

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION
FOR THE VILLAGE OF BATH
REGULAR MEETING
DECEMBER 13, 2016**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 13th day of December 2016 at Bath Electric, Gas & Water Systems, located at 7 South Ave., Bath, NY 14810. This meeting was called to order by Chairman of the Commission Jeff Muller at 4:30 p.m.

Present:

Utility Commissioner Chair:	Jeff Muller	
Utility Commissioner Vice Chair:	Mark Alger	
Utility Commissioner:	Will Heigel	
Utility Commissioner:	Robert Plaskov	4:50PM arrival
Utility Commissioner:	Keith Becken	
Clerk/Treasurer:	Jacqueline Shroyer	
Mayor:	William von Hagn	
BEGWS Clerk:	Julie Cerra	
BEGWS Employee/Union President:	Andrew Burdin	
BEGWS Employee:	Josh Knowles	
BEGWS Employee:	Royce Hoad	
BEGWS Employee:	Dan Bohrman	
BEGWS Employee:	Mark Hawk	
BEGWS Accounting Supervisor:	Dan Wilhelm	
Village Board Member:	Michael Sweet	
Village of Bath resident:	Betty Green	
Village of Bath resident:	John Bogart	

REGULAR MEETING

Adjourn Regular Meeting/Executive Session:

Motion made by Commissioner Alger, seconded by Commissioner Heigel to adjourn the regular meeting of the Municipal Utility Commission of the Village of Bath at 4:31 p.m. to enter into executive session for contracts and potential litigation. The Commission asked for Trustee Mike Sweet and GHD to stay in executive session. Commissioner Plaskov not present and the motion was carried.

Return to Regular Session:

Motion made by Commissioner Alger, seconded by Commissioner Becken to return to the regular meeting at 4:33 p.m. Commissioner Plaskov not present and the motion was carried.

Commissioner Plaskov arrived during the GHD Presentation at 4:50 p.m.

Allow Commission to Approve Claims in Advance:

**RESOLUTION
BATH ELECTRIC GAS & WATER UTILITY COMMISSION
BATH, NEW YORK**

Date Approved: Tuesday, December 13, 2016 Intro Date: Tuesday, December 13, 2016

Introduced by: Commissioner Plaskov Seconded by: Commissioner Alger

Vote:	Chairman Muller	Aye	Nay	Abstain	Absent
	Vice Chair Alger	Aye	Nay	Abstain	Absent
	Commissioner Plaskov	Aye	Nay	Abstain	Absent
	Commissioner Becken	Aye	Nay	Abstain	Absent
	Commissioner Heigel	Aye	Nay	Abstain	Absent

TITLE: Resolution allowing commission to approve claims in advance

WHEREAS; the Utility Commission of Bath Electric Gas & Water has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, credit card, express charges and bills with late fees; and

WHEREAS; all such claims must be presented at the next regular meeting for audit; and

WHEREAS; the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Utility Commission disallows.

NOW THEREFORE BE IT RESOLVED:

SECTION 1. That the Utility Commission of Bath Electric Gas & Water authorizes payment in advance of audit of claims for public utility services, postage, freight, credit card, express charges and bills with late fees. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Utility Commission disallows.

SECTION 2. That this resolution is effective immediately.

Audit of Bills:

BEGWS Electric Fund:

Motion made by Commissioner Heigel, seconded by Commissioner Alger to approve the Electric Fund bills in the amount of \$276,293.13. All present were in favor and the motion was carried.

Minutes November 2016:

Minutes for November 2016 not available to new commission members. Approval of minutes tabled until January 2017 meeting.

Supervisors Reports:

Accounting/Commercial Office/Meter Reading

- A Harris/NorthStar technical consultant extracted our fixed asset data from the failing AS400 system on Wednesday, 11/2/16. We are now without an application for our continuing property records. It is imperative that we implement a new system ASAP. This would be a temporary solution until we implement a full ERP system. Dave Bubniak of Southern Tier Central Regional Planning and Development Board met with us at our facility to review our situation to see if it would be feasible for him to develop a database program that we could use for our fixed assets. He suggested that if it wasn't feasible to him to develop the database that he would recommend Thomas O'Neil of MPR Technologies, Inc.
- Mr. Bubniak reported back that, although we have the field descriptions, the field names did not come over with the tables. So anyone not familiar with the previous application would have to spend some considerable time "reverse engineering" the tables before he/she could make any real progress. He suggested that since the BEGWS accounting staff would be the most familiar with the previous application that we work to import the tables into an MS Access database with the field names. Then, if we could give a brief description of the tables, a program developer could move quickly with much less expense. Between my access database experience and Kris's and Jordan's knowledge of the previous application, we could probably get the tables imported into a MS Access database.
- We updated our current accounting and billing software by Edmonds from Version 3.3 to version 4.1. This double upgrade went smoothly. There are no major issues with the new version although the staff is still getting used to the differences.
- Frank Radigan of Hudson River Energy Group, our consultant for the gas SIP rate case, requested additional information. Most of that information has been provided. However, we owe him some additional information and analysis.
- During the month of November no checks were issued for the Electric Upgrade Project.
- During the month of November \$442,388.18 was paid on the Sewer Upgrade Project.
- There was no QRS customer complaints filed with the NYS PSC during the month of November against BEGWS.
- There were 9,099 meters scheduled to be read in November of which 8561 or 94% were actually read by meter readers or customers. The vast majority of those missed were due to access issues.

