



Board of Trustees Meeting
December 8, 2021 @ 6:00 pm

**PLEASE SILENCE
YOUR CELL PHONE**

Agenda

Village of Millbrook

Board of Trustees

Wednesday, December 8, 2021

6:00 PM

1. **Open Meeting:** Pledge of Allegiance & roll call of trustees
2. **Administrative Business:**
 - a. Minutes approval
 - b. Voucher approval
3. **Department Reports:**
 - a. DC Legislature update – Legislator Houston
 - b. Fire & Rescue – Chief Bownas, President Rochfort
 - i. Asset Management status
 - c. Police – OIC Witt
 - d. Highway – Hwy Super Collocola
 - e. Water & Sewer – S. Osborne
 - f. Treasurer & Building Dept – Clerk Witt
4. **New Business**
 - a. Climate Smart Resiliency Plan – Deputy Mayor Herzog
 - b. Update to Shade Tree Policy – Deputy Mayor Herzog
5. **Old Business Updates:**
 - a. Code update status – Trustees: Water & Sewer, Vehicles & Traffic
 - b. CDBG request for sidewalks – Deputy Mayor Herzog
 - c. Retaining Wall project – Mayor Collopy
 - d. MB Restorations status – Mayor Collopy
6. **Public Comments**
7. **Board Member Updates:**
 - a. Deputy Mayor Herzog
 - b. Trustee Contino
 - c. Trustee Arbogast
 - d. Trustee Anson
 - e. Mayor Collopy
8. **Re-org meeting: Wednesday, 1/5/2022**
9. **Next board meeting: Wednesday, 1/12/2022 - 6PM**
10. **Adjournment**
11. **Auditing of Bills**





Voucher Totals December 8, 2021

Voucher #'s	
General Fund	\$ 74,697.09
Water Fund	\$ 19,485.20
Sewer Fund	\$ 20,537.15
TOTALS:	\$ 114,719.44

11/17/21: Water Fund Paid Bank of Millbrook for 3
BAN's totaling \$64,075.00



Millbrook Fire Department

November 2021

89 Incidents Reported

Millbrook Fire Dept	
Automatic Fire Alarm	22
Motor Vehicle Accident	1
EMS Call	60
Hazardous Condition	1
Furnace Malfunction	1
Carbon Monoxide	4
TOTALS:	89

EMS Responses	
NDP (49-79)	58
MFD Rescue	8
Member Responses	40

Mutual Aid Given	
Fire	3
EMS	9
Mutual Aid Received	
Fire	1
EMS	1

V.M.P.D Monthly Report

November 2021

129 Incidents Reported
(including, but not limited to)

Incident #'s 16418-16547

TRAFFIC		ASSIST OTHER AGENCIES		POLICE ACTIVITY		PUBLIC SERVICE		COMMUNITY POLICING	
Traffic Tickets	1	NY State Police	2	Trespass	1	Mental Health	1	Property Check	6
Parking Tickets	13	Fire Department	8	Harassment	1	Burglar Alarms	6	School Checks	16
Property Damage Accident	1	EMS	17	Domestic Incidents	5	Animal Complaint	4	Community Policing	12
Road Hazards	1			Criminal Mischief	1	Lockout	2		
Disabled Vehicle	1	Town of Washington Court	3	Larceny	1	Welfare Check	1		
Vehicle & Traffic Complaint	7	Millbrook Central School	5	Disorderly Conduct	1	Lost/Found Property	1		
Parking Complaint	3			Counterfeit	1	Records Request	9		

Public Works Monthly Report

November 2021



- 1) Inhouse repair of backhoe
- 2) Put up all Christmas decorations, Nativity scene, Santa and reindeer
- 3) Put up 80 Christmas trees with poles
- 4) Put stainless steel plate on body of 2011 dump truck for reinforcing rust damage
- 5) Installed all Sanders on dump trucks
- 6) Moved dog station at Thorne building
- 7) Cleaned streets of all garbage
- 8) Salted roads after snow incident
- 9) Picked up leaves throughout month
- 10) Leaf season is over as of Nov 30th anyone putting out leaves will get a removal notice approved by Mayor Collopy

Monthly Water Report

November 2021

	November	October	September
Total Water Produced	4,859,300	5,625,630	5,385,874
Average Daily Flow	162,000	181,500	179,500
Peak Day Flow	211,197	321,941	253,932

Sampling Results:

	November	October	September
Total Coliform	Absent	Absent	Absent

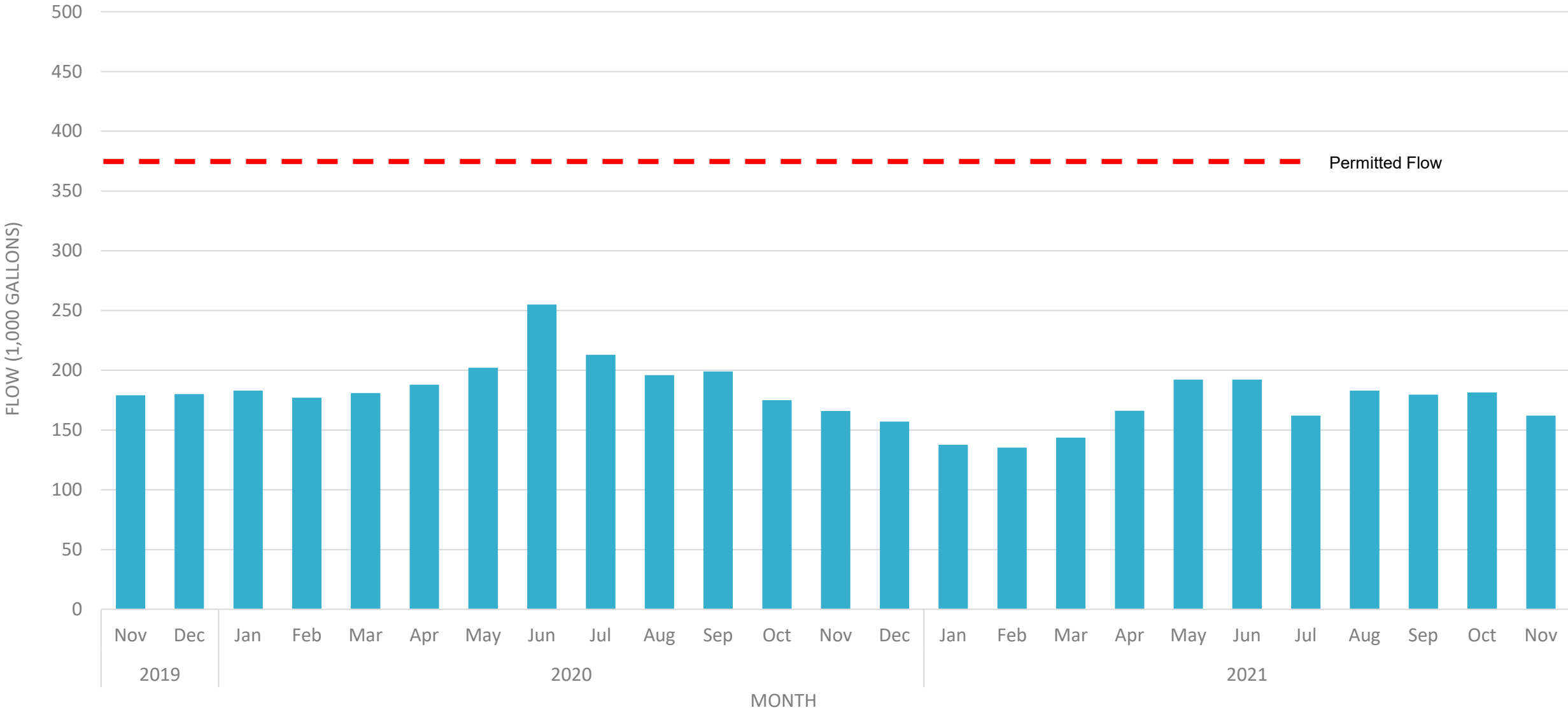
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. Repaired water leak on Church Street - service line
3. Installed new fire hydrant on Valley Farm Rd
4. Repaired 2 curb boxes
5. Turned water on for homeowner on Harts Village Rd

Millbrook Water

Average Daily Flow



Monthly Sewer Report

November 2021

	November	October	September	Permit Limit
Total Effluent Flow	4,478,476	5,106,866	5,203,084	N/A
Average Daily Flow	149,300	164,738	173,400	N/A
12-Month Rolling AVG	158,000	158,000	156,000	250,000
Peak Daily Flow	196,766	352,175	315,553	N/A
Precipitation (<i>inches as liquid</i>)	2.5	6.4	9.7	N/A

SPDES Permit Samples: (mg/l)

