

# Meeting Agenda

Date: 28 August 2018 Time: 1800

Location: Municipal Operations Building

Attendees:

**\*\*All items in red will need a vote\*\***

1. Administration
  - a. Safety Report-light poles and tree trimming
  - b. Approve Meeting Minutes 26 June 2018 & 24 July 2018
  - c. General Board Information
2. Action Items/Old Business
  - a. Dial in number for meetings?
3. Critical Impact Permit Form Completed-for Municipal Board Review
  - a. Soderberg-33 State St - Applicant has vacated application. No further review from Municipal Board
  - b. Charles-46 Jordan St - information provided Friday in poor format. Will table until August Meeting
  - c. Kowal – 13 Fennell St – Building change of use
4. Water
  - a. Utility Financials
    - i. FYE 2019 – No updates – waiting for Treasurer Report
    - ii. Water Rate Analysis-09/2018
    - iii. Budget Amendment -09/2018
  - b. Agency Notices (DOH)
    - i. HAB Status
      1. One occurrence in August, used action plan-conservative mode
      2. Back to regular distribution on 8/15
  - c. Capital Projects
    - i. WL Project
      1. Project Bid-Current
      2. Pre Bid Meeting 8/30
      3. Bid Opening 9/13
        - a. Current Contractors
        - b. Financing
      4. Project Financing & Budget
        - a. Bond Resolutions Fully Authorized
        - b. Anticipating Bond Anticipation Notes (BANs) being sold in late October/early November
        - c. Capital Project Accounts need to be set up by Village Office to process payments, will include reimbursement to Water Fund for prior GHD bills
      5. Engineering Services/Construction Management Fees – GHD Construction Amendment authorized by Village Board on ##/##
        - a. GHD to provide Bid phase services and Construction Management
        - b. Village will provide construction observation (inspection)

- 6. New employee for field inspection **\*\*Municipal Board Resolution\*\***
    - a. Better value added to hire a seasonal/contract employee to oversee the construction observation
    - b. Consider college credit
    - c. **Municipal board recommends Village Board authorization the creation of the new employee position. Contract FT position, hourly salary not eligible for employee benefits (ie. Paid time off, Health Insurance, etc) Salary paid for out of Capital Project Budget**
    - ii. Inlet Valve Actuator automation & SCADA upgrades
    - iii. SCADA assessment & PLC upgrades – Pending scope of work to GHD for proposal
    - iv. Sensus Cloud Upgrade – Pending Legal Agreements
  - d. Operational Projects
    - i. Hydrant flushing
      - 1. Zone 1 completed, starting on Zone 2
    - ii. Water Meter Replacement & Billing Coordination
    - iii. Water Tank Inspection
  - f. Utility Staffing
    - i. Operator Training – Jim Dries
    - ii. Operator Training – Miranda Robinson
    - iii. Development of DRAFT SOP document identified staff shortages
5. Wastewater
- a. Utility Financials
    - i. FYE 2019 – No updates – waiting for Treasurer Reports
  - b. Agency Notices (DEC)
    - i. SPDES Permit Application – Submitted no response
    - ii. DEC inspection 8/30
  - c. Capital Projects
    - i. Waste Water Plant Upgrade Project
      - 1. Target Dates
        - a. Request for Qualifications for Engineering Report 09/2018
        - b. Engineering Study – Fall 2018 to Spring 2019 (FYE2019)
        - c. Design – Summer 2019 to Winter 2019 (FYE2020)
        - d. Bid/Construct – 2020 to 2021 (FYE2021)
    - ii. Sewer Pump Station Radio Upgrades
    - iii. Sewer Pump Station Generator Upgrades
    - iv. I/I Reduction Projects
      - 1. Flow monitoring in the fall (this will be pushed out due to construction inspection)
  - d. Operational Projects
    - i. Sewer cleaning & televising
    - ii. Grease trap inspections
  - e. Utility Staffing
    - i. Chlorination/Dechlorination Training for Brad 9/20
6. Electric
- a. Utility Financials
    - i. FYE 2019 – No updates – waiting for Treasurer Reports

- ii. IEEP Account Balance – as of 6/30/18 - \$63,752
  - 1. BST Completing Annual PSC Report
  - 2. Have identified deficiencies in current practices
  - 3. Working with BST/MEUA to develop corrective action plan – including software, training, and staffing needs
  - 4. Targeting special meeting in September 2018 with Municipal/Village Boards to review
- b. Agency Notices
  - i. NYMPA – Semi-Annual Meeting October 24, 2018 – Syracuse, NY
  - ii. MEUA – Annual meeting In Buffalo, 9/11-14
  - iii. IEEP – Annual Meeting October 23, 2018 – Syracuse, NY
  - iv. Executive Director has resigned Management Committee is looking at options for merger with MEUA
- c. Capital Projects:
  - i. Substation - Deferred to 4Q2018
  - ii. AMR Deployment
    - 1. 51% converted to L+G System
    - 2. Remaining 49% meters have been purchased and entered into inventory
  - iii. LED Street Lighting Upgrades
    - 1. Cobraheads – 50% Converted through 7/18
    - 2. Ornaments – 12% Converted through 7/18
    - 3. Ordering cobraheads/ornamental fixtures for phase 3 – (\$30,000 annual expense paid by IEEP funds)
  - iv. Replaced all poles and conductors on Lakeview Circle – Complete except site restoration
  - v. East Genesee Street Rebuild – pole replacement complete, working on conductor replacement
- d. Operational Projects
  - i. Western Feeder Load Management
  - ii. Tree trimming & Line Clearing
- e. Utility Staffing
  - i. Line Leader Vacancy - Allan Abbott resignation from Line Leader position
- 7. New Business
  - a. City chlorine project update
  - b. Fred Dirisio
- 9. Next Meeting will be 25 September 2018 1800