Village of Millbrook Board of Trustees

Wednesday- 12/08/2021 - 6 PM- Millbrook Firehouse, 20 Front Street, Millbrook NY,12545

1. **Roll Call:** Mayor Collopy, Deputy Mayor Herzog, Trustee Contino, Trustee Arbogast, Trustee Anson, Robert Collocola Public Works Supervisor (PWS), Matt Rochfort (FD President) Officer Witt (OIC), Scott Osborn (VRI), Attorney MacDonald, and Clerk Witt
2. **Open meeting – 6:00 PM with Pledge of Allegiance.**
3. **Administrative Business:**
   Parade of Lights 2021: Mrs. Collopy read from the attached report. She thanked everyone who participated and everyone who made this a successful Millbrook Parade of Lights.
   Minutes Approval: *Motion* made by Trustee Arbogast to accept the 11/10/2021 minutes, seconded by Trustee Contino and all were in favor.
   Voucher Approval: *Motion* made by Deputy Mayor Herzog to accept the fund totals for Vouchers as presented, seconded by Trustee Contino and all were in favor (attached).

4. **Department Reports:**

a. DC Legislature update – Legislator Houston: Reported Dutchess County passed their budget as presented.
b. Fire & Rescue –President Rochfort: Read from attached report. Said there is nothing new to report regarding the roof replacement. Said he will be working on the assets management list to submit to the Board.
c. Police – OIC Witt- Read from attached reports. Said Parade of Lights has no major incidents to report.
d. Highway – Hwy Super Collocola- Read from attached report. Noted leaf pick up has ended and the trucks are outfitted for snow removal. Reported he found someone to be on call if the Highway crew is short staffed for any reason. He is retired from an area highway department. He will be paid through voucher.
e. Water & Sewer – S. Osborn- Read from attached reports. Mr. Osborn, Deputy Mayor Herzog, and Trustee Anson have been working on the Water & Sewer Code update and hopes to have the final wording completed by the next meeting.
f. Treasurer & Building Dept – Clerk Witt- Read from attached reports.

5. **Old Business Updates:**

a. Code update status – Trustees- Water and Sewer Code 90% complete will hope to have distributed to Board by next meeting.
b. CDBG request for sidewalks – Deputy Mayor Herzog- Application has been submitted. Will report on status of the grant once word is received.
c. Retaining Wall project – Mayor Collopy- Constructions bids to be opened Dec. 9th at 1:30 PM. Delaware Engineering to review bids and give their recommendations to the Board.
d. MB Restorations status – Mayor Collopy- Reported Marona's is requesting and upgrade to the rear of the store. Project is approved pending independent appraisal.

6. **New Business:**

a. Climate Smart Resiliency Plan – Deputy Mayor Herzog- Will be working with Cornell Cooperative Extension and will update the Board on recommendations made to earn us a certification. No cost to the Village.
b. Update to Shade Tree Policy – Deputy Mayor Herzog- Minor changes are being made to the policy and will be reflected on the Village website once approved.

7. **Public Comments-** There were none.
8. **Board Member Updates: Please see attached**

a. Deputy Mayor Herzog – please see attached.
b. Trustee Contino – Christmas decorations totaled approximately $1500, which will be paid through the HNL fund.
c. Trustee Arbogast- Working on the TOW comp plan, meeting dates will be posted on the Village website.
d. Trustee Anson- Enjoyed her time here and thanked everyone for the opportunity to serve on the Board.
e. Mayor Collopy- please see attached.

9. **Adjournment** Motion to adjourn at 7:32 PM made by Deputy Mayor Herzog, seconded by Trustee Anson and all were in favor. *Respectfully submitted by Village Clerk, Sarah J. Witt*

DRAFT

Board of Trustees Meeting
December 8, 2021 @ 6:00 pm

PLEASE SILENCE
YOUR CELL PHONE

Recorded Actions Taken During Meeting:

Minutes Approval: Motion made by Trustee Arbogast to accept the 11/10/2021 minutes, seconded by Trustee Contino and all were in favor.

Voucher Approval: Motion made by Deputy Mayor Herzog to accept the fund totals for Vouchers as presented, seconded by Trustee Contino and all were in favor (attached).

Adjournment: Motion to adjourn at 7:32 PM made by Deputy Mayor Herzog, seconded by Trustee Anson and all were in favor.

