

Village of Millbrook
Village Hall – Board of Trustees
December 21, 2017 6:30pm

- 1. Open meeting – Pledge of Allegiance**
- 2. Administrative Business :**
 - a. Acceptance of Minutes
- 3. New Business :**
 - a. Thorne Building – although referred to as an ‘offering’ a motion is being presented for board approval to allow the village lawyer to start the process of transfer.
There is much to be decided prior to going to contract once an actual offer is made.
 - b. Acceptance of Sue Gould – Planning and Zoning boards’ secretary
 - c. Swear in Kyle VanDeWater
 - d. NYMIR online University
- 4. Department Reports : (*first meeting of month only*)**
 - a. FD/Rescue – Matthew Rochfort, Ted Bownas and Laurie Olsen
 - b. Police – OIC Jared Witt
 - c. Highway – Bob Collocola
 - d. Water/Sewer – Scott Osborne
 - e. Treasurer – Sarah Witt
- 5. Board Member Updates :**
 - a. Deputy Mayor - Joe Rochfort
 - b. Trustee Brian Hicks
 - c. Trustee Mike Herzog
 - d. Trustee Kyle Van DeWater
- 6. Mayoral updates**
 - a. General announcements
 - b. Need for upgraded/supportable GL software
- 7. Public Comment :** (number of speakers will determine amount of time given to each speaker)
- 8. Executive Session** (if needed)
- 9. Adjournment**
- 10. Auditing of Bills**

Suzanne P. Gould
5 Alden Terrace
Millbrook, New York 12545

December 15, 2017

Mayor Rod Brown
Village of Millbrook
35 Merritt Avenue
P.O. Box 349
Millbrook, New York 12545

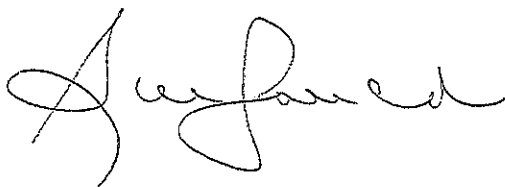
Dear Mayor Brown:

Please accept my resignation as secretary for the Village Planning Board and the Village Zoning Board of Appeals - effective 12/31/17.

It has been a privilege to work with these boards and the Village.

I wish all of you continued success.

Thank you.

A handwritten signature in cursive script, appearing to read 'Suzanne P. Gould'.

Suzanne P. Gould

Millbrook Fire Department November, 2017

Automatic Fire Alarm	11
Motor Vehicle Accident	2
EMS Call	52
Chimney Fire	1
Carbon Monoxide Alarm	3
<u>Service Call</u>	<u>1</u>
Total	70

NDP EMS - 34

MFDRS - 10

ALS/M-A- 4

V.M.P.D. Monthly Report November 2017

55 total incidents (including, but not limited to):

Traffic Tickets- 7

Parking Tickets- 6

Assist Other Agencies- 4

Assist Fire Department- 1

Assist EMS- Village- 9

Town of Washington- 4

Motor Vehicle Accidents- Personal Injury- 1

Property Damage- 1

Assist Citizen- 10

Suspicious Activity- 6

Larceny from a vehicle- 1

Burglar Alarms- 1

Domestic- 1

Trespass- 1

Criminal Mischief- 2

Harassment- 1

Vehicle Lockouts- 2

Funeral Escort-1

Other- 4

(Not included in total- 12 School Checks)

