



Board of Trustees Meeting  
September 14, 2021 @ 6:00 pm

**PLEASE SILENCE  
YOUR CELL PHONE**

# Agenda

Village of Millbrook

Board of Trustees

Tuesday, September 14, 2021

6:00 PM

1. **Open Meeting:** Pledge of Allegiance, moment of silence & roll call of trustees
2. **Administrative Business:**
  - a. COVID safety during board meetings
  - b. Minutes approval; meeting minutes future plans
  - c. Voucher approval
3. **Department Reports:**
  - a. Fire & Rescue: roof, inspection findings
  - b. Police: reform & modernization plan, Integrum contract, speed signs, old car, new car, new hire
  - c. Highway: streetlights, gym roof, tractor auction
  - d. Water & Sewer: response to DEC inspection & SPDES request
  - e. Treasurer: AUD status & re-numbering of 2021 local laws
  - f. Attorney
4. **Old Business Updates:**
  - a. Asset plans – dept heads
  - b. Code update status – Trustees
5. **New Business**
  - a. FAIR Pledge – Rev. Dell
  - b. Priority & funding options for capital improvement projects
  - c. Marijuana opt-out proposal
  - d. Blackboard proposal
  - e. New village website proposal
6. **Public Comments**
7. **Board Member Updates:**
  - a. Deputy Mayor Herzog: Tree replacement plans
  - b. Trustee Contino: Holiday decorations plan, EV charging station
  - c. Trustee Arbogast
  - d. Trustee Anson: Tennis court
8. **Mayor Collopy: MB Restorations update, Contracts w/ ToW**
9. **Next board meeting: Wednesday, 10/13/2021 - 6PM**
10. **Adjournment**
11. **Auditing of Bills**





# Voucher Totals September 14, 2021

## Voucher #'s 21234-21329

|                |                      |
|----------------|----------------------|
| General Fund   | \$ 77,443.45         |
| Water Fund     | \$ 33,582.23         |
| Sewer Fund     | \$ 21,737.62         |
| <b>TOTALS:</b> | <b>\$ 132,763.30</b> |

# Millbrook Fire Department

## August 2021

87 Incidents Reported

| Millbrook Fire Dept    |           |
|------------------------|-----------|
| Automatic Fire Alarm   | 20        |
| EMS Call               | 59        |
| Motor Vehicle Accident | 6         |
| Vehicle Fire           | 1         |
| Carbon Monoxide Alarm  | 1         |
| <b>TOTALS:</b>         | <b>88</b> |

| EMS Responses    |    |
|------------------|----|
| NDP (49-79)      | 58 |
| MFD Rescue       | 9  |
| Member Responses | 20 |

| Mutual Aid Given    |    |
|---------------------|----|
| Fire                | 2  |
| EMS                 | 16 |
| Mutual Aid Received |    |
| Fire                | 0  |
| EMS                 | 6  |

