

**Bath Electric Gas & Water Systems
MUNICIPAL UTILITY COMMISSION
Meeting Minutes**

DECEMBER 2, 2014

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:33 PM on December 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	Rhonda Sweet
Director	Guy Hallgren
Village Trustee	Michael Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Sweet and seconded by Vice Chair Austin, passed unanimously to pay the Abstract of Audited Vouchers: December 2, 2014 for Electric Fund of \$127,483.12.
- List of accounts payable and electronic fund transfers paid to date: November 30, 2014

Expense	Amount
CNG	\$178,543.21
Payroll for Period 26, 2014	\$71,184.53
NYSEG	\$33,217.03
NYPA	\$76,320.93
Five Star- Bucket Truck BAN	\$40,660.78
NY State and Local Retirement System	\$279,799.00
New York State Sales Tax	\$6,812.00
NYMPA	\$101,864.00
Accounts Payable 12/18/14	\$132,968.58
Payroll for Period 1, 2015	67,841.10

Approval of minutes from last meeting

Motion by Vice Chairman Austin and seconded by Commissioner Sweet to accept as read for November 2014. Passed unanimously.

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Supervisors Report

Accounting/Commercial Office/Meter Reading

- On November 1st the new electric rates became effective. The rates increased 7% overall and are expected to generate approximately \$300,000 in revenue, which is needed to pay for the Electric Distribution System Upgrade bond payment.
- During the month BEGWS staff completed webinar training on the Edmunds software and enhancement in the version 3.0. Webinars attended were Employee Self Service and Personnel Action Forms, New Features & Enhancements, Work Order Basics & Resident Self Service, Finance Custom Reporting, and Finance & Utility Integration 101.
- On November 17th, Bonadio & Co. presented their audit findings for BEGWS. The audit found one material weakness and two deficiencies in internal controls. The material weakness was due to an invoice being held without accounting being aware of its existence. This has been resolved as accounting will now open all invoices and enter them as received prior to them going for payment approval. This will ensure that the liability will be recorded at the time of receipt and it will also provide a tracking mechanism for invoices submitted for payment approval.
- During the month of November \$1,328.36 was spent on the Electric Upgrade Project for financial services.
- Month to date 7,658 meters have been read out of a possible 8,682. This is an 88.2% reading rate so far this month, with 366 meters still scheduled to be read. Percentage of meters not read by department are: Electric 7.2%, Gas 14.9%, & Water 17.9%. The primary reason for not getting a read is no coverage when a Meter Reader is off and a lack of access to the meter is another major factor.
- Currently we have 921 electric meters being read by radio. This is about 21.2% of our electric meter population.
- No QRS cases of a customer complaint were filed with the NYS PSC during the month of November against BEGWS.

Jim Housworth – Accounting Supervisor

Service Department

- Investigated 12 gas odor complaints
- Investigated 1 CO Complaint
- Changed out 38 Gas Meters, 43 Tin Meters remain in system.
- Began Public Building Valve inspections.
- Bob Erwin has retired as of the 30th of November.
- Rebuilt Gas Service @ 5 Warden St due to service leak at foundation.

Steve Larsen – Service Department Supervisor

Line Department

- Repaired 7 Street Lights and 2 Security lights
- Installed one new security light
- Continued work on the 12 KV conversion in the Colonial Lawns/ Robie St. area

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- Attended safety training on Nov. 4 in Penn Yan.
- Continued work on the annual meter change program, changing over 30 meters
- Responded to callouts at Robie St, South Fowler and Babcock Hollow rd
- Hung the Christmas lights on Liberty Street
- MEUA Called for Mutual Aid to assist Central Hudson on Thursday November 27. Tim, Mark, Pat and Bryce left on Friday, November 28 at 7:30am. Worked for 16 hrs to help restore power in the Poughkeepsie area. Returned home on Saturday November 29th.

Mark Hawk – Line Department Supervisor

UGLM Department

- Gas: Replaced 29' of HP main on Cook St.
- Replaced service main to curb at #5 Warden St
- Blacktopped all laterals on Village Streets
- Cleaned Fluoride saturator in Well #7
- Tied in new main to old at East William St.
- Sewer: Flushed clogged main on East Side Of Liberty St multiple times
- Located and dug sewer manhole near County Farm creek
- Liberty Street Gas Main Project completed on east side of street. Machuga Contractors completed blacktop and concrete work on Liberty St
- Cleaned up dirt pile at Fairview Substation
- Repaired HP main on Ellis Ave.
- Have done many Dig Safely Requests

Dan Borhman – UGLM Dept Supervisor

Waste Water Treatment Plant

- Daily lab test
- Daily regular maintenance
- NYS DEC performed annual Inspection
- Installed new phosphorous removal system in November. 2 - 1050 gal tanks and a metered pump are used to inject PAX chemicals into the primary supply lines to remove phosphorus before moving to secondary treatment.
- Repaired more water lines in the basement

Royce Hoad – WWTP Supervisor

Review of Village of Bath Comprehensive Plan

Village Trustee Sweet presented Village of Bath Comprehensive Plan to the BEGWS Municipal Utilities Commission. BEGWS is identified as a key stakeholder in the Village of Bath and would be instrumental in enabling the execution of this plan.

BEGWS Strategy & Planning

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Director Hallgren presented a strategy to aid in improving reliability of electric, gas, and water systems services while creating the environment for stable energy prices. This plan would provide a three tiered approach of installing renewable energy, customer load management, and electric generation capability. The combination of these three initiatives would:

- Enable Customers to manage & control energy costs
- Increase system efficiency
- Introduce Technology innovations
- Reduce Carbon Emissions
- Allow sales to competitive market
- Protect the Environment

Pultney Park Lighting – The decorative lighting in Pultney Park was relamped on November 25th. All lights were replaced. Globes which were yellowed and faded were replaced as well. This is being done at the request of Village residents and officials. The projected cost will be about \$3000.

Personnel

Service Desk Operation Position

Over 50 applications have been received for the Service Desk Operator position. These applications are being reviewed and invitations for interviews will be extended in December.

Retirements

Bob Erwin – Service Desk Operator retired effective November 29th.

Susan Daniels – Assistant to the Director retired effective December 2nd.

Adjournment

Request for Adjournment by Vice Chairman Austin, seconded by commissioner Sweet. Harold Rodbourn adjourned the meeting at 6:10pm.

Minutes submitted by: Guy Hallgren