



Board of Trustees Meeting
November 13, 2024 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, November 13, 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
- 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. Board approval of new Rescue Squad member, Robin Horan
- c. Police – Chief Dworkin
 - i. New Live Scan machine
- d. Highway – Supervisor Kelly
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt

4. Old Business:

- a. Status of zoning update for RLD districts – Trustee Doro

5. New Business:

- a. Resolution to adopt 2024 HMP for CSC – Trustee Herzog
- b. Resolution to include NRI in Village code for CSC – Trustee Herzog
- c. IMA w/ Rhinebeck & Millerton for Zoning & Planning Services

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 Regular Board Meeting: Wednesday, 12/11/2024 – 6PM Millbrook Firehouse

10. Adjournment

Voucher Totals November 13, 2024

	UNPAID
General Fund	\$257,330.91
Cap Sewer <i>(Bennett Pump Station)</i>	\$50,734.58
WWTP Upgrade	\$12,087.35
Water Fund	\$17,918.07
Sewer Fund	\$22,433.56
TOTAL:	\$360,504.47

General Fund:

- \$60,000 - Washington Ave Project (to be funded by CHIPS)
- \$23,473.29 - DCJS Live Scan Grant purchases (to be reimbursed by grant funds)
- \$1,897.94 - LE Tech Grant purchases (to be reimbursed by grant funds)

MILLBROOK FIRE DEPARTMENT OCTOBER 2024

88 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	27
EMS Call	48
Motor Vehicle Accident	5
Wires Down/Elec.	0
Structure Fires (<i>Mutual Aid to East Clinton</i>)	1
Hazmat	1
Brush Fire	6
TOTALS:	88

EMS Responses	
NDP (49-79)	48
MFD Ambulance	4
MFD to Hospital	0
MFD Members	17

Mutual Aid Given	
Fire	4
NDP	6

Mutual Aid Received	
Fire	1
NDP	0

NOTES:

Monthly drills

- Bailout
- Extrication for EMT Class

POLICE DEPARTMENT STATISTICS

OCTOBER 2024

Calls for Service: 134

INCIDENT REPORT SUMMARY

E-911:	1	Missing Person :	–
Alarm – Burglar:	–	Motor Vehicle Accident:	4
Alarm – Fire:	4	Noise Complaint:	–
Animal Complaint:	1	Records Request:	–
Assist Citizen:	6	Property Check:	1
Assist Other Agency:	4	Property Lost/Found:	1
Civil Matter:	–	Public Safety:	–
Community Policing	5	Security Check:	4
Court Order:	–	School Checks:	19
Disturbance/Dispute	2	Suspicious Person/Activity:	3
Domestic Incident:	–	Traffic Stop:	5
Foil Request	4	Trespass :	–
Foot Patrol:	60	Vehicle & Traffic Complaint:	–
Harassment:	–		
Larceny:	–		
Lockout:	3		
Medical Aided:	7		

NEW BUSINESS

- Contracted with ID card vendor
- Contracted with Car Wash company to maintain fleet

GRANTS

Livescan Grant

- Livescan system installed →
- Officers to receiving training



POLICE DEPARTMENT STATISTICS

OCTOBER 2024

Calls for Service: 134

INCIDENT REPORT DETAIL

E-911: 1

- 911 hang-up

Alarm – Burglar: 0

Alarm – Fire: 4

- Activated by construction workers
- Food burning on stove top
- Food burnt on stove top
- Unknown cause of activation

Animal Complaint: 1

- Loose dogs

Assist Citizen: 6

- Assist with parking at the High School
- Assist Elm Drive ES with fire drill
- Assist with water main break on Merritt Av
- Assist with retrieving property per Court Order
- Assist Elm Drive ES with fire drill
- Assist Elm Drive ES with fire drill

Assist Other Agency: 4

- Assist NYSP with locating vehicle
- Assist NYSP with larceny case
- Documents to Court
- Assist NYSP with motor vehicle accident

Civil Matter: 0

Community Policing: 5

- Touch-a-Truck event at Hayes Day School
- Trunk or Treat event Grace Community Preschool
- Trunk or Treat event at Hayes Day School
- Assist with traffic control for Elm Drive ES Halloween Parade
- Traffic and security for Halloween in the Village

Court Order: 0

Disturbance/Dispute: 2

- Child custody issue
- Dispute over money owed

Domestic Incident: 0

FOIL Request: 4

- Request for records in civil litigation
- Request for records from DC CPS
- Request for records in criminal case x2

