

**REGULAR MEETING, MUNICIPAL BOARD**  
**MONDAY, NOVEMBER 29, 2010**  
**7:00 P.M.**

**Present**

Commissioners: Blackler, Dolmatch, Hall, Moffa, and DMO Lotkowitz.

**Absent**

Commissioner Blackwell

**Minutes**

Comm. Moffa stated that DMO Lotkowitz, Deputy Clerk Clark and he met on 11/10/2010 to discuss the Robert's Rules of Order, revised 10/30/10. Comm. Moffa then read aloud a few essential guidelines he expects to be followed for future meetings' minutes.

(Insert Essential Minute Taking Guidelines)

Comm. Hall made a motion to approve the meeting minutes from 9/20/10 and 10/18/10. The motion was seconded by Comm. Blackler and they were unanimously approved 4-0.

**Cryptosporidium-UV / Mechanical Design Proposal Bid Award**

DMO Lotkowitz passed out an updated project schedule for the next year. Zlatko, Comm. Moffa, Comm. Dolmatch and he met with S&W (now GHD), since the last Municipal board meeting. Comments were provided to GHD on their proposed spec which will be incorporated into the final documents. DMO Lotkowitz offered to send out and have printed, copies of the standard, boiler-plate "front-end" bid documents for the group, which he obtained from GHD. He will be sending complete copies of same to Attorney Byrne. Comm. Dolmatch asked how GHD will fairly establish the additional costs of the equipment installation when we are obtaining bids on different systems that have inherently different costs. Comm. Moffa stated that we need to be confident with their engineering judgment on what is most cost effective. Comm. Dolmatch said we should ask GHD how much they think each unit will cost to install and on what basis do they think so. Comm. Dolmatch reiterated that if we do nothing, we're going to get life cycle cost numbers from the various manufacturers and we'll have to make a judgment whether the differential between the Severn Trent and the non-Severn Trent equipment is sufficient to buy the installation. Comm. Hall asked if we can do as Comm. Dolmatch suggests and ask GHD to give us an engineering estimate of the associated installation costs. **Comm. Dolmatch stated that we could do that, after we've received the bids, but before we've selected the equipment.** That way we'll have the differential knowledge. The piping costs may be the determining factor. Comm. Hall asked for clarification on the solution we are seeking in this pending procurement. DMO Lotkowitz replied that it is a performance specification. It's either a low pressure system or a medium pressure system that will be bid. Comm. Moffa stated that at this point, all three units are valid solutions based on the kill requirements; the common question is the piping. He agreed with Comm. Moffa and said that we should authorize GHD to do a detailed cost estimate. Comm. Blackler noted that Comm. Dolmatch is asking that two detailed installation cost estimates be designed. Comm. Moffa replied that instead of paying GHD for two designs, go with one detailed design and have them break out the exceptional piping costs to see if it's a deal breaker. They will already have done so much up front work applicable to the Calgon and Trojan units anyway, more than one design won't be necessary, we can decide at that point.

DMO Lotkowitz displayed an unacceptable floor plan layout of the Severn Trent unit, with the piping shown at waist level. The pipes need to be elevated, but not at waist level, which would block entrance to the pit and gantry. The validation report requires this design. Unless GHD gets a letter stating that a piping change will not affect the systems' validity, it can't be change the location shown. **Comm. Blackler would like to have this type of drawing for both units and maybe DMO Lotkowitz will notice other discrepancies beforehand.** Comm. Moffa said that **DMO Lotkowitz has asked GHD to get back to the validation engineers to see if piping changes will invalidate the system**

DMO Lotkowitz stated that GHD obtained one reference from the country of Poland not the U. S. States of Texas or California. The Polish contact said that their unit is working well and they've had no problems with it. DMO Lotkowitz said that Severn Trent got back to us with a good size list of contacts, more local in nature that we can obtain references from. Comm. Hall asked if GHD will be asked to make these calls.

Comm. Moffa said there are plenty on that list who have a unit installed similar in size to our needs with three years running experience. He would like at least three references to be obtained, five would be ideal. Comm. Hall said "Peter, let's do so". After back and forth discussion regarding the Municipal board as opposed to GHD making the reference calls, it was **offered by DMO Lotkowitz to make the calls from his home, since he has Vonage as a phone service and most overseas calls would be free.** He invited the board members to gather and make conference calls some morning soon. Comm. Moffa confirmed that there's no reason why we couldn't ask the questions that are appropriate and **relay them to GHD.**

DMO Lotkowitz stated that there has yet to be a **visit to Trojan Industries.** It will be left on the agenda.

