

Municipal Utility Commission Meeting
September 4, 2014 – 4:30PM
Meeting Minutes

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:29 PM on September 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
Commissioner	William Heigel
Commissioner	Barney Bonicave
Director	Guy Hallgren
Village Trustee	Michael Sweet
Mayor	Bill Von Hagn

Audit of Bills

- The bills were reviewed by all Commissioners present. Request by Commissioner Bonicave to void the water testing bill as the amount did not add up correctly. Motion by Commissioner Sweet and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: September 4, 2014 for Electric Fund of \$37,906.76.

Municipal Utility Commission Meeting
September 4, 2014 – 4:30PM
Meeting Minutes

- List of accounts payable and electronic fund transfers paid to date: September 30, 2014

Expense	Amount
CNG	\$55,513.94
NYSEG	\$31,012.08
Payroll for Period 19 , 2014	\$71,885.30
New York State Sales Tax	\$7,922.29
NYMPA	\$16,849.00
NYPA	\$82,252.02
Accounts Payable 9/19/14	\$137,111.60
Electric Upgrade Accounts Payable 9/18/14	\$355,017.91
Payroll for Period 20, 2014	\$67,415.85
Special Check: M & T Bank (Due 10/1/14)	\$199,783.50

Municipal Utility Commission Meeting
September 4, 2014 – 4:30PM
Meeting Minutes

Approval of minutes from last meeting

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

Petitions & Communications

BEGWS – Supervisor Reports

Supervisors Report - Accounting/Commercial Office/Meter Reading

- Updated the 2014-2015 projected to budget variance report.
- Both the Electric and Gas Municipal Utilities Annual Reports for the year ending 5/31/14 have been completed and filed with the Public Service Commission during the month.
- During the month BEGWS accounting staff provided reports to the Village Clerk for completion of the Annual Update Document with New York State.
- During the month BEGWS accounting staff submitted its response to the Annual 18a Temporary State Assessment request for information from the NYS PSC. The information provided included a five year reconciliation of charges paid and collected.
- BEGWS received over 20 resumes for the position of Accountant. Three interviews have been conducted to date and a hiring decision will be made in the near future.
- During the month of August \$14,492.62 were spent on the Electric Upgrade Project. The expenditures were primarily for NYSEG transmission connection and financial services.
- No QRS cases of customer complaints were filed with the NYS PSC during the month of August against BEGWS.
- Month to date 6,748 meters have been read out of a possible 8,290. This is an 81.4% reading rate so far this month, with 736 meters still scheduled to be read. Percentage of meters not read by department are: Electric 10.7%, Gas 27%, & Water 26.7%. 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 862 electric meters being read by radio. This is about 19.8% of our electric meter population. We currently have 212 e-bill customers and 233 direct withdrawal customers.

Jim Housworth – Accounting Supervisor

Supervisors Report – Line Department

- Repaired 3 Street lights and 6 Security lights
- Connected new service at 6681 Roosevelt Ave.
- Continued make ready work for the 12 KV conversion, including ROW trimming to provide clearance for the new voltage.
- Converted East Washington Street, Fowler St., Prospect St., Purdy St. and the North end of Campbell St. to 12 KV.
- Responded to call outs at 120 W. Morris St., Rumsey St Ext, 16 Robie St and Rt. 415 South

Petitions & Communications

- Line crew attended a safety meeting on 8/27/14. Topics of discussion were pole top and bucket rescue certification

Mark Hawk – Electric Line Supervisor

Commissioner Sweet commended BEGWS for the service he received in response to wires energizing his gutters. He said crews responded within 20 minutes, were very professional, and made sure the problem was resolved before they left.

Supervisors Report - Service Department

- Investigated 3 gas odor complaints.
- Don Bates and Jason Causer attended AGMSC (gas school) in Pittsburgh Pa.
- Met with Rick Lepkowski from the PSC for records audit, and verify that UGLM crew have been qualified to join plastic pipe by butt fusion and electrofusion methods.
- Installed new gas service, and water meter @ 6667 Doffodil Dr.
- Rebuilt gas services and changed out gas meters @ 7211 Apple, and 213 Campbell St.
- Rebuilt gas services @ 6988 and 7004 Golfview
- Relocated gas service @ 336 E William due to leak on service also installed remote water meter at this location.
- Continuing gas leak survey of entire gas system.
- Performed annual maintenance on HP mainline valves and Dist. Regulator isolation valves.

Steve Larson – Service Department

SUPERVISORS REPORT - UGLM Department

Water

- Repaired water service at # 42 Rumsey St.
- Jetted and vacuumed manholes at sewer treatment plant to remove partial obstruction

Gas:

- Continuing with replacing LP Main from E. Steuben to East William St.
- Replaced old service with new 1" CTS main to house at 336 E. William St.
- Repaired gas main leak on Warden St. near Geneva St.
- Installed new HP service at 6667 Daffodil Dr. in Wildflower Hills
- Have done many Dig Safely Requests
- Ran load on all generators for testing purpose

Petitions & Communications

Dan Borhman – UGLM Supervisor

Supervisors Report - Waste Water Treatment Plant

- Daily lab test & regular maintenance
- Made repairs chains and flights in the primary tank and put back on line
- Significant fouling is occurring in primary clarifiers. Source identified as bed sheets plugging sanitation lines coming to plant. Cleaned out sheets and flushed main line coming into the plant.
- Twin Tiers Eye Care reported odor problems in front of their business. Source of odor is plugged line. Reduced flow is causing waste stream to go septic.
- Made repairs to water lines in the basement
- Influent is experiencing gold colored fouling. Source identified as leachate treatment facility. Steuben is waiting for chemical analysis.

