

Village of Millbrook
Village Hall – Board of Trustees
May 8, 2018 6:30pm
Draft

- 1. Open meeting – Pledge of Allegiance**
- 2. Administrative Business :**
 - a. Acceptance of Minutes 4/10/2018, 4/24/2018
- 3. New Business :**
 - a. Kathy Edmonds
 - b. Rich Rennia – proposal to become Village Planner
 - c. **Designed Solution for Intersection** – Kay Vanderlyn, Dennis, Patrick
 - d. Tax Cap Form and Compliance – submitted
 - e. Arbor Day Proclamation
- 4. Old business :**
 - a. SEQR requirements adopted for WTP filtration project
 - b. Resolution – employees in the State Retirement program
 - c. Bids for new ambulance – 7pm
- 5. 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 – FEMA payment
 - d. Water/Sewer – Scott Osborne
 - e. Treasurer – Sarah Witt
- 6. Board Member Updates :**
 - a. Deputy Mayor - Joe Rochfort
 - b. Trustee Brian Hicks
 - c. Trustee Mike Herzog
 - d. Trustee Kyle Van DeWater
- 7. Mayoral updates**
- 8. Public Participation**
- 9. Executive Session**
- 10. Adjournment**
- 11. Auditing of Bills**

RENNIA ENGINEERING DESIGN, PLLC

CIVIL • ENVIRONMENTAL • STRUCTURAL

6 Dover Village Plaza, Suite 5, P.O. Box 400, Dover Plains, NY 12522
Tel: (845) 877-0555 Fax: (845) 877-0556

May 7, 2018

Village of Millbrook
35 Merritt Avenue
P.O. Box 349
Millbrook, NY 12545

Attn: Mayor Rod Brown

**Re: Proposal for Engineering & Planning Services
Village of Millbrook
As-Needed Consulting Services**

Dear Mr. Brown,

Thank you for the opportunity of submitting our qualifications and for the opportunity to meet with you to interview for position of Village / Planning Board Engineer and Planner. We feel that our background and experience make us uniquely qualified to be your engineering and planning consultant. Our office consists of myself plus seven experienced professionals with substantial credentials specific to your concerns for this position. Our experience and expertise allow us to provide our clients with a wide range of services.

As requested this office has prepared a scope of services that would be performed on an as needed basis. We propose to work with the Village to review, analyze, and recommend action with respect to all engineering and planning related matters.

Typical municipal service items to include:

- Attend Village Board Meetings
- Attend Planning Board Meetings
- Perform a cursory review of all new planning board applications
- Provide project coordination with planning board and secretary as needed
- Project code compliance review
- Environmental Compliance Review and Permitting (SEQRA)
- Municipal / Institutional Planning and Design Services
- Feasibility Studies / Conceptual Designs
- Drinking Water Systems
- Local Road Design
- Wastewater Treatment & Sewer Collection Systems
- Regulatory Agency Permitting (DOH, NYSDEC, ACOE, etc)
- Stormwater Management, Retrofit, and Design
- Recreational Facility Design and Planning
- Construction Administration, Bidding, & Inspection Services

Re: **Proposal for Engineering & Planning Services
Village of Millbrook
As-Needed Consulting Services**

Rennia Engineering Design is committed to addressing our client's challenges with complete assessment of projects and appropriate solutions that are budget responsible. We apply sustainable design practices to meet both the current and future needs of your facilities.

General Consulting Services

All general consulting services requested will be billed on an hourly basis.

Fixed Scope Services

All fixed scope work will be contracted for an estimated not to exceed or fixed fee that is negotiated on a case by case basis.

METHOD OF PAYMENT - BILLING PROCEDURE

All hourly work ordered by the client will be billed at our current billing rates shown below. In addition, disbursements incurred will be billed and separately shown on the statement. The balance for each work task is due as work is performed and will be billed on a monthly basis with the retainer being applied to the final balance.

(The following rates are for 2018)

<u>Employee Title</u>	<u>Rate (Per Hour)</u>
Professional Engineer Principal	\$ 147.00
Senior Engineer	\$ 130.00
Senior Planner, AICP	\$ 126.00
Project Engineer	\$ 106.00
Staff Engineer / Planner	\$ 98.00
Designer	\$ 92.00
Civil Technician (Draftsperson)	\$ 86.00
Administrative	\$ 62.00

*Project expenses shall include reproduction costs and direct material costs that are specifically required to complete the project. These costs as well as Subcontractor costs shall be invoiced at their actual cost plus ten (10) percent administrative service charge.

