



Village of Millbrook 35 Merritt Ave  
6:30 PM

Board of Trustees

# Agenda

Village of Millbrook  
Village Hall – Board of Trustees  
December 11, 2018 6:30pm  
draft

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
  - a. Acceptance of Minutes –Nov 27<sup>th</sup>
  - b. Voucher Approval
3. **Old Business:**
  - a. Sign proposals
4. **New Business:**
  - a. AUD – Village Clerk for Red Hook – Karen McLaughlin – familiar with office and AUD
  - b. Thank Lauri Spagnola for Xmas tree – beautiful/lovely
  - c. Parade went well – lots of people
  - d. Filming this meeting and broadcasting
  - e. 2<sup>nd</sup> meeting of month is cancelled – Get ready for an exciting RE-ORG meeting
  - f. Fire Dept sign
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**
8. **Public Participation**
9. **Executive Session (If needed)**
10. **Adjournment**
11. **Auditing of Bills**

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

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

## **TRAFFIC**

Traffic Tickets: **4**      Parking Tickets: **14**      Auto Accidents Property Damage: **4**, Hit & Run: **1**  
V&T Complaint: **1**

## **ASSIST OTHER AGENCIES**

Assist Other Police: **10**      Assist Fire Dept: **7**      Assist EMS: Village: **7**; Town of Washington: **8**

## **CRIMINAL ACTIVITY**

Arrest: **1**      Warrants Issued: **1**      Domestic Inc: **2**      Fraud: **1**      Criminal Mischief: **1**  
Suspicious Activity: **3**      Burglar Alarms: **7**  
Order of Protection: **1**

## **PUBLIC SERVICE**

Assist Citizen: **5**      Lockout: **3**      911 Hang Up: **1**      Property (Lost/Found/Dispute): **3**  
Missing Child: **1**      Disabled Vehicle: **1**      Flooding Conditions: **2**      School Checks: **47**

