



*Board of Trustees Meeting*  
*December 11, 2024 @ 6:00 pm*

*Please Silence Your Cell Phone*



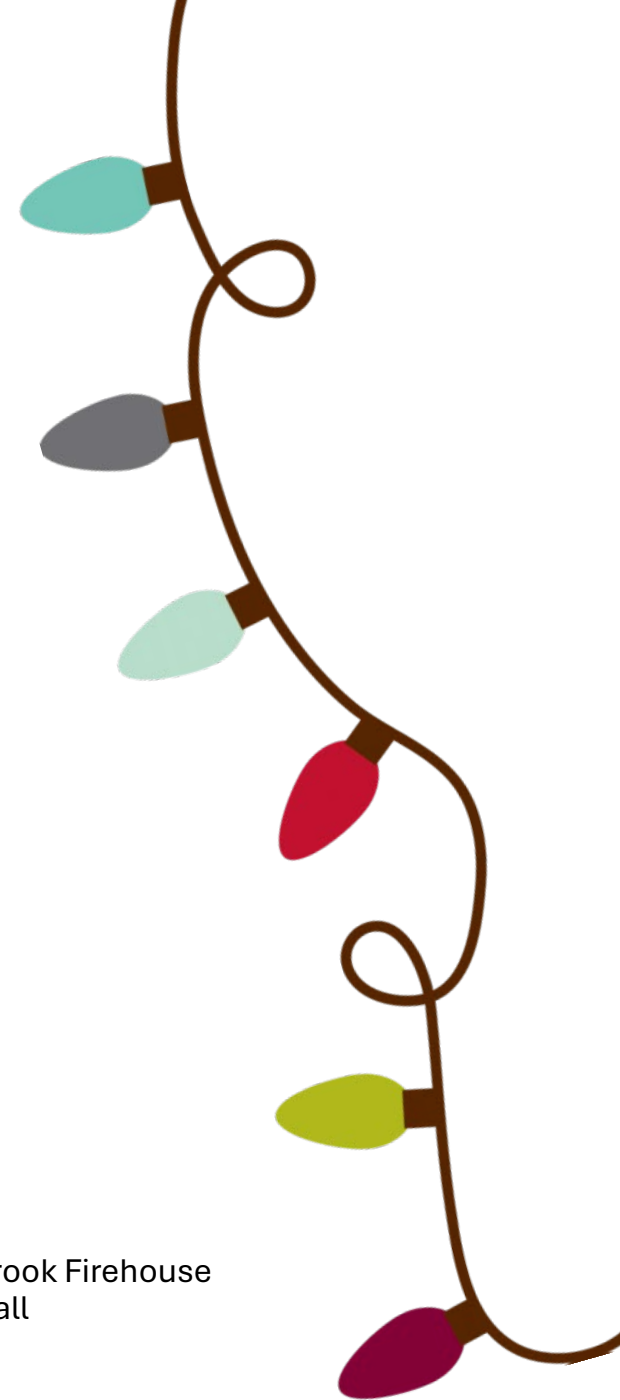
# Agenda

Village of Millbrook  
Board of Trustees  
Wednesday, December 11, 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](mailto:villageofmillbrook@gmail.com)

1. **Open Meeting:**
  - a. Pledge of allegiance
  - b. Roll call of trustees
  - c. Welcome newly elected board members for 2025
2. **Administrative Business:**
  - a. Minutes approval
  - b. Voucher approval
3. **Department Reports:**
  - a. WWTP upgrade project status – E. Moore, T&B
  - b. DC Legislature – DC Legislator Houston
  - c. Fire & Rescue – Chief Boscardin, President Rochfort
    - i. Board approval of new Rescue Squad member, Jay Higgins
    - ii. New fire/rescue contract w/ ToW – Mayor Collopy
  - d. Police – Chief Dworkin
  - e. Highway – Supervisor Kelly
  - f. Water & Sewer – S. Osborn, VRI
    - i. SPDES Permit status
  - g. Treasurer & Building Dept – Clerk Witt
    - i. BAN renewals – 2 resolutions
4. **Old Business:**
  - a. Public Hearing to incorporate NRI into local laws – Trustee Herzog
  - b. Resolution to update zoning for RLD districts – Trustee Doro
  - c. CSC application status – Trustee Herzog
5. **New Business:**
  - a. (WWTP upgrade – covered above)
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. **Next Regular Board Meeting:** Wednesday, 1/8/2025 – 6PM Millbrook Firehouse
9. **Annual Re-Org Meeting:** Wednesday, 1/22/2025 – 6PM Village Hall
10. **Adjournment**



