



Board of Trustees Meeting
May 14, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, May 14, 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

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

IV. OLD BUSINESS

V. NEW BUSINESS

- a. Inter-Municipal Agreement (IMA) with T/O Washington- Mayor Doro & Attorney Mackey

VI. GENERAL PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

- a. Mayor
 - STR request- fees
 - Retirees- Medical Insurance
- b. Trustee Updates

VIII. EXECUTIVE SESSION

- a. Personnel

IX. NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, June 11, 2025, 6:00 pm @ Village Hall

X. ADJOURNMENT

Voucher Totals	24-25 FY	25-26 FY
General Fund	\$145,448.82	\$450.00
Water Fund	\$22,963.77	
Sewer Fund	\$27,865.61	
TOTAL:	\$196,278.20	\$450.00

MILLBROOK FIRE DEPARTMENT

APRIL 2025

83 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	11
EMS Call	61
Motor Vehicle Accident	2
Structure Fires *	2
Brush Fires	1
Miscellaneous **	2
TOTALS:	

* 1 M/A, 1 Smoke from Light Fixture

** 1 Smoking Flowerpot, 1 Horse Rescue

EMS Responses	
NDP (49-79)	61
MFD Ambulance	9
MFD to Hospital	4
MRS Members	26
MFD Members	15

Mutual Aid Given	
Fire	0
NDP	0

Mutual Aid Received	
Fire	0
NDP	4

NOTES:

Monthly drills

-

Police Department Report

INCIDENT REPORTS

MONTH REPORTED: APRIL 2025				CALLS FOR SERVICE	211
Alarm Burglar/Fire/Panic	3	Harassment	1	Road Hazard	1
Animal Complaint		Juvenile		School Check	17
Assist Citizen	1	Medical Aided	12	Security Check	36
Assist Other Agency	3	Motor Vehicle Accident	1	Suspicious Person/Activity	2
Civil Matter	1	Motor Vehicle/Res Lockout	2	Suspicious Vehicle	
Criminal Mischief		Noise Complaint	5	Traffic Enforcement Details	
Disorderly Conduct		Odor of Gas		Unattended Death	1
Disabled Vehicle	2	Order of Protection	1	Uniform Traffic Tickets	1
Disturbance/Dispute	2	Parking Summons	2	Vehicle Abandoned	
Domestic Incident	1	Property Check	1	Vehicle Stop	10
EDP	1	Property Lost/Found	3	Vehicle & Traffic Complaint	2
Fire		Records Request	4	Welfare Check	
Foot Patrol	95	Public Safety			

INVESTIGATIONS

Domestic Incident

- *Mother/Son dispute*

Mental Health

- *Report of suicidal subject*

Unattended Death

- *ToT NYSP – appears to be natural causes*

Harassment

- *Neighbor dispute*

PROGRAMS

National Child Safety Council Partnership

- *\$987.50 in donations received from local businesses to purchase educational material for kids, teens, adults and seniors.*



Public Works Monthly Report April 2025

BRUSH PICK-UP: APRIL 1ST – MAY 31ST

PLEASE TAKE NOTICE:

PLEASE SEPARATE ALL BRUSH, LIMBS, LEAVES AND YARD WASTE INTO DIFFERENT PILES FOR PICK UP

- Fixed a drainage issue on Church St. across from Manzi Dr.
 - Cut the shoulders to allow water to get off the road and stop flooding the road during rainstorms.
- Started mowing all Village owned properties
- Cleaned up the Village property on 44A
 - Started to make a topsoil pile so we do not have to buy any in the future
- Cleaned up and painted the body on the 2015 F-550 to help prevent further rusting.
- Fixed the wash outs on Johnson Rd.
- Attended the Shade Tree Committee meeting to express the concerns of the Highway dept. Of planting new trees and propose the list of dangerous trees that are in the Village right of ways
- Started the process of making the ally-ways village roads. Since the village already maintains and plows roads
 - Velletri Way, Pilgrim Ln, Cullen Ln, W. Pilgrim Ln, and Russell Knolls.
 - This will add to the road list of maintained lane miles that are submitted to the state to gain more funding for road maintenance for the village
- Cleaned up storm damage from all the rain.
- Filled potholes on Front St, Church St, Nine Partners, and Harts Village.