**These rates are for the period January 1, 2018 through December 31, 2018. Rates will be increased yearly in accordance with CPI.

Re: Proposal for Engineering & Planning Services
Village of Millbrook
As-Needed Consulting Services

Bills are due and payable upon receipt of invoice. Any questions over billing and/or work performed shall be made within 30 days of completion in writing. Invoices not paid after 30 days are considered past due and are subject to a 1.5% finance charge per month on any unpaid balance. If payment is not received within 45 days of invoice, work on the project will cease. Any extension of credit beyond the contract must be by mutual consent, and in writing.

All information and data produced (drawings, documents, etc.) is the property of this office. Information or data will not be released and/or submissions will not be made if there are outstanding past due invoices.

To the fullest extent permitted by law, the client agrees that Rennia Engineering Design, PLLC's (RED) total liability to the client and to all construction contractors and subcontractors on the project for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes to the extent not covered by RED's insurance shall not exceed the total compensation in this agreement. Such causes include, but are not limited, to RED's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

To the fullest extent permitted by law, the Client shall indemnify and hold harmless RED, their officers, directors, employees, agents, and sub consultants from and against costs, losses, liability, and damages, including reasonable Attorney's fees and defense costs, caused solely by the negligent acts or omissions of all other parties.

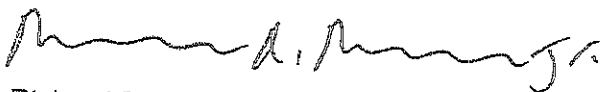
This proposal is valid for 30 days, and is non-transferable.

CLOSING

In accordance with the established policy of this office, if this proposal meets with your approval, kindly sign the bottom and return same to this office.

Please do not hesitate to contact me with any questions, (845) 877-0555.

Sincerely,



Richard Rennia, Jr., P.E.
Principal

Approved by: _____ Date: _____

Printed Name: _____



A Proclamation

Village of Millbrook Arbor Day

WHEREAS: The first Arbor Day was celebrated in 1872 in Nebraska as special day for planting trees and has grown to thousands of celebrations in communities across our nation each year; and

WHEREAS: Community partners, families and friends will be joined together at local Arbor Day ceremonies and at a statewide celebration to recognize the benefits of trees and urban forests; and

WHEREAS: Trees will be planted across the state and showcased in the Village of Millbrook, www.villageofmillbrookny.com, creating a lasting legacy for future generations; and

WHEREAS: Trees improve water quality and quantity, reduce the erosion of precious topsoil, increase property values and economic vitality in business areas, provide shade, cleanse the air, create habitat for wildlife and add beauty to communities; and

WHEREAS: Trees Promote outdoor recreation which improves human health and well-being and reduces "Natural-Deficit Disorder" in children by encouraging more activity and connection to the natural world; and

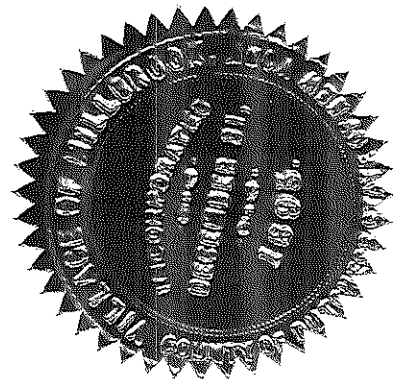
WHEREAS: All of New York benefits from forestry, which contributes annually to our state's economy and provides employment for more people; now

THEREFORE: I, RODNEY BROWN, Mayor of the Village of Millbrook, do hereby proclaim April 27, 2018, as ARBOR DAY in the Village of Millbrook and encourage our citizens to plant trees thus leaving a legacy for present and future generations.

In witness thereof, I have hereunto set my hand and caused the Seal of the Village of Millbrook to be affixed this 8th day of May in the year two thousand eighteen.



