

REGULAR MEETING, MUNICIPAL BOARD
(Held at the Water Dept. Facility)
MONDAY, OCTOBER 17, 2011
7:00 P.M.

Present

Commissioners: Blackler, Blackwell, Dolmatch, Moffa, and DMO Lotkowitz.

Absent: Commissioner Hall

Others Present: James Lanning, 12 Hannum St., Skaneateles, NY 13152

Motion/Minutes:

Comm. Dolmatch made a motion to approve the September 19, 2011 minutes as presented. Comm. Blackler seconded the motion and they were approved 3-0. Comm. Blackwell abstained.

Cryptosporidium-UV Project Status

Comm. Moffa decided that the walk through the building, to look at the UV project's construction, should be conducted after the meeting's adjournment. This would allow questioning time that may lengthen the meeting unduly. DMO Lotkowitz said that Arcadis US.com (the consulting firm handling the RFP) is still waiting for a response from NYSERDA regarding the grant in relation to one VSD pump. DMO Lotkowitz updated the project's budget sheet analysis, and in answer to Comm. Blackler's question, he stated, "It's up to date as of today". Comm. Dolmatch then expressed concerns over the bond issuance figures. DMO Lotkowitz stated that he hadn't updated that portion of the sheet, as he didn't have accurate numbers on the final costs yet for the bonding expenses. Comm. Moffa wants the minutes to reflect that the Board is concerned about the relatively high costs represented on the sheet regarding bonding; even though it isn't the Municipal Board's normal area of concern. Comm. Blackwell asked for some clarifications on the spreadsheet and inquired who would be monitoring the system after it is installed. DMO Lotkowitz said that Zlatko Psenicnik, our current Wastewater Treatment Operator has been hired to monitor the UV disinfection system as well as our current Electric Dept. Linemen, who are trained water operators, also. DMO Lotkowitz continued that the system will run itself, it doesn't need constant supervision.

Insulation/Energy Conservation Program Update

DMO Lotkowitz passed out the new suggested budget he was given for the IEEP program that he obtained at his recent meeting with the rep. The rep. suggested that we use money for system infrastructure; either public lighting or AMR, etc. Comm. Dolmatch asked if money can be used for the UV generator hook up to our system. DMO Lotkowitz said that the money could be used for SCADA, the monitoring system in the UV project not the generator hookup. Questions arose prompted by the budget sheet, the rep., an IEEP consultant from Honeywell, put together. Columns and totals were questioned, as well as actual monies spent and which programs have been implemented and/or submitted. **Comm. Moffa said that clarification as to what the numbers mean is needed. DMO Lotkowitz will refer to the email that he was sent along with the sheet and advise. Comm. Moffa requested that the members, once again, give DMO Lotkowitz feedback, like Comm. Hall has done, so that programs can be chosen.** Comm. Moffa said that he and DMO Lotkowitz will then meet and discuss before presenting the Board's ideas to the Village Board. It was noted that the Appliance program is already up and running, with \$680 in rebates to date, without the Village Board's approval. DMO Lotkowitz said he mentioned it to them though. Comm. Blackwell asked if the Insulation Program had been approved, "Yes, they signed a contract", DMO Lotkowitz stated. Comm. Moffa stated that they, (the Municipal Board) did have a question on the program though. DMO Lotkowitz said the program is already approved. Comm. Blackwell asked what other programs on the list have the Village approved. No other programs have been approved.

DMO Lotkowitz created a four month average tally sheet showing the highest electric consumers in the village; though it does not represent solely electrically heated homes, he feels it is informative. Comm. Moffa reminded that the only homeowners eligible for the program are homes heated solely by electricity. The sheet created by DMO Lotkowitz is for informational purposes only, contains account information and is not to be distributed.

It was brought up again that a questionnaire should be sent out to residents to determine which homes are solely electrically heated and obtain their square footage. **DMO Lotkowitz said he would obtain the square footage information off the County's website in order to aid in determining who is eligible for the program**, so it can move forward. Clerk Clark reminded that Account Clerk Shappell will be preparing bills for October in just two weeks. Questionnaires will need to be created if being inserted in the bill's envelopes. DMO Lotkowitz said that won't be taking place.

CFL's-DMO Lotkowitz and the Skaneateles Town Square are working on distributing Compact Fluorescent Light bulbs. Comm. Blackwell asked if that program has been approved. DMO Lotkowitz feels that he should just go ahead. Comm. Blackwell asked everyone if approval for these programs is necessary or not? Comm. Dolmatch said that due to public funds being distributed, he feels Village Board approval is necessary. He and Comm. Blackwell would like a full budget in place prior to implementing anymore programs. Comm. Moffa feels approval isn't necessary for all of the projects. Comm. Dolmatch said that a positive funding balance needs to be retained.

Newsletter

Clerk Clark re-read the minutes of the last meeting regarding Comm. Dolmatch's suggestion that a Village newsletter be created.

