



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees

Agenda

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

1. **Open meeting** – Pledge of Allegiance
2. **Administrative Business:**
 - a. Acceptance of Minutes – 6/11 and 6/25 minutes
 - b. Voucher Approval
3. **Old Business:**
 - a. Reminder – Sign Code Workshop next Village Board mtg – 7/23
 - b. ‘New’ zoning map in progress – Thorne Bldg 501c3 will incorporate end of Maple Ave into the Thorne Bldg parcel
4. **New Business:**
 - a. Update on Water Tower and Treatment Plant progress
 - b. Final invoicing 7/9 – final budget adjustments will be at 7/23 meeting
 - c. Firemen’s Carnival and Parade

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
 - f. Attorney – Josh Mackey
6. **Board Member Updates:**
 - a. Trustee Joe Rochfort
 - b. Trustee Mike Herzog
 - c. Trustee Tim Collopy
 - d. Trustee Kevin McGrane
7. **Mayoral update**
 - a.
8. **Public Participation**
9. **Executive Session**
10. **Adjournment**
11. **Auditing of Bills**

Voucher Detail Report

July 9, 2019 Voucher Totals

Vouchers 18669-18702	2019	2020	TOTAL
A - GENERAL FUND	514.72	41,730.51	42,245.23
F - WATER FUND	12.00	6,729.12	6,741.12
G - SEWER FUND	119.66	17,883.13	18,002.79
H - CAPITAL PROJECTS			0.00
TA - TRUST & AGENCY FUND			0.00
T - TRUST FUND			0.00
	646.38	66,342.76	66,989.14



***** OPENS WEDNESDAY *****

FIREMAN'S CARNIVAL

July 10th - July 13th
7:00 PM to Midnight

RIDES: \$25 WRISTBANDS

Wednesday 7/10: Opening Night

Thursday 7/11 : Karaoke for Kids 8 - 11 pm

Friday 7/12: Live Music

Saturday 7/13: Parade 6 pm | Karaoke 8 - 12 Midnight



Fire Dept

The Fire Department has been working on Carnival preparations. No report submitted for this meeting.

No bids submitted for Old Chief's truck.



Police
Dept

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

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

TRAFFIC

Traffic Tickets: **7**

Parking Tickets: **10**

PDAA: **3**

H&R PDAA: **1**

V&T Complaint: **3**

Disabled Vehicles: **3**

ASSIST OTHER AGENCIES

Assist Other Police: **7**

Assist Fire Dept: **11**

Assist EMS: V/Millbrook: **13**; T/ Washington: **11**

CRIMINAL ACTIVITY

Arrest: 2

Larceny: **2**

Domestic: **1**

Order Protection: **2**

Disorderly Conduct: **1**

Trespass: **1**

Burglar Alarm: **3**

Suspicious Activity: **6**

Criminal Mischief: **1**

PUBLIC SERVICE

Assist Citizen: **10**

Property: **8**

Welfare Check: **2**

Animal Complaint: **3**

Civil: **1**

Traffic Detail: **2**

Road Hazards: **1**

911 Hangup: **1**

School Checks: **63** (unsecured: **9**)

