



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees

Agenda

Village of Millbrook
Village Hall – Board of Trustees
April 9, 2019 6:30pm
draft

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
 - a. Acceptance of Minutes
 - b. Voucher Approval
 - c. Budget Adjustments
3. **Old Business:**
 - a. Budget – Public Hearing
4. **New Business:**
 - a. Decision on Rescue Squad – 24/7
 - b. Arbor Day Proclamation and info

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. Bulls Head Rd – bridge replacement
 - b. NYCOM May 5-7th
8. **Public Participation**
9. **Executive Session – Personnel and Budget**
10. **Adjournment**
11. **Auditing of Bills**

Voucher Detail Report

March 26, 2019 Voucher Totals

Vouchers 18361-18368

A - GENERAL FUND	9,882.21
F - WATER FUND	
G - SEWER FUND	
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
T - TRUST FUND	
	9,882.21

April 9, 2019 Voucher Totals

Vouchers 18369-18428

A - GENERAL FUND	74,669.32
F - WATER FUND	18,473.99
G - SEWER FUND	15,358.37
H - CAPITAL PROJECTS	21,182.35
TA - TRUST & AGENCY FUND	1,345.36
T - TRUST FUND	
	131,029.39

Budget Adjustments

Resolution 005-2019

Budget Adjustments – Presented at 04/09/2019 Board Meeting

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

1	From:	A.1440.0400- Engineer/ Consultant	\$2828.27
	To:	A.1460.0400- Records Management	\$2828.27
2	From:	A.1640.0200- Central Garage Equip	\$3220.32
	To:	A.1640.0400- Central Garage CE	\$3220.32
3	From:	A.1680.0200- Central Data- Equip	\$2500.00
	From:	A.1990.0400- Contingency	\$720.32
	To:	A.1680.0400- Central Data CE	\$3220.32
4	From:	A.1920.0400- Municipal Association Dues	\$6.63
	To:	A.1950.0400- Taxes on Village Properties	\$6.63
5	From:	A.3120.0200- Police Equipment	\$2194.92
	To:	A.3120.0400- Police CE	\$2194.92
6	From:	F.8310.0200- Water Cap Imp	\$5200.00
	From:	F.8340.0400- Utilities/ Repair	\$5000.00
	To:	F.1910.0400- Liability Insurance	\$10200.00
7	From:	G.8110.0400- Operations	\$15965.57
	To:	G.1910.0400- Liability Insurance	\$5705.80
	To:	G.8130.0405- Utilities/M&O/Generator	\$10259.77

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

Motion Made By: _____

AYES:

Seconded By: _____

NAYS:

|



Fire Dept

Millbrook Fire Department

March 2019

Automatic Fire Alarm 12

Structure Fire 2

Motor Vehicle Accident 4

Furnace Malfunction 1

Elevator Emergency 1

Brush/Grass Fire 1

Good Intent 1

Carbon Monoxide Alarm 2

EMS Call 49

Total Incidents 73

EMS Responses

NDP 38

MFD Rescue 14

ALS/Mutual Aid 8

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

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

TRAFFIC

Traffic Tickets: **6** Parking Tickets: **23** V&T Complaint: **1**

ASSIST OTHER AGENCIES

Assist Other Police: **12** Assist Fire Dept: **7** Assist EMS: V/Millbrook: **5**; T/ Washington: **8**

CRIMINAL ACTIVITY

Domestic: **1** "Burglary": **1** Suspicious Activity: **1**

PUBLIC SERVICE

Missing Child: **1** Welfare Check: **4** Property: **2** Assist Citizen: **2** Lockout: **1**
Animal Complaint: **3** School Checks: **80**

