

**SCHUYLERVILLE / VICTORY  
BOARD OF WATER MANAGEMENT**

Monday, April 20, 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:

None

Chairman Healy informed the Board that Governor Cuomo sent out an Executive Order stating that Public Hearings cannot be held until after June 1st. He further stated that is why there was no Public Hearing for the FY 2020-2021 Budget and that the Tentative Budget becomes the Adopted Budget.

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, May 18, 2020, at 7:00 PM, at the meeting hall in the Village of Victory.

BOARD CORRESPONDENCE:

MINUTES:

The minutes from the March 16<sup>th</sup> monthly meeting are available for review. Chairman Healy asked the Board if there were any questions. Chairman Healy made the **motion** to approve the minutes, Commissioner Drew seconded the motion, all in favor.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 79,528.63
Filter Account	\$ 137,314.78
Meter/Capital Reserve Savings Account	\$ 251,110.83
Water Tank Savings	\$ 0.00

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

Some items of note during the month-

- + TC samples were transported to CNA Labs as appropriate during the month of March.
- + 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
- + Hach Technician on site on January 9<sup>th</sup>. He did a full check on all equipment (Their report was previously submitted under separate cover). This was a topic of discussion during the month of February. The purchase of the pH/Conductivity probe is being held in abeyance and we are in need of the piece of equipment as soon as practical.
- + Received chemicals from Surpass per schedule.
- Worked with the Distribution Crew(s) as appropriate throughout the month.
- Water Plant Tasks of interest in the month:

- ✓ Schuylerville Plant-
  - ✓ March 9<sup>th</sup> Mark Rogers back on site doing final installation preparations for the larger hot water tank installation.
  - ✓ March 9<sup>th</sup>- DJC cleaned out feed lines on finished and well turbidimeters.
  - ✓ March 13<sup>th</sup>- received dock plates and 2 pallets of filters. The rest were received on the following day.
  - ✓ March 19<sup>th</sup>- SPDES Samples Collected.
  - ✓ March 19<sup>th</sup>- Mark Rogers working on the replacement of the CIP Flange.
  - ✓ March 20<sup>th</sup>- TC samples delivered to the CNA Labs.
  - ✓ Victory Plant-
  - ✓ March 19<sup>th</sup>- SPDES Samples Collected.
  - DCK Services personnel interacted with the DPW personnel on an "as needed"
- Scheduled Activities Next Month
- Tasks underway or addressed as of writing of this report
  - Clean CL17 analyzer
  - Collect quarterly surge tank samples at the Victory plant.
  - Monthly samples at the Schuylerville plant were collected.
  - Conduct routine operations and daily testing as required. Some distribution system locations may be closed, requiring an altering to the regular sampling schedule.
  - Charge chemicals as necessary.
  - Follow up on any report/recommendations from the Hach Company. We need to purchase the pH/Conductivity probe - can Sue place the order?
  - Other Items/Tasks being pursued or awaiting information from others:
    - We will follow up on any action that the Board would like to pursue regarding 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 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.
    - Prepare for warmer weather operations at both facilities.
    - Finish up with preparations for the CIP that has been scheduled for the month of April. This will include passing along information received from Mark Rogers for the repairs discussed earlier in this report. With the essential personnel issue and social distancing requirements in place, the CIP may need to be pushed back into the month of May. To be determined.
    - Cummins was on site in early March to investigate low coolant alarm. They reported that the blocked heater had apparently burned. They suggested replacing the unit. The Cummins Report and estimate of report was provided to the Board under separate cover. We explained their billing/estimate/invoice procedure last month. Can the Board approve the Cummins work so the replacement can be purchased and installed?
    - Mark Rogers was onsite on April 7<sup>th</sup> to start the plumbing of the new hot water heater.
    - April 7<sup>th</sup>- HACH company was onsite at both water plants to perform routine PM activities. The tech replaced a defective board on the CL17 at the Victory plant.
    - April 10<sup>th</sup>- during the writing of this report we received notice that Mark Rogers had completed the work he was assigned. A copy of the photo of the electrical connections in the new heater is attached. We also just received the Invoicing from Mark for the CIP Tank Repair and the Hot Water Heater Installation. It will be submitted under separate cover.
  - A/C Westbrook asked the Board for permission to send DCK a copy of the Procurement Policy, to discuss proprietary materials/products vs non-proprietary materials/products, and the importance of adhering to it. There was a consensus among the Board that she does so.



