

REGULAR MEETING, MUNICIPAL BOARD
MONDAY, JUNE 16, 2008
7:00 P.M.

PRESENT: Commissioners Blackler, Blackwell, Dolmatch, Hubbard, and Moffa, Trustee Angelillo, Director of Municipal Operations Hunt

OTHERS: Cliff Abrams of 37 State Street, John Camp of C&S Engineering, *Old Stone Mill Developer Rick Diamond

ABSENT: Commissioner Roney

MINUTES: Minutes of the meeting of May 19, 2008 weren't available to approve.

DATA BASE SYSTEM SOFTWARE SELECTION/NEEDS ASSESSMENT: DMO Hunt said he talked to Jim Horton of Clough Harbour Associates (CHA) and is very impressed with their GIS data base capabilities. Mr. Horton indicated his willingness to make a presentation to the Village and Municipal Boards and agreed that we should start with CAD maps. Regarding software selection, DMO Hunt said in his opinion, as well as Mr. Horton's, O'Brien & Gere's, and Stearns & Wheler's, it is generally better to develop our own spreadsheets rather than having proprietary software. In response to Commissioner Dolmatch stating that we generate our needs, Commissioner Moffa confirmed that he and DMO Hunt are working to establish our needs; DMO Hunt will distribute what he has. Commissioner Moffa expressed some confusion in that he thought his and DMO Hunt's charge was to report on the status of a needs matrix and get GIS input from CHA since they're now on board. Commissioner Moffa said he is all for CHA doing a presentation if they have a good understanding where we are coming from. Commissioner Dolmatch said for now we should focus on how the system will be used to determine what we need. All the information needs to be compiled prior to deciding on a system. We want applications and what CHA requires from data acquisition and how to convert that data. Commissioner Dolmatch recalled that a few years ago C&S Engineering did a needs assessment that should be distributed to the Municipal Board and CHA.

AMR: DMO Hunt advised that the vendor (Sensus) hasn't given us a ship date for the electric meters. Because of the timing of the initial bidding, award, etc. we lost our place in line when Sensus received several large orders from others. Based on DMO Hunt's complaints, they will go through Everett J. Prescott, Inc. (EJP) for the meters. In response to Trustee Angelillo, DMO Hunt said Sensus has installed the head in equipment, antennas, and got the water meters for us. Trustee Angelillo asked if anything is working. DMO Hunt said there is one transmitter at 26 East Elizabeth Street and it worked for a brief moment before the pipeline connection was lost. Commissioner Dolmatch asked if water and electric meters would be installed simultaneously if the meters were available. DMO Hunt answered negatively noting that the Water Department Laborers don't want to work on electric meters and he can appreciate that. Commissioner Dolmatch summarized that due to the delivery failure there is a delay in electric meter installation, but no lost revenue to the village. DMO Hunt said new water meters are being installed to replace stopped meters and we have approximately 86 water meters on hand. Commissioner Dolmatch noted that none of the problems with electric meters is relevant to water. DMO Hunt said that is correct and that's why we only have one transmitter up. Once we know we can connect to the Sensus IT center in Philadelphia, PA, additional transmitters will be installed. Commissioner Blackwell asked how many electric meters are ordered. DMO Hunt answered that he ordered 300 verbally 6 weeks ago and the order was accepted 2 weeks ago.

ELECTRICAL DMO Hunt advised that he received the contract back from CHA and provided his

CONTRACTOR: comments 4-5 days ago so it is now back in their hands. Commissioner Dolmatch asked if CHA has an initial assignment and DMO Hunt responded that he gave them the following list: Arc flash safety evaluation at the switchyard; Evaluation of the switchyard; Fennell and Jordan Streets underground; West Lake Street; Underground evaluation on Genesee Street; and Transclosures.

DISPATCH CENTER: DMO Hunt said he enlisted Zeller Corporation who will provide the equipment and engineering support, software and training for Lineman Abbott who will do the labor for the Dispatch Center water alarm relocation. DMO Hunt said the Village Board has approved the project and the equipment should be here by June 25 at the absolute latest. It is estimated that the work will be a 6-8 day effort. The City of Syracuse Water Department will have three alarms, but eventually those may be divided into more.

RESOLUTIONS: According to Trustee Angelillo the Village Board has not discussed the Municipal Board's Resolution #2008-1 and #2008-2 of March 17, 2008 because Mayor Green has some concerns.

