



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

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees

Wednesday, March 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
- b. Voucher Approval
- c. Accept Taney Resignation
- d. LOSAP overview- Ted Bownas
- e. Handbag Collection- Clerk Witt

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
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt

IV. OLD BUSINESS

V. NEW BUSINESS

- a. Shade Tree Commission Meeting - Trustee Bucklin
- b. Dutchess County Aquifer Law - Trustee Mawson

VI. GENERAL PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

VIII. EXECUTIVE SESSION

- a. Personnel & Litigation

IX. NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, April 9, 2025 @ Village Hall
 - Public Hearing on 2025/2026 Budget

X. ADJOURNMENT

Voucher Totals March 12, 2025

General Fund	\$ 122,920.85
Capital Projects - Police Car	\$ 14,434.75
WWTP Upgrade	\$ 60,432.72
Water Fund	\$ 16,488.95
Sewer Fund	\$ 27,627.95
TOTAL:	\$ 241,905.22

MILLBROOK FIRE DEPARTMENT

FEBRUARY 2025

69 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	18
EMS Call	41
Motor Vehicle Accident	3
Structure Fires	2
Odor of Gas	3
CO	1
TOTALS:	69

EMS Responses	
NDP (49-79)	39
MFD Ambulance	9
MFD to Hospital	5
MRS Members	19
MFD Members	19

Mutual Aid Given	
Fire	2
NDP	0

Mutual Aid Received	
Fire	0
NDP	2

NOTES:

Monthly drills

- SCBA Recertification
- Fire Extinguisher Training

Police Department Report

FEBRUARY 2025

INCIDENT REPORTS		CALLS FOR SERVICE 208	
Alarm Burglar/Fire/Panic	3	Property Check	12
Assist Citizen	2	Property Lost/Found	3
Assist Other Agency	5	Records Request	2
Criminal Mischief	1	Road Hazard	4
Disorderly Conduct	2	School Check	17
Disabled Vehicle	1	Security Check	3
Fire	5	Property Lost/Found	3
Foot Patrol	74	Suspicious Vehicle	2
Juvenile	1	Traffic Enforcement Details	19
Medical Aided	5	Property Lost/Found	3
Motor Vehicle Accident	2	Vehicle & Traffic Complaint	15
Odor of Gas	1	Vehicle Stop	1
Parking Summons	5	Vehicle & Traffic Complaint	15
		Uniform Traffic Tickets	0

INVESTIGATIONS

Menacing

- Report of suspect menacing pedestrian with a vehicle – Victim uncooperative

Juvenile Harassment

- Report of physical harassment between juveniles – Case TOT DCSO who handled initial altercation.

Disorderly Conduct

- Subject harassing patrons at local business – Mediated, no charges filed.

GRANTS

Patrol Rifle Grant

- Denied: Insufficient available funds to provide grant award.

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:** Purchased, install pending
- **Server Computer:** On hold pending outcome of RMS.

Police Department Report

FEBRUARY 2025

IN DEVELOPMENT

Department Policy Manual

- Policy reviewed and tailored to meet department needs.
- Legal updates complete.
- Submitted for Board approval.

Fleet Vehicles

- 2023 Dodge Charger: Pending mobile radio install.

Employee Identification Cards

- Design complete
- Employee and Elected Officials photographs pending.

Drug Take Back Program

- Kiosk installed; Drug Take Back Program launched.

GALLS e-Quip Account Established

- Uniform and equipment vendor, pricing based on Albany contract.

PERSONNEL

Police Officer

- Recommendation submitted for Village Board approval.

Public Works Monthly Report February 2025



- **Snow Ordinance is now in effect until March 31**
- **Brush Pick-Up: April 1st – May 31st**
Brush Pick-Up Does Not Include Yard Clearing, Tree Removal or Leaf Piles. See [website](#) for details.
- (9) Snow and Ice Events in February
 - › 12” of snow accumulation
 - › 3” of ice/Freezing rain accumulation
 - › (5) Plowable events
 - › (5) Ice /Freezing rain events
 - › Treated Ice spots daily
 - › Treated major freezing and ice spots on the sidewalks daily
 - › Roughly 90+ hours worked for just treating and plowing roads, parking lots, sidewalks and water/sewer depts during February
 - › (21) winter storms/ice events so far this winter since Mid-November 2024
- Rebuilt the Calcium Chloride Pump and Stand
- Maintained plows, sanders and trucks
- Catch basin repair on Church St.
- Started a Paving/Stormwater replacement “grant” with our Legislator Deirdre Houston on asking our Assembly woman Didi Barrett for a one-time payment to help with drainage replacement on stormwater and paving roads that desperately need the help.
- Started the 2025-2026 Budget proposal which will be proposed on March 19, 2025 at the village hall at 6:00pm
- Replaced hydraulic piston and hydraulic lines on the Kubota tractor that services the sidewalks
- Wrote the bid notice for the “Washington Ave. Road Work” project which can be found in the Poughkeepsie Journal and on our website, villageofmillbrookny.com/bid-notice-washington-ave-road-work-2. There is a pre-bid site visit scheduled for Wednesday, March 12th, 2025 at the Village Garage at 12:00pm. Sealed Bids are due no later than 2:00pm on March 21, 2025.

