

Village of Millbrook
Board of Trustees
Minutes August 11, 2009

Call to Order 7:07 p.m.

Pledge of Allegiance

In Attendance: Mayor Andrew Ciferri, Trustee Whalen, Trustee Morse and Attorney Rebecca Valk

Mayor Ciferri announced that next month, September, the Board of Trustees will begin meeting twice a month. Mayor Ciferri also called for a letter be sent to the Planning Board respectfully requested they hold two meetings a month.

Fire House- Chief Chris Hawks stated that this year's carnival had some problems which need to be solved before next years carnival is held. Smeal's bill for the Fire Tanker being built was received yesterday. Mayor Ciferri requested a meeting with the Fire Department in regard to the Fire Department's carnival information. Chief Chris Hawks stated he had picked up the new Chief's vehicle and he is collecting estimates on lettering for the new vehicle. Mayor Ciferri offered assistance in getting bids on a cap for the new truck.

Police Department-Officer Scribner-see attached. The new Police Department vehicle will be ready for patrol this weekend or early next week at the latest. Trustee Morse inquired about bike patrol activity. Officer Scribner responded by stating he is the only officer certified at this time and bike patrol should be conducted in pairs. Officer Scribner stated he had received a letter from Dave Blumenthal, the Bennett College developer, giving authorization to arrest trespassers on the premises. Trustee Morse inquired about his ability to police the property. Officer Scribner added that the NYS Police were cc on the letter received by the Village Police. Mayor Ciferri will be patrolling the grounds as the Village Police Commissioner. Trustee Morse inquired about the grant application for the hand held radar detector and Police car computer. Officer Scribner stated they should hear sometime in October 2009.

Highway Department-Bob Collocola see attached. The NYSDOT has given permission for street signs to be posted on each end of Franklin Ave. Mayor Ciferri stated that the Highway Department had weed wacked and removed brush along Franklin Ave. since it is the gateway to the Village of Millbrook. This project was requested by several residents. The NYSDOT stated to Bob that it is not a priority for them but they did not have problem with the Village Highway Department taking care of it. Bob stated that Ciferri Drive will be reclaimed and paved within the next few months. Trustee Morse made a motion to put out to bid the paving of Ciferri Drive. Trustee Whalen seconded and all were in favor. Mayor Ciferri stated he will get a camera to be able to camera line the storm drain which cannot handle the current storm water flow on Elm Drive. He added the \$400 a day rent is very reasonable and this was confirmed by Scott Osborne of VRI. They want to discover if the pipe is blocked or just too small. Trustee Morse stated

the signage on upper and lower Franklin Ave. designating the Village's business district will be installed and Bob added that it is ordered.

Water/Waste Water Department-Cathy Meier and Scott Osborne see attached for water and waste water report. Mayor Ciferri stated the insulation at the office located at the waste water treatment plant has been completed. He added he will inquire about the energy audit and an application for a refund. Cathy stated the grouting of the manholes and the relining of 10 to 12 manholes needing rehabilitation must take place before the end of year in order to comply with the SPEDES permit requirements.

Clerk-Linda Wiltse see attached. The clerk requested the Board of Trustees approve the budget modification resolution. This modification would transfer \$10,000 from Fund Balance to the Police Department Equipment Line to make the first payment for the new Police Vehicle. Trustee Morse made a motion to accept the resolution to modify the budget as stated above. Trustee Whalen seconded. All were in favor.

Court-Court Auditor Rae D'Achille. See the attached for Judge Meier and Judge Prisco. She stated that from a maintenance point of view going forward this must be continued. Trustee Whalen asked a question in reference to the Court Bail account. A receipt was given for a check the Court Clerk wrote which is not common practice. The Board needs to take control of the Village Court and they should request a monthly report. Rae requested the Board of Trustees accept the audit report through a resolution. She went to state her concern over erasures and white outs in the Court checkbook are very unprofessional. She offered to set up a check book ledger on an excel spread sheet for the Village Court. She expressed her concerns over items in the wrong columns and very basic mathematical mistakes. Rae firmly stated the Village Court clerk must reconcile the bank statement at end of each month. She stated the Board of Trustees must acknowledge the receipt of the court audit. Trustee Morse made a motion to accept the audit as presented. Mayor Ciferri seconded. All were in favor. Rae added she would be available to hold a discussion with the Village Board in regard to the audit and to do a budget modification. Rebecca questioned documentation stating the useful life of equipment paid for by reserves. Rae stated that type and specific reserves should be set up to help alleviate the needs for loans, bans or bond in the future.

Grant-Steve Lynch the grant administrator assured the Board that no Village funds are being spent presently. He stated there is a process to take the grant award to a final active grant thus making funds available for the Village to use. Steve added that a draft of this letter will be available in a week or two. This letter will then go to the NYSDOS. This process takes approximately 6 weeks to accomplish. He stated that in the mean time they will be implementing the beginning processes for the grant. Steve added the Village Clerk will be submitting vouchers to him retroactive to April 1, 2008 for expended funds to cover the Village's 10 % share of the grant contribution. Steve also stated that he had an encouraging conversation with Roman Conchenco(sp) regarding the grant. He discussed the joint planning requirements with the Dutchess County Infirmary and he is contact with a person representing the county. They discussed Dutchess County's future water and waste water needs for the infirmary location. Steve suggested a workshop for

the whole Village Board who will be the leading agency on this grant. He ended by stating Carl Erback(sp) will be the NYSDOS representative for this project. He will meet with the Board at a later date.

