

Schuylerville/Victory Board of Water Management

Monthly Meeting Minutes

JUNE 19, 2023

6:30pm

CALL MONTHLY MEETING TO ORDER

Commissioner Healy called the meeting to order at 6:45pm.

Commissioner Healy, Commissioner Dennison and Commissioner Hughes were present.
Chairman Drew was absent.

BOARD ANNOUNCEMENTS

The next meeting will be Monday, July 17, 2023 at 6:00pm at the Village of Victory.

MINUTES

May 15, 2023 Monthly Meeting Minutes for approval
June 5, 2023 Special Meeting Minutes for approval

**Commissioner Hughes made a motion to approve May 15, 2023 Meeting Minutes.
Commissioner Healy seconded the motion. All in favor, 3/0.**

Commissioner Dennison made a motion to approve June 5, 2023 Special Meeting Minutes. Commissioner Healy seconded the motion. All in favor, 3/0.

TREASURER'S REPORT (Bank Balances: ending May 31, 2023)

Operating Account (not reconciled)	\$ 247,796.91
NYCLASS Filter Account	\$ 150,617.65
NYCLASS Capital Account	\$ 225,926.49
Filter Account	\$ 47,565.38
Capital Account	\$ 6,486.06

JCF PLANT REPORT

Commissioner Healy read the report as submitted by Jake Forte.

the Grinder pump at the Victory plant is going into alarm every time it comes on to pump. Commissioner Dennison and Commissioner Healy agreed that Ryan in Victory is to look at it to determine the issue.

Commissioner Healy requested that the Lead Line Inventory that was included in the June 15, 2023 Billing to be placed on both Schuylerville and Victory Websites.

OLD BUSINESS

1. CT MALE: Meeting request with Jim Thatcher/Kathryn Serra, Project Manager. This proposal for funding services was initially sent on March 7th. Ref. July 28th WIIA funding deadline and the June 16th IUP deadline.

We have already missed the deadline. There has been no update from Chairman Drew.

Commissioner Healy proposed that he talk to Mayor Dewy and the Victory attorney. Commissioner Healy said that he will email both Mayor Dewy and the Victory attorney as to what we want to achieve so we can get moving on the project. Commissioner Dennison stated that both Villages need to work together.

2. Filter decision is tabled until the next monthly meeting. Commissioner Dennison suggested that the filters should be thrown out. She is concerned about damage. It has been 5 years since they have been purchased. Is there an expiration date on the filters?
3. Retro Billing discussion and decision for customers who have not been billed for active back history water charges has been tabled until the next monthly meeting. Ref. McCarron, 17 and 15 Schuyler Island Drive.
4. Water Turn On/Off and Hook up service charges to be discussed. Ref. 7 Burgoyne. It has been tabled until the next monthly meeting. Commissioner Healy requested a scan of the fee schedule for the new hook ups for next monthly meeting.

NEW BUSINESS

1. Annual review of Water Application Service Hook Up and Water Turn On service charges is tabled until the next monthly meeting.

2. JCF Contract Renewal

Special projects will be defined as, but not limited to, anything not part of the routine maintenance and regular DOH required monitoring of the Water Treatment Plants and system. Special projects will also be discussed with the Board for approval prior to commencement. Hours for special project will be billed as a separate line item and be included on the current monthly invoice for the prior months' activity. Services provided inside the water plants and office work during normal business hours will be billed at \$50.00 per hour. Services provided outside the plant during normal business hours will be billed at \$75.00 per hour. Should there be a need to provide services after hours it will be billed at rate of 1.5 times the respective base hourly rate.

The base monthly fee for JCF Water Consulting, LLC to perform the services outlined above over a five-year term will be:

- July 1, 2023 thru June 30, 2024 - \$7905 per month
- July 1, 2024 thru June 30, 2025 - \$8105 per month
- July 1, 2025 thru June 30, 2026 - \$8310 per month
- July 1, 2026 thru June 30, 2027 - \$8520 per month
- July 1, 2027 thru June 30, 2028 - \$8735 per month

Billable hours for after hours and special projects will be added to the monthly invoice.

Commissioner Dennison made a motion to approve JCF's Contract Renewal. Commissioner Healy seconded the motion. All in favor, 3/0.

3. Water Tower Inspection Quote from Atlantic Underwater Services Inc. in the amount of \$1,700.00 as submitted by JCF

Commissioner Dennison made a motion to approve the Atlantic Underwater Services water tower inspection quote in the amount of \$1,700.00 as submitted by Jake Fort of JCF. Commissioner Healy seconded the motion. All in favor, 3/0.

4. Motion to approve Billing Register 06/15/2023 with one added adjustment.

Total Number of Bills:	763
Total Number of Accounts:	763
Total Services With Water:	763
Total Amount Billed:	\$166,206.70

Commissioner Dennison made a motion to approve the Billing Register on 06/15/2023. Commissioner Healy seconded the motion. All in favor, 3/0.

PUBLIC COMMENT

Jade Kirsop, Water Account Clerk Referenced John and Diane McCarron, 15 and 17 Schuyler Island Drive has not been billed for many years. SVBOWM started billing them as of June 15, 2023. Should they be back billed for services? Commissioner Healy stated that Water Turn OFF/ON should be included in the monthly agenda.

Commissioner Dennison would like to see us move another portion of money into the NY Class. We would probably need to open another account. Should we establish another account for future repairs? This discussion has been tabled until the next monthly meeting.

EXECUTIVE SESSION

AUDIT AND APPROVAL OF CLAIMS

Abstract #1 presented for approval in the amount of	\$	14,551.77
and Prepaid abstract/check register in the amount of	\$	29,157.12

Commissioner Dennison made a motion to approve Abstract #1. Commissioner Hughes seconded the motion. All in favor, 3/0.

ADJOURNMENT

A motion was made by Commissioner Dennison to adjourn the meeting at 7:30pm. Commissioner Hughes seconded the motion. All in favor, 3/0.

Respectfully Submitted,

Jade E. Kirsop