

REGULAR MEETING, MUNICIPAL BOARD
MONDAY, MARCH 17, 2008
7:00 P.M.

PRESENT: President Hubbard, Commissioners Blackwell, Moffa, and Roney, Trustee Dolmatch, Director of Municipal Operations Hunt

ABSENT: Commissioner Blackler

OTHERS PRESENT: Cliff Abrams of 37 State Street, *Lyndsay Quiggle, Senior Program Representative for Energy Curtailment Specialists, Inc. (ECS)

MINUTES: Commissioner Moffa complimented Commissioner Roney on his Minutes of the Meeting of February 18, 2008 saying they were nicely done and very concise. Trustee Dolmatch said he had some minor comments and Director Hunt will review the minutes prior to approval at the April 21, 2008 meeting.

WATER TREATMENT: Director Hunt reported that Stearns & Wheeler's Engineer Frank Castro was here today to assist in evaluating the longstanding problem with Wet-Well #1 and the vacuum pump-priming system. Director Hunt said that he and Mr. Castro also discussed an ultraviolet light disinfection process to treat cryptosporidium and other parasites and viruses in the water. There is a very high likelihood that UV light could be mounted in the force main at the pump house and there are real advantages to having it there, such as the availability of a generator. Commissioner Moffa referred to the Village Board Minutes of March 10, 2008 noting that Mayor Green said the Village will be required to have a plan by April, 2009, to be operational by April, 2012. Commissioner Moffa said it is therefore important to get engineering consultants involved in the very near future. Director Hunt said the plan might not be due until April, 2010, depending if the Town of Skaneateles is included in the count that determines the due date. Trustee Dolmatch said if the intent of the plan is sufficient to represent the plan it could be submitted with the details worked out afterwards -- one of the initial steps ought to be to find out what the plan needs to be. Commissioner Moffa said the plan includes a conceptual design and reiterated that we need an engineering consultant. He added that only select firms, S&W and Brown & Caldwell (as an example), know how to design a UV system. Director Hunt stated that we should work expediently irregardless of the deadline. In response to President Hubbard, Director Hunt said whether or not the Town of Skaneateles remains as our water customer, the smallest unit, a 1 mgd system, will be sufficient at an approximate cost of \$65,000. Trustee Dolmatch noted that there isn't any money in the water fund -- it is actually running at a negative and subsidized by the General Fund. President Hubbard questioned if the current water contract between the Village and Town addresses financing capital projects above and beyond the annual CPI rate adjustment and asked Deputy Clerk/Treasurer Couch to provide a copy of the contract to the Municipal Board.

* Lyndsay Quiggle arrived.

Trustee Dolmatch acknowledged that the Town has recently been considering getting its water elsewhere, but Commissioner Roney noted that the Village has to expend the same amount of money for a UV system no matter the Town's decision. The Board discussed storage capacity with Commissioner Moffa noting if we are not

concerned about contact time, the working level of the tank could be different. Director Hunt said that part of the Vulnerability Assessment and Emergency Response Plan addresses how much storage capacity we'd have if the water source was lost. Commissioner Moffa agreed that a look at UV influences the Vulnerability Assessment. There have been great advances in the last three years on UV applications and we need to get a consultant on board to get started. President Hubbard said it looks like more coordination than work. Director Hunt reminded the Board that we asked S&W for a cost proposal to study our water capacity and late today he received a quote of \$12,000. Trustee Dolmatch commented that we should look at this as a business problem rather than a technology problem and determine if it is beneficial to complete this sooner rather than later. It may be advantageous to put it off as long as possible with an ability to change the plan if necessary. President Hubbard concluded that we need to verify deadlines for plan submission and implementation. Commissioner Blackwell said we also need to find out if there is any provision for a rate increase to be passed onto the Town other than the CPI adjustment.

AMR: Director Hunt advised that the Light and Water crews are reading meters now and will gather information while doing so. They will record whether it is a touch pad, digital read, or neither, pit meter, pipe size, etc.. Specifically regarding the commercial electric meters, certain parameters will be documented. Director Hunt said he scheduled an Automatic Meter Reading (AMR) system installation kick-off meeting at the Skaneateles Community Center on Thursday, March 27, 2008 at 10:00 a.m. The topics will be of interest to installers, billing staff, and users monitoring the system and will provide a look at the interrelations of the system components. Anyone interested and involved with AMR is welcome to attend. Director Hunt stated that the base equipment is here and the computer equipment is at the Town Hall to be installed. He added that he is still checking on fiber optics and is not yet sure if a "hard line" or wireless is the best way to go. President Hubbard asked if it would matter if the Town Hall moved from its present location and Trustee Dolmatch asked if there is underground conduit capability from Elizabeth Street out Fennell Street to the Village line. Director Hunt said there is a tie point.