# Voucher Totals December 11, 2024

## UNPAID

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>General Fund</b>                            | \$91,821.28         |
| <b>Police Cap Project</b>                      | \$37,844.00         |
| <b>Cap Sewer</b> <i>(Bennett Pump Station)</i> | \$670.35            |
| <b>WWTP Upgrade</b>                            | \$7,144.69          |
| <b>Water Fund</b>                              | \$94,181.66         |
| <b>Sewer Fund</b>                              | \$25,060.81         |
| <b>TOTAL:</b>                                  | <b>\$256,722.79</b> |

### Notes:

- **Water Fund** includes Bedrock Wells Bond payment of \$53,750 and \$22,000 BAN payment.





# MILLBROOK FIRE DEPARTMENT

## NOVEMBER 2024

## 77 INCIDENTS REPORTED

| Millbrook Fire Dept                            |           |
|------------------------------------------------|-----------|
| Automatic Fire Alarm                           | 19        |
| EMS Call                                       | 38        |
| Motor Vehicle Accident                         | 3         |
| Wires Down/Elec.                               | 2         |
| Structure Fires ( <i>Mutual Aid to Dover</i> ) | 1         |
| PD Assist                                      | 1         |
| Electrical Problem                             | 2         |
| Smoke Investigation                            | 2         |
| Chimney Fire                                   | 1         |
| Gas Odor                                       | 2         |
| Brush Fire                                     | 4         |
| CO                                             | 2         |
| <b>TOTALS:</b>                                 | <b>77</b> |

| EMS Responses       |    |
|---------------------|----|
| NDP (49-79)         | 38 |
| MFD Ambulance       | 5  |
| MFD to Hospital     | 1  |
| MFD Members         | 15 |
| Mutual Aid Given    |    |
| Fire                | 1  |
| NDP                 | 1  |
| Mutual Aid Received |    |
| Fire                | 1  |
| NDP                 | 1  |

### NOTES:

#### Monthly drills

- Hoseline Advancement
- Chimney fires



INCIDENT REPORT SUMMARY

CALLS FOR SERVICE: 144

|                        |    |                             |    |
|------------------------|----|-----------------------------|----|
| Aggravated Harassment  | 1  | Order of Protection         | 1  |
| Alarm – Fire           | 4  | Records Request             | 1  |
| Animal Complaint       | 5  | Parking Summons             | 5  |
| Assist Citizen         | 2  | Property Check              | 12 |
| Assist Other Agency    | 2  | Public Safety               | 1  |
| Follow Up              | 1  | Security Check              | 5  |
| Foot Patrol            | 58 | School Checks               | 15 |
| Fraud                  | 4  | Suspicious Person/Activity  | 5  |
| Harassment             | 1  | Traffic/Criminal Court      | 1  |
| Littering              | 1  | Traffic Stop                | 3  |
| Lockout                | 4  | Trespass                    | 1  |
| Medical Aided          | 5  | Vehicle & Traffic Complaint | 3  |
| Mental Health          | 1  | Welfare Check               | 2  |
| Motor Vehicle Accident | 3  |                             |    |

IN DEVELOPMENT

Police Department Computer System

- Research underway to identify RMS replacement system

Fleet Vehicles

- Vehicle at LinkWraps for graphics
- Upfit equipment ordered, delivery pending

NEW BUSINESS

Carfax for Police

- Police Department partnered with Carfax to provide investigative tools, digital solutions for crash reporting, Record solutions.

