Village of Millbrook 35 Merritt Ave
04.10.18 6:30 PM

Board of Trustees

03.13.18 Agenda

Village of Millbrook
Village Hall – Board of Trustees
April 10, 2018 6:30pm
Draft

1. **Open meeting –** Pledge of Allegiance
2. **Administrative Business :**
   a. Acceptance of Minutes 3/27/2018
   b. Set the open dates for Ambulance bid - May 8th at 7pm VH – PoJ – 4/11, 4/25
   c. Dates set for Workplace Violence and Sexual Harassment – Apr 16 – 6:30pm and Apr 17 10am
3. **New Business :**
   a. MECEC vote – tree plantings
   b. Budget adjustments
   c. Standard Workday and Reporting Resolution – last 2013
   d. SEQR resolution for water treatment plant – Bill Bright
4. **Old business :**
   a. Public Hearing
      Budget – requested and recommended – review tentative budget
5. **Department Reports :** (*first meeting of month only*)
   a. FD/Rescue – Matthew Rochfort, Ted Bownas and Laurie Olsen
   b. Police – OIC Jared Witt
   c. Highway – Bob Collocola
   d. Water/Sewer – Scott Osborne
   e. Treasurer – Sarah Witt
6. **Board Member Updates :**
   a. Deputy Mayor - Joe Rochfort
   b. Trustee Brian Hicks
   c. Trustee Mike Herzog
   d. Trustee Kyle Van DeWater
7. **Mayoral updates**
   a. General announcements
      April 27 – Arbor Day – Bob and I attended TreeCity USA – tree location has been determined and schools notified
      Reception for Project Grants, Individual Artist Commission or Arts Learning Grant
8. **Public Comment :** (number of speakers will determine amount of time given to each speaker)
9. **Executive Session**
10. **Adjournment**
11. **Auditing of Bills**
    Holt's bill – ADA project completed Feb/Mar – see professional srv agreement

Fire Department-March Report

Millbrook Fire Department	**March 2018**
Automatic Fire Alarm	21
EMS Call	38
Structure Fire	3
Wire Down	9
Service Call	1
Carbon Monoxide Detector	6
Total Incidents	78

EMS Responses	
NDP	29
MFD Rescue	15
ALS/Mutual Aid	5

Police Dept. Report March

V.M.P.D. Monthly Report March 2018

53 Calls for Service (including, but not limited to):

TRAFFIC

Traffic Tickets: 13 Parking Tickets: 7 V&T Complaints: 1 Disabled Vehicle: 2

Auto Accidents: Property Damage Hit & Run: 3

ASSIST OTHER AGENCIES

Assist Fire Dept: 4 Assist EMS: Village: 5; Town of Washington: 6

CRIME

Larceny: 1 Criminal Mischief: 1 Suspicious Activity: 3 Harassment: 2 Trespass: 1

PUBLIC SERVICE

Assist Citizen: 4 Vehicle Lockout: 2 Lost/Found Property: 4 Hazardous Conditions: 1

Animal Complaint: 2 Civil: 1 School Checks: 13 (not included in total)

Mental Health Emergencies: 2

JRW#6 04/10/2018

Public Works Report

1 Attended tree city meeting with Mayor.

2 removed dead deer from Nine partners rd.

3 On going brush removal until June 1st.

4 Cut and removed down trees as a result of storm damage.

5 Rebuilt manhole on Anson ave.

6 Did major dump body repairs in house on 1992 Dump truck.

7 Replaced broken speed limit sign on Nine partners .

8 Built up washed away culvert with stone on Valley farm rd.

9 On going pothole filling.

10 Attended to all repairs in Village owned buildings

Snow totals

2018 24 snow or ice Incidents Total accumulation 86 inches.

2017 15 snow or ice incidents. Total accumulation 72 inches

2016 11 snow or ice incidents. Total accumulation 22 inches

2015 22 snow or ice incidents. Total accumulation 89 inches.

