

Meeting Minutes

Date: 27 Nov 2018

Time: 1800

Location: DMO Office

****All items in red will need a vote** **ITEMS FOR MEETING DISCUSSION IN BOLD****

Attendees: Chairperson MaryEllen McQuaid, *Trustee Carol Stokes-Cawley*, Walt Blackler, *Tom Elliot.*, *Tom Rhoads*, *Shannon Harty*, *Miranda Robinson*, *Greg Palmer*

Meeting called to order at 1801

1. Administration

- a. Approve Meeting Minutes for Joint Meeting held on 23 October 2018
 - i. *No minutes available. Will be deferred until next meeting*

2. Action Items/Old Business

3. Critical Impact Permit Form Completed-for Municipal Board Review

- a. *No Critical Impact Reviews at this time. Next critical impact project – Weitsman Pool House - is going to be coming in December. Miranda will reach out to Codes regarding the holiday schedule. Critical Impact forms will need to be submitted no later than 12/10 in order to be considered for the December meeting.*

4. Water

- a. Utility Financials –Water Rate Analysis
- b. Agency Notices (DOH)
- c. **Capital Projects - WL Project – Project Status/Schedule**
 - i. ***The project has been developed to be funded by Municipal Bond. Contract Documents (“Front Ends”) did not include any of the MWBE language/requirements that EFC or other grant funding programs would require. Those requirements were excluded due to increased project administration and construction costs and potential schedule delays.***
- d. Operational Projects
- f. **Utility Staffing – Update on New Water Department Position**
Consider offering a full time position at Village Board operations meeting on 11/28

5. Wastewater

- a. Utility Financials
- b. Agency Notices (DEC)
- c. *Capital Projects (MFR) – Resolution approving RFQ and authorize for advertisement*
 1. *The RFQ was sent out for comment. The plant needs a review of energy efficiencies. The RFQ includes a new headworks design. It shall be included that the RFQ will address: sludge handling, HVAC processes, automation and disinfection improvements.*
 2. *The proposals must include familiarity with Energy Performance Contracts, Grant Money acquisition for disinfection processes, knowledge regarding other energy efficiency funding and 3 success stories of these funding opportunities.*
 3. *The timeline will include: 30 days after advertisement, the responses will be due. The study is to be completed in February/March of 2019. Anticipated design through the duration of 2019, with anticipated ground breaking in 2020.*
 4. *The anticipated cost for the study will be approximately \$40,000.*

5. *Tom Rhoads makes a motion to recommend to the village board to authorize advertisement of the RFQ. Walt Blackler seconds. All are in favor.*

- d. Operational Projects
- e. Utility Staffing

6. Electric

a. Utility Financials

i. **Action Plan update with Estimated Budget and Cash flow Projections**

1. *The Final PSC Annual Report was finished by BST and submitted to PSC at the end of October. BST is going to be working alongside the Village Office Staff to get finances within working order based on findings.*
2. *Shannon will request another audit for the electric department finances from MEUA.*

b. Agency Notices

c. Capital Projects

i. **USA CPR Software Update**

1. *The program will be specific to the Skaneateles System. This program will be able to export reports that can be imported into other software products within the village.*
2. *BST has been helpful in the Accounting codes*
3. *Anticipate having a draft software by Mid-Late December with data entry capability by the end of January. This will require a Line Worker Helper to get the information uploaded.*
4. *Both systems will need to operate concurrently for approximately 6 months with the Line Worker Helper entering data.*

d. Operational Projects

e. **Utility Staffing**

- i. *Line Leader to be authorized at Village Board meeting 12/13*
- ii. *Line Worker Helper Candidates*
 1. *3 candidates are full linemen*
- iii. *Shannon to report back on the update from MEUA regarding what the other municipal staffing looks like. IE: Massena and Fairport*

7. New Business

- a. *Next meeting: 12/20/18 at 1800*
- b. *There is going to be a holiday party on 12/21 for lunch-catered*
- c. *Greg Palmer motions to close the meeting, Walter Blackler seconds. All are in favor. The meeting is closed at 1843*