Mayor, Village of Millbrook



Millbrook Fire Department April 2018

Automatic Fire Alarm	11
EMS Call	42
Auto Accident	2
Brush Fire	1
Mutual Aid	2
Wire Down	1
Service Call	2
<u>Carbon Monoxide Detector</u>	<u>1</u>
Total Incidents	62

EMS Responses

NDP	30
MFD Rescue	11
ALS/Mutual Aid	10

V.M.P.D. Monthly Report April 2018

72 Calls for Service (including, but not limited to):

TRAFFIC

Traffic Tickets: 4 Parking Tickets: 12 Abandoned Vehicle: 1 Disabled Vehicle: 3
Auto Accidents: Property Damage: 2 Hit & Run: 1 V&T Complaints: 3

ASSIST OTHER AGENCIES

Assist Other Police Agency: 2 Assist Fire Dept: 1 Assist EMS: Village: 6; Town of Washington: 7

CRIMINAL ACTIVITY

D.W.I.: 1 Suspended License: 1 Child Abuse: 1 Disturbance: 1
Suspicious Activity: 3 Harassment: 5

PUBLIC SERVICE

Assist Citizen: 2 Vehicle Lockout: 4 Lost/Found Property: 2 Hazardous Conditions: 6
Animal Complaint: 1 Missing Child: 1 Welfare Check: 2 (School Checks: 30)

JRW#6 05/08/2018

Water Report

Village of Millbrook
 Monthly Water System Report
 May 2018

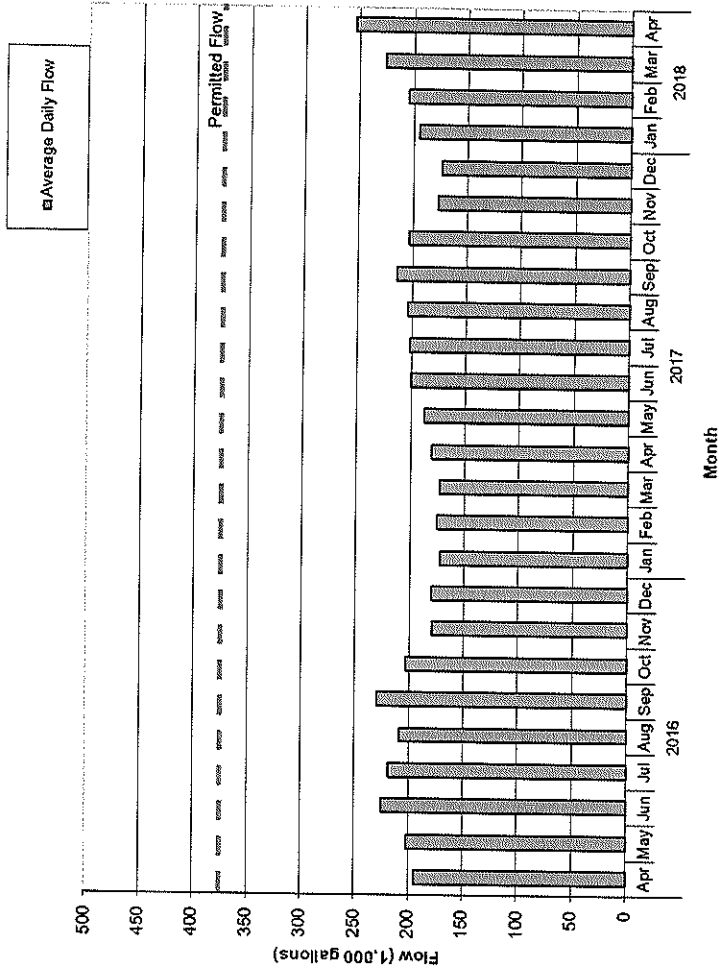
	April	March	February
Total Water Produced	7,625,000	7,015,000	5,735,000
Average Daily Flow	254,000	226,000	205,000
Peak Day Flow	325,000	300,000	295,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

- 1) Monthly sampling and maintenance
- 2) Leak on Nine Partners Ln - NYRural Water out to assist in locating leak
- 3) Hydrant flushing scheduled for week of May 14th

