

REGULAR MEETING, MUNICIPAL BOARD
MONDAY, JULY 21, 2008
7:00 P.M.

PRESENT: Commissioners Blackler, Dolmatch, Moffa, and Roney, Director of Municipal Operations Hunt

OTHERS: Cliff Abrams of 37 State Street, Doug Wickman of C&S Engineering

ABSENT: Commissioners Blackwell and Hubbard

MINUTES: The Minutes of the meeting of June 16, 2008 were unanimously approved as presented.

MUN. BD. PRESIDENT: On the nomination of Commissioner Roney, seconded by Commissioner Blackler, it was unanimously agreed to elect Commissioner Moffa as the new acting Municipal Board President for the next 3-month period.

OLD BUSINESS

PRIORITY LIST: Commissioner Moffa confirmed that Mayor Green provided a written response to Commissioner Dolmatch's priority list. Commissioner Dolmatch commented that the Mayor's answers were a little cryptic in some respect and he has some issue with the response to 1.f. where he wrote that S&W did a study in the late nineties so information should still be available at the DPW office and should be what we are basing our sewer replacement work on. Commissioner Dolmatch said that information is nine years old and DMO Hunt added that it does not include current conditions. Orchard Rd. and West Lake Street are on the I&I list, but so is the entire village. Although S&W identified a number of areas in 1999, we need to get our own house in order before asking private property owners to take care of theirs. Commissioner Dolmatch said if indeed we have a long-range plan, we don't need to re-invent the wheel, but for him, the mayor's response lacked clarity. Commissioner Moffa said it is an old study but presumably the substance is the same and Orchard Road might serve as an example as to how we treat this study. Commissioner Dolmatch commented that he doesn't want to think things are fine and miss something. Commissioner Blackler said when we do tackle West Lake Street we should get local infiltrations at that time. DMO Hunt said S&W should be able to calculate where the I&I is coming from. In response to Commissioner Dolmatch, DMO Hunt confirmed that the sanitary line is in the street, but that there is also a West Lake branch and based on his observation it is probably a significant contributor to Orchard Road. Noting that it wasn't a one for one response, Commissioner Dolmatch noted that Mayor Green did not provide answers relative to utility GIS, infrastructure data base, etc. DMO Hunt said nor was an answer given about whether the Village Board would commit to financial support by future budgets. Commissioner Moffa stated that we need to address this further.

REPORTING FORM: Commissioner Moffa reminded the Board that DMO Hunt was asked to bring examples of a reporting form and format to this meeting. DMO Hunt distributed a "Draft Municipal Board Project Reporting Form" that he expanded with categories the Board might be interested in. He noted that this Cryptosporidium Project reporting form includes elements most projects would have. Commissioner Moffa recognized this draft as the one he initially did and said he thought DMO Hunt was to present five samples this evening. Commissioner Dolmatch said the form is generally good, but he would have included in the comments column when we expect to have a budget for the final design. He also corrected the Compliance Deadline date as March 31, 2012 not 2010. Commissioner Dolmatch said the level

of detail is good for him and that we need something like this for all projects. DMO Hunt said he added the Objective column; Commissioner Dolmatch suggested using it to denote the people or organization doing the project. Commissioner Blackler recommended showing when a milestone has been completed. Commissioner Moffa noticed that some information was dropped from the report and he wants it reinstated. Under the Budget category add back in "A" for authorized, "S" for scope, "P" for pending and "R-N/A" for requested-not authorized. Commissioner Moffa charged DMO Hunt with putting together more projects reporting forms and Commissioner Dolmatch urged him to do so sooner rather than later.

