

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**
Monday, February 19, 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:

Mark Dennison, Tim LeBaron, Village of Schuylerville Trustee, and Jake & Kori Fort.

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, March 16th, at 7:00 PM, at the meeting hall in the Village of Victory. There is a budget workshop scheduled for Wednesday, February 26th, at 6:00 PM, and it was decided that it would be held at the Village of Schuylerville Office so that Account Clerk Westbrook has access to the computer and can provide the Board with up-to-date information.

BOARD CORRESPONDENCE:

MINUTES:

The minutes from the January 22nd monthly meeting are available for review. Chairman Healy asked the Board if there were any questions. Commissioner Dennison made the **motion** to approve the minutes, Commissioner Drew seconded the motion, all in favor.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 107,463.17
Filter Account	\$ 137,303.52
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 January 2020-

• DCK plant operators followed normal plant operations, recordkeeping, and attended to the physical cleanliness of the facility inside the fence, etc. All facilities were inspected daily, even if not in service during the period.

✓ Some items of note during the month:

- TC samples were transported to CNA Labs as appropriate during the month of December.
- DCK responded several times to alarms from the water treatment plant(s).
- 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.
- Hach Technician on site on January 9th. He did a full check on all equipment (their report was previously submitted under separate cover).
- Received chemicals from Surpass on January 17th.
- Set up the dehumidifiers on January 28th.

- Don Coalts III ensured that the Monthly Operations Report (MOR) was submitted in a timely fashion to the Glens Falls Office of the DOH (prior to the 10th of the following month).

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

- ✓ January 3, 2020; responded to 61 Ferry Street to help check out a water leak there. 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.

- ✓ January 15, 2020; Don Coalts called to a water main break on Gates Ave near the mill. Both DPW crews were on site and just cutting through the pavement near the site where the water surfaced. Eventually, we found that the leak was from an old water service line (3/4 inch) which had deteriorated on the bottom of the copper line just beyond the corporation stop. The service was shut off and the leak stopped. After examination of the area and no curb box was discovered in the general area- I advised the crew to carefully mark the corporation stop and carefully backfill the hole. If need be, we can get back later and dig it up to reconnect (it was becoming very dark and a snowstorm was predicted for later that night). To date, we have not been called by anyone seeking reconnection of the water line. We will keep this on our list.

- ✓ As needed.

- DCK Services personnel interacted with the DPW personnel on an “as needed” basis to address several needs throughout the system. We also stay in touch with the Chairman of the Board as needed for other various subjects as they come up, from time to time.

- 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 from the Hach Corporation. 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.
 - o Tasks underway or addressed as of writing of this report.
 - o Cleaned CL17 analyzer
 - o Collected quarterly surge tank samples at the Victory plant on 2/11.
 - o Monthly SPDES, and quarterly Iron, Thallium and Manganese samples were collected at the Schuylerville plant.
 - o NY Fire and Signal on site at both plants on Friday, February 14th for full system checks.
- Conduct routine operations and daily testing as required.
- Charge chemicals as necessary.
- Follow up on any report/recommendations from the Hach Company.
- Other Items/Tasks being pursued or awaiting information from others:
 - o 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.
 - o 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.
 - o Work with the staff from C T Male as appropriate as they move along with their Water Master Plan for the system.
 - o 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.
 - o Continue with winter weather operations at both facilities.
- Adhere to the sampling schedule that will keep the system in full compliance with the requirements of the DOH.

Mark Dennison, contractor with DCK, stated that the ice storm, February 7th, caused the generator at the Schuylerville Plant to run for two days. There was discussion that DCK needed to check the generator.

Commissioner Dennison stated that Victory DPW Supervisor Campbell will address hole on Route 32, in front of the mill in Victory on Friday, February 21st, if his schedule permits.

OLD BUSINESS:

Letter from Mayor Carpenter

Dear SVBOWM Commissioners and Chair,

The Village of Schuylerville board has had several discussions during the past several meetings and workshops regarding concerns over the meter pilot program that has been initiated at 7 Broad Street, also known as, "Bound by Fate Brewery."

There is much concern that the residents and businesses that have not been included in this pilot program may choose to litigate for an equal opportunity to have their water use metered as well. It is our opinion that to begin a productive metering pilot, we should expand it by offering it to a broader spectrum of customers with a view to building a foundation of data for comparison to determine proper water usage fees. Based on the information contained in the monthly waterboard minutes, input from Waterboard Commissioner Bryan Drew, Schuylerville Deputy Mayor Jason Young and from residents who attended the recent Village Meeting, we would recommend that customers considered for this program should consist of restaurants, non-restaurant businesses, and various households that have a diverse number of occupants. This would provide us with the vital information to allow us to move forward, should we decide to do so, on instituting meters at some point in the future.

We would like to stress the importance of considering future projects when making decisions like metering. By being proactive now we can address the work that will need to be completed if metering is the path that the two villages decide follow.

