

# Village of Millbrook Board of Trustees

## Meeting Minutes

January 10, 2017

### I. Call to order

Mayor Brown called to order the regular meeting of the Village Board of Trustees at 6:30 PM on January 10, 2017 at 35 Merritt Ave Millbrook NY. Mayor Brown then led the Pledge of Allegiance. There were approximately six members of the public in attendance.

### II. Deputy Mayor Spagnola Presiding

PRESENT:	Mayor Brown	Mayor
	Mike Herzog	Trustee
	Joseph Rochfort	Deputy Mayor
	Brian Hicks	Trustee

ALSO PRESENT:	Robert Collocola	Public Works Supervisor
	Stanley C. Morse	Planning Board Chair
	Chief Ted Bownas	Fire Dept. Chief
	Matthew Rochfort	Fire Department
	Susan Bartkowski	Village Attorney
	Sarah Witt	Village Clerk

ABSENT:	Joseph Spagnola	Trustee
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#### Opening:

Mayor Brown informed the members of the public that there will be no public participation at the Business meeting. Public participation will be reserved for the second monthly meeting.

#### Departmental Reports:

Fire: Chief Bownas read from the attached report.

Additional comments: Mayor Brown asked Chief Bownas if there was a time he could come to the Village Hall and discuss the Fire Contract. Chief Bownas stated he would be in contact with Mayor Brown and would be happy to discuss any matters pertaining to the Fire Department.

Water and Sewer: Scott Osborne, VRI: Mr. Osborne read from the attached reports.

Public Works: Public Works Supervisor Collocola read from the attached highway report.

**Additional Comments:** Mr. Collocola stated that he would like the Village residents to be informed that the Village Snow Ordinance is in effect from December 1<sup>st</sup>- March 31<sup>st</sup> from 1 AM- 6 AM regardless if there is snow or not. The Village Snow Ordinance is posted at all entrances into the Village, has been sent out in multiple flyers, posted on the Village Website, in the Village Code, has been left on cars violating the ordinance as a warning and Police have issued several tickets as well. He informed the Board that every attempt to get the Ordinance to the residents has been made and there are still many violators.

Trustee Herzog asked Mr. Collocola if he could make time for his department to get the annual Violence in the Workplace training and he would also like Mr. Collocola to make time to go through the different Village facilities to see where every place is with the Workman's Compensation list. Mr. Collocola will be in touch with Trustee Herzog on both matters.

Planning Board: Clerk Witt administered Planning Board Chair Morse with the Oath of Office for an appointment term of five (5) years.

Chairman Morse informed the Board there will be one applicant going before the PBA about an apartment conversion for their January meeting. He stated they had not turned in their application with documents in time to go before the PBA in December. There will be two members on the PBA that will be away for February and March, as a result, they plan to cancel their February meeting.

**Additional Comments:** Mayor Brown asked Chairman Morse if the PBA had Bennett Commons before them concerning a proposed well drill. Chairman Morse stated they had not seen anyone come before them about the well drilling. He also stated when they do come before the PBA he would have to recuse himself as he is a resident of Bennett Commons.

Treasurer Report: Mayor Brown read from the attached reports.

Mayor Brown asked for a motion for move \$8,000.00 that is unexpended from the Trustee's personal services line A.1010.0100 to the Mayor's personal services line A.1210.0100. Deputy Mayor Rochfort made the motion, seconded by Trustee Hicks and all were in favor.

Well update: Mayor Brown informed the Board that the rock obstruction has been removed and in doing so they discovered the seal at 37 feet has a leak. Because of the leak they would not get an accurate reading when doing tests. He told the Board there is an outside company that is coming to replace the seal and is expected to do so by the end of January.

Trustee Updates:

Trustee Herzog informed the Board he had gone to a Town Planning Board meeting regarding the Tuxis Storage Facility plan to expand. He attended the meeting because it may affect the Village watershed due to the close proximity to the Water Treatment Plant. Mayor Brown stated he would like Trustee Herzog to contact a representative of Tuxis to attend a Village Board meeting with plans and to address any questions or concerns the Board may have.

Audit Update: Mayor Brown told the Board the audit is still being complied and hopes to have 75% of what is being requested by Mr. Eglit to him by the end of the week. He stated the biggest hurdle is going to be locating the historic cost of the Village Hall and he is going to reach out to the Historical Society.