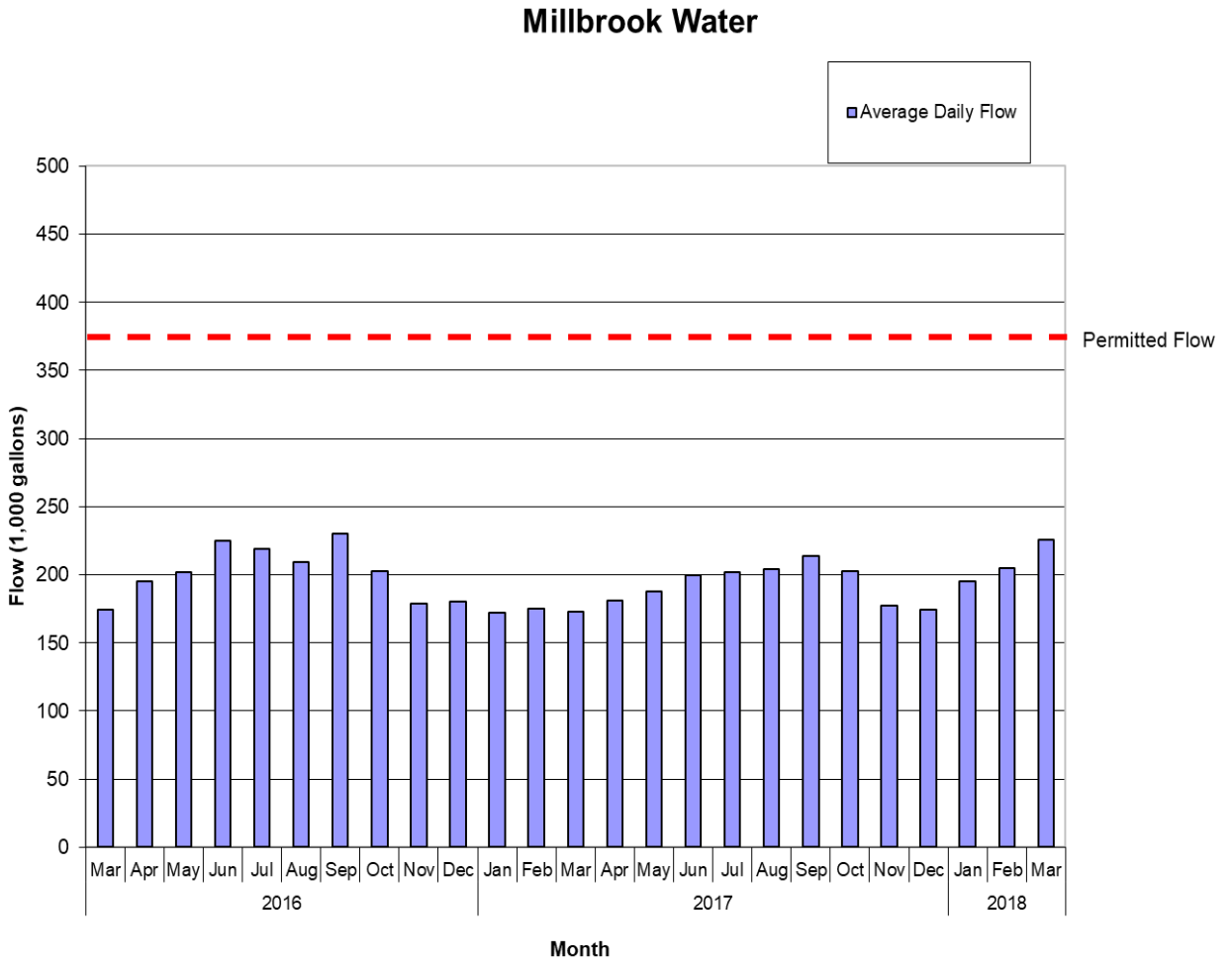
Water Report

Village of Millbrook

Monthly Water System Report

April 2018

	March	February	January
Total Water Produced	7,015,000	5,735,000	6,035,000
Average Daily Flow	226,000	205,000	195,000
Peak Day Flow	300,000	295,000	270,000
Sampling Results:			
Total Coliform	Absent	Absent	Absent
* Results not in compliance			
Comments:			
1) Monthly sampling and maintenance			
2) Read water meters			
3) Searching for water leak			