Monthly Water Report

February 2025

	February	January	December
Total Water Produced	5,160,865	5,436,660	5,725,315
Average Daily Flow	184,300	175,400	184,700
Peak Day Flow	216,990	280,580	214,930

Sampling Results:

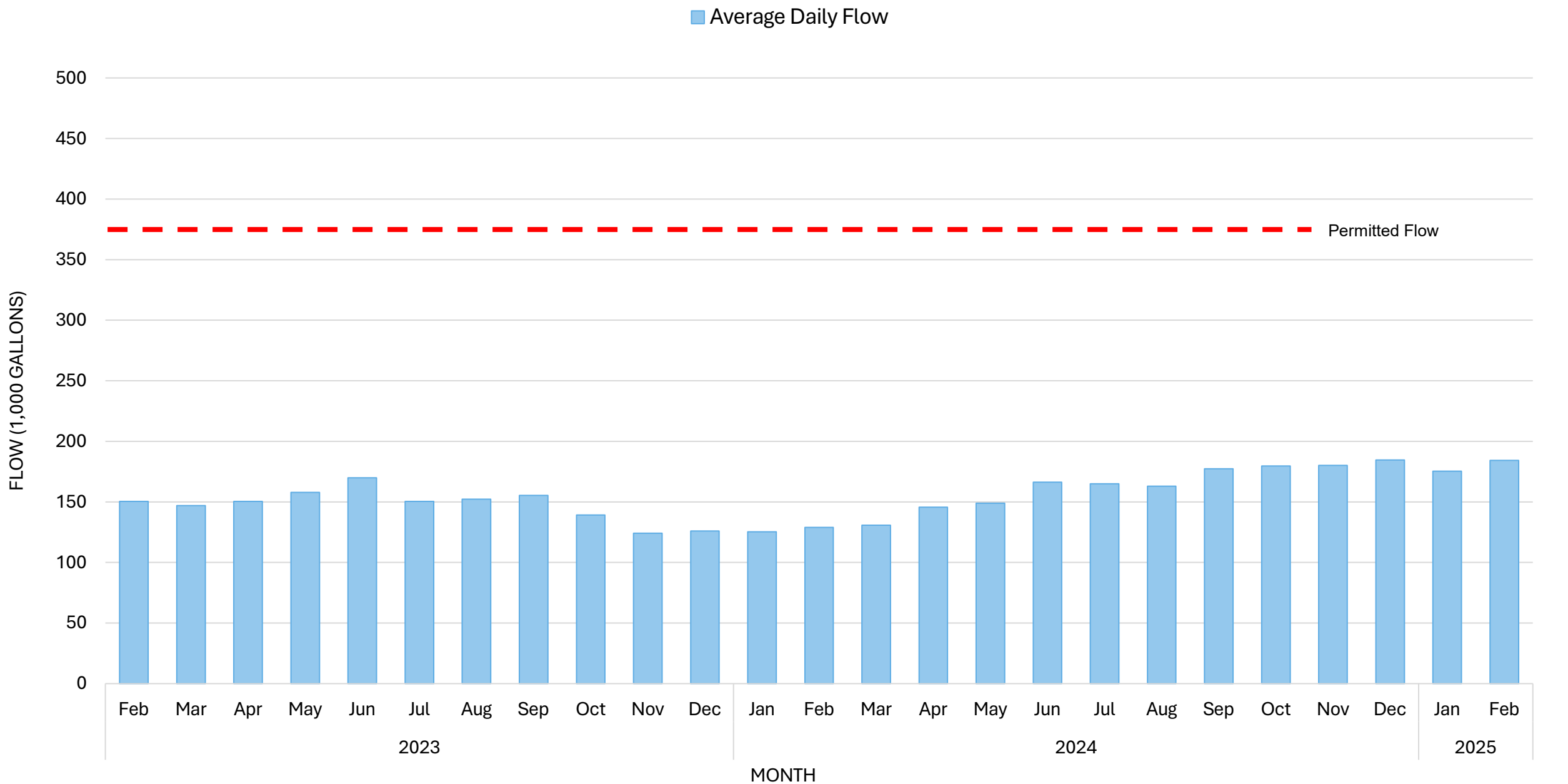
	February	January	December
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Water service line leak on Reservoir - repaired by owner
3. Checked out water meter and pressure at Elm Dr School - all ok, internal problem
4. Met with Mike Ruppert about remote communication with water plant
5. Water main break on Nine Partners - cracked pipe - repaired