Monthly Water Report

April 2025

	April	March	February
Total Water Produced	4,801,280	5,141,440	5,160,865
Average Daily Flow	160,043	165,853	184,300
Peak Day Flow	221,650	221,205	216,990

Sampling Results:

	April	March	February
Total Coliform	Absent	Absent	Absent

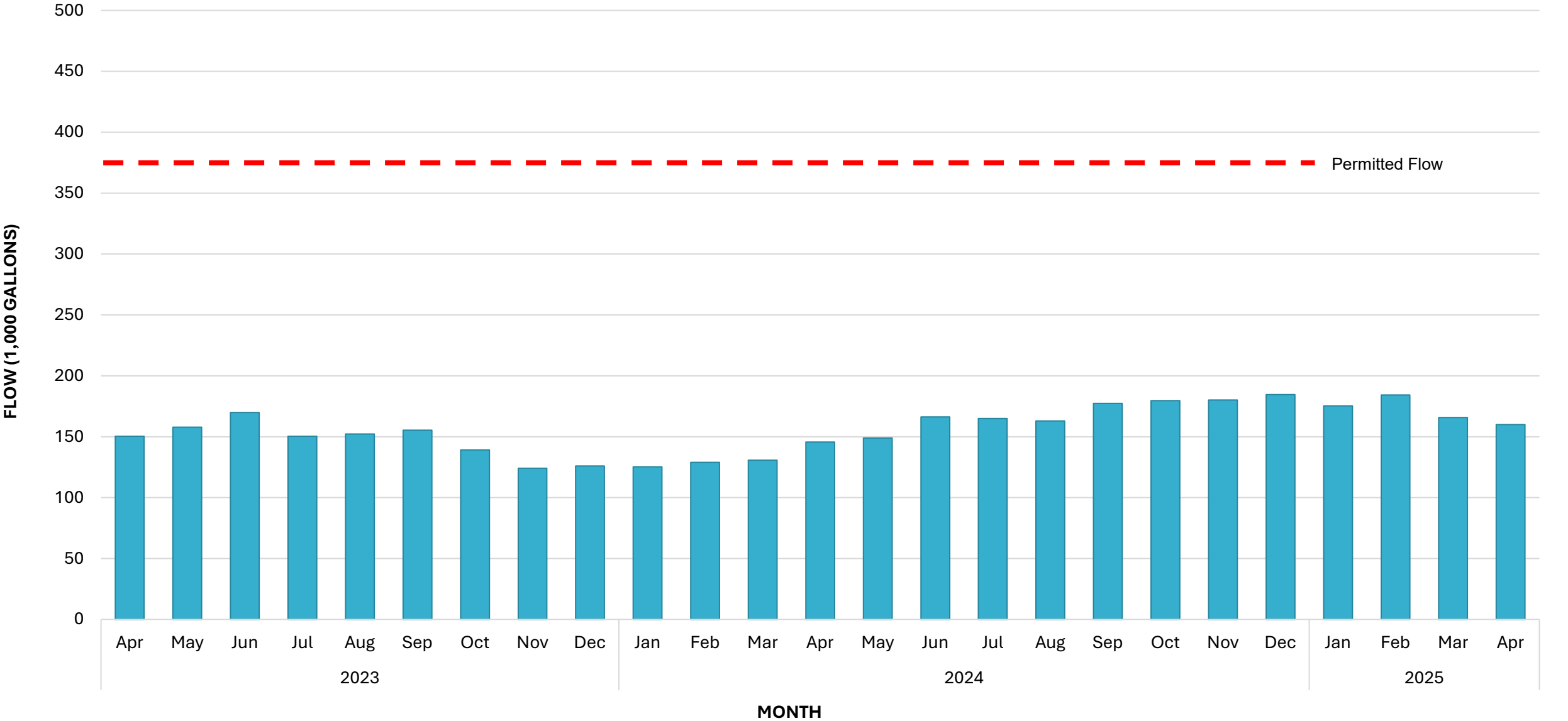
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Replaced fire hydrant on Maple Ave
3. New water line for Reardon Briggs installed and inspected
4. Installed 4 new water meters and repaired 4 others
5. Flushed all fire hydrants

Millbrook Water

Average Daily Flow



Monthly Sewer Report

APRIL 2025

	April	March	February	Permit Limit
Total Effluent Flow	5,687,270	6,036,090	4,029,070	n/a
Average Daily Flow	189,575	194,710	143,895	n/a
12-Month Rolling AVG	138,000	140,000	147,000	250,000
Peak Daily Flow	242,540	297,710	191,790	n/a
Precipitation (<i>in. as liquid</i>)	3.4"	4.2"	1.9"	n/a

SPDES Permit Samples: (mg/l)

