

# Meeting Minutes

Date: 24 July 2018

Time: 1800

Location: Municipal Operations Building

Attendees: Tom Elliot, Carol, Mary Ellen, Shannon, Miranda, Dennis, Marc

Meeting called to order at 1813

**\*\*All items in red will need a vote\*\***

1. Administration
  - a. Safety Report
  - b. Approve Meeting Minutes 26 June 2018
    - i. *Will do at next meeting.*
  - c. General Board Information
    - i. *Dial in for meetings?*
    - ii. *Sending out outlook invite with reminders*
  - d. Board Feedback
    - i. *Board structure-MFR to give updates on water and sewer, SLH to give updates on everything else*
2. Action Items/Old Business
  - a. Critical Impact Permit Form Completed-for Municipal Board Review
    - i. Soderberg-need more information
      1. *Resolution: Approve Project subject to install of sewer lateral, water connection and meter pit, and all electric upgrades at the cost of the owner*
    - ii. Charles-information provided Friday in poor format. Will table until August Meeting
    - iii. *Should there be a time limit for these forms? What is the best practice?*
    - iv. *Two thumbs way up regarding form*
    - v. *The form will just be a means to inform the board, not for their approval.*
3. Water
  - a. Utility Financials
    - i. Water Rate Analysis-ongoing
    - ii. FYE 2019
  - b. HAB Report
    - i. Sent & Approved by Department of Health
    - ii. MFR addressing questions from DoH
    - iii. *Finished water will be tested and it will be done at a sampling point at the tank site.*
  - c. WL Project
    - i. Documents were reviewed and sent back for revisions
    - ii. Project Schedule *Target date Fall 2019*
      1. 7/27 advertise for bids
      2. 8/9 pre-bid conference
      3. 8/16 addendum
      4. 8/21 bid opening
      5. 8/23 award
      6. 9/4 begin construction
      7. *Project schedule is going to impact the paving along East Lake Road*
    - iii. Financing
      1. Within Bond Resolution Budget Limits
      2. Engineering Services/Construction Management Fees **\*\*Bond Resolution\*\***
        - a. Additional Survey-agree
        - b. Additional Borings-agree
        - c. Additional Design-agree
        - d. Construction Engineering-disagree

- e. Construction Observation-disagree
  - 3. **New employee for field inspection *\*\*Bond Resolution\*\****
    - a. *Better value added to hire a seasonal/contract employee to oversee the construction observation*
    - b. *Consider college credit*
    - c. *Municipal board recommends the new employee hiring*
  - 4. *Submittal review can be done in house*
  - d. Hydrant flushing and Fire Department contact
    - i. *Will include on bills that there will be hydrant flushing*
  - ~~e. Cyber Security~~
    - i. *Bring this up at the next MEUA meeting-Recommended by MEM*
  - f. Sensus Cloud
    - i. 1/2018
4. Wastewater
- a. Utility Financials
    - i. FYE 2019
  - b. *Waste Water Plant Upgrade Project*
    - i. Request for Qualifications for Engineering Report
      - 1. MFR Developing 08/2018
    - ii. *Design 2019*
    - iii. *Construct in 2020*
  - c. I/I Reduction Projects
    - i. *Flow monitoring in the fall*
  - d. SPDES permit was sent in
5. Electric
- a. Utility Financials
    - i. FYE 2019
    - ii. IEEP Account Balance
      - 1. *Street Lighting*
    - iii. Customer Billing-Demand
      - 1. *Still finding errors within the system*
      - 2. *Did not bill the water treatment plant for 7 years*
    - iv. *Audits and Accounting*
      - 1. *There is a need for an audit of monthly billing*
      - 2. *Lost revenue*
  - b. Agency Notices
    - i. NYMPA
    - ii. MEUA
      - 1. *In Buffalo, 9/11-14*
    - iii. IEEP
      - 1. *Executive Director has resigned*
  - c. Storm Assessments
    - i. Insurance
  - d. Substation
    - i. *Deferred to 4Q2018*
    - ii. *All work has been done on Fennell to run up Austin*
  - e. AMR Deployment
    - ~~i. 3/2018~~
  - f. LED Street Lighting
    - ~~i. 1/2018~~
  - g. *Replaced all poles and conductors on Lakeview Circle, one light is out, second light on the right hand side.*
  - h. *Rebuilding East Genesee, replacing primaries to reduce capacity issues.*
- ~~6. DPW~~
- ~~a. Summer work~~
    - ~~i. 0630-1000 on Fridays, 0630-1600 M-R~~
  - ~~b. Landscaping~~
  - ~~c. Striping~~

d. ~~Sidewalks~~

7. New Business

8. Next Meeting will be 28 August 2018 1800

a. Meeting adjourned at 1910