



Board of Trustees Meeting
November 10, 2021 @ 6:00 pm

**PLEASE SILENCE
YOUR CELL PHONE**

Agenda

Village of Millbrook
Board of Trustees

Wednesday, November 10, 2021
6:00 PM

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Administrative Business:**
 - a. Meeting videotaping update – Clerk Witt
 - b. Minutes approval
 - c. Voucher approval
 - d. Asset management status
3. **Department Reports:**
 - a. DC Legislature update – Legislator Houston
 - b. Fire & Rescue – Chief Bownas, President Rochfort
 - c. Police – OIC Witt
 - d. Highway – Hwy Super Collocola
 - e. Water & Sewer – S. Osborn
 - f. Treasurer & Building Dept – Clerk Witt
4. **New Business**
 - a. Public hearing on ideas for CDBG submissions
5. **Old Business Updates:**
 - a. Code update status – Trustees: Sidewalks, Water/Sewer, Vehicles & Traffic
 - b. Tennis court bid – Trustee Anson
 - c. Parade of Lights – C. Collopy
 - d. Holiday decorations – Trustee Contino
 - e. CDBG request for sidewalks – Deputy Mayor Herzog
 - f. Retaining Wall project – Mayor Collopy
 - g. Marijuana opt-out status – Clerk Witt
 - h. Air BnB village occupancy tax – Mayor Collopy
6. **Public Comments**
7. **Board Member Updates:**
 - a. Deputy Mayor Herzog
 - b. Trustee Contino
 - c. Trustee Arbogast
 - d. Trustee Anson
 - e. Mayor Collopy
8. **Next board meeting: Wednesday, 12/8/2021 - 6PM**
9. **Adjournment**
10. **Auditing of Bills**





Voucher Totals November 10, 2021

Voucher #'s	
General Fund	\$ 146,990.36
Water Fund	\$ 16,920.52
Sewer Fund	\$ 6,653.82
TOTALS:	\$ 170,564.73

11/5/21: Paid NDP October Invoice of \$32,832.03

We never received the invoice, and they were asking for payment before our next meeting.

Millbrook Fire Department

October 2021

85 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	25
Motor Vehicle Accident	6
EMS Call	44
PD Assist	1
Structure Fire	2
Appliance Fire	1
HazMat	1
Wires Down	2
Vehicle Fire	1
Furnace Malfunction	1
Carbon Monoxide	1
TOTALS:	85

EMS Responses	
NDP (49-79)	55
MFD Rescue	1
Member Responses	19

Mutual Aid Given	
Fire	6
EMS	15
Mutual Aid Received	
Fire	0
EMS	1

V.M.P.D Monthly Report

October 2021

157 Incidents Reported
(including, but not limited to)

Incident #'s 16260-16417

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	6	NY State Police	2	Arrest	1	Suspicious Activity	1	Car Seats	3
Parking Tickets	10	Dutchess Sheriff	3	Assault	1	Mental Health	1	Property Check	3
Property Damage Acc	1			Obstruct Breathing	1	Burglar Alarms	8	School Checks	13
Hit & Run Accident	3	Fire Department	12	Counterfeit	1	Hazard	2	Foot Patrols	20
Injury Accident	1	EMS	10	Fight	1	Missing Child	1	Assist Citizen	3
Road Hazards	3			Disorderly Conduct	5	Lost/Found Property	4	Preschool Presentation	2
Disabled Vehicle	5	Town of Washington Court	2	Trespass	4	Animal Complaint	5	Halloween Detail	1
		Millbrook Central School	5	Criminal Mischief	2	Records Request	2		
Vehicle & Traffic Complaint	8			Harassment	2	Welfare Check	3		
		Other Government Agency	1	Littering	1	Lockout	1		
				Loitering	1	Civil	1		
				Order Protection Iss.	2	Other	1		
				Unattended Juveniles	2				

Public Works Monthly Report October 2021



1. Replaced bulb in flagpole light at Village Hall
2. Removed AC unit at Village hall
3. Mowed all properties
4. Blew off sidewalks and scraped off leaves on Franklin Ave
5. Picked up flower barrels, four had to be thrown out due to rotted bottoms
6. Repaired two street signs
7. Cleaned out and widened drainage ditch on Nine Partners
8. Auction for old plow netted us \$1150
9. Leaf pick up everyday
10. Brush pick up

Monthly Water Report

October 2021

	October	September	August
Total Water Produced	5,625,630	5,385,874	5,674,961
Average Daily Flow	181,500	179,500	183,000
Peak Day Flow	321,941	253,932	228,679

