



Board of Trustees Meeting
January 8, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, January 8, 2025

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. Moment of Silence for David Greenwood
- c. Roll Call

2. ADMINISTRATIVE BUSINESS

- a. Oath of Office- Mayor and Trustees
- b. Appoint Trustee
- c. Minutes Approval
- d. Voucher Approval

3. DEPARTMENT REPORTS

- a. DC Legislature – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – Chief Dworkin
- d. Highway – Supervisor Kelly
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept –Clerk Witt
 - i. WWTP Upgrade- 300K BAN (2)- Bank of Millbrook approved at 3.25%

4. OLD BUSINESS

- a. Public Hearing- Enacting Local Law 1 of 2025 Chapter 230 of the Village Code to alter the boundaries of the RU Zoning District

5. NEW BUSINESS

- a. 2025 Community Development Block Grant (CDBG) Public Hearing announcement

6. GENERAL PUBLIC COMMENTS

7. BOARD MEMBER UPDATES

8. EXECUTIVE SESSION – PERSONNEL & LITIGATION

9. NEXT BOARD MEETING

- a. Re-Org Meeting: Wednesday, January 22, 2025 @ Village Hall
- b. Monthly Business Meeting: Wednesday, February 12, 2025 @ Village Hall

10. ADJOURNMENT

Voucher Totals January 8, 2025

General Fund	\$112,742.94
Cap Sidewalks	\$1,481.40
Water Fund	\$15,885.45
Sewer Fund	\$25,841.84
TOTAL:	\$155,951.63

MILLBROOK FIRE DEPARTMENT DECEMBER 2024

64 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	14
EMS Call	34
Motor Vehicle Accident	7
Structure Fires *	2
Odor of Gas	2
CO	2
Brush Fire	2
Furnace Malfunction	2
PD Assist	1
TOTALS:	64

EMS Responses	
NDP (49-79)	34
MFD Ambulance	3
MFD to Hospital	2
MFD Members	10
Mutual Aid Given	
Fire	2
NDP	2
Mutual Aid Received	
Fire	1
NDP	1

NOTES:

Monthly drills

-

* 1 Mutual Aid to Dover, 1 to Pleasant Valley

POLICE DEPARTMENT STATISTICS

DECEMBER 2024
Calls for Service: 142

INCIDENT REPORT

E-911	1	Parking Summons	7
Alarm – Fire	4	Property Check	6
Animal Complaint	1	Property Lost/Found	2
Assist Citizen	2	Public Safety	2
Civil Matter	1	Security Check	11
Foot Patrol	57	School Checks	13
Larceny	1	Special Detail	1
Lockout	5	Suspicious Person/Activity	1
Medical Aided	7	Traffic/Criminal Court	1
Missing Person	1	Traffic Stop	2
Motor Vehicle Accident	3	Vehicle & Traffic Complaint	7
Order of Protection	2	Welfare Check	1
Records Request	3		

E-911: 1

- Dialed in error

Alarm – Fire: 4

- Odor of gas
- Chimney smoke in residence
- Gas leak
- Accidental

Animal Complaint: 1

- Stray cat on property

Assist Citizen: 2

Civil Matter: 1

- Reported violation of child custody agreement

Foot Patrol: 57

Larceny: 1

- Theft of Amazon delivery packages from property

Lockout: 5

Medical Aided: 7

Corrected

Missing Person: 1

- Senior missing from Adult Home

Motor Vehicle Accident: 3

Order of Protection: 2

- Family Court TOP entered x 2

Records Request: 3

Parking Summons: 7

Property Check: 6

Property Lost/Found: 2

- Found wallet – returned to owner
- Found backpack – owner notified

Public Safety: 2

- Traffic light malfunctioning
- Icy sidewalk condition -

Security Check: 11

School Checks: 13

Special Detail: 1

- Police security at HS ball game

Suspicious Person/Activity: 1

- Subject left property at former girlfriends' residence

Traffic/Criminal Court: 1

Traffic Stop: 2

Vehicle & Traffic Complaint: 7

Welfare Check: 1

POLICE DEPARTMENT STATISTICS

DECEMBER 2024

NEW YORK STATE REPORTING REQUIREMENT UPDATES

Delinquent NY State Police and Division of Criminal Justice Service Record Submissions:

Incident Based Reports:

- 2020 through 2024 monthly IBR's - *Reviewed, errors corrected and submitted to NY State DCJS*

DCJS Monthly Report:

- 2020 through 2024 LEOKA Law Enforcement Officers Killed/Assaulted Reports - *Submitted*
- 2020 through 2024 Use of Force Reports - *Submitted*
- 2020 through 2024 Hate Crime Reports - *Submitted*
- 2020 through 2024 DICRA Death in Custody Reporting Act - *Submitted*

Sworn Officer Civil Fingerprint Submissions:

- Fingerprints to DCJS for all VMPD sworn officers - *Submitted*

Annual Agency Personnel Report:

- 2023 and 2024 AAPR's - *Submitted*

DCJS/New York State Police Audit and Compliance:

- NYSP Integrated Justice Portal IT Security Audit 2023-2025 - *Complete*
- NYSP NCIC Audit – Limited Use 2023 - 2025 - *Complete*

NEW INITIATIVES

Drug Take Back Program

The Village of Millbrook Police Department in collaboration with the Northern Dutchess Community Coalition, propose a new initiative, the Drug Take Back Program. In a proactive effort to ensure the health and safety of our residents, the Village of Millbrook Police seeks Board approval to offer a Drug Drop Box at the Village Hall. The Drop Box provides a safe, secure, and convenient way for community members to dispose of unwanted or expired medications year-round and is open to not only Village residents but also residents of the Town of Washington and the surrounding community. Together, our agencies will participate in the DEA's bi-annual Drug Take Back Days in April and October.

PERSONNEL

Background investigations in progress for two additional police officer candidates, completion anticipated prior to February, Board Meeting.

Public Works Monthly Report December 2024



- **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
- **Christmas Tree Pick-Up** Now-Jan 31
- **6 Snow Events** in the month of December
 - 3 plowable events
 - All 6 needed salt treatment
- Core Drill Sidewalks on Church Street and Front Street for new signposts
- Replace and put up all new 25 MPH speed limit signs on all Village streets
- Set up all road barricades and assist the Millbrook Fire House with the Parade of lights
- Trim the trees back on Alden, Maple, Merritt, Weathersford, and Haight on the side walks and roadway
- Clean off catch basin lids
- Unclog the drainage pipe and catch basin on Church St and Washington Ave
- Patch pothole though out village
- Repair catch basin at 49 Harts Village Rd, replace the catch basin lid and grate, bring lid back up to blacktop grade so there isn't a 3" drop into lid, repair blacktop temporarily with cold patch until the blacktop plants open in the spring



Monthly Water Report

December 2024

	December	November	October
Total Water Produced	5,725,315	5,402,370	5,567,825
Average Daily Flow	184,700	180,100	179,607
Peak Day Flow	214,930	241,350	199,950

Sampling Results:

	December	November	October
Total Coliform	Absent	Absent	Absent

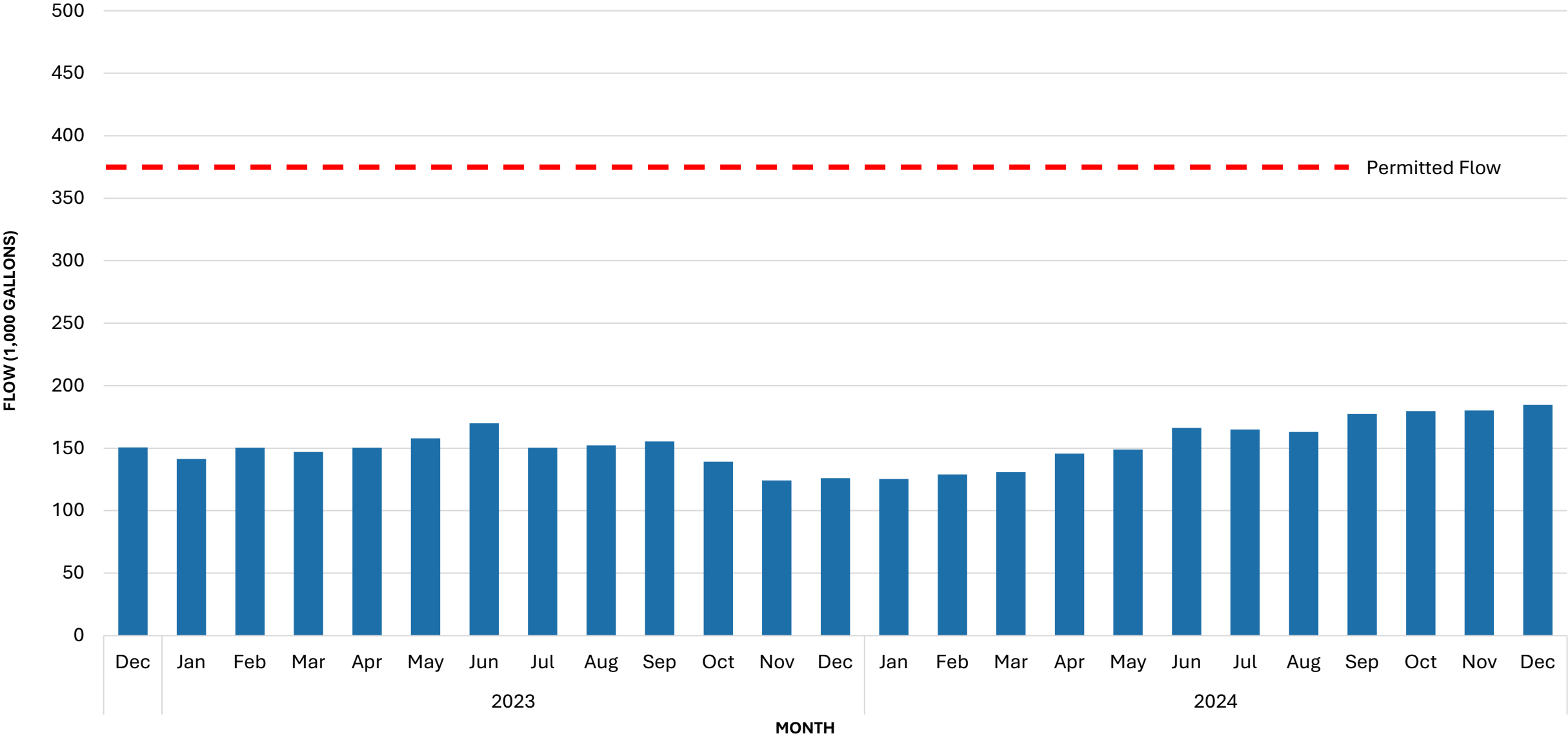
* Results not in compliance

Comments:

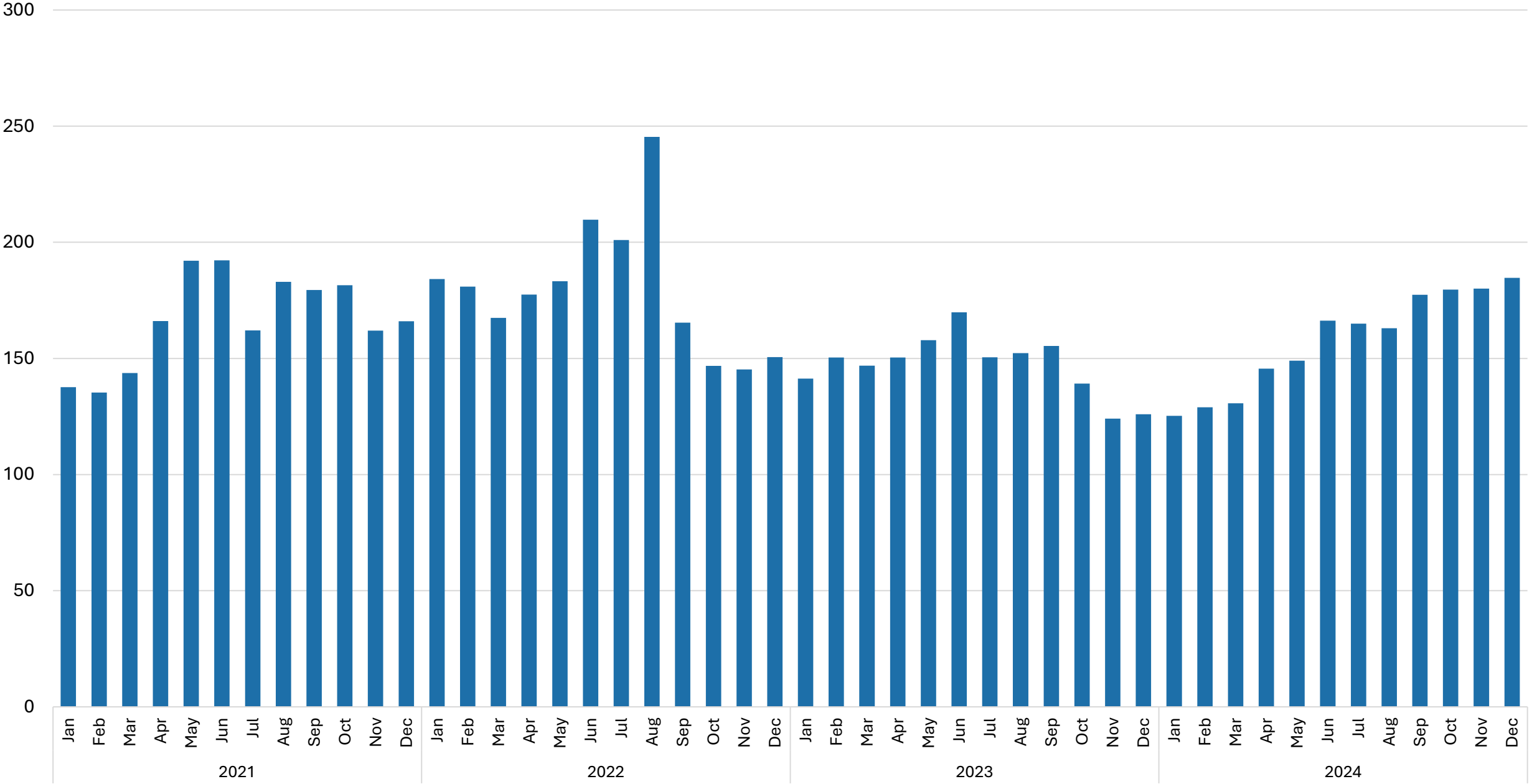
1. Performed all routine sampling and maintenance
2. Read all water meters
3. Service line leak repaired by owner on County House
4. Water meter and pipe freeze - leak inside building on Franklin Ave

2 Year Millbrook Water

Average Daily Flow



4 Year Millbrook Water



Monthly Sewer Report

December 2024

	December	November	October	Permit Limit
Total Effluent Flow	5,303,765	3,241,085	3,043,488	n/a
Average Daily Flow	171,100	108,000	98,180	n/a
12-Month Rolling AVG	157,000	167,000	170,000	250,000
Peak Daily Flow	416,715	161,305	111,980	n/a
Precipitation <i>(in. as liquid)</i>	5.6"	2.7"	0.5"	n/a

SPDES Permit Samples: (mg/l)

	December	November	October	Permit Limit
BOD	2 mg/l	2 mg/l	4mg/l	15 mg/l
Percent Removal	99 %	100 %	99 %	85%
Total Suspended Solids	2 mg/l	4.4 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.13 mg/l	0.1 mg/l	0.11 mg/l	8 mg/l
Fecal Coliform	/100ml	N/A	<2/100ml	200/100 ml