[Handwritten Signature]
12/21/2017

Village of Millbrook
 Monthly Water System Report
December 2017

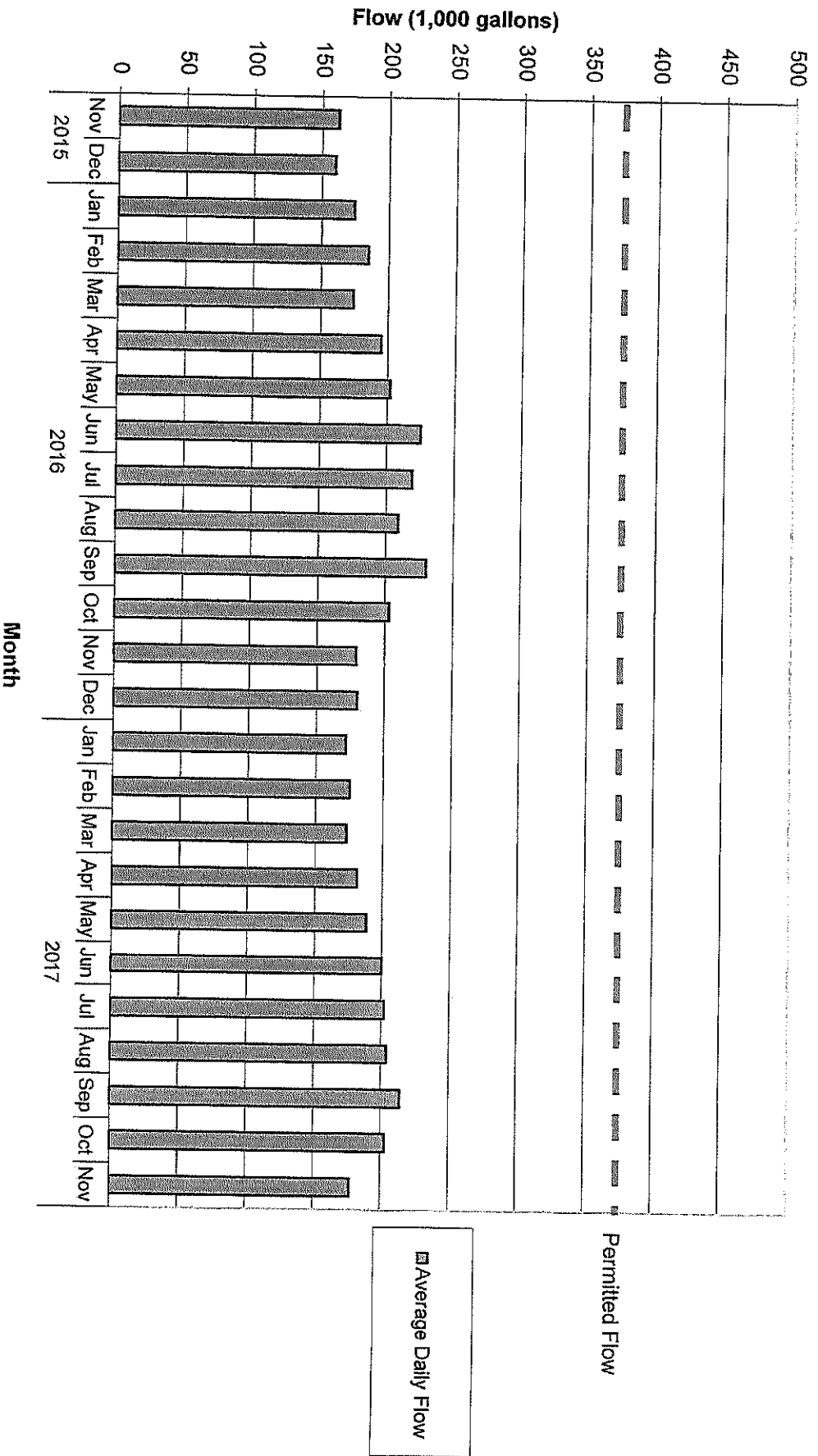
	November	October	September
Total Water Produced	5,315,000	6,290,000	6,430,000
Average Daily Flow	177,000	203,000	214,000
Peak Day Flow	215,000	285,000	330,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

- 1) Monthly sampling and maintenance
- 2) New gate installed by Adams Fence
- 3) Repaired leak at 12 County House Rd
- 4) Rental generator removed
- 5) New generator online

