VILLAGE OF MILLBROOK
BOARD OF TRUSTEES
August 27, 2013

1. Call to Order/Pledge of Allegiance

2. Department Reports

   Fire/Rescue- Matt Rochfort/Ted Bownas/Laurie Olson
   Award Truck Bids

   Water/Sewer- Scott Osborne
   Water Plant Inspection

   Highway- Bob Collocola
   Harts Village Road Paving /Sidewalk Report
   Elm Drive Drainage
   Storm Water plan

   Police- Justin Scribner
   Resolution to return Explorer program funds to the A fund
   Traffic control for Farmers Market

   Clerk- Linda Wiltse
   Resolution DC personnel Signatures

3. Josh Mackey

4. Public Participation

5. Project Updates/Trustee Comments
   Water Committee/-WIC
   Buildings/Grounds
   Street Light Project

6. Public Participation

7. General Correspondence

8. Upcoming Dates to Remember
   Community Day- September 7, 2013
   Hazardous Waste Pick Up September 7th

9. Audit of the Bills

10. Adjourn

Village of Millbrook
Board of Trustees
Minutes August 27, 2013

Call to Order by Mayor Hurley at 7:06 p.m.

Pledge of Allegiance led by Mayor Hurley

In Attendance-Mayor Hurley, Trustee Herzog, Trustee Whalen, Trustee Cox, Clerk Linda Wiltse, also in attendance Audrey Scott Attorney.

Fire/Rescue Department-
Fire Pumper Apparatus-Chief Bownas presented the only bid for the new fire pumper apparatus from Smeal Fire Apparatus for $449,431 with the trade in of the 1996 Pumper for $17,000 bringing the total cost of the new unit bid to $432,431. Smeal operates out of New Haven Connecticut. The new tanker was previously purchased from the same company. Reserves for Fire Dept. Equipment by the end of the fiscal year will total $240,000. Production time can run from 270 to 365 days. A private citizen has pledged a donation of $150,000. A $6,000 savings can benefit the Village if the cab and chassis are paid for when completed. The cab and chassis portion of the apparatus will take 5 to 6 months to complete production.

The water capacity is greater than 50% over the 1996 pumper. The new apparatus can pump 2,000 gallons per minute. The Fire Dept. equipment has a 20 year life cycle. Chief Bownas added that the bid meets all of the specifications. He requested the Board of Trustees approve the bid as it exists. Mayor Hurley requested a motion to accept the bid for the new pumper fire apparatus as submitted. Trustee Cox made a motion to accept the bid as presented. Trustee Herzog seconded. All were in favor.

Automatic Aid Agreement-Correspondence was received by Mayor Hurley in reference to automatic aid agreements from the Stanford Fire Dept. and from an insurance carrier. Contracts with the Town of Dover and Clinton were also discussed. Chief Bownas will follow up with these municipalities and with Dutchess County since all municipalities have mutual aid in Dutchess County. The insurance industry uses mutual aid and the closest Fire Dept. is on first alarm.

Sewer-Scott Osborne read the attached report. All monthly sampling and maintenance were performed. A new pump for influent pump #3 was installed. Filter beds were cleaned. Sludge was poured into the drying beds. The sewer lateral installation for 5 Merritt Avenue was inspected. Environmental Restoration Solutions lined 14 manholes (8 on Harts Village Road, 2 on North Avenue, 3 on Alden Place and 1 on Merritt Avenue). Four manholes were raised on Harts Village Road.

The washed out grounds at the waste water treatment plant need more work as well as a larger pipe across the driveway. (greater than 4 inch pipe) Re-grading around the tanks is also required. A French drain would run around the tanks and then they would run a pipe underground to the stream. The cost of this project and a sketch were requested by the Board of Trustees.

Water-Scott Osborne read the attached report. All monthly sampling and maintenance has been performed. VRI is continuing to install new water meters with 115 left to install. Old water valves were dug up and removed at Harts Village Road and Anson Avenue. Three 8 inch gate valves were installed. A new 6 inch gate valve was installed across from 21 Harts Village Road. An old worn fire hydrant was dug up and removed on Dineen as well as a non-working valve. A new 6 inch valve and hydrant were installed.