*JRW#6      12/11/2018*



Fire  
Dept

**Millbrook Fire Department**      **November 2018**

Automatic Fire Alarm      18

Structure Fire      3

Motor Vehicle Accident      5

Carbon Monoxide Alarm      2

Vehicle Fire      1

Flooding Condition      2

Wire Down      1

EMS Call      38

Total Incidents      70

EMS Responses

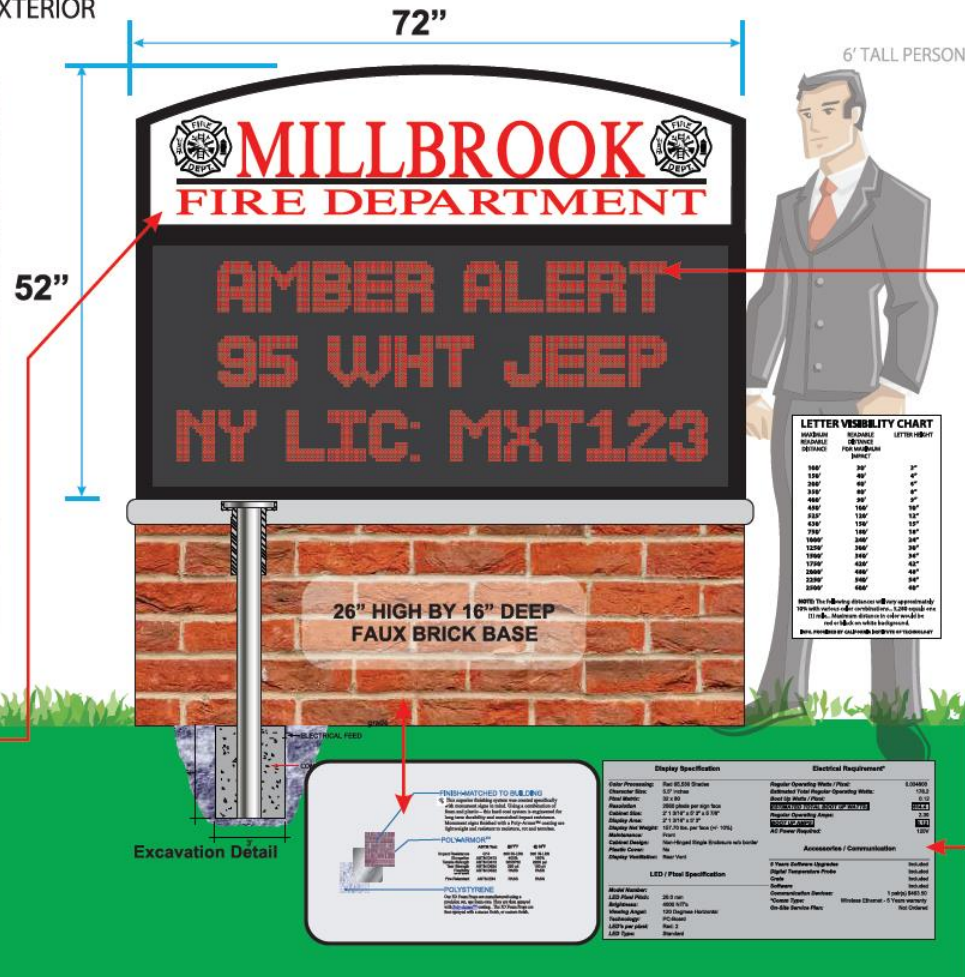
NDP      23

MFD Rescue      19

ALS/Mutual Aid      10

# Fire Department Sign Design

ARCH TOP LED ILLUMINATED ENERGY  
EFFICIENT CABINET WITH INTERCHANGEABLE MESSAGE  
AREA MOUNTED FAUX BRICK  
BASE TO MATCH BUILDING EXTERIOR



LETTER VISIBILITY CHART

HEIGHT (ft)	CHARACTER SIZE (in)	LETTER HEIGHT (in)
100	30"	3"
150	20"	2"
200	15"	1.5"
250	12"	1.2"
300	10"	1"
350	9"	0.9"
400	8"	0.8"
450	7.5"	0.75"
500	7"	0.7"
550	6.5"	0.65"
600	6"	0.6"
650	5.5"	0.55"
700	5"	0.5"
750	4.5"	0.45"
800	4.2"	0.42"
850	4"	0.4"
900	3.8"	0.38"
950	3.6"	0.36"
1000	3.4"	0.34"

NOTE: This design distance will vary approximately 10% with atmospheric conditions. 2000' would be (1) mile. Distances shown in color and size are not to scale on white background. Data provided by colorlab.com or colorlab.com

**PAC Signs**  
FIGURE & MEDIA SYSTEMS LLC.

Jeff Packard  
New York - Pittsburgh - Grand Rapids - Atlanta  
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Toll Free 866-251-4198  
Fax 807239-6468  
jeff@pacsigns.com

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**MEYER MOTION DESIGN**  
A CREATION OF PAC SIGN CO., INC.

**APPROVALS**

PROJECT MANAGER: \_\_\_\_\_  
DATE: \_\_\_\_\_

SALES: \_\_\_\_\_  
DATE: \_\_\_\_\_

CLIENT APPROVAL: \_\_\_\_\_  
DATE: \_\_\_\_\_

LANDLORD APPROVAL: \_\_\_\_\_  
DATE: \_\_\_\_\_

ENGINEERING: \_\_\_\_\_  
DATE: \_\_\_\_\_

**DRAWING DETAILS**

JOB NAME: MILLBROOK FIRE DEPT

JOB LOCATION: \_\_\_\_\_

MVI DRAWING #: MFC-011818-3-AB

JOB #: \_\_\_\_\_

FILE LOCATION: MFC-011818-3-AB

SALES REP: \_\_\_\_\_  
GRAPHIC ARTIST: A. BUMBARGER  
DRAWING DATE: 1/18/18

**REVISIONS**

NO.	QA	DATE	BY	QA	DATE
1					
2					
3					
4					
5					
6					
7					

**SITE SURVEY / CODE / PERMITTING**

NETWORK FOR PRODUCTION: YES  NO

SURVEY TAKEN: YES  NO

SURVEY TAKEN BY: COMPLETE  INCOMPLETE

CODE SUPPLIED: YES  NO

PERMIT ACQUIRED: YES  NO

SCALE AS NOTED - NTS

DESIGN HOURS: 1

NOTES: COLORS ON PRINT ARE REPRESENTATIONAL ONLY AND MAY NOT ACCURATELY MATCH THE FINISHED PRODUCT. PLEASE REFER TO PANTONE COLOR GUIDES AND / OR MATERIAL SAMPLES FOR COLOR MATCH.

