

**VILLAGE OF MILLBROOK- BOARD OF TRUSTEES BUSINESS MEETING
MILLBROOK VILLAGE HALL- 35 MERRITT AVE**

DATE: 07/09/2025

TIME: 6:00 PM

FACILITATOR: BOARD OF TRUSTEES

IN ATTENDANCE

Mayor Doro, Deputy Mayor Murphy, Trustee Socci, FD Chief Boscardin, Scott Osborn (VRI), Senior Acct Clerk McLaughlin and Clerk Witt

Absent: Trustee Bucklin, Trustee Mawson, Police Chief Dworkin, Attorney Mackey

OPENING OF MEETING

Mayor Doro opened the meeting with the Pledge of Allegiance

MEETING VIDEO & PRESENTATION

[MEETING VIDEO](#)

[PRESENTATION](#)

ADMINISTRATIVE BUSINESS:

Minutes Approval: Motion made by Mayor Doro to accept the minutes of the June meeting, seconded by Deputy Mayor Murphy and all were in favor.

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

Agenda Items: Budget Adjustments- Senior Account Clerk presented the Budget Adjustments for fiscal year 24/25 and some for 25/26- Motion made by Mayor Doro to accept the Budget Adjustments, seconded by Deputy Mayor Murphy and all were in favor.

DEPARTMENTAL REPORTS:

Fire & Rescue –Chief Boscardin read from the attached monthly report. Former Mayor Collopy suggested Chief B. present a cost breakdown on why the FD having their own ambulance service would monetarily not be in the best interest of the Village and Town.

Police – Chief Dworkin was absent. Mayor Doro read from the attached monthly report. Reported that the new Police hire, Officer Morrone, will be starting more regular and consistent shifts once he is fully retired.

Highway –Deputy Mayor Muphy read from the attached Highway monthly report. He noted the Washington Ave paving project is scheduled for the end of July.

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

Treasurer & Building Dept – Clerk Witt: read from attached monthly reports. Senior Acct Clerk McLaughlin and Clerk Witt presented the attached Financial Report for the 24/25 Fiscal Year.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

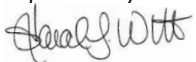
BOARD MEMBER UPDATES & PUBLIC COMMENTS:

- Public Comment: none.
- Deputy Mayor Murphy: Joined the Town of Washington Park committee and will be the liaison between the Town of Washington and Village of Millbrook.

Adjournment:

Motion to adjourn the meeting at 6:53 pm made by Mayor Doro, seconded by Deputy Mayor Murphy and all were in favor.

Respectfully submitted,



Sarah J. Witt
Village Clerk

24/25 Budget Amendment

Police

Jun-24 From	2705.1 Donations	\$	(1,000.00)	completed
Jun-24 To	31202.1 Police Eq	\$	1,000.00	completed
May-25 From	3389.1.0.103- PD Grant	\$	24,957.00	completed
May-25 To	31202.1.0.103- PD Grant	\$	24,957.00	completed
May-25 From	3389.1.0.000- New PD Car	\$	12,250.00	completed
May-25 To	31202.1.0.000- New PD Car	\$	12,250.00	completed

HWY

May-25 From	2801.1.0- Tribute Garden for Hwy Signs	\$	2,782.00	completed
May-25 To	51104.1.0.19- Tribute Garden for Hwy Signs	\$	2,782.00	completed
May-25 From	3501.1- CHIPS	\$	17,926.00	completed
May-25 To	51124.1- CHIPS	\$	17,926.00	completed

Tennis

Jun-25 From	450.1 NY Class	\$	(4,000.00)	completed
Jun-25	201.1 Tax Acct	\$	(4,000.00)	completed
Jun-25 To	71802.1 Tennis Courts	\$	8,000.00	completed

SIDEWALKS

Jul-25 FROM	99019.1 TRANSFER TO CAP	\$	(58,249.00)	COMPLETED
Jul-25 TO	5031.6 SIDEWALKS	\$	58,249.00	COMPLETED

		Authorized Fund Balance/ Cap Use	
01.08.25		10104.1- From NYCLASS FEMA (A/V Equip.)	\$ 5,950.00
01.08.25		14204.1- From NYCLASS FEMA (Attorney)	\$ 17,000.00

Fiscal Year 2025/2026- Police Tech Grant

Requesting the Board to approve moving the remaining \$102,375.75 of the Police Tech Grant from 24/25 into the Grants Bank Account and removing it from General into a Capital fund to record expenses and revenues.

