

Village of Skaneateles-Municipal Operations Monthly Meeting  
Meeting Agenda

Date: 23 October 2018 Time: 1800

Location: Village Hall Board Room

Attendees: Chairperson MaryEllen McQuaid, Trustee Carol Stokes-Cawley, Walt Blackler, Tom Rhoads, Shannon Harty, Greg Palmer

Absent: Marc Angellilo, Tom Elliott

Meeting called to order at 1801

**\*\*All items in red will need a vote\*\* \*\*ITEMS FOR MEETING DISCUSSION IN BOLD\*\***

1. Administration

- a. Approve Meeting Minutes for Joint Meeting held on 25 September 2018, motioned by Walt Blackler, Seconded by Gregg Palmer, motion carried

2. Action Items/Old Business

3. Critical Impact Permit Form Completed-for Municipal Board Review

- a. 16 Fennell Street – Verizon Generator Replacement (see attached DMO Memo) - *Approve critical impact with no conditions as noted in DMO review memo, motioned by Gregg Palmer, Seconded by MaryEllen McQuaid, All in Favor.*
- b. 35 Fennell – Creekside Property – The Cake Shop CNY (see attached DMO Memo) - *Approve critical impact with no conditions as noted in DMO review memo, motioned by Walt Blackler, Seconded by Gregg Palmer, All in Favor.*

4. Water

a. Utility Financials –

- b. **Water Rate Analysis** - *The board reviewed and discussed the attached water rate analysis presentation, which included three potential scenarios. The Board discussed and concluded the following:*

- *Current average Village customer is paying \$160 per year in O&M for water and rate has not been adjusted since 2011. Current debt service is for UV plant and is not included in O&M.*
- *Village produces, on 5-yr average – 205 million gallons a year, 13 million gallons is delivered to City, 106 million is sold to Town water district, and 86 million is used by Village system. Village bills for approximately 60 million gallons – balance of 26 million is lost/unaccounted for.*
- *Shared operating costs should be based on “pro-rata” share of usage of the water produced by the Village Water Treatment Plant. The 5-year historical average has been 55% Town and 45% Village. The Board discussed and determined this percentage will be reviewed every 5 years.*
- *Rate analysis is based on estimated O&M budget for FYE2020 – total annual cost is \$485,000 and is based on hiring full-time DPW maintenance worker.*
- *Three cost sharing scenarios were discussed based on Board’s previous request of consideration of portions of Water Main Project excluded from cost sharing with Town – Walt Blackler suggested that water service replacements are not Town Cost and consideration of fund balance allocation to offset costs. Each scenario included three different repayment terms – 10 years, 15 years, and 20 years.*
- *The Board selected “Scenario 2” as the preferred method of rate calculation. Under this scenario, the water main project debt service will be broken into two segments – Water Main Line Costs and Replacement of Village Services Costs. The Water Main Costs will be shared on the pro-rata basis and the Village Services Costs will be 100% Village rate payer responsibility. No fund balance will be allocated to offset rate increase. The Board recommends a 20-yr loan term due to current loan interest rates and the potential for future interest rate increases.*
- *Any use of fund balance for rate offset should be applied only to Village rate payers due to prior year revenue contributions (60% Village and 40% Town).*
- *The target average water user cost should be \$240/yr or \$20/month.*

- *The next step is to schedule a meeting with the Town to present and reviewed the proposed rate structure.*

- c. Agency Notices (DOH)
- c. **Capital Projects - WL Project - *The water main project is working through contract execution. Notice to Proceed should be issued later this week. No construction schedule is available at this time.***
- d. Operational Projects
- f. Utility Staffing
  - 1. **Creation of new position in Water Department based on Civil Service Job Title of Public Works Maintenance Worker, as listed in CSEA Union Bargaining agreement.**  
*DMO explained that this position would be a Union employee and would be required to maintain a Grade B Water Operator License. The position would be required to assist in DPW and Sewer system operations, as needed. The title and pay schedule are already included in the current Union Bargaining Agreement. The cost of this full time position has been included in the water rate analysis. This position has been identified in the electric department action plan and is needed to keep two existing linemen working full-time on line work. Tom Rhoads wants this position to be required to assist the WWTP Operator. Walt Blackler inquired whether this position would also help DPW. Yes – the job description includes storm sewers, snow removal, and other DPW activities. Resolution to recommending the Village Board create a new position in the Water Department, motioned by Walt Blackler, Seconded by Gregg Palmer, All in Favor.*

5. Wastewater

- a. Utility Financials
- b. Agency Notices (DEC)
- c. **Capital Projects (MFR) – Draft RFQ (attached) to be finalized and approved in November 2018**  
*DMO provided a draft copy of the Request for Qualifications for the WWTP Facility Analysis. Comments should be provided by November 9<sup>th</sup> so that a final RFQ document can be reviewed and approved at the November meeting.*
- d. Operational Projects
- e. Utility Staffing

6. Electric

- a. Utility Financials
  - i. **Action Plan update with Estimated Budget and Cash flow Projections**
    - 1. *DMO updated the Municipal Board on the Light Department Action Plan. The plan is evolving on a daily basis as staff works through training and talks to BST. Village office staff – Patty, Shannon and Kierstin - attended MEUA Finance Workshop and then went to the Village of Groton to meet and discuss their accounting processes. Additional work and staff training is required to improve coordination/reconciliation between CUSI (utility billing software and general ledger software).*
- b. Agency Notices
- c. Capital Projects
  - i. **USA CPR software** - *The Board reviewed and discussed the proposal for USA Continuing Property Record Software. The initial software cost is \$19,500 with an annual maintenance fee of \$1,950 to cover all future software upgrades and remote support. Walt Blackler asked if the proposal included staff training to ensure the software was used properly. DMO indicated that it did - both for initial set up and the annual maintenance fee. The board passed a resolution recommending the approval of the USA proposal, at a cost not to exceed \$22,000, contingent on it including training for all personnel to ensure the software is properly used. Motioned by Gregg Palmer, seconded by Walt Blackler, All in Favor.*
- d. Operational Projects
- e. Utility Staffing