JR20#6

04/09/2019

Police Magnet

Millbrook Police Department

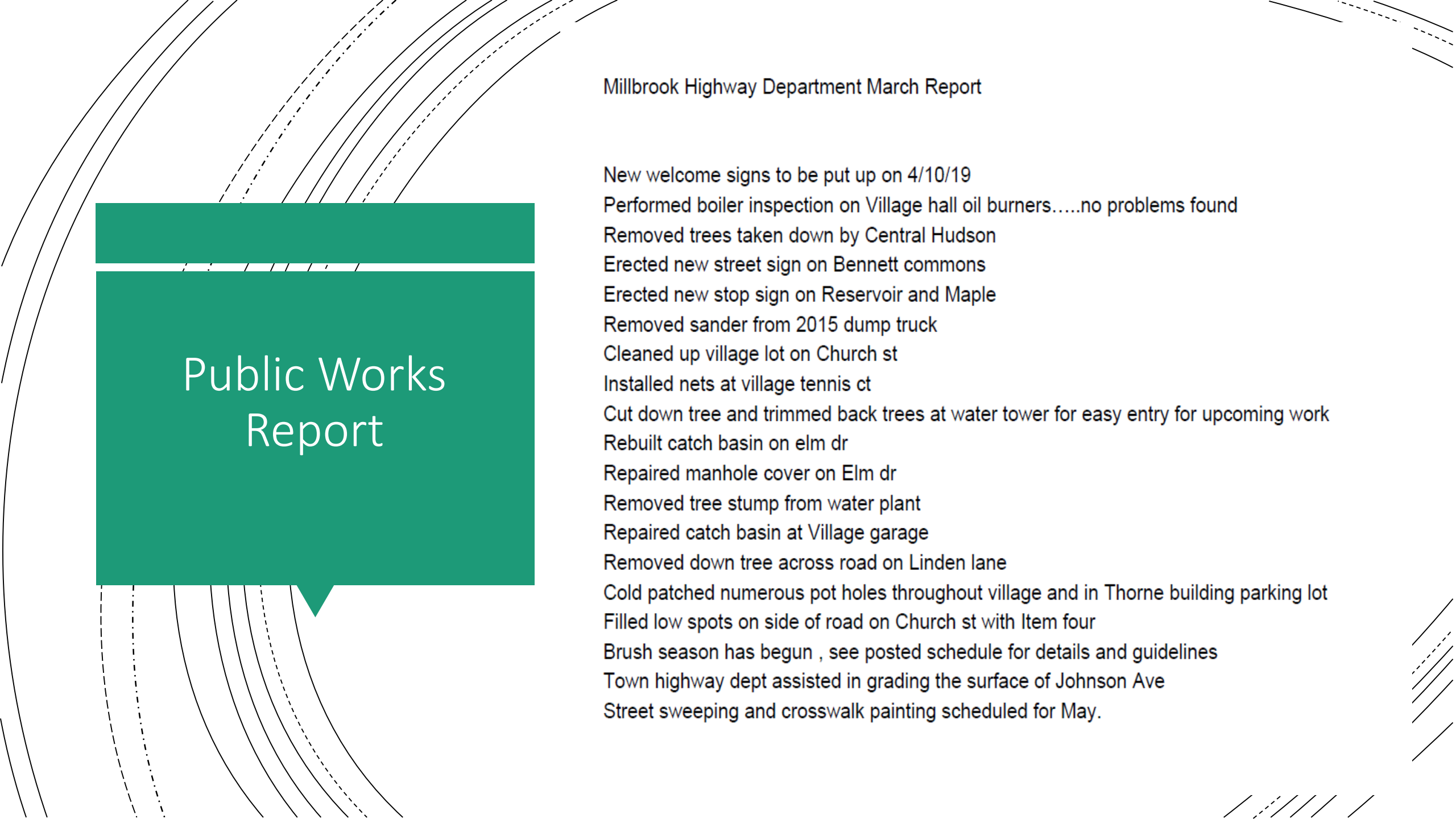
845-677-8200

Dispatch and Office Phone Number



35 Merritt Ave Millbrook, NY 12545

For Emergencies Dial 911

The background features several thin, curved lines in black and grey, some solid and some dashed, sweeping across the page. A large, solid green rectangular box is positioned on the left side, containing the title 'Public Works Report' in white text. The box has a small triangular notch at its bottom center.

