

Schuylerville–Victory Board of Water Management

Draft Minutes

April 20, 2026

Victory Village Meeting Hall

1. Call to Order

The meeting was called to order, and the Pledge of Allegiance was recited. The Board agreed to conduct the budget public hearing first and address election of the Chair afterward.

Attendance

Commissioner Baker
Commissioner Dennison
Commissioner Campbell
Commissioner Healy

2. Public Hearing – Tentative Water Budget for Fiscal Year 2026–2027

The Board opened the public hearing on the tentative water budget for fiscal year 2026–2027. It was noted that the proposed budget had been posted and made available to the public.

The Board reviewed the budget totals, including major line items for fiscal agent fees, legal, data services, administration, source of supply, power and pumping, purification, transmission and distribution, grants, employee benefits, and debt service. The total proposed budget was stated as **\$850,028**, with revenues also totaling **\$850,028**, making the budget balanced. The budget established a **single-use rate of \$148 per quarter** and an **outside-user rate of \$222 per quarter**.

No public questions were recorded on the proposed budget.

Motion: Close the public hearing on the tentative water budget

Moved by: Commissioner Healy

Seconded by: Commissioner Baker

Vote: All in favor

Outcome: Motion carried; public hearing closed.

3. Regular Meeting – Board Announcements

The next meeting was announced for **Monday, May 18, 2026 at 6:00 p.m.** in the Village of Victory Meeting Hall.

4. Election of Board Chair

The Board returned to the election of a new Chair. Discussion occurred regarding whether Commissioner Campbell should serve, but concerns were raised about potential conflicts in situations where Commissioner Campbell might need to make operational calls related to water work. Commissioner Dennison agreed with that concern. A nomination was then made for Commissioner Healy.

Nomination: Commissioner Healy for Chair motion by Commissioner Dennison

Seconded by: Commissioner Campbell

Vote: All in favor

Outcome: Commissioner Healy elected Chair.

5. Approval of March Meeting Minutes

The Board began discussion of the March meeting minutes and the budget meeting minutes. Concerns were raised about specific wording in the draft minutes, including:

- language stating the Victory plant was “beyond useful life”
- references to concerns about future mill project demand and system capacity

The Board discussed that some of the wording appeared to reflect fragments of prior conversation without full context and agreed that certain references should be removed.

Motion: Strike the two identified subjects from the draft minutes and approve minutes

Moved by: Commissioner Healy

Seconded by: Commissioner Dennison

Vote: All in favor

Outcome: Motion carried.

6. Treasurer’s Report

Treasurer’s report balances as of **March 31, 2026** were presented as follows:

- Operating Account: **\$159,856.38**
- New York Class Operating Account: **\$106,630.97**
- New York Class Filter Account: **\$228,667.18**
- New York Class Capital Account: **\$65,622.14**

It was also noted that the revenue and expense report through **April 17, 2026** was attached. No questions were raised on the Treasurer's Report.

7. JCF / Water Operators Report

The Board received the March 2026 operator's report.

Schuylerville Plant

- March 2026 gallons produced: **4,657,610 gallons**
- Consumer Confidence Report submitted and under Department of Health review
- Annual water withdrawal reports for both Schuylerville and Victory submitted to and approved by DEC
- UV replacement parts ordered; awaiting scheduling from Nuvonix technician for installation of the new motherboard and CPU
- RO membrane exchange for RO2 scheduled for late May
- Check valves for RO trains received and to be installed
- Biannual CIP chemical cleanings scheduled for the week of May 4; only RO1 to be cleaned this cycle because RO2 will receive new membranes later in the month

Victory Plant

- March 2026 gallons produced: **3,484,313 gallons**
- Possible well issue identified; scheduling with Mark Rogers to inspect and pull apart the well
- Annual burglar alarm inspections at both plants completed March 30, 2026

Jake noted that the former "Annual Water Quality Report" is now being referred to as the **Consumer Confidence Report**, and that future state requirements may move toward twice-yearly reporting, although implementation details are still being worked out.

The Board also discussed the recent water break on Broadway and Ferry and commended the response by Jake, Commissioner Campbell, and the DPW teams. It was noted that the repair required coordination with DOT due to work near the traffic signal and would result in multiple patch areas. Jake stated he would follow up with DOT regarding patching requirements, particularly in light of planned future upgrades in that area.

8. Old Business

a. Water Board Email / Credit Card

The Board discussed the continuing issue with the Water Board email and the inability of the Water Board itself to obtain a credit card. It was discussed that the Village of Schuylerville could use its credit card to pay for the email/domain-related costs, with reimbursement from the Water Board.

Motion: Authorize the Village of Schuylerville to make the purchase for the email update, with reimbursement by the Water Board upon receipt of final invoice

Moved by: Commissioner Campbell

Seconded by: Commissioner Baker

Vote: All in favor

Outcome: Motion carried.

The Board later revisited the email issue and agreed to continue moving forward with acquiring the domain/email setup.

