



Board of Trustees Meeting
January 13, 2021 @ 6:00 pm

**PLEASE SILENCE
YOUR CELL PHONE**

Agenda

Village of Millbrook
Board of Trustees
Wednesday, January 13, 2021
6:00 PM

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Special Topics:**
 - a. DC COVID vaccine plan – D. Houston
 - b. Budget outlook & recommended actions – K. McLaughlin
 - c. Water plant status & outlook and Sewer upgrade kickoff – Delaware Engineering
3. **Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval
4. **Department Reports:**
 - a. Fire Department
 - b. Police Department
 - c. Highway Department
 - d. Water and Sewer
 - e. Treasurer & Building Department
 - i. Police vehicle funding
 - f. Attorney
5. **Old Business:**
 - a. N/A
6. **New Business**
 - a. N/A
7. **Board Member Updates:**
 - a. Deputy Mayor Herzog
 - b. Trustee McGrane
 - c. Trustee Contino
8. **Mayoral Update**
9. **Next meeting: 2/10/2021 6PM**
10. **Adjournment**
11. **Auditing of Bills**



Deirdre Houston
DC Legislator

COVID VACCINE UPDATE



Village of Millbrook:

Financial review and considerations for 2021

First the bigger picture, as we are nine months into the global COVID-19 pandemic. Local governments in New York are faced with a new rise in case numbers, and little movement on legislation to help municipalities weather the fiscal fallout of the ongoing pandemic. However, the development of two vaccines and improved treatments for the virus are on the horizon.

Local governments have a hard road ahead in 2021. Local leaders will likely face yet another round of belt-tightening. Late last month, the New York State Division of the Budget released its mid-year report, projecting a General Fund revenue decline of \$14.9 billion and a tax receipts decline of 15.3 percent from February 2020 projections. The non-partisan Center on Budget and Policy Priorities projects that New York will see a \$16 billion decline in tax revenues for 2022, representing a 17 percent decline from pre-COVID revenue projections.

NYS Employees Retirement System and the state Police and Fire Retirement System will see a lower return on investment for the fund and higher contributions from municipal employers for 2021. The New York State Comptroller's Office projects that the employer contribution will rise again in 2022.

What does all this mean to us, the Village of Millbrook as we start the 2021-2022 budget season? We will need to:

Monitor budgets more frequently and more carefully throughout the year, analyze trends, make changes, anticipate issues and not be taken by surprise. A solid, well-thought-out budget will balance the effects on services, municipal staff, and taxpayers.

Last year finished with a few major over-budget items:

Part-time Police salaries	\$ 24,690
Highway- paving	\$15,281
Snow removal	\$17,800
Street Lights	\$ 5,490
PR taxes & Medical Ins	\$19,153

This with other small items totaled \$107,200 in over-budget expenditures.

Current year-to-date over-budget expense items:

Attorney Services	\$4,628
Public Info - CE	\$ 856
Thorne Building- CE	\$2,061
Highway Garage- CE	\$9,331
Highway Supplies	\$1,168
NYS Retirement (annual)	\$7,314

Currently the 20-21 budget has 45.5% remaining. Overall, this forecast appears adequate, however:

The fire department usually waits until close to the end of the fiscal year to do the majority of their purchasing .

There is still much winter and spring clean up to go for the Highway department.

Village of Millbrook: Financial review and considerations for 2021 (continued)

With Police reform and new state mandates, the Police department will be challenged with manhours, equipment and supplies.

NYS Retirement provides an estimate for the annual payment a year in advance. It is my experience that this has proven to be accurate over time

Clerk/Treasurer, Police, and Highway have approximately 40% remaining in their salary line items. With 11 pay periods remaining and a focus on reducing over-time, these departments can complete the year within their budgets at May 31st.

On the revenue side:

	Budget	Received to date
Gross Receipts	\$21,000	\$1,900
Police fees & Special Events	\$8,000	\$ 495
Fire Contract	\$563,500	will be Feb

Due to Covid-19, all municipalities have experienced reduced revenues.

The fire contract is paid in February on our fiscal year that runs from June to May. This can and has put us in a cashflow shortage for December and January, awaiting this substantial payment.

Recommendations:

Village activity is cyclical. For the Front Desk office, a way to stay within budget would be to offer comp time or flex-time in lieu of overtime. Many municipalities have moved to this model.

