



Board of Trustees Meeting
August 10, 2022 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, August 10, 2022
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

Open Meeting

Pledge of Allegiance & roll call of trustees

Administrative Business

- Minutes approval for [7/13](#) & 7/27
- Voucher approval

Department Reports

- DC Legislature update – Legislator Houston
- Fire & Rescue – Chief Bownas, President Rochfort incl. [sign request](#)
 - Public comment
 - (Note: vote on sign will be delayed until full board is in attendance)
- Police – OIC Witt incl. active shooter training plan
- Highway – Hwy Super Collocola
- Water & Sewer – VRI: S. Osborne incl. sewer main lining bids
- Treasurer & Building Dept – Clerk Witt
- PB/ZBA – Chairs Anderson/Doro

New Business

- [Proposed “No Smoking” resolution](#) – Mayor Collopy
- Proposed changes to Zoning law – Mayor Collopy

Old Business Updates

- CPRC summary report – Trustee Arbogast N/A

Public Comments

Additional Board Member Updates

- Deputy Mayor Contino
- Trustee Herzog
- Trustee Arbogast
- Trustee Doro
- Mayor Collopy

Next Board Meeting

Wednesday, 9/14/2022 - 6PM

Adjournment

Auditing of Bills

Voucher Totals August 10, 2022

NOTES:

\$16,318.30 of General amount is for the Fire Truck repair work and is funded by insurance recoveries.

Unpaid Voucher Totals

General Fund	\$ 151,000.34
Tennis Court Project	\$ 7,325.00
Cap Project Retaining Wall	\$ 24,230.18
Water Fund	\$ 11,698.67
Sewer Fund	\$ 12,884.31
TOTALS:	\$ 207,138.50

MILLBROOK FIRE DEPARTMENT

JULY 2022

87 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	20
EMS Call	56
Carbon Monoxide	2
Motor Vehicle Accident	5
Wires Down/Electrical	3
Brush Fire	1
TOTALS:	87

EMS Responses	
NDP (49-79)	57
MFD Ambulance	10
MFD Members	21

Mutual Aid Given	
Fire	0
EMS	19

Mutual Aid Received	
Fire	2
EMS	4

V.M.P.D Monthly Report

July 2022

62 Incidents Reported

(including, but not limited to)

Incident #'s 17165-17227

[illegible]



1. **SUMMER BRUSH PICK-UP**
Last scheduled pick-up is Monday, September 12th
2. Repaired two catch basins
3. Trimmed tree branches and vines blocking street signs
4. Shimmed Nine Partners and Linden lane with blacktop in prep for oil and stone
5. Trimmed back bushes on Nine Partners and Linden in prep for oil and stone
6. Street cleaner in to sweep Nine Partners and Linden to prep for oil and stone
7. Oil & Stoned Nine Partners and Linden Lane
8. Assisted Town of Washington with oil and stone of Shunpike
9. Assisted Town of Washington oil stone of Overlook Rd
10. Weed killed and trimmed Tennis courts
11. Cleared storm damage
12. Removed 2 down trees blocking Anson and Haight Ave
13. Rebuilt catch basin on Anson Ave
14. Picked up brush from storm

Public Works Monthly Report July 2022

Monthly Water Report

July 2022

	July	June	May
Total Water Produced	6,230,736	6,290,450	5,678,421
Average Daily Flow	200,990	209,700	183,175
Peak Day Flow	333,904	381,328	233,731

Sampling Results:

	July	June	May
Total Coliform	Absent	Absent	Absent

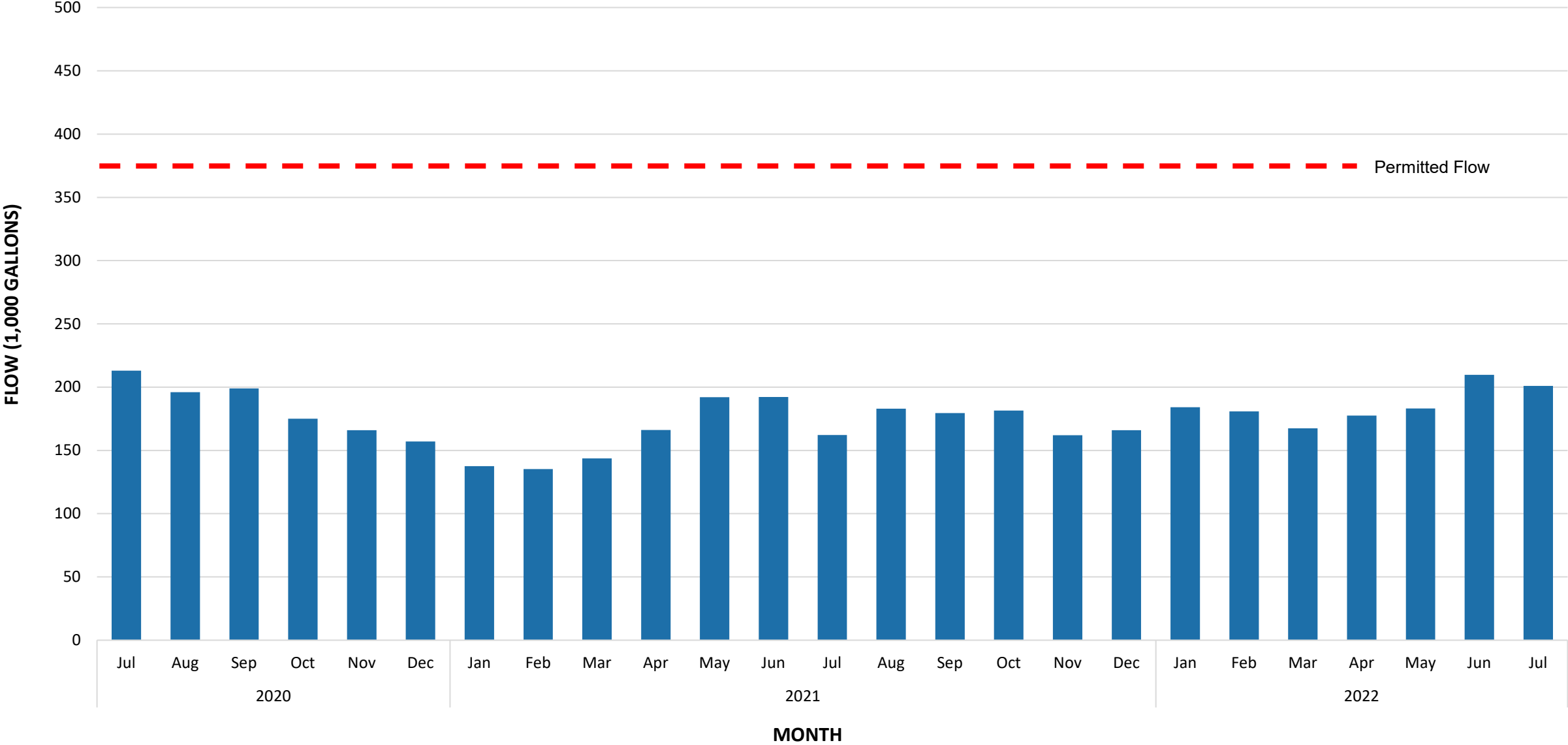
* Results not in compliance

Comments:

1. Monthly sampling and maintenance
2. General Controls set up alarms in the computer at water plant. Need to connect wires to alarm panel
3. Inspected the installation of a new water line for Golf Course on Church St near Manor Dr
4. Located 2 buried valves on Church St with assistance from Willie Murphy. Raised both valve boxes to grade
5. Valve replacement on North Avenue set for August 16th
6. Water use/conservation

Millbrook Water

■ Average Daily Flow



Monthly Sewer Report

July 2022

	July	June	May	Permit Limit
Total Effluent Flow	3,598,047	4,108,691	5,009,335	n/a
Average Daily Flow	116,100	132,500	161,600	n/a
12-Month Rolling AVG	159,000	162,000	163,000	250,000
Peak Daily Flow	135,726	175,550	222,889	n/a
Precipitation <i>(inches as liquid)</i>	1.9	2.1	4.4	n/a

SPDES Permit Samples: (mg/l)

