



Village of Millbrook 35 Merritt Ave
6:30 PM

Board of Trustees – Zoom Meeting

May 12, 2020 Voucher Totals

Vouchers 19696-19743

A - GENERAL FUND	89,590.27
F - WATER FUND	3,864.03
G - SEWER FUND	6,417.75
H - CAPITAL PROJECTS	
TA - TRUST & AGENCY FUND	
TE - PRIVATE PURPOSE - Millbrook Community Day	
TE - PRIVATE PURPOSE - Millbrook Restoration	
T - TRUST FUND	
	99,872.05

Voucher Detail Report

Fire Dept

Millbrook Fire Department

February 2020

Automatic Fire Alarm 14

Motor Vehicle Accident 4

EMS Call 38

Carbon Monoxide Alarm 1

Total Incidents 57

EMS Responses

NDP (49-79) 41

MFD Rescue 2

Member Responses 23

Mutual Aid Given

Fire 1

EMS 5

Mutual Aid Received

Fire 0

EMS 1

Fire Dept

Millbrook Fire Department

March 2020

Structure Fire	2
Automatic Fire Alarm	16
Motor Vehicle Accident	3
EMS Call	44
<u>Brush/Grass Fire</u>	<u>4</u>
Total Incidents	69

EMS Responses

NDP (49-79)

MFD Rescue

Member Responses

Mutual Aid Given

Fire

EMS

Mutual Aid Received

Fire

EMS

Fire Dept

Millbrook Fire Department

April 2020

Automatic Fire Alarm	16
Motor Vehicle Accident	2
EMS Call	48
Hazardous Materials	1
Trash/Refuse Fire	2
<u>Carbon Monoxide</u>	<u>2</u>
Total Incidents	71

EMS Responses

NDP (49-79)

MFD Rescue

Member Responses

Mutual Aid Given

Fire

EMS

Mutual Aid Received

Fire

EMS

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

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

Incident #'s 14198-14272

TRAFFIC

Traffic Tickets: **2** Parking Tickets: **4** MVAs: PDAA: **3**, Hit&Run: **1** V&T Complaint: **2** Disabled Vehicle: **2**

ASSIST OTHER AGENCIES

Assist Other Police: **9** Assist Fire Dept: **4** Assist EMS: Millbrook: **7**; Washington: **9**

CRIMINAL ACTIVITY

Attempted Burglary: **1** Exposure of a Person: **1** Suspicious Activity: **4** Disturbance: **3** Domestic: **1** Trespass: **1**
Harassment: **1**

PUBLIC SERVICE

Mental Health: **2** Animal Complaint: **2** Information Requests: **4** Assist Citizen: **1** Burglar Alarms: **1**
Health Hazard: **1** Civil: **2** School Checks: **36**

P.O. Aluisio completed a presentation for the First Grade Millbrook Daisy Troop.

P.O. Witt attended MCSD Safety Meetings.