Greenbriar Update: Mayor Brown stated there is no update and is waiting for Greenbriar's attorney, himself and the Village attorney to meet and review the proposed contract.

VFW Lease: Mayor Brown made a motion to extend the existing lease agreement for one year (2017-2018) at the cost of one (1) dollar. Deputy Mayor Rochfort seconded, all were in favor.

**Additional comments:** Village Attorney Bartkowski stated she will type up an addendum for the lease extension.

LOSAP: Mayor Brown tabled signing the "Sponsor Approval Form" until the Board has a chance to review the packet.

Police Car: Public Works Supervisor asked the Board what can be done about the old unused police car. Mayor Brown made a motion that Public Works Supervisor donates the car to a charity organization seconded by Trustee Herzog, all were in favor.

### III. Adjournment:

Mayor Brown made a motion at 7:43 PM to close the meeting, seconded by Trustee Hicks and all were in favor.

Respectfully Submitted by:

Sarah J. Witt  
Village Clerk



VILLAGE OF MILLBROOK  
BOARD OF TRUSTEES  
January 10, 2017

1. Call to Order/Pledge of Allegiance – Mayor Brown
2. Departmental Reports  
FD/Rescue- Matthew Rochfort/ Laurie Olson  
Water & Sewer- Scott Osborne (VRI)  
Highway- Robert Collocola  
Planning Board- Stan Morse  
-Re-appointing Stan Morse as Planning Board Chair  
Treasurer/ Well Update- Mayor Brown  
-Fund appropriation
3. Assigning liaisons – Mayor Brown
4. Transition Reports- Mayor Brown
5. Trustee Updates:  
Trustee Herzog- Tuxis and Hammond Properties  
Attorney Report- FOIL request follow-up
6. Audit Update- Mayor Brown
7. Greenbriar Update- Mayor Brown
8. Verizon proposed permit for equipment on water tower- Mayor Brown
9. VFW Lease Agreement- up for renewal
10. Search for Deputy Clerk
11. LOSAP- Board to sign annual “Sponsor Approval Form”
12. Upcoming Dates to Remember:  
January 24<sup>th</sup>, 2017 at 6:30PM-2<sup>nd</sup> Meeting:  
February 14<sup>th</sup>, 2016 at 6:30 PM- 1<sup>st</sup> meeting
13. Auditing of bills
14. Adjourn

**Millbrook Fire Department**

**December 2016**

Automatic Fire Alarm	18
Motor Vehicle Accident	6
EMS Call	50
Chimney Fire	2
Good Intent Call	1
<u>Carbon Monoxide Detector</u>	<u>1</u>
Total Incidents	78

