



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees

Agenda

Village of Millbrook
Village Hall – Board of Trustees
March 12, 2019 6:30pm
draft

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
 - a. Acceptance of Minutes
 - b. Voucher Approval
3. **Old Business:**
 - a. Approved MECEC June 5k run
4. **New Business:**
 - a. Budget is progressing – next round of meetings
 - b. Budget Public Hearing is 4/9/19 – Village Hall – during regularly scheduled meeting

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 update**
 - a. Reminder – Public Hearing - Thorne Building – Village Hall 3/16/19 at 2pm
 - b. Loedy building
8. **Public Participation**
9. **Executive Session – Personnel and Budget**
10. **Adjournment**
11. **Auditing of Bills**

Voucher Detail Report

March 12, 2019 Voucher Totals

Vouchers 18297-18360

A - GENERAL FUND	51,616.58
F - WATER FUND	3,890.07
G - SEWER FUND	22,543.53
H - CAPITAL PROJECTS	61.90
TA - TRUST & AGENCY FUND	38.50
T - TRUST FUND	865.00
	79,015.58

Fire Dept

Millbrook Fire Department

February 2019

Automatic Fire Alarm	11
----------------------	----

Motor Vehicle Accident	2
------------------------	---

Furnace Malfunction	1
---------------------	---

Service Call	1
--------------	---

Refuse Fire	1
-------------	---

Good Intent	2
-------------	---

<u>EMS Call</u>	<u>40</u>
-----------------	-----------

Total Incidents	58
-----------------	----

EMS Responses

NDP	27
-----	----

MFD Rescue	11
------------	----

ALS/Mutual Aid	8
----------------	---

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

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

TRAFFIC

Traffic Tickets: **6** Parking Tickets: **16** Auto Accidents: Hit & Run: **1** Disabled Vehicle: **1**

ASSIST OTHER AGENCIES

Assist Other Police: **7** Assist Fire Dept: **3** Assist EMS: V/Millbrook: **4**; T/ Washington: **11**

CRIMINAL ACTIVITY

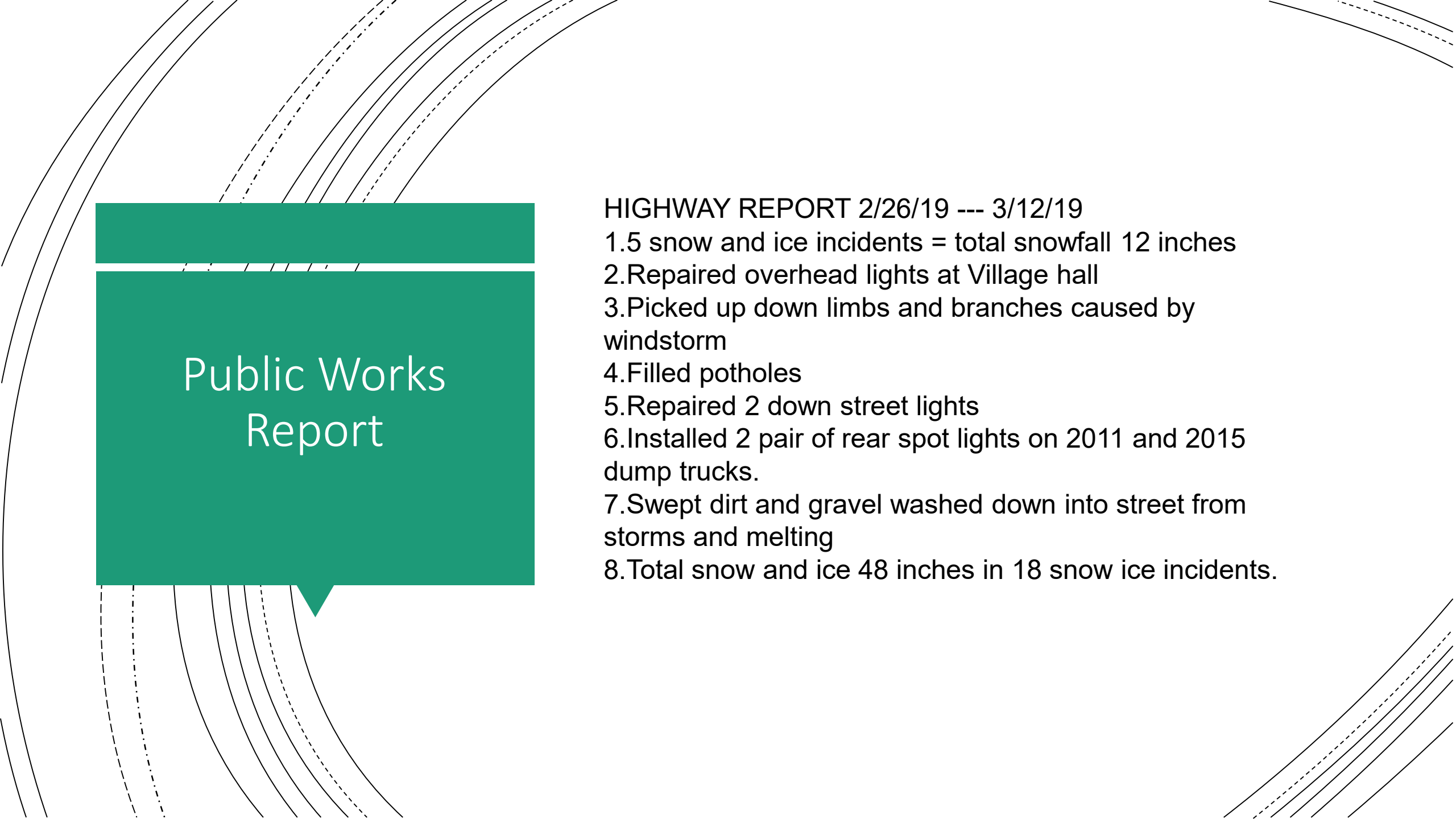
Arrest: **1** Criminal Mischief: **1** Burglar Alarms: **1** Order Of Protection Issued: **1**
Obscenity: **1**

