



Village of Millbrook 35 Merritt Ave  
6:30 PM

Board of Trustees

# Agenda

Village of Millbrook  
Village Hall – Board of Trustees  
November 13, 2018 6:30pm  
Draft

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
  - a. Congrats to newly elected Village Trustees
  - b. Acceptance of Minutes – Oct 23rd
  - c. Voucher Approval
3. **Old Business:**
  - a. Ian Schwandt – appoint to Planning Board – oath of office
  - b. CDBG grant – did walk around with county personnel
  - c. Police request for more hours
  - d. IT tokens
4. **New Business:**
  - a. 2<sup>nd</sup> meeting of month – cancel ? 11/27 – Mayor is away
  - b. Public Assembly Permit for Chanukah 12/9
  - c. Should receive approx. \$22,700 as insurance payment for Sewer Plant Blower  
2<sup>nd</sup> blower is still under review – possibly another \$22,700
5. **Department Reports:** (*first meeting of month only*)
  - a. FD/Rescue – Matthew Rochfort, Ted Bownas and Laurie Olsen
  - b. Police – OIC Jared Witt
  - c. Highway – Bob Collocolla
  - d. Water/Sewer – Scott Osborn
  - e. Treasurer – Sarah Witt
6. **Board Member Updates:**
  - a. Deputy Mayor - Joe Rochfort
  - b. Trustee Brian Hicks
  - c. Trustee Mike Herzog
  - d. Trustee Kyle Van DeWater
7. **Mayoral updates**
  - a. Spent some time with Senator Sue Serino – possible moneys for capital projects
8. **Public Participation**
9. **Executive Session**
10. **Adjournment**
11. **Auditing of Bills**

# V.M.P.D. Monthly Report October 2018

114 Calls for Service (including, but not limited to):

## TRAFFIC

Traffic Tickets: **13**      Parking Tickets: **20**      Auto Accidents Property Damage: **4**, Hit & Run: **1**

## ASSIST OTHER AGENCIES

Assist Other Police: **14**      Assist Fire Dept: **8**      Assist EMS: Village: **6**; Town of Washington: **11**

## CRIMINAL ACTIVITY

**Arrest: 4**      Domestic Inc: **2**      Larceny: **1**      Drug Possession: **1**      Fraud: **1**  
Suspicious Activity: **4**      Burglar Alarms: **1**      Harassment: **2**      Bad Check: **2**      Fight: **1**  
Theft of Services: **1**      Dog Bite: **1**      Warrant: **1**      Order of Protection: **3**

## PUBLIC SERVICE

Mental Health: **1**      Assist Citizen: **2**      Welfare Check: **3**      Lockout: **3**      Security Checks: **2**  
Animal Complaint: **4**      911 Hang Up: **1**      Property (Lost/Found/Dispute): **5**  
School Checks: **63**

