



Board of Trustees Budget Meeting

**WATER & SEWER**

February 22, 2023 @ 6:00 pm

**PLEASE SILENCE YOUR CELL PHONE**

# Agenda

Village of Millbrook  
Board of Trustees

**WATER & SEWER BUDGET**

Wednesday, February 22, 2023

6:00 PM

Millbrook Firehouse

Residents are welcome to attend in-person. This meeting will be broadcast on [YouTube](#) Live & then will be posted to the [Village website](#).

The public can comment/question anytime via email [villageofmillbrook@gmail.com](mailto:villageofmillbrook@gmail.com)

- 1. Open Meeting**  
Pledge of Allegiance, moment of silence & roll call of trustees
- 2. Budget**
  - Water/Sewer Billings
  - Projected W/S Year End Revenue
  - Dept Head Budget Request & Review
- 3. Next Board Meeting**
  - Wednesday, 3/1/2023 – 6 pm
- 4. Adjournment**

# BUDGET MEETING DATES:

- 3/1/2023 – Police & Highway
- 3/15/2023 – Fire Department & Front Office
- *3/22 or 3/29 - Follow up meetings, as necessary- Personnel & Salaries (Executive Session)*
- 4/5/2023 – Total Budget & Public Hearing
- 4/12/2023 – Regular Monthly Board Meeting

**All meetings will be scheduled for 6 PM**



# Projected Year End Revenue for Water & Sewer

## WATER

CASH AT 1/31/2023	\$ 62,032.00
4/1/23-5/31/23 BILLING	\$ 48,409.00
RELEVY	\$ 39,882.00
<b>TOTAL EST REV 5/31/23</b>	<b>\$ 150,323.00</b>

Minus Est. Exps	\$ 84,164.00
Thornedale Refund	\$ 45,000.00

**\$ 129,164.00**    **\$ 21,159.00**    **Est. Cash @ 5/31/2023**

## SEWER

CASH AT 1/31/2023	\$ 85,748.00
4/1/23-5/31/23 BILLING	\$ 43,282.00
RELEVY	\$ 41,651.00
<b>TOTAL EST REV 5/31/23</b>	<b>\$ 170,681.00</b>

**\$ 79,461.00**    **\$ 91,220.00**    **Est. Cash @ 5/31/2023**



# Millbrook Budget 2023-2024

## Water

		<u>Projected Line</u>	<u>Actual</u>
		<u>Totals</u>	<u>Budget</u>
1.019104.12.000.00 Unallocated Insurance		\$12,000.00	\$12,000.00
1.083102.12.000.00 Capital Improvements		\$66,138.00	\$66,138.00
1.083104.12.000.00 Water Admin	Facility Operations	\$73,406.52	
	Water Billing	\$9,260.76	
	Annual Water Quality Report	\$0.00	
	Department of Health Permit	\$150.00	
	Blackboard	\$825.00	
	Sensus Tech Support	\$1,100.00	\$84,742.28
1.083204.12.000.00 Source Contractual			
1.083204.12.000.16 Chemicals	Chlorine: 180 - 5 Gallon Containers	\$4,500.00	
	Carus: 16 - 30 Gallon Drums	\$9,920.00	
	Caustic Soda: 115 - 15 Gallon Drums	\$14,950.00	
	Fuel and pallet charges	\$800.00	\$30,170.00
1.083204.12.000.18 Laboratory Testing	Laboratory analysis	\$2,500.00	\$2,500.00
1.083404.12.000.00 Distribution Contractual	Doyle Security	\$680.00	
	Fire extinguisher service	\$300.00	
	Dig Safely NY	\$150.00	
	Diamond Maps	\$240.00	
	NYRWA Dues	\$410.00	
	UDIGNY	\$100.00	\$1,880.00
1.083404.12.000.11 Utilities	Electric	\$16,500.00	\$16,500.00
1.083404.12.000.13 Fuel	Fuel - generator	\$800.00	\$800.00
1.083404.12.000.19 Equipment/Supplies	Equipment/parts	\$16,400.00	
	Testing supplies	\$600.00	
	RB/Williams supplies	\$500.00	\$17,500.00
1.083404.12.000.20 Repairs/Maint	Generator service contract	\$500.00	
	Repairs	\$52,182.00	\$52,682.00
1.099509.12.000.00 Water Capital Reserve		\$5,000.00	\$5,000.00
<b><u>Total contractual expense for water</u></b>		<b>\$289,912.28</b>	<b>\$289,912.28</b>
			<b>\$0.00</b>

