

**Schuylerville/Victory
Board of Water Management
July 13, 2010**

The Schuylerville Victory Board of Water Management held a meeting on Tuesday, July 13, 2010 at 7pm in the Village of Victory.

Chairperson Gail Blake opened the meeting and stated with the pledge.

Present: Chairperson Gail Blake, Commissioners Carey, Lloyd, and Woodcock and Recording Secretary Buchanan.

Announcements:

There was a discussion on the August meeting and it was determined to have the next meeting on Tuesday, September 14, 2010.

Minutes:

Commissioner Lloyd made a motion to approve the June 8, 2010 meeting minutes with one correction, on page three for the quotes for the security cameras was not from Ed Trembley, they were from Dan Brown, these minutes were seconded by Commissioner Woodcock, all ayes, motion passed.

CT Male: Ed Vopelak was present to discuss water storage tank information. They have reviewed the information that was provided by Commissioner Lloyd and some information from Laberge. There was a discussion on funding. He explained he would be able to prove a quote for the writing of grants for both or either water tank storage or meters and get it to the board by the next meeting.

Treasurer's Report:

Balances were read along with report.

Transfer Money:

There was a resolution, #2010.2011-2 presented to transfer \$25,000 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 #2010.2011-2 to transfer \$25,000 from Savings to Checking, and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

There was a resolution, #2010.2011-3 presented to provide paid leave for up to three days for Bereavement Leave as there is no policy adopted as of yet to cover this leave. **Commissioner Lloyd made a motion to approve and sign this resolution #2010.2011-3 to allow up to three days for bereavement leave and it was seconded by Commissioner Woodcock, all ayes, motion passed.**

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There was a resolution #2010.2011-4 presented to transfer money from the budget between appropriations for those costs associated with Special Items and Employee Benefits. From J9060.8 Employee Benefits, medical Insurance to J9040.8 Employee Benefits, Workmen's compensation, coverage more than estimated in the amount of \$220.17. Also, from J1990.4 Special Items, Contingent Account in the amount of \$6,000, J1950.4 Special Items, Taxes in the amount of \$5,000, and J8320.4 Source of Pumping, Contractual in the amount of \$6,250 to J 1910.4 special Items, Unallocated Insurance (Paid out 6/2010 to VOS for 08/09 & 09/10 premiums, in the amount of \$17,250.00.

Commissioner Lloyd made a motion to approve and sign this resolution #2010.2011-4 to authorize the treasurer to amend the budget as stated to reconcile the appropriations as outlined, and it was seconded by Commissioner Carey, all ayes, motion passed.

There was a resolution #2010.2011-5 presented to authorize a transfer from the water filter savings account to the water checking account to pay for the filters in the amount of \$77,400.36 as quoted from GE Betz. The budget amendment would be as followed; from J230 Cash, Special Reserve Funds in the amount of \$77,401 going to J8330.4 Purification, contractual in the amount of \$77,401.

Commissioner Carey made a motion to approve and sign this resolution #2010.2011-5 to authorize the transfer of \$77,400.36 between accounts and to transfer \$77,401 between the designated appropriations, for the purchase of the replacement filters, this motion was seconded by Commissioner Woodcock, all ayes, motion passed.

Operating:

Insurance claim submitted for water truck: claim was approved and truck was repaired minus \$500 deductible payable by the water department.

There was a discussion on a Purchase order for a Chemical Feed pump that was being requested for \$2,053 and another for repairing curb boxes \$1,136.52. **Commissioner Woodcock made a motion to approve the PO for the chemical feed pumps for \$2,053 and it was seconded, by commissioner Lloyd, all ayes, motion passed.**

Commissioner Carey made a motion to approve the PO in the amount of \$1,136.52 for the curb box repairs that were being requested and it was seconded by Commissioner Woodcock, all ayes, motion passed.

There was a discussion on the process for the signing of the vouches. It was determined to have Commissioner Lloyd initial the vouchers and Chairperson Blake also sign the vouchers so the bills can be paid.

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Chief Water Operator's Report:

The CWO's report was read, see attached.

There was a PO for a bottle washer at a cost of \$679.00 from Hach. This is to extend the life of the bottles that water samples are taken with. **Commissioner Lloyd made a motion to approve the bottle washer for \$679.00 and it was seconded by Commissioner Woodcock, all ayes, motion passed.**

There was a discussion on a Wet Tapping machine that was requested last month. This machine is for water mains at a cost of \$3,200.00. **Commissioner Woodcock made a motion to approve the wet tapping machine and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

There was a discussion on the PVC/Victaulic fittings on the intake side of feed pump leaking again. Temporary repairs were made, but CWO Dennison was requesting approve for all 316 pieces to be replaced with stainless steel at a cost of \$4,650.00 with C&H North Mechanical, Inc. from Hudson Falls. Commissioner Woodcock explained that this company has done work that he has seen and would recommend this company. **Commissioner Woodcock made a motion to approve the \$4,650.00 quote from C&H and it was seconded by Commissioner Carey, all ayes, motion passed.**

Old Business:

Albertson Line: John Sherman stated he had a conference call with the Canal Corp. July 28, 2010, they are taking out the road permanently. Water line must be out. There was some discussion on where this line could be put in. Attorney Dixon requested to get the easement that Schuylerville should have gotten when the electrical went in for the plant. Different options were discussed. Mayor Sherman stated he would call the Canal Corp, back and ask that that line be lift in there and that the water department is trying to get the line moved, but will be unable to do so by July 28, 2010.

Personnel manual- There was a discussion on the manual and distributing it to the employees. Chairperson Blake stated she would meet with the department to speak with them or any questions. **Commissioner Carey made a motion to approve the employee manual for the Water Department as of August 5, 2010 and it was seconded by Commissioner Woodcock, all ayes, motion passed.**

Drawings for Storage Building: Quotes are coming in.

Water rates: Outside water users were discussed. School was discussed. Commissioner Woodcock asked that the water rates remain the same and open at this time.

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Rules and regulations: **Commissioner Woodcock made a motion to approve the rules and regulations as they are and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

Time clocks at the water plants. For the purpose of call ins. 2 hrs minimum or amount of time after. It was determined to discuss this with the CWO at the September meeting.

Class D license training: There was a discussion for 4 people to go to training. Jeff Blaauboer, Rob Decker, Steve Brooks and Jake Fort. This would include \$250.00 for the class, each and additional for a

two night stay, along with meals and travel. This is the first phase in obtaining a distribution license. One year of hands on training in the field, endorsement by the CWO and final approval by DOH is required before a license is issued. **Commissioner Lloyd made a motion to approve the expenses relating to the class D license training for the above mentioned employees, (Water, Schuylerville and Victory) and it was seconded by Commissioner Woodcock, all ayes, motion passed.**

New Business: none

Public Comment:

Roger Sherman- Addressed the board about the following issues; new storage tank, water meters, water money surplus and outside water users.

Wendy Lukas – Addressed the board about the following issues: resolution, school population, water rates and commented on Morgan’s Run.

Executive Session:

Commissioner Lloyd made a motion to go into executive session in regards to Claim for Damages and it was seconded by Commissioner Carey, all ayes, motion passed.

Commissioner Lloyd made a motion to exit executive session in regards to Claim for Damages and it was seconded by Commissioner Carey, all ayes, motion passed.

Commissioner Lloyd made a motion to send a letter for half of the damages for the claim and it was seconded by commissioner Woodcock, 3-0-1, Lloyd-aye, Woodcock –aye, Blake-aye, Carey abstains, motion passed.

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

Respectfully Submitted, Brenda S. Buchanan Recording Secretary