

**Village of Millbrook
Board of Trustees
Minutes April 6, 2010**

Call to Order by Deputy Mayor Hurley at 7:33 p.m.

Pledge of Allegiance led by Deputy Mayor Hurley

In Attendance-Deputy Mayor Hurley, Trustee Morse, Trustee Whalen, Trustee Cox and Clerk Linda Wiltse

Trustee Comments: Deputy Mayor Hurley updated the Board of Trustees on the asbestos removal project in the Village Hall basement. She added that Louis Spagnola will put everything back in place when the boiler is removed. She also stated the Colomello's have retained a new attorney and an engineer. Deputy Mayor Hurley met with Steve Lynch today in reference to the Shared Services Grant and will meet with Ken Sherrible from VRI on Thursday. She asked for approval for Rebecca to create documents for the SEQRA requirements. Trustee Morse made a motion for the Village attorney to proceed. Trustee Cox seconded. Steve has agreed to come to the Board's second monthly meeting to keep them abreast of the grant progress. She added that most of the project is specifically spelled out. Ken will explain about the hot spot areas in the Village. He will also state in which order the hot spots will be addressed and those that will have to be put off. Deputy Mayor Hurley submitted a copy of the letter submitted to Matt Rochfort on the Fire House deeds and the road leading up to the upper level parking lot. A copy of the Village's Procurement Policy is in each Board member's folder. Trustee Morse submitted a list of items before the Board of Trustees. (see attached)

Thorne Project-Trustee Morse stated that reports on the Thorne Project will be given through completion of the project. Trustee Whalen stated that no signed amended contract is in place currently. Deputy Mayor Hurley proposed discussing this later in the meeting so that the department heads do not have to sit through the Thorne Project discussions. Trustee Cox asked if it is legal in the first place. Deputy Mayor Hurley commented on the work in lieu of rent for the space. She added that the sprinkler system plans were previously approved by the Board with extensive design and review. Skip Ciferri had questions on the bidding process that the Downings must follow. Trustee Whalen read from the proposed lease amendment. Trustee Morse stated that prevailing wages are being used. Skip asked about a bond for the project and the Board stated that they are looking into this. Trustee Cox asked if Central Hudson has signed off on the proposal today. Trustee Morse stated that Central Hudson appeared to approve the electric plans for the Thorne Building.

Highway Department-Bob Collocola was given approval to purchase the saw requested in this year's budget by Deputy Mayor Hurley and the Board of Trustees. Bob requested that perhaps in this year's budget the sale of the 1999 truck for \$5,000 and the backhoe payment of \$8,800 which is closed go toward the new truck. Deputy Mayor Hurley stated that \$45,000 okay for the new vehicle. Bob stated that this is only for truck cab

and chassis. He added that the total cost is approximately \$60,000 to 65,000 for the new truck with the specifications exactly the same as the newest truck in use. Deputy Mayor Hurley suggested using fund balance of \$30,000 toward the new truck. She added that they will probably not budget for the new truck and maybe the Board will set up reserves for equipment. Bob stated the repairs done in the past for the 1999 truck and the frame is cracked. He added that it should not be on the road. They have a chance to sell it as scrap for \$5,000 which means the Highway Department would be down to 2 trucks, the 2002 and the 2007. If they continue to use the other 2 trucks, this will add more hours to those trucks. It is essential to make a move on this now. Dealers in this economy are willing to deal added Bob. Deputy Mayor Hurley asked if all 3 vehicles would be out in a storm and be equipped with plows. Bob stated yes. Bob stated that when he came to the Village as an employee the Village had 4 trucks. He added that if they proceed with only 2 trucks and if one breaks down you are asking for one truck to take care of the entire Village. Trustee Cox stated that plowing is very hard on equipment and it is a needed item. He asked if the requested truck is on state bid and Bob stated no. The state does not have anything this small right now on bid. Dealers will make an offer with the state bid prices in consideration according to Bob. Bob stated that the current economy is to our advantage. Deputy Mayor Hurley stated that currently only one truck payment for exists for the Highway equipment. Again she stated that perhaps looking to fund balance for setting up a reserve for highway equipment would be the best plan of action. Bob thinks the sale of the 1999 truck is a good deal especially since the last vehicle sold for the Highway Department the Village received nothing upon its sale. He added he would like to keep the new vehicle white in color. Trustee Morse stated he is not comfortable with only 2 vehicles. Bob will get the oldest truck to operate. Deputy Mayor Hurley inquired about the radio requested in the budget and asked if there is no radio in the trucks currently. Bob stated no. He added that the older radios can be repaired or tweaked but they are currently communicating with cell phones personally owned by the other two Highway employees. Ted Debonis can perhaps fix the old radios was a suggestion made by Deputy Mayor Hurley. Bob stated that \$33,000 includes a body, spreader and a plow with all the necessary equipment to run the truck.