Review inventory carefully and reduce services and supplies to essential items only.

Statically analyze past years revenues and expenses to establish accurate budget trends.

Attempt to negotiate in good faith with the Town a 2-payment plan for Fire protection services.

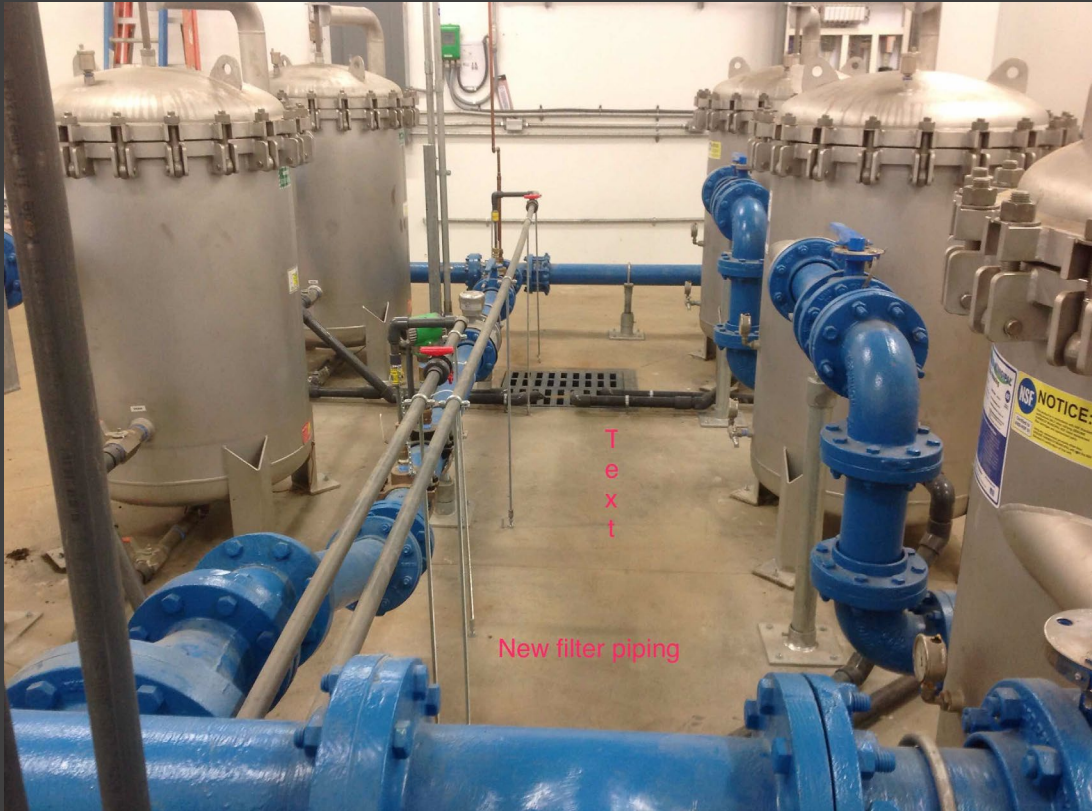
Lastly but most importantly, department heads and trustees need to obtain the monthly operating statements for their departments and closely monitor their purchases to contain expenses within budget allowances.

In conclusion, the village must pay close attention to any unnecessary expenses.

Please do not hesitate to reach out to me if you have any questions or comments.

Thank-You,
Karen P. McLaughlin
Senior Account Clerk (PT)

Water Treatment Plant Upgrade



Water Treatment Plant Upgrade





Voucher Totals January 13, 2021

Voucher #'s 20474-20552

General Fund	\$40,367.24
Water Fund	\$17,599.76
Sewer Fund	\$12,055.23
Capital Projects	\$398.50
TOTALS:	\$70,420.73

Millbrook Fire Department

December 2020

65 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	9
Motor Vehicle Accident	5
EMS Call	48
Hazardous Material	1
Structure Fire	1
Carbon Monoxide	1
TOTALS:	65

EMS Responses		Mutual Aid Given		Mutual Aid Received	
NDP (49-79)	50	Fire	1	Fire	0
MFD Rescue	1	EMS	10	EMS	3

