



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees

February 11, 2020 Voucher Totals

Vouchers 19422-19475

A - GENERAL FUND	52,136.38
F - WATER FUND	6,241.43
G - SEWER FUND	14,950.22
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
TE - PRIVATE PURPOSE - Millbrook Community Day	
TE - PRIVATE PURPOSE - Millbrook Restoration	
T - TRUST FUND	
73,328.03	

Clerk/ Treasurer to email to Deputy Clerk to transfer \$10,000 from Water Fund start paying back General Fund.

Total borrowed: \$60,000 (12.17.2019)

Amount paid back: \$10,000 (02.12.2020)

Balance: **\$50,000**

Voucher Detail Report

Old Business:

Taney/McLaughlin Appointments

New Sign Code- Filed and accepted by State

ZBA/PB Members- Anyone in VOM interested send letter
to mayor

New Business:

Fire Dept

Millbrook Fire Department

January 2020

Structure Fire	1
Automatic Fire Alarm	11
Motor Vehicle Accident	1
EMS Call	49
Vehicle Fire	1
<u>Service Call</u>	<u>1</u>
Total Incidents	65

EMS Responses

NDP (49-79)	50
MFD Rescue	1
Member Responses	31

Mutual Aid Given

Fire	1
EMS	6

Mutual Aid Received

Fire	1
EMS	1



Police
Dept

V.M.P.D. Monthly Report January 2020

111 Incidents Reported (including, but not limited to):

TRAFFIC

Traffic Tickets: **8**

Parking Tickets: **28**

MVAs: PDAA: **1**, H&R: **1**

V&T Complaint: **3**

ASSIST OTHER AGENCIES

Assist Other Police: **4**

Assist Fire Dept: **4**

Assist EMS: Millbrook: **13**; Washington: **7**

CRIMINAL ACTIVITY

ARREST: **2**

Domestic: **5**

Larceny: **2**

Suspicious Activity: **1**

Criminal Mischief: **4**

Drug

Overdose: **1**

Burglar Alarms: **5**

PUBLIC SERVICE

Lockout: **2**

Animal Complaint: **1**

Information Requests: **3**

Assist Citizen: **2**

Civil: **3**

911 Misdialed: **3**

Road Hazard: **4**

Property: **3**

Noise Complaint: **4**

School Checks: **80**

GRW#6 02/11/2020



Public Works Monthly Report

1. Picking up homeowners Christmas trees
2. Repaired catch basin on Church
3. Cold patch several spots throughout village
4. Picked up street garbage
5. Installed new lighting at Village garage
6. Repaired catch basin at triangle
7. Repaired and redirected drainage ditch on Russel knolls
8. Repaired catch basin on Washington Ave
9. Repaired guardrail on Harts Village Rd
10. Trimmed low hanging branches on Harts Village Rd
11. 4 snow or ice incidents
12. Put up new no parking sign on Franklin Ave