Deputy Mayor Hurley stated that the snow storm personal services line is for snow removal on the roads and sidewalks. Bob added that Matthew Hurst decided he did not want to plow the sidewalks this year and another hire did not work out. Matthew filled in and ended up continuing on for the rest of the season. Deputy Mayor Hurley stated the sidewalk plowing equipment condition. Bob stated it is excellently maintained by Matthew and some work is needed. Deputy Mayor Hurley state she felt this is a very important service provided by the Village with seniors and children using the sidewalks regularly. She added that sidewalks repairs in the contractual expense line are always included and they have a better idea to do worst parts of sidewalks. Bob stated they will keep at them as they do every year. He added that tree mulching will continue yearly as well.

Deputy Mayor Hurley talked about Nine Partners Lane paving. She added that the \$500,000 initially put into the tentative budget was being conservative on the cost of repaving the entire road. She stated that the potential to extend the water and sewer to

those residents may be 5 years in the future. Therefore putting off paving Nine Partners Lane until that occurs may not be the best plan of action. She added that she has talked to Jim Brownell, Town of Washington Highway Superintendent and received some valuable resurfacing information from him. Bob spoke about motor paving which equals 3 inches of blacktop compacted to 2 inches with oil and stone on top for the 1.1 miles of the entire road costing approximately \$137,000. Trustee Cox asked if the blacktop is for a binder coat or a top coat. Bob stated it is a different material. Deputy Mayor Hurley asked if the specifications can be acquired for the Board to review. Bob stated he would get that information. He added that there are only 2 manholes which is a cost savings. Bob stated that he has looked at some of Town of Washington roads where this process is used. He also stated that Stanfordville uses only this method for their roads. Deputy Mayor Hurley is looking at numbers that may serve to put some funds in the budget for this project. Trustee Cox stated he was in agreement. Bob stated that the man hours and cold patch costs are large in trying to continue to patch and it is not realistic to continue to patch the road. He added that this number includes the Town of Washington bringing in stone for the oil and stone work. He stated that if the Town of Washington trucks in the stone then this will result in a huge cost savings. Bob added that the next worst road is Harts Village. Deputy Mayor Hurley stated that Harts Village has several items in the ground. She added that in the past the Village has opted out of the Community Development Block Grant and the Board may want to look into this for widening of the road or for funding.

Deputy Mayor Hurley asked Bob if he reviews the equipment list on the insurance policy for the Village. Bob stated that he reviews the list each year with the Clerk. Bob asked one last question about the possibility of purchasing a new truck. Deputy Mayor Hurley stated it is the Board's decision to move forward and this purchase would not affect the budget. She added that it is not outrageous to include his request. She stated the Board had reviewed the current year budget at the first budget meeting. Bob stated that if he is selling the 1999 truck then the department will be down to 2 trucks. The Deputy Mayor stated that the budget must be passed by May 1st so the Board can give an answer by that date for the new truck. Trustee Cox stated that they would be throwing good money after bad if they keep repairing the 1999 truck. He added that it will not get any better if they repair the old truck. Bob restated that they will use the same specifications from the 2008 truck to request the new truck.