National Child Safety Council

- Partnered with NCSC to provide free educational material to residents on child safety and safe living topics for teenagers as well as adults and seniors.
- The NCSC a non-profit organization, established in the 1950’s, founded the Missing Children Milk Carton Program nationally.

TRAINING

**Firearms Training/Qualification:** All sworn members trained and qualified with department issued firearm.



# POLICE DEPARTMENT STATISTICS

NOVEMBER 2024

Calls for Service: 144

## INCIDENT REPORT DETAIL

**Aggravated Harassment: 1**

- Victim bit by child

**Alarm – Fire: 4**

- Unknown cause for activation
- Accidental Activation
- Burnt food on stove

**Animal Complaint: 5**

- Follow up to previous dog attack
- Injured deer in roadway
- Barking Dog/ unfounded

**Assist Citizen: 2**

- Assist with traffic control for funeral procession

**Assist Other Agency: 2**

**Fire Alarm: 2**

- Accidental Activation
- Burnt food on stove

**Follow Up: 1**

- Summons issued as a result of prior PIAA

**Foot Patrol: 58**

**Fraud: 1**

- Possible scheme to defraud

**Harassment: 1**

**Littering: 1**

**Lockout: 4**

- Motor vehicle lockout x 2

**Medical Aided: 5**

- Male fallen with facial injury
- Patient feeling ill

- Patient feeling dizzy

**Mental Health: 1**

- Homeless subject harassing youths in Library

**Motor Vehicle Accident: 3**

- Motor vehicle struck pedestrian
- Police vehicle struck parked car
- Car vs. deer

**Order of Protection: 1**

**Records Request: 1**

**Parking Summons: 5**

**Property Check: 12**

# POLICE DEPARTMENT STATISTICS

**NOVEMBER 2024**

**Calls for Service: 144**

## INCIDENT REPORT DETAIL

### **Public Safety: 1**

- Juvenile riding bicycle on sidewalk

### **Security Check: 5**

- Security checks of Election Day polling location

### **School Checks: 15**

### **Suspicious Person/Activity: 5**

- Suspicious vehicle in the High School parking lot reportedly playing loud music/GOA
- Air continually let out of tires/ Unknown Cause
- Suspicious Vehicle/Father and Son practicing road test
- Report of objects being thrown at building. Juvenile identified/follow up pending

### **Traffic/Criminal Court: 1**

### **Traffic Stop: 3**

- Warning issued x 3

### **Trespass: 1**

- Juvenile trespassing

### **Vehicle & Traffic Complaint: 3**

- Lost plates
- UTT issued as result of PIAA
- Report of speeding vehicles on Nine Partners Rd

### **Welfare Check: 2**



# Public Works Monthly Report November 2024



- **Leaf Pick-Up Ended 11/30**

Averaged 6-8 loads of leaves daily which the leaf box holds approximately 8 yards.

- **Snow Ordinance is now in effect until March 31**

NO PARKING ON VILLAGE STREETS BETWEEN THE HOURS OF 12:00 AM - 6:00 AM from December 1 until March 31

*ALL VIOLATORS WILL BE TICKETED*

- Continued to pick up leaves through out the Village
- Performed maintenance on the leaf vacuum, changes the discharge pipe, oil change and filters, new throttle cable
- Catch basin repairs on Church St
- Fixed pothole on Church St adjacent to catch basins
- Put up the Christmas Trees on Franklin Ave. and the rest of the Village for the Millbrook Business Association
- Put up the Christmas decorations on Franklin Ave.
- Cleaned up the curbs throughout village of leaves so the leaves did not plug up the drainage throughout the village

- Cleaned out ditch lines and inlet outlet sides of drainage pipes throughout the village
- Stored the mowing equipment over at the Sewer Plant for the winter
- Routine maintenance on snowplows the snow removal equipment, new plow cutting edges, checked all hydraulic hoses on trucks and snowplows, made sure everything was mechanically sound for winter
- Put the sanders on all the trucks to prepare for winter storms
- Checked catch basins and made a repair list
- New Flammable Liquid Storage Cabinet was delivered and all flammable liquids and contents were stored away in cabinet, including spray paints, gasoline containers, oils, and lubricants



