

Municipal Board (MB) Meeting Minutes

Date: 25 Jun 2019

Time: 1800

Location: DMO Office

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

Trustee Mary Sennett MS, Trustee Carol Stokes-Cawley CSC, MB Member Tom Elliot TE, MB Member Tom Rhoads TR, MB Member Gregg Palmer GP, MB Chair MaryEllen McQuaid MEM, Operations Representative Miranda Robinson MFR

1. Administration

- a. There will be no need for recommendation for the critical impacts that were submitted for this month as they have little impact on utilities
- b. Meeting minutes from the last meeting
 - i. The package that was submitted was full and complete for the next successors of the Village. This document will be the basis for utility operations. MEM

2. Action Items/Old Business

- a. Health and Safety is the first and foremost concern of the Municipal Board MEM
- b. Sewer needs a representative from the operations department. The Village Board will need to hire this representative. MEM
- c. Electric needs a representative from the operations department. The Village Board will need to hire this representative. MEM
- d. Some of the best recent work of the MB was the development of an active task list and ongoing work in the various utilities. That spreadsheet was included in the minutes posted for the May 2019 MB meeting MEM

3. Village Board Interests

- a. HAB update
 - i. Skaneateles Lake Source HAB action Plan has been drafted and accepted and sent to the State by the County. Each Skaneateles Conduit customer, as well as the City of Syracuse, has commented and worked with the County Emergency Services department to edit their plans. MFR
 - ii.
- b. Waterline Project
 - i. **Recommendation from the Municipal Board: Consider hiring Villager construction company for valve operation for the duration of the waterline project at time and material prices in the contract. TR motions, GP seconds. All in favor.**
 - ii. MFR to look into the contract for the training and inquire to Villager to provide training to Village staff regarding new valves and operations. TR requests that the Village Board to determine who is to be trained and suggested that a broad cross section of staff should be trained.
 - iii. GP recommended having a backup operator from Camden group as they are already on the Village roster. TR recommended Onondaga County Water Authority or the City of Syracuse. MFR stated that the City of Syracuse was our backup operator once already this year and we have all of the paper work in order for them to take over if need be.
 - iv. GP emphasized that operations follow protocols and ensure public safety.

- c. Waterline Project-East Lake Street Improvements, Sanitary Line
 - i. TR requested that slip line repair technology be investigated as an alternative to a complete dig down for the current issues on East Lake Street. The engineer also needs to evaluate this as a solution. Lateral repairs can be completed and there is a Term Services contract with the County of Onondaga. In the case of the county-slip lining has always been chosen for repair when possible-outside of a mainline sewer pipe being completely collapsed. These term services, both construction (slip lining) and engineering can be procured from a service already bid. MFR The VB is looking to have Villager complete this work as they will also be open cutting the road for the waterline and storm line replacements. This topic is being considered late in the project and the deadline is fast approaching. If a decision cannot be agreed upon, the waterline and storm line will be installed over bad sewer-this is not recommended.
 - ii. Engineers are also on the term services contract-GP, it could be Arcadis. The thought is that villager would get this work as they are going to be open cutting the road for the waterline and the storm line-MFR. There needs to be an understanding regarding the deadline of the project
- d. Organizational Structure
 - i. The MB recognizes the need for an organizational structure of the village. The efficacy of the management of utilities depends on the organizational structure.
Recommendation from the Municipal Board: Recommend to VB to address the organizational structure of the village
 - ii. CSC could the MB recommend a flow chart or organizational chart for the Village Board? The chart would be an outline of the structure the MB believes would work best for the Utility Operations
 - 1. TR questioned if this is something the Village Board is actually looking for. MS responded in concurrence that it was done for the previous billing clerk and "it was a helpful exercise" to understand roles and responsibilities.
 - 2. GP brought up the concern regarding accountability for following through with the new organizational structure of the Village as well as operations. "Without accountability, then no one is accountable. There must be a point person for accountability.
 - 3. MS responded to GP and asked if he would be willing to help out the village board with finding a solution to the organizational structure. She stated "If you go back in time, the utility responsibilities were separated, is that a good idea? What should the structure be? Should the person be more of an engineer or a manager? If you have any thoughts-please let us know!"
 - 4. GP responded to MS that organizational systems have changed-IT, Water, WWTP, DPW, Personnel, need to be upgraded. If we are going to see progress it is going to be an individual with accountability.
 - 5. TR commented that another employee of the village will need to be responsible for training and onboarding of necessary software/hardware/processes and policies. He suggested the Village Board prioritize its work on establishing the chain of command and organization chart for the village.
 - 6. CSC questioned the MB if the accountable person would be more of an administrator for the whole village or would they be more of a director specifically for operations?

