

Municipal Board Meeting Minutes

Date: 05/28/2019 Time: 1800

Location: DMO Office

Attendees: Trustee Carol Stokes-Cawley, Tom Rhodes (TR), Marc Angelillo (MA), MaryEllen McQuaid (MEM), Walt Blackler (WB), Gregg Palmer (GP), Shannon Harty (DMO), John Langey (CC&F for Weitsman), Doreen Simmons (H&E for Weitsman), Zack Dinello (Student), Same Gadjo (Student), Sam Townsend (Student), Bill Mahood (Resident 60 West Lake Street)

Meeting called to order at 1805

1. Administration

MEM opened the meeting noting that we would not following typical agenda due to DMO resignation. This meeting will focus on ensuring transition of DMO responsibilities and will focus on delegation and then if time allows work on the two critical impacts. MEM noted that DMO had prepared two lists (DMO Tasks and active projects) that need to be reviewed and Municipal Board provide comments or recommendations on. MA asked if the Village Board had reviewed the list and assigned responsibilities. CSC noted that the Village Board had reviewed the list during an executive session on May 23, 2019 and had assigned some operational tasks, but not all. The Village Board did not review or assign leads to the project list. The Municipal Board proceeded with a line by line review of both lists. *Board comment/suggestions are noted in the attached documents.*

MA left the meeting at 1905

ME poled the Municipal Board members for other further transition items or concerns. TR – no additional concerns related to the lists, but the staffing of operations remains an issue. Not only at the DMO but all levels. ME – recommendation to attach the staffing analysis previously reviewed by Municipal Board to this meeting minutes. GP – we have identified all the issues but we need manpower to get the work done. WB – my pet project is the installation of the transformer down there. ME – that is tied to financials for the electric department. We have a cash flow projection the board reviewed last fall that shows we have 3 years until light fund runs out of cash. DMO – that projection was based on increasing staffing – which we have not been able to achieve. ME – What about this weekend’s outage and tree issue? How much is that going to cost? DMO – unknown at this time but the last tree fall on East Genesee was \$35-40k. CSC – We need to make sure the Light Department Action plan is followed up on. ME – The light department financials/rate study needs to be added to the DMO tasks/projects lists. TR – MEUA News & Views just came out and it noted that we now need to have 3-5 years of financial records for a PSC rate study - so we are behind the eight ball.

2. Action Items/Old Business – No Discussion

3. Critical Impacts

- a. **Critical impact – 13 Fennell** – Review of DMO memo regarding project. No issues with utilities. On a motion by TR and seconded by WB, all in favor of recommending Critical Impact Approval.
- b. **Critical Impact – 45-61 Fennell Weitsman pool and pool house** – DMO presented history of project and summary of 4/23/19 findings memo. Doreen Simmons presented on behalf of the applicant. Presented a May 23, 2019 letter from Meyer & Meyer

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addressing 4/23/19 DMO comments. Apologized for the last delivery of a response but they didn't get the memo until May 9th. Package includes application for backflow prevention device. There is no increase in electrical usage. Applicant takes no issue with comments and will do what needs to be done to confirm sewer main conditions. There is an easement and they will present those documents to the Village. Board discussed the issue of where to discharge the pool drain water. Plans currently show going to dry well onsite. What about water quality impacts to lake – Village does not have authority over that only if it discharged to sanitary sewer. TR – Don't want it going to sanitary because chlorine can cause big problems at WWTP. Does not see an issue with utility capacity, but what about the storm drain and discharge of pool drain water and what options/procedure for capturing sewer condition and following up. DMO – we have issued Critical Impact with conditions. TR – I recommend that we approve the critical impact with the condition of the existing main and the sewer easement document. GP – Developer/builder should be responsible for all expenses related to new utility services. The Village utilities will invoice the developer based on any costs incurred related to the project. Such fees shall be paid in full before a Certificate of Occupancy shall be issued. Recommend the Planning Board require the property owner to dechlorinate pool water prior to any discharge to dry well. On a motion by ME, and seconded by GP, all in favor of recommending Critical Impact Approval subject to the following conditions:

- i. Applicant shall clean and televise the sewer main and replace/upgrade any and all deficient segments. The applicant shall not be allowed to construct any permanent structure over or within the sanitary sewer easement. Applicant shall update sewer easement documents, as required, to ensure Village has access for maintenance and repair of sewer main.
- ii. Developer/Owner is responsible for all expenses related to new utility services. The Village utilities will invoice the developer based on any costs incurred related to the project. Such fees shall be paid in full before a Certificate of Occupancy shall be issued.
- iii. Applicant shall provide method of dechlorinating pool water prior to discharge to dry well.