OPTION 3

# Public Works Report

1. Removed and stored tennis court nets
2. Put up Christmas trees throughout village
3. Put up all Christmas decorations (Hay donated by Hitchcock's farm)
4. Picked up trash throughout village streets
5. Prepped for blacktop repairs on Maple ave and Bennett commons
6. Assisted VRI with water dig behind Stewart's
7. Put on all sanders and plows, did necessary repairs and preparation to equipment
8. Picked up Brush and leaves throughout month (Thanks to Town of Washington for loan of large truck to expedite pickup)
9. Did repairs on generator and other small equipment
10. Snow storm Nov 15th - 16th dropped 8 inches of snow
11. Cleaned empty lot on Church St in anticipation of snow removal

# Water Report

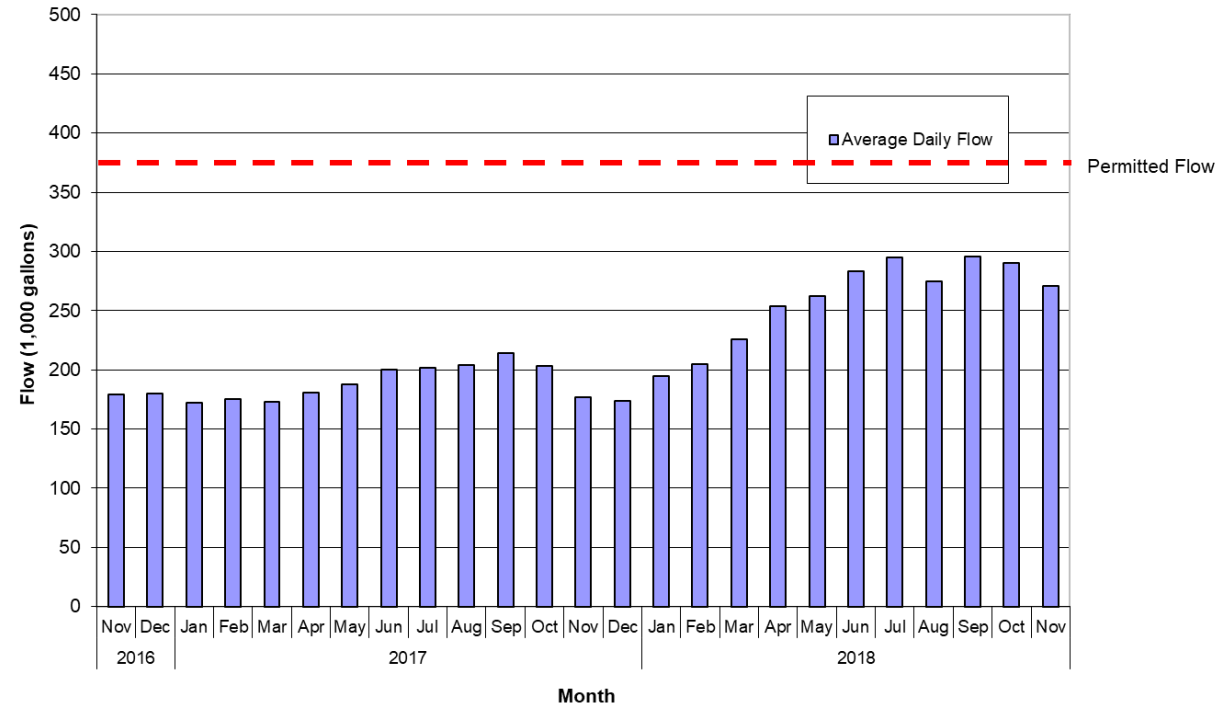
## Village of Millbrook

Monthly Water System Report

December 2018

	November	October	September
Total Water Produced	8,125,000	8,995,000	880,000
Average Daily Flow	271,000	290,000	296,000
Peak Day Flow	345,000	380,000	365,000
<b>Sampling Results:</b>			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
<b>Comments:</b>			
1) Monthly sampling and maintenance			
2) Shut off water for Thorne Bldg			
3) Water leak behind China Restaurant - NY Rural Water brought in for assistance, located shut off valve			