Sewer Report

Village of Millbrook

Wastewater Treatment Plant Operations Report

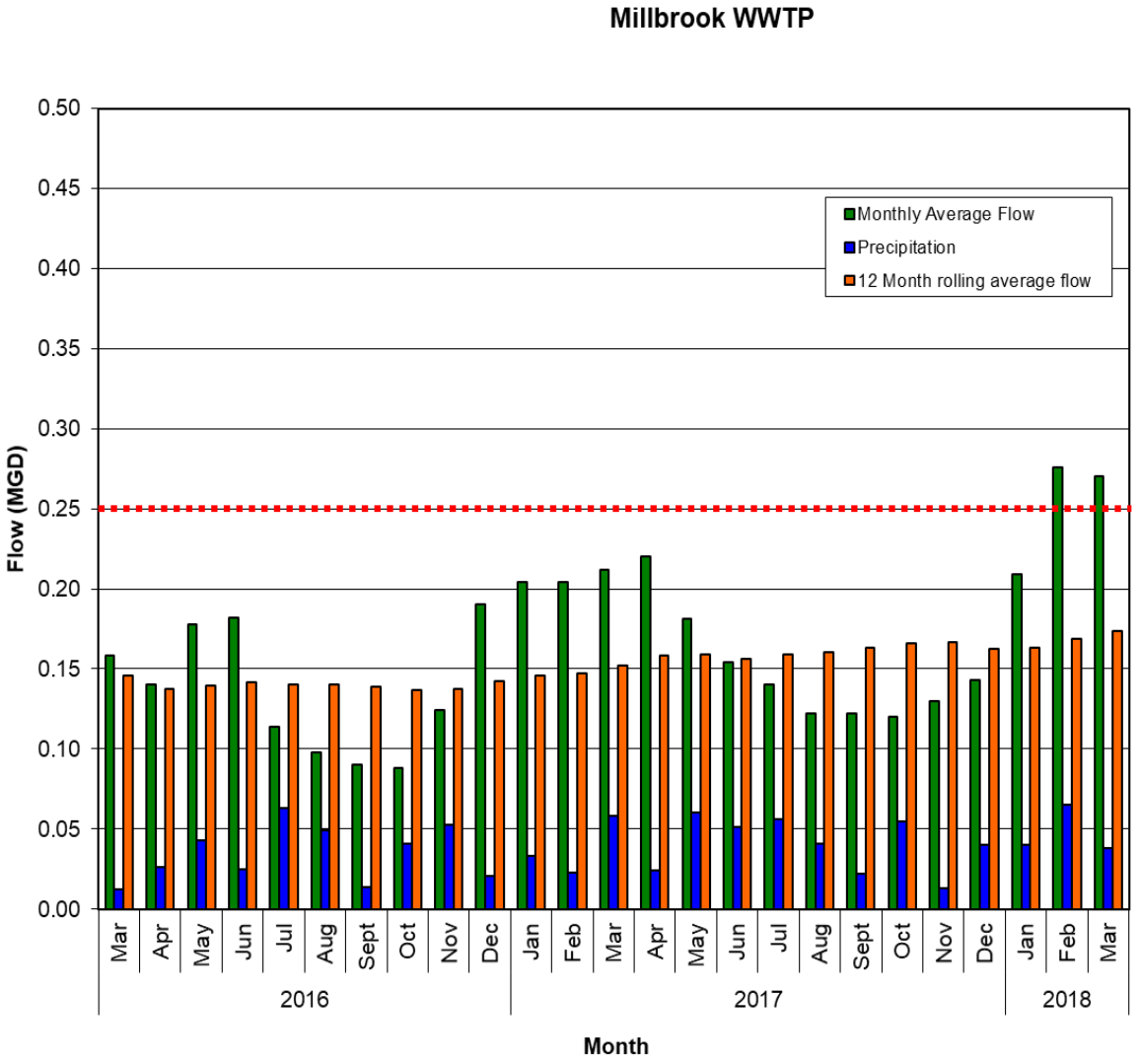
April 2018

	March	February	January	Permit Limit
Total Effluent Flow	8,384,395	7,740,492	6,486,360	N/A
Average Daily Flow	270,500	276,400	209,200	N/A
12-Month Rolling AVG	174,000	169,000	163,000	250,000
Peak Daily Flow	366,641	440,963	470,714	N/A
Precipitation (inches as liquid)	3.80	6.5	4	N/A
SPDES Permit Samples: (mg/l)				
BOD	mg/l	4 mg/l	4 mg/l	15 mg/l
Percent Removal	%	98 %	99 %	85 %
Total Suspended Solids	mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	%	99 %	99 %	85 %
TKN as N	mg/l	1.1 mg/l	1.4 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) ORF discharged 1 day
3) Bennett PS - check valve on pump #1 needs replacement. Valve has been ordered.