MOTION: Comm. Dolmatch made a motion that the Municipal Board recommend to the Village Board that a quarterly newsletter be published, a portion of which would be devoted to the Municipal Board. Comm. Blackwell seconded the motion and all present were in favor. 4-0

CNY Climate Change Innovation Program

Solar Carport-Due to lease issues, the previously chosen location at the northern end of the southern portion of the municipal lot is no longer a location option. The location has to be property owned solely by the village. DMO Lotkowitz passed out a diagram of the lot indicating the two latest choices. They are in the northern end of the municipal lot, either of the two center sections. Comm. Dolmatch asked if the location he endorsed was discussed and what the outcome of that discussion was. DMO Lotkowitz said there are more economical locations and it would be head-on parking as opposed to all in one row. Comm. Dolmatch explained that the center separator will force these parking stalls outward and encroach on the drive isles, which are at the design width. This would essentially make the drive isles non-conforming with Village Code. He supposed that the some parking could be moved over and the hill could be moved to enlarge the drive isle. This would have to be relayed out. Comm. Moffa suggested that Comm. Dolmatch attend the meeting around 9 am on Friday, October 21st and spin on it further at that time.

AMR

DMO Lotkowitz passed out a project cost spreadsheet in the requested new format, as of 8/31/11. Comm. Blackwell asked when the remaining 336 water meters would be installed. Comm.. Moffa stated that there are still man-power issues due to the layoffs. DMO Lotkowitz said a couple of things are being worked on in the negotiations. It was confirmed that 8 large meters have been installed and there are 3 left to install that we have in stock and 10 more that have yet to be purchased. Comm. Blackwell asked what the performance has been on the 8 installed. DMO Lotkowitz replied that they are in various locations and that he didn't know. He said "We have purchased three district meters that haven't been installed yet." Comm. Blackwell asked what the readings have been showing on the others. He was very interested to hear about the results of the school awhile back and would like to hear the results of these. **Comm. Moffa requested that DMO Lotkowitz look at the performance data of the big meters that are installed and report back to the board.** Comm. Blackwell suggested "The Municipal Board recommend to the Village Trustees: To get this job done". Comm. Moffa said we've done this already. Comm. Blackwell asked, "When"? Comm. Moffa stated that they recommended it when Comm. Blackwell wasn't present, sometime within the last three meetings. Comm. Blackwell said, "This is a half-a million dollar project and by time it gets up and running, it will be obsolete." Comm. Moffa said "It sound's like a good topic for a letter to the editor; the meeting needs to move on."

Billing Interface-DMO Lotkowitz had no report. EJP still has to set the factors to one. **Comm. Moffa asked that he keep on them to get that done.**

Rate Calculation for Electric billing to residents

Wilson Rate Study-Mr. Davis, the YMCA's/SRCT's (Community Center's) attorney, suggested that a sub-station, second delivery point, be created since the power we presently receive travels over National Grid lines and can travel more directly to them. We would just need to buy a back up transformer. It would eliminate the need for the Village to upgrade its substation. DMO Lotkowitz said the NYPA's standpoint is that there is already a precedent set in the Village of Ilion, at the Remington Arms. Comm. Moffa requested that the Municipal Board endorse this.

MOTION: The Municipal Board hereby endorses serving the Skaneateles Community Center (YMCA) with village power delivered directly to a Village-owned sub-station* at the Community Center (YMCA) property over National Grid lines.

The existing transformer serving the Community Center (YMCA) would be the basis for this sub-station. This service would be metered by National Grid at the delivery side of the supply feeder and billed through the Village to the Community Center (YMCA) customer similar to other Village Electric customers, using authorized rates and charges. Such an arrangement, which we believe is subject to acceptance by National Grid, the Community Center (YMCA) ownership, and the Public Service Commission; would relieve the Village of the need to upgrade feeders originating at its downtown sub-station, but would require purchasing and having available a back-up transformer at the site with rating and capacity adequate to serve the Community Center (YMCA) -currently and after its planned expansion.

It is agreed that a rate structure review cannot move forward until CHA's (Clough Harbour Assocs.) Infrastructure Study is complete, as we need future capital requirement information to project into the increase/structure. DMO Lotkowitz said their field study is complete; they are now compiling their notes. He passed out an outline of their study only as it concerns the reconstruction project at the Community Center/YMCA. Comm. Dolmatch asked for clarification that everything is going to be listed on the final report; every pole, (we have 500) and every piece of infrastructure that the Village owns. Everything should be represented as either A, B or C. Vegetation issues need not be identified, as they don't involve capital outlay. He noticed that only 166 items are addressed on this outline. He would like to see "Replace Cable", "Replace Transformer", projections of useful life for the Villages' entire infrastructure. He asked again if CHA has an illustrated, outlined report consolidating our data: poles, wires, transformers, the condition, the year installed, recommended replacement dates with costs; an outline for a capital planning system as requested at the August 15th meeting. He continued, "We need a summary of the report that will eventually be needed to come up with capital projections the Electric Dept. needs to set aside so that it is self-sustaining." Comm. Blackwell would like **DMO Lotkowitz to bring the list of 35 "Immediate Attention Recommended" items to the next meeting.** DMO Lotkowitz said that the list/outline is old and not up to date; we didn't get to it last meeting. He is pretty sure that the 35 items are mainly vegetation issues, **but will obtain the list.**

