

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**
Monday, October 17th, 2016 7:00pm
Village of Schuylerville

MINUTES

PRESENT:

Daniel Baker – Village of Schuylerville, Chairman
George Sullivan – Village of Victory, Commissioner
Timothy Healy – Village of Victory, Commissioner
Michael Hughes-Village of Schuylerville, Commissioner

ABSENT:

None

BOARD ANNOUNCEMENTS:

The next Board meeting will be on Monday, November 21, 2016 in the Village of Victory.

BOARD CORRESPONDENCE:

None.

MINUTES:

Chairman Baker made a motion to approve the minutes from the September 19, 2016 meeting; it was seconded by Commissioner Sullivan, Commissioner Healy, – aye, Chairman Baker –aye–Commissioner Hughes- aye. Motion carried, 4-0.

TREASURER’S REPORT:

| | |
|---------------------------------------|---------------|
| Operating Account | \$ 369,880.09 |
| Filter Account | \$ 281,459.56 |
| Meter/Capital Reserve Savings Account | \$ 250,671.75 |

A HOLD ON THE AGENDA WAS ANNOUNCED:

Chairman Baker announced that he was putting a hold on the agenda to allow Robert Flores of CT Male who was at the meeting to present to the board possible plans for the water tower repair. This was done so that he would not need to sit through the whole meeting.

He introduced Mr. Flores. He then informed all present that he had been tasked a few months back with contacting Mr. Flores in regards to reviewing the previous proposal that we had received from CT Male regarding the water tower repair.

The only changes seemed to be in the difference in price of the robotic inspection of \$1,000.00. The board has all been provided with a copy.

He asked if Mr. Flores would like to speak to the proposal, and also asked the Board if they had any questions.

Chairman Baker read that the estimate of \$250,000 had been previously submitted, plus the additional service fees for the management of the project.

Chairman Baker stated that one of the questions that came up at a previous meeting was that of a timeline and, if awarded to CT Male how long would it take to pull together specks to get things ready to go out to bid. We would be also looking for some guidance on what available grants would be out there. Chairman Baker stated that he had knowledge that recently there has been an increase in Federal and State grants for water and sewer infrastructure. He inquired as to availability and what he thought would be appropriate for us.

At this point Mr. Flores stood and asked if everyone had a copy of the previous quote. He announced that at the time when they did the proposal in 2014, the inspection that they had performed on the tank showed that there were some issues. He surmised that the concrete was still in need of repair and that the leaks needed to be addressed. He said that CT Male needed to get a clear idea of what the conditions are currently and that they needed to know this before they could put out any specs on the repair of the tank.

Mr. Flores also asked Chairman Baker to clarify that this was not an emergency situation. Chairman Baker told Mr. Flores that the situation to his knowledge was unchanged from the time of the last quote in that there was a crack in the tank with some seepage. He said that we wanted to repair the concrete, get the inside of the tank coated and that we wanted to add a mixer.

Mr. Flores informed the board that a new robotic inspection would be necessary to insure that the situation had not become worse, and also informed the board that the inspection would not cause any interruption in the service to the residents.

Mr. Flores said that following the inspection of the tank, they would draft a report, which would be sent to the department of health to outline exactly what needed to be done.

He advised the board that this type of work would not be viable to be done in the winter, and said that this is actually the perfect timing to be getting started on the process as we could be putting this out to bid by December. For practical purposes bids are due in January. Receiving and reviewing bids and signing contracts would most likely take us into March which would be the time of year when work on the tank would be viable.

Chairman Baker asked when are grant applications generally opened up for the state.

At this point Mr., Flores asked Chairman Baker if he was aware of the CFA consolidated funding grant applications. The State consolidated some of the existing grant programs. The deadline for this consolidated grant is in June.

One of the programs that you might be familiar with is the CBG, the community block grant. This grant assists low income communities. This is part of the CFA.

In order to be competitive in applying for any one of these grants you would have had to have an engineering report done to define the project and the cost. You would have to do

a SEQRA (State Environmental Quality Review Act), and you would have done a bond resolution for which you should have passed any resolutions needed to complete the grant application.

This would cause us to be ready for June

One question that was raised was that if you have started the project would you still be eligible for grant monies after the fact. Mr. Flores said that you apply in June and you get the awards in December.

