

VILLAGE OF MILLBROOK  
BOARD OF TRUSTEES  
September 10, 2013

1. Call to Order/Pledge of Allegiance
2. Thank you to MBA for Community Day  
Volunteer of the Year Award-Matthew Rochfort  
Parade Success-Brian Hicks
3. Department Reports
  - Fire/Rescue Ted Bownas/Matthew Rochfort/Laurie Olson  
Washington/Stanford Agreement  
Mass Casualty Drill Postponed till spring
  - Building/Zoning Ken McLaughlin
  - Water/Sewer- Scott Osborne  
Sewer Plant Study Contract
  - Highway- Bob Collocola  
Harts Village Paving September 17<sup>th</sup>
  - Police- Justin Scribner
  - Clerk- Linda Wiltse
4. Historical Society Lease Renewal- Stan Morse, David Greenwood
5. Zoning Amendment Request
6. Project Updates/Trustee Comments
  - Storm Water Project
  - Water Committee
  - Zoning Review
7. Public Participation
8. Upcoming Dates to Remember  
September 24<sup>th</sup>-Regular Board Meeting
9. Audit of the Bills
10. Adjourn

**Village of Millbrook  
Board of Trustees  
Minutes September 10, 2013**

**Call to Order** by Mayor Hurley at 7:02 p.m.

**Pledge of Allegiance** led by Mayor Hurley

**In Attendance**-Mayor Hurley, Trustee Herzog, Trustee Spagnola, Trustee Whalen arrived at 8:30 pm, Trustee Cox, Clerk Linda Wiltse, also in attendance Audrey Scott Attorney.

**Community Day**-Mayor Hurley extended a thank you to the MBA (Millbrook Business Association) for the huge success of Community Day. There was truly something for everyone. A thank you was sent on behalf of the Board of Trustees. The floats were well received. The volunteer of the year award recipient was Matthew Rochfort for all of his hard work and dedication to the Fire Dept. and the Town of Washington Planning Board.

**Historical Society**-Stanley Morse formerly requested a lease renewal or extension of the original lease dated June 19, 2007 which was valid for a 5 year term. The Historical Society has renovated the room with \$25,000 of donated funds. Mr. Morse also asked the Board of Trustees to back date the extension to June 2012 and extend it 5 years through June 2017. The Historical Society currently has approximately 150 members of with an average of 40-50 attend meetings. The society does not meet in the months of July, August or December. Current society events were discussed. Also mentioned was the importance of the archive space in the Village Hall and that the society has been in existence since 1914 as an organization. Some materials are stored at the Millbrook Public Library. The inventory and indexing of items takes place at the Village Hall. Donated materials continue to come in from families such as photographs, correspondence, etc. In December, the society is expecting a visit from Will Tatem, Dutchess County Historian. The society is also has information on grave sites and grave stones.

Audrey stated the Village cannot renew the existing lease since the retrofit portion of the lease has been completed. A motion is necessary based on a new lease to be written. The back dating of the lease can be done. Mayor Hurley introduced a motion declaring the basement space occupied by the Historical Society to be leased back dating and to prepare the documents as stated. Also to be added would be the transfer of the lease in place subject to the real estate changing owners. The lease would be contingent on rent and language regarding the back dating and liability. Mayor Hurley made a motion to approve as discussed and Trustee Cox seconded. All were in favor. The President of the Historical Society, Laurie will sign the newly written lease.

**Millbrook VFW**-Commander Lonn Moore stated that the Village has applied in October 2012 for a grant for a handicap access ramp to the VFW building from the Dutchess County Planning & Development Dept. of which we were denied. The Dyson Foundation was approached for assistance but they cannot donate to the project due to the charter and the building being Village owned. Tribute Gardens has donated \$3,000 toward the handicap ramp construction. Building Inspector, Kenneth McLaughlin can issue a building permit and a sketch of the plan. The Mayor made a motion to authorize \$7,000 in an old Village bank account to be set aside toward the handicap ramp project and the Board resolves to move the rest of the funds into the General Account Fund. Trustee Spagnola seconded. All were in favor.

**Fire/Rescue Department**-Mayor Hurley mentioned the Town of Stanford Fire Dept. and the Town of Washington relationship in reference to the fire protection agreement. This will be discussed at the Town of Washington Board meeting on Thursday. The mass casualty incident has been moved to the spring.

**Building/Zoning**-A permit was issued for a nail salon business moving from Front Street to Franklin Avenue as well as an Italian restaurant to be located on the corner of Church Street and Franklin Avenue, a leaf & bean shop, a vegan eatery and finally a cookie store.

