

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**
Wednesday October 16, 2019 at 7:00 pm
Village of Victory

PRESENT:

Timothy Healy, Village of Victory, Chairman
Michael Hughes, Village of Schuylerville, Commissioner
Leslie Dennison, Village of Victory, Commissioner
Bryan Drew, Village of Schuylerville, Commissioner

ABSENT:

None

OTHERS PRESENT:

Peter Healy, Andrew Alberti – Flatley Read, Inc. – Gerard Hathaway, Roger Tapio, Theresa Riley

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, November 18th at the meeting hall in the Village of Victory.

BOARD CORRESPONDENCE:

Roger Tapio submitted an Application for Water Hook-Up, at 109 Pearl Street in Schuylerville, for a single family home. Chairman Healy ask if any of the Board members had any questions. Commissioner Dennison stated that there was no Certificate of Insurance, from the Contractor, accompanying the application. Mr. Tapio already discussed his timeline with Village of Schuylerville DPW Supervisor Decker as well as Building Inspector, Gil Albert. Mr. Tapio's Contractor will do the excavating and install the pipe for both water and sewer. The Schuylerville DPW crew will install the tap and curb box, then Mr. Tapio's Contractor will fill in the hole and then the road will be blacktopped. Commissioner Dennison asked if copper tubing or other pipe that meets specs, with the tracer wire would be used. After some discussion, Mr. Tapio was informed that DPW Supervisor Decker would have all of the specs needs. Chairman Healy asked Mr. Tapio if he was aware of the minimum fee of \$1,500 with possible additional charges for cost above that amount. Mr. Tapio stated that he understood. There was discussion about process of receiving the bill from the SVBOWM and paying it. Chairman Healy made a **motion** to approve the Application for Water Hook-Up, Commissioner Drew seconded the motion, all in favor.

MINUTES:

Chairman Healy stated that the Minutes from the September 23rd meeting are available for review. Commissioner Dennison made the **motion** to approve the Minutes, Commissioner Drew seconded the motion, all in favor.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 159,540.67
Filter Account	\$ 137,280.41
Meter/Capital Reserve Savings Account	\$ 251,047.97
Water Tank Savings	\$ 8,764.89

The Revenue/Expense Control Report was reviewed by Account Clerk Westbrook. The balances in the Source of Supply and Transmission accounts will required budget amendments to cover expenses through the end of the fiscal year. Commissioner Dennison suggestioned transferring funds from Transmission and Distribution Personal Services as those funds have not been used to date. Chairman Healy stated he could discuss this with the Account Clerk as well.

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

The Hypochlorite pumps were replaced and the chlorine feed station along with the control panel were removed and readied for the new Grundfos Chlorine Pumps

- ✦ TC samples were transported to CNA Labs as appropriate during the month.
- ✦ Installed the Sodium Permanganate Meter. Also cleaned the platform and pump/plumbing making ready for use.
- ✦ Replaced several defective valves and plumbing in the water treatment plant.
- ✦ DCK Services wrote several memos regarding the actions of the Board at their last meeting along with a review of the progress report delivered by Kathryn Serra of CT Male.
- Reviewed the progress report on the Water Master Plan being developed by Kathryn Serra. A brief memo on that subject was submitted to the Board Chairman for his review and use.

Chairman Healy stated that he would forward the memo to the Board.

- Worked with the Distribution Crew(s) as appropriate:
 - ✓ Double checked with Rob and Billy about the Fall Hydrant/Water Main Flushing program.
- DCK Services personnel interacted with the DPW “as needed” and Water Board.
 - ✓ DCK Services staff and the Board Secretary were able to successfully communicate with the folks at Aftek (Rich Horan) to get their inaccurate order shipped back to them.
 - ✓ We worked with the representative from Surpass Chemical (Tim Clayton) to start the delivery of chemicals to the water treatment plants.
 - ✓ DCK Services communicated with New York Fire and Signal to get the correct addresses displaying on the alarm panels so that appropriate information is passed if/when there is an alarm at either location.
 - ✓ DCK Services provided information on the New York State Department of Health process known as “Sanitary Survey”. This was in response to a question raised by a system customer.
 - ✓ DCK Services contacted two roofing contractors to get preliminary costs associated with either repairing/replacing the current rubber roof or a change in design with a pitched metal roof. One of the contractors has already been on site and is providing a written quote. The other contractor has yet called back for a site visit date.
 - ✓ The heaters were inspected at the Victory plant.
 - ✓ There have been a couple of apparent false alarms for low coolant on the generator at the Schuylerville Plant. It may be related to the colder nights and the overall change in outdoor temperatures. We have not seen a repeat of the alarms in the past few days.
 - ✓ We provided a list of remaining maintenance work at the Victory Water Treatment Plant, with approximate costs associated with the maintenance work, equipment purchases, and outside contractor estimated costs associated with the current needs.