- Currently we have 1,325 offsite meter reads. This is about 15% of our total meter population. For November we had 218 e-bill customers and 290 direct withdrawal customers.

Dan Wilhelm – Accounting Supervisor

Electric Line Department

- Repaired 12 street lights and 4 security lights
- Changed banners for the village to winter banners
- Decorated the trees on Liberty street for the village
- Set and changed over a new pole at the fairgrounds entrance to accommodate a wider entryway
- Finished repairs to the underground conductors feeding the Exit 39 lights for the town
- Completed pole replacement for a car pole accident on Campbell Street
- Continued work on the 12KV upgrade, installing new pole and underground conductor to a new pad mount transformer behind the W. Washington St. plaza
- Connected 2 service upgrades
- Continued with the electric meter change out program. There are about 30 meters left to change and test by the end of the year to be compliant with the PSC
- Responded to callouts at E. William St. Ext., 12 Buell St. and County Rte. 13.
- Attended a safety meeting at Watkins Glen Municipal. Topics of discussion included defensive driving and OSHA penalties

Mark Hawk – Electric Line Supervisor

Service Department

- Investigated 9 gas odor complaints.
- Rechecked pending gas leaks.
- Changed out 5 water meters
- Changed out 8 Gas Meters.
- Continued records audit with Kristie Fogle from the PSC, I met with her on 2 separate occasions in November. Kristie also observed Greg Havens and Jason Causer inspect and perform maintenance on Distribution Regulators, Main Line Valves, and Public Building Valves
- Rebuilt gas service for Clarks Specialty (old sav a lot), service was inactive and pipe coming in building showed extensive corrosion so we relocated service to outside of building with new riser and materials.

- Relined gas service at 111 Cook St, this was also an inactive gas service that had extensive corrosion, so decision was made to reline with new materials.
- Relocated gas service from inside to outside of house @ 108 E Washington St due to leak.

Steve Larsen – Service Department Supervisor

UGLM Department

Water:

- Installed two new Regal Chlorine Regulators in Well # 7 for dual chlorine tank dispersal
- Replaced leaking service from main to curb at Fairway Drive (6985 Buck Meadows)
- Repaired leaking fire hydrant at Civil Defense Buildings property
- Cut off service line for removal of Kwik-Fill demolition

Gas :

- Installed 2” gas riser at old Bonady plaza for Clark Specialty
- Repaired laterals with binder and blacktop
- Replaced gas service at 121 E. Washington St
- Replaced gas service at 108 E. Washington St
- Replaced gas service at 111 Cook St
- Removed service at curb for 346 W Morris (Demo)

Sewer:

- Inspected new sewer replacement at old Bonadys Save-a-Lot/Clark Specialt
Performed numerous Dig Safety markings !

Dan Borhman – UGLM Supervisor

Waste Water Treatment Plant

- Daily lab test & reg maintenance.
- Repaired #3 Lamson Blower.
- Pumped & cleaned Pista Grit System.
- Drained tank 3 to fix rail system for the new pump.
- Repaired pinch valve on the Pista Grit System.
- Replaced timer in pista Grit control panel.
- Repaired heating system in the grit building

Royce Hoad – WWTP Chief Operator

Transformer Bids:

Motion made by Commissioner Plaskov, seconded by Commissioner Alger to obtain bids for the purchase of electric transformers. Bids to be open at 2:00PM January 6, 2017 followed by recommendations from Mark Hawk at the January 10, 2017 commission meeting. All present were in favor and the motion was carried.

WWTP Grant:

Motion made by Commissioner Alger, seconded by Commissioner Becken to accept the New York State Department of Environmental Conservation grant for the Waste Water Treatment Plant for up to \$30,000 for the Engineering Planning Grant. All present were in favor and the motion was carried.

Motion made by Commissioner Alger, seconded by Commissioner Becken to amend the motion above to include to authorize Chairman, Jeff Muller, to sign the paperwork for the grant. All present were in favor and the motion was carried.

Adjourn Regular Meeting/Executive Session:

Motion made by Commissioner Plaskov, seconded by Commissioner Alger to adjourn the regular meeting of the Municipal Utility Commission of the Village of Bath at 7:11 p.m. to go into executive session for personnel, sale of property and contractual reasons. GHD, Mark Hawk and Dan Wilhelm were invited to stay during executive session. All present were in favor and the motion was carried.

Return to Regular Session:

Motion made by Commissioner Plaskov, seconded by Commissioner Alger to return to the regular session at 8:38 p.m. All present were in favor and the motion was carried.

Appoint Commissioner's for Audit of the Bills:

Motion made by Commissioner Alger, seconded by Commissioner Plaskov to appoint Commissioner Heigel and Chairman Muller to audit the BEGWS bills for 6 months from January to June, 2016. All present were in favor and the motion was carried.

Appoint Finance Committee:

Chairman Muller appointed Commissioner Alger and Commissioner Plaskov to a finance committee for BEGWS.

Appointment of Aaron Soles:

Motion made by Commissioner Becken, seconded by Commissioner Plaskov to appoint Aaron Soles permanently to the Apprentice Lineman position. All present were in favor and the motion was carried.

Adjournment:

Motion made by Commissioner Alger, seconded by Commissioner Plaskov to adjourn the regular meeting at 9:20 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Julie Cerra
Consumer Service Clerk
BEGWS