



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees

Agenda

Village of Millbrook
Village Hall – Board of Trustees
February 26, 2019 6:30pm
draft

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
 - a. Acceptance of Minutes – 1/22/19
 - b. Voucher Approval
3. **Old Business:**
 - a. Rebecca draft resolution – SEQRA - Sign the Thorne contract **
 - b. Procurement Policy review
 - c. FYI - Truck is financed and on location
 - d. Welcome signs bid approval
4. **New Business:**
 - a. Local Law as opposed to Policies and Procedures
 - b. CAP assignments
 - c. Discuss date for Public Hearing – Thorne Bldg **
 - d. Approval for school to use tennis courts for practice
 - e. RFPs for Attorney

Additionally

All invoices to be honored and paid by first July 2019 meeting for the fiscal yr 2018-2019

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 Collocola
 - d. Water/Sewer – Scott Osborn
 - e. Treasurer – Sarah Witt
6. **Board Member Updates:**
 - a. Trustee Joe Rochfort
 - b. Trustee Mike Herzog
 - c. Trustee Tim Collopy
 - d. Trustee Kevin McGrane
7. **Mayoral updates**
 - a. MBO for water treatment project
 - b. Budget time – review schedule
8. **Public Participation**
9. **Executive Session (If needed)**
10. **Adjournment**
11. **Auditing of Bills**

Fire
Dept

Millbrook Fire Department

January 2019

Automatic Fire Alarm 11

Vehicle Fire 1

Carbon Monoxide Alarm 1

Chimney Fire 1

Service Call 1

Good Intent 2

Hazardous Materials 2

Flooding Condition 1

EMS Call 45

Total Incidents 65

EMS Responses

NDP 31

MFD Rescue 14

ALS/Mutual Aid 8

V.M.P.D. Monthly Report January 2019

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

TRAFFIC

Traffic Tickets: **13** Parking Tickets: **44** Auto Accidents: Hit & Run: **1** V&T Complaint: **1**

ASSIST OTHER AGENCIES

Assist Other Police: **8** Assist Fire Dept: **7** Assist EMS: V/Millbrook: **12**; T/ Washington: **9**

CRIMINAL ACTIVITY

Arrest: **1** Domestic Inc: **1** Criminal Mischief: **2** Suspicious Activity: **2**
Burglar Alarms: **1** Fraud: **1**

PUBLIC SERVICE

Mental Health: **2** Road Hazards: **3** Property: **4** Funeral Details: **3**
Assist Citizen: **1** Lockout: **1** 911 Misdials: **2** School Checks: **79**
Other: **2**

Police
Dept

V.M.P.D. Year End Report 2018

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

TRAFFIC

Traffic Tickets: 97	Parking Tickets: 139	V&T Complaints: 9	Disabled Vehicle: 12
Auto Accidents:	Property Damage: 29	Hit & Run: 9	

ASSIST OTHER AGENCIES

Police: 59	Assist Fire Dept: 37	Assist EMS: V/Millbrook: 80 ; T/ Washington: 71
-------------------	-----------------------------	---

CRIMINAL ACTIVITY

Arrests: 12	Suspicious Activity: 33	Burglar Alarms: 32	Harassment: 15
Larceny: 10	Domestic Incident: 10	Disorderly Conduct: 9	Criminal Mischief: 7
Order of Protection: 5	Trespass: 4	Drug Possession: 4	Fraud: 3
Obscenity: 2	Child Abuse: 2	Illegal Dumping: 2	Warrant: 2
Gun: 1	D.W.I: 1	A.U.O: 1	Burglary: 1
Fight: 1	Noise: 1	Theft of Services: 1	Dog Bite: 1
Disturbance: 1			

PUBLIC SERVICE

Assist Citizen: 32	Mental Health: 5	Welfare Check: 7	Missing Child: 4
Vehicle Lockout: 25	Property: 21	Animal Complaint: 18	Road Hazard: 12
Property Check: 4	Other: 10		

School Checks: **318** (not included in total)