(Insert copies of the two resolutions)

CRYPTOSPORIDIUM: Trustee Angelillo asked if it is worth our while to test for cryptosporidium. Commissioner Moffa said no, the UV system is preventative maintenance not reactionary and testing results would not change the mandate. In response to Commissioner Blackler, Commissioner Moffa said we are mandated to have a system in place by March 31, 2012 and we have focused on UV as the presumptive solution. The Board discussed the fact that there is potential for some level of financial participation from the Town of Skaneateles as long as we supply water to them. Commissioner Dolmatch recognized that there is some question as to what the town will do for their water supply in the future – contractually we don't know that yet. To capture the cost of a UV system relative to the town supply there may have to be a supplemental agreement. Since the current 3-year water supply contract with the Town ends May 31, 2009, this board should ask Attorney Byrne to review the current contract recognizing changes will be necessary because of UV. Commissioner Hubbard recalled that we found no language to recoup money for something like this. Commissioner Dolmatch asked DMO Hunt to go through the proper chain of command to find out how the town is moving along with their decision.

CAPACITY/VULNERABILITY/EMERGENCY RESPONSE: DMO Hunt reminded the Board that there are a couple of questions in the Emergency Response Plan relative to capacity that he wasn't able to answer thus the need for a capacity study. The Municipal Board requests that the Village Board address resolution #2008-1 and #2008-2 at their meeting of June 23, 2008. Any questions should be directed to DMO Hunt and a copy to Commissioner Dolmatch.

TRANSFORMER ENCLOSURE: DMO Hunt reported that CHA looked at the transformer enclosures and he (DMO Hunt) is still concerned with aesthetics. Commissioner Dolmatch suggested copying the Planning Board on the options under consideration for their information and indicate that they are free to comment. Commissioner Blackwell said two or so years ago there was a lot of energy about safety and he wants an update on the consultant's recommendations. We are beyond the prescribed completion times and he wants the spreadsheet updated with denotations as to the status of each item. DMO Hunt said he will provide the spreadsheet in a couple of days. He advised that a power outage is scheduled for midnight Wednesday, June 18 and another will have to be scheduled for other necessary work.

SYSTEM DMO Hunt said there is no change in the status of the system diagram project.

DIAGRAM: Commissioner Blackwell said the money has already been spent and we haven't seen results and benefits. DMO Hunt agreed to provide the Board with that information.

DATA ACQUISITION: Commissioner Dolmatch recollected that we previously discussed engaging summer help but that we'd first need the scope of data to populate the data base. DMO Hunt reported that he talked to someone at Onondaga Community College (OCC) and was told of an individual who might be interested but never heard from him. In response to the question if we should get someone on board as soon as possible, DMO Hunt said let's get CHA on board first. Commissioner Dolmatch suggested that we formulate a plan to get us to an operational data system – define needs and significant milestones, applications, etc. DMO Hunt said his gut feeling is that it will take 3 years and he wants to develop it with Jim Horton or C&S. Commissioner Dolmatch said he doesn't see the need for dueling consultants. Trustee Angelillo confirmed that Jim Horton is the GIS specialist for CHA and recognized that a plan needs to be presented to the Board. DMO Hunt said he identified health & safety, reliability, and compliance as major focus points.

ELECTRICAL SERVICE STATUS: With *Old Stone Mill (OSM) Developer Rick Diamond's arrival, Commissioner Dolmatch explained that last Thursday Village Attorney Byrne invited him to solve a problem. Subsequently, Mr. Diamond asked him (Commissioner Dolmatch) to meet at the Old Stone Mill (OSM) and they spent about an hour touring the improved facility and property. Mr. Diamond explained that based on conversations he had about four years ago he feels he had a verbal commitment that the electric lines serving his property, including the lines coming across the creek, were going to be placed underground. Under that assumption, Mr. Diamond maintains that he paid approx. \$9,000 to have underground conduit installed on his property running from Skaneateles Creek to the new switching gear which we installed and then continuing out to Fennell Street. Also, he says he offered to pay an additional \$10,000 toward the cost of putting the lines underground. Commissioner Dolmatch said that Mr. Diamond is seeking a firm commitment for removal of certain overhead line and poles prior to him executing both the Village and Seitz Building (fire lane) easements. However, neither funds have been allocated nor design work performed. Commissioner Dolmatch said it's his opinion that we first need a plan, the associated cost, the logical phasing of its implementation, and a vote of concurrence. Mr. Diamond explained that he doesn't want this done immediately but rather within a reasonable time frame. Commissioner Dolmatch said this Board needs to decide what's in the Village's best interest while considering policy implications and the fact that we don't currently have money budgeted. After a lengthy discussion, the Board agreed to review a budget estimate and diagrammatic concept from the switchyard to the vault on Fennell Street at the next Municipal Board Meeting on Monday, July 21, 2008. Subsequently, it will be presented to the Village Board with the cost, benefits, drawbacks, etc. DMO Hunt said he will draw the conceptual design. Commissioner Dolmatch also charged DMO Hunt with talking to Mayor Green and Village Attorney Byrne about the precedent of going underground including who pays for new installations. Commissioner Blackler noted that we have a precedent of underground electric on Genesee Street. Mr. Diamond expressed concern about obtaining Certificates of Occupancy (CO) for the two tenants ready to move in. Trustee Angelillo said if the easements get settled he thinks we can go ahead with COs. Commissioner Blackler recognized that COs aren't the decision of this Board. In reply to Mr. Diamond asking what he can do, Trustee Angelillo said to settle the easement issue. Mr. Diamond responded that his attorney advised against signing the easements until there's assurance concerning the underground. Commissioner Blackwell suggested that perhaps Mr. Diamond's attorney should meet with Village Attorney Byrne.