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Administrative Business:**
   a. Minutes approval
   b. Voucher approval
3. **Department Reports:**
   a. DC Legislature update – Legislator Houston
   b. Fire & Rescue – Chief Bownas, President Rochfort
      i. Asset Management status
   c. Police – OIC Witt
   d. Highway – Hwy Super Collocola
   e. Water & Sewer – S. Osborne
   f. Treasurer & Building Dept – Clerk Witt
4. **New Business**
   a. Climate Smart Resiliency Plan – Deputy Mayor Herzog
   b. Update to Shade Tree Policy – Deputy Mayor Herzog
5. **Old Business Updates:**
   a. Code update status – Trustees: Water & Sewer, Vehicles & Traffic
   b. CDBG request for sidewalks – Deputy Mayor Herzog
   c. Retaining Wall project – Mayor Collopy
   d. MB Restorations status – 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. **Re-org meeting: Wednesday, 1/5/2022**
9. **Next board meeting: Wednesday, 1/12/2022 - 6PM**
10. **Adjournment**
11. **Auditing of Bills**

Voucher Totals December 8, 2021

Voucher #'s	
General Fund	$ 74,697.09
Water Fund	$ 19,485.20
Sewer Fund	$ 20,537.15
TOTALS:	**$ 114,719.44**

11/17/21: Water Fund Paid Bank of Millbrook for 3 BAN's totaling $64,075.00

Millbrook Fire Department
November 2021

89 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	22
Motor Vehicle Accident	1
EMS Call	60
Hazardous Condition	1
Furnace Malfunction	1
Carbon Monoxide	4
TOTALS:	**89**

EMS Responses	
NDP (49-79)	58
MFD Rescue	8
Member Responses	40

Mutual Aid Given	
Fire	3
EMS	9

Mutual Aid Received	
Fire	1
EMS	1

V.M.P.D Monthly Report
November 2021

129 Incidents Reported

(including, but not limited to)

Incident #'s 16418-16547

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	1	NY State Police	2	Trespass	1	Mental Health	1	Property Check	6
Parking Tickets	13	Fire Department	8	Harassment	1	Burglar Alarms	6	School Checks	16
Property Damage Accident	1	EMS	17	Domestic Incidents	5	Animal Complaint	4	Community Policing	12
Road Hazards	1			Criminal Mischief	1	Lockout	2		
Disabled Vehicle	1	Town of Washington Court	3	Larceny	1	Welfare Check	1		
Vehicle &Traffic Complaint	7	Millbrook Central School	5	Disorderly Conduct	1	Lost/Found Property	1		
Parking Complaint	3			Counterfeit	1	Records Request	9		

Public Works Monthly Report November 2021

1) Inhouse repair of backhoe
2) Put up all Christmas decorations, Nativity scene, Santa and reindeer
3) Put up 80 Christmas trees with poles
4) Put stainless steel plate on body of 2011 dump truck for reinforcing rust damage
5) Installed all Sanders on dump trucks
6) Moved dog station at Thorne building
7) Cleaned streets of all garbage
8) Salted roads after snow incident
9) Picked up leaves throughout month
10) Leaf season is over as of Nov 30th anyone putting out leaves will get a removal notice approved by Mayor Collopy

Monthly Water Report
November 2021

	November	October	September
Total Water Produced	4,859,300	5,625,630	5,385,874
Average Daily Flow	162,000	181,500	179,500
Peak Day Flow	211,197	321,941	253,932

Sampling Results:

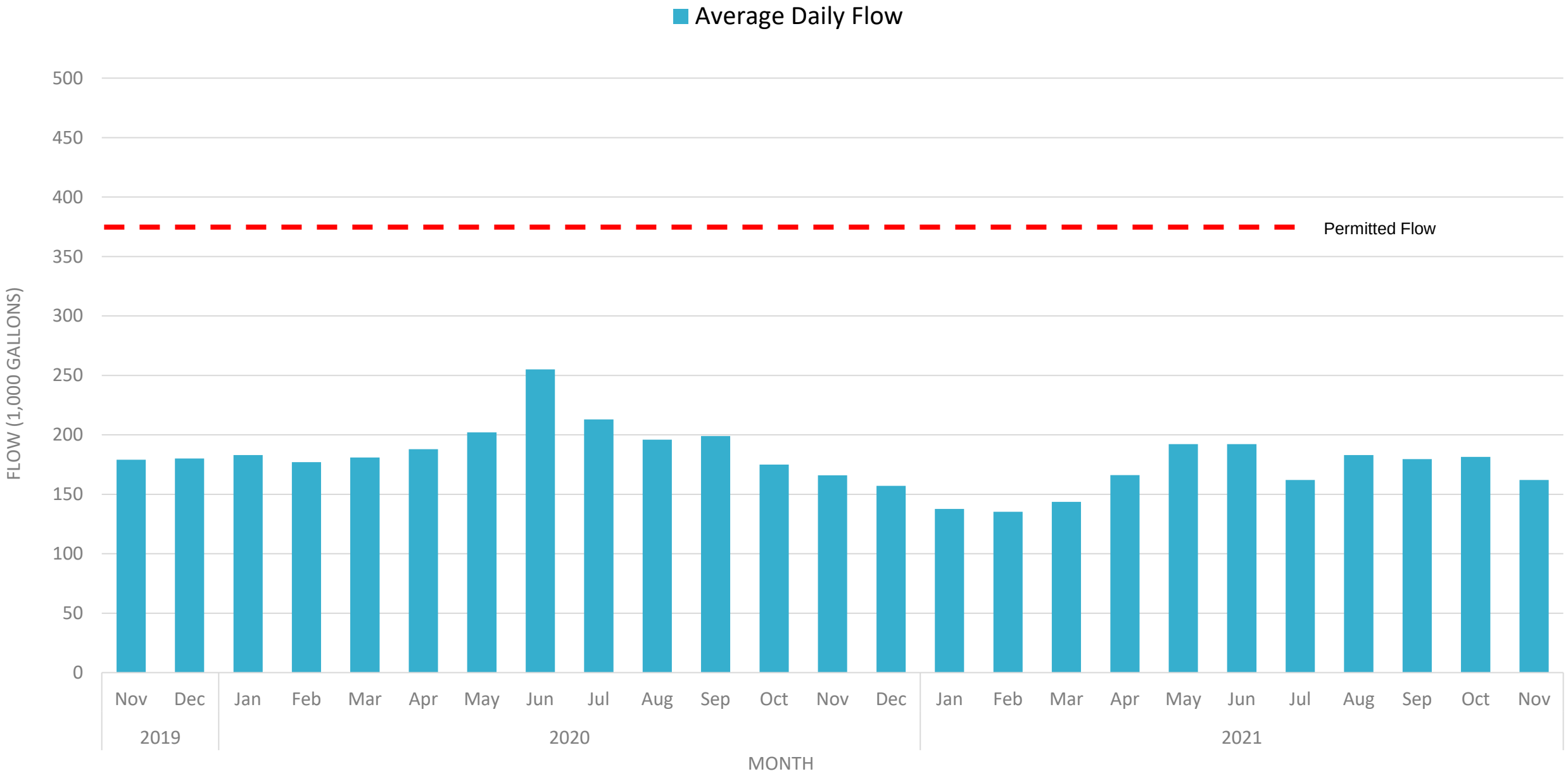
	November	October	September
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Repaired water leak on Church Street - service line
3. Installed new fire hydrant on Valley Farm Rd
4. Repaired 2 curb boxes
5. Turned water on for homeowner on Harts Village Rd

Millbrook Water



Monthly Sewer Report
November 2021

	November	October	September	Permit Limit
Total Effluent Flow	4,478,476	5,106,866	5,203,084	N/A
Average Daily Flow	149,300	164,738	173,400	N/A
12-Month Rolling AVG	158,000	158,000	156,000	250,000
Peak Daily Flow	196,766	352,175	315,553	N/A
Precipitation *(inches as liquid)*	2.5	6.4	9.7	N/A