Correspondence was received by the Mayor from the Dutchess County Dept. of Health in reference to the water supply facility inspection. The water system is adequate for providing water to meet the

demands put upon it. A pump was installed in the water pit to alleviate the groundwater entering during heavy rain events. Several items noted during the last inspection have been addressed such as the eyewash station, repainting of the piping within the treatment building, exhaust fan has been installed in the chlorine storage room and openings in the chlorine crock were covered. The bunkers have been fully repaired and are operational.

Ponding in the area on the other side of the stream is considered a possible source of contamination and the excavation must be filled in no later than September 30, 2013. The water storage tank needs painting. Based on the results of the MPA testing, the source water for this supply is under the influence of surface water. The Village has 18 months from the letter dated July 16, 2013 to install an adequate filtration system. This filtration system is very costly. Bill Bright was invited to the September meeting to give his plan. A sampling schedule was submitted. VRI will also address many of these issues. GWUDI study which equals a turbidity test was conducted. The equipment has already been purchased to make these sample tests. The 2012 Annual Water Quality Reports and certification were received and accepted.

Public Works Department-Bob Collocola stated a catch basin was rebuilt on Church Street. The roadside wash outs were filled on Stanford Road, Haight Avenue and at the Waste Water Treatment Plant. The sidewalk on Harts Village Road was pulled out. The separate curbing had to be removed and redone and other sections had to be shaved. The budget for next year will include more funding for shaving of the sidewalks on Harts Village Road. Currently, Harts Village Road is scheduled to be paved the week of September 9th. New lights were installed on the flag pole on the Green. Residents are still setting out brush creating storm drainage issues and notices have been provided explaining that brush pickup ended on June 3rd. Holes on the Bank Shell lawn were filled in and seeded. All plows were repaired. Bob stated that next year Linden Court and Linden Lane will be oiled and stoned to prevent erosion.

A catch basin at St. Joseph's was rebuilt and a donated memorial tree was planted at the Fire House. The catch basin behind Dr. Krall's Office was repaired as well as one on Elm Drive. The dig across Merritt Avenue was successful. VRI was assisted on several dig projects. Several stop signs and parking signs were replaced. Storm water was cleaned up in the Village Hall basement and several catch basins were cleaned out that were filled with storm debris. Nine street lights were installed on the Green and there are 2 more left to install. Six donated park cedar benches were built and put out throughout the Village. Thank you notes on behalf of the Village residents were sent to Millbrook Matters and ADHOC Millbrook 12545. Plaques noting the donators were also put on each bench. The drainage ditch at the Town of Washington garage and Church Street was cleared and lined with rip rock. The Town of Washington was assisted on a paving project.

Elm Drive Stormwater Flooding Analysis Scope of Work & Cost Estimate-The storm drain at 11 Elm Drive overflows and an emergency plan has been proposed by Ed Fahrenkopf who is a Senior Scientist working with Bill Bright. They are looking at what has changed in the Village; they will also look at alternatives and at the new Millbrook High School and athletic fields' storm water drainage systems. Plans for these projects at the school have been requested.

Village Attorney Audrey Scott prepared and presented 6 easements covering the area 50 feet on center from the storm water pipe off of Elm Drive. These easements will allow the Village to lay, maintain and give them a right to convey the storm water pipe. Trustee Spagnola has been asked to go door to door and explain the easements to the 6 property owners involved. Trustee Herzog made a motion to proceed with the AIF (power of attorney) and Trustee Whalen seconded. All were in favor. Trustee Spagnola will continue to request bids on the work to be performed as well as go back to the school district for assistance on the cost of the project. The school does have retention ponds for storm water runoff. The NYS DOT will not be involved in the storm water system project since it is the Village system along Franklin Avenue.

Clerk/Treasurer-Clerk Linda Wiltse stated that all interest has been posted and bank balances have been submitted for the all Village accounts for the month of July 2013. The expense and revenue control reports were submitted. The Clerk requested approval of the minutes from the meetings held on June 11 & 25, 2013 and July 9, 2013. Trustee Cox made a motion to accept the minutes as presented and Trustee Herzog seconded. All were in favor. The Clerk stated that the NYS Dept. of Taxation & Finance has sent the final payment for the last request for reimbursement and the retention portion of the Shared Services Grant for a total check of $87,094.82. The County of Dutchess has distributed the sales tax for the quarter April – June 2013 to the Village for a sum of $10,039.79.

