

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**

Monday, November 21, 2016 7:00pm
Village of Victory

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, December 19, 2016 in the Village of Victory.

BOARD CORRESPONDENCE:

None.

MINUTES:

Chairman Baker made a motion to approve the minutes from the October 17, 2016 meeting; it was seconded by Commissioner Healy, Commissioner Sullivan,– aye, Chairman Baker –aye–Commissioner Hughes- aye. Motion carried, 4-0.

TREASURER’S REPORT:

Operating Account	\$ 416,827.55
Filter Account	\$ 281,471.48
Meter/Capital Reserve Savings Account	\$ 250,671.75

DCK PLANT OPERATIONS REPORT:

During the month of October both plants performed well. Both plants met the requirements of the Department of Health for the water they produced. Our operational staff made daily changes as necessary at each of the plants in order to produce the best water possible.

Regular and routine treatment plant sampling and distribution system sampling was accomplished according to the appropriate schedules. All samples were properly documented and recorded. Lab results were satisfactory and also filed with the NYSDOH office in Glens Falls.

DCK services personnel conducted daily operations at the plants each day of the month. For the month of October the plants have functioned as intended and they are producing water in accordance with NYS DOH standards

Don Coalts directed the DCK services LLC operators to adjust the chemical dosing as required to meet operational requirements.

On September 30th the plant went on generator power due to a power loss. The plant continued to run on a generator and was monitored overnight. Kinsley power arrived on October 1st and assessed the situation. There was an apparent failure to communicate between the auto transfer and the generator. This caused the need to look into getting the generators on a more routine inspection maintenance schedule by a certified firm. There were also several power outages on October 30th. The plant did have to go on generator power and it correctly switched over as designed when power was available again. We will schedule whomever the board approves and meet with them to do the generator inspections and routine maintenance program.

Chairman Baker noted that there were quotes in each board members folders from the various companies contacted regarding servicing and inspection of the generators.

DCK completed the CIP program for R.O. #1 on the 22nd and 23rd. All prefilters were changed out on both RO trains. More filters were ordered and delivered prior to this report being submitted. CIP of RO #1 went very well and the concern about the system not recovering proved not to be an issue at this time. We do know that the RO filters are nearing the end of their useful life.

Also there was a discussion of 3 Morgans Run. Property owners requested that the water be shut off in order to do some repairs. The water shut off could not be found. Much discussion ensued as to the issue of the locations of these curb stops at Morgans run. The entire development has issues with the location of their curb stops. Chairman Baker said he knows people who live there and that some of the curb stops are actually located in the garages.

DCK attempted to locate the curb stop unsuccessfully, even as far as digging up a part of the driveway, which only unearthed some large construction nails and a piece of rebar.

The owners of the property were told that there could be no further digging until the spring.

Commissioner Sullivan brought up the fact that about 10 years ago, a letter was sent to Schuylerville from the water board, stating that as there was no inspection or supervision on the installation of the curb stops at the time of construction of that development, that the water board would not be responsible for those curb stops which had been installed in that development.

OLD BUSINESS:

1. CT male contract has arrived. Terms and conditions of the contract are included in each member's packet. Chairman Baker said he read through the contract and sent Phil Dixon (the attorney for the water board) his concerns with the contract with CT Male for the water tank project. Phil Dixon agreed with Chairman Baker's concerns and also added one of his own, regarding the liability. CT Male had only \$100,000 in coverage and we wanted it increased to 2,000,000. Chairman Baker asked if the board was satisfied with the terms and conditions of the contract agreement. Chairman Baker said that if the board was content with it then he would sign and send it over. Chairman Baker made a motion to authorize him to sign the contract as a representative of the water Board. Commissioner Sullivan seconded it all in favor.

2. AUD;

Chairman Baker stated that at the last meeting the board had authorized him as a representative of the board to sign the contract for the Bonadio group to process our AUD for 2016 providing the rate had not changed. Chairman Baker stated that the engagement letter came two weeks ago and that the rates had stayed the same, so Chairman Baker signed the letter and sent it back. Chairman Baker said that there was a conference call between Heather Mowat, himself and Treasurer Heyman to go over some general ledger cleanup items for the 2015 AUD. Heather Mowat agreed with the suggestions brought forward by Treasurer Heyman and Chairman Baker.

3. Dave Roberts

We sent out the letter of approval to Dave Roberts regarding the water connection for 7 Horicon. With the following stipulations;

A. The curb stop will be located on the side of the road that the main is located on.

B. The contractor that Mr. Roberts hires to run the lines under the road must provide current proof of insurance before the project can begin and name the SVBOWM as an additionally insured. The contractor should also provide proof of experience in this type of project. He will also provide proof that he has contacted UFPO (Underground Facilities Protection Organization) prior to commencing to dig at the project site.

