

**VILLAGE OF MILLBROOK**

**BOARD OF TRUSTEES**

**May 13, 2014**

1. Call to Order/Pledge of Allegiance
  - Memorial Day Festivities
  - Parade/Tribute Garden Ceremony
2. Department Reports
  - a. County Legislator Michael Kelsey
  - b. Fire/Rescue-Matt Rochfort/Ted Bownas/Laurie Olson-  
Installation of Officers  
Capital Campaign Brochure
  - c. Highway-Bob Collocola-Award Bid Highway Vehicle
  - d. Building/Zoning-Ken McLaughlin
  - e. Planning Board- Stan Morse
  - f. Clerk-Linda Wiltse
3. Appoint Board of Ethics
  - Mike Herzog, John Dux, Rev. Donna Frischknecht-Jackson
4. Cozean Communications-Nancy Cozean
5. Project Updates/Trustee Comments
  - a. Mayor's Correspondence
6. Public Participation
7. Upcoming Dates to Remember
  - a. Meeting Cancelled May 27th
  - b. June 10, 2014-Regular Meeting
8. Executive Session
  - Attorney/Client legal proceedings
  - Particular Personnel
9. Audit of the Bills
10. Adjourn

**Village of Millbrook**

**Board of Trustees**

**Minutes May 13, 2014**

**Call to Order** by Mayor Hurley at 7:03 p.m.

**Pledge of Allegiance** led by Mayor Hurley

**In Attendance**-Mayor Laura Hurley, Deputy Mayor Spagnola, Trustee Herzog, Attorney Jeffrey Battistoni and Clerk Linda Wiltse.

**Memorial Day Festivities**-The parade will begin at 10:00 am on Monday, May 26<sup>th</sup> at the top of Franklin Avenue. There will be a brief ceremony at the memorial stone on the green and then proceed to the top of the Tribute Gardens immediately following for the reciting of the Gettysburg Address and Flanders poem as well as the playing of Taps. The VFW has invited the Board of Trustees to attend the celebrations.

**Bennett College**-the properties currently owned by Bennett Acquisitions LLC has been sold with the closing finalized yesterday. There are 8 parcels involved including the one on Halcyon Hall. The new owners include three different entities, Thornedale LLC, Tribute Gardens and a third entity the Mayor could not recall at the time of the meeting. The Village will be working with the new owners as quickly as possible to clean up the site and see what the future plans are. Most important is the safety aspect of the property, dealing with the fence and the intruder issues and finally getting the building down.

**Dutchess County**-Legislator Michael Kelsey-The Dutchess County Legislature held a meeting last Tuesday where the jail pods were on the agenda. Of the 7 buildings at the former D.C. Infirmary, 6 of them have been slated to be taken down but this does not include the west wing. In 2004 the SEQRA documents stated the west wing was to house a documented history of the Infirmary so now an updated SEQRA is required first. If the west wing is taken down now a historic display may never be created to show the county's approach to those in need. Legislator Kelsey suggested an Eagle Scout could create the kiosks for the west wing historical displays.

The pods to be installed at the jail passed with a vote of 20 to 5. This bond of \$6.5 million will provide temporary prefabricated housing for inmate by January 2015. This will result in a cost savings conservatively of \$1 million. Currently, Dutchess County spends \$8 million annually housing inmates in other counties. The inmates will be able to see their families and attorneys more easily, have access to the programs and be able to go through the court system quicker. The controversy is in the clause section 3 that the pods are approved for 4 years only if the county commits to building a new facility whether new jail or expanded jail within a timetable. This timetable sets benchmarks for architects chosen and their designs submitted as well as planning, SEQRA and NYS is looking at a 2 year window to break ground. Legislator Kelsey stated the 1995 addition will remain and it is possible the 1984 addition will be demolished. What is to be built has not been defined year. A study was approved previously to define the needs, define the project, substance abuse and a youth facility. Part of the study will be to form a committee which will include City of Poughkeepsie residents since the city hosts the jail. Hopefully, public forums will be held. Special services may be housed on the jail grounds for

mental health for example. The 45 day stay doubled when Dutchess County started housing people outside of the county. The county needs to see if the population is reduced when access is granted to mental hygiene and other services. Consultants will provide a report at the end of April and the county has 6 months to needs and level.

The Dyson Foundation and Marist College will be purchasing the YMCA so the youth in the area has a place to do activities.

