

Meeting Minutes

Date: 28 August 2018 Time: 1800

Location: Municipal Operations Building

Attendees: Chairwoman MaryEllen McQuaid, Tom Rhoads, Trustee Carol Stokes-Cawley, Miranda Robinson, Shannon Harty, Gregg Palmer, Walter Blackler

Absent: Tom Elliott, Marc Angelillo

****All items in red were voted on****

1. Administration *meeting called to order at 1802*
 - a. Safety Report-light poles and tree trimming --- Operational items will be moved into the appropriate utility discussion.
 - b. **Approve Meeting Minutes 26 June 2018 & 24 July 2018 Rhoads motions, Gregg seconds, motion carried.**
 - c. General (*from the village*) Board Information – This agenda item to be carried for each meeting to discuss items of concern that the Village Board would like Municipal Board to be aware of. Carol had no new items at this time.
2. Action Items/Old Business
 - a. Dial in number for meetings? Open Meetings Law is intended to provide the public with right to observe public officials – and while members could listen by phone – they may not likely be able to vote unless they are physically present. *Additional guidance should be obtained from Village Attorney.*
3. Critical Impact Permit Form Completed-for Municipal Board Review
 - a. Soderberg-33 State St - Applicant has vacated application. No further review from Municipal Board
 - b. Charles-37 Jordan St –**A complete set of information has been submitted by the applicant and reviewed by the DMO. Conditions of approval, including I/I offset fee of \$2,090 have been presented to accepted by applicant.**
Resolution - Approve critical impact for 37 Jordan subject to conditions as noted in DMO review memo, motioned by Tom Rhoads, Seconded by: Gregg Palmer, All in Favor.
 - c. Kowal – 13 Fennell St – Building change of use with no change in building utility infrastructure or usage.
Resolution - Approve critical impact for 13 Fennell with no conditions as noted in DMO review memo, motioned by Gregg Palmer, Seconded by MaryEllen McQuaid, All in Favor.
 - d. *The board would like 7 business days in order to review CIPs before board meetings. This timeframe should be add the CIP form. Applications due to Operations Department for review by 2nd Tuesday of the month, Operations Review/Recommendation submitted to the MB by 3rd and voted on the 4th.*
4. Water
 - a. Utility Financials
 - i. FYE 2019 – No updates – waiting for Treasurer Reports.
 - ii. Water Rate Analysis-09/2018—**Draft will be ready next month. Summary of current vs projected budgets and water rates. SLH**

- iii. Budget Amendment -09/2018 – Current Fiscal Year budget needs to be amended due to HAB action plan – increased chemical costs, installation of intake valve operators, and increased electrical utility expense due to utility billing issues.
- iv. *Discussion was had about water department staffing and What is the village board’s purview and what is the municipal board’s purview. Where is the charter? What is the purpose of the MB – Operations Department needs back up to go to the village board to support utility operations and expenditures. Gregg agrees. There is a technical aspect that the Municipal Board has that the Village Board does not.*
- b. Agency Notices (DOH)
 - i. HAB Status (MFR)
 - 1. One occurrence in August, used action plan-conservative mode
 - 2. Back to regular distribution on 8/15
- c. Capital Projects
 - i. WL Project
 - 1. Project Bid-Current
 - 2. Pre Bid Meeting 8/30
 - 3. Bid Opening 9/13
 - a. Current Contractors *send out full contractor list*
 - b. Financing - *Walt inquired about the water main project budget. Bond resolution passed by Village Board authorized a total borrowing of \$3.52 million for the water portion. Total bond authorization was \$4.711 million – including streets, storm sewers and water.*
 - 4. Project Financing & Budget
 - a. Bond Resolutions Fully Authorized
 - b. Anticipating Bond Anticipation Notes (BANs) being sold in late October/early November
 - c. Capital Project Accounts need to be set up by Village Office to process payments, will include reimbursement to Water Fund for prior GHD bills
 - 5. Engineering Services/Construction Management Fees – GHD Construction Amendment authorized by Village Board on ##/##
 - a. GHD to provide Bid phase services and Construction Management
 - b. Village will provide construction observation (inspection)
 - 6. New employee for field inspection ****Municipal Board Resolution****
 - a. Better value added to hire a seasonal/contract employee to oversee the construction observation
 - b. Consider college credit
 - c. *Municipal board recommends Village Board authorization the creation of the new employee position. Contract FT position, hourly salary not eligible for employee benefits (ie. Paid time off, Health Insurance, etc) Salary paid for out of Capital Project Budget. Municipal Board did not pass a resolution.*
 - ii. Inlet Valve Actuator automation & SCADA upgrades
 - iii. SCADA assessment & PLC upgrades – Pending scope of work to GHD for proposal
 - iv. Sensus Cloud Upgrade – Pending Legal Agreements
- d. Operational Projects
 - i. Hydrant flushing
 - 1. Zone 1 completed, starting on Zone 2

