

**Schuylerville/Victory  
Board of Water Management  
July 21, 2009**

The Schuylerville Victory Board of Water Management held a meeting on Tuesday July 21, 2009 at 7pm in the Village of Schuylerville.

Chairman Colvin led the meeting.

Present: Chairman Colvin, Commissioners Carey, Lloyd, and Pink.

Recording Secretary Buchanan, Mayor James Sullivan, Trustee Dennison and Trustee Healy

**Announcements:**

The meeting for August will be Tuesday, August 11th in Victory at 7pm.

**Minutes:**

**Commissioner Pink made a motion to approval June 6, and June 23, 2009 meeting minutes and they were seconded by Commissioner Carey, all ayes, motion passed.**

**Treasurer's Report:**

**Transfer Money**

There was a *resolution #2009.2010-2* presented to transfer \$20,000 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 Pink made a motion to approve and sign this resolution #2009.2010-2 to transfer \$20,000 from Savings to Checking, and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

**Operational Items:**

The treasurer was asking for approval on the following purchase order request from Chief Water Operator Dennison.

- 1) PO # V09.10-15: JEM Enterprises \$1,630.00 to rebuild the chlorine pumps at the Victory WTP and for 50# pails of chlorine stabilizer.

CWO Dennison stated that the pumps are out of warranty and they need to be replaced.

**Commissioner Lloyd made a motion to approve PO #V09.10-15 in the amount of \$1,630.00, and it was seconded by Commissioner Pink, all ayes, motion passed.**

**Commissioner Lloyd made a motion to approve an additional Rebuild chlorine pump for a stock item, and it was seconded by Commissioner Pink, all ayes, motion passed.**

- 2) PO #V09.10-17: Blair supply \$1,145.92 for 2 spare motherboards for the flow meters at FHWTP.

CWO Dennison stated that this does not happen to often, but if they have a storm they would lose it and we have no backup.

**Commissioner Pink made a motion to approve PO #V09.10-17 in the amount of \$1,145.92, and it was seconded by Commissioner Carey, all ayes, motion passed.**

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**NYSDEC:**

Notification on Water Quality Improvement Projects for the following five different types of projects eligible: Municipal Waste Water Treatment, Non Agricultural Nonpoint Source Abatement and Control, MS4-Phase II Storm Water implementation and Aquatic habitat Restoration. Up to 75%-85% of the total cost with the municipality covering the rest with local matching funds or in-kind services. No other grant dollars can be used but federal and state loans can be provided for the project. Application deadline is October 16, 2009. Chairman Colvin stated he would like to speak with the treasurer for more information on the grant applications.

**DOS:**

Department of State is soliciting grant applications for the following: BOA, Local Waterfront Revitalization, Lower Hudson Valley Smart Growth and shared Services/LEG. Chairman Colvin stated he would like to speak with the treasurer for more information.

**Capital Improvement Project:**

**Engineers statement of substantial completion/contract 1:** Chairman Colvin asked Attorney Dixon to comment on this. Mr. Dixon stated that we can sign the substantial completed form, but we wouldn't take over the plant yet. The treasurer's report reflected that some monetary value items are not completed, no final payment will be made until these are complete. Once these forms are signed, it will eliminate the need to renew the builders risk policy in the amount of \$1,220.00 August 1<sup>st</sup>. It was stated that the treasurer will notify Adirondack trust Insurance in regard to the water board's decision.

**Commissioner Lloyd made motion to authorize the Chairman to sign the substantial completion forms for contract 1 and it was seconded by Commissioner Pink, all ayes, motion passed.**

**FAB Grant:** Once the water board accepts the Victory WTP, the treasurer will send a letter and a copy of the substantial completion to FAB so that we can close out that grant. The 10% retainage of \$149,270 will then be released to the Schuylerville Victory Board of Water Management.

**DOH:** Approval of Completed works report was reviewed. There are two special conditions of the approval as noted that should be discussed. #1 will be completed by Fiscal Advisors once the project is 100% completed and #2 should be approved by the water board for compliance. The Treasurer recommended that an outside contractor be utilized vs. A contract change order with Contract 1. No decision was made on this issue.

**Correspondence from WM Schultz Construction, Inc.:** Attorney Dixon stated that this would be an executive session issue.

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**Chief Water Operators Report:**

Chairman Colvin received a letter from Rick Drew requesting his curb shutoff be replaced, which is the old style buffalo box service line. CWO Dennison recommendation to replace at no cost to Mr. Drew. He will coordinate with a contractor to do this along with his new water line, which he will be responsible for. Mr.

Dennison stated he would like to contact Mark Rogers to push the line across the road instead of digging up Rt. 4. He stated we have used him in the past and have had no problems. He also requested the villages help on this job. Chairman Colvin stated he will notify Schuylerville as soon as they know the date. Commissioner Lloyd stated he would like to see another quote. CWO Dennison stated doesn't have time and it was not required before.

**Commissioner Pink made a motion to hire Mark Rogers and it was seconded by Commissioner Carey, all ayes, motion passed.**

Mr. Drew thanked the board and stated he appreciated the help to get this completed.

CWO Dennison stated he had a problem at the plant. Both computers were taken out of service. The router was fried. He stated he had to run the plant manually for 2 days. They repaired the problem by down loading some software. They copied it and it is in the control panel, for future use if needed.

Chairman Colvin asked that it be copied again and stored off site.

Mr. Dennison stated that the (CIP) Clean in place was done. He plans on doing this twice a year now. It has been three years since it has been done. CIP will be done on the second RO next week, which takes about 2 days to do.

There also was another problem at the Victory plant. He stated that he contacted National Grid and there is nothing they can do, they are trying to protect the modems.

