



Board of Trustees Meeting
February 10, 2021 @ 6:00 pm

**PLEASE SILENCE
YOUR CELL PHONE**

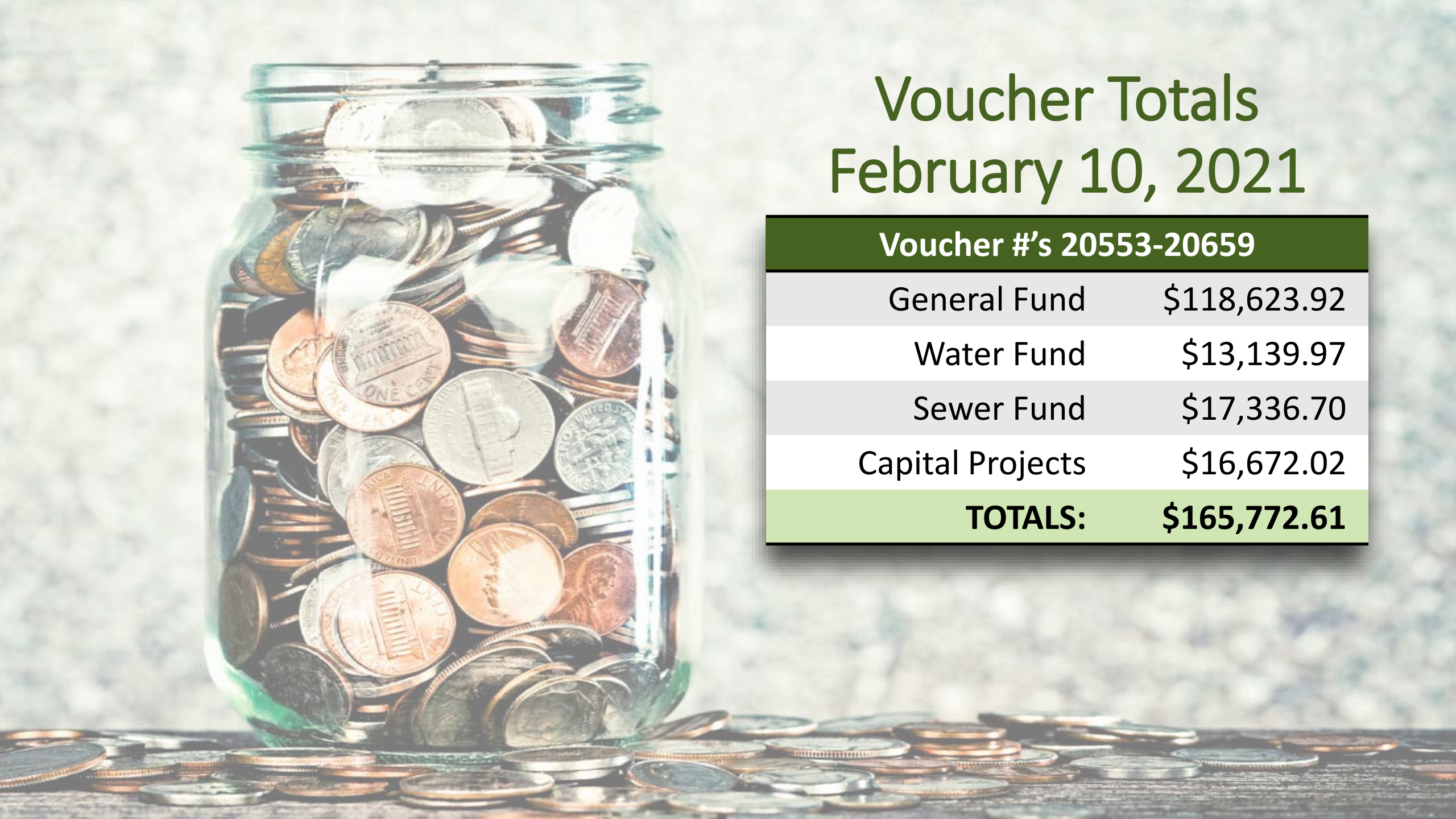
Agenda

Village of Millbrook
Board of Trustees

Wednesday, February 10, 2021
6:00 PM

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval
 - c. Budget Kickoff & Schedule
3. **Department Reports:**
 - a. Fire Department
 - b. Police Department
 - c. Highway Department
 - d. Water and Sewer
 - i. Proposed Sewer Rate Increase – Mayor Collopy
 - e. Treasurer & Building Department
 - f. Attorney
4. **Old Business:**
 - a. N/A
5. **New Business**
 - a. N/A
6. **Board Member Updates:**
 - a. Deputy Mayor Herzog
 - b. Trustee McGrane
 - c. Trustee Contino
 - d. Trustee Arbogast
7. **Mayoral Update** – Handbook Change
8. **Next meeting: 3/10/2021 6PM**
 - a. Budget Meeting Dates -TBA
9. **Adjournment**
10. **Auditing of Bills**





Voucher Totals February 10, 2021

Voucher #'s 20553-20659

General Fund	\$118,623.92
Water Fund	\$13,139.97
Sewer Fund	\$17,336.70
Capital Projects	\$16,672.02
TOTALS:	\$165,772.61

Millbrook Fire Department

January 2021

73 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	15
Motor Vehicle Accident	4
EMS Call	46
Service Call	1
Structure Fire	2
Wires Down	1
Carbon Monoxide	4
TOTALS:	73

EMS Responses	
NDP (49-79)	47
MFD Rescue	18
Mutual Aid Given	
Fire	3
EMS	7
Mutual Aid Received	
Fire	1
EMS	2

V.M.P.D Monthly Report

January 2021

110 Incidents Reported
(including, but not limited to)

Incident #'s 15096-15206

TRAFFIC		ASSIST OTHER AGENCIES		CRIMINAL ACTIVITY		COMMUNITY SERVICE	
TRAFFIC TICKETS	7	POLICE	3	ARREST	2	LOCKOUT	4