4. **Water – No Discussion**
5. **Wastewater – No Discussion**
6. **Electric – No Discussion**
7. **New Business – No Discussion**
8. **Next Meeting – June 25, 2019 at 1800**

On a motion by ME and seconded by GP, all in favor, meeting was adjourned at 20:00

DMO Tasks/Responsibilities							
Items highlighted in YELLOW are critical		Items highlight in BLUE delegated to Miranda					
Department	Task	Responsibility	Criticality Driver	Current Status/Active Issues/Comments	Assigned to/Lead	Date	Municipal Board Comments
Admin	DMO Cellphone	DMO		Key point of contact for various vendors, contracts, emergencies in operations	Dennis		24 hr point of contact for all emergency operations.
Admin	DMO Email	DMO		Emergency alarms, vendor invoices, various projects, agency communications, etc.	Dennis		24 hr point of contact for all emergency operations.
Admin	Answering Service – Manage call schedule, contact information and respond to calls that are not answered by Staff (all departments except water)	DMO	Emergency Response	All calls that are not answered by staff, roll to DMO phone (315-209-2229 and then 315-256-6325) in order to clear the issue. Need to reconfigure all points of contact, emails, etc.	Dennis		24 hr point of contact for all emergency operations and coordination of contract services if staff are not available
Admin	Zendesk - Resident/Interdepartment Issues	DMO		Review/response to various issues/requests for Operations Department.	Dennis		
Admin	Legal Issues	DMO		Review of various cell tower contracts, respond to notices of claims, attendance at depositions for claims			Municipal Board felt this should be Jordan
Admin	Monthly Invoices – DPW, Water, Sewer, Electric	DMO		Bi-monthly review and coding of all account payables – due by the Tuesday before Village Board meeting.	Kierstin		From audit perspective, there needs to be separation of duties between Village Office and Operations
Admin	Municipal Board Meeting Minutes, Agendas & Attendance	DMO					
Admin	Prep and attendance at Village & Municipal Board meetings (monthly)	DMO					
Admin	Building Permit Application - Utility Review	DMO		Review of Building permit applications for coordination issues with sewer, water, electric and DPW.	Dennis		Consideration of engineering reviews - consultant or engineer on staff
Admin	Critical Impact Reviews	DMO		Analysis of utility capacity (sewer, water, electric) and preparation of review memo to Municipal Board – as needed for Planning process.	Dennis		Consideration of engineering reviews - consultant or engineer on staff, Miranda could do water, CHA did electric, I/I Offsets and Sewer capacity - need someone
Admin	Preparation of Annual Budgets	DMO		Done for FYE2020		Jan-20	
Admin	Sidewalk Program	Unassigned				July 1st	
Admin	Staff Issues	DMO					
Admin	Tree Committee Coordination	DMO		Address issues as they come in, respond to resident complaints about dead trees, limbs, and new tree planting requests.	Miranda		
Admin	Timesheet Review & Approval	DMO	Financial/Employee Payroll	All timesheets need to be reviewed and signed off by 4pm Mondays.	Miranda		
Admin	Utility Billing	DMO	Cashflow - All utilities	Review and respond to billing complaints,	Tracie		Need a back up - Kierstin?