CHA CONTRACT: DMO Hunt reported that the Master Services contract has been executed and the RFP was sent to Clough Harbour Associates (CHA) with multiple tasks to quote. Commissioner Dolmatch said in general it dealt with the electric system and it's his understanding that we can expect some response by next week. DMO Hunt said the Electric Department can make profit and some of the money can go to the General Fund. In his opinion, it would be appropriate to use electric revenues for other infrastructure. Commissioner Roney said profit is set aside in a Capital Reserve fund, but certain projects shouldn't be at a cost to the ratepayers. Referring to the Rules and Regulations for Underground Electrical Installations adopted by the Municipal Board October 28, 2003, DMO Hunt said replacement electrical service to existing construction may be placed underground at the request of the property owner/Applicant, or as required by the DMO. All new construction requiring electrical service shall be served by underground facilities, unless otherwise approved. Commissioner Dolmatch noted two examples; 1) W. Lake Street and 2) from the switch yard down Fennell Street. DMO Hunt said that just like sewer districts, an electric district can be created with the individuals financially responsible for materials and supplies plus 30% for the service from the street to them. Commissioner Moffa asked and Commissioner Dolmatch agreed to work on this issue with DMO Hunt noting this was the last item listed under agenda no. 11 (Electric Power Regulation, Pricing, Industry Supply, Control and Utilization).

DATA BASE CONSULTING: DMO Hunt advised that he sent an e-mail request to the Village Board and Municipal Board regarding interest in CHA's offer to make a presentation and from the three responses he received July 28 is the date of choice. The Board agreed with Commissioner Dolmatch that the entire Board doesn't need to be there – get one or two people educated and they can then bring their knowledge to the Board. The meeting was tentatively scheduled for Monday, July 28, 2008 at 5:30 p.m. DMO Hunt will verify the date with CHA and then the Board. He said he was told the presentation will take about 30-45 minutes followed with about 45 minutes for questions.

Commissioner Dolmatch asked if we dredged up the needs assessment. DMO Hunt answered that he asked Town Budget Officer Winkelman for it but has not yet received it. Doug Wickman offered to get us a copy. DMO Hunt said there is not necessarily a need for everything on the needs assessment but some is a pre-requisite for some grants. Commissioner Dolmatch said it is worthwhile to revisit the needs assessment to validate or update because of changes such as the Town now having a full time assessor). He cautioned against having something so specific that we can't expand on it in the future.

SYSTEM DESCRIPTION: Commissioner Moffa recognized that system description development is one of the first things we have to do. DMO Hunt reported that he talked to CHA and it will be part of their presentation; he is waiting for a response to the RFP. Commissioner Dolmatch asked DMO Hunt to start a status sheet on this and Commissioner Moffa agreed adding, even if there are some dates missing.

- CRYPTO STATUS:** DMO Hunt reported that Village Attorney Byrne tasked himself with moving this forward relative to how the language changes for the Town's water contract because of UV, but he doesn't know where it stands. Commissioner Moffa asked that this be added to the status sheet. Commissioner Dolmatch clarified that the project reporting forms aren't meant to indicate how we are going to do something but rather what we have to do. He added that the Town needs to know that UV is necessary and comes with a cost. Commissioner Moffa said that because the \$20,000 has not yet been authorized it is his intention to meet with the Village Board and back off from the completion date to emphasize the **IMPORTANCE TO MEET THE 2012 DATE AS WE COULD BE PENALIZED IF WE DON'T**. Commissioner Dolmatch suggested that we start thinking about how this is to be financed. Commissioner Moffa recognized that the S&W report has to happen first.
- WATER CAPACITY:** DMO Hunt reported that he received an e-mail from Kevin Castro of S&W today regarding data needs. Mr. Castro indicated that S&W is authorized to proceed with the capacity study. The Board recalled that the intent was to have the developer of "Old Seneca Heights" reimburse the cost of the capacity study. Commissioner Blackler confirmed with DMO Hunt that Attorney Byrne is going to revisit the Town's water contract. Commissioner Moffa said Attorney Byrne can certainly work in parallel with the generic contract language while we work on the technical aspects. Commissioner Moffa asked that a project reporting sheet be made for this also. Commissioner Roney asked for confirmation that S&W has indeed been authorized to proceed. *(Note: Mayor Green sent a letter July 14, 2008 authorizing "S&W to proceed with its evaluation of the capacity of the Village's water system to serve "Old Seneca Heights" as outlined in your proposal of June 12th. The Town has escrowed \$11,600, the amount you (S&W) estimated, for payment of this study.")*
- CHA ASSIGNMENTS:** DMO Hunt said he provided the Board with a copy of his RFP/letter of July 16, 2008 to CHA and anticipates receiving at least one estimate (W. Lake St.) this coming Thursday. Commissioner Blackler commented that there was lots of work listed.
- BOARD ASSIGNMENTS:** Commissioner Dolmatch explained that a Board member's assignment doesn't mean that that activity is their exclusive turf – anyone who is interested can participate. Commissioner Moffa echoed that sentiment noting that he could certainly use help on water matters. Assignments are as follows:
Water System and System Regulation – Commissioner Moffa
Capital Investment and Replacement Planning Methodology and Systems – Commissioner Roney
GIS and Data Base Development – Commissioner Blackler
Electrical Power Safety, Reliability and Network Facilities – Commissioner Hubbard
Electric Power Regulation, Pricing, Industry Supply, Control and Utilization – Commissioner Dolmatch
- TOWN WATER:** DMO Hunt reported that he talked to Town Budget Officer Winkelman and Town Water Foreman Famoly who both indicated that there has not been any action by the Town Board to secure an alternate water source. Commissioner Dolmatch asked about the status of the Town's actions to reconstruct their water storage facility as a secure facility and the timing and interaction with the Village on that activity. Commissioner Blackler asked what if we put a UV system in that doesn't handle the Town also. Commissioner Moffa responded that the pump station site can accommodate UV for both the Village and the Town. However, according to his quick calculations, if he had to also do filtration there would not be enough room at the site. DMO Hunt said we need to know where the Town stands.
- JOINT DPW** DMO Hunt advised that he met with Town Budget Officer Winkelman who is