*JRD#6      11/13/2018*

# Fire Dept. Report

## Millbrook Fire Department      October 2018

Automatic Fire Alarm      17

Good Intent Call      1

Motor Vehicle Accident      3

Carbon Monoxide Alarm      2

EMS Call      52

Total Incidents      75

### EMS Responses

NDP      34

MFD Rescue      18

ALS/Mutual Aid      6

Public  
Works  
Report

Public Works Dept. Report

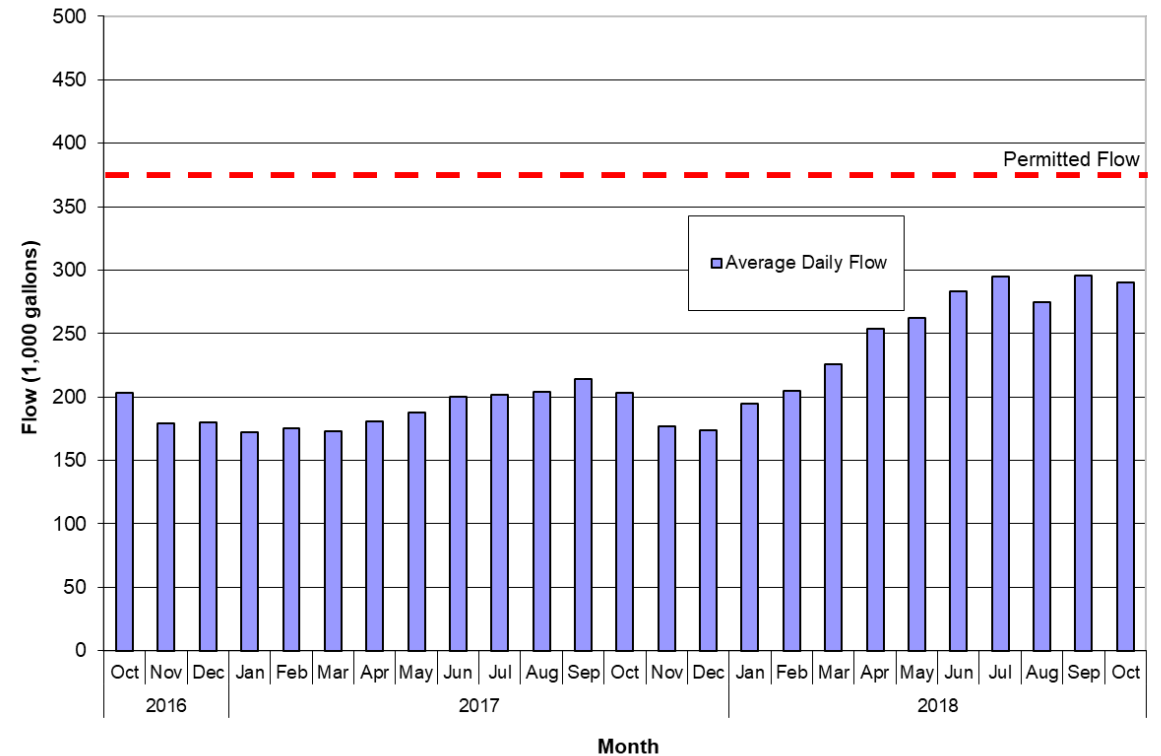
	Public Works Dept. Report
1	Picked up flower barrels
2	Assisted VRI with hydrant removals
3	Assisted VRI with unloading steel pipes
4	Repaired backhoe hydraulic system in house
5	Installed 6 in pipe from catch basin on Bennett Commons 75 ft. Then across street to new catch basin installed across st then piped into rip rock stone along side of road also lined side of hill where water originates to help dispense water into catch basin
6	Installed no parking sign on Franklin Ave
7	Installed snow ordinance sign on Bennett Commons
8	Assisted VRI with watermain repair on Maple Ave
9	Moved 50 Chairs from Thorne Building to Village Hall and back for debate
10	Ongoing leaf pick up
11	
12	
13	
14	

# Water Report

**Village of Millbrook**  
 Monthly Water System Report  
**November 2018**

	October	September	August
Total Water Produced	8,995,000	8,880,000	8,535,000
Average Daily Flow	290,000	296,000	275,000
Peak Day Flow	380,000	365,000	365,000
<b>Sampling Results:</b>			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
<b>Comments:</b>			
1) Monthly sampling and maintenance			
2) Water leak @ Bennett Pool. Shut off water at meter for season.			
3) Replaced 3 fire hydrants (Village Green and Reservoir Dr)			
4) Repaired water leak on Maple Avenue			
5) Repaired water leak @ 75 County House Rd			