PUBLIC SERVICE

Road Hazards: **2** Property: **1** Assist Citizen: **3** Lockout: **1**
Animal Complaint: **3** School Checks: **68**

GRW#6

03/12/2019

The background features several thin, curved lines in the top-left and bottom-right corners, some solid and some dashed, creating a sense of motion or a stylized landscape.

Public Works Report

HIGHWAY REPORT 2/26/19 --- 3/12/19

- 1.5 snow and ice incidents = total snowfall 12 inches
- 2.Repaired overhead lights at Village hall
- 3.Picked up down limbs and branches caused by windstorm
- 4.Filled potholes
- 5.Repaired 2 down street lights
- 6.Installed 2 pair of rear spot lights on 2011 and 2015 dump trucks.
- 7.Swept dirt and gravel washed down into street from storms and melting
- 8.Total snow and ice 48 inches in 18 snow ice incidents.

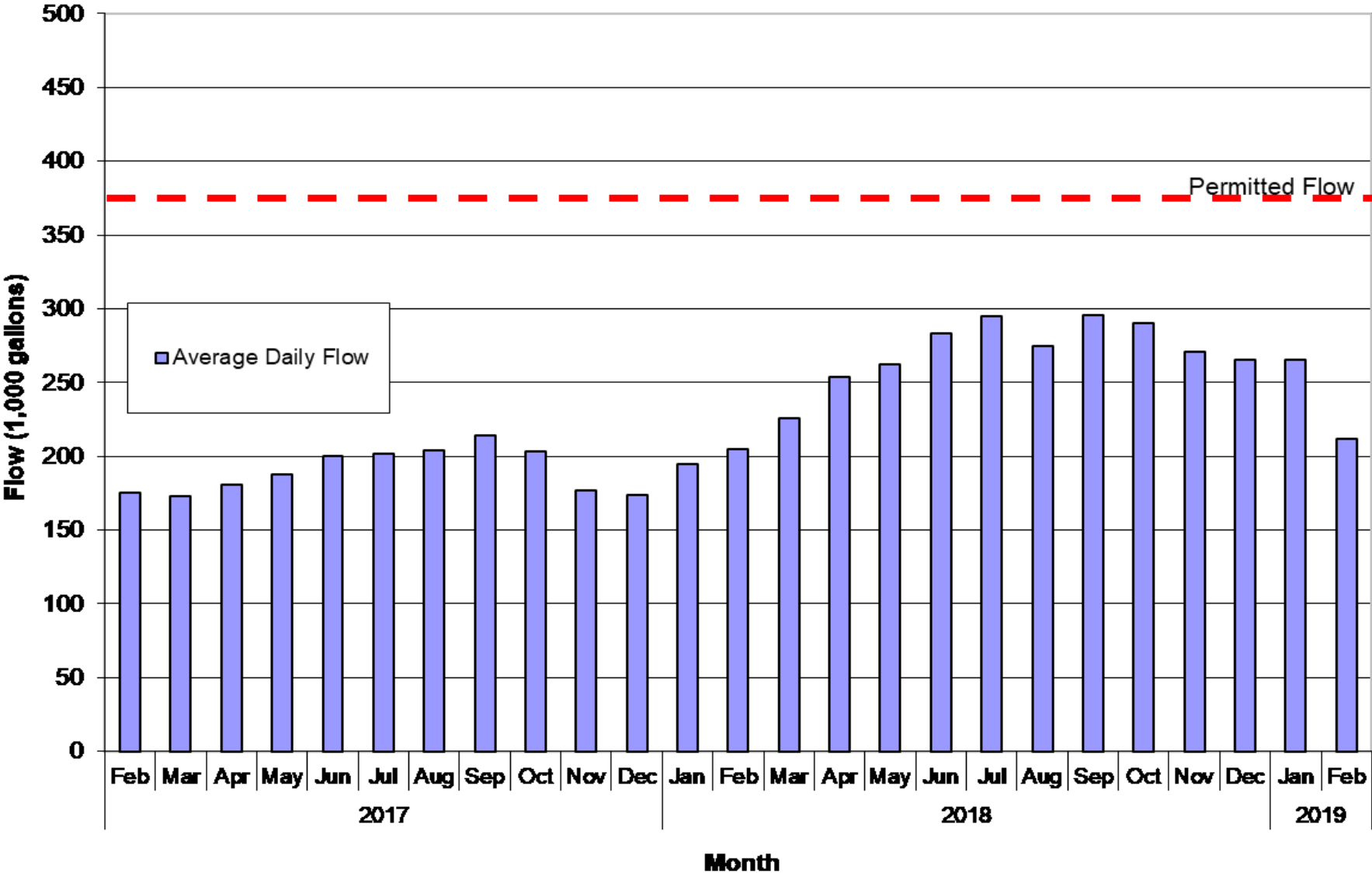
New DPW Truck

Public Works Report

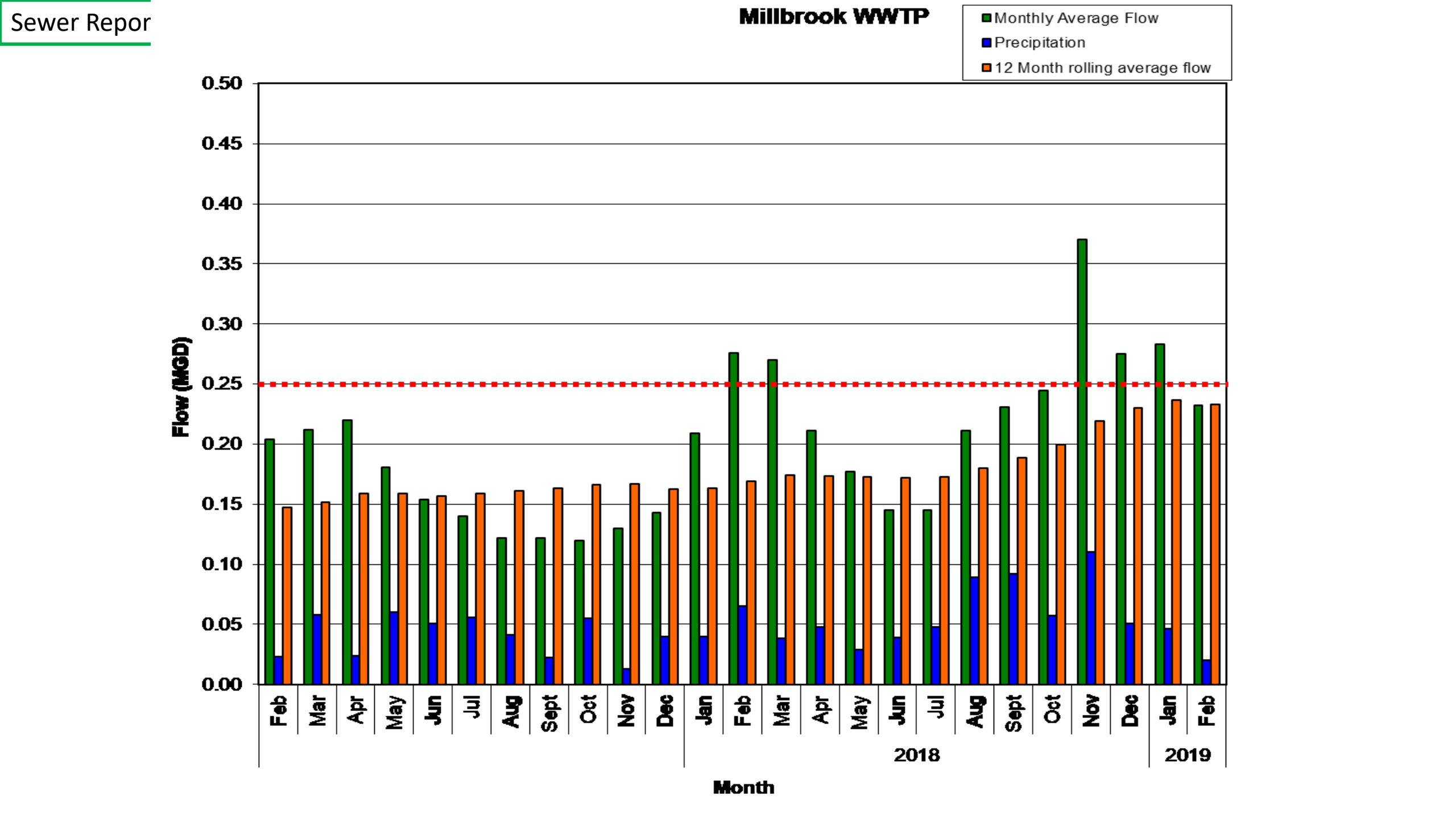


Village of Millbrook			
Monthly Water System Report			
March 2019			
	February	January	December
Total Water Produced	5,940,000	8,225,000	8,225,000
Average Daily Flow	212,000	265,000	265,000
Peak Day Flow	290,000	340,000	340,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Repaired leaking roof at water plant			
3) Repaired major water leak on County House Road			
4) Fire extinguishers serviced			

Millbrook Water



Village of Millbrook							
Wastewater Treatment Plant Operations Report							
