

SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT
Wednesday January 22, 2020 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, Tim LeBaron, Wendy Lukas – Village of Schuylerville, and Jim Sullivan – Village of Victory

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, February 17th, President’s Day and the Office is closed. The Village of Victory hall is available on Wednesday, February 19th and all Board members are available to meet.

BOARD CORRESPONDENCE:

Jason Young, 1 Ferry Street, asked the Board if they had received a letter from the Mayor and that he had not read it. Chairman Healy replied that the Board had just received it and offered to read it aloud. Mr. Young stated that he would skim over it. The Board carried on with business until Mr. Young was ready to comment.

MINUTES:

Chairman Healy asked the Board for a motion to approve the Minutes of the December 16th monthly meeting. Commissioner Drew made the **motion** to approve the Minutes of the December 16th meeting, Commissioner Dennison seconded the motion, all in favor.

TREASURER’S REPORT:

Bank Balances:	
Operating Account	\$ 149,816.11
Filter Account	\$ 137,297.71
Meter/Capital Reserve Savings Account	\$ 251,079.61
Water Tank Savings	\$ 8,765.99

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

Tasks Completed in December 2019-

Some items of note during the month-

- ✦ TC samples were transported to CNA Labs as appropriate during the month of December.
- ✦ 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 during the last week of the month of December 2019.
- Don Coalts III ensured that the Monthly Operations Report (MOR) was submitted in a timely fashion to the Glens Falls Office of the DOH.
- Don Coalts III and Don J. Coalts met with Kevin Kenyon of the NYS DOH to assist with the Annual Sanitary Survey.
- Discussion with Josh from GCS leads to the following suggestions from him at the two water treatment plants-
 - ✓ Schuylerville Plant- the computer and SCADA system need to be thoroughly “cleaned up” and eliminate all the

loose or dead ends contained within the electronics of that system. He also pointed out that the computer should be upgraded along with all the licensing at the facility to bring it up to 2020.

✓ Victory Plant- the plant needs a good means of communication for the implementation of a SCADA system. That is, cable or DSL; even a good cell phone connection from the facility will work. Having good communication in and out of the Victory facility will allow the installation of a SCADA system to replace the old and very much outdated "dialer" located there. Josh points out that even a radio connection could work there- but nothing has been done to ascertain effectiveness of a radio link.

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

✓ Early in January 2020 (3rd); Don Coalts III responded to 61 Ferry Street to help check out a water leak there. Apparently, Rob was off on vacation. When Don arrived, the Distribution Crew advised that Rob had stopped by anyway and checked out the leak. It was on the curb box leading to that home. By manipulating the valve (on/off), it was determined that the leak was on the "homeowner's" side of box. They were advised and they were going to get a plumber to repair the leak. The box was turned back on to give them water to the house while they awaited the arrival of the plumber. Don checked out the area and the small amount of water making its way down the road was not a hazard at the time. It should be fine until the plumber arrives.

✓ As needed.

• DCK Services personnel interacted with the DPW personnel on an "as needed," as well as the Board.
• Early in January 2020, Don J. Coalts met with the Hach Representative who did the maintenance protocols on the two water treatment plants. A full written report will be delivered once it is received. There will be a reference to the need for a new pH Probe and Conductivity Probe at the Victory Treatment Plant. These devices are about 10 years old and have greatly outlived the usual life span of 5 years. Once we have the report and recommendations on the replacements, we will send those along also.

Scheduled Activities Next Month

- Continue to visit each the plant each day.
- Conduct routine operations and daily testing.
- Charge chemicals as necessary.
- Follow up on any report/recommendations from the Hach Company.
- 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 follow up on any action that the Board would like to pursue with regard to the GCS suggestions for the communications at the two facilities.
 - Work with the staff from C T Male as appropriate as they move along with their Water Master Plan.
 - 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.
 - Continue with winter weather operations at both facilities.
- DCK Services LLC will adhere to the sampling schedule that will keep the system in full compliance with the requirements of the DOH correspondence.

Chairman Healy stated that Commissioner Dennison inquired as whether or not there were filters on hand for the change out. Chairman Healy stated he would send an e-mail to DCK asking about filters.

BOARD CORRESPONDENCE:

Jason Young, 1 Ferry Street, Village of Schuylerville Trustee and owner of several local businesses - asked Commissioner Drew what his input was at the last Village of Schuylerville meeting, as it was mentioned in the Mayor's letter. Commissioner Drew responded that he did not recall. Mr. Young stated that he noticed that the Agreement with Bound by Fate Brewing that was revised at the Board's December 16th meeting, no longer specified 300 gallons per day as one unit and was concerned. Commissioner Dennison responded that the Board was not billing on the basis of gallons per day, that it is interested in documenting how many gallons were used per year as compared to a household. Mr. Young stated that he felt that meters should be installed in a variety of both homes and businesses. He also stated that he did not want to have any of his businesses participate, should the Pilot Program be revised, as he did not want the appearance of favoritism on his behalf. He is most concerned about fair billing and legal problems for both Villages.