PROJECT: developing an Inter-municipal agreement by cutting and pasting the agreement from the Bus Garage project, but the current plan is to see how the joint municipal building progresses. Commissioner Dolmatch recognized that there isn't any money budgeted for this project and it can therefore be taken off the agenda.

NEW BUSINESS

LEASES FOR WATER TOWER ANTENNAS: DMO Hunt said we have a proposal from Sprint Nextel to replace two existing antennas on the tank. The proposal has been reviewed by the tank manufacturer, Statewide Aquastore, and they stamped it okay as it's similar to what's currently there. DMO Hunt said he recommends enlisting Dave Stevenson to review the Sprint Nextel Proposal and evaluate lease fees and recommend new, as appropriate. Modifications present an opportunity for lease review.

Commissioner Dolmatch said he noticed the NYS Public Service Commission (PSC) Notice Soliciting Comments that was received late this afternoon and wonders if it has anything to do with Verizon's antennas. DMO Hunt explained that it relates to the significant amount of infrastructure in the village.

UNDER-GROUND ELECTRIC: Relative to what we have done in the past for taking electrical service underground, DMO Hunt reiterated that we have a "Rules and Regulations for Underground Electrical Installations" document adopted by the Municipal Board on October 28, 2003 that he will e-mail to the Board. At times there's been an inconsistent application of policies – handshakes, seat-of-the-pants easements, costs (S.A.V.E.S.), discouraging electric heat, etc. We have set a tacit policy to install UDGD service for services of 400 AMP or greater. DMO Hunt said easements seem to be a major deficiency, particularly along the lakeshore. Commissioner Roney said there is no such thing as a handshake easement and Commissioner Dolmatch said that's a prescriptive easement. With regard to who pays for what, DMO Hunt again referred to the Rules and Regulations advising that the Village pays for distribution, the customer pays for the complete service from ROW. Subdivision developers pay for materials and supplies plus a 30% markup. The work is performed by Village forces. Commissioner Dolmatch also recognized there is the issue of joint pole agreements and the fact that we can't compel other utilities to go underground. Regarding usual costs and if the work is typically done by third party contract or by DPW/Electric employees, DMO Hunt said little third party work has been done in a long time – the business district electric was installed by a contractor. Commissioner Dolmatch offered to delve into all this deeper to report on at next month's meeting. Commissioners Dolmatch and Moffa agreed with Commissioner Blackler not to lump safety in with policy. Commissioner Moffa asked that next month's agenda include "Condition Assessment on Electrical Services".

BUCKET TRUCK: DMO Hunt reported that our bucket truck was "red-tagged" on Thursday when it was inspected and is thus inoperable. A rental is in route from Dueco who will pick-up and take back ours for repairs/recertification. The weekly rental is \$1,300 and it takes 8 months to get a new one built. DMO Hunt said he revisited the State Contract and will break the specification into two to bid out as cab & chassis and body. Commissioner Moffa suggested that we may want to look into leasing as opposed to purchasing. Commissioner Dolmatch noted then we'll have to look at this again in three years. DMO Hunt said he doesn't know how much the lease rate would be, but he can look into it. Subsequently, he will talk to Commissioner Roney about a cost analysis of leasing versus buying.