Public Works Report 2019 Report

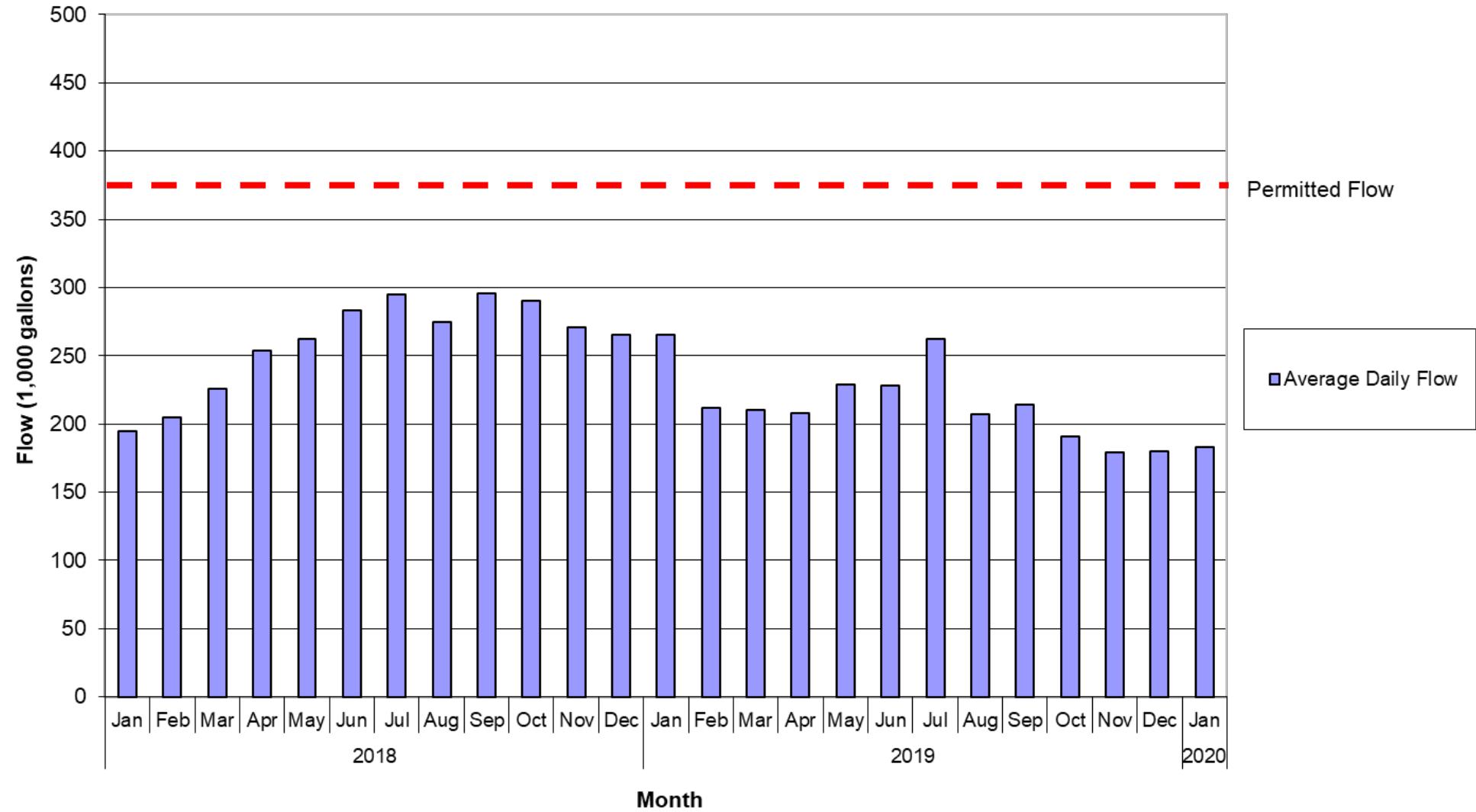
Ancillary services I.e Leaf removal, Brush removal, Snow removal, Christmas trees and decorations, Pothole maintenance, Curb painting, Install and remove flower barrels, Tree trimming, Building maintenance, perform regular maintenance on all tools and equipment. All signage replacement and maintenance. Coordination of tree and stump removal and maintenance. Assist VRI with various tasks that require digging or manpower. Weed killing. etc.

