

SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT
Wednesday December 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:

Jason Young, Jonathon Kochendorfer

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, January 20th, Martin Luther King Day. Due to the offices being closed on that day, Chairman Healy tentatively scheduled the meeting for Wednesday, January 22nd.

BOARD CORRESPONDENCE:

Jason Young, 1 Ferry Street, metered water vs unmetered water. Mr. Young addressed the Board concerning his businesses and water usage and the possibility of other businesses having an opportunity to participate in a Pilot Project. He also wanted to be sure to say that he supports Bound by Fate Brewery. There was discussion concerning the Agreement between Bound by Fate Brewing and SVBOWM, drafted by Attorney Dixon, clarifying that the Board was protected. He felt that there was no information to compare metered usage to and was concerned about the Board's debt service and collecting sufficient funds to meet their debt. There was also discussion concerning the Meter/Capital Reserve Savings Account and if it was broken down into two accounts. Commissioner Dennison explained that the Reserve account was in place while the SVBOWM was contracting with CT Male to develop a master plan. The Board explained that in the case of Bound by Fate Brewing, there are no other breweries in town to compare their usage to. The Board felt that a Pilot Project would provide information that SVBOWM could use in the future, as well, should additional breweries open up in the Villages.

Jonathon Kochendorfer stated that his brother owns a brewery and that they use three gallons of water for every gallon of beer brewed.

MINUTES:

Chairman Healy stated that the Minutes from the November 18th meeting are available for review. Chairman Healy asked the Board if there were any questions. Commissioner Drew made the **motion** to approve the Minutes, Commissioner Dennison seconded the motion, all in favor.

TREASURER'S REPORT:

Account Clerk Westbrook discussed the Revenue/Expense Control Report and highlighted the accounts that the budget transfer involved, as there are expenses that will be incurred before the end of the Fiscal Year.

Bank Balances:	
Operating Account	\$ 166,375.90
Filter Account	\$ 137,291.88
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 November 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 November.
- DCK Services LLC responded several times to alarms from the water treatment plant(s).
- DCK Services LLC placed orders and received chemicals for water treatment.
- Staff members checked and tested the auto-flushers on the distribution system on the 18th of November
- DCK Services LLC order utilized the chemicals received in October to complete the CIP process on both RO Filter arrays on the 26th of the month.

- Don Coalts III ensured that the Monthly Operations Report (MOR) was submitted in a timely fashion to the Glens Falls Office of the DOH.

- Worked with the Distribution Crew(s) as appropriate:

✓ As needed.

Scheduled Activities Next Month

- Continue to visit each 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; carefully review the operation of the facility following the changeouts of the various components. Ensure that the facility functions as intended and that the heating and ventilation systems continue to work properly.
 - We will forward the GCS report upon receipt.
 - The second roofing contractor never got back to us.
Chairman Healy will follow-up with DCK concerning roofing contractor.
 - Work with the staff from C T Male as appropriate as they move along with their Water Master Plan for the system.
 - Follow up on 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.
 - Implement the winter weather working conditions at both facilities. We will watch the operations of the plant as the water temperature decreases. We will also keep the access to the facilities a priority following snow and/or ice storms.
- DCK Services LLC will adhere to the sampling schedule that will keep the system in full compliance with the requirements of the DOH correspondence.

OLD BUSINESS:

16 Grove Street Water Project:

Account Clerk Westbrook contacted Drew Alberti concerning the close-out of the project. Mr. Alberti responded that an e-mail was needed from the Board stating that "Powell/Woodcock has satisfactorily met all requirements of the Schuylerville/Victory Board of Water Management." Commissioner Hughes made the **motion** directing the Account Clerk send an e-mail stating the above, Commissioner Dennison seconded the motion, all in favor.

Victory Water Plant:

1) Phone connected to the land line number is not working. Account Clerk Westbrook contacted Verizon and was informed that if the Board entered into a two-year contract that the charge per line would be dropped from \$31.37 per month per line to \$20.31 per month per line. Account Clerk Westbrook said she would research this more. She also priced corded and cordless phones and found the price range starting at \$20.00 and went upwards of \$100.00. Chairman Healy made the **motion** directing Account Clerk Westbrook to purchase a cordless phone at a maximum price of \$50.00, Commissioner Dennison seconded the motion, all in favor.

2) Account Clerk Westbrook researched whom the owner of the field next to the Victory Water Plant was and found that Mr. Macica of Schuyler Farms leases the field. Mr. Macica stated that he found the gate damaged last year. He

also stated that he does have a key to the gate but in the fall of 2019, when he arrived, the gate was open so he did not close nor lock it. He stated that he did see 4-wheelers riding around the perimeter and all around the field. The Board feels that the gate should be locked.