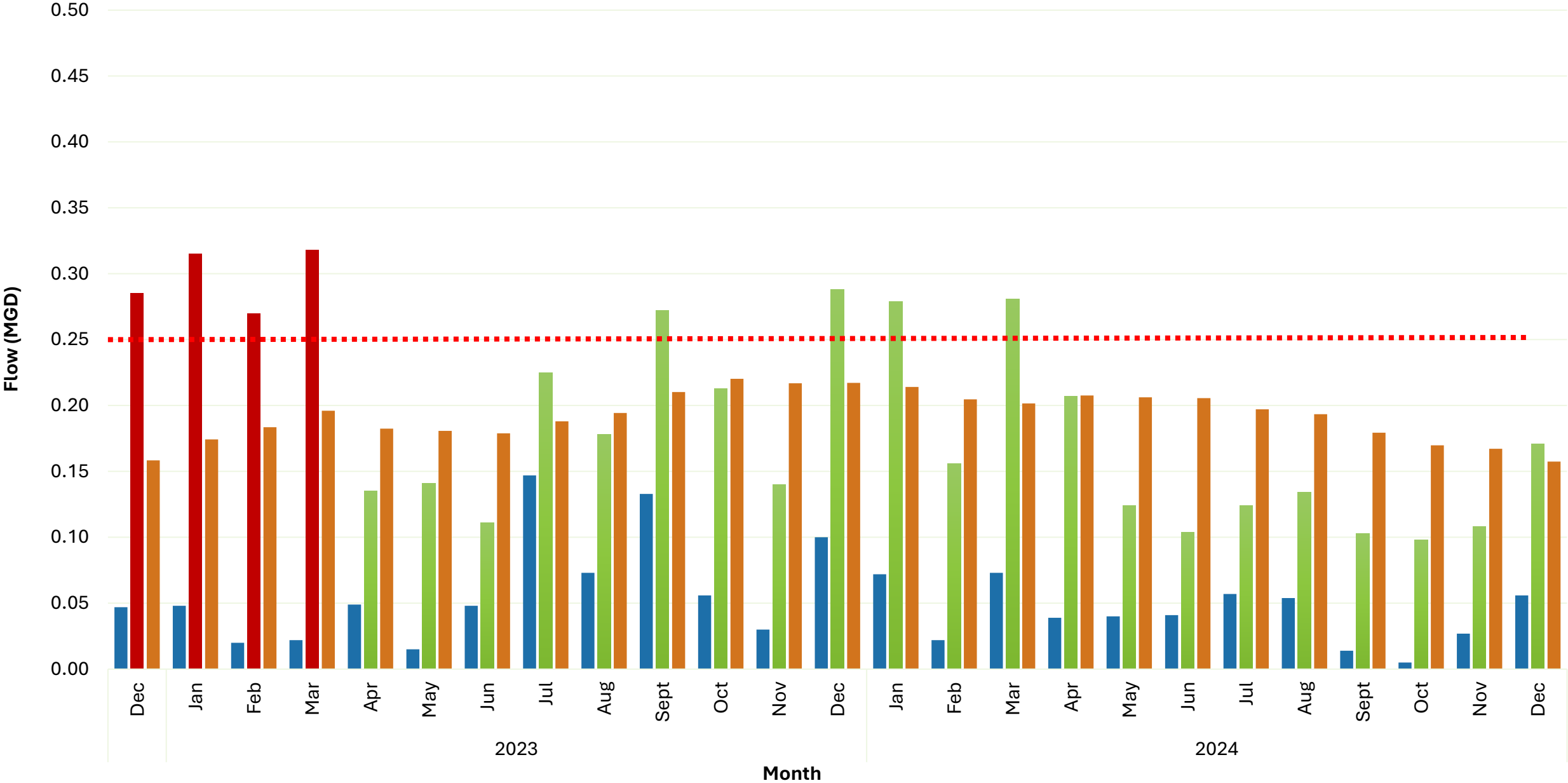
* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Replaced manhole at plant with sealed/bolted manhole as per EPA order
3. Annual safety inspection
4. Started preparing 2 of the sand filter beds for covers