Bob stated that the streets are all cleaned. Bob asked about tree and stump removal funding. Deputy Mayor Hurley stated that the Shade Tree line item is for these issues. Bob stated that they are starting to get a few phone calls in reference to tree and stump removal and replacement trees. Trustee Morse inquired about the trees at the Thorne Building may need to come down to put in electric lines with Central Hudson. Bob asked about the trees and bushes in front of the Thorne Building since the Fire Department has requested their removal or relocation in the past. Deputy Mayor Hurley asked if there was a memorial issue for these trees and bushes. Skip Ciferri stated he does not recall them being a memorial, only the flowers located in front of the bushes and trees. Trustee Whalen asked if it was necessary to remove them. Bob stated that the Fire Department wants room for the annual carnival. The Board stated that they will take a look at this

issue. Bob ended by stating he will have the paving information available for the meeting on the 20th.

Water/Waste Water- Ken Sabia and Scott Osborne attended to represent VRI. Deputy Mayor Hurley stated that at last weeks meeting the Board did a quick run through. She stated that they would address the Water Department first. Ken spoke on the filtration system which could easily cost \$500,000. The study of the wells is being done and the coliform tests are being done. He added that the Dutchess County Health Department requires this study be done. Deputy Mayor Hurley stated that the Board wanted to get these items in place before it was requested by the Health Department. Ken stated that if evidence of coliform is detected then additional testing is required. They need to show if the water supply is under the influence of ground water or not. Scott stated they need to start by June 1st at the latest for the sampling and testing. He added that the equipment must be purchased for the ph meter; the coliform meter and alkilinity, etc. Ken stated that this equipment can be used at the waste water plant as well. He also stated the \$5,200 includes the testing and equipment costs. Ken added that the equipment will last and not become outdated soon. Trustee Whalen questioned if the Health Dept. is basing this requirement on NCRR (NYS law). Ken stated it all starts with the EPA and the NYS DOH and filters down to the Dutchess County Health Dept. Ken added that the trends of conductivity and hardness perhaps will have to be done anyway. Deputy Mayor Hurley asked about the availability of grants for funding. She also asked that if the Village is proactive then can they apply to grants for the filtration system. Ken stated that the baffling of the tank at same time as the filtration system would be a good idea. VRI tries to purchase chemicals in bulk as much as possible Scott stated. Deputy Mayor Hurley asked about how the chemicals are used and Ken explained. Ken stated the system is monitored every day for chlorine residual and ph. Scott stated the levels must be above a .5. Deputy Mayor Hurley questioned if the generator contract is for the servicing the generator. She was told yes. She also discussed repairs for pipes breaking, parts on reserve and water main breaks. Scott explained that someone runs over the curb box all of the time requiring repairs be performed. Deputy Mayor Hurley explained about the daily monitoring for flows to see if a water main break has occurred. This can be detected when there is a spike in the water requested. She added that the Board did not discuss VRI handling the water/sewer billing for the Village. She also stated that she is not a fan of this proposal but the Village will keep it on hand. She then referred the Board to the water budget items on the last page as discussed at the previous meeting. Deputy Mayor Hurley recommended the inspection and painting of the water tower are okay to move forward with in this year's budget and they will remove these items from the 2010-2011 budget requests.

Deputy Mayor Hurley asked the Board to start thinking of alternative water sources before something catastrophic happens. She stated that she talked to Steve Lynch today about raising water/sewer rates soon. Trustee Morse stated that this was a subject at the Town of Washington meeting last night. Ken stated that if the Village goes with shallow wells a filtration system may be required. Deputy Mayor Hurley discussed water conservation issues for the future. Trustee Morse inquired about power outages and the water tank overflowing. Scott stated that before the new system was installed it used to

overflow several times. The Village went to a radio system two years ago and the radios communicate between the water plant and the water tower. When we experience a power outage the pumps don't shut off. There is a berm which helps with the overflow but it is not a serious issue according to Scott and Ken.