PARKING TICKETS	18	FIRE	8	LARCENY	2	LOST PROPERTY	1
MVSs PDAA	2	EMS	13	CRIMINAL MISCHIEF	1	BURGLAR ALARMS	4
H&R	1					ANIMAL COMPLAINT	2
V&T COMPLAINT	8					SUSPICIOUS ACTIVITY	3
DISABLED VEHICLE	1					JUVENILE RUNAWAY	1
						MENTAL HEALTH INC	1
						HOUSE CHECKS	29
						ASSIST CITIZEN	2
						OPEN DOOR FOUND	1
						CIVIL	3
						INFORMATION REQUESTS	4
TOTALS:	37		24		5		55

V.M.P.D 2020 TOTALS

110 Incidents Reported

(including, but not limited to)

Incident #'s 13916-15096

TRAFFIC		ASSIST OTHERS		CRIMINAL ACTIVITY			COMMUNITY SERVICE				
UTT	82	POLICE	80	ARRESTS	9	HARASSMENT	10	LOST/FOUND PROPERTY	34	HEALTH HAZARD	1
MPT	121	FIRE	76	DOMESTICS	22	AGGRAVATED HARASS	1	ANIMAL	28	SCHOOL CHECKS	212
PDAA	18	EMS	153	LARCENY	11	JUVENILE	1	BURGLARY ALARMS	25	PROPERTY CHECKS	4
H&R PDAA	6	T/WASHINGTON COURT	5	DISORDERLY CONDUCT	9	FIGHT	1	SUSPICIOUS ACTIVITY	33	HOUSE CHECKS	80
PIAA	1			CRIMINAL MISCHIEF	17	ASSAULT	1	LOCKOUTS	22	OPEN DOORS FOUND	7
PARK COMPL	6			OVERDOSE	1	RESIST ARREST	1	CIVIL	10	MISSING PERSON	2
V&T COMPL	70			BURGLARY	1	SEX OFFENSE	1	ASSIST CITIZEN	30	CIVIL DEMONSTRATIONS	7
RD HAZARD	15			ATTEMPTED BURGLARY	2	FALS PERSONATION	1	MISSING PERSON	2	SHOTS HEARD	1
DISABLED VEHICLE	13			DISTURBANCE	16	LITTERING/DUMPING	2	911 MISDIALS	15	DEATH NOTIFICATION	1
ABANDONED VEHICLE	1			TRESPASS	18	PRISONER TRANSPORT	1	COMMUNITY POLICING	4	FUNERAL DETAIL	1
TRAFFIC DETAIL	10			FRAUD	5	WARRANTS ISSUED	1	MENTAL HEALTH	8	UNATTENDED CHILD	1
				EXPOSURE OF PERSON	2			NOISE	4	INFORMATION REQUEST	39
								WELFARE CHECK	19		
TOTALS:	343		314				134				590

