

**SCHUYLERVILLE / VICTORY  
BOARD OF WATER MANAGEMENT**

Monday, May 18, 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:

Jim Sullivan, Schuylerville; Wendy Lukas, Schuylerville; Peter Healy, Victory

BOARD ANNOUNCEMENTS:

The next meeting is scheduled for Monday, June 15, 2020, at 7:00 PM, at the meeting hall in the Village of Schuylerville, if it is available, otherwise in Victory.

BOARD CORRESPONDENCE:

MINUTES:

The minutes from the April 20<sup>th</sup> monthly meeting are available for review. Chairman Healy asked the Board if there were any questions. Commissioner Drew made the **motion** to approve the minutes, Commissioner Dennison seconded the motion, all in favor.

TREASURER'S REPORT:

Revenue/Expense Control Report	
Bank Balances:	
Operating Account	\$ 165,613.49
Filter Account	\$ 137,320.41
Meter/Capital Reserve Savings Account	\$ 251,110.83

DCK PLANT OPERATIONS:

Chairman Healy read from the report:

*Tasks Completed in April 2020-*

- DCK Services 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.
- ✦ DCK responded several times to alarms from the water treatment plant(s).
- ✦ DCK 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 April 2020.
- ✦ The purchase of the pH/Conductivity probe was discussed in detail throughout the month. It was approved for purchase and the order was placed in early May.
- ✦ Received chemicals from Surpass per schedule.
- 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 10<sup>th</sup> of the following month).

- Worked with the Distribution Crew(s) as appropriate throughout the month.
- Worked with Kathryn Serra from CT Male Engineers concerning the Water System Report. We discussed several topics for the report and reviewed some details to be included in the Draft Report to the Board. This was accomplished via a phone call on April 23<sup>rd</sup>, 2020.
- Water Plant Tasks of interest in the month:
  - ✓ Schuylerville Plant-
    - ✓ April 6, 2020- Auto flushers were checked
    - ✓ April 7-
      - ✦ Mark Rogers on site installing the hot water tank for the CIP Heater.
      - ✦ Hach representative on site for PM on Turbidimeter at Schuylerville Plant.
    - ✓ April 11- Mark Dennison repaired the feed tube number 5 on RO #2
    - ✓ April 20- Auto flushers were checked
    - ✓ April 26- noted a leak on the UV System
    - ✓ April 27- Collected TC Samples and delivered to the CNA Labs
    - ✓ April 29- Mark Dennison worked on and repaired the UV System
  - ✓ Victory Plant-
    - ✓ April 7- Hach on site to modify the CL17 Board so that the operators can place the system in “Clean” mode easier
    - ✓ NY Fire and Signal came to site and inspected the fire extinguishers- two were inspected for another year and the third was replaced.
- DCK personnel interacted with the DPW personnel on an “as needed” basis. We also stay in touch with Chairman of the Board as needed for other various subjects as they come up, from time to time.
- Mark Dennison, as noted above, did maintenance on the UV System. This work pretty much depleted the supply of replacement parts in storage. Our recommendations on this topic are shown below.

#### *Scheduled Activities Next Month*

- Continue to visit each the plant each day.
  - Tasks underway or addressed as of writing of this report-
    - ✦ Collect quarterly surge tank samples at the Victory plant.
    - ✦ Collect monthly TC Samples and deliver to CNA Labs.
    - ✦ Monthly SPDES, and quarterly Iron, Thallium and Manganese samples at the Schuylerville plant were collected.
- Conduct routine operations and daily testing as required. Some distribution system locations are closed, requiring an altering to the regular sampling schedule.
- Charge chemicals as necessary.
- As noted, earlier in this report, work was done on the UV system at the Schuylerville plant. A copy of the necessary repair parts quoted by Aquionics is attached. Since this is our only UV Component, it is imperative that we have the repair parts on the shelf. It is request that the Board review the list an authorize the purchase of these parts.
  - *As an aside to this item*, and following our discussion with Kathryn Serra at CT Male, we would like to alert the Board to the fact that the UV system currently in use at the plant is obsolete. Kathryn is looking to spec a second UV system, which will be more energy efficient and utilizing better technology than the one we have online at this time. Mark Dennison was able to confirm that the purchase of these specific repair parts is available for the foreseeable future. However, with planning ahead, we would like to suggest that perhaps purchasing TWO new UV systems (based upon the specs that Kathryn is developing) might be a prudent idea to keep the system as up to date as possible.
- 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 for the Master Plan.
  - Follow up on the installation of a dock plate at both plants to allow a smoother transfer of chemicals. This will be accomplished when we can work closely together with personnel. We will try to arrange for this to be done prior to the end of the month of May.
  - Prepare for warmer weather operations at both facilities.