## Millbrook Water



# Sewer Report

## Village of Millbrook

Wastewater Treatment Plant Operations Report

November 2018

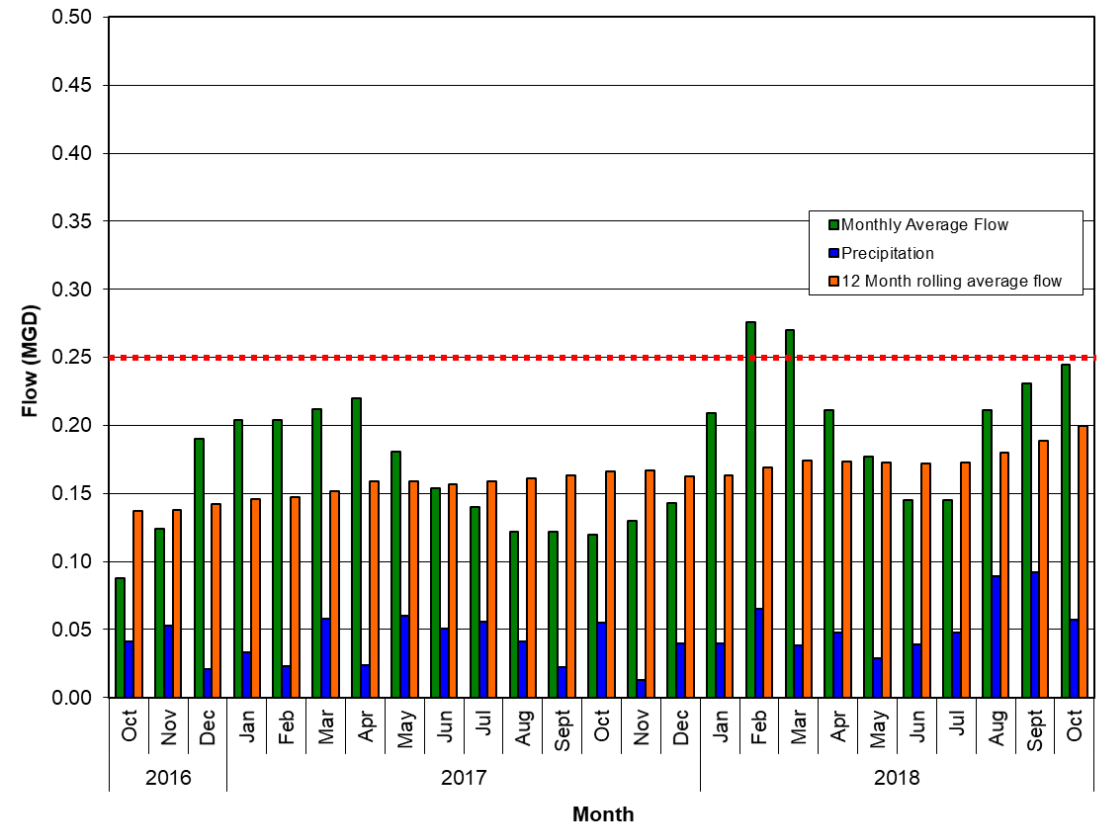
	October	September	August	Permit Limit
Total Effluent Flow	7,596,799	6,940,433	6,556,192	N/A
Average Daily Flow	245,058	231,350	211,490	N/A
12-Month Rolling AVG	199,000	189,000	180,000	250,000
Peak Daily Flow	377,404	381,587	354,665	N/A
Precipitation (inches as liquid)	5.70	9.2	8.9	N/A
<b>SPDES Permit Samples: (mg/l)</b>				
BOD	4 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	98.0 %	96 %	98 %	85 %
Total Suspended Solids	0.5 mg/l	1 mg/l	0.5 mg/l	15 mg/l
Percent Removal	100.0 %	99 %	100 %	85 %
TKN as N	2.8 mg/l	1.6 mg/l	0.7 mg/l	8 mg/l
Fecal Coliform	2/100 ml	2/100 ml	2/100 ml	200 /100ml

\* Exceeds permit limit

### Comments:

- 1) Performed all monthly sampling and maintenance
- 2) EarthCare hauled sludge
- 3) Royal hauled dry sludge dumpster
- 4) VFD for new blower replaced. Startup of system complete.
- 5) Cleaned filter beds
- 6) Installed new inflow covers in manholes

### Millbrook WWTP



## Treasurer Reports

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Expense Control Report- will  
be posted online by Friday

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Revenue Report- will be  
posted online by Friday

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Bank Balances

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Voucher Totals



Date Prepared: 11/13/2018 05:03 PM

Report Date: 11/13/2018

Account Table:

Alt. Sort Table:

# VILLAGE OF MILLBROOK

## Expense Control Report

GLR0122 1.0

Page 2 of 2

Prepared By: NICOLE

Fiscal Year: 2019 Period From: 6 To: 5

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund A</b>	<b>GENERAL FUND</b>								
		0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Dept 9010	STATE RETIREMENT	37,899.00	35,000.00	35,000.00	37,899.00	(2,899.00)	0.00	(2,899.00)	108.28
Dept 9015	POLICE RETIREMENT	13,539.00	10,000.00	10,000.00	13,539.00	(3,539.00)	0.00	(3,539.00)	135.39
Dept 9040	WORKER'S COMPENSATION	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
Dept 9055	DISABILITY INSURANCE	0.00	1,000.00	1,000.00	925.40	74.60	0.00	74.60	92.54
Dept 9060	HEALTH INSURANCE	6,862.72	80,000.00	80,000.00	62,963.39	17,036.61	0.00	17,036.61	78.70
Dept 9710	SERIAL BOND	0.00	64,500.00	64,500.00	62,880.00	1,620.00	0.00	1,620.00	97.49
<b>Total Fund A</b>	<b>GENERAL FUND</b>	<b>68,916.30</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>647,855.40</b>	<b>1,048,084.60</b>	<b>0.00</b>	<b>1,048,084.60</b>	<b>38.20</b>
<b>Fund F</b>	<b>WATER FUND</b>								
Dept 1910	UNALLOCATED INSURANCE	0.00	0.00	0.00	10,143.65	(10,143.65)	0.00	(10,143.65)	0.00
Dept 8310	WATER ADMINISTRATION	4,627.00	118,800.00	118,800.00	59,849.02	58,950.98	0.00	58,950.98	50.38
Dept 8320	WATER PUMP STATION	2,014.63	22,000.00	22,000.00	15,914.42	6,085.58	0.00	6,085.58	72.34
Dept 8340	WATER TRANSMISSION	3,849.00	46,000.00	46,000.00	14,013.78	31,986.22	0.00	31,986.22	30.46
Dept 9720	STATUTORY INSTALLMENT BOND	24,264.00	25,200.00	25,200.00	24,264.00	936.00	0.00	936.00	96.29
Dept 9733	BAN-WATER TOWER	0.00	62,500.00	62,500.00	0.00	62,500.00	0.00	62,500.00	0.00
<b>Total Fund F</b>	<b>WATER FUND</b>	<b>34,754.63</b>	<b>274,500.00</b>	<b>274,500.00</b>	<b>124,184.87</b>	<b>150,315.13</b>	<b>0.00</b>	<b>150,315.13</b>	<b>45.24</b>
<b>Fund G</b>	<b>SEWER FUND</b>								
Dept 1910	UNALLOCATED INSURANCE	0.00	0.00	0.00	5,705.80	(5,705.80)	0.00	(5,705.80)	0.00
Dept 8110	SEWER ADMINISTRATION	0.00	125,500.00	125,500.00	51,992.35	73,507.65	0.00	73,507.65	41.43
Dept 8130	SEWAGE TREATMENT PLANT	2,422.75	149,000.00	149,000.00	76,693.95	72,306.05	0.00	72,306.05	51.47
Dept 9710	SERIAL BOND	(24,264.00)	21,600.00	21,600.00	61,726.92	(40,126.92)	0.00	(40,126.92)	285.77
<b>Total Fund G</b>	<b>SEWER FUND</b>	<b>(21,841.25)</b>	<b>296,100.00</b>	<b>296,100.00</b>	<b>196,119.02</b>	<b>99,980.98</b>	<b>0.00</b>	<b>99,980.98</b>	<b>66.23</b>
<b>Fund H</b>	<b>CAPITAL PROJECTS</b>								
Dept 8360	WATER CAPITAL IMPROVEMENTS	0.00	0.00	0.00	50,337.37	(50,337.37)	0.00	(50,337.37)	0.00
<b>Total Fund H</b>	<b>CAPITAL PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,337.37</b>	<b>(50,337.37)</b>	<b>0.00</b>	<b>(50,337.37)</b>	<b>0.00</b>
<b>Grand Total</b>		<b>81,829.68</b>	<b>2,266,540.00</b>	<b>2,266,540.00</b>	<b>1,018,496.66</b>	<b>1,248,043.34</b>	<b>0.00</b>	<b>1,248,043.34</b>	<b>44.94</b>

Date Prepared: 11/13/2018 05:06 PM

Report Date: 11/13/2018

Account Table:

Alt. Sort Table:

# VILLAGE OF MILLBROOK

GLR0116 1.0

## Revenue Control Report

Page 1 of 2

Prepared By: NICOLE

Fiscal Year: 2019 Period From: 6 To: 5

Account No.	Description	Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
<b>Fund A</b>	<b>GENERAL FUND</b>							
Dept 0000	.							
A.0000.1001	REAL PROPERTY TAXES	0.00	0.00	925,000.00	925,000.00	0.00	925,000.00	0.00
A.0000.1090	INTEREST & PENALTIES	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.1120	COUNTY SALES TAX	0.00	0.00	40,000.00	40,000.00	4,782.13	35,217.87	11.96
A.0000.1130	UTILITIES TAX	0.00	0.00	23,000.00	23,000.00	276.18	22,723.82	1.20
A.0000.1170	FRANCHISE FEES	0.00	0.00	45,000.00	45,000.00	0.00	45,000.00	0.00
A.0000.2110	ZONING FEES	0.00	0.00	500.00	500.00	0.00	500.00	0.00
A.0000.2115	PLANNING BOARD FEES	0.00	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
A.0000.2262	FIRE CONTRACT	0.00	0.00	473,140.00	473,140.00	0.00	473,140.00	0.00
A.0000.2401	INTEREST EARNED, GENERAL FUND	0.00	0.00	200.00	200.00	0.00	200.00	0.00
A.0000.2412	RENTAL VIL. HALL OTH GOVTS.	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.2413.0200	THORNE TRUST INCOME	0.00	0.00	27,600.00	27,600.00	5,884.50	21,715.50	21.32
A.0000.2414	RENTAL OF WATER TOWER	0.00	0.00	60,000.00	60,000.00	7,811.50	52,188.50	13.02
A.0000.2590	BUILDING PERMITS	0.00	0.00	10,000.00	10,000.00	6,030.00	3,970.00	60.30
A.0000.2610	FINES & FORFEITURES	0.00	0.00	2,500.00	2,500.00	400.00	2,100.00	16.00
A.0000.3001	STATE AID PER CAPITA	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.3005	MORTGAGE TAX	0.00	0.00	9,500.00	9,500.00	0.00	9,500.00	0.00
A.0000.3501.0100	STATE AID, CHIPS CAPITAL	0.00	0.00	48,000.00	48,000.00	0.00	48,000.00	0.00
<b>Total Dept 0000</b>	.	<b>0.00</b>	<b>0.00</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>25,184.31</b>	<b>1,670,755.69</b>	<b>1.48</b>
<b>Total Fund A</b>	<b>GENERAL FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>25,184.31</b>	<b>1,670,755.69</b>	<b>1.48</b>
<b>Fund F</b>	<b>WATER FUND</b>							
Dept 0000	.							
F.0000.2140	METERED WATER SALES	67,281.90	(67,281.90)	271,500.00	271,500.00	133,681.29	137,818.71	49.24
F.0000.2148	INTRST & PENLTY ON WATER RENTS	0.00	0.00	3,000.00	3,000.00	12,442.36	(9,442.36)	414.75
<b>Total Dept 0000</b>	.	<b>67,281.90</b>	<b>(67,281.90)</b>	<b>274,500.00</b>	<b>274,500.00</b>	<b>146,123.65</b>	<b>128,376.35</b>	<b>53.23</b>
<b>Total Fund F</b>	<b>WATER FUND</b>	<b>67,281.90</b>	<b>(67,281.90)</b>	<b>274,500.00</b>	<b>274,500.00</b>	<b>146,123.65</b>	<b>128,376.35</b>	<b>53.23</b>
<b>Fund G</b>	<b>SEWER FUND</b>							
Dept 0000	.							
G.0000.1030	SPECIAL ASSESSMENTS	0.00	0.00	30,000.00	30,000.00	35,381.63	(5,381.63)	117.94
G.0000.2120	SEWER RENTS	69,215.25	(69,215.25)	250,000.00	250,000.00	151,527.10	98,472.90	60.61
G.0000.2122	SEWER CHARGES	0.00	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
G.0000.2128	INTRST & PENLTIES	0.00	0.00	1,100.00	1,100.00	18,296.56	(17,196.56)	1,663.32
<b>Total Dept 0000</b>	.	<b>69,215.25</b>	<b>(69,215.25)</b>	<b>296,100.00</b>	<b>296,100.00</b>	<b>205,205.29</b>	<b>90,894.71</b>	<b>69.30</b>
<b>Total Fund G</b>	<b>SEWER FUND</b>	<b>69,215.25</b>	<b>(69,215.25)</b>	<b>296,100.00</b>	<b>296,100.00</b>	<b>205,205.29</b>	<b>90,894.71</b>	<b>69.30</b>
<b>Grand Total</b>		<b>136,497.15</b>	<b>(136,497.15)</b>	<b>2,266,540.00</b>	<b>2,266,540.00</b>	<b>376,513.25</b>	<b>1,890,026.75</b>	<b>16.61</b>