Foot Patrol: 60

- Alden Pl
- Church St
- Franklin Av
- Friendly Ln
- Front St
- Maple Ave
- Merritt Ave
- Millbrook Library
- Tribute Gardens

Harassment: 0

Larceny: 0

POLICE DEPARTMENT STATISTICS

OCTOBER 2024

Calls for Service: 134

INCIDENT REPORT DETAIL

Lockout: 3

- Vehicle lockout - Entry gained
- Vehicle lockout – Entry gained
- Vehicle lockout – Entry gained

Medical Aided: 7

- Patient with abdominal pain
- Patient suffering from leg pain
- Patient with difficulty breathing
- Patient experiencing blurred vision, dizziness
- Patient experiencing hallucinations
- Student with shoulder injury
- Assist elderly patient who had fallen

Missing Person: 0

Motor Vehicle Accident: 4

- Property damage Car vs truck
- Property damage car vs light pole
- Property damage car vs school bus
- Property damage car vs car

Noise Complaint: 0

Order of Protection: 1

- TOP Received

Records Request: 0

Parking Summons: 22

Property Check: 1

- Thorne Building

Property Lost/Found: 1

- Lost set of keys

Public Safety: 0

Security Check: 4

- Security checks re. attempted break-in

School Checks: 19

Suspicious Person/Activity: 3

- Unknown male at residence
- Moving election sign
- Suspicious backpack left in park

Special Details: 3

- Court Security x2
- MHS Football game security

Traffic Stop: 5

- Warning given for speeding x2
- Warning issued for cell phone use
- UTT issued for speeding
- UTT issued for speeding

Trespass: 0

Vehicle & Traffic Complaint: 0



Public Works Monthly Report October 2024

- **Leaf pickup started 10/1, ends 11/30** – see restrictions on website
- Leaf Pick up throughout the Village of Millbrook started October 1st
- Removed loading zone signs from Franklin Ave.
- Brought Leaf Vac to Reardon Brigg for Repairs
- Repaired the dump body on the 2008 F-550 (Leaf Truck)
- Repaired and fixed the cracks in the tennis court
- Continued to water the 9 new trees that were planted in the Village
- Work commenced on the drainage project on Washington Ave with Race Excavation
- Cut up and removed limb that fell on Maple Ave and took it to the Town dump
- Removed broken glass on Franklin Ave.
- Put out extra garbage pails on Franklin Ave. for holiday weekend and picked them up after the weekend
- Painted and did maintenance on the Kubota tractor
- Continued leaf pick up throughout village daily
- Pick up and cleaned flower barrels on Franklin Ave. discarded Flowers from barrels
- Mowed and removed leaves from the firehouse, water tower and Village hall
- Brought the 2015 and 2019 F-550 to Del Hatt's for yearly New York State Inspection and brought in for vehicle maintenance
- New Department of Public Works Supervisor started on October 28th
- Leaves will be continued to be picked up throughout the Village until November 30th, 2024
- Friendly reminder that the Snow Ordinance will start December 1st, 2024 to March 31st, 2025 which states Parking is Prohibited on all Village of Millbrook streets from 12:00AM-6:00AM. Obstruction of snow removal street clearing is prohibited, and violators will be ticketed.



Monthly Water Report

October 2024

	October	September	August
Total Water Produced	5,567,825	5,323,075	5,053,835
Average Daily Flow	179,607	177,435	163,025
Peak Day Flow	199,950	201,420	195,000

Sampling Results:

