

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**
Monday, September 19, 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, October 17, 2016 in the Village of Schuylerville.

BOARD CORRESPONDENCE:

None.

MINUTES:

Chairman Baker made a motion to approve the minutes from the August 15, 2016 meeting; it was seconded by Commissioner Sullivan, Commissioner Healy, – aye, Chairman Baker –aye–Commissioner Hughes- aye. Motion carried, 4-0.

TREASURER’S REPORT:

Bank Balances:	
Operating Account	\$ 340,808.34
Filter Account	\$ 266,437.15
Meter/Capital Reserve Savings Account	\$ 250,640.25

DCK PLANT OPERATIONS REPORT:

The operations report from DCK was summarized by Chairman Baker. Both water treatment plants ran satisfactorily and the requirements for the NYSDOH were met throughout the month.

There were a couple of days during the month of August when the Victory plant was taken offline because of some issues with the hypochlorate pump.

Chairman Baker made mention of the issue with the communication between the plants and the water tower. Telemetry showed a remote reading that the tower was at 0% so DCK made sure that the plant was cycled manually on and off throughout the night to ensure that there was enough in the tank until it could be looked at by Dominic Cirelli, he was able to come out early the next day in the afternoon. He discovered upon inspection at the Schuylerville plant that condensation had reached inside the cabinet of the telemetry equipment causing it to fault. This was due to the electrical conduit leading into the attic space of the plant and not being sealed off. Chairman Baker mentioned that the issue was resolved by sealing off the entry point in the conduit lead in the attic.

There was another problem at the RO plant in Schuylerville which involved the failure of the power supply which allows for the relaying of information to and from the plant as well as connecting to the plant remotely. This problem caused DCK to be site for a great deal of the day and to interact with another contractor for the repair replacement of the power supply. Rasp was called in and they had to order another power supply as the previous had been installed just a few days prior. Due to issues with the shipping this took all day and to keep up with the demands of the village the plant had to be run manually by hand briefly. Upon arrival Rasp tested several aspects of the PLC unit and it was found that the board was actually the issue. Rasp took the power supply to test at their facility and it was found to be in good working order so the plant now has a functioning backup on the shelf, all of this we had discussed at a prior meeting, as I was actually at the plant that day helping to resolve the issue. Regular and routine treatment plant sampling and distribution system sampling were accomplished according to the appropriate schedule. All samples were properly documented and recorded. Lab results were satisfactory and also appropriately filed with NYSDOH.

DCK completed the CIP filter cleaning for RO#2 on the 19th and 20th. All went well with the CIP; the operator did comment that he has never seen it as dirty as it was. Dominic Cirelli performed a telemetry inspection and repair work with Rasp on the power supply.

Surge tank PH sensor stopped working and need to be replaced.

DCK mentions in their report the dehumidifier at the Schuylerville plant does not appear to be working properly and should be attended to by the appropriate supplier. Chairman Baker mentioned that he had talked to the supplier and that the supplier had said that the humidity seemed to be accurate. The humidity outside was at 93% and inside the plant was at 70% which is where it should be.

The fax machine does not work. It continually jams when a fax comes through. Also the router stopped working during the month. There was one on the shelf in the box we had hoped would work but shortly after putting it online it stopped working. Chairman Baker suggested that a new one should be purchased; he estimated a cost of about \$80 at Staples.

MOR was submitted in a timely fashion to the Glens falls DOH.

Log me in has been used for periodic inspection of the system prior to going to the site, monitoring shows the operator the levels of water, chemicals and dosages so that he could be aware of the state of the systems.

Tasks ongoing include the continuation of routine operations at the water plants, sampling and distribution system responses as needed, continuing to monitor the cleanliness of the facility and impressing the staff with need for good housekeeping. They will continue to do the work necessary to properly create the SOPs for the facility. These will be stored in a three ring binder located in the water treatment plant control room office. These will be created as soon as possible so that the staff will have an accurate method and a direct approach for the tasks at hand.

DCK will continue its investigation of the emergency contacts information and emergency plan for the facilities. It should be complete and accurate and tie in with the Saratoga County Emergency plan so that should there be an emergency that involves state of federal funding for reimbursement. The plan needs to be SEMO and FEMA compliant.

Scheduled activities for next month.

DCK will continue to visit the plant each day. Conduct routine operations and daily testing as required. Charge chemicals as needed and continue to follow the sampling schedule that will keep the system in full compliance with the requirements of the DOH correspondence.

Review the recorded data at the plant site and review the data with the operators. Prepare and distribute the Water System operation reports to Glens Falls District office NYSDOH.

Investigate and maintain all of the auto flushers that are deployed on the distribution system. This will include replacing any batteries that are in need of change out at this time. Chairman Baker mentioned that we plan to track the life of the batteries and to be aware that in the winter we will see a much shorter battery life.

DCK is prepared to be on site for the hydrant flushing program scheduled for the last two weeks of September.

OLD BUSINESS

Chairman Baker has been in contact with the accountant regarding the 2014-2015 AUD as well as the 2015-2016 AUD.

According to Heather Mowat, the accountant assigned to our account, the State never uploaded the 2014 AUD. She arranged for OCS to upload the 2014 AUD we now have a draft copy.

Currently we are working through some unknown balances with no audit trail on the account to complete the 2015 AUD. Treasurer Heyman will be working with the accountant to clean up those entries.

Chairman Baker reminded the board that at the last meeting the board had tasked him with reaching out to Robert Flores for an updated quote from CT Male, Regarding the water tank repair. All board members have been given copies of the updated quote. The only changes in that quote were the tank inspection (under water robotic inspection) went up \$1,000, but generally right in line where it was before.

Chairman Baker asked if the board would like to have Flores come in and talk to the board about this. He also asked the board if they should ask him to give us an idea of what kind of funding could be available out there currently for municipalities..

Commissioner Sullivan asked about other quotes. He mentioned that the actual work will have to be contracted out. Chairman Baker pointed out that these type of contracts did not require that. Chairman Baker mentioned that the bid from U.S. water was much higher than CT Male and that he did have two other engineering firms that he had spoken to but that he thought that since CT Male had already assessed the job that it might just pay to go ahead with CT Male. He asked the board for their input. Especially since we are not quite ready to pull the trigger... Commissioner Healy interjected that it would be good to be all ready for the work to begin, as regards to funding and specs.

Chairman Baker mentioned that the grants open up in January, so that if were in line with this company, he hopes that CT Male will come with a packet of what they have seen in the last couple of years in regards to grant monies. Chairman Baker feels that over the last couple years there has been an increase in the funding for infrastructure in the municipalities for water and sewer. Commissioner Sullivan asked the question of how long it would take to get the job out to bid, as that would be necessary before we could even apply for a grant.

There was then a discussion about the need to borrow money in the likely event that grant money would not fully cover the costs of repairing the tank, to which Chairman Baker replied that he felt we had sufficient funds that would be put in savings from the last two fiscal years of operations based on our AUD filings for the tank project and also that there is a large balance of funds in the operating account as well. Commissioner Sullivan pointed out that the money in the saving account for meters could be used to which Chairman Baker replied that he felt that the repair to the tank could be funded without touching the meter account monies, and that the meter project would have to be tabled until a future date until the water tower repair is completed.

Chairman Baker asked the board if they could get together some questions for the CT Male representative, for the next meeting.

In discussing the costs of the tank repair Chairman Baker stated that there was a \$60,000 surplus from the last year and that he would like to take that surplus and put it into a water tank repair savings account and that at the end of 2016 take those savings and put it into the Meter account. Chairman Baker said we have surplus from prior years.

Commissioner Sullivan brought it to the attention of the meeting that the money that had been spent on design and other expenses was reimbursed and that that the amount that is in the operating account actually used to be over \$500,000. Commissioner Sullivan cautioned against using that money, and was more in favor of seeking a loan to cover the costs of the tank repair.

Commissioner Sullivan mentioned that it would be nice to do a grant to do both projects at once, and cautioned that we should not be dependent upon getting a grant.

NEW BUSINESS

Chairman Baker brought it to the board that the billing register for quarter 2 of the 2017 fiscal year was available for review. The total amount billed was for \$174, 749.50. This includes both villages, outside users and the once annual billing of the school. He made a motion to approve the second quarterly billing commissioner Sullivan seconded all in favor.

On August 30 there was a leak on Pine Street on the East side of the intersection of Herkimer. Upon investigation it was discovered to be a leak in a 1.5 inch galvanized feeder line running down the middle of pine. The repair was handled by the Schuylerville DPW as William Lloyd was supervising the installation of the new sidewalks. The repair went well and it is patched

Commissioner Hughes asked about the voucher from Schuylerville, and whether Treasurer Heyman had received one from them during the past few months. Treasurer Heyman replied no. To this Commissioner Hughes commented that he believes there is a 90 day cut off for payroll compensation, and that the Schuylerville office should be encouraged to submit their voucher if they want to be reimbursed. Chairman Baker stated that Trustee Carpenter is working to get the office personnel at the Schuylerville office to get the vouchers together, but that they were at a NYCOM conference the prior week.

The road saw that has been used by both villages for years has apparently stopped working. Schuylerville has purchased one on their own that they will be keeping for their own use only. It was suggested by Chairman Baker that in the event that the current road saw is not repairable, or if the repair is over \$500 that the Village of Victory should also obtain their own saw, and that the water board is not interested in purchasing a road saw for water work only.

Dave Roberts has contacted Treasurer Heyman about the visitor center project connection. They will require a 4" connection for their fire suspension system. Although they are not planning on doing the project right away they wanted to get it on our radar so

to speak. Treasurer Heyman will bring the rate sheet for connections for the main to the next meeting we can have the prices to present to them when they are ready in the spring to meet with us.

William Lloyd reports that the hydrant flushing in Victory is going well, and projects that it will be done by tomorrow, the Village of Schuylerville is scheduled to start their hydrant flushing next week.

Chairman Baker went over the request from DCK for the CIP filters that are needed as per the department of health. The quote from Trumpler Clancy was for \$19,320. The quote from Aftek was for 19,065 but did not include the absolute, which according to Trumpler Clancy's quote was \$2,400. The third quote requested has not come in At this point Chairman Baker recommended that we accept the quote from Trumpler Clancy, Commissioner Sullivan seconded, all in favor.

Executive Session:

None

Audit and Approval of Claims:

Chairman Baker made a motion to approve Abstract # 4 (39,795.42) 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