Public Works Monthly Report

January 2021

1. Moved files from meeting room to basement
2. Continued to pick up Christmas Trees
3. Repair Village Garage furnace
4. Repair 2011 plow
5. Repair exterior door at Village Hall
6. Removed snow piles
7. Repair sander on 2015 dump truck
8. 2/1 & 2/2 Nor'easter cleanup - 18" of snow
9. Next 6 days spent dealing with storm related issues
 1. Salting black ice
 2. Removing snow piles
 3. Cleaning trucks
 4. Coming in for smaller snow events

Snow total since December 44"



Monthly Water Report

January 2021

	January	December	November
Total Water Produced	4,267,000	4,877,000	4,985,000
Average Daily Flow	137,600	157,000	166,000
Peak Day Flow	195,000	315,000	280,000

Sampling Results:

	January	December	November
Total Coliform	Absent	Absent	Absent

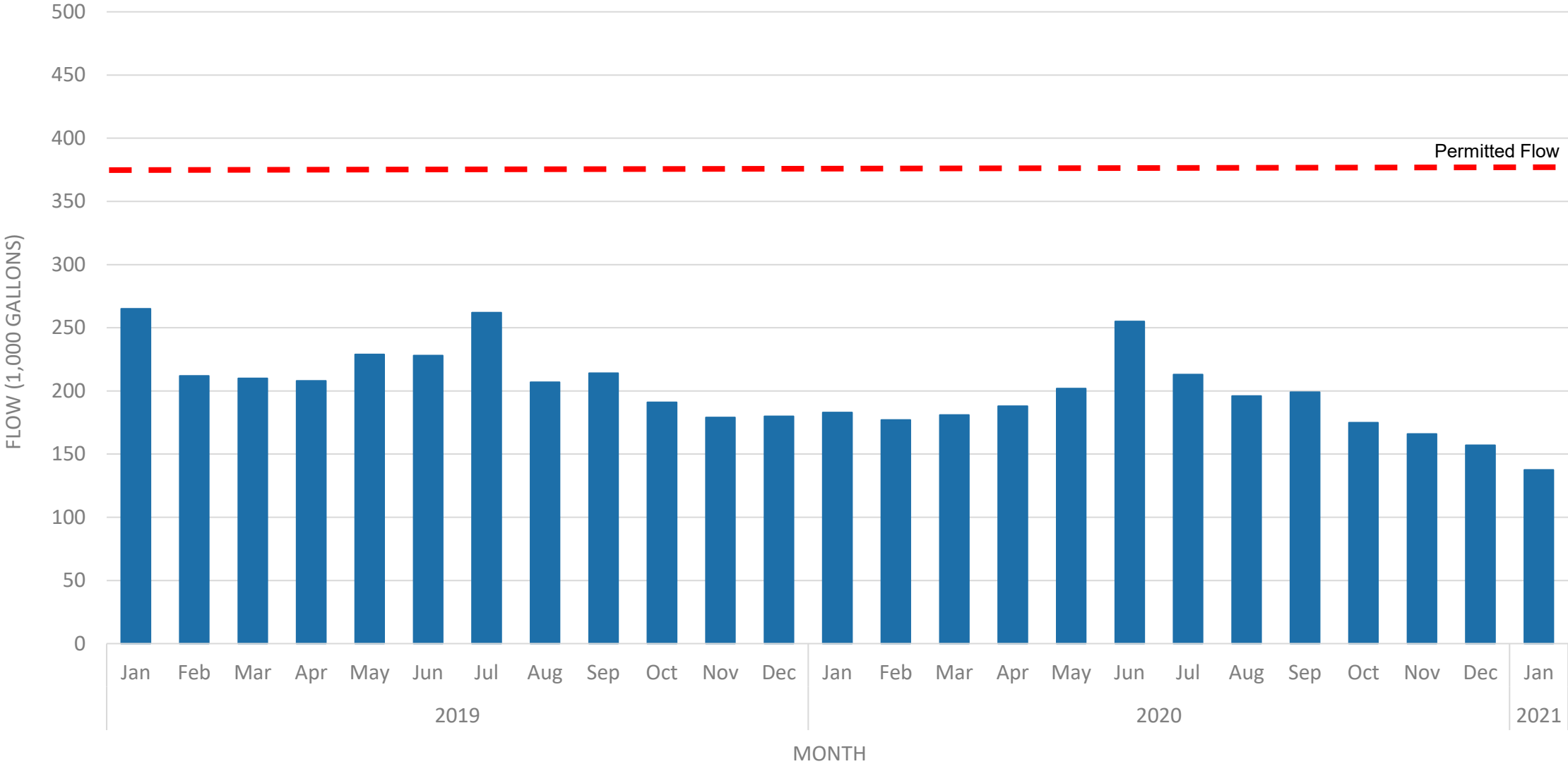
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. New Water Treatment System is online
3. Met with engineers to review system operation
4. Hydrant flow test performed by Calculated Fire on Franklin Ave

