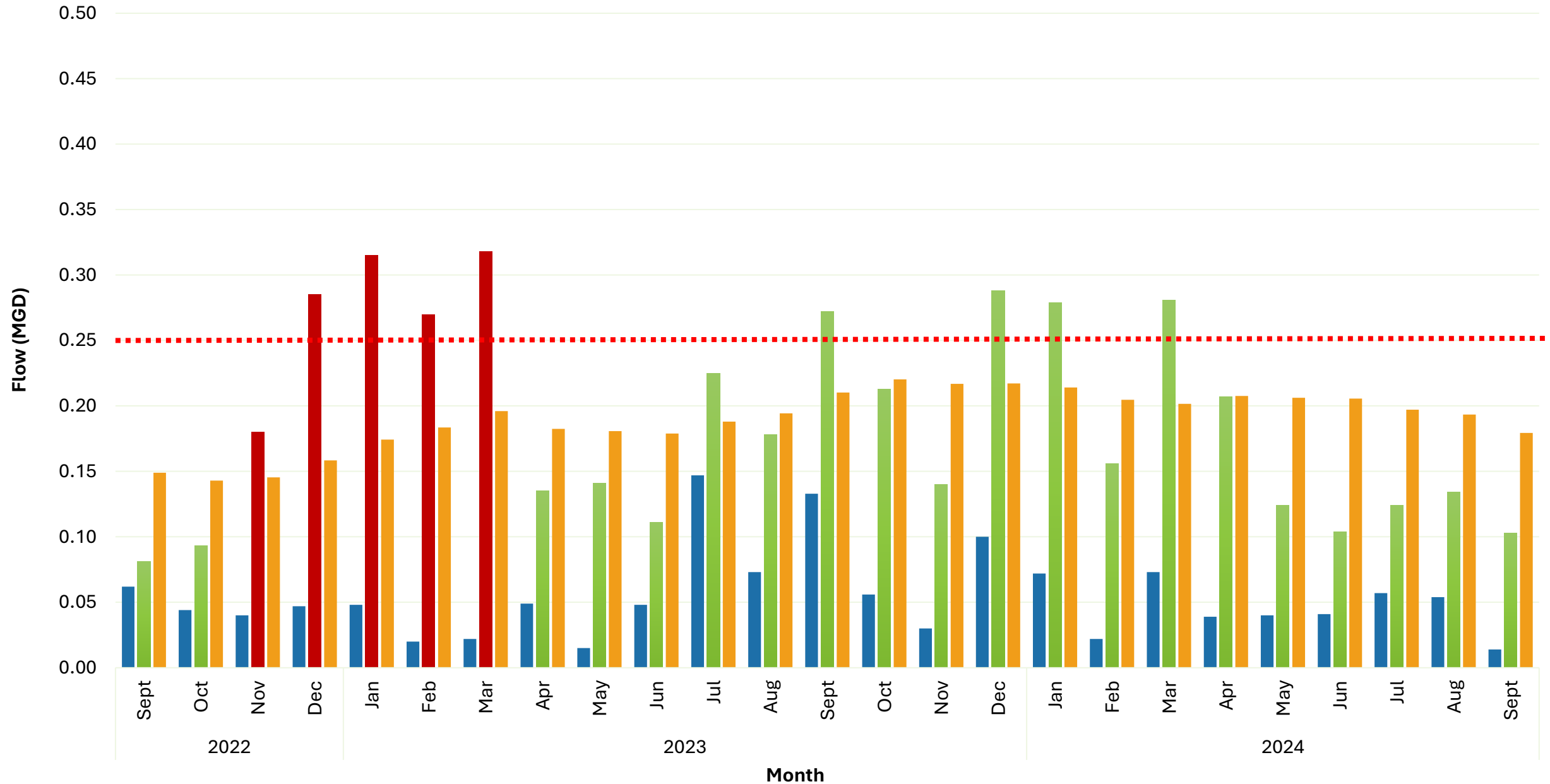
* Exceeds permit limit

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:

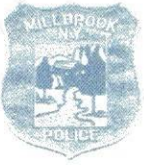
Monthly Business Meeting @ Firehouse

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!