Public Works Report

Millbrook Highway Department March Report

New welcome signs to be put up on 4/10/19

Performed boiler inspection on Village hall oil burners.....no problems found

Removed trees taken down by Central Hudson

Erected new street sign on Bennett commons

Erected new stop sign on Reservoir and Maple

Removed sander from 2015 dump truck

Cleaned up village lot on Church st

Installed nets at village tennis ct

Cut down tree and trimmed back trees at water tower for easy entry for upcoming work

Rebuilt catch basin on elm dr

Repaired manhole cover on Elm dr

Removed tree stump from water plant

Repaired catch basin at Village garage

Removed down tree across road on Linden lane

Cold patched numerous pot holes throughout village and in Thorne building parking lot

Filled low spots on side of road on Church st with Item four

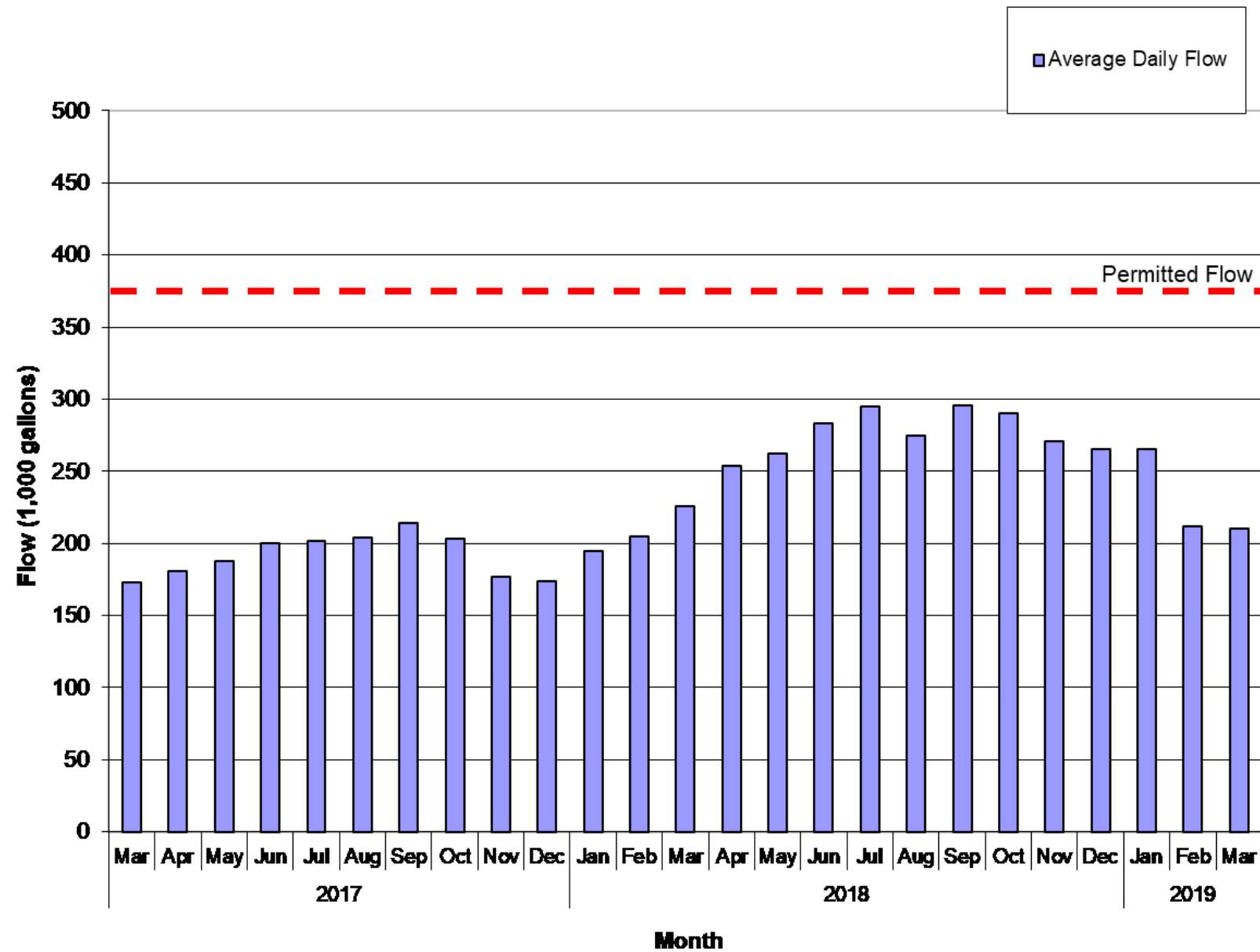
Brush season has begun , see posted schedule for details and guidelines