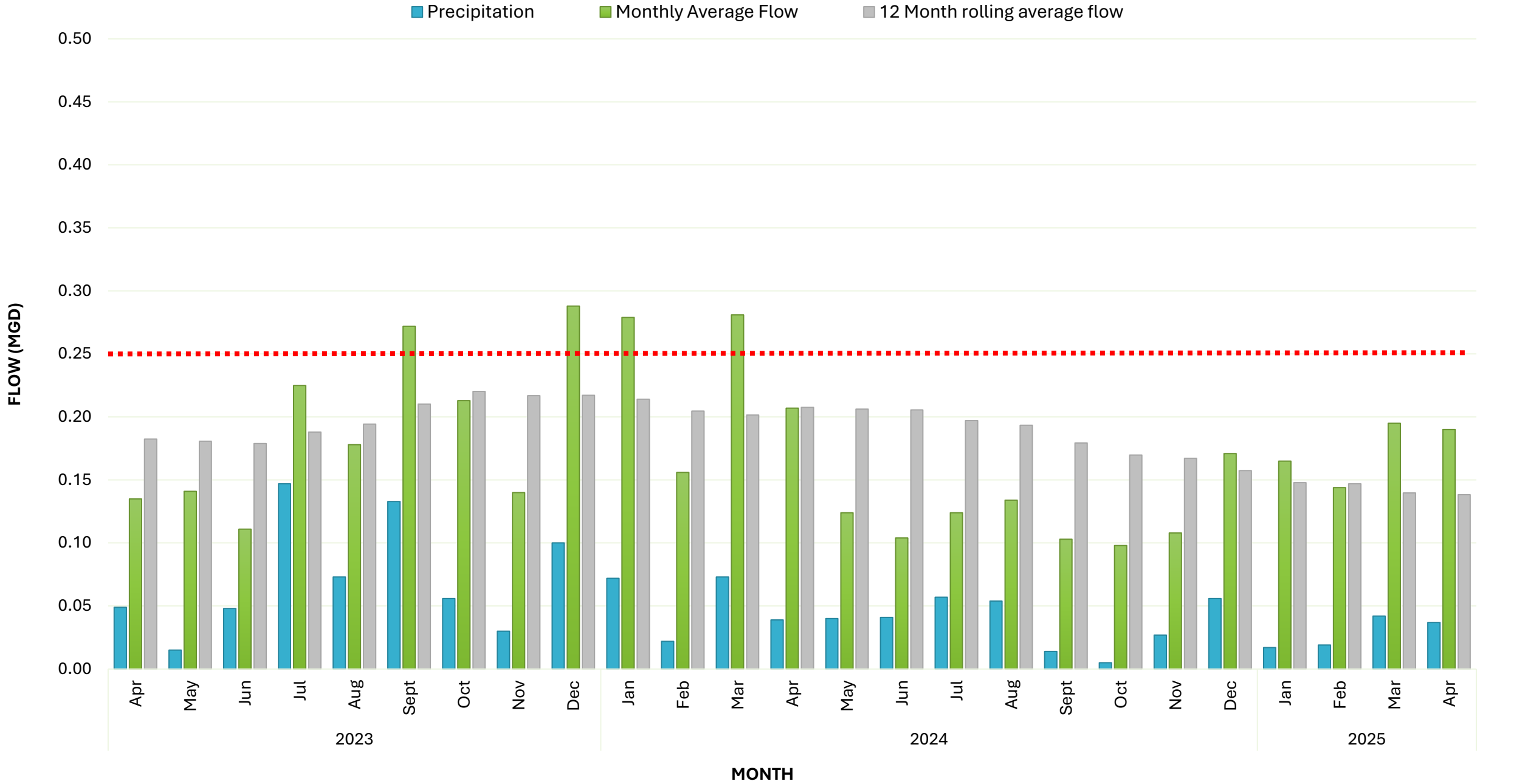
	April	March	February	Permit Limit
BOD	2 mg/l	2 mg/l	2.2 mg/l	15 mg/l
Percent Removal	97 %	99 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.07 mg/l	0.1 mg/l	0.13 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. M&O Sanitation flushed out clogged sewer line on Friendly Lane
3. New sewer line installed and inspected 3267 Franklin Ave (Old Slammin Salmon)
4. Cleaned filter beds and sludge beds
5. EarthCare hauled sludge dumpster
6. Started working on set up for aerating the ORF as part of SOP for EPA

Millbrook WWTP



Building Department Report: April 2025

Building Permits Issued	1
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	2
Certificate of Compliance	6
Municipal Searches	0
Short Term Rental App	0
Fire Inspection (not STR)	0
Total Fees Collected	175.00

Planning & Zoning

- No April meeting
- Planning and ZBA- Meetings have been scheduled for May

Short Term Rentals (STR):

- June 2025- Applicants that were approved in 2024 need to get their 2025 fire inspection scheduled before the expiration date on the permit.

