

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION
FOR THE VILLAGE OF BATH
REGULAR MEETING
FEBRUARY 16, 2017**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 16th day of February 2017 at Bath Electric, Gas & Water Systems, located at 7 South Ave., Bath, NY 14810. The meeting was called to order by Jeff Muller, Chairman of the Commission, at 4:30 p.m.

Present:

Utility Commissioner Chair:	Jeff Muller
Utility Commissioner:	Keith Becken
Utility Commissioner:	Robert Plaskov
Mayor:	William von Hagn
Utility Commission Clerk:	Ruth Sprague
BEGWS Employee/Union President:	Andrew Burdin
BEGWS Employee:	Dan Borhman
BEGWS Employee:	Royce Hoad
BEGWS Employee:	Mark Hawk
BEGWS Employee:	Josh Knowles
BEGWS Employee:	Steve Larsen
BEGWS Accounting Supervisor:	Dan Wilhelm
Village of Bath resident:	John Bogart
Utility Commissioner Vice Chair:	Mark Alger (Absent)

REGULAR MEETING

Audit of Bills:

Motion made by Commissioner Plaskov, seconded by Commissioner Becken to approve the payment of February abstracts. All present were in favor and the motion was carried.

Minutes - January

Rich Bills, an employee of Steuben County was inadvertently listed as an employee of BEG&WS. Upon correction of this error, a motion was made by Commissioner Becken and seconded by Commissioner to approve the minutes of the January 11, 2017 meeting, and the special meetings on January 19th and February 2nd. All present were in favor and the motion was carried.

Supervisors Reports:

Accounting/Commercial Office/Meter Reading

The accounting staff completed W2s and 1099s and have filed them with the government agencies. The accounting staff has started working on the 2017-18 budgets. While working on the payroll budget we decided that a new study was needed to classify the Service Department hours.

We have entered into a contract with Bill Freitag, CPA at BST & Co. CPAs, LLP.

Pat Cook retired on January 31, 2016. A new position duty statement was created and approved by civil service which will move the billing function to a consumer clerk position in the consumer office. Interviews were scheduled for February 8th to fill this position. The commercial office staff met and discussed the transition and separation of job duties for the new position.

Dan Wilhelm, Keith Becken and Kris New attended a MEUA special meeting on January 25, 2017. Information on the Clean Energy Standard RECs (renewable energy credits) and ZECs (zero-

emission credits) was given. We were given the estimated costs to BEGWS for this year. We are moving forward with the behind-the-scenes process to implement the charges on our customer bills.

We have continued the work on importing the fixed assets extracted from the AS400 system into a MS Access database. We have recreated the depreciation calculation that was being done in the AS400. In doing so it was discovered that since January 2010, when PSC required us to change our depreciation to allow assets to depreciate below zero, the AS400 depreciation calculation was incorrect. We will be working with Bonadio in February to determine the next steps. We also drafted the RFP in order to obtain outside services to finish programming the fixed asset database.

The accounting staff has also responded to questions from Frank Radigan of Hudson River Energy Group concerning the gas rate case. The SIP rate is temporarily on hold until the At Risk Pipe Replacement program can be reviewed and new direction given.

During the month of December no checks were issued for the Electric Upgrade Project.

During the month of December \$42,854.01 was paid on the Sewer Upgrade Project.

There was no QRS customer complaints filed with the NYS PSC during the month of January against BEGWS.

There were 9,073 meters scheduled to be read in January of which 8,593 or 95% were actually read by meter readers or customers. 87 or 1% were customer supplied. The vast majority of those missed were due to access issues.

Currently we have 1,396 offsite meter reads. This is about 16% of our total meter population. For January we had 217 e-bill customers and 295 direct withdrawal customers.

Kris New & Jordan Snell

Electric Line Department

- Repaired 33 Street lights and 12 Security lights
- Installed 14 of the 15 poles and underground conduit for the Buck Meadows lighting project. We are still waiting for permission to energize.
- Installed two new service upgrades
- Installed a new service with underground to the Corning Natural Gas building at Murray Ave. The service, which was unmetered and fed from the abandoned building at the front of the property failed. New overhead triplex and a new URD service with a meter were installed at the cost of the Electric Department.
- Repaired outside lights and one inside light at the Village Street Department.
- De-energized the Christmas lights and stored the Mossy Bank star.
- Responded to callouts at Colonial Lawns, 36 Buell St., Pulteney Square, and 102 W. Steuben St.
- Bryce and Pat went on mutual aid on 1/4/17 and 1/5/17 to help Penn Yan Municipal after a wind storm damaged power lines in several areas.
- Attended Safety training on 1/6 and 1/20. Topics of discussion included Qualified Electric Personnel and Workplace Violence/Harassment.
- Aaron Soles started as an Apprentice Lineworker on 1/3/2017.