- i. **New position in Electric Department based on Civil Service Job Title of Line Worker Helper, as listed in CSEA Union Bargaining agreement.** DMO explained that this position would be responsible for collecting and entering all of the data into the CPR software maintaining electric meters systems, and light department inventory. Long term, this position could become a line worker apprentice. Discussion from the Board expressed concern about having personnel covering both in-shop and field duties. **The Board passed a resolution recommending the Village Board create a full-time Line worker Helper position in the Electric Department. Motioned by Tom Rhoads, seconded by Gregg Palmer, All in Favor.***
- f. **Action Plan Cash Flow Analysis** – The board reviewed and discussed the attached cash flow projection that was prepared to analysis the financial impact of the Light Department Action Plan. The light fund has a current balance of \$1.0M. The current fiscal year will see an increase of approximately \$200,000 in expenditures based on procurement of new software, new staff, accounting consultant fees and other capital investments. This will be partially offset by the Parkside Reimbursement (\$103,200) and a payroll reimbursement from prior fiscal year (\$65,000) – leaving a deficit of approximately \$25,000. Fiscal Year 2020 will see a full year’s worth of new staff expenses and may likely see a deficit of \$320,000, and FYE2021 a deficit of \$392,000 – leaving a closing balance of \$268,000 at FYE2021. The municipal board expressed concern about having to wait several years before going to the NYSPSC for a rate increase and stressed the urgency of getting the accounting records in order.*
7. New Business – No new business discussed
8. Next Meeting will be 27 November 2018 at 1800
9. Meeting was adjourned at 1935, Motion made by Gregg Palmer and seconded by Walt Blackler, All in Favor.



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# MEMO

**Date:** October 19, 2018  
**To:** Municipal Board  
**CC:** Planning Board  
**From:** DMO Shannon Harty  
**Re:** Review of 16 Fennell Street – Verizon

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The purpose of this memo is to provide a summary of the review of the above noted project in relation to Village Infrastructure and the Critical Impact Review process.

The applicant is proposing to replace an existing backup generator and underground fuel storage tank with a new above ground generator with above ground fuel storage.

- **Proposed Water Service:**

No change to existing infrastructure or average/peak daily use.

- **Electrical Service:**

No change to existing infrastructure or average/peak daily use. The applicant shall notify the Light Department 48 hours in advance of work in order to coordinate any temporary power shut-off.

- **Proposed Sewer Service:**

No change to existing infrastructure or average/peak daily use.

Based on the above noted items, it is recommended the Municipal Board issue Critical Impact Approval without any conditions.



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# MEMO

**Date:** October 19, 2018  
**To:** **Municipal Board**  
**CC:** **Planning Board**  
**From:** DMO Shannon Harty  
**Re:** Critical Impact Review & Recommendation  
**35 Fennell – The Cake Shop CNY Change of Use Critical Impact Review**

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The purpose of this memo is to provide a summary of the review of the above noted project in relation to Village Infrastructure and the Critical Impact Review process.

The applicant is proposing to modify existing personal space into a commercial services use for a 1,530 sf bakery/catering business. The business will include a commercial kitchen, regulated by DOH, and use existing facility plumbing that includes a grease trap.

- **Proposed Water Service:**

The property currently average around 460 gallons per day, and the proposed change will likely result in a similar water usage. There is no impact to water utilities.

- **Electrical Service:**

No change to existing infrastructure or average/peak daily use.