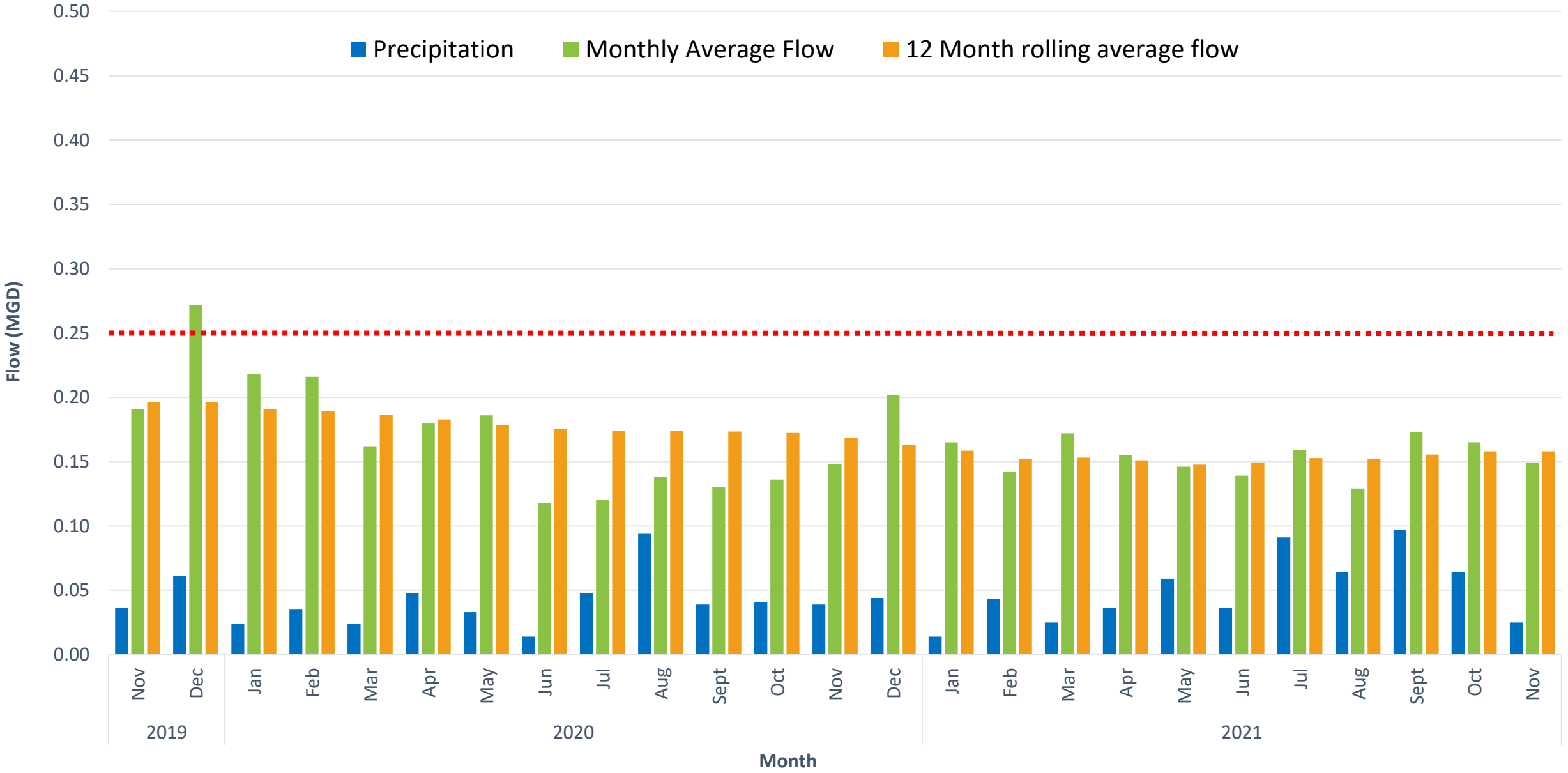
SPDES Permit Samples: (mg/l)

	November	October	September	Permit Limit
BOD	2.4 mg/l	2.4 mg/l	2.4 mg/l	15 mg/l
Percent Removal	99 %	99%	98%	85%
Total Suspended Solids	2.3 mg/l	1 mg/l	1.3 mg/l	15 mg/l
Percent Removal	99 %	99%	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	1/100 ml	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Kinsley Power serviced generator
3. Rebuilt manhole on Carroll Blvd
4. Replaced collapsed sewer drain line for lab building
5. Submitted SPDES review application and required documents to DEC prior to deadline
6. Updated information for annual I&I report - submitted to Delaware Engineering


Millbrook WWTP
Precipitation
Monthly Average Flow
12 Month rolling average flow
0.50
0.45
0.40
0.35
0.30
0.25
0.20
0.15
0.10
0.05
0.00
Flow (MGD)
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
2019
2020
2021
Month