- ii. Water Meter Replacement & Billing Coordination
- iii. Water Tank Inspection
- e. Utility Staffing
 - i. Operator Training – *Jim Dries is schedule for Class D training in the fall.*
 - ii. Operator Training – *Miranda Robinson is scheduled for Class A training in the spring.*
 - iii. The operations department is developing a DRAFT Standard Operating Procedures (SOP) to define the water department functions and operating procedures. The document will identify roles and responsibilities, staffing requirements and staff shortages and training requirements.

5. Wastewater

- a. Utility Financials
 - i. FYE 2019 – No updates – waiting for Treasurer Reports
- b. Agency Notices (DEC)
 - i. SPDES Permit Application – Submitted no response
 - ii. DEC inspection 8/30
- c. Capital Projects
 - i. Waste Water Plant Upgrade Project
 - 1. Target Dates
 - a. Request for Qualifications for Engineering Report 09/2018
 - b. Engineering Study – Fall 2018 to Spring 2019 (FYE2019)
 - c. Design – Summer 2019 to Winter 2019 (FYE2020)
 - d. Bid/Construct – 2020 to 2021 (FYE2021)
 - ii. Sewer Pump Station Radio Upgrades
 - iii. Sewer Pump Station Generator Upgrades
 - iv. I/I Reduction Projects
 - 1. Flow monitoring in the fall (this will be pushed out due to construction inspection)
- d. Operational Projects
 - i. Sewer cleaning & televising
 - ii. Grease trap inspections
- e. Utility Staffing
 - i. Chlorination/Dechlorination Training for Brad 9/20

6. Electric

- a. Utility Financials
 - i. FYE 2019 – No updates – waiting for Treasurer Reports
 - ii. IEEP Account Balance – as of 6/30/18 - \$63,752
 - 1. BST Completing Annual PSC Report---*anticipate review at October*
 - 2. Have identified deficiencies in current practices
 - 3. Working with BST/MEUA to develop corrective action plan – including software, training, and staffing needs
 - 4. Targeting special meeting in September 2018 with Municipal/Village Boards to review
- b. Agency Notices
 - i. NYMPA – Semi-Annual Meeting October 24, 2018 – Syracuse, NY
 - ii. MEUA – Annual meeting In Buffalo, 9/11-14

- iii. IEEP – Annual Meeting October 23, 2018 – Syracuse, NY
 - iv. Executive Director has resigned Management Committee is looking at options for merger with MEUA
 - c. Capital Projects:
 - i. Substation - Deferred to 4Q2018
 - ii. AMR Deployment
 - 1. 51% converted to L+G System
 - 2. Remaining 49% meters have been purchased and entered into inventory
 - iii. LED Street Lighting Upgrades
 - 1. Cobraheads – 50% Converted through 7/18
 - 2. Ornaments – 12% Converted through 7/18
 - 3. Ordering cobraheads/ornamental fixtures for phase 3 – (\$30,000 annual expense paid by IEEP funds)
 - iv. Replaced all poles and conductors on Lakeview Circle – Complete except site restoration
 - v. East Genesee Street Rebuild – pole replacement complete, working on conductor replacement
 - d. Operational Projects
 - i. Western Feeder Load Management
 - ii. Tree trimming & Line Clearing
 - e. Utility Staffing
 - i. Line Leader Vacancy - Allan Abbott resignation from Line Leader position
7. New Business
- a. City chlorine project update – project is completing, park restoration is going to be re-done.
 - b. Redistribute municipal board charter to commissioners.
9. Next Meeting will be 25 September 2018 1800
10. Adjourn 1919 MaryEllen motioned, Gregg seconds