# Monthly Water Report

## November 2024

|                      | November  | October   | September |
|----------------------|-----------|-----------|-----------|
| Total Water Produced | 5,402,370 | 5,567,825 | 5,323,075 |
| Average Daily Flow   | 180,100   | 179,607   | 177,435   |
| Peak Day Flow        | 241,350   | 199,950   | 201,420   |

### Sampling Results:

|                | November | October | September |
|----------------|----------|---------|-----------|
| Total Coliform | Absent   | Absent  | Absent    |

\* Results not in compliance

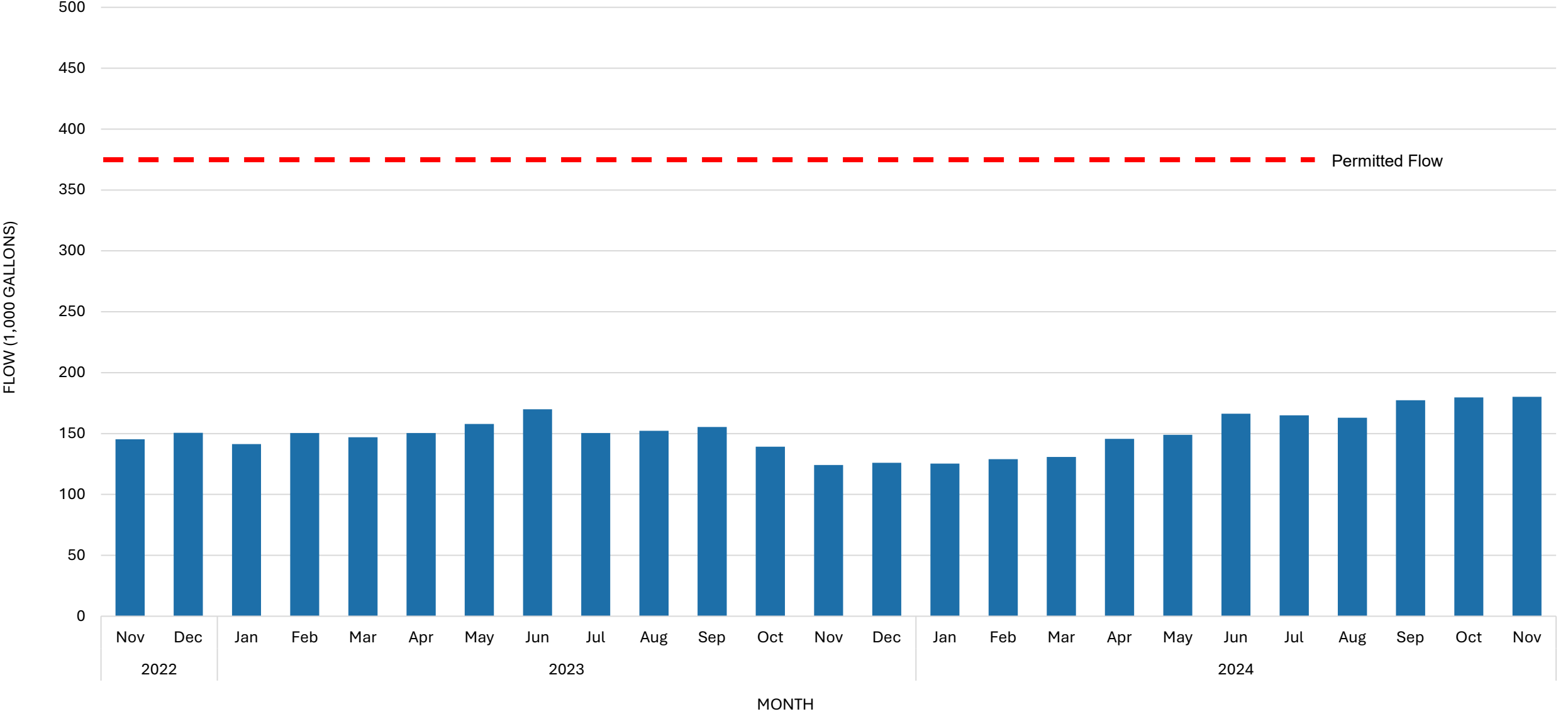
### Comments:

1. Performed all routine sampling and maintenance
2. Replaced 2 fire hydrants - Maple Ave and Franklin
3. Replaced 1 water meter



# Millbrook Water

■ Average Daily Flow





# Monthly Sewer Report

## November 2024

|                                             | November  | October   | September | Permit Limit |
|---------------------------------------------|-----------|-----------|-----------|--------------|
| <b>Total Effluent Flow</b>                  | 3,241,085 | 3,043,488 | 3,082,710 | n/a          |
| <b>Average Daily Flow</b>                   | 108,000   | 98,180    | 102,760   | n/a          |
| <b>12-Month Rolling AVG</b>                 | 167,000   | 170,000   | 179,000   | 250,000      |
| <b>Peak Daily Flow</b>                      | 161,305   | 111,980   | 115,990   | n/a          |
| <b>Precipitation</b> <i>(in. as liquid)</i> | 2.7"      | 0.5"      | 1.4"      | n/a          |

SPDES Permit Samples: (mg/l)

|                               | November | October   | September | Permit Limit |
|-------------------------------|----------|-----------|-----------|--------------|
| <b>BOD</b>                    | 2 mg/l   | 4mg/l     | 2 mg/l    | 15 mg/l      |
| <b>Percent Removal</b>        | 100 %    | 99 %      | 99 %      | 85%          |
| <b>Total Suspended Solids</b> | 4.4 mg/l | 2 mg/l    | 2 mg/l    | 15 mg/l      |
| <b>Percent Removal</b>        | 99 %     | 99 %      | 99 %      | 85%          |
| <b>TKN as N</b>               | 0.1 mg/l | 0.11 mg/l | 1.76 mg/l | 8 mg/l       |
| <b>Fecal Coliform</b>         | N/A      | <2/100ml  | <2/100ml  | 200/100 ml   |