**Sewer**-Scott Osborne read the attached report. All monthly sampling and maintenance were performed. All grating for the tanks was delivered. The work will start soon. The total effluent flow was 5,181,200 gallons, the average daily flow was 167,135 gallons and the precipitation was 8.8 inches.

The SPEDES Permit requires a report providing for updates on the plant and on the OFR tank. Delaware Engineering has proposed a study to satisfy the SPEDES Permit enabling the work for a grant application to allow the Village to be shovel-ready for a \$30,000 fee. The Mayor asked the Board for authorization to conduct the study and expend \$30,000. Bill Bright from Delaware will address the conditions of the tank now. They will look at the structural integrity of the tank, storm influences and the potential of still having inflow. Careful planning would deal with the wet weather events. New technologies will be looked at. Delaware will also look for funding from the EFC (Environmental Facilities Corp.) through the Clean Water Revolving Fund which can provide low interest loans and grants. The Village would like to get on the Intended Use Plan (IUP) to optimize the funds available to the Village. In 2015 and 2016 the focus will be on the roof leaders, sump pumps and the inserts for the manhole covers as well as sealing the manholes. Not all manholes are the same size making the task more time consuming. Each insert costs approximately \$50.

The pump at the influent tank will be changed out from a 5 horse to a 10 horse power unit for \$7,000. In 60 days a presentation will be available. The Mayor asked if the Board had any objections to the Plan 4 agreement. There were no objections. Bill will notify the NYS DEC. The washouts from a recent storm and preventing animals from getting into the tank are the final steps in the de-chlorination project. Grates will be installed.

**Storm Water**-An emergency plan is in place for Elm Drive. A very violent storm water surge at 9 & 11 Elm Drive across from the Elm Drive Elementary School occurs during heavy rain events. The culvert overflows and goes into the yards. The Merritt Avenue culvert collects water from Franklin Avenue, Reservoir Drive and from under the China Tokyo Restaurant. The culvert runs behind the school from Maple Avenue and empties into 1 box culvert on Merritt Avenue. Fence posts in the pipe were removed. The culvert on Merritt Avenue needs to be separated from the line that runs behind the school pipe.

All of the collection system north of Franklin Avenue will be surveyed. The acreage and the gallons handled will be determined in the study. \$10,000 in pipe and material, \$25,000 to \$30,000 will be the labor costs. \$15,000 was already spent on an emergency repair. This project has been declared an emergency and is therefore exempt from the bidding requirements. The plans for the new High School and the new athletic fields were requested from the school district. The Village is reaching out to the NYS DEC by the 11<sup>th</sup> and the meeting with the school is also scheduled for the 11<sup>th</sup>. Soil borings will determine the amount of bedrock. Prices will be acquired for piping and materials needed to complete the project. Bob Collocola will conduct dye testing.

**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. A new meter was installed at 21 Haight Avenue. A water leak was repaired on the service line at 16 Alden Place with the assistance of the Public Works Dept. The water produced was 7,405,000 gallons. The average daily flow was 238,900 gallons and the peak daily flow was 365,000 gallons.

Bunkers repairs have been completed under the previous budget year cycle. The Village has \$75,000 unexpended from that project. Bill Bright explained how the water infiltration gallery functions. The Village's water source is ground water. The ground water is under the influence of surface water and that means the Village's water source is considered a surface water source. The Village must have a log for removal of the viruses or possibility of viruses. Indicator organisms have been found so the Village must provide a plan and treatment. The Village may stack different processes to accomplish this such as ultraviolet lights or zone filters. Many options are available. 99.99% inactivation for potential for viruses is required.

The capital plan was discussed. A draft of the professional services agreement was submitted by Delaware Engineering for the Board to review. Upgrading and lining of the new tank would be included in this proposal. Andrew Ciferri asked if the Village spoke with the NYS DEC about the school retention ponds designed for storing storm water. Andrew also discussed the stream that goes through Manor Drive and the pipe through which ground water cannot find its way into the stream. The 4 foot pipe under Church Street is wearing away and needs replacing. A larger pipe may be needed according to Andy. The Village needs to know the life on the filtration system which is 18 years.

**Public Works Department-**Bob Collocola stated the department installed new catch basin and piping in the Stewart's parking lot. The Whalen parking lot was cleaned out of weeds and brush. Trees and bushes were trimmed and garbage was picked up. The pine tree used during the tree lighting ceremony has died. VRI was assisted in replacing a leaky shut off valve on Alden Place. A wash out on Nine Partners Lane was repaired (2 houses near the Crowe subdivision). Pot holes have been filled. A downed tree on Fountain Place was removed. Two catch basins were repaired on Nine Partners Lane.