*Mr. Diamond left the meeting.

LIST OF PRIORITIES: Commissioner Dolmatch referenced the list of Municipal Board priorities that he generated noting that Commissioner Blackwell responded. Commissioner Moffa stated that he reviewed the list and agreed with it. Commissioner Blackwell suggested spring boarding an energy efficiency program and said the bulk of the items are the responsibility of the DMO. Commissioner Dolmatch said that as a Board we didn't have an articulated list of priorities and Commissioner Blackwell offered that we should also have a stated goal for infrastructure. Some discussion followed about the draft and Commissioner Dolmatch offered to e-mail (fax to Commissioner Hubbard) the list again indicating that he wants comments within a week.

MB ORGANIZATION: The Municipal Board Organization memo was referenced, but its status at this time wasn't reported on. The Village Board has not scheduled discussion on it. Commissioner Dolmatch asked Trustee Angelillo to get it on the Village Board's agenda either at a regular or an operations meeting.

PROJECT TRACKING: Commissioner Moffa advised that he met with DMO Hunt this morning and they listed information that we'd like to see. Commissioner Moffa mapped out an example of a project plan and reviewed it with the Board noting that the level of detail is more germane to this Board. Commissioner Moffa responded to Commissioner Blackwell that the frequency of updates would depend on the project. Commissioner Dolmatch asked that tracking sheets be made up for about a dozen projects for the next meeting. Commissioner Blackler suggested adding a column where the responsible person can be indicated. Commissioner Dolmatch said he thinks that is a good idea or do it with a footnote. In response to Trustee Angelillo, Commissioner Moffa said we do need a capacity study in order to engage the town. DMO Hunt said we are just under 1 MGD so may want to design the system.

SPRINT NEXTEL: DMO Hunt advised that Sprint Nextel proposes to remove an existing antenna and replace it with a new antenna so he will have two proposals for review of the drawings for the Village Board to consider; Sprint Nextel will pay for the review.

BUCKET TRUCK: DMO Hunt said he sent the specifications for a new bucket truck to the Village Board and Mayor Green asked that they be presented to the Municipal Board. Trustee Angelillo noted that the specs are very specific and Commissioner Hubbard questioned if a bucket truck is on State Contract to which DMO Hunt responded that he's been told no. DMO Hunt said he has talked to several manufacturers and bucket trucks were brought here to try out. Commissioner Hubbard expressed concern about drafting our own specifications and Commissioner Dolmatch directed DMO Hunt to verify if there is a bucket truck on State Contract or not. Deputy Clerk/Treasurer Couch asked why we are getting a new bucket truck when our pick-up truck can't pass inspection. DMO Hunt said the pick-up truck is scheduled to be fixed tomorrow and will be inspected. The bucket truck needs to be replaced for safety reasons. DMO Hunt said he will provide a copy of the specifications to the Municipal Board and verify if bucket trucks are on State Contract.

NEXT MTG.: The next meeting is scheduled for Monday, July 21, 2008 and per the Board's request, Electrical Budgeting will be added to the agenda.

ADJOURN: The meeting adjourned at 9:37 p.m.

Patty Couch
Patty Couch
Deputy Clerk/Treasurer

FOLLOW UP: The follow-up items for the next meeting are as follows:

- DCT Couch – find and distribute the prior C&S Needs Assessment
- PM/JH – work on a data needs list for applications and distribute it
- Question whether or not JH is to bring in CHA for a presentation on their data base/GIS/system capabilities
- ABD to find out Mayor's concerns with Resolutions 2008-1 and -2
- ABD to ask Atty. Byrne to review the Village Town Water Contract in anticipation of 2009 renewal to determine how best to recoup UV costs for cryptosporidium
- JH to determine how the Town is moving along with their decision about water supply
- JH to solicit Planning Board review/opinion on trans-closure design aesthetics
- JH to provide a spreadsheet on the status of trans-closure protection
- JH to develop a plan to get an operational data system: to include – plan, schedule, needs statement, application descriptions – work with PM
- JH to provide a design and budget for U/G electric from the switchyard across the outlet to Fennell Street and the back alley. ABD to talk with the Mayor and Atty. Byrne about the precedent for paying for U/G service
- ABD to reissue "Priorities List" after receipt of further comments from **all MB members** this week
- MR to provide minutes of the meeting of May 19, 2008
- JH to provide the Bucket Truck specifications and determine if a bucket truck is on State Contract
- JH to provide project tracking sheets for about a dozen projects for the next meeting
- JH to provide information on the System Diagram