EMS Calls

NDP	30
MFD Rescue	20



**Village of Millbrook**  
Wastewater Treatment Plant Operations Report  
**January 2017**

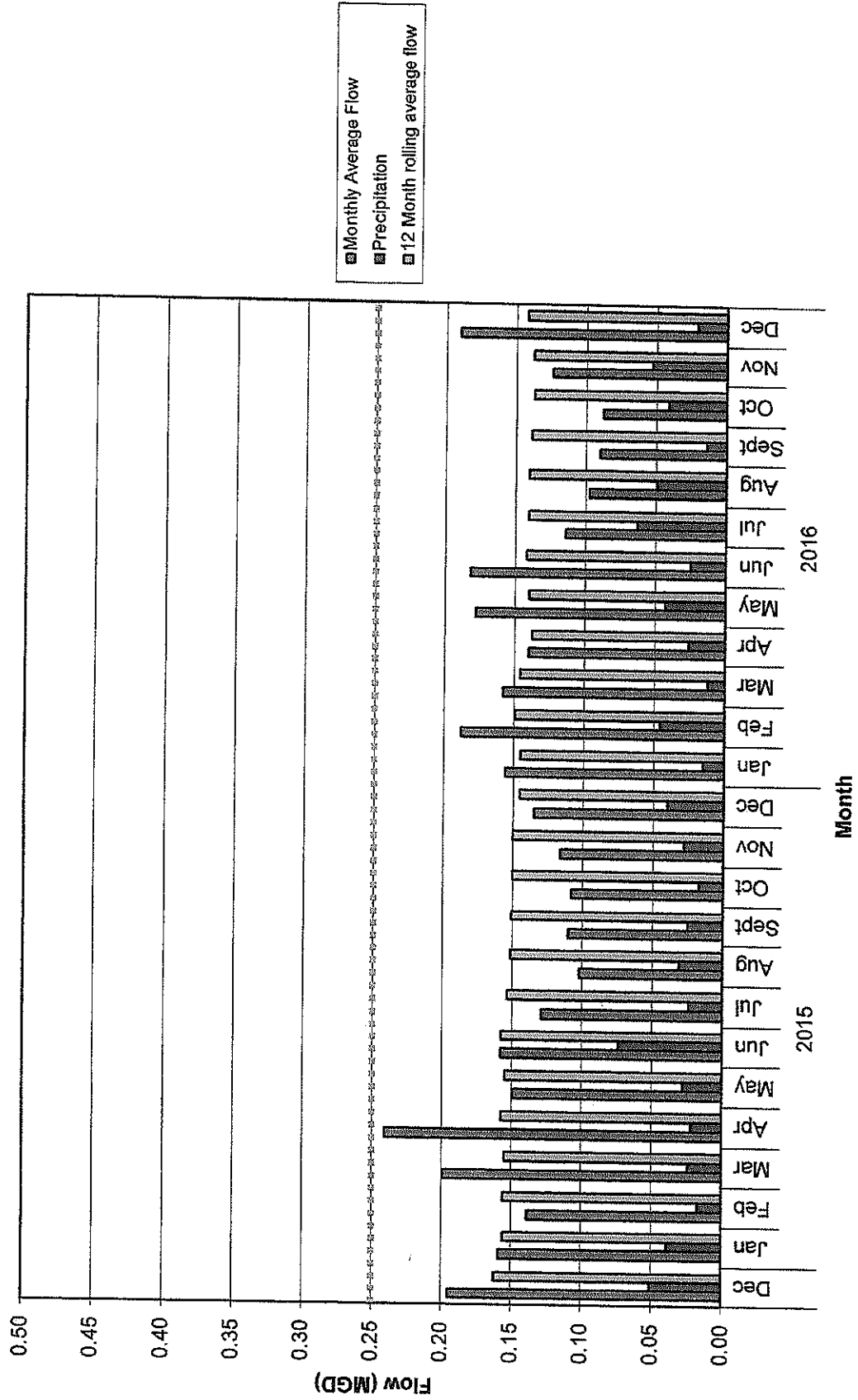
	December	November	October	Permit Limit
Total Effluent Flow	5,879,910	3,705,095	2,739,960	N/A
Average Daily Flow	189,700	123,500	88,380	N/A
12-Month Rolling AVG	142,000	138,000	137,000	250,000
Peak Daily Flow	343,810	264,649	115,836	N/A
Precipitation (inches as liquid)	2.10	5.3	4.1	N/A
<b>SPDES Permit Samples: (mg/l)</b>				
BOD	4 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	98.0 %	99 %	99 %	85 %
Total Suspended Solids	1 mg/l	5 mg/l	1 mg/l	15 mg/l
Percent Removal	99.0 %	98 %	99 %	85 %
TKN as N	2.4 mg/l	1.3 mg/l	0.4 mg/l	8 mg/l
Fecal Coliform	N/A	N/A	20 / 100 ml	200 / 100ml

\* Exceeds permit limit

**Comments:**

- 1) Performed all monthly sampling and maintenance
- 2) Cleaned sludge beds
- 3) CIA security serviced alarm equipment on North Ave pump station

# Millbrook WWTP



**Village of Millbrook**  
 Monthly Water System Report  
**January 2017**

	December	November	October
Total Water Produced	5,590,000	5,355,000	6,295,000
Average Daily Flow	180,000	179,000	203,000
Peak Day Flow	305,000	210,000	275,000
<b>Sampling Results:</b>			
Total Coliform	Absent	Absent	Absent