Millbrook Water



Village of Millbrook
Wastewater Treatment Plant Operations Report
December 2017

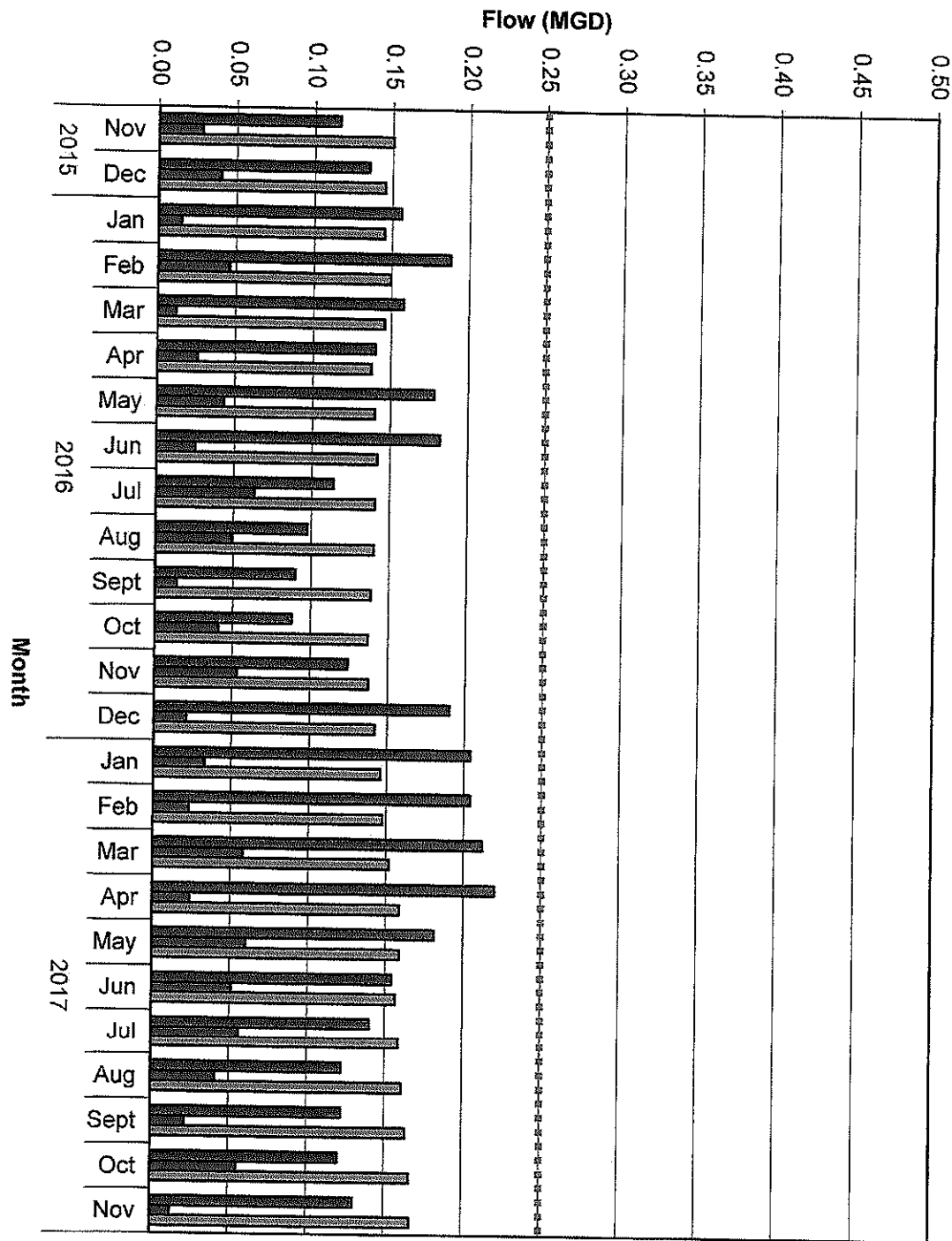
	November	October	September	Permit Limit
Total Effluent Flow	3,889,048	3,707,094	3,652,538	N/A
Average Daily Flow	129,600	119,600	121,750	N/A
12-Month Rolling AVG	167,000	166,000	163,000	250,000
Peak Daily Flow	175,734	260,191	166,001	N/A
Precipitation (inches as liquid)	1.30	5.5	2.2	N/A
SPDES Permit Samples: (mg/l)				
BOD	4 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	99.0 %	99 %	99 %	85 %
Total Suspended Solids	2 mg/l	2 mg/l	1 mg/l	15 mg/l
Percent Removal	999.0 %	99 %	100 %	85 %
TKN as N	1.1 mg/l	2 mg/l	1.3 mg/l	8 mg/l
Fecal Coliform	N/A	2/100ml	38/100ml	200 /100ml

* Exceeds permit limit

Comments:

- 1) Performed all monthly sampling and maintenance
- 2) Fence Installation completed
- 3) Add sand to drying beds
- 4) Insulating ORF tank valves and piping

Millbrook WWTP



■ Monthly Average Flow
 ▨ Precipitation
 ····· 12 Month rolling average flow

THORNE BUILDING
COMMUNITY CENTER, INC.
P.O. BOX 1087
MILLBROOK, NY 12545

December 18, 2017

Mayor Rod Brown
Village of Millbrook
P.O. Box 349 – 35 Merritt Avenue
Millbrook, NY 12545

Dear Mayor Brown,

Enclosed herein please find a check in the amount of \$5,000. This check is given to the Village with the restriction that these funds only be used for legal fees and costs incurred in relation to the Village's interest in the Thorne Building property, and the process and substance relating to how that interest may be transferred.

Should you have any questions, please let me know. Thank you for your assistance.

Sincerely,



George T. Whalen III

GTWill:tmc
Enc.