\* Exceeds permit limit

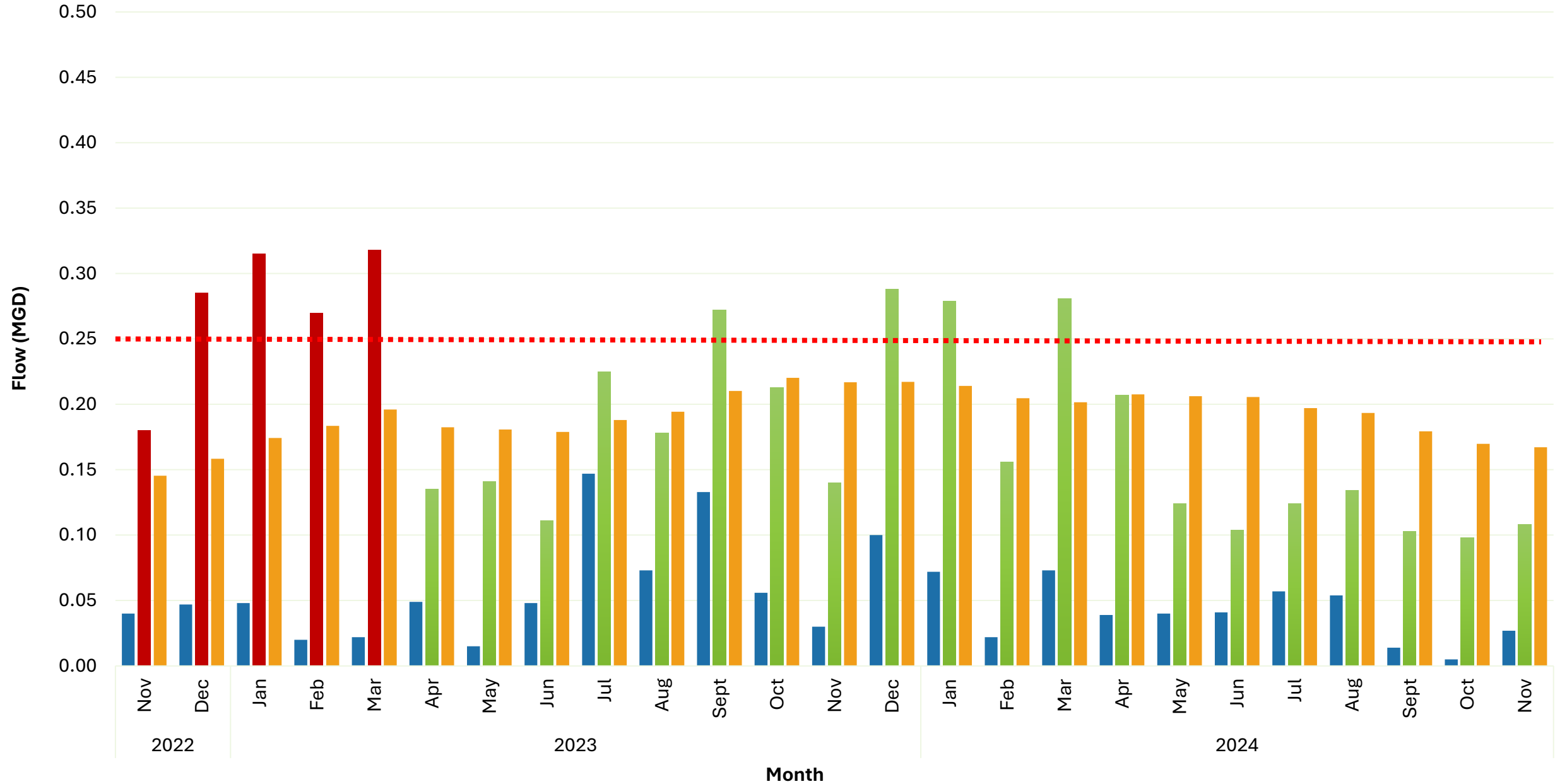
### Comments:

1. Performed all routine sampling and maintenance
2. Atlantic Testing at plant for test boring
3. Repaired 2 manholes on Church St
4. EarthCare hauled sludge



# Millbrook WWTP

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





# Building Department Report: November 2024

|                             |                |
|-----------------------------|----------------|
| Building Permits Issued     | 8              |
| 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              |
| <b>Total Fees Collected</b> | <b>1687.16</b> |

## Planning & Zoning

- 3308 Franklin & 24 North Ave- Public Hearing 12/16 for Accessory Apartment Site Plan.
- 3299 Franklin- House of Stefas- generator was approved 11/18
- Starting to transition Justin to Planning Board and ZBA Sec