JRW#6 04/13/2020



Police
Dept

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

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

Incident #'s 14273-14314

TRAFFIC

Parking Tickets: **1**

Road Hazards: **1**

Disabled Vehicle: **2**

ASSIST OTHER AGENCIES

Assist Other Police: **5**

Assist Fire Dept: **5**

Assist EMS: Millbrook: **8**

CRIMINAL ACTIVITY

Suspicious Activity: **2**

Juvenile Activity: **1**

PUBLIC SERVICE

Mental Health: **1**

Animal Complaint: **2**

Information Requests: **1**

Assist Citizen: **4**

Burglar Alarms: **1**

Welfare Checks: **1**

Vehicle Lockouts: **4**

911 Misdials: **3**

KA#14 05/12/2020

Public Works Monthly Report

APRIL Highway report

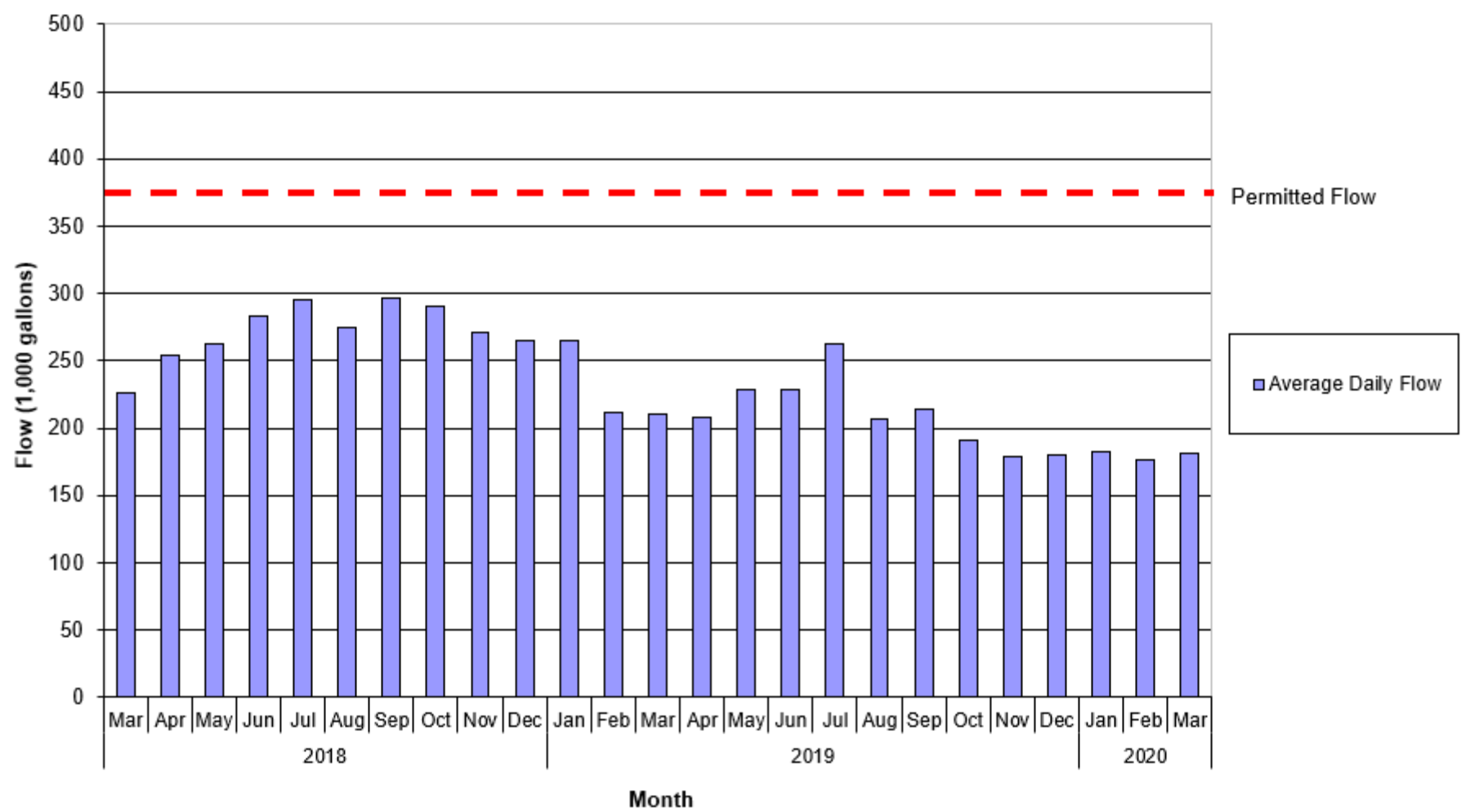
1. Door to door handouts of Coronavirus pamphlet
2. Replaced steel safety grate with custom aluminum grate for easier escape means from historical room
3. Put up tennis court nets
4. Painted all trash pails
5. Repaired gate at Church st lot
6. Took off two sanders
7. Patched pot holes
8. Cut down all foliage blocking Church st gate
9. Cleaned out drainage ditch at town garage entrance
10. Picked up brush daily
11. Removed down limbs and branches from wind storm