Tim LeBaron, 6 Liberty Street, Village of Schuylerville Trustee expressed his concern for fairness to customers if only the brewery was metered. He reiterated Mr. Young's concern about any law suits for both Villages, particularly with the upcoming Mill Project, as new structures need to be metered.

Commissioner Dennison stated that the installation of new meters stopped a long time ago. It was part of the code in Schuylerville that new structures were required to install meters. They were never used and are obsolete.

Mr. Young further inquired whether or not the revised Agreement had been signed. Chairman Healy responded that the Board made revisions that were shared with Attorney Dixon, for his review and approval, and then the Board signed the Agreement.

Commissioner Hughes stated that the Board was well-aware that the billing system of the SVBOWM is not good and not fair and that the current billing system was handed down to the Board. He stated that Schuylerville Central School is calculated based upon the number of students, while homes are based upon sinks in the home. He further stated that if other breweries come into town that the Board would like to give its best estimate on what to charge. There is no other information available to compare a brewery to and the Board had to start some place. He also stated that meters cannot be used to establish rates as there are currently no rates for metered water.

Commissioner Dennison stated that the pilot was a pilot. It is one single representative of what may come in the future and that it was a basis to start with. It doesn't mean that other businesses are going to be metered. The SVBOWM does not have money to put in meters. She stated that with meters comes readings, computer programing, special billing, and costs hundreds of thousands of dollars. Commissioner Dennison also stated that SVBOWM billing process is based upon historical data but that there has never been any information handed down on breweries.

Chairman Healy stated that if additional breweries come into the area, each will be a different situation as they may be attached to a restaurant and each would be billed separately. He further stated that he would like to look into how many gallons of water are needed to brew one gallon of beer. At a prior meeting it was stated that it was a 3:1 ratio, water to beer.

Wendy Lukas asked the Board how the number of units to charge Bound by Fate Brewing was arrived at. Commissioner Hughes responded that the Board originally discussed charging five units and reconsidered, as they thought it was high, since there was no data showing how many gallons of water a brewery of this size used. The Board then agreed that three units would be a fair place to start. She inquired as to whether or not meter readings could be taken at the School to use as a basis for billing customers. Ms. Lukas asked the Village of Victory representatives knew if the builders of the Mill Project were going to install meters. The Board felt that meters would not be installed.

Mr. Young stated that he would install meters in all of his businesses, at his own cost, to gather data that he could provide to the Board. He also stated that he did not expect any changes to the number of units he is billed for his businesses.

Commissioner Drew stated that he felt that Mr. Young's restaurant would be a good comparison.

Mr. LeBaron inquired if the new house at 109 Pearl Street was going to be metered, as he felt it would be another comparison.

Ms. Lukas inquired again about the code concerning installing meters in new houses in Schuylerville. She asked for clarification as she understood that the code was not being enforced and was not removed but just not enforced. Commissioner Dennison stated that this was correct, since there was no enforcement, it became a moot point.

OLD BUSINESS:

Riding lawnmower: Attorney Dixon sent an e-mail with recommendations for moving forward with the sale of the lawnmower, a Board Resolution and Public Notice. The Board felt that this topic could be tabled until the spring so that they could review the documents.

Schuylerville Central School: Account Clerk Westbrook is waiting to hear back from Buildings & Grounds Superintendent Riggi, with information regarding the plastic pipe used for repair work. She will contact him again.

Bound by Fate Brewing: The owners offered to provide the SVBOWM with pictures of the water meter with a date, time and location stamp on them, as a way to read the meter without imposing on the DPW crew. Attorney Dixon dictated a letter to Account Clerk Westbrook, outlining the arrangement with the Board and Brewery, for the Board's review. Commissioner Drew made a **motion** to approve the letter, Commissioner Hughes seconded the motion, the Board discussed and agreed that the pictures would be supplied monthly, on the 15th, commencing on February 15th. The Board reserves the right to inspect the meter, on site, at their discretion, all in favor.