Department	Task	Responsibility	Criticality Driver	Current Status/Active Issues/Comments	Assigned to/Lead	Date	Municipal Board Comments
Admin	Interdepartment Labor	DMO	Finance	Preparation of annual reimbursement of labor between General/Water/Sewer/Electric funds-		June 1st	
Admin	VIP Annual Report	DMO		Due within 90 days of end of Fiscal Year – on or about 8/29 annually		8/29/2019	Due to County for VIP Funds
Admin	VIP Application	DMO		Due by January 1 st annually		1/1/2020	Due to County for VIP Funds
Admin	Subdivision Closeout	DMO		Parkside Punchlist Items, Whitegate Closeout - Storm basin needs to be cleaned out			Could be assigned to an engineering consultant and then back charged to the developer.
Admin	EV Connect Charging Stations	DMO		Point of contact for service/issues, finances - all communication through DMO email.	Dennis		
Admin	SRCT - Parking Lot	DMO		Point of contact for issues/complaints about YMCA parking lot paving/plowing	Dennis		
DPW	Annual Highway Inventory	DMO		Submitted on or about November 1 – detailed list of Village owned roads that is used to establish CHIPS funds. List will need to be updated when Whitegate and Parkside are dedicated to the Village.		11/1/2019	
DPW	Annual HWP Application	DMO		Due by December 1 st annually		12/1/2019	
DPW	Cemetery Coordination	DMO		Coordination of Scheduling Burials, headstones, seasonal staff, and materials and equipment ordering.	Miranda		
DPW	Cemetery Infrastructure Projects	DMO		Paving 11a/11b, installation of new waterline for section 11a/11b	Miranda		
DPW	CHIPS Funding Applications	DMO		Submit reimbursement requests upon completion of streets work.	Dennis		
DPW	Review and coordinate storm sewer work	DMO		Catch basin cleaning, repairs/replacements, installation of new storm sewer on Hannum at Kelley, cleaning of State Street Ditch in Austin Park.	Miranda		
DPW	Clift Park New Landscaping	DMO			Miranda		
DPW	Oversee Creek Walk Mowing & Maintenance	DMO		Respond & manage resident complaints about mowing/erosion	Miranda		
DPW	DPW Fuel Station O&M including Monthly Inspections	DMO		Includes submitting report of monthly usage to Village office by 1 st of the month, and fuel ordering – gas from Mirabito (call/email monthly to order delivery) and diesel from Superior (auto delivery)	County/Allan		County contract for PBS inspections, Allan to manage inventory
Light	Agency Meetings - IEEP	DMO	Regulatory	Quarterly conference calls, attendance at Annual meeting in September			Could be an elected official
Light	Agency Meetings - MEUA	DMO	Regulatory	Annual meeting in Late summer/fall, semi-annual meeting in spring. Special meetings, as needed. Engineering workshops in Spring and Fall, Finance workshop in Fall.			Could be an elected official
Light	Agency Meetings - NYMPA	DMO	Regulatory	Attend annual meeting in the Fall and Semi-Annual Meeting in the Spring, Special meetings as necessary/			Could be an elected official
Light	EIA-861 Annual Report	DMO		Due by April 30 th annually - done for calendar year 2018. All information is emailed from DOE to dmo email.			Recommend a light superintendent

