

July 24, 2018 Voucher Totals

Vouchers 17653-17685	May	June	TOTAL
A - GENERAL FUND	4.14	35,762.49	35,766.63
F - WATER FUND		19,362.40	19,362.40
G - SEWER FUND		15,298.11	15,298.11
H - CAPITAL PROJECTS		118.70	118.70
TA - TRUST & AGENCY FUND		92.50	92.50
T - TRUST FUND			0.00
	4.14	70,634.20	70,638.34

Ann Gifford – MAG
Maple Ave.
Millbrook, NY 12545

July 16, 2018

Dear Ann,

I hope this finds you well. It has been brought to my attention that a banner has been installed on the Village Band Shell. I first saw it at the June 30th concert and was curious as to how it appeared without my knowledge although that is not unusual. In speaking with the Ken, the Zoning Code Enforcement Officer, it seems that no permit has been issued and therefore is in violation of Village Code. A permit would have had to been requested by a village official being the Band Shell is a village building.

At this point in time, being there are three concerts left, and given the lack of certainty with the Village signage code - there are sign violation all over the village – leave the banner up but it must be removed by August 25, 2018 and any damage done to the band shell must be repaired and the band shell must be brought back to original or better condition. The person(s) performing the work must be insured and of good standing.

A sign committee was formed over a year ago to look into and possibly revamping the signage section of the code because as mentioned above there are violations thru out the Village. Once there is a decision made on the code there will be enforcement. A banner 30 sq ft or less and put up for 30 days or less is permissible in the current village code but a permit has to be issued.

Sincerely,

Mayor Rod Brown

July 31, 2018

Rebecca Minas, Senior Engineer
Barton & LoGuidice
1 Paradise Lane
New Paltz, New York 12561

Dear Ms. Minas:

Please be advised that the Village of Millbrook Board of Trustees has decided to appoint Rennia Engineering Design, PLLC to serve as consulting Engineer to the Village's Planning Board commencing with the July 31, 2018 meeting of the Planning Board.

We thank Barton & LoGuidice for its time and commitment to the Village. We wish you the best of luck on all future endeavors.

Village of Millbrook

Rodney Brown, Mayor

July 19, 2018

Beyer Ford
170 Ridgedale Ave
Morristown, NJ 07936

Dear Brooks Buxton – Beyer Ford :

The Village of Millbrook Board of Trustees has elected to go forward with awarding the bid and purchasing a 2019 Ford F-550 DRW(F5H) XL 4WD Reg Cab 145" WB 60" CA from Beyer Ford of Morristown, NY for a price of \$45,104.00.

Please consider this as the letter of intent with regard to purchasing this vehicle and let us know what arrangements need to be made for down payment, financing, registering, insuring, etc...

Sincerely,

Rod Brown
Mayor – Village of Millbrook

July 20, 2018

Lonn Moore
Commander VFW Post 9008
PO Box 905
Millbrook, NY 12545

Dear Lonn and members of the VFW:

First and foremost, you cannot go forward with the Second project without funding established. The Village is unable to financially assist unless the procurement policy is adhered to and the Village agrees to work being done and cost associated.

As to the work that was done to the wall, nothing was ever presented to the board seeking Village funding or approving the scope of work. There has not been any moneys budgeted for the work done and the VFW is in an agreement with the Village that over a 5 year period that approximately \$5000.00 of work must be done to the building the VFW uses. Two issues mentioned for consideration of the \$5000.00 rent(?) were: (1) the pointing and repair of stones on the building and removal of a brick header and (2) the permanent roof over the deck - approx. \$5000.00 worth of work.

The Village is in the process of turning the building and property over to a 501c3 and not in the position or of a mind to make any repairs or upgrades to property.

At your request, Lonn, I spoke to both Cathy Shanks and Mr. George Whalen in an effort to get some funding thru the Tribute Gardens. For a project to be considered they must be made aware of it earlier in the year and the project should be in the conception stage not the finished stage.