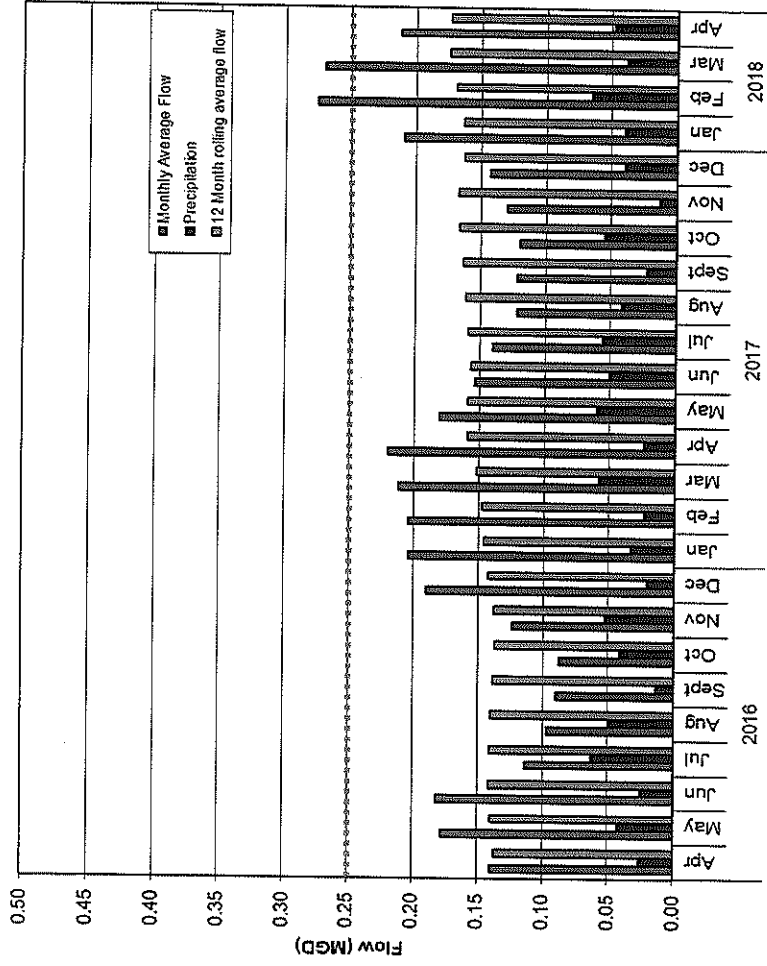
Millbrook Water



Sewer Report

Millbrook WWTP

Village of Millbrook Wastewater Treatment Plant Operations Report May 2018



	April	March	February	Permit Limit
Total Effluent Flow	6,344,289	8,384,395	7,740,492	N/A
Average Daily Flow	211,500	270,500	276,400	N/A
12-Month Rolling AVG	173,000	174,000	169,000	250,000
Peak Daily Flow	271,392	366,641	440,963	N/A
Precipitation (inches as liquid)	4.80	3.8	6.5	N/A
SPDES Permit Samples: (mg/l)				
BOD	mg/l	5 mg/l	4 mg/l	15 mg/l
Percent Removal	%	98 %	98 %	85 %
Total Suspended Solids	mg/l	5 mg/l	2 mg/l	15 mg/l
Percent Removal	%	96 %	99 %	85 %
TKN as N	mg/l	2.2 mg/l	1.1 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) Replaced check valve for pump #1 at Bennett PS
- 3) Cleaning filter beds
- 4) EarthCare and Royal hauled sludge
- 5) ORF meter replaced
- 6) Sewer lateral replacement on Haight Ave

