



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

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees

Wednesday, November 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](mailto:villageofmillbrook@gmail.com)

## OPEN MEETING

- a. Pledge of Allegiance
- b. Roll Call

## ADMINISTRATIVE BUSINESS

- a. Minutes Approval
- b. Voucher Approval

## 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
  - [Procurement Policy Approval](#)

## NEW BUSINESS & UNFINISHED BUSINESS

- a. Cable Vision Franchise Agreement – Public Hearing
  - [Resolution 2025-010](#) Authorizing Resolution: Cablevision Franchise Agreement

## GENERAL PUBLIC COMMENTS

## BOARD MEMBER UPDATES

- a. Mayor
- b. Trustee Updates

## EXECUTIVE SESSION (IF NEEDED)

## NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, December 10, 2025, 6:00 pm @ Village Hall

## ADJOURNMENT

| <b>Voucher Totals</b> | <b>11/12/25</b>     |
|-----------------------|---------------------|
| <b>General Fund</b>   | \$218,904.54        |
| <b>WWTP Upgrade</b>   | \$25,823.25         |
| <b>PD Tech Grant</b>  | \$1,438.00          |
| <b>Water Fund</b>     | \$75,091.62         |
| <b>Sewer Fund</b>     | \$66,456.15         |
| <b>TOTAL:</b>         | <b>\$387,713.56</b> |

# MILLBROOK FIRE DEPARTMENT

## OCTOBER 2025

93 INCIDENTS REPORTED

| Millbrook Fire Dept                  |           |
|--------------------------------------|-----------|
| Automatic Fire Alarm                 | 16        |
| EMS Call                             | 61        |
| Motor Vehicle Accident               | 6         |
| Brush Fire                           | 2         |
| CO                                   | 2         |
| Structure Fire <i>(3 Mutual Aid)</i> | 3         |
| Odor of Gas                          | 2         |
| Tree & Wires                         | 1         |
| <b>TOTALS:</b>                       | <b>93</b> |

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

| Mutual Aid Given |   |
|------------------|---|
| Fire             | 1 |
| NDP              | 0 |

| Mutual Aid Received |   |
|---------------------|---|
| Fire                | 0 |
| NDP                 | 2 |

### NOTES:

Monthly drills

-

# Police Department Report

## INCIDENT REPORTS

| MONTH REPORTED: OCTOBER 2025 |    |                                   | CALLS FOR SERVICE |                             | 174 |
|------------------------------|----|-----------------------------------|-------------------|-----------------------------|-----|
| 911 Hangup                   |    | Forgery /Fraud                    |                   | Public Safety               |     |
| Alarm Burglar/Fire/Panic     | 1  | Harassment                        | 2                 | Records Request             |     |
| Animal Complaint             | 1  | Hazardous Condition               |                   | Road Hazard                 |     |
| Arrests                      | 1  | Juvenile                          |                   | School Check                |     |
| Assault                      | 1  | Larceny                           |                   | Security Check              |     |
| Assist Citizen               | 4  | Littering                         |                   | Suspicious Person/Activity  |     |
| Assist Other Agency          | 1  | Lockout                           | 1                 | Suspicious Vehicle          | 1   |
| Civil Matter                 |    | Medical Aided                     | 6                 | Traffic Complaint           |     |
| Criminal Mischief            | 1  | Missing Person                    |                   | Traffic Enforcement Details | 28  |
| Disabled Vehicle             | 1  | Motor Vehicle Accident            | 1                 | Unattended Death            |     |
| Disorderly Conduct           |    | Motor Vehicle/Residential Lockout |                   | Uniform Traffic Tickets     | 23  |
| Disturbance/Dispute          | 1  | Noise Complaint                   | 1                 | Vehicle & Traffic Complaint |     |
| Domestic Incident            |    | Odor of Gas                       |                   | Vehicle Abandoned           |     |
| EDP                          |    | Order of Protection               | 1                 | Vehicle Stop                | 35  |
| Fire                         |    | Parking Summons                   | 24                | Village Event               | 1   |
| FOIL                         |    | Property Check                    | 7                 | Welfare Check               |     |
| Foot Patrol                  | 54 | Property Lost/Found               |                   |                             |     |

### INVESTIGATIONS

#### **Criminal Mischief**

Investigation of graffiti to multiple businesses throughout the Village:

The Millbrook Police Department conducted an investigation into a series of graffiti incidents reported throughout the Village, involving approximately a dozen locations where public and private property had been defaced.

