



Board of Trustees Meeting
February 12, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, February 12, 2025

6:00 PM

Millbrook 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

I. OPEN MEETING

- a. Pledge of Allegiance
- b. Roll Call

II. ADMINISTRATIVE BUSINESS

- a. Minutes Approval – December & January
- b. Voucher Approval
- c. Dutchess Disability Advocacy Partnership Presentation: John Rossi and Lisa Tarricone
- d. WWTP Upgrade Update and SEQR: Tighe and Bond – Erin Moore & Attorney MacDonald
- e. Climate Smart Community: M. Herzog as Coordinator/ Trustee Mawson BOT Rep.- Mayor Doro
- f. Consult Hire: Mayor Doro
- g. Liaison Announcement: Mayor Doro

III. DEPARTMENT REPORTS

- a. DC Legislature – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – Chief Dworkin
- d. Highway – Deputy Mayor Murphy
 - CDBG Update- Mayor Doro
 - Military Banner Program- Mayor Doro
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt

IV. OLD BUSINESS

- a. Public Hearing: Local Law 1 of 2025 - Zoning Amendment- Resolution LL0012025.2

V. NEW BUSINESS

VI. GENERAL PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

VIII. EXECUTIVE SESSION- PERSONNEL & LITIGATION

IX. NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, March 12, 2025 @ Village Hall
- b. February Budget Meeting: 2/26 Water and Sewer

X. ADJOURNMENT

Voucher Totals February 12, 2025

General Fund	\$ 152,268.55
Capital Projects - Police Car	\$ 950.00
WWTP Upgrade	\$ 66,851.79
Water Fund	\$ 18,583.38
Sewer Fund	\$ 23,849.25
TOTAL:	\$ 262,502.97



Village of Millbrook Population Estimate 1,445			
< 18	18 - 64	> 65	overall
as percent and number of population			
22%	60%	18%	100%
318	867	260	1445
as percent and number with a disability			
4%	10%	27%	12%
13	87	70	170

119th Congress

My Congressional District

1 New York
2 Congressional District 18

People
 Workers
 Housing
 Socio-Economic
 Education

Disability Status of the Civilian Noninstitutionalized Population

	Estimate
Total civilian noninstitutionalized population	770,461
With a disability	91,946
Under 18 years	170,546
With a disability	7,278
18 to 64 years	465,956
With a disability	48,118
65 years and over	133,959
With a disability	36,550

Residence 1 Year Ago

	Estimate
Population 1 year and over	776,701
Same house	702,238
Different house (in the U.S. or abroad)	74,463
Different house in the U.S.	70,866
Same county	35,298
Different county	35,568
Same state	23,935
Different state	11,633

Need help finding your Congressional District?

Window opens in new tab.

U.S. Department of Commerce
U.S. CENSUS BUREAU
census.gov

POWERED BY
The American Community Survey and County Business Patterns

☐ Display ACS Margin of Error
 Download and Share



We have reviewed each individual Town, City and Village municipal code in Dutchess County and only the Village of Tivoli has codified specific mechanics and processes for new Title II or Title III site plan requests. The language, though brief, is clear in its intent and purpose.

§ 231-63 Facts to be considered in site plan approval.

C. In reviewing site plan applications for uses that provide public accommodation, including but not limited to retail businesses, cultural facilities, and multifamily dwellings, the Planning Board shall consider whether the proposed project is consistent with the requirements of the Americans with Disabilities Act ("ADA") as implemented by Chapter 11 of the Uniform Code (as defined in § 98-2 of the Village of Tivoli Code). For uses proposed in existing buildings, the Planning Board shall consider whether there is an opportunity to achieve or improve ADA compliance. Proposals for changes in use, new buildings or alterations that increase, expand or extend gross floor area or height shall be referred to the Village Engineer and/or Code Enforcement Official for review to ensure that the buildings and their associated sites and facilities meet Uniform Code requirements for accessibility for individuals with disabilities to the maximum extent practicable.

Benefits:

- Avoids potential DoJ, DHR complaints and/or litigation.
- Provides guidance for local building inspectors.
- Enshrines ADA compliance at a local level.
- Builds inclusivity.