Clerk Linda Wiltse read a resolution requesting the discontinuation of the Millbrook Police Exploring Program, authorizing the transfer of the funds totaling $104.49 from the Exploring Program bank account into the General Fund and permission to officially close the bank account. Mayor Hurley made a motion to accept the resolution as read and Trustee Cox seconded. All were in favor. Clerk Linda Wiltse read a resolution requesting authorization to enable budget adjustments to cover the costs of expenditures as per the attached line item spreadsheet showing appropriate debits and credits. Mayor Hurley made a motion to authorize the budget adjustments as submitted and Trustee Herzog seconded. All were in favor. The quarterly report stating the CHIPS Capital balance was received showing the total balance of $102,054.12. A proposal for participation in the Worker's Compensation Self-Insured Program was received from Dutchess County showing a cost in excess of $20,000 over what the Village is currently expending. The Village has asked Dutchess County to reexamine the figures and respond back to the Village Board of Trustees.

Clerk Linda Wiltse stated the building permits and certificates of occupancy data have been streamlined. All building permit applications have been submitted to the Town of Washington Assessor's Office. All documents in relation to an application are scanned and sent electronically. The first multi-family fire inspection was conducted at 15-21 Alden Place. The Zoning Board of Appeals recently had the owner of a nonconforming lot on Maple Avenue come before them for consideration of multiple variances. This application prompted the Chairperson, Joel Diemond to correspond with the Board of Trustees to consider several items requiring changing in the Village Code. The Village Planning Board responded as well.

Senator Terry Gipson rescheduled his visit to a Village Board of Trustees meeting held on Tuesday, September 24, 2013. NYS Assemblyman Kieran Michael Lalor corresponded with the Mayor in reference to the STAR Program and the new process to register by December 31st. Mayor Hurley reminded everyone that the STAR Program only applies to school taxes. Lori Decker from Pulse Fitness will hold a Duathlon on October 16. All applications have been completed, submitted and approved for this event. The NYCOM Conference is being held in September and all Board members are encouraged to attend. Cablevision will now carry MSG Varsity and local news. Trustee Spagnola and Trustee Herzog assisted with the water issues in the Village Hall basement during a recent heavy rain event.

Police Department-The incident report logs and the DMV ticket report have not been received.

Water Committee-Trustee Herzog stated the committee has updated the language in the ordinance which was submitted to the Town of Washington attorney John Gifford on August 9th for his review. Russell Urbin-Mead from Chazen has been asked to provide a proposal for creating maps to coincide with the ordinance. David Strayer has informed Trustee Herzog that the ordinance in impactful on the Town of Washington Comprehensive Plan. Howard Schuman is working on the revised language for the Inter-Municipal Agreement which will be presented to the Mayor and the Board of Trustees shortly.

Public Comments-Vera Berray commented on multiple issues in relation to her property located on Harts Village Road and NYS Route 44. A ditch did exist in the past which led to a catch basin. Water cannot get down to the stream now since the ditch is filled in with debris and weeds. Vera gave the

Village permission to go on her lawn to dig more. Audrey Scott stated an easement may be necessary. Vera added that Harts Village Road has a drainage problem which comes from a neighbors gravel driveway. A storm ditch used to be there. A berm was installed. When paved she has asked for her driveway to be swept to remove the gravel runoff from the neighbor's driveway.

3208 Franklin Avenue-Josh Mackey stated he is in contract to purchase the property owned by Dr. Trauma located at 3208 Franklin Avenue. A special permit was issued in 1987 allowing a medical office on the site. The permit will expire October 2013 which is one year and one day with no use of this special permit at that location. The permit was granted to the owner prior to Dr. Trauma. The property is zoned currently as Residential Transitional (RT). Josh proposes to install a law office. He wants to invest in the Village and the law office will rent space form him. He added that the footprint of the building will not be increased and the building size will also not be enlarged. The building requires residing and one half of the building will be a residential apartment. Currently, 2/3 of the building is office space.