A motion was made by Mayor Hurley to authorize Bob Collocola to attend the NYCOM Public Works Conference taking place in October. Trustee Cox seconded. All were in favor. Harts Village Road will be paved September 18<sup>th</sup>-20<sup>th</sup>. Andy asked if the Fire Dept. and Rescue Squad had been notified. They will be notified by Bob. The tennis court surface has a gouge near the gate but thankfully it is not in the playing area.

**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 August 2013. The expense and revenue control reports were submitted. The franchise fees from CSC Holdings LLC (Cablevision) have been received in the amount of \$15,993. Village taxes uncollected to date equal \$70,428.29 which include sewer benefit assessments and penalties.

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

**Public Comments-**Public comments were made throughout the meeting. Walter Cadette commented on the motorcycle for sale at the intersection of Nine Partners Lane and NYS Route 343. He added that real estate signs have been placed on public property. Private use of public property is prohibited. The Home Show signs are a prime example. The Volino house on Linden Lane had several signs for the same house. A fun run will be held on Sunday, October

26<sup>th</sup> for the Dan Quirk Memorial Run. NYS Troopers have volunteered to cover the event. All requirements have been met and a public assembly permit will be issued.

**Trustee Comments**-Josh Mackey's petition was read by the Mayor. Audrey stated the petition is short on details. The rent portion requires two uses on the site. The apartment is only permitted if the building is owner occupied in the RT district. The lot size requirement in the RT district is 1.5 acres but the actual lot size is .47 acres which makes it a non-conforming lot. The parcel cannot have two principal uses in the RT district according to the Village Code. The RMF district abuts to this parcel. Extending the RMF district to this parcel would not allow the apartment. Audrey reviewed the non-conforming use of land in the Village Code. The code permits non-conforming use of land for two years after the non-conforming use has stopped due to a vacancy. Trustee Whalen asked about spot zoning. Audrey replied spot zoning is an improper procedure. She added that more information post Sharon Hospital to the chiropractor office is required from Mr. Mackey. The Board must look at the impact on both the RT zones and locate the special use permit. Trustee Spagnola asked about the validity of the previous special use permit.

A resident who fell on a Village sidewalk has asked the Village to cover the medical expenses up to \$1,200. Both Trustee Whalen and Audrey advised the Board to discuss this matter in executive session.

**Water Committee**-The committee has updated the code within the Town of Washington to afford the Village protection over the water supply in draft form. An Inter-Municipal Agreement (IMA) with the Town of Washington has also been created in draft form. John Gifford, attorney for the Town, is examining the language for conflicts with the Town, Village and current NYS law.

Russell Urbin-Mead will assist in the development of the maps for the new ordinance with more distinct areas throughout the entire Town. The language was developed and tweaked from a model ordinance. Aquifers were isolated to further protect them. Increased communication between the Town and the Village on the uses and development of properties are the key. Notification on page 4 is required for prohibited uses. The water consumption guidelines were added and a table was included. Prohibition of fuel tank burial with a capacity of 1,100 gallons was added. No landfills, municipal or private are allowed. Snow disposal is also prohibited in the new draft ordinance. The next steps are discussions, a timetable and the creation of new maps. Audrey will review the amended ordinance. Howard Schuman stated the IMA can be written where the Village Board can weigh in on the Town Board's permit issuance. The Village would have a say on what is allowable.

**Upcoming Dates to Remember**- September 24<sup>th</sup>-Regular Board Meeting

### **Audit of the Bills**

**Adjourned** at 10:30 p.m. with a motion made by Trustee Spagnola. 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  
September 2013**