Millbrook Fire Department 2020 Annual Report

820 Incidents Reported

Millbrook Fire Dept 2020

Automatic Fire Alarm	184
Motor Vehicle Accident	31
EMS Call	532
Vehicle Fire	3
Brush/Grass Fire	6
Wire Down	22
Hazardous Material	4
Service Call	7
Structure Fire	9
Good Intent	6
Appliance Fire	4
Carbon Monoxide	12

TOTALS: 820

EMS Responses

NDP (49-79)	532
MFD Rescue	18

Mutual Aid Given

Fire	24
EMS	73

Mutual Aid Received

Fire	7
EMS	24

V.M.P.D Monthly Report

December 2020

123 Incidents Reported
(including, but not limited to)

Incident #'s 14972-15095

TRAFFIC		ASSIST OTHER AGENCIES		CRIMINAL ACTIVITY		COMMUNITY SERVICE	
UTT	1	POLICE	9	CRIM MISCHIEF	2	LOST/FOUND PROPERTY	3
MPT	20	FIRE	5	LARCENY	1	ANIMAL	1
PDAA	2	EMS WASHINGTON	4	DIS CON	1	HOUSE CHECKS	29
H&R PDAA	1	MILLBROOK	12			WELFARE CHECK	2
PARK COMPL	2					SUSPICIOUS ACTIVITY	1
V&T COMPL	9					ASSIST CITIZEN	4
RD HAZARD	3					MISSING PERSON	1
DISABLED VEHICLE	1					LOCKOUT	1
						FOOT PATROL	1
						ALARMS	2
						RECORDS REQUEST	4
						OPEN DOOR	1
TOTALS:		39	30		4		50

Public Works Monthly Report

December 2020

- 1) Cleaned Village Lot on Rt 44
- 2) Salted Roads to Prep for Storm
- 3) Cold Patched Potholes
- 4) Replaced Backhoe Batteries
- 5) 26 Hr Snowstorm, 18" of Accumulation
- 6) Storm Clean Up (Snow Pile Removal, Clearing Catch Basin Tops etc)
- 7) Came in for Second Storm Event 6 Hours 5" of Snow, Snow and Ice
- 8) Storm Clean Up
- 9) Cleaned Trucks and did Repaired Plow
- 10) Took Down Christmas Decorations and Stored them in Garage at Rear of Village Hall
- 11) Took Down Tennis Nets and Locked Courts
- 12) Put Up Shelf at Village Hall
- 13) Began Picking Up Residents Christmas Trees and Bringing Them to a Farm in Dover for Recycling
- 14) Filled Dog Bag Stations
- 15) Began Taking Down Village MBA Christmas Trees



Monthly Water Report

December 2020

	December	November	October
Total Water Produced	4,877,000	4,985,000	5,420,000
Average Daily Flow	157,000	166,000	175,000
Peak Day Flow	315,000	280,000	305,000

Sampling Results:

	December	November	October
Total Coliform	Absent	Absent	Absent

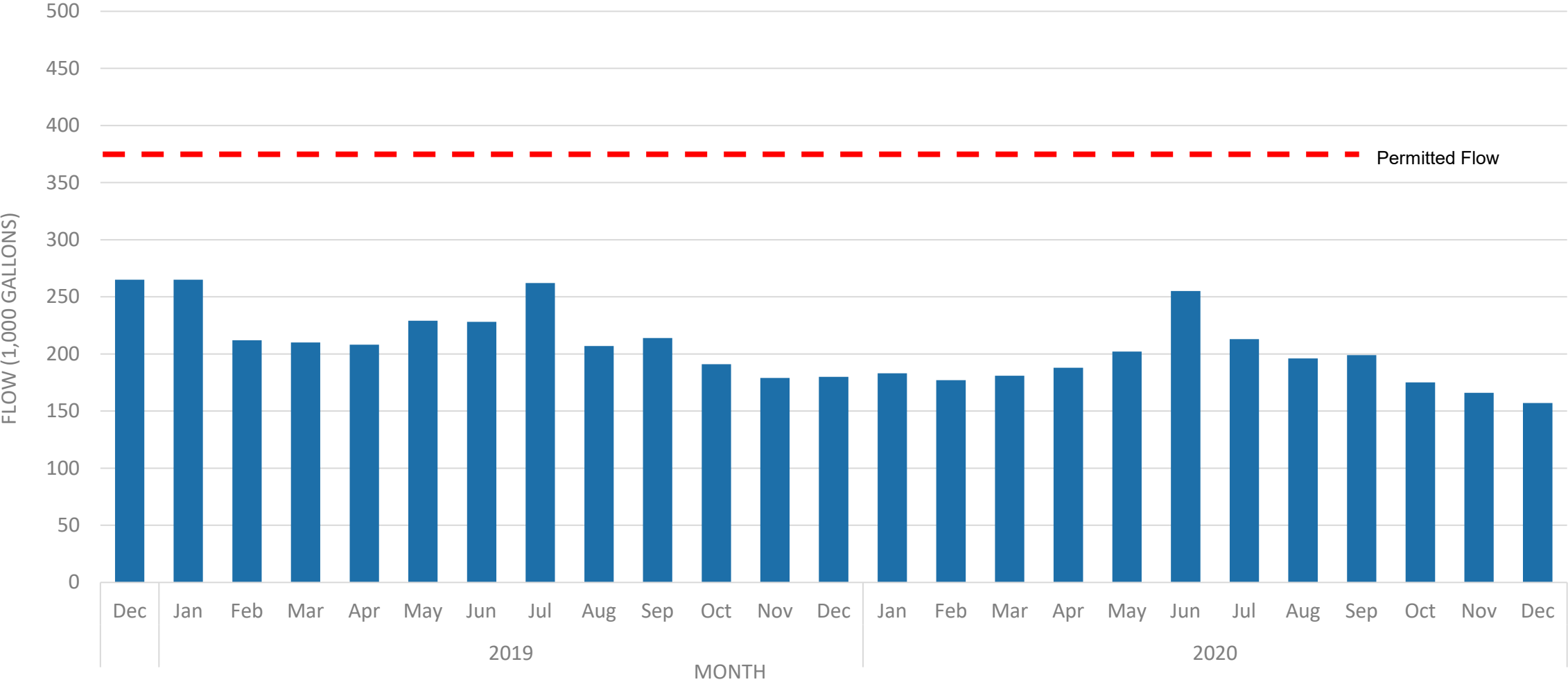
* Results not in compliance

Comments:

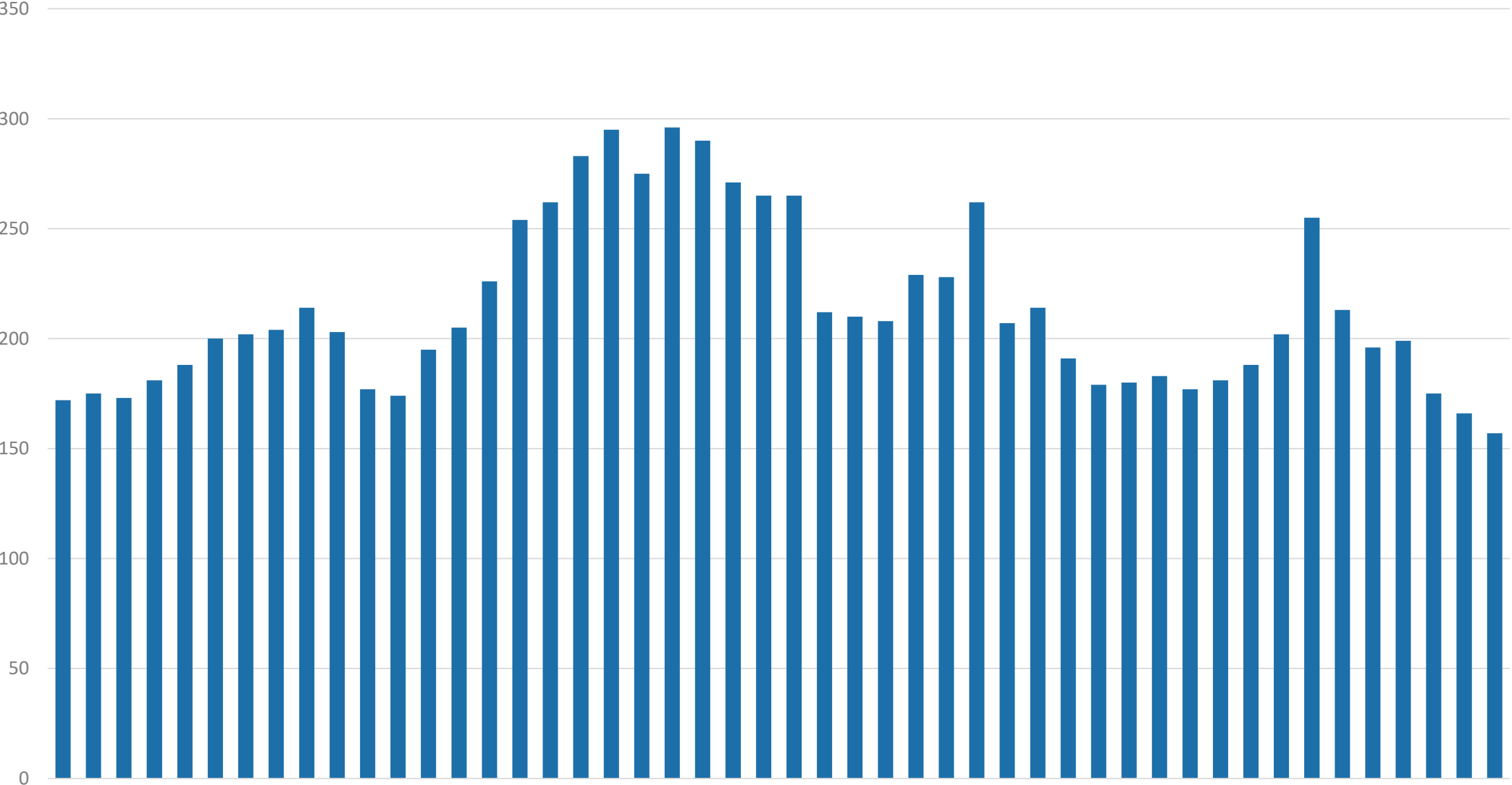
1. Monthly sampling and maintenance
2. Read water meters
3. Work continues at water treatment plant - Pump #1 has been replaced, new piping installed.
4. Waiting for control wiring to be completed before testing all equipment.