GENERAL FUND		BUDGET AMENDMENTS 2024/2025			
GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET	INCREASE
1.014204.01.000.00	1420.4 - Attorney CE		\$106,851.23	\$34,500.00	\$ (72,351)
1.051124.01.000.00	5112.4 - Perm. Imprv CHIPS		\$116,561.58	\$99,926.00	\$ (16,636)
1.054104.01.000.00	5410.4 - Sidewalks CE		\$27,016.49	\$13,000.00	\$ (14,016)
1.099509.01.000.00	9950.9 - Capital Reserve		\$8,523.38	\$0.00	\$ (8,523)
1.016402.01.000.00	1640.2 - Central Garage EQ		\$9,251.33	\$2,000.00	\$ (7,251)
1.080104.01.000.00	8010.4 - Zoning CE		\$7,410.04	\$250.00	\$ (7,160)
1.090608.01.000.00	9060.8 - Medical Insurance		\$104,120.65	\$97,362.00	\$ (6,759)
1.051824.01.000.00	5182.4 - Street Lighting CE		\$50,039.86	\$44,000.00	\$ (6,040)
1.031204.01.000.00	3120.4 - Police CE		\$11,340.31	\$6,000.00	\$ (5,340)
1.034104.01.000.00	3410.4 - Fire CE		\$26,176.45	\$21,000.00	\$ (5,176)
1.051424.01.000.00	5142.4 - Snow Removal CE		\$41,866.46	\$37,000.00	\$ (4,866)
1.031202.01.000.00	3120.2 - Police EQ		\$26,446.12	\$22,250.00	\$ (4,196)
1.031204.01.000.19	3120.4 - Police CE	EQUIPMENT/SUPPLIES	\$3,902.11	\$0.00	\$ (3,902)
1.034104.01.000.30	3410.4 - Fire CE	APPARATUS MAINT	\$20,944.96	\$18,700.00	\$ (2,245)
1.013252.01.000.00	1325.2 - Clerk/Treasurer EQ		\$2,675.51	\$500.00	\$ (2,176)
1.090158.01.000.00	9015.8 - Fire & Police Retirement		\$27,523.00	\$26,000.00	\$ (1,523)
1.051421.01.000.00	5142.1 - Snow Removal PS		\$5,520.00	\$4,000.00	\$ (1,520)
1.019104.01.000.00	1910.4 - Unallocated Insurance		\$53,350.94	\$51,931.00	\$ (1,420)
1.090308.01.000.00	9030.8 - Social Security (Village Share)		\$45,079.33	\$44,100.00	\$ (979)
1.019104.01.000.45	1910.4 - Unallocated Insurance	FD - BENEFITS	\$23,362.00	\$22,500.00	\$ (862)
1.090408.01.000.00	9040.8 - Workers Comp		\$20,804.00	\$20,000.00	\$ (804)
1.016804.01.000.00	1680.4 - Data Processing CE		\$3,321.38	\$2,800.00	\$ (521)
1.014404.01.000.105	1440.4 - Engineer/Consultant	COLLOPY	\$1,000.00	\$500.00	\$ (500)

1.019504.01.000.00	1950.4 - Taxes & Assessments		\$2,068.04	\$1,700.00	\$	(368)
1.014304.01.000.00	1430.4 - Personnel CE		\$5,322.63	\$5,200.00	\$	(123)
1.051104.01.000.21	5110.4 - Streets CE	TRAINING	\$324.00	\$250.00	\$	(74)
1.012104.01.000.00	1210.4 - Mayor CE		\$806.35	\$750.00	\$	(56)
1.031202.01.000.103	3120.2 - Police EQ	LIVESCAN	\$25,011.65	\$24,957.00	\$	(55)
1.019204.01.000.00	1920.4 - Municipal Associatoin Dues		\$1,149.00	\$1,100.00	\$	(49)
1.031202.01.000.102	3120.2 - Police EQ	POLICE PROTECTIVE EQUIP	\$10,020.35	\$10,000.00	\$	(20)
1.097206.01.000.75	9720.6 - Principal Installment BONDS	POLICE VEHICLE 2026	\$8,831.50	\$8,830.50	\$	(1)
				\$		(175,514)

GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET		DECREASE
1.071802.01.000.00	7180.2 - Sp Rec Fac-TENNIS COURTS		\$8,105.00	\$8,150.00	\$	45
1.034108.01.000.46	3410.8 - Fire Employee Benefits	FD - CANCER	\$4,745.00	\$4,800.00	\$	55
1.051104.01.000.00	5110.4 - Streets CE		\$5,410.64	\$5,500.00	\$	89
1.014604.01.000.00	1460.4 - Records Management CE		\$7,668.90	\$7,800.00	\$	131
1.014804.01.000.00	1480.4 - Public Info CE		\$2,465.88	\$2,600.00	\$	134
1.016404.01.000.12	1640.4 - Central Garage CE	GASOLINE	\$460.35	\$600.00	\$	140
1.080204.01.000.00	8020.4 - Planning CE		\$239.83	\$400.00	\$	160
1.081604.01.000.00	8160.4 - Refuse/Garbage CE		\$2,113.68	\$2,280.00	\$	166
1.090558.01.000.00	9055.8 - Disability Insurance		\$828.70	\$1,000.00	\$	171
1.016704.01.000.00	1670.4 - Central Print/Mail		\$1,657.22	\$1,850.00	\$	193
1.013254.01.000.00	1325.4 - Clerk/Treasurer CE		\$625.01	\$840.00	\$	215
1.016404.01.000.20	1640.4 - Central Garage CE	REPAIRS/MAINT	\$878.49	\$1,200.00	\$	322
1.016404.01.000.00	1640.4 - Central Garage CE		\$3,415.76	\$3,750.00	\$	334
1.036201.01.000.92	3620.1 - Safety Insp PS	STR	\$1,160.00	\$1,500.00	\$	340

1.080201.01.000.00	8020.1 - Planning PS		\$215.03	\$557.40	\$	342
1.017204.01.000.00	1720.4 - Awards CE		\$247.53	\$600.00	\$	352
1.010101.01.000.00	1010.1 - Village Board PS		\$17,461.44	\$17,833.00	\$	372
1.013251.01.000.03	1325.1 - Clerk/Treasurer PS	DEPUTY CLERK	\$58,998.87	\$59,400.00	\$	401
1.016224.01.000.00	1622.4 - Village Hall CE		\$8,894.16	\$9,372.00	\$	478
1.016222.01.000.00	1622.2 - Village Hall EQ		\$0.00	\$500.00	\$	500
1.034104.01.000.43	3410.4 - Fire CE	FH - REPAIRS/MAINT	\$32,458.39	\$33,059.00	\$	601
1.090108.01.000.00	9010.8 - State Retirement		\$57,390.00	\$58,000.00	\$	610
1.051104.01.000.13	5110.4 - Streets CE	DIESEL	\$6,788.92	\$7,400.00	\$	611
1.016802.01.000.00	1680.2 - Data Processing EQ		\$299.98	\$1,000.00	\$	700
1.031201.01.000.27	3120.1 - Police PS	SPECIAL EVENTS	\$0.00	\$1,000.00	\$	1,000
1.016404.01.000.11	1640.4 - Central Garage CE	UTILITIES	\$2,660.09	\$3,750.00	\$	1,090
1.016404.01.000.19	1640.4 - Central Garage CE	EQUIPMENT/SUPPLIES	\$4,883.31	\$6,000.00	\$	1,117
1.013251.01.000.01	1325.1 - Clerk/Treasurer PS	CLERK/TREASURER	\$77,225.19	\$78,425.00	\$	1,200
1.031204.01.000.20	3120.4 - Police CE	REPAIRS/MAINT	\$3,776.29	\$5,000.00	\$	1,224
1.045404.01.000.05	4540.4 - Ambulance CE	PAID AMBULANCE SERVICE	\$424,278.12	\$425,504.00	\$	1,226
1.010104.01.000.00	1010.4 - Village Board CE		\$8,215.22	\$9,450.00	\$	1,235
1.016604.01.000.00	1660.4 - Central Storeroom CE		\$3,526.98	\$4,800.00	\$	1,273
1.016224.01.000.20	1622.4 - Village Hall CE	REPAIRS/MAINT	\$650.82	\$2,000.00	\$	1,349
1.013254.01.000.21	1325.4 - Clerk/Treasurer CE	TRAINING	\$1,043.33	\$2,500.00	\$	1,457
1.031204.01.000.12	3120.4 - Police CE	GASOLINE	\$3,176.37	\$4,650.00	\$	1,474
1.036204.01.000.92	3620.4 - Safety Insp CE	STR	\$0.00	\$1,687.00	\$	1,687
1.034102.01.000.00	3410.2 - Fire EQ		\$16,209.18	\$18,000.00	\$	1,791
1.031201.01.000.25	3120.1 - Police PS	COURT	\$1,173.60	\$3,000.00	\$	1,826
1.031201.01.000.26	3120.1 - Police PS	SCHOOL	\$1,152.30	\$3,000.00	\$	1,848