Additional work and hours at Victory Water Treatment Plant: (In Priority Order)-

1. Disassembly of old sodium permanganate control panel and relocating to new location, mounting and rewiring new conduit, boxes. Running new feed lines, replacing injector 8-10 hrs.
 2. Servicing Air Wash Pump. 2.0 hours
 3. Panel indicator bulbs are blown and need replacing for the well pump control panel. 1.0 hour
 4. Laddering building to replace three exterior lamps and check radio antenna. 2.0 hours.
 5. Removing rust on pipes, applying rust preventive coating and two coats of paint. Green paint for raw pipes – 6-8 hours
 6. Touching up all other pipes with rust preventive, removing rust as best as possible 8.0 - 10 hours
 7. Walls and floors need to be thoroughly cleaned and then they need to be repainted. 10 hours.
- Estimated Total Hours of Maintenance work remaining to be completed as discussed: 43 hours

There was discussion about the need for this to be approved and completed so Mark Rogers can begin work. The estimated 43 hours of work, at \$35 per hour, is an estimated cost of \$1500. Chairman Healy made the **motion** to

approve the work to be done, an estimated amount of \$1500, Commissioner Drew seconded the motion, all in favor.

Equipment needs:

The dehumidifier from the Schuylerville Plant was brought to Victory Plant. It does not pump water from its reservoir. Not sure if compressor is working either. The plant will need the dehumidifiers to work prior to painting. We should replace this unit with a new one and we could actually use a small one in the chlorine room as well.

- Estimated Costs based upon Schuylerville Plant purchase: \$4,100.

Chairman Healy clarified that the work that was done in Schuylerville was done by a contractor . DCK is recommending the purchase of a dehumidifier for the Victory Plant and a smaller dehumidifier for the chlorine room. Commissioner Dennison stated that the interior painting cannot be done without the dehumidifiers.

Chairman Healy made the **motion** to approve the estimated \$4,100 to purchase the dehumidifiers that will take care of the humidity in the Plant, Commissioner Dennison seconded the motion, all in favor.

Chairman Healy made the **motion** to increase the amount to \$4,500 to cover additional costs, and ask that DCK will inform the Board if the price goes over, Commissioner Dennison seconded the motion, all in favor.

Outside Contractor Work:

1. The overhead door and operating cable is off track. It should be professionally repaired and the door should receive professional maintenance of the springs/balance/tracking rails, etc. Essentially a PM (Preventative Maintenance task should be assigned and Overhead door company come in and perform the work). Estimated Cost \$1200.

Chairman Healy stated that a lot of money has been spent with Overhead Door in the Victory Plant in the past and that the condition of the door could be contributing to the humidity problem. Chairman Healy will look into this. Commissioner Hughes asked if the door was worth putting the money into. Account Clerk Westbrook will provide Invoices from Overhead Door, for work at the Victory Plant, to give the Board an idea of work done.

2. The ceiling metal panels that were not replaced during the plant rehab a few years ago are deteriorated to a point that the rust is flaking off and dropping all over the equipment and floors. These should be replaced when the roof is repaired. Estimated Cost \$5000.

** The Contractor Work Numbers are strictly Budgetary Numbers. We will assist in securing project proposals from outside contractors for each of these individual tasks.

Commissioner Dennison stated that the ceiling of the Plant is the old metal roof and the rubber roof was placed over it and is an issue too.

Chairman Healy will follow-up with DCK concerning a second roof quote. Commissioner Dennison recommended having the original contractor that came out to quote the exterior work come back to look at the interior work that is needed and possibly have one contractor do all of the work – depending on the quote.

Scheduled Activities Next Month

- Continue to visit the plant each day.
- Conduct routine operations and daily testing as required.
- Charge chemicals as necessary.
- Other Items/Tasks being pursued or awaiting information from others:
 - Victory Plant: continue with Mark Dennison attending to the list of maintenance items approved by the Board.
 - The VPN was recently installed by GCS. While onsite, at the Board's request, he did an inspection of the Victory Plant to determine the needs to install the same, safer connection port at that facility. We

will forward his report upon receipt. We will also test the new VPN connection to verify that all portions are working as intended.