# Bank Balances

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<b>Bank Balances as of: 11.13.18</b>				
	<b>8/14/2018</b>	<b>9/11/2018</b>	<b>10/9/2018</b>	<b>11/13/2018</b>
<b>Tax Account</b>	\$836,305.29	\$690,761.14	\$578,593.15	\$ 431,068.99
<b>Bedrock Well Account</b>	\$ 344,860.61	\$ 324,059.82	\$ 312,646.53	\$ 300,215.69
<b>General Account</b>	\$ 119,409.25	\$ 119,409.25	\$ 160,292.33	\$ 213,069.69
<b>Accounts Payable</b>	\$ 7,647.77	\$ 10,560.83	\$ 38,065.78	\$ 474.17
<b>Payroll Account</b>	\$ 11,401.49	\$ 12,363.28	\$ 11,075.19	\$ 11,944.92
<b>Thorne Trust</b>	\$ 25,692.31	\$ 25,694.50	\$ 25,696.61	\$ 25,699.56
<b>Haight Trust</b>	\$ 15,636.03	\$ 15,637.36	\$ 15,638.64	\$ 15,640.44
<b>Reserve for Fire Truck</b>	\$ 247,443.05	\$ 247,464.06	\$ 547,484.40	\$ 247,512.88
<b>Nine Partners Trust</b>	\$ 25,217.85	\$ 25,219.99	\$ 25,222.06	\$ 25,224.96
<b>Thorne Bldg Tribute Gardens</b>	\$ 231,425.56	\$ 231,445.22	\$ 231,464.24	\$ 231,490.88
<b>Planning / Zoning Escrow</b>	\$ 4,136.57	\$ 6,485.77	\$ 3,220.48	\$ 3,164.98
<b>Lamont Christmas Tree Trust</b>	\$ 2,451.32	\$ 2,451.53	\$ 2,451.73	\$ 2,452.01
<b>Sewer Fund</b>	\$ 117,887.58	\$ 115,230.97	\$ 21,636.33	\$ 25,941.59
<b>Water Fund</b>	\$ 41,030.33	\$ 61,752.83	\$ 46,468.05	\$ 22,562.40
<b>Tree Replacement Program</b>	\$ 7,642.06	\$ 7,642.71	\$ 7,643.34	\$ 7,643.99
<b>Tribute Gardens Donations</b>	\$ 10,029.16	\$ 10,030.01	\$ 10,030.84	\$ 10,031.69
<b>Millbrook Restoration</b>	\$ 129,415.31	\$ 115,338.18	\$ 144,408.10	\$ 136,719.90
<b>Reserve for Highway Equip</b>	\$ 12,156.33	\$ 12,157.06	\$ 12,158.06	\$ 12,159.09
<b>Millbrook Community Day</b>	\$ 243.85	\$ 243.85	\$ 243.85	\$ 243.85
<b>Medical Deductible</b>	\$ 28,020.67	\$ 27,850.47	\$ 26,378.04	\$ 25,828.30
<b>Village Hall Restoration</b>	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>Police Vehicle Fund</b>	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>Ambulance Fund</b>	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00