Bank Balances As of:													
	4/11/2017	5/9/2017	6/13/2017	7/11/2017	8/8/2017	9/12/2017	10/19/2017	11/14/2017	12/21/2017				
Tax Account	\$ 150,642.51	\$ 37,787.82	\$ 116,932.09	\$ 806,958.18	\$ 742,025.94	\$ 656,735.05	\$ 338,854.22	\$ 210,759.42	\$ 13,243.32				
Bedrock Well Account	XXXXXXXXXX	XXXXXXXXXXXX	\$425,040.36	\$ 270,897.13	\$ 220,232.37	\$ 215,460.11	\$ 146,021.37	\$ 146,094.11	\$ 109,708.94				
General Account	\$ 572,315.00	\$ 591,533.97	\$321,434.90	\$ 201,295.11	\$ 215,831.20	\$ 170,895.30	\$ 195,051.45	\$ 183,818.38	\$ 227,812.20				
Accounts Payable	\$ 36,101.23	\$ 31,127.59	\$9,187.10	\$ 36,619.96	\$ 38,075.18	\$ 9,638.51	\$ 142,451.35	\$ 14,955.57	\$ 45,521.38				
Payroll Account	\$ 8,219.93	\$ 8,728.26	\$10,034.03	\$ 10,274.28	\$ 10,928.87	\$ 11,242.81	\$ 12,157.42	\$ 13,557.35	\$ 24,445.72				
Thorne Trust	\$ 25,669.80	\$ 25,670.85	\$ 25,671.94	\$ 25,673.00	\$ 25,674.09	\$ 25,675.18	\$ 25,676.23	\$ 25,677.32	\$ 25,678.38				
Haight Trust	\$ 15,622.33	\$ 15,622.97	\$15,623.63	\$ 16,624.27	\$ 15,624.94	\$ 15,625.60	\$ 15,626.24	\$ 15,626.91	\$ 15,627.55				
Reserve for Fire Truck	\$ 7,272.55	\$ 7,272.85	\$187,276.86	\$ 187,284.55	\$ 187,292.51	\$ 187,300.46	\$ 187,308.16	\$ 187,316.11	\$ 187,323.81				
Nine Partners Trust	\$ 25,195.75	\$ 25,196.78	\$25,197.85	\$ 25,198.89	\$ 25,199.96	\$ 25,201.03	\$ 25,202.06	\$ 25,203.13	\$ 25,204.17				
Thorne Bldg Tribute Gardens	\$ 231,222.76	\$ 231,232.26	\$231,242.08	\$ 231,251.59	\$ 231,261.41	\$ 231,271.23	\$ 231,280.73	\$ 231,290.55	\$ 231,300.06				
Planning / Zoning Escrow	\$ 7,974.79	\$ 7,974.49	\$7,160.49	\$ 6,260.49	\$ 11,787.79	\$ 12,598.90	\$ 10,654.50	\$ 9,955.00	\$ 9,112.41				
Sewer Improvement	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16				
Lamont Christmas Tree Trust	\$ 2,449.17	\$ 2,449.27	\$2,449.38	\$ 2,449.48	\$ 2,449.58	\$ 2,449.68	\$ 2,449.79	\$ 2,449.89	\$ 2,449.99				
Sewer Fund	\$ 58,014.82	\$ 66,969.47	\$86,272.80	\$ 75,317.24	\$ 87,090.09	\$ 54,790.06	\$ 35,033.99	\$ 60,147.29	\$ 65,406.72				
Water Fund	\$ 501,457.13	\$ 502,694.94	\$ 88,345.19	\$ 87,338.98	\$ 88,116.54	\$ 63,139.04	\$ 53,992.95	\$ 72,885.13	\$ 97,790.74				
Tree Replacement Program	\$ 7,631.87	\$ 7,632.50	\$ 7,633.15	\$ 7,633.77	\$ 7,634.42	\$ 7,635.07	\$ 7,635.70	\$ 7,636.35	\$ 7,636.98				
Tribute Gardens Donations	\$ 10,015.79	\$ 10,016.61	\$ 10,017.46	\$ 10,018.29	\$ 10,019.14	\$ 10,019.99	\$ 10,202.81	\$ 10,021.66	\$ 10,022.49				
Millbrook Restoration	\$ 174,408.18	\$ 174,422.51	\$ 174,437.33	\$ 169,901.67	\$ 169,916.12	\$ 169,650.54	\$ 159,664.37	\$ 159,677.93	\$ 159,341.04				
Reserve for Highway Equip	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33				
Millbrook Community Day	\$ 533.85	\$ 533.85	\$ 533.85	\$ 333.85	\$ 333.85	\$ 333.85	\$ 243.85	\$ 243.85	\$ 243.85				
Medical Deductible	\$ 7,556.23	\$ 6,154.10	\$ 3,473.68	\$ 23,225.09	\$ 20,144.67	\$ 16,812.90	\$ 16,468.23	\$ 14,657.59	\$ 12,329.35				

December 12, 2017 Voucher Totals

NO MEETING - UTILITY/MONTHLY BILLS ONLY

Vouchers 16985-17002

A - GENERAL FUND	13,505.12
F - WATER FUND	47.53
G - SEWER FUND	2,203.80
H - CAPITAL PROJECTS	0.00
TA - TRUST & AGENCY FUND	0.00
T - TRUST FUND	0.00
	<hr/> <hr/>
	15,756.45

December 21, 2017 Voucher Totals

Vouchers 17003-17048

A - GENERAL FUND	43,583.16
F - WATER FUND	74,798.34
G - SEWER FUND	40,731.08
H - CAPITAL PROJECTS	1,719.00
TA - TRUST & AGENCY FUND	417.50
T - TRUST FUND	0.00
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	161,249.08

DECEMBER TOTAL: 177,005.53

VILLAGE OF MILLBROOK

Expense Control Report

Fiscal Year: 2018 Period From: 6 To: 5

Account Table:
 Alt. Sort Table:

Fund A	GENERAL FUND	Dept	Description	Curr. Month		Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
				Total Expended								
Dept 1010	BOARD OF TRUSTEES			150.03		24,150.00	24,150.00	10,495.32	13,654.68	0.00	13,654.68	43.46
Dept 1210	MAYOR			687.30		16,080.00	16,080.00	9,353.98	6,726.02	0.00	6,726.02	58.17
Dept 1320	AUDITOR			2,500.00		5,000.00	5,000.00	2,500.00	2,500.00	0.00	2,500.00	50.00
Dept 1325	CLERK/TREASURER			3,514.26		88,145.00	88,145.00	46,445.60	41,699.40	0.00	41,699.40	52.69
Dept 1420	ATTORNEY			1,104.50		20,000.00	20,000.00	9,882.42	10,117.58	0.00	10,117.58	49.41
Dept 1440	ENGINEER			0.00		5,000.00	5,000.00	14,297.36	(9,297.36)	0.00	(9,297.36)	285.95
Dept 1460	RECORDS MANAGEMENT			0.00		1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00
Dept 1621	THORNE BUILDING			52.02		5,000.00	5,000.00	445.34	4,554.66	0.00	4,554.66	8.91
Dept 1622	COMMUNITY CENTER			2,871.98		35,500.00	35,500.00	12,212.21	23,287.79	0.00	23,287.79	34.40
Dept 1640	CENTRAL GARAGE			3,398.04		43,500.00	43,500.00	24,984.24	18,515.76	0.00	18,515.76	57.44
Dept 1660	CENTRAL STOREROOM			369.62		4,000.00	4,000.00	2,006.90	1,993.10	0.00	1,993.10	50.17
Dept 1670	CENTRAL MAILING			0.00		3,500.00	3,500.00	1,543.86	1,956.14	0.00	1,956.14	44.11
Dept 1680	CENTRAL DATA PROCESSING			401.50		6,000.00	6,000.00	6,416.31	(416.31)	0.00	(416.31)	106.94
Dept 1910	UNALLOCATED INSURANCE			0.00		30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	100.00
Dept 1920	MUNICIPAL ASSOCIATION DUES			0.00		1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Dept 1950	TAXES ON VILLAGE PROPERTY			0.00		5,100.00	5,100.00	4,076.68	1,023.32	0.00	1,023.32	79.93
Dept 1990	CONTINGENCY			0.00		5,000.00	5,000.00	3,795.00	1,205.00	0.00	1,205.00	75.90
Dept 3120	POLICE DEPARTMENT			6,278.20		121,250.00	121,250.00	58,559.16	62,690.84	0.00	62,690.84	48.30
Dept 3410	FIRE DEPARTMENT			6,996.61		282,000.00	282,000.00	112,426.86	169,573.14	0.00	169,573.14	39.87
Dept 3620	BUILDING INSPECTOR			53.33		14,080.00	14,080.00	6,831.80	7,248.20	0.00	7,248.20	48.52
Dept 4540	AMBULANCE			18,765.33		245,000.00	245,000.00	120,995.95	124,004.05	0.00	124,004.05	49.39
Dept 5110	STREET MAINTENANCE			9,960.00		302,100.00	302,100.00	256,351.12	45,748.88	0.00	45,748.88	84.86
Dept 5112	SIDEWALK			0.00		30,000.00	30,000.00	54,683.01	(24,683.01)	0.00	(24,683.01)	182.28
Dept 5142	SNOW REMOVAL			0.00		40,800.00	40,800.00	0.00	40,800.00	0.00	40,800.00	0.00
Dept 5182	STREET LIGHTING			2,833.80		30,000.00	30,000.00	15,688.94	14,311.06	0.00	14,311.06	52.30
Dept 8010	ZONING BOARD OF APPEALS			0.00		1,870.00	1,870.00	0.00	1,870.00	0.00	1,870.00	0.00
Dept 8020	PLANNING BOARD			84.98		8,180.00	8,180.00	3,302.80	4,877.20	0.00	4,877.20	40.38
Dept 8160	REFUSE COLLECTION			140.08		1,800.00	1,800.00	836.40	963.60	0.00	963.60	46.47
Dept 8560	SHADE TREES			0.00		3,000.00	3,000.00	(10,000.00)	13,000.00	0.00	13,000.00	(333.33)
Dept 9010	STATE RETIREMENT			0.00		39,000.00	39,000.00	31,922.00	7,078.00	0.00	7,078.00	81.85
Dept 9015	POLICE RETIREMENT			0.00		10,000.00	10,000.00	9,764.00	216.00	0.00	216.00	97.84
Dept 9040	WORKER'S COMPENSATION			0.00		10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
Dept 9055	DISABILITY INSURANCE			0.00		1,000.00	1,000.00	698.40	301.60	0.00	301.60	69.84

VILLAGE OF MILLBROOK

Expense Control Report

Account Table:
 Alt. Sort Table:

Fiscal Year: 2018 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
Fund A								
Dept 9060	HEALTH INSURANCE	12,022.80	80,000.00	80,000.00	46,578.69	33,421.31	0.00	58.22
Dept 9710	SERIAL BOND	0.00	83,000.00	83,000.00	64,032.00	18,968.00	0.00	77.15
Dept 9720	STATUTORY INSTALLMENT BOND	0.00	13,380.00	13,380.00	13,379.88	0.12	0.00	100.00
	GENERAL FUND	72,164.38	1,614,935.00	1,614,935.00	964,526.23	650,408.77	0.00	59.73
Fund F								
Dept 1910	UNALLOCATED INSURANCE	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
Dept 8310	WATER ADMINISTRATION	7,374.04	104,400.00	104,400.00	41,160.28	63,239.72	0.00	39.43
Dept 8320	WATER PUMP STATION	2,726.43	24,000.00	24,000.00	10,183.48	13,816.52	0.00	42.43
Dept 8340	WATER TRANSMISSION	2,245.40	48,000.00	48,000.00	39,916.12	8,083.88	0.00	83.16
Dept 9720	STATUTORY INSTALLMENT BOND	62,500.00	25,200.00	25,200.00	87,469.65	(62,269.65)	0.00	347.10
Dept 9733	BAN-WATER TOWER	0.00	62,500.00	62,500.00	0.00	62,500.00	0.00	0.00
	WATER FUND	74,845.87	274,100.00	274,100.00	178,729.53	95,370.47	0.00	65.21
Fund G								
Dept 8110	SEWER ADMINISTRATION	10,194.58	120,000.00	120,000.00	71,362.06	48,637.94	0.00	59.47
Dept 8130	SEWAGE TREATMENT PLANT	32,740.30	158,000.00	158,000.00	82,925.02	75,074.98	0.00	52.48
Dept 9710	SERIAL BOND	0.00	33,000.00	33,000.00	21,567.60	11,432.40	0.00	65.36
	SEWER FUND	42,934.88	311,000.00	311,000.00	175,854.68	135,145.32	0.00	56.54
Fund H								
Dept 1621	CAPITAL PROJECTS THORNE BUILDING	1,719.00	0.00	0.00	(1,995.51)	1,995.51	0.00	0.00
Dept 8360	WATER CAPITAL IMPROVEMENTS	0.00	0.00	0.00	(260,661.06)	260,661.06	0.00	0.00
	CAPITAL PROJECTS	1,719.00	0.00	0.00	(262,656.57)	262,656.57	0.00	0.00
Fund T								
Dept 8989	TRUST FUND HOME & COMM. REHAB.	0.00	0.00	0.00	280.00	(280.00)	0.00	0.00
	TRUST FUND	0.00	0.00	0.00	280.00	(280.00)	0.00	0.00
Total Fund T		0.00	0.00	0.00	280.00	(280.00)	0.00	0.00
Grand Total		191,684.13	2,200,035.00	2,200,035.00	1,056,733.87	1,143,301.13	0.00	48.03

VILLAGE OF MILLBROOK

Revenue Control Report

Fiscal Year: 2018 Period From: 6 To: 5

Account No.	Description	Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Fund A	GENERAL FUND							
Dept 0000								
A.0000.1001	REAL PROPERTY TAXES	0.00	0.00	920,000.00	920,000.00	920,000.00	0.00	100.00
A.0000.1090	INTEREST & PENALTIES	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.1120	COUNTY SALES TAX	0.00	0.00	38,000.00	38,000.00	11,496.79	26,503.21	30.25
A.0000.1130	UTILITIES TAX	0.00	0.00	20,000.00	20,000.00	5,323.28	14,676.72	26.62
A.0000.1170	FRANCHISE FEES	0.00	0.00	70,000.00	70,000.00	19,983.00	50,017.00	28.55
A.0000.1603	VITAL STATISTICS FEES	0.00	0.00	0.00	0.00	60.00	(60.00)	100.00
A.0000.2110	ZONING FEES	0.00	0.00	500.00	500.00	0.00	500.00	0.00
A.0000.2115	PLANNING BOARD FEES	0.00	0.00	1,500.00	1,500.00	1,600.00	(100.00)	106.67
A.0000.2262	FIRE CONTRACT	0.00	0.00	425,580.00	425,580.00	0.00	425,580.00	0.00
A.0000.2401	INTEREST EARNED, GENERAL FUND	0.00	0.00	200.00	200.00	0.00	200.00	0.00
A.0000.2412	RENTAL VIL. HALL OTH GOVTS.	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.2413	THORNE AUDITORIUM FEES	0.00	0.00	0.00	0.00	6.25	(6.25)	100.00
A.0000.2413.0200	THORNE TRUST INCOME	0.00	0.00	14,000.00	14,000.00	12,905.88	1,094.12	92.18
A.0000.2414	RENTAL OF WATER TOWER	0.00	0.00	48,000.00	48,000.00	19,528.75	28,471.25	40.68
A.0000.2590	BUILDING PERMITS	785.00	(785.00)	5,000.00	5,000.00	9,301.00	(4,301.00)	186.02
A.0000.2610	FINES & FORFEITURES	0.00	0.00	500.00	500.00	1,705.00	(1,205.00)	341.00
A.0000.2770.0100	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	150.00	(150.00)	100.00
A.0000.3001	STATE AID PER CAPITA	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
A.0000.3005	MORTGAGE TAX	0.00	0.00	6,500.00	6,500.00	0.00	6,500.00	0.00
A.0000.3501.0100	STATE AID, CHIPS CAPITAL	0.00	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00
Total Dept 0000		785.00	(785.00)	1,599,780.00	1,599,780.00	1,002,059.95	597,720.05	62.64
Total Fund A	GENERAL FUND	785.00	(785.00)	1,599,780.00	1,599,780.00	1,002,059.95	597,720.05	62.64
Fund F	WATER FUND							
Dept 0000								
F.0000.2140	METERED WATER SALES	0.00	0.00	272,255.00	272,255.00	125,855.75	146,399.25	46.23
F.0000.2148	INTRST & PENLTY ON WATER RENTS	0.00	0.00	17,000.00	17,000.00	1,675.33	15,324.67	9.85
Total Dept 0000		0.00	0.00	289,255.00	289,255.00	127,531.08	161,723.92	44.09
Total Fund F	WATER FUND	0.00	0.00	289,255.00	289,255.00	127,531.08	161,723.92	44.09
Fund G	SEWER FUND							
Dept 0000								
G.0000.1030	SPECIAL ASSESSMENTS	0.00	0.00	30,000.00	30,000.00	30,000.00	0.00	100.00
G.0000.2120	SEWER RENTS	0.00	0.00	266,000.00	266,000.00	155,711.62	110,288.38	58.54
G.0000.2122	SEWER CHARGES	0.00	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00
G.0000.2128	INTRST & PENLTIES	0.00	0.00	0.00	0.00	1,983.80	(1,983.80)	100.00
Total Dept 0000		0.00	0.00	311,000.00	311,000.00	187,695.42	123,304.58	60.35
Total Fund G	SEWER FUND	0.00	0.00	311,000.00	311,000.00	187,695.42	123,304.58	60.35

