

SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT
Wednesday November 18, 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:

None

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, December 16th at the meeting hall in the Village of Victory

BOARD CORRESPONDENCE:

None

MINUTES:

Chairman Healy stated that the Minutes from the October 16th meeting are available for review. Chairman Healy asked the Board if there were any questions. Commissioner Dennison made the **motion** to approve the Minutes, Commissioner Drew seconded the motion, all in favor.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 187,178.59
Filter Account	\$ 137,286.24
Meter/Capital Reserve Savings Account	\$ 251,047.97
Water Tank Savings	\$ 8,764.89

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

Tasks Completed in October 2019-

- DCK Services plant operators followed normal plant operations, recordkeeping, and attended to the physical cleanliness of the facility inside the fence, etc. All facilities were inspected daily, even if not in service during the period.
- Some items of note during the month-
 - TC samples were transported to CNA Labs as appropriate during the month of October.
 - Attended the tap being installed for the Riley connection. Met with the contractor and talked with Billy about the final inspection of the work when it is completed. Billy to make the final inspection prior to fully burying of the connection by the contractor.
 - Met with Rob and his crew at 109 Pearl Street. We assisted with the location of the actual water main prior to the tap being made. As attempted to find a better piece of equipment necessary for the tap. Rob did find the right pieces on site and we finished the tap with that wrap. We advised Sue of the items that should be purchased to be placed on the shelf and be in stock for the crew. This is important to know that we have the right repair equipment on-hand should there be an after hours need.
 - DCK responded several times to alarms from the water treatment plant(s).

- DCK placed orders and received chemicals for water treatment.
- DCK order chemicals for the upcoming CIP of the filters at the Schuylerville Plant.
- Monthly Operations Report (MOR) was submitted to the Glens Falls Office of the DOH.
- Worked with the Distribution Crew(s) as needed.
 - DCK Services LLC met with Pete from Tremco about the roof at the Victory Plant. He advised the roof looks to be fairly new and in pretty good shape- not in need of replacement. The following is the copy of the email that Don Coalts III received from Peter: “Don, I was able to get up on the roof of the Victory water treatment facility on October 4th. The roof appears to be relatively new. I would guess less than 10 years old. The manufacturer of the roof is Johns Manville. You should have a warranty for this roof from Johns Manville. Warranties typically are for 20 years. On the inside of the building there were parts of the metal deck that were replaced when the roof was installed. There are also other areas of the metal deck that are very rusted which can be seen from the inside of the building. Please let me know if you need any additional information, Peter.”
 - Commissioner Dennison and Chairman Healy felt that the condition of the roof needs to be addressed and that Victory Village Clerk Lewsey may have the warranty. Chairman Healy stated he would follow-up with DCK and that actual repairs are needed.
- Josh from GCS was on site to inspect the Victory water plant to investigate options for remote access to that site.
- October 21st - Bove was onsite to fill the propane tank.
- On the 29th - the new sodium permanganate pump and injector were installed. We also collected SPDES samples on this date.
- Following approval by the Board, DCK Services placed purchase order for light bulbs for the exterior lamps on the water treatment plant.

Scheduled Activities Next Month

- Continue to visit each the plant each day.
- Conduct routine operations and daily testing as required.
- Charge chemicals as necessary.
- Tasks being pursued or awaiting information from others:
 - Victory Plant; continue with Mark Dennison finalizing to the list of maintenance items approved by the Board.
 - We will forward the GCS report upon receipt.
 - The second roofing contractor never got back to us. We reached out at least three times to set up a visit. We are still awaiting his return call.
 - 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.
 - Commissioner Dennison stated that there were many “spare parts” outside at the Schuylerville Plant. Account Clerk Westbrook will go and take pictures of the area in question and share them with the Board. Chairman Healy will follow-up with DCK on the plate that is there.
 - Perform the CIP and filter change out at the RO Plant in Schuylerville.
 - Finalize winterization preparations of the facilities as the winter weather conditions begin to approach and the change of seasons begins.
- DCK will adhere to the sampling schedule that will keep the system in full compliance with the requirements of the DOH correspondence.
- Commissioner Dennison stated that there was always a working land line and phone for use at the Victory Plant, since there is intermittent cell phone coverage in the area, and that the phone was no longer working. For safety reasons, the Board felt that it is important to have a working telephone at the Plant. Account Clerk Westbrook will research this.

OLD BUSINESS:

16 Grove Street Water Project. The signed Contract is on file. Paving pictures and measurements from main to curb stop and curb stop to house are needed for completion and sign-off. Commissioner Hughes asked if the project was completed yet. There was discussion about whether the paving was completed.

Victory Water Plant: draft of letter to farmer. Account Clerk Westbrook contacted Victory Village Clerk Lewsey for the address of the farmer. The information she provided indicated that Kind Properties, LLC, owned the property. On November 15th, Account Clerk Westbrook sent a letter to them inquiring about the name of the leasee.

Account Clerk Westbrook provided past Invoices from Overhead Door for the Board to review, as there is more repair work currently needed. Commissioner Dennison stated that the moisture in water plants is an issue for the doors. Chairman Healy asked the Board for their input on how to move forward with repairs. He also stated he would follow-up DCK on ventilation.

Riding lawn mower: Account Clerk Westbrook obtained specs from Schuylerville DPW Supervisor Decker. After some discussion, the Board decided that the mower needed to be put out to bid. There was discussion on the cost of running ads for bids. It was decided that Account Clerk Westbrook would contact Attorney Dixon for advice on the best way to move forward.