2 Year Millbrook WWTP

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



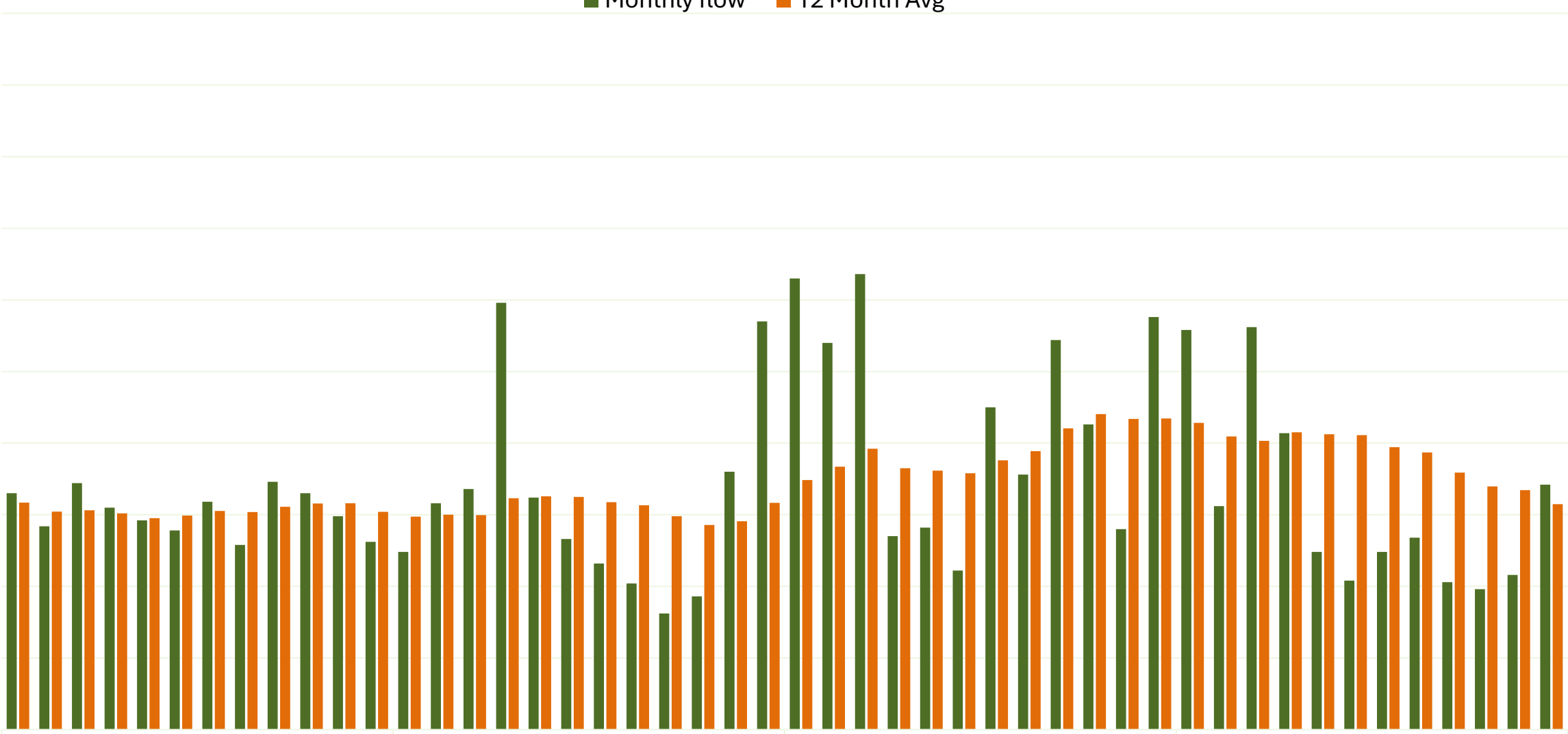
4 Year Millbrook WWTP

Monthly flow 12 Month Avg

0.5
0.45
0.4
0.35
0.3
0.25
0.2
0.15
0.1
0.05
0

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

2021 2022 2023 2024



Water/Sewer Comparison 2020-2021

NOTE:

- All flows recorded in 1,000-gallon units unless noted

2020

	WATER		SEWER		48.3
Month	Avg Daily	Total	Avg Daily	Total	
Jan	183	5670	218	8437.9	
Feb	177	5130	216	6252.5	
March	181	5615	162	5030	
April	188	5635	180	5385.4	
May	202	6275	186	5160	
June	255	7640	118	3554.7	
July	213	6605	120	3722.1	
Aug	196	6085	138	4263.9	
Sept	199	5980	130	3903.7	
Oct	175	5420	136	4202.5	
Nov	166	4985	148	4450.7	
Dec	157	4877	202	6269.5	
	191.0	69917	162.8	60632.9	

2021

	WATER		SEWER		57.9
Month	Avg Daily	Total	Avg Daily	Total	
Jan	137.6	4267	165	5126	
Feb	135.3	3788.7	142	3989.4	
March	143.7	4455.6	172	5342.7	
April	166.1	4983.9	155	5342.7	
May	192.1	5955.8	146	4658.6	
June	192.2	5764.6	139	4518.6	
July	162.1	5026.4	159	4919.8	
Aug	183	5674.9	129	3991.4	
Sept	179.5	5385.8	173	5203.1	
Oct	181.5	5625.6	165	5106.9	
Nov	162	4859.3	149	4478.5	
Dec	166	5145.7	131	4049.7	
	166.8	60933.3	152.1	56727.4	

Water/Sewer Comparison 2022-2024

NOTE:

- All flows recorded in 1,000-gallon units unless noted
- Sewer flows from Nov 2022 thru Mar 2023 inaccurate due to flow meter malfunctioning. Flows recorded were higher than actual

2022

	WATER		SEWER		45.4
Month	Avg Daily	Total	Avg Daily	Total	
Jan	184.2	5711.3	124	3849.2	
Feb	180.9	5065.6	158	4430.6	
March	167.5	5191.9	168	5202.1	
April	177.5	5324.4	298	9230.9	
May	183.2	5678.4	162	5009.3	
June	209.7	6290.4	133	4108.7	
July	201	6230.7	116	3598.1	
Aug	245.4	7608.5	102	3167	
Sept	165.4	4961.8	81	2426.5	
Oct	146.8	4549.3	93	2881.3	
Nov	145.3	4358.7	180	5416.2	
Dec	150.6	4671.1	285	8849.5	
	179.8	65642.1	158.3	58169.4	

2023

	WATER		SEWER		74.1
Month	Avg Daily	Total	Avg Daily	Total	
Jan	141.3	4381.7	315	9759.9	
Feb	150.4	4210.8	270	7560.3	
March	146.9	4553.3	318	9848.9	
April	150.4	4513	135	4045.6	
May	157.9	4893.6	141	4371.7	
June	169.9	5098.2	111	3317.7	
July	150.5	4665	225	6991.4	
Aug	152.3	4721.8	178	5513.8	
Sept	155.4	4663.5	272	8149.7	
Oct	139.2	4314.4	213	6611.1	
Nov	124.1	3722.7	140	4195.5	
Dec	126	3906	288	8920	
	147.0	53644	217.2	79285.6	

2024

	WATER		SEWER		50
Month	Avg Daily	Total	Avg Daily	Total	
Jan	125.3	3884.9	278.9	8646.2	
Feb	129	3739.7	156.4	4535.2	
March	130.7	4052.5	280.9	8708	
April	145.6	4368.5	207.4	6223.6	
May	149	4619.2	124.1	3846.3	
June	166.3	4988.4	100.6	3119.7	
July	165	5115.8	123.5	3829.2	
Aug	163	5053.8	133.9	4150.7	
Sept	177.4	5323.1	102.8	3082.7	
Oct	179.6	5567.8	98.2	3043.5	
Nov	180.1	5402.4	108	3241.1	
Dec	184.7	5725.3	171.1	5303.8	
	158.0	57841.4	157.2	57730	