## Millbrook Budget 2023-2024 Wastewater

			<u>Projected Line</u> <u>Totals</u>	<u>Actual</u> <u>Budget</u>
1.019104.13.000.00	Unallocated Insurance	\$7,125.00	\$7,125.00	
1.081104.13.000.00	<i>Admin</i>			
	Facility Operations	\$141,796.92		
	Sewer Billing	\$9,260.76		
	Annual I&I report	\$3,600.00		
	Blackboard	\$825.00		
	Sensus Tech Support	\$1,100.00	\$156,582.68	
1.081302.13.000.00	<i>Capital Improvements</i>			
		\$60,970.00	\$60,970.00	
1.081304.13.000.00	<i>Contractual</i>			
	Doyle Security	\$3,312.00		
	NYS DEC permit	\$2,000.00		
	Garbage Removal	\$1,680.00		
	Fire extinguisher	\$500.00		
	Diamond Maps	\$235.00	\$7,727.00	
1.081304.13.000.10	<i>Sludge Hauling</i>			
	EarthCare - liquid	\$16,200.00		
	Dry	\$10,300.00	\$26,500.00	
1.081304.13.000.11	<i>Utilities</i>			
	Telephone/fax/internet	\$1,452.00		
	Electric	\$30,000.00	\$31,452.00	
1.081304.13.000.14	<i>Heating Fuel</i>			
	Heating fuel	\$1,500.00		
	Off road Deisel - generator	\$500.00	\$2,000.00	
1.081304.13.000.16	<i>Chemicals</i>			
	Soda Ash: 715 Bags	\$22,165.00		
	Chlorine: 13 - 55 Gallon Drums	\$2,340.00		
	Sodium Thio: 30 Bags	\$1,800.00		
	Fuel and pallet charges	\$800.00	\$27,105.00	
1.081304.13.000.18	<i>Laboratory Testing</i>			
	Laboratory	\$3,000.00	\$3,000.00	
1.081304.13.000.19	<i>Equipment/Supplies</i>			
	Equipment/parts	\$5,280.00		
	Testing supplies	\$500.00		
	RB/Williams supplies	\$720.00	\$6,500.00	
1.081304.13.000.20	<i>Repairs/Maint</i>			
	Generator service contract	\$1,000.00		
	Repairs	\$48,244.00	\$49,244.00	
1.099509.13.000.00	<i>Sewer Capital Reserve</i>			
		10,000.00	\$10,000.00	
	<b><u>Total contractual expense for wastewater</u></b>	\$388,205.68	<b>\$388,205.68</b>	<b>\$0.00</b>