## Short Term Rentals (STR):

- A 'Final Notice' to make application letter was sent to 54-58 Front St

# Treasurer’s Report: Bank Balances - November 2024

|                            | Beginning<br>Balance | Contributions | Withdrawals | Interest | Income Earned<br>Fiscal YTD | Income Earned<br>Calendar YTD | Month End<br>Balance |
|----------------------------|----------------------|---------------|-------------|----------|-----------------------------|-------------------------------|----------------------|
| TAX ACCOUNT                | 63,240.41            | 255,148.51    | 300,000.00  | 13.12    | 343.45                      | 358.61                        | 18,402.04            |
| GENERAL FUND               | 6,730.79             | 318,308.03    | 304,535.54  | 2.99     | 44.20                       | 164.02                        | 20,506.27            |
| WATER FUND                 | 123,678.76           | 62,495.47     | 18,261.71   | 34.04    | 145.19                      | 211.26                        | 167,946.56           |
| SEWER FUND                 | 96,744.28            | 36,256.21     | 22,433.56   | 23.80    | 130.91                      | 230.07                        | 110,590.73           |
| ACCOUNTS PAYABLE           | 702.99               | 0.00          | 0.00        | 0.00     | 0.00                        | 0.00                          | 702.99               |
| BENNETT PUMP STATION       | 42,076.02            | 20,000.00     | 50,734.58   | 6.33     | 50.55                       | 59.09                         | 11,347.77            |
| ESCROW (PLANNING & ZONING) | 9,037.70             | 1,500.00      | 1,044.60    | 0.00     | 0.00                        | 0.00                          | 9,493.10             |
| HNL TRUST                  | 3,826.74             | 0.00          | 0.00        | 0.65     | 13.60                       | 32.29                         | 3,827.39             |
| MEDICAL DEDUCTIBLE         | 22,309.58            | 0.00          | 0.00        | 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            | 14,577.76            | 0.00          | 0.00        | 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     | 1,682.38             | 0.00          | 0.00        | 0.28     | 1.68                        | 3.09                          | 1,682.66             |
| 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       | 52,011.40            | 0.00          | 0.00        | 11.04    | 22.44                       | 22.44                         | 52,022.44            |
| WWTP UPGRADE               | 275,536.54           | 0.00          | 12,087.35   | 114.21   | 141.97                      | 141.97                        | 263,563.40           |
| SIDEWALKS                  | 141.83               | 0.00          | 0.00        | -1.00    | 11.81                       | 13.95                         | 140.83               |
| TENNIS COURTS              | 303.08               | 0.00          | 0.00        | 0.06     | 0.37                        | 0.69                          | 303.14               |
| 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   | 14,878.95            | 0.00          | 0.00        | 3.16     | 18.54                       | 26.71                         | 14,882.11            |
| TOTAL                      | 729,207.45           | 693,708.22    | 709,097.34  | 208.68   | 926.98                      | 1,298.13                      | 714,027.01           |



Treasurer’s Report: NYCLASS Balances - November 2024

Average Monthly Yield:4.5644%

|                        | Beginning Balance | Contributions | Withdrawals | Interest | Income Earned Fiscal YTD | Income Earned Calendar YTD | Month End Balance |
|------------------------|-------------------|---------------|-------------|----------|--------------------------|----------------------------|-------------------|
| RESERVE FOR FIRE TRUCK | 376,439.12        | 0.00          | 0.00        | 1,410.91 | 9,239.37                 | 16,065.40                  | 377,850.03        |
| TAX ACCOUNT            | 953,915.17        | 0.00          | 250,545.00  | 3,016.42 | 20,571.28                | 32,361.92                  | 706,386.59        |
| WATER FUND             | 10,476.95         | 0.00          | 0.00        | 39.28    | 258.37                   | 479.01                     | 10,516.23         |
| SEWER FUND             | 51,272.48         | 0.00          | 0.00        | 192.17   | 1,264.47                 | 4,670.99                   | 51,464.65         |
| FEMA                   | 2.12              | 545.00        | 0.00        | 1.29     | 302.91                   | 523.28                     | 548.41            |
| BENNETT PUMP STATION   | 236,941.25        | 0.00          | 20,000.00   | 855.94   | 5,811.26                 | 9,260.25                   | 217,797.19        |
| TENNIS COURT RESERVE   | 51.54             | 0.00          | 0.00        | 0.24     | 14.62                    | 51.78                      | 51.78             |
| TOTAL                  | 1,629,098.63      | 545.00        | 270,545.00  | 5,516.25 | 37,462.28                | 63,412.63                  | 1,364,614.88      |

Total Balances - November 2024

|                   | BEGINNING BALANCE | CONTRIBUTIONS | WITHDRAWALS | INCOME EARNED | INCOME EARNED FISCAL YTD | INCOME EARNED CALENDAR YTD | MONTH END BALANCE |
|-------------------|-------------------|---------------|-------------|---------------|--------------------------|----------------------------|-------------------|
| BANK OF MILLBROOK | 729,207.45        | 693,708.22    | 709,097.34  | 208.68        | 926.98                   | 1,298.13                   | 714,027.01        |
| NYCLASS           | 1,629,098.63      | 545.00        | 270,545.00  | 5,516.25      | 37,462.28                | 63,412.63                  | 1,364,614.88      |
| TOTAL             | 2,358,306.08      | 694,253.22    | 979,642.34  | 5,724.93      | 38,389.26                | 64,710.76                  | 2,078,641.89      |

