

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION  
FOR THE VILLAGE OF BATH  
REGULAR MEETING  
AUGUST 8, 2017**

This meeting of the Municipal Utility Commission (MUC) of the Village of Bath was held on the 8th of August, 2017 at Bath Electric, Gas and Water Systems (BEGWS), 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:	Jeffrey Muller	
Utility Commissioner Vice Chair:	Mark Alger	Arrived 5:04 p.m.
Utility Commissioner:	Vern Anderson	
Utility Commissioner:	Keith Becken	
Utility Commissioner:	Robert Plaskov	
Mayor/Utility Commission Liaison:	William von Hagn	
Utility Commission Clerk:	Ruth Sprague	
BEGWS Director of Municipal Utilities:	Erin Bonacci	
BEGWS Employee/CSEA Unit President	Jason Causer	Left 6:32 p.m.
BEGWS Employee/CSEA Unit Vice-President	Rick Pendle	Left 6:32 p.m.
BEGWS Employee/UGLM Supervisor:	Daniel Borhman	Left 6:32 p.m.
BEGWS Employee/Electric Line Supervisor	Mark Hawk	Left 6:32 p.m.
BEGWS Employee/WWTP Chief Operator:	Royce Hoad	Left 5:18 p.m.
BEGWS Employee/Utility Service Supervisor:	Steven Larsen	Left 6:32 p.m.
BEGWS Employee/Apprentice Lineworker:	Aaron Soles	Left 6:32 p.m.
The Bonadio Group, External Auditor:	Randy Shephard	Left 4:55 p.m.

**Approval of Minutes:**

Motion made by Commissioner Becken and seconded by Commissioner Plaskov to approve the minutes of the Regular Meeting held July 13, 2017. All present were in favor and the motion was carried.

**Audit of Bills:**

Motion made by Commissioner Anderson and seconded by Commissioner Plaskov to approve the payment of the August abstracts in the amount of \$951,890.94. All present were in favor and the motion was carried.

**Supervisors' Reports:**

Mark W. Hawk, Electric Line Supervisor:  
Electric Line Department Report was received.

Steven Larsen, Service Department Supervisor:  
Utility Service Department Report was received.

Daniel Borhman, UGLM Supervisor:  
Underground Lines and Main Department Report was received.

Royce Hoad, WWTP Chief Operator:  
Waste Water Treatment Plant Report was received.

Jordan Snell/Kris New, Accountants:  
Commercial Office-Accounting Report was received.

**Street Lighting Repair in NYSDOT Right-of-Way Area:**

Motion made by Commissioner Alger and seconded by Commissioner Plaskov authorizing Director Bonacci to retain an engineering consultant to inspect the street lighting located in the NYSDOT Right-of-Way for a fee not-to exceed \$15,000. All present were in favor and the motion was carried.

**Municipal Electric Utility Association (MEUA) Annual Conference:**

Motion made by Commissioner Alger and seconded by Commissioner Anderson authorizing Director Bonacci to attend the MEUA Annual Conference on September 19-22, 2017 in Saratoga Springs, NY. All present were in favor and the motion was carried.

**Independent Energy Efficiency Program (IEEP) Annual Meeting:**

Motion made by Commissioner Alger and seconded by Commissioner Plaskov authorizing Director Bonacci to attend the IEEP Annual Meeting on September 7, 2017 in East Syracuse, NY. All present were in favor and the motion was carried.

**BEGWS Incident Investigation Procedures:**

Motion made by Commissioner Alger and seconded by Commissioner Becken to adopt the following forms for use when investigating incidents:

- Employee's Report of Injury Form
- Supervisor's Accident Investigation Form
- Incident Investigation Report
- Employee Incident Notice Form

All present were in favor and the motion was carried.

**Policy for Volunteer Firefighters:**

Motion made by Commissioner Alger and seconded by Commissioner Anderson to table discussion regarding volunteer firefighters leaving work to assist in fighting fires. Discussion will resume once a policy is drafted. All present were in favor and the motion was carried.

**Administrative Assistant**

Motion made by Commissioner Alger and seconded by Commissioner Anderson authorizing Director Bonacci to hire a temporary part-time administrative assistant. All present were in favor and the motion was carried.

**Assistant Director Job Description**

Motion made by Commissioner Plaskov and seconded by Chairman Muller asking Director Bonacci to draft a job description for an Assistant Director of Municipal Utilities. The draft description is due to the MUC by October 1, 2017. All present were in favor and the motion was carried.

**Adjourn Regular Meeting/Executive Session:**

Motion made by Commissioner Anderson and seconded by Commissioner Alger to go into Executive Session at 6:34 p.m. to discuss a personnel issues and potential litigation. All present were in favor and the motion was carried.

**Return to Regular Meeting:**

Motion made by Commissioner Alger and seconded by Commissioner Anderson to return to the Regular Meeting at 7:42 p.m. All present were in favor and the motion was carried.

**Special Meeting**

Motion made by Commissioner Plaskov and seconded by Commissioner Alger to have a Special Meeting on August 22, 2017 to discuss GHD's Amended Engineering Report. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Commissioner Anderson and seconded by Commissioner Alger to adjourn the Regular Meeting at 7:45 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Ruth Sprague  
Utility Commission Clerk

**SPECIAL MEETING SCHEDULED FOR AUGUST 22, 2017 @ 4:30 P.M.**

**NEXT REGULAR MEETING SCHEDULED FOR SEPTEMBER 12, 2017 @ 4:30 P.M.**