The county finance report from the budget office is disturbing as stated by Legislator Kelsey. Back in December residents were told there was a \$7.5 million budget which was based on a revenue shortage since sales tax was down \$3.5 million and the mortgage was not passed in Albany amounting to about \$4 million. The budget officer submitted a report at the end of 2013 showing over \$5.5 million in fund balance due to spending cuts despite the decrease in revenues. Some funds were appropriated from fund balance. The fund balance last year was 3% and this year it is 6% showing a fund balance increasing from 6 million to 12 million. This increase improves the county's bond rating. The County Legislature was told the county was in a financial crisis and therefore they passed an energy sales tax which has since been repealed. The sales tax revenue comparing this March of 2014 with March of 2013 has increased by \$5 million. Spending cuts were offset by two onetime sales. The county sold the Board of Health's home health care license and the recycling center. New revenue came in with the sale of foreclosed properties had brought in over \$1 million. The county also brought in \$5.8 million in interest from property owners who did not pay their tax bills promptly. Legislator Kelsey stated he is an advocate of paying taxes in installments and the implications of approving installment payments was discussed further.

The Wappinger Creek resolution passed last evening and the legislature decided to submit a letter instead of a resolution since the agenda was so full. The NYS Senate passed the resolution unanimously before the county legislature could meet.

Mayor Hurley received an email from the Dutchess County Historian Bill Tatum on the D.C. Passport program. In this program the county is sponsoring, visitors receive a booklet to use and receive stamps in proving they visited historical sites listed in the passport for municipalities throughout the county. Mr. Tatum has contacted the Village Clerk's Office about the possibility of the Clerk stamping visitor's passports. He also asked if a recommendation could be made as to a second location in the Village to stamp the passports. Clerk Linda Wiltse suggested the Millbrook Free Library so expanded hours would be available for access to another stamp. Mayor Hurley stated the Museum in the Streets (MITS) program will be launched on October 4<sup>th</sup>.

The Board of Trustees received an invitation to go to the Sheriff's Office for a remembrance ceremony for officers who gave their lives in the line of duty. This event will be held on May 15th. The VFW has sent an invitation for the Board members to participate in the Memorial Day Parade to be held on Monday, May 26<sup>th</sup>.

**Fire/Rescue Department**-Representatives were unable to attend due to training conflicts. The Board of Trustees attended the Officers Installation diner for the Fire Department and the Board welcomes and thanks all of the company members. The Fire Department is also embarking on their capital campaign for the building project and a copy of the brochure was distributed.

**Building/Zoning**-The Building Inspector/Code Enforcement Officer, Kenneth McLaughlin spoke with the Mayor the previous evening on a new issue. Some second story work is being performed at 3282 Franklin Avenue without the issuance of a building permit. This property is located in the business district where units are being converted from office space to living quarters. The property owners have been contacted and an appointment will be set up for inspection. The monthly report for the fees received, building permits issued and the municipal searches issued was entered into record.

**Water**-Scott Osborne read the attached report. All monthly sampling and maintenance has been performed. The total water produced was 5,450,000 gallons, the average daily flow was 181,700 meters with 99 left to install. The fire hydrants are scheduled to be flushed from May 19<sup>th</sup> to the 23rd. This information is posted on the Village website marquee and calendar. Currently, no fire hydrants are slated for replacement. While conducting the flushing, fire hydrant repair needs will be prioritized.

**Sewer**-Scott Osborne read the attached report. All monthly sampling and maintenance has been performed. The total effluent flow was 6,254,500 gallons. The average daily flow was 208,483 gallons and the peak daily flow was 315,400 gallons. The Village recorded 4.7 inches of precipitation. The probes in the influent pump chamber were adjusted to have the new pump run as the lead pump. Sludge was poured into the drying beds. Royal Carting hauled the dry sludge dumpster away. EarthCare hauled the liquid sludge away.

Under the water and sewer department the Village was awarded a Share Services Grant allowing the purchase of a camera unit to film storm water and waste water lines. The camera specifications were prepared and submitted to the Board for review. Previously, Trustee Herzog, Scott Osborne and Clerk Linda Wiltse have reviewed and prepared the specifications as submitted. Trustee Herzog made a motion to accept the camera specifications with no additions or corrections and post them in the Poughkeepsie Journal for this grant program. Deputy Mayor Spagnola seconded and all were in favor. The Board requested the bids be submitted to the Clerk's Office by Friday, June 6<sup>th</sup> at 2:00 pm.