My understanding is that there is a remainder of \$14,500.00 due for work on the wall and I would like to lend my assistance to finding a way to help garner the remaining money. There has to be a way to run a charitable event - raffle, possible shoot at gun club, another golf event - specific to wall funding, chicken bar-b-que, auction - let's sit down and discuss ...

Sincerely,

Mayor Rod Brown

RESOLUTION

Trustee VanDeWater introduced the following resolution, which was seconded by Trustee Herzog, reading as follows:

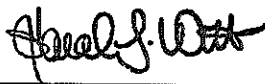
WHEREAS, the Board of Trustees wishes to enter into a contract with Renna Engineering Design PLLC for engineering services for the Village's Planning Board upon the terms and conditions annexed hereto as **Exhibit A**; and

NOW, IT IS HEREBY RESOLVED that the Village Board of Trustees hereby authorizes the Mayor or Deputy Mayor to execute the proposed Agreement annexed hereto as **Exhibit A** or any other agreement having substantially the same or similar provisions.

The foregoing resolution was duly put to a vote which resulted as follows:

Mayor Brown	<u>Aye</u>
Trustee Rochfort	<u>Aye</u>
Trustee Herzog	<u>Aye</u>
Trustee Hicks	<u>ABSENT</u>
Trustee VanDeWater	<u>KOOL AYE</u>

DATED: Millbrook, New York
July 24, 2018



SARAH J. WITT, Village Clerk
Village of Millbrook



TO: Rodney Brown

35 Merritt Ave

PO Box 349

Mayor of Millbrook, New York 12545

Subject: Financial Assistance for two Projects for the VFW Post 9008 Building:

The first project has been completed, as it was an emergency repair of the rock retaining wall. The wall was collapsing and becoming a danger to pedestrians and autos.

The Cost including labor was \$18,500.00: WE have paid a portion of the bill ~\$4000.00 but need assistance to cover the remaining balance.

The Second project is to erect a permanent roof over the deck. This will allow for a greater utilization of the deck and post building. We plan to cover the deck and a portion of the access ramp that coincides with the deck width. Labor is to be provided by the VFW POST Members. Our initial estimate is \$6500 to cover the supplies required, beams, supports, roof trusses, plywood, shingles and cement footings.

Thank you for your continued support of the VFW.

Lonn E. Moore

A handwritten signature in black ink that reads 'Lonn E. Moore'. The signature is written in a cursive style with a large initial 'L'.

Commander VFW Post 9008

PO BOX 905

Millbrook NY 12545

Village of Millbrook Comprehensive Plan Outline

By Trustee Kyle C. Van De Water

“A comprehensive plan is an expression of goals and recommended actions to achieve those goals. The plan will guide the development of government structure as well as natural and built environment. Significant features of comprehensive planning in most communities include its foundations for land use controls for the purpose of protecting the health, safety, and general welfare of the community’s citizens....

...The plan will focus on immediate and long-range protection, enhancement, growth and development of a community's assets. Materials included in the comprehensive plan will include text and graphics, including but not limited to maps, charts, studies, resolutions, reports, and other descriptive materials.¹ Once the comprehensive plan is completed, the governing board motions to adopt it, i.e. town or village board.”

New York State Comprehensive Plan Development,
A Guidebook for Local Officials, 2015.

Comprehensive Plan Purpose:

- Statement of community vision : An expression of a municipality's goals and recommended action to achieve those goals.
 - Provides strategies for achieving expressed goals, often in the form of new or revised land use regulations
-