C. The fee of \$300 for the permit must be paid up front.

D. Also a fee of \$1,200.00 would need to be paid before the start of the project. This would cover the cost of the equipment; the cooperation stop, the curb cock, the curb box and as much as 60 feet of $\frac{3}{4}$ inch copper pipe.

Dave Roberts stated that since we are not putting the curb stop in front of his home that he legally does not have to connect to the municipal water system. Since the water line would be across the state highway. This was confirmed by Phil Dixon. Chairman Baker made a motion that Treasurer Heyman should be given permission to draft a letter to Dave Roberts stating that if he did not want to connect that he was more than welcome to go forward with digging his own well. Commissioner Sullivan suggested that we ask that he advise us if he is not going to connect. Commissioner Sullivan seconded the motion all in favor.

NEW BUSINESS:

1. Partial Payments; earlier in the month the question had come up as to whether or not we accept partial payments for in-side users only.

Chairman Baker stated that he would like the board to take partial payment for inside users and proceeded to explain why he would like to do this is;

Firstly, an example of a situation in which we should make an exception is 41 Burgoyne. This home owner was unaware they were supposed to be getting water bills. The prior owner had requested that the water be shut off and then realized that she could not sell the house unless the water was on. The water was turned on physically but not in our billing system. It is impossible to know whether the home owner knew they were supposed to be getting a water bill.

And in all other inside user situations, reasons given;

1. Treasurer Heyman is willing to do this,
2. There is no risk to doing this, ie.) if the payments are not made by April, the properties will all be ultimately tax levied.
3. Accepting partial payments allows us to receive our money sooner as it will be in the same fiscal year, instead of having to wait until the next year for the levy payments to come in. Chairman Baker at this point encouraged discussion of the matter.

Commissioner Sullivan stated that he thinks we are already doing more than we need to do. "I understand the situation that occurred with the Lindsays, owners of 41 Burgoyne, but that that was a special circumstance, something that fell through the cracks and that we can deal with that I have no problem with allowing them to catch up." He disagreed that all home owners should be allowed to pay anything other than the total amount due. Commissioner Sullivan stated that he felt that to say that anybody could make a partial payment would not be wise at all.

Mike Hughes suggested that under special circumstances with board approval we could do it. Commissioner Sullivan feels that it will create a problem. He felt that would lead to people coming in and saying, "I can't pay my water bill how about if I give you \$10, I'll give you \$20" and that these people would be coming back every week. He said, "That's going to create a bookkeeping nightmare. We already have the system for relevying. I would have no problem under special circumstances to make an acception to bring an account current if the circumstances warrant, but just to say that were automatically going to allow everyone to make a partial payment is a mistake. We don't allow it with the sewer, we don't allow it with the tax bills, it will open up a can of worms"

Chairman Baker says he understands Commissioner Sullivan's concerns. Chairman Baker suggested that there could be a minimum dollar amount of \$50. Commissioner Sullivan said there used to be only one billing per year, he said that they had already made a concession to make 4 billings. Commissioner Sullivan said he just doesn't agree

that people should be allowed to make partial payments. Chairman Baker said that particularly in the case of the Lindsays that he feels that people should be allowed to pay as they can. At this point Noelle Lindsay interjected, "if I might say, we actually don't mind paying it all at once, we don't need partial payments, it would be nice but we don't need to, we were never sent bills, never relieved. I think that we should only have to pay the \$1290 which was the water bill before penalties." She said they would be willing to pay that night if someone could stamp it paid. Commissioner Sullivan said he had no problem with waiving the penalties. Chairman Baker said Treasurer Heyman would have to generate a new bill.

Chairman Baker stated that Pat Temple was the current clerk during that time. Someone turned the water on but the clerk was never notified. Chairman Baker asked the couple what their name was. Chairman Baker made a motion that all penalties and late fees be waived for the Lindsay Kahler property, Commissioner Sullivan seconded and all in favor. Treasurer Heyman will remove penalties and fees from the bill. Commissioner Sullivan suggested that they just give the check to Treasurer Heyman so that she could adjust the bill and send a receipt.

The board returned to the subject of partial payments.

Chairman Baker said that he agrees with Commissioner Sullivan that we do not want to see the \$10 payments. Chairman Baker reiterated that his main goal is to get our money faster. Treasurer Heyman had a comment, "it happens often that I get older people that come in to pay their bill and they are confused. They are paying their last bill, not the current one. I do point this out to them, and I think if they want to pay a prior bill, that that should be allowed.