1.016404.01.000.14	1640.4 - Central Garage CE	HEATING FUEL	\$3,126.86	\$5,200.00	\$	2,073
1.080101.01.000.00	8010.1 - Zoning PS		\$0.00	\$2,229.60	\$	2,230
1.051104.01.000.19	5110.4 - Streets CE	EQUIPMENT/SUPPLIES	\$6,563.90	\$9,346.00	\$	2,782
1.090408.01.000.45	9040.8 - Workers Comp	FD - BENEFITS	\$14,952.00	\$17,800.00	\$	2,848
1.016224.01.000.14	1622.4 - Village Hall CE	HEATING FUEL	\$4,384.97	\$7,588.00	\$	3,203
1.051102.01.000.07	5110.2 - Streets EQ	ROAD PAVING	\$1,344.79	\$5,000.00	\$	3,655
1.085604.01.000.00	8560.4 - Shade Trees CE		\$0.00	\$4,800.00	\$	4,800
1.051101.01.000.00	5110.1 - Streets PS		\$228,709.34	\$235,388.00	\$	6,679
1.031201.01.000.00	3120.1 - Police PS		\$165,418.95	\$173,548.00	\$	8,129
1.034108.01.000.00	3410.8 - Fire Employee Benefits		\$13,649.81	\$24,400.00	\$	10,750
1.031202.01.000.100	3120.2 - Police EQ	PD TECH GRANT	\$27,196.25	\$129,572.00	\$	100,107
					\$	175,514

BUDGET AMENDMENTS 2024/2025

WATER

GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET	INCREASE
1.083204.12.000.16	8320.4 - Source Power Pump CE	CHEMICALS	\$47,192.30	\$32,615.00	\$ (14,577)
1.083404.12.000.11	8340.4 - Water Trans/Distrib CE	UTILITIES	\$15,271.10	\$12,500.00	\$ (2,771)
1.014404.12.000.105	1440.4 - Engineer/Consultant	COLLOPY	\$1,000.00	\$0.00	\$ (1,000)
1.083104.12.000.00	8310.4 - Water Admin CE		\$89,635.33	\$88,967.00	\$ (668)
1.019104.12.000.00	1910.4 - Unallocated Insurance		\$7,811.00	\$7,500.00	\$ (311)
				\$	(19,328)

GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET	DECREASE
1.083204.12.000.18	8320.4 - Source Power Pump CE	LABS	\$2,289.25	\$2,400.00	\$ 111
1.083404.12.000.00	8340.4 - Water Trans/Distrib CE		\$1,431.12	\$2,100.00	\$ 669
1.083404.12.000.13	8340.4 - Water Trans/Distrib CE	DIESEL	\$0.00	\$800.00	\$ 800
1.083404.12.000.19	8340.4 - Water Trans/Distrib CE	EQUIPMENT/SUPPLIES	\$13,655.17	\$17,750.00	\$ 4,095
1.083404.12.000.20	8340.4 - Water Trans/Distrib CE	REPAIRS/MAINT	\$49,100.71	\$54,650.00	\$ 5,549
1.083102.12.000.00	8310.2 - Water Cap Improve		\$33,189.40	\$51,350.00	\$ 8,104
				\$	19,328

SEWER

GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET	INCREASE
1.081104.13.000.00	8110.4 - Sewer Admin CE		\$190,640.51	\$163,049.00	\$ (4,546)
1.081304.13.000.10	8130.4 - Sewer Treatm/Disp CE	SLUDGE HAULING	\$32,489.08	\$26,400.00	\$ (6,089)
1.081304.13.000.18	8130.4 - Sewer Treatm/Disp CE	LABS	\$7,944.75	\$5,092.00	\$ (2,853)
1.081304.13.000.16	8130.4 - Sewer Treatm/Disp CE	CHEMICALS	\$36,166.70	\$34,320.00	\$ (1,847)

1.014404.13.000.105	1440.4 - Engineer/Consultant	COLLOPY	\$1,000.00	\$0.00	\$	(1,000)
1.081304.13.000.14	8130.4 - Sewer Treatm/Disp CE	HEATING FUEL	\$1,818.17	\$1,500.00	\$	(318)
1.081304.13.000.00	8130.4 - Sewer Treatm/Disp CE		\$7,946.31	\$7,855.00	\$	(91)
					\$	(16,744)
GL NUMBER	ACCT DESCRIPTION		YTD	BUDGET		DECREASE
1.081304.13.000.13	8130.4 - Sewer Treatm/Disp CE	DIESEL	\$291.09	\$650.00	\$	359
1.019104.13.000.00	1910.4 - Unallocated Insurance		\$2,843.00	\$3,500.00	\$	657
1.081304.13.000.19	8130.4 - Sewer Treatm/Disp CE	EQUIPMENT/SUPPLIES	\$3,923.44	\$4,590.00	\$	667
1.097307.13.000.57	9730.7 - Debt Interest, BAN	BENNETT PUMP STATION	\$13,000.00	\$14,000.00	\$	1,000
1.081304.13.000.20	8130.4 - Sewer Treatm/Disp CE	REPAIRS/MAINT	\$55,099.96	\$57,015.00	\$	1,915
1.081304.13.000.11	8130.4 - Sewer Treatm/Disp CE	UTILITIES	\$25,836.85	\$29,100.00	\$	3,263
1.081302.13.000.00	8130.2 - Sewer Cap Improve		\$33,502.00	\$37,415.00	\$	3,913
1.099509.13.000.00	9950.9 - Capital Reserve		\$0.00	\$5,000.00	\$	5,000
					\$	16,774