**Public Works Department**-Mayor Hurley stated the Public Works Dept. attended a Defensive Driving Course for the entire day today. Robert Collocola stated they put out the flower barrels in anticipation of the Garden Club planting the geraniums. The Mayor added that the flower barrels and the trash receptacles will be changed in the near future. The crosswalk signs were repaired and cleaned. Desks and computer equipment were removed from the Village Hall. Catch basins on Washington Avenue and Reservoir Drive have been repaired. Street sign posts throughout the Village were straightened and painted or replaced. Easy Street has been sweeping the Village streets the last two days. The handicap parking spaces were painted throughout the Village. Dead limbs were removed from a tree located near Millbrook Physical Therapy. Bob recommended to have the tree removed at some point. The split rail fence at the end of Maple Avenue was repaired. A storm drain pipe behind Elm Drive School was repaired. The sidewalk project has been held up for the last two weeks due to inclement weather but should be completed next week weather permitting.

Linden Lane will be moto-paved and has been scheduled with final approval from the Board. Robert Collocola and a representative from Peckham looked at Merritt Avenue, Front Street, Harts Village Road and North Avenue for paving options. North Avenue has been

recommended to be moto-paved. Harts Village Road (aka a portion of Front St.) needs to be completed using the same process as the rest of the road which was paved last year. Merritt Avenue does not need reclaiming. The milling process is sufficient and provides a huge cost savings. The curbing was looked at and a figure between \$100,000 and \$110,000 was quoted. Peckham also does curbing and a combined quote will be provided for paving and curbing for Merritt Avenue. The paving portion was quoted at \$65,000. The Village is attempting to have Peckham mobilize at the same time for North Avenue and Front Street since a small project would not be worth the trip and it would be more costly. The drainage system will be looked at during the same time. Engineer Eric Holt will be in the Village next week to assist with the projects review specifically for the drainage system. The Peckham representative did point out that the curb corners should be left alone since they are in decent shape and must remain handicap accessible.

All materials have been delivered for the Elm Drive storm water project. Next week EasyStreet will be in the Village to paint the crosswalks. Robert recommended going with the lowest bidder who met all of the specifications for the new Public Works dump truck. A motion was made by Trustee Herzog to approve the lowest responsible bid of \$41,365.00 presented by Orange Motors from Albany, N.Y. for the new dump truck. Deputy Mayor Spagnola seconded and all were in favor so the motion carries.

Clerk Linda Wiltse stated the NYS DOT has established a website to electronically request CHIPs reimbursement. The Village has completed all online information and setup requirements to apply for appropriated funds from the CHIPs program and the extreme winter recovery fund.

**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 April 2014. The expense and revenue control reports were submitted. Bank statements continue to be reconciled for all Village accounts. The Deputy Clerk has compiled the Village Code so we are able to post the code on the website and update it as amendments are approved by the Board of Trustees. This Code will be more easily maintained internally within the office and at a huge cost savings to the Village. The minutes for the meetings held on April 8th & 22nd were approved with a motion made by Trustee Herzog. Deputy Mayor Spagnola seconded and all were in favor.

Clerk Linda Wiltse stated the USDA has Rural Development 504 Loan/Grant program which provides help to very low income owner occupants of modest single family homes in need of repair that are located in rural areas. The Clerk's office may be contacted for further detailed information and application requirements.

The Village is finalizing the relevy list for unpaid water and sewer bills. Once this list is completed the final budget package will be available and the tax warrant will be posted in the Poughkeepsie Journal and sent to the Dutchess County Real Property Department so the tax bills may be printed for distribution.

The plans for a celebration to commemorate the 100<sup>th</sup> birthday of the Village Hall are underway. The Town of Washington Recreation Commission has been asked to participate. The Archive Division of the Historical Society has offered assistance and will be providing photographs as well as memorabilia for each decade. A tentative date of the second or third week in July are under consideration.

**Public Comments**-Public comments were made throughout the meeting.

**Trustee Comments**-Mayor Hurley discussed the Literacy Festival which will be held on June 21<sup>st</sup> and the same day the Millbrook Business Association is having a sidewalk sale. People within the Town and Village are invited to join in and have a garage sale. Flyers and sign-up sheets will be made available at the Village Clerk's Office. The Literacy Festival needs to submit a permit for the event and the Police Dept. must also be notified so they may plan accordingly. The focus of the event is predominantly at the library but there are some authors having conducting readings at the Merritt Book Store. All event information is posted on the Village website.