Building Department Report: December 2024

Building Permits Issued	1
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	4
Certificate of Compliance	1
Municipal Searches	2
Short Term Rental App	0
Fire Inspection (not STR)	0
Total Fees Collected	425.00

Planning & Zoning

- Public Hearings closed for 29 North Ave and 3308 Franklin
- Cancelled January meeting

Short Term Rentals (STR):

-

Treasurer’s Report: Bank Balances - December 2024

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	18,402.04	0.00	0.00	3.78	347.23	362.39	18,405.82
GENERAL FUND	20,506.27	160,855.18	174,792.72	4.44	48.64	168.46	6,573.17
WATER FUND	167,946.56	7,878.20	114,196.09	20.60	165.79	231.86	61,649.27
SEWER FUND	110,590.73	23,256.88	25,465.61	21.59	152.50	251.66	108,403.59
ACCOUNTS PAYABLE	9,643.22	256,782.79	256,486.53	0.00	0.00	0.00	9,939.48
BENNETT PUMP STATION	11,347.77	0.00	670.35	2.24	52.79	61.33	10,679.66
ESCROW (PLANNING & ZONING)	9,493.10	4,578.87	9,404.24	0.00	0.00	0.00	4,667.73
HNL TRUST	3,827.39	5,253.75	0.00	1.50	15.10	33.79	9,082.64
MEDICAL DEDUCTIBLE	21,497.67	0.00	2,011.17	0.00	0.00	0.00	19,486.50
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	14,716.86	56,282.69	59,053.04	0.00	0.00	0.00	11,946.51
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,682.66	0.00	0.00	0.28	1.96	3.37	1,682.94
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	52,022.44	0.00	37,844.00	5.51	27.95	27.95	14,183.95
WWTP UPGRADE	263,563.40	0.00	7,144.69	106.38	248.35	248.35	256,525.09
SIDEWALKS	140.83	20,000.00	0.00	2.06	13.87	16.01	20,142.89
TENNIS COURTS	303.14	0.00	0.00	0.07	0.44	0.76	303.21
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	14,882.11	0.00	0.00	3.05	21.59	29.76	14,885.16
TOTAL	722,294.43	534,888.36	687,068.44	171.50	1,098.48	1,469.63	570,285.85

Treasurer’s Report: NYCLASS Balances - December 2024

Average Monthly Yield: 4.4132%

	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 - December 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

- Received final CDBG \$20,000- Sidewalk Project Phase 1&2
- Filed with NYS LL 9 of 2024- Natural Resource Inventory

Resolution Local Law 1 of 2025

TABLED

RESOLUTION No. LL0012025.1

Enacting Local Law No. 1 of 2025 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/2025/01/LL0012025-1-Resolution-of-Adoption-Local-Law-Changing-Zoning-District-from-RLD-to-RU-for-Various-Parcels with-EAF.pdf](https://villageofmillbrookny.com/wp-content/uploads/2025/01/LL0012025-1-Resolution-of-Adoption-Local-Law-Changing-Zoning-District-from-RLD-to-RU-for-Various-Parcels_with-EAF.pdf)

Board of Trustee Updates

Mayor Peter Doro

Deputy Mayor Patrick Murphy

Trustee Shannon Mawson

Trustee Julia Bucklin





Next Board of Trustees Meeting:

Re-Org Meeting @ Village Hall

Wednesday, January 22, 2025 @ 6:00 pm

Monthly Business Meeting @ Village Hall

Wednesday, February 12, 2025 @ 6:00 pm

MEETINGS ARE MOVING BACK TO THE

Village Hall

35 Merritt Ave, Millbrook

(unless otherwise noted)

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