Department	Task	Responsibility	Criticality Driver	Current Status/Active Issues/Comments	Assigned to/Lead	Date	Municipal Board Comments
Light	Electric Meter Change out & Billing software coordination	DMO	Finance/Utility Billing	Update metering data in L+G and CUSI based on Light Department Staff change outs (see process description sheets for details)	Alan		Billing office issue not operations, Contact vendor for training or contract services. Bob Hauburg (IRBY)
Light	Inventory Management & Material Ordering	DMO	Finance	Procurement of materials for Light Department, manage inventory list (ie. Parts quantities and pricing) to be coordinated with Account E123 bookkeeping.	Alan		Need a light superintendent
Light	Management of L+G AMR System for Electric Meters	DMO	Finance/Utility Billing/Emergency Response	Monitor AMR system for meter outage, coordinate alarms/issues with linemen and work with L+G Support staff to resolve programming issues.	Alan		Allan will need training to perform this duty
Light	Monthly Utility Billing Review & Adjustments	DMO	Finance	Review utility billing as outlined by Billing Clerk	Alan		Needs to be separation of duties from financial for audit purposes.
Light	USA CPR – Continuing Property Record Program	DMO	Finance/Regulatory	Work with subcontractors (USA) for software development. Next key step is contract out services for building the database.	Contractor		Have a proposal needs board approval
Light	Work Order Processing - Weekly	DMO	Finance	Review Linemen weekly work order sheets, correct account coding, review materials used, mark up for items to be billed to customer.	Dennis		Concern about Dennis' technical capacity - need a light superintendent
Light	Existing Substation Maintenance	DMO		Manage contract service with HMT, review and approve capital expenditures for upgrades	Alan		Light superintendent
Light	Utility Line Clearing/Tree Trimming	DMO		Coordinate annual tree trimming contract with Bartlett and coordinate take down of any other tree issues	Alan		Light superintendent
Light	Outage Management	DMO	Emergency Response	Coordinate with other Municipal Utilities for Mutual Aid during major events	Alan		Light superintendent
Sewer	Annual CMOM Update	DMO	Regulatory	Part of SPDES Permit	Miranda	1-Jul-19	Update and Advertise RFP and secure engineering consultant for this and for the SPDES permit deliverables
Sewer	Annual Collection System Overflow Report	DMO	Regulatory		Miranda		
Sewer	Annual Flow Certification Report	DMO	Regulatory		Miranda		
Sewer	Fund Financials	DMO	Finance	Review monthly/annual review/expense for financial trends. Review sewer rates and prepare sewer rate analysis and recommendations, as necessary.	Dennis		Per charter, financials delivered quarterly
Sewer	Oversee WWTP Operations	DMO	Finance/Regulatory	Coordinate operational issues with Camden Group - ie. Rotoscreen overflow, chemical feed issues, meter calibration, maintenance issues, sludge tank alarm functionality, generator testing, etc.	Camden Group		Need a time frame for when this responsibility transfers to employee. Need clarification on the detailed scope of services from Camden Group. Who's providing oversight of the contract services? Miranda could do in October - but need someone over the next 4 months. Need Village Personnel confirmation of delivery of services for invoice approval. Priority - Need to get civil service job description set. (Patty)

Department	Task	Responsibility	Criticality Driver	Current Status/Active Issues/Comments	Assigned to/Lead	Date	Municipal Board Comments
Sewer	Order Materials and Supplies for WWTP	DMO	Finance/Management	Issue purchase orders for chemicals (through Slack), materials/supplies (USA Bluebook, Grainger, etc) for Camden Group	Camden Group		
Sewer	Prepare and Submit Monthly Discharge Monitoring Report to NETDMR/EPACDX	DMO	Regulatory	Use excel file with daily data (from Camden Group) and monthly sampling results (emailed from LSL) and calculate monthly monitoring results, submit to NYSDEC through website. WILL REQUIRE A NEW LOGIN/AUTHORIZATION from VILLAGE BOARD. Login credentials are NON-TRANSFERRABLE.	Camden Group		
Sewer	Monitor Wet Weather Events and Submit NYAlert Reports	DMO	Regulatory	Receive ORF high level alerts, contact DPW or Camden Group (depending on timing) to collect initial discharge samples from ORF & Lagoon, prepare and submit report through NYALERT website - update throughout event and after event ends. WILL REQUIRE A NEW LOGIN/AUTHORIZATION from VILLAGE BOARD. Login credentials are NON-TRANSFERRABLE.	Camden Group		
Sewer	Monitor and receive all sewer department alarms – contact staff as necessary	DMO	Emergency Response	Alarms from WWTP (ie. Sludge tank level, influent pump station, generator, ORF) sent out through SCADA to DMO via email and phone. DMO responsible for coordinate staff as appropriate (ie. Camden Group, DPW, etc). NEED TO REPROGRAM CONTACT INFORMATION IN SCADA.	Camden Group		
Water	Fund Financials	DMO	Finance	Review monthly/annual review/expense for financial trends. Review water rates and prepare water rate analysis and recommendations, as necessary.	MaryBeth Lesson		Confirm assignment. Financials delivered quarterly - due at June Municipal Board meeting. Village Board to resolve water rates and Town discussions.
Water	Management of Sensus AMR System for Water Meters change outs	DMO	Finance/Utility Billing	Update metering data in Sensus and CUSI based on Water Department Staff change outs (see process description sheets for details)	Miranda		Needs Sensus training. Pending proposal for upgrade to Sensus system
Water	Monthly Utility Billing Review & Adjustments	DMO	Finance/Utility Billing	Review utility billing as outlined by Billing Clerk	Miranda		
Water	Review and respond to Customer Billing Complaints	DMO	Finance/Utility Billing		Miranda		
Water	Capital Project Finances	DMO	Finance	Review and code expenditures, coordinate cashflow projections with Clerk/Treasurer for short term borrowing.	Miranda		