Sampling Results:

	October	September	August
Total Coliform	Absent	Absent	Absent

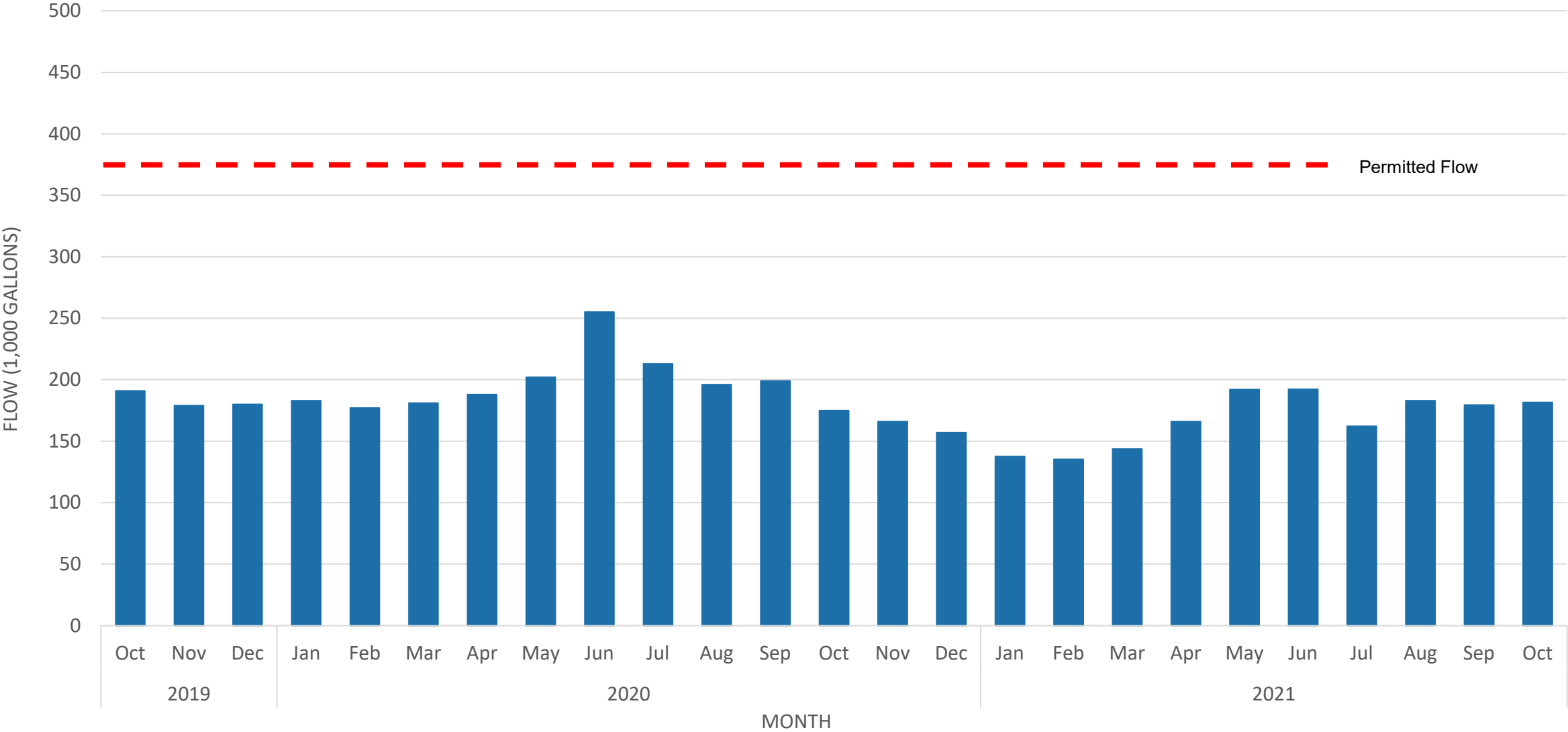
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Repaired water leak on County House Road - service line
3. Installed 2 new fire hydrants on Bennett Common Way
4. Flushed fire hydrants
5. Installed water meter in Thorne Building

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

October 2021

	October	September	August	Permit Limit
Total Effluent Flow	5,106,866	5,203,084	3,991,378	N/A
Average Daily Flow	164,738	173,400	128,800	N/A
12-Month Rolling AVG	158,000	156,000	152,000	250,000
Peak Daily Flow	352,175	315,553	244,967	N/A
Precipitation <i>(nches as liquid)</i>	6.4	9.7	6.4	N/A

SPDES Permit Samples: (mg/l)