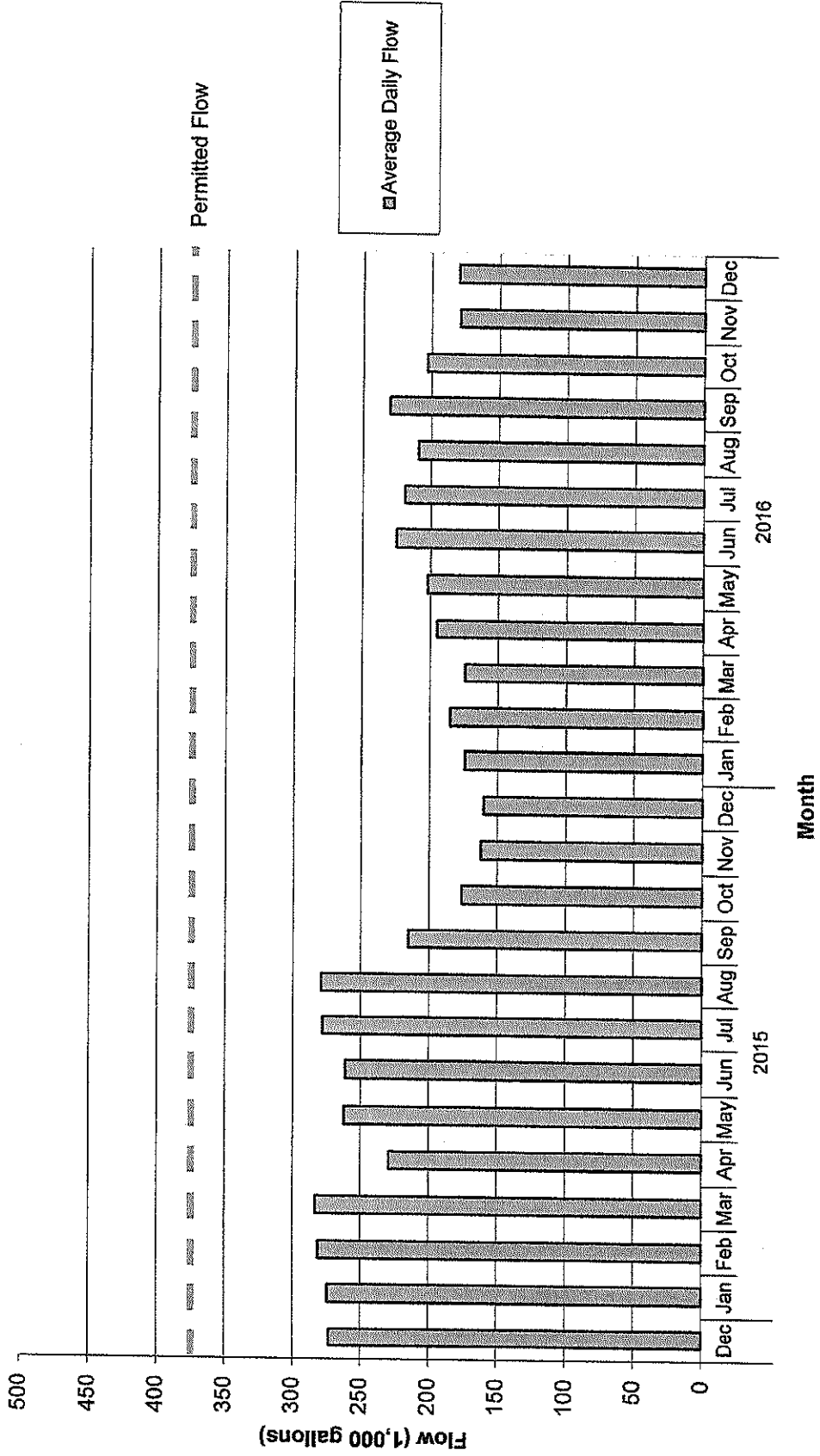
\* Results not in compliance

**Comments:**

- 1) Monthly sampling and maintenance
- 2) Continuing installing new water meters (12 left)
- 3) Read water meters