Treasurer Reports

- Expense Control Report- will be posted online by Friday
- Revenue Report- will be posted online by Friday
- Bank Balances
- Voucher Totals

Bank Balances as of 04/10/2018

Bank Balances As of:		04.10.2018			
		1/9/2018	**2/13/2018**	**3/13/2018**	**4/10/2018**
Tax Account		$ 13,243.32	$ 13,243.32	$ 13,243.32	$ 28,546.54
Bedrock Well Account		$ 109,708.94	$ 259,721.68	$ 244,801.68	$ 377,425.25
General Account		$ 230,135.59	$ 327,741.26	$ 250,942.66	$ 603,826.69
Accounts Payable		$ 39,336.12	$ 9,875.66	$ 11,140.04	$ 30,601.21
Payroll Account		$ 12,970.18	$ 11,999.46	$ 13,031.19	$ 11,478.86
Thorne Trust		$ 25,679.47	$ 25,680.56	$ 25,681.55	$ 25,683.73
Haight Trust		$ 15,628.21	$ 15,628.88	$ 15,629.48	$ 15,630.80
Reserve for Fire Truck		$ 187,331.77	$ 187,339.72	$ 187,346.91	$ 187,362.82
Nine Partners Trust		$ 25,205.24	$ 25,206.31	$ 25,207.28	$ 25,209.42
Thorne Bldg Tribute Gardens		$ 231,309.88	$ 231,319.70	$ 231,328.58	$ 231,348.22
Planning / Zoning Escrow		$ 8,694.91	$ 8,617.41	$ 8,500.06	$ 7,668.06
Sewer Improvement		$ 0.16	$ 0.16	$ 0.16	$ 0.16
Lamont Christmas Tree Trust		$ 2,450.09	$ 2,450.20	$ 2,450.29	$ 2,450.50
Sewer Fund		$ 26,441.72	$ 33,313.45	$ 49,698.83	$ 50,451.81
Water Fund		$ 25,080.56	$ 32,588.39	$ 49,207.59	$ 46,067.55
Tree Replacement Program		$ 7,637.62	$ 7,638.27	$ 7,638.86	$ 7,639.51
Tribute Gardens Donations		$ 10,023.34	$ 10,024.19	$ 10,024.96	$ 10,025.81
Millbrook Restoration		$ 159,354.57	$ 149,242.52	$ 149,253.97	$ 149,266.65
Reserve for Highway Equip		$ 2,156.33	$ 2,156.33	$ 2,156.33	$ 2,156.33
Millbrook Community Day		$ 243.85	$ 243.85	$ 243.85	$ 243.85
Medical Deductible		$ 11,930.55	$ 11,409.63	$ 11,103.23	$ 11,007.32
Village Hall Restoration					$1,500.00

Voucher Totals – 3/13/2018

April 10, 2018 Voucher Totals

Vouchers 17334-17364

A - GENERAL FUND	117,957.86
F - WATER FUND	1,444.86
G - SEWER FUND	7,361.69
H - CAPITAL PROJECTS	1,620.00
TA - TRUST & AGENCY FUND	3,693.50
T - TRUST FUND	
	132,077.91

Trustee/ Mayor Updates

- Deputy Mayor Rochfort
- Trustee Brian Hicks
- Trustee Mike Herzog
- Trustee Van De Water
- Mayor Rod Brown

Mayor Rod Brown

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Flood Protection and Dam Safety
625 Broadway, Albany, New York 12233-3504
P: (518) 402-8185 I F: (518) 402-9029
www.dec.ny.gov

APR 0 9 2018

Rod Brown, Mayor
Village of Millbrook
35 Merritt Avenue, PO Box 349
Millbrook, NY 12545

Re: Millbrook Dam
DEC Dam ID#: 229-4127
Village of Millbrook, Dutchess County

Dear Mayor Brown:

The Department of Environmental Conservation has received and considered your request for hazard class review, dated February 2, 2018, along with the supporting Hazard Classification Report, last revised February 2018, as developed by Maser Consulting, P.A. under the supervision of Andrew Fetherston, NY P.E. #073555.

In accordance with 6 NYCRR Part 673.5(e) and based on Mr. Fetherston's professional recommendation, I hereby grant your request to change the downstream hazard classification of the Millbrook Dam, DEC Dam ID#: 229-4127 from Class B - Intermediate Hazard to **Class A - Low Hazard**. Please note that changes in downstream development, or other factors influencing the hazard classification, can result in the hazard class being upgraded again.

Should you have any questions, please feel free to contact the Dam Safety Section by telephone at (518) 402-8185.