# V.M.P.D Monthly Report

## August 2021

**158 Incidents Reported**  
*(including, but not limited to)*

Incident #'s 15834-15952  
 Case #'s 0037-21 to 0048-21

| TRAFFIC                     |   | ASSIST OTHER AGENCIES    |    | CRIMINAL ACTIVITY     |    | PUBLIC SERVICE      |   | COMMUNITY POLICING |   |
|-----------------------------|---|--------------------------|----|-----------------------|----|---------------------|---|--------------------|---|
| Traffic Tickets             | 4 | NY State Police          | 13 | Domestic Incident     | 4  | Suspicious Activity | 6 | House Check        | 1 |
| Parking Tickets             | 6 | Other Police Agency      | 2  | Gun                   | 1  | Assist Citizen      | 8 | Property Check     | 2 |
| Property Damage Acc         | 3 | Probation Dept.          | 2  | Drugs                 | 1  | Burglar Alarms      | 2 | Assist Citizen     | 3 |
| Hit & Run Accident          | 2 | Fire Department          | 4  | Sex Offense           | 1  | Civil               | 4 | Foot Patrols       | 4 |
| Vehicle & Traffic Complaint | 5 | EMS                      | 13 | Larceny From Vehicle  | 11 | Mental Health       | 7 | Car Seat           | 1 |
| Parking Complaint           | 4 |                          |    | Disorderly Conduct    | 4  | Lost/Found Property | 5 | Food Donation      | 1 |
| Road Hazards                | 6 | Town of Washington Court | 2  | Trespass              | 3  | Animal Complaint    | 4 | Narcan Donation    | 1 |
|                             |   |                          |    | Criminal Mischief     | 4  | Records Request     | 5 |                    |   |
| HBO Traffic Detail          | 2 |                          |    | Harassment            | 1  | Welfare Check       | 3 |                    |   |
|                             |   |                          |    | Littering             | 1  | Lockout             | 4 |                    |   |
|                             |   |                          |    | Warrant Issued        | 1  | Missing Child       | 1 |                    |   |
|                             |   |                          |    | Order Protection Iss. | 3  | 911 Misdial         | 2 |                    |   |
|                             |   |                          |    | CPS Referrals         | 2  | Death Notification  | 1 |                    |   |
|                             |   |                          |    | Fireworks Complaint   | 1  | Other               | 4 |                    |   |

# Public Works Monthly Report

## August 2021



1. Removed down tree on Maple Ave
2. Replaced 8 various street signs replaced with high visibility signs
3. Trimmed low hanging branches over sidewalks
4. Filled drainage ditch on Stanford Rd
5. Painted 10 min no parking on Church St and Washington Ave
6. Straightened several street signs
7. Removed fallen tree from Nine Partners Ln
8. Patched water shutoff on Church St
9. Cleaned of all catch basin basins in prep for storm
10. Cut and removed three down trees at the water plant.
11. Filled in removed stumps with topsoil and seeded
12. Storm clean up and removed down tree on Johnson Ave
13. Removed washed out gravel from several streets due to storm
14. Filled in roadside washout at Stanford bridge with stone
15. Continued to mow and trim all properties
16. Painted no parking on Church Street in front of Les Baux
17. Continue to fill potholes



Flooding from Ida  
Stanford Rd & Dineen Rd

# Monthly Water Report

## August 2021

|                             | August    | July      | June      |
|-----------------------------|-----------|-----------|-----------|
| <b>Total Water Produced</b> | 5,674,961 | 5,026,400 | 5,764,631 |
| <b>Average Daily Flow</b>   | 183,000   | 162,100   | 192,200   |
| <b>Peak Day Flow</b>        | 228,679   | 213,853   | 260,855   |

### Sampling Results:

|                       | August | July   | June   |
|-----------------------|--------|--------|--------|
| <b>Total Coliform</b> | Absent | Absent | Absent |

