

**Schuylerville/Victory
Board of Water Management
January 12, 2010**

The Schuylerville Victory Board of Water Management held a meeting on Tuesday January 12, 2010 at 7pm in the Village of Victory.

Chairman Colvin led the meeting.

Present: Chairman Colvin, Commissioners Carey, Lloyd, and Blake.
Recording Secretary Buchanan.

Announcements:

The next water meeting was discussed and due to come conflicts the next meeting was determined to be Tuesday, February 23, 2010 in Schuylerville.

Minutes:

Commissioner Lloyd made a motion to approve the November 17, 2009 and December 8, 2009 meeting minutes. They were seconded by Commissioner Blake, all ayes, motion passed.

Treasurer's Report:

TRANSFERS MONEY

There was a *resolution #2009.2010-8* presented to transfer \$160,000 to apply to the outstanding vouchers, payroll and for those miscellaneous expenses this month and prior to the next meeting for the water department. This is to authorize the transfer from the water savings account to the water checking account. **Commissioner Carey made a motion to approve and sign this resolution #2009.2010-8 to transfer \$160,000 from Savings to Checking, and it was seconded by Commissioner Blake, all ayes, motion passed.**

Budget Time: The tentative budget is due by March 20th. The Treasurer reported that she will have all the revenue and appropriation balances for next month with budget worksheets. There will also be an estimated cost for administrative costs for the fiscal year 2010.2011 available. A Budget workshop was discussed and scheduled for February 23, 2010 to follow the regular meeting.

AUD Estimate: The Treasurer provided copies of an estimate provided from Whittemore, Downen & Ricciardelli LLP for filing the AUD's as requested. The proposal is provided for accounting services to the water board in filing the AUD's as required. It was suggested to file the most current year and work back. No Audit report has been received as of this date.

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Commissioner Lloyd made a motion to approve the estimate that was provided for the filing of the AUD's, starting with the current year, then working backward. It was seconded by Commissioner Blake, all ayes, motion passed.

Foreman's Report:

Distribution:

Received two complaints of discolored water, water personnel will flush dead ends as weather permits.

Schuylerville WTP:

Tested valves, variable frequency drives and wiring leading to well pump one. (pump has low pressure) Waiting for more information to assist in determining cause.

Plant Operators have been busy repainting pipes etc. in spare time. RO machine frames will be touched up as they are showing signs of rust at various locations.

Bi-yearly CIP cleaning scheduled for this month. This may require two 10-12 hr. work days to accomplish task.

Victory WTP:

Called in Emmons Pump on Jan. 8th. Surge tank pumps activating alarms and shutting down. Techs troubleshoot system, may have been caused by a power surge from National Grid.

Commissioner Lloyd explained that the auto flushing hydrant has been working well and there have been no complaints in that area. Chairman Colvin stated we should try to add in 2-3 more in the next budget. Commissioner Lloyd also explained that the Utility truck is going to be going soon, the buyer was waiting for some work to finish up.

Old Business:

Security camera- no update

Personnel manual- Chairman Colvin is working on this.

Evaluation review form was discussed. It was determined to look it over and they would discuss at the next meeting.

Investment/Procurement Policy: Chairman Colvin stated he will get a copy of Schuylerville's policy and review next meeting.

Water storage tank- Commission Lloyd stated that April is the dead line for funding for grants, so he will talk with CT Male and possibly have them come to our next meeting. Mayor Sullivan asked about the life of the existing tank, he wanted to know what the report said when we had it video taped. It was unknown at this time.

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Trench box-no update

Cell phone-There was a discussion on the cost of the additional phone. Chairman Colvin asked that the board wait until February. Ted is on vacation for all February. Mayor Sullivan stated he was in support of another phone.

Albertson line-Chairman Colvin stated that Reds Road will be fixed, but probably not until the spring. He stated that Mayor Sherman said we can dig from the house to the water plant. Attorney Dixon stated he recommended getting it in writing.

State Standards: School state standards were discussed to reevaluate the school. Chairman Colvin asked the Secretary to contact Steve Adams at Laberge group and see if he has these standards.