Deputy Mayor Hurley stated that the SPEDES permit and the annual rolling average for flow currently are in effect. She added that the EFC grant is up to date. Ken commented on the de-chlorination of treated waste water. He added that May 1 to October 31 they must disinfect and de-chlorinate the water before it moves into the stream. Ken stated Andrew Ciferri wanted to see what could be done in house. Mike Fanning of the Chazen Company is working on specifications. Deputy Mayor Hurley advised the Board to go down to the waste water treatment plant and take a tour of the overflow tank and the entire facilities. She also commented on reducing the sludge removal costs and using the drying beds. She added that the big ticket item is the electricity usage and the aeration tanks will help reduce this cost once installed. Skip inquired about the 10% increase in sludge hauling over the last year. Ken stated the hauling costs and the fuel have increased thus accounting for the 10% increase. Deputy Mayor Hurley suggested holding off on the repaving due to the heavy trucks that will be going in and out for the aeration system installation. Scott stated the bathroom needs replacing since the fixtures are old and the faucets leak. He added that the ceiling tiles have water damage as well as the light fixtures from the roof leaking. He also stated that the tiles are cracking and coming up off the floor. Ken stated that it is keeping the Village assets worth something. A new door is required on the furnace room for safety issues since there is no door existing. They can cover over the current tile on the floor. Deputy Mayor Hurley recommended that VRI prioritize for \$25,000 to \$30,000 for capital improvement project needing completion. She referenced the page bottom where I&I cost and VRI is looking for grant funds in this proposal rather than budget funds. Scott stated there are approximately 160 manholes in the Village and it is relatively cheap to raise the manholes compared to pipe replacement costs. He added that all together so far 15 manholes have been raised and total of 22 have been repaired inside with grout. Questions were asked about the camera being purchased vs. having a company come in and provide the service for the Village. Skip commented on waste water pipes should be replaced before paving takes place. Deputy Mayor Hurley thanked VRI for the effort put into their proposals. Scott got a price for the tank at waste water plant inspection which currently has a hole in it. Ken explained the use of the overflow tanks to the Board. He added that if the I&I issues get under control they may want to go to a primary aeration system and eliminate the overflow tank altogether. Deputy Mayor Hurley proposed that they can find the \$2,000 for the tank to be tested from current budget. The Village is currently compiling information on the sump pumps connected to the waste water system.

Thorne Project-Trustee Whalen commented on the Thorne Project revisions for the lease. He added that he will email Allan Rappleyea tomorrow and the bond being included in the lease is critical. Deputy Mayor Hurley stated she felt encouraged and wants to see the project through. Skip expressed his concerns over the project and suggested the Downings give a whole scope of work and give a budget which they can base the performance bond on those figures. The Board must have an idea of the cost of

these items. They should have a written proposal with costs to give an idea to the Board for a performance bonds. It must be outlined stated Skip. Trustee Whalen stated he will talk to John Gifford and/or Rebecca Valk tomorrow. Trustee Morse stated he feels Mike Downing is going ahead with the sprinkler system soon. Trustee Whalen stated no revised lease is in place. Trustee Cox stated they should contact the attorney for the Downings first. Deputy Mayor Hurley stated the sprinkler system is semi-preapproved by the Board for approximately \$200,000 to \$300,000. Skip questioned if other bids were submitted. It was suggested that the Board should shut down all work until it determined whether they must comply with the procurement policy or not. Deputy Mayor Hurley stated she believed the system was engineered by Spire Architects. Skip stated that the Board needs to protect the Village. Trustee Whalen stated he will look at the legalities. He added he will keep in mind the concept. He stated the Board never talked about mandate to loose money nor make money since the Thorne Building is a cost to the Village. Trustee Whalen stated there is expressed language without a claim so the Village is not at risk. He added the Board will have a written agreement with expressed language to protect the Village.