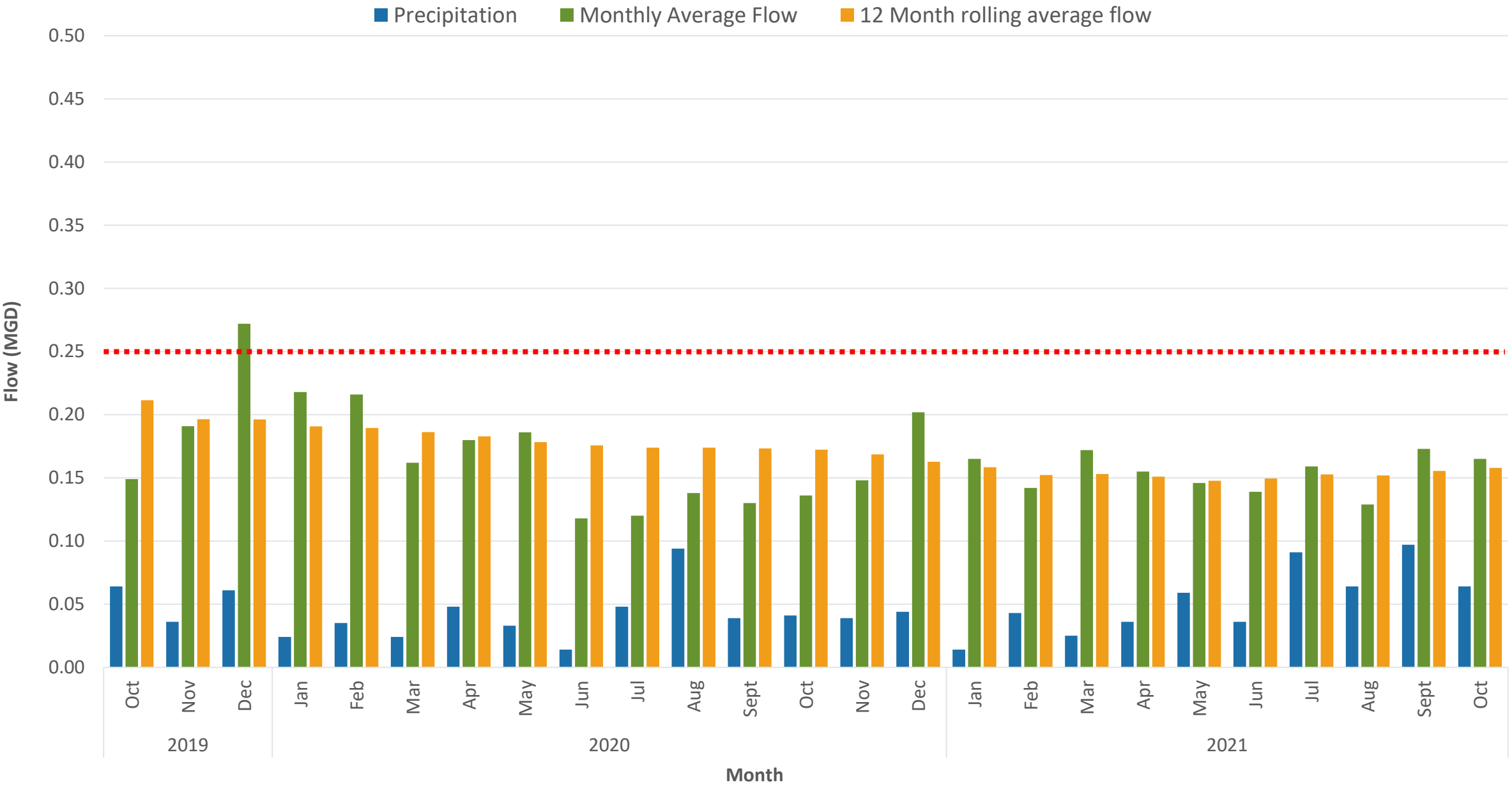
	October	September	August	Permit Limit
BOD	2.4 mg/l	2.4 mg/l	2.4 mg/l	15 mg/l
Percent Removal	99%	98%	99%	85%
Total Suspended Solids	1 mg/l	1.3 mg/l	1 mg/l	15 mg/l
Percent Removal	99%	99%	100%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	1/100 ml	1/100 ml	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Royal hauled sludge dumpster
3. Completed annual video inspection of sewer main - covered 10,094 feet
4. Repaired manhole on Carroll Blvd - water intruding into manhole
5. Working with Delaware Eng to provide information to DEC for permit review

