

**VILLAGE OF MILLBROOK- BOARD OF TRUSTEES BUSINESS MEETING
MILLBROOK FIREHOUSE – 20 FRONT STREET**

DATE: 01/08/2025

TIME: 6:00 PM

FACILITATOR: BOARD OF TRUSTEES

IN ATTENDANCE

Mayor Doro, Trustee Bucklin, Trustee Mawson, FD Chief Boscardin, Assistant Chief Granger, Scott Osborn (VRI), Police Chief Dworkin, DPW Ethan Kelly, and Clerk Witt

Absent: Deputy Mayor Murphy

**OPENING OF
MEETING**

Mayor Doro opened the meeting with the Pledge of Allegiance and a Moment of Silence for David Greenwood and Charles Johnson.

**MEETING VIDEO
& PRESENTATION**

[MEETING VIDEO](#)

[PRESENTATION](#)

ADMINISTRATIVE BUSINESS

Oath of Office: Clerk Witt administered the Oath of Office for Mayor Doro, Trustee Bucklin, and Trustee Mawson.

Minutes Approval: December minutes were tabled.

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

Wastewater Treatment Plant Upgrade (WWTP): Clerk Witt secured bids for the second \$300K BAN. Bank of Millbrook's rate came in at the lowest with 3.25% (Bank of Green County's rate was 3.89% and M&T did not bid). Clerk Witt is working with Bond Counsel on closing docs for the Bank of Millbrook.

DEPARTMENTAL REPORTS

Fire & Rescue – Chief Boscardin read from the attached monthly report. Chief B reported the FD will participate in drill focusing on air bags. He also said Bingo nights are doing well.

Police – Chief Dworkin read from attached monthly report. He said the Police Dept. will be setting up and participating in a "Drug Take Back Program" partnering with Northern Dutchess Community Coalition. He plans on having a Drug Drop Box at the Village Hall- more details to follow. Chief D is working on completing background checks on two police officer candidates and will send the Board a letter of recommendation once everything is back (potentially for the February meeting).

Highway – DPW Supervisor Kelly read highlights from the attached monthly Highway report.

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

Treasurer & Building Dept – Clerk Witt: read from attached monthly reports. Clerk Witt gave all the trustees and department heads the 2025/2026 Budget schedule letter (attached).

OLD BUSINESS:

1. Public Hearing on Local Law 1 of 2025 (amending chapter 230 of the Village Code to alter the boundaries of the RU Zoning District) was tabled until the February meeting.

NEW BUSINESS:

1. Community Development Block Grant (CDBG) 2025 Application: Mayor Doro explained the Village intends to apply for the CDBG and will hold a public hearing Jan 22 (Re-Org) for public input. *Motion* made by Mayor Doro to hold a public hearing for the 2025 CDBG Application, seconded by Trustee Mawson and all were in favor.

BOARD MEMBER UPDATES & PUBLIC COMMENTS

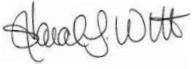
- Mayor Updates – announced all Village Board meetings to be held at the Village Hall starting 1/22 (Re-Org). He also said he plans to bring back Board liaisons- more information to follow.
- Trustee Updates – none.
- Public Comment: none.

EXECUTIVE SESSION & ADJOURNMENT

Motion made by Mayor Doro to enter into executive session at 6:43 pm to discuss personnel and litigation, seconded by Trustee Bucklin and all were in favor. No motions were made during executive session. *Motion* to end executive session and adjourn the meeting at 7:15 was made by Mayor Doro, seconded by Trustee Mawson and all were in favor.

Next Board Meeting: Re-Org- January 22, 2025, at 6 PM- Village Hall (35 Merritt Ave)

Respectfully submitted



Sarah J. Witt
Village Clerk



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PETER F. DORO
MAYOR

SARAH J. WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

January 8, 2025

To: Department Heads

From: Sarah Witt – Clerk/ Treasurer

It is time to begin work on the budget for Fiscal Year **2025-2026**. Provided will be the budget worksheet with one prior year spent and current year-to-date spent information for your department.

Please provide any additional information necessary to support your request with a detailed description of what you have included in each budget line.

If you would like assistance in your budget preparation do not hesitate to ask.

Please return your budget and any other paperwork by **February 21st** or earlier as the Budget Department meetings will be scheduled in February, March, and April for:

All meetings are scheduled for 6 PM at the Village Hall

2/26/2025	Water & Sewer
3/5 /2025	Police & Fire Department
3/19/2025	Highway & Front Office
3/26 /2025	<i>Follow up meetings, as necessary- Personnel & Salaries (Executive Session)</i>
4/2/2025	Total Budget- All Department Heads encouraged to attend
4/9/2025	Regular Monthly Board Meeting- Budget Public Hearing and Vote to Approve

It is essential for each department to look at supply, service, etc. line items and plan for ways to decrease them to offset increases in personnel, insurance, and other line items that we have little to no control over. If you want to see what was spent in each line item see Nicole or me for a print-out.

On behalf of the Village Board, I thank you in advance for your diligence and cooperation in identifying ways to increase efficiency and control costs during yet, another challenging Budget season.

Thank you,


Sarah Witt
Clerk/ Treasurer