Chairman Healy's Report:

- There was discussion with DCK to get the DPW Supervisors of both Villages keys to access fences and Plants. He already spoke with Victory DPW Supervisor Campbell and will contact Schuylerville DPW Supervisor Decker to see what keys he needs.
- Farm fence damage - the first gate going into the Victory Plant is in rough shape. Chairman Healy contacted DCK to inform them that from now on the gate needs to be closed at all times. As soon as the ground thaws, Victory DPW Supervisor Campbell will be repairing the gate, pouring new concrete for both posts and from now on he will be locking the gate when no one is on site.
- It was concluded that there is a dock plate in Schuylerville and will be working with DCK to get it installed.
- DCK would like a dock plate in Victory as well. Chairman Healy asked Account Clerk Westbrook to contact DCK to get specs and work on getting quotes.
- DCK was contacted and they discussed the debris outside the Schuylerville Plant. Chairman Healy told them that any debris they know they can get rid of should be cleaned-up as best they can now. He informed DCK that he will be on site in the spring to address all of the other debris and to get the place cleaned up.
- The Victory Plant was also discussed with DCK. There are a number of 55-gallon drums that were not returned to Slack. DCK directed Village of Victory DPW Supervisor Campbell to dispose of them and Chairman Healy felt that they should not be disposed of, that they should be recycled first – he will continue to follow-up and report back to the Board.
- Work continues on getting quotes for roof repairs at the Victory Plant.
- The dehumidifier is now in service as the humidity in the Victory Plant needed to be addressed.
- The Miles Lopes property was discussed with Victory DPW Supervisor Campbell, who had followed-up with former Victory DPW Supervisor Lloyd, and he stated that PEX piping was installed there and was all to code.
- The overhead door at Victory Plant was inspected by DPW Supervisor Campbell and he stated that it needs a new pulley on one side, due to corrosion caused by humidity and chemicals in the building. DCK was contacted about getting quotes to repair the pulley. Going forward, with dehumidifiers running properly, regular monthly maintenance on the door, maybe the mechanisms will last longer than in the past. There was consensus among the Board to get quotes for repair from Overhead Door.
- On-line banking is tabled until next month's meeting.
- Village of Victory's Sewer Law, establishing Units, is tabled until next month's meeting.

Water Operators Grade D Certification Course: Village of Victory DPW Supervisor Ryan Campbell and Village of Schuylerville DPW Deputy Supervisor Pat Grogan have been registered for the July 14-15, 2020, two-day session at the Environmental Training Center at Morrisville State College. They are on the cancellation list for the February 20-21, 2020 session. The course is \$325 per registrant. Account Clerk Westbrook will calculate figures for each attendee for lodging, food, travel and wages. Chairman Healy made a **motion** to pay \$325 per person, for a total of \$650 for registration fees, and other figures will be approved at a later date, Commissioner Dennison seconded the motion, all in favor.

Water Trailer: was inventoried by the Village of Schuylerville DPW crew, with Account Clerk Westbrook taking notes and developed an inventory list. Account Clerk Westbrook developed a separate list of items to be filled out for each job and items used.

Verizon Price Quote: A two-year contract was provided to the Board. They are currently paying \$31.37/mo/line and there will be a reduction of \$11.06/mo/line for four 4 lines, in the Victory Plant. The new cost will be \$20.31/mo/line, saving approximately \$430 annually. There is an estimated one-time processing charge of \$70.00 for the program. Chairman Healy will follow-up with DCK as to whether or not the land line phone is working. There was discussion about whether or not all four lines are in use.

136 Cemetery Road: Gravel was placed on the side of the road, to bank it up, around the culvert that was replaced. There is no longer any grass seed down to the road. Chairman Healy will have Victory DPW Supervisor Campbell replaced it with grass seed in the Spring.

Robert Half/Accountemps: will increase their hourly rate by 1% beginning in January 2020. Chairman Healy asked if the Village of Schuylerville was also aware of this.

Standard Operating Procedures (SOP's): Ongoing development for hydrant flushing, performing the installation of a new tap, equipment acquisition and inventory, maintenance of equipment, forms, etc.

New Business:

Commissioner Dennison requested the review of Cross Connection Law. Chairman Healy stated that this Law was adopted, in 2011, by each Village as a requirement by the Department of Health. There are backflow preventers in place so that no contaminated water goes back into the water system. This was reviewed because backflow preventers needed to be installed after 2011 on all new or upgraded construction. Chairman Healy wanted to make Schuylerville aware of this also. He stated he would discuss this with Zoning Officer/Building Inspector Gil Albert. Commissioner Dennison stated that inspections need to be performed annually on any service connection that has a backflow prevention valve, such as fire protection systems, the sewer treatment plant, DPW garages, etc. The tests must be conducted an independent contractor, annually, and a report submitted to the Code Enforcement Officer - she does not believe this is happening. The Villages are supposed to have an ongoing list, or the Code Enforcement office but she further stated that, in the past, the Chief Water Operator had a list. Mr. Young stated that the DOH conducts the inspections on his properties. Mr. LeBaron inquired as to whether someone in-house could get certified to conduct the inspections. Chairman Healy stated he would look into it.