Operations - Projects in Progress								
Items highlighted in YELLOW are critical		Items highlight in BLUE delegated to Miranda						
Department	Project	Responsibility	Criticality	Criticality Driver	Current Status/Active Issues/Comments	Assign to/Lead	Date	Comments
DPW	Cemetery Road Paving	DMO	Normal	Cemetery Board/Customer Service	Working on 3 paving quotes for Village Board consideration	Earth Road Asphalt		
DPW	Cemetery Water Line Installation	DMO	Normal	Cemetery Board/Customer Service		ON HOLD		
DPW	Prep utilities for DOT Paving on 321	DDMO	HIGH	NYS DOT	Need count of manhole frames & grates, water valves, catch basins.	Miranda		Sep-19 Financial Impact evaluated in June
DPW	Prep utilities for DOT Paving on 20	DDMO	HIGH	NYS DOT	Need count of manhole frames & grates, water valves, catch basins.	Miranda		Oct-19 Financial Impact evaluated in June
DPW	Prep utilities for DOT Paving on 41	DDMO	HIGH	NYS DOT	Need count of manhole frames & grates, water valves, catch basins.	Miranda		Nov-19 Financial Impact evaluated in June
DPW	Clift Park Landscaping	DDMO	HIGH	Memorial Day	Project scoped, materials ordered - DPW needs to install, waiting on invoices	Miranda		5/31/2019
DPW	West Lake Street Landscaping/Repairs from Storm Sewer Project	DDMO	Normal		Final site restoration by DPW - grading, topsoil & seed	Miranda		
DPW	Install new catch basin at Hannum/Kelley	DDMO	HIGH	Drainage/Public Safety	Installation of new catch basin to collect surface runoff and prevent sidewalk flooding. Confirm DPW has materials, Villager to install under Water Line project.	Miranda		
Electric	Simms Building Transformer Upgrade	DMO	HIGH	Town Construction	Replace existing cabinet mounted transformer with pad mount	Allan		
Electric	Substation Reclosers	DMO	HIGH	Reliability	Install/upgrade controllers for feeder reclosers, install fiber optics to connect controllers to SCADA computer, install software to collect/monitor controllers. Have installed 4 of 5 controllers, need to install 1 more controller, have some wiring corrections, install fiber optics, and install/program SCADA software. Need contractor to install ends on fiber optics.			Recommend retaining an engineer/HMT, RFP
Electric	Substation Voltage Monitoring	DMO	HIGH	Reliability	Install PTs on each phase of feeders to monitor voltage, to be integrated with recloser controllers. Need to monitor feeder loading/capacity. Allan Abbott working on material quotes/scope of work.			Recommend retaining an engineer/HMT, RFP
Electric	LED Ornamental Light Conversion	DMO	Normal	Energy Efficiency	Upgrading remaining ornamental fixtures - either new pole top or retrofit kits. All retrofit kits order. Need to order more pole top fixtures.	Allan		Need to make sure costs are submitted for IEEP Reimbursement
Electric	LED Cobrahead Light Conversion	DMO	Normal	Energy Efficiency	Have ~30 fixtures in stock. Need to order remaining fixtures. Project has to be completed by 2021 to be eligible for IEEP reimbursement	Allan		Need to make sure costs are submitted for IEEP Reimbursement
Electric	Transformer Capacity Monitoring	DMO	Normal	Reliability	Need to get inventory of meters for each transformer to use L+G to monitor transformer loading			Light superintendent