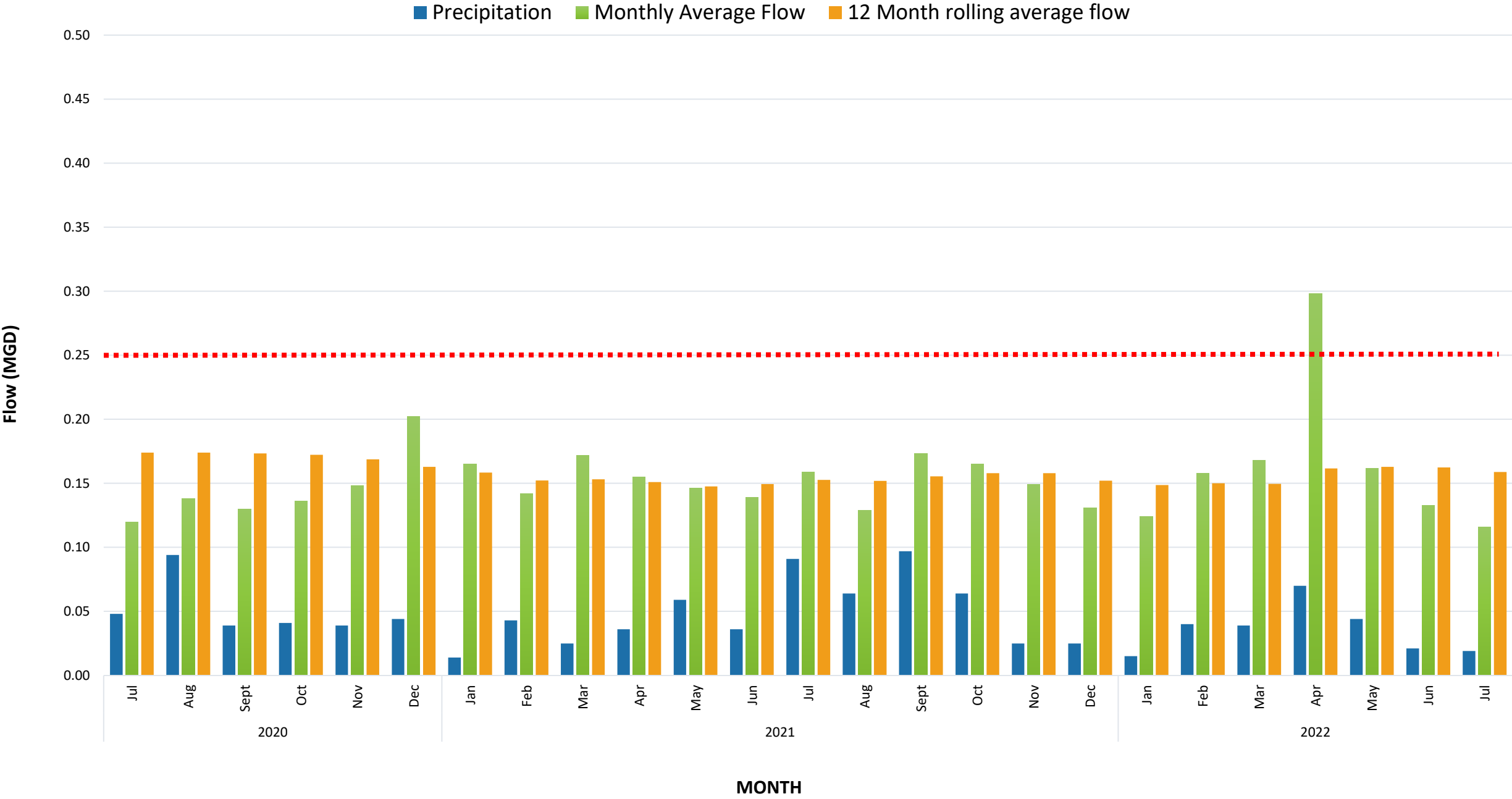
	July	June	May	Permit Limit
BOD	mg/l	2.4 mg/l	4.5 mg/l	15 mg/l
Percent Removal	%	99 %	99 %	85%
Total Suspended Solids	mg/l	3.3 mg/l	1.1 mg/l	15 mg/l
Percent Removal	%	99 %	100 %	85%
TKN as N	mg/l	1 mg/l	1 mg/l	8 mg/l
Fecal Coliform	ml	1/100 ml	1/100 ml	200/100 ml

* Exceeds permit limit

Comments:

1. Performed all monthly sampling and maintenance
2. Cleaned sand filters and removed weeds
3. Cleaned out Dechlor tank
4. Cleaned out clarifiers