- Schedule the remaining roofing contractor for inspection and evaluation of the existing roof, to get a quote for repair/replacement of the rubber roofing system or perhaps alternate design with pitch and a metal roofing arrangement.

Chairman Healy will talk to DCK about including the interior as well.

✦ One contractor has been onsite and inspected the roof. He is preparing a report/quote. We have not yet seen the report. The second roofing contractor has not yet called back (he advised it may be a week or so before he called back- their firm is rather busy at this time); we will check back with him this month.

- Work with the staff from C T Male as appropriate as they move along with their Water Master Plan.
- Look into the installation of a dock plate at both plants to allow a smoother transfer of chemical totes from chemical trucks to the loading docks at the facilities. (We believe there is a plate available at the Schuylerville Plant but not sure about the Victory Plant). We may need to request to purchase a small one for the Victory Plant. We will report on that after the search is completed.
- Prepare for CIP and filter change out at the RO Plant in Schuylerville. This will include the purchase of appropriate chemicals and ensuring the proper number of prefilters are available. The work is scheduled for November as part of the routine operational changeout and CIP program for the facility.
- Begin preparations for the various components of the facilities as the winter weather conditions begin to approach and the change of seasons begins.

OLD BUSINESS:

The Board was provided Mr. Jim Sullivan's FOIL request, and the response from Attorney Dixon, for review.

16 Grove Street Water Project. Chairman Healy stated that he understood that the scope of work had changed from what was approved at the September 23rd meeting. Drew Alberti, Flatley Read, stated that the scope of work had remained the same but now Powell & Woodcock Construction was doing the work and needed to revise their quote to include the repair of the paved roadway. Chairman Healy confirmed that they were still tapping at Grove Street. Commissioner Hughes asked what was needed to get the project going and completed. Mr. Alberti stated there were two parts to this, one was the scope of work and the second was the contract. The contract that the Board originally approved, at its September 3rd meeting, was between three parties – Mrs. Theresa Riley, the Saratoga County Home Improvement Program and the Municipality (SVBOWM), with Mark Rogers doing all of the work. It was Mr. Alberti's understanding that the Board's responsibility was from the main to, and including, the curb stop and the homeowner's responsibility was from the curb stop to the house. All of these costs being reimbursed 100% by the Home Improvement Program. Commissioner Hughes stated that the first contract that the Board approved was with Mark Rogers doing the work, at a quoted price of \$7,000. The Board did not contract with Powell & Woodcock Construction. Mr. Alberti stated that the original quote was rejected by Mrs. Theresa Riley as she received a quote from Powell & Woodcock, with the services of Vellano Utility Services, in the amount of \$3,850 – this includes the \$300 Application for Water Hook-Up fee and the \$50 Application for Water Turn On/Off fee. The Board's understanding was that, at the September 23rd meeting, they approved the work to be done but did not have to enter into another contract and were taken right out of the project. Mr. Alberti stated that he would need a motion by the Board stating that the Saratoga Home Improvement Program had permission to enter into a contract with Powell & Woodcock to perform work on the municipal infrastructure. Commissioner Hughes stated he had concerns about what the requirements of the contractor would be to perform the work because, in his opinion, he did not have any knowledge of the quality of work of neither Powell & Woodcock Construction, nor Vellano Utility Services. Mr. Alberti stated that, with regard to the portion that included public works, he went above and beyond the HUD required guidelines – requiring a minimum \$1,000,000 of general liability insurance - and added a \$2,000,000 aggregate insurance requirement of Vellano Utility Services. Mr. Alberti stated he would draw up a new contract between the Saratoga Home Improvement Program and Mrs. Theresa Riley and would include that work must be done in compliance with all Water Board of the Village of Schuylerville and Victory requirements including, but

not limited to, use of materials, repair of roadway, and waterline tap. Work from the water main to the curb stop will be completed by a licensed plumber from Vellano Utility Services. It will be the contractor's responsibility to receive proper inspection from the Village of Victory DPW and the Town Building Inspector before backfilling the trench. Inspection approval documents must be submitted before payment is disbursed. Chairman Healy apologized for the misunderstanding about the new contract. Commissioner Dennison agreed that there was confusion. Chairman Healy made a **motion** to approve the contract language that was originally reviewed by Attorney Dixon, with the addition of the changes list above, between the Saratoga Home Improvement Program, contracting with Powell & Woodcock to do the work, and Mrs. Theresa Riley, so we can move forward and have the oversight, and make sure everything's done right, and we can get this done as soon as possible, Commissioner Dennison seconded the motion, all in favor.

Visitor's Center Application for Water Hook-Up. The original plan submitted to the Board was to run a new larger diameter line, for fire suppression purposes, and install a new tap to the water main. The \$300 Application Fee was paid. The actual project resulted in the replacement of the existing line on the property with copper tubing and maintaining the original tap from when it was a Town building. Since a new tap was not installed, the Visitor's Center asked if their \$300 could be refunded. Commissioner Dennison made the **motion** to approve the refund, Commissioner Drew seconded the motion, all in favor.

Victory Water Plant: Draft of letter to farmer. Chairman Healy and Account Clerk Westbrook worked on a draft before the meeting. All that is needed is the correct land owner and address. The Account Clerk will share the final draft with the Board.

Riding lawn mower status – specs for bids: Account Clerk Westbrook will obtain specs from Rob.

Glens Falls National Bank Credit Card. Chairman Healy signed the letter and the Business Addendum that accompanied the application.

Excavator: Schuylerville DPW Supervisor Decker will be renting one for the week of October 21st – 25th for the sidewalk job and is inviting the Board to see it if they so wish. It is the opinion of the Board that with the expenses they are incurring to get the Victory Water Plant up and running correctly that the topic of the purchase of an excavator will have to be pursued in the future.

New Business:

27 Gates Avenue Ext water line. Tricia Bodner, who lives in the old convent house on Burgoyne Street, behind the old Visitation Church, asked to be contacted by Chairman Healy. Ms. Bodner stated that Mark Rogers came to her home and stating that he was hired by Miles Lopez to replace his water line and asked for access to her basement, to trace the water line that had been capped. Ms. Bodner had no knowledge of Mr. Lopez's request and declined Mark Rogers' entry. Mark Rogers then stated to Miles Lopez that he was no longer interested in doing the work. It is understood that Miles Lopez has water by an undetermined means as there are several water lines that run through three properties connected to the former Visitation Church, rectory and convent buildings. To date, no Application for Water Hook-Up has been received from Miles Lopez.

Commissioner Drew would like to attend the 2019 NASTT Northeast Trenchless Conference. It is a new technology that will reduce design and construction costs concerning water lines. Commissioner Drew is asking the Village of Schuylerville to pay for the hotel room and the SVBOWM to pay the cost of the rental car, estimated at \$220 for two days. Commissioner Drew will cover all cost of the conference and meals himself. Chairman Healy made a **motion** to expend \$220 for the rental car, Commissioner Hughes seconded the motion, 3 ayes, Commissioner Drew abstained, motion passed.

Fire Hydrant flushing: DPW Supervisor Decker wanted to report to the Board that Schuylerville fire hydrant #18, on Eddy Road, was not flushed due to issues with opening the hydrant.

Discuss Account Clerk Westbrook work schedule after husband's surgery. Due to the unknown nature of the recovery, Account Clerk Westbrook asked permission to work from home from time to time, as needed. She felt

that she could type up meeting minutes, attend to e-mails and phone calls remotely and access the office when needed. The Board gave their approval.

Public Comment:

Pete Healy stated he felt that with regard to the situation with Miles Lopez, that the old church, rectory and the house on the hill were likely all on one line.

Commissioner Hughes stated Schuylerville DPW Supervisor Decker had an issue with 42 Spring Street, as it is connected to the old Schuylerville Central School water line, which was recently shut off for construction. When the School decided to abandon their lines, they pulled up the curb stops. DPW Supervisor Decker turned the water back on to 42 Spring Street but it has no shut-off. Chairman Healy proposed that a letter be sent to the School to have better communication about their turning water on and off on their own.

Executive Session:

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #5 in the amount of \$21,231.40. Commissioner Dennison made the **motion** to pay that Abstract, Commissioner Drew seconded the motion, all in favor.

Adjournment:

Commissioner Dennison made the **motion** to adjourn the meeting, Commissioner Drew seconded, all in favor.

Respectfully submitted,

Susan W. Westbrook