Trustee Herzog commented on the previously discussed Inland Waterways Act and that it had passed the NYS Senate unanimously. There will be a WIC working meeting tomorrow and after that they will hold their quarterly meeting in July. Trustee Herzog has been working on mapping the storm water drains and grates throughout the Village with 221 complete since he began the project in April. He and Robert Collocola estimate there is approximately 260 total.

Trustee Herzog stated the Conservation Advisory Committee (CAC) met last week. The CAC gave their input on a potential new project by Oak Summit Road that will be going before the Planning Board as time goes on. He added that the Town of Washington Planning Board denied Daytop's application to reopen because the special use permit applied for did not exist in the code. Howard Schuman stated they applied as an educational institution and not special use is in place in the R2 zone. The cell tower application is still active. Further discussions will take place on this controversial application.

**Board of Ethics**-Mayor Hurley stated the Board passed a revised Code of Ethics during the reorganizational meeting held in January. NYS requires that when you have adopted a Code of Ethics a sitting board must be created. We have three residents who are willing to serve on the Board of Ethics which include Trustee Herzog, John Dux, Rev. Donna Frischknecht-Jackson from Lyall Memorial Federated Church. Due to the absence of Trustee Cox and the need for Trustee Herzog to abstain the Board of Trustees cannot vote without a quorum and has tabled the vote until the June 10<sup>th</sup> meeting.

**Carmel Winwater Company**-Nancy Cozean Infrastructure Product Specialist and assisted by Eric Heffner. They presented energy projects and ideas from Winwater Company which is a national franchise based in Florida. The LED lighting they presented would reduce energy consumption and use the energy more wisely. Nancy added that fluorescent lights have a life of approximately 20,000 hours and have a landfill bill. LED lights are recyclable and do not have Mercury emissions. The LED lights save 62.5% on operation of 32 Watt T8 lamps and 70-75% savings as compared to T12 systems. The Tri-Tech LED Nova Star system will not flicker like fluorescent bulbs and will not cause headaches or seizures. The VO Polycarbonate Lens is flame resistant and shatter proof.

LED bulbs use existing bulb contacts in existing fixtures. Solid care pins at the ends of the bulbs reduce breakage and add to the bulb longevity. There is a five year warranty on the bulb and the drivers. This is called an instant on technology, so in other words there is no warm up period required. The construction is vibration resistant. The light is a much more natural light. Carmel Winwater will perform preliminary energy audits on street, outdoor space and indoor lighting. They will also provide an energy/cost savings analysis based on wattage reduction and lower maintenance costs. The LED Corn series has features that include a high efficiency and reliability, low power consumption, over 35,000 hour life span and a 5 year manufactures warranty. They also provide an immediate power savings up to 80%, lower

heat output, instant startup, no noise, no flickering, easy installation and no mercury or other hazardous materials.

Over a lifetime, LED bulbs lose less than 4% of their initial brightness. By comparison, fluorescent tubes yellow and lose 8-25% of their initial brightness. Electric bills were requested and will be provided. Local businesses and municipalities customer data was given as examples of benefits and cost savings received from the installation of LED lighting. Sample LED bulbs were displayed for viewing. LED bulbs are dark sky compliant.

**Upcoming Dates to Remember-** May 15<sup>th</sup>- Historical Society- History of IES given at Lyall Memorial Federated Church at 7:30 pm

May 27<sup>th</sup> –Regular Meeting Cancelled due to lack of agenda

June 10, 2014-Regular Meeting

**Executive Session-**A motion was made at 9:05 pm by Deputy Mayor Spagnola to enter into executive session to review existing and ongoing litigation with the Village attorney as well as a personnel issue. Trustee Herzog seconded and all were in favor.

A motion was made at 10:24 pm by Trustee Herzog to exit out of executive session. Deputy Mayor Spagnola seconded and all were in favor.