Trustee Morse made a motion to set the public hearing for the Trans-care professional ambulance service for April 20, 2010 at 7:00 p.m. Trustee Cox seconded. All were in favor.

Miscellaneous-Trustee Morse expressed interest in attending the Green seminar on information for the Comprehensive Plan. He stated he attended the Town of Washington's Comprehensive Plan meeting on April 5, 2010 and was pleased with the information discussed such as rural spaces, style of life, etc. The Town of Washington also discussed strong business community and the maintenance of a viable Village infrastructure. He added they may pursue the concepts of hamlets and affordable housing even though they are not required by law. It was questioned whether the Town of Washington had interest in accessing the Village's water and waste water systems. Deputy Mayor Hurley mentioned the water issues located at Horseshoe Road and Rodriego Knolls has sewer issues.

Other items of concern as mentioned by the Deputy Mayor were the water/sewer clerk's hours and the rental fee for the Village Hall gym are under consideration. The Town of Washington's contribution to the Village for the Recreation Department's for use of the Village Hall was also up for discussion. The Clerk asked for the Board to consider the Court Clerk having a petty cash fund to make change for tickets being paid for in cash. The entire Board agreed that it is not necessary for the Court to have petty cash. Trustee Cox stated that the trial notices should state that exact amount of payment is required. Trustee Morse informed the Board of Earl Meyer's interest in making the Village a Tree City U.S.A. again. Deputy Mayor Hurley commented on the requirements to become a Tree City. Trustee Morse also asked the Board to approve the minutes from the February and March meetings soon so they may be posted on the Village's website. He also commented on the Board looking into the request for redistricting of the Village for voting purposes. The Board discussed a thank you letter to be sent to Mike Schultz of Millbrook Electric for his cooperation with the Village.

Executive Session-Deputy Mayor Hurley made a motion to enter into executive session at 10:30 p.m to discuss specific personnel issues related to salaries for the budget process. Trustee Morse seconded. All were in favor. The Board of Trustees exited out of executive session at motion given by Deputy Mayor Hurley at 11:40 p.m. The motion was seconded by Trustee Cox. All were in favor.

Adjourned at 11:40 p.m. Motion to adjourn was given by Trustee Whalen. The motion was seconded by Trustee Cox. All were in favor.

Respectfully submitted,

Linda T. Wiltse
Village of Millbrook
Clerk/Treasurer

**Village of Millbrook
Wastewater Treatment Plant Operations Report
April 2010**

	January	February	March
Total Monthly Precipitation (Snow/Rain)	4.45"r 6"sn	2.2"r 14"sn	5.1"r
Total Effluent Flow (gallons)	6,414,700	6,001,100	10,673,800
Average Daily Flow (gallons)	207,000	214,000	344,000

SPDES Laboratory Permit Samples (mg/L)