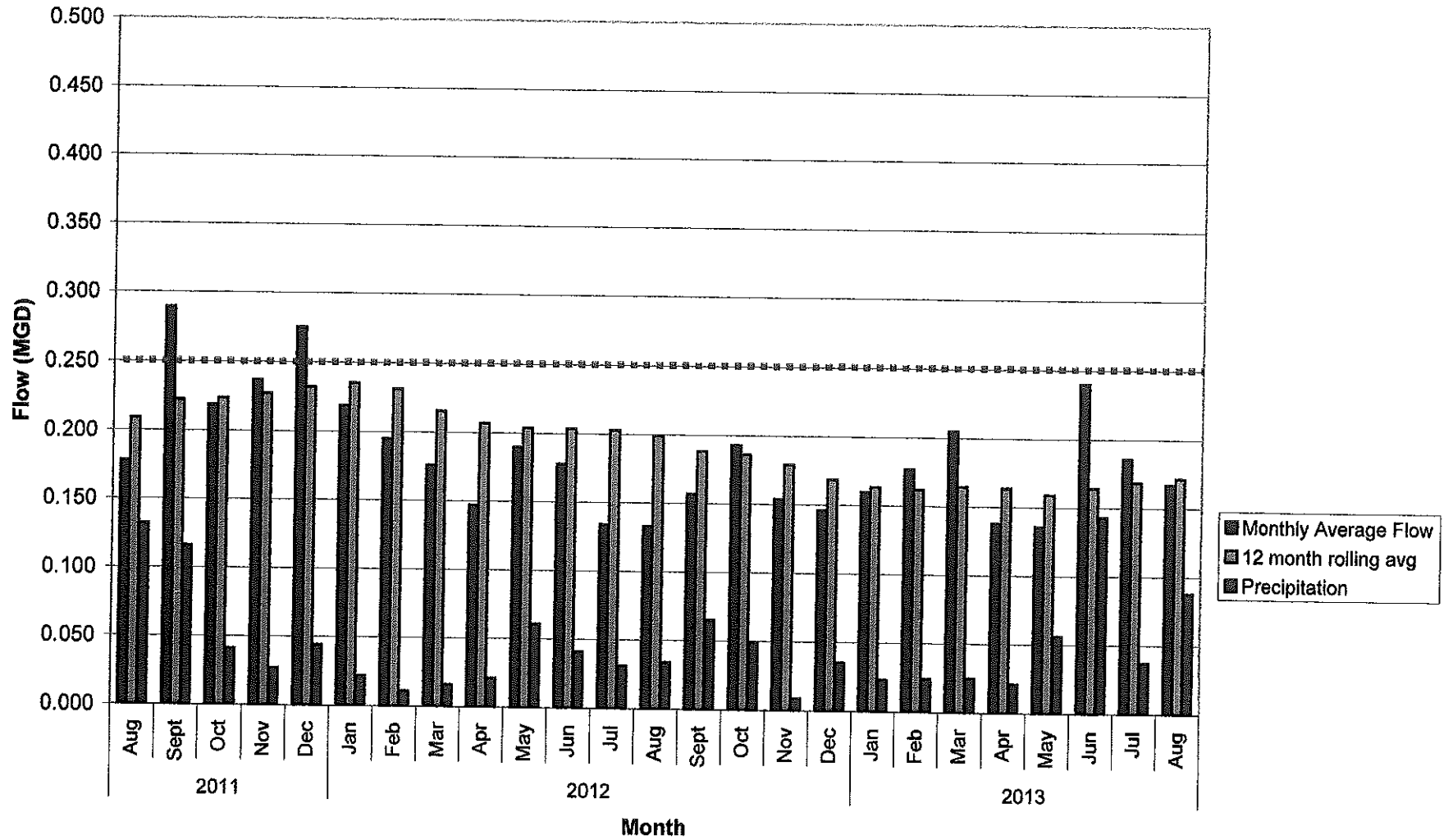
	<b>August</b>	<b>July</b>	<b>June</b>	<b>Permit Limit</b>
Total Effluent Flow	5,181,200	5,780,200	7,205,900	N/A
Average Daily Flow	167,135	186,450	240,200	N/A
12-Month Rolling AVG	172,000	169,000	164,000	250,000
Peak Daily Flow	379,500	467,500	583,800	N/A
Precipitation (inches as liquid)	8.80	3.7	14.3	N/A
<b>SPDES Permit Samples: (mg/l)</b>				
BOD	2 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	99.0 %	98 %	99 %	85 %
Total Suspended Solids	2 mg/l	1 mg/l	1 mg/l	15 mg/l
Percent Removal	99.0 %	98 %	99 %	85 %
TKN as N	1 mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	10 /100ml	20 /100ml	20 /100ml	200 /100ml

\* Exceeds permit limit

**Comments:**

- 1) Performed all monthly sampling and maintenance
- 2) All grating for tanks delivered. Work to start soon.

# Millbrook WWTP



**Village of Millbrook**  
**Monthly Water System Report**  
**September 2013**

	<b>August</b>	<b>July</b>	<b>June</b>
Total Water Produced	7,405,000	7,520,000	6,875,000
Average Daily Flow	238,900	242,600	229,200
Peak Day Flow	365,000	380,000	340,000
<b>Sampling Results:</b>			
Total Coliform	Absent	Absent	Absent

\* Results not in compliance

**Comments:**

- 1) Monthly sampling and maintenance
- 2) Continuing installing new water meters (115 left)
- 3) Installed new water meter at 21 Haight Ave
- 4) Repaired water leak on service line at 16 Alden Terrace with Highway Dept



## Millbrook Water