March 2019							
	February	January	December	Permit Limit			
Total Effluent Flow	6,486,538	8,769,262	8,513,330	N/A			
Average Daily Flow	232,000	282,900	274,600	N/A			
12-Month Rolling AVG	233,000	237,000	230,000	250,000			
Peak Daily Flow	308,648	512,950	458,789	N/A			
Precipitation (inches as liquid)	2.00	4.6	5.1	N/A			
SPDES Permit Samples: (mg/l)							
BOD	15 mg/l	11 mg/l	7 mg/l	15 mg/l			
Percent Removal	93.0 %	96 %	96 %	85 %			
Total Suspended Solids	4 mg/l	3 mg/l	0.5 mg/l	15 mg/l			
Percent Removal	98.0 %	98 %	100 %	85 %			
TKN as N	mg/l	8.2 mg/l*	4.9 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) Fire extinguishers serviced by Cryo Weld							
3) Flow meters calibrated							
4) #2 Clarifier drive unit down - replaced within 1 week							





DELAWARE ENGINEERING, D.P.C.

55 South Main Street
Oneonta, NY 13820
Tel: 607.432.8073
Fax: 607.432.0432

March 12, 2019

Rod Brown, Mayor
Village of Millbrook
PO Box 349
35 Merritt Avenue
Millbrook, N.Y. 12545

Re: Village of Millbrook – Existing Clarifier Weir Replacement Project

Sub: Proposal Review Recommendation

Dear Mayor Brown,

Based upon our review of the three (3) proposals submitted for the manufacturing of new fiberglass weirs for the existing clarifiers, we recommend that the Village award the subject purchase for the fiberglass weir construction and delivery to Advanced Fiberglass Services, Inc., of Sharpsville, PA the low bidder, for the total purchase price of \$4,960.