Millbrook Water

Average Daily Flow



2020 Water Accomplishments

- Worked on updating Water Code
- Replaced 5 fire hydrants – 2 on Harts Village Rd, 1 on Front St, 1 on Ciferri Dr and 1 on Maple Ave
- Repaired 5 fire hydrants – Alden Pl, Manor Dr, Washington Ave, Dineen Rd, North Ave
- Repaired 2 curb boxes
- Replaced curb valve and box at 3423 Franklin Ave
- Repaired service line water leak on Alden Place
- Shut off water to vacant home on Reservoir with major leak inside
- Located 2 water leaks repaired by owner – Alden Terr, North Ave
- Repaired leaking drain valve on water storage tank
- Installed a new 8-inch valve on the water main @ Haight Ave near the storage tank
- Painted fire hydrants
- Installed 8 new water meters
- Purchased new water meter reading equipment – old equipment failed and not supported
- New Water Treatment Plant Upgrade
 - a. Built a new building to house the new filtration system and treatment chemicals
 - b. Installed new filtration system consisting of 2 filter trains. Each train houses one set each of 20-micron filters, 5-micron filters, and absolute 1-micron filters.
 - c. Installed 2 brand new turbine pumps with new ductile iron pipes, shut off valves, and check valves for each pump
 - d. Installed 3 new 10-inch gate valves on the water mains
 - e. Installed a new computerized control system that monitors the filters, chemical pumps, storage tank level, clearwell level, turbine pumps, turbidity, chlorine level, and pH
 - f. Installed new chemical pumps for each chemical with a spare pump for each
 - g. Installed a new flow meter
 - h. Installed a chlorine and pH analyzer as well as turbidity monitors
 - i. Installed a new fire hydrant at the facility
 - j. Refurbished the shed that was onsite
 - k. Improvements to the existing pump building including a new roof, removal of the old deteriorating inactive chimney, new entry doors, a new ceiling and new heating system.

Monthly Sewer Report

January 2021

	January	December	November	Permit Limit
Total Effluent Flow	5,126,019	6,269,466	4,450,687	N/A
Average Daily Flow	165,300	202,241	148,400	N/A
12-Month Rolling AVG	158,000	163,000	169,000	250,000
Peak Daily Flow	225,400	677,068	216,244	N/A
Precipitation <i>(inches as liquid)</i>	1.4	4.4	3.9	N/A

SPDES Permit Samples: (mg/l)