Parking- Rebecca see attached. She stated the use permit information submitted to the Board was copied from the Town of Lagrange for parking issues. She recommended that the Board may consider that if an applicant has existing violations then no project can be considered by the Planning Board. Comments were given for handling no parking for certain uses but the Planning Board can waive these requirements under certain circumstances. This would depend upon the business location and type of use as well as the square feet of space per rental unit. Mayor Ciferri suggested scheduling a meeting with the Planning Board to go over these items.

Thorne Building- The Downings- Erica Downing stated she was discouraged that the Village has taken no action. She requested to know the status of the landlords' responsibilities and what has been done to date. Richard Raulo discussed the issues raised at the last meeting. He expressed his concerns over the Millbrook business district is dying. He added that the Village offices moving into the Thorne Building will not bring more patrons into the Village. Mayor Ciferri stated that the Highway Department has spent 3 days cleaning out the building. He added that all of the lower level windows were repaired. Mike Downing that they are aware government wheels move slowly. He stated the amount of time and money spent by the Downings. The bathrooms designs have been submitted and to their knowledge no progress has been made. Discussion ensued on the Thorne Building project. Mayor Ciferri stated he has been in contact with Joe Forte in reference to the electric work to be done. He has also met with Central Hudson. Mayor Ciferri has requested estimates on electrical panels from two vendors. Mike added that the sound testing has been done to comply with the Village Code. Erica requested the Village Board of Trustees convince them to go on with the project. She repeated her concerns over lack of Village Board actions. Mayor Ciferri asked VRI about the sprinkler system requirements. The Downings commented on the request for the architects to redo drawings. Mayor Ciferri listed all the work the Village has done to date and is currently working on. Richard requested a meeting with the Mayor at each step. Mayor Ciferri will talk with Ken on Monday in regard to the handicap bathrooms requirements on first floor and basement. Mike stated they are still trying to remain positive in regard to this project. He wants to move as quickly as possible. Mike expressed he feels many roadblocks are being place before him. Trustee Morse thanked them for their comments. Rebecca interjected that she was using Ken and Tim's time in the Town of Lagrange. She added that under her orders she made them drop all other responsibilities to cover the court issues in that town. Mike stated he is looking for reassurance that the Village is still behind this project. He added that he is concerned if the liason has the ability to make decisions. Mayor Ciferri has been taking on all of the responsibility for the Village. The Mayor added that he is doing all of the footwork for electrical requirements. Mike declared he is looking for better communication to get the bids out and start the job and working forward.

Chazen-Mike Fanning presented new DEC grants that the Village may be eligible for. He added that downspouts were mentioned specifically. Mike stated that Chazen could write the grants. Chazen will do this application at cost with the expectation that if awarded Chazen will be paid the going rate. Mike also stated that the timing good for this grant application.

Public Participation-Scott Tumblety asked if the Village is using or is aware of any municipalities using prine instead of rock salt on the roads. Scott added that the state has requested a cut back on salt use and has the Village has complied. Mayor Ciferri stated that he had no knowledge of this. He added that the Village uses calcium injectors on the trucks now. Howard Schuman commented on a study on the stream below the waste water treatment plant.

Mayor Ciferri requested a meeting with Deforest Howland in regard to the New Years Eve Millbrook events and protecting the floors of the gymnasium. He added that they may have to move the event to the Fire House.

Trustee Comments-Trustee Whale commented on Mr. Fitzgerald who interviewed for a full time Police Chief position. Mr. Fitzgerald is interested in a part time Police Chief position. Judge Prisco stated that he has looked into the sharing of space for the Town of Washington and the Village of Millbrook Courts. Everyone involved is looking into the benefits of a move and doing their homework.

Audit of the bills.

Adjourned 11:00 pm

Respectfully submitted,

Linda T. Wiltse
Village Clerk

**Village of Millbrook
Wastewater Treatment Plant Operations Report
August 2009**

	June	July	August
Total Monthly Precipitation (Snow/Rain)	7.7"	7.9"	4.1"
Total Effluent Flow (gallons)	7,312,8000	5,956,200	4,996,300
Average Daily Flow (gallons)	243,760	192,135	161,170

SPDES Laboratory Permit Samples (mg/L)

BOD ₅	<4	<4	<4
Percent Removal	98%	98%	98%
Total Suspended Solids	<1.0	<1.0	<1.0
Percent Removal	99%	98%	98%
TKN as N	1.7	<1	<1
Fecal Coliform	<20	<20	<20

Discharge Limits BOD₅ = 15.0, Total Suspended Solids = 15.0, Total Kjeldahl Nitrogen (TKN) = 8.0, Coliform = 200 *exceeds limits