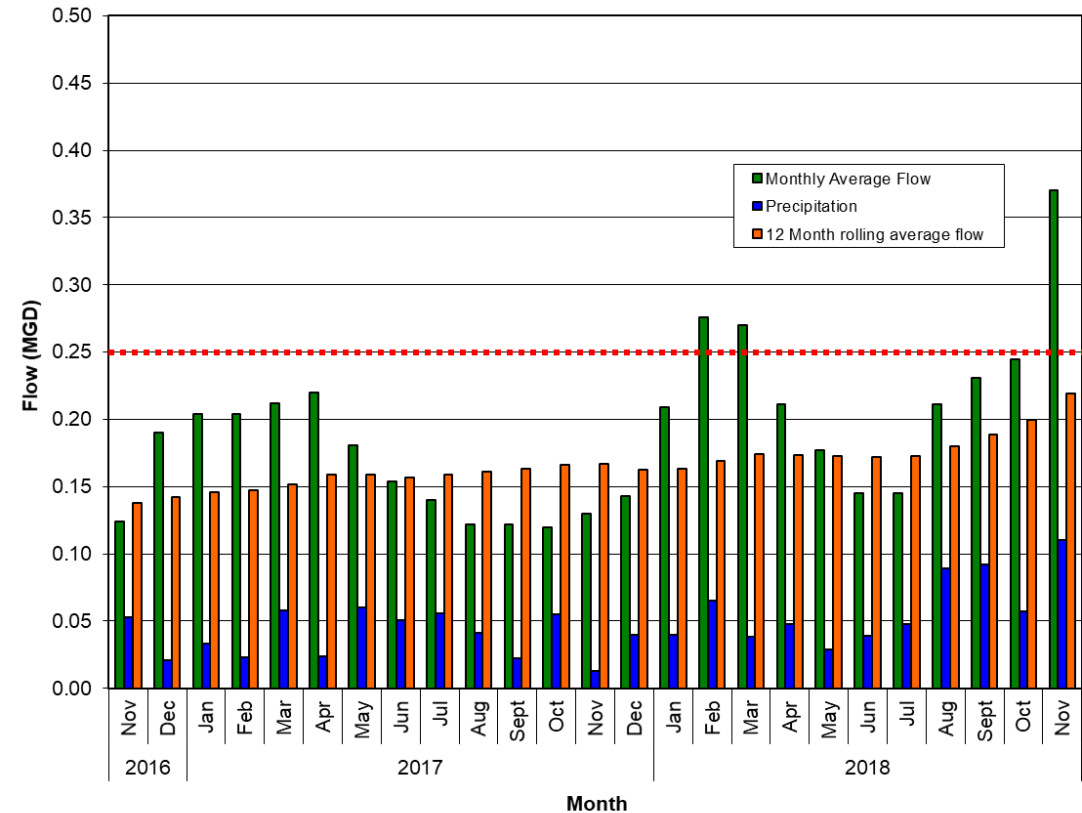
## Millbrook Water



# Sewer Report

<b>Village of Millbrook</b>				
Wastewater Treatment Plant Operations Report				
<b>December 2018</b>				
	<b>November</b>	<b>October</b>	<b>September</b>	<b>Permit Limit</b>
Total Effluent Flow	11,088,803	7,596,799	6,940,433	N/A
Average Daily Flow	369,600	245,058	231,350	N/A
12-Month Rolling AVG	219,000	199,000	189,000	250,000
Peak Daily Flow	550,779	377,404	381,587	N/A
Precipitation (inches as liquid)	11.00	5.7	9.2	N/A
<b>SPDES Permit Samples: (mg/l)</b>				
BOD	mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	%	98 %	96 %	85 %
Total Suspended Solids	mg/l	0.5 mg/l	1 mg/l	15 mg/l
Percent Removal	%	100 %	99 %	85 %
TKN as N	mg/l	2.8 mg/l	1.6 mg/l	8 mg/l
Fecal Coliform	N/A	2/100 ml	2/100 ml	200 /100ml
* Exceeds permit limit				
<b>Comments:</b>				
1) Performed all monthly sampling and maintenance				
2) Installed air line from new blower to sludge holding tank				
3) Installed inflow covers in manholes				
4) Bennett Pump station needs repair - Intake line for pump #1 has hole in pipe preventing pump from priming				
5) Tractor in for repair - leaking fuel. Fuel pump needs to be rebuilt				

**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



# Expense Report

Date Prepared: 12/11/2018 03:33 PM

Report Date: 12/11/2018

Account Table:

Alt. Sort Table:

## VILLAGE OF MILLBROOK

### Expense Control Report

GLR0122 1.0

Page 2 of 2

Prepared By: SARAH

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	0.00	35,000.00	37,899.00	37,899.00	0.00	0.00	0.00	100.00
Dept 9015	POLICE RETIREMENT	0.00	10,000.00	13,539.00	13,539.00	0.00	0.00	0.00	100.00
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	6,829.72	80,000.00	80,000.00	69,793.11	10,206.89	0.00	10,206.89	87.24
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>27,239.08</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>667,549.40</b>	<b>1,028,390.60</b>	<b>0.00</b>	<b>1,028,390.60</b>	<b>39.36</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	0.00	118,800.00	118,800.00	65,539.65	53,260.35	0.00	53,260.35	55.17
Dept 8320	WATER PUMP STATION	0.00	22,000.00	22,000.00	16,639.42	5,360.58	0.00	5,360.58	75.63
Dept 8340	WATER TRANSMISSION	3,252.95	46,000.00	46,000.00	20,739.36	25,260.64	0.00	25,260.64	45.09
Dept 9720	STATUTORY INSTALLMENT BOND	0.00	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>3,252.95</b>	<b>274,500.00</b>	<b>274,500.00</b>	<b>137,326.08</b>	<b>137,173.92</b>	<b>0.00</b>	<b>137,173.92</b>	<b>50.03</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	62,390.82	63,109.18	0.00	63,109.18	49.71
Dept 8130	SEWAGE TREATMENT PLANT	703.00	149,000.00	149,000.00	66,998.82	82,001.18	0.00	82,001.18	44.97
Dept 9710	SERIAL BOND	0.00	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>703.00</b>	<b>296,100.00</b>	<b>296,100.00</b>	<b>196,822.36</b>	<b>99,277.64</b>	<b>0.00</b>	<b>99,277.64</b>	<b>66.47</b>
<b>Fund H</b>	<b>CAPITAL PROJECTS</b>								
Dept 8360	WATER CAPITAL IMPROVEMENTS	0.00	0.00	0.00	(309,707.62)	309,707.62	0.00	309,707.62	0.00
<b>Total Fund H</b>	<b>CAPITAL PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(309,707.62)</b>	<b>309,707.62</b>	<b>0.00</b>	<b>309,707.62</b>	<b>0.00</b>
<b>Grand Total</b>		<b>31,195.03</b>	<b>2,266,540.00</b>	<b>2,266,540.00</b>	<b>691,990.22</b>	<b>1,574,549.78</b>	<b>0.00</b>	<b>1,574,549.78</b>	<b>30.53</b>

Date Prepared: 12/11/2018 03:35 PM  
 Report Date: 12/11/2018  
 Account Table:  
 Alt. Sort Table:

# VILLAGE OF MILLBROOK

GLR0116 1.0

## Revenue Control Report

Page 1 of 2  
 Prepared By: SARAH

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>							
<b>Dept 0000</b>	.							
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	599.90	22,400.10	2.61
A.0000.1170	FRANCHISE FEES	0.00	0.00	45,000.00	45,000.00	20,817.00	24,183.00	46.26
A.0000.1603	VITAL STATISTICS FEES	0.00	0.00	0.00	0.00	10.00	(10.00)	100.00
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	800.00	(800.00)	1,500.00	1,500.00	800.00	700.00	53.33
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	11,822.00	15,778.00	42.83
A.0000.2414	RENTAL OF WATER TOWER	0.00	0.00	60,000.00	60,000.00	51,736.75	8,263.25	86.23
A.0000.2590	BUILDING PERMITS	50.00	(50.00)	10,000.00	10,000.00	7,420.00	2,580.00	74.20
A.0000.2610	FINES & FORFEITURES	0.00	0.00	2,500.00	2,500.00	1,375.00	1,125.00	55.00
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>850.00</b>	<b>(850.00)</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>99,362.78</b>	<b>1,596,577.22</b>	<b>5.86</b>
<b>Total Fund A</b>	<b>GENERAL FUND</b>	<b>850.00</b>	<b>(850.00)</b>	<b>1,695,940.00</b>	<b>1,695,940.00</b>	<b>99,362.78</b>	<b>1,596,577.22</b>	<b>5.86</b>
<b>Fund F</b>	<b>WATER FUND</b>							
<b>Dept 0000</b>	.							
F.0000.2140	METERED WATER SALES	0.00	0.00	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>0.00</b>	<b>0.00</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>0.00</b>	<b>0.00</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>							
<b>Dept 0000</b>	.							
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	0.00	0.00	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>0.00</b>	<b>0.00</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>0.00</b>	<b>0.00</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>850.00</b>	<b>(850.00)</b>	<b>2,266,540.00</b>	<b>2,266,540.00</b>	<b>450,691.72</b>	<b>1,815,848.28</b>	<b>19.88</b>