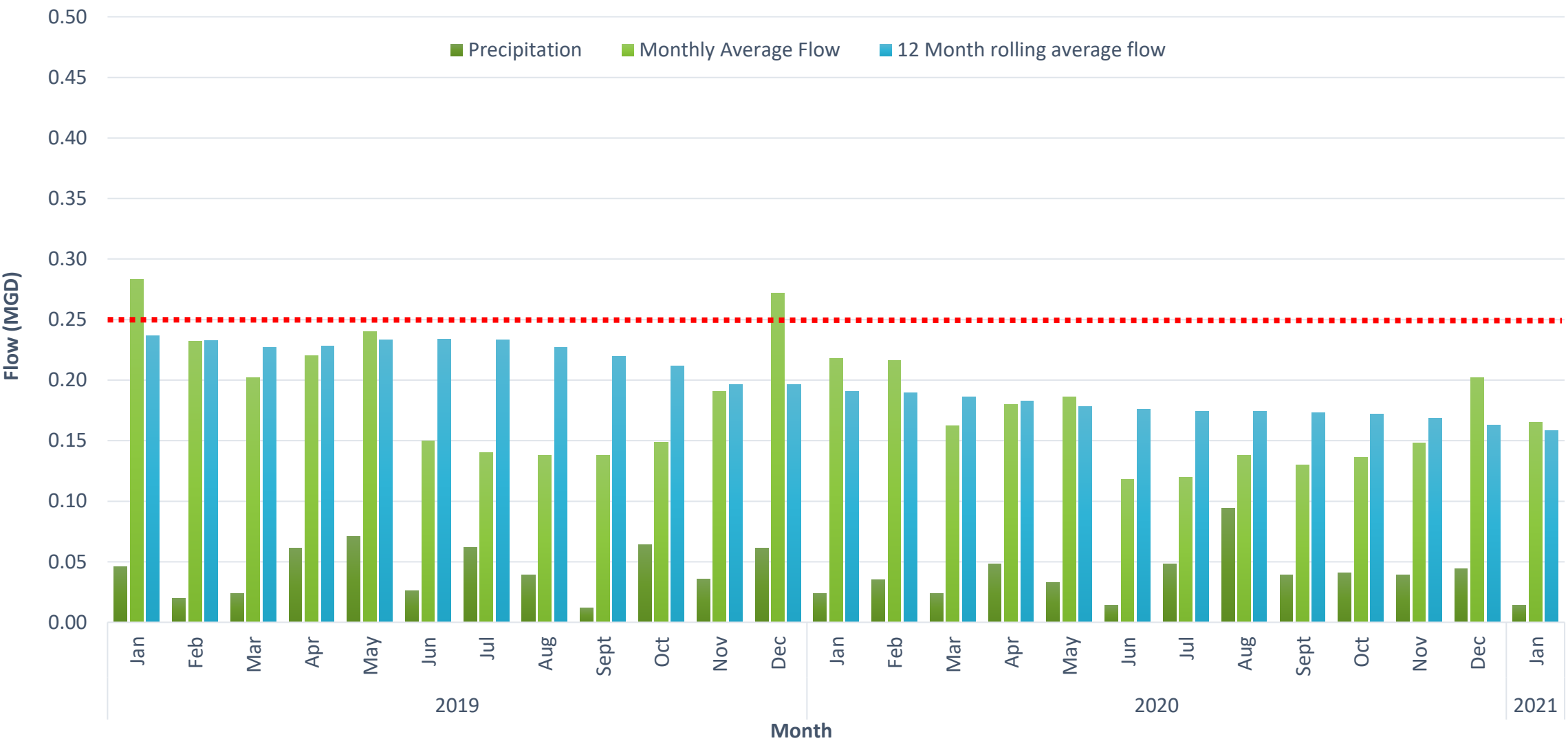
	January	December	November	Permit Limit
BOD	2.7 mg/l	2.4 mg/l	3.5 mg/l	15 mg/l
Percent Removal	99%	99%	99%	85%
Total Suspended Solids	1.5 mg/l	1 mg/l	1.6 mg/l	15 mg/l
Percent Removal	99%	100%	100%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	N/A	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Pumped sludge to drying bed

Millbrook WWTP



2020 Sewer Accomplishments

- Worked on updating Sewer Code
- Installed new alarm system to monitor new blowers
- Replaced failed gear drive unit on clarifier #1
- Emptied and cleaned both secondary clarifiers
- Cleaned 7,963 feet of sewer main – Pilgrim Ln, Church St, Valley Farm Rd, Rt 44, Harts Village Rd, North Ave, Dineen Rd
- Rebuilt 3 manholes – Dineen, North Ave, Pilgrim Ln
- Repaired 3 manholes – Elm, Russell Knolls
- Installed 35 inflow protector covers inside manholes
- Cleaned out North Ave pump station and installed new floats
- Replaced the roof on lab building and repaired roof on blower building and installed new outdoor lights
- Painted windows and trim on all buildings
- Repaired wasting boxes
- Performed annual sewer main video inspections – 9,730 feet of main inspected
- Annual I&I Management Report submitted to DEC before deadline