VILLAGE OF MILLBROOK

Expense Control Report

Fiscal Year: 2018 Period From: 6 To: 5

Fund A	Dept	GENERAL FUND	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	YTD Encumbered	YTD Available Balance	Percent Exp. Balance
	Dept 1010	BOARD OF TRUSTEES	0.00	24,150.00	22,035.54	20,946.04	1,089.50	0.00	1,089.50	95.06
	Dept 1210	MAYOR	142.85	16,080.00	18,194.46	16,490.28	1,704.18	0.00	1,704.18	90.63
	Dept 1320	AUDITOR	0.00	5,000.00	5,000.00	2,500.00	2,500.00	0.00	2,500.00	50.00
	Dept 1325	CLERK/TREASURER	197.72	88,145.00	84,445.00	86,162.84	(1,717.84)	0.00	(1,717.84)	102.03
	Dept 1420	ATTORNEY	832.50	20,000.00	20,000.00	15,400.53	4,599.47	0.00	4,599.47	77.00
	Dept 1440	ENGINEER	0.00	5,000.00	14,300.00	14,297.36	2.64	0.00	2.64	99.98
	Dept 1460	RECORDS MANAGEMENT	0.00	1,500.00	1,500.00	3,179.14	(1,679.14)	0.00	(1,679.14)	211.94
	Dept 1621	THORNE BUILDING	47.23	5,000.00	5,000.00	983.14	4,016.86	0.00	4,016.86	19.66
	Dept 1622	COMMUNITY CENTER	1,713.28	35,500.00	35,500.00	33,415.13	2,084.87	0.00	2,084.87	94.13
	Dept 1640	CENTRAL GARAGE	1,043.16	43,500.00	43,500.00	44,110.44	(610.44)	0.00	(610.44)	101.40
	Dept 1660	CENTRAL STOREROOM	117.38	4,000.00	4,000.00	4,022.57	(22.57)	0.00	(22.57)	100.56
	Dept 1670	CENTRAL MAILING	181.50	3,500.00	3,500.00	3,253.01	246.99	0.00	246.99	92.94
	Dept 1680	CENTRAL DATA PROCESSING	0.00	6,000.00	9,700.00	10,272.86	(572.86)	0.00	(572.86)	105.91
	Dept 1910	UNALLOCATED INSURANCE	0.00	30,000.00	43,944.59	43,944.59	0.00	0.00	0.00	100.00
	Dept 1920	MUNICIPAL ASSOCIATION DUES	0.00	1,000.00	1,000.00	957.00	43.00	0.00	43.00	95.70
	Dept 1950	TAXES ON VILLAGE PROPERTY	0.00	5,100.00	5,100.00	5,016.73	83.27	0.00	83.27	98.37
	Dept 1990	CONTINGENCY	0.00	5,000.00	5,000.00	4,780.00	220.00	0.00	220.00	95.60
	Dept 3120	POLICE DEPARTMENT	233.97	121,250.00	121,250.00	103,125.82	18,124.18	0.00	18,124.18	85.05
	Dept 3410	FIRE DEPARTMENT	11,181.37	282,000.00	276,055.41	180,792.95	95,262.46	0.00	95,262.46	65.49
	Dept 3620	BUILDING INSPECTOR	393.66	14,080.00	14,080.00	13,201.55	878.45	0.00	878.45	93.76
	Dept 4540	AMBULANCE	21,755.18	245,000.00	245,000.00	222,333.45	22,666.55	0.00	22,666.55	90.75
	Dept 5110	STREET MAINTENANCE	2,084.12	302,100.00	312,100.00	182,073.40	130,026.60	0.00	130,026.60	58.34
	Dept 5112	SIDEWALK	0.00	30,000.00	12,700.00	15,533.01	(2,833.01)	0.00	(2,833.01)	122.31
	Dept 5142	SNOW REMOVAL	27,637.50	40,800.00	30,800.00	46,967.07	(16,167.07)	0.00	(16,167.07)	152.49
	Dept 5182	STREET LIGHTING	2,544.19	30,000.00	30,000.00	30,052.75	(52.75)	0.00	(52.75)	100.18
	Dept 8010	ZONING BOARD OF APPEALS	0.00	1,870.00	1,849.26	1,220.75	628.51	0.00	628.51	66.01
	Dept 8020	PLANNING BOARD	0.00	8,180.00	8,200.74	4,345.02	3,855.72	0.00	3,855.72	52.98
	Dept 8160	REFUSE COLLECTION	140.08	1,800.00	1,800.00	1,536.80	263.20	0.00	263.20	85.38
	Dept 8560	SHADE TREES	880.00	3,000.00	3,000.00	(9,120.00)	12,120.00	0.00	12,120.00	(304.00)
	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	9,784.00	216.00	0.00	216.00	97.84
	Dept 9040	WORKER'S COMPENSATION	0.00	10,000.00	10,000.00	3,631.00	6,369.00	0.00	6,369.00	36.31
	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