Millbrook Water



Monthly Sewer Report

February 2025

	February	January	December	Permit Limit
Total Effluent Flow	4,029,070	5,126,050	5,303,765	n/a
Average Daily Flow	143,895	165,360	171,100	n/a
12-Month Rolling AVG	147,000	148,000	157,000	250,000
Peak Daily Flow	191,790	254,500	416,715	n/a
Precipitation (<i>in. as liquid</i>)	1.9"	1.7"	5.6"	n/a

SPDES Permit Samples: (mg/l)

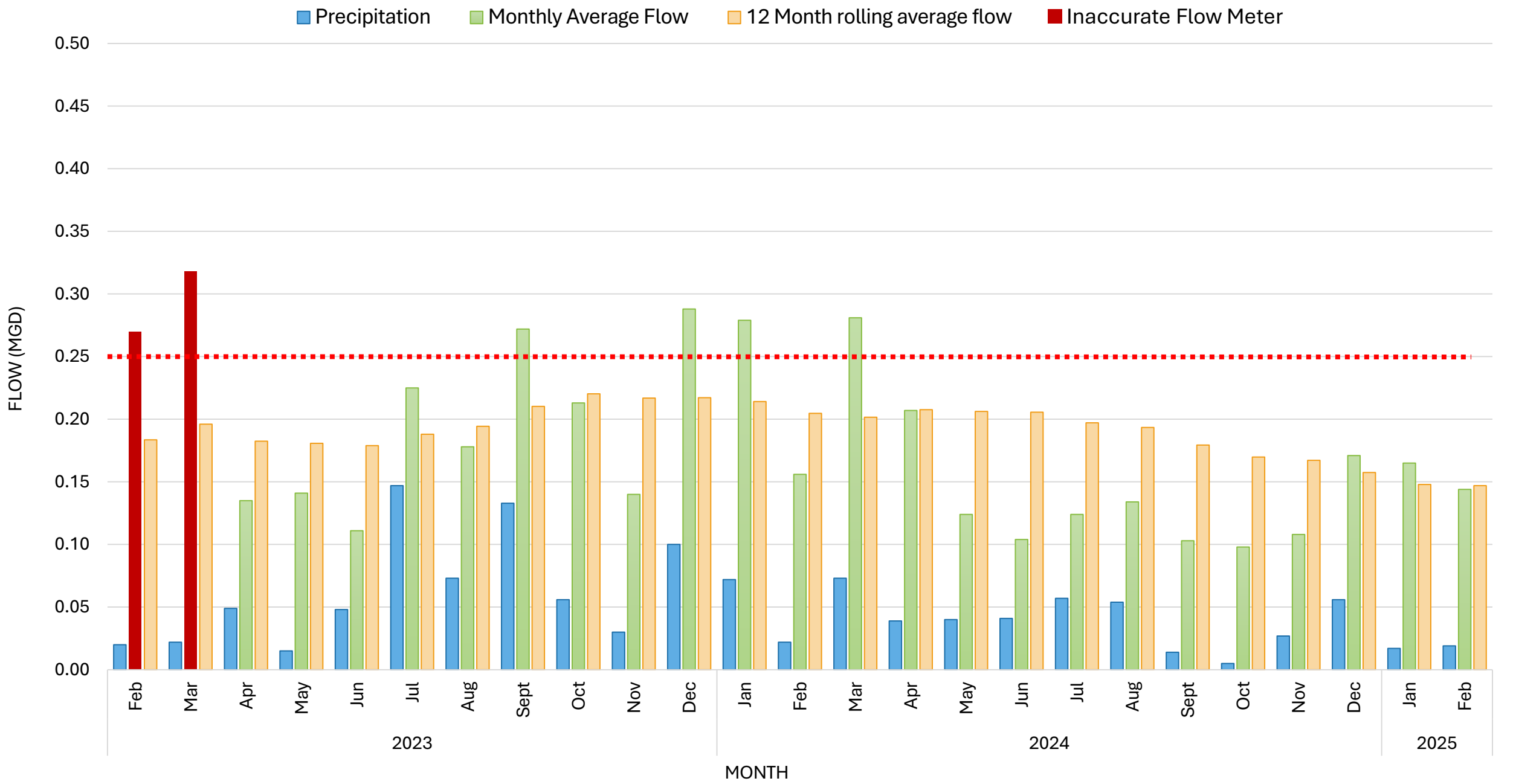
	February	January	December	Permit Limit
BOD	2.2 mg/l	2.2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.13 mg/l	0.1 mg/l	0.13 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Replaced hydraulic hose on tractor
3. Camera Trailer - auction?