Millbrook WWTP



Treasurer's Report: October 2021

Treasurer and Clerk Updates:

	10/01/2021	DEPOSITS	DISBURSED	INTEREST	10/31/2021
TAX ACCOUNT	\$822,067.86	\$10,901.78	\$50,000.00	\$68.86	\$783,038.50
GENERAL FUND	\$77,358.85	\$65,613.67	\$83,605.20	\$4.93	\$59,372.25
WATER FUND	\$51,081.55	\$22,082.58	\$33,608.46	\$4.19	\$39,559.86
SEWER FUND	\$68,876.91	\$19,499.55	\$67,289.11	\$4.57	\$21,091.92
ACCOUNTS PAYABLE	\$17,380.53	\$146,866.11	\$150,932.03	\$0.00	\$13,314.61
BEDROCK WELL ACCOUNT	\$63,965.63	\$0.00	\$4,645.30	\$5.29	\$59,325.62
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$43,443.88	\$0.00	\$0.00	\$1.85	\$43,445.73
MEDICAL DEDUCTIBLE	\$22,985.44	\$0.00	\$335.32	\$0.00	\$22,650.12
MILLBROOK RESTORATION	\$68,887.10	\$0.00	\$0.00	\$5.85	\$68,892.95
PAYROLL ACCOUNT	\$11,609.71	\$42,281.69	\$42,600.75	\$0.00	\$11,290.65
POLICE VEHICLE FUND	\$14,394.69	\$0.00	\$0.00	\$1.22	\$14,395.91
RESERVE FOR FIRE TRUCK	\$62,530.61	\$0.00	\$0.00	\$2.66	\$62,533.27
RESERVE FOR HIGHWAY EQUIP	\$4,527.78	\$7,400.00	\$0.00	\$0.44	\$11,928.22
FIRE/ RESCUE REPAIR RESERVE	\$35,078.60	\$0.00	\$0.00	\$2.97	\$35,081.57
TENNIS COURTS	\$23,713.58	\$5,000.00	\$0.00	\$2.39	\$28,715.97
THORNE TRUST	\$25,774.59	\$0.00	\$0.00	\$1.09	\$25,775.68
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,061.00	\$0.00	\$0.00	\$0.85	\$10,061.85
TOTAL	\$1,433,900.78	\$319,645.38	\$433,016.17	\$107.13	\$1,320,637.15

- Admin: Monthly Operating Statement posted to the website
- Mid-Year report- Karen McLaughlin – will be at January meeting
- Final Taxes Collected: \$1,070,338.43
\$50,000 to go to Sewer for SBA
- Unpaid Total: \$14,275.55
County to make VOM whole (March)

2021-2022 Debt Schedule

A (Gen)Fund- Purpose	Issued Amt	Principal	21-22 Interest Payments	Int. Rate	Date Issued	Matures On	Annual Date Due
Oil Spill – BOND	\$860,000	\$48,000	\$11,424	2.40%	8.2.12	8.2.30	August 2nd
2019 Ford Dump HWY	\$73,000	\$18,250	\$913	2.50%	1.31.19	1.31.23	Jan 31st
2019 Chevy- FD Chief Truck	\$50,100	\$12,525	\$551	2.20%	4.26.19	4.26.23	April 26th
International Dump Truck- Hwy	\$94,000	\$23,500	\$893	.95%	7.23.20	7.22.24	July 22nd
2020 Police Ford Interceptor	\$35,326	\$8,831	\$353	1.00%			
Total:	\$1,112,426	\$111,106	\$14,134				
F (Water) Fund- Purpose	Issued Amt	Principal	21-22 Interest Payments	Int. Rate	Date Issued	Matures On	Annual Date Due
Bedrock Wells (WTP Upgrade)	\$500,000	\$50,000	\$7,500	2.50%	12.9.16	12.9.26	Dec 9th
WTP Upgrade BAN #1	\$550,000	-	\$4,675	1.70%	12.17.20	12.17.21	Dec 17th
WTP Upgrade BAN #2	\$200,000	-	\$1,900	.95%	11.10.20	11.10.21	Nov 10 th
Total:	\$1,250,000	\$50,000	\$14,075				

Bond Anticipation Notice (BAN) Renewal Resolutions

Bank of Millbrook
Interest Rate .85%

- **RESOLUTION 2021-24**

BOND ANTICIPATION NOTE RESOLUTION, dated November 10, 2021, Authorizing the issuance of a \$200,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

- **RESOLUTION 2021-025**

BOND ANTICIPATION RENEWAL NOTE RESOLUTION, dated November 10, 2021, Authorizing the issuance of a \$550,000.00 Bond Anticipation Renewal Note of the Village of Millbrook pursuant to the Local Finance Law, for the purpose of financing the “Improvement and Upgrade of the Water System-Capital Improvement Plant in and for the Village of Millbrook.”