Year End - VILLAGE OF Millbrook
June 1,2024- May 31, 2025
ANNUAL FINANCIAL SNAPSHOT FOR 2024/2025

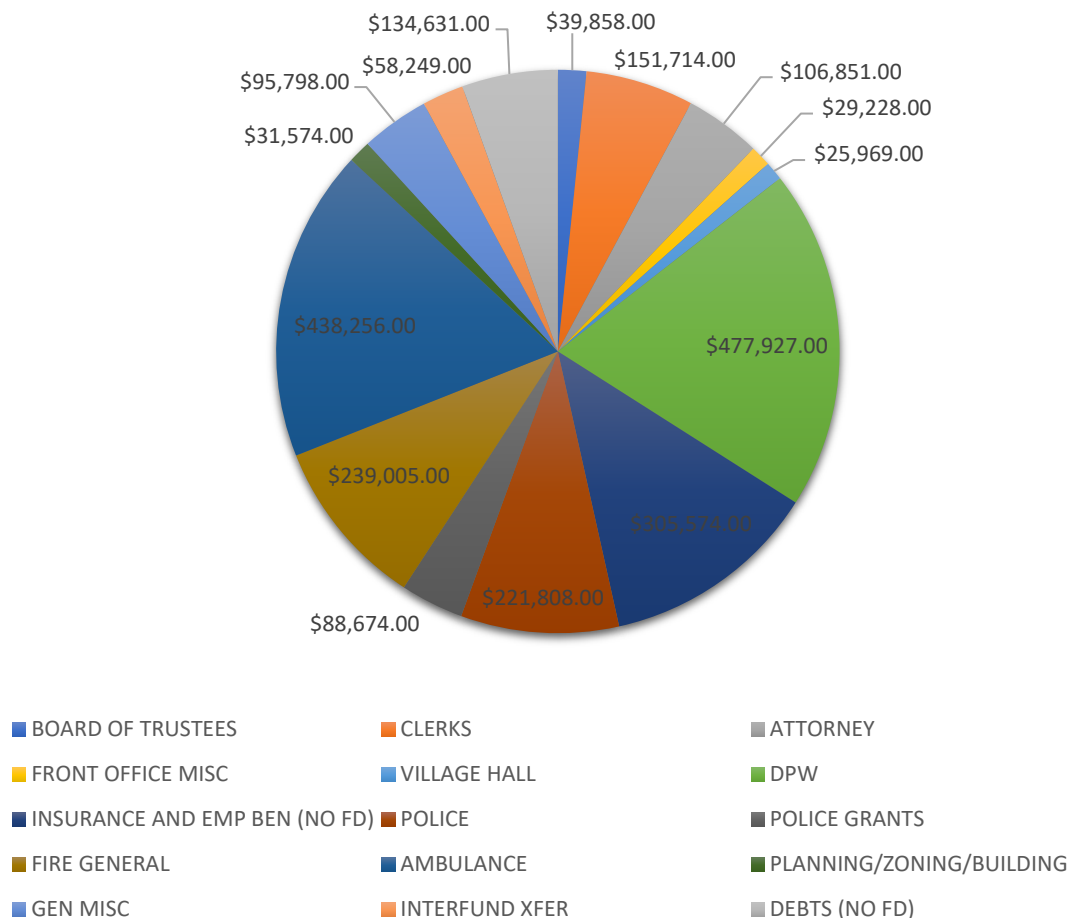
GENERAL A FUND EXPENSES:

GENERAL A FUND	AMOUNT
BOARD OF TRUSTEES	\$39,858
CLERKS	\$151,714
ATTORNEY	\$106,851
FRONT OFFICE MISC	\$29,228
VILLAGE HALL	\$25,969
DPW	\$477,927
INSURANCE/ EMP BEN (NO FD)	\$305,574
POLICE	\$221,808
POLICE GRANTS	\$88,674
FIRE GENERAL	\$314,005
AMBULANCE	\$438,256
PLANNING/ZONING/BUILDING	\$31,555
GENERAL MISC	\$99,798
INTERFUND XFER	\$58,249
BANS/BONDS (NO FD)	\$134,631
TOTAL:	\$2,445,116

EXAMPLES OF INCREASES IN A FUND EXPENSES:

- Annual increases in utility costs- electric, heating fuel, gas & diesel.
- Workers Comp, general liability, and medical insurance.
- Fire Dept- Upped the Reserve contributions, contract increases (**NDP**, Cancer, and LOSAP).
- Legal/ Attorney- one-time project requiring special legal services
- Police Department- equipment upgrades and staffing issues
- DPW- above CHIPS- paving and sidewalk projects
- Hardware/Software upgrades across all departments

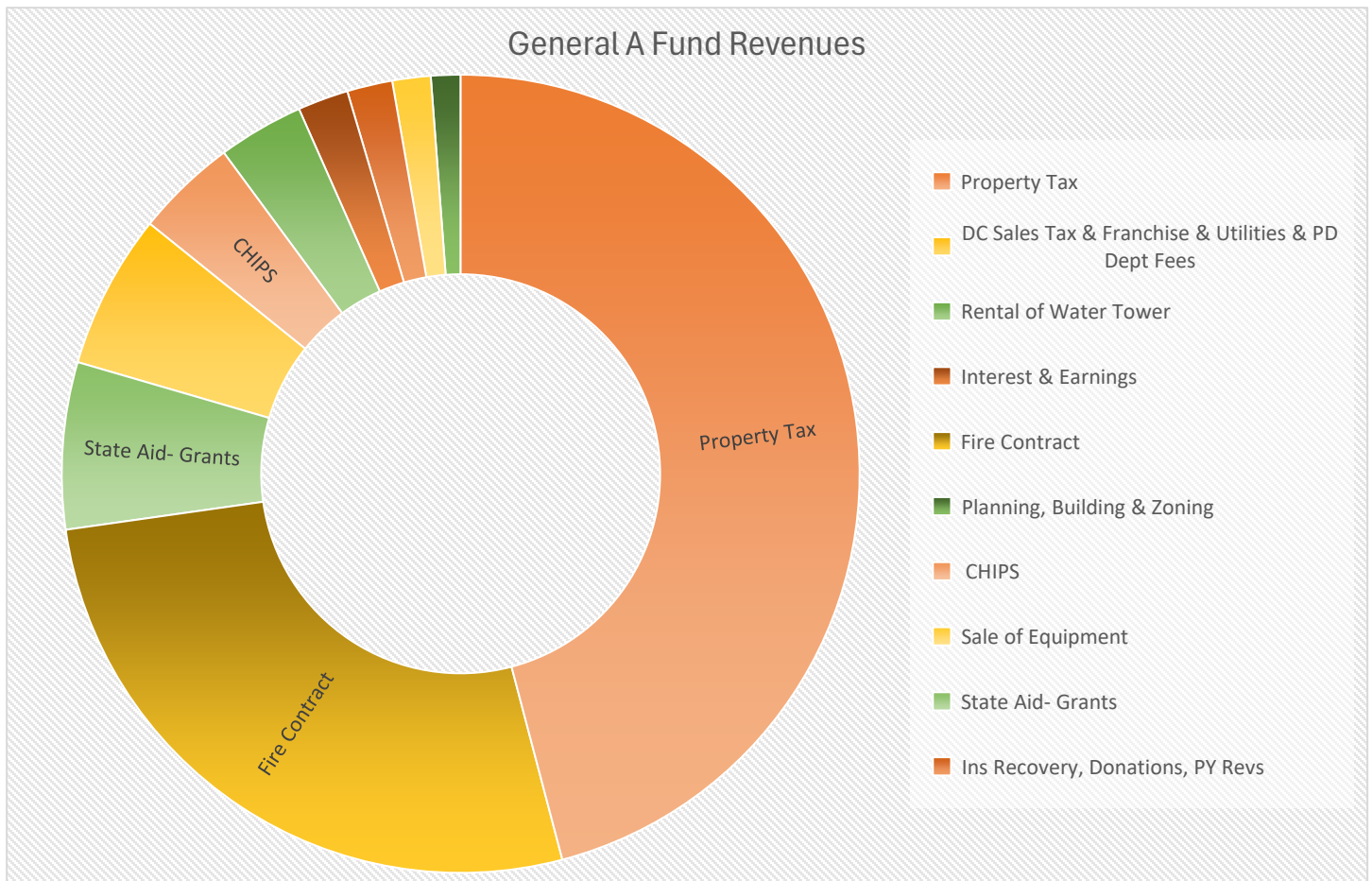
GENERAL A FUND EXPENSES



GENERAL A FUND REVENUE:

<i>GENERAL A FUND REVENUE</i>	<i>AMOUNT</i>
PROPERTY TAX	\$1,117,928
DC SALES TAX/FRANCHISE/UTILITIES/PD REVS	\$152,619
RENTAL OF WATER TOWER	\$84,665
INTEREST & EARNINGS	\$50,034
FIRE CONTRACT	\$654,303
PLANNING/ ZONING/ BUILDING	\$29,171
CHIPS	\$99,927
SALE OF EQUIPMENT	\$37,854
STATE AID – PD GRANTS	\$164,529
INSURANCE RECOVERIES & DONATIONS	\$44,744
TOTAL	\$2,435,774

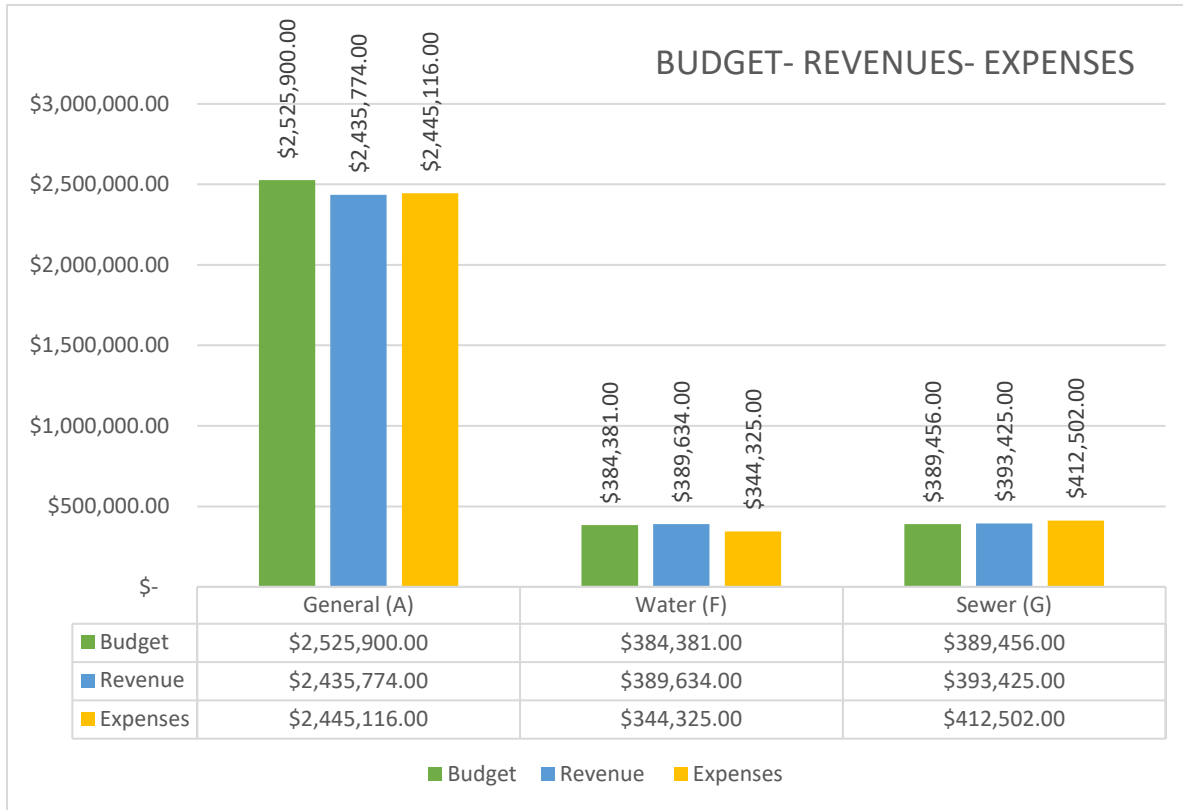
Property tax remained under the 2% NYS Tax Cap. The tax rate for 2024-2025 was \$5.10 per 1000 assessed value, up \$0.25 from last year.



State aid and Mortgage tax distributed by Dutchess County remained constant. Better budget process helped with gauging expected revenues- some lines exceeded expectations, and some came just under.

NYCLASS contributions have generated almost \$50,000 in interest and earnings.

