

Board of Trustees Meeting Minutes

Organization: Village of Millbrook

Date: 11/12/2025

Time: 6:00PM

Location: 35 Merritt Ave- Village Hall

Video Link: [11.12.2025 BOT Meeting](#)

Presentation Link: [11.12.2025 BOT Meeting](#)

1. Call to Order

The meeting was called to order at 6:00 PM following the Pledge of Allegiance.

2. Roll Call / Attendance: Mayor Doro, Deputy Mayor Murphy, Trustee Buckland, Trustee Mawson, FD Chief Boscardin, FD President Rochfort, Police Chief Dworkin, and Scott Osborn (VRI).

Absent: Trustee Socci and Clerk Witt

3. Administrative Business

The minutes of the previous meeting were reviewed and approved without amendments- Motion by Deputy Mayor Murphy, Seconded by Trustee Mawson and all were in favor.

November vouchers were approved- Motion by Deputy Mayor Murphy, Seconded by Trustee Mawson and all were in favor.

Procurement Policy Update approved- Motion by Mayor Doro, seconded by Deputy Mayor Murphy and all were in favor.

4. Departmental Reports

Fire Department Report

- Ambulance call numbers were unavailable because the fire chief was engaged in demolition work for the new training facility.
- EMS calls saw a slight increase, attributed to seasonal trends.
- Monthly drills focused on firefighter emergencies and mayday scenarios, particularly for new members.
- Demolition of the old Tedesco house is ongoing; shipping containers for the training facility will be ordered soon.
- The department tested new cordless “Jaws of Life” tools, becoming the fifth department nationally to do so. The tools are praised for their speed, torque, and strength.
- Several members graduated from basic exterior fire operations; interior firefighter training is the next step.
- EMS challenges were discussed at the recent Dutchess County Supervisors and Mayors Association breakfast, and potential countywide EMS solutions are being explored.
- The village is awaiting further updates on county discussions and possible EMS improvement options.
- Fundraising efforts are underway, including mailing brochures to solicit donations for a new rescue truck.
- Upcoming events include December bingo and the Parade of Lights.

5. Police Department Report

- **October activity:** 174 calls for service, 24 parking summonses, 23 traffic tickets, and one arrest.
- Animal complaints involved loose dogs chasing a bicyclist, no injuries.
- Graffiti incident involving ~12 businesses investigated; responsible juvenile identified and required to apologize and clean affected properties.
- Police attended a House of Worship Safety Summit focusing on threat assessment and building safety plans.
- Discussions underway to create safety plans for local houses of worship.
- Halloween traffic control was successful, aided by DOT rerouting trucks for pedestrian safety.

6. Highway Department Update

- Leaf collection is ongoing; residents reminded not to place leaves on sidewalks or mix debris.
- Maintenance projects include lawn equipment servicing, tennis court crack repairs, and sidewalk repairs near the library on Franklin Avenue.
- Leaf truck operating daily with 10–12 loads (~8 yards each).
- Community thanks to Tim Race for free leaf drop-off.
- Leaf collection is expected to conclude by month's end; Christmas tree collection will follow.
- Upcoming community event: Tree Lighting and Parade of Lights.

7. Water and Sewer Department Update

Water Department

- Replaced curb valve on Anson Avenue.
- Repaired eight water meters.
- Coordinated with AT&T on water tower equipment installation.
- Shut off water at vacant properties and winterized cemetery lines.

Sewer System

- Installed 312 feet of cured-in-place pipe on Route 44 at Harts Village.
- Repaired four broken cleanouts found during smoke testing.
- Submitted POS results to the state as part of permit renewal.

- PFAS monitoring continues with no concerning findings; quarterly monitoring required.

Wastewater Treatment Plant Funding

- WQIP grant application was unsuccessful due to missing engineering documentation.
- Plans to reapply in spring 2026 with improved documentation and inclusion of the village's Climate Smart certification.