Public Works Monthly Report

1. Continue brush removal thru May 31
2. Serviced backhoe ,repaired broken armrest , welded crack in front bucket
3. Cold patched several potholes in Village
4. Shoveled gravel on Valley Farm rd
5. Began curb painting
6. Trimmed firehouse and village garage
7. Cut and removed several down tree limbs resulting from wind storm
8. Serviced two mowers
9. Mowed two village properties
10. Unloaded and moved boxes with contents for new wall at Village hall
11. Installed new lighter escape grate for historical society room
12. New vinyl siding installed on Gable ends of village garage repairing wind storm damage.
Insurance covering a portion of repair.
13. Delivered road millings to sewer plant for plant road repairs

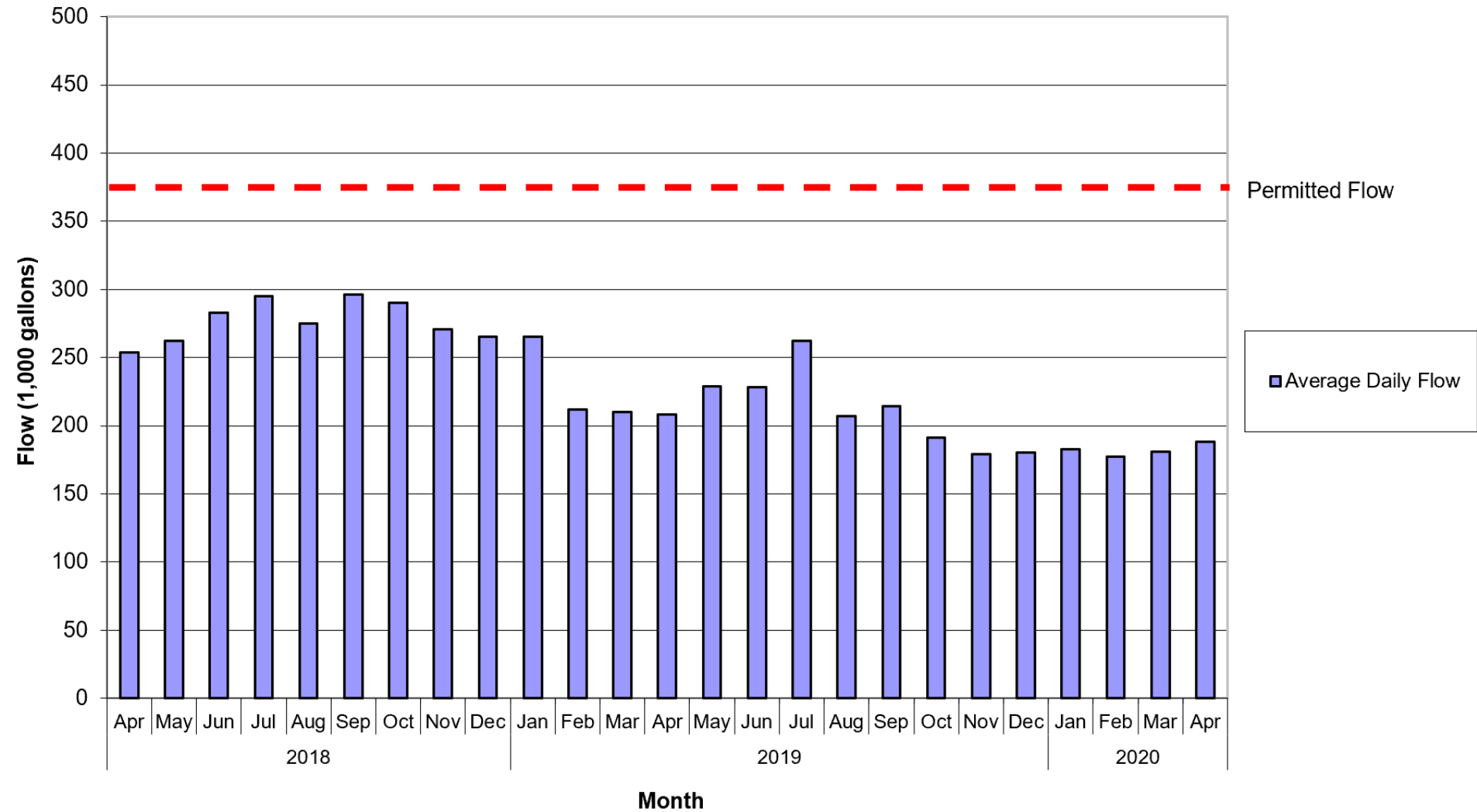
Village of Millbrook			
Monthly Water System Report			
March 2020			
	March	February	January
Total Water Produced	5,615,000	5,130,000	5,670,000
Average Daily Flow	181,000	177,000	183,000
Peak Day Flow	260,000	210,000	235,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Located curb box at 3421 Franklin Ave - meter still needs to be replaced			