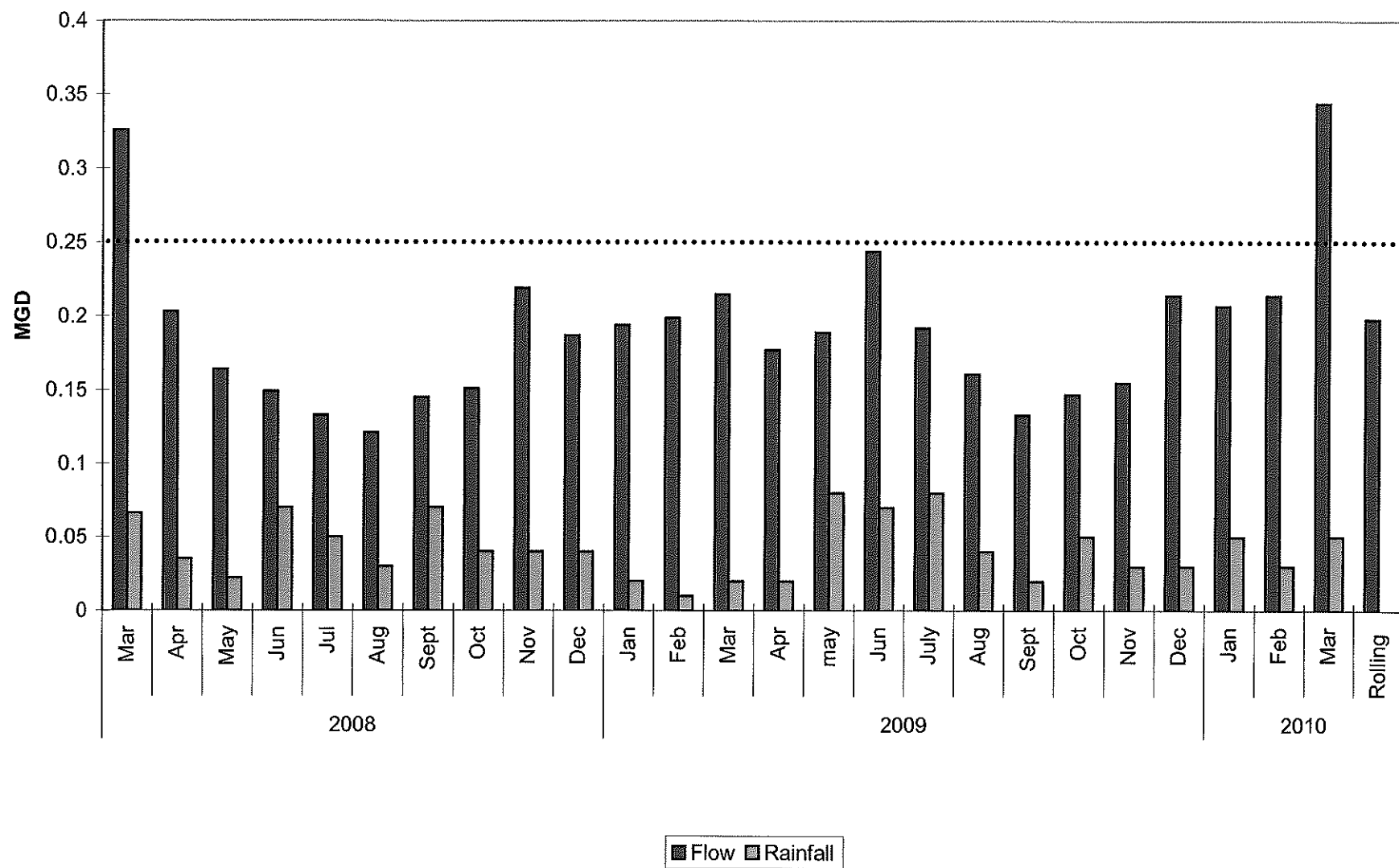
BOD ₅	<4	<4	<4
Percent Removal	98%	98%	98%
Total Suspended Solids	<1.0	<1.0	<1.0
Percent Removal	99%	98%	98%
TKN as N	1.7	<1	<1
Fecal Coliform	<20	<20	<20

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. Raised manholes on Alden, Maple, and Dineen
4. EarthCare hauled 22,000 gallons of sludge
5. Royal Carting hauled dry sludge
6. Cleaned the filter beds

Two Year Monthly Flow



**Village of Millbrook
Water Treatment Plant Operations Report
April 2010**

	January	February	March
Total Water Produced (gallons)	5,790,000	4,955,000	4,990,000
Average Daily Flow (gallons)	187,000	177,000	161,000

Laboratory Samples Taken

Total Coliform	Absent	Absent	Absent
Coliform Detected	0	0	0

Special Samples

Operators Notations

- 1 Performed monthly maintenance.
- 2 Collected the monthly samples.
- 3 Completed meter readings
- 4 Repaired service line leak at 32 Anson Ave

Village of Millbrook Two Year Monthly Flow Water