Telecommunications Leases

- AT&T proposed installing equipment on the water tower with a lease of ~\$3,000/month, similar to Verizon and T-Mobile.
 - Lease area may require expanded fencing and drainage considerations.
 - Village has received unsolicited offers from firms seeking to purchase long-term telecom leases, ranging \$1.1M upfront to \$2.8M over ten years.
 - Board continues evaluating options; no decisions made.
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8. Building Department and Financial Updates

- Building department reported ~\$2,800 revenue this month.
 - Planning and Zoning Board activities ongoing.
 - Tax season concluded; unpaid taxes sent to Dutchess County.
 - CHIPS documentation submitted for reimbursement.
 - Submitted \$600,000 bond documents for wastewater treatment plant; rollover pending EFC funding.
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Cable Franchise Renewal

- Public hearing held for renewal of the Cable Vision Systems Dutchess Corporation (Optimum) franchise. Public Hearing opened by Mayor Doro, seconded by Deputy Mayor Murphy and all were in favor.
 - Existing 10-year agreement from 2015 expires December 3rd.
 - Renewal approved unanimously with minor technical/legal updates; maintains free municipal building service and village access grant.
 - Franchise fees remain capped at 5% by federal law. Public Hearing closed by Mayor Doro, seconded by Deputy Mayor Murphy and all were in favor.
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9. Board Member Updates

Trustee Buckland

- Shade Tree Committee resuming after one-month break.
- Participation in “Millbrook Listens” including upcoming community lunch.

- Community feedback includes desire for dog parks, skate parks, swimming pools, and sidewalk repairs.
- Concerns about the Thorne building potentially competing with library programming; expected to function as an upscale event venue.

Trustee Mawson

- Working with electricians on replacing LED lights in ornamental streetlamps for uniformity and efficiency.
- Exploring intersection lighting improvements, particularly at Church and Franklin.
- Gathering estimates for lighting repairs and upgrades.

Village Hall and Gym Updates

- Gym open for pickleball via recreation system; hours 9am–3pm weekdays.
- Temperature increased to stabilize gym floor.
- Community dance scheduled for February 27th, organized by Millbrook Arts Group.
- Discussion on appropriate gym footwear to preserve flooring.
- Broader discussions on energy efficiency: insulation, ceiling fans, roof replacement, solar panel considerations.
- Emphasis on developing a comprehensive renovation plan.
- Encouragement of increased gym and Village Hall use to boost grant eligibility.

10. Sidewalk and Infrastructure Planning

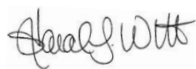
Deputy Mayor Murphy reported:

- Upcoming meeting with Rennia Engineering to finalize sidewalk plans.
- Intent to finalize grant application and budget for sidewalk repairs, with construction planned for next year.

11. Adjournment

Motion made by Trustee Buckland to adjourn the meeting seconded by Trustee Mawson and was unanimously approved at 7:06 pm.

Minutes Prepared By: Clerk Witt



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

WHEREAS, the Village of Millbrook (the “Village”) is a “franchising authority” in accordance with Title VI of the Communications Act of 1934, (the “Communications Act”), and is authorized to grant one or more nonexclusive cable television franchises pursuant to Article 11 of the New York Public Service Law, as amended, and Title 16, Chapter VIII, Parts 890.60 through 899, of the Official Compilation of Codes, Rules and Regulations of the State of New York, as amended (collectively the “Cable Laws”);

WHEREAS, the Village, executed a franchise agreement with Cablevision Systems Dutchess Corporation (the “Franchisee”) on June 23, 2015, which was thereafter confirmed and made effective by the New York State Public Service Commission (“Commission”) on September 3, 2015, for a term of eleven (10) years (Case No. 15-V-0577), and

WHEREAS, said franchise agreement expires on December 3, 2025; and

WHEREAS, Franchisee has submitted a proposed franchise renewal agreement (the “Franchise Renewal Agreement”) to continue operating its system within the Village; and

WHEREAS, The Village and Franchisee have mutually agreed to the terms of said Franchise Renewal Agreement; and

WHEREAS, the Village has determined that the Franchisee is and has been in substantial compliance with all terms/provisions of its existing franchises and applicable law; and

WHEREAS, the Village has determined that Franchisee has the requisite legal, technical and financial capabilities to operate a Cable Systems within the City and that Franchisee’s proposals for renewal of the franchises meet the cable related needs of the Community; and

WHEREAS, a duly noticed Public Hearing, affording an opportunity for all those interested parties within the Village to be heard on the proposed Franchise Renewal Agreement was held before the Village on November 12, 2025.

NOW, THEREFORE, be it

RESOLVED, that the Village Board of Trustees determines that it is in the best interest of the public to award the Franchise Renewal Agreement to the Franchisee; and be it

FURTHER RESOLVED that the Village Board of trustees hereby authorizes the Mayor to enter into the Franchise Renewal Agreement with Cablevision Systems Dutchess Corporation, and to execute any other documents necessary to effectuate the granting of the franchise renewal on behalf of the Village of Millbrook.