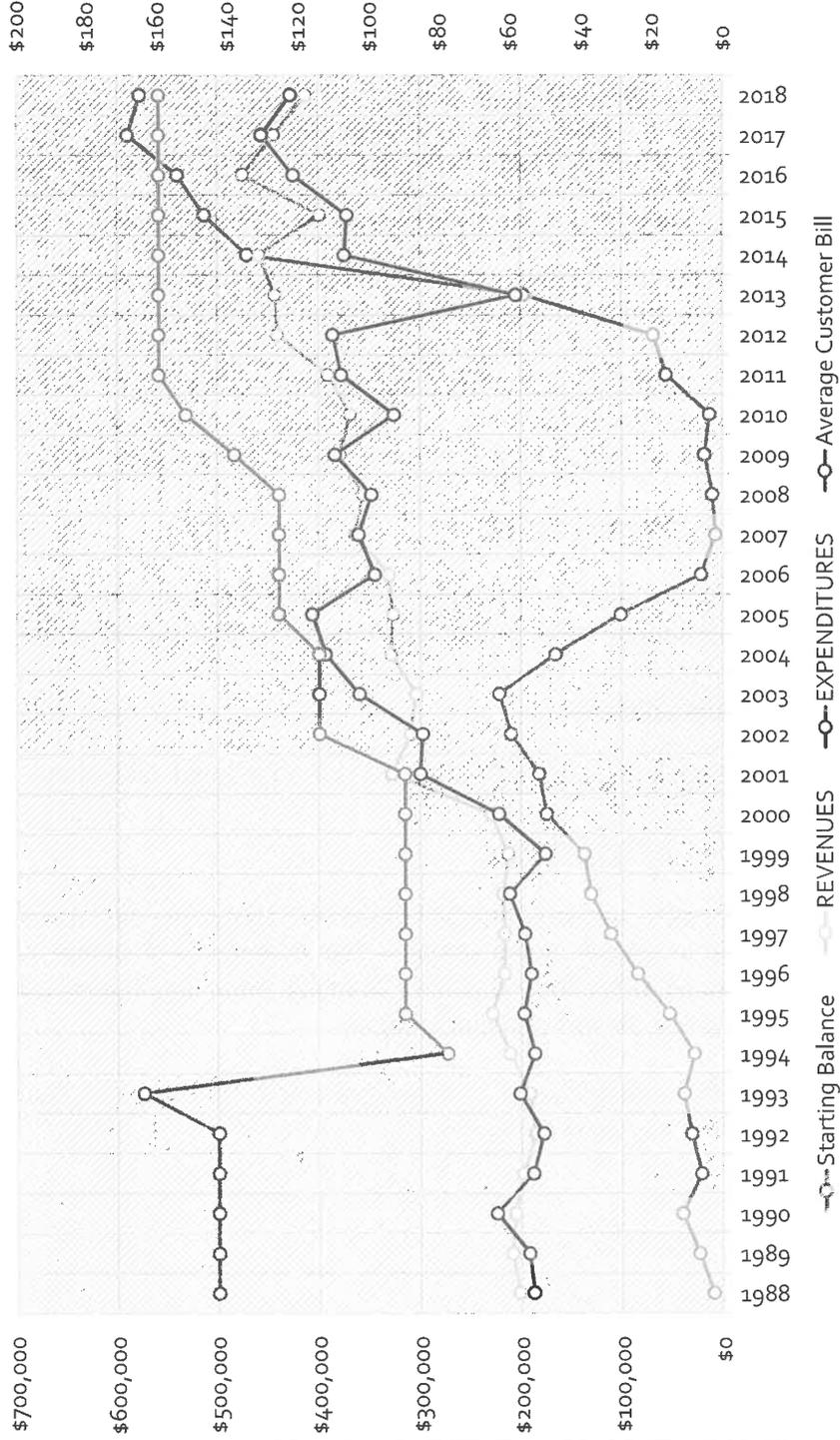
- **Proposed Sewer Service:**

The property currently average around 460 gallons per day, and the proposed change will likely result in a similar water usage. The property will utilize an existing grease trap. Furthermore, an I/I offset fee was paid in 2004 for water usage up to 1,000 gallons per day. No I&I offset fee is due for this proposed project.

Based on the above noted items, it is recommended the Municipal Board issue Critical Impact Approval without any conditions.

# Water Fund Historic and Cash Projections

Water Fund Historic and Cash Projections



Current Fund Status =

- Balance is approximately \$570,000
- Last two years have had a deficit of ~\$12,000 due to capital investment
- Average customer cost for O&M is \$160 per year and has not been adjusted since 2011

# Historic Water Usage/Rate Base

Year	Volume of Water Produced	City of Syracuse Usage	Town Usage/Billing	Town %	Village Usage	Village %	Village Billed Volume	Unaccounted for Water
2011	222,151,600 gals	11,700,000 gals	96,068,873 gals	45.65%	114,382,727 gals	54.35%	63,605,439 gals	50,777,288 gals
2012	218,691,900 gals	19,100,395 gals	103,914,589 gals	52.06%	95,676,916 gals	47.94%	64,560,201 gals	31,116,715 gals
2013	199,175,300 gals	18,479,025 gals	95,659,848 gals	52.94%	85,036,427 gals	47.06%	65,936,110 gals	19,100,317 gals
2014	177,359,000 gals	11,796,708 gals	84,771,902 gals	51.20%	80,790,390 gals	48.80%	62,002,393 gals	18,787,997 gals
2015	218,073,031 gals	11,467,588 gals	107,136,180 gals	51.86%	99,469,263 gals	48.14%	64,093,711 gals	35,375,551 gals
2016	228,336,102 gals	11,398,024 gals	126,201,608 gals	58.17%	90,736,470 gals	41.83%	64,823,670 gals	25,912,800 gals
2017	203,459,959 gals	12,246,256 gals	118,305,218 gals	61.87%	72,908,485 gals	38.13%	58,307,849 gals	14,600,636 gals
<b>5 yr Averages</b>	<b>205,280,678 gals</b>	<b>13,077,520 gals</b>	<b>106,414,951 gals</b>	<b>55.21%</b>	<b>85,788,207 gals</b>	<b>44.79%</b>		

- O&M Cost Split: pro-rata share – 55% Town, 45% Village based on 5-yr average
- Town Rate Base = 106,000,000 gallons per year
- Village Rate Base = Flat Fee based on 1,170 billed connections (includes 350 cf per month) 37,400,000 gallons of water usage over minimums

# O&M Budget – FYE2020

- Administration = 91,200
- Source of Supply = \$185,600
- Transportation & Distribution = \$70,700
- Employee Benefits = \$110,000
- Debt Service = \$28,000
- **Total O&M = \$485,000 \***
- *\*the estimated budget noted above reflects the additional cost of a full time DPW Maintenance Worker assigned 100% to water fund. This is in lieu of staff sharing with Light Department*

# Water Rate Scenarios

- Scenario 1 =
  - Total Water Main Project Debt Service shared on a pro-rata basis
  - No Fund Balance Allocation
- Scenario 2 =
  - Water Main Debt Service shared on a pro-rata basis
  - Village Water Service Replacement Cost 100% Village Responsibility
  - No Fund Balance Allocation
- Scenario 3 =
  - Water Main Debt Service shared on a pro-rata basis
  - Village Water Service Replacement Cost 100% Village Responsibility
  - Fund Balance Allocation - \$96,000
- Each scenario includes
  - 10 year, 15 year and 20 year debt repayments
  - Two options for Village Flat Rate = \$6.99 and \$10.50

