

# Bath Electric Gas & Water Systems

## Municipal Utilities Commission Meeting Minutes April 14, 2016

### Call to order

Chairman Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:35PM on April 14, 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
Village Trustee	Mike Sweet
Mayor	Bill Von Hagn

### Audit of Bills

The bills were reviewed by all Commissioners present. Motion by Vice Chairman Austin and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: [March, 2016](#). List of accounts payable and electronic fund transfers paid to date: [March 2016](#)

March 2016	
Expense	Amount
AP - 03/01/16	\$ 67,858.21
NYPA	\$ 91,696.75
NYSEG	\$ 36,016.01
AP - Credit card	\$ 2,142.06
AP - 03/04/16	\$ 26,890.57
AP - 03/08/16	\$ 60,637.12
Payroll for Period 5	\$ 70,121.44
CNG	\$ 210,702.53
NYS Sales Tax	\$ 11,100.06
AP - 03/11/16, GHD Cnosulting	\$ 233,941.21
Payroll for Period 6	\$ 67,836.68
AP - 03/24/16	\$ 249,095.83
NYMPA	\$ 174,841.00
Month Total	\$ 1,302,879.47

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#### **Approval of Meeting Minutes**

Motion by Commissioner Bonicave to approve meeting minutes as corrected, seconded by Commissioner Sweet. Approved unanimously.

#### **Petitions & Communications**

##### **Hilights from Supervisors Reports**

- In the month of March the accounting staff completed the budget for fiscal year 2017. The Accounting Supervisor presented the budget at the March meeting of the Municipal Utilities Commission where it was approved by the Commissioners. The Accounting Supervisor also presented the budget at the March meeting of the Village Board where it was also approved after some discussion.
- Due to the time spent on the 2017 budgets, vacations, and illnesses little progress was made by the ERP implementation committee during the month of March. However, discussions were held with SEDC concerning the suitability of BEGWS's hardware to meet the server requirements of the SEDC application. The conclusion was that it was less expensive to upgrade BEGWS's current servers than to replace them with new equipment.
- The accounting staff assisted other supervisors with or completed four different required annual reports.
- Annual Report for Gas Distribution System which details the size, material, and length of the pipes in our Gas distribution system.
- Annual report of Natural and Supplemental Gas Supply & Disposition Form EIA-176
- NYS DEC Water Withdrawal Reporting Form
- Annual Drinking Water Quality Report
- The accounting staff completed an inventory count for Electric Department. It was the first inventory count in seven years.
- After interviewing a couple of candidates recruited by Adecco, Tammy Giardina was hired as a contract accounting clerk through Adecco to assist the accounting department with P/R and A/P. This action should free up more time for the accountants to work on closing work orders, closing accounting months and other project work such as ERP implementation.
- During the month of March no checks were issued for the Electric Upgrade Project.
- During the month of March \$271,460.59 was paid on the Sewer Upgrade Project.

#### **Electric Line Department**

- Repaired several Street and security lights

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- Continued work on the 12 KV upgrade, changing transformers and insulators on Lackawanna Ave, South Ave, Ark St., and West Morris St. Removed backlot primary between West Morris and West Steuben St.
- Completed the tree removal list for the village. 92 Contribution Hrs
- Responded to callouts at Steuben Cty Skilled Nursing, Southern Tier Provisions, 911, fire at the Shannon building on Liberty St., Kingsley St., and 409 E Washington St.

#### **Service Department**

- Investigated 16 gas odor complaints.
- Investigated 1 CO Complaint
- Rechecked pending gas leaks.
- Changed out 63 gas meters.
- Changed out 13 water meters.
- Submitted O&M Manual to the PSC for approval

#### **Underground Line Maintenance Department**

##### Gas

- Repaired main leak on 99 Geneva St
- Replaced service main to house at 32 Lyons St
- Replaced service main to house at 133 E. Washington St
- Replaced service main to house at 41 Rumsey St
- Replaced service main to house at 105 Fairview Drive
- Installed new service main to generator at 101 Geneva St for Fingerlakes Technologies
- Repaired main at 7388 RT 54
- Cut off gas service at main at 12 Locust St
- Working on gas inventory for utility

##### Water:

- Replacing Chlorine door in Well # 7
- Repaired wall and removed furnace duct in Well # 7 Chlorine room
- Installed chlorine warning light at Well # 7 and Well # 4
- Working on Chlorine Analyzers in Wells
- Installed new louvers in Well # 7 and Well # 4
- Changed Chlorine fan duct work and installed new louvers in Well # 8
- Covered all exposed pump shafts in all four Wells

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- Changed chlorine detection panels to different location in Wells # 4 and # 7

#### Sewer:

Dan Borhman – UGLM Dept. Supervisor

#### Sewer Plant

- Replaced the spool on Penn Valley pump 1 in the basement
- Replaced bearings in Lamson blower 1

### Classification and Compensation Study

#### **Project Goal (Purpose of Study)**

To classify positions and compensate employees in a fair, equitable, and consistent manner, internally within the organization and externally in comparison to the market place.