Comm. Moffa reminded everyone that there was concern at the last meeting of the potential mercury hazard in the event of lamp breakage. DMO Lotkowitz referred to an April 2008 report published by the University of New Hampshire's Dept. of Civil Engineering. It's called "Assessing the Risk of Mercury from In-Line UV Lamp Breaks". DMO Lotkowitz quoted from the article's conclusion, "Even if all the lamps were to break in a typical drinking water system, the water would be safely diluted. Therefore, the greatest risk from a lamp break is through inhalation by the operators and technicians responsible for the cleanup in the facility and not to the consumers." DMO Lotkowitz said that an engineering colleague of Comm. Moffa's (Wendy Richards) performed a calculation using the MCL, which is the Dept. of Health's limit, of .0002 to thoroughly dilute something that would break; assuming 20 mg.....you would need 3,000 gals. Our tank holds ½ million gallons, so it would be adequately diluted. Comm. Hall noted if the threat is to the clean-up crew, we would require a hazardous materials suit(s) to be available. DMO Lotkowitz acknowledged there will **need to be gloves, suits, respirators, and training for mercury.** Comm. Hall asked if all that has been calculated in the system costs. DMO Lotkowitz doesn't think it will be that expensive to have that type of equipment on site, except for the required annual fittings for the respirators. It is understood that this added cost is the same for all three manufacturers, but that **it does need to be factored into the spreadsheet.**

Bulb life warranty discussion will be removed from future agendas, due to the understanding that the State now requires all bulbs to be replaced every year and there will be a significant cost not matter which system we choose. **DMO Lotkowitz commented that he will add in these costs to his Net Present cost/value spreadsheet.** The documented time on bulb life is 5,000 hours. We will be under the 5,000 hour mark for bulb life.

DMO Lotkowitz stated that he couldn't find any mention in the pre-selection documents regarding future update costs of the software. He does know that our software will be custom and be developed to our specific installation requirements. The coordination of both units will be done. Comm. Hall stated that he thought this was on the agenda because software applications evolve over time. Will we be provided with those updates automatically or will we have to pay for them. DMO Lotkowitz said he's not sure we will have to update it, once it's designed, we won't need updates. We will be using a PLC (Programmable Logic Controller) Comm. Hall repeated that vendors release versions incrementally; sometime down the line, the vendor may say they can't provide support for our outdated software and that we need to buy an update. These costs could be included up front. DMO Lotkowitz said that we won't ever be changing the hardware and doesn't know how that works, updates are not mentioned in the pre-selection documents. Comm. Moffa said that one of the decided advantages of the Severn Trent technology is that they do the whole package, including their own software programming for their system operation. The PLC information is sub-contracted out with the Trojan unit. Comm. Hall said that in either case, once we have an installed version, presumably new capabilities will happen. Will we get those as part of our warranty, or if not, how often and how much will they cost us? **DMO Lotkowitz said he will ask GHD to include language in the specs to include software revisions and cost scheduling.**

**Electric Substation**

DMO Lotkowitz spoke with CHA, (Clough Harbour & Assoc.) and they suggest that he use the 2 yr (24 mos.) frequency suggested by the ANSI (American National Standard Institute) guidelines, to inspect our reclosers. Visual, mechanical and electrical inspections are all 24 mos.

**Stimulus Bill-Status of Applications**

DMO Lotkowitz has no report on this topic at this time.

**Status of NYPA Solar Power System Host Site**

DMO Lotkowitz said that he sent the RFP and expects prices by December 6<sup>th</sup>. The technology chosen is PV (Photo-voltaic) solar panels. He has not spoken with Warner Energy regarding the Village being a distributor of solar panels. At this point, we are requesting proposals for demonstration projects regarding different types of solar panels from different companies as opposed to being a sole source and distributing to residents. We are not entertaining that idea unless we do something later beyond this project. He stated that the **roof-life calculations will be included in the final analysis**. Comm. Moffa said that if we should have the need to replace a roof after we've had a solar system installed, it will be just that, a cost to replace the roof regardless of what you put on the roof. DMO Lotkowitz said the question is: will the solar panels accelerate or not accelerate the roof's replacement. As part of this project, bidders are going to provide engineered, stamped-drawings recommending what will be required to secure the solar panels and flash the roofs properly. Comm. Dolmatch said, the warranties will be voided, as roof warrantors do not like anything on their roofs. Comm. Hall asked how many years it's been since we've had these roofs replaced. DMO Lotkowitz said that it depends on the location; there are five. Some of the roofs are relatively new and some are over 30 years old. For example: at the Wastewater treatment plant, the solar panels will be drilled into the fiberglass panels to attach the system to the steel; those holes will then be flashed. DMO Lotkowitz continued to explain that the Allyn Arena Pavilion has a membrane. The plan there is to have the roof's manufacturer perform the penetration and re-flashing to keep the warranty intact. Comm. Blackler noted that manufacturers like jobs such as this, they can charge what they want and you are forced to use them. DMO Lotkowitz replied that he's correct, but there has to be a reasonable cost factor; it couldn't cost as much as \$10,000.00 for example.