- Chairman Healy stated he would call Cummins to find out why the block heater burned-up on the generator at the Schuylerville Plant, during the ice storm. Commissioner Hughes stated that putting a surge protector on the generator would be a good preventative measure.
- SVBOWM directed A/C Westbrook to order the pH/Conductivity probe.

#### OLD BUSINESS:

##### Chairman Healy's Report:

- Chairman Healy stated that, once both DPW Supervisors had keys their respective plants, he himself could make arrangements to obtain quotes for roofing and overhead door repairs at the Victory Plant. He would also like to discuss the generator fire, at the Schuylerville Plant, with Cummins.
- Chairman Healy will also discuss the empty drums at both Plants, with DCK, and perform an on-site inspection of the debris outside. Commissioner Dennison stated that if there was room in the shed, where the lawnmower is, that items could be stored there. The Board inquired about the status of the sale of the riding lawnmower and A/C Westbrook stated that she had all of the documentation, from Attorney Dixon, to put the lawnmower out to bid, once the Covid-19 guidelines indicate it is appropriate to do so.
- Miles Lopes Property – a Board consensus was reached and Chairman Healy sent a letter stating that the number of units would be dropped to one until such time, after Covid-19 restrictions are lifted, the Village of Victory Code Enforcement Officer can perform an onsite inspection to confirm the number of units.
- Bond Insurance – Chairman Healy will look into it. A/C Westbrook contacted Robert Half for information on their coverage.

Cross Connection Law: Chairman Healy stated that both Code Enforcement Officers from each Village are aware of this and will begin implementation. He further stated that he found a list of the connections involved and will send a copy to A/C Westbrook to share with the Board.

NYCLASS Bank Account: A/C Westbrook expressed her concern with potential savings lost as she has not contacted Glens Falls National, due to her workload, and suggested that the Board move forward, as they originally planned, having Attorney Dixon prepare a Resolution to move forward with NYCLASS.

DOT Project: DOT needed the depth of the water lines, as well as the location, and will wait for Rural Water to identify depth of water lines, post Covid-19.

Water Plant Reserve Account: A/C Westbrook needs to provide the Board with information from the State Comptrollers' Office for the creation of an account.

Tentative Budget & Narrative: Chairman Healy read from the narrative provided by A/C Westbrook, outlining changes and increases to the budget.

- The unit increase will be: \$15.00/quarter = \$120/quarter
- Outside user increase will be: \$22.50/quarter = \$180.00/quarter
- Account Clerk position has increased from 20 hours/week to an average of 26 hours/week
- In FY 19-20 there were unforeseen expenses at both Plants, \$80,000+
- In FY 20-21 the Victory Plant, at minimum, needs repairs or replacement of the roof and overhead door
- SVBOWM funded a Master Plan study, by CT Male during the FY 19-20, in the amount of \$14,000.00. Funds need to be raised for grant matches as the SVBOWM moves forward with the implementation of the plan (approx. 10 years). Due to the reduction in the rate per unit last FY, funds were not able to be set aside.
- The cost of chemicals has increase
- CR 113 Water Leak expenditure was a total of \$17,536.00
- Parts & Supplies thru 2/25/20 were \$19,385.00
- Need to increase savings for the SCADA system. The intention is to save \$50,000.00 annually and, due unforeseen expenses in FY 19-20, the account was depleted. The SVBOWM will move forward with having CT Male apply for grants, after revisions are made to the Master Plan.

Commissioner Dennison distributed a copy of revisions and corrections to CT Male's Water Master Plan, that were provided to her by former Plant Operator Mark Dennison. The Board directed A/C Westbrook to e-mail a copy to CT Male, with M. Dennison's contact information.

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. Chairman Healy stated that he found more documents that would be useful, as well as a list of items that new Board members should be presented with.

Bound by Fate Brewing Meter Reading: A/C Westbrook provided the Board with the monthly picture of the meter and developed an excel spreadsheet to track monthly increases in the readings.

New Business:

Presentation of Resolution: Chairman Healy read the following:

**WHEREAS**, the Schuylerville/Victory Board of Water Management has established a Filter Account to fund the future purchase of filters at its water treatment facilities and makes annual payments thereto; and **WHEREAS**, the Board has determined that it is appropriate to transfer \$15,000 from the Operating Account to the Filter Account. NOW, **THEREFORE**, it is hereby **RESOLVED**, the Board's Account Clerk is hereby authorized to transfer \$15,000 from the Operating Account to the Filter Account for the current fiscal year's payment to such account. Chairman Healy made a **motion** to accept the Resolution as read, Commissioner Dennison 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 ask the Board if they had any business they would like to discuss.

Public Comment:

Executive Session:

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #11 in the amount of \$37,719.42. Commissioner Dennison made the **motion** to approve Abstract #11, Commissioner Drew seconded the motion, all in favor.

Adjournment:

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

Respectfully submitted,

*Susan M. Westbrook*



Coronavirus: Account Clerk Westbrook shared the Village of Schuylerville Notice concerning office hours for non-essential staff, in response to Governor Cuomo's announcement. The Board recommended that Account Clerk Westbrook follow the guidance of Village of Schuylerville as lead agency, as well as looking into working from home via VPN. Chairman Healy made a **motion** to give Account Clerk Westbrook approval to work from home, per Village of Schuylerville's recommendation, Commissioner Drew seconded the motion, all in favor.

Presentation of Resolution: Account Clerk Westbrook provided the Board with the Resolution, a worksheet and a copy of the current Revenue/Expense Control Report.

**WHEREAS**, the budget should be amended as follows; From: J.0909.004 Fund Balance, Unreserved \$21,000.00; J.8310.400 Home & Comm. Services Water Admin. Personal Services. Contr. \$30,000.00; J.8320.200 Source of Supply-Power & Pumping.Equipment \$ 8,458.01; J.8340.100 Transmiss.& Distrib.Personal Services \$ 6,000.00; J.8340.200 Transmiss. & Distrib.Equipment \$ 5,000.00; To: J.8330.400 Purification.Contractual Expenses \$23,000.00; J.8320.400 Source of Supply-Power & Pump.Contractual Expenses \$47,458.01. **THEREFORE, BE IT RESOLVED**, that the Board of Water Management does hereby approve this resolution and authorizes the Treasurer to make the transfer as stated. Chairman Healy made the **motion** to accept the Resolution as read, Commissioner Dennison 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 ask the Board if they had any business they would like to discuss.

Public Comment:

Wendy Lukas asked the Board several questions about Agenda items that she missed the discussion/s of as well as other questions: could the DCK Reports be available on line - the Board stated they would take it under consideration; what CIP stood for - Cleaning In Place; was the Tentative Budget available on line and if there were rate increases - the Tentative Budget is not available on line and there is a \$15 per unit rate increase (\$22.50 per unit for outside users), and the purpose of the unit rate increase - the Board responded it was to cover the expenses associated with obtaining grants based on the Master Plan Study conducted by CT Male, saving an annually designated amount of money toward replacing the SCADA system as well as recovering from funds lost due to the unit rate decrease last year; Ms. Lukas stated that, in the past, a summary of rates increases accompanied the Budget; clarification on Rural Water - the Board responded that the DOT Project - Commissioner Drew stated that Rural Water is working on the sewer project for the Village of Schuylerville and agreed that he would discuss bringing them in for marking water lines for the DOT project as well; did the attendees reported on the Water Conference - they did not.

Executive Session:

Commissioner Drew made a **motion** to go into Executive Session to discuss the Account Clerk position rate of pay, Commissioner Dennison seconded the motion, all in favor.

Commissioner Drew made a **motion** to come out of Executive Session to discuss the Account Clerk position rate of pay, Commissioner Dennison seconded the motion, all in favor.

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #10 in the amount of \$26,69549. Commissioner Dennison made the **motion** to approve Abstract #10, Commissioner Drew seconded the motion, all in favor.

Adjournment:

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

Respectfully submitted,

*Susan M. Westbrook*