The WWTP operators will be required to remove the existing weirs and install the new fiberglass weirs, as the proposals are all based on manufacturing and delivering the weirs.

The three proposals for the fiberglass weir manufacturing and delivery ranged from \$4,960 to \$7,200.

Our review of proposals identified no bid informalities which altered proposal results or preclude award of the purchase to the low bidder.

Should the Village agree with our recommendations, then we recommend that the Village Board resolve to:

- Award the purchase and delivery of new fiberglass weirs – to Advanced Fiberglass Services, Inc. for the proposed work at the cost of \$4,960 as stated in their proposal dated February 2, 2019, and
- Authorize the Village Mayor to execute the necessary paperwork to issue a purchase order with Advanced Fiberglass Services, Inc.

If the Village agrees with these recommendations, please prepare final paperwork to issue a purchase order to Advanced Fiberglass Services, Inc.

Please contact me at (607) 432-8073 if you have any questions regarding the proposal review.

Respectfully,

28 Madison Avenue Extension, Albany, NY 12203 * Phone (518) 452-1290
6 Townsend Street, Walton, NY 13856 * Phone/Fax (607) 865-9235
31 North Main Street, Liberty, NY 12754 * Phone (845) 747-9952
16 East Market Street, Red Hook, NY 12571

DELAWARE ENGINEERING, P.C.