Through a coordinated investigation, officers identified a juvenile responsible for the vandalism. After consultation with the property owners and consideration of the circumstances, officers discussed the possibility of criminal prosecution. However, the affected property owners collectively agreed to accept a formal apology and the juvenile's cleanup of the vandalized areas in lieu of prosecution.

Under police supervision, the juvenile was escorted to each affected location, where he provided personal apologies to the property owners and participated in removing or cleaning the graffiti. The matter has been resolved to the satisfaction of the victims, and no further action is anticipated at this time.

### TRAINING

#### 2025 INTERFAITH HOUSE OF WORSHIP SAFETY SUMMIT

On October 28th, Chief Dworkin attended the House of Worship Safety Summit held at the MJN Convention Center in Poughkeepsie. The summit focused on topics including active threat response in houses of worship, hate crimes, building safety, and the development of building safety plans.

The event was presented by the Dutchess County District Attorney's Office, the Dutchess County Sheriff's Office, and the Dutchess County Chiefs of Police Association. The summit was designed to bring together representatives of all faiths and their respective congregation safety teams to share information and strengthen collaboration between law enforcement and local faith communities in preparing for and responding to potential threats at houses of worship.

### VILLAGE EVENT

#### HALLOWEEN DETAIL

On Halloween, the Village of Millbrook Police Department conducted its annual Halloween safety detail to ensure a safe and enjoyable evening for residents and visitors.

I would like to recognize the New York State Department of Transportation for accommodating our request to reroute commercial traffic from Franklin Avenue during the event. This effort significantly enhanced pedestrian safety and contributed to a smooth and incident-free evening.

Special thanks to Officers Naughton and Lyman for working the detail and for their professionalism in ensuring the safety of all participants.

No incidents were reported. The event was another successful and safe Halloween in the Village.



## Public Works Monthly Report **October 2025**

### **LEAF PICK UP OCTOBER 1 – NOVEMBER 30**

- Residents are asked to **place leaves curbside**, not on sidewalks for collection.
  - Please ensure that leaf piles do not create traffic hazards.
  - **LEAVES ONLY** — NO BRUSH, GRASS, OR DEBRIS  
Materials other than leaves can damage our equipment and clog the drains. If brush is mixed with leaves, we reserve the right to remove and assess a removal fee to the property owner.
- Maintenance on all the lawn mowing equipment
  - Fixed the cracks in the tennis court
  - Repaired sidewalks on Franklin Ave.
  - Maintenance on the Leaf Vac and Leaf Truck
  - Picked up leaves Daily throughout the village  
10-12 Loads a day roughly 8 yards of leaves per load

# Monthly Water Report

## October 2025

|                             | October   | September | August    |
|-----------------------------|-----------|-----------|-----------|
| <b>Total Water Produced</b> | 4,831,535 | 4,840,160 | 5,353,535 |
| <b>Average Daily Flow</b>   | 155,856   | 161,340   | 172,700   |
| <b>Peak Day Flow</b>        | 195,820   | 193,710   | 224,910   |

### Sampling Results:

|                       | October | September | August |
|-----------------------|---------|-----------|--------|
| <b>Total Coliform</b> | Absent  | Absent    | Absent |

