



Board of Trustees Meeting
June 11, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, June 11, 2025
6:00 PM
Millbrook Village Hall

Residents are welcome to attend in-person. This meeting will be broadcast on [YouTube](#) Live & then will be posted to the [Village website](#).

The public can comment/question anytime via email villageofmillbrook@gmail.com

I. OPEN MEETING

- a. Pledge of Allegiance
- b. Roll Call

II. ADMINISTRATIVE BUSINESS

- a. Minutes Approval
- b. Voucher Approval
- c. Proclamation- B. Williams

III. DEPARTMENT REPORTS

- a. DC Legislature – DC Legislator Houston
- b. Fire & Rescue – Chief Boscardin, President Rochfort
- c. Police – Chief Dworkin
- d. Highway – Deputy Mayor Murphy
- e. Water & Sewer – S. Osborn, VRI
- f. Treasurer & Building Dept – Clerk Witt
 - Senior Acct. Clerk- Fiscal Update

IV. OLD BUSINESS

V. NEW BUSINESS

VI. GENERAL PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

- a. Mayor
 - IMA with T/O Washington update
 - Alleyways
 - Tree at Diner- Shade Tree Commission request
- b. Trustee Updates

VIII. EXECUTIVE SESSION

- a. Cell Tower Lease Agreement

IX. NEXT BOARD MEETING

- a. Monthly Business Meeting: Wednesday, July 9, 2025, 6:00 pm @ Village Hall

X. ADJOURNMENT

Voucher Totals	24-25 FY	25-26 FY
General Fund	\$70,348.73	\$58,955.62
WWTP Upgrade	\$39,337.42	
Water Fund	\$29,621.82	\$232.88
Sewer Fund	\$52,316.06	\$7,336.00
TOTAL:	\$191,624.03	\$66,524.50

PAID VOUCHERS:

5/15/25 WWTP Upgrade - \$2560.80

5/28/25 General Fund - \$13,250.00 2019 Ford Taurus PD Vehicle *(used insurance funds from wrecked 2016 Ford Explorer)*

MILLBROOK FIRE DEPARTMENT

MAY 2025

83 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	19
EMS Call	54
Motor Vehicle Accident	2
Brush Fire	2
Odor of Gas	2
Construction Falls	1
CO	2
Traffic to Assist NYSP	1
TOTALS:	83

EMS Responses	
NDP (49-79)	48
MFD Ambulance	12
MFD to Hospital	5
MRS Members	-
MFD Members	-

Mutual Aid Given	
Fire	-
NDP	1

Mutual Aid Received	
Fire	0
NDP	2

NOTES:

Monthly drills

-

Police Department Report

INCIDENT REPORTS

MONTH REPORTED: MAY 2025				CALLS FOR SERVICE	172
911 Hangup	4	Harassment		Road Hazard	
Alarm Burglar/Fire/Panic	1	Juvenile	1	School Check	12
Animal Complaint	1	Lockout	1	Security Check	5
Assist Citizen	1	Medical Aided	5	Suspicious Person/Activity	
Assist Other Agency	3	Missing Person	1	Suspicious Vehicle	1
Civil Matter	1	Motor Vehicle Accident	3	Traffic Complaint	1
Criminal Mischief		Motor Vehicle/Residential Lockout		Traffic Enforcement Details	
Disabled Vehicle		Noise Complaint		Unattended Death	
Disorderly Conduct		Odor of Gas	1	Uniform Traffic Tickets	5
Disturbance/Dispute	1	Order of Protection		Vehicle & Traffic Complaint	4
Domestic Incident		Parking Summons	4	Vehicle Abandoned	
EDP		Property Check	29	Vehicle Stop	10
Fire		Property Lost/Found		Village Event	1
Foot Patrol	74	Public Safety		Welfare Check	
Forgery /Fraud	1	Records Request	1	Road Hazard	