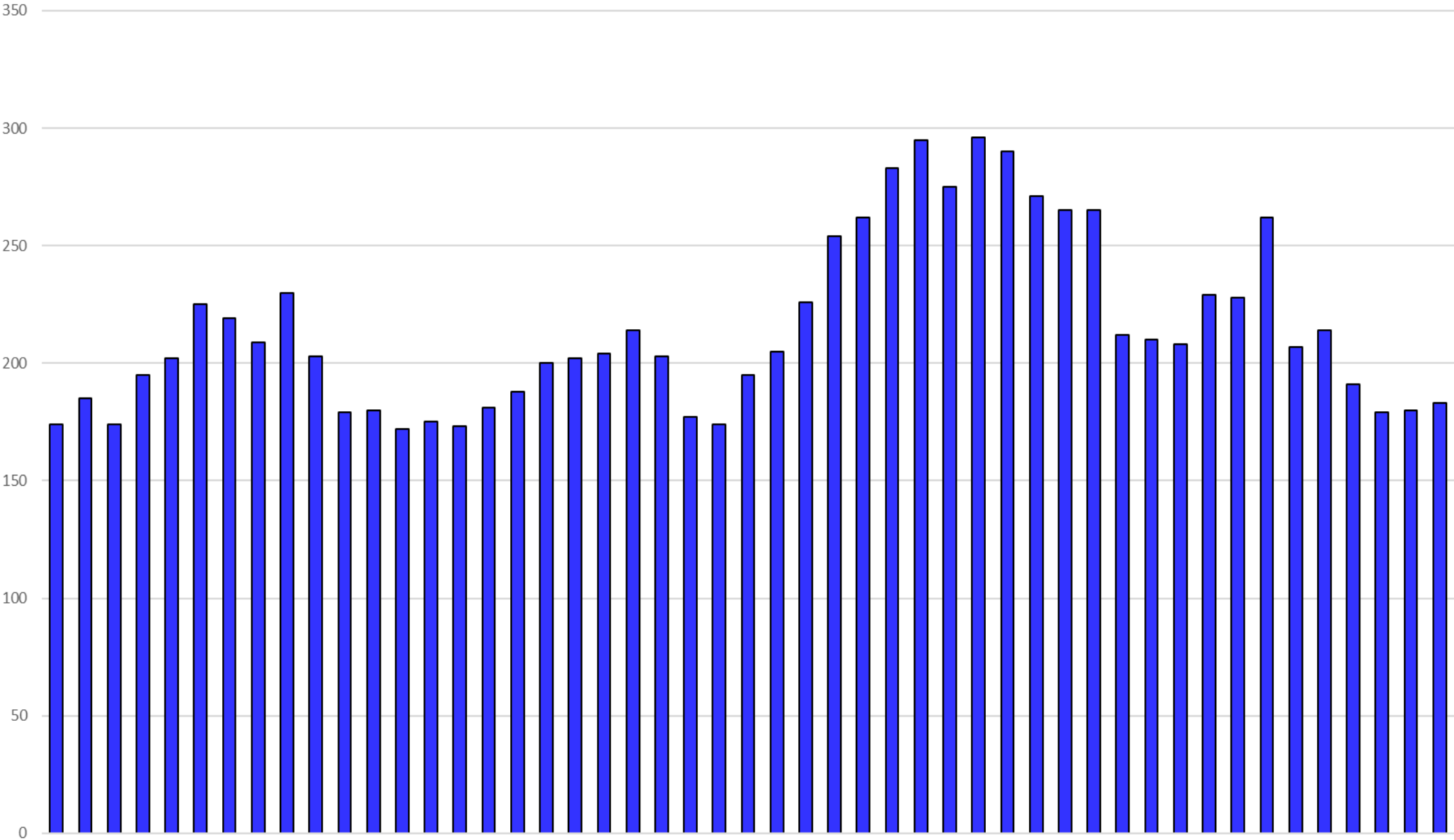
1. Milled and paved Merritt ave . Replace all infrastructure involved in the paving I,e replace 7 catch basins.
2. Installed handicap ramps on Friendly lane and Merritt ave. Made Village hall sidewalks handicap accessible. Installed new curbing in conjunction with new handicap ramps and new catch basins.
3. Installed country curb on the corner of Maple ave and Merritt ave.
4. Sidewalk installation 14 ft on Franklin ave , 25 ft on Church st ,32 ft on church and Reservoir.
5. Put 2019 dump truck into service.
6. Built permanent stand to store sanders in off season
7. Vacuumed catch basins
8. Installed dog bag stations on Dineen
9. Assisted VRI on several water valve replacements , primarily involving water tower projects .
10. Repaired or replaced 13 catch basins
11. Dug out and paved major water valve repair on County house rd.
12. Formed and paved drainage ditch on Russel knowles
13. Removed and replaced manhole on Church st
14. New welcome to Millbrook signs replaced old broken signs
15. Assisted VRI with removal and replacing 3 manholes on Haight ave , later paving same
16. Poured 25 ft of curb on Church
17. New basement exterior door installed at Village hall
18. New faucets installed in Village hall bathrooms
19. Built and installed new leaf box on 2008 dump truck
20. Purchased new leaf vacuum
21. Dragbox paving of several village roads.