VILLAGE OF MILLBROOK

Wastewater Updates

February 12th

Tighe&Bond





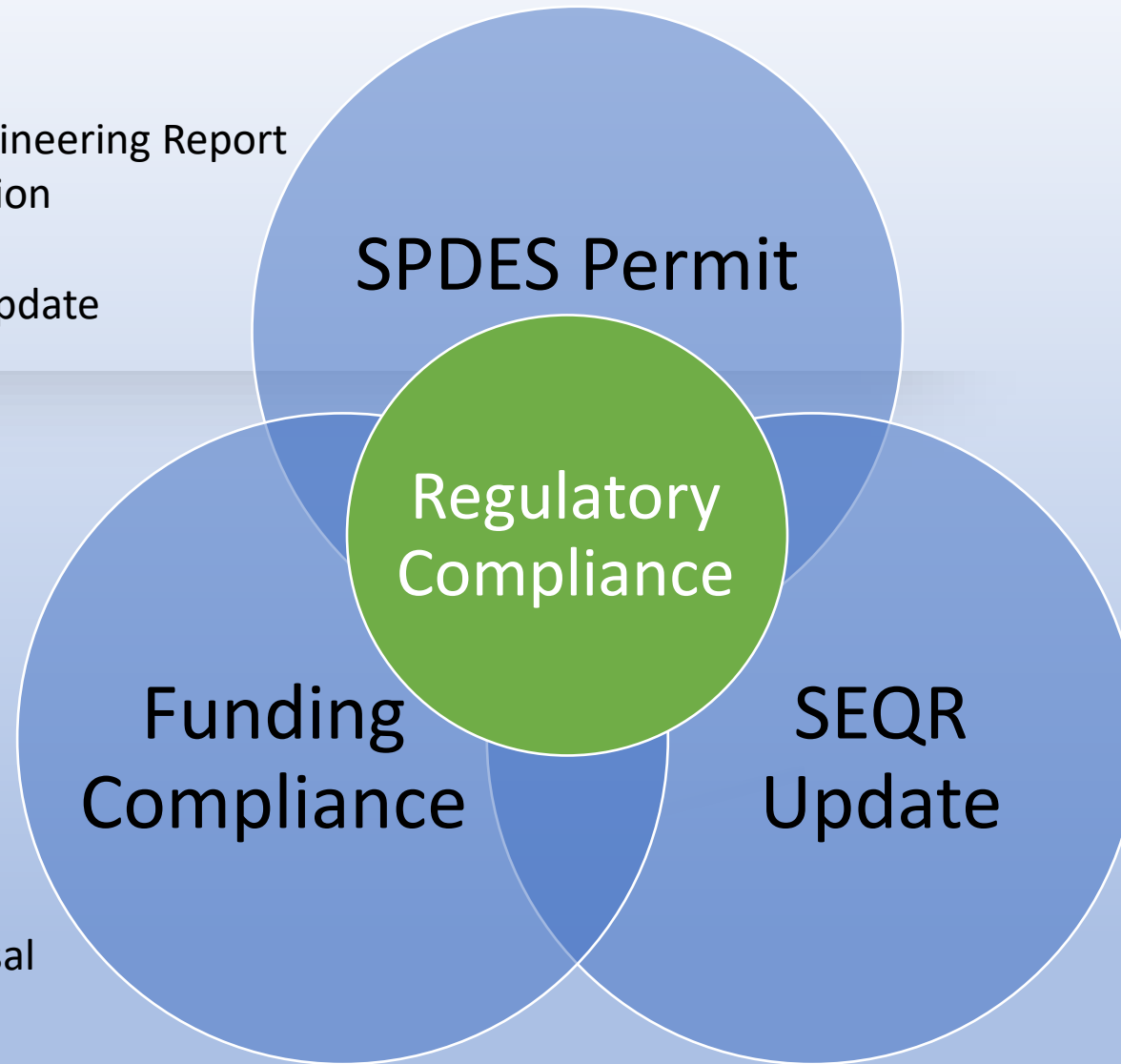
Millbrook WWTP Upgrade

Regulatory
Compliance

Engineering
Design

EPA Audit

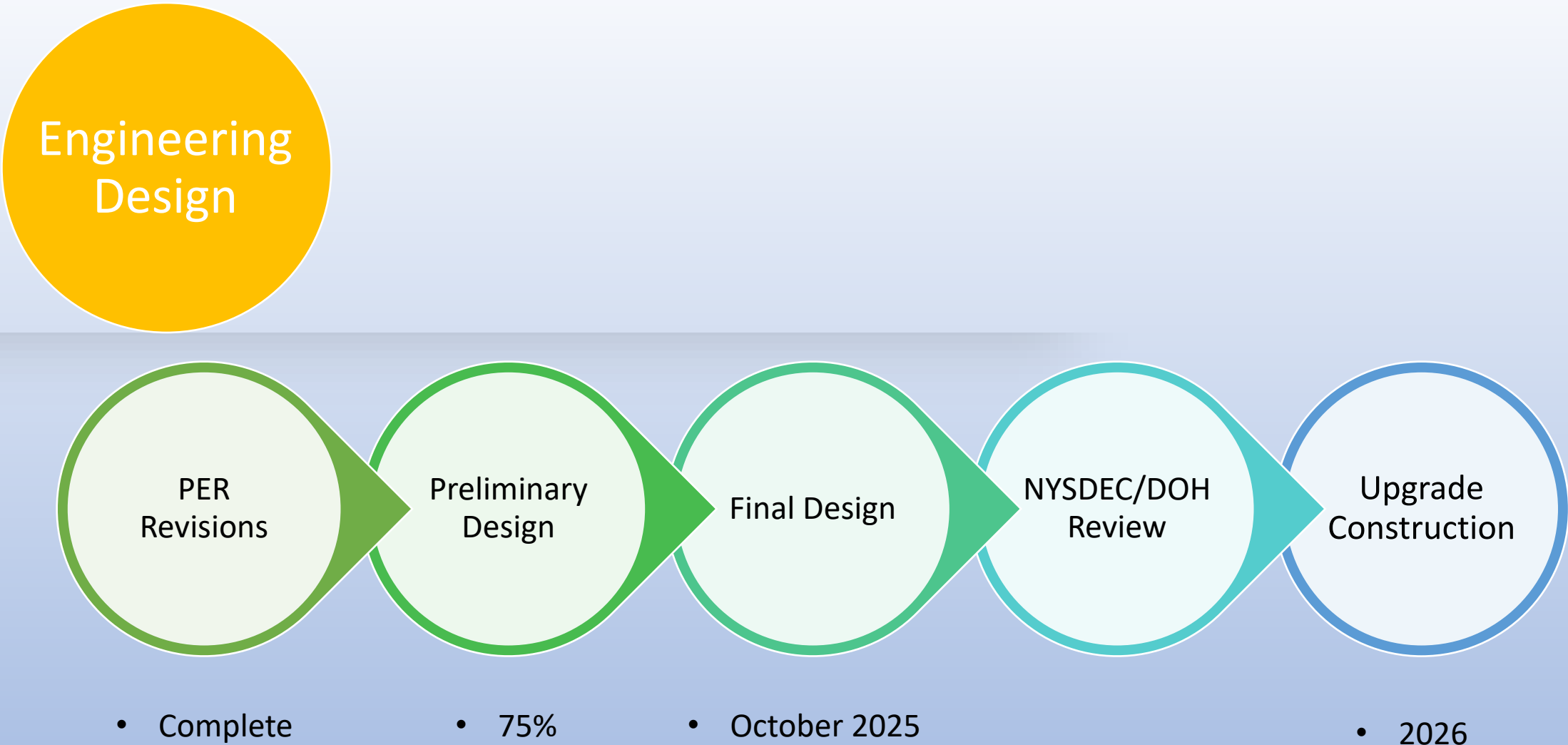
- Revised Preliminary Engineering Report
- Revised Permit Application
- Permitted Flow Change
- Compliance Schedule Update



- SPDES Permit
- SEQR Update
- Final Design Engineering Proposal

- Permitted Flow Change
- Funding Compliance

Engineering Design



```
graph LR; A((Engineering Design)) --> B((PER Revisions)); B --> C((Preliminary Design)); C --> D((Final Design)); D --> E((NYSDEC/DOH Review)); E --> F((Upgrade Construction));
```

The diagram illustrates the Engineering Design process flow. It begins with a large orange circle labeled 'Engineering Design'. Below it, a horizontal sequence of five circles represents the stages: 'PER Revisions' (light green), 'Preliminary Design' (light green), 'Final Design' (light green), 'NYSDEC/DOH Review' (light blue), and 'Upgrade Construction' (light blue). Green arrowheads connect the first three circles, and a blue arrowhead connects the last two. Below each circle is a bullet point indicating the status or timing: 'Complete' for PER Revisions, '75%' for Preliminary Design, 'October 2025' for Final Design, and '2026' for Upgrade Construction. The 'NYSDEC/DOH Review' stage does not have a corresponding bullet point.