Millbrook Water

Average Daily Flow



Millbrook Water 4 year



Monthly Sewer Report

December 2020

	December	November	October	Permit Limit
Total Effluent Flow	6,269,466	4,450,687	4,202,495	N/A
Average Daily Flow	202,241	148,400	135,500	N/A
12-Month Rolling AVG	163,000	169,000	172,000	250,000
Peak Daily Flow	677,068	216,244	228,565	N/A
Precipitation <i>(inches as liquid)</i>	4.4	3.9	4.1	N/A

SPDES Permit Samples: (mg/l)

	December	November	October	Permit Limit
BOD	2.4 mg/l	3.5 mg/l	3 mg/l	15 mg/l
Percent Removal	99%	99%	99%	85%
Total Suspended Solids	1 mg/l	1.6 mg/l	1.6 mg/l	15 mg/l
Percent Removal	100%	100%	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	1/100 mg/l	200/100 ml

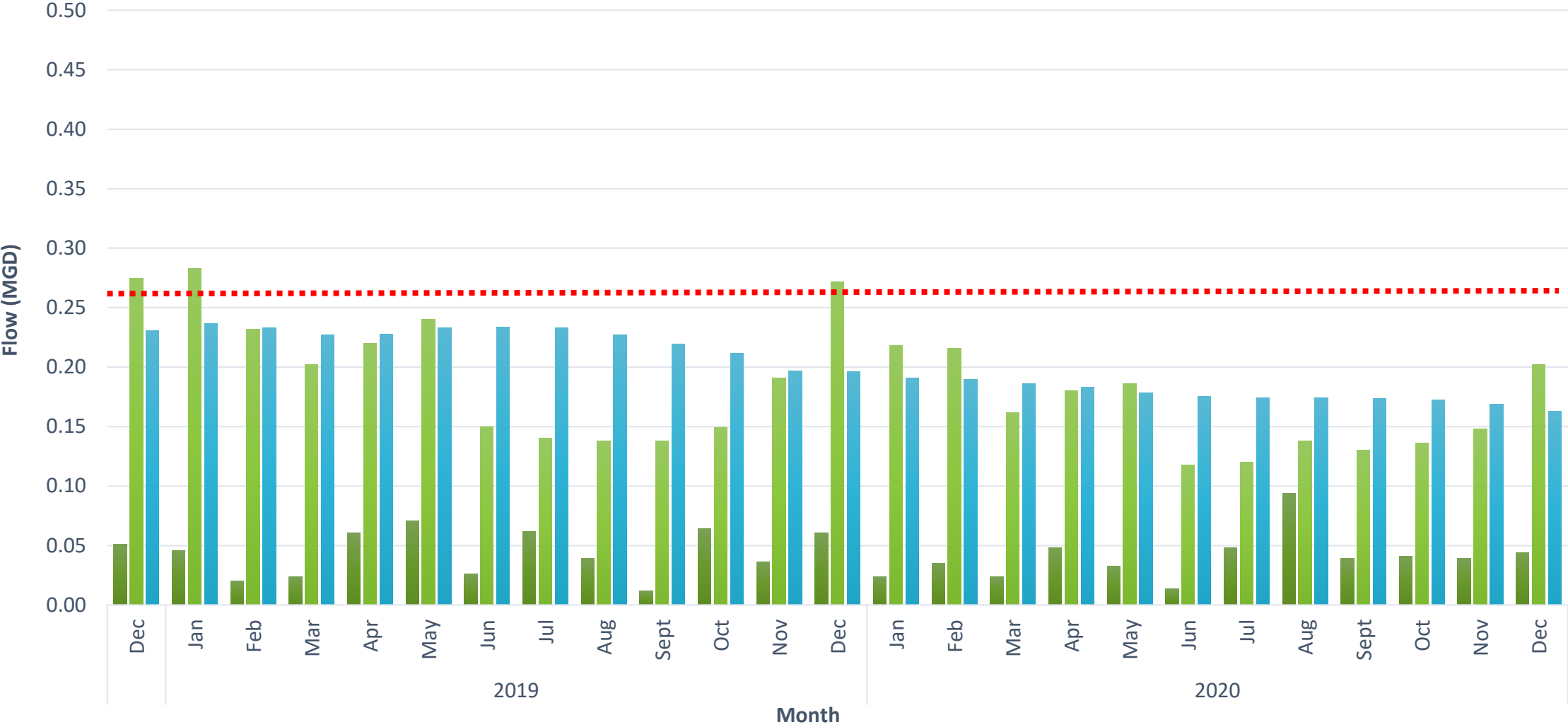
* Exceeds permit limit

Comments:

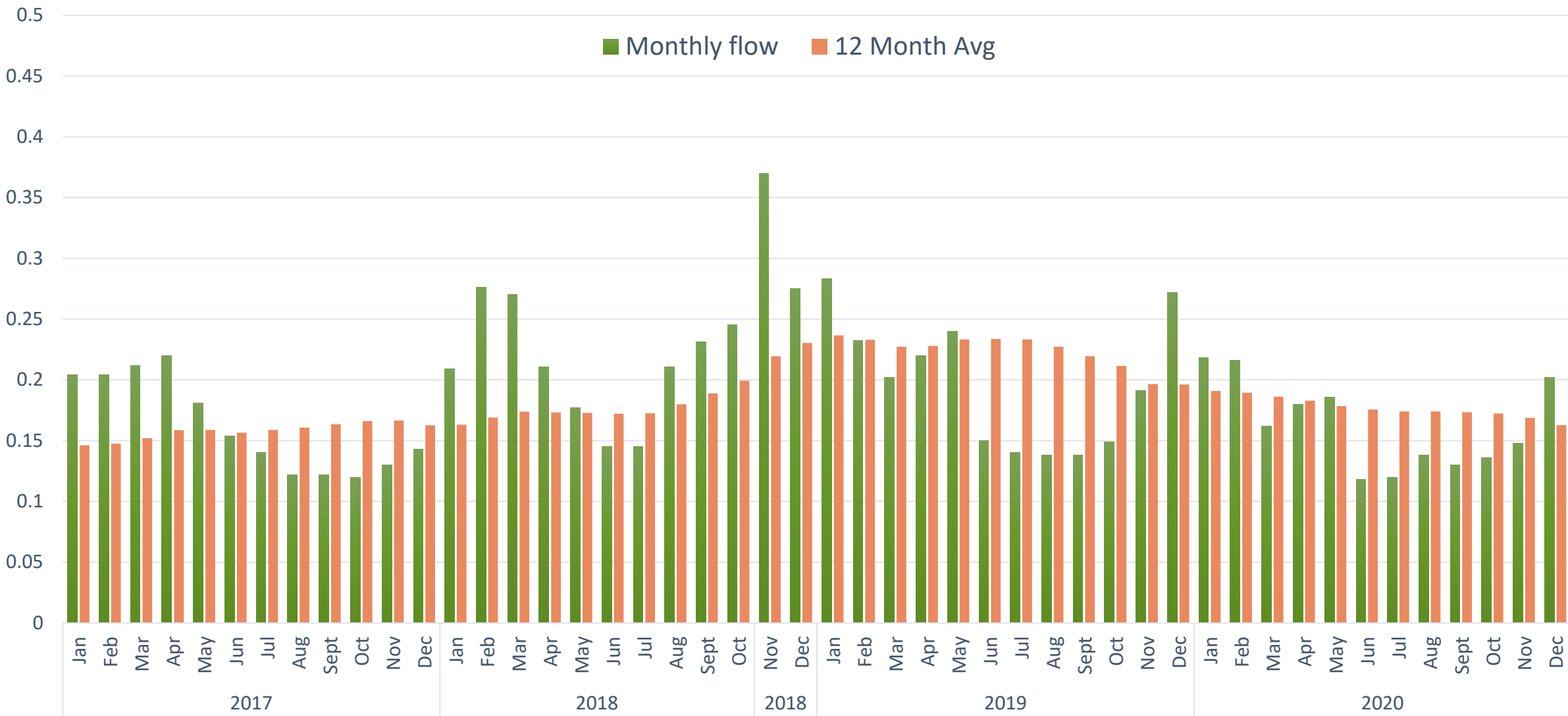
1. Performed all monthly sampling and maintenance

Millbrook WWTP

Precipitation Monthly Average Flow 12 Month rolling average flow



Millbrook WWTP Flows 4Yr



Treasurer's Report: December 2020

	12/01/20	DEPOSITS	DISBURSED	INTEREST	12/30/20
TAX ACCOUNT	\$397,664.28	\$0.00	\$122,000.00	\$26.32	\$275,690.60
GENERAL FUND	\$62,913.08	\$141,483.04	\$187,232.30	\$3.41	\$17,167.23
WATER FUND	\$106,686.44	\$26,743.19	\$75,079.44	\$6.49	\$58,356.68
SEWER FUND	\$70,759.17	\$26,271.83	\$20,044.66	\$6.60	\$76,992.94
ACCOUNTS PAYABLE	\$26,589.87	\$222,431.85	\$195,936.99	\$0.00	\$53,084.73
BEDROCK WELL ACCOUNT	\$97,915.66	\$0.00	\$46,166.70	\$5.66	\$51,754.62
ESCROW (PLANNING & ZONING)	\$3,552.87	\$0.00	\$0.00	\$0.00	\$3,552.87
HAIGHT TRUST	\$15,678.93	\$0.00	\$0.00	\$0.64	\$15,679.57
LAMONT CHRISTMAS TREE	\$2,458.15	\$0.00	\$0.00	\$0.10	\$2,458.25
MEDICAL DEDUCTIBLE	\$16,955.59	\$0.00	\$739.51	\$0.00	\$16,216.08
MILLBROOK RESTORATION	\$69,084.64	\$0.00	\$0.00	\$5.86	\$69,090.50
NINE PARTNERS TRUST	\$25,288.07	\$0.00	\$0.00	\$1.07	\$25,289.14
PAYROLL ACCOUNT	\$10,121.91	\$65,321.25	\$63,265.52	\$0.00	\$12,177.64
POLICE VEHICLE FUND	\$20,023.74	\$0.00	\$0.00	\$1.70	\$20,025.44
AMBULANCE RESERVE	\$35,049.40	\$0.00	\$0.00	\$2.98	\$35,052.38
RESERVE FOR FIRE TRUCK	\$2,513.45	\$0.00	\$0.00	\$0.11	\$2,513.56
RESERVE FOR HIGHWAY EQUIP	\$110,768.43	\$0.00	\$0.00	\$9.41	\$110,777.84
TENNIS COURTS	\$9,241.29	\$500.00	\$0.00	\$0.81	\$9,742.10
THORNE TRUST	\$25,763.86	\$0.00	\$0.00	\$1.09	\$25,764.95
TREE REPLACEMENT PROGRAM	\$7,659.50	\$0.00	\$0.00	\$0.32	\$7,659.82
TRIBUTE GARDEN DONATIONS	\$10,052.62	\$0.00	\$0.00	\$0.86	\$10,053.48
VILLAGE HALL RESTORATION	\$6,008.59	\$0.00	\$0.00	\$0.52	\$6,009.11
TOTAL	\$1,132,749.54	\$482,751.16	\$710,465.12	\$73.95	\$905,109.53