Josh stated he wants to avoid changing the zoning map and he is looking for a special permit for the law office within the current code. Twelve parking spaces exist. A public hearing would be required. The definition of an office fits Dr. Trauma's office and a law office. A change to the Use Table allowing an office as a permitted use in the RT zone would be needed. A Planning Board referral must be done. Audrey Scott stated she will look at the Village Code more closely to prepare documents and to give her recommendations to the Board. She added that a resolution of introduction will be prepared. Josh was asked by the Board of Trustees to put his requests in writing in the form of a petition.

Museum in the Streets-David Greenwood stated that a walking tour on Community Day will begin at 11 am in front of Reardon Briggs Hardware Store involving the Museum in the Streets. Specifically, the tour will focus on Italian photographers. Potential sites for the Museum in the Streets to be held in the spring are being worked on. The Debonis Family has contributed a photo taken on Alden Place at the Italian Community Center in 1922. Membership to the Italian Naturalization Club was also mentioned. Several photographs were presented at the Historical Society's booth from the Farmers Market.

Thomas O'Shea was introduced as the new freelance writer for the Millerton Newspaper. Howard Schuman inquired as to whether the new street lights reduce light pollution.

Trustee Comments-Trustee comments were offered throughout the meeting.

Upcoming Dates to Remember- Community Day- September 7, 2013 10am -3pm. Fliers are in the back of the meeting room including carnival information on the back of the flier.
Hazardous Waste Pick Up- September 7, 2013 at the Millbrook Farm & Home Center
Regular Board Meeting-September 10, 2013

Audit of the Bills

Executive Session-A motion was made at 8:55 pm by Trustee Cox to enter into executive session to discuss an article 15 complaint in reference to the Thorne Building and a medical cost assistance request from a Village resident. Trustee Herzog seconded and all were in favor.
A motion was made at 9:28 pm by Trustee Herzog to exit out of executive session. Trustee Whalen seconded and all were in favor.

Mayor Hurley asked the Board for authorization to sign the modified complaint (original from 6-11-13 was approved and signed by the Mayor for the identification of the Thorne Family heirs and a declaratory judgment seeking equitable relief from the Thorne Project LTD. A motion was made by Trustee Herzog to grant the requested authorization for the modified complaint. Trustee Whalen seconded and all were in favor.

Adjourned at 10:12 p.m. with a motion made by Trustee Cox. The motion was seconded by Trustee Whalen. All were in favor.

