

# Meeting Agenda

Date: 23 October  
2018

Time: 1800

Location: Village Hall Board Room

**\*\*All items in red will need a vote\*\*** **\*\*ITEMS FOR MEETING DISCUSSION IN BOLD\*\***

1. Administration
  - a. Approve Meeting Minutes for Joint Meeting held on 25 September 2018
2. Action Items/Old Business
3. Critical Impact Permit Form Completed-for Municipal Board Review
  - a. 16 Fennell Street – Verizon Generator Replacement (see attached DMO Memo)
  - b. 35 Fennell – Creekside Property – The Cake Shop CNY (see attached DMO Memo)
4. Water
  - a. Utility Financials –
    - i. Water Rate Analysis
  - b. Agency Notices (DOH)
  - c. Capital Projects - WL Project
  - d. Operational Projects
  - f. Utility Staffing
    1. Resolution creating new position in Water Department based on Civil Service Job Title of Public Works Maintenance Worker, as listed in CSEA Union Bargaining agreement.
5. Wastewater
  - a. Utility Financials
  - b. Agency Notices (DEC)
  - c. Capital Projects (MFR) – Draft RFQ (attached) to be finalized and approved in November 2018
  - d. Operational Projects
  - e. Utility Staffing
6. Electric
  - a. Utility Financials
    - i. Action Plan update with Estimated Budget and Cash flow Projections
  - b. Agency Notices
  - c. Capital Projects
    - i. Resolution authorizing the procurement of USA CPR software and associated computer equipment at a total cost not to exceed \$22,000.
  - d. Operational Projects
  - e. Utility Staffing
    - i. Resolution creating new position in Electric Department based on Civil Service Job Title of Line Worker Helper, as listed in CSEA Union Bargaining agreement.
7. New Business
8. Next Meeting will be 27 November 2018 at 1800



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# MEMO

**Date:** October 19, 2018  
**To:** **Municipal Board**  
**CC:** **Planning Board**  
**From:** DMO Shannon Harty  
**Re:** Review of 16 Fennell Street – Verizon

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The purpose of this memo is to provide a summary of the review of the above noted project in relation to Village Infrastructure and the Critical Impact Review process.

The applicant is proposing to replace an existing backup generator and underground fuel storage tank with a new above ground generator with above ground fuel storage.

- **Proposed Water Service:**

No change to existing infrastructure or average/peak daily use.

- **Electrical Service:**

No change to existing infrastructure or average/peak daily use. The applicant shall notify the Light Department 48 hours in advance of work in order to coordinate any temporary power shut-off.

- **Proposed Sewer Service:**

No change to existing infrastructure or average/peak daily use.

Based on the above noted items, it is recommended the Municipal Board issue Critical Impact Approval without any conditions.



# MEMO

**Date:** October 19, 2018  
**To:** **Municipal Board**  
**CC:** **Planning Board**  
**From:** DMO Shannon Harty  
**Re:** Critical Impact Review & Recommendation  
**35 Fennell – The Cake Shop CNY Change of Use Critical Impact Review**

The purpose of this memo is to provide a summary of the review of the above noted project in relation to Village Infrastructure and the Critical Impact Review process.

The applicant is proposing to modify existing personal space into a commercial services use for a 1,530 sf bakery/catering business. The business will include a commercial kitchen, regulated by DOH, and use existing facility plumbing that includes a grease trap.

- **Proposed Water Service:**

The property currently average around 460 gallons per day, and the proposed change will likely result in a similar water usage. There is no impact to water utilities.

- **Electrical Service:**

No change to existing infrastructure or average/peak daily use.

- **Proposed Sewer Service:**

The property currently average around 460 gallons per day, and the proposed change will likely result in a similar water usage. The property will utilize an existing grease trap. Furthermore, an I/I offset fee was paid in 2004 for water usage up to 1,000 gallons per day. No I&I offset fee is due for this proposed project.

Based on the above noted items, it is recommended the Municipal Board issue Critical Impact Approval without any conditions.

# **PUBLIC WORKS MAINTENANCE WORKER**

10010  
(Non-Competitive)

## DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing semi-skilled level work in the performance of a variety of public works maintenance and repair tasks in a town or village. Work is performed under the general supervision of an Administrative superior with leeway permitted for the planning of work details. Detailed instructions are received for more difficult assignments. Supervision may be exercised over the work of subordinate employees assigned to assist with maintenance tasks. Does related work as required.

## TYPICAL WORK ACTIVITIES

Participates in the construction, extension, repair, maintenance and cleaning of streets and roads, water facilities and other public works.

Participates in the maintenance and extension of storm and sanitary sewers, catch basins and collection lines.

May make taps on water mains for customer services and installs valves, gates, hydrants and fire lines.

Locates leaks, installs clamps and sleeves and makes other emergency repairs.