Scenario 1 - Total Capital Cost allocated pro-rata share, no fund balance allocation			
	20 year term	15 year term	10 year term
	\$0	\$0	
Cost Allocated Only to Village			
Fund Balance Allocation			
Bond Terms			
Annual Debt Service Payment	\$244,592	\$296,895	\$408,973
O&M Budget	\$485,489	\$485,489	\$485,489
<b>Total Expense</b>	<b>\$730,081</b>	<b>\$782,384</b>	<b>\$894,462</b>
Proposed Town Income	\$401,545	\$430,311	\$491,954
<b>Proposed Town Rate (\$/gal)</b>	<b>\$0.00375</b>	<b>\$0.00402</b>	<b>\$0.00460</b>
Proposed Town Rate (\$/cf)	\$0.02807	\$0.03008	\$0.03439
Proposed Village Income	\$328,537	\$352,073	\$402,508
Scenario 1.A - Same Base Rate			
Proposed Village Base Rate (\$/month)	\$6.99	\$6.99	\$6.99
Proposed Village Rent Rate (\$/cf)	\$0.0461	\$0.0508	\$0.0609
<b>Average Customer Annual Bill</b>	<b>\$222.12</b>	<b>\$236.24</b>	<b>\$266.50</b>
Scenario 1.B - Increased Base Rate			
Proposed Village Base Rate (\$/month)	\$10.50	\$10.50	\$10.50
Proposed Village Rent Rate (\$/cf)	\$0.0362	\$0.0409	\$0.0510
<b>Average Customer Annual Bill</b>	<b>\$234.67</b>	<b>\$248.79</b>	<b>\$279.05</b>

Current Town Rate =  
\$0.00143/gal

Current Village  
Customer = \$160 year

Scenario 2 - Capital Cost allocated pro-rata share less Village Service Costs, no fund balance allocation

Cost Allocated Only to Village	\$399,820			
Fund Balance Allocation	\$0			
<b>Bond Terms</b>				
Annual Debt Service Payment (Shared)	20 year term	15 year term	10 year term	
Annual Debt Service Payment (Village Only)	\$217,687	\$264,237	\$363,986	
O&M Budget	\$26,905	\$32,658	\$44,987	
<b>Total Expense</b>	\$485,489	\$485,489	\$485,489	
	<b>\$703,176</b>	<b>\$749,726</b>	<b>\$849,475</b>	
<b>Proposed Town Income</b>				
Proposed Town Rate (\$/gal)	\$386,747	\$412,349	\$467,211	
Proposed Town Rate (\$/cf)	\$0.00361	\$0.00385	\$0.00437	
	\$0.02704	\$0.02883	\$0.03266	
<b>Proposed Village Income</b>				
Scenario 1.A - Same Base Rate	\$343,334	\$370,035	\$427,251	
Proposed Village Base Rate (\$/month)	\$6.99	\$6.99	\$6.99	
Proposed Village Rent Rate (\$/cf)	\$0.0490	\$0.0544	\$0.0658	
<b>Average Customer Annual Bill</b>	<b>\$231.00</b>	<b>\$247.02</b>	<b>\$281.35</b>	
<b>Scenario 1.B - Increased Base Rate</b>				
Proposed Village Base Rate (\$/month)	\$10.50	\$10.50	\$10.50	
Proposed Village Rent Rate (\$/cf)	\$0.0392	\$0.0445	\$0.0560	
<b>Average Customer Annual Bill</b>	<b>\$243.55</b>	<b>\$259.57</b>	<b>\$293.90</b>	

Current Town Rate =  
\$0.00143/gal

Current Village  
Customer = \$160 year

Scenario 3 - Capital Cost allocated pro-rata share less Village Service Costs, fund balance allocation				
	Bond Terms	20 year term	15 year term	10 year term
	Annual Debt Service Payment (Shared)	\$217,687	\$264,237	\$363,986
	Annual Debt Service Payment (Village Only)	\$26,905	\$32,658	\$44,987
	O&M Budget	\$485,489	\$485,489	\$485,489
	Fund Balance Allocation	-\$96,000	-\$96,000	-\$96,000
	<b>Total Expense</b>	<b>\$634,081</b>	<b>\$686,384</b>	<b>\$798,462</b>
	<b>Proposed Town Income</b>	<b>\$333,947</b>	<b>\$359,549</b>	<b>\$414,411</b>
	<b>Proposed Town Rate (\$/gal)</b>	<b>\$0.00312</b>	<b>\$0.00336</b>	<b>\$0.00387</b>
	<b>Proposed Town Rate (\$/cf)</b>	<b>\$0.0233</b>	<b>\$0.0251</b>	<b>\$0.0290</b>
	<b>Proposed Village Income</b>	<b>\$300,134</b>	<b>\$326,835</b>	<b>\$384,051</b>
	Scenario 1.A - Same Base Rate			
	Proposed Village Base Rate (\$/month)	\$6.99	\$6.99	\$6.99
	Proposed Village Rent Rate (\$/cf)	\$0.0404	\$0.0457	\$0.0572
	<b>Average Customer Annual Bill</b>	<b>\$205.08</b>	<b>\$221.10</b>	<b>\$255.43</b>
	Scenario 1.B - Increased Base Rate			
	Proposed Village Base Rate (\$/month)	\$10.50	\$10.50	\$10.50
	Proposed Village Rent Rate (\$/cf)	\$0.0305	\$0.0359	\$0.0473
	<b>Average Customer Annual Bill</b>	<b>\$217.63</b>	<b>\$233.65</b>	<b>\$267.98</b>

Current Town Rate =  
\$0.00143/gal

Current Village  
Customer = \$160 year

# **PUBLIC WORKS MAINTENANCE WORKER**

10010  
(Non-Competitive)

## **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for performing semi-skilled level work in the performance of a variety of public works maintenance and repair tasks in a town or village. Work is performed under the general supervision of an Administrative superior with leeway permitted for the planning of work details. Detailed instructions are received for more difficult assignments. Supervision may be exercised over the work of subordinate employees assigned to assist with maintenance tasks. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Participates in the construction, extension, repair, maintenance and cleaning of streets and roads, water facilities and other public works.