QRW#6

07/09/2019

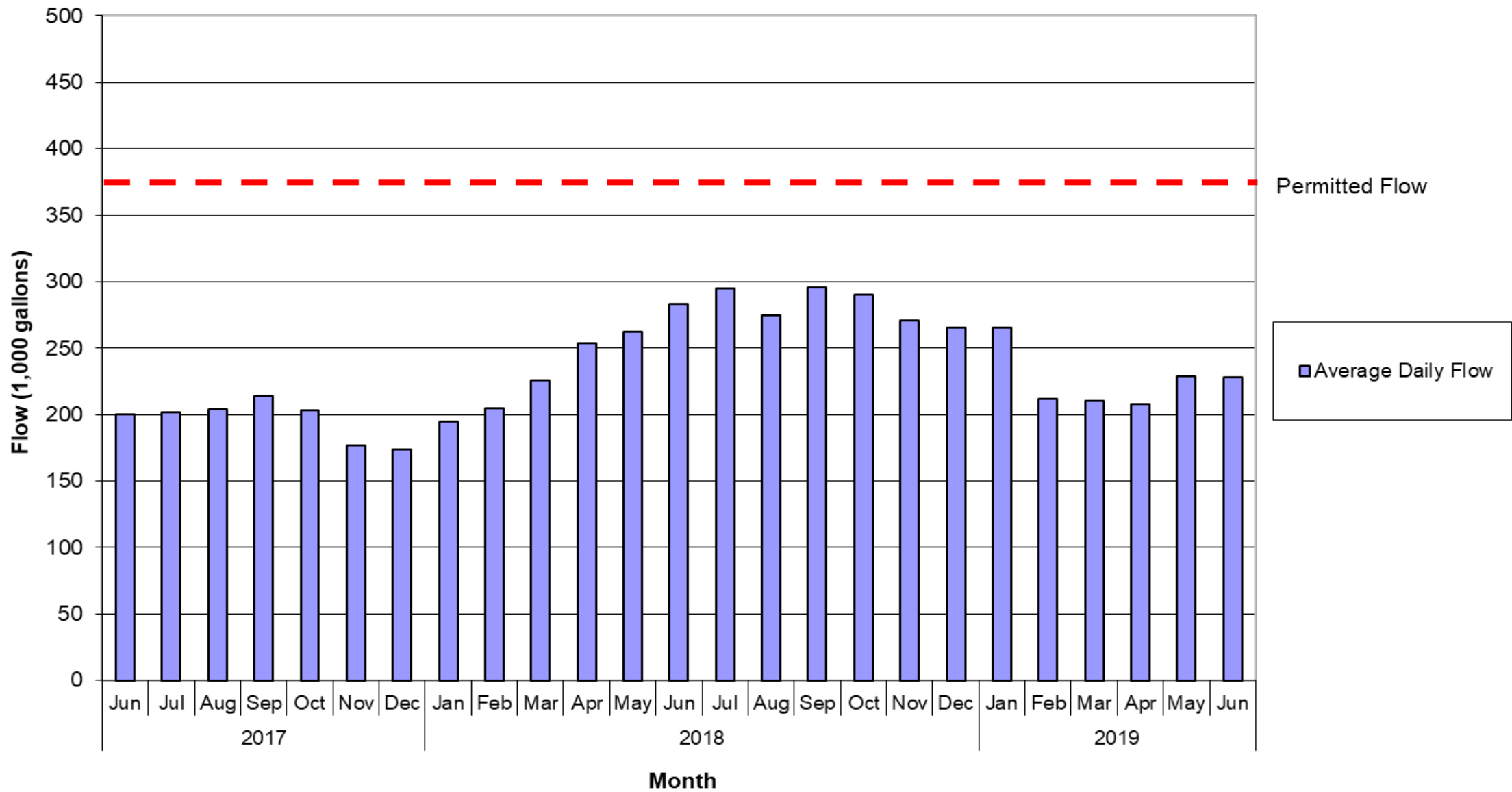
Public Works Report

July Highway report

- 1. 2nd Monday brush pickup began this month
- 2. Put in item 4 ramp for car show at the Village green, removed following show
- 3. Repaired catch basin on Harts Village Rd
- 4. Repaired catch basin on Front St
- 5. Trimmed trees and roadside bushes
- 6. Cut down dead tree on Franklin Ave
- 7. Removed and framed and poured 35 feet of sidewalk on Church St near corner of Merritt Ave
- 8. Framed and poured 10 feet of new sidewalk on Franklin Ave where water valve was replaced
- 9. Cut and removed blacktop on Haight Ave to assist VRI with water main valve shut off
- 10. Assisted VRI filling and barricading valve replacement area.
- 11. Ongoing weed killing.
- 12. Put up no parking sign on friendly lane
- 13. Assisted fire dept with carnival signage
- 14. Removed and disposed of 3 telephone poles from Village garage parking area
- 15. Swept gravel from Harts Village washout.
- 16. Catch basin vacuuming to be done on the 11th of July

Water Report	Village of Millbrook Monthly Water System Report June 2019			
	June	May	April	
Total Water Produced	7,070,000	7,105,000	6,245,000	
Average Daily Flow	228,000	229,000	208,000	
Peak Day Flow	265,000	2,650,000	250,000	
Sampling Results:				
Total Coliform	Absent	Absent	Absent	
* Results not in compliance				
Comments:				
1) Monthly sampling and maintenance				
2) Repaired 2 water meter remotes				
3) Read all water meters				
4) Installed 2 new water shut off valves on Haight Ave near storage tank				
5) Painting of water storage tank complete				