# Bank Balances

1	<b>Bank Balances as of:</b>	12.11.2018			
2		<b>9/11/2018</b>	<b>10/9/2018</b>	<b>11/13/2018</b>	<b>12.11.2018</b>

4	<b>Bedrock Well Account</b>	\$ 324,059.82	\$ 312,646.53	\$ 300,215.69	\$ 292,321.94
5	<b>General Account</b>	\$ 119,409.25	\$ 160,292.33	\$ 213,069.69	\$ 218,197.68
6	<b>Accounts Payable</b>	\$ 10,560.83	\$ 38,065.78	\$ 474.17	\$ 23,376.78
7	<b>Payroll Account</b>	\$ 12,363.28	\$ 11,075.19	\$ 11,944.92	\$ 9,640.90
8	<b>Thorne Trust</b>	\$ 25,694.50	\$ 25,696.61	\$ 25,699.56	\$ 25,702.73
9	<b>Haight Trust</b>	\$ 15,637.36	\$ 15,638.64	\$ 15,640.44	\$ 15,642.37
10	<b>Reserve for Fire Truck</b>	\$ 247,464.06	\$ 547,484.40	\$ 247,512.88	\$ 247,543.40
11	<b>Nine Partners Trust</b>	\$ 25,219.99	\$ 25,222.06	\$ 25,224.96	\$ 25,228.07
12	<b>Thorne Bldg Tribute Gardens</b>	\$ 231,445.22	\$ 231,464.24	\$ 231,490.88	\$ 231,519.42
13	<b>Planning / Zoning Escrow</b>	\$ 6,485.77	\$ 3,220.48	\$ 3,164.98	\$ 3,073.34
15	<b>Lamont Christmas Tree Trust</b>	\$ 2,451.53	\$ 2,451.73	\$ 2,452.01	\$ 2,452.31
16	<b>Sewer Fund</b>	\$ 115,230.97	\$ 21,636.33	\$ 25,941.59	\$ 56,941.33
17	<b>Water Fund</b>	\$ 61,752.83	\$ 46,468.05	\$ 22,562.40	\$ 39,203.34
18	<b>Tree Replacement Program</b>	\$ 7,642.71	\$ 7,643.34	\$ 7,643.99	\$ 7,644.62
19	<b>Tribute Gardens Donations</b>	\$ 10,030.01	\$ 10,030.84	\$ 10,031.69	\$ 10,032.51
20	<b>Millbrook Restoration</b>	\$ 115,338.18	\$ 144,408.10	\$ 136,719.90	\$ 136,731.14
21	<b>Reserve for Highway Equip</b>	\$ 12,157.06	\$ 12,158.06	\$ 12,159.09	\$ 12,160.09
22	<b>Millbrook Community Day</b>	\$ 243.85	\$ 243.85	\$ 243.85	\$ 243.85
23	<b>Medical Deductible</b>	\$ 27,850.47	\$ 26,378.04	\$ 25,828.30	\$ 22,714.84
24	<b>Village Hall Restoration</b>	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
25	<b>Police Vehicle Fund</b>	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
26	<b>Ambulance Fund</b>	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
27					

# Voucher Totals

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## December 11, 2018 Voucher Totals

### Vouchers 18041-18078

A - GENERAL FUND	38,745.34
F - WATER FUND	5,104.58
G - SEWER FUND	5,261.05
H - CAPITAL PROJECTS	5,592.50
TA - TRUST & AGENCY FUND	606.50
T - TRUST FUND	
	<hr/> <hr/> <b>55,309.97</b>

# 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:

Board of Trustees-01/08/2019 @ 6:30 PM



**MERRY CHRISTMAS  
FROM THE  
VILLAGE OF MILLBROOK**