Date Prepared: 12/21/2017 01:22 PM
 Report Date: 12/21/2017

Account Table:
 Alt. Sort Table:

VILLAGE OF MILLBROOK

Revenue Control Report

Fiscal Year: 2018 Period From: 6 To: 5

Account No.	Description	Curr. Month Revenue Receipts	Curr. Month Budget Balance	Original Budget	YTD Adjusted Budget	YTD Revenue Receipts	YTD Budget Balance	Percent Received Balance
Grand Total		785.00	(785.00)	2,200,035.00	2,200,035.00	1,317,286.45	882,748.55	59.88

Sarah Witt

From: Mary Keelan <keelanm@aol.com>
Sent: Wednesday, December 20, 2017 11:57 AM
To: rbmayor@villageofmillbrookny.com; Rochfort Joe
Cc: mike.herzogvom@gmail.com; bhtrusteevom@gmail.com;
clerk@villageofmillbrookny.com; kvtrusteevom@gmail.com
Subject: RE: THURSDAY MEETING AGENDA REQUEST

Hello Rod and Joe,

Have just read the agenda via the Village email service and see that the Thorne B decision is up front. I have been asked to write an article for Northern Dutchess News on the meeting and any decisions that are made at the Thursday meeting. The article has a deadline due this Friday, 12/22.

A few requests:

1. Would you please send me via email any documents that you will be working from for a motion or decision? Or if not a specific document, then the wording for the motion.
2. Did the Throne Building Planning Committee give you a proposal for use of the building etc. which I understand they had promised before this meeting on the property transfer?
3. Has the Village lawyer determined if an official **Public Hearing** is required to transfer the Thorne Building to another entity?
4. Are there any restrictions on such a transfer given that the Thorne Building is on the NYS Historic Register? (or Federal?)
5. Have all conditions related to the so called **reverter clause** been met satisfactorily for the Village?
6. Are there an other conditions on the transfer of ownership to the newly formed 501. C3 that the Village is making a part of the agreement? Eg. they cannot later decide to not go forward with the uses as currently described and instead tear it down or sell to another owner for commercial or residential development?
7. As of a few weeks ago, local members of the affected branch of the Thorne Building had not been specifically notified of the sale or any plans with the building. Have thy been notified since? And given their permission?
8. Is there any potential legal jeopardy for the Village in going forward with the transfer of the building ownership at this time?
9. What will be the status of the existing Thorne Trusts as the transfer of ownership proceeds? Will the Village retain those funds for other uses?

If there is anything else that is pertinent, would you please let me know in a reply email? Much appreciated.

FYI... I am unable to attend the meeting on Thursday evening as we will be visiting in Wisconsin with family for the holidays.

And Happy Holidays to all of you and the staff of the Village.

Best,

Mary Keelan

Sarah Witt

From: Mary Keelan <keelanm@aol.com>
Sent: Wednesday, December 20, 2017 11:07 PM
To: rbmayor@villageofmillbrookny.com; Rochfort Joseph
Cc: mike.herzogvom@gmail.com; bhtrusteevom@gmail.com; kvtrusteevom@gmail.com; clerk@villageofmillbrookny.com
Subject: RE: Clarification requested.....Thorne Building.....Although referred to as an 'offering' a motion...

Hi again Rod and Joe,

If you are not able to answer my earlier questions concerning the transfer of the ownership of the Thorne Building at this time, would you please just clarify the following highlighted underlined terms in the agenda item? Just answering within the email is fine. But info is needed by Thursday night after your meeting. And early posting of the audio tape is most helpful. All much appreciated....