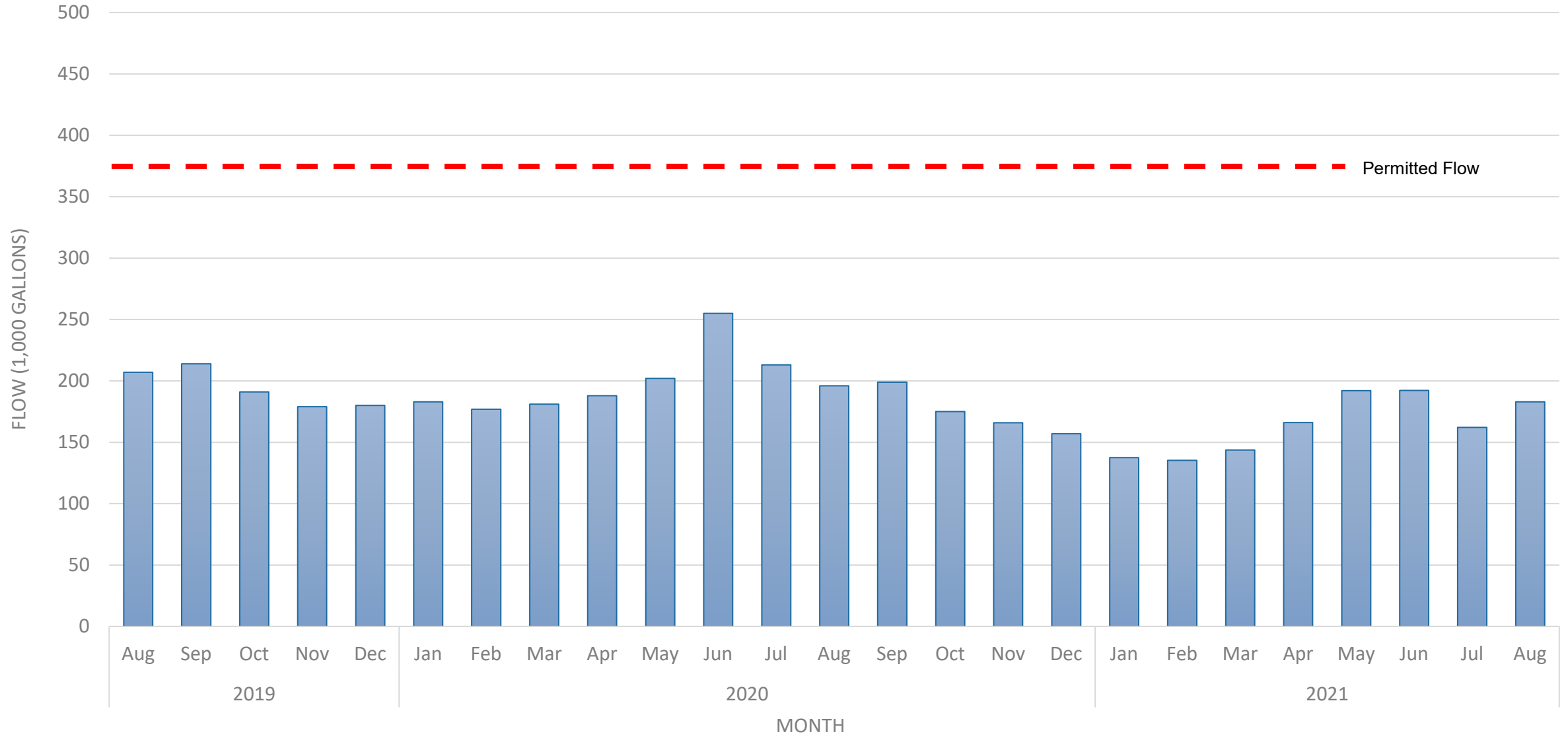
\* Results not in compliance

### Comments:

1. Monthly sampling and maintenance
2. Replaced water meter at HS
3. Replaced 3 fire hydrants - Haight and Church
4. Water meter readings to begin Sept 15<sup>th</sup>

# Millbrook Water

■ Average Daily Flow



# Monthly Sewer Report

## August 2021

|                                                   | August    | July      | June      | Permit Limit |
|---------------------------------------------------|-----------|-----------|-----------|--------------|
| <b>Total Effluent Flow</b>                        | 3,991,378 | 4,919,879 | 4,162,140 | N/A          |
| <b>Average Daily Flow</b>                         | 128,800   | 158,700   | 138,700   | N/A          |
| <b>12-Month Rolling AVG</b>                       | 152,000   | 153,000   | 149,000   | 250,000      |
| <b>Peak Daily Flow</b>                            | 244,967   | 277,970   | 170,232   | N/A          |
| <b>Precipitation</b><br><i>(inches as liquid)</i> | 6.4       | 9.1       | 3.6       | N/A          |