Chairman Healy made a **motion** to have the Village of Victory DPW crew fix the fence in the outer gate in the spring, Commissioner Drew seconded the motion, all in favor.

Chairman Healy will follow-up with Victory DPW Supervisor Campbell about having keys to fences at the Plant. He will also follow-up with DCK concerning the fence.

3) Kind Properties owns the field and surrounding property where the Victory Water Plant is. Stephen Kind stated that, although he has no current plans to do so, if he were to subdivide the field and develop it in the future, what would the cost be to hook into the water line. The Board discussed the fact that there is no infrastructure, nor water main, in the area and that there is no option for hook-up.

Riding lawnmower:

Account Clerk Westbrook contacted Attorney Dixon for guidance as to the sale of the lawnmower, and he stated that the Board first needs to deem the lawnmower a surplus item. The Board directed Account Clerk Westbrook to contact Attorney Dixon to draft a resolution.

Rules & Regulations:

1) Account Clerk Westbrook shared an updated copy with the Board that included the addition at the end of the Outside Water User section: "Any and all water line repair, replacement or installation requires that the Chief Water Operator (DCK) be notified."

2) An inquiry was made, concerning the old mill in Victory and future apartments, as to the establishment of units. Account Clerk Westbrook obtained, and provided the Board with, a copy of the Village of Victory Sewer Law and unit breakdown. There was consensus that something needs to be added to the Rules & Regulations. The Board indicated that the breakdown would be found in budget information. Chairman Healy felt that it should be tabled until next month so that the Board could review the information provided.

Schuylerville Central School:

Account Clerk Westbrook met with Building Superintendent, Pete Riggy, and discussed work on the school property. He provided Account Clerk Westbrook with plans of the school project and pictures of a connection. After some discussion, the Board directed Account Clerk Westbrook to obtain pictures of the water connection to 42 Spring Street from Schuylerville DPW Supervisor Decker. They also directed Account Clerk Westbrook to e-mail Superintendent Riggy to obtain the specs on the repaired water line repair into the school and for clarification on where the shut-off for 42 Spring Street is.

Glens Falls National Bank:

Account Clerk Westbrook provided the Board with information for on-line banking. Chairman Healy recommended that the Board table this issue until next month so he could look into it more.

Miles Lopes Property:

Chairman Healy is going to follow-up with former Victory DPW Supervisor Lloyd about exactly what was done on the property concerning the water hook-up.

Schuylerville Water Plant:

Account Clerk Westbrook provided the Board with pictures "inside the fence." Chairman Healy will follow-up with DCK on the issue of the dock plate and address the debris around the Plant.

Bound by Fate Brewing:

1) The Board reviewed the Agreement that Attorney Dixon provided concerning the guidelines for the charge of three units of water. The Board made minor changes and directed Account Clerk Westbrook to send it back to Attorney Dixon for review and approval. The Board also directed Account Clerk Westbrook to contact Bound by Fate Brewing and to find out when brewing will begin so that meter reading dates can be established.

2) Meter has been installed, Account Clerk Westbrook provided the Board with a picture.

Overhead Door at Victory Plant:

Chairman Healy will report next month.

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

New Business:

Account Clerk Westbrook discussed the high percentage of customers asking for return receipts with their payments, by check, of their water bills. This is becoming quite costly at \$0.65 per postage paid envelope. Chairman Healy made a **motion** to leave the section off the bill that customers check if they want a receipt, with the understanding that anyone that requests a receipt will get one, Commissioner Drew seconded the motion, all in favor.

Commissioner Dennison stated that Village of Victory Clerk Lewsey provided her with information for SCADA improvement through NYS Home & Community Renewal, the deadline for applications is April, 2020. Commissioner Drew stated that Flatley Read could write the grant for the SVBOWM. There was Board consensus that a quote for services would need to be obtained. Commissioner Drew stated that he would contact Drew Alberti and ask him to provide a proposal, by the next meeting, for the cost of writing such a grant.

Presentation of a Resolution for a Budget Transfer. WHEREAS, a budget transfer should be made as follows; From: J.8340 Transmission & Distribution, \$30,000.00 and J.1990.400 Special Items – Contingent Account. Contractual Expenses \$10,000.00, To: J.8320.400 Source of Supply – Power & Pumping. Contractual Expenses \$40,000.00. THEREFORE, BE IT RESOLVED, that the Board of Water Management does hereby approve this budget transfer and authorizes the Treasurer to transfer the funds as stated and as outlined. Chairman Healy made the **motion** to accept the Budget Transfer 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 made the **motion** to pay Abstract #7 in the amount of \$15,250.52, Commissioner Dennison seconded the motion, all in favor.

Chairman Healy made a **motion** to approve the Bound by Fate Brewing Agreement, upon Attorney Dixon's approval of the changes made by the Board, 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