JRW#6

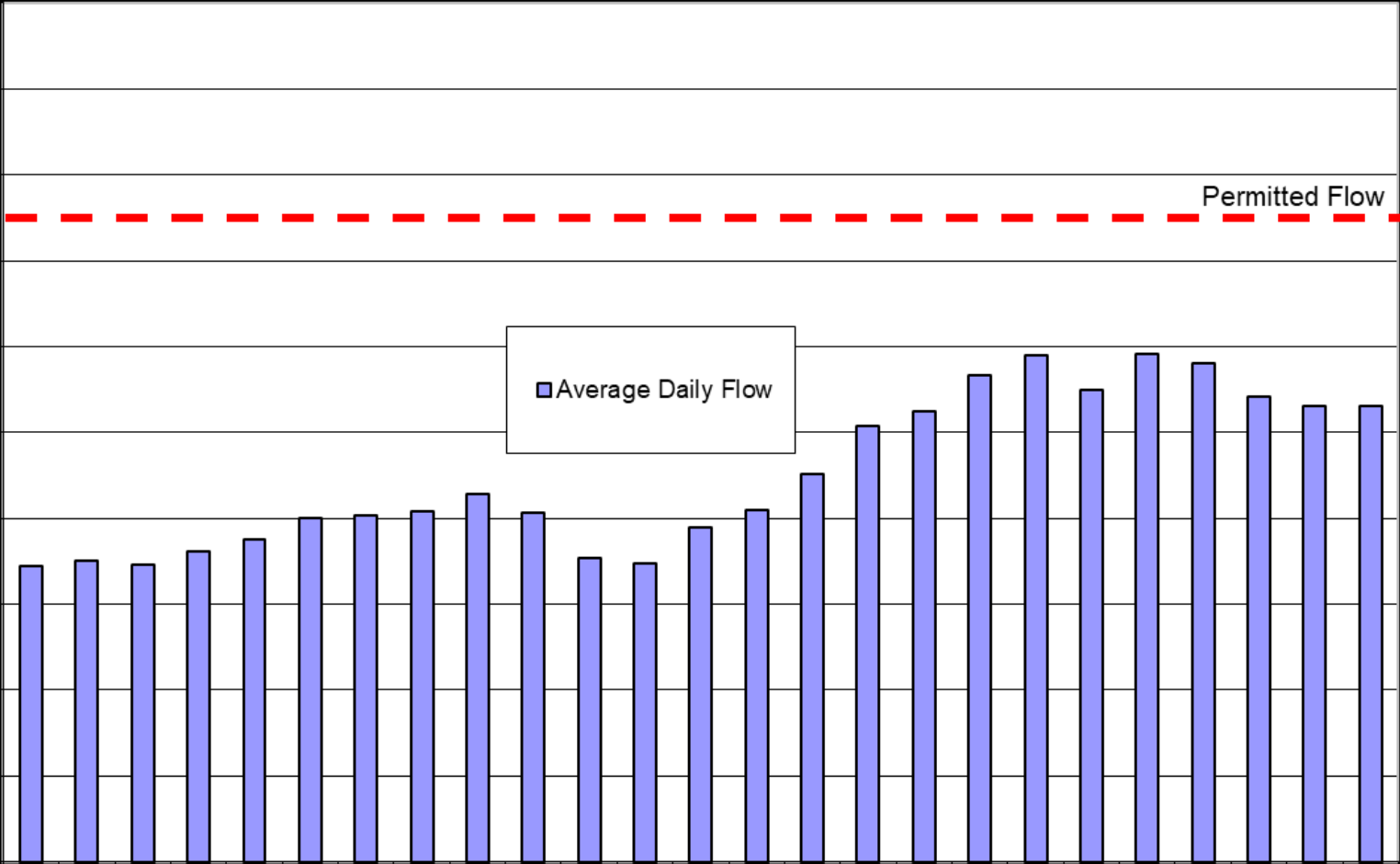
01/08/2019

Public Works Report

- 2/26/19 VOM Highway report

- 1 Picked up new dump truck
- 2 Removed 2002 dump truck from insurance and being registered
- 3 Registered 2019 dump truck
- 4 Did repairs on all plows , replaced cutting edges.
- 5 Picked up Christmas trees throughout village
- 6 Repaired street light on Franklin ave
- 7 Cleaned and painted village garage
- 8 Came in for flooding on Church st caused by broken pipe in Barbaro restaurant
- 9 Moved trash pails off of path of sidewalk plow
- 10 Patched potholes using 60 bags of cold patch materials
- 11 Repaired catch basin at village garage
- 12 Put up turn ahead combined with 15 MPH sign on Front st opposite firehouse
- 13 In for snow and ice events on
 - 1/18 2 inches
 - 1/19 and 1/20 6 inches
 - 1/29 and 1/30 8 inches
 - 2/12 5 inches
 - 2/17 3 inches
 - 2/20 3 inches
 -

Village of Millbrook			
Monthly Water System Report			
February 2019			
	January	December	November
Total Water Produced	8,225,000	8,225,000	8,125,000
Average Daily Flow	265,000	265,000	271,000
Peak Day Flow	340,000	340,000	345,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Located curb box for 17 Washington. Shut off water for plumber.			
3) Leak at 19 Reservoir - water shut off at curb, house is vacant.			
4) Repaired damaged water line behind Stewart's. Line was damaged by contractor.			
5) Cleared snow from hydrants			
6) 2 frozen water lines - located curb boxes and checked valve operation.			