### SPDES Permit Samples: (mg/l)

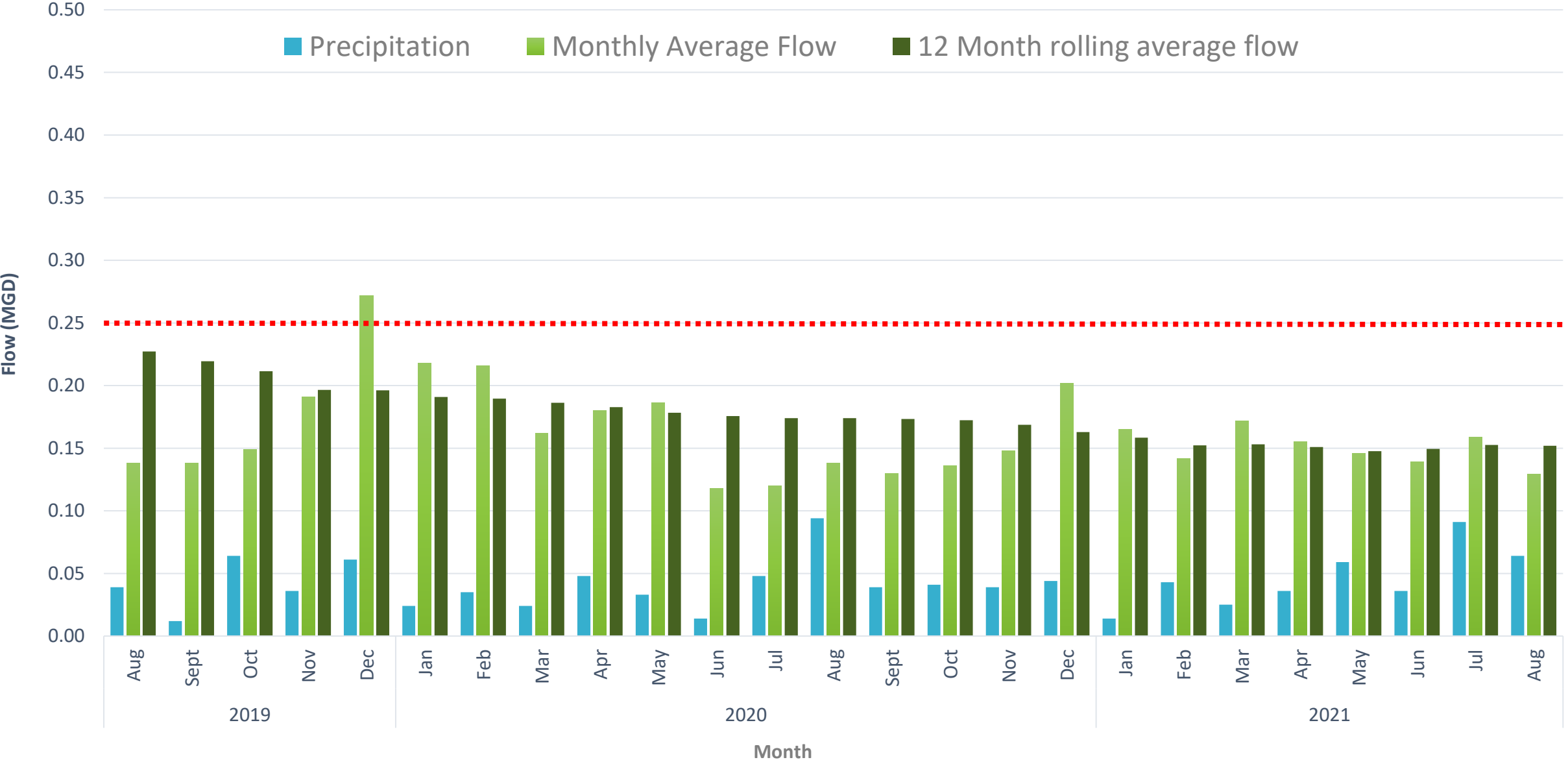
|                               | August   | July     | June     | Permit Limit |
|-------------------------------|----------|----------|----------|--------------|
| <b>BOD</b>                    | 2.4 mg/l | 2.4 mg/l | 2.4 mg/l | 15 mg/l      |
| <b>Percent Removal</b>        | 99%      | 98%      | 98%      | 85%          |
| <b>Total Suspended Solids</b> | 1 mg/l   | 1 mg/l   | 1 mg/l   | 15 mg/l      |
| <b>Percent Removal</b>        | 100%     | 99%      | 99%      | 85%          |
| <b>TKN as N</b>               | 1 mg/l   | 1 mg/l   | 1 mg/l   | 8 mg/l       |
| <b>Fecal Coliform</b>         | 1/100 ml | 1/100 ml | 2/100 ml | 200/100 ml   |