# Millbrook Water



	Bank Balances as of			1/10/2017
Thorne Trust				25666.63
Haight Trust				15620.40
Reserve for Fire Truck				7271.66
Nine Partners Trust				25192.64
Thorne Bldg Tribute Gardens				231194.25
Accounts Payable				22959.11
Planning / Zoning Escrow				10449.94
Sewer Improvement				0.16
Tax Account				430518.61
Lamont Christmas Tree Trust				2448.87
Payroll Account				10366.44
Sewer Fund				39395.03
Water Fund				505261.79
Tree Replacement Program				7629.99
Tribute Gardens Donations				10013.32
General Account				61387.67
Millbrook Restoration				174365.18
Reserve for Highway Equip				2156.33
Millbrook Community Day				433.85
Medical Deductible				12909.98

January 10, 2017

## Expense Control Report Parameters

Report ID: BRD MTG Overbudget Only: No  
 Year: 2017 Include Beg. Encumbrance: Yes  
 Period: 6 To: 5 Apply to Budget Columns: No  
 Description: Display Apply % to Original Budget: No  
 Spacing: Single Print Parent Account: No  
 Acct Status: Active Use Alt Fund: No  
 Suppress Zero Accts.: All Encumber Personal Services: No  
 Summary Only: Yes Grand Totals on Separate Page: No  
 Include Req: No

Account Table:

All. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
1	Fund	Yes	No	Yes
2	Dept	Yes	No	No

Print Display Description: No

# VILLAGE OF MILLBROOK

## Expense Control Report

Fiscal Year: 2017 Period From: 6 To: 5

Fund A	Dept	Original Budget	YTD Adjusted Budget	YTD Actual Expended	Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
GENERAL FUND								
	Dept 1010	0.00	21,335.00	7,037.58	14,297.42	0.00	14,297.42	32.99
	BOARD OF TRUSTEES							
	Dept 1210	0.00	16,925.00	9,352.97	7,572.03	0.00	7,572.03	55.26
	MAYOR							
	Dept 1320	0.00	6,000.00	4,500.00	1,500.00	0.00	1,500.00	75.00
	AUDITOR							
	Dept 1325	0.00	82,640.00	50,296.25	32,343.75	0.00	32,343.75	60.86
	CLERK/TREASURER							
	Dept 1420	0.00	20,000.00	10,147.35	9,852.65	0.00	9,852.65	50.74
	ATTORNEY							
	Dept 1440	0.00	14,000.00	2,000.00	12,000.00	0.00	12,000.00	14.29
	ENGINEER							
	Dept 1460	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
	RECORDS MANAGEMENT							
	Dept 1621	0.00	10,000.00	3,669.33	6,330.67	0.00	6,330.67	36.69
	THORNE BUILDING							
	Dept 1622	0.00	42,000.00	11,832.67	30,167.33	0.00	30,167.33	28.17
	COMMUNITY CENTER							
	Dept 1640	0.00	23,250.00	12,838.75	10,411.25	0.00	10,411.25	55.22
	CENTRAL GARAGE							
	Dept 1660	0.00	4,000.00	1,957.66	2,042.34	0.00	2,042.34	48.94
	CENTRAL STOREROOM							
	Dept 1670	0.00	5,000.00	1,972.86	3,027.14	0.00	3,027.14	39.46
	CENTRAL MAILING							
	Dept 1680	0.00	13,000.00	14,915.33	(1,915.33)	0.00	(1,915.33)	114.73
	CENTRAL DATA PROCESSING							
	Dept 1910	0.00	30,000.00	27,448.57	2,551.43	0.00	2,551.43	91.50
	UNALLOCATED INSURANCE							
	Dept 1920	0.00	1,000.00	957.00	43.00	0.00	43.00	95.70
	MUNICIPAL ASSOCIATION							
	Dept 1950	0.00	5,100.00	3,964.18	1,135.82	0.00	1,135.82	77.73
	TAXES ON VILLAGE							
	PROPERTY							
	Dept 1990	0.00	9,280.00	0.00	9,280.00	0.00	9,280.00	0.00
	CONTINGENCY							
	Dept 3120	0.00	109,529.00	63,234.67	46,294.33	0.00	46,294.33	57.73
	POLICE DEPARTMENT							
	Dept 3410	0.00	304,000.00	88,651.09	215,348.91	0.00	215,348.91	29.16
	FIRE DEPARTMENT							
	Dept 3620	0.00	18,025.00	6,532.64	11,492.36	0.00	11,492.36	36.24
	BUILDING INSPECTOR							
	Dept 4540	0.00	215,000.00	124,771.58	90,228.42	0.00	90,228.42	58.03
	AMBULANCE							
	Dept 5110	0.00	278,000.00	321,366.48	(43,366.48)	0.00	(43,366.48)	115.60
	STREET MAINTENANCE							
	Dept 5112	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00
	STREETS, CHIPS							
	Dept 5142	0.00	46,770.00	1,033.44	45,736.56	0.00	45,736.56	2.21
	SNOW REMOVAL							
	Dept 5182	0.00	30,000.00	19,168.42	10,831.58	0.00	10,831.58	63.89
	STREET LIGHTING							
	Dept 8010	0.00	1,945.00	0.00	1,945.00	0.00	1,945.00	0.00
	ZONING BOARD OF APPEALS							
	Dept 8020	0.00	8,421.00	5,191.29	3,229.71	0.00	3,229.71	61.65
	PLANNING BOARD							
	Dept 8160	0.00	2,000.00	831.00	1,169.00	0.00	1,169.00	41.55
	REFUSE COLLECTION							
	Dept 8560	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
	SHADE TREES							
	Dept 9010	0.00	39,000.00	38,995.00	5.00	0.00	5.00	99.99
	STATE RETIREMENT							
	Dept 9015	0.00	9,300.00	9,316.00	(16.00)	0.00	(16.00)	100.17
	POLICE RETIREMENT							
	Dept 9040	0.00	10,000.00	3,362.00	6,638.00	0.00	6,638.00	33.62
	WORKER'S COMPENSATION							
	Dept 9055	0.00	1,000.00	696.00	304.00	0.00	304.00	69.60
	DISABILITY INSURANCE							