Millbrook Water



Village of Millbrook			
Monthly Water System Report			
April 2020			
	April	March	February
Total Water Produced	5,635,000	5,615,000	5,130,000
Average Daily Flow	188,000	181,000	177,000
Peak Day Flow	220,000	260,000	210,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Changed water meter at 3278 Franklin. Tested meter			
3) Located curb box and shut off water for customer in Millbrook Hollow to fix leak inside			
4) Located curb box at 39 Merritt Ave for homeowner			
5) Construction meeting for water plant held on 4/15. Construction to commence week of May 4th			

Millbrook Water

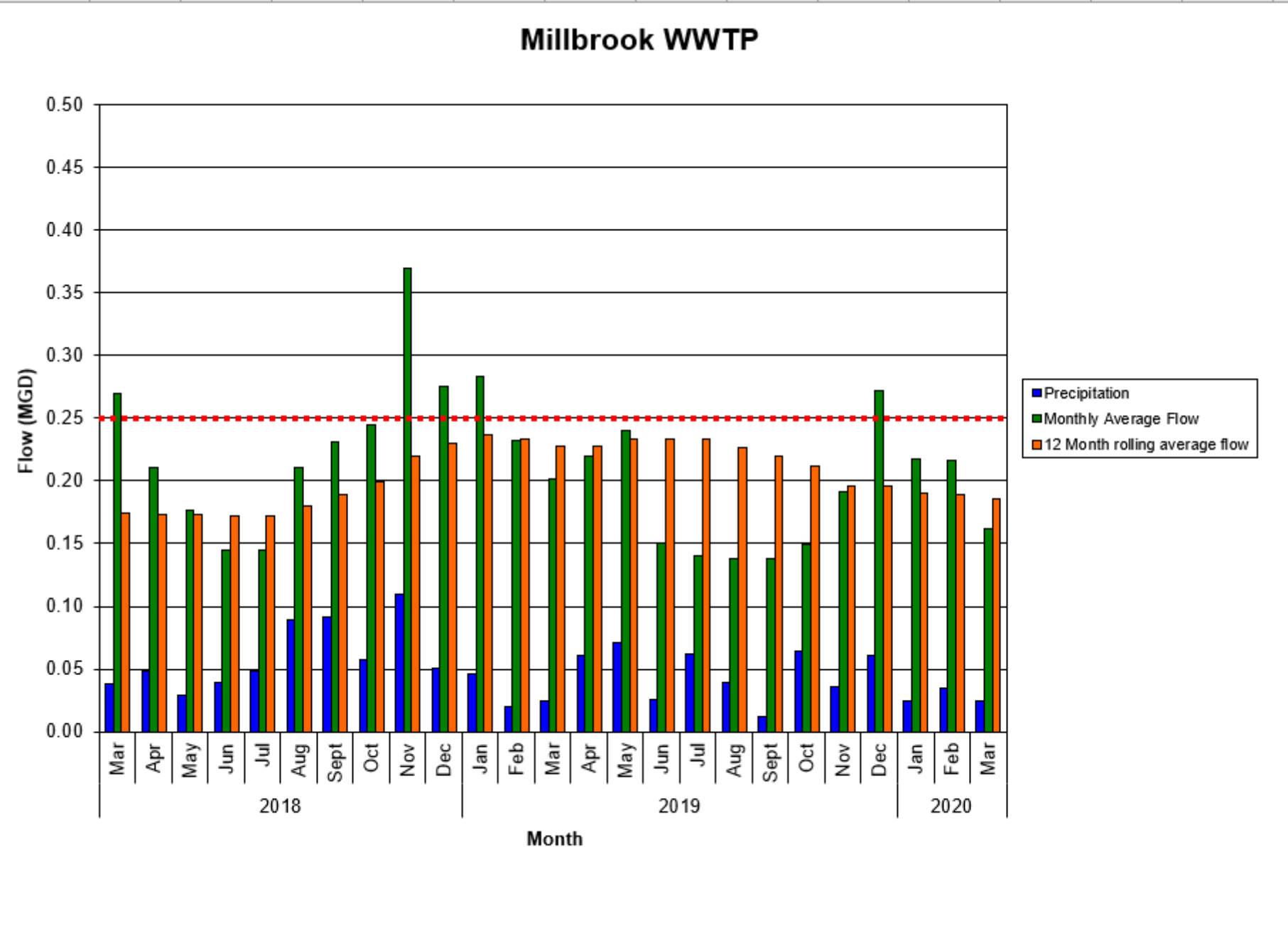


Village of Millbrook

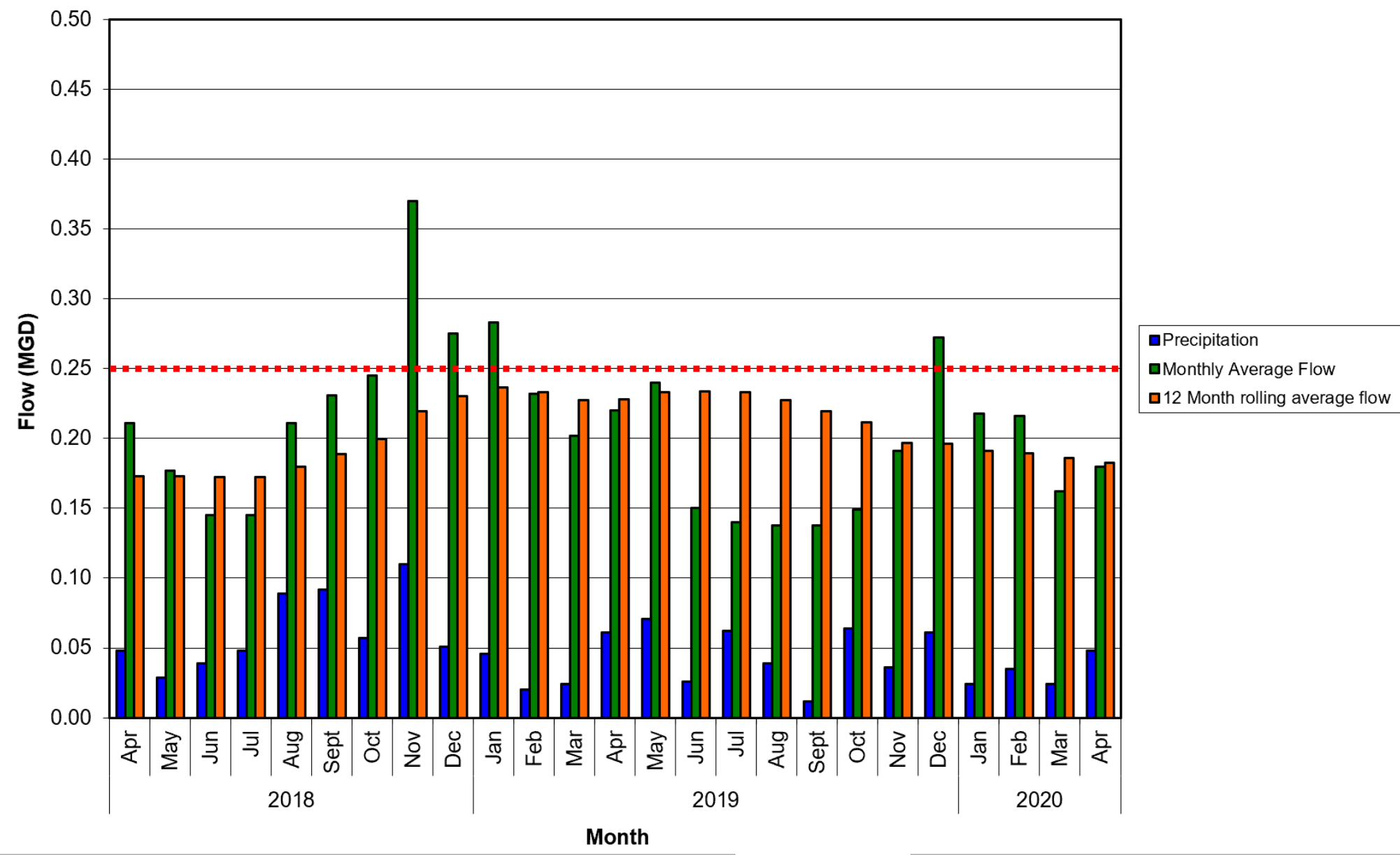
Wastewater Treatment Plant Operations Report