Department	Project	Responsibility	Criticality	Criticality Driver	Current Status/Active Issues/Comments	Assign to/Lead	Date	Comments
Electric	Barrow Drive PS Transformer Upgrade	DMO	Normal	Reliability/Safety	Replace existing cabinet mounted transformer with pad mount	Allan		
Electric	Fennell Street Substation & Austin Street Feeder	DMO	HIGH	Construction in Progress	Project re-design for pole locations, needs to be coordinated with NG.	Dennis		Need to contact CHA, Need light superintendent
Electric	E. Genesse Street - New Pad Mounted Transformer	DMO	HIGH	Capacity Issue	Existing cabling overloaded	Allan		
Electric	L+G Meter Transfer - Phase 3	DMO	HIGH	Finance/Utility Billing	Meter changeouts in process, need to place final order for additional ~50 meters.	Allan		Materials order
Electric	USA CPR - Continuing Property Records Software	DMO	HIGH	Finance/Regulatory	Have a proposal from Utility Services to build out database.	Village Board		Approval of proposal
Electric	Preparation for PSC Rate Case	DMO	HIGH	Finance/Regulatory		Mary Beth Leeson/Patty		Critical for light department cashflow, 3-5 years of financials before application for rate
Electric/Sewer	Lakeview Circle PS Transformer & Control Panel Upgrade	DMO	Normal	Reliability/Safety	Upgrade entire pump station to get control panels out of wet well/vault. Replace existing cabinet mounted transforme and upgrade pumps eliminate confined space access.	Miranda		
Sewer	New SPDES Permit - Engineering Report, Plans & Spec, Construction	DMO	HIGH	Regulatory	Various compliance items based on schedule in new permit. See DMO Memo from 5/7/19	Miranda		Need to issue RFP for engineering
Sewer	Effluent Flow Meter and Chlor/Dechlor Chem Feed Automation	DMO	Normal	Regulatory	Upgrade manual control chemical feed system to flow paced chemical feed - install effluent flow meter on ORF discharge, chlorine analyzers, PLC controller, etc.	Camden Group		Improved operations
Sewer	Wastewater Treatment Plant Staffing	DMO/CLERK	HIGH	Regulatory	Need to establish Civil Service positions/titles for WWTP operators	Patty		
Sewer	Pump Station Radio Replace/Upgrade	DDMO	HIGH	Public Safety	Install radios at each pump station to provide remote monitoring, alarm reporting, etc.	Miranda		
Sewer	Collection System - I/I Study	DDMO	Normal	Regulatory	Wet weather flow monitoring of sewer system (east side of creek) to identify I/I and scope out sewer improvement projects.	Miranda		
Sewer	Sewer Main Cleaning & Televising by Contractor	DDMO	HIGH	Regulatory/Safety	Clean and televise interceptor sewer	Miranda		
Sewer	Sewer Main Cleaning & Televising by DPW	DDMO	Normal	Safety/Operations		Miranda		
Sewer	Installation of Generators & ATS at Sewage Pump Stations	DDMO	HIGH	Regulatory/Safety	Project has been submitted to FEMA - Joint Haz Mitigation Plan for funding	Miranda		
Sewer	Lagoon Cleaning	DMO	Normal		Need to develop scope and request for bids to hire contractor to clean sludge buildup from lagoons.	Miranda		Include in WWTP Upgrade
Water	Water Main Replacement Project	DDMO	HIGH			Miranda		
Water	Installation of Actuators on intake valves, Programming of SCADA	DDMO				Miranda		

Department	Project	Responsibility	Criticality	Criticality Driver	Current Status/Active Issues/Comments	Assign to/Lead	Date	Comments
Water	Sensus AMR Software Upgrade	DDMO	HIGH	Finance/Utility Billing	Have a proposal to upgrade existing system to Cloud Based AMR System. Existing system sunseted by Sensus 18 months ago - need to decommission server at Water Tank building because of IT Security, HVAC Issues, outdated software/poor user interface, etc.	Miranda		
Water	Water Storage Tanks - Cleaning & Inspections	DDMO	HIGH	Regulatory/Safety	Tanks due for cleaning and inspection	Miranda		
Water	WTP Generator Upgrade and Installatin of ATS	DDMO	HIGH	Regulatory/Safety	Project has been submitted to FEMA - Joint Haz Mitigation Plan for funding	Miranda		