Village Of

Millbrook Police Department

35 Merritt Avenue, P.O. Box 349 Millbrook, NY 12454, Dutchess County

Tel: 845.677.8200 • Fax: 845.677.3019

Keith L. Dworkin, Chief of Police

Date: September 25, 2024

To: Mayor Tim Collopy, Deputy Mayor Patrick Murphy; Trustees Peter Doro, Michael Herzog and Vicky Contino

From: Keith Dworkin, Chief of Police *Keith Dworkin*

Subject: APPOINTMENT OF PART-TIME POLICE OFFICER

To address the current staffing shortage in the Police Department, it is respectfully requested that the Village Board of Trustees consider appointment of the following candidate to the position of Part-Time Police Officer.

Police Officer Candidate:

Kenneth R. Roman of Poughkeepsie, NY is a college graduate who began his policing career in the Town of Poughkeepsie Police Department. He rose through the ranks to achieve the position of Captain, assigned Command of the Department's Operations Bureau.

Upon retirement from the Town of Poughkeepsie Police, Mr. Roman was appointed Deputy Commissioner for the Dutchess County Department of Emergency Response. Mr. Roman served as second in command over all emergency operations in the county, coordinating resources and personnel of all first responders at any developing large-scale operation.

In 2022, Mr. Roman was appointed as Chief Investigator for the Dutchess County District Attorney's Office. As the Chief Administrative Officer, he was in charge of providing oversight and coordination of all major cases prosecuted by the DA's office. In addition to these duties, he supervised day-to-day operations of staff and acted as liaison to police agency investigative teams throughout Dutchess County.

Mr. Roman has expressed his sincere interest in joining the Village of Millbrook Police Department. In this capacity he brings his experience and training from a long and rewarding career in various facets within Law Enforcement and the First Responder Community. His bilingual skills are an added benefit to his long list of achievements.

CORPORATE RESOLUTION 2024-011.2
(AMENDED 10/09/2024)

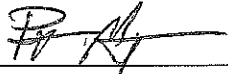
THE VILLAGE OF MILLBROOK/
TREASURER OF THE VILLAGE OF MILLBROOK

We, the undersigned, being all the Board of Trustees of the Village of Millbrook, do hereby consent pursuant to Section 708(b) of the Business Corporation Laws of the State of New York, organized and existing under the laws of New York, and having its principal place of business at 35 Merritt Ave, Millbrook, New York 12545, upon motion duly made and seconded, the following is adopted by a majority of the officers present in person entitled to vote thereon October 10, 2024:

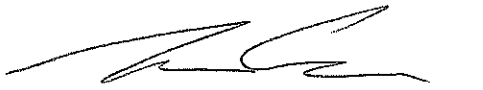
Therefore, it is resolved:

Mayor Tim Collopy is authorized to sign for the Lost Securities Bond for Computershare Accounts and any other documents associated with the Liberty Mutual Insurance Company (Bond No. 285055966) for the Village of Millbrook

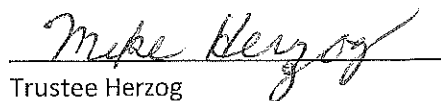
By affirmative votes noted as signatures below, a majority vote of the Board of Trustees with authority to bind the Village of Millbrook approves the form and content of this resolution, to be effective immediately.



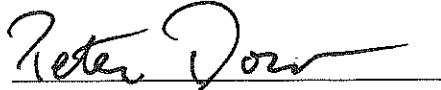
Deputy Mayor Murphy



Trustee Contino



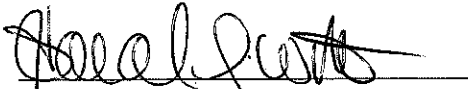
Trustee Herzog



Trustee Doro



Mayor Tim Collopy- Authorized Signer



Certified By- Sarah J. Witt- Village Clerk

Dated: October 9, 2024

Corporate Seal

NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of **NEW YORK**
County of **DUTCHESS**

On October 10, 2024 before me Sarah J. Witt - Notary for the State of New York, personally appeared, **TIM COLLOPY- MAYOR**, known to me (or satisfactorily proven) to be the person/s whose name is subscribed to this instrument, and acknowledged that they executed the same for the purposes therein contained.

NOTARY PUBLIC SIGNATURE: 

MY COMMISSION EXPIRES: 10/31/2027

AFFIX NOTARY SEAL:

