

# Municipal Utility Commission February 2014 Meeting Minutes

## Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:30 PM on February 4, 2014 at BEGWS Small Conference Room.

## Roll call

Chairman Rodbourn conducted a roll call. The following persons were present which constituted a quorum:

Chairman	Harold J. Rodbourn
Vice Chairman	Michael Austin
Commissioner	Barney Bonicave
Director	Guy Hallgren

## Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Austin and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: February 4, 2014 for Electric Fund of \$102,044.47. Motion by Commissioner Austin and seconded by Commissioner Bonicave passed unanimously to pay the Abstract of Audited Vouchers: February 4, 2014 for Electric Upgrade Project in the amount of \$3,293.00.
- List of accounts payable and electronic fund transfers paid to date: January 31, 2014

Expense	Amount
Payroll for Period 3, 2014	\$65,491.59
New York State Sales Tax	\$9,853.15
NYMPA	\$218,135.00
NYSEG	\$57,755.88
NYPA	\$89,844.77

## Approval of minutes from last meeting

Motion by Commissioner Bonicave and seconded by Commissioner Austin to accept as read for January 7, 2014. Passed unanimously.

## Petitions and Communications

- The Supervisor's Report for the month of January was reviewed by the Commissioners and a copy of this report is attached to and made part of these minutes. Director Hallgren commented that all reports were received ahead the deadline.
- The MUC received correspondence from the New York Power Authority (NYPA) that they continue to be concerned about the river flows projected for 2014. Current estimates are for no shortage for March through August 2014.

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- Director Hallgren submitted request to send five Underground and Line Maintenance personnel to the Southern Tier Water Works Conference on February 19, 2014. Motion by Commissioner Bonicave and seconded by Commissioner Austin. Passed unanimously.
- Director Hallgren submitted request to ratify Union Memorandum of Agreement. Motion by Commissioner Bonicave and seconded by Commissioner Austin. Passed unanimously.
- A BEGWS Vehicle Work Equipment Replacement Schedule was submitted for review by Director Hallgren. The purpose of this document is to track, monitor and control vehicle replacements to balance vehicle spending on a year by year basis and improve cost control.

### **Accounting Department**

- A budget variance report, operating spending report, and BEGWS contract expenditures report were submitted by Director Hallgren for review. These new reports will be used to identify risks in both spending and income as well as identify trends such that adjustments can be made to spending to ensure the organizations financial health.
- A draft Credit Card Policies and Procedures document was submitted to the MUC for review. Vice Chairmen asked what the typical dollar limit was for our holders of the cards. Director Hallgren said he would investigate this and report back to the commission at the next meeting. Director Hallgren said the policy needs some further revision. The policy approval was tabled for further review and revision.
- Director Hallgren made a request to match the new union agreement benefits for the 7 salary positions at BEGWS. Motion by Commissioner Bonicave seconded by Vice Chairman Austin. Passed unanimously.

### **Electric Department**

- Motion made by Vice Chairman Austin, seconded by commissioner Bonicave to send Director Hallgren, Overhead Line Supervisor Hawk, and Assistant Overhead Line Supervisor Smart to an MEUA Engineering Workshop in Syracuse, NY. Passed Unanimously.

### **Service Department**

- The 2013 Gas Operation and Maintenance Field Audit performed by the NYS Public Service Commission found BEGWS to be in compliance with state requirements.

### **WWTP Department**

- Maintenance person Dan Stratton will be attending his final required training session (Supervisor and Operations Management) to qualify him to take his Operators test.

### **Executive Session**

- Motion made by Vice Chairman Austin seconded by Commissioner Bonicave at 5:35PM to go into executive session to discuss personnel issues. Passed unanimously. Motion

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made by Vice Chairman Austin seconded by Commissioner Bonicave to leave executive session at 5:50PM. Passed unanimously.

### **New Business**

- Request made to raise the Travel Policy meal allowance from \$35 per day to \$50 day. Stipulation made by the MUC that this policy must be effectively managed and receipts must substantiate spending. Motion made by Vice Chairman Austin seconded by Commissioner Bonicave. Passed Unanimously.
- A \$30,000 grant is available through the Environmental Facilities Corporation for the engineering planning done for the WWTP upgrade study. This grant requires a 20% cost share with the Village. Motion made by Commissioner Bonicave seconded by Vice Chairman Austin to forward resolution to Village of Bath Board of Trustees for cost sharing in the acceptance of Engineering Planning Grant monies. Passed unanimously.
- Motion made by Commissioner Bonicave seconded by Vice Chairman Austin to authorize Director Hallgren to run daily operations as his best judgment sees fit. The MUC is responsible for approving budgets, protecting BEGWS image, ensuring BEGWS adheres to policies and procedures, preventing management from taking excessive pay, ensuring management adheres to ethical behavior, hiring and firing of key officers and employees, authorizing significant financial transactions, engaging auditors, authorizing new program initiative and other strategic decisions as deemed appropriate and prudent. All other operational decisions will be entrusted to Director Hallgren. Passed unanimously.
- Resolution by Chairman Rodbourn to change time of bi-weekly financial review meeting to a time later in the day. This conversation was tabled until all commissioners are present.

### **Adjournment**

Harold Rodbourn adjourned the meeting at 6:00 pm.