#### **Project Objectives (What will be Accomplished)**

1. **Job Description:** write accurate descriptions to describe the essential functions (what an employee is required to do) and the minimum qualifications (knowledge, skills, abilities) to carry out the job duties.
2. **Classification Plan** (Internal Equity): compare positions to one another based on the application of 13 universal evaluation criteria that describe the minimum level of knowledge, skill and ability required to carry out the essential functions of the position and consistent with the organization structure of the organization..
3. **Compensation Plan** (External Equity): establish a “competitive” salary range internally and externally to recruit and retain a quality work force:
  - **Recruitment:** to establish a competitive hiring pay band to recruit qualified employees
  - **Retention:** to establish a competitive market equity pay band to retain employees
  - **Growth:** to establish a process enabling employees to receive salary adjustments in a consistent manner based on competitiveness, years of service in a position and merit

*Motion by Commissioner Sweet to initiate workplace classification/compensation study for BEGWS Supervisor for a lump sum of \$6500. Motion seconded by Commissioner Bonicave. Passed Unanimously.*

#### **Electric Rate Case**

BEGWS is compiling information required to file for an electric rate increase. This rate case is requested to collect on funds which disallowed during the last rate case. As an example the PSC disallowed most PILOT of the payment increases saying decreases in taxes due to Faucett Rd. Substation property coming off tax rolls would compensate for increased PILOT costs.

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

Director Hallgren met with PSC on March 23<sup>rd</sup> in Albany to review PSC concerns and requests for information regarding the System Improvement Plan (SIP) program. PSC is requesting additional information for gas mapping costs. Data for completing submission should be completed by the end of April.

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#### **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 2016 -2017. As can be seen from the cash flow documents and variance reports (accounting section), the gas budgets are suffering for lack of recovery from the projects done thus far on Liberty Street as well as lower than expected gas costs.

#### **MGP Site Cleanup**

No update provided.

#### **Smart Grid Project**

- BEGWS has received the final deliverable task from its Phase I submissions. The payback period for investments required is favorable.
- NYSERDA has given Director Hallgren confirmation that we will be moving to Phase II of the NY Prize Competition.
- Advanced Meter Instrumentation  
BEGWS met with SENSUS sales and engineering reps in March to overview their products and capabilities. SENSUS provides a radio based system in which every meter talks to the radio network. Their portfolio and presentation were both impressive. BEGWS is behind schedule in submitting a project charter and RFP. We will submit for approval to the MUC in May 2016. This plan will outline the scope, schedule, and costs for moving forward with the load management phase of the BEGWS Microgrid initiative.

#### **Resource Recovery Hub**

- The BEGWS RRH team met with Cornell University on February 12 to discuss working with Cornell in a joint venture. Cornell stated they have specific areas of interest in research and would welcome BEGWS as a research partner for a grant to be applied for in March 2016.
- **Contract 4 – General Construction – C.O. Falter Construction Corp. (Falter)**
  - Falter’s abatement subcontractor (Abscope) has completed asbestos removal from the two north cells of the digesters. Falter deferred work by one week in March. It stated that they had not acquired materials necessary to begin
- **Contract 5 – Electrical Construction – Schuler-Haas Electric Corp. (Schuler-Haas)**
  - Schuler-Haas has completed the installation of interior conduit in the existing Control Building. They will begin installing exterior conduit around the existing aeration basin/clarifier tanks next.
- BEGWS met with the US EPA on March 4<sup>th</sup> to overview our goals and objectives and to discuss how Bath and EPA could best collaborate. EPA will begin work immediately to perform lifecycle cost analysis.
- Director Hallgren has been asked to present it proposal for a Resource Recovery Hub on June 15<sup>th</sup> in Austin, Texas.
- Director Hallgren has been asked to attend a Better Plants Conference in Washington, DC the week of May 9<sup>th</sup>. In addition BEGWS is to be recognized for its commitment to energy reduction at its Resource Recovery Hub. As such we are to go to the Whitehouse Conference Room.

***Motion by Will Heigel for approval for Director Hallgren to travel to Washington DC. For Better Buildings Conference. Seconded by Commisioner Bonicave. All in favor.***

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#### **Executive Session**

**Next Meeting:** Tuesday May 10, 2016 at 04:30PM, BEGWS Large Conference Room (Note: Meeting date changed to May17th, 2016 at 4:30pm at BEGWS Large Conference Room)

**Executive Session** – None held

#### **Adjournment**

Motion for Adjournment by Vice Chairman Austin seconded by Seconded by Commissioner Bonicave. Adjourned the meeting at 6:58PM.

Minutes submitted by: Guy Hallgren