INVESTIGATIONS

Missing Person

- *Child Located*

Forgery/Fraud

- *Investigation Pending*

Juvenile

- *Tot MCSD for Follow Up*



Public Works Monthly Report May 2025

BRUSH PICK-UP ENDED JUNE 1st

- Mowed all Village properties weekly
- In-house maintenance on the 2019 Ford F-550
- Attended Arbor Day at the Elm Drive school to help dig and plant the new Maple tree
- Fixed a sink hole at a catch basin on Weatherford Ln.
 - Repaired the large hole inside of the catch basin with brick and cement
 - Parged around all the pipes
 - Stopped all the sediment and dirt from washing out from around the basin that created the sink hole
 - Patched the sink hole with blacktop
- Patch Weathersford Ln. and the bottom of Anson Ave. with hot black top
- Fixed the pipe crossing on Church St. that was heaved by the frost from the winter with hot blacktop
- Re-graded and compacted Johnson Ln. to take the washout out and to smooth the road with screened millings
- Painted all the curbs yellow at the No Parking sections throughout the village and at the fire hydrants. Painted the firehouse curbs red for no parking as well
 - **YELLOW CURBS = NO PARKING**
 - **RED CURBS = NO PARKING FIRE LANE**
- Met with the engineer from Renia Engineering, Mayor Doro, and Deputy Mayor Murphy to discuss and put eyes on the Sidewalk project on Franklin Ave.
- Picked up brush/ yard waste, that was left from the Village residence out roadside almost daily.
 - Averaged 5-8 loads of brush weekly
- All Village roads were Street Swept
- Painted the Dump body on the 2015 Ford F-550
- Attended the 78th Annual School for Highway Superintendents in Ithaca, NY

Monthly Water Report

May 2025

	May	April	March
Total Water Produced	5,139,110	4,801,280	5,141,440
Average Daily Flow	165,778	160,043	165,853
Peak Day Flow	224,770	221,650	221,205

Sampling Results:

	May	April	March
Total Coliform	Absent	Absent	Absent

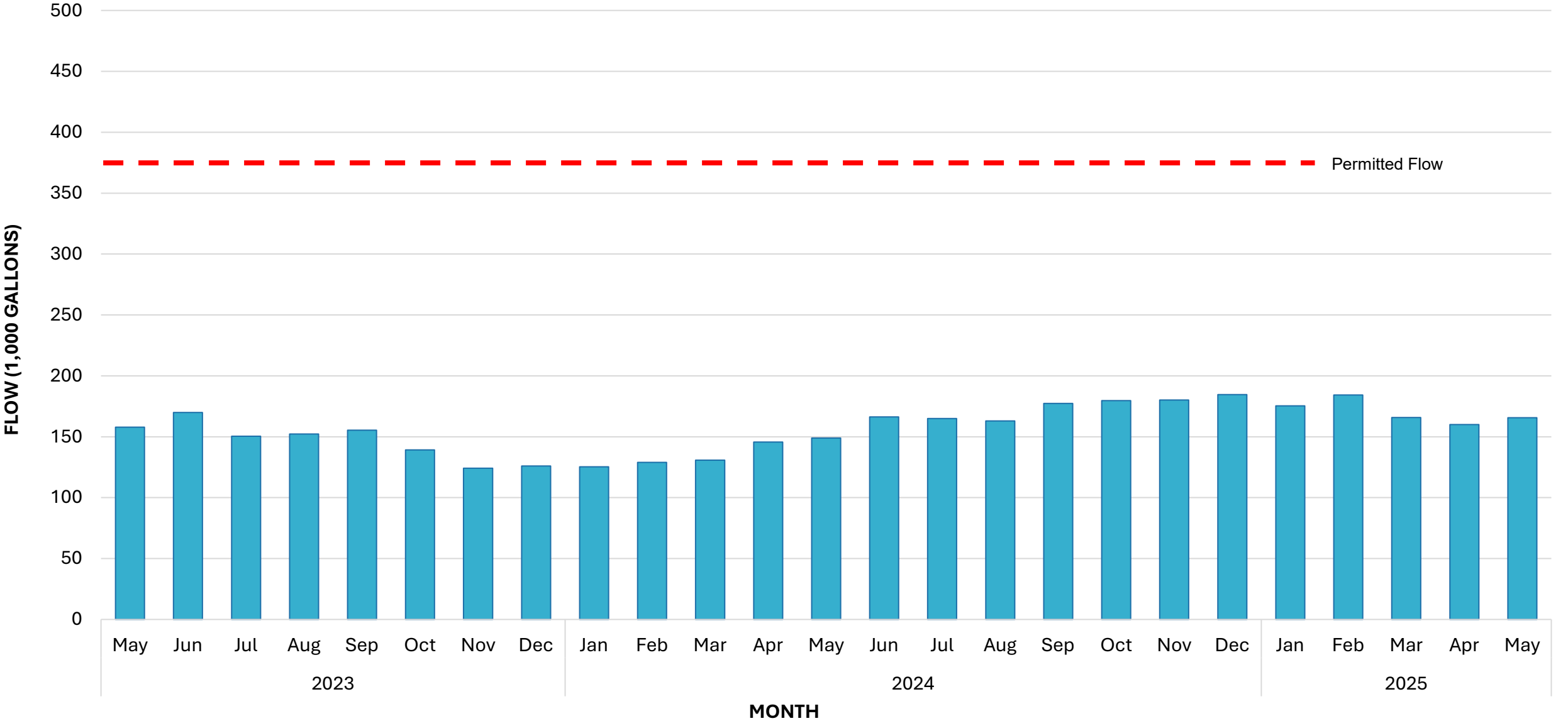
* Results not in compliance

Comments:

1. Performed all routine sampling and maintenance
2. Installed new curb valve and removed old meter pit for Thorndale Farm
3. Service line leak at 3301 Franklin - repaired by owner
4. Service line leak at 3580 Rt 44 - repaired by owner
5. Replaced water valve at Front and Washington

Millbrook Water

Average Daily Flow



Monthly Sewer Report

MAY 2025

	May	April	March	Permit Limit
Total Effluent Flow	7,982,300	5,687,270	6,036,090	n/a
Average Daily Flow	257,495	189,575	194,710	n/a
12-Month Rolling AVG	149,000	138,000	140,000	250,000
Peak Daily Flow	794,065	242,540	297,710	n/a
Precipitation <i>(in. as liquid)</i>	8.9"	3.4"	4.2"	n/a

SPDES Permit Samples: (mg/l)