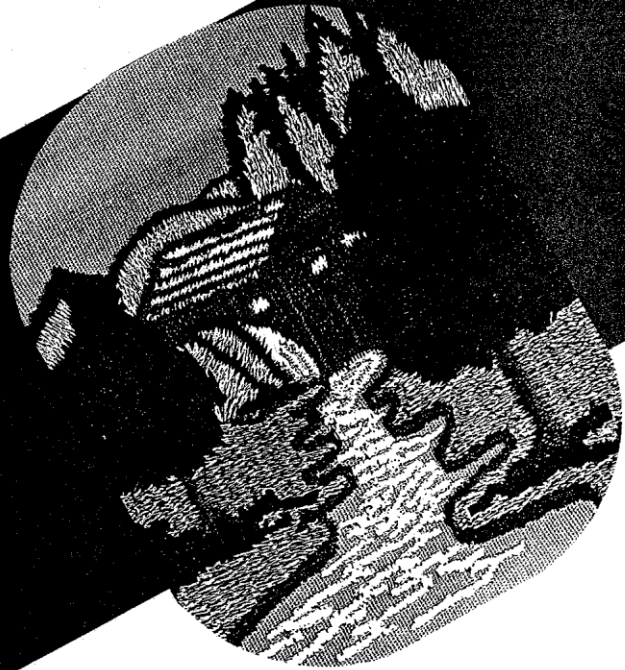
Comprehensive Plan Purpose (Con't):

- Serves as a framework and defense for land use regulations which focuses on immediate and long-term protection, enhancement, growth and development of the municipality.
- An outline for orderly growth, providing continued guidance for decision-making.

1985-2000 Village Master Plan

Millbrook, New York
1985 - 2000

Village Master Plan



Village of Millbrook Planning Board
Millbrook, New York
January 31, 1985

Board of Trustees
Village of Millbrook
Millbrook, New York

Dear Sirs:

The Planning Board would like to take this opportunity to acknowledge the assistance and support we have received from many organizations and individuals in the preparation of the new Village Master Plan.

Mayor Michael Murphy and the Board of Trustees should be congratulated for approving and providing a budget for the development of the new plan. This showed admirable vision and a willingness to take an active and aggressive role in shaping the village's future.

The Millbrook Business Association, Millbrook Beautification Committee, and individual village residents helped greatly by taking the time to participate in the public hearings and meetings. Their input and feedback was invaluable.

The Jaycees and Trustee John Manzi helped the planning board distribute and collect the vital community values survey.

The Millbrook Round Table should be singled out for outstanding coverage of the plan's development and strong editorial support of its contents. The resultant high level of public awareness greatly enhanced the planning process.

We would like to extend our special thanks to the members of the Dutchess County Planning Department and their commissioner, Roger P. Akeley. They brought extraordinary energy and expertise to the project, and it would not have been possible without them.

John V. Gerbi



Acting chairman
Village of Millbrook Planning Board

DETERMINING COMMUNITY VALUES

A Master Plan should reflect what people want for their community. The Planning Board distributed a Community Values Survey to nearly every adult in the Village. (The survey instrument, tabulation of responses and analysis are included in Appendix A.) Due to widespread publicity and a coordinated follow-up after survey distribution, the Planning Board was able to obtain responses from over one-half of the households in the Village. This rate of participation lends credibility to the claim that the survey results are representative of the people of Millbrook and consequently can be used as a guide in developing and setting the goals to form the basis of the Millbrook Master Plan.

COMMUNITY VALUES

The Millbrook Master Plan is a policy expression of the local desire to guide growth in a manner that reflects the following values:

- ° To protect and enhance natural beauty.
- ° To maintain a small-town atmosphere.
- ° To protect environmentally-sensitive lands.
- ° To strengthen the downtown as a commercial, service and cultural center.
- ° To assure that new development occurs in harmony with existing development.
- ° To work with other governmental units towards achievement of sound areawide land use patterns.
- ° To encourage small, diversified businesses that provide local employment opportunities, while meeting other community values.
- ° To provide for a high level of local services which meet the needs of all age groups in a cost-effective manner.
- ° To maintain a diversity of people and age groups.
- ° To foster the availability of safe and affordable housing that meets the needs of all residents.

The chapters to follow, including analyses of Millbrook's physical and social setting, as well as recommendations for future directions, are all based on these basic goals.

SUGGESTED GOALS FOR DEVELOPMENT

New development in the Village should add to the visual appeal of the existing development. It is of primary importance that the impact of any individual development be evaluated with respect to the overall appearance of the Village. To address concerns identified in the survey and analysis of Millbrook's downtown area, the following general policy recommendations are presented for review and discussion. The order of the following policies does not imply any priority setting.