# VILLAGE OF MILLBROOK

## Expense Control Report

Fiscal Year: 2017 Period From: 6 To: 5

		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
<b>Fund A</b>									
Dept 9060	GENERAL FUND	0.00	65,000.00	65,000.00	28,132.45	36,867.55	0.00	36,867.55	43.28
Dept 9710	HEALTH INSURANCE	0.00	67,000.00	67,000.00	65,184.00	1,816.00	0.00	1,816.00	97.29
<b>Total Fund A</b>	SERIAL BOND	0.00	1,536,520.00	1,536,520.00	939,356.56	597,163.44	0.00	597,163.44	61.14
<b>Fund F</b>	GENERAL FUND								
Dept 1910	WATER FUND	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
Dept 1990	UNALLOCATED INSURANCE	0.00	0.00	0.00	5,148.00	(5,148.00)	0.00	(5,148.00)	0.00
Dept 8310	CONTINGENCY	0.00	99,400.00	99,400.00	58,988.60	40,411.40	0.00	40,411.40	59.34
Dept 8320	WATER ADMINISTRATION	0.00	33,400.00	33,400.00	59,215.80	(25,815.80)	0.00	(25,815.80)	177.29
Dept 8340	WATER PUMP STATION	0.00	47,000.00	47,000.00	28,114.78	18,885.22	0.00	18,885.22	59.82
Dept 9720	WATER TRANSMISSION	0.00	25,200.00	25,200.00	24,858.00	342.00	0.00	342.00	98.64
<b>Total Fund F</b>	STATUTORY INSTALLMENT BOND	0.00	215,000.00	215,000.00	176,325.18	38,674.82	0.00	38,674.82	82.01
<b>Fund G</b>	WATER FUND								
Dept 8110	SEWER FUND	0.00	121,500.00	121,500.00	68,946.08	52,553.92	0.00	52,553.92	56.75
Dept 8130	SEWER ADMINISTRATION	0.00	135,500.00	135,500.00	67,993.33	67,506.67	0.00	67,506.67	50.18
Dept 9710	SEWAGE TREATMENT PLANT	0.00	33,000.00	33,000.00	32,742.67	257.33	0.00	257.33	99.22
<b>Total Fund G</b>	SERIAL BOND	0.00	290,000.00	290,000.00	169,682.08	120,317.92	0.00	120,317.92	58.51
<b>Grand Total</b>	SEWER FUND	0.00	2,041,520.00	2,041,520.00	1,285,363.82	756,156.18	0.00	756,156.18	62.96