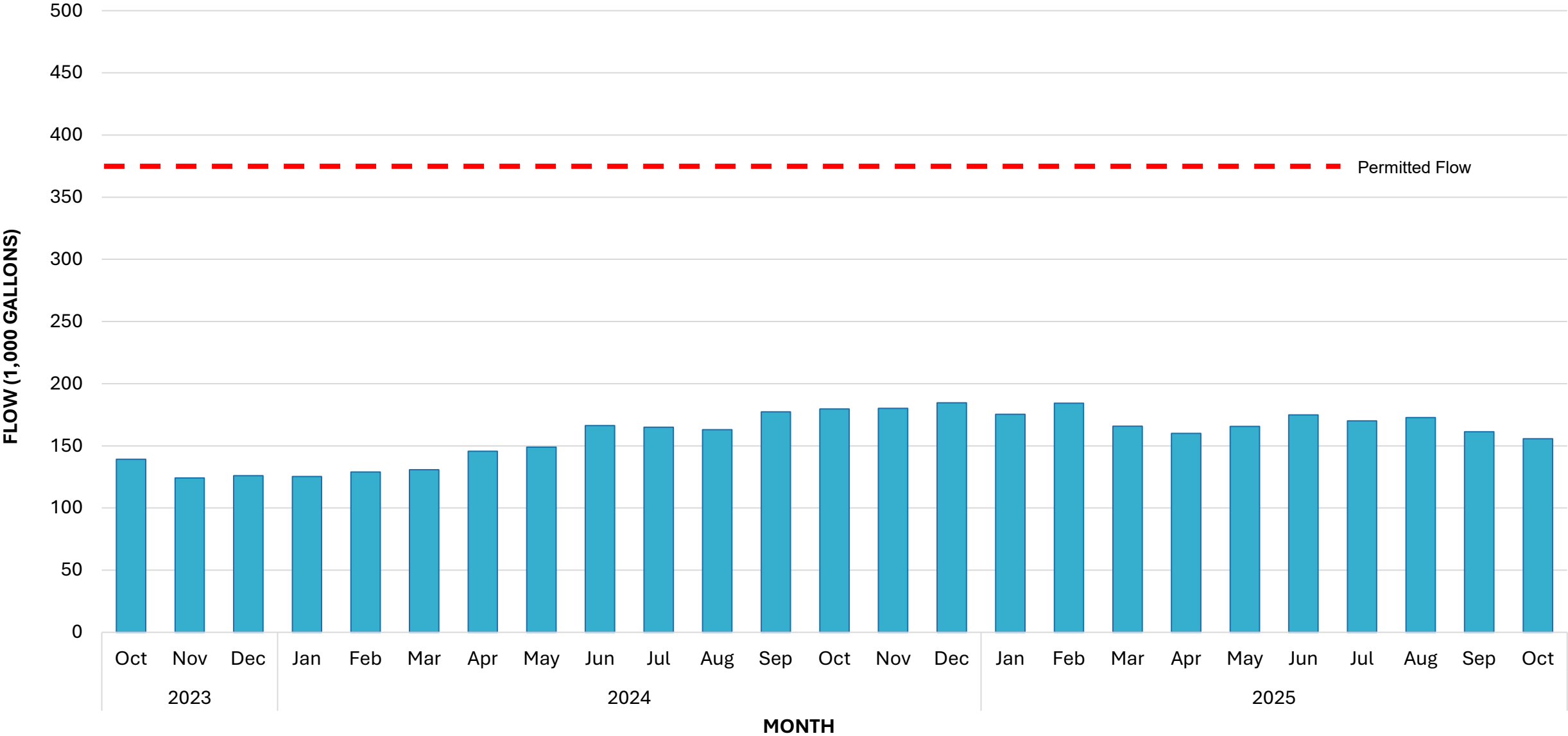
\* Results not in compliance

### Comments:

1. Performed all routine sampling and maintenance
2. Replaced curb valve on Anson Ave
3. Fixed 8 meters that were not reading
4. Met with reps from AT&T at the water tower
5. Shut off water to 31 Alden Terr as per owner - home vacant
6. Water leak at St. Joseph's cemetery. Shut off water for the winter. Will be fixed in the spring.

# Millbrook Water

Average Daily Flow



# Monthly Sewer Report

## October 2025

|                                               | October   | September | August    | Permit Limit |
|-----------------------------------------------|-----------|-----------|-----------|--------------|
| <b>Total Effluent Flow</b>                    | 3,406,510 | 3,143,275 | 3,862,465 | n/a          |
| <b>Average Daily Flow</b>                     | 109,900   | 101,400   | 124,600   | n/a          |
| <b>12-Month Rolling AVG</b>                   | 155,000   | 154,000   | 154,000   | 250,000      |
| <b>Peak Daily Flow</b>                        | 192,770   | 128,150   | 213,750   | n/a          |
| <b>Precipitation</b> ( <i>in. as liquid</i> ) | 5.0"      | 2.5"      | 3.5"      | n/a          |

SPDES Permit Samples: (mg/l)

|                               | October   | September | August    | Permit Limit |
|-------------------------------|-----------|-----------|-----------|--------------|
| <b>BOD</b>                    | 2 mg/l    | 2 mg/l    | 3.1 mg/l  | 15 mg/l      |
| <b>Percent Removal</b>        | 99 %      | 99 %      | 99 %      | 85%          |
| <b>Total Suspended Solids</b> | 2 mg/l    | 2 mg/l    | 2 mg/l    | 15 mg/l      |
| <b>Percent Removal</b>        | 99 %      | 99%       | 99 %      | 85%          |
| <b>Ammonia</b>                | 0.11 mg/l | 0.2 mg/l  | 0.15 mg/l | 5 mg/l       |
| <b>Fecal Coliform</b>         | 2/100 ml  | 2/100 ml  | 2/100 ml  | 200/100 ml   |