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								
GENERAL FUND								
Dept 9060 HEALTH INSURANCE	30.00	80,000.00	80,000.00	72,412.25	7,587.75	0.00	7,587.75	90.52
Dept 9710 SERIAL BOND	0.00	83,000.00	83,000.00	64,032.00	18,968.00	0.00	18,968.00	77.15
Dept 9720 STATUTORY INSTALLMENT BOND	0.00	13,380.00	13,380.00	13,379.88	0.12	0.00	0.12	100.00
Total Fund A	71,155.69	1,614,935.00	1,614,935.00	1,297,653.76	317,281.24	0.00	317,281.24	80.35
Fund F								
WATER FUND								
UNALLOCATED INSURANCE	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
Dept 1910 WATER ADMINISTRATION	4,423.70	104,400.00	104,400.00	74,171.43	30,228.57	0.00	30,228.57	71.05
Dept 8310 WATER PUMP STATION	1,355.02	24,000.00	24,000.00	17,153.62	6,846.38	0.00	6,846.38	71.47
Dept 8320 WATER TRANSMISSION	2,223.77	48,000.00	48,000.00	52,861.25	(4,861.25)	0.00	(4,861.25)	110.13
Dept 9720 STATUTORY INSTALLMENT BOND	0.00	25,200.00	25,200.00	24,969.65	230.35	0.00	230.35	99.09
Dept 9733 BAN-WATER TOWER	0.00	62,500.00	62,500.00	62,500.00	0.00	0.00	0.00	100.00
Total Fund F	8,002.49	274,100.00	274,100.00	231,655.95	42,444.05	0.00	42,444.05	84.52
Fund G								
SEWER FUND								
TAXES ON VILLAGE PROPERTY	0.00	0.00	0.00	4,455.00	(4,455.00)	0.00	(4,455.00)	0.00
Dept 1950 SEWER ADMINISTRATION	0.00	120,000.00	120,000.00	112,752.05	7,247.95	0.00	7,247.95	93.96
Dept 8110 SEWAGE TREATMENT PLANT	3,471.85	158,000.00	158,000.00	116,329.74	41,670.26	0.00	41,670.26	73.63
Dept 8130 SERIAL BOND	0.00	33,000.00	33,000.00	21,567.60	11,432.40	0.00	11,432.40	65.36
Dept 9710 SEWER FUND	3,471.85	311,000.00	311,000.00	255,104.39	55,895.61	0.00	55,895.61	82.03
Total Fund G	3,471.85	311,000.00	311,000.00	255,104.39	55,895.61	0.00	55,895.61	82.03
Fund H								
CAPITAL PROJECTS								
THORNE BUILDING	0.00	0.00	0.00	558.46	(558.46)	0.00	(558.46)	0.00
Dept 1621 WATER CAPITAL IMPROVEMENTS	10,505.00	0.00	0.00	(232,716.06)	232,716.06	0.00	232,716.06	0.00
Dept 8360 CAPITAL PROJECTS	10,505.00	0.00	0.00	(232,157.60)	232,157.60	0.00	232,157.60	0.00
Total Fund H	10,505.00	0.00	0.00	(232,157.60)	232,157.60	0.00	232,157.60	0.00
Fund T								
TRUST FUND								
HOME & COMM. REHAB.	0.00	0.00	0.00	280.00	(280.00)	0.00	(280.00)	0.00
Dept 8989 TRUST FUND	0.00	0.00	0.00	280.00	(280.00)	0.00	(280.00)	0.00
Total Fund T	0.00	0.00	0.00	280.00	(280.00)	0.00	(280.00)	0.00
Grand Total	93,135.03	2,200,035.00	2,200,035.00	1,552,536.50	647,498.50	0.00	647,498.50	70.57