Dated: November 12, 2025

MOTION TO ADOPT:

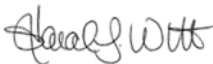
The foregoing resolution was moved for adoption by Mayor Doro and seconded by Deputy Mayor Murphy

VOTE:

Member	Aye	Nay	Absent
Mayor Doro	[x]	[]	[]
Deputy Mayor Murphy	[x]	[]	[]
Trustee Bucklin	[x]	[]	[]
Trustee Mawson	[x]	[]	[]
Trustee Socci	[]	[]	[x]

The resolution was thereupon declared adopted.

Certified by:



Sarah J. Witt
Village Clerk
11.12.25

Village of Millbrook Quotation Form				Department:	
Date Item/ Service is needed by:				Dept. Head Name:	
Was this item/service budgeted? Yes___ No___ Request Description:				GL Line To Charge:	
				Date Submitted:	
Name of Supplier	Merchant Contact Info	Date Quote Obtained	Amount Per Item or Service	Total	Vendor Selected (Check One)
Purchase Policy- Non Public Works			Signature:		
Estimated Amount of Purchase Contract:					
\$1,500-\$2,999 - 2 written quotes* (see pg 2)			<i>A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
\$3,000-\$19,999 - 3 written quotes ** (see pg 2)					
Purchase			<i>A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
Public Works					
Estimated Amount of Purchase Contract:			<i>A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
\$2,500-\$3,999 - 2 written quotes* (see pg 2)					
\$4,000-\$34,999 -3 written quotes ** (see pg 2)			<i>A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
Please do not forget to submit receipts!					

PROCUREMENT POLICY - Updated 2025**1. Adoption; applicability.**

The Village of Millbrook does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

2. Determination of purchase.

Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

3. Purchases not subject to competitive bidding.

All goods and services will be secured by use of written requests for proposals or quotations that assures goods or services will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances.

The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law:

- A. Purchase contracts under \$20,000 and public works contracts under \$35,000.
- B. Emergency purchases.
- C. Goods purchased from correctional institutions.
- D. Purchases under state and county contracts.
- E. Surplus and secondhand purchases from another governmental entity.
- F. Purchases pursuant to Section 7 of this policy.

4. Documentation of decision regarding bidding.

The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This documentation may include written quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

5. Method of purchase.

A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Quote requirements</u>
\$0.01- \$1,499	Purchases made at the discretion of Dept. head- receipts MUST be submitted
\$1,500-\$2,999	*2 written quotes (email/fax) or cost/price comparison search record (D)
\$3,000-\$19,999	**3 written quotes (email/fax) or cost/price comparison (D)- <u>Board Approval Before Purchase</u>
<u>Estimated Amount of Public Works Contract</u>	<u>Quote requirements</u>
\$0.01- \$2,499	Purchases made at the discretion of Dept. head- receipts MUST be submitted
\$2,500-\$3,999	*2 written quotes (email/fax) or cost/price comparison search record (D)
\$4,000-\$34,999	**3 written quotes (email/fax) or cost/price comparison (D)- <u>Board Approval Before Purchase</u>

B. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

C. It is preferred quotes be on company letterhead or an email with company signature, but not mandatory. When possible, at least 1 quote should be from an M/WBE vendor.

D. Cost/Price Comparison Search Record- comparing items while shopping either at a physical store or online store in order to see which one is the best or has the lowest price. Dept. heads may print and attach internet search findings to the quote form or record in detail search findings on the quote form.

6. Documentation required.

A. Documentation is required of each action taken in connection with each procurement using the Village of Millbrook quotation form.

B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible.

7. Alternative proposals not required.

Pursuant to General Municipal Law § 104-b, Subdivision 2f, a procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Millbrook to solicit quotations or document the basis for not accepting the lowest bid:

A. Professional services or services requiring special or technical skill, training or expertise.

(1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

(a) Whether the services are subject to state licensing or testing requirements.

(b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.

(c) Whether the services require a personal relationship between the individual and municipal officials.

(2) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This subsection does not preclude alternate proposals, if time permits.

C. Purchases of surplus and secondhand goods from any source.

D. Goods or services under \$1,500 or \$2,500 for Public Works.