Sincerely,

Alan A. Fuchs, P.E., Director
Bureau of Flood Protection and Dam Safety

ec: Andrew Fetherston, P.E., Maser, AFetherston@maserconsulting.com
Alon Dominitz, P.E., Chief, Dam Safety Section
Berhanu Gonfa, P.E., DEC Region 3 – Dam Safety Representative
Michael Caseiras, DEC Dam Safety

NEW YORK STATE OF OPPORTUNITY | Department of Environmental Conservation

Mayor
Rod Brown

RBMayor

From: Lisa M. Hickey <lhickey@osc.ny.gov>
Sent: Friday, April 06, 2018 12:02 PM
To: jrtrusteevom@gmail.com; mhtrusteevom@gmail.com; bhtrusteevom@gmail.com; kvtrusteevom@gmail.com
Cc: rbmayor@villageofmillbrookny.com; Evelyn W Ciabattoni
Subject: Current Village Audit

Dear Village of Millbrook Board of Trustees,

The Office of the State Comptroller is currently performing an audit on the Village of Millbrook. We are currently reviewing Village operations. I would like to invite any trustee with questions or concerns to speak to me. You can meet with me at the Village Hall Wednesday through Friday of next week, email me with your concerns or questions, or call the regional office at (845)567-0858, and I will return your call.

Thank you for your time.

Sincerely,

Lisa M. Hickey
Senior Municipal Examiner, Local Government and School Accountability
Office of the State Comptroller
33 Airport Center Drive
New Windsor, NY 12553
LHickey@OSC.NY.gov
(845) 567-0858

Mayor
Rod Brown

MILLBROOK
Est. 1900
G&T

March 20, 2018

Village of Millbrook
35 Merritt Avenue
Millbrook, NY 12545

Dear Mayor Brown:

I am writing this letter to request permission to host fireworks to be displayed on Wednesday, July 4, 2018 at The Millbrook Golf and Tennis Club. If by chance there is inclement weather, our rain date for the show will be Thursday, July 5th.

Additionally any police assistance that you can provide with traffic flow on Church Street would be greatly appreciated.

Thank you in advance for any courtesies that you may extend to us.

With regards,

Richard R. Hackenburg, CCM

General Manager

Mayor Rod Brown

NYPIRG NEW YORK PUBLIC INTEREST RESEARCH GROUP

VIA Email

April 4th, 2018

clerk@villageofmillbrookny.com

Sarah J. Witt

Village Clerk

Village of Millbrook

Greetings:

I am writing to update you on the outreach plans for the New York Public Interest Research Group Fund, Inc. (NYPIRG).

NYPIRG, as you may know, is a non-partisan corporation organized in 1976 under the New York State Not-For-Profit Corporation Law. NYPIRG's areas of concern include consumer protection, environmental preservation, public health and several other public policy issues. As a charitable organization, NYPIRG files annual financial reports under the provisions of the New York State Executive Law, Article 7-A, with the state Office of the Attorney General. NYPIRG has been issued a determination letter from the Internal Revenue Code that we are tax exempt under Internal Revenue Code section 501(c)(3). Contributions to NYPIRG are tax deductible.

We anticipate conducting our door-to-door outreach in your community for a brief period between April 30 and August 31. Our activities will be conducted between the hours of 4:00pm and 9:00pm, and entail circulating support statements, collecting small contributions, distributing information and recruiting support (letters, calls, participation) on a variety of issues of concern to the community.

Your office will receive a list of our employees' names and addresses before we begin working in your community. As always, we will coordinate our outreach activities with those of other organizations to ensure we are contacting residents in the most professional manner. We also share a list of our authorized representatives with local police departments.

This letter represents part of our commitment to cooperating fully with local municipalities while we are conducting our outreach efforts. Toward that end, I ask that you please send written confirmation of this letter to outreach@nypirg.org for our files. If you have any questions or need more information, do not hesitate to call me at (212) 349-7474. Thank you for your attention to this request.

Sincerely,

Kevin Dugan

Regional Coordinator

9 Murray Street, Lower Level • New York, NY 10007 • (212) 349-6460 • Fax (212) 349-1366
Regional Offices in: Capital District & Hudson Valley, Long Island & New York City, Western & Central New York
NEW YORK PUBLIC INTEREST RESEARCH GROUP FUND • NYPIRG.ORG

Next Board of Trustees Meeting:

Board of Trustees- 04/24/18@ 6:30 PM