Rules & Regulations: Commissioner Dennison recommended adding that communication should be sent to DCK when a main is being tapped. It was decided that, at the end of the Outside Water User section, a line would be added that “any and all water line repair, replacement or installation requires that the Chief Water Operator (DCK) be notified.” Chairman Healy made a **motion** to make this addition, Commissioner Drew seconded the motion, all in favor.

Schuylerville Central School had a contractor do work on their property and it resulted in a curb stop being pulled up and a customer of the SVBOWM not having a water shut off. In the past, the staff Chief Water Operator would be present when the school did any construction involving water lines. The Board felt that the lines of communication need to be reestablished and a letter drafted. After more discussion, the Board directed Account Clerk Westbrook to contact the properties supervisor at the school to discuss exactly what was done so that corrective work can be done, by SVBOWM, in the spring.

DPW Supervisor Lloyd informed Account Clerk Westbrook that there was a prior Board decision that all brass products used by the SVBOWM need to be made by Mueller. Commissioner Dennison clarified that the brass parts of concern have to do with the hydrants.

Glens Falls National Bank Credit Card (\$10,500 credit line):

- has been received and needs to be activated. Board approval is requested by Account Clerk Westbrook to pay the Credit Card balance in full, upon receipt, to avoid interest charges. Chairman Healy made a **motion** to approve the above, Commissioner Dennison seconded the motion, all in favor.
- Account Clerk Westbrook requested permission to order the two dehumidifiers, recommended by DCK, that the Board gave prior approval for. After some discussion, it was agreed that the dehumidifiers would be delivered to the Victory Office.

Summary of Water Master Plan: Kathryn Serra e-mailed the Board asking them to decide how to move forward. After some discussion, there was Board consensus that the pressure issue is lower priority than repairing pipes; however, the Town of Easton is not a priority section for repair. The Board asked Account Clerk Westbrook respond to Ms. Serra’s e-mail and inform her of this. Commissioner Drew asked Account Clerk Westbrook to inquire about the match amounts for the CDBG (Community Development Block Grant) and WIIA (Water Improvement/Investment Act) Grants. The Board directed Account Clerk Westbrook to respond to Kathryn Serra’s e-mail.

New Business:

There was discussion that the Board would like communication from the Village/s when the Water Trailer and Backhoe is used. There was further discussion about a form that exists.

Chairman Healy stated that he felt the Board should develop Standard Operating Procedures (SOP) for hydrant flushing, performing the installation of a new tap, equipment acquisition and inventory, maintenance of equipment -

Commissioner Dennison stated that she had a complaint about a strong bleach smell from a customer. There was discussion about the relationship to the hydrant flushing and whether or not the flushers were working. Chairman Healy stated he would follow-up with Victory DPW Supervisor Campbell and DCK with this issue. Chairman Healy referred back to the topic of the SOPs and discussed the use of Complaint Forms so that there is documentation of action taken.

Schuylerville DPW Supervisor Decker asked for clarity on proper channels of contact for investigation of water leaks after hours. There was discussion that the proper procedure is for the appropriate DPW Supervisor to be contacted to assess the situation and decide whether or not to call in the Chief Water Operator/s from DCK.

Approval of new Victory DPW Supervisor Ryan Campbell to take the Water Operator, Class D license, correspondence course. Chairman Healy made the **motion** to approve the above, Commissioner Drew seconded the motion, all in favor.

Bound by Fate Brewing, 7 Broad Street, is disputing the charge of five units for water. Commissioner Hughes discussed the possibility that the SVBOWM could launch a Pilot Project where the Brewery purchased and installed a water meter on their water line to meter water usage. The Board agreed to drop the number of units from five to three and that the meter will be read quarterly. Account Clerk Westbrook will contact Attorney Dixon about drawing up an Agreement. Commissioner Hughes made the **motion** to charge Bound by Fate Brewing three units of water, and that Bound by Fate Brewing purchase and install a water meter so there can be a review of the quantity used on a quarterly basis, the reading will be done by a DPW worker, the final units will be determined after review in the future, and, in addition, sign the Agreement prepared by Attorney Dixon, Commissioner Drew seconded the motion, all in favor.

Review quotes for repair clamps/wraps as advised by DCK – Ferguson, EJP, FW Webb. Chairman Healy made the **motion** to approve the Quote by Ferguson, Commissioner Dennison seconded the motion, all in favor. The items will be delivered to Schuylerville as they need to go into the Water Trailer.

Account Clerk Westbrook to look into on-line banking at Glens Falls National Bank to be able to review statements and reconcile accounts in a timely manner. Chairman Healy made a **motion** to approve the above, Commissioner Drew seconded the motion, all in favor.

Presentation of a Resolution to Transfer Funds. WHEREAS, the budget should be amended as follows; From: J.8340 Transmission & Distribution, Personal Services \$20,000.00, To: J.8340.200 Transmission & Distribution.Equipment Contractual Expenses \$4,500.00 and J.8340.400 Transmission & Distribution.Contractual Expenses \$15,500.00. THEREFORE, BE IT RESOLVED, that the Board of Water Management does hereby approve this Resolution and authorizes the Treasurer to amend the budget as stated and as outlined. Chairman Healy made the **motion** to accept the Resolution as read, Commissioner Drew seconded the motion. Chairman Healy took a roll-call vote: Chairman Healy-Aye, Commissioner Hughes-Aye, Commissioner Dennison-Aye, Commissioner Drew-Aye, motion carried.

Executive Session:

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #6 in the amount of \$39,467.52. 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 M. Westbrook