PER
Revisions

- Complete

Preliminary
Design

- 75%

Final Design

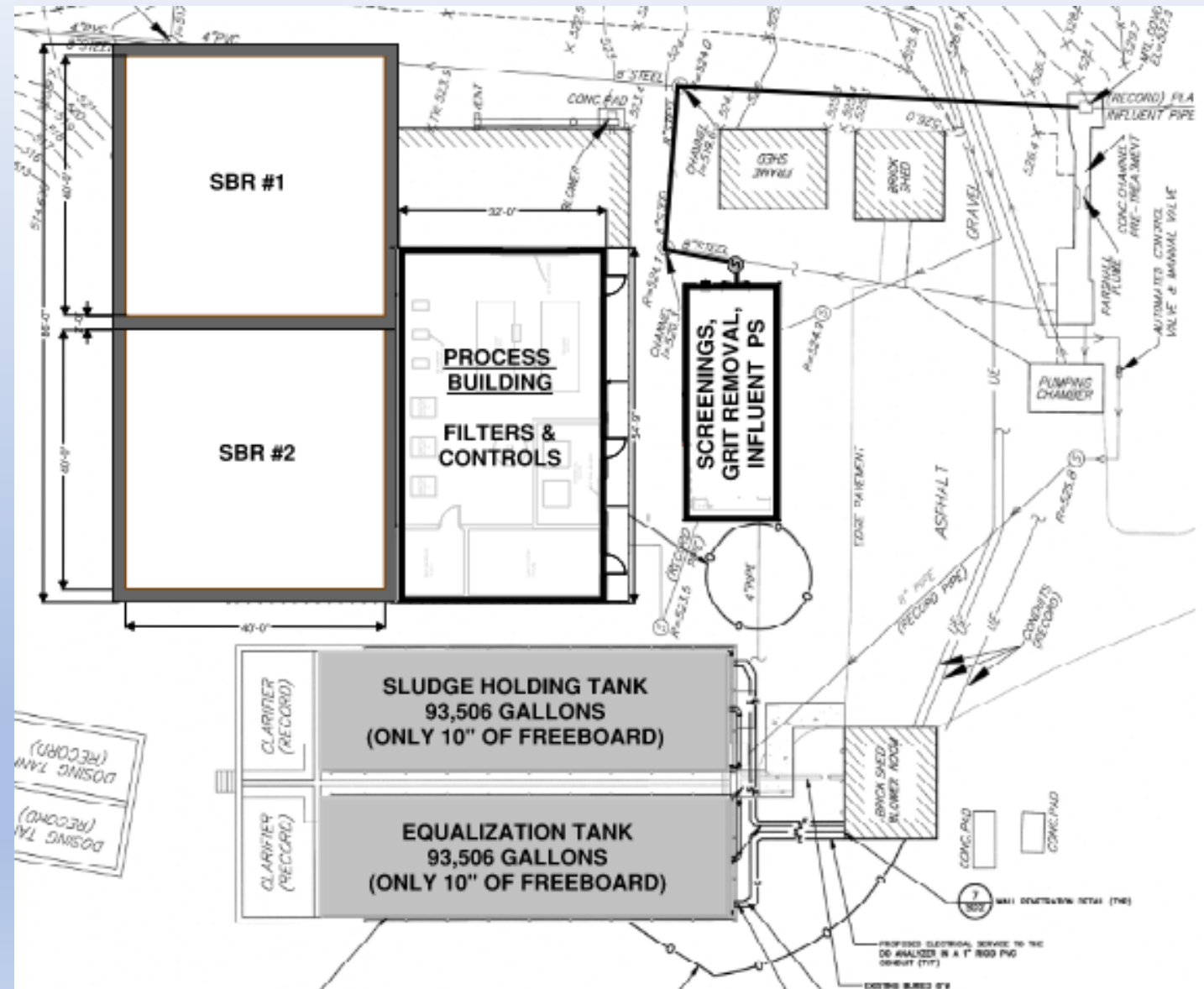
- October 2025

NYSDEC/DOH
Review

Upgrade
Construction

- 2026

Engineering Design



EPA Audit



- C.1 – Acknowledgement – 10 days – December 13, 2024 – **DONE**
- C.5 – Outfall 002 Monitoring – 5 days – December 8, 2024 – **DONE**
- C.4 – Calibration Certification Submitted – 30 days – January 2, 2025 - **DONE**
- D.1 – Modified DMR submission – 45 days - Friday January 17, 2025 - **DONE**
- D.2 – CEI Report Response – 45 days - Friday January 17, 2025 - **DONE**
- D.3 – Quarterly Report – 30 days of December 31, 2025 – January 30, 2025 – **DONE**
- C.2.a – **Have requested directive eliminated – ORF Cleaning**
- C.2.b – **Sand filter weeding and cleaning – 90 days – Monday March 3, 2025**
- C.2.c – Manhole gasketed and bolted – 90 days – Monday March 3, 2025 – **DONE**
- C.3.a – **Certification of completed work w/ summary – 120 days - Wednesday April 2, 2025**
- C.3.b – **O&M SOPs – 120 days - Wednesday April 2, 2025**

Millbrook WWTP SEAF Part 1

Short Environmental Assessment Form Part 1 - Project Information

The proposed action involves modifying the Village's existing SPDES permit for its WWTP (constructed in 1945) to meet the new state calculation standards for system flow.