**Audit of the Bills**

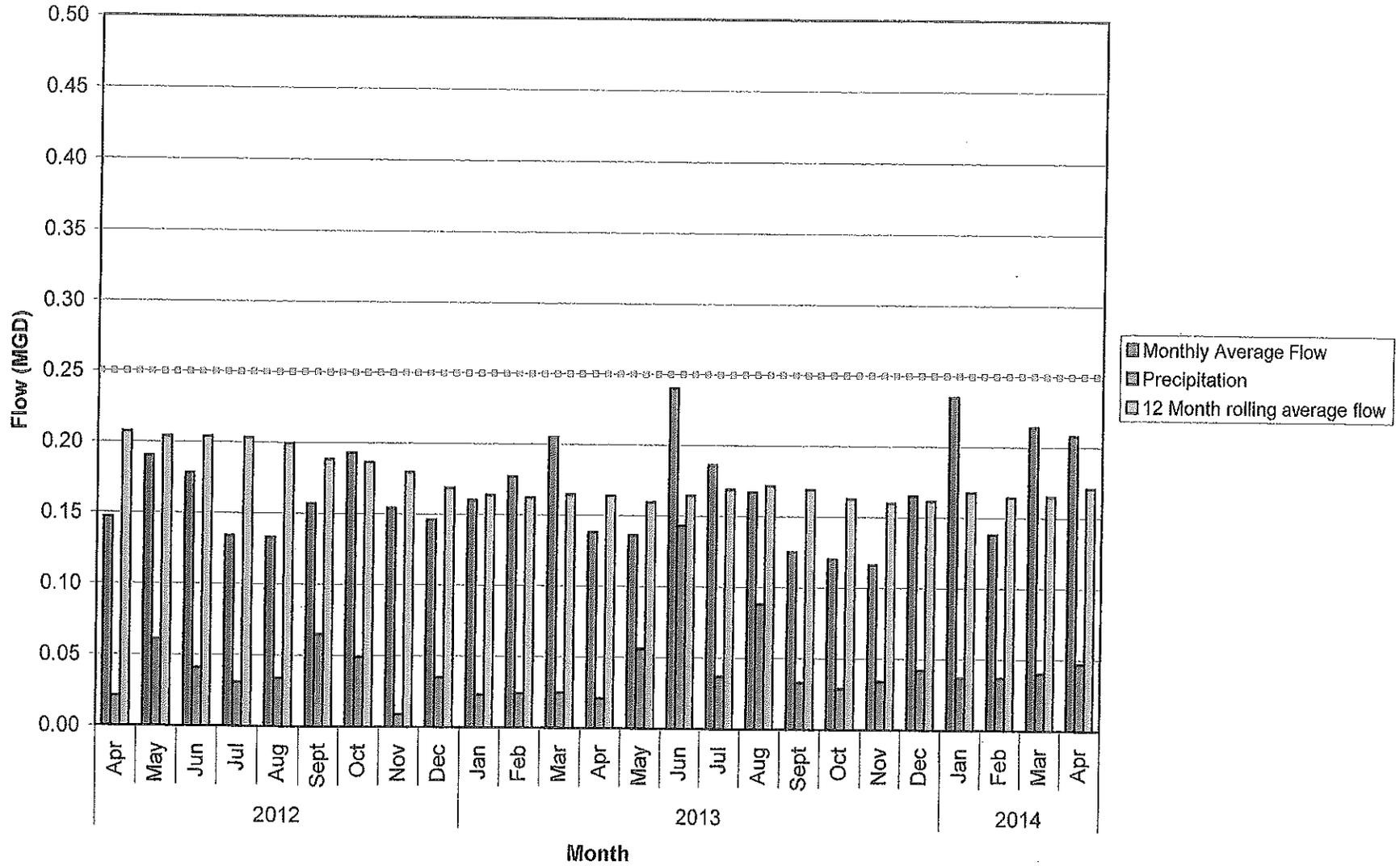
**Adjourn-**Trustee Herzog made a motion to adjourn the meeting at 10:45 pm and Deputy Mayor Spagnola seconded. All were in favor.

