

## Municipal Board Meeting of February 25, Skaneateles Village Hall, 6 pm

### Attendees:

Members: MaryEllen McQuaid, Marc Angelillo, Walter Blackler, Tom Rhoads, Gregg Palmer

Liaison: Carol Stokes-Cawley

A motion to approve the minutes of the February 4, 2020 meeting was made by Blackler and seconded by Angelillo. Minutes were approved by Blackler, Angelillo and McQuaid. Members Rhoads and Palmer abstained.

In the future, to ensure the minutes are posted in a timely manner the MB recommended that a draft of the minutes would be sent to all attending members and be given the opportunity to make changes/corrections within 3 calendar days, if no changes are submitted the minutes will be considered approved (this follows the procedure that the Planning and ZBA use)

Chair McQuaid mentioned that the Village had submitted their required AUD to the State Comptroller. For planning purposes, McQuaid handed out a spreadsheet with information from the last 3 years of submitted audits pulled from:

[https://www.osc.state.ny.us/localgov/datanstat/findata/index\\_choice.htm](https://www.osc.state.ny.us/localgov/datanstat/findata/index_choice.htm)

The spreadsheet summarized three years of data (2017,2018,2019) (attached). She mentioned that the Electric/water/Sewer data is limited, but it is easy to see trends in revenue/spend/restated fund balances. She did a bit of color coding – Blue=Water, Pink=Electric, Peach Brown=Sewer.

### **Sewer:**

The Village's new SPDES permit requires:" the permittee shall submit an approvable engineering report prepared by a professional engineer license to practice in NYState, detailing the alternatives analysis/options to comply with the final effluent limitations for Ammonia and Total Residual Chlorine" by May 1, 2020.

Angelillo summarized a meeting that he, liaison Stokes-Cawley, and Treatment Plant Operator Twitchell had with Don Davis from Barton & Loguidice, D.P.C., earlier in the day at the WWTP Re: the above requirement. The attendees toured the plant and discussed possible options for meeting the ammonia limit. Davis was impressed with how well the plant had been maintained, but did mention that the plant was reaching its expected life expectancy (40 years (plant finished being constructed in early 80s)). Davis initial thought was that a Sequencing Batch Reactor (SBR) might solve the issue. He mentioned that two local plants had installed SBRs, a rehab in Weedsport and a new plant in Cayuga Aurelius and suggested the plants be toured. Stokes-Cawley was asking about addition of a wetland used for treatment and Davis said that it depended on the amount of land that the Village owned in the area., but that Menoa had such treatment. Davis summarized by saying

he would take the need for the engineering report to his office and have them make a proposal that would include looking a few options. Marc mentioned that a proposal had been received.

An informative discussion followed Marc's summary of the morning meeting. Bullets of that discussion follow:

- Rhoads emphasized that the DEC is looking for a full report of alternatives laying out preliminary costs which meet state criteria.
- Rhoads said the report would need to have the elements needed for potential EFC funding.
- Rhoads also indicated that the DEC was set with the limits and the time to negotiate the actual limits was over.
- Angelillo believes that some local non-point sources contributed higher levels of ammonia.
- The fact that the WWTP discharges from a point sources into a trout stream is the reason why the limits are so stringent.
- MB were in consensus that, since different consultant firms have different treatment plant focuses, that the Village should put together an open invitation that would ask for proposals on their company's strategy on how they would approach meeting the SPDES permit limit, and suggestions for additional asset management of the plant,
- Suggested a letter to advertise. Letter or RFP would include a tour of plant on a specific date (or date at the firm's arrangement). Suggested that firms would need 4 weeks to prepare the proposal.

On a motion by McQuaid and seconded by Rhoads, approved by all members, the MB recommended putting together a "simple" RFP requesting proposals asking for approaches on putting together an engineering report that would lay out alternatives for meeting the SPDES permit limits and any additional asset management suggestions, with a date and costs outlined. Marc and Carol said they would work on the RFP and will send to MB for comments and/or clarification.

In addition, the MB suggested that Village meet with DEC contact soon to let them know where things stand. Marc mentioned he will reach out to NYDEC contact.

### **Electric**

The MBs understanding is that the electric department is currently focusing on the substation. There was a question about where the lineman open position currently stands, and Liaison Stokes-Cawley did not know the answer to that question. Re: electric safety the MB suggested that the department put into place a preventative maintenance inspection schedule. Key risks were referred to from the CHA – Electric Distribution System Inspection report from 2012; which lists the assets and would be the legal reference should there be a failure. On the motion of Rhoads and 2<sup>nd</sup> by Angelillo and approved by all members the MB recommended that the Electric Department examine(inspect and evaluate) 20% of their assets every year.

## **Water Department**

The City of Syracuse is currently the operator on record for the Skaneateles Water Department (specifically Mike Lynn of the City). This arrangement was approved by the Village Board and will cost the village \$1500 a month. The Mayor was to sign a Municipal Agreement with the City. Stokes-Cawley assumed this had happened, but will check.

In addition, Member Angelillo, WWTP Operator, Adam Twitchell, Jim Dries and Allan Abbott all took the class and passed the test for a 2B and 2C Water Operator. Shaun Rush of the State Health Department, is to test Abbott and Dries on site (unclear when that is happening). Abbott, Dries and Twitchell are also scheduled to take the D class and Test in May (for water distribution). Angelillo mentioned that currently Twitchell goes to the water plant daily to take samples. Lynn fills out and signs the report as the operator of record.

Rhoads asked if anyone knew where the meter installation stood. He thought that there were still a number of meters that needed to be replaced. Angelillo was confident that Abbott knew this number. Stokes-Cawley will reach out to Electric Superintendent for this number.

Blackler requested an update on the water rates between the Village and the Town, if that had progressed or concluded. Stokes-Cawley responded it is in discussion between the legal teams.

The next MB meeting was scheduled for Tuesday, March 31, at the Village Hall at 6 pm.

Motion to adjourn made by McQuaid and Seconded by Palmer, all approved.

**From:** Electric Superintendent <[ElectricSuperintendent@villageofskaneateles.com](mailto:ElectricSuperintendent@villageofskaneateles.com)>

**Sent:** Friday, February 28, 2020 10:16 AM

**To:** TrusteeStoCaw <[TrusteeStoCaw@villageofskaneateles.com](mailto:TrusteeStoCaw@villageofskaneateles.com)>

**Subject:** RE: Draft of Municipal Board Minutes from Tuesday, February 25

Good morning Carol,

I am sorry that I could not attend the meeting Tuesday past. I have read the minutes as they pertain to the Electric Dept. I have just two things I would like to convey. First, we already do an annual inspection of the system that encompasses a great deal more than a twenty percent inspection. Not to say that it was not a good idea. We have certain inspections that must be done annually, for example, stray voltage.

Regarding a new lineman for the Dept. I have contacted four different Lineman Training Schools for interest in the position, and that was the second week of my tenure. To date I have no response. I have however, interviewed a candidate who heard about our job, who is a graduate of a line school. Right now I think he will continue in the hiring process, pending a second interview which will include sitting down with Allan.

Along with the proposals for the Fennell St. transformer project and the underground work @ the water plant, we are getting things ready to commence.

Thanks Carol. Please let the board know.

Regards,  
Pete