Motion: Continue moving forward with the domain/email setup

Moved by: Commissioner Campbell

Seconded by: Commissioner Baker

Vote: All in favor

Outcome: Motion carried.

b. Fence Repair at the Plants

The Board discussed continuing difficulty obtaining response from the current fence contractor and agreed that another contractor would need to be found. The Schuylerville plant gate requires hardware and roller work; the Victory plant requires replacement of one horizontal section. Additional outreach to other fence contractors was discussed. No formal action was taken.

c. OA Hydrant Flow Test for Library

The Board discussed the request for a hydrant flow test in connection with the library expansion. It was agreed that coordination with Rob during hydrant flushing would be the best opportunity to complete the testing. Jamie agreed to check back and ensure that the coordination occurs. No formal action was taken.

d. Victory Grant Application – Vessels and Piping

The Board noted that Victory is pursuing a grant to replace vessels and piping at the Victory plant. No update was available from the prior village meeting because multiple Board members were not present.

e. Gates Avenue / Basin Area Water Infrastructure

The Board discussed water infrastructure issues on Gates Avenue in Victory, including replacement of old curb stops, likely galvanized service lines, and the need to coordinate scheduling with DPW and DOT. It was agreed that the work likely would need to occur in June because there was limited DPW availability in May. The Board also discussed the Basin property and potential future expansion, noting the need for better planning-board coordination and possible restructuring of water service infrastructure in that area to better manage multiple

units and future expansion. No formal motion was taken, but follow-up and coordination were assigned.

f. Hydrant Flushing Signage / Process

The Board discussed concerns about hydrant flushing washing out roadside areas and driveways in Victory and whether additional hose or signage was needed. The consensus was to improve coordination and process. Commissioner Campbell agreed to look into additional signs.

9. New Business

a. CT Male Survey Work

The Board was informed that CT Male had started surveying work. Commissioner Baker reported having contacted Matt Wilson, the survey project manager, who indicated that no immediate action was needed from the villages or the Board at that time. The survey work was described as preparatory work for the project plans and bidding process. No formal action was taken.

b. Water Trailer, Generator, Water Locator, Jumping Jack, and Equipment Needs

The Board discussed equipment needs previously identified, including:

- water trailer
- onboard or portable generator
- water locator
- trash pump
- jumping jack
- better trailer organization and inventory control

Commissioner Baker agreed to take responsibility for obtaining **three trailer quotes** for the next meeting and to explore trailer options including heating, power, and configuration. Commissioner Campbell agreed to obtain generator pricing. Commissioner Campbell agreed to review the water locator issue further and discuss it with Rob and Jake. The Board discussed the need to maintain and inventory equipment better going forward. No formal vote was taken on the trailer or locator at this meeting.

The Board also confirmed that a generator and trash pump had previously been approved and discussed how to move forward with purchase using the Village of Schuylerville credit card if needed. No new vote was taken because those purchases had already been approved previously.

c. Cummins Full Service Inspection / Maintenance Agreement

The Board discussed obtaining additional quotes, including from Conover Commissioner Dennison to call Conover for a quote, for a full service inspection and maintenance agreement for generators. No formal action was taken.

d. Reserve Planning / Surplus Allocation

The Board discussed the current-year projected surplus and the need to think strategically about how to allocate it after final fiscal numbers are known. Discussion included possible equipment reserves, plant reserves, capital reserves, and future system needs such as Hessen Drive and plant repairs. No formal action was taken, with the understanding that final numbers would not be known until after year-end closeout.

10. Resolutions –

Budget Transfer

The Board considered a resolution to transfer funds as follows:

- **From:** Home and Community Services Water Administration Contractual – **\$22,000**
- **To:** Source of Supply, Power and Pumping Utilities – **\$17,000**
- **To:** Central Data Contractual Expenses – **\$5,000**

Motion: Approve the transfer resolution as stated

Moved by: Commissioner Healy

Seconded by: Commissioner Campbell

Vote: All in favor

Outcome: Motion carried.

Resolution to Adopt the 2027 water budget

The Board considered a resolution to adopt the 2027 Water Budget as follows:

Motion: Approve the transfer resolution as stated

Moved by: Commissioner Baker

Seconded by: Commissioner Dennison

Vote: All in favor

Outcome: Motion carried.

11. Public Comment

Public comment included discussion regarding:

- limits of the reverse 911 / Code Red system, which can only be used for true emergencies
- the challenge of notifying residents during evolving water emergencies when shutdowns are possible but not certain
- interest in exploring a broader opt-in notification system for municipal notices beyond emergencies
- possibility of jointly sharing the cost of such a notification system among the villages, the water board, and the Town of Saratoga

Michelle reported that she had already begun looking into vendors and had asked NYCOM for suggestions.

12. Abstract / Voucher Approval

The Board reviewed Abstract No. 11.

Motion: Approve vouchers in the amount of **\$38,126.31**

Moved by: Commissioner Baker

Seconded by: Commissioner Dennison

Vote: All in favor

Outcome: Motion carried.

13. Adjournment

Motion: Adjourn the meeting

Moved by: Commissioner Baker

Seconded by: Commissioner Healy

Vote: All in favor

Outcome: Meeting adjourned.

Action Items

- Jamie to check on coordination of the hydrant flow test for the library
- Reach out regarding Victory's grant-related meeting and share information with the Board
- Commissioner Baker to obtain trailer-related quotes for the next meeting
- Commissioner Campbell to obtain generator pricing
- Commissioner Campbell to follow up with Rob and Jake regarding the water locator
- Commissioner Campbell to look into additional hydrant flushing signs
- Board members to continue planning for reserve allocation after final fiscal numbers are available
- Michelle to continue exploring municipal notification system vendors and NYCOM recommendations

- Michelle to raise notification-system options through county emergency services contacts