Town highway dept assisted in grading the surface of Johnson Ave

Street sweeping and crosswalk painting scheduled for May.

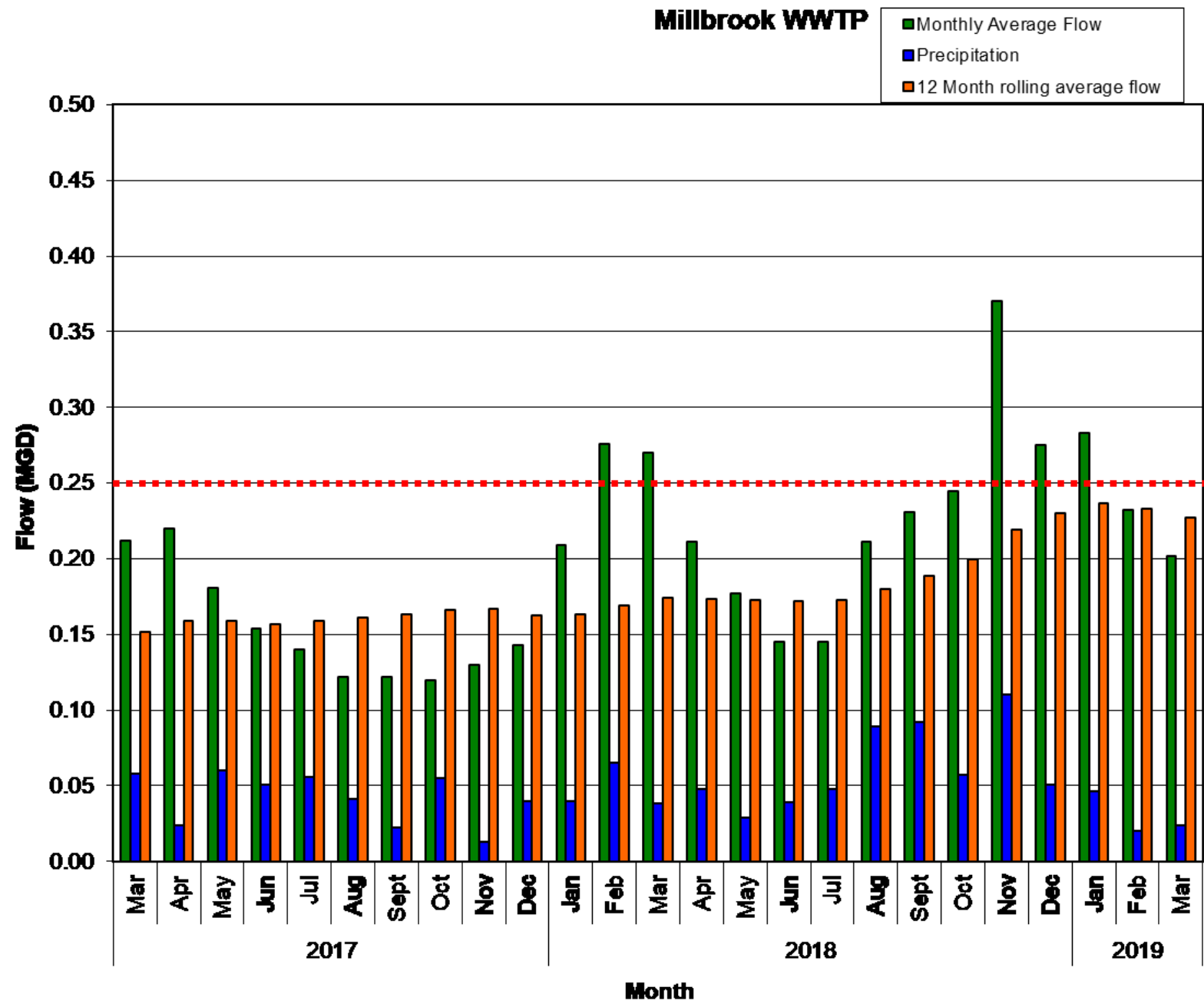
Village of Millbrook			
Monthly Water System Report			
April 2019			
	March	February	January
Total Water Produced	6,505,000	5,940,000	8,225,000
Average Daily Flow	210,000	212,000	265,000
Peak Day Flow	255,000	290,000	340,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Read all water meters			
3) Removed and replaced corroded pipe for pressure gauge on 6 inch discharge line at water plant			
4) Replaced packing on pump #2 at plant			
5) Met with Delaware Engineering several times to review and discuss plans for upgrade			