\* Exceeds permit limit

### Comments:

1. Performed all monthly sampling and maintenance
2. EarthCare and Royal hauled sludge
3. Cleaned filter beds
4. Replaced pump rails for each influent pump
5. Repaired sewer main on Reservoir Dr
6. DEC inspection
7. Sewer main flushing scheduled for week of Sept 20<sup>th</sup>

# Millbrook WWTP



# Treasurer's Report: August 2021

|                               | 8/01/2021             | DEPOSITS            | DISBURSED           | INTEREST        | 08/31/2021            |
|-------------------------------|-----------------------|---------------------|---------------------|-----------------|-----------------------|
| TAX ACCOUNT                   | \$1,037,123.15        | \$12,618.42         | \$160,000.00        | \$80.53         | \$889,822.10          |
| GENERAL FUND                  | \$63,796.23           | \$230,870.31        | \$204,390.35        | \$7.96          | \$90,284.15           |
| WATER FUND                    | \$52,905.84           | \$45,415.36         | \$18,729.21         | \$6.10          | \$79,598.09           |
| SEWER FUND                    | \$61,879.53           | \$58,386.94         | \$36,342.29         | \$6.52          | \$83,930.70           |
| ACCOUNTS PAYABLE              | \$36,831.59           | \$210,488.78        | \$244,341.30        | \$0.00          | \$2,979.07            |
| BEDROCK WELL ACCOUNT          | \$44,794.20           | \$0.00              | \$0.00              | \$3.81          | \$44,798.01           |
| ESCROW (PLANNING & ZONING)    | \$4,795.93            | \$0.00              | \$2,295.93          | \$0.00          | \$2,500.00            |
| HNL TRUST                     | \$43,440.25           | \$0.00              | \$0.00              | \$1.85          | \$43,442.10           |
| MEDICAL DEDUCTIBLE            | \$30,049.42           | \$0.00              | \$2,297.45          | \$0.00          | \$27,751.97           |
| MILLBROOK RESTORATION         | \$68,875.59           | \$0.00              | \$0.00              | \$5.85          | \$68,881.44           |
| PAYROLL ACCOUNT               | \$12,703.25           | \$46,499.67         | \$47,380.14         | \$0.00          | \$11,822.78           |
| POLICE VEHICLE FUND           | \$14,392.29           | \$0.00              | \$0.00              | \$1.22          | \$14,393.51           |
| RESERVE FOR FIRE TRUCK        | \$62,525.39           | \$0.00              | \$0.00              | \$2.65          | \$62,528.04           |
| RESERVE FOR HIGHWAY EQUIPMENT | \$4,527.78            | \$0.00              | \$0.00              | \$0.00          | \$4,527.78            |
| FIRE/ RESCUE REPAIR RESERVE   | \$35,072.73           | \$0.00              | \$0.00              | \$2.98          | \$35,075.71           |
| TENNIS COURTS                 | \$23,609.63           | \$0.00              | \$0.00              | \$2.01          | \$23,611.64           |
| THORNE TRUST                  | \$25,772.44           | \$0.00              | \$0.00              | \$1.09          | \$25,773.53           |
| TREE REPLACEMENT PROGRAM      | \$7,662.05            | \$0.00              | \$0.00              | \$0.32          | \$7,662.37            |
| TRIBUTE GARDEN DONATIONS      | \$10,059.32           | \$0.00              | \$0.00              | \$0.85          | \$10,060.17           |
| <b>TOTAL</b>                  | <b>\$1,640,816.61</b> | <b>\$604,279.48</b> | <b>\$715,776.67</b> | <b>\$123.74</b> | <b>\$1,529,443.16</b> |