Respectfully submitted,
Linda T. Wiltse
Village of Millbrook
Clerk/Treasurer

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Village of Millbrook

Wastewater Treatment Plant Operations Report

August 2013

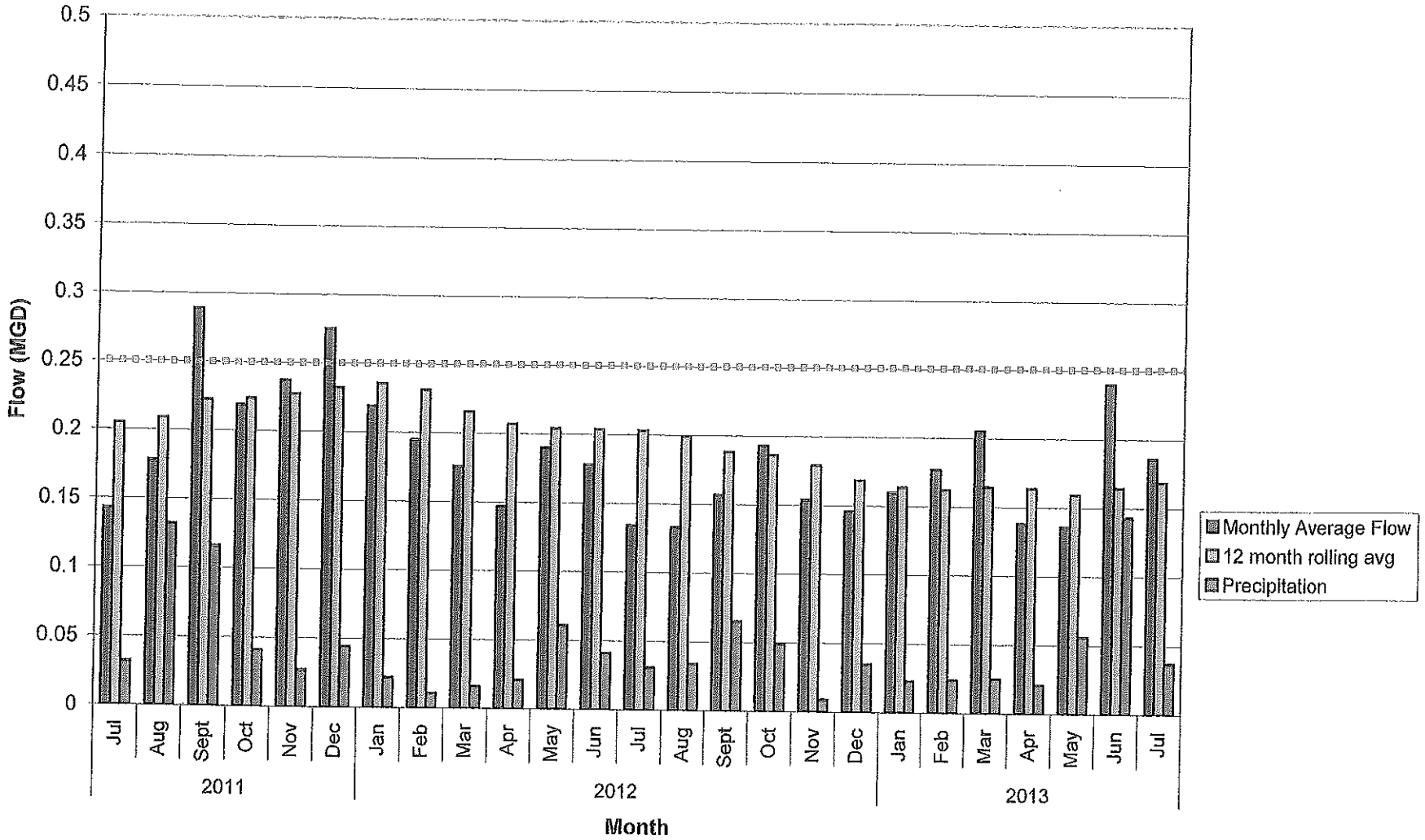
	July	June	May	Permit Limit
Total Effluent Flow	5,780,200	7,205,900	4,201,900	N/A
Average Daily Flow	186,458	240,200	135,545	N/A
12-Month Rolling AVG	169,000	164,000	159,000	250,000
Peak Daily Flow	467,500	583,800	222,100	N/A
Precipitation (inches as liquid)	3.70	14.3	5.6	N/A
SPDES Permit Samples: (mg/l)				
BOD	4 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	98.0 %	99 %	98 %	85 %
Total Suspended Solids	1 mg/l	1 mg/l	1 mg/l	15 mg/l
Percent Removal	98.0 %	99 %	99 %	85 %
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	20 /100ml	20 /100ml	N/A	200 /100ml

* Exceeds permit limit

Comments:

1) Performed all monthly sampling and maintenance
2) Installed new pump for influent pump #3
3) Cleaned filter beds
4) Poured sludge to drying beds
5) Inspected sewer lateral installation for 5 Merritt Ave
6) Environmental Restoration Solutions lined 14 manholes (8 on Harts Village, 2 on North Ave, 3 on Alden, 1 on Merritt)
7) Raised 4 manholes on Harts Village Rd