Policy Recommendations

Goal I: Encourage economic development in the downtown area.

Objective 1: Promote the expansion of downtown employment opportunities.

Objective 2: Encourage full occupancy of existing commercial space.

Objective 3: Seek ways to expand sales volume, using joint advertising campaigns, well-coordinated promotional festivities, a wide range of cultural events, exhibits and recreational opportunities and improved marketing techniques to draw people into the downtown area.

Objective 4: Actively promote expansion of the range of goods and services in the downtown area.

Objective 5: Encourage most downtown businesses to stay open one or two evenings per week.

Objective 6: Discourage business from locating outside of the Millbrook downtown area.

Goal II: Promote excellence of design for commercial establishments.

Objective 1: Encourage aesthetic concern for new and existing, public and private spaces and structures.

Objective 2: Encourage adjoining property owners to coordinate development and use of adjoining space.

Objective 3: Promote integrated vehicular and pedestrian improvements and circulation.

Objective 4: Encourage preservation and restoration of historic buildings.

Objective 5: Discourage facade alterations which are not in harmony with the historic character of building or its surroundings.

Goal III: Provide for safe and convenient circulation patterns in the downtown area.

Objective 1: Ensure adequate and convenient downtown parking for customers and employees.

- Objective 2: Encourage property owners and business owners to cooperate in plans to expand available parking.
- Objective 3: Provide clear, easily visible and tasteful directional signs to direct motorists into public parking lots.
- Objective 4: Provide clear, easily visible and tasteful directional signs to direct motorists on Routes 82, 343, and 44A to the Main Street area.
- Objective 5: Provide clear, easily visible and tasteful directional signs to direct truckers to the Route 44A bypass.
- Objective 6: Provide sidewalks, pathways and crosswalks to meet the needs of pedestrians and bicyclists in a safe and convenient manner.
- Objective 7: Ensure adequate access and parking for delivery trucks.

Goal IV: Augment efforts of the business community to enhance the appearance of the downtown area through the development of a comprehensive and detailed downtown improvement plan.

- Objective 1: Promote the planting of trees, shrubs, flowers and lawn areas where such landscaping will visually enhance the appearance of the downtown area.
- Objective 2: Preserve significant natural and man-made features of the landscape (e.g., existing parks, stone walls, existing vegetation, etc.) where such elements make a positive contribution to the overall downtown design environment.
- Objective 3: Promote creative and well-planned utility design to reduce the cluttered appearance of overhead cables, street lamps, and telephone poles.
- Objective 4: Promote scenic views in the downtown area wherever possible.
- Objective 5: Discourage the use of vending machines in prominent outdoor locations.

Goal V: Promote excellence of design for signs in the downtown area.

- Objective 1: Encourage variety and inventiveness in sign design, excellence of lettering, careful color coordination with the building, readability, appropriate scale, materials which are compatible with the building and attractive lighting.
- Objective 2: Discourage the use of franchise signs advertising national brands of soft drinks, tobacco, etc.

- Goal VI: Ensure safe and convenient housing in the downtown area and in nearby neighborhoods.
- Objective 1: Increase housing in and near the downtown area through renovation/rehabilitation of existing buildings and through new development.
 - Objective 2: Encourage diversified housing patterns with a wide range of type and price, including housing for those least able to drive: the elderly and the handicapped.
 - Objective 3: Encourage a mix of residential and commercial uses on the fringe of the downtown area provided the commercial uses have adequate off-street parking and will not be detrimental to nearby residential uses.
- Goal VII: Provide for maximum participation in downtown planning, promotions, activities and improvement projects.
- Objective 1: Encourage all merchants, property owners and interested citizens to take an active role in the development implementation of the Downtown Improvement Plan.
 - Objective 2: Inform the public about the Downtown Improvement Program and its progress through the local and regional media and through the distribution of brochures, leaflets and other publicity materials.
 - Objective 3: Invite other civic organizations, town government and public agencies to participate in the Downtown Improvement Program.
 - Objective 4: Encourage Millbrook's businesses to act in concert rather than individually.
- Goal VIII: Coordinate the Downtown Improvement Program with overall planning for the entire Village of Millbrook.
- Objective 1: Ensure that the downtown area retains its role as the primary business district in Millbrook, taking steps to curb the expansion of strip commercial development in other areas of Washington.
 - Objective 2: Promote representation of downtown merchants and property owners on the Town or Village Planning Board, Zoning Board of Appeals, Parks and Recreation Commission and the Board of Trustees.