Participates in the maintenance and extension of storm and sanitary sewers, catch basins and collection lines.

May make taps on water mains for customer services and installs valves, gates, hydrants and fire lines.

Locates leaks, installs clamps and sleeves and makes other emergency repairs.

Performs a variety of minor maintenance on public works vehicles, such as changing oil, spark plugs, etc.

Participates in snow removal and ice control activities.

Cuts and trims trees and brush.

May operate a variety of motor and public works equipment, such as plows, graders, mowers, rollers, backhoe, etc.

May read, replace and repair water consumption meters.

Performs a variety of custodial and groundskeeping duties and helps care for tools and equipment.

May participate in collection and disposal of refuse.

When assigned to the Town of Skaneateles

Maintains and is responsible for a small automatic chlorination system without facilities for filtration that serves 1000 residents or less.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

## CHARACTERISTICS

Good knowledge of the common principles, practices, tools, equipment and safety precautions used in the construction and maintenance of streets, storm sewers, water facilities and other public works activities.

Ability to read plans and blueprints.

Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions.

Ability to understand and carry out oral and written instructions.

Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS

One (1) year of work experience, or its part time equivalent, in public works maintenance activities or as a helper in general building construction or maintenance work in one or more of the standard trades, such as plumbing, electricity or carpentry.

## SPECIAL NECESSARY REQUIREMENT

Possession of a drivers license from the New York State Department of Motor Vehicles.

## SPECIAL NECESSARY REQUIREMENT WHEN ASSIGNED TO THE TOWN OF SKANEATELES:

Possession of current Grade C certification from the New York State Department of Health as prescribed by Sub – Part 5 of the New York State Sanitary Code.

6/91 REVISED

### **When Assigned to Village of Skaneateles:**

- Maintains and is responsible for operation and maintenance of Village UV water system and water storage facilities, and is responsible for assisting at the Village WWTP.
- Position requires possession of a Grade B Certification from NYS DOH.

## Electric Department

### Action Plan

As discussed at the September 2018 Municipal Board Meeting, the Village Board and Municipal Boards have requested the development of an Action Plan for the Light Department to resolve known deficiencies. The goal of the Action Plan are to establish a general outline that will guide the Village of Skaneateles to:

- establish proper levels of staffing and provide training to ensure staff have the skills necessary to accurately and safely perform duties,
- ensure safe and reliable electric service to customers,
- provide proper maintenance and capital investment to Light Department Assets, and
- ensure regulatory compliance and preparation of accurate financial records to support all major financial decisions including rate adjustments.

The following issues and actions are identified and recommended in order to meet the goals of the Action Plan.

#### Finance/Accounting –

##### Issues:

- Proper account coding of revenues and expenditures for accounts receivable, accounts payable, and work order based expenditures
- Reconciliation of accounts receivable between the General Ledger and Customer Utility Billing Software (CUSI)
- Accounts Receivable Billing – Invoicing for pole attachment agreements, joint pole ownership reimbursement and insurance recoveries
- Electric Budget – no annual budget is developed for the electric department
- Electric meter management – coordination with Operations departments for meter change outs and readings
- Antiquated system for tracking light department inventory and continuing property records (CPR)

##### Actions:

1. Office staff attend October 2018 Finance Workshop through MEUA
2. Consider authorization of acquiring Utility Software Acquisitions CPR Software (\$19,500 for license with an annual maintenance fee of \$1,950). The software will provide an electronic database to manage light department fixed assets, inventory and all work orders. The latest version of the software calculates all general ledger entries to ensure proper reconciliation with accounting and depreciation. Implementation will require staff to enter all existing asset information into new database. See attached proposal from USA.
3. Consider hiring outside consultant/part-time accountant to work side by side with Village Staff to:
  - a. train and review accounting procedures
  - b. correct account coding
  - c. assist in developing AR reconciliation procedures
  - d. assist in development of new CPR software program/parallel operation of old and new systems

