

# Bath Electric Gas & Water Systems

## Municipal Utilities Commission Meeting Minutes February 9, 2016

### Call to order

Chairman Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:29 PM on February 9, 2016 at BEGWS Small Conference Room.

### Roll call

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

Chairman	Harold Rodbourn
Vice Chairman	Michael Austin
Commissioner	Bill Heigel
Commissioner	Rhonda Sweet
Commissioner	Barney Bonicave
Director	Guy Hallgren
Mayor	Bill Von Hagn

### Audit of Bills

The bills were reviewed by all Commissioners present. Motion by Vice Chairman Austin and seconded by Commissioner Heigel, passed unanimously to pay the Abstract of Audited Vouchers: [January 1, 2016](#).

List of accounts payable and electronic fund transfers paid to date: [January 2016](#)

January 2016	
Expense	Amount
AP - 01/05/16 - (Multiple Vendors)	\$ 346,230.16
NYPA	\$ 87,014.29
NYSEG	\$ 30,721.87
AP - Credit card	\$ 2,600.88
AP - 01/04/16 - (mostly PILOT)	\$ 49,081.00
AP - 01/13/16 - (mostly Machuga)	\$ 124,719.72
Payroll for Period 1 (Inc. H/I buyout)	\$ 98,179.65
CNG	\$ 140,534.61
NYS Sales Tax	\$ 8,251.05
AP - 01/21/16 - (Multiple Vendors)	\$ 336,637.17
Payroll for Period 2	\$ 68,269.13
NYMPA	\$ 32,906.00
Month Total	\$ 1,325,145.53

### Approval of Meeting Minutes

Motion by Commissioner Sweet to approve meeting minutes, seconded by Commissioner Heigel. Approved unanimously.

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### Highlights from Supervisors Reports

- During January 2016 the accounting staff worked on calendar End-of-Year activities such as preparing and mailing W-2's, 1099's, and annual retiree H/I enrollments. In addition, a special effort was made to catch up on bank reconciliations.
- The ERP implementation committee continued mapping and analyzing the business processes at BEGWS. Through this process areas of process improvement were found and changes recommended to management.
- A meeting was held with the Village of Penn Yan to discuss collaborating on Continuing Property Record management. As a courtesy one software vendor attended the meeting and provided some valuable consulting type advice.
- The Accounting Supervisor spent a day with one of the meter readers to observe firsthand the types of problems that the meter readers experience on a day-to-day basis.
- Reviewed and revised the electric meter testing for 2014 and 2015 for the Public Service Commission
- Continued work on the 12 KV upgrade, changing transformers and insulators on Lackawanna Ave.
- Responded to callouts at West Morris St, Fairview Substation, Rt. 415 South and 90 West Pultney Park
- Retired and removed several poles from past pole changeouts. Double wood is a continuous problem, as it usually takes several years for Verizon to transfer to the new poles we install.
- Rearranged the material stored in the old fire dept to make room for the storage of U-30
- Investigated 12 gas odor complaints.
- Rechecked pending gas leaks.
- Calibrated all volume correctors.
- Replaced volume corrector @ North American Phillips.
- Installed 8 water meters @ 10 Howell St.
- Completed beginning of the year gas meter tests.
- Replaced gas service at 1 Arc Way curb to building
- Repaired Water main break on corner of Robie & Maine (circumferal)
- Repaired water main leak near 115 Pine St (circumferal)
- Have drained & cleaned secondary clarifier tank # 2 and made repairs to skimmer arm at WWTP
- Shut all haulers off as of 1/29/16

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### **Workplace Drug & Alcohol Abuse Policy**

Request for Workplace Drug & Alcohol Abuse Policy – Approval of the distributed Workplace Drug & Alcohol Abuse Policy is requested to protect the workforce and organization from the liabilities of drug and alcohol abuse by employees.

### **Mailing Address Change**

BEGWS will be dropping the PO Box 310 from its mailing address. This was a suggestion by an employee. This will save time and monies spent in maintaining a PO Box. Mail is already dropped off at 7 South Ave and employees are visiting the PO Box daily.

### **At Risk Gas Pipe Replacement Program Rate Recovery**

The NYS PSC was petitioned in June 2015. The NYS PSC has issued an interrogatory which requests answers to multiple questions regarding how we perform our work. BEGWS personnel are in the process of answering these questions and will issue a reply the week of February 8<sup>th</sup>. It is hoped this will be the final hurdle in acquiring rate relief for the replacement of gas mains.

### **Electric Rate Case**

BEGWS has engaged Central Hudson Energy Group to begin work to file for an electric rate adjustment. This is to acquire monies for the remainder of the work done for the electric conversion and to recover PILOT payment monies which were disallowed during the last rate case. The expected revenues sought will be about \$100,000.

### **2016-17 Budgets**

Work has begun on compiling budgets for June 1, 2016 through May 31, 2017. Dan Wilhelm and Guy Hallgren have been meeting with all departments to discuss what monies are needed to achieve goals for the budget year. The budget will be presented during the March MUC meeting.

### **BAN for Gas Pipe Replacement Work**

As recommended by Hudson Valley Energy Solutions, BEGWS requests a BAN to pay for the incremental costs of the gas pipe replaced in 2015 -2016. BEGWS spent \$201,480 to replace 1130' of gas pipe on Liberty Street.

### **Executive Session**

Request made by Director Hallgren to enter into executive session. Motion by Commissioner Sweet to close regular session and enter into executive session at 5:28PM. Seconded by Vice Chairman Austin

Motion by Commissioner Bonicave to close executive session and enter into regular session at 5:37PM. Seconded by Vice Chairman Austin.

### **Adjournment**

Request for Adjournment by Commissioner Bonicave seconded by Seconded by Commissioner Sweet in adjourned the meeting at 5:39PM.

Minutes submitted by: Guy Hallgren