Millbrook WWTP



Treasurer's Report: Bank Balances - July 2022

	07/01/22	DEPOSITS	DISBURSED	INTEREST	07/31/22
TAX ACCOUNT	\$1,008,080.27	\$124,538.55	\$0.00	\$91.26	\$1,132,710.08
GENERAL FUND	\$390,993.34	\$113,474.09	\$255,639.97	\$29.98	\$248,857.44
WATER FUND	\$94,818.75	\$30,567.93	\$31,956.68	\$7.08	\$93,437.08
SEWER FUND	\$312,379.41	\$22,159.94	\$47,254.88	\$24.68	\$287,309.15
ACCOUNTS PAYABLE	\$5,951.50	\$438,961.71	\$391,019.34	\$0.00	\$53,893.87
ESCROW (PLANNING & ZONING)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
HNL TRUST	\$41,969.94	\$0.00	\$0.00	\$1.78	\$41,971.72
MEDICAL DEDUCTIBLE	\$10,039.87	\$10,000.00	\$1,859.35	\$0.00	\$18,180.52
MILLBROOK RESTORATION	\$48,320.78	\$0.00	\$4,350.00	\$3.90	\$43,974.68
PAYROLL ACCOUNT	\$14,740.90	\$44,691.09	\$46,849.59	\$0.00	\$12,582.40
POLICE VEHICLE FUND	\$1,728.24	\$0.00	\$0.00	\$0.00	\$1,728.24
RESERVE FOR FIRE TRUCK	\$201,574.22	\$0.00	\$0.00	\$8.56	\$201,582.78
RESERVE FOR HIGHWAY EQUIPMENT	\$13,082.52	\$0.00	\$0.00	\$0.55	\$13,083.07
FIRE/ RESCUE REPAIR RESERVE	\$22,601.83	\$0.00	\$0.00	\$1.92	\$22,603.75
RETAINING WALL	\$205,869.82	\$107,102.33	\$281,553.60	\$11.24	\$31,429.79
WATER RESERVE	\$9,981.78	\$0.00	\$0.00	\$0.85	\$9,982.63
SEWER REVERSE	\$22,004.76	\$0.00	\$0.00	\$1.87	\$22,006.63
TENNIS COURTS	\$20,668.10	\$1,656.90	\$15,000.00	\$1.08	\$7,326.08
THORNE TRUST	\$19,483.47	\$0.00	\$0.00	\$0.83	\$19,484.30
TREE REPLACEMENT PROGRAM	\$7,662.47	\$0.00	\$0.00	\$0.00	\$7,662.47
TRIBUTE GARDEN DONATIONS	\$10,068.53	\$0.00	\$0.00	\$0.85	\$10,069.38
TOTAL	\$2,464,520.50	\$893,152.54	\$1,075,483.41	\$186.43	\$2,282,376.06

Treasurer's Updates: July 2022

- Admin: Monthly Operating Statement posted to the website
- Annual Update Document- completed and submitted- without extension!
- Working on Bank Recs with Karen
- Tax & SBA collection- On going
- Working on gathering all the necessary documents requested by Delaware for the WIIA grant
- Nearly completed the FEMA COVID grant- need a couple more documents – should be able to submit by the end of August

Tax Collection Report

Parcel Counts

Total Parcels	704	
Wholly Exempt	3	0.43%
Fully Paid	673	95.60%
Partial Paid	0	
Unpaid	28	3.98%
Unpaid State Owned	0	
Over Paid	0	
Overpaid Amount	0.00	

Receipt Information

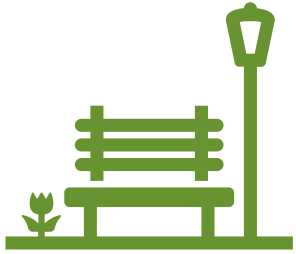
Total Receipts	1,132,206.68	
Total Checks	1,130,019.18	99.81%
Total Cash	2,187.50	0.19%

Payments Collected

Tax Payment	1,130,185.74
Late Fee	2,020.94
Installment Fee	0.00
ISF Fee Paid	0.00
Reminder Fee Paid	0.00
Over/Short Total	0.00

Will do report for July & August at the
September Meeting

Will do report for July & August at the
September Meeting



New Business

[Proposed “No Smoking” resolution](#) – Mayor Collopy

Proposed changes to Zoning law – Mayor Collopy



Old Business Updates

CPRC summary report – Trustee Arbogast N/A

Board of Trustee Updates

Mayor Tim Collopy

Deputy Mayor Vicky Contino

Trustee Mike Herzog

Trustee Buffy Arbogast

Trustee Peter Doro





Next Board of Trustees Meeting:

Wednesday, September 14, 2022 at 6:00 pm

MEETINGS ARE HELD AT THE
Millbrook Firehouse

20 Front Street, Millbrook

Streaming **LIVE** on [YouTube](#)
SUBSCRIBE NOW!