Village of Millbrook:
Implementation of the Comprehensive Plan

Affordability – How do we pay for it?

Most of the work is conducted by appointed volunteer community members, but a vast number of municipalities today also hire consultants. We need to submit a request for proposal (RFP) before hiring.

- Taxpayer general fund money
- Grants and gifts
- State provided assistance via expert guidance and by providing training to officials

Step 1: Vote

- Village Board of Trustees vote to begin the process
-

Step 2: Comprehensive Plan Steering Committee

- Appoint a Special Board: A Special Board is specifically charged with preparing the plan - - must comply with open meeting law (OML)

OR

- Appoint an Advisory Board: If it is Advisory, need not comply with the OML
-

Step 3: Steering Committee Reviews 1985 Plan

- Review the 1985 Plan: What was good (the stuff we keep), what was bad (the stuff we do not keep), and what has changed (things that are relevant now that were not relevant back then)?
-

Step 4: Hire Consultant

- Hire a consultant to advise the Steering Committee on the planning process. Develop an RFP via a SWOT analysis to obtain proposals. Earmark money for next budget.
- Work with the Town, County, and State to utilize resources, financial assistance, and technical assistance

SWOT ANALYSIS



Step 5: Information and Community Input

- With the assistance of a consultant, develop a working plan to distribute surveys to residents and to hold public hearing to gain input from the community
 - With the assistance of the Town, State, and County, obtain statistics and other data from census burrows to build the Comprehensive Plan
-

Step 6: Develop the Plan

- Once the information gathering, community input, and data gathering stages are complete, the Steering Committee and Consultant start to draft the Plan
 - Propose the draft to the Village Board of Trustees
 - The Village Board of Trustees and the Steering Committee finalizes draft document with input
-

Step 7: Propose Plan to Town and County

- Propose the finalized Plan to the Town and County. The County reviews and referral for SEQRA
-

Step 8: Vote on the Final Plan

- After input from the Town and County, Village Board of Trustees votes on the finalized Comprehensive Plan
-

Questions?

Resolution # _____ Adopted _____, 2018
VILLAGE OF MILLBROOK

WATER SYSTEM IMPROVEMENTS

Board Resolution – WIIA/IMG Funding Application

WHEREAS, The Village of Millbrook, Dutchess County, New York (hereinafter the “Village”) has established the public benefit of the Water System Improvement Project (hereinafter the “Project”); and

WHEREAS, the Village plans to install a new filter system as well as rehabilitate the existing water storage tank to improve reliability and protect public health; and

WHEREAS, the Village has the opportunity to apply for grant funds from both the NYS Water Infrastructure Improvement Act (WIIA), which may fund up to \$3 million or 60% of the total project costs, and the Intermunicipal Water Infrastructure Grant (IMG), which may fund up to \$10 million or 40% of total project costs, whichever is lesser; and,

WHEREAS, the total Project cost is estimated at \$1,900,000; and,

WHEREAS, the Village is prepared to contribute matching funds; and,

THEREFORE, BE IT RESOLVED THAT

1. The Village of Millbrook is authorized to submit the WIIA/IMG grant application.
2. The Mayor of the Village of Millbrook is authorized to sign the WIIA/IMG grant application.
3. The Village agrees to provide the matching \$760,000 required for WIIA projects through a bond, and/or to provide the matching \$1,140,000 required for IMG projects through a bond.

*aye - all - Herzog, Rochfort, Van De Water, Brown
brian absent.*