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	46,981.19	(8,981.19)	123.63
A.0000.1130	UTILITIES TAX	0.00	0.00	20,000.00	20,000.00	23,991.59	(3,991.59)	119.96
A.0000.1170	FRANCHISE FEES	0.00	0.00	70,000.00	70,000.00	40,823.00	29,177.00	58.32
A.0000.1603	VITAL STATISTICS FEES	0.00	0.00	0.00	0.00	20.00	(20.00)	100.00
A.0000.2110	ZONING FEES	0.00	0.00	500.00	500.00	150.00	350.00	30.00
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	425,580.00	0.00	100.00
A.0000.2401	INTEREST EARNED, GENERAL FUND	0.00	0.00	200.00	200.00	272.61	(72.61)	136.31
A.0000.2412	RENTAL VIL. HALL OTH GOVTS.	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00	100.00
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	22,905.51	(8,905.51)	163.61
A.0000.2414	RENTAL OF WATER TOWER	0.00	0.00	48,000.00	48,000.00	38,193.50	9,806.50	79.57
A.0000.2590	BUILDING PERMITS	1,910.00	(1,910.00)	5,000.00	5,000.00	17,170.00	(12,170.00)	343.40
A.0000.2610	FINES & FORFEITURES	0.00	0.00	500.00	500.00	3,795.00	(3,295.00)	759.00
A.0000.2770.0100	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	464.00	(464.00)	100.00
A.0000.3001	STATE AID PER CAPITA	0.00	0.00	10,000.00	10,000.00	9,185.00	815.00	91.85
A.0000.3005	MORTGAGE TAX	0.00	0.00	6,500.00	6,500.00	0.00	6,500.00	0.00
A.0000.3089	STATE AID BUILDING INSP.	0.00	0.00	0.00	0.00	1,397.00	(1,397.00)	100.00
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		1,910.00	(1,910.00)	1,599,780.00	1,599,780.00	1,562,534.65	37,245.35	97.67
Total Fund A	GENERAL FUND	1,910.00	(1,910.00)	1,599,780.00	1,599,780.00	1,562,534.65	37,245.35	97.67
Fund F	WATER FUND							
Dept 0000								
F.0000.2140	METERED WATER SALES	0.00	0.00	272,255.00	272,255.00	201,594.06	70,660.94	74.05
F.0000.2148	INTRST & PENLTY ON WATER RENTS	0.00	0.00	17,000.00	17,000.00	10,834.64	6,165.36	63.73
Total Dept 0000		0.00	0.00	289,255.00	289,255.00	212,428.70	76,826.30	73.44
Total Fund F	WATER FUND	0.00	0.00	289,255.00	289,255.00	212,428.70	76,826.30	73.44
Fund G	SEWER FUND							
Dept 0000								
G.0000.1030	SPECIAL ASSESSMENTS	0.00	0.00	30,000.00	30,000.00	65,398.12	(35,398.12)	217.99
G.0000.2120	SEWER RENTS	0.00	0.00	266,000.00	266,000.00	238,020.79	27,979.21	89.48
G.0000.2122	SEWER CHARGES	0.00	0.00	15,000.00	15,000.00	15,000.00	0.00	100.00
G.0000.2128	INTRST & PENLTIES	0.00	0.00	0.00	0.00	15,442.68	(15,442.68)	100.00
Total Dept 0000		0.00	0.00	311,000.00	311,000.00	333,861.59	(22,861.59)	107.35
Total Fund G	SEWER FUND	0.00	0.00	311,000.00	311,000.00	333,861.59	(22,861.59)	107.35

A dark grey circular logo with a white border, containing the text "Public Works Report 05.10.18" in white. The logo is centered on a dark grey rectangular background that spans the width of the page.

Public Works
Report
05.10.18

1. Put out flower barrels for MBA
2. Repair tennis court gate
3. Put up tennis nets
4. Removed leaves from tennis courts
5. Graded tennis court parking lot
6. Cleaned and greased all equipment
7. Removed split rail fence from Maple ave turn around
8. EZ street swept all streets
9. Straightened or replaced 8 street signs
10. Repaired street light in front of diner
11. Delivered 5 truckloads of millings to sewer plant for parking area
12. Picked up top soil and reseeded Firehouse flag area
13. Assisted VR1 with major water leak on Nine Partners Rd
14. Repaired catch basins on Front st and Church st
15. Unloaded delivery truck at sewer plant
16. Picked up new flower barrels and top soil at Millerton Agway for MBA
17. Filled pot holes
18. Put up Tree city flag
19. Continued brush pickup