Millbrook WWTP



Building Department Report: February 2025

Building Permits Issued	0
Sign Permit	0
Certificate of Use	1
Certificate of Occupancy	0
Certificate of Compliance	3
Municipal Searches	4
Short Term Rental App	0
Fire Inspection (not STR)	2
Total Fees Collected	\$1,300

Planning & Zoning

- February meeting was cancelled- lack of agenda items.

Short Term Rentals (STR):

-

Treasurer’s Report: Bank Balances - February 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	0.76	0.00	0.00	0.00	347.99	0.76	0.76
GENERAL FUND	49,838.67	506,760.17	212,133.97	31.69	88.69	40.05	344,496.56
WATER FUND	90,718.09	45,736.75	19,640.26	21.81	202.50	36.71	116,836.39
SEWER FUND	108,465.36	29,122.43	23,849.25	22.32	197.17	44.67	113,760.86
ACCOUNTS PAYABLE	13,546.18	262,502.97	268,297.95	0.00	0.00	0.00	7,751.20
BENNETT PUMP STATION	10,682.08	0.00	0.00	2.04	57.25	4.46	10,684.12
ESCROW (PLANNING & ZONING)	4,667.73	0.00	0.00	0.00	0.00	0.00	4,667.73
HNL TRUST	9,084.28	0.00	0.00	1.39	18.13	3.03	9,085.67
MEDICAL DEDUCTIBLE	18,220.13	0.00	2,292.84	0.00	0.00	0.00	15,927.29
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	12,869.90	59,865.42	59,930.47	0.00	0.00	0.00	12,804.85
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,683.24	175,000.00	175,000.00	2.66	4.92	2.96	1,685.90
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	14,187.16	0.00	950.00	2.61	33.77	5.82	13,239.77
WWTP UPGRADE	556,669.85	0.00	66,851.79	197.99	591.10	342.75	490,016.05
SIDEWALKS	18,665.80	0.00	0.00	3.58	21.76	7.89	18,669.38
TENNIS COURTS	303.27	0.00	0.00	0.06	0.56	0.12	303.33
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	14,888.53	0.00	0.00	2.85	27.81	6.22	14,891.38
TOTAL	926,219.27	1,078,987.74	828,946.53	289.00	1,593.92	495.44	1,176,549.48

Treasurer’s Report: NYCLASS Balances - February 2025

Average Monthly Yield: 4.2208%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	380,637.13	75,000.00	0.00	1,303.87	13,330.34	2,676.05	456,941.00
TAX ACCOUNT	410,523.39	0.00	250,000.00	918.22	25,626.30	2,649.67	161,441.61
WATER FUND	10,593.83	0.00	0.00	34.39	370.36	72.60	10,628.22
SEWER FUND	51,844.25	0.00	0.00	168.16	1,812.23	355.04	52,012.41
FEMA	552.45	0.00	0.00	1.73	308.68	3.65	554.18
BENNETT PUMP STATION	219,403.70	0.00	0.00	711.61	8,129.38	1,502.56	220,115.31
TENNIS COURT RESERVE	52.30	0.00	0.00	0.23	15.37	0.49	52.53
TOTAL	1,073,607.05	75,000.00	250,000.00	3,138.21	49,592.66	7,260.06	901,745.26

Total Balances - February 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	926,219.27	1,078,987.74	828,946.53	289.00	1,593.92	495.44	1,176,549.48
NYCLASS	1,073,607.05	75,000.00	250,000.00	3,138.21	49,592.66	7,260.06	901,745.26
TOTAL	1,999,826.32	1,153,987.74	1,078,946.53	3,427.21	51,186.58	7,755.50	2,078,294.74

Clerk/Treasurer Highlights

- Received first half of the TOW fire contract money
 - Transferred the \$75K to the Fire Truck Reserve (NYCLASS)
- Submitted the paperwork for RLD Local Law to NYS and it was accepted
- Solicited Bank bids for \$100K BOND for Bennett Pump Station- requested rates to be submitted by 3/19
- Completed Bank Recs through Jan 2025
- Currently working on 25/26 Budget- Public Hearing on track for 4/9 meeting

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

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, April 9, 2025 @ 6:00 pm

Budget Meetings:

- **Follow-up** (*if necessary*)
Wednesday, March 26, 2025 @ 6:00 pm
- **Total Budget**
Wednesday, April 5, 2025 @ 6:00 pm