- o Finish up with preparations for the CIP that has been scheduled for the month of May. With the essential personnel issue and social distancing requirements in place, the CIP may need to be pushed back to the end of May.
- o Cummins was apparently approved for action by the Board at last month's meeting. We are reaching out to them and trying to set up an appointment with them at the plant. This too, we will try to schedule prior to the end of May, if their schedule will allow.
- DCK Services LLC will adhere to the sampling schedule that will keep the system in full compliance with the requirements of the DOH. As noted above, some of the normal sampling locations may not be available but we will alter our sampling schedule to accommodate those changes during this National Emergency created by COVID-19.

Aquionics Quote in the amount of \$2,448.60 was provided by DCK, for replacement parts for the UV system. There was Board consensus that this purchase was necessary. Commissioner Hughes made a **motion** to approve the Aquionics Quote in the amount of \$2,448.60, Commissioner Dennison seconded the motion, all in favor.

Chairman Healy read appropriate portions of an update provided by Don Coalts, Sr:

- I have asked OCS chemical to order for us MCT clean products and Hypersperse, we need these for the CIP and they are proprietary products.

Chairman Healy asked if there was any supporting information on cost provided and stated he would contact DCK. Commissioner Healy asked A/C Westbrook to look up pricing on both items.

- I still await a timing for overhead door companies to give quotes for the Victory garage door.

- I will also need to schedule Ross Valve to come and look at their bypass valve, again it is a proprietary item. Commissioner Dennison stated it was at the Schuylerville Plant and has been an issue for a couple of months.

#### OLD BUSINESS:

##### Chairman Healy's Report:

Victory Plant:

- Roofing Repairs: Chairman Healy stated he contacted a contractor to identify whether or not there is a problem with the roof and if the inside rusting is just a cosmetic issue. He will coordinate with Victory DPW Supervisor Campbell to allow the contractor access.

- Debris outside the Plant: Chairman Healy stated that he and Supervisor Campbell conducted a site visit, discussed barrels outside, took pictures and discussed other items that were metal and could possibly be scrapped. Chairman Healy will discuss this with DCK as well as their following-up with Slack.

- Overhead Door: Chairman Healy will discuss repairs and contacting contractors with DCK.

Schuylerville Plant:

- Generator Repairs: Chairman Healy spoke with Cummins to discuss the items that were listed on the inspection they conducted. The service representative described that there were many items that contributed to the failure of the block heater. Chairman Healy stated that he looked-up past invoices and found that the block heater had been replaced twice in the last five years. The representative stated that the current one may only last another year. Chairman Healy stated that SVBOWM is charged for service calls in addition to the cost of the repairs. Last year it cost \$2,100 for a call and repairs and this year it cost \$2,900 for a call and repairs. He further stated that, in previous years, the SVBOWM looked at maintenance agreements with other companies. He would like to address that again and request RFP's for regular maintenance contracts to help keep costs down. Chairman Healy stated that there was a contract with Milton Cat and he will contact them, Cummins and one other company.

- Bond Insurance: Chairman Healy stated that he believed that there was bond insurance. A/C Westbrook stated that she had received an application from Dave Meager, Schuylerville's insurance agent, but it did not provide the cost. She also stated that she contacted, Accountemps, and they are sending a copy of their COI to Schuylerville, as lead agency, to clarify whether or not this coverage exists for the SVBOWM Account Clerk position. Chairman Healy will research this as well.