# Tax Collection Report- Still Owed

## \$19,737.32- FINAL SENT TO DC

PROPERTYNUMBER	OWNER	BILLNUMBER	LOCATION	PO BOX	ASSESSM	TOTAL E	TAX DUE	TAX BALANCE DUE	LATE FEE DUE 8%	REMINDER FE	TOTAL BALANCE DUE	Date Paid	Amount paid
6764-07-553999-0000	Gray Jane H	213	30 Alden Ter		127,400	0	<b>\$1,315.83</b>	\$1,315.83	105.27	1.00	<b>1,422.10</b>	1,421.10	
6765-00-404532-0000	Gross Beth	220	4-6 Old Orchard Ln		410,000	0	<b>\$3,687.48</b>	\$3,687.48	295.00	1.00	<b>3,983.48</b>	3,982.48	
6765-00-463534-0000	Helicon Realty LP	239	56 Valley Farm Rd		256,900	0	<b>\$1,145.33</b>	\$1,145.33	91.63	1.00	<b>1,237.96</b>	1,236.96	
6765-00-465569-0000	Helicon Realty LP	240	56-64 Valley Farm Rd		691,600	0	<b>\$4,053.15</b>	\$4,053.15	324.25	1.00	<b>4,378.40</b>	4,377.40	
6765-00-465580-0000	Helicon Realty LP	241	Valley Farm Rd		73,700	0	<b>\$328.58</b>	\$328.58	26.29	1.00	<b>355.87</b>	354.87	
6765-04-786115-0000	Schwartz Lisa G	485	Nine Partners Ln	PO Box 255	208,900	0	<b>\$903.53</b>	\$903.53	72.28	1.00	<b>976.81</b>	975.81	
6765-14-422346-0000	62 Harts Village LLC	11	62 Harts Village Rd	PO Box 376	53,000	0	<b>\$236.29</b>	\$236.29	18.90	1.00	<b>256.19</b>	255.19	
6765-14-429464-0000	Helicon Realty LP	242	56 Valley Farm Rd		248,900	0	<b>\$1,109.66</b>	\$1,109.66	88.77	1.00	<b>1,199.43</b>	1,198.43	
6765-18-438242-0000	Ericson Patricia	165	38 Anson Ave	PO Box 1451	381,000	0	<b>\$2,976.61</b>	\$2,976.61	238.13	1.00	<b>3,215.74</b>	3,214.74	
6765-18-487116-0000	Lilley Kenneth W	302	3309 Franklin Ave	PO Box 34	237,400	9,000	<b>\$1,650.36</b>	\$1,650.36	132.03	1.00	<b>1,783.39</b>	1,782.39	
6765-19-523059-0000	Langford Susan	289	32 Reservoir Dr	PO Box 554	194,800	0	<b>\$868.47</b>	\$868.47	69.48	1.00	<b>938.95</b>	937.95	
							<b>\$18,275.29</b>	\$18,275.29	\$1,462.03	\$11.00	<b>\$19,748.32</b>	<b>\$19,737.32</b>	<b>\$0.00</b>
<b>TOTAL TAXES DUE:</b>											<b>\$19,737.32</b>		

A circular logo with a dark grey background and a white border. The text "Voucher Totals" is written in white, sans-serif font, centered within the circle.

Voucher  
Totals

## November 13, 2018 Voucher Totals

### Vouchers 17937, 17943-18009

A - GENERAL FUND	140,527.84
F - WATER FUND	12,568.42
G - SEWER FUND	9,962.70
H - CAPITAL PROJECTS	7,893.75
TA - TRUST & AGENCY FUND	111.00
T - TRUST FUND	
	<hr/> <hr/> <b>171,063.71</b>

**Budget Adjustments – Presented at 11/13/18 Board Meeting**

By this resolution the Board of Trustees authorizes the following transfers necessary to fund underfunded operating lines:

<b>From:</b>	A.0000.0909.0000- Unreserved Fund Balance	\$30,538.96
<b>To:</b>	A.5110.0200.0100- Road Paving	\$30,538.96
<i>APPROVED AT PRIOR MEETING- EMERGENCY REPAIR ON CHURCH ST</i>		
<b>From:</b>		
<b>To:</b>		
<b>From:</b>		
<b>To:</b>		
<b>From:</b>		
<b>To:</b>		
<b>From:</b>		
<b>To:</b>		
<b>From:</b>		
<b>To:</b>		
<b>From:</b>		
<b>To:</b>		

These entries are to be Budget Adjustment Entries done by the Treasurer.



# Trustee/ Mayor Updates

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Deputy Mayor Rochfort

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Trustee Brian Hicks

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Trustee Mike Herzog

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Trustee Van De Water

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Mayor Rod Brown



# Next Board of Trustees Meeting:

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Board of Trustees-12/11/2018 @ 6:30 PM