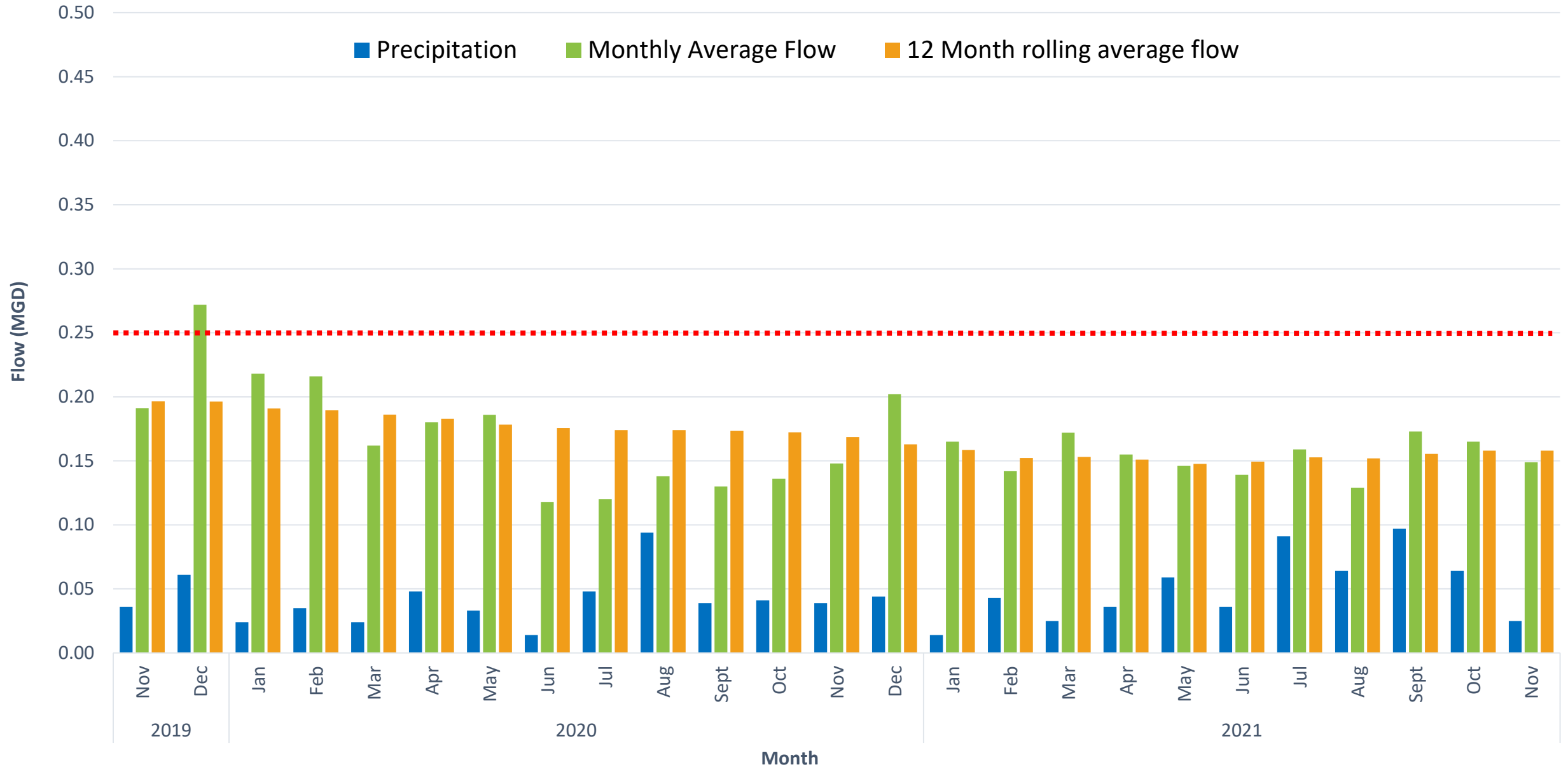
	November	October	September	Permit Limit
BOD	2.4 mg/l	2.4 mg/l	2.4 mg/l	15 mg/l
Percent Removal	99 %	99%	98%	85%
Total Suspended Solids	2.3 mg/l	1 mg/l	1.3 mg/l	15 mg/l
Percent Removal	99 %	99%	99%	85%
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	N/A	1/100 ml	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Kinsley Power serviced generator
3. Rebuilt manhole on Carroll Blvd
4. Replaced collapsed sewer drain line for lab building
5. Submitted SPDES review application and required documents to DEC prior to deadline
6. Updated information for annual I&I report - submitted to Delaware Engineering

Millbrook WWTP



Treasurer's Report: November 2021

Treasurer and Clerk Updates:

	10/01/2021	DEPOSITS	DISBURSED	INTEREST	10/31/2021
TAX ACCOUNT	\$783,038.50	\$2,861.52	\$195,000.00	\$55.65	\$590,955.67
GENERAL FUND	\$59,372.25	\$206,202.02	\$243,003.46	\$1.55	\$22,572.36
WATER FUND	\$39,559.86	\$101,777.01	\$83,507.20	\$4.54	\$57,834.21
SEWER FUND	\$21,091.92	\$39,851.25	\$8,595.27	\$3.56	\$52,351.46
ACCOUNTS PAYABLE	\$13,314.61	\$267,471.76	\$273,584.05	\$0.00	\$7,202.32
BEDROCK WELL ACCOUNT	\$59,325.62	\$0.00	\$49,352.62	\$2.98	\$9,975.98
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$43,445.73	\$0.00	\$0.00	\$1.78	\$43,447.51
MEDICAL DEDUCTIBLE	\$22,650.12	\$0.00	\$2,570.87	\$0.00	\$20,079.25
MILLBROOK RESTORATION	\$68,829.95	\$0.00	\$0.00	\$5.66	\$68,835.61
PAYROLL ACCOUNT	\$11,290.92	\$61,043.07	\$42,380.32	\$0.00	\$29,953.67
POLICE VEHICLE FUND	\$14,395.91	\$640.00	\$0.00	\$1.22	\$15,037.13
RESERVE FOR FIRE TRUCK	\$62,533.27	\$0.00	\$0.00	\$2.57	\$62,535.84
RESERVE FOR HIGHWAY EQUIP	\$11,928.22	\$1,150.00	\$0.00	\$0.50	\$13,078.72
FIRE/ RESCUE REPAIR RESERVE	\$35,081.57	\$0.00	\$0.00	\$2.89	\$35,084.46
TENNIS COURTS	\$28,715.97	\$0.00	\$0.00	\$2.36	\$28,718.33
THORNE TRUST	\$25,775.68	\$0.00	\$0.00	\$1.06	\$25,776.74
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,061.85	\$0.00	\$0.00	\$0.83	\$10,062.68
TOTAL	\$1,320,574.42	\$680,996.63	\$897,993.79	\$87.15	\$1,103,664.41

- Admin: Monthly Operating Statement posted to the website
- Mid-Year report- Karen McLaughlin – will be at January meeting
- Working on Re-Org meeting prep
- Final outstanding tax bills sent to County



Building Department Report

November 2021

Description- 002590.01.000.00	Entry Date	Amount	JE Number
BP 21-43 24 Merritt Ave	11/1/2021	75.00	2131
BP 21-50 67 Maple	11/9/2021	240.00	2168
BP 21-53 1 Johnson	11/9/2021	90.00	2168
BP 21-49 3310 Franklin Ave	11/9/2021	270.00	2168
BP 21-54 21 Washington	11/12/2021	80.00	2204
BP 21-55 103 Rt 343	11/12/2021	90.00	2204
BP 21-51 6 Reservoir & BP 21-52 103 Rt 343	11/19/2021	1602.00	2206
BP 21-57 2 Dineen Rd	11/19/2021	75.00	2206
Sign Permit 160 Church	11/30/2021	20.00	2217
21-58 87 Church St	11/30/2021	75.00	2217
MS 21-27 2 Manon Dr	11/30/2021	125.00	2217
TOTAL:		\$2742.00	

Building Department

- **Building Permits Issued: 9**
- **Sign Permit: 1**
- **Certificate of Occupancy: 1**
- **Certificate of Compliance: 2**
- **Certificate of Use: 0**
- **Municipal Searches: 1**
- **Planning & ZBA**
- **Planning Board: On going Russel Knolls project**
- **ZBA: On going Russel Knolls project**

Old Business Updates

- Code update status – Trustees: Water & Sewer, Vehicles & Traffic
- CDBG request for sidewalks – Deputy Mayor Herzog
- Retaining Wall project – Mayor Collopy
- MB Restorations status – Mayor Collopy

New Business

- Climate Smart Resiliency Plan – Deputy Mayor Herzog
- Update to Shade Tree Policy – Deputy Mayor Herzog

Board of Trustee Updates

Mayor Collopy

Deputy Mayor Herzog

Trustee Contino

Trustee Arbogast

Trustee Leslie Anson



Mayor Update

1. Retaining Wall: Project is out for bid – responses due this month; conditions:
 1. Property owners below wall agree to let contractors work on their property
 2. Residents at top of Dineen agree to closure of road during wall repair
 3. VRI agrees to allow overnight equipment storage at WWTP
2. MB Restorations Status: proposal to upgrade rear of Marona's
 1. MB Restoration Board agrees to help
 2. Approval pending independent appraisal
 3. Final approval & payment plan expected 1/2022
3. Flagler monument
 1. Car accident damaged monument in 2020
 2. Insurance re-imbursed full cost of estimated repair by Gnazzo Company: \$9760
 3. Gnazzo Company started repair work 12/1; completion expected this month
4. AT&T request to add antennas to water tower
 1. Preliminary discussion underway
 2. Technical review/agreement required w/ VRI & Delaware Engineering
5. Blackboard
 1. Portal available
 2. GIS info loaded
 3. Training of staff scheduled for 12/13
 4. Deployment still targeted for this month



Next Board of Trustees Meeting:

Wednesday, January 5, 2022 at 6:00 pm
Re-Org Meeting

Wednesday, January 12, 2022 at 6:00 pm
Regular Business Meeting

**MEETINGS ARE HELD AT THE
Millbrook Firehouse**

20 Front Street, Millbrook

Streaming **LIVE** on [YouTube](#)
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