## Treasurer and Clerk Updates:

- Admin: Monthly Operating Statement emailed to the Board.
- Annual Update Document (AUD): Will be submitted end of this week.
- Taxes To-Date Collected:  

\$ 1,049,651.20

96.78%
- Unpaid:  

\$ 34,962.78

3.22%
- Reminder: Taxes are due by November 1<sup>st</sup>. Unpaid list will be sent to DC. I cannot except late payments after November 1<sup>st</sup>
- Towards the end of Sept. look for email with activation instructions for new NYMIR Online Learn. Annual mandated courses to be completed in Oct. Thank you to those who have completed mandated courses and supplied me with the certs.

# Building Department Report

## August 2021

| Description- 002590.01.000.00 | Entry Date | Amount           | JE Number |
|-------------------------------|------------|------------------|-----------|
| MS 21-17 8 Manor DR           | 8/2/2021   | 125.00           | 1895      |
| MS 21-18 5 Valley Farm        | 8/2/2021   | 125.00           | 1895      |
| Sign Permit Corcoran          | 8/2/2021   | 35.00            | 1895      |
| Sign Permit Corcoran          | 8/2/2021   | 50.00            | 1895      |
| MS 21-20 64 Bennett Common    | 8/10/2021  | 125.00           | 1931      |
| MS 21-21 53 Bennett Common    | 8/10/2021  | 125.00           | 1931      |
| BP 21-31 21 78 Maple          | 8/10/2021  | 75.00            | 1931      |
| MS 21-19 5 Haight Ave         | 8/13/2021  | 125.00           | 1932      |
| BP 21 -30 21 Linen Ln         | 8/31/2021  | 75.00            | 1932      |
| MS 22 Front                   | 8/25/2021  | 200.00           | 2017      |
| BP 21-33 41 Bennett Common    | 8/25/2021  | 90.00            | 2017      |
| MS 21-21 53 Bennett Common    | 8/25/2021  | 150.00           | 2017      |
| BP 21-32 6 Reservoir          | 8/25/2021  | 75.00            | 2017      |
| <b>TOTAL:</b>                 |            | <b>\$1375.00</b> |           |

### Building Department

- Building Permits Issued: 4
- Sign Permit: 1
- Certificate of Occupancy: 0
- Certificate of Compliance: 2
- Certificate of Use: 0
- Municipal Searches: 3
- Planning & ZBA
- Planning Board:  
Meeting Cancelled- will continue to meet in person.
- David Gruning resigned (moving away)
- Ann Leddy appointed and sworn in place of David's position. Her term expires 12/31/2023
- ZBA:  
No meeting scheduled- may opt for Zoom meetings



# Tennis Court Resurfacing Project

So far, we have raised \$ **23,611.64**  
Thank you to all who have donated!

**To Donate Visit:**  
[villageofmillbrookny.com/tennis](http://villageofmillbrookny.com/tennis)

## Old Business Updates

- Asset plans – dept heads
- Code update status – Trustees

## New Business

- Priority & funding options for capital improvement projects
- Marijuana opt-out proposal
- Blackboard proposal
- New village website proposal

# Resolution 2021-021

## Local Law No. 6 of the year 2021

### Village of Millbrook, County of Dutchess

**A local law adopted pursuant to Cannabis Law § 131 opting out of licensing and establishing retail cannabis dispensaries and on-site cannabis consumption establishments within the Village of Millbrook.**

#### **Section 1. Legislative Intent**

It is the intent of this local law to opt the Village of Millbrook out of hosting retail cannabis dispensaries and on-site cannabis consumption establishments within its boundaries.

#### **Section 2. Authority**

This local law is adopted pursuant to Cannabis Law § 131, which expressly authorizes cities and villages to opt-out of allowing retail cannabis dispensaries and on-site cannabis consumption establishments to locate and operate within their boundaries.