Royce Hoad – WWTP Supervisor

MGP Site Visit

On August 8, 2014 two representatives from the NYS DEC visited BEGWS to review and discuss the MGP Site. Director Hallgren and Mayor Von Hagn were present for this discussion. DEC said they are beginning to look at smaller sites. The scope of the project entails:

- Site Characterization Study - \$100-\$200 thousand
 - To verify location
- Site Remediation - \$4-\$5 million

There are basically three funding options:

- Hire own contractor
- Apply for superfund monies
- Apply for Brownfield Cleanup Program

A site visit was made to make a determination as to where the site was located. A clear definition was provided by the existence of an old concrete coal wall. With this the sites gas holder tanks can be pinpointed.

Accounting

Budgets continue to be under expended to date.

Sewer Rates

Sewer rate increases were implemented in July 15, 2014. Revenues will not be realized until approximately September 15, 2014.

Municipal Utility Commission

September 4, 2014

Meeting Minutes

Electric Department

- Electric Line Personnel – 5 people were interviewed for the line workers position left vacant through Todd Venema's retirement. Mark Hawk and Director Hallgren will select a candidate and begin checking references the week of September 8th. The goal is to have this vacancy filled on or about October 1, 2014.
- Conversion Work – Work has begun to convert areas east of Liberty Street which are currently being served from step transformers. This is the reason for short duration outages transpiring.
- **Power Outage 9-2-14**

Below is a report on last night's events following a power outage on September 2, 2014.

At approximately 6:30 pm, an outage occurred. Mark Hawk was called at 6:36 pm. Mark Hawk, was in Elmira and said he would get to the shop ASAP. He asked the Service Desk Operator to call in whomever was available. Tim Welch was called at 6:39, and said he would get there as soon as possible. Pat Seager was called at 6:40. He said he would respond to the call as well. A message was also left with Bryce Davis (6:41 he called back at 6:56 and I requested him to respond.)

Response times were approximately as follows: Pat S 6:50; Tim 7:00-7:05; Bryce at around 7:25-7:30 and Mark at approximately 7:55-8:00. Guy Hallgren arrived at 6:45pm to the site after speaking with Mark Hawk. Guy assessed the damage and called Mark with the assessment of two spans of conductor on the ground on East Washington Street between McMaster and May St.

Power was restored to much of the community at about 8:00 p.m.

Royce Hoad was called to investigate active sewer alarm at approximately 8:00 p.m., checked back in at desk at 9:10 all clear.

Power was restored to all affected parties at 9:44 p.m.

- **Substation Sale** – The municipality of Skaneateles was awarded the bid for the Faucett Rd Substation in the amount of \$127,000

Service Department

- **Remote Dispatch Capability** – A plan is being worked on to create remote dispatch capability. This plan would remove the 3rd shift at the service desk and provide service via smart phone and transfer capability as well as remote SCADA capability. The reason for this is to move as many people to the field as possible and still provide 24/7 access for the customers.

Municipal Utility Commission

September 4, 2014

Meeting Minutes

- Village of Hamilton Agreement – BEGWS and the Village of Hamilton on working on an agreement to provide SCADA and dispatching support for their new natural gas system.

UGLM Department

Liberty Street Gas Main Replacement – 50' of gas main remains to be connected to William Street. Service tie ins will begin the week of September 8th. Once this is completed then repaving will finish the project on the east side of Liberty Street.

WWTP Department

- WWTP Upgrade Project

Presentation to Village Board & Community – Director Hallgren provided a presentation in transforming its waste water treatment plant to a resource recovery hub. Even though the meeting atmosphere was contentious the village residents had many good questions and seemed to be pleased.

Engineering Work will be started by Clearcove and Conastoga Rovers in September. This will provide clarification on the overall new concept being promoted by Director Hallgren.

- Sewer System Blockage – there have been several sewer line blockages discovered in the past few weeks. Obstructions such as bed sheets are causing these and causing the system to go septic.

Personnel

- Commission Stipends – The commissioner will evenly split a \$20,000 per year stipend at \$4000. The commission will be paid monthly for this stipend. The commissioner will provide their paper work to Susan Daniels to get set up through the BEGWS payroll system.

Executive Session

- Motion by commissioner Sweet to enter into executive session at 5:24PM. Seconded by commissioner Heigel Motion by commissioner Bonicave to end executive session. Seconded by commissioner Sweet. Executive session is ended at 5:44PM.

Adjournment

Request for Adjournment by Vice Chairman Austin, seconded by Commissioner Sweet.

Harold Rodbourn adjourned the meeting at 5:45pm.

Minutes submitted by: Guy Hallgren