**Operations -**

**Issues:**

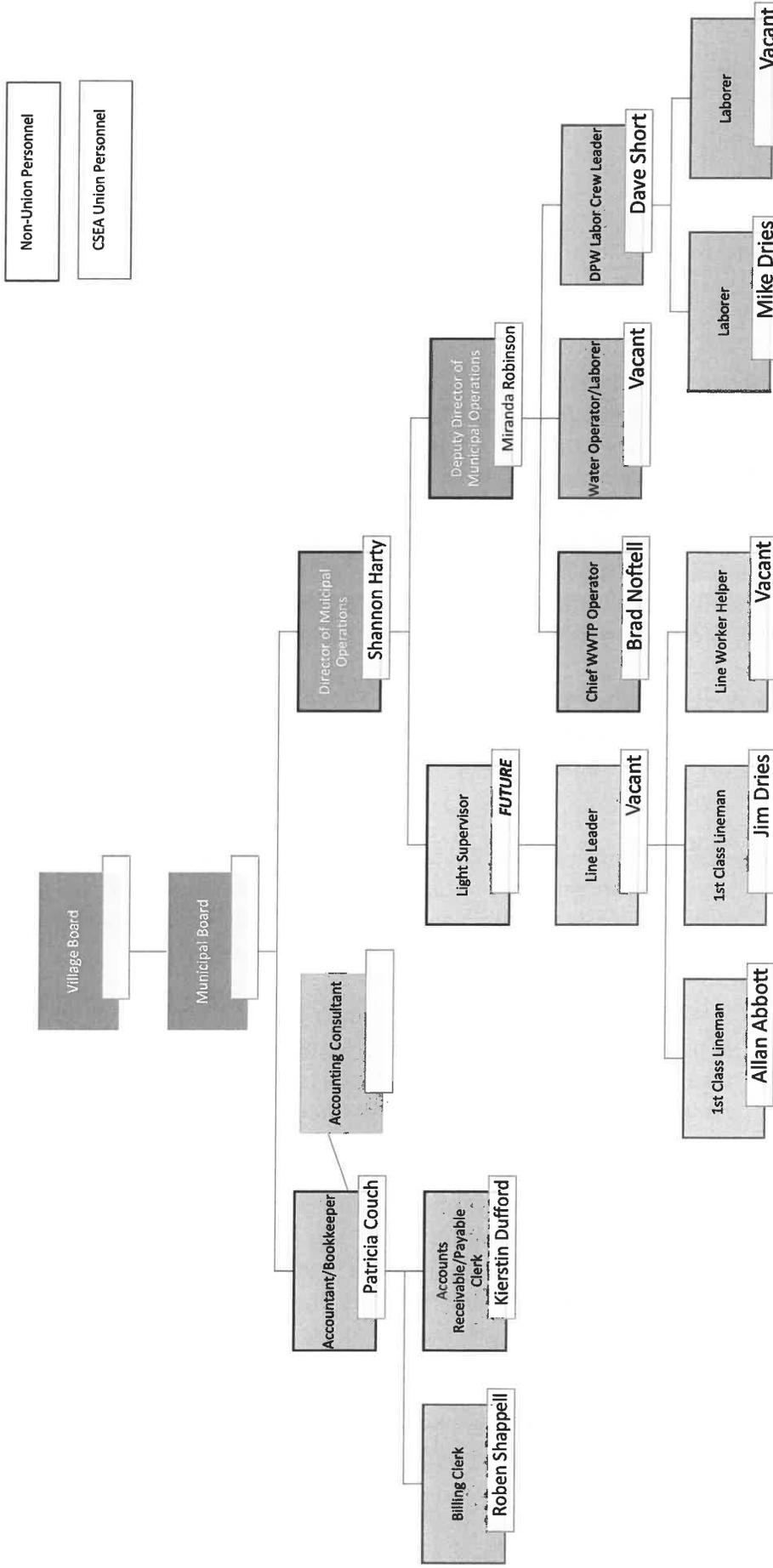
- Work orders need to be completed in timely and accurate fashion to ensure proper accounting records. Need full details to ensure work is coded to proper accounts.
- Need supervision to established priorities for work assignments, develop job work orders, review inventory to ensure materials are ordered and in stock to complete assignments, and oversee all light department staff.
- Need low-level personnel to manage inventory and metering systems.
- Current only have two full-time linemen that also run water department. Need a minimum of three full-time, qualified linemen to ensure that two linemen are available to perform line work.

**Action Items:**

1. Use accounting consultant to establish list/chart of accounts for coding work orders. Train linemen on work order completion.
2. Create Light Supervisor position
3. Create Line Worker Helper Position – Position to be responsible for maintain inventory, metering systems and could be an apprentice lineman. Line Worker Helper would be responsible for inputting data to CPR database.
4. Hire candidate for Line Leader Vacancy
5. Create position for a water operator/laborer in the Water Department

**The attached draft organizational chart reflects the recommended actions noted above.**

**Draft Organizational Chart for Municipal Operations**



Non-Union Personnel

CSEA Union Personnel



**Utility Software Acquisitions**  
***Continuing Property Records Software***  
**A Stand Alone Program**  
Rick Palumbo                      518 244-5374  
[www.getusasoftware.com](http://www.getusasoftware.com)

As owner and operator of Utility Software Acquisitions, I would like to go over some of our CPR and inventory software's capabilities. Our software will calculate and post each monthly entry to the general ledger section. At the end of the fiscal year, a simple print out will have all of your PSC and NYPA information ready for your annual report. In fact our general ledger PSC page looks just like the PSC and NYPA annual report entry page.

Our CPR and inventory software will show you the location of every nut, bolt and inch of wire in your system whether installed or in stock.

Also using our software with its work order system, hundreds of entries are made using thousands of stock items and materials. This will drastically eliminate human error.

**Material Inventory** – USA software will allow you to manually add, remove or return any inventory items from a purchase or transfer. Also USA will remove, return or retire stock items automatically from its work order system.

**Customer Meters** – USA will track all of your customer meter information. It will follow each meter from purchase to retirement. Also each month USA will perform the proper depreciation and track all labor costs and investments throughout the years from its work order system.

**Transformers** – USA software will allow you to manually add each transformer to inventory at time of purchase. Once the transformers are placed in inventory, USA will take over from there and automatically install, remove or retire the transformers through its work order system.

**Pole Line Records** – As work orders are entered in the system, USA will automatically remove inventory items, meters, and transformers from the appropriate inventory, and install them in your system by account number and date. All materials, labor and overhead costs will be followed and depreciated monthly throughout the years until removed or retired. USA will track all pole ownership and pole rental attachments. Also USA will track all of the daily repairs by account number along with all of the expenses incurred.

**Track Daily Work Orders** – Once work orders are entered in the system, they can be viewed or printed from the system by month or work order number.

**Depreciation Of Property And Equipment** – During the month end processing, USA will perform its depreciation process by each account number's appropriate depreciation rate. USA will print reports broken down by account number and category necessary to make the general ledger entries at the end of each month.

**Street Lighting** – USA will track all street lights in the system for location, billing and maintenance purposes automatically from its work order system.

