VILLAGE OF SKANEATELES
MUNICIPAL BOARD
MINUTES OF REGULAR MEETING – October 26, 2017

Present: Chairman McQuaid, Commissioners Blackler, Elliott and Rhoads, DMO Harty, Trustee Stokes-Cawley.

Excused: Commissioner Palmer

Chairman McQuaid called the meeting to order at 6:04 pm, and explained the revised agenda format. The intent is that the Board not duplicate information that is currently being reported in other Village meetings or written reports.

ADMINISTRATION

Minutes. Upon motion of Comm. Rhoads, seconded by Comm. Blackler the minutes of July 28, 2017 and September 28, 2017 were unanimously approved as submitted.

Project Prioritization, Planning & Scheduling. The project priority list will be reviewed on a periodic basis -- after discussion on the frequency, it will likely be biannually. Items will stay on the list until completed. The list will be reviewed before the next budget cycle -- likely Water and Sewer at the December meeting, Sewer and Electric at the January meeting.

Staffing. This topic will address potential additional personnel required for DMO support and Electric Department. The Board reviewed the red-line version of the deputy DMO job description by editing the DMO job description and lowering some of the qualification hurdles. DMO Harty asked that members be involved in interviewing; Comm. Rhoads will be involved for the Board. She does not want to pigeon-hole experience into a specific discipline; better to leave it open to see what the candidates bring. We should seek 7 - 10 years experience; Comm. Elliott thought that adequate. Some familiarity with financial statements and budgeting is valuable. **Upon motion of Chairman McQuaid, seconded by Comm. Blackler, the Board unanimously recommends advertising for the position**; several thought that Indeed is the proper place to advertise.

Emergency Notification – Utility Customers, Village Residents. On emergency notification, Chairman McQuaid noted that FEMA and the Red Cross have existing programs. She recommends that she pass the information on to the Village Board, and that someone at the Village level be tasked with coordination. Tom Rhoads noted that the state is promoting the NY Alert system that pushes a message via cell phone. The alert can be geocoded to the Village specifically.

UTILITY HIGHLIGHTS

ELECTRIC

Utility Financials. Electric fund is holding steady at $940K, but more capital will be flowing out to the substation project. BST has finished their report on FY 2017; will provide a proposal to the Village for training. BST compiles reporting company data, NYMPA compiles and publishes aggregate data.

Agencies Notices – NYMPA/MEUA – Updates. NYMPA has improved their available cash position to $27MM . They will have a minimum of $15MM cash and a $12MM LOC that will allow them to finance their hedging strategies. Rates for purchased power will be reduced again on the consumption side and also on the demand side; the lower prices can offset RECs and ZECs. Some NYMPA members are looking to do self-generation with renewable energy sources. There is a by-laws issue and this could create some volatility if those utilities do not meet their generation targets. Just for interest, NYMPA is 87% hydro; Village of Skaneateles is 89% hydro – all renewable energy.

Customer billing/Regulatory notices – No comment at the meeting.

Operational Projects –

- **Storm Assessment.** No comment at the meeting.
- **Substation.** Substation project has hit a snag; the new poles that were set based on CHA's design and with National Grid's review violate the required safety clearances. The project is being pushed out, with expected completion 2Q 2018.
- **AMR Deployment.** AMR will be revisited in March 2018.
- **LED Street Lighting.** 2018 LED lighting is 38% converted -- possibly up to 47% by year end. Board will revisit this in January 2018.

SEWER

Utility Financials. Sewer fund continues to grow at $230K. Future projects are engaging GHD to prepare a facility report for the WWTP (not driven by capacity needs but rather by aging assets -- pumping, screening, headworks, HVAC, etc.) and quotes to clean and televise the main sewer trunk into plant and the interceptor that runs from West Elizabeth to Fennell, to Jordan, and East Genesee. DMO Harty anticipates including a budget line item for slip-lining under the County contract. This should prove to have a positive impact on overflow reduction and inflow & infiltration.

DMO Harty reported that Operator training has helped reduce sludge volumes by 30%. We are now hauling only 2 loads per week rather than 4 to Auburn for disposal.

DMO reported that the DPW has replaced 350 feet of sewer on Gayle Road and have been doing clean outs, root control and jetting.

WATER

Utility Financials. Water fund is in good shape, over $600K; there are funds invested in New York Class – a municipal co-op for cash management. The fund will need to absorb water line capital project and blue-green algae initiatives. We need to start the rate studies in anticipation of the debt that will be incurred.

Water main capital project drawings are at the 90% level; DMO Harty will be sending the drawings to DOT and DOH for permitting review. The Fire Department did review the plan and made comments. The engineers' estimate of budget costs have just been received; they will need to be thoroughly reviewed and summarized for the Board.

Meter Reading Conversion. There has been no change for the project to convert to a cloud-based system to read Sensus meters. The Board will revisit this in January.

Blue Green Algae. DMO Harty received the proposal from GHD for a comprehensive engineering study to look at immediate and long-term alternatives to respond to algal problem, including the possibility of establishing a new water source. Project will include participation by state and county DOH and City of Syracuse. Draft findings are to be presented to MB at a defined meeting. **On motion of Comm. Rhoads, seconded by Comm. Elliott, the Municipal Board unanimously recommends that the Trustees engage GHD for this work and for work done evaluating the Map Plan & Report and adopt a budget amendment in an amount not to exceed $43,760.** Comm. Rhoads is being drafted to represent the Board at the work sessions.

Town Water District Expansion. GHD was paid $5,000 to review the Map Plan & Report back in August. That report explained that a Town water tower is of dubious value to Village since our planned improvements will address all fire flow concerns, in addition to identifying several other shortcomings. Nevertheless, the Town allocated almost 45% of the project cost without specifying any identified benefit to the Village. In a revision, the Town has now proposed a ground-level storage tank, but did not address any of the other points noted by the engineers. The Village Board of Trustees will be considering a resolution to be presented for the Town's scheduled public hearing to be held on November 6.

Cyber-Security Assessment. Chairman McQuaid stressed how important timely completion of the cyber-security assessment is. This applies only to the water utility because of its increased vulnerabilities and the public health risk.

Other. DMO Harty mentioned that we did not collect and submit all of our lead and copper samples on time. One of our locations was not picked up. We will receive a violation notice and one of the remediation steps will be that we develop more sampling sites.

Comm. Rhoads feels that as a result of the algal developments, DOH and DEC will give a hard look to the filtration waiver -- but will be a source of grant money. There is a huge intermunicipal grant program. We are tied to City of Syracuse -- will have a new Mayor, maybe better relations. DMO Harty mentioned that she had been contacted by the City regarding the Village's participation in a grant opportunity – to possibly replace the chlorine gas feed system with an injection system. Sampling has been reduced to three days a week, with continued non-detect readings. Chlorinating at low levels is not a long-term solution for unfiltered water.

The Board decided to cancel the December meeting. The January meeting will move to the 18th, the February meeting will move to the 15th, and the March meeting will return to the 22nd.

Upon motion of Comm. Elliott, seconded by Comm. Blackler, the meeting was adjourned at 7:19 pm.

Meeting Dates. The next meeting of the Board is November 30, 2017 at 6:00 pm.

Respectfully submitted,

Dennis Dundon, Clerk to the Boards