WATER HOOK-UP FEE: This issue was initially raised by Water Laborers Main and Campbell after noticing that the \$200 fee for a water hook-up doesn't nearly cover the actual cost. Subsequently, DMO Hunt worked up a spread sheet estimating the average

cost of installing water services; the Board reviewed the spread sheet. DMO Hunt said copper prices have increased substantially and \$126 is the average labor cost. In response to Commissioner Dolmatch, DMO Hunt said this is for new or re-development and he estimates we do a dozen or less water services a year. Commissioner Roney said he shouldn't be subsidizing the installations.

Resolution #2008-4: On the motion of Commissioner Dolmatch, seconded by Commissioner Roney, it was resolved and unanimously carried (4-0 in favor) to recommend that the Village Board change the fee structure for water service installations to cover the average cost of materials, equipment, and labor. It was additionally resolved to recommend charging the DMO with an annual review of the fee and to make recommended adjustments as necessary.

Voting in favor: Commissioner Blackler
 Commissioner Dolmatch
 Commissioner Moffa
 Commissioner Roney

Absent: Commissioner Blackwell
 Commissioner Hubbard

(Insert DMO Hunt's Estimated Average Costs of Water Service to Property spreadsheet.)

PUMP ISSUE: DMO Hunt informed the Board that there is a major issue with the pumps. Flooding occurred in the 200 hp main pump pit that necessitated emergency pump removals. Subsequently, we were without both pumps but had a spare that we got temporarily aligned. The two pumps went to Auburn Armature for repair. DMO Hunt said currently we don't have a spare, but it can be rewound (for approximately \$4,000) for a variable frequency drive that we'd have to purchase instead of a soft start. A variable frequency drive is more expensive than the soft start that probably costs \$2,000. DMO Hunt reported that the acute cause of flooding has been remedied, but wanted to make the Board aware of latent defects that can affect the Village. Commissioner Blackler said we need to know exact costs.

NEXT MTG.: Inasmuch as Commissioner Moffa will be out-of-town from August 2 to 15, 2008 the Board agreed to reschedule the next meeting for Wednesday, August 20, 2008.

ADJOURN: The meeting adjourned at 9:00 p.m.

Patty Couch
Patty Couch
Deputy Clerk/Treasurer

Estimated* Average Costs of Water Service to Property

* Material Prices Quoted on 7/1/2008 (Martisco Supply)

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<u>Labor/Equip.</u>	hours (avg)			
Water Op	10	\$ 33.00	\$ 330.00	
Mach. Op.	5	\$ 33.00	\$ 165.00	
Machine	5	\$ 30.00	\$ 150.00	
			<u>\$ 645.00</u>	total labor and equipment

<u>Material</u>		3/4 inch	1 inch	1-1/2 inch	2 inch	
Copper	60 ft	\$ 237.32	\$ 299.25	\$ 490.25	\$ 832.16	
Corp Stop	1 ea	\$ 18.88	\$ 28.59	\$ 76.01	\$ 125.74	
Curb Stop	1 ea	\$ 38.64	\$ 63.87	\$ 121.91	\$ 180.46	
Fittings	2 ea	\$ 17.29	\$ 20.42	\$ 51.27	\$ 74.70	
Curb Box	1 ea	\$ 22.99	\$ 22.99	\$ 29.93	\$ 29.93	
		<u>\$ 335.12</u>	<u>\$ 435.12</u>	<u>\$ 769.37</u>	<u>\$ 1,242.98</u>	<i>material</i>
		<u>\$ 216.00</u>	<u>\$ 216.00</u>	<u>\$ 216.00</u>	<u>\$ 216.00</u>	<i>avg labor</i>
		<u>\$ 551.12</u>	<u>\$ 651.12</u>	<u>\$ 985.37</u>	<u>\$ 1,458.98</u>	totals

Notes:

- 1) Cost of larger size services TBD at time of application and will include a contractor tapping fee.
- 2) Material markup not included (for comparison it is typically 30% for udgd. electric services)