New Business:

Non payment-outside Water user: Garnsey- 258 North Broad St. Schuylerville

The option of having the outside water users pay in advance was discussed. Attorney Dixon stated he would look into this. Commissioner Lloyd suggested we go to the town to run a new 4" line. Chairman Colvin stated he would talk with Tom Wood with the Town about a water district. Maybe help us with other repairs or expand.

Unit reduction-Siciliano-39 Herkimer St. Kori Siciliano put in a request to reduce her units as they took out a kitchen in their third unit and have divided the house into a duplex. Commissioner Lloyd stated he would go and inspect the property. **Commissioner Blake made a motion to decrease the units at 39 Herkimer St. from 3 units to 2 units as of this meeting, it was seconded by Commissioner Carey, all ayes, motion passed.**

Kinsley power has revamped prices.

Schuylerville WTP Generator:

\$209.00 for level 1 or Value plan

\$956.00 for level 2 or Manufacturers plan

\$1,165.00 total or Premier plan

Victory WTP Generator

\$209.00 for level 1 or Value plan

\$442.00 for level 2 or Manufacturers plan

\$651.00 total or Premier plan

There was a discussion on the reduction in costs of the plans. Chairman Colvin stated he felt that this was a lot of money for maintenance, when repairs would be an additional charge, when our employees do maintenance now.

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He also stated that he asked the Chief Water Operator to start a check sheet on the maintenance, which has been done. Commissioner Lloyd stated that they put meters on the generators that we don't have and they adjust things accordingly. He also explained that the Generator in Schuylerville is

a large generator and they can watch for possible problem; also possibly find things before they become repairs. Chairman Colvin stated he would like to get some quotes from other companies that could supply us with this service. Mayor Sullivan stated that you should consider this no later than next month, this is important.

Public Comment:

Mayor Sullivan asked Chairman Colvin to step down as chairman and as a member of the board; he stated he feels this is a conflict of interest. He stated he will be going to the Schuylerville Meeting tomorrow night requesting Trustee Colvin be removed from the water board. Chairman Colvin stated he would not step down or resign and the Mayor has the right to go to Schuylerville meeting if he so chooses. Chairman Colvin also asked Attorney Dixon to comment on the conflict. Attorney Dixon stated the intermunicipal agreement does not show a conflict. Mayor Sullivan stated he did not care what the Attorney said; he felt this is a conflict.

Mayor Sullivan asked why Trustee Dennison was certifying payroll for her husband. Chairman Colvin stated that certifying a payroll is verifying the checks match the payroll sheet. You do not do the payroll and you do not write the checks or sign them. He also explained that they will be looking into changing the pay period to make this easier. Chairman Colvin stated he would be certifying the payroll from now on.

Mayor Sullivan asked the Chairman if he knew how much overtime Mark Dennison works. Chairman Colvin stated he did not know exactly, but he does have contact with Mr. Dennison and he advises him of problems.

Patricia Pierce: Asked about the personnel policy manual-does this exist and is this with the attorney yet. Chairman Colvin stated that it is not yet with the attorney and they are working on the manual. Ms. Pierce also asked about a foil request she submitted approximately 3 months ago. It was for outside water users. Secretary Buchanan stated she would look into this request and get it to Ms. Pierce in the next few days.

Executive Session:

Mayor Sullivan was requesting an executive session on certified payroll. There was no motion on the table to enter and Mayor Sullivan asked repeatedly.

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Commissioner Carey made a motion to go into executive session and it was seconded by Commissioner Lloyd. Attorney Dixon was asked to also go into executive session, all ayes, motion passed.

Commissioner Blake made a motion to exit executive session and it was seconded by Commissioner Lloyd, all ayes, motion passed.

Chairman Colvin stated they discussed certified payroll and that he will be certifying the payroll from now on. They also will be looking into changing the pay period.

Adjourn

Commissioner Lloyd made a motion to adjourn the meeting and it was seconded by Commissioner Carey, all ayes, motion passed.

Respectfully submitted,

Brenda S. Buchanan,
Recording Secretary