

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

FEBRUARY 3, 2015

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:27 PM on January 6, 2015 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
Commissioner	Bill Heigel
Commissioner	Barnie Bonicave
Director	Guy Hallgren

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Bonicave and seconded by Commissioner Sweet, passed unanimously to pay the Abstract of Audited Vouchers: February 3, 2015 for Electric Fund of \$67,704.05.
- List of accounts payable and electronic fund transfers paid to date: January 31, 2014

Expense	Amount
CNG	\$339,182.99
Payroll for Period 4	\$70,299.90
NYPA	\$94,718.53
New York State Sales Tax	\$11,593.87
NYMPA	\$274,542.00
Accounts Payable 2/12/15	\$26,769.80
Accounts Payable 2/18/15	\$58,730.63
Accounts Payable 2/20/15	\$583.22
Payroll for Period 5	\$66,204.70

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New York State Sales Tax
NYMPA \$274,542.00

Approval of minutes from last meeting

Motion by Commissioner Bonicave and seconded by Vice Chairman Austin to accept as read for January 2015. Passed unanimously.

Supervisors Report

Accounting/Commercial Office/Meter Reading

- During the month BEGWS accounting staff has started compiling data for the Calendar Year 2014 Annual Report of Natural & Supplemental Gas Supply & Disposition for the Energy Information Administration.
- The Gas Distribution Annual Report for the DOT Office of Pipeline Safety for 2014 was completed and submitted during the month.
- Completed and filed 2014 fourth quarter federal and state withholding reports.
- Printed and distributed all W-2 forms and submitted electronically to the Social Security Administration.
- During the month of January \$692.12 was spent on the Electric Upgrade Project for financial services.
- Month to date 6,375 meters have been read out of a possible 7,636. This is an 83.5% reading rate so far this month, with 1410 meters still scheduled to be read. Percentage of meters not read by department are: Electric 9.7%, Gas 23.8%, & Water 23.7%. 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 955 electric meters being read by radio. This is about 22% of our electric meter population. We currently have 246 Direct Withdrawal customers and 218 E-Bill customers.
- One QRS case of a customer complaint was filed with the NYS PSC during the month of January against BEGWS. The case was resolved.

Jim Housworth – Accounting Supervisor

Line Department

- Repaired the exit 39 Highway lighting, utilizing the state for traffic control. This included 6 URD wire breaks, two new sections of wire run 5 new heads and all bulbs and photo cells were replaced.
- Continued work on Howell street for the 12 KV upgrade

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- Repaired lights for the Dorman Library
- Removed the star from Mossy Bank and de-energized the Christmas lights. They will be removed at a later date.
- New service connected on West Morris Street because of a vehicle accident involving a town plow truck.
- Responded to outages at 7172 St. Rte. 415 and 7348 Harrisburg Hollow Rd.
- Line crew attended safety training on 1/23/15. Topics of discussion were Green power safety and several near miss accidents.
- Two trucks and 4 linemen were sent to Long Island to support outages expected by PESGLI from Winter Storm Juno.
- U-30 was sent to Endicott on a rental agreement, as they totaled a bucket truck on a low bridge.

Mark Hawk – Line Department Supervisor

Service Department

- Investigated 8 gas odor complaints
- Began public building survey
- Changed out 20 Gas Meters
- Changed out 10 Water meters due to frozen meters.
- Installed Gas and Water meters @ new ambulance garage
- Began first of year gas meter test.
- Attended training for fall protection which was sponsored by Steuben County Public works

Steve Larsen – Service Department Supervisor

UGLM Department

Gas:

- Replaced truck box on old U-29 with utility box from U-4 , to use old U-29 as service truck for UGLM. This was done because U4 was an older 2 wheel drive vehicle and the suspension was strained from the heavy box. BEGWS will benefit in extending the life of one vehicle and thus cut costs in replacing vehicles.

Water:

- Repaired main break on Charles St
- Sewer: Flushed main on Buell St
- Attended class on Fall Protection

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- Have done many Dig Safely Requests

Dan Borhman – UGLM Dept. Supervisor

Waste Water Treatment Plant

- Daily lab test & reg maintenance
- Pressed 128,000 gals of sludge for village of Waverly
- Repaired screen on the belt. The repair as conducted saved BEGWS operational and maintenance expense through James Hoad ingenuity in making the repair. He was able to make the repair cheaply and quickly by using parts and tools at the shop.
- Repaired drive chain on the cross collector in the primary tank

Royce Hoad – WWTP Supervisor

SUNYBEST Presentation

Director Hallgren will be presenting to SUNY Best at Binghamton University on February 5th at 10am. The presentation will cover BEGWS plans for deploying smart grid technology and using the conversion of the WWTP to a resource recovery hub.