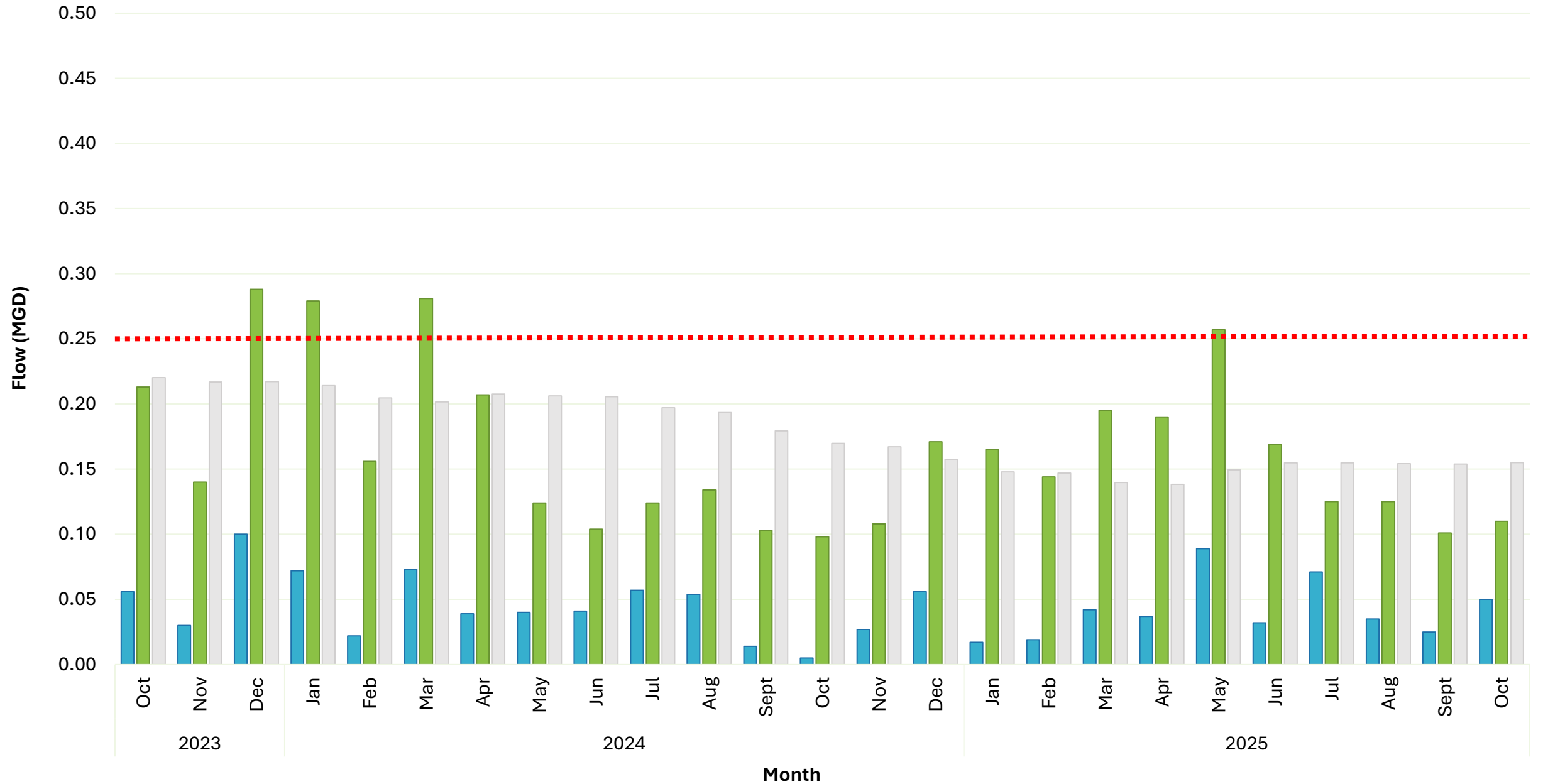
\* Exceeds permit limit

### Comments:

1. Performed all routine sampling and maintenance
2. Cleaned filter beds
3. Arold Construction installed 312 ft CIPP on Rt 44/Harts Village
4. Sealed 4 broken cleanouts found during smoke testing
5. Clean out and lateral repairs made at Bennett Park
6. Submitted PFAs results to NYDEC as per SPDES permit
7. Met with Tighe and Bond to go over sewer plant upgrade