Treasurer's Report: November 2021

	10/01/2021	DEPOSITS	DISBURSED	INTEREST	10/31/2021
TAX ACCOUNT	$783,038.50	$2,861.52	$195,000.00	$55.65	$590,955.67
GENERAL FUND	$59,372.25	$206,202.02	$243,003.46	$1.55	$22,572.36
WATER FUND	$39,559.86	$101,777.01	$83,507.20	$4.54	$57,834.21
SEWER FUND	$21,091.92	$39,851.25	$8,595.27	$3.56	$52,351.46
ACCOUNTS PAYABLE	$13,314.61	$267,471.76	$273,584.05	$0.00	$7,202.32
BEDROCK WELL ACCOUNT	$59,325.62	$0.00	$49,352.62	$2.98	$9,975.98
ESCROW (PLANNING & ZONING)	$2,500.00	$0.00	$0.00	$0.00	$2,500.00
HNL TRUST	$43,445.73	$0.00	$0.00	$1.78	$43,447.51
MEDICAL DEDUCTIBLE	$22,650.12	$0.00	$2,570.87	$0.00	$20,079.25
MILLBROOK RESTORATION	$68,829.95	$0.00	$0.00	$5.66	$68,835.61
PAYROLL ACCOUNT	$11,290.92	$61,043.07	$42,380.32	$0.00	$29,953.67
POLICE VEHICLE FUND	$14,395.91	$640.00	$0.00	$1.22	$15,037.13
RESERVE FOR FIRE TRUCK	$62,533.27	$0.00	$0.00	$2.57	$62,535.84
RESERVE FOR HIGHWAY EQUIP	$11,928.22	$1,150.00	$0.00	$0.50	$13,078.72
FIRE/ RESCUE REPAIR RESERVE	$35,081.57	$0.00	$0.00	$2.89	$35,084.46
TENNIS COURTS	$28,715.97	$0.00	$0.00	$2.36	$28,718.33
THORNE TRUST	$25,775.68	$0.00	$0.00	$1.06	$25,776.74
TREE REPLACEMENT PROGRAM	$7,662.47	$0.00	$0.00	$0.00	$7,662.47
TRIBUTE GARDEN DONATIONS	$10,061.85	$0.00	$0.00	$0.83	$10,062.68
TOTAL	**$1,320,574.42**	**$680,996.63**	**$897,993.79**	**$87.15**	**$1,103,664.41**

Treasurer and Clerk Updates:

- Admin: Monthly Operating Statement posted to the website
- Mid-Year report- Karen McLaughlin – will be at January meeting
- Working on Re-Org meeting prep
- Final outstanding tax bills sent to County

Building Department Report November 2021

Description- 002590.01.000.00	Entry Date	Amount	JE Number
BP 21-43 24 Merritt Ave	11/1/2021	75.00	2131
BP 21-50 67 Maple	11/9/2021	240.00	2168
BP 21-53 1 Johnson	11/9/2021	90.00	2168
BP 21-49 3310 Franklin Ave	11/9/2021	270.00	2168
BP 21-54 21 Washington	11/12/2021	80.00	2204
BP 21-55 103 Rt 343	11/12/2021	90.00	2204
BP 21-51 6 Reservoir & BP 21-52 103 Rt 343	11/19/2021	1602.00	2206
BP 21-57 2 Dineen Rd	11/19/2021	75.00	2206
Sign Permit 160 Church	11/30/2021	20.00	2217
21-58 87 Church St	11/30/2021	75.00	2217
MS 21-27 2 Manon Dr	11/30/2021	125.00	2217
	TOTAL:	**$2742.00**	

Building Department

- Building Permits Issued: 9
- Sign Permit: 1
- Certificate of Occupancy: 1
- Certificate of Compliance: 2
- Certificate of Use: 0
- Municipal Searches: 1

Planning & ZBA

- Planning Board: On going Russel Knolls project
- ZBA: On going Russel Knolls project
-

Old Business Updates

- Code update status – Trustees: Water & Sewer, Vehicles & Traffic
- CDBG request for sidewalks – Deputy Mayor Herzog
- Retaining Wall project – Mayor Collopy
- MB Restorations status – Mayor Collopy

New Business

- Climate Smart Resiliency Plan – Deputy Mayor Herzog
- Update to Shade Tree Policy – Deputy Mayor Herzog

Board of Trustee Updates

Mayor Collopy

Deputy Mayor Herzog

Trustee Contino

Trustee Arbogast

Trustee Leslie Anson

Mayor Update

1. Retaining Wall: Project is out for bid – responses due this month; conditions:
    1. Property owners below wall agree to let contractors work on their property
    2. Residents at top of Dineen agree to closure of road during wall repair
    3. VRI agrees to allow overnight equipment storage at WWTP

2. MB Restorations Status: proposal to upgrade rear of Marona's
    1. MB Restoration Board agrees to help
    2. Approval pending independent appraisal
    3. Final approval & payment plan expected 1/2022