March 2020

	March	February	January	Permit Limit
Total Effluent Flow	5,029,973	6,252,475	8,437,942	N/A
Average Daily Flow	162,200	215,600	272,000	N/A
12-Month Rolling AVG	186,000	190,000	196,000	250,000
Peak Daily Flow	195,245	304,150	527,454	N/A
Precipitation (inches as liquid)	2.40	3.5	6.1	N/A
SPDES Permit Samples: (mg/l)				
BOD	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99.0 %	99 %	98 %	85 %
Total Suspended Solids	1 mg/l	1 mg/l	0.5 mg/l	15 mg/l
Percent Removal	100.0 %	99 %	99 %	85 %
TKN as N	1 mg/l	1 mg/l	1.2 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) EartCare hauled sludge				
3) Started cleaning filter beds				
4) Inspected sewer line replacement @ 44 Front Street				
5) Inspected sewer main behind Grace Church to determine location of connection for contractor. Sewer line being replaced for home @ 3226 Franklin Ave.				



Millbrook WWTP



Treasurer's Report

VILLAGE OF MILLBROOK TREASURER'S REPORT

PERIOD:

30-Apr-20

	BALANCE 04/01/20	DEPOSITS	DISBURSED	INTEREST	BALANCE 04/30/20
TAX ACCOUNT	\$0.28	\$0.00	\$0.00	\$0.00	\$0.28
GENERAL FUND	\$453,316.31	\$66,857.29	\$184,534.05	\$29.58	\$335,669.13
WATER FUND	\$38,518.42	\$22,831.76	\$10,121.46	\$3.33	\$51,232.05
SEWER FUND	\$16,500.78	\$17,938.12	\$15,102.26	\$1.15	\$19,337.79
ACCOUNTS PAYABLE	\$76,988.97	\$78,974.81	\$151,139.31	\$0.00	\$4,824.47
BEDROCK WELL ACCOUNT	\$685,962.91	\$0.00	\$0.00	\$56.38	\$686,019.29
ESCROW (PLANNING & ZONING)	\$4,612.33	\$0.00	\$0.00	\$0.00	\$4,612.33
HAIGHT TRUST	\$15,673.28	\$0.00	\$0.00	\$1.29	\$15,674.57
LAMONT CHRISTMAS TREE	\$2,457.16	\$0.00	\$0.00	\$0.20	\$2,457.36
MEDICAL DEDUCTIBLE	\$23,706.36	\$0.00	\$174.18	\$0.00	\$23,532.18
MILLBROOK RESTORATION	\$90,532.23	\$0.00	\$0.00	\$7.44	\$90,539.67
NINE PARTNERS TRUST	\$25,277.92	\$0.00	\$0.00	\$2.08	\$25,280.00
PAYROLL ACCOUNT	\$10,728.89	\$38,113.21	\$37,373.89	\$0.00	\$11,468.21
POLICE VEHICLE FUND	\$10,010.41	\$10,000.00	\$0.00	\$1.59	\$20,012.00
AMBULANCE RESERVE	\$25,026.03	\$10,000.00	\$0.00	\$2.83	\$35,028.86
RESERVE FOR FIRE TRUCK	\$94,165.02	\$60,000.00	\$0.00	\$12.34	\$154,177.36