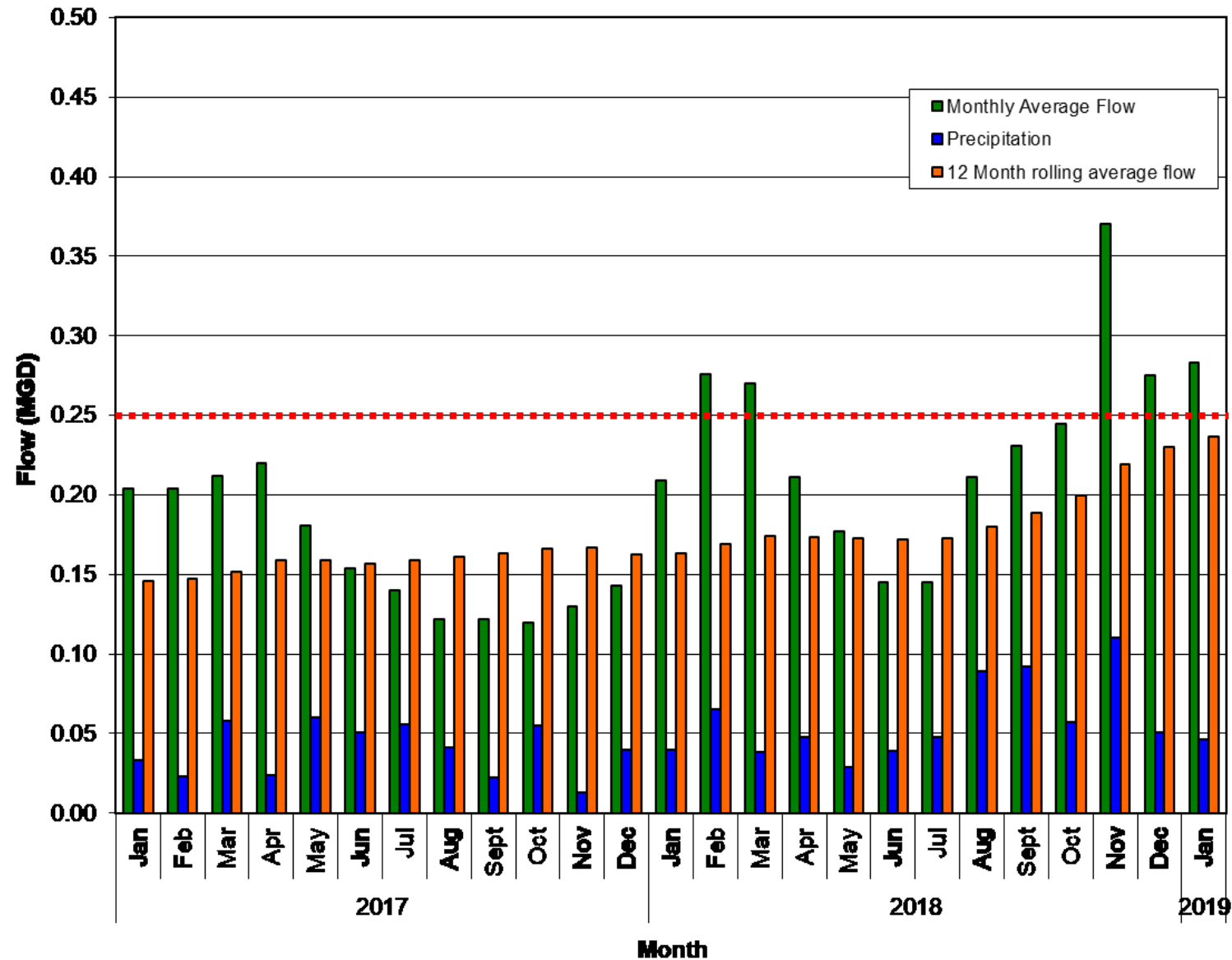


Millbrook Water 2018 Accomplishments

- 1) Replaced 7 fire hydrants – Fountain Pl, Front St, North Ave, Merritt Ave, Reservoir Dr
- 2) Repaired 8 curb boxes – St. Joe's Church, 3252 Sharon TPK, 3299 Franklin, 3296 Franklin, 7 Friendly, 22 Merritt, 64 Maple
- 3) Repaired 6 water leaks – 9 Partners Ln, Russell Knolls, Maple Ave, County House (2)
- 4) Located 4 water leaks repaired by owner – Rt 44, Friendly Ln, Bennett Pool, Franklin Ave
- 5) Rebuilt fire hydrant on Franklin Ave by the Deli
- 6) Installed 2 new water meters – 5 left (not including vacant buildings)
- 7) Repaired several non-reading water meters
- 8) Had trees removed and trimmed along driveway to water plant
- 9) Serviced and tested operation of 10 main valves in distribution system

Village of Millbrook				
Wastewater Treatment Plant Operations Report				
February 2019				
	January	December	November	Permit Limit
Total Effluent Flow	8,769,262	8,513,330	11,088,803	N/A
Average Daily Flow	282,900	274,600	369,600	N/A
12-Month Rolling AVG	237,000	230,000	219,000	250,000
Peak Daily Flow	512,950	468,789	550,779	N/A
Precipitation (inches as liquid)	4.60	5.1	11	N/A
SPDES Permit Samples: (mg/l)				
BOD	11 mg/l	7 mg/l	6 mg/l	15 mg/l
Percent Removal	96.0 %	96 %	95 %	85 %
Total Suspended Solids	3 mg/l	0.5 mg/l	4 mg/l	15 mg/l
Percent Removal	98.0 %	100 %	97 %	85 %
TKN as N	8.2 mg/l *	4.9 mg/l	5.6 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200 /100ml