Mark Hawk – Electric Line Supervisor

Service Department

- Investigated 4 gas odor complaints.
- Investigated 2 CO complaints.
- Rechecked pending gas leaks.
- Changed out 9 gas meters.
- Changed out 8 water meters.
- Rebuilt gas service at 207 E. William St. Relocated gas meter to outside of building, and changed water meter so that it could be read remotely.
- Don Bates and Randy Watkins built new enclosure for Pine St. regulator.

- Began work to disassemble and scrap Wilson sub-station.

Steve Larsen – Service Department Supervisor

UGLM Department

Water:

- Repaired leak on entry point main from wellhead in Well #8
- Repaired leak on service at Lot #33 Buck Meadows
- Responded to dirty water complaint at #30 Robie St.
- Sent monthly reports to DOH
- Checked for frozen or leaking fire hydrants in the Distribution system

Gas:

- Installed new HP gas service to house at 7061 Golfview Drive
- Replaced gas service at 207 E. William St. (leak)
- Replaced gas service at 1 Elm St. (leak)
- Unplugged service at 110 E. Washington St.
- Removed inactive services at (See Below)
 - 27 Wood St.
 - 205 Liberty St.
 - 16-18 Warden St.
- Prepared & set newly made Regulator Box on Pine St. Regulator
- Serviced all small equipment in UGLM Dept.
- Moved Files at Bath Municipal Bldg.
- Had meeting with DOT for Liberty and Steuben St. milling and blacktopping
- Worked on Buck Meadows Lighting District, digging in conduit

Sewer:

- Flushed sewer at Geneva and Warden St., and responded to sewer smell complaints in that area.
- Flushed sewer at Steuben St. to Chat-A-Whyle
- Checked on sewer complaints.

Performed numerous Dig Safety markings!

Dan Borhman – UGLM Supervisor

Waste Water Treatment Plan

- Daily lab test & regular maintenance
- Replaced floor tiles where needed in the building
- Removed, had repaired, and replaced motor on Lamson Blower 1
- Repaired 2 in copper water line by the belt press
- Replaced drum screen on the belt press

Royce Hoad – WWTP Chief Operator

Sale of Surplus Equipment

Commissioner Plaskov motioned to grant permission to Mark Hawk, Electric Department Supervisor, to obtain bids for sale of surplus pad mount. Motion was seconded by Commissioner Becken. All present were in favor and the motion was carried.

Disposition of Wilson Ave. Sub-Station

Commissioner Plaskov motioned to proceed with the scrapping of the sub-station. Motion was seconded by Commissioner Becken. All present were in favor and the motion was carried.

NYRWA Conference

A request was made by Dan Borhman, Andrew Burdin, and Royce Hoad to attend the NYRWA Conference in Niagara Falls (May 22 – May 24). A fourth employee (from the WWTP) may also want to attend. Commissioner Becken motioned to grant permission for them to attend. Motion was seconded by Commissioner Plaskov. All present were in favor and the motion was carried.

Consumer Service Clerk

Commissioner Plaskov motioned to hire Hannah Conrad for the Consumer Service Clerk position. The position is permanent pending a successful probationary period. Motion seconded by Commissioner Becken. All present were in favor and the motion was carried.

Adjourn Regular Meeting/Executive Session

A motion made by Commissioner Becken and seconded by Commissioner Plaskov to go into Executive Session at 5:55 p.m. Motion carried. Royce Hoad, WWTP Chief Operator and GHD Engineers were asked to remain in session.

Return to Regular Meeting

A motion was made by Commissioner Becken and seconded by Commissioner Plaskov to return to the Regular Meeting at 6:15 p.m. Motion carried

Waste Water Treatment Plan Project

Commissioner Plaskov motioned to choose GHD's Option #2 for the WWTP Project. Commissioner Becken seconded motion. All present were in favor and the motion was carried.

Adjourn Regular Meeting/Executive Session

A motion made by Commissioner Plaskov and seconded by Commissioner Becken to go into Executive Session at 6:45 p.m. Motion carried. Andrew Burdin, Union Representative and Dan Wilhelm, Accounting Supervisor were asked to remain for session.

Return to Regular Meeting

A motion was made by Commission Becken and seconded by Commissioner Plaskov to return to the Regular Meeting at 7:52 p.m. Motion carried.

Adjournment:

Motion made by Commissioner Plaskov, seconded by Commissioner Becken to adjourn the regular meeting at 7:55 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Ruth Sprague
Utility Commission Clerk

NEXT MEETING SCHEDULED ON MARCH 14, 2017 @ 4:30 P.M.