BUDGET – REVENUE – EXPENSES: ALL FUNDS



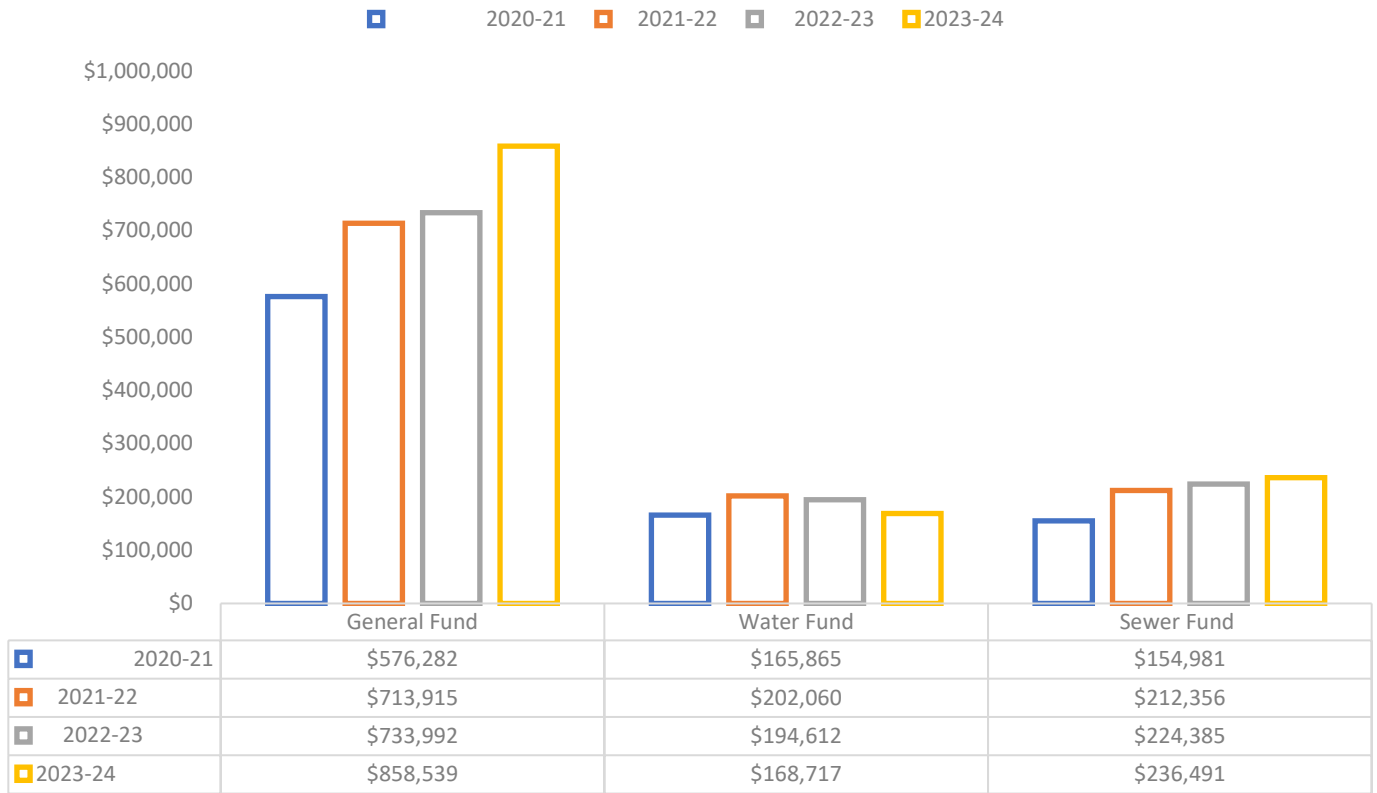
FUND BALANCE ANALYSIS

Fund Balance is the total accumulation of operating surpluses and deficits since the beginning of a local government's existence.

ANALYSIS OF THE VILLAGE OF MILLBROOK FUND BALANCE AS OF 5/31/2025			
	GENERAL		
ADD	23/24 FUND BALANCE	\$	858,539.00
ADD	YTD REVENUES	\$	2,435,774.00
DEDUCT	YTD EXPENSES	\$	(2,445,116.00)
	EST. FB FOR 24/25	\$	849,197.00
	WATER		
ADD	23/24 FUND BALANCE	\$	168,717.00
ADD	YTD REVENUES	\$	389,634.00
DEDUCT	YTD EXPENSES	\$	(344,325.00)
	EST. FB FOR 24/25	\$	214,026.00
	SEWER		
ADD	23/24 FUND BALANCE	\$	236,491.00
ADD	YTD REVENUES	\$	393,425.00
DEDUCT	YTD EXPENSES	\$	(412,502.00)
	EST. FB FOR 24/25	\$	217,414.00

It is important to note that Fund Balance is a net-position and considers cash, receivables, payables and due to/due from amounts, pending grants and transfers to Capital Projects. Maintaining a healthy fund balance provides stability and safety.

FUND BALANCE HISTORY



In conclusion, although the village's finances are favorable at this time, there are challenges to consider:

- Aging infrastructure and equipment.
- Cost and availability of supplies, equipment, and services.
- Finding and maintaining reliable personnel.

We have maintained adequate fund balances; we continue to monitor expenses and budget responsibly; and we are always looking for safe, viable sources of revenue, that in turn stabilize the village tax rate.