# Millbrook WWTP

Precipitation Monthly Average Flow 12 Month rolling average flow



# Building Department Report: October 2025

|                             |                |
|-----------------------------|----------------|
| Building Permits Issued     | 6              |
| Sign Permit                 | 0              |
| Certificate of Use          | 0              |
| Certificate of Occupancy    | 1              |
| Certificate of Compliance   | 2              |
| Municipal Searches          | 4              |
| Short Term Rental App       | 1              |
| Fire Inspection (not STR)   | 0              |
| <b>Total Fees Collected</b> | <b>2825.00</b> |

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## Planning & Zoning

- 10/20- 60 Maple- Special Permit for Accessory Apt discussion

## Short Term Rentals (STR):

- Harts Village Rd- under review

# Treasurer’s Report: Bank Balances - October 2025

|                          | Beginning<br>Balance | Contributions | Withdrawals | Interest | Income Earned<br>Fiscal YTD | Income Earned<br>Calendar YTD | Month End<br>Balance |
|--------------------------|----------------------|---------------|-------------|----------|-----------------------------|-------------------------------|----------------------|
| TAX ACCOUNT              | 22,093.47            | 5,245.42      | 20,000.00   | 2.25     | 188.90                      | 189.66                        | 7,341.14             |
| GENERAL FUND             | 5,681.78             | 204,099.21    | 156,524.42  | 4.59     | 30.46                       | 157.48                        | 53,261.16            |
| WATER FUND               | 128,491.13           | 0.00          | 0.00        | 0.00     | 107.83                      | 219.94                        | 128,491.13           |
| SEWER FUND               | 107,158.89           | 0.00          | 0.00        | 0.00     | 88.61                       | 185.53                        | 107,158.89           |
| ACCOUNTS PAYABLE         | 3,134.25             | 190,431.66    | 192,673.18  | 0.00     | 0.00                        | 0.00                          | 892.73               |
| BENNETT PUMP STATION     | 18,005.67            | 0.00          | 0.00        | 4.07     | 16.75                       | 22.39                         | 18,009.74            |
| ESCROW (PB & ZBA)        | 8,522.50             | 3,500.00      | 1,895.14    | 0.00     | 0.00                        | 0.00                          | 10,127.36            |
| HNL TRUST                | 9,096.23             | 0.00          | 0.00        | 1.65     | 7.67                        | 15.24                         | 9,097.88             |
| MEDICAL DEDUCTIBLE       | 8,935.04             | 0.00          | 2,711.22    | 0.00     | 0.00                        | 0.00                          | 6,223.82             |
| GRANTS                   | 33,887.19            | 1,000.00      | 350.33      | 7.72     | 47.26                       | 47.26                         | 34,544.58            |
| PAYROLL ACCOUNT          | 37,550.03            | 45,801.09     | 71,199.53   | 0.00     | 0.00                        | 0.00                          | 12,151.59            |
| POLICE VEHICLE FUND      | 1,728.24             | 0.00          | 0.00        | 0.00     | 0.00                        | 0.00                          | 1,728.24             |
| RESERVE FOR FIRE TRUCK   | 1,687.86             | 0.00          | 0.00        | 0.31     | 1.43                        | 5.23                          | 1,688.17             |
| VEHICLES & EQUIPMENT     | 1.00                 | 0.00          | 0.00        | 0.00     | 0.00                        | 6.82                          | 1.00                 |
| WWTP UPGRADE             | 543.69               | 17,000.00     | 17,398.75   | 0.00     | 14.01                       | 506.33                        | 144.94               |
| SIDEWALKS                | 18,231.29            | 0.00          | 4,675.00    | 3.32     | 18.59                       | 38.12                         | 13,559.61            |
| TENNIS COURTS            | 303.77               | 0.00          | 0.00        | 0.07     | 0.32                        | 0.63                          | 303.84               |
| TRIBUTE GARDEN DONATIONS | 12,128.98            | 0.00          | 0.00        | 2.75     | 13.06                       | 28.57                         | 12,131.73            |
| TOTAL                    | 417,181.01           | 467,077.38    | 467,427.57  | 26.73    | 534.89                      | 1,423.20                      | 416,857.55           |