Building Department Fee Updates

One- Family	\$200.00	\$100+\$8 per each \$1000 of construction cost		250 +\$8 per each \$1000 of construction cost
Two-Family	\$250.00	\$100+\$8 per each \$1000 of construction cost		\$300.00+\$8 per each \$1000 of construction cost
Town House	\$250.00	\$100+\$8 per each \$1000 of construction cost		\$300+\$8 per each \$1000 of construction cost
Grease Trap Inspection	\$50.00		\$50.00	to be added on top for resturants
Statement of Use	\$100.00		\$100.00	any proposed new use

Treasurer’s Report: Bank Balances - April 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	126,712.62	42,495.06	151,799.29	11.55	168.28	119.64	17,419.94
WATER FUND	104,719.42	56,649.11	32,066.53	20.26	244.56	78.77	129,322.26
SEWER FUND	87,583.27	43,667.31	66,402.65	15.72	232.33	79.83	64,863.65
ACCOUNTS PAYABLE	1,387.15	131,499.97	128,986.54	0.00	0.00	0.00	3,900.58
BENNETT PUMP STATION	685.30	264,314.70	265,000.00	0.00	58.43	5.64	0.00
ESCROW (PLANNING & ZONING)	4,667.73	2,000.00	0.00	0.00	0.00	0.00	6,667.73
HNL TRUST	9,087.12	0.00	0.00	1.49	21.07	5.97	9,088.61
MEDICAL DEDUCTIBLE	10,424.90	0.00	3,879.19	0.00	0.00	0.00	6,545.71
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	12,806.74	72,601.91	67,851.01	0.00	0.00	0.00	17,557.64
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,686.17	0.00	0.00	0.28	5.47	3.51	1,686.45
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	1.00	0.00	0.00	0.00	34.77	6.82	1.00
WWTP UPGRADE	29,723.06	0.00	0.00	4.88	735.71	487.36	29,727.94
SIDEWALKS	18,673.09	0.00	0.00	3.84	29.31	15.44	18,676.93
TENNIS COURTS	303.39	0.00	0.00	0.07	0.69	0.25	303.46
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	14,894.34	0.00	0.00	3.06	33.83	12.24	14,897.40
TOTAL	425,084.30	613,228.06	715,985.21	61.15	1,914.71	816.23	322,388.30

Treasurer’s Report: NYCLASS Balances - April 2025

Average Monthly Yield: 4.1643%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	458,569.77	0.00	0.00	1,572.75	16,531.86	5,877.57	460,142.52
TAX ACCOUNT	692,546.08	0.00	0.00	2,375.17	28,880.94	5,904.31	694,921.25
WATER FUND	10,666.11	0.00	0.00	36.60	444.85	147.09	10,702.71
SEWER FUND	52,197.83	0.00	0.00	179.01	2,176.66	719.47	52,376.84
FEMA	556.09	0.00	0.00	1.84	312.43	7.40	557.93
BENNETT PUMP STATION	230,914.82	0.00	231,627.38	739.04	9,667.93	3,041.11	26.48
TENNIS COURT RESERVE	4,054.61	0.00	0.00	13.86	31.31	16.43	4,068.47
WWTP UPGRADE	400,229.01	0.00	0.00	1,372.63	1,601.64	1,601.64	401,601.64
TOTAL	1,849,734.32	0.00	231,627.38	6,290.90	59,647.62	17,315.02	1,624,397.84

Total Balances - April 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	425,084.30	613,228.06	715,985.21	61.15	1,914.71	816.23	322,388.30
NYCLASS	1,849,734.32	0	231,627.38	6,290.90	59,647.62	17,315.02	1,624,397.84
TOTAL	2,274,818.62	613,228.06	947,612.59	6,352.05	61,562.33	18,131.25	1,946,786.14

Clerk/Treasurer Highlights

- Completed Tax Cap Compliance & Constitutional Tax Limit report for NYS (required)
 - Filed Local Law for tax override
 - Tax preparation for 25/26 Tax Collection- Bills to be mailed out by June 1st.
 - May 31 is the last day of the 24/25 Fiscal; Department Heads need to make sure all invoices that need to be charged to 24/25 are submitted by the June meeting. 24/25 FY to be closed by July so the Senior Acct Clerk and Clerk can begin the Annual Financial Report (AFR) for NYS (Due by Aug).
- No invoices will count towards the 24/25 FY once the year is closed.**

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, June 11, 2025 @ 6:00 pm