**ELECTRIC
CONSUL-
TANT:** Director Hunt said that subsequent to review of the five responses to the RFP, he e-mailed HMT, O'Brien & Gere, and CHA with a list of questions that he and Trustee Dolmatch drafted and asked them to be prepared for an interview for potential selection as the Village of Skaneateles Electrical Consultant. The Board decided to attempt scheduling the interviews as follows: Wednesday, April 9 at 4:30 to 6:00 p.m. and 6:30 to 8:00 p.m.; Thursday, April 10 at 6:30 to 8:00 p.m. Commissioner Moffa suggested moving right into the questions & answers, which will be the firms' presentation, after a very brief introduction.

**ORCHARD
ROAD:** Director Hunt reported that he got the work plan last week and the work will commence this week. Ground water elevations will be recorded weekly and more often if we receive a significant amount of water. In response to President Hubbard, Director Hunt confirmed that S&W's work plan includes smoke testing. The original intent was to conduct smoke testing just on Orchard Road, but that could be expanded. Director Hunt said he talked to S&W Engineer Jon Putnam about new technology and the video from last year will be reviewed. President Hubbard noted

that the work was authorized by the Village Board and the work is on going with Director Hunt collecting data on ground water, flow, WWTP, etc.

BUDGET:

President Hubbard said he is not aware of the FYE '09 budgets for DPW, Water, and Sewer, recognizing that there isn't an actual budget for the Light Department. Trustee Dolmatch advised that the budgets are still being formulated and are not in place yet. There was a meeting this past Saturday morning at which time the Village Board looked at water, sewer, and the DPW. Another budget meeting is scheduled for this coming Saturday to consider the General Fund and Mayor Green may have another meeting on March 29th. The Board discussed their role in the budget process with President Hubbard grasping that we will have certain venues such as a system evaluation for the Light Department. Trustee Dolmatch said it would be helpful to the Village Board if the Municipal Board could identify specific projects with the associated costs. Director Hunt referred to his spreadsheet noting that key projects are identified with costs. In response to Commissioner Blackwell asking about the ability to review previous year expenditures, Trustee Dolmatch said Village Clerk/Treasurer Sheehan has the data. Commissioner Blackwell said he'd like to look at 3-5 years in addition to the proposed budget as it is relevant to the Municipal Board when we're considering consultants, etc. Trustee Dolmatch said it boils down to the tax rate -- the Village Board has to determine whether or not to increase the tax rate or user fees, but the information is available for all. President Hubbard said the water concerns him because of the UV requirement and associated consultants. Trustee Dolmatch said the Village Board may decide to increase water revenue. In response to President Hubbard, Director Hunt said he doesn't think there is any expenditure included in the current water budget for engineering services. Commissioner Moffa agreed that you should build the budget from the previous year's actual experience but this Board's work is to prioritize and make a recommendation, not to get into the historic financial trends. Trustee Dolmatch said the Municipal Board can identify costs. Regarding rolling stock, Director Hunt said he proposed following the Roy Teitsworth, Inc. Professional Auctioneers example of keeping newer stock and trading it sooner and recognizes that State Contract is the way to go. Commissioner Blackwell asked if there a long range 5-yr. plan to which Director Hunt answered negatively, adding that he doesn't have the time to do an analysis for every department. Commissioner Roney further recognized that if you don't get past year one, the plan gets trashed. In response to Commissioner Blackwell, Director Hunt said he looked at the big and small ticket items as well as trading newer vehicles when they are of greater trade-in value; but you need to have money to initiate the plan. President Hubbard said he is most concerned with the Municipal Board chiming in on a budget recommendation that's not currently considered, such as the consultant for UV and a capacity study. Trustee Dolmatch suggested that the Municipal Board focus on renewal of our infrastructure. President Hubbard said perhaps we should make recommendations on all non-capital expenditures. Commissioner Moffa said we are trying to get ahead of the game with electric, but we are also trying to put out fires. Director Hunt added that we are getting maps up to date, need to address GASB 34, but first need to know what we have -- it is not a quick road. Trustee Dolmatch suggested developing a way to get where you want to go with a plan denoting time, steps, cost, etc. The Municipal Board concurs that a capacity study needs to be done for the Vulnerability Assessment and we have an obligation to answer that question about reserve capacity. Therefore, it seems prudent to address the cost for a UV plan and capacity study within the fiscal year ending 2009 budget. Commissioner Moffa noted that

even if the implementation deadline is 2012, if you back-up the time line (i.e. 3 months to purchase materials, 3 months to install, 2 months to test the installation, etc.) it becomes clear that we need to get a consultant on board in 2008.