Millbrook Water



Village of Millbrook							
Wastewater Treatment Plant Operations Report							
April 2019							
	March	February	January	Permit Limit			
Total Effluent Flow	6,252,269	6,486,538	8,769,262	N/A			
Average Daily Flow	202,000	232,000	282,900	N/A			
12-Month Rolling AVG	227,000	233,000	237,000	250,000			
Peak Daily Flow	257,454	308,648	512,950	N/A			
Precipitation (inches as liquid)	2.40	2.0	4.6	N/A			
SPDES Permit Samples: (mg/l)							
BOD	N/A	15 mg/l	11 mg/l	15 mg/l			
Percent Removal	N/A	93 %	96 %	85 %			
Total Suspended Solids	N/A	4 mg/l	3 mg/l	15 mg/l			
Percent Removal	N/A	98 %	98 %	85 %			
TKN as N	N/A	5.6 mg/l	8.2 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) Began cleaning up yard from winter							
3) Purchased new weirs for clarifiers							

Millbrook WWTP



Treasurer's Report

VILLAGE OF MILLBROOK TREASURER'S REPORT

PERIOD: 29-Mar-19

	BALANCE 03/01/19	RECEIPTS	DISBURSED	BALANCE 03/29/19
TAX ACCOUNT	\$3,708.45	\$0.00	\$0.00	\$3,708.45
GENERAL FUND	\$133,739.76	\$585,760.24	\$170,980.82	\$548,519.18
WATER FUND	\$27,346.55	\$2,889.23	\$10,996.57	\$19,239.21
SEWER FUND	\$64,864.98	\$33,937.16	\$39,908.03	\$58,894.11
ACCOUNTS PAYABLE	\$40,812.41	\$133,921.34	\$163,104.88	\$11,628.87
PAYROLL ACCOUNT	\$10,909.58	\$38,150.60	\$41,262.91	\$7,797.27
PLANNING ZONING ESCROW	\$3,578.34	\$0.00	\$116.05	\$3,462.29
BEDROCK WELL ACCOUNT	\$256,227.39	\$47,323.30	\$61.90	\$303,488.79
VILLAGE HALL RESTORATION	\$3,000.00	\$0.11	\$0.00	\$3,000.11
RESERVE FOR FIRE TRUCK	\$247,634.97	\$31.55	\$0.00	\$247,666.52
POLICE VEHICLE FUND	\$10,000.00	\$0.38	\$0.00	\$10,000.38
RESERVE FOR AMBULANCE	\$25,000.00	\$0.95	\$0.00	\$25,000.95
RESERVE FOR HIGHWAY EQUIPMENT	\$3,211.15	\$3,500.38	\$0.00	\$6,711.53
HAIGHT TRUST	\$15,648.16	\$1.99	\$0.00	\$15,650.15
NINE PARTNERS TRUST	\$25,237.41	\$3.21	\$0.00	\$25,240.62
LAMONT CHRISTMAS TREE	\$2,453.22	\$0.31	\$0.00	\$2,453.53
THORNE BUILDING TRIBUTE GARDEN	\$231,605.07	\$29.51	\$0.00	\$231,634.58
THORNE TRUST	\$25,712.24	\$3.28	\$0.00	\$25,715.52
TREE REPLACEMENT PROGRAM	\$7,646.50	\$0.65	\$0.00	\$7,647.15
TRIBUTE GARDEN DONATIONS	\$10,034.99	\$0.85	\$0.00	\$10,035.84
MILLBROOK RESTORATION	\$127,741.53	\$10.80	\$865.00	\$126,887.33
MILLBROOK COMMUNITY DAY	\$243.85	\$0.00	\$0.00	\$243.85
MEDICAL DEDUCTIBLE	\$19,170.73	\$292.69	\$1,521.90	\$17,941.52
TOTAL	\$1,295,527.28	\$845,858.53	\$428,818.06	\$1,712,567.75