* Exceeds permit limit				
Comments:				
1) Performed all monthly sampling and maintenance				
2) Sampled dry sludge for analysis as per UCRRA. Sent all information to agency as requested				
3) Poured sludge to drying beds				
4) Tractor fixed and returned				
5) Clarifier weir replacement needed - see quotes				
6) New remote control for inspection camera				

Millbrook WWTP



Millbrook Sewer 2018 Accomplishments

- 1) Cleaned sewer main on Pilgrim lane from Church St to Library
- 2) Repaired sewer inspection camera
- 3) Replaced check valve on pump #1 at Bennett Pump Station
- 4) Replaced ORF flow meter
- 5) Replaced check valve on pump #1 at Bennett pump station
- 6) Repaired pump bases at Bennett Pump Station and secured to floor
- 7) Replaced baffles in both secondary clarifiers at treatment plant
- 8) Repaired all 4 dosing bells for sand filters
- 9) Ran temporary piping to connect digester blower to aeration tanks when aeration blower failed.
Made piping permanent by burying underground and installing valves.
- 10) Installed new aeration blower, electric, VFD controller, and piping.
- 11) Installed 24 inflow protector covers inside manholes
- 12) Performed annual sewer main video inspections –1,845 feet of main inspected
- 13) New chain link fence installed at treatment plant on the South side
- 14) Replaced intake pipe for pump #1 at Bennett Pump Station
- 15) Annual I&I Management Report submitted to DEC before deadline