Village of Millbrook
 Monthly Water System Report
January 2020

	January	December	November
Total Water Produced	5,670,000	5,595,000	5,910,000
Average Daily Flow	183,000	180,500	191,000
Peak Day Flow	235,000	260,000	230,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Worked on exposing and testing valves on Front St			
3) Located and exposed curb boxes on Merritt, Front St, Church St			
4) Began working on code update			
<u>Fire Hydrant Update</u>			
86 Total hydrants			
20 replaced, 1 rebuilt			
46 more to replace			
Remaining 19 in good condition			

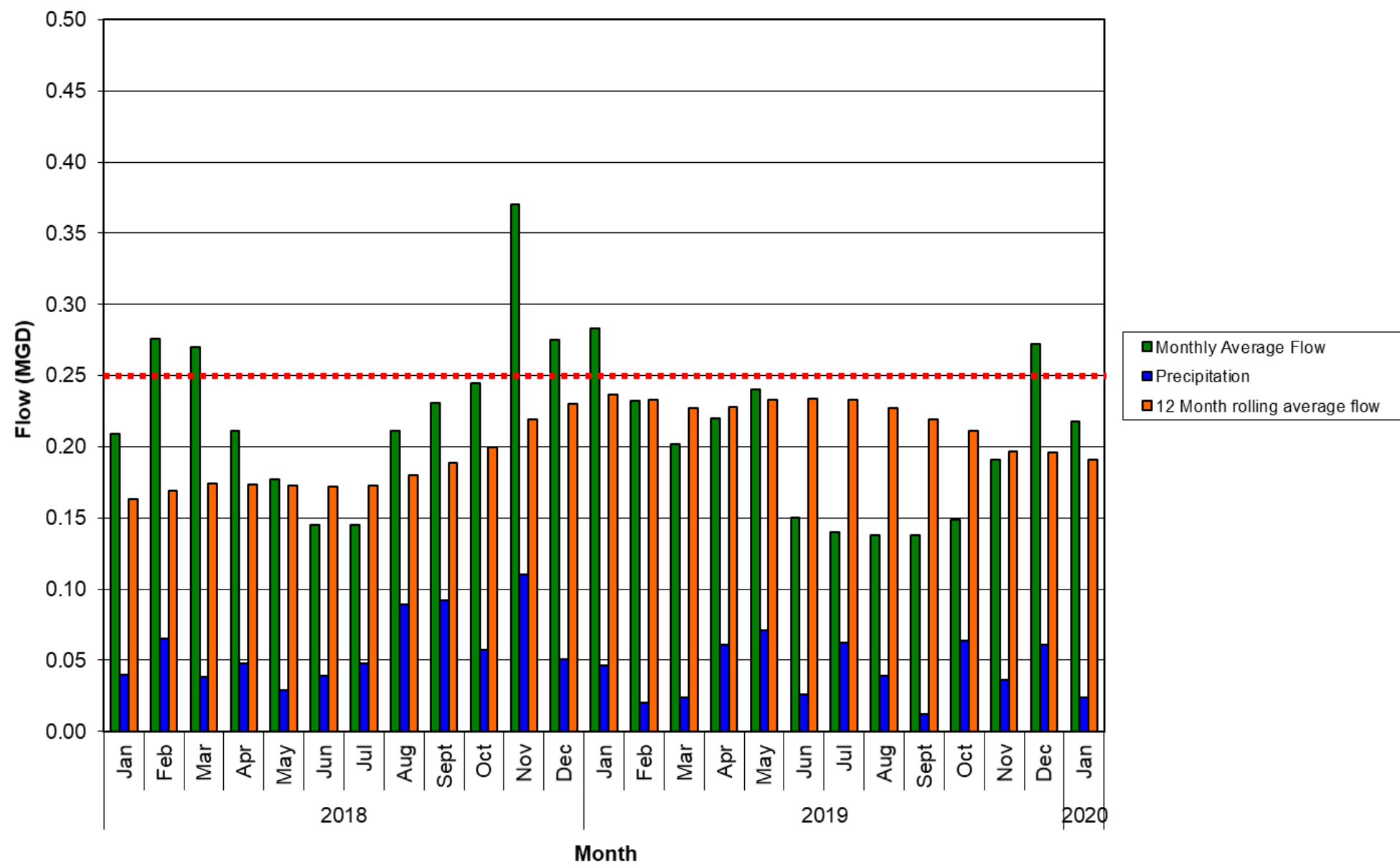
Millbrook Water





Village of Millbrook				
Wastewater Treatment Plant Operations Report				
January 2020				
	January	December	November	Permit Limit
Total Effluent Flow	6,770,612	8,437,942	5,717,278	N/A
Average Daily Flow	218,000	272,000	191,000	N/A
12-Month Rolling AVG	191,000	196,000	197,000	250,000
Peak Daily Flow	282,190	527,454	304,360	N/A
Precipitation (inches as liquid)	2.40	6.1	3.6	N/A
SPDES Permit Samples: (mg/l)				
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99.0 %	98 %	99 %	85 %
Total Suspended Solids	1 mg/l	0.5 mg/l	0.5 mg/l	15 mg/l
Percent Removal	99.0 %	99 %	100 %	85 %
TKN as N	1 mg/l	1.2 mg/l	0.5 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) Pumped sludge to drying beds				
3) Met with Doyle security - alarm set up for new blowers				
4) Began working on Code update				
<u>Manhole Inflow Covers</u>				
184 total manholes				
102 covers installed				

