

**VILLAGE OF SKANEATELES
MUNICIPAL BOARD
MINUTES OF REGULAR MEETING – August 24, 2016**

Present: Chairman McQuaid, Commissioners Blackler, Hall and Palmer, DMO Harty, Mayor Hubbard, Trustee Stokes-Cawley.

Absent: Advisor Dienst

Chairman McQuaid called the meeting to order at 6:00 pm.

ADMINISTRATION

Approval of Minutes. Upon motion of Comm. Blackler, seconded by Comm. Palmer, the minutes of the July 19, 2016 regular meeting were approved as submitted by a 3-0 vote in favor of the motion, with Comm. Hall abstaining.

Project Prioritization, Planning & Scheduling. DMO Harty handed out the project priority list for review by the Commissioners. The indicated priorities are (1) urgent or immediate, (2), and (3). DMO requested that the commissioners review and react to it, including questioning and challenging the prioritization. DMO sees this as the roadmap for operations, noting that complicated and expensive projects such as water main replacement or LED streetlights would have to be phased. Comm. Palmer asked about financing; will there be bonding? That led to a spirited discussion on time projections and concentration considerations. Comm. Palmer raised the concept of avoided cost incurred as a result of deferring a project. Chairman McQuaid brought up the risk impact associated with doing/not doing and the probability, and DMO raised the consequences of failure as a factor to be considered. Chairman McQuaid suggested that identification of funding sources would be helpful. The Board was asked to provide feedback by September 14 on projects missing, categories to be added, method for prioritization and workforce to be utilized. The Board asked if avoided cost, risk impact and consequence of failure could be quantified.

MB Membership Engagement. Comm. Hall stated that he will be relocating to Camillus soon and that this would be his last meeting as a member of the Municipal Board. The news was received with regret by the Board but also with grateful appreciation of his many contributions during his Municipal Board tenure. Chairman McQuaid noted that this creates a second open vacancy in the Board's membership. Mayor Hubbard thanked Com. Hall for his service while observing that the Village additionally has one open vacancy on each of the Planning Board, the Cemetery Board and the Housing Authority. The Village will advertise for those having an interest to serve.

MB Web Portal, Education and Procedures. DMO Harty reported that several additions have been made to the Village website in order to provide better service and an enhanced experience for residents and visitors. Each of the operating departments have a page or pages under the

Village services tab. Additionally, the website provides for secure log-in so that various resources may be posted for access by members of Village Boards. The MB will see the posting of financial performance in that section. DMO asked the Commissioners for input as to what additional information they would like to see posted. The Board congratulated DMO Harty on these improvements.

ELECTRIC UTILITY

Utility Financials. DMO Harty reported that the financial reports now contain data on costs by source of the expense, and handed out the current report for Board review. The usage of central air conditioning has developed a ‘summer spike’ almost as great as the historical winter spike.

NYMPA/MEUA. DMO Harty said that she would query NYMPA regarding

Active Operational Project Plans.

- Storm Assessment – DMO Harty reported that she intends to revisit the Village’s approach to tree takedowns and utility trimming perhaps changing the approach of heavily relying on Bartlett for recommendations. DMO noted that the Tree Advisory Board also provides input to Bartlett regarding takedowns and trimming on a somewhat coordinated basis. However their approach on trimming may be less than optimal for protection of utility services capability. Comm. Blackler volunteered to take a look at trees during his driving around the Village.
- Substation – Paul Kolodzie is the project manager from HMT who is driving the relocation of the substation from bath to Skaneateles. DMO Harty reported that Paul has been making the rigging and transport arrangements necessary to accomplish the relocation. Final timeframes will require additional work. DMO reminded the Board that an important part of the overall project is the use of the Austin Street feeder to pull the school and rec center usage off the Jordan feeder.
- AMR deployment – All of the meters have been received and are now in stock. 30 out of the 140 Phase II (never been on AMR) meters have been installed so far.
- LED Street Lighting – DMO Harty reported that the Village has ordered 55 cobra-head light fixtures from Cree. While there are two different models, both have the ability for adjustment in levels. Deployment is targeted for Fennell Street (22 units) and possibly all of Jordan Street. Would like to deploy remaining units in the municipal parking lot. The total initial cost of \$23K will be paid for out of IEEP funds. The Electric Dept. would prefer to use LED for any ongoing service repair or replace applications, rather than recovered HPS units.

Proposed Project Plans/Future Strategies.

- Joint project with CSD – This can also be a user of IEEP funding for LED lighting, educational demonstration project, or case study. DMO is in continuing conversation with CSD.

- Clean Energy Communities program – NYSEERDA-sponsored program for street lighting is to be reviewed. This notice was distributed by Patty Couch on August 10.

WATER UTILITY

Utility Financials. Revenue was good in July because of the drought. At \$42K, sales were up by \$13,000 over normal levels. Water usage was way up and sewer production was quite low.

Significant Operational Activities.

- Lead & Copper Water sampling has been conducted largely focused on the entire school complex. Initial testing by the school district showed elevated levels at several drinking fountains, and in the kitchen area at the middle school. In light of these results, DMO Harty initiated the collection of new samples at both the water entry and also at end points within the school buildings. In addition, DMO conducted the routine Dept. of Health testing routine at several residential locations, a year before it was due to be repeated. We are waiting for the results to be available before commencing any other protocols. The results of samples taken over the last 15 years have been consistent. The County Dept. of Health is aware of our plans and while reluctant to comment, is willing to assist.
- Water turbidity was not been an issue this summer because of the relatively low lake levels and reasonably calm conditions.
- 2016 capital projects will be carefully coordinated with GHD as the Village's engineers.

Active Operational Project Plan. The Fire Dept.'s requests are being addressed. The dry hydrant on the north side of the Genesee Street bridge is completed as of today. Stortz connections are being installed on hydrants that did not have them. Another round of hydrant flushing has also been completed.

SEWER UTILITY

Utility Financials. Revenues are up strongly; \$57K in July, about \$20K above normal level, showing the impact of rates and higher water usage. The Sewer Fund finished July at \$88K; much better than had been anticipated at the beginning of the year. There have been very few complaints and negative comments about the increase in sewer rates.

Significant Operational Activities.

- To assist in wet weather protocols, radios will be installed at the pump stations to improve SCADA monitoring and provide real-time actionable information on system performance.
- Need to get flow meters on the east side lines. Plan was to monitor flows this fall; still experiencing dry conditions.
- The main trunk inspection could be done this fall but most likely will be deferred.
- Improvement in sludge concentration will require some number crunching to determine the cost-saving benefit.

- We probably have reached the limit on what we can presently accomplish with grit removal. Further progress would require hardening of the pumping equipment to a level of 400-450.

Active Operational Project Plan. The sludge truck repairs and upgrades have been completed. The new pumping capacity appears to have significantly improved the operational efficiency. Recently the DPW did 4 loads of sludge in ½ day.

SUMMARY OF ACTION ITEMS

- Feedback on project list and prioritization
- Feedback on the web site
- Feedback on trees

The Board discussed the scheduled meeting date for the September meeting of September 28 at 6:00 pm. Comm. Palmer indicated he would not be available.

Upon motion of Chairman McQuaid, seconded by Comm. Hall, the meeting was adjourned at 7:02 pm.

Respectfully submitted,

Dennis Dundon, Clerk to the Boards