Millbrook Water



Sewer Report

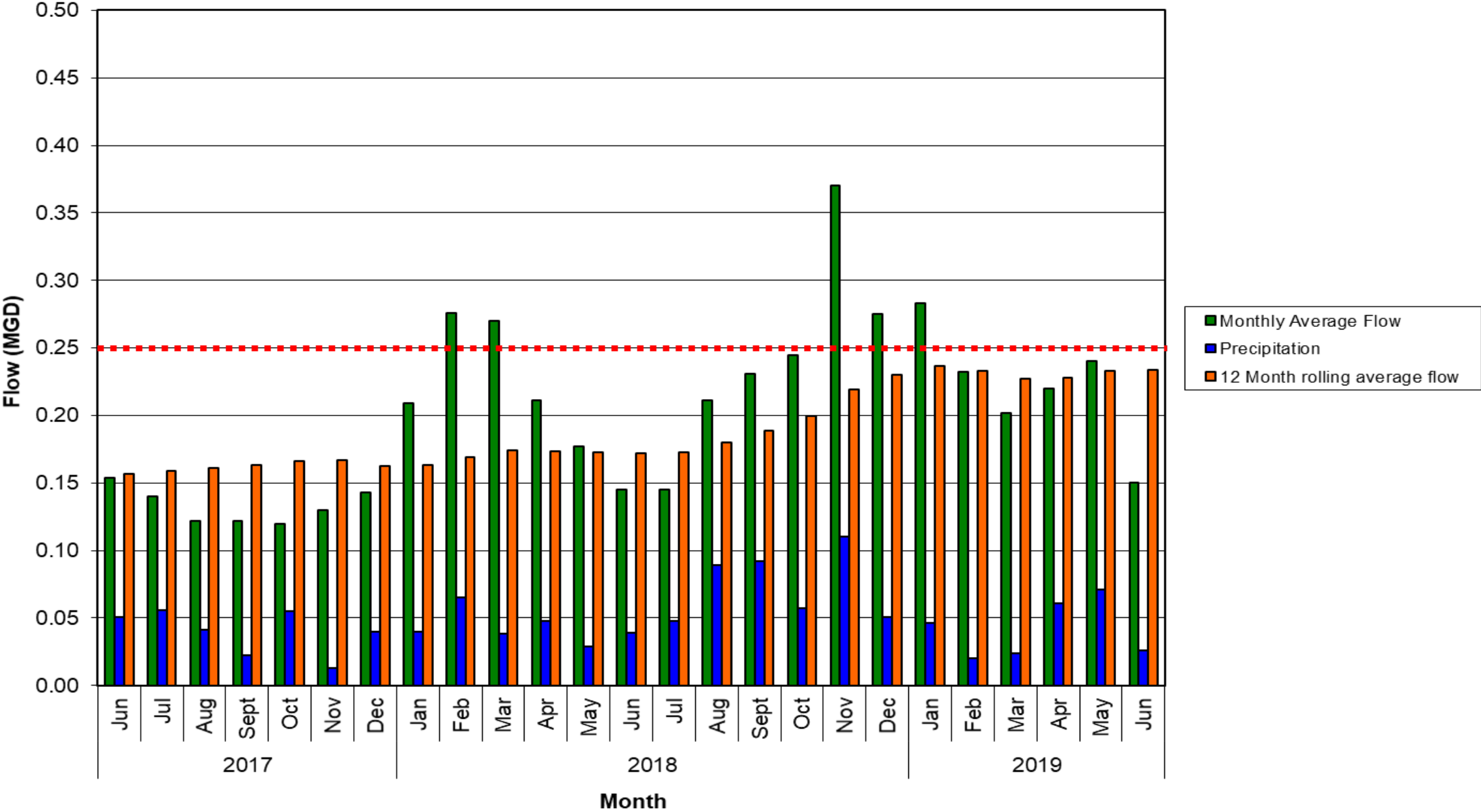
Village of Millbrook

Wastewater Treatment Plant Operations Report

June 2019

	June	May	April	Permit Limit
Total Effluent Flow	4,487,908	7,428,885	6,585,634	N/A
Average Daily Flow	150,000	240,000	220,000	N/A
12-Month Rolling AVG	234,000	233,000	228,000	250,000
Peak Daily Flow	188,934	389,369	306,888	N/A
Precipitation (inches as liquid)	2.60	7.1	6.1	N/A
SPDES Permit Samples: (mg/l)				
BOD	N/A	4 mg/l	2 mg/l	15 mg/l
Percent Removal	N/A	99 %	99 %	85 %
Total Suspended Solids	N/A	2 mg/l	0.7 mg/l	15 mg/l
Percent Removal	N/A	100 %	100 %	85 %
TKN as N	N/A	4 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	2/100 ml	N/A	200 /100ml
* Exceeds permit limit				
Comments:				
1) Performed all monthly sampling and maintenance				
2) Royal hauled dry sludge dumpster				
3) EarthCare hauled 24,000 gal liquid sludge				
4) Cleaned filter beds				
5) Kinsley Power serviced generator				
6) Installed new weirs on clarifiers				

Millbrook WWTP



Treasurer's Report

VILLAGE OF MILLBROOK
TREASURER'S REPORT

PERIOD:

30-Jun-19

	BALANCE 06/01/19	DEPOSITS	DISBURSED	INTEREST	BALANCE 06/30/19
TAX ACCOUNT	\$0.00	\$876,410.70	\$89,605.53	\$0.00	\$786,805.17
GENERAL FUND	\$348,489.35	\$109,083.23	\$153,214.34	\$26.22	\$304,384.46
WATER FUND	\$14,530.45	\$3,539.68	\$11,424.38	\$0.80	\$6,646.55
SEWER FUND	\$76,244.76	\$3,990.68	\$25,198.55	\$5.23	\$55,042.12
ACCOUNTS PAYABLE	\$20,004.24	\$205,571.22	\$184,700.04	\$0.00	\$40,875.42
BEDROCK WELL ACCOUNT	\$282,354.26	\$0.00	\$52,292.32	\$21.08	\$230,083.02
ESCROW (PLANNING & ZONING)	\$2,078.43	\$2,217.50	\$0.00	\$0.00	\$4,295.93
HAIGHT TRUST	\$15,654.07	\$0.00	\$0.00	\$1.93	\$15,656.00
LAMONT CHRISTMAS TREE	\$2,454.15	\$0.00	\$0.00	\$0.30	\$2,454.45
MEDICAL DEDUCTIBLE	\$14,383.40	\$0.00	\$505.10	\$0.00	\$13,878.30
MILLBROOK COMMUNITY DAY	\$243.85	\$0.00	\$0.00	\$0.00	\$243.85
MILLBROOK RESTORATION	\$119,308.21	\$0.00	\$255.00	\$9.79	\$119,063.00
NINE PARTNERS TRUST	\$25,246.95	\$0.00	\$0.00	\$3.11	\$25,250.06
PAYROLL ACCOUNT	\$6,850.15	\$37,471.22	\$37,653.38	\$0.00	\$6,667.99
POLICE VEHICLE FUND	\$10,002.05	\$0.00	\$0.00	\$0.82	\$10,002.87
AMBULANCE RESERVE	\$25,005.13	\$0.00	\$0.00	\$2.06	\$25,007.19
RESERVE FOR FIRE TRUCK	\$307,741.44	\$0.00	\$0.00	\$37.94	\$307,779.38
RESERVE FOR HIGHWAY EQUIPMEN	\$6,712.65	\$0.00	\$0.00	\$0.55	\$6,713.20
THORNE BUILDING TRIBUTE GARDE	\$231,692.65	\$0.00	\$0.00	\$28.57	\$231,721.22
THORNE TRUST	\$25,721.96	\$0.00	\$0.00	\$3.18	\$25,725.14
TREE REPLACEMENT PROGRAM	\$7,648.43	\$0.00	\$0.00	\$0.63	\$7,649.06
TRIBUTE GARDEN DONATIONS	\$10,037.52	\$0.00	\$0.00	\$0.82	\$10,038.34
VILLAGE HALL RESTORATION	\$4,500.83	\$0.00	\$0.00	\$0.37	\$4,501.20
TOTAL	\$1,724,706.34	\$1,238,284.23	\$554,848.64	\$143.40	\$2,240,483.92

Treasurer and Clerk Updates:

- Monthly Revenue and Expense Reports as of 7.09.19 provided to Board
- Continuing training with Karen McLaughlin on Enhanced and AUD

2019/2020 TAXES:

Tax Collectors Report:

As of 7/8/19:

Taxes received: **\$945,933.00**

42 Parcels yet to pay. Totaling: \$66,076.11

5% Penalty fee assessed after July 1st.

Collection report given to Board.



Building
Dept.

Period: June 2019			
			Last Month's Fees Collect \$1,285.00
Building Permit's Issued:	7		
Building Permit #:	19-29 - 19-34 & 19-36		
Amount Collected:	\$710.00		
Sign Permit's Issued:	0		
Sign Permit #:			
Amount Collected:	\$0.00		
		Cert #	
Certificate of Occupancy:	1	19-14	
Certificate of Occupancy Rental:	0		
Certificate of Use:	1	19-02	
Certificate of Compliance:	3	19-04, 19-06&07	
Municipal Searches:	2		
Municipal Search #:	19-14 - 19-15		
Amount Collected:	\$250.00		
Total Month Collected:	\$960.00		
YTD Fees Collected:	\$3,570.00		
Building Dept. Referrals:	0	Reason for Referral:	
PB:	0	No BD Referrals. Verizon is set to meet for a Site Plan Review.	
ZBA:	0	Collected \$1500 in Escrow Fees. \$800 for Site Plan Review fees.	
Total Collected			
For Application Fee:	\$800.00		
Comments:			
ESCROW:			

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown





Next Board of Trustees Meeting:

Board of Trustees-July 23 6:30 PM