## Treasurer’s Report: NYCLASS Balances - October 2025

Average Monthly Yield: 3.923%

|                      | Beginning Balance | Contributions | Withdrawls | Interest | Income Earned Fiscal YTD | Income Earned Calendar YTD | Month End Balance |
|----------------------|-------------------|---------------|------------|----------|--------------------------|----------------------------|-------------------|
| FIRE TRUCK RESERVE   | 468,161.55        | 0.00          | 0.00       | 1,562.20 | 7,958.36                 | 15,458.80                  | 469,723.75        |
| TAX ACCOUNT          | 914,919.66        | 0.00          | 114,000.00 | 2,804.65 | 13,966.30                | 21,957.37                  | 803,724.31        |
| WATER FUND           | 41,177.48         | 0.00          | 0.00       | 137.42   | 574.43                   | 759.28                     | 41,314.90         |
| SEWER FUND           | 58,337.65         | 0.00          | 0.00       | 194.66   | 970.73                   | 1,874.94                   | 58,532.31         |
| FEMA                 | 567.34            | 0.00          | 0.00       | 1.86     | 9.36                     | 18.67                      | 569.20            |
| BENNETT PUMP STATION | 26.71             | 0.00          | 0.00       | 0.04     | 0.22                     | 3,041.38                   | 26.75             |
| TENNIS COURT RESERVE | 4,139.31          | 0.00          | 0.00       | 13.82    | 70.35                    | 101.09                     | 4,153.13          |
| WWTP UPGRADE         | 291,882.27        | 0.00          | 17,000.00  | 931.98   | 5,796.22                 | 8,814.25                   | 275,814.25        |
| TOTAL                | 1,779,211.97      | 0.00          | 131,000.00 | 5,646.63 | 29,345.97                | 52,025.78                  | 1,653,858.60      |

## Total Balances - October 2025

|                   | Beginning Balance | Contributions | Withdrawls | Interest | Income Earned Fiscal YTD | Income Earned Calendar YTD | Month End Balance |
|-------------------|-------------------|---------------|------------|----------|--------------------------|----------------------------|-------------------|
| BANK OF MILLBROOK | 417,181.01        | 467,077.38    | 467,427.57 | 26.73    | 534.89                   | 1,423.20                   | 416,857.55        |
| NYCLASS           | 1,779,211.97      | 0.00          | 131,000.00 | 5,646.63 | 29,345.97                | 52,025.78                  | 1,653,858.60      |
| TOTAL             | 2,196,392.98      | 467,077.38    | 598,427.57 | 5,673.36 | 29,880.86                | 53,448.98                  | 2,070,716.15      |

### Clerk/Treasurer Highlights

- Bank recs completed through October
- Completed and submitted Local Highway Inventory docs (CHIPS)
- Submitted to NYS Local Law docs for handicap parking on Friendly
- Starting to prep for Re-Org meeting (*Tentative Date 01/07/26*)
- Wrapping up tax season- will be sending the unpaid list to DC
- Completed and submitted the 600K BAN docs for the WWTP Upgrade. Will roll over another year- can pay off early if we receive EFC funding.

25/26 Tax Update:  
*Unpaid list to be sent to Dutchess County*

|               |              |
|---------------|--------------|
| Total Tax Due | 1,278,191.41 |
| Total Paid    | 1,270,183.24 |
| Unpaid        | 8,008.17     |
| <hr/>         |              |
| Total Parcels | 676          |
| Wholly Exempt | 3            |
| Fully Paid    | 669          |
| Partial Paid  | 0            |
| Unpaid        | 4            |

# Resolution 2025-010

**Authorizing the Village of Millbrook to Renew a Cable Franchise Agreement with Cablevision Systems Dutchess Corporation. To Operate a Cable System in the Village of Millbrook.**

**CLICK LINK BELOW TO VIEW**

<https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/11/2025-010-AUTHORIZING-RESOLUTION-FRANCHISE-RENEWAL-MILLBROOK-CABLEVISION-SYSTEMS-DUTCHESS-2025.pdf>

# Board of Trustee Updates

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Mayor Peter Doro

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Deputy Mayor Patrick Murphy

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Trustee Shannon Mawson

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Trustee Julia Bucklin

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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, December 10, 2025 @ 6:00 pm