[Click link to view](https://villageofmillbrookny.com/wp-content/uploads/2025/02/Millbrook-WWTP-SEAF-Part-1.pdf)

<https://villageofmillbrookny.com/wp-content/uploads/2025/02/Millbrook-WWTP-SEAF-Part-1.pdf>

MILLBROOK FIRE DEPARTMENT

JANUARY 2025

71 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	13
EMS Call	45
Motor Vehicle Accident	4
Structure Fires	2
Odor of Gas	1
CO	3
Brush Fire	3
TOTALS:	71

EMS Responses	
NDP (49-79)	45
MFD Ambulance	
MFD to Hospital	
MRS Members	
MFD Members	20

Mutual Aid Given	
Fire	
NDP	

Mutual Aid Received	
Fire	
NDP	

NOTES:

Monthly drills

-

Police Department Report

JANUARY 2025

INCIDENT REPORTS		CALLS FOR SERVICE 174	
E-911	2	Property Damage	12
Animal Complaint	1	Property Lost/Found	2
Assist Citizen	5	Records Request	5
Assist Other Agency	4	School Check	19
Civil Matter	1	Security Check	4
Domestic Incident	1	Special Detail	1
Fire	1	Suspicious Person	1
Foot Patrol	72	Traffic Enforcement Details	10
Lockout	1	Vehicle & Traffic Complaint	15
Medical Aided	7	Vehicle Stop	2
Menacing	1	Warning Issued	1
Property Check	14	Vehicle & Traffic Complaint	15
Parking Summons	28	Uniform Traffic Tickets	2

INVESTIGATIONS
Menacing Report of subject threatened with a knife, victim uncooperative, call determined unfounded.
Eviction Complaint Civil matter turned over to the Dutchess County Sheriff's Office - Civil Unit for follow up.
Vandalism Vehicles and residence egged during late evening hours; investigation ongoing.

GRANTS

Livescan

- Closing documentation submitted: State reimbursement pending.

Police Protective Equipment Program

- Closing documentation submitted: State reimbursement pending.

Law Enforcement Technology

- **Communications:** Purchase of radio equipment, warranty and pricing under review.
- **Record Management System:** Purchase of RMS software program, maintenance and pricing under review.
- **Automated License Plate Reader:** On order
- **Server Computer:** On hold pending outcome of RMS.

Police Department Report

JANUARY 2025

IN DEVELOPMENT

Fleet Vehicles

- 2023 Dodge Charger: Graphics complete, upfit scheduled for week of February 10th
- NY State CAD system installation pending

Employee Identification Cards

- Design complete
- Employee and Officials photographs pending

Drug Take Back Program

- Kiosk has been ordered, delivery pending

TRAINING

Lethality Assessment Training

- Chief to meet with Director of Dutchess County Family Services to discuss Lethality Assessment Program updates and retraining for officers.

PERSONNEL

Police Officer

- Recommendation to Village Board for hiring new officer, experience.



Public Works Monthly Report January 2025



- **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*
- 5 Snow and Ice Events in January - *All needed salt treatment*
 - (3) Plowable events
 - (2) Ice/freezing rain events
 - 8" of Snow accumulated throughout January
- Removed the residents Christmas trees that were put out curbside throughout village
- Assisted the Millbrook Business Association with the removal of Christmas trees and lights up and down Franklin Ave.
- Took down all the Christmas Decorations in the Village and stored them away.
- Started in-house maintenance of the fleet with an oil change and break job on the 2015 F-550.
- Routine maintenance done on plows and sanders, Fixed broken hydraulics on the 2024 plow from damage on Pilgrim Ln.
- Fixed a drainage issue that was causing a large ice spot on Cullen Ln.
- Patched potholes on Front St.
- Cut up and removed large branches that fell in a windstorm on Nine Partners Rd.
- Regraded the Water Department loading area at the wells on 44A.