# Village of Millbrook Master Budget 2023-2024

General Ledger No.		General Ledger Name		Sub-Account	2021-2022 Actual	2022-2023 YTD	2022-2023 Budget	2022-2023 DEPT REQUEST	APPROVED 23-24
<b>WATER FUND F</b>									
<b>APPROPRIATION ACCOUNT WATER</b>									
1.019104.12.000.00	1910.4 - Unallocated Insurance			\$ 10,863.00	\$ 5,295.00	\$ 11,550.00	\$ 12,000.00	\$ -	
1.083102.12.000.00	8310.2 - Water Cap Improve			\$ 56,046.96	\$ 54,321.18	\$ 57,111.00	\$ 66,138.00	\$ -	
1.083104.12.000.00	8310.4 - Water Admin CE			\$ 75,399.17	\$ 53,553.66	\$ 79,764.00	\$ 84,742.00	\$ -	
1.083104.12.000.87	8310.4 - Water Admin CE	THORNEDALE REFUND		\$ -	\$ -	\$ -	\$ 23,000.00	\$ -	
1.083204.12.000.00	8320.4 - Source Power Pump CE			\$ 201.00	\$ -	\$ -	\$ -	\$ -	
1.083204.12.000.16	8320.4 - Source Power Pump CE	CHEMICALS		\$ 33,015.65	\$ 25,497.75	\$ 29,589.00	\$ 30,170.00	\$ -	
1.083204.12.000.18	8320.4 - Source Power Pump CE	LABS		\$ 2,617.00	\$ 2,484.50	\$ 3,200.00	\$ 2,500.00	\$ -	
1.083404.12.000.00	8340.4 - Water Trans/Distrib CE			\$ 3,447.55	\$ 1,187.60	\$ 1,776.00	\$ 1,880.00	\$ -	
1.083404.12.000.11	8340.4 - Water Trans/Distrib CE	UTILITIES		\$ 14,850.54	\$ 10,665.56	\$ 11,000.00	\$ 16,500.00	\$ -	
1.083404.12.000.13	8340.4 - Water Trans/Distrib CE	DIESEL		\$ 507.76	\$ -	\$ 800.00	\$ 800.00	\$ -	
1.083404.12.000.14	8340.4 - Water Trans/Distrib CE	HEATING FUEL		\$ -	\$ -	\$ -	\$ -	\$ -	
1.083404.12.000.19	8340.4 - Water Trans/Distrib CE	EQUIPMENT/SUPPLIES		\$ 22,121.62	\$ 20,939.87	\$ 20,020.00	\$ 17,500.00	\$ -	
1.083404.12.000.20	8340.4 - Water Trans/Distrib CE	REPAIRS/MAINT		\$ 43,412.77	\$ 18,266.45	\$ 51,840.00	\$ 52,682.00	\$ -	
1.097306.12.000.77	9730.6 - Debt Principal, Bond Anticipation Notes	WTP UPGRADE BAN1		\$ -	\$ -	\$ -	\$ -	\$ -	
1.097306.12.000.82	9730.6 - Debt Principal, Bond Anticipation Notes	WTP UPGRADE BAN2		\$ -	\$ -	\$ -	\$ -	\$ -	
1.097307.12.000.77	9730.7 - Debt Interest, Bond Anticipation Notes	WTP UPGRADE BAN1		\$ 4,675.00	\$ 4,675.00	\$ 9,350.00	\$ 10,000.00	\$ -	
1.097307.12.000.82	9730.7 - Debt Interest, Bond Anticipation Notes	WTP UPGRADE BAN2		\$ 1,900.00	\$ 1,867.67	\$ 1,700.00	\$ 2,000.00	\$ -	
1.097336.12.000.00	9733.6 - Principal Bedrock Wells			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	
1.097337.12.000.00	9733.7 - Interest Bedrock Wells			\$ 7,500.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ -	
1.099019.12.000.00	9901.9 - Interfund Transfer			\$ -	\$ -	\$ -	\$ -	\$ -	
1.099509.12.000.00	9950.9 - Transfers to Capt. Projects			\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	
<b>TOTALS:</b>					<b>\$ 326,558.02</b>	<b>\$ 255,004.24</b>	<b>\$ 338,950.00</b>	<b>\$ 381,162.00</b>	<b>\$ -</b>
<b>REVENUE ACCOUNT WATER</b>									
1.002140.12.000.00	2140 - Metered Water Sales			\$ 310,703.95	\$ 289,014.50	\$ 337,450.00	\$ -	\$ -	
1.002144.12.000.00	2144 - Water Service Charges			\$ -	\$ -	\$ 500.00	\$ -	\$ -	
1.002148.12.000.00	2148 - Interest and Penalties on Water Rents			\$ 2,628.92	\$ 3,148.65	\$ 1,000.00	\$ -	\$ -	