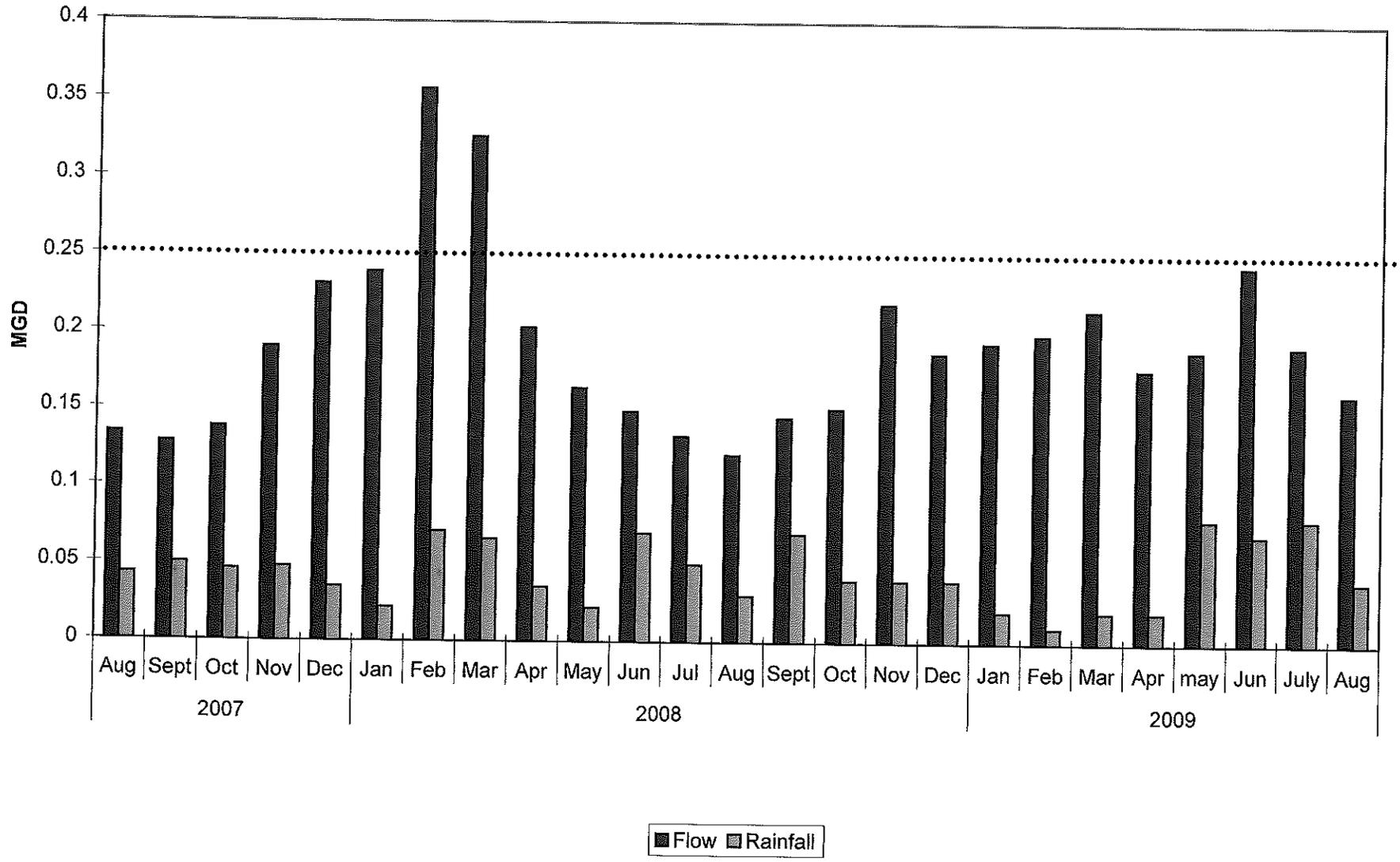
Operator Notations

1. Performed monthly maintenance.
2. Collected the monthly samples.
3. Removed the old drain pipe across the driveway and installed a new one
4. Measured manhole covers and depths of manholes for upcoming repair work
5. Cleaned sludge beds
6. Briggs Paving started work on the driveway for the upper entrance of the plant

prevailing wage?



Two Year Monthly Flow



**Village of Millbrook
Water Treatment Plant Operations Report
August 2009**

	June	July	August
Total Water Produced (gallons)	6,040,000	6,505,000	5,945,000
Average Daily Flow (gallons)	201,000	210,000	192,000

Laboratory Samples Taken

Total Coliform Coliform Detected	Absent 0	Absent 0	Absent 0
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Special Samples

Operators Notations

- 1 Performed monthly maintenance.
- 2 Collected the monthly samples.
- 3 Installed 3 new water meters
- 4 Worked on pricing to repair bunkers at the water plant as per the DCHD
- 5 Installed 2 new covers for wells at plant, replaced damaged ones.

Village of Millbrook Two Year Monthly Flow Water