Monthly Water Report

January 2025

	January	December	November
Total Water Produced	5,436,660	5,725,315	5,402,370
Average Daily Flow	175,400	184,700	180,100
Peak Day Flow	280,580	214,930	241,350

Sampling Results:

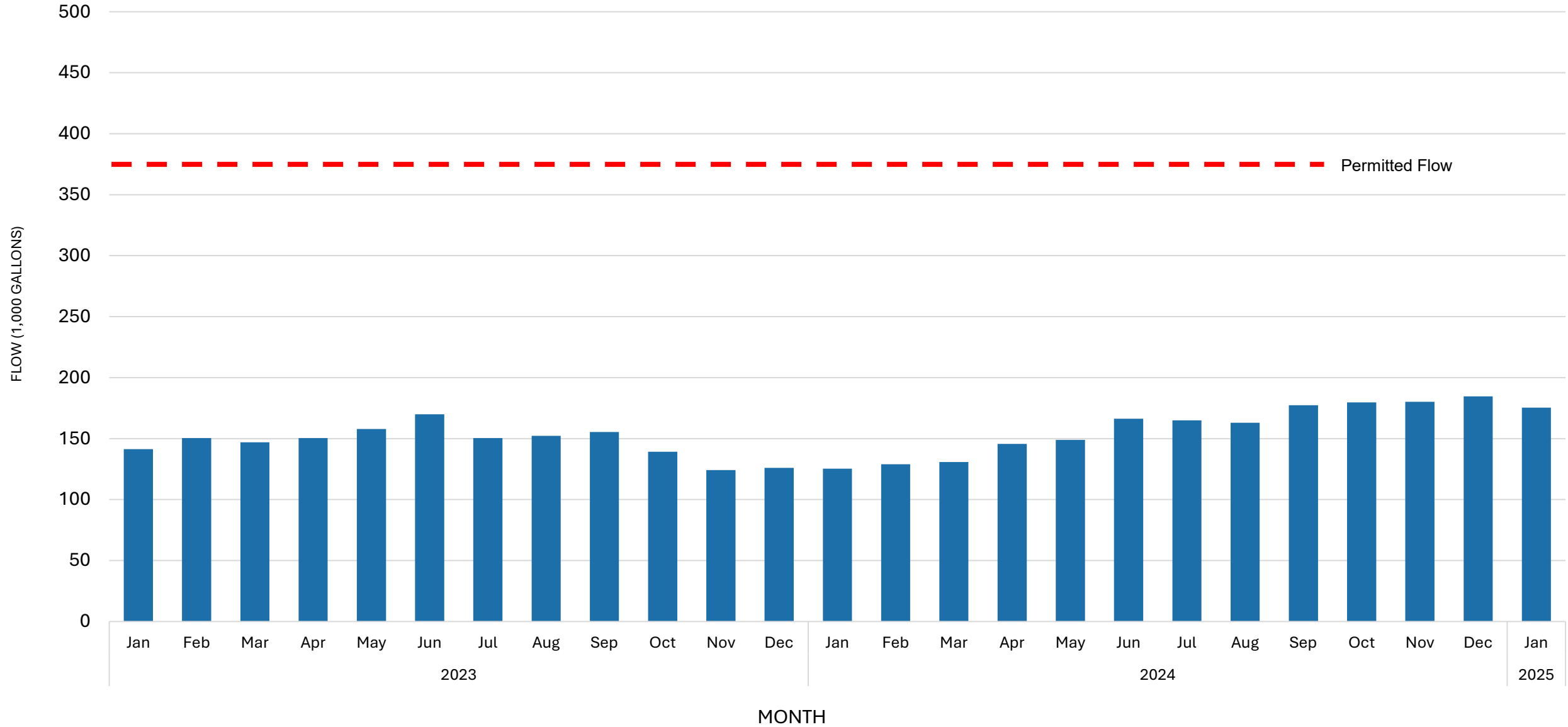
	January	December	November
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Submitted Annual Water Withdrawal Report
3. Water leak in home on Alden Pl - repaired by owner
4. Water leak on Bartel Place - repaired

■ Average Daily Flow



Monthly Sewer Report

January 2025

	January	December	November	Permit Limit
Total Effluent Flow	5,126,050	5,303,765	3,241,085	n/a
Average Daily Flow	165,360	171,100	108,000	n/a
12-Month Rolling AVG	148,000	157,000	167,000	250,000
Peak Daily Flow	254,500	416,715	161,305	n/a
Precipitation (<i>in. as liquid</i>)	1.7"	5.6"	2.7"	n/a

SPDES Permit Samples: (mg/l)