Building Department Report

October 2021

Description- 002590.01.000.00	Entry Date	Amount	JE Number
MS 3313 Franklin Ave	10/5/2021	125.00	2094
BP 21-37 71 Harts Village	10/5/2021	75.00	2092
BP 21-38 7 Harts Village	10/5/2021	25.00	2094
BP 21-39 38 Upper Ln	10/13/2021	125.00	2095
BP 21-41 10 Valley Farm	10/13/2021	175.00	2095
BP 21-40 3263 Franklin Ave	10/13/2021	146.00	2095
BP 21-39 38 Upper Ln	10/13/2021	65.00	2095
BP 21-42 2 Manzi Dr	10/13/2021	75.00	2095
MS 21-24 120 Church	10/13/2021	200.00	2095
Temp Sign Permit 21-04 Thorne Bldg	10/25/2021	40.00	2118
BP 21-44 20 Taintor Way	10/25/2021	155.00	2119
MS 21-26 15 Johnson Ln	10/25/2021	450.00	2117
TOTAL:		\$1656.00	

Building Department

- Building Permits Issued: 8
- Sign Permit: 1
- Certificate of Occupancy: 0
- Certificate of Compliance: 2
- Certificate of Use: 0
- Municipal Searches: 3
- Planning & ZBA
- Planning Board: On going Russel Knolls project
- ZBA: On going Russel Knolls project
-

Old Business Updates

- Code update status – Trustees: Sidewalks, Water/Sewer, Vehicles & Traffic
- Tennis court bid – Trustee Anson
- Parade of Lights – C. Collopy
- Holiday decorations – Trustee Contino
- CDBG request for sidewalks – Deputy Mayor Herzog
- Retaining Wall project – Mayor Collopy
- Marijuana opt-out status – Clerk Witt
- Air BnB village occupancy tax – Mayor Collopy

New Business

- Public hearing on ideas for CDBG submissions

Public Hearing- Community Development Block Grant (CDBG) 2022

Resolution 2021-023

Community Development Block Grant Activity Title: Sidewalk Repair

WHEREAS, the Village of Millbrook (hereinafter referred to as the Municipality) is participating in the 2022 Dutchess County Community Development Block Grant Consortium, and

WHEREAS, input from citizens and groups has been received and considered at a Public Hearing, and

WHEREAS, an application has been prepared for the above reference activity which addresses our community concerns.

NOW, THEREFORE BE IT RESOLVED, that the 2022 application to the Dutchess County Community Development Block Grant Program for the above referenced activity is approved.

BE IT FURTHER RESOLVED, that the submission of the application to the Dutchess County Department of Planning and Development is authorized.

Moved By:

Seconded By:

Board of Trustee Updates

Mayor Collopy

Deputy Mayor Herzog

Trustee Contino

Trustee Arbogast

Trustee Leslie Anson



Mayor Update

- 1) Code update: Proposed changes to Chp 195 Streets & Sidewalks
 - a. Recommendations from R. Collocola covering 3 areas:
 - i. Disposal/pickup of brush & leaves
 - ii. Required insurance of contractors
 - iii. Property owners' responsibility to care for sidewalks
 - b. 10/28/2021 email to Trustees
 - c. Proposal: Combine these updates with Water/Sewer & Vehicle/Traffic revisions
- 2) Retaining wall project
 - a. Status from W. Bright/Delaware Engineering: "The bid is complete pending a final review by the design engineer. Sarah should advertise the bids will be ready Thursday 11/11/21 on our WEB site, the bids will be due on December 9, 2021 for a bid opening at the Village hall."
 - b. Proposed funding to include (Specifics TBD):
 - i. \$144K ARF
 - ii. CHIPS
 - iii. Remaining Consolidated Trust Fund
 - iv. New debt
- 3) Air BnB Occupancy Tax
 - a. Requires update to "schedule of permitted uses" in Zoning local law
 - i. Add AirBnB
 - ii. Specify that it requires a "special permit"
 - b. Once code is updated, then we'll request DC to add our tax to their database



Next Board of Trustees Meeting:

Wednesday, December 8, 2021 at 6:00 pm

Regular Business Meeting

NEW LOCATION!

Millbrook Firehouse

20 Front Street, Millbrook