

**Schuylerville/Victory
Board of Water Management
November 9, 2010**

The Schuylerville Victory Board of Water Management held a meeting on Tuesday, November 9, 2010 at 7pm in the Village of Schuylerville.

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

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

Announcements:

The December meeting will be Tuesday, December 14, 2010 at 7pm in the Village of Victory.

Minutes:

Commissioner Lloyd made a motion to approve the Oct. 12, 2010 meeting minutes, these minutes were seconded by Commissioner Carey, all ayes, motion passed.

Treasurer's Report:

Balances were not available.

TRANSFERS MONEY

There was a *resolution #2010.2011-8* presented to transfer \$30,000 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 #2010.2011-8 to transfer \$30,000 from Savings to Checking, and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

There was a resolution presented by Attorney Dixon on behalf of the Water Board.

This resolution is for signatories on bank accounts for the Water board in the name of Maureen Kemmet and Brenda Buchanan, as they are both bonded.

It was requested from the Bank to have a resolution on file authorizing signers on the accounts. There was a discussion on this issue and there were no motions at this time.

There was another resolution presented by Attorney Dixon on behalf of the Water Board. This resolution is for authorizing the Chairperson to certify the payroll. There was a discussion on this resolution. This resolution had a **motion by Commissioner Lloyd