

Schuylerville/Victory Board of Water Management
Monthly Meeting Minutes
December 16, 2024
6:00pm

CALL MONTHLY MEETING TO ORDER

Chairman Drew called the meeting to order at 6:00 pm. Commissioner Hughes, Commissioner Dennison and Commissioner Healy were present.

BOARD ANNOUNCEMENTS

The next meeting will be Monday January 27, 2025 at 6:00 pm in the Village of Victory.

CORRESPONDENCE

1. SVBOWM received a letter from a customer in Schuylerville and I forwarded a copy to the board for comment, so that we can send a response to the customer.
 - Chairman Drew is going to call the customer and try to resolve the customers concerns.
 - Chairman Drew left a voice message, Account Clerk Debby Breton suggested he write a letter to be sent and to keep a copy of the letter on file.
 - A letter is being prepared to send to the customer in response to his concerns

MINUTES

- Monthly Meeting Minutes ~ November 18, 2024
Motion to approve Commissioner Dennison, 2nd Commissioner Healy, Approved 4/0
- Special Board Meeting Minutes – December 9, 2024
- Motion to approve Commissioner Dennison, 2nd Commissioner Healy, Approved 4/0

TREASURER'S REPORT (Bank Balances: ending November 31, 2024)

Operating Account	\$157,053.99
NYCLASS Operating Account	\$130,793.47
Filter Account	\$ 62,611.12
NYCLASS Filter Account	\$163,323.26
Capital Reserve Savings Account	\$ 26,504.25
NYCLASS Capital Account	\$206,635.17

See attached Revenue/Expense Report/ending December 16, 2024.

JCF PLANT REPORT

Report submitted by Independent Operator Jake Fort.

1. Update on the dehumidifiers – Jake is still looking for a dehumidifier that will fit at the Victory Plant
2. HACH Service contract will expire in December. Jake is reviewing to find ways to reduce the cost and will submit next month for approval.
Jake is reviewing whether he can calibrate in house vs having a service contract with Hach. This will require upfront cost for the calibration equipment.
 - Contract will end December 31, 2024, board will revisit at the next board meeting.
 - Equipment Calibration would need to be completed once per year and an outside contractor would be hired to complete the calibrationMotion not to sign the new contract Commission Healy, 2nd Commissioner Dennison, Approved 4/0
3. Victory Plant – the Chlorine Room Heater has stopped working. Jake is going to talk to G.A Bove about a new Heater.
 - Received 2 quotes from GA Bove, one for a new heating system for \$4,532.00 and another to replace the failed part, \$1,050.00 plus installation.

Heater has been repaired and the board agreed to wait on approving quotes for a new heater or replacement part.

4. Victory Plant – some of the outside lights are not functioning, Jake will look into this problem and follow up.
5. Schuylerville Plant – roof has a water leak. Jake is going to get a quote from Bensons Roofing.

OLD BUSINESS

1. List of Contractors - Chairman Drew volunteered to contact a list of contractors to do work on Water Main Breaks if the DPW needs additional assistance. A list of contractors that Chairman Drew was going to contact is in your folders. Tabled until the next meeting. Chairman Drew has a report for the board.
 - Chairman Drew will send a report out this week.
 - I've updated the list to include Douglas Dyer & Son with their contact information.

NEW BUSINESS

1. John Conley who owns Alpine Construction at 10 Broad St called about the number of units he is being charged; we increased the number to 2 units during the property reviews. He said that he has no employees and he is rarely at the business address, he is mostly in the field. He was wondering if we could meter his water to show that he uses very little water.
Water board policy is to charge a business at 2 units
2. Libby Smith-Holmes, from Turning Pt, 120 Broad St Schuylerville. They have renovated the 3rd floor and added a bathroom, which will be part of the office that is being leased on the 2nd floor. Currently for the restaurant and the office we are charging 3 units.
Water board policy is to charge a business at 2 units
3. Catherine Burkley, 74 Broad St Schuylerville. She has the business and 2 rental units. Currently we are charging 4 units and she said that in the office they only have the toilet and sink and she would like the units to go back to 3 units.
Water board policy is to charge a business at 2 units
4. Rob Decker has submitted a quote for a Jumping Jack from Pollandwater \$1,715.35 and a Plate Tamper from Wallace Supply \$6,753.85. There is a quote from Ferguson for a jumping jack, line tracer, electric submersible pump for jobsite dewatering, plate tamper and service line puller kit with 100' cable. The total for all of these supplies is \$83,506.13. See attached quotes.
Tabled until the December 16, 2024 meeting.
Chairman Drew is going to speak to Rob Decker and see what he needs on the list
5. Mayor Dewey would like to discuss the review of the AFR performed by Brendan Kennedy of BST & Co. CPAs, LLP for the 2023 fiscal year.
Mayor Dewey and Mayor Carpenter are reviewing the details
6. Gabriel Hersey, Deputy Village Clerk Treasurer, has been approved by the Village of Victory to be a signatory on checks for the village and I would like her to be approved as a signatory for SVBOWM checks and NYClass accounts.
Motion to approve Commissioner Healy, 2nd Chairman Drew, Approved 4/0
7. Phil Dixon is preparing a letter for the homeowners on North Broad St and he has two questions:
 - Do we have approval from the town for the project, such as, an easement or license, to allow SBVOWM to repair and maintain the line? State Right of Way
 - How long are the homeowners going to be interrupted with the project and how will they receive water during the time the line is being replaced? TBD
8. North Broad St Quotes
Kathryn Serra presented a proposal, which included preparation of the engineering plans, and explanation of the process for the work to be completed on North Broad.
Motion to approve Commissioner Dennison, 2nd Chairman Drew, Approved 4/0
Chairman Drew will sign the contract with CT Male.
9. Account Clerk, Debby Breton has been working on a couple of projects:

- LSLI project, we have sent out 517 letters to homeowners that have unknown lines and 12 letters to homeowners with galvanized lines.
- Mayor Dewey supplied me with a copy of the Real Property Records for the Town of Saratoga and I compared all of billing accounts to the Real Property Records to confirm all of the properties in both villages have accounts accounted for in our billing system. Results – all accounts are accounted for, there are 137 vacant lots between the two villages, there are 24 inactive accounts and there are 51 incorrect SBL numbers in our billing system that need to be updated.

10. Resolution to transfer funds

From:

J.1991.4 Contingent Account	\$462.06
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To:

J.1910.4 State Retirement	\$462.06
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Motion to approve Commissioner Healy, 2nd Commissioner Dennison, Approved 4/0

PUBLIC COMMENT

EXECUTIVE SESSION

AUDIT AND APPROVAL OF CLAIMS

Unpaid/Paid Abstract #7/December 2024 presented for approval in the amount of \$ 51,629.11

Motion to approve Commissioner Healy, 2nd Commissioner Dennison, Approved 4/0

ADJOURNMENT

Motion to adjourn Commissioner Dennison, 2nd Chairman Drew, Approved 4/0

Respectfully submitted

Debby Breton