#### **Section 3. Local Cannabis Retail Dispensary and/or On-Site Consumption Opt-Out**

The City Council/Board of Trustees of the Village of Millbrook, County of Dutchess, hereby opts-out of allowing retail cannabis dispensaries and on-site cannabis consumption establishments from locating and operating within the boundaries of the Village of Millbrook.

#### **Section 4. Severability**

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

#### **Section 5. Effective date**

This local law shall take effect immediately upon filing with the Secretary of State. Pursuant to Cannabis Law § 131, and Article 9 of the New York Village Law, this local law is subject to a permissive referendum and thus may not be filed with the Secretary of State until thirty (30) days after adoption, unless there shall be filed with the Village Clerk a petition signed and acknowledged by the electors of the Village in number equal to at least twenty percent of such electors in the Village, as shown on the register of electors for the previous general village election, protesting against this resolution and requesting that the matter be submitted to the electors of the Village for their approval or disapproval in the manner provided by the Village Law. Within ten (10) days after the adoption of this resolution, the Village Clerk is hereby authorized and directed to cause to be published at least once in the official newspaper of the Village, and to be posted in at least six (6) public places in the Village, a notice which shall set forth the date of adoption of this resolution and contain an abstract thereof, concisely stating its purpose and effect and specifying that this resolution was adopted subject to a permissive referendum.

# Board of Trustee Updates

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Mayor Collopy

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Deputy Mayor Herzog

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Trustee Contino

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Trustee Arbogast

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Trustee Leslie Anson



Board of Trustees Meeting – 9/14/2021: Mayor Topics

- 1) COVID safety during meeting:
  - a. Masks are not required
  - b. Keep socially distanced from non-family
- 2) Capital improvement projects:
  - a. There are 4: retention wall, sidewalks, sewer plant, village hall
  - b. Priority of projects financed thru the A-fund: retention wall, sidewalks, village hall
    - i. Options to fund retention wall (~\$250K): ARF, CHIPS, DC grants, debt
    - ii. Options to fund sidewalks (amt TBD): (same as above), Fed Infra program(?)
    - iii. V hall restoration:
      1. proposal to replace windows & redo exterior
      2. quote provided to replace windows: \$47K
      3. request made to TGF to fund replacement of lower level (\$24K)
    - iv. Sewer plant upgrade will be separately financed thru the G-fund
      1. 2<sup>nd</sup> request submitted 7/2021
- 3) Blackboard proposal: replace Gov.delivery w/ Blackboard; why?
  - a. Recommended by VRI for targeted notification of outages, blockages, maintenance
  - b. Available to all depts
  - c. User-friendly
  - d. Setup includes loading resident info & training
  - e. Cost: \$5200 1<sup>st</sup> year and then \$3300 annually vs. \$2500 annually for Gov.delivery
  - f. Proposed funding: \$ from F & G accounts (primary users)
- 4) Village website proposal: upgrade the village website; why?
  - a. Make website easier for residents to use/navigate
  - b. Provides usable search function
  - c. Makes website mobile-friendly (for viewing/searching on phone, tablet, etc.)
  - d. Makes website easier to update by multiple users (vs. paying contractor)
  - e. \$12K initial fee & then \$2500 annually vs. <\$500 currently
  - f. Proposed funding: \$ from consolidated trust accounts
- 5) MB Restorations update
  - a. In response to audit finding by OSC, mayor is village rep on MB Restorations board
  - b. Last meeting 9/1/2021
  - c. Account balance: \$69K
  - d. No projects currently underway
  - e. New applicant: Marona's preliminary request to upgrade roof & rear entrance
    - i. Details to follow
  - f. Next meeting: 10/6/2021
- 6) Contracts between VoM & ToW:
  - a. There are 3 contracts which are updated annually: fire/rescue, police court, gym
  - b. All 3 have been delivered to Gary C. for review as part of their budget process
    - 1<sup>st</sup> meeting: 10/5



# Next Board of Trustees Meeting:

Wednesday, October 13, 2021 at 6:00 pm

*Regular Business Meeting*

***NEW LOCATION!***

**Millbrook Firehouse**

20 Front Street, Millbrook