Clerk/Treasurer Highlights

- 11/08 - Submitted CHIPS reimbursement for Maple Ave- \$26,561.58  
Remaining CHIPS balance: \$73,365.15  
Washington Ave Project: \$90,000-\$73,365.15 (CHIPS)= \$16,634.85 –to be paid out of HNL, Newmont Stock, & TG Donations
- 11/19 - Sent unpaid tax list to Dutchess County
- 11/21- Revised CDBG reimbursement app for sidewalk project- \$20,000 left to collect. (ACH pending for 12/13)
- 11/21- Received Newmont check- \$5,253.75 (xferred from Gen to HNL- reflected in Dec statement)
- Resolutions 2024-016 (200K WTP BAN) & 2024-017 (550K WTP BAN) to be rolled over in 2025 at a 3.25% rate with Bank of Millbrook- Board to approve and pass resolutions

2024/2025 Taxes

6 Parcels Unpaid 24/25 Taxes  
Total: \$12,535.80  
(DC will make us whole in April)

# Resolution 2024-016

## BOND ANTICIPATION NOTE RESOLUTION No. 2024-016

Authorizing the issuance of a \$200,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/12/2024-016-Bond-Anticipation-Note-Renewal-Resolution-2024-200k-Water-System-Improvement.pdf>



# Resolution 2024-017

## BOND ANTICIPATION NOTE RESOLUTION No. 2024-017

Authorizing the issuance of a \$550,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/12/2024-017-Bond-Anticipation-Renewal-Note-Resolution-2024-IMPROVEMENT-AND-UPGRADE-OF-WATER-SYSTEM-550k.pdf>

# Resolution LL 2024-009

RESOLUTION Local Law No. LL0092024.2

Enacting 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/2024/12/LL0092024-2-Resolution-of-Adoption-for-Local-Law-Adopting-Natural-Resources-Inventory-1.pdf>



# Resolution LL 2024-010

## RESOLUTION Local Law No. LL0102024.1

Introducing Local Law Amending the Zoning Map Contained in Section 230-7 and Attachment 3 to Chapter 230 of the Village Code to Alter the Boundaries of the RU Zoning District to Include Eight (8) Parcels Currently Located in the RLD Zoning District

Click link to view resolution

<https://villageofmillbrookny.com/wp-content/uploads/2024/12/LL0102024-1-Resolution-of-Introduction-Local-Law-Changing-Zoning-District-from-RLD-to-RU-for-Various-Parcels.pdf>

# Board of Trustee Updates

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Mayor Tim Collopy

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Deputy Mayor Patrick Murphy

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Trustee Vicky Contino

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Trustee Peter Doro

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Trustee Mike Herzog







# Next Board of Trustees Meeting:

**Monthly Business Meeting @ Firehouse**  
Wednesday, January 8, 2025 @ 6:00 pm

**Re-Org Meeting @ Village Hall**  
Wednesday, January 22, 2025 @ 6:00 pm

***MEETINGS ARE HELD AT THE***  
**Millbrook Firehouse**

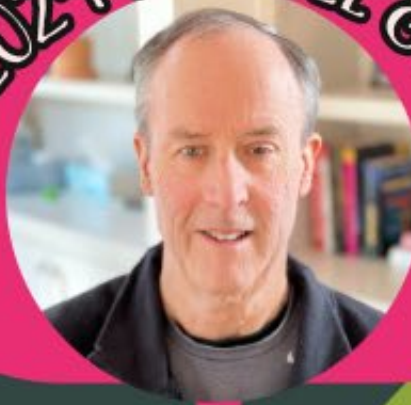
20 Front Street, Millbrook  
*(unless otherwise noted)*

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



*Thank  
you*

2019-2024 TRUSTEE & MAYOR



2020-2024 TRUSTEE



2012-2024 TRUSTEE



Thank you Mayor Collopy, Trustee Contino,  
and Trustee Herzog for your many years  
of dedicated service to the  
Village of Millbrook!