Cross Connection Law: Chairman Healy provided the board with a list of properties that had cross connections, at the time the Law was developed. He had updated the list and asked the Board to review it and make changes. Then, he will provide a copy to the Code Enforcement Officers from each of the Villages.

##### Hydrant Flushing:

Schuylerville: DPW Supervisor Decker reported that Schuylerville hydrant #18 @ DPW Garage turned on very hard and could not be turned off. Repairs were made and, as of May 1<sup>st</sup>, appeared to be successfully turned off. Chairman Healy stated he would reach out to Supervisor Decker to discuss any other issues.

Victory: DPW Supervisor Campbell reported that there were no issues.

Reserve Accounts: Chairman Healy read the procedures for setting up these accounts:

a) Specific expenditures, i.e., Water Plant Reserve, Cards for SCADA System, New Roof for Victory Plant, etc., then you need a public hearing to establish the account but not for the expenditure.

b) General expenditures, i.e. Repair Reserve Account, you do not need a hearing to establish the account but you do for the expenditure.

He stated that once things calm down that reserve accounts can be set up for some of the bigger expenditures like the SCADA system, as it will be a large expense. Also, that grants would also be available to help defray the cost. Commissioner Dennison stated that grant match dollars would likely have to be provided by the SVBOWM.

Bound by Fate Brewing Meter Reading: The Board was provided the monthly picture of the meter and excel spreadsheet.

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 had not had time to address this. A/C Westbrook stated that she was developing appropriate forms when inquiries came in from customers and that DCK provided guidelines for hydrant flushing.

New Business:

Unemployment Request: Chairman Healy stated that it was for him and that the DOL was making their confirmation that he was still employed by the SVBOWM, as he had applied for unemployment with his primary job.

Staples Bills: A/C Westbrook was requesting permission to pay Staples invoices when Village of Schuylerville presents them to so that the account can be kept open, treating it like the utilities, credit, etc., accounts. Chairman Healy asked if the purchases were ever over \$250 and A/C Westbrook stated they were not. Chairman Healy stated that he would research this as he believes that the payment of such bills may need to be passed by Resolution annually.

42 Gates Ave: DEC Brownfield Clean-Up Application Comment Period letter was provided to the Board.

AMSURE: Governmental Disclosure Statement was provided for Board, by the insurance company, to review.

Keys to the water plants: Schuylerville DPW Supervisor Decker received key to the water plant. He stated he was concerned that there is only one passcode for the alarm system and that does not identify who is in the building at any particular time. Chairman Healy stated he would look into it.

Resolutions:

Resolution to change number of units charged to 19 Broad Street. The property owner contacted the office stating that she is currently being charged 10 units of water, that there were only eight apartments in the building and that the laundry area had been removed. Code Enforcement Officer Albert conducted an inspection and sent the SVBOWM a letter confirming that the laundry area been removed. A/C Westbrook e-mailed CEO Albert stating that the number of water units charged are based on the number of kitchens. CEO Albert responded, by e-mail, that based on his records that they have eight apartments units. Commissioner Hughes stated that 10 utility meters can be seen on the outside of the building. Commissioner Dennison asked if an inspection of the building had also been conducted during the time he inspected the laundry area. Chairman Healy stated that the laundry area had originally been an apartment. He asked A/C Westbrook to confirm with CEO Albert that no apartments replaced the laundry area and that there are in fact eight units. He stated that the Resolution should be held until this is clarified.

Presentation of Resolution for NYCLASS Municipal Cooperation. A/C Westbrook stated that an application needs to be filled out and accompany the Resolution. She stated she is working with Attorney Dixon on this. She also inquired as

Board had increased the units, accordingly. The Board was contacted by Mr. Lopes and he stated that he was the only resident there. The Board consensus was to decrease back to one unit, until such time an inspection can be conducted

- did the Board have an update on the Ted Derby Worker's Comp case? No they do not
- Cross Connection Law status as it pertains to each of the Villages having different Laws. Chairman Healy stated that the list of connections was going to be updated and then the Board would move forward
- what was the gallons per day capacity of each Plant? Commissioner Dennison stated that Victory was 100,000 and Chairman Healy stated he would find out about Schuylerville

Executive Session:

Audit and Approval of Claim:

Chairman Healy asked for a motion to pay Abstract #12 in the amount of \$20,550.28. Commissioner Drew made the **motion** to approve Abstract #12, Chairman Healy seconded the motion, all in favor.