Resolution #2008-1: On the motion of Commissioner Moffa, seconded by Commissioner Roney, it was resolved and unanimously carried (4-0 in favor) to recommend to the Village Board that they include \$20,000 in the Water Department Budget for FYE '09 to support engineering activities for a UV Plan of Study with the potential for some level of Town of Skaneateles participation.

Voting in favor: President Hubbard
 Commissioner Blackwell
 Commissioner Moffa
 Commissioner Roney
 Absent: Commissioner Blackler

Resolution #2008-2: On the motion of Commissioner Roney, seconded by Commissioner Moffa, it was resolved and unanimously carried (4-0 in favor) to recommend to the Village Board that they include in the Water Department FYE '09 Budget an amount, to be determined after review by Director of Municipal Operations Hunt, to support engineering activities for a Capacity Reserve Study, a Vulnerability Assessment and Emergency Response Plan. In discussing the motion, the Municipal Board recognized that we've received an estimate of \$12,000 that Director Hunt will review in an attempt to reduce.

Voting in favor: President Hubbard
 Commissioner Blackwell
 Commissioner Moffa
 Commissioner Roney
 Absent: Commissioner Blackler

MUNICIPAL BOARD PRESIDENT: President Hubbard informed the Board that the Village Board will be making annual appointments at its Organizational Meeting on Monday, April 7, 2008 and he'd like to relinquish the Presidency. Therefore, the Municipal Board can endorse another Municipal Board member for President at their meeting of April 21, 2008 and make that recommendation to the Village Board.

W. LAKE STREET: Regarding the Weitsman reconstruction project at 45 West Lake Street, Director Hunt said he had some discussions with Jim Falso who wants the overhead lines in his vista to be moved underground. Commissioner Blackwell said he wants to know what we are doing on West Lake Street. Director Hunt said work on West Lake Street was planned for this year, but the crisis on Orchard Road takes priority in the FYE '09 budget. Trustee Dolmatch said there is also still a question as to who bears the cost of underground. There is a detailed letter from Village Attorney Byrne about forming a special district and there are issues outstanding such as the sanitary sewer lines on West Lake Street. Commissioner Roney said it would be helpful if the Village Board gave us a request as to what they'd like to see in the next budget relative to West Lake Street. Commissioner Blackwell said the road is falling apart – it is an embarrassment. It is the sorest looking thumb in the Village so the Municipal Board should make it a priority. Commissioner Moffa agreed but said we first need to look at what's underground.

**ENERGY
CURTAIL-
MENT:**

Ms. Lyndsay Quiggle, Senior Program Representative for Energy Curtailment Specialists, Inc. (ECS), introduced herself explaining that ECS is a private company that works through NYISO that oversees the power grid. The ECS "Operation Save New York" program is free to participants who are not subject to financial penalties even if they fail to reduce electricity when called upon and are actually paid \$8,000 per MW of declared curtailment annually (\$5,000 per MW in summer, \$3,000 per MW in winter). Additionally, participants are paid \$0.40/kWh as energy payments for any curtailment during an actual emergency event, as measured by NYISO rules. Some of the top 10 reasons to join "Operation Save New York" are:

- Participants can lower electric bills by saving electricity on the highest-rate days
- Participants decide what will be turned off or reduced
- Participants get day-ahead notice that provides time to plan what to reduce in their facility
- Free interval meter and software will help to "see your usage" and become more energy efficient

Ms. Quiggle said an enrollment form is included in the folders she distributed and just needs to be filled out and faxed back. There is no risk, only gain, and you can opt out at any time. Director Hunt explained to Ms. Quiggle that we are in the preliminary stages of AMR installation and this program may well be something we are interested in once AMR is up and running.

The Board apologized to Ms. Quiggle for keeping her at the meeting so long not realizing that she was there to make a presentation. Ms. Quiggle responded that it wasn't a problem, that she found the meeting rather interesting, and thanked the Board for their time.

ADJOURN: The meeting adjourned at 10:16 p.m.

Patty Couch
Patty Couch
Deputy Clerk/Treasurer