Performs a variety of minor maintenance on public works vehicles, such as changing oil, spark plugs, etc.

Participates in snow removal and ice control activities.

Cuts and trims trees and brush.

May operate a variety of motor and public works equipment, such as plows, graders, mowers, rollers, backhoe, etc.

May read, replace and repair water consumption meters.

Performs a variety of custodial and groundskeeping duties and helps care for tools and equipment.

May participate in collection and disposal of refuse.

When assigned to the Town of Skaneateles

Maintains and is responsible for a small automatic chlorination system without facilities for filtration that serves 1000 residents or less.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

**Add - When Assigned to Village of Skaneateles: Maintains and is responsible for operation and maintenance of Village UV water system and water storage facilities.**

## CHARACTERISTICS

Good knowledge of the common principles, practices, tools, equipment and safety precautions used in the construction and maintenance of streets, storm sewers, water facilities and other public works activities.

Ability to read plans and blueprints.

Ability to perform heavy manual labor for extended periods, occasionally under adverse weather conditions.

Ability to understand and carry out oral and written instructions.

Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS

One (1) year of work experience, or its part time equivalent, in public works maintenance activities or as a helper in general building construction or maintenance work in one or more of the standard trades, such as plumbing, electricity or carpentry.

## SPECIAL NECESSARY REQUIREMENT

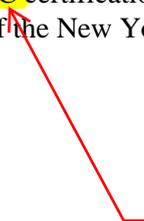
Possession of a drivers license from the New York State Department of Motor Vehicles.

## SPECIAL NECESSARY REQUIREMENT WHEN ASSIGNED TO THE TOWN OF SKANEATELES:

Possession of current Grade C certification from the New York State Department of Health as prescribed by Sub – Part 5 of the New York State Sanitary Code.

6/91 REVISED

Change to Grade B Certification`



## Electric Department

## Action Plan

As discussed at the September 2018 Municipal Board Meeting, the Village Board and Municipal Boards have requested the development of an Action Plan for the Light Department to resolve known deficiencies. The goal of the Action Plan are to establish a general outline that will guide the Village of Skaneateles to:

- establish proper levels of staffing and provide training to ensure staff have the skills necessary to accurately and safely perform duties,
- ensure safe and reliable electric service to customers,
- provide proper maintenance and capital investment to Light Department Assets, and
- ensure regulatory compliance and preparation of accurate financial records to support all major financial decisions including rate adjustments.

The following issues and actions are identified and recommended in order to meet the goals of the Action Plan.

Finance/Accounting –Issues:

- Proper account coding of revenues and expenditures for accounts receivable, accounts payable, and work order based expenditures
- Reconciliation of accounts receivable between the General Ledger and Customer Utility Billing Software (CUSI)
- Accounts Receivable Billing – Invoicing for pole attachment agreements, joint pole ownership reimbursement and insurance recoveries
- Electric Budget – no annual budget is developed for the electric department
- Electric meter management – coordination with Operations departments for meter change outs and readings
- Antiquated system for tracking light department inventory and continuing property records (CPR)

Actions:

1. Office staff attend October 2018 Finance Workshop through MEUA
2. Consider authorization of acquiring Utility Software Acquisitions CPR Software (\$19,500 for license with an annual maintenance fee of \$1,950). The software will provide an electronic database to manage light department fixed assets, inventory and all work orders. The latest version of the software calculates all general ledger entries to ensure proper reconciliation with accounting and depreciation. Implementation will require staff to enter all existing asset information into new database. See attached proposal from USA.
3. Consider hiring outside consultant/part-time accountant to work side by side with Village Staff to:
  - a. train and review accounting procedures
  - b. correct account coding
  - c. assist in developing AR reconciliation procedures
  - d. assist in development of new CPR software program/parallel operation of old and new systems

Operations -Issues:

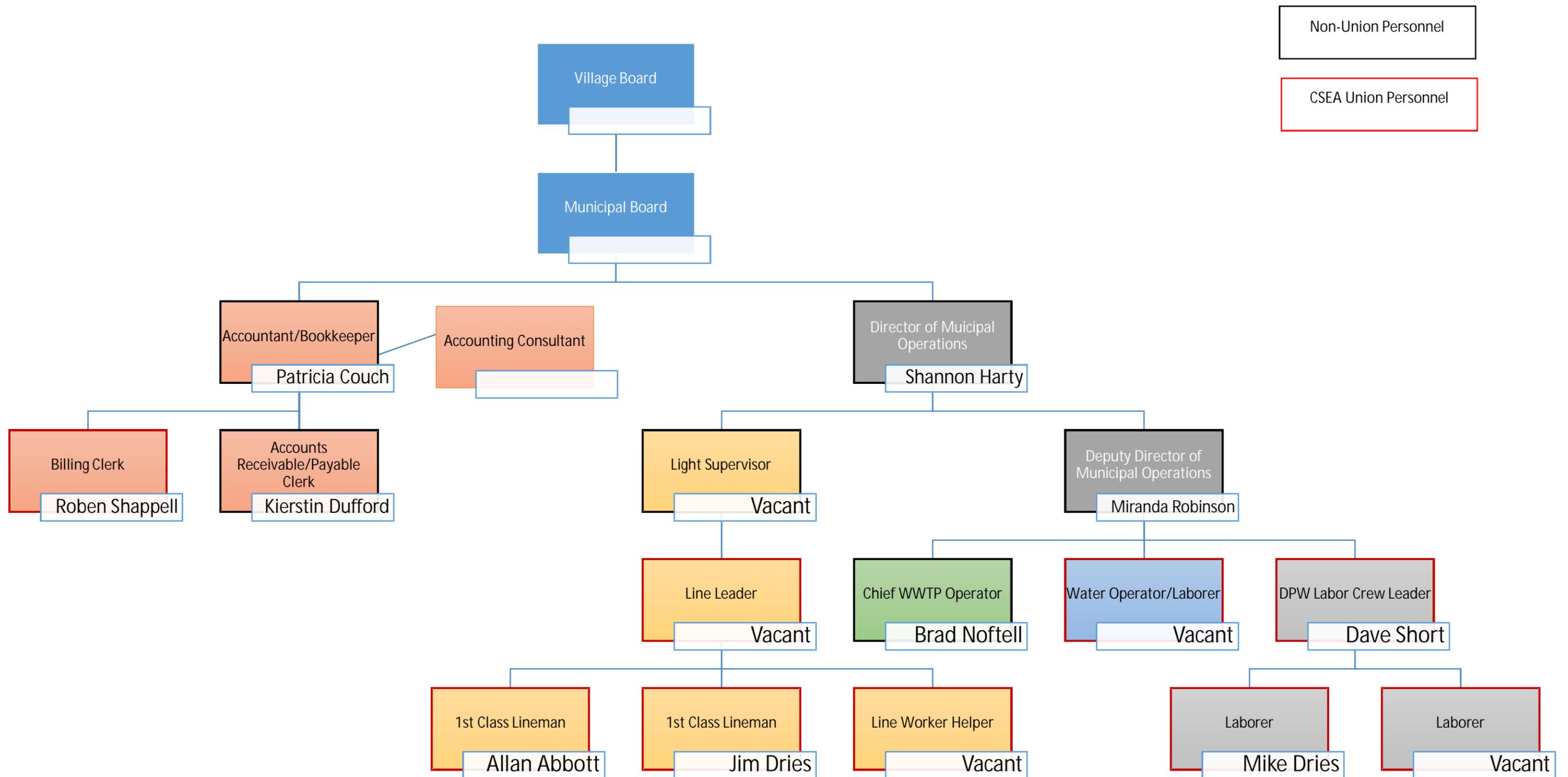
- Work orders need to be completed in timely and accurate fashion to ensure proper accounting records. Need full details to ensure work is coded to proper accounts.
- Need supervision to established priorities for work assignments, develop job work orders, review inventory to ensure materials are ordered and in stock to complete assignments, and oversee all light department staff.
- Need low-level personnel to manage inventory and metering systems.
- Current only have two full-time linemen that also run water department. Need a minimum of three full-time, qualified linemen to ensure that two linemen are available to perform line work.

Action Items:

1. Use accounting consultant to establish list/chart of accounts for coding work orders. Train linemen on work order completion.
2. Create Light Supervisor position
3. Create Line Worker Helper Position – Position to be responsible for maintain inventory, metering systems and could be an apprentice lineman. Line Worker Helper would be responsible for inputting data to CPR database.
4. Hire candidate for Line Leader Vacancy
5. Create position for a water operator/laborer in the Water Department

The attached draft organizational chart reflects the recommended actions noted above.

# Draft Organizational Chart for Municipal Operations





**Utility Software Acquisitions**  
**Continuing Property Records Software**  
**A Stand Alone Program**  
**Rick Palumbo**                      **518 244-5374**  
**[www.getusasoftware.com](http://www.getusasoftware.com)**

As owner and operator of Utility Software Acquisitions, I would like to go over some of our CPR and inventory software's capabilities. Our software will calculate and post each monthly entry to the general ledger section. At the end of the fiscal year, a simple print out will have all of your PSC and NYPA information ready for your annual report. In fact our general ledger PSC page looks just like the PSC and NYPA annual report entry page.

Our CPR and inventory software will show you the location of every nut, bolt and inch of wire in your system whether installed or in stock.

Also using our software with its work order system, hundreds of entries are made using thousands of stock items and materials. This will drastically eliminate human error.