# Village of Millbrook Master Budget 2023-2024

General Ledger No.		General Ledger Name		Sub-Account	2021-2022 Actual	2022-2023 YTD	2022-2023 Budget	2022-2023 DEPT REQUEST	APPROVED 23-24
1.002401.12.000.00	2401 - Interest & Earnings				\$ 65.13	\$ 98.22	\$ -	\$ -	\$ -
1.002401.12.000.58	2401 - Interest & Earnings	WATER RESERVE			\$ 2.52	\$ 6.95	\$ -	\$ -	\$ -
1.002401.12.000.85	2401 - Interest & Earnings	NYCLASS			\$ -	\$ 150.76	\$ -	\$ -	\$ -
1.005031.12.000.00	5031 - Interfund Transfer				\$ 49,352.62	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>					<b>\$ 362,753.14</b>	<b>\$ 292,419.08</b>	<b>\$ 338,950.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SEWER FUND G</b>									
<b>APPROPRIATION ACCOUNT SEWER</b>									
1.019104.13.000.00	1910.4 - Unallocated Insurance				\$ 6,418.63	\$ 2,831.00	\$ 6,825.00	\$ 7,125.00	\$ -
1.081104.13.000.00	8110.4 - Sewer Admin CE				\$ 140,572.12	\$ 99,537.66	\$ 146,200.00	\$ 156,582.00	\$ -
1.081302.13.000.00	8130.2 - Sewer Cap Improve				\$ 21,607.38	\$ 45,162.56	\$ 43,795.00	\$ 60,970.00	\$ -
1.081304.13.000.00	8130.4 - Sewer Treatm/Disp CE				\$ 8,976.00	\$ 7,482.43	\$ 7,800.00	\$ 7,727.00	\$ -
1.081304.13.000.10	8130.4 - Sewer Treatm/Disp CE	SLUDGE HAULING			\$ 22,721.34	\$ 13,363.68	\$ 17,700.00	\$ 26,500.00	\$ -
1.081304.13.000.11	8130.4 - Sewer Treatm/Disp CE	UTILITIES			\$ 27,199.23	\$ 18,917.60	\$ 25,350.00	\$ 31,452.00	\$ -
1.081304.13.000.14	8130.4 - Sewer Treatm/Disp CE	HEATING FUEL			\$ 2,282.49	\$ 1,099.25	\$ 2,000.00	\$ 2,000.00	\$ -
1.081304.13.000.16	8130.4 - Sewer Treatm/Disp CE	CHEMICALS			\$ 26,283.80	\$ 17,564.50	\$ 26,467.00	\$ 27,105.00	\$ -
1.081304.13.000.18	8130.4 - Sewer Treatm/Disp CE	LABS			\$ 4,411.00	\$ 1,370.00	\$ 3,300.00	\$ 3,000.00	\$ -
1.081304.13.000.19	8130.4 - Sewer Treatm/Disp CE	EQUIPMENT/SUPPLIES			\$ 10,998.58	\$ 2,505.70	\$ 13,975.00	\$ 6,500.00	\$ -
1.081304.13.000.20	8130.4 - Sewer Treatm/Disp CE	REPAIRS/MAINT			\$ 41,552.24	\$ 30,957.48	\$ 41,750.00	\$ 49,244.00	\$ -
1.097106.13.000.57	9710.6 - Debt Service on Bond	BENNETT PUMP STATION RESERVE			\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -
1.097107.13.000.57	9710.7 - Interest on Debt Service	BENNETT PUMP STATION RESERVE			\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
1.099019.13.000.00	9901.9 - Interfund Transfer				\$ -	\$ -	\$ -	\$ -	\$ -
1.099509.13.000.00	9950.9 - Transfers to Capt. Projects				\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
<b>TOTALS:</b>					<b>\$ 313,022.81</b>	<b>\$ 240,791.86</b>	<b>\$ 375,162.00</b>	<b>\$ 418,205.00</b>	<b>\$ -</b>
<b>REVENUE ACCOUNT SEWER</b>									
1.001030.13.000.00	1030 - Special Assessments				\$ 58,787.25	\$ 58,151.98	\$ 58,787.00	\$ -	\$ -
1.002120.13.000.00	2120 - Sewer Rents				\$ 309,031.85	\$ 258,402.80	\$ 314,325.00	\$ -	\$ -
1.002122.13.000.00	2122 - Sewer Charges				\$ -	\$ 500.00	\$ 1,000.00	\$ -	\$ -
1.002128.13.000.00	2128 - Interest & Penalties				\$ 2,510.52	\$ 3,094.14	\$ 1,000.00	\$ -	\$ -

# Village of Millbrook Master Budget 2023-2024

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1.002401.13.000.00	2401 - Interest & Earnings		\$ 64.96	\$ 210.84	\$ 50.00	\$ -	\$ -
1.002401.13.000.59	2401 - Interest & Earnings	SEWER RESERVE	\$ 2.95	\$ 15.32	\$ -	\$ -	\$ -
1.002401.13.000.85	2401 - Interest & Earnings	NYCLASS	\$ -	\$ 1,898.98	\$ -	\$ -	\$ -
1.005031.13.000.00	5031 - Interfund Transfer		\$ -	\$ -	\$ -	\$ -	\$ -
1.005710.13.000.00	5710 - Serial Bonds		\$ -	\$ 250,000.00	\$ -	\$ -	\$ -
<b>TOTALS:</b>			<b>\$ 370,397.53</b>	<b>\$ 572,274.06</b>	<b>\$ 375,162.00</b>	<b>\$ -</b>	<b>\$ -</b>



# Next Board of Trustees Meeting:

## Monthly Business Meeting

Wednesday, March 8, 2023 at 6:00 pm

## Budget Meeting: Police & Fire

Wednesday, March 1, 2023 at 6:00 pm

## Budget Meeting: Highway & Front Office

Wednesday, March 15, 2023 at 6:00 pm

## Budget Meeting: Follow-Up

Wednesday, March 22, 2023 at 6:00 pm

**MEETINGS ARE HELD AT THE  
Millbrook Firehouse**

20 Front Street, Millbrook

Streaming **LIVE** on [YouTube](#)

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