Adjournment:

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

Respectfully submitted,

*Susan M. Westbrook*

to which accounts the Board would like to put into NYCLASS. Chairman Healy stated that both the Filter Account and the Meter/Capital Reserve Savings accounts be listed on the application.

Presentation of Resolution for FY 20-21 Budget:

WHEREAS, the Schuylerville Victory Board of Water Management has caused a proposed budget for the fiscal year beginning June 1, 2020 to be prepared; and WHEREAS, the Board has provided the public an opportunity to comment, in writing and electronically, on the proposed budget and such comments have been considered. NOW THEREFORE, it is hereby RESOLVED, the preliminary budget pursuant to law becomes the final budget for the fiscal year beginning June 1, 2020, in the form annexed hereto. Chairman Healy made a **motion** to accept the Resolution, 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.

Cummins Quote:

Chairman Healy reviewed the Cummins Quote and inquired if the diagnostic charge was included. Chairman Healy made a **motion** to approve the quote with the diagnostic charge in the amount of \$2,886.85, Commissioner Drew seconded the motion, all in favor. Chairman Healy signed the quote for A/C Westbrook to send to Cummins.

SVBOWM Request for DPW Assistance, Non-Emergency Water Project:

At 17 Pearl Street, water is overwhelming the drainage system. Bill Lloyd stated that the curbstop at #11 Pearl was capped and abandoned. Another resident can confirm that his yard is also wet. The curbstop was turned and water gushed out and is collecting at #17. Schuylerville DPW Supervisor Decker conducted an inspection, with Victory DPW Supervisor Campbell, and no chlorine was found in the water coming out of the curbstop in the yard at #11, it is not muddy water. There is no standing water but the ground is soggy – lawn tractor leaves ruts and several yards are affected. Supervisor Decker made three recommendations: 1) contact Rural Water to conduct an on-site visit to listen for running water; 2) have Supervisor Campbell discuss the situation with Mark Dennison; 3) let the line run until it bleeds out/goes dry or you get chlorine. Chairman Healy stated he discussed this with Supervisor Campbell and recommends that Supervisor Campbell contact Mark Dennison and then contact Rural Water. The property owner, Jim Sullivan, was agreeable to this. Commissioner Hughes asked if Rural Water would work on private property. Chairman Healy stated he has seen Rural Water on several properties in the area.

Chairman Healy ask the Board if they had any questions.

Public Comment:

Wendy Lukas as the Board the following:

- would other property owners be informed that are involved with this line 17 Pearl Street? Chairman Healy stated that the issue has not yet been resolved and it will be determined later
- are the 16 attachments on the Agenda available to the public and where they could be viewed? Chairman Healy stated that the Websites of both Villages have SVBOWM information on them. He also stated that the information is all discussed at the meeting and that if she needs all of the information that she should submit a FOIA request
- where was the Bound by Fate brewing happening? The Board replied at the property on Grove Street.
- inquired as to why alarms were going off at the Plants, per the DCK report, and whether there was a print-out of why they were going off? Chairman Healy stated that there are a number of reasons why the alarms go off. Commissioner Dennison stated that there is a code system that is registered relative to the event
- what was the relationship of the SVBOMW and Mark Rogers and whether or not there was a contract? Chairman Healy stated that when there is emergency work to be done that Mark Rogers gets called, otherwise jobs are put out to bid
- where the Water Master Plan is? Commissioner Dennison stated that the Plan has not yet been finalized as it is under review for editing. This is a 10-year process to establish goals so that grant money can be applied for to make improvements to the water system, i.e. take care of pressure issues, the Plants needs upgrades, all of the components are antiquated and all of this is going to cost millions of dollars. Chairman Healy stated that when the report is finished that there would be a presentation to both Village Boards to discuss how to move forward
- Miles Lopes property and number of units? To date, with the Covid restrictions, an inspection of his property has not been conducted in reference to the apartment numbers on his gates – implying that there were four apartments. The