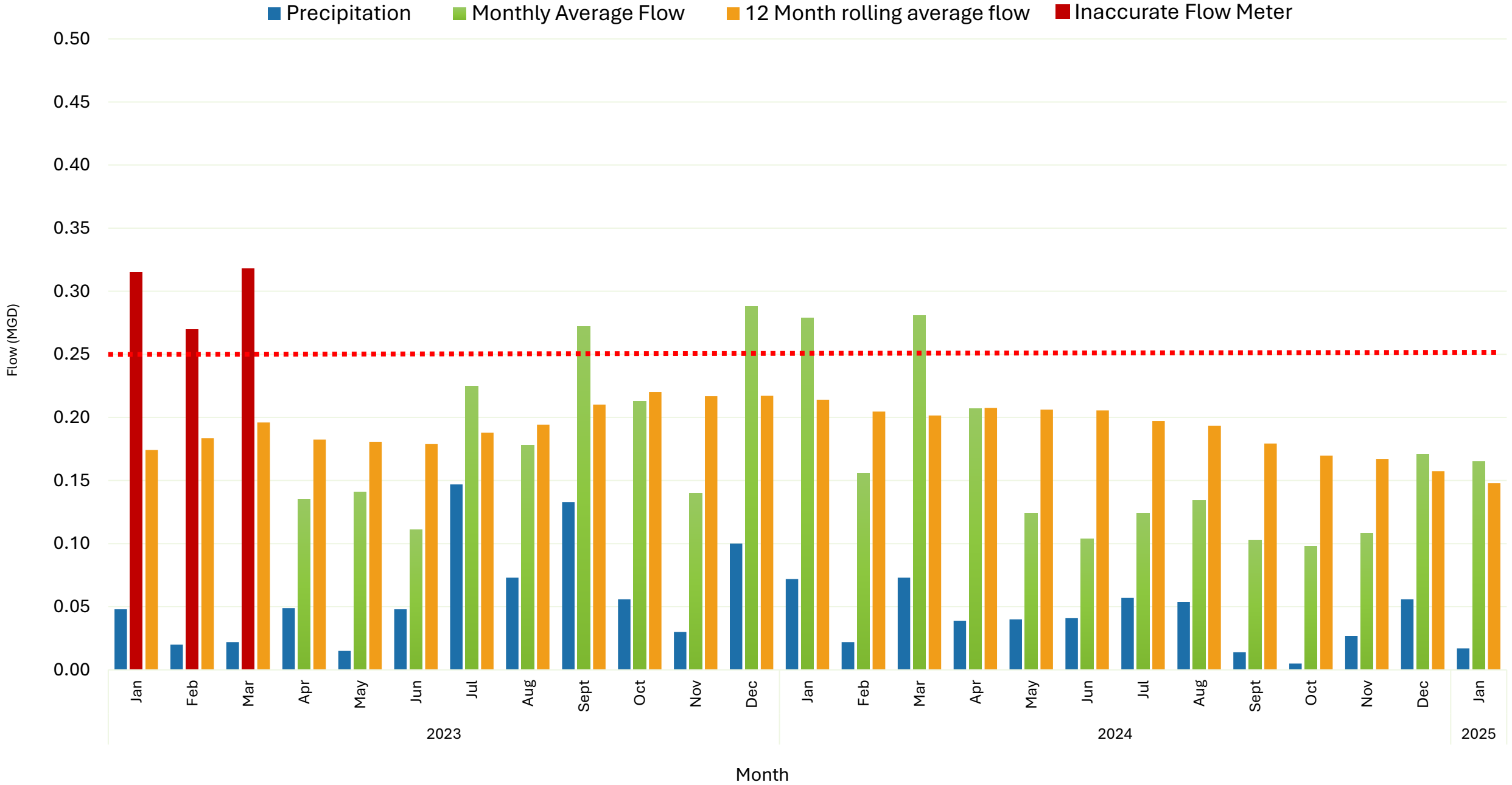
	January	December	November	Permit Limit
BOD	2.2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	100 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	4.4 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.1 mg/l	0.13 mg/l	0.1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Completed and submitted annual flow certification
3. Annual I&I report completed and submitted to DEC
4. Generator - start planning for new unit

Millbrook WWTP



Building Department Report: January 2025

Building Permits Issued	4
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	1
Certificate of Compliance	1
Municipal Searches	0
Short Term Rental App	0
Fire Inspection (not STR)	0
Total Fees Collected	\$ 973.48

Planning & Zoning

- February Meeting Cancelled

Short Term Rentals (STR):