MONTHLY REVENUE AND EXPENSE REPORTS- The monthly Revenue and Expense reports has been provided to the Board. Reports include revenues and expenditures through April 9th 2019.

2019/2020 Budget- Plan to pass budget 4.23.19

Training- Continuing training with Karen McLaughlin

VITWP & SH Training- April 16 @ 6:30 PM Firehouse & April 17 @ 10 AM Village Hall

Received DC Tax Check -19,920.05- To be made whole

Updated Quote Form - For Procurement Policy

Building Dept.

Village of Millbrook Building Department Report

Period: March 31,2019

Last Month's Fees Collect \$1,320.00

Building Permit's Issued: 2
Building Permit #: 19-12-19-13
Amount Collected: **\$200.00**

Sign Permit's Issued: 3
Sign Permit #: 19-03-10-05
Amount Collected: **\$150.00**

Cert #

Certificate of Occupancy: 0
Certificate of Use: 0
Certificate of Compliance: 0

Municipal Searches: 1
Municipal Search #: 19-07
Amount Collected: **\$125.00**

Total Month Collected: **\$475.00**
YTD Fees Collected: **\$1,795.00**

Building Dept. Notes:

3.6.19- Stop Work Order issued at 24 Washington for asbestos shingle removal. Issue was resolved that day. Foreman was able to produce the permits to Building Inspector. Work resumed 3.6.19 -Stop Work Order on file.

4.15-17 2019- Building Inspector will be away at a conference. No Building Dept. hours on 4.15.

Building Dept. Referrals: 0
ZBA: 0
Total Collected
For Application Fee: **\$0.00**

Reason for Referral

Comments: Planning Board cancelled March and April meetings. ZBA held no meetings in March.

ESCROW: Will be refunding Crisp ESCROW \$633.36

Violence in the Workplace and Sexual Harassment Trainings 2019



Annual Violence in the Work Place and Sexual Harassment Training Dates:

Night Training: Tuesday, April 16, 2019 at 6:30 PM- Firehouse

Day Training: Wednesday, April 17, 2019 at 10 AM- Village Hall

- You're only required to attend one of the designated training dates.
- If you can't make either designated training dates, please email Sarah Witt at clerk@villageofmillbrookny.com to make other arrangements.
- Please be sure to sign in to get credit for completing the courses.
- These trainings are **REQUIRED** by New York State Law and **must be** completed annually.

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown





Next Board of Trustees Meeting:

Board of Trustees-April 23,2019 6:30 PM