Bank Balances as of 05/08/2018

Bank Balances As of: 5.8.18

	2/13/2018	3/13/2018	4/10/2018	5/8/2018
Tax Account	\$ 13,243.32	\$ 13,243.32	\$ 28,546.54	\$ 0.00
Bedrock Well Account	\$ 259,721.68	\$ 244,801.68	\$ 377,425.25	\$ 375,805.25
General Account	\$ 327,741.26	\$ 250,942.66	\$ 603,826.69	\$ 447,670.45
Accounts Payable	\$ 9,875.66	\$ 11,140.04	\$ 30,601.21	\$ 15,113.27
Payroll Account	\$ 11,999.46	\$ 13,031.19	\$ 11,478.86	\$ 12,792.84
Thorne Trust	\$ 25,680.56	\$ 25,681.55	\$ 25,683.73	\$ 25,685.84
Haight Trust	\$ 15,628.88	\$ 15,629.48	\$ 15,630.80	\$ 15,632.09
Reserve for Fire Truck	\$ 187,339.72	\$ 187,346.91	\$ 187,362.82	\$ 247,380.69
Nine Partners Trust	\$ 25,206.31	\$ 25,207.28	\$ 25,209.42	\$ 25,211.49
Thorne Bldg Tribute Gardens	\$ 231,319.70	\$ 231,328.58	\$ 231,348.22	\$ 231,367.24
Planning / Zoning Escrow	\$ 8,617.41	\$ 8,500.06	\$ 7,668.06	\$ 3,773.46
Sewer Improvement	\$ 0.16	\$ 0.16	\$ 0.16	\$ 0.16
Lamont Christmas Tree Trust	\$ 2,450.20	\$ 2,450.29	\$ 2,450.50	\$ 2,450.70
Sewer Fund	\$ 33,313.45	\$ 49,698.83	\$ 50,451.81	\$ 98,166.02
Water Fund	\$ 32,588.39	\$ 49,207.59	\$ 46,067.55	\$ 59,900.29
Tree Replacement Program	\$ 7,638.27	\$ 7,638.86	\$ 7,639.51	\$ 7,640.14
Tribute Gardens Donations	\$ 10,024.19	\$ 10,024.96	\$ 10,025.81	\$ 10,026.63
Millbrook Restoration	\$ 149,242.52	\$ 149,253.97	\$ 149,266.65	\$ 149,278.92
Reserve for Highway Equip	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33	\$ 2,156.33
Millbrook Community Day	\$ 243.85	\$ 243.85	\$ 243.85	\$ 243.85
Medical Deductible	\$ 11,409.63	\$ 11,103.23	\$ 11,007.32	\$ 10,615.22
Village Hall Restoration			\$ 1,500.00	\$ 1,418.39

May 8, 2018 Voucher Totals

Vouchers 17405-17456

A - GENERAL FUND	71,155.69
F - WATER FUND	8,002.49
G - SEWER FUND	3,471.85
H - CAPITAL PROJECTS	10,505.00
TA - TRUST & AGENCY FUND	590.50
T - TRUST FUND	
<hr/>	
	93,725.53

COMPREHENSIVE PLAN DEVELOPMENT – VILLAGE OF MILLBROOK 2018

A comprehensive plan is an expression of goals and recommended actions to achieve those goals. The plan will guide the development of the Village structure as well as natural and built environment. Significant features of comprehensive planning in most communities include its foundations for land use controls for the purpose of protecting the health, safety, and general welfare of the community's citizens. The plan will focus on immediate and long-range protection, enhancement, growth and development of a community's assets. Once the comprehensive plan is completed, the governing board motions to adopt it. First, we need to figure how to pay for it - - specifically hiring consultant firm that ultimately puts everything together and packages the plan. Second, we need to appoint a Comprehensive Plan Board. Third, we develop and implement the plan

- 1) Affordability – How do we pay for it? Most of the work is conducted by appointed volunteer community members, but a majority of municipalities hire consultants
 - a. Taxpayer general fund money
 - b. Grants and gifts
 - c. State provided assistance via expert guidance and by providing training to officials
 - d. I have a request out from a municipality in Westchester that recently passed a Comprehensive plan. They are going to get me the cost of using a consultant from beginning to end
- 2) Develop a Board: special board v. advisory board
 - a. Special board - - specially charged with preparing the plan - - must comply with open meeting law (OML)
 - b. If it is advisory, need not comply with the OML
- 3) Steps to prepare the plan
 - a. Identify major issues: Develop preliminary goals that may lead to a set of goals and objectives or identify needed research that will inform the plan. A useful exercise is to imagine the best-case scenario for the community, then shape the goals around this vision.
 - b. Review the 1985 Plan: What was good (the stuff we keep), what was bad (the stuff we do not keep), and what has changed (things that are relevant now that were not relevant back then)?
 - c. Inventory: Conduct basic research, mapping, and analysis of the information to evaluate the community's present circumstances and its future potential. This includes inventorying assets and identifying liabilities.
 - d. Identifying goals and objectives: Analyze information, discover trends, examine existing regulations and review preliminary goals; adjusting goals based on new information.
 - e. Development of plan
 - f. Reviewing the plan: Once the Governing Board receives a proposed plan, the review process can be continued. If the plan is prepared by another board, it is referred to the Governing Board by resolution. May require SEQRA review, etc. Needs to be approved by the County Planning Board (Gen. Mun. Law 239-m).
 - g. Implementation and evaluation