Treasurer Heyman also stated that she thought that a minimum payment of \$50 would be good.

Commissioner Sullivan stated that a lot of people who know that they don't have to pay the whole bill, would just create a situation where everybody would want to make smaller payments.

He also stated that a lot of people never pay their water bill it just gets relieved every year.

Chairman Baker said that in that instance they would at least get some of the funds in the same year.

Chairman Baker reiterated Treasurer Heymans scenario of people who have come in to pay the bill thinking it is just one quarter and now have to be told I cannot take your \$115 you need to pay \$230 now because you owe the last quarter plus penalties and now there is a current bill too.

Commissioner Sullivan said this is going to sound harsh but the same couple forget to pay their tax bill. What happens is it isn't paid on time they pay it late they still have to pay the late fee. Commissioner Sullivan says if someone owes penalties you can't just take off the penalties, Treasurer Heyman stated that they were not talking about taking off penalties; the penalties stay on the bill no matter when they pay. Commissioner Sullivan reiterated that for the tax bill and sewer bill they do not accept partial payments. Heyman said but it is once a year. Commissioner Sullivan expressed concerns that it would cause more issues. Chairman Baker went back to the motion that the board accepts partial payments for inside users, with a minimum of \$50 and up until

the relevy. Commissioner Hughes seconded, Commissioner Healy aye Commissioner Sullivan nay. Motion passed.

It was discussed and agreed that it should be allowed but not written on the bill.

2.. Creation of a new resolution for the creation of an account called water tank savings and moving the surplus from 2015 of \$57,409.00 Chairman Baker read the resolution to the board.

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

3. Generator service quotes. We have three generators that need servicing one at the victory plant, one at the Schuylerville plant and one at the water tower. We have here three service quotes. At this point Commissioner Sullivan said that it was unclear what the quotes included.

Chairman Baker said he would contact all the groups that submitted quotes and ask for more detailed descriptions of what they would be doing. Commissioner Healy pointed out that this situation was similar to the one that they had with Kinsley power, where it cost the board a lot of money, and all they did was come up once a year changed the oil and filter and charged us \$1200. Commissioner Sullivan said, “that was the most expensive oil change in the world!” Chairman Baker asked if the board wanted just an oil and filter change, or if they wanted the companies to diagnose it to see if there are any problems with the machine. Commissioner Sullivan stated that he felt the engine was running and that it is charging properly. He felt that no repairs or maintenance would be covered by this contract. Chairman Baker said that he would investigate the matter further and that we would revisit the subject next month.

Commissioner Healy said last month we had an issue with the generator, and that Kinsley power came up. Commissioner Healy asked if the problem had been rectified, Chairman Baker said that it had.

Commissioner Sullivan said that it was not corrected by Kinsley power, and Chairman Baker agreed saying that Kinsley power said that it was not their equipment and that they did not have a service contract with us. Both Chairman Baker and Commissioner Sullivan agreed that for Kinsley power to refuse to correct the issue was not acceptable. They would not work on the equipment because it was not theirs. That, Chairman Baker said is why we are exploring other quotes. Commissioner Sullivan said that Kinsley Power said it was a calibration problem with the breakers, but they said that they didn’t correct the problem.

Commissioner Sullivan asked since what we are talking about here is just basic engine service, that there must be a service company that can come in and service our machine. Commissioner Sullivan suggested looking locally for a diesel mechanic that could be sent out to inspect the engine. He suggested calling Capital Tractor. He also stated that at the village they had their DPW person do the maintenance, then reimburse them. Commissioner Sullivan stated that he would check into the issue.

4. A resolution was presented to allow a budget amendment to transfer money from the budget between appropriations for those costs associated from J.8320.200 Source of Supply Power and Pumping Equipment \$4,900.00 to J.9010.800 New York State Retirement.

This was necessary, as the New York State retirement system used the prior year's numbers to bill for the current. This meant that they were working with numbers from the year before when there were employees, before DCK obtained the contract to run the water plant. Commissioner Sullivan suggested that we would probably receive a rebate in the next fiscal year to compromise for the overcharge

Chairman Baker made the motion to accept the resolution, Commissioner Sullivan seconded all in favor, and motion passed 4-0

PUBLIC COMMENT

The Lindsay couple thanks the board for waiving the penalties.

EXECUTIVE SESSION

None

AUDIT AND APPROVAL OF CLAIMS

Please **approve Abstract # 6 (\$61,345.24)** Chairman Baker made the motion to approve the abstract, Commissioner Sullivan seconded all in favor

ADJOURNMENT

Chairman Baker made a motion to adjourn, Commissioner Sullivan seconded all in favor meeting adjourned.