Comm. Blackwell stated that Booneville's electric rate increase was approved by the PSC (Public Service Commission). The sub-committee will get together and produce several alternative models for a potential rate increase/tier structure change, which again needs the infrastructure data off CHA's report and information on the Community Center/YMCA's inclusion on Village power in order to be accurate. DMO Lotkowitz said that he received a call from the MEUA stating that NYPA has received the application for an increase in hydropower and it is being reviewed. He is not sure if it will be approved.

Proposed NYPA Rate Increase

The MEUA is representing the Village and the other Municipals in this rate increase. Comm. Dolmatch inquired if the PSC needs to approve that increase. DMO Lotkowitz said they do.

Local Gov't Efficiency Grant (\$444K)

Comm. Moffa complimented DMO Lotkowitz's efforts in obtaining this grant. It was noted that some clarification needs to be made as far as which municipality; Skaneateles' Village or Town will oversee the operation of the water system and the billing of same, as the grant correspondence indicates the Town will be the water system operator/biller.

DMO Lotkowitz stated that the grant will be used for the U.V system currently being installed, water tank rehabilitation/recoating and piping modifications to connect the Town to Village, which will eliminate the reservoir system. Comm. Blackler asked how DMO Lotkowitz will handle the requirement that the Town handle the water system. DMO Lotkowitz stated that we have a combined system that reads the meters. All agreed that we don't yet, but we will. Comm. Blackler stated that he doesn't think it's as easy as it seems.

Tallcot Lane Waterline-GHD letter-

At first the Municipal Board members questioned why this topic was put on the Agenda, as it is a private matter. The water line in question is not a Village line. Comm. Moffa feels it should be addressed by the Municipal Board as good stewards. After further discussion it is agreed that due to public health concerns and water conservation (14mg/yr), they endorsed the repair/remedy of the system according to GHD's recommendation. Comm. Blackler doesn't feel the Village should pay for it, but that the Village should fix it, he wants the Mayor to understand that it is not a Village line. Comm. Dolmatch feels it should be paid for by the homeowners depending on their average usage. He feels the Village should assist the homeowners in obtaining a contractor to remedy the situation with funds that have been collected from the homeowners upfront. Comm. Blackwell believes this an issue for the Village Board, the Mayor, and Attorney Byrne, but that the line should be replaced.

MOTION: The Municipal Board hereby recommends that the Village proceed with solving the Tallcot Lane water line issue, as suggested by GHD's letter, recommendation #3. Whether it is a public or private line and who should pay for it is not up to the Municipal Board. It should be replaced due to health concerns and efforts to conserve.

WWTP-Draft Letter from GHD

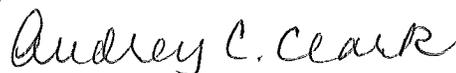
DMO Lotkowitz passed out GHD's WWTP evaluation. At the end of August an RBC unit failed at the WWTP. To recap the situation there, DMO Lotkowitz provided the following information: RBC # 1 & # 2 are ten years old and # 3 & # 4 are 28 years old. #2 has failed. At this point in time, the Village needs to make a decision as to which RBC units to replace; all of them, three of them, two of them, or just the broken one. **Comm. Moffa asked if there are any warranties in place that can be utilized, he would like GHD contacted with that question.** After discussion it is decided that an evaluation of all the RBC units be performed by GHD and that a purchase spec be provided to use when we obtain quotes for replacement units. Comm. Dolmatch stated that as soon as possible the Village needs to get emergency waivers that will allow us to write a closed spec, or a limited competition bid based on this being an emergency repair. Comm. Moffa requested an estimated cost of GHD's study, prior to the Municipal Board's meeting authorizing them to proceed. It was noted that it can take up to 26 weeks to receive a unit once ordered. It is agreed that the roof of the WWTP will need to come off in order for these repairs/replacements to take place. It costs \$20,000 to do so. It will take three days to accomplish a repair/replacement. It cannot be done during winter as the friendly bacteria used in the treatment process will perish. DMO Lotkowitz suggested using space heaters while repairs are done, if done during the winter months.

Next Meeting

November 21, 2011

Adjournment

Comm. Blackwell made a motion to adjourn and Comm. Dolmatch seconded. All were in favor to adjourn the meeting at 9:40 p. m.


Audrey C. Clark
Deputy Clerk/Treasurer