Millbrook WWTP



Village of Millbrook

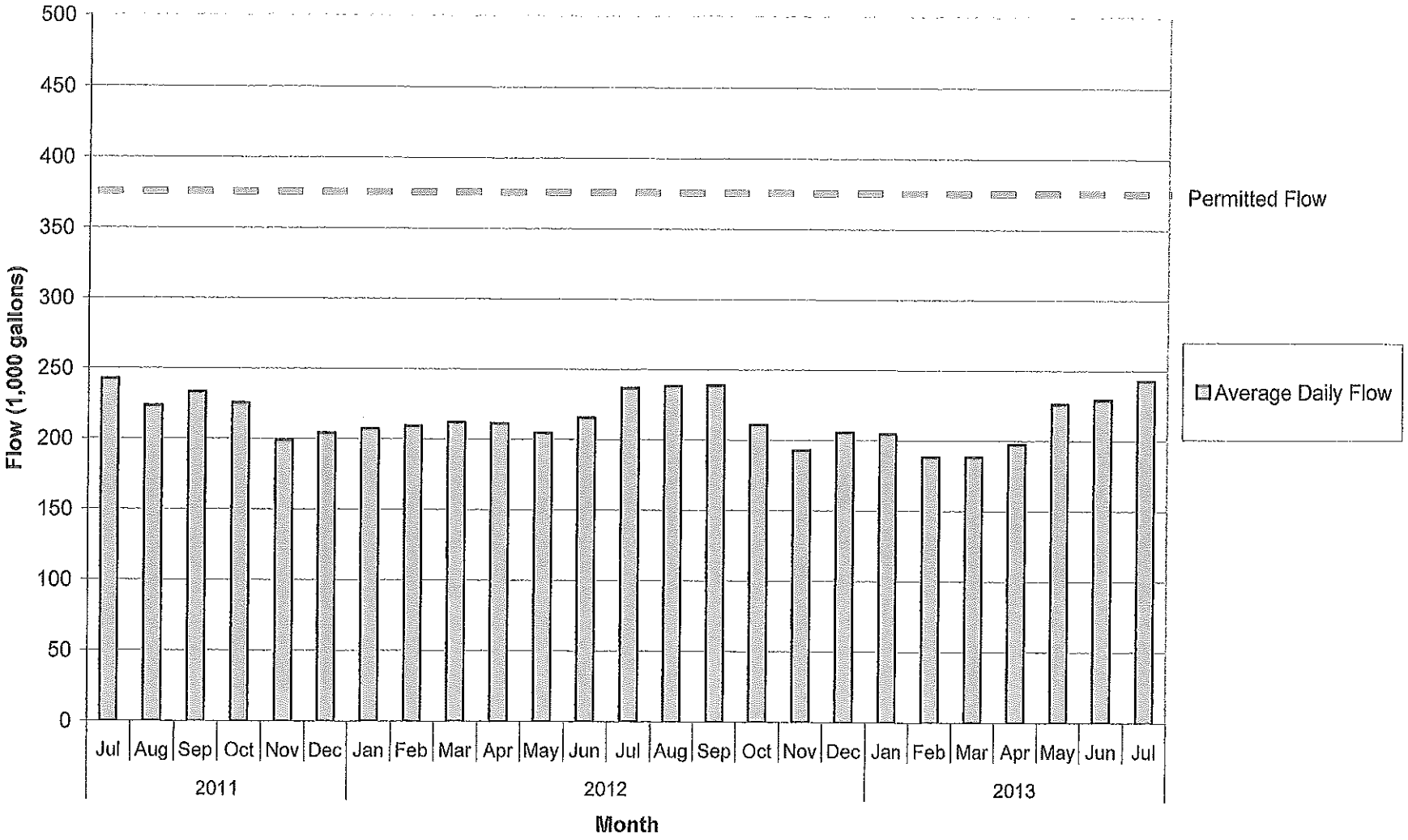
Monthly Water System Report

August 2013

	July	June	May
Total Water Produced	7,520,000	6,875,000	7,005,000
Average Daily Flow	242,600	229,200	226,000
Peak Day Flow	380,000	340,000	405,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent

* Results not in compliance

Comments:

1) Monthly sampling and maintenance
2) Continuing installing new water meters (115 left)
3) Dug up and removed old valves at Harts and Anson. Installed 3 new 8 inch gate valves
4) Installed new 6 inch gate valve across from 21 Harts Village Rd
5) Dug up and removed old worn fire hydrant and non working valve on Dineen. Installed new 6 inch valve and Hydrant
6) Dug up and removed old non working fire hydrant at 29 Alden Place. Installed new 6 inch valve and hydrant

Millbrook Water