Sewer rates – Proposed fee increase

RECOMMENDATION: INCREASE SEWER FEES

- Rate increase of 20% in FY21-22 & add'l 10% in FY22-23, plus
- Sewer SBA increase of \$10K in FY21-22

BACKGROUND

- Most of the treatment facility is over 45 years old (the collection system is older)
- Prior upgrades:
 - '96 (ORF)
 - '09 (new aeration system)
 - '12 (Dechlor tank and ORF flow metering)
- Certain components of the treatment system need significant repair/replacement due to age
- Water fees were increased 50% 1/1/2019 to help fund filtration upgrade
- 1st W/S rate increase in over 5 years

Sewer rates – Proposed fee increase

JUSTIFICATION

- Sewer budget was \$58K underfunded in FY19-20
- Cost of repair/maintenance of sewer operations increases annually (especially true as facilities age)
- \$50K of requested expenses for repair/maint of sewer plant were cut in FY20-21
- VoM sewer rate of \$7.75/1000 gals of water usage is sign. below other municipalities
 - e.g., Rhinebeck rate is \$13.50/1000 gals
 - Most other municipalities charge a large upfront sewer fee (independent of usage)
- Planned/necessary upgrades to sewer plant will need funding beyond available grants
 - Need to provide adequate maintenance and build reserve funds

PLAN

1. Review/get trustees' comments at Feb board meeting
2. Propose resolution at Mar board meeting
3. If accepted, implement fee increase effective next quarterly billing cycle (May '21)

Treasurer's Report: January 2021

	1/1/21	DEPOSITS	DISBURSED	INTEREST	1/31/21
TAX ACCOUNT	\$275,690.60	\$0.00	\$65,000.00	\$20.39	\$210,710.99
GENERAL FUND	\$17,167.23	\$86,273.95	\$84,206.45	\$1.99	\$19,236.72
WATER FUND	\$58,356.68	\$15,612.45	\$17,599.76	\$4.39	\$56,373.76
SEWER FUND	\$76,992.94	\$10,182.14	\$12,055.23	\$6.14	\$75,125.99
ACCOUNTS PAYABLE	\$53,084.73	\$70,420.73	\$115,421.03	\$0.00	\$8,084.43
BEDROCK WELL ACCOUNT	\$51,754.62	\$0.00	\$398.50	\$4.38	\$51,360.50
ESCROW (PLANNING & ZONING)	\$3,552.87	\$0.00	\$0.00	\$0.00	\$3,552.87
HAIGHT TRUST	\$15,680.24	\$0.00	\$0.00	\$0.66	\$15,680.90
LAMONT CHRISTMAS TREE	\$2,458.25	\$0.00	\$0.00	\$0.11	\$2,458.36
MEDICAL DEDUCTIBLE	\$16,216.08	\$0.00	\$160.60	\$0.00	\$16,055.48
MILLBROOK RESTORATION	\$69,090.50	\$0.00	\$0.00	\$5.87	\$69,096.37
NINE PARTNERS TRUST	\$25,289.14	\$0.00	\$0.00	\$1.08	\$25,290.22
PAYROLL ACCOUNT	\$12,177.64	\$43,839.21	\$44,921.52	\$0.00	\$11,095.33
POLICE VEHICLE FUND	\$20,025.44	\$35,326.00	\$0.00	\$2.09	\$55,353.53
AMBULANCE RESERVE	\$35,052.38	\$0.00	\$0.00	\$2.98	\$35,055.36
RESERVE FOR FIRE TRUCK	\$2,513.56	\$0.00	\$0.00	\$0.11	\$2,513.67
RESERVE FOR HIGHWAY EQUIP	\$110,777.84	\$0.00	\$0.00	\$9.41	\$110,787.25
TENNIS COURTS	\$9,742.10	\$0.00	\$0.00	\$0.83	\$9,742.93
THORNE TRUST	\$25,764.95	\$0.00	\$0.00	\$1.10	\$25,766.05
TREE REPLACEMENT PROGRAM	\$7,659.82	\$0.00	\$0.00	\$0.33	\$7,660.15
TRIBUTE GARDEN DONATIONS	\$10,053.48	\$0.00	\$0.00	\$0.85	\$10,054.33
VILLAGE HALL RESTORATION	\$6,009.11	\$0.00	\$0.00	\$0.51	\$6,009.62
TOTAL	\$905,110.20	\$261,654.48	\$339,763.09	\$63.22	\$827,064.81