Derrick P. Wilcox, P.E.

P:\Village of Millbrook\WWTP\Replacement of Existing Clarifier Weirs\Proposal Recommendation CL – 3-12-19

CC: Scott Osborne, VRI (w/electronic enclosures)
Bill Bright, Delaware Engineering (w/electronic enclosures)
Project File, Delaware Engineering (w/enclosures)

Treasurer's Report

VILLAGE OF MILLBROOK TREASURER'S REPORT

PERIOD: 28-02-2019

	BALANCE 02/01/19	RECEIPTS	DISBURSED	BALANCE 02/28/19
TAX ACCOUNT	\$21,047.15	\$0.00	\$17,338.70	\$3,708.45
GENERAL FUND	\$276,623.52	\$28,095.50	\$170,979.26	\$133,739.76
WATER FUND	\$15,845.96	\$13,129.31	\$1,628.72	\$27,346.55
SEWER FUND	\$55,654.54	\$16,479.16	\$7,268.72	\$64,864.98
ACCOUNTS PAYABLE	\$42,837.92	\$158,453.08	\$160,478.59	\$40,812.41
PAYROLL ACCOUNT	\$11,348.94	\$42,391.66	\$42,831.02	\$10,909.58
PLANNING ZONING ESCROW	\$3,966.84	\$0.00	\$388.50	\$3,578.34
BEDROCK WELL ACCOUNT	\$276,590.52	\$0.00	\$20,363.13	\$256,227.39
VILLAGE HALL RESTORATION	\$3,000.00	\$0.00	\$0.00	\$3,000.00
RESERVE FOR FIRE TRUCK	\$247,606.48	\$28.49	\$0.00	\$247,634.97
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	\$12,162.15	\$0.00	\$8,951.00	\$3,211.15
HAIGHT TRUST	\$15,646.36	\$1.80	\$0.00	\$15,648.16
NINE PARTNERS TRUST	\$25,234.50	\$2.91	\$0.00	\$25,237.41
LAMONT CHRISTMAS TREE	\$2,452.94	\$0.00	\$0.00	\$2,452.94
THORNE BUILDING TRIBUTE GARDI	\$231,578.00	\$26.65	\$0.00	\$231,604.65
THORNE TRUST	\$25,709.28	\$2.96	\$0.00	\$25,712.24
TREE REPLACEMENT PROGRAM	\$7,645.91	\$0.59	\$0.00	\$7,646.50
TRIBUTE GARDEN DONATIONS	\$10,034.22	\$0.77	\$0.00	\$10,034.99
MILLBROOK RESTORATION	\$128,336.71	\$9.82	\$605.00	\$127,741.53
MILLBROOK COMMUNITY DAY	\$243.00	\$0.00	\$0.00	\$243.00
MEDICAL DEDUCTIBLE	\$21,063.82	\$0.00	\$1,893.09	\$19,170.73
TOTAL	\$1,469,628.76	\$258,622.70	\$432,725.73	\$1,295,525.73

VOUCHERS 18297-18360

A-General fund	\$51,616.58
F-Water fund	\$3,890.07
G-Sewer Fund	\$22,543.53
H- Capital Projects	\$61.90
TA- Trust & Agency Fund	\$38.50
T- Trust Fund	\$865.00
Total:	\$79,015.58

Monthly Revenue and Expense Reports-

The monthly Revenue and Expense Reports have been provided to the Board. Reports include revenues and expenses through March 12, 2019.

2019/2020 Budget- Budget workshops were held last week. Board will receive Tentative Budget by March 31st. Public Hearing on Tentative Budget April 9, 2019.

Village of Millbrook Building Department Report Period: 02.28.2019	
--	--

				Last Month's Fees Collect	\$535.00				
--	--	--	--	----------------------------------	-----------------	--	--	--	--

Building Permit's Issued:	5							
---------------------------	---	--	--	--	--	--	--	--

Amount Collected:	\$695.00
-------------------	-----------------

Amount Collected:	\$100.00
-------------------	----------

Certificate of Occupancy:	10	19-01-19-10
---------------------------	----	-------------

Certificate of Compliance:	3	19-01-19-03
----------------------------	---	-------------

Amount Collected:	\$525.00
-------------------	-----------------

YTD Fees Collected:	\$1,855.00
---------------------	-------------------

Reason for Referral

Total Collected				7 Ciferri- Applicant does not meet front yard set-backs
-----------------	--	--	--	---

For Application Fee:	\$300.00
----------------------	-----------------

Copies of approvals are filed with the Clerk.

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown





Next Board of Trustees Meeting:

Board of Trustees-03.26.19 @ 6:30 PM