Treasurer's Report

VILLAGE OF MILLBROOK TREASURER'S REPORT

PERIOD: 31-Jan-19

	BALANCE 01/01/19	RECEIPTS	DISBURSED	BALANCE 01/31/19
TAX Account	\$161,539.57	\$0.00	\$140,492.42	\$21,047.15
GENERAL Fund	\$239,752.95	\$228,322.99	\$191,452.42	\$276,623.52
WATER Fund	\$38,832.43	\$70,799.17	\$93,785.64	\$15,845.96
SEWER Fund	\$56,854.07	\$23,644.76	\$24,844.29	\$55,654.54
ACCOUNTS PAYABLE	\$862.18	\$226,859.79	\$184,884.05	\$42,837.92
PAYROLL ACCOUNT	\$24,504.93	\$40,917.48	\$54,073.47	\$11,348.94
PLANNING ZONING ESCROW	\$3,966.84	\$0.00	\$388.50	\$3,578.34
BEDROCK WELL ACCOUNT	\$286,729.44	\$0.00	\$10,138.92	\$276,590.52
VILLAGE HALL RESTORATION	\$3,000.00	\$0.00	\$0.00	\$3,000.00
POLICE VEHICLE FUND	\$10,000.00	\$0.00	\$0.00	\$10,000.00
RESERVE FOR AMBULANCE	\$25,000.00	\$0.00	\$0.00	\$25,000.00
RESERVE FOR HIGHWAY EQUIPMEI	\$12,161.12	\$1.03	\$0.00	\$12,162.15
HAIGHT TRUST	\$15,644.36	\$2.00	\$0.00	\$15,646.36
NINE PARTNERS TRUST	\$25,231.29	\$3.21	\$0.00	\$25,234.50
LAMONT CHRISTMAS TREE	\$2,452.63	\$0.31	\$0.00	\$2,452.94
THORNE BUILDING TRIBUTE GARDI	\$231,548.92	\$29.50	\$0.00	\$231,578.42
TREE REPLACEMENT PROGRAM	\$7,645.27	\$0.64	\$0.00	\$7,645.91
TRIBUTE GARDEN DONATIONS	\$10,033.36	\$0.86	\$0.00	\$10,034.22
MILLBROOK RESTORATION	\$136,742.75	\$11.46	\$8,417.50	\$128,336.71
MILLBROOK COMMUNITY DAY	\$243.85	\$0.00	\$0.00	\$243.85
MEDICAL DEDUCTIBLE	\$21,653.67	\$0.00	\$589.85	\$21,063.82
TOTAL	\$1,314,399.63	\$590,593.20	\$709,067.06	\$1,195,925.77

VOUCHERS 18197, 18200-18246	Feb 12 2019
A-General fund	\$46,789.15
F-Water fund	\$1,628.63
G-Sewer Fund	\$7,268.72
H- Capital Projects	\$20,363.13
TA- Trust & Agency Fund	\$0.00
T- Trust Fund	\$605.00
Total:	\$76,654.63

VOUCHERS 18247-18296	Feb 26 2019
A-General fund	\$24,340.55
F-Water fund	\$7,106.50
G-Sewer Fund	\$13,864.50
H- Capital Projects	\$0.00
TA- Trust & Agency Fund	\$0.00
T- Trust Fund	\$0.00
Total:	\$45,311.55

MONTHLY REVENUE AND EXPENSE REPORTS- The monthly Revenue and Expense reports has been provided to the Board. Reports include revenues and expenditures through Feb 26 2019.

2019/2020 Budget- Department Heads were notified to submit proposed budgets to the Mayor by March 1st.

2017/2018 AUD- Received 2018 Annual Update Report from Ted Eglit.

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown





Next Board of Trustees Meeting:

Board of Trustees-03.12.19 @ 6:30 PM