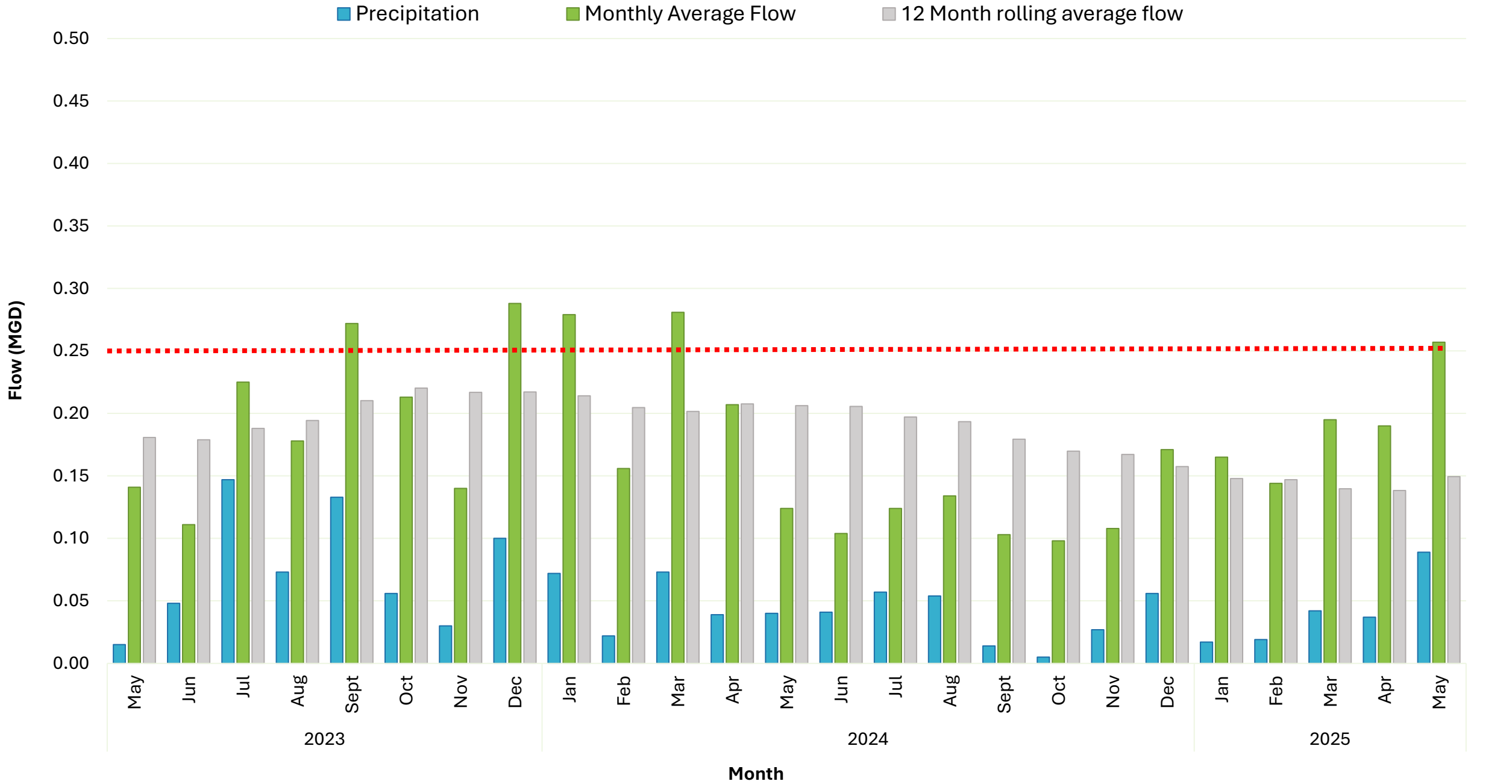
	May	April	March	Permit Limit
BOD	17 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	80 %	97 %	99 %	85%
Total Suspended Solids	14 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	82 %	99 %	99 %	85%
TKN as N	.05 mg/l	0.07 mg/l	0.1 mg/l	8 mg/l
Fecal Coliform	79/100 ml	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all routine sampling and maintenance
2. Cleaned filter beds
3. Finished set up for aerating ORF

Millbrook WWTP



Building Department Report: May 2025

Building Permits Issued	3
Sign Permit	0
Certificate of Use	0
Certificate of Occupancy	2
Certificate of Compliance	1
Municipal Searches	2
Short Term Rental App	0
Fire Inspection (not STR)	2
Total Fees Collected	\$1846.64

Planning & Zoning

- Planning Board:
Public Hearing- June 9- 18 Washington Ave

Short Term Rentals (STR):