**Insulation Program IEEP/NYPA**

DMO Lotkowitz has received the updated contract for 15 – 20 homes as opposed to the original contract for 50 homes. He will submit it at the Village Board's next meeting. Comm. Dolmatch asked if DMO Lotkowitz was familiar with the recent request from a Villager to install an electric heating system in their home and the correspondence with Attorney Byrne. Comm. Dolmatch understands that there needs to be a certain level of thermal insulation in the home. DMO Lotkowitz said that he was aware of the correspondence and asked our Codes Enforcement Officer, Batlle, about his review and monitoring in a case such as this. Mr. Batlle said there is an EPA / State program called ResCheck, that the architect uses and produces a report that he requires. All of the R-values of the home are put into the computer. The minimum levels for construction need to be met. It doesn't matter to Mr. Batlle what type of energy is being used to heat the home. Comm. Moffa asked if the Village has a right to govern the electric use in one's home. Comm. Dolmatch stated that a local law would need to be instituted. There have been a couple of residents' recently that have switched their homes over to electric heat. Discussion continued on the pros and cons of same.

**CNY Climate Change Innovation Program**

DMO Lotkowitz announced that we are one of 32 national communities (¼ of the list being local) to receive this grant. There will be a meeting on Wednesday, December 8, 2010 at 10:00 a.m. discussing the \$1000 we will receive to begin Phase one; which is to take an inventory of the greenhouse gasses emitted within the village limits. Comm. Dolmatch asked exactly what will be inventoried, his gas furnace, his fireplace? DMO Lotkowitz is unsure and will obtain more information at the Dec. 8<sup>th</sup> meeting. He and Comm. Moffa are hoping that one of Dr. Neil Murphy's ESF classes or a single student will work with us on this study. He will be getting back to us. Comm. Hall stated that our High School may want to get involved also. Phase two consists of up to \$50,000 of funding to assist with implementing the necessary changes.

AMR

DMO Lotkowitz distributed his updated project schedule. The office and he identified approximately 400 more water meters that may need to be replaced. These have four digits rather than the required six digits. He's working with EJP, so as to avoid having to replace every single meter. He estimates \$40,000-\$50,000 in meter costs if these replacements are necessary. He's still resolving demand meter issues. EJP is still working with him on scheduling a technician and training for the demand meters. The system still needs to be updated. The VPN (virtual Private Network) was installed last week. There's still more work to get the clients to the different people so they can VPN into the system, then the system can be updated. He needs additional procedures to remotely back up to the remote drive and CD. Comm. Dolmatch asked what the sensitivity is for the four digit meters. DMO Lotkowitz explained that it's hundreds of a cubic foot. The office currently adds a multiplier to these to affect the usage calculation. He's working on the billing software, as it can't add the multiplier with the AMR system involved. EJP thinks there is a field that can be used to accomplish this difficult task.

Comm. Moffa repeated Trustee Lynn's comment from the latest Village Board meeting stating all of the new AMR meters were originally scheduled to be installed by October 2011; back when the AMR project began. Although Comm. Dolmatch and Comm. Moffa would like his comment verified, meter installations are ahead of that schedule even with two employees accepting the NYS early retirement offer and leaving the Village employ earlier than planned. Water Dept. Laborer, Tom Main, retired two months early. Light Dept. Foreman, Daniel Murphy, retired nine months early. Comm. Dolmatch asked if Foreman Abbot, who was promoted after Foreman Murphy retired, has someone else working in the truck with him now. DMO Lotkowitz said that Lineman Dries works in the truck with him. They are both qualified, but that it can be a problem when one of them is sick or taking time off. DMO Lotkowitz is looking into some sort of mutual aid with neighboring communities currently.

NEW BUSINESSRate Calculation for Electric billing to residents

Comm. Moffa explained that two meetings ago, back in Sept, he mentioned finding out what the basis of the rate calculation is for our electric billing. He'd like to see it laid out by somebody. He's not sure who that would be. DMO Lotkowitz started discussion regarding the meeting he attended a few weeks back with two members of the SRCT, the Mayor, and Attorney Byrne. The Y (Skaneateles YMCA) would like information on purchasing their power from the Village. Even though the Y has a couple more years on their contract with National Grid, it may be worth their while to switch to Village power. The Y would like to know what their rate would be and what the capital costs would be for them to switch. The Village Board has authorized the Wilson rate report/study to be updated, as well as to have an infrastructure study by CHA (Clough Harbour & Assoc.) The latter would include any effects at the sub-station. He has two proposals ready to submit to the Board for approval. The rate's calculation methods will soon be reviewed along with all related costs. Comm. Dolmatch asked who would be obligated to take care of the stranding costs. DMO Lotkowitz said that they know what they need to do. They didn't disclose their stranding cost agreement particulars, only that for one year the SRCT is assisting the Y with their energy costs. So, it may be to the Y's benefit to take care of this now.