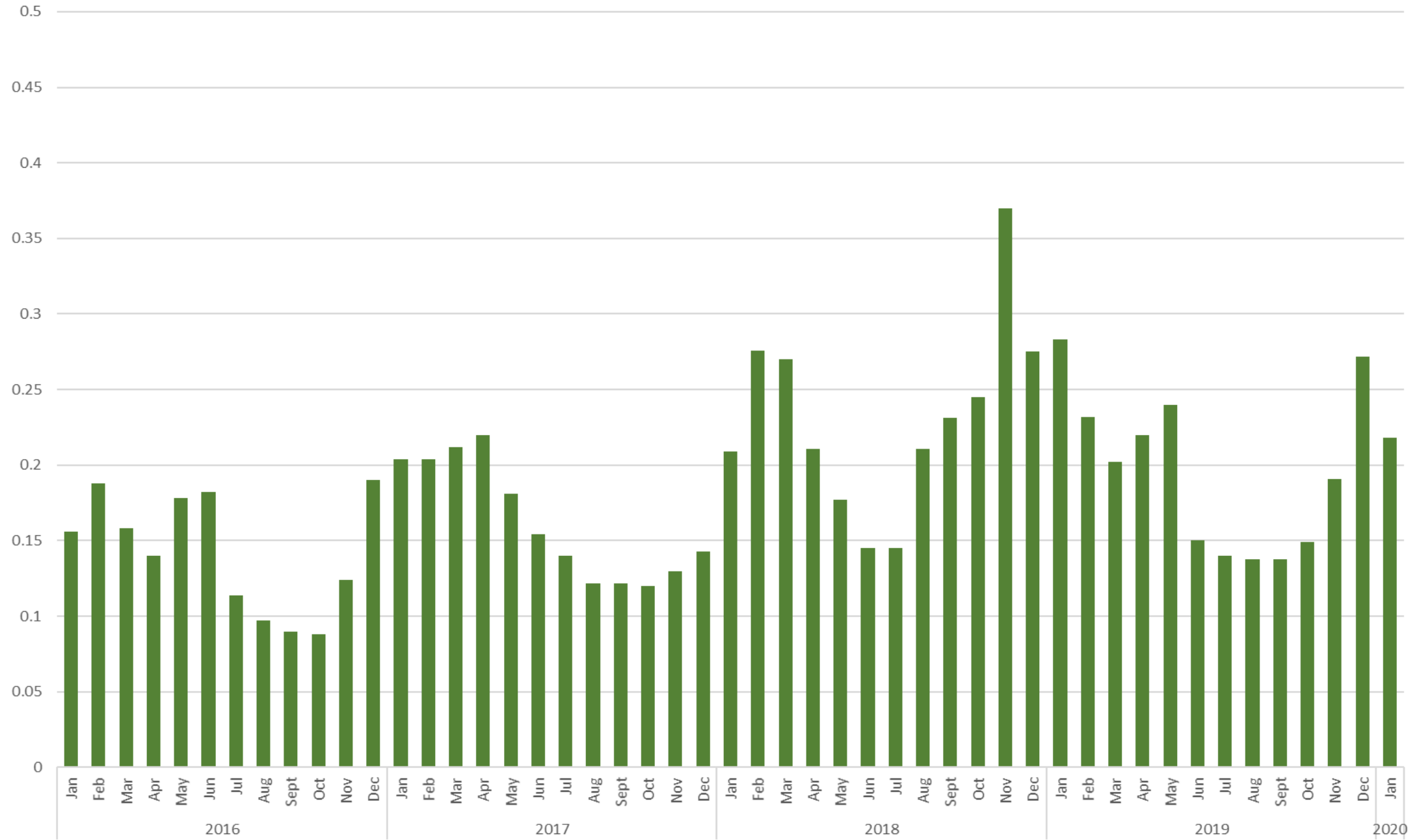
Millbrook WWTP



Sewer Report

Millbrook wwtp flows

4Yr



Millbrook Water 2019 Accomplishments

- 1) Replaced 3 fire hydrants – 2 on Anson Ave and 1 on Nine Partners Ln
- 2) Repaired 6 curb boxes – 23 Merritt, 3580 Rt 44, 19 Elm, Millbrook Manor, 44 Harts Village
- 3) Replaced curb valve @ 3274 Franklin Ave
- 4) Repaired major water leak at County House and Oak Summit
- 5) Located 4 water leaks repaired by owner – Reservoir Dr, Haight Ave, Bennett Pool, Harts Village Rd
- 6) Installed 5 new water meters
- 7) Repaired several non-reading water meters
- 8) Installed new 10-inch valve on the main line to Water Storage Tank for isolation
- 9) Installed 2 new valves on water main @ Haight Ave
- 10) Installed new shed to house controls for water tower
- 11) Installed new service line at water tower for new control shed
- 12) Installed new controls for water tower
- 13) Installed new water main into water storage tank
- 14) Water storage tank cleaned and repainted inside and out
- 15) New online mapping system purchased – Total Mapping Solutions
- 16) Leak Detection study throughout town with NY Rural Water

Millbrook Sewer 2019 Accomplishments

- 1) Repaired tractor and serviced
- 2) Replaced drive unit on clarifier #2. Had the seized unit rebuilt for spare
- 3) Replaced all weirs in both secondary clarifiers at treatment plant. Installed fiberglass weirs in place of old aluminum.
- 4) Cleaned effluent tanks and both secondary clarifiers
- 5) Cleaned 8,477 feet of sewer main on Velletri Way, Reservoir Dr, Church St, Alden Pl, Front St, Franklin Ave, North Ave, Fountain Pl
- 6) Rebuilt 4 manholes – 3 on Haight Ave, 1 on Church St
- 7) Repaired 2 manholes – Church and Millbrook Hollow
- 8) Installed 19 inflow protector covers inside manholes
- 9) Performed annual sewer main video inspections –8,600 feet of main inspected
- 10) Installed new air filters for intake lines on new blowers
- 11) Installed a second new aeration blower, electric, VFD controller.
- 12) New online mapping system purchased and in use – Total Mapping Solutions
- 13) Purchased new Dyna Sand filter
- 14) Annual I&I Management Report submitted to DEC before deadline

Treasurer's Report

VILLAGE OF MILLBROOK TREASURER'S REPORT

PERIOD:

31-Jan-20

	BALANCE 12/31/19	DEPOSITS	DISBURSED	INTEREST	BALANCE 01/31/20
TAX ACCOUNT	\$12,481.05	\$0.00	\$0.00	\$1.06	\$12,482.11
GENERAL FUND	\$227,502.87	\$231,125.42	\$372,479.31	\$14.43	\$86,163.41
WATER FUND	\$39,109.27	\$66,688.37	\$81,197.35	\$2.92	\$24,603.21
SEWER FUND	\$9,198.67	\$16,898.52	\$16,819.74	\$0.92	\$9,278.37
ACCOUNTS PAYABLE	\$28,502.19	\$359,063.23	\$323,794.06	\$0.00	\$63,771.36
BEDROCK WELL ACCOUNT	\$694,998.58	\$0.00	\$2,072.46	\$58.93	\$692,985.05
ESCROW (PLANNING & ZONING)	\$4,612.33	\$0.00	\$0.00	\$0.00	\$4,612.33
HAIGHT TRUST	\$15,667.85	\$0.00	\$0.00	\$1.99	\$15,669.84
LAMONT CHRISTMAS TREE	\$2,456.31	\$0.00	\$0.00	\$0.31	\$2,456.62
MEDICAL DEDUCTIBLE	\$28,132.27	\$0.00	\$1,673.13	\$0.00	\$26,459.14
MILLBROOK COMMUNITY DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MILLBROOK RESTORATION	\$90,509.66	\$0.00	\$0.00	\$7.69	\$90,517.35
NINE PARTNERS TRUST	\$25,269.16	\$0.00	\$0.00	\$3.22	\$25,272.38
PAYROLL ACCOUNT	\$22,860.41	\$45,531.03	\$59,847.85	\$0.00	\$8,543.59
POLICE VEHICLE FUND	\$10,007.92	\$0.00	\$0.00	\$0.85	\$10,008.77
AMBULANCE RESERVE	\$25,019.80	\$0.00	\$0.00	\$2.12	\$25,021.92
RESERVE FOR FIRE TRUCK	\$308,012.20	\$0.00	\$213,893.00	\$25.18	\$94,144.38
RESERVE FOR HIGHWAY EQUIPMENT	\$6,717.15	\$0.00	\$0.00	\$0.57	\$6,717.72
THORNE BUILDING TRIBUTE GARDEN	\$226,095.50	\$0.00	\$0.00	\$28.81	\$226,124.31
THORNE TRUST	\$25,744.60	\$0.00	\$0.00	\$3.28	\$25,747.88
TREE REPLACEMENT PROGRAM	\$7,653.55	\$0.00	\$0.00	\$0.65	\$7,654.20
TRIBUTE GARDEN DONATIONS	\$10,042.55	\$0.00	\$0.00	\$0.85	\$10,043.40
VILLAGE HALL RESTORATION	\$4,503.46	\$0.00	\$0.00	\$0.39	\$4,503.85
TOTAL	\$1,825,097.35	\$719,306.57	\$1,071,776.90	\$154.17	\$1,472,781.19

Treasurer and Clerk Updates:

- Current Operating statement, passed out to Board.
- Training with Karen McLaughlin. Continuing working on Bank Reconciliations and entering in data into Enhanced.
- Will be looking over Operating Statement with Karen McLaughlin- will have Budget Adjustments for meeting in March
- Working on setting up budget spreadsheet
- Sent out email to Department Heads requesting expenses for upcoming budget- by March 1st
- Working with Dennis Riley from the NYS Archives on plan to clean up the record rooms- will apply for grant next time it is available. Meeting end of March/ Early April.



Building
Dept.

January Report					
Building Permit's Issued:	0				
Building Permit #:					
Amount Collected:	\$0.00				
Sign Permit's Issued:	0				
Sign Permit #:					
Amount Collected:	\$0.00				
		Cert #			
Certificate of Occupancy:	0				
Certificate of Occupancy Rental:	0				
Certificate of Use:	0				
Certificate of Compliance:	0				
Municipal Searches:	1				
Municipal Search #:	20-01				
Amount Collected:	\$150.00				
Total Month Collected:	\$150.00				
YTD Fees Collected:	\$10,690.00				
Building Dept. Referrals:	0			Comments:	
PB:	0			ZBA: No Meeting	
ZBA:	0			Planning Board: Had a meeting in January. On Agenda: Initial presentation for 105 Church. 22 Washington residential proposal.	
Total Collected				Signed maps for Carrubba.	
For Application Fee:	\$0.00				
Comments:					
ESCROW:					

Comments:
ESCROW:

ZBA: No Meeting

Planning Board: Had a meeting in January. On Agenda: Initial presentation for 105 Church. 22 Washington residential proposal. Signed maps for Carrubba.

Treasurer/ Clerk/ Building Department Accomplishments -2019

Treasurer/ Clerk

Installed new GL Software- replacing archaic KVS system

Updated computers in the offices- faster and more efficient

Purchased Firewall & Battery Back-up (for server)- better cyber security

Filed AUD without CPA- saving the Village money

Training with K. McLaughlin- financial recordkeeping becoming more in line with State

Updated Treasurer reports for Board Meetings- easier to follow

Successful Tax season completed- waiting for County to make whole (March-April)

Building Department

Updated hard to follow fee schedule

Updating Zoning Map- still in progress

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown



Next Board of Trustees Meeting:

March 9th