RESERVE FOR HIGHWAY EQUIPMENT	\$6,718.82	\$10,000.00	\$0.00	\$1.32	\$16,720.14
THORNE BUILDING TRIBUTE GARDEN	\$226,173.87	\$0.00	\$0.00	\$18.59	\$226,192.46
THORNE TRUST	\$25,753.52	\$0.00	\$0.00	\$2.12	\$25,755.64
TREE REPLACEMENT PROGRAM	\$7,655.46	\$0.00	\$0.00	\$0.63	\$7,656.09
TRIBUTE GARDEN DONATIONS	\$10,045.91	\$0.00	\$0.00	\$0.82	\$10,046.73
VILLAGE HALL RESTORATION	\$4,504.59	\$1,500.00	\$0.00	\$0.48	\$6,005.07
TOTAL	\$1,854,329.47	\$316,215.19	\$398,445.15	\$142.17	\$1,772,241.68

Treasurer and Clerk Updates:

- Current Operating statement, passed out to Board.
- Continuing training with Karen McLaughlin. Continuing working on Bank Reconciliations and entering in data into Enhanced.
- Budget passed and adopted (woo hoo)
- Tax Warrant to be prepared and sent to County by 5/15



Building
Dept.

March/April 2020

[illegible]

Trustee/ Mayor Updates

Trustee Rochfort

Trustee Herzog

Deputy Mayor Collopy

Trustee McGrane

Mayor Rod Brown



Village of Millbrook Code Update Project

- Objectives: revise the Village Code by correcting or removing outdated items, adding new items, and moving to outside documents those items which require routine reviews/ updates
- Proposed Plan:
- MH&JR to review changes identified by RB & TC review in January- Agree to recommendations? Any other changes identified?
- Follow Up on Mayor's request for the following to review/ update these chapters:

Trustee McGrane	Chp 21- Greenway Connections
Scott Osborn (W&S)	Chp 180- Water & Sewer
Bob Collocola (HWY)	Chp 195- Streets & Sidewalks
Jared Witt (Police)	Chp 51- Traffic Violation Bureau Chp 59- Alcohol & Beverage Chp 220- Vehicle & Traffic
Ken McLaughlin (BD/ZEO)	Chp 86- Unsafe Blds Chp 101-Fire Limits Chp 105- Bld Code Chp 147- Mobile Homes Chp 230- Zoning (Re: Thorne) Chp 240- Arch Adv Comm

- Combine all changes into 1 resolution to update the Code
- Follow- Up Activity: put all policies on the website and update Employee Handbook to be consistent with code and policies

Next Board of Trustees Meeting:

June 9, 2020- Happy New Year!