Green & Seifter's FYE 5/2010 Electric Report

The members didn't get a chance to review the report Village Clerk Couch had emailed them on October 12<sup>th</sup>. **They will obtain hard copies and comment amongst themselves via email.**

Next Meeting

It was confirmed again that there will be no December meeting and that the next Regular meeting will be held on January 17, 2010.

Adjournment

Comm. Dolmatch made a motion to adjourn the meeting, which was seconded by Comm. Hall. The meeting was adjourned at 8:45 p.m.



Audrey C. Clark  
Deputy Clerk/Treasurer

## Village of Skaneateles

**From:** Peter Moffa [pemoffa@yahoo.com]  
**Sent:** Wednesday, November 10, 2010 11:13 AM  
**To:** Village of Skaneateles  
**Cc:** Bob Lotkowitz  
**Subject:** Guidelines for Writing Minutes

The following are guidelines that I suggest we follow to be able to expedite reviews by the Municipal Board. These essentially are taken from Roberts Rules of Order as revised - Oct. 30 2010.

- All actual statements by parties at a meeting need not be put in the minutes of that meeting. The "recorded" discussions can serve as a resource but need not be included verbatim.

- Statements leading to Action items are most important and should be included in the Minutes.

- Statements of importance as noted by the Secretary or specifically requested by one or more MB members should be included in the Minutes.

- Minutes should be limited to statements made by the MB members and the Director of Municipal Operations or his representative and should not include any commentary by others unless as specifically directed by the Chairman.

- The Minutes should be reviewed initially by the Chairman of the MB and if he so decides a second party, before the Chairman approves their being circulated to the MB members.

- The approval of Minutes with any suggested changes by members of the MB Board shall be on the Agenda of the subsequent meeting. These will serve as the Final Minutes to be circulated and recorded accordingly.

Peter E. Moffa, Chairman of Municipal Board

<b>AMR System for Village of Skaneateles Electric &amp; Water Works</b>	
<b>Milestones - Due Dates - Project Status (11/22/10)</b>	<b>Date &amp; Status</b>
Water Meter Installation (44% complete)	05/31/11
Electric Meter Installation (95% complete)	12/31/10
Billing Interface	01/01/10
Install Network connection and Configure Router - complete	05/31/10
RNI Relocation from Town Offices to Tower Facility - complete	06/30/10
Phase 1 Complete (Billing Interface working 100%, start reducing routes)	04/30/10
Project Complete	09/01/11

<p>Major activities since 11/8/10:</p> <ul style="list-style-type: none"> <li>- Continued installation of water meters</li> </ul>	<p>Major activities for next period:</p> <ul style="list-style-type: none"> <li>- Continue Water/Electric Meter Installations</li> <li>- Review options for 4 digit issue with water meters</li> <li>- Resolve remaining demand meter issues (EJP scheduling tech for this month)</li> <li>-System update to be scheduled</li> <li>- Install VPN before system update - tomorrow</li> <li>- Back-up system to remote drive and CD (need additional procedures)</li> </ul>
<p>Resource issues:</p> <ul style="list-style-type: none"> <li>- Electric and DPW personnel trained on water meter installation; will schedule additional help in winter</li> </ul>	<p>Schedule/Project risks:</p> <ul style="list-style-type: none"> <li>- Schedule is based on current staffing levels and workload including maintenance and projects.</li> </ul>

<b>UV System for Village of Skaneateles Water Works</b>	
<b>Milestones - Due Dates - Project Status (11/22/10)</b>	<b>Date &amp; Status</b>
Design Team Contract Award	Complete
Village Review - Equipment Purchase Documents	12/06/10
Preselection Bids Due	02/04/11
Village Review - Installation Documents	04/04/11
DOH Review/Approval	03/04/11
Pre-Bid Meeting (Installation)	04/21/11
Order Equipment & Start Installation	05/26/11
Project Complete	12/08/11

<p>Major activities since last meeting:</p> <ul style="list-style-type: none"> <li>- Continued work on specification</li> <li>-- Updated Project Schedule</li> <li>-- Worked on Grant Info</li> </ul>	<p>Major activities for next period:</p> <ul style="list-style-type: none"> <li>- Factory Visit to Trojan Industries</li> <li>- Revise spec for UV unit and submit for final review.</li> <li>- Tentative schedule : complete spec 12/10; bids due 1/11; construction documents complete 4/11.</li> </ul>
<p>Resource issues:</p> <ul style="list-style-type: none"> <li>- None</li> </ul>	<p>Schedule/Project risks:</p> <ul style="list-style-type: none"> <li>- Schedule is ok with engineer on board</li> </ul>