7. TR responded that every community is different. Find what works best for the village. Start by answering the questions: strong board, strong mayor, strong administrator, etc. Do they need to be appointed or should they be elected? What would the board of trustees like to see or have happen?
8. CSC The mayor has stated he will be leaving and not be running for re-election. He has also been very involved with the utilities and operations department. The new mayor will need onboarding.
9. MEM it isn't just utilities? MB It is the overall structure, the establishment of the organization chart defining the chain of command and responsibility.

iii. Utility Staffing

1. Does the board have an interest in understanding management of employees? Would they like some means/methods for management training?
MFR

e. Municipal Waste Hauling Permit-DEC NOV update

f. Substation

4. Water

a. Utility Financials – Water Rate Analysis

- i. MS stated the concerns the VB had in regards to using the water fund balance from the previous assessment performed by the DMO. MS contacted a contracted village office employee, and asked if they would review the assessment. Water capital projects are calculated as an assessment, not a rate. It was recommended that this project could be an assessment. The village has done this with the previous capital improvement project for the UV disinfection. This would follow the same principle that it would be another assessment for the fire flow project. This assessment does not touch the fund balance, keeping roughly \$500k in reserves.
- ii. MS provided a handout to the MB that was distributed to the town. The water items portion is \$3.5M and the VB has decided to go with a 15-year bond. The bond rate is 2.11% currently, so the numbers that are on the handout are conservative.
- iii. A reasonable average resident charge was then determined from the 5 village board members and the rate stays the same, multiplied by the usage. TR the objective of the assessment provided by the previous DMO was to have an incremental rate increase vs a major spike.
- iv. TR questioned: When was it proved that the town would have this fire flow benefit from the upgrade of the village waterlines? MS responded that a study was done by Plumley and C&S back several years ago. All of the engineers determined that this is a good project.
- v. MS will be meeting with the Town on 6/28 to discuss the new alternative approach.

b. Agency Notices (DOH)

- i. The Onondaga County Department of Health has been in contact with the village about the waterline break at Fennell and Jordan. A representative of the State Health Department was on site and had concerns regarding how long it took the staff to isolate the line that was leaking-approximately 5 hours. MFR reported

c. Capital Projects - WL Project

d. Operational Projects

e. Utility Staffing

5. Wastewater

a. Utility Financials

1. MFR the slip lining or replacement for East Lake Street will need to be funded and addressed.
 - b. *Agency Notices (DEC) –SPDES Permit requirements*
 - c. *Capital Projects (MFR) – RFQ on hold*
 - d. *Operational Projects*
 - d. *Utility Staffing*
 - i. The VB has authorized advertisement of WWTP Operator is advertised-please send people you know. From the Clerk on June 24:
 1. the ad is going to be published in the Skaneateles PRESS for the first-time tomorrow, we have only received one resume and letter of interest from someone who works at the County. The ad will appear in the Skaneateles PRESS tomorrow and again next week, July 3.
 2. The ad will also appear for free on the NY Rural Water website and on The New York Water Environment Association, Inc. (NYWEA) website for \$45 (job postings remain on the website for two months, but can be extended at no additional cost. The job postings are routinely linked in regular NYWEA email newsletters, distributed to its membership of over 2,700 clean water professionals.
6. *Electric*
 - a. *Utility Financials*
 - b. *Agency Notices*
 - c. *Capital Projects - USA CPR Software*
 - d. *Operational Projects*
 - a. *Utility Staffing*
7. *New Business*
 - a. Discussion of recommendation from MB to VB for write off of penalties associated with the Electric Bill for Account #21620
 - i. The MB charter says “may assess penalties”.
 - ii. MB recommend VB set a policy to assess these penalties for non-profit organizations. Deferred decision for this account to the VB.
8. GP motion to end the meeting, TE second. All in favor.
- 8. Next Meeting will be 23 July 2019 at 1800 – scheduled.**

Not discussed