**Respectfully submitted,**

**Linda T. Wiltse**

**Village of Millbrook**

### Millbrook WWTP



**Village of Millbrook**  
**Monthly Water System Report**  
**May 2014**

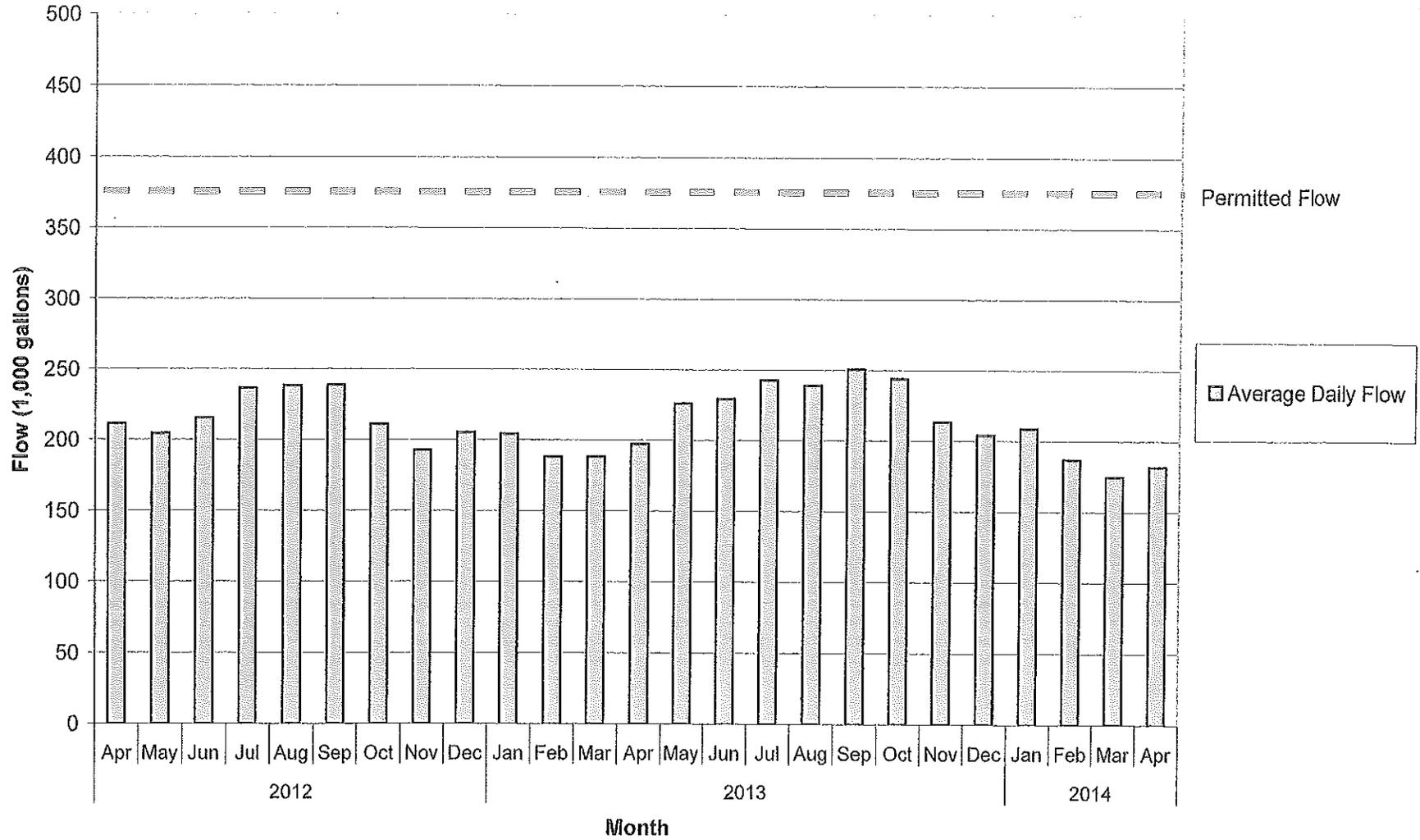
	<b>April</b>	<b>March</b>	<b>February</b>
Total Water Produced	5,450,000	5,665,000	5,230,000
Average Daily Flow	181,700	174,600	186,800
Peak Day Flow	280,000	290,000	345,000
<b>Sampling Results:</b>			
Total Coliform	Absent	Absent	Absent

\* Results not in compliance

**Comments:**

- 1) Monthly sampling and maintenance
- 2) Continuing installing new water meters (99 left)
- 3) Hydrant Flushing scheduled for May 19th-23rd

# Millbrook Water



**Village of Millbrook**  
**Wastewater Treatment Plant Operations Report**  
**May 2014**

	April	March	February	Permit Limit
Total Effluent Flow	6,254,500	6,634,600	4,266,000	N/A
Average Daily Flow	208,483	214,019	137,613	N/A
12-Month Rolling AVG	171,000	165,000	164,000	250,000
Peak Daily Flow	315,400	462,200	357,000	N/A
Precipitation (inches as liquid)	4.70	4	3.7	N/A
<b>SPDES Permit Samples: (mg/l)</b>				
BOD	4 mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	99.0 %	99 %	99 %	85 %
Total Suspended Solids	1 mg/l	1 mg/l	1 mg/l	15 mg/l
Percent Removal	99.0 %	99 %	99 %	85 %
TKN as N	2.2 mg/l	1.9 mg/l	1.9 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) Adjusted probes in influent pump chamber to have new pump run as lead pump
- 3) Poured sludge to drying beds
- 4) Royal hauled dry sludge dumpster
- 5) EarthCare hauled liquid sludge