Chairman Baker asked the question, "Would that completely negate us from receiving grant?" Mr. Flores said, "Not necessarily. oftentimes when they are awarded the grants there are a couple of criteria, you have to be ready, so obviously if you have started you are more than ready and being in the same calendar year I don't think it could hurt"

Mr. Flores then gave as an example a project for which a grant was awarded and the work was done the next year.

Mr. Flores then mentioned that there is another grant fund that is relatively new called, "The water project."

Mr. Flores said that when they funded it they funded three rounds. Two rounds have come and gone already, and that round three is what is coming up. Again he advised that to be eligible for that grant and to be competitive, the applicant needs to have already completed all three steps mentioned earlier; the complete report, the SEQRA ... at this point Chairman Baker interjected "what is the SEQRA ?"

Mr. Flores explained that in our case we have an existing repair which is called a type 2 action, which means it is exempt, to which Chairman Baker said, so a SEQRA would be if we wanted to put in a new tank, and Mr. Flores confirmed the definition.

Mr Flores said, "In this case we quote you the chapter and verse of the law and at a board meeting like this, you will say, based on article such and such this is a type two action." Commissioner Sullivan also pointed out that if it were a state mandated program it would be classified as type 2, to which Mr. Flores agreed.

Then Mr. Flores went on to say the the next step would be a bond resolution, which since we would have the estimated the cost of the project and the SEQRA status, we would then be able to move onto the third step.

Commissioner Sullivan asked Mr. Flores to clarify that that the bond resolution would require the approval of both villages.

At this point Chairman Baker reminded Mr. Flores that we are a sub board of both villages. Chairman Baker said that probably both villages would be the applicant, at which point Mr. Flores said we would have to pick a lead and that the lead would be the applicant. Chairman Baker said that the Village of Victory is the lead agency for the water department and Commissioner Healy stated that the Village of Victory was the lead in the last one.

Mr. Flores suggested that we should discuss with our attorney whether this board could do our own SEQRA in the same way that the ZBA and the planning board can.

Commissioner Sullivan pointed out that he thought that even if we pick a lead that the application for bond still had to be approved by both boards.

Mr. Flores identified the application for bond as being the legal authority to accept the grant. Commissioner Sullivan pointed out that if we don't get the grant the bond resolution would still give the board the authority to go forward with the project. Mr.

Flores said that is correct and that we could then get a short term loan for example a five year note or something of that nature.

Mr. Flores also informed the board that the third round of New York State water grants would be for 60% of the cost with a cap of \$2 million.

Chairman Baker stated that he thought we would be able to use our revenue surplus funds to cover that amount, and that he was hoping to be able to pay for the repair with a combination of grant money and revenue savings and not to have to obtain a loan to pay for the repair.

Commissioner Sullivan then interjected that he felt the problem was that we were going to have to get the okay from both villages in order to proceed with this and that if we don't get the okay from both villages that then there is not going to be any grant application.

Mr. Flores told him that he was correct and that if there is no bond resolution there is no grant application.

Chairman Baker stated that he would think that both villages would see the importance of repairing this and would support us doing this especially as we are going in with a plan. We have two Schuylerville officials here tonight, as they wanted to hear your presentation as well.

Chairman Baker asked if we should have the bond resolution completed before we even started on the other steps, but Mr. Flores said that the engineering report needs to be the first step so that we could have a viable number to be applying for as if the bond resolution is for 250,000 we can't spend 251,000.

Christina Scallion then interjected with a scenario from Granville, where the village had a three phase project and had already completed one phase of the project using their own funds before they applied for their grant. She said that that village was looked upon much more favorably as they already made a commitment.

Commissioner Sullivan pointed out that in this particular situation the rehabilitation of a water tank, it can't be done in phases; it has to be done all at once. Mr. Flores pointed out the draining the tank is the major effort, with the need to bring in outside storage for water use temporarily.

Chairman Baker asked if there were any other questions. Commissioner Sullivan reiterated that he still feels that the next logical step would be to get the approval of both villages.

Commissioner Hughes pointed out that the money would be paid back by the water board, and that they would be responsible to pay it back and not the villages, but Commissioner Sullivan corrected him in saying that since the water board is a sub board, ultimately the villages would be signing on to the debt.

Chairman Baker asked if we would need to do an income survey of the villages. Mr. Flores said that you don't have to do an income survey, unless you thought it would be beneficial. Commissioner Sullivan said that the village of victory had just had one done as they had recently closed out a Community Development Block Grant Program Loan. Chairman Baker said they had just completed one for Schuylerville a few years ago in relation to the waste water project.

Commissioner Hughes said that if we don't get the approval from both villages that there's no sense in going any further but Commissioner Sullivan said that just means we don't get to apply for a grant but that we could still go forward with the project. In that

event we would have to pay for it ourselves, and they would not need either village's approval.

Chairman Baker stated that he feels that both villages will approve us trying to get the grant. Christina Scallion as a spectator asked if the public would be involved in this vote, and it was clarified that it was the village boards that would have to approve this and said that this would not be in a public meeting but that the boards would just have to agree on it. Chairman Baker clarified that it was an Intermunicipal agreement according to the IMA.

Commissioner Sullivan suggested that we should have a proposal prepared by our Attorney, Phil Dixon, for each village for their next meetings. Chairman Baker said that we should have the tank inspection done first so that we could have an engineering report in order to have a solid figure to put into the proposal to bring to the meeting.

Commissioner Sullivan asked if a newer tank inspection would give CT Male a better idea of what we would need for the support columns. Mr. Flores said that if they did another inspection they would be on the site and would be able to take a second look and make a determination as to whether it was just a shrinkage crack or if it is structural. At this point Commissioner Sullivan consented that it would make sense to go ahead and do the inspection and that if the tank had deteriorated much further it could become an emergency. Chairman Baker then suggested that if we were to vote to approve the preliminary engineering inspection that that would include the robotic inspection.

Commissioner Sullivan interjected that any monies that we spend now on this project are reimbursable if you get grant money. Mr. Flores said that it all depends on which grant we would receive. Chairman Baker made a motion to authorize CT Male to schedule and perform the robotic inspection and to provide us with preliminary engineering plans. Mr. Flores said that he had a copy of their standard contract for the inspection, which he said that Chairman Baker could edit, at which Chairman Baker said he would send it to the attorney for the water board for review. If everything looks good we could sign and send it back. Chairman Baker asked if the board would authorize him as Chairman to sign the agreement. All said yes. Commissioner Healy asked if we move forward would we be likely to see the inspection done and working on specks by the end of December. Mr. Flores said that they would have the inspection and a very good idea of what repairs are needed.

Chairman Baker clarified that the design and bid documents would come after the preliminary engineering inspection, following the agreement of the two villages to move forward with the project. Commissioner Sullivan asked if the inspection could be done by our next meeting and Mr. Flores said that it would all depend on the scheduling and availability.

Mr. Flores also reminded Chairman Baker that CT Male would be assisting the water board with all of the grant applications.

Chairman Baker thanked Mr. Flores for coming to the meeting and said that he would be in contact with him regarding the contract. At this point Chairman Baker mentioned that the water department is operated by DCK services and that once the paperwork is signed he would give the contact information for DCK to CT male to coordinate the scheduling of the inspection.

Chairman Baker called us back to the agenda with the following

DCK PLANT OPERATIONS REPORT:

The plant ran well this month. We had one issue throughout the month. One of the towers had low levels on September 29th. When DCK tried to remotely access the plant they discovered that the internet was down. They ran the system by hand while they were investigating the problem. Originally they had suspected a leak, which board members were informed of by the e-mails sent out on September 30th. DPW from both villages were dispatched to search for any signs of a leak, none were found. Chairman Baker stated that he had inspected areas of the village on foot himself during his lunch and did not see anything to suggest a leak. Chairman Baker did caution Don Coalts to bear in mind that they had just finished hydrant flushing the day before which does lower the level of the tank and that there had been a power bump that same day. National Grid was contacted, and they claimed that there had been no power outages that day. A crew was sent over to investigate. During this time the plant had come back to its level. Kingsley power came in to investigate.

There was apparently a miscommunication between the auto transfer and the generator the issue was resolved and the plant was back to National Grid power.

Hydrant flushing went well. No issues were noted, no faulty hydrants as occurred last year. One hydrant did have a flange that needed tightening which Rob Decker took care of with his crew. All filings were done with Department of Health
All testing was satisfactory.

OLD BUSINESS

The update on the filing of the AUD. The 2014-2015 AUD has been filed. The members of the board have copies of the AUD in their folders. Chairman Baker went on to say that with that being said he is waiting for a quote for the 2015-2016 AUD, as we have not yet approved the work for Bonadio. In speaking with Heather Mowat, she thought it would continue to be at the rate of \$2,500.00. Chairman Baker is waiting for the official client letter of representation from Ms. Mowat.

Chairman Baker asked if the board wanted to tentatively approve the work for the 2015-2016 AUD as long as the rate has not changed. The board said that would be fine.

Chairman Baker made a motion contingent on the client letter of intent for the cost of \$2500. All in favor. Chairman Baker also stated that if there was any change in price he would not approve it and it would be reviewed at the next meeting.

Chairman Baker said with that being said, as pertains to the 2015 AUD, for the 2015 fiscal year we ended up with a surplus of \$57,409. Chairman Baker said he would like to authorize a resolution to move that money to a new account that would be called water tank repair savings, earmarked for the cost of repairing the tank.

Chairman Baker made the motion Commissioner Sullivan seconded all in favor.

Chairman Baker said that last month we talked about the non operational road saw and that he had communicated with Rob Decker about getting it up to be serviced at a nearby

repair shop. Rob Decker said that they felt that the Schuylerville DPW could complete the repair.

Chairman Baker asked if they would be willing to put together a parts list and to send us a list and an estimate.

Commissioner Sullivan questioned a saw that he had seen at the Victory garage.

Chairman Baker said that the road saw was definitely at the Schuylerville DPW garage.

Chairman Baker said that he had been told that the saw had just straight gas in it instead of the correct mix of gas and oil.

Rob Decker said that he felt the repair of the road saw would be ,”a rainy day project” for them, and that in the meantime if there was a need for a road saw, that he would agree to come out and cut the road for us if the need arose.

The next item was the application by Dave Roberts for a water hook up for 7 Horicon Avenue. Treasurer Heyman sent out a group e-mail to review the plans in order that we might discuss them at this meeting.

After discussing the location of the property and the location of the water main, which is across the street, Chairman Baker pointed out there was an existing line to the house next to the one that Mr. Roberts planned to build. Commissioner Sullivan said that that would not help in this case.

After reading the rules and regulations provided in their packets the board interpreted that since Mr. Roberts has already said that he intends to contract the work out that the contractor would have to provide proof of insurance. Dave Roberts would have to pay the \$300 permit fee. They will still have to pay the service fee for the service connection. The cooperation, curb cock and curb box and up to a maximum of 60 feet of 3/4 inch copper line shall be provided to the customer at no additional charge, but the customer still has to pay the fee under paragraph 8. of a minimum charge of \$1200 up to a maximum charge of \$1500 for this service. The service shall consist of a shut off valve on the main cooperation.

Commissioner Healy said that he was under the assumption that Commissioner Sullivan interpretation of the fees was correct.

There was some discussion as to the wording of the rules and regulations and that as we are not equipped to go under the road with the water line that that would mean that Mr. Roberts would have to contract out the work himself.

Commissioner Sullivan said that if the main is not in the road and is in the right of way we could dig it up and put in the cooperation and curb box ect, but then his contractor would have to push it under the road.

According to the plans the curb stop should be on the other side of the road.

Chairman Baker concluded that this was not going to be happening before the fall.

A discussion of the costs of the supplies to complete the project ensued.

The charge for the items was not according to cost, but according to the price shown, \$1,200 to \$1,500.

It was clarified that the minimum that the project would cost Mr. Roberts would be the \$1,200 plus the \$300 application fee. The board also agreed that the project would not be completed before the end of the month which meant that it would be tabled until the spring.

Chairman Baker suggested that Treasurer Heyman should draft a letter that we would accept his water application and grant him the permit, contingent on his agreement to item 8 and 11 of the rules and regulations and the Villages of Victory and Schuylerville being named as additional insured. Chairman Baker made that motion that there should be a drafted letter that we could send to Phil Dixon as well and with everyone's approval we could sign it and send it out.