	October	September	August
Total Coliform	Absent	Absent	Absent

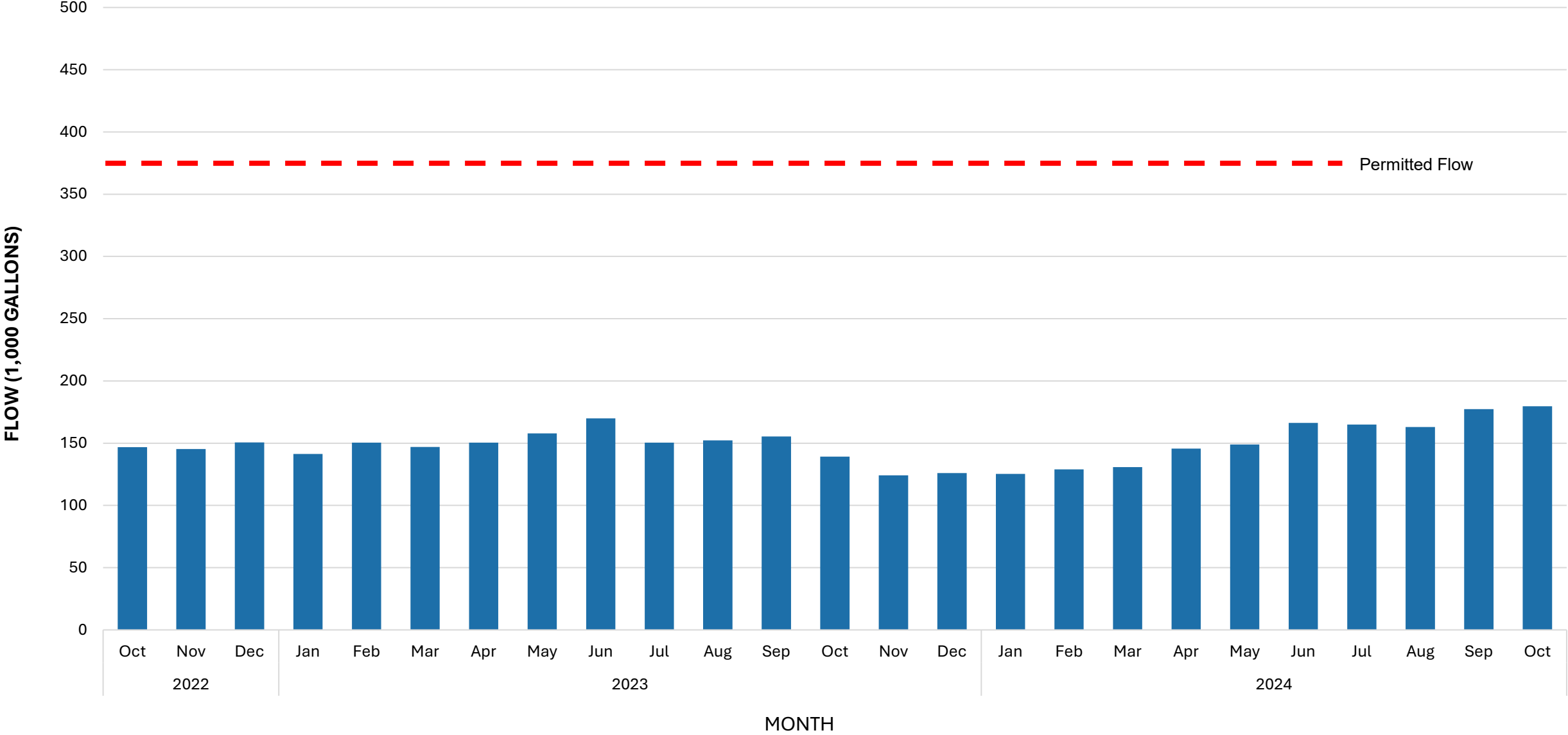
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Service line water leak on Merritt Ave repaired by owner
3. Replaced 3 curb valves
4. New water line installs on Russell Knolls - new building, Highway, 24 Washington
5. Replaced 4 meter registers
6. Met with Avanti Controls - remote connections to water plant

Millbrook Water

Average Daily Flow





Maple Ave Hydrant Replacement

- Fire hydrant needs to be replaced
- Fence is in the way of both operating the hydrant as well as replacing it
- Hydrant is 20 feet from the center of the road which may fall into the village right of way



Monthly Sewer Report

October 2024

	October	September	August	Permit Limit
Total Effluent Flow	3,043,488	3,082,710	4,150,655	n/a
Average Daily Flow	98,180	102,760	133,890	n/a
12-Month Rolling AVG	170,000	179,000	194,000	250,000
Peak Daily Flow	111,980	115,990	264,040	n/a
Precipitation <i>(in. as liquid)</i>	0.5"	1.4"	5.4"	n/a

SPDES Permit Samples: (mg/l)