**Stray Voltage** – USA will track and list all items needed for your stray voltage survey.

**Display** - Any information in the system can be viewed on screen or printed out at any time.

**Below is the cost of the CPR/inventory software and its implementation.**

**Phase I:** The purchase of USA version 4.0 is \$19,500.00. Your new Version 4.0 will be custom designed to suit your line crew and system needs. We have added many new features which will make your CPR and inventory process much easier and faster. An annual maintenance fee will be prorated from date of purchase. The annual maintenance fee will be 1,950.00 per year and will include the following:

1. Unlimited corrections made from errors
2. New versions and upgrades
3. Safe copies of your specific program
4. Safe copy of your data
5. Unlimited questions and operator training
6. Yearend adjustments and assistance
7. Assistance with start up and data loading. (client will perform all leg work)

*Requests for travel to your location will be billed separately in addition to the annual maintenance fee. The rate of 95.00 per hour plus expenses will apply. Our rate has not changed since 2009.*

**Phase II:** Once the program is tailored to your system needs, it will be installed on your computer. Once all data is loaded, all customer meters need to be verified with billing and reconciled with your general ledger. All inventory items and transformers need to be counted, verified and balanced with your general ledger. All pole line entries need to be verified, corrected if needed, and each account needs to be balanced with your general ledger. All false entries need to be removed. **We will also design a new work order and work order system.**

Once again, USA CPR inventory software will have all of the correct location of every inch of wire and nut and bolt in your system. Also we will be balanced to your general ledger and from that point on, at the end of each month; you will have exact and correct figures for your monthly general ledger entries and at the end of the fiscal year for your NYPA and PSC annual reports.

Rick Palumbo (USA)

## **LINE WORKER HELPER**

64340  
Labor

### DISTINGUISHING FEATURES OF THE CLASS

This is routine manual work of a repetitive nature involving responsibility for assisting a Line Worker when working on overhead and underground electric power lines by performing a variety of ground operations. Incumbents must be able to learn tools and terminology of the trade in order to supply Line Workers with tools and equipment in the shortest possible time. Work is performed under direct supervision and requires little independent judgment. An employee in this class is required to climb poles and trees and to be able to work effectively at considerable heights in adverse weather conditions. Does related work as required.

### TYPICAL WORK ACTIVITIES

Digs holes for power lines.

Assists in setting and equipping poles.

Assists with tree trimming.

Supplies Line Workers with materials, tools, equipment and devices.

Loads and unloads equipment trucks.

Operates automotive equipment and hydraulic equipment, such as winch booms, line trucks, buckets and digger derricks.

Assists in splicing cables, running, poling and stringing of wire.

Assists Line Workers in maintaining electrical system (ground work).

Makes repairs on traffic and caution lights.

Occasionally, assists in the installation and removal of electric meters on consumer's premises.

Transports materials from stockroom to truck and job site; assists with record keeping and inventory control.

Performs routine maintenance as assigned.

Performs routine vehicle maintenance such as checking oil, water and battery.

Operates hand and power tools.

Observes and maintains safety procedures.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the basic concepts of electric power distribution, including terminology, tools and materials of the trade.

Working knowledge of standard first aid procedures and techniques including artificial respiration.

Ability to follow simple oral and written directions.

Ability to work safely and follow safety rules.

Ability to establish and maintain effective working relationships with other employees.

Physical condition commensurate with the demands of the position.