3. Flagler monument
    1. Car accident damaged monument in 2020
    2. Insurance re-imbursed full cost of estimated repair by Gnazzo Company: $9760
    3. Gnazzo Company started repair work 12/1; completion expected this month

4. AT&T request to add antennas to water tower
    1. Preliminary discussion underway
    2. Technical review/agreement required w/ VRI & Delaware Engineering

5. Blackboard
    1. Portal available
    2. GIS info loaded
    3. Training of staff scheduled for 12/13
    4. Deployment still targeted for this month

Next Board of Trustees Meeting:

Wednesday, January 5, 2022 at 6:00 pm
Re-Org Meeting

Wednesday, January 12, 2022 at 6:00 pm
Regular Business Meeting

MEETINGS ARE HELD AT THE
Millbrook Firehouse
20 Front Street, Millbrook

Streaming **LIVE** on YouTube
SUBSCRIBE NOW!

2021 Parade of Lights Report December 8, 2021

Parade Committee: Tim Collopy, Vicky Contino, Maryanne Herzog, Mike Herzog, Ann Ledy, John McDonald

Overview of the Parade

- 3 businesses sponsored the parade.

- 7 children joined the mini parade.

- More than 40 decorated vehicles participated.

- 3 VoM police officers controlled the traffic.

- 14 volunteers helped supervise the children along the parade route.

- John McDonald emceed the event from a flatbed at Church and Franklin.

- Clerk Sarah Witt videotaped the entire parade so it is available on the Village website.

- Fire Company member Chris Hawks drove Santa.

Concerns to Address

- Line-up: Two floats lined-up on Front Street which would have blocked Santa. One float caused an early delay in the parade.

- Candy: participants were told not to throw candy from the float, but many did. There were no close calls, but children did go into the street to get candy

- Inappropriate behavior: One vehicle displayed a political flag and drove through the parade route 2 times.
  One spectator appeared to be intoxicated

- Some spectators just east of Babette's said they could not hear the commentary and suggested blue tooth speakers

- Clean-up: Mayor Collopy and Trustee Contino helped with the clean-up, a difficult job with all of the smashed peppermint candies in the road. The mayor did most of the work and devoted between 1 and 2 hours of work to the task.

Deputy Mayor Herzog meeting notes

1. Climate Smart Communities Resiliency Plan The Village of Millbrook will be working with Cornell Cooperative Extension Representatives in 2022 to review our codes, comprehensive plan, and Board Policies. They will make recommendations on actions the Village of Millbrook can take to become a Climate Smart Community in the future. The representatives will look back five years to see what actions the Village has already taken thereby earning points towards certification. All recommendations will be non- binding. There will be no cost to the Village because funding will come from a grant secured through the NYDEC Hudson River Estuary Program.

2. Shade Tree Policies on Tree Planting and Tree Removal Shade Tree Committee Secretary Mike Herzog reported procedures developed at their last meeting for tree planting and tree removal by the Village within it's geographic limits. After discussion and minor changes to the Shade Tree Commission's recommendations, those policies will be posted on the Village website for public viewing.

3. CDBG request for sidewalk improvement An application for funding through the CDBG program was submitted to Dutchess County in mid November. A technical review was satisfactorily completed by Dutchess County representatives. The VIllage awaits a review Board's decision in a few months to see if grant money will allow the sidewalk project to proceed next Spring.

4. Water and Sewer Code Update
Deputy Mayor Herzog, Trustee Leslie Anson and Scott Osborn from VRI met twice since last November's meeting to create a rough and then final draft to submit for review to the Village Board. The final draft of the water and sewer code will be distributed to all Board members in January for their consideration. Before the new water and sewer codes become law, there will be potentials changes requested by Village Board members, public hearings and input from the local community members in 2022.

5. Town CAC meeting
I attended a Town of Washington Conservation Advisory Committee meeting in November. The group is working hard on proposals for a possible tree ordinance for the Town as well as recommending that the town takes the Climate Smart Community pledge. The committee was informed of the resignation of Planning Board President Paul Swartz.

6. Parade of Lights
My congratulations to all residents and volunteers that made the Parade of Lights a success. It was wonderful to see our sidewalks packed with residents and friends enjoying this great holiday tradition.

12/8/2021 Board of Trustee Meeting – Mayor Notes

a. Retaining Wall: Project is out for bid – responses due this month; conditions:
    i. Property owners below wall agree to let contractors work on their property
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