GovPayNet, on-line bill payments is tabled until next month's meeting.

The Board discussed the DOT's new traffic signal system, at the intersection of US 4, NY-29 and Ferry Street, in Schuylerville, that may affect water lines. Mr. LeBaron discussed this with the Board as he is involved with his State job. Chairman Healy asked Account Clerk Westbrook to contact CT Male and inquire about what information they have gathered so far for the report.

Since the Villages only have one Class D Operator between them, and DCK is not available, the Board agreed that MJR Contracting and Lussier would be contractors that could be contacted if there was a "water event" that needed additional resources.

Chairman Healy and the Board discussed setting up a savings account under NYCLASS, as it is something that the Village of Victory is doing. It was agreed to table it until next month's meeting.

Chairman Healy stated that Account Clerk Westbrook provided the Board with a Revenue & Expense Report, and Expense reports for Power & Pumping and Transmission & Distribution for review for upcoming budget preparation.

Presentation of a Resolution for a Budget Amendment. WHEREAS, a budget amendment should be made as follows: Increase: J.0909.004 Fund Balance, Unreserved \$42,000.00 and Increase: J.8320.400 Source of Supply – Power & Pumping. Contractual Expenses \$42,000.00. THEREFORE, BE IT RESOLVED, that the Board of Water Management does hereby approve this budget amendment and authorizes the Treasurer to transfer the funds stated and as outlined. Chairman Healy made the **motion** to accept the Budget Amendment 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.

Chairman Healy e-mailed DCK and requested budget information from them.

Chairman Healy asked the Board if they would like to look over the Budget and discuss via e-mail. Commissioner Dennison asked when the budgets were to the Villages - they are due by March of 2020. The Board tentatively set a date for a budget workshop for Wednesday, February 26th, at 6:00 PM, depending upon the availability of the Village of Victory Hall. Chairman Healy reiterated that he would like the Board to review budget items. He also stated he would be e-mailing the Board and contacting Commissioner Hughes.

Public Comment:

Jim Sullivan, 11 Pearl Street, inquired if materials the 55-gallon drums were made of metal or poly. Chairman Healy responded poly. Mr. Sullivan stated that Capital Container, in Long Lake, recycles poly drums. He discussed the Cross Connection Law and stated that he currently works for the DOH and that Kruger Academy provides certification courses and is overseen by the DOH. He had a question about the water main break, at the Mill, as he did not see a boil water notice and wondered what the protocol was for the crew working on it. He inquired if DCK was on site – the Board responded that DCK was - and if they worked with the DOH regional Glens Falls office to be sure everything was done right. He also inquired as to how the SVBOWM does the notifications, as he did not see one through his employment - the Board stated that they use the reverse 911 and they were well within the County limits. He further inquired if there was a percentage fee with the on-line payment system as he had not heard this before. Lastly, Mr. Sullivan stated that 14 Dioxane is an emerging contaminant with water and that it is a big issue. He inquired as to whether the SVBOWM was testing for that and had hoped to ask DCK at this meeting. Chairman Healy stated he would follow-up with DCK on this issue.

Wendy Lukas, 77 Green Street, stated years ago the Water Board did bring the Cross Connection Law to the Village's attention. Both Villages wrote their Connection Law and they are different from each other. She ask if the Miles Lopes property was all set. She wanted to know if the Inventory List would be made available to the public and the Board responded that it is just a list of materials. Lastly, Ms. Lukas stated that the Village of Schuylerville is forming a Climate Smart Committee and wanted to ask the SVBOWM if they would be open to solar panels at the Water Treatment Plants, as there is funding available. The Board responded that the Victory Plant could not have anything on its roof but were not sure about the Schuylerville Plant.

Executive Session:

Audit and Approval of Claim:

Commissioner Dennison made the **motion** to pay Abstract #8 in the amount of \$118,005.04, Chairman Healy seconded the motion, all in favor.

Mr. Sullivan asked when the last time was that the filters were changed at the RO Plant? Commissioner Dennison responded that she believed it was in November, 2019, and that the cost of the filters was approximately \$6000, plus the cost of chemicals and labor.

Commissioner Drew suggested that after the next Budget was passed that the Board have workshops in between meetings. Chairman Healy and Commissioner Hughes agreed and Commissioner Dennison indicated she would make meetings if she could.

Adjournment:

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

Respectfully submitted,

Susan M. Westbrook