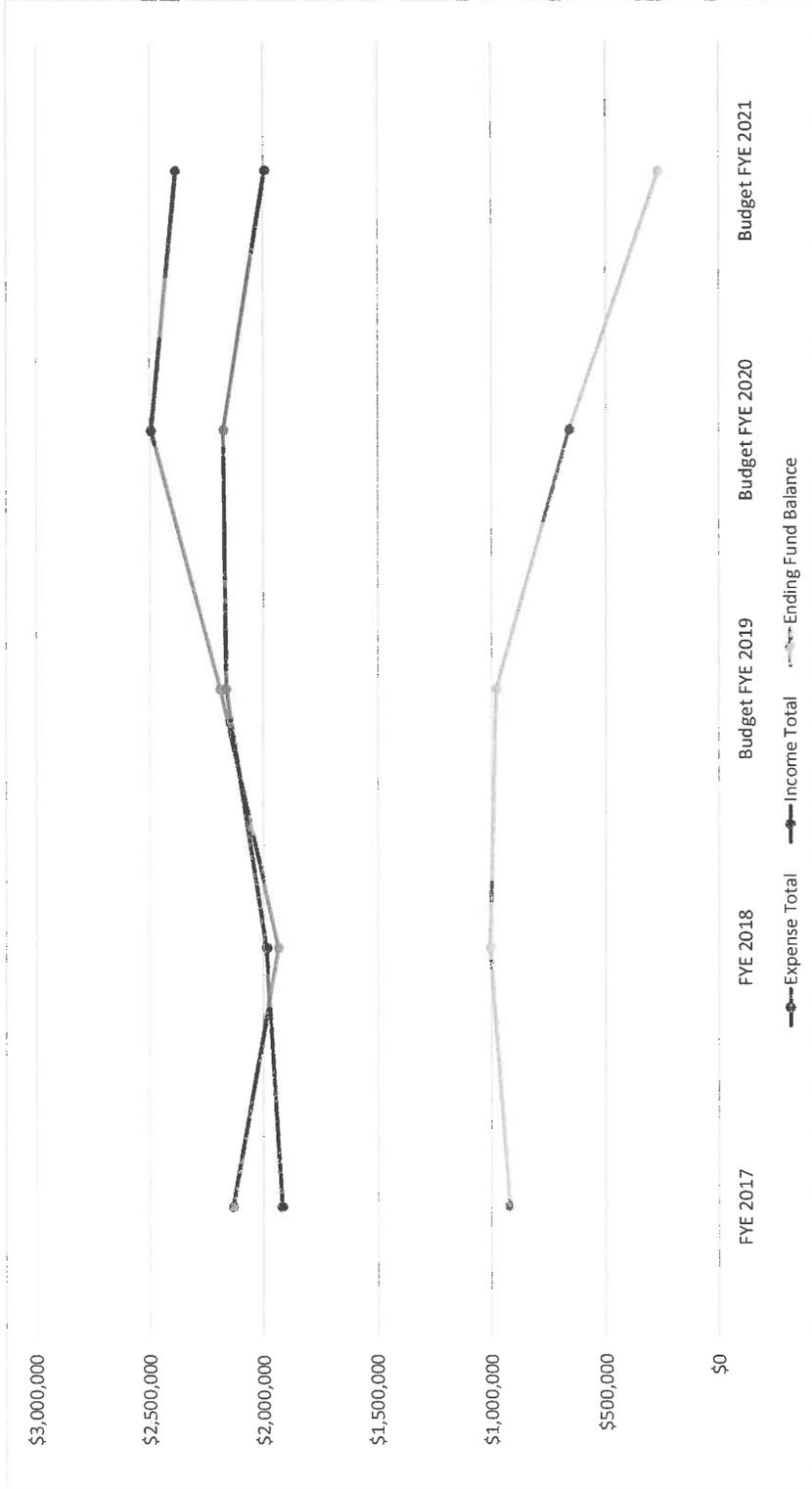
## MINIMUM QUALIFICATIONS

None. SPECIAL NECESSARY REQUIREMENT

When required to operate motor vehicles, employees must possess a valid non-CDL or CDL with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle(s) being operated.

4/02 Revised

**Skaneateles Electric Department  
Cash Flow Projection**



	FYE 2017	Budget FYE 2019	Budget FYE 2020	Budget FYE 2021
<b>Starting Fund Balance</b>	\$989,681	\$1,005,092	\$978,140	\$659,187
<b>Expense Total</b>	\$2,132,672	\$2,189,595	\$2,493,522	\$2,386,021
<b>Income Total</b>	\$1,919,960	\$2,162,643	\$2,174,570	\$1,994,570
<b>Surplus/(Deficit)</b>	(\$69,598)	(\$26,952)	(\$318,952)	(\$391,451)
<b>Ending Fund Balance</b>	<b>\$920,083</b>	<b>\$978,140</b>	<b>\$659,187</b>	<b>\$267,736</b>

**% Rate Increase (Electric Rates)**

**2%**

**26%**

**31%**

Type	Category	FYE 2017	FYE 2018	Budget FYE 2019	Budget FYE 2020	Budget FYE 2021
Expense	Power Costs	\$1,174,770	\$1,195,482	\$1,204,306	\$1,244,306	\$1,244,306
Expense	Sales Tax	\$29,141	\$29,836	\$30,000	\$30,000	\$30,000
Expense	Personnel	\$394,921	\$392,578	\$507,143	\$665,316	\$737,815
Expense	Capital Investments	\$284,227	\$71,240	\$141,098	\$282,000	\$102,000
Expense	Operating Expenses	\$239,614	\$202,611	\$245,400	\$236,900	\$236,900
Expense	Inventory	\$9,999	\$41,169	\$61,648	\$35,000	\$35,000
Expense Total		\$2,132,672	\$1,932,916	\$2,189,595	\$2,493,522	\$2,386,021
<b>Comments:</b>						
<p>1. Personnel increase includes addition of 1/2 year of full-time line leader and a 1/2 year of full-time lineworker helper</p> <p>2. Capital Investments includes \$22,000 for procurement of CPR Software &amp; Laptop, Phase 3 meters (split with Inventory), LED Street Lights, Street Lights, Ongoing Pole Replacements</p> <p>3. Operating expenses includes \$25,000 for Accounting Consultant</p> <p>1. Personnel increase includes 1/2 year of line supervisor</p> <p>2. Capital Investments include LED Street Lights, Ongoing Pole Replacements, Feeder Rebuilds</p>						

Expense	Category	FYE 2017	FYE 2018	Budget FYE 2019	Budget FYE 2020	Budget FYE 2021
Income	Electric Sales	\$1,160,474	\$1,220,716	\$1,250,000	\$1,250,000	\$1,250,000
Income	PPA Revenues	\$605,190	\$667,505	\$660,000	\$660,000	\$660,000
Income	Sales Tax	\$30,008	\$30,473	\$30,500	\$30,500	\$30,500
Income	Pole Rentals	\$0	\$16,140	\$8,070	\$8,070	\$8,070
Income	Interest	\$1,721	\$5,397	\$6,000	\$6,000	\$6,000
Income	Parkside Reimbursement	\$0	\$0	\$103,221	\$0	\$0
Income	Payroll Reimbursements	\$56,028	\$0	\$64,852	\$0	\$0
Income	IEEP Reimbursements	\$29,185	\$0	\$30,000	\$30,000	\$30,000
Income	Payment from Billing Corrections	\$25,255	\$36,148	\$0	\$0	\$0
Income	NYPA 0% Vehicle Loan	\$0	\$0	\$0	\$180,000	\$0
Income	Penalties	\$12,099	\$10,140	\$10,000	\$10,000	\$10,000
Income Total		\$1,919,960	\$1,986,519	\$2,162,643	\$2,174,570	\$1,994,570
<b>Comments:</b>						
<p>1. Parkside - one time final payment for escrow close out.</p> <p>2. Payroll reimbursement is a carryover from FYE2018</p>						