- Year two STR's- annual fire inspections need to be scheduled

Treasurer’s Report: Bank Balances - May 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	0.76	0.00	0.76	0.00	347.99	0.76	0.00
GENERAL FUND	17,419.94	217,780.69	219,283.24	7.38	175.66	127.02	15,924.77
WATER FUND	129,322.26	54,080.26	27,172.62	33.34	277.90	112.11	156,263.24
SEWER FUND	64,863.65	34,609.99	27,865.61	17.09	249.42	96.92	71,625.12
ACCOUNTS PAYABLE	3,900.58	212,539.00	181,336.24	0.00	0.00	0.00	35,103.34
BENNETT PUMP STATION	0.00	0.00	0.00	0.00	58.43	5.64	0.00
ESCROW (PLANNING & ZONING)	6,667.73	2,000.00	0.00	0.00	0.00	0.00	8,667.73
HNL TRUST	9,088.61	0.00	0.00	1.60	22.67	7.57	9,090.21
MEDICAL DEDUCTIBLE	6,545.71	0.00	5,342.79	0.00	0.00	0.00	1,202.92
MILLBROOK RESTORATION	0.00	0.00	0.00	0.00	1.09	0.00	0.00
GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYROLL ACCOUNT	17,557.64	59,134.42	64,745.55	0.00	0.00	0.00	11,946.51
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,686.45	0.00	0.00	0.29	5.76	3.80	1,686.74
RETAINING WALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WATER RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	34.77	6.82	1.00
WWTP UPGRADE	29,727.94	0.00	2,560.80	4.96	740.67	492.32	27,172.10
SIDEWALKS	18,676.93	0.00	0.00	4.09	33.40	19.53	18,681.02
TENNIS COURTS	303.46	0.00	0.00	0.06	0.75	0.31	303.52
THORNE TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TREE REPLACEMENT PROGRAM	0.00	0.00	0.00	0.00	1.18	0.00	0.00
TRIBUTE GARDEN DONATIONS	14,897.40	0.00	0.00	3.27	37.10	15.51	14,900.67
TOTAL	322,388.30	580,144.36	528,307.61	72.08	1,986.79	888.31	374,297.13

Treasurer’s Report: NYCLASS Balances - May 2025

Average Monthly Yield: 4.1455%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
RESERVE FOR FIRE TRUCK	460,142.52	0.00	0.00	1,622.87	18,154.73	7,500.44	461,765.39
TAX ACCOUNT	694,921.25	0.00	193,250.00	2,086.76	30,967.70	7,991.07	503,758.01
WATER FUND	10,702.71	0.00	0.00	37.76	482.61	184.85	10,740.47
SEWER FUND	52,376.84	0.00	0.00	184.74	2,361.40	904.21	52,561.58
FEMA	557.93	0.00	0.00	1.91	314.34	9.31	559.84
BENNETT PUMP STATION	26.48	0.00	0.00	0.05	9,667.98	3,041.16	26.53
TENNIS COURT RESERVE	4,068.47	0.00	0.00	14.31	45.62	30.74	4,082.78
WWTP UPGRADE	401,601.64	0.00	0.00	1,416.39	3,018.03	3,018.03	403,018.03
TOTAL	1,624,397.84	0.00	193,250.00	5,364.79	65,012.41	22,679.81	1,436,512.63

Total Balances - May 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	322,388.30	580,144.36	528,307.61	72.08	1,986.79	888.31	374,297.13
NYCLASS	1,624,397.84	0.00	193,250.00	5,364.79	65,012.41	22,679.81	1,436,512.63
TOTAL	1,946,786.14	580,144.36	721,557.61	5,436.87	66,999.20	23,568.12	1,810,809.76

Clerk/Treasurer Highlights

- Taxes mailed out May 28th
- DASNY Reimbursement (Bennett Pump Station) – submitted docs, waiting on final approval
- Prepping for 24/25 Fiscal Year End report for NYS – (Annual Financial Report)
- Budget Adjustments submitted for Board Approval
- Happy New (Fiscal) Year!!

Board of Trustee Updates

Mayor Peter Doro

Deputy Mayor Patrick Murphy

Trustee Shannon Mawson

Trustee Julia Bucklin

Trustee Elizabeth Socci





MEETINGS ARE NOW AT THE

Village Hall

35 Merritt Ave, Millbrook
(unless otherwise noted)

Streaming **LIVE** on [YouTube](#)
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Next Board of Trustees Meeting:

Monthly Business Meeting @ Village Hall

Wednesday, July 9, 2025 @ 6:00 pm