Minutes submitted by: Guy Hallgren

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**BEGWS Supervisor Reports for January 2014**

**Accounting/Commercial Office/Meter Reading**

- During the month BEGWS accounting staff has started compiling data for both the Calendar Year 2013 Gas Distribution Annual Report for the DOT Office of Pipeline Safety and the Annual Report of Natural & Supplemental Gas Supply & Disposition for the Energy Information Administration.
- Provided information to Attorney McAllister to update Sewer Use Law Section 1205 for sewer units for campgrounds.
- Provided a list of gas services and annual consumption data of Liberty Street addresses to Jim Hopkins.
- Provided information to BPD for completion of the CWSFR Loan Application.
- Started the 2014-2015 Budget Process.
- Completed 2013-2014 projected to budget variance report.
- Completed and filed 2013 fourth quarter federal and state withholding reports.
- Bonadio Group has tentatively scheduled the field visit of the annual audit for the week of September 8, 2014.
- During the month of January \$589.00 was spent on the Electric Upgrade Project for engineering.
- Currently we have 779 electric meters being read by radio. This is about 18% of our electric meter population.
- No QRS cases of a customer complaint were filed with the NYS PSC during the month of January against BEGWS.

Jim Housworth, Accounting Supervisor

**Overhead Line Department**

- Repaired 18 Street lights and 5 Security lights
- Connected new services at 11 Delaware, 206 Campbell and 7114 Rt. 415 N.
- The super cold weather has been a daily challenge to maintain an acceptable voltage in parts of our system. We extended the existing 12 KV feeder to alleviate low voltage problems during the cold weather. We added May Street from Rumsey to Clubview along with Clubview Drive. We can't add too much more because of the lack of capacity.
- Continue to change out meters to radio read per meter reader request. These meters are tested as they are retired from the system.
- The new bucket truck has arrived and we are very pleased with it. Feel free to stop by to take a look at this new asset to the company.
- We repaired an underground break that feeds the lights in Pultney Park
- Responded to callouts at W. Morris St. and Buell St.

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- The training and energizing of the new Fairview Substation has been postponed again. Mike Barrett was scheduled to train our guys on the 23<sup>rd</sup>, but after he arrived he had to leave immediately due to a family emergency. I'm waiting to hear from him to nail down some new dates.
- Attended Safety training class on the 14<sup>th</sup>. Topic of discussion was Qualified Electric Personnel. Attended Safety training class on the 29<sup>th</sup>. Topic of discussion was lock out / tag out procedures.
- The cold weather has allowed us the time to do some well needed housekeeping and organizing around the shop.

Mark Hawk, Overhead Line Supervisor

### **Utility Service Department**

- Investigated 11 gas odor complaints.
- Changed out 5 water meters, one of which is aradio read
- Changed out 1 gas meter due to leak at face of meter.
- Upsized gas meter at 325 W Morris St ( Clarks Specialty)
- Installed 2 new volume correctors, one @ Old Steuben County Health Care Facility, the other @ The Steuben County Maintenance Garage.
- Dismantled retired water meters and took tom scrap yard for an amount of \$1469.44
- In process of scanning Gas Service Cards onto O drive, and laptops so that they are accessible electronically. Will also do the same for Water and Sewer Service Cards. This is being done by Patric McGlynn on service desk , second shift

Steven Larsen, Utility Service Supervisor

### **Utility Maintenance Department**

#### Water:

- Installed new service main to curb at 130 East William St
- Repaired water main leak (circumferal) on Chestnut St near Fairgrounds
- Repaired water main leak on lower Clubview Drive
- Repaired and replaced antenna on Tank #3 Mt. Washing
- Fixed controls on heater in Well #8
- Fixed Solar Bee controls on Tank #2 Maple Heights
- Cleaned Fluoride injection point on Well #4
- Monthly water samples completed for DOH
- Repaired water main leak on Wilson Ave (removed three leaking service taps)

Gas: No work to report

#### Sewer:

- Flushed clogged sewer main on West Washington and Liberty S

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- Flushed sewer main on west side of Liberty St
- Flushed sewer main on West Steuben St
- Flushed clogged sewer main on West Morris St

### **General:**

- Performed numerous Dig Safety markings
- Snow removal performed around Office and shop area
- Removed and installed new rear tires on backhoe

Daniel Borhman, Utility Maintenance Supervisor

### **Wastewater Treatment Plant**

- Installed new Penn Valley sludge pump
- Drained primary tank to make repairs, drained # 2 secondary tank then refilled to give Jamco time to inspect outfall pipe. Jamco was not able to do inspection . the river level was to high and would not let the outfall pipe empty out. They will reschedule the inspection.
- Daily lab test & reg maintenance
- A general clean-up of the plant

Royce Hoad, WWTP Chief Operator

# Municipal Utility Commission February 2014 Meeting Minutes

## Call to order

Chairman Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 8:00 AM on February 18, 2014 at BEGWS Small Conference Room.

## Roll call

Chairman Rodbourn conducted a roll call. The following persons were present which constituted a quorum:

Chairman	Harold J. Rodbourn
Vice Chairman	Michael Austin
Commissioner	Barney Bonicave
Commissioner	Rhonda Sweet
Liaison	Michael Sweet
Mayor	William von Hagn
Accounting Supervisor	James Housworth

## Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Austin and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: February 18, 2014 for Electric Fund of \$102,204.81. Motion by Commissioner Sweet and seconded by Commissioner Austin passed unanimously to pay the Abstract of Audited Vouchers: February 18, 2014 for Electric Upgrade Project in the amount of \$2,025.72.
- List of accounts payable and electronic fund transfers paid to date: February 18, 2014**

Expense	Amount
Payroll for Period 4, 2014	\$72,270.34

## Approval of minutes from last meeting

Motion by Commissioner Austin and seconded by Commissioner Sweet to accept as read for February 4, 2014. Passed unanimously.

## Commissioner Heigel entered the meeting at 8:12 AM

### New Business

- Commissioners discussed the potential of changing the time of the bi-weekly financial review meeting from 8:00am to 4:30pm. Chairman Rodbourn requested that this change be added to the agenda of the next meeting on March 4, 2014.

## Adjournment

Chairman Rodbourn adjourned the meeting at 8:34 am.

Minutes submitted by: James Housworth