Chairman Healy apologized for not reading the letter at last month's meeting, as it was not received with the Board materials for the meeting, and he did not realize that the Mayor wanted it read into the minutes. He also stated that both Village Boards were invited to attend the meeting, tonight. Chairman Healy was informed by Village of Victory Mayor Dewey that he could not attend due to a prior obligation and really had no problem with the decision of the SVBOWM. Village of Schuylerville Mayor Carpenter was planning on attending was not able attend. Chairman Healy ask the Board if they had anything to add. Commissioner Drew stated he was happy with what the Board was doing. Commissioner Dennison suggested changing the name of the Pilot Program to a Research Program of How Much Water a Micro-Brewery Uses Pilot Program, as the intention of the Board was not to gather data for the whole Village but to research one specific type of business. Chairman Healy and Commissioner Drew were in agreement with changing the name of the program.

There was discussion about the meter reading that was received on February 15, 2020.

Chairman Healy stated that he understood where the Village of Schuylerville was coming from but felt that the program needed a few months to find out where SVBOWM stood.

Tim LeBaron, Village of Schuylerville Trustee, reiterated his concern for metering, the collection of data, and fairness to the users. Commissioner Dennison stated that the Pilot Project was not being done for billing purposed but for usage purposes for a brewery.

Schuylerville Central School: Superintendent Riggi e-mailed his response & information on specs on the water line repair work, into the school. Account Clerk Westbrook forwarded the e-mail and pictures to Board. Chairman Healy stated that the correct materials were used and the valves were replaced. It was felt that the information would be useful in the future. Commissioner Hughes stated that it would be helpful if there was notification prior to water work done on

the property. Account Clerk Westbrook will send a letter thanking Superintendent Riggi for the information and requesting that the SVBOWM get notification at least three months prior to any water work done on their property.

Chairman Healy's Report:

Village of Victory:

- Continues to work on roofing repairs with DCK.
- Working on getting keys to fences at the Plants for DPW Supervisor Decker.
- Victory DPW Supervisor Campbell inspected the overhead door and stated that one of the pulleys is rusted-out. DCK is obtaining quotes on repairs to the door.
- Land line is working at the Plant
- Looking into what the four extra lines are used for. Mark Dennison stated that one was a dedicated line that went from the computer in the Victory Plant to an old computer at the Schuylerville Plant, that is no longer in service, as communication between the computer screens for the SCADA systems. He stated that the system never worked correctly due to the poor phone line and the need for "dial-up" to connect the modem in Victory (an antiquated system). Mr. Dennison also stated that only three lines were used – one for the phone and two lines were dedicated for fire and intrusion alarms. Chairman Healy stated that until it can be established just exactly what the lines are used for that a new contract with Verizon cannot be pursued.

There was discussion about the need for new computers at both Plants for communication with the SCADA system, as the systems are extremely antiquated. There was also discussion about the effects of the corrosive atmosphere on any computer, etc., at the Victory Plant.

There was discussion about the need for new hot water heaters to facilitate the proper water temperature when doing the CIP cleaning.

- Will discuss Cross Connection Law with Building Inspector Albert. Commissioner Drew will discuss Cross Connection Law with the Village of Schuylerville
- 1, 4 Dioxane an emergent contaminate was brought up at the January meeting. Commissioner Healy discussed it with DCK and they recommended he review the 2018 Annual Drinking Water Quality Report and did not see specifically that it is being tested for. Mr. Dennison stated that there are no regulated limits in place yet from the DOH.
- Continue to research the ratio of the number of gallons of water used in making one gallon of beer. Mr. Dennison stated his research shows that in small micro-breweries that it takes seven gallons of water to make one gallon of beer and, in some instances, up to 10 gallons of water for on gallon of beer.
- Miles Lopes Property, 27 Gates Avenue Ext.: Code Enforcement Officer Albert has not been able to inspect the property to establish number of units to charge. Chairman Healy stated that there have been recent changes to the address of the location, the addition of the letters of A, B, C, & D which gives the impression of four residences there. The Board agreed that Mr. Lopes should be billed for four units of water, beginning in the next billing cycle, until such time an inspection takes place to show otherwise. Chairman Healy made a **motion** to begin charging Miles Lopes for four units, in the next billing cycle, Commissioner Drew seconded the motion, all in favor.
- 55 Gal drums – Victory DPW Supervisor Campbell spoke with DCK, who is contacting Slack about picking up the drums as deposits were paid. There likely been access issues as the gates are locked now.