The Tribidity meters are having some problems that will be addressed with a tech.

There has been some Small water leaks, one on Burgoyne ST., which is being taken care of this week in front of Winslow's property. The seconded one behind Jim Carey's house in alley near Grove and Pearl Streets.

They both will be taken care of soon.

-Chairman Colvin stated he spoke to the Schuylerville DPW and they will be flushing and they will be putting in a Hydrant on Ranger Road in August.

-CWO Dennison stated he went to a seminar and saw how they can flush hydrants automatically, which runs on batteries. They can be programmed to do at any time.

-Plastic pipes were discussed and it's a new product.

-Commissioner Carey asked about the new employee. Mr. Dennison said it's hard to tell at this time, but if he has any problems he will let the board know.

-Commissioner Pink asked about Green Sand filtration plants : CWO Dennison stated that it is possible it is needed to help the bypass water in the Schuylerville plant. Commissioner Lloyd is in contact with a professor and when the lab tests come back they will be in contact again and discuss options. Mr. Dennison stated the only thing that could be possible a problem could be space. They are limited in space at the FHWPT.

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**Old Business:**

**Security Camera:** no update

**Personnel manual:** Chairman Colvin stated he has not yet gotten it to Attorney Dixon and he hoped to soon.

**Water storage tank:** Commissioner Lloyd stated that CT Male forwarded a copy of Victory's plans for the existing tank. He stated we need to look for grant money and do a study on what is needed, hopefully will

have more information for the next meeting. Chairman Colvin asked if the existing tank had been inspected yet. Mr. Dennison stated that they said they would be hear late summer for the inspection.

**Generator Maintenance agreement:** no update

**Trench box:** There was a discussion on an aluminum trench box for \$6,714.82, which is OSHA approved. It is handled by two people and a 1 ton pickup truck. CWO Dennison stated that this is a better one out there and it is easier to handle. Chairman Colvin stated he would like to contact the villages to see if they would go in on it also, possibly the Town also. He stated he would write a letter. There was a discussion on what is the price for each party. Chairman Colvin stated he would have to see who will go in on it.

### **New Business:**

**Town of Saratoga:** There was a request from the Town to waive the fee for the turn on to the Garage on their property. (old School Bus Garage). After a discussion, **Chairman Colvin stated he would make a motion to waive the fee for the turn on request, but to authorize the units of the Town be increase by one for billing purposes, due to the additional unit, it was seconded by Commissioner Lloyd, all ayes, motion passed.**

**Direct Deposit:** Mayor Sullivan stated he spoke with Dave Penzer at the bank about Direct deposit and on-line banking. He stated the board could review account on line. Chairman Colvin stated he was against the on-line banking due to the loss of control of the money. He also stated that when the water books go back to Schuylerville, they can not do direct deposit because of the past problems they have had. CWO Dennison stated he would like to be paid before Friday he suggested one day earlier, that this was not his request. Commissioner Lloyd stated he was not in favor of this at this time. Commissioner Pink stated he was ok with the checking, but was not comfortable with all our accounts on line. Changing the pay period is an option to discuss.

Any motion –Commissioner Lloyd not in favor, Commissioner Pink has reservations. Commissioner Carey would like to look into a little further.

**Commissioner Colvin made a motion to not go direct deposit and on-line banking and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

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The Pay period was discussed. It was determined that when time sheets will be due and the number of days until pay day will need to be discussed. Mayor Sullivan stated he is in favor of changing the pay period. Chairman Colvin stated he would speak with the Treasurer for more information for the next meeting.

**Financial Dashboard:** Mayor Sullivan stated he went to a seminar in May in Albany for Water Outlook. This is a new program that offers free software. You can build a plan into the software. After entering your information it does your calculations for your water outlook financially. It can give you advice on your finances, it is Web based so it can be kept on the web. Chairman Colvin stated he would like to see information on this information. Mayor Sullivan stated he would get him the information to review and possibly they can go on-line to try it out.

**Public Comment:**

Wendy Lukas asked what a trench box is for; what grants are being looked at and why minutes are not available at meetings. Chairman Colvin addressed each issue as discussed earlier in the meeting.

Mark Dennison stated he wanted to address a request, to set up an account for a vender that can supply hypersperse to us at a lower cost. He estimates he could have about \$10,000 a year. **Commissioner Lloyd made a motion to authorized the Treasurer to set up an account, and it was seconded by Commissioner Carey, all ayes, motion passed.**

Mayor Sullivan asked about the computer that needed to be sent back to H&T. He wanted to know why we paid the shipping back, which was about \$150.00 CWO Dennison stated that it is back put not working, a storm took out the modem, once the system gets back on line then they can program modem.

### **Executive Session:**

**Commissioner Pink made a motion to go into executive session in regards to legal issues with closing out of the water project and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

**Commissioner Lloyd made a motion to exit executive session and resume the regular meeting with not action taken, and it was seconded by Commissioner Pink, all ayes, motion passed.**

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Mayor Sullivan inquired about the application on the fence at the Victory plant and the process with the Town. He stated that the Town Code Enforcement Officer contacted him and wanted to know the status of the application. Chairman Colvin asked Attorney Dixon to speak on this issue. Mr. Dixon stated he thought this had been taken care of and when we get the asbuilts we will forward a copy on to the Town for their records. Mr. Dixon explained that this was case law and a letter was sent back to the Town CEO explaining the Water Boards position. Mayor Sullivan asked Attorney Dixon for the actual law to be referenced. Chairman Colvin also stated they have a letter from the previous CEO and he states that we do not need any application on this issue. Attorney Dixon stated he would get a copy of the letter to Mayor Sullivan.

### **Adjourn**

**Commissioner Pink 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