Treasurer and Clerk Updates:

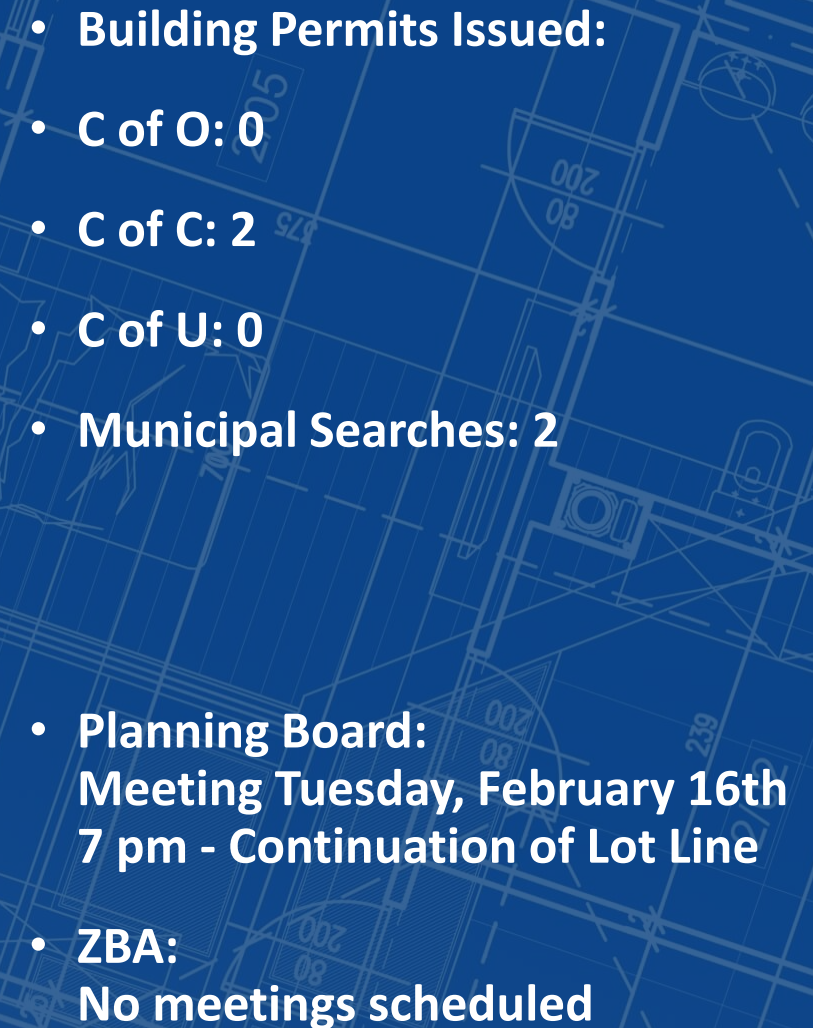
- **Monthly Operating Statement** emailed to the Board
- **Meeting with Senior Account Clerk 2/17 & 2/24 – working on budget prep**
- **Will be emailing the Board the updated 2021-2022 Budget Spreadsheet**
- **Working Tax Collection Prep**

Building Department Report

January 2021

Description	Entry Date	Amount	JE Number
BP 21-01 49 Maple Ave	1/14/2021	\$75.00	1385
MS 21-01 23 Bennett Common	1/21/2021	\$125.00	1391
MS 21-02 39 Merritt Ave	1/26/2021	\$125.00	1393
TOTAL:		\$ 325.00	

Building Department

- 
- **Building Permits Issued:**
 - **C of O: 0**
 - **C of C: 2**
 - **C of U: 0**
 - **Municipal Searches: 2**
-
- **Planning Board:**
Meeting Tuesday, February 16th
7 pm - Continuation of Lot Line
 - **ZBA:**
No meetings scheduled

Board of Trustee Updates

Mayor Collopy

Deputy Mayor Herzog

Trustee McGrane

Trustee Contino

Trustee Arbogast





Next Board of Trustees Meeting:

Wednesday, March 10, 2021 at 6:00 pm

Regular Business Meeting