-

Treasurer’s Report: Bank Balances - January 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	18,405.82	0.00	18,405.82	0.76	347.99	0.76	0.76
GENERAL FUND	6,573.17	245,689.70	202,432.56	8.36	57.00	8.36	49,838.67
WATER FUND	61,649.27	45,016.49	15,962.57	14.90	180.69	14.90	90,718.09
SEWER FUND	108,403.59	53,699.38	53,659.96	22.35	174.85	22.35	108,465.36
ACCOUNTS PAYABLE	9,939.48	218,927.18	215,320.48	0.00	0.00	0.00	13,546.18
BENNETT PUMP STATION	10,679.66	0.00	0.00	2.42	55.21	2.42	10,682.08
ESCROW (PLANNING & ZONING)	4,667.73	0.00	0.00	0.00	0.00	0.00	4,667.73
HNL TRUST	9,082.64	0.00	0.00	1.64	16.74	1.64	9,084.28
MEDICAL DEDUCTIBLE	19,486.50	0.00	1,266.37	0.00	0.00	0.00	18,220.13
MILLBROOK RESTORATION	0.00	0.00	0.00	0.00	1.09	0.00	0.00
GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL ACCOUNT	11,946.51	54,609.31	53,685.92	0.00	0.00	0.00	12,869.90
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,682.94	0.00	0.00	0.30	2.26	0.30	1,683.24
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	14,183.95	0.00	0.00	3.21	31.16	3.21	14,187.16
WWTP UPGRADE	256,525.09	300,000.00	0.00	144.76	393.11	144.76	556,669.85
SIDEWALKS	20,142.89	0.00	1,481.40	4.31	18.18	4.31	18,665.80
TENNIS COURTS	303.21	0.00	0.00	0.06	0.50	0.06	303.27
THORNE TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TREE REPLACEMENT PROGRAM	0.00	0.00	0.00	0.00	1.18	0.00	0.00
TRIBUTE GARDEN DONATIONS	14,885.16	0.00	0.00	3.37	24.96	3.37	14,888.53
TOTAL	570,285.85	917,942.06	562,215.08	206.44	1,304.92	206.44	926,219.27

Treasurer’s Report: NYCLASS Balances - January 2025

Average Monthly Yield: 4.25%

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	379,264.95	0.00	0.00	1,372.18	12,026.47	1,372.18	380,637.13
TAX ACCOUNT	608,791.94	0.00	200,000.00	1,731.45	24,708.08	1,731.45	410,523.39
WATER FUND	10,555.62	0.00	0.00	38.21	335.97	38.21	10,593.83
SEWER FUND	51,657.37	0.00	0.00	186.88	1,644.07	186.88	51,844.25
FEMA	550.53	0.00	0.00	1.92	306.95	1.92	552.45
BENNETT PUMP STATION	218,612.75	0.00	0.00	790.95	7,417.77	790.95	219,403.70
TENNIS COURT RESERVE	52.04	0.00	0.00	0.26	15.14	0.26	52.30
TOTAL	1,269,485.20	0.00	200,000.00	4,121.85	46,454.45	4,121.85	1,073,607.05

Total Balances - January 2025

	BEGINNING BALANCE	CONTRIBUTIONS	WITHDRAWALS	INCOME EARNED	INCOME EARNED FISCAL YTD	INCOME EARNED CALENDAR YTD	MONTH END BALANCE
BANK OF MILLBROOK	570,285.85	917,942.06	562,215.08	206.44	1,304.92	206.44	926,219.27
NYCLASS	1,269,485.20	0.00	200,000.00	4,121.85	46,454.45	4,121.85	1,073,607.05
TOTAL	1,839,771.05	917,942.06	762,215.08	4,328.29	47,759.37	4,328.29	1,999,826.32

Clerk/Treasurer Highlights

- Received WWTP BAN 2 - \$300,000
- Gathered paperwork for Washington Ave drainage work CHIPS submission. Total cost of project-\$90K. We only qualify for \$74,000 - the overage will be paid out of HNL.
- Starting budget prep

UPCOMING MEETING SCHEDULE:

- 2/26 Budget: Water and Sewer
- 3/5 Budget: Police and Fire
- 3/12 Regular BOT Meeting
- 3/19 Budget: Highway and Front Office
- 3/26 Budget: Salaries/Total Budget
- 4/2 Follow-up (if needed)
- 4/9 Regular BOT Meeting
- Public Hearing
- Vote to pass 2025/2026 Budget

Resolution Local Law 1 of 2025

RESOLUTION No. LL0012025.2

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/2025/02/LL0012025-2-Resolution-for-Adoption-Local-Law-1-of-2025-Complete-Packet.pdf>

Board of Trustee Updates

Mayor Peter Doro

Deputy Mayor Patrick Murphy

Trustee Shannon Mawson

Trustee Julia Bucklin

Trustee Elizabeth Socci





MEETINGS ARE NOW AT THE

Village Hall

35 Merritt Ave, Millbrook
(unless otherwise noted)

Streaming **LIVE** on [YouTube](#)
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Next Board of Trustees Meeting:

Monthly Business Meeting @ Village Hall

Wednesday, March 12, 2025 @ 6:00 pm

Budget Meetings:

- **Water & Sewer Department**
Wednesday, February 26, 2025 @ 6:00 pm
- **Police & Fire Department**
Wednesday, March 5, 2025 @ 6:00 pm