Treasurer and Clerk Updates:

- **Monthly Operating Statement** emailed to the Board
- **Meeting with Senior Account Clerk 1/20/2021**
- **Solicited Banks for Police Car SIB**
 - Bank of Millbrook 1%
 - M & T- No Bid
 - Salisbury- No response/ No bid
- **BOND Resolution for Police Car SIB submitted to Board to approve 1/13/2021**

SIB Bond Resolution

BOND RESOLUTION DATED JANUARY 13, 2021

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$35,326.00 SERIAL BONDS OF THE VILLAGE OF MILLBROOK, DUTCHESS COUNTY, NEW YORK, TO PAY THE COSTS OF THE NEW POLICE DEPARTMENT VEHICLE

BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Village Board of the Village of Millbrook, Dutchess County, New York, as follows:

Section 1. The purchase of a New Police Vehicle and related accessories, being a class of objects or purposes having a period of probable usefulness of five (5) years pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law, is hereby authorized in and for the Village of Millbrook, Dutchess County, New York.

Section 2. The total maximum estimated cost of the aforesaid object or purpose (New Police Department Vehicle) is \$35,326.00 and the plan for the financing thereof is by the issuance of \$35,326.00 bonds of said Village hereby authorized to be issued therefor pursuant to the Local Finance Law, and the balance payable with current Village funds.

Section 3. It is hereby further determined that the maximum maturity of the bonds herein authorized will not exceed five years.

Section 4. The faith and credit of said Village of Millbrook, Dutchess County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Village, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Treasurer, the chief fiscal officer of the Village. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by the Treasurer, consistent with the provisions of the Local Finance Law and may be executed by the Treasurer of the Village of Millbrook.

Section 6. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates,

within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the Treasurer, the chief fiscal officer of such Village. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 7. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provision of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 9. This resolution, which takes effect immediately, shall be published in summary form in The Poughkeepsie Journal, which is hereby designated as the official newspaper for such purpose, together with a notice of the Village Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mayor Collopy	_____
Trustee Herzog	_____
Trustee Vicky Contino	_____
Trustee McGrane	_____

The resolution was thereupon declared duly adopted.

Adopted: January 13, 2021

Sarah J. Witt, Village Clerk

Building Department Report

December 2020

Description	Entry Date	Amount	JE Number
3278 Franklin Sign Permit	12/2/2020	\$35.00	1321
MS 20-42 160 Church St	12/2/2020	\$125.00	1322
MS 20-43 8 Alden Terrace	12/4/2020	\$125.00	1329
BP 20-46 Todd	12/11/2020	\$200.00	1360
MS 20-44 11 Haight Ave	12/14/2020	\$125.00	1367
MS 20-45 24 Bennett	12/14/2020	\$125.00	1368
MS 20-46 4 Booth CT	12/23/2020	\$125.00	1369
MS 20-47 28 Reservoir Dr	12/30/2020	\$125.00	1370
	TOTAL:	\$ 985.00	

Building Department

- Building Permits Issued:
- C of O: 0
- C of C: 0
- C of U: 0
- Municipal Searches: 6
- Planning Board: Next meeting 1/19/2021
- ZBA: No meetings scheduled

Special Topics

DC COVID Vaccine Plan

Budget Outlook &
Recommended Actions

Water Plant Status &
Outlook

Sewer Upgrade Kickoff



Board of Trustee Updates

Mayor Collopy

Deputy Mayor Herzog

Trustee McGrane

Trustee Contino





Next Board of Trustees Meeting:

Wednesday, February 10, 2021 at 6:00 pm

Regular Business Meeting