Material Inventory – USA software will allow you to manually add, remove or return any inventory items from a purchase or transfer. Also USA will remove, return or retire stock items automatically from its work order system.

Customer Meters – USA will track all of your customer meter information. It will follow each meter from purchase to retirement. Also each month USA will perform the proper depreciation and track all labor costs and investments throughout the years from its work order system.

Transformers – – USA software will allow you to manually add each transformer to inventory at time of purchase. Once the transformers are placed in inventory, USA will take over from there and automatically install, remove or retire the transformers through its work order system.

Pole Line Records – As work orders are entered in the system, USA will automatically remove inventory items, meters, and transformers from the appropriate inventory, and install them in your system by account number and date. All materials, labor and overhead costs will be followed and depreciated monthly throughout the years until removed or retired. USA will track all pole ownership and pole rental attachments. Also USA will track all of the daily repairs by account number along with all of the expenses incurred.

Track Daily Work Orders – Once work orders are entered in the system, they can be viewed or printed from the system by month or work order number.

Depreciation Of Property And Equipment – During the month end processing, USA will perform its depreciation process by each account number's appropriate depreciation rate. USA will print reports broken down by account number and category necessary to make the general ledger entries at the end of each month.

Street Lighting – USA will track all street lights in the system for location, billing and maintenance purposes automatically from its work order system.

Stray Voltage – USA will track and list all items needed for your stray voltage survey.

Display - Any information in the system can be viewed on screen or printed out at any time.

**Below is the cost of the CPR/inventory software and its implementation.**

**Phase I:** The purchase of USA version 4.0 is \$19,500.00. Your new Version 4.0 will be custom designed to suit your line crew and system needs. We have added many new features which will make your CPR and inventory process much easier and faster. An annual maintenance fee will be prorated from date of purchase. The annual maintenance fee will be 1,950.00 per year and will include the following:

1. Unlimited corrections made from errors
2. New versions and upgrades
3. Safe copies of your specific program
4. Safe copy of your data
5. Unlimited questions and operator training
6. Yearend adjustments and assistance
7. Assistance with start up and data loading. (client will perform all leg work)

Requests for travel to your location will be billed separately in addition to the annual maintenance fee. The rate of 95.00 per hour plus expenses will apply. Our rate has not changed since 2009.

**Phase II:** Once the program is tailored to your system needs, it will be installed on your computer. Once all data is loaded, all customer meters need to be verified with billing and reconciled with your general ledger. All inventory items and transformers need to be counted, verified and balanced with your general ledger. All pole line entries need to be verified, corrected if needed, and each account needs to be balanced with your general ledger. All false entries need to be removed. **We will also design a new work order and work order system.**

Once again, USA CPR inventory software will have all of the correct location of every inch of wire and nut and bolt in your system. Also we will be balanced to your general ledger and from that point on, at the end of each month; you will have exact and correct figures for your monthly general ledger entries and at the end of the fiscal year for your NYPA and PSC annual reports.

Rick Palumbo (USA)

# **LINE WORKER HELPER**

64340  
Labor

## **DISTINGUISHING FEATURES OF THE CLASS**

This is routine manual work of a repetitive nature involving responsibility for assisting a Line Worker when working on overhead and underground electric power lines by performing a variety of ground operations. Incumbents must be able to learn tools and terminology of the trade in order to supply Line Workers with tools and equipment in the shortest possible time. Work is performed under direct supervision and requires little independent judgment. An employee in this class is required to climb poles and trees and to be able to work effectively at considerable heights in adverse weather conditions. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Digs holes for power lines.

Assists in setting and equipping poles.

Assists with tree trimming.

Supplies Line Workers with materials, tools, equipment and devices.

Loads and unloads equipment trucks.

Operates automotive equipment and hydraulic equipment, such as winch booms, line trucks, buckets and digger derricks.

Assists in splicing cables, running, poling and stringing of wire.

Assists Line Workers in maintaining electrical system (ground work).

Makes repairs on traffic and caution lights.

Occasionally, assists in the installation and removal of electric meters on consumer's premises.

Transports materials from stockroom to truck and job site; assists with record keeping and inventory control.

Performs routine maintenance as assigned.

Performs routine vehicle maintenance such as checking oil, water and battery.

Operates hand and power tools.

Observes and maintains safety procedures.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the basic concepts of electric power distribution, including terminology, tools and materials of the trade.

Working knowledge of standard first aid procedures and techniques including artificial respiration.

Ability to follow simple oral and written directions.

Ability to work safely and follow safety rules.

Ability to establish and maintain effective working relationships with other employees.

Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS

None. SPECIAL NECESSARY REQUIREMENT

When required to operate motor vehicles, employees must possess a valid non-CDL or CDL with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle(s) being operated.

4/02 Revised