Tabled Items:

- On-line Banking. Chairman Healy made a **motion** to allow Account Clerk Westbrook to sign-up for on-line banking, to view the Operating Account monthly bank statement on line, Commissioner Dennison seconded the motion, all in favor.
- Review Village of Victory's Sewer Law establishing Units. Account Clerk Westbrook found the 2015 Copy Water Rates (June 1st) in the budget information folder on the computer. Rates were updated to the current charges per unit and renamed 2019 Copy Water Rates (June 1st).
- GovNetPay: Chairman Healy and Commissioner Dennison expressed their concern for security with this option to pay bills on line and the extra cost of computer software and IT protection. Commissioner Drew stated that he supported this and that the Village of Schuylerville currently uses this option for sewer payments, has not had any issues to date, that the users incur the expense for the service and that it would help people pay their bills.

It was agreed that any municipalities, or hospitals, can be susceptible to hacking. Commissioner Hughes stated that he does not pay bills one line. Commissioner Drew stated that Schuylerville already has the IT protection for this. The majority of the Board agreed to table this issue indefinitely.

- NYCLASS bank account. The Village of Victory has this type of bank account. It was agreed that Account Clerk Westbrook would also obtain information from Glens Falls Nation Bank as Village of Schuylerville has found a higher interest rate. The Board would like Attorney Dixon to begin drafting on a Resolution.

Budget Preparation: Chairman Healy reiterated that there is a budget workshop in the Village of Schuylerville Office on Wednesday, February 26th. Account Clerk Westbrook provided the Board with the 2019-2020 Budget, Current Fund Balance Calculation, Revenue & Expense Report, Expense Ledgers for Power & Pumping, Contractual and Transmission & Distribution, Contractual, Excel Spreadsheet of “One-Off” Expenses, Accountemps Rates and DCK Services: Water Treatment Plants & Distribution Repairs, w/account numbers. Chairman Healy asked the Board for their ideas and some numbers for the meeting on the 26th. He also stated that Account Clerk Westbrook provided excel spreadsheets with figures for the current budget through February and, under proposed budget, the forecast of estimated expenses for FY 2020-2021, keeping in mind that a lot of money was spent on repairs this year. He will contact DCK for additional items that they feel should be included for next year.

DOT Project: Account Clerk Westbrook contacted Kathryn Serra, CT Male, and Schuylerville DPW Supervisor Decker for suggestions on locating water lines. She also contacted DCK and they recommended that the State DOT contact UFPO (Underground Facilities Protection Organization) and have them mark out the area with their equipment. Commissioner Hughes felt that the responsibility would fall on the contractor. There was Board consensus that Account Clerk Westbrook contact State DOT and have them contact UFPO.

Dock Plate Quote: Account Clerk Westbrook obtained a quote from Uline for \$236 plus \$130 for delivery, and Schuylerville DPW Supervisor Decker contacted Fort Miller Co, Greenwich and it still waiting for a quote. Chairman Healy made a **motion** to authorize Account Clerk Westbrook to purchase a dock plate, for the Victory Plant, spending up to \$500, Commissioner Drew seconded the motion, all in favor.

New Business:

Request for DPW Assistance, Non-Emergency Water Project Form: Account Clerk Westbrook received a phone call from a customer concerning a curb stop that had been hit by a plow. Considering that the Board is developing SOP's, she found an old form and updated it with more appropriate information. Chairman Healy made a **motion** to approve the revised form, Commissioner Dennison seconded the motion, all in favor.

Adirondack Water Work Conference: Latham, March 11, 2020 – registration due March 6th. Account Clerk Westbrook is seeking approval for Schuylerville DPW Supervisor Decker (if his schedule permits) & Victory DPW Supervisor Campbell to attend, and permission to cut a check in the amount of \$90.00 (\$45.00 each). This will provide Supervisor Decker with three contact hours and beneficial for Supervisor Campbell to attend. Commissioner Dennison made the **motion** to approve DPW Supervisors Decker & Campbell to attend the conference and for Account Clerk Westbrook to cut the check to meet the registration deadline, Chairman Healy seconded the motion, all in favor.

Peckham Materials Corp.: Account Clerk Westbrook is seeking approval to cut a check to pay the balance due on the account – less than \$118.00 – when the Credit & Collections Dept. settles the balance, as they are threatening to put account on hold. Chairman Healy made a **motion** to give Account Clerk Westbrook the authorization to pay the balance due on the account to prevent it from being put on hold, Commissioner Drew seconded the motion, all in favor.

Presentation of Resolution: **WHEREAS**, a resolution is needed to transfer money from, and to close out, the savings account known as Water Tank Savings account number [REDACTED], to the Operating account, number [REDACTED]. These funds were transferred into this savings account to cover operating expenses, and to close out the Water Savings account that is no longer needed, and will now be transferred into the Operating account to be expended. **WHEREAS**, the following transfer should be made From: account number [REDACTED] Water Tank Savings \$8,765.99 To: account number [REDACTED] Schuylerville/Victory Board of Water Mgmt. \$8,765.99. **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 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 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 #9 in the amount of \$13,673.63. Commissioner Dennison made the **motion** to approve Abstract #9, 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