Quoting from the agenda for Village meeting scheduled for Thursday, December 21, 2017 at 6:30pm....

Thorne Building.....Although referred to as an 'offering' [**who refers to it as such and what does this term mean here?**] a motion is being presented for board approval [**would you please send me an email copy of this motion if available before the meeting and if not then right after ?**] to allow the Village lawyer to start the process of transfer. [**what exactly is it you are asking the Village lawyer to do? Can the process of transfer begin at this point? What exactly does the process of transfer entail? Approximately what amount of \$\$ is being budgeted for the lawyer to do this?**] There is much to be decided [**can you explain simply what must be decided?**] prior to going to contract [**does the Village board have a timeline on when you might go to contract...a month?**] once an actual offer is made. [**when do you expect an actual offer to be made?....approximate is ok.**]

When you are able to answer the earlier questions in my email sent this morning, then I will use them in a follow-up article. Clarification of the above agenda item is important and your doing so is much appreciated. And just FYI...others have been asking these questions also.

Best,
Mary Keelan

Accomplishment	Why this is important	Cost Sv
Meetings	instituted a more professional - productive meeting structure	
New Treasurer	no need to hire from outside - capable/bright applicant already familiar with office and it's requirements - low learning curve to overcome (helped me in the past)	
Fulltime Police Officer	<p>accountability, stability, 7:30-3:30 Mon-Fri coverage for schools</p> <p>Tazers purchased - another avenue before using firearms - officers certified</p> <p>Trained an additional officer for part time coverage</p> <p>CIT training - most officers - mentally disabled, how to handle</p>	
New Computer Server	no longer maintained/serviced for past 2 years - General Ledger server	
Green Briar Connection	BOH emergency - sewer connection - \$60,000 to be paid over 4 years for cap imprv	
New Village Lawyer	wonderful asset - local, municipal and general knowledge	yes
Financial Strength Audit	Where does Village stand financially - available on website - CPA Ted Eglit	
Re-arranged/organized office	<p>Better flow and organization - no cost to village for furniture</p> <p>HWY Dept did some carpentry - Mayor moved furniture and re-ran wiring</p>	yes
Bldg Dept fees	updated and made current - very old	yes
Stanford Rd Dam	Proper Engineering study done to reduce the classification so the Village has to do a report every 10 years instead of every yr.	yes
Hired new Deputy Clerk	tremendous asset - able to do bookkeeping in addition to Website, Phone AP, Server issues - works well with IT issues	

Debt Register	figured out payments for BANS/BONDS - budgeted and scheduled	yes
Appointed Board Member	Kyle VanDeWater appointed - welcome addition to board	
Phone AP	in an effort to get message/info out to the Villagers	
Contracts and Agreements	VFW, MVP, NDP, VRI, Lyall, Angel of Lights - village has gone along on a wink and a nod or a handshake putting it at risk	
Water/Sewer	worked hard with VRI collecting on delinquent customers - billing stabilized - estimated recovery of at least \$50,000-\$70,000 down to the final 5 new meters to be replaced - started with 36 for past 2 years	yes
Water Plant Generator	was spending \$1053.00 / month - thru County Grant have installed permanent generator that will satisfy all our needs additional electric work done to lessen cost and extend life of pumps 408v	yes
Shared Services	Worked with County on Shared Service mandate - amongst different municipalities share services/equipment and shared cost	yes
MBA relation	included for signage code update, Community Day, Christmas decorations	
CDs	Bedrock and General fund - \$150,000 and \$200,000 CDs - interest baring - \$1500	
WebSite	Vast improvements to website	
ADA Sidewalk	Village intersection made ADA compliant via County Block Grant	
LOSAP	LOSAP on ballot - firemen/rescue squad annual payout at retirement increase	
VRI	new values on Maple, ORF cleaning, scoping sewer lines for SPEDES compliance this yr a first - our reports to DEC on time ! - <u>Asked to provide for Jan dept mtg</u>	

HWY Dept

paving Maple and oil and stone in an effort to preserve roadways till we can pave new trailer to store lawn maintenance equipment - mowing Sewer and Water plants
Asked to provide for Jan dept mtg yes

VRI

new fencing around the Sewer Treatment plant - 11/14 and gate at Water Treatment plant

New Trustee

Kyle was elected

I and I report

DEC required report for SPDES permit - on time

In the Works

Agreements and IMAs

School, town, BS, Historical Society, Day School, Sheriffs

Well project

efforts to solve water issues - well drilled need to decide what we want to filter

State Audit

verifying internal controls

New General Ledger Software

office to be more efficient

Phone System

upgrade for efficiency

yes

Public Access

have ordered the equipment - money from donation - to make use of the public access channel the Village gets via our cable franchise

HWY Dept

power vent on Village Hall - Dineen retaining wall repair

Thorne Bldg

Workshop to get a process going to get Thorne Bldg out of Village responsibility and to see that it becomes a Community Center - ongoing

There are many other issues mainly dealing with our efforts to reach out to the community - a MBA liason, signage and parking, efforts at understanding Planning and Zoning