Schuylerville's hydrant flushing went well with only one hydrant at the dead end of Washington Street temporarily non operational, a flange fitting needed tightening, and appears to be functioning satisfactorily now.

NEW BUSINESS:

1. A temporary drop in water pressure occurred on Friday September 30. Upon investigation it was determined that the drop was due to the internet going down during the night. This was caused by a faulty router, which has since been replaced. DCK purchased the router and has added it to the voucher for this month's services.
2. Treasurer Heyman was contacted by a representative from 3M™ Scotchkote™ Pipe Renewal Liner 2400. The representative e-mailed Treasurer Heyman a brief summation brochure, which she then forwarded to Chairman Baker. Treasurer Heyman has printed out several copies for the board to study. Treasurer Heyman requested that a full sized brochure be sent, which should be arriving soon. Chairman Baker said that his question to me was that of how long the product lasts, the supplier said approximately 50 years.
3. Treasurer Heyman also received a booklet from Blair supply Corp. with updated meter information which will also be available for viewing.
4. Treasurer Heyman ran an inactive users report. In this report, two properties were determined to be occupied. One is 40 Burgoyne, David Cutler. He had the water turned off in December of 2011, stating that he would be back in April. The account was never reactivated. The account is still inactive and the property appears to be occupied. The other is across the street 41 Burgoyne. The property changed hands on 2/28/2014 and was never turned back on. The property also appears to be occupied. The owners listed currently in the tax assessor data base are Noelle Kahlor and Kyle Lindsay who purchased the property on 02/26/2014. Commissioner Sullivan asked what we were doing with these inactive accounts and said that Treasurer Heyman should calculate the amounts owed by these tenants. Treasurer Heyman stated that she had already done this and that the report was included in the packet that each board member received. Chairman Baker asked if this person was a , "snow bird" to which Commissioner Sullivan replied that, "it doesn't matter what he is "There was a discussion as to how we

would know if he had been going away every winter and therefore not using the water during the winter months. Commissioner Sullivan was of the opinion that if the tenant does not tell us then there is no way for us to know. Chairman Baker said that it is possible that he had been in contact with the DPW and that there was a communication breakdown and that it was not the fault of the tenant. Commissioner Sullivan said that if we send him a bill, at that point if he has any documentation proving otherwise then we could reconsider. Commissioner Sullivan also brought up 3065 route 113 (River Road), Christina Scallion said that the property had recently been sold. The question was raised about whether the water had ever been turned off, to which Treasurer Heyman stated that the last information she had was that the DPW was unable to locate the shut off and that since it was not metal piping that they could not use the pipe locator;. Commissioner Sullivan said that he was under the same impression. Chairman Baker said that he had been told that the DPW had found the shut off but had not yet turned off the water. Commissioner Sullivan said that this was going to be a problem if there were new tenants in the house because if that outstanding balance was not satisfied what we do is we shut the water off. Christina Scallion said that she had been interested in the property herself and that she had been told by the bank that once a property goes into foreclosure all liens against the property are null. Treasurer Heyman pointed out that this is an unusual circumstance. George said it should just be shut off then the tenant will come to us. Christina Scallion said that the bank had told her that the property had a well.

5. Chairman Baker proposed a resolution based on his monthly review of the budget to actual to get expense lines balanced. The Resolution was read as follows:

Resolution to transfer funds from J.8340.400 to J8340.100 and J9040.800
WHEREAS, a budget amendment is needed to transfer money from the budget between appropriations for those costs associated from J.8340.400 Transmission and Distribution Contractual Expenses \$10,000.00 to J.8340.100 Transmission and Distribution Personnel Services \$9,994.83 and to J.9040.800 Workman's Compensation Employee Benefits \$5.17 Chairman Baker made the motion to approve the resolution Commissioner Sullivan aye Commissioner Healy aye Commissioner Hughes aye all in favor.

Executive Session:

None

Audit and Approval of Claims:

Chairman Baker made a motion to approve Abstract # 5 (\$27,802.35) Commissioner Sullivan seconded it, all ayes, motion carried.

Adjournment

Chairman Baker made a motion to adjourn the meeting and it was seconded by Commissioner Healy, all ayes, motion carried, meeting was adjourned.

Respectfully submitted,

Cory Heyman