

**VILLAGE OF SKANEATELES
MUNICIPAL BOARD
MINUTES OF REGULAR MEETING – November 30, 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 6:11 pm, and recapped 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. Elliott, seconded by Comm. Blackler the minutes of October 26, 2017 were unanimously approved as submitted.

Project Prioritization, Planning & Scheduling. The project priority list will be reviewed during the first quarter as background for the budget cycle.

Staffing. The Board has seen the advertising for the deputy DMO job. DMO Harty reported that some 35 applications have been submitted; she has concluded that 5 are worth a serious look. She has been satisfied with the experience from using Indeed. Trustee Stokes-Cawley and Comm. Rhoads will be helping with initial screening for the Board.

Emergency Notification – Utility Customers, Village Residents. Trustee Stokes-Cawley reported that office staff has been trying to collect email addresses. Also, the website will be programmed to assist in the capture of contact information.

UTILITY HIGHLIGHTS

ELECTRIC

Utility Financials. Shannon reported that the electric fund stands at \$906K, which has declined some \$14K due to construction in progress. The annual report and audit results of the electric utility have been received from BST. Revenues increased \$114K as a result of the demand meter billing catch-up. Operating expenses increased \$30K year over year. Rate of return increased

from 2.24% to 5.79%. Staff has set up some automatic reporting on work orders; plans are to set up a new inventory system. In the long-term Shannon intends to create a new continuing property record system. There is a balance of \$43K in IEEP funds.

Agencies Notices – NYMPA/MEUA – Updates. No comment at the meeting.

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

Operational Projects –

- **Storm Assessment.** No comment at the meeting.
- **Substation.** No comment at the meeting.
- **AMR Deployment.** No comment at the meeting.
- **LED Street Lighting.** No comment at the meeting.

WATER

Utility Financials. The water fund stands at \$600K, up \$30K year over year, even after expenditures of \$130K on engineering.

Water Main Capital Project. The water main capital project is 90% complete on design. Drawings have been forwarded to DOT and DOH for permit review.

The original scope of the capital project did not include Hannum Street. To handle that expanded project, GHD has submitted a new task order in the amount of \$9,308 NTE. **On motion of Comm. Elliott, seconded by Comm. Rhoads, the Board unanimously agreed to recommend to the Trustees the approval of said task order.**

DMO Harty read a draft resolution to standardize water system components (hydrants, valves and service connections) to ensure that the Village does not have to maintain duplicated maintenance stocks. All components are available on state contract, which provides significant procurement advantages. **On motion of Comm. Rhoads, seconded by Comm. Elliott, the Board unanimously agreed to recommend to the Trustees the adoption of said resolution.**

The capital project engineer's estimate is \$3.38MM which includes \$300K engineering costs, so the expected \$3MM budget is valid. Drainage improvements are \$1.6MM; their inclusion as an alternate needs further evaluation. DMO Harty clarified that these included curb-to-curb repaving and installation of granite curbing. Comm. Blackler feels that you can't do water work without doing storm water also.

Financing is anticipated to be straight municipal bond; the Board will need to evaluate the required impact on prices.

Blue-Green Algae. The blue-green algae treatment evaluation project is kicking off tomorrow morning.

Cyber-Security Assessment. Shannon reported that Dept. of Health performed its annual inspection, and noted that emergency response plan updates and the cyber-security assessment are due in early 2018.

Other. Representatives of the Town and Village had a positive meeting regarding the proposed western water district, during which a great deal of factual information was shared. DMO Harty will furnish the Board members with the outline used for the meeting.

Meter Reading Conversion. No comment at the meeting.

SEWER

Utility Financials. Sewer fund continues to grow at \$259K, which is up \$146K year over year. The sewer fund does owe \$46K to the General Fund, which is being repaid in annual installments.

As a result of recent wet weather events, we have discovered that the new influent flow meter must be recalibrated.

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.

Meeting Dates. The Board reaffirmed the decision 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. DMO Harty will update the existing plan for the Board. The January and February meetings will be the budgetary planning meetings. The Board will have to make a decision on setting water rates, as a result of the planned capital expenditures in the water main project.

Upon motion of Comm. Blackler, seconded by Comm. Rhoads, the meeting was adjourned at 7:01 pm.

Respectfully submitted,

Dennis Dundon, Clerk to the Boards