MGP Site Cleanup – Email Received by Gardiner Cross from the DEC regarding the status of our investigation into the Murray MGP Site. Below is my reply and Gardiner's request.

Gardiner,

We anticipated that you would be contacting us regarding the MGP site cleanup early in 2015. We are in the process of preparing a response to the State's request for site evaluation and any subsequent clean-up of the old Murray Ave MGP site. As such we have been in contact GEI in Ithaca and an environmental lawyer based in Rochester. They have outlined options for us as well as the costs and benefits of each option. Although we have not yet responded that is not an indication that we are unwilling/unable to undertake the site investigation ourselves. We have some additional investigation to perform and will work with our consultants to formulate our official response.

Thanks

Guy

Guy Hallgren, PMP
Director of Municipal Utilities
Bath Electric Gas & Water Systems
PO Box 310
Bath, NY 14810
607-664-9103
607-857-1147 Cell

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From: Cross, Gardiner (DEC) [<mailto:gardiner.cross@dec.ny.gov>]
Sent: Friday, January 16, 2015 10:18 AM
To: ghallgren@begws.com
Subject: Bath Manufactured Gas Plant

Mr Hallgren:

We are going through the process to initiate a state-funded site characterization study at the Bath MGP site, and our legal staff needs evidence that the site owner is unwilling/unable to conduct the investigation themselves. I know we have discussed this issue and that the Village has cited financial difficulties in the past. But I don't have a clear declination from the Village in our records.

Has the Village formally responded on this issue? It's possible we have misplaced the response, so if you have sent us something in the past few months, could you please resend?

Thanks,

Gardiner Cross
Section Chief, Section C Bureau C
Division of Environmental Remediation
518.402.9662
Please note the new email address:
gardiner.cross@dec.ny.gov

As per the options summarized and presented during the January MUC meeting, BEGWS needs to select a course of action and move forward with this process.

Purchase Order for RRH Detailed Engineering – BEGWS is requesting a motion to approve spending in the amount of \$600,000 for detailed engineering of the Resource Recovery Hub. The proposed spending will be drawn from the Sewer Plant capital reserve funds to pay for detailed engineering up through June 15, 2015. The capital reserve fund will be replenished after EFC funds become available to continue the project. Motion by commissioner Heigel to approve PO's in the amount of \$600,000 for engineering of the resource recovery hub. Motion seconded by Vice Chairman Austion. Passed Unanimously.

Exit 39 Street Lighting

BEGWS has completed energizing all street lights on or near the exit and on ramps at Exit 39 with the exception of two lights heading on the west route 390 on ramp. The NYSDOT and BEGWS worked together on 01-21-15 to repair all lights. The DOT provided an attenuation truck to allow the line crews to operate safely.

Cycled Tree Trimming Program

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Sandra Bushnell a retired NYSEG Forester has been hired to review, assess, and complete a cycled tree trimming program for BEGWS. To date she has assessed all circuits and produced a “ hot spot” tree trimming plan. In addition she will be reviewing all distribution circuits for tree clearances, prioritizing circuits and creating a plan to trim trees on a 4 year cycle. BEGWS will engage contract tree crews to perform this work.

Remote Dispatch

The call volume for the month of January 2015, for both 2nd and 3rd shifts was 24 calls total. Of those calls 4 were from internal employees and another 5 were from Hamilton replies to our phone calls to them. 15 calls were from BEGWS customer needs. Upon a positive vote for Remote Dispatch Operator rates, BEGWS will begin reorganizing the service desk to provide one shift of operation five days per week. A memorandum of agreement has been drafted and awaits the unions final approval. The main benefit of this program is to allow BEGWS to fill positions in the UGLM group. Remote dispatch has been made possible thru the phone system upgrades, software upgrades and the team effort with the union.

Crews Sent to Long Island

A mutual aid request was made by Tony Modafferi of the MEUA on Monday, January 26 at about 8AM. BEGWS sent 2 bucket crews to Bethpage State Park. The two crews left at about 12:45PM on January 26. The line crews returned on January 27 in the late afternoon.

Executive Session - Motion by commissioner Bonicave to enter into executive session at 5:45PM. Motion seconded by Vice Chairman Austin. Motion to leave executive session by Vice Chairman Austin. Motion seconded by Commissioner Heigel.

Adjournment

Request for Adjournment by Commissioner Heigel, seconded by commissioner Bonicave. Harold Rodbourn adjourned the meeting at 6:13pm.

Minutes submitted by: Guy Hallgren