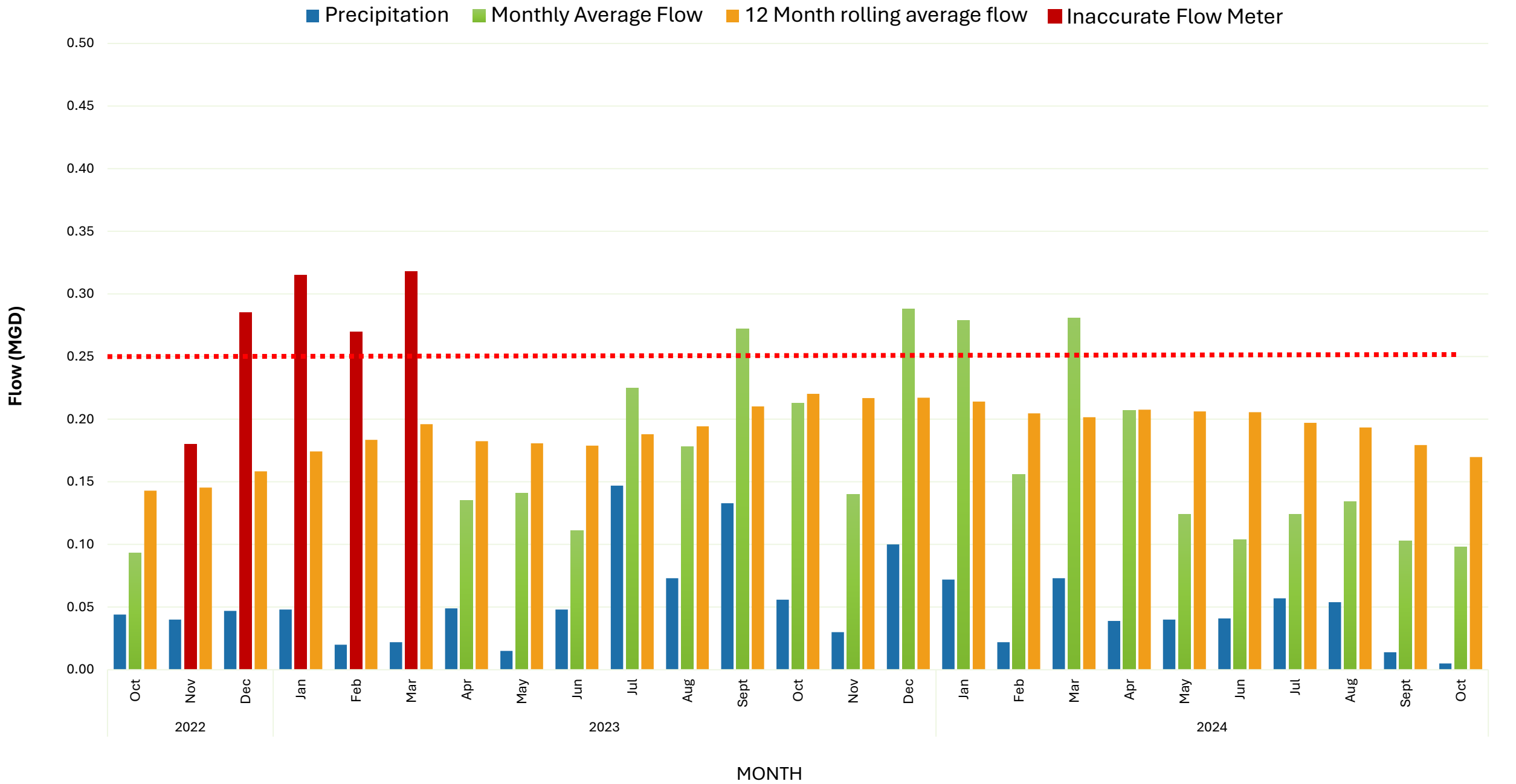
	September	September	August	Permit Limit
BOD	4mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2.9 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.11 mg/l	1.76 mg/l	0.9 mg/l	8 mg/l
Fecal Coliform	<2/100ml	<2/100ml	<2/100ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Generator start up at Bennett PS - all systems now in service
3. Doyle Security connected all alarms for Bennett PS
4. Completed and submitted revisions to DMRs as per EPA (2019-present) - 12 total
5. Repaired flow meter for ORF
6. Cleaned filter beds

Millbrook WWTP



Building Department Report: October 2024

Building Permits Issued	4
Sign Permit	0
Certificate of Use	1
Certificate of Occupancy	1
Certificate of Compliance	1
Municipal Searches	2
Short Term Rental App	0
Fire Inspection (not STR)	0
Total Fees Collected	993.34

Planning & Zoning

- 16-18 Alden – Project is complete all permits have been issued (Millbrook Continental)
- 3329 Franklin- Public Hearing for 11/18- Site plan amendment to add a generator
- 3308 Franklin & 24 North Ave- 1st meeting 11/18 for Accessory Apartment Site Plan. Public Hearing for December meeting

Short Term Rentals (STR):

-

Treasurer’s Report: Bank Balances - October 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	123,893.37	59,330.07	120,000.00	16.97	330.33	345.49	63,240.41
GENERAL FUND	45,549.34	178,870.13	217,692.26	3.58	41.21	161.03	6,730.79
WATER FUND	122,826.97	44,011.18	43,181.72	22.33	111.15	177.22	123,678.76
SEWER FUND	65,007.21	54,080.93	22,356.45	12.59	107.11	206.27	96,744.28
ACCOUNTS PAYABLE	90,747.00	229,382.48	319,426.49	0.00	0.00	0.00	702.99
BENNETT PUMP STATION	46,066.68	0.00	3,999.87	9.21	44.22	52.76	42,076.02
ESCROW (PLANNING & ZONING)	6,893.14	2,265.44	120.88	0.00	0.00	0.00	9,037.70
HNL TRUST	17,891.68	0.00	14,066.12	1.18	12.95	31.64	3,826.74
MEDICAL DEDUCTIBLE	25,104.32	0.00	2,794.74	0.00	0.00	0.00	22,309.58
MILLBROOK RESTORATION	0.00	0.00	0.00	0.00	1.09	16.54	0.00
GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL ACCOUNT	12,322.20	57,772.92	55,517.36	0.00	0.00	0.00	14,577.76
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,682.09	0.00	0.00	0.29	1.40	2.81	1,682.38
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	52,000.36	0.00	0.00	11.04	11.40	11.40	52,011.40
WWTP UPGRADE	0.00	300,000.00	24,491.22	27.76	27.76	27.76	275,536.54
SIDEWALKS	565.93	1,500.00	1,924.10	0.00	12.81	14.95	141.83
TENNIS COURTS	303.01	0.00	0.00	0.07	0.31	0.63	303.08
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	14,875.79	0.00	0.00	3.16	15.38	23.55	14,878.95
TOTAL	627,457.33	927,213.15	825,571.21	108.18	718.30	1,089.45	729,207.45

Treasurer’s Report: NYCLASS Balances - October 2024

Average Monthly Yield: 4.7014%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	374,943.10	0.00	0.00	1,496.02	7,828.46	14,654.49	376,439.12
TAX ACCOUNT	1,000,065.86	0.00	50,000.00	3,849.31	17,554.86	29,345.50	953,915.17
WATER FUND	10,435.32	0.00	0.00	41.63	219.09	439.73	10,476.95
SEWER FUND	51,068.72	0.00	0.00	203.76	1,072.30	4,478.82	51,272.48
FEMA	16,477.41	0.00	16,496.66	21.37	301.62	521.99	2.12
BENNETT PUMP STATION	235,999.63	0.00	0.00	941.62	4,955.32	8,404.31	236,941.25
TENNIS COURT RESERVE	51.27	0.00	0.00	0.27	14.38	51.54	51.54
TOTAL	1,689,041.31	0.00	66,496.66	6,553.98	31,946.03	57,896.38	1,629,098.63

Total Balances - October 2024

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	627,457.33	927,213.15	825,571.21	108.18	718.30	1,089.45	729,207.45
NYCLASS	1,689,041.31	0.00	66,496.66	6,553.98	31,946.03	57,896.38	1,629,098.63
TOTAL	2,316,498.64	927,213.15	892,067.87	6,662.16	32,664.33	58,985.83	2,358,306.08

Clerk/Treasurer Highlights

- Bank Recs for June, July, and Aug completed
- Attended a ½ day webinar- Government Finance
- Helping with Planning and Zoning until a PB/ZBA Secretary is officially hired
- Will be sending out unpaid tax list to Dutchess County in November
- Deputy Clerk and I braved the beautiful Halloween weather and passed out candy to all the ghouls and goblins at the Village Hall

2024/2025 Taxes & TOW SBA

Taxes turned over to DC in November

Unpaid: \$11,500.73- 6 parcels

SBA: Unpaid: \$ 764.28- 3 parcels

Resolution 2024-015

RESOLUTION No. 2024-015

A Resolution of the Board of Trustees of The Village Of Millbrook
Authorizing the Adoption of the
2024 Dutchess County, NY Hazard Mitigation Plan Update

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/11/2024-015-Hazard-Mitigation-Plan-2024.pdf>

Resolution LL 9 of 2024

RESOLUTION No. LL0092024.1

Introducing Local Law No. 9 of 2024 Adopting the Natural Resources
Inventory for the Village of Millbrook

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/11/Resolution-of-Introduction-for-Local-Law-Adopting-Natural-Resources-Inventory.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, December 11, 2024 @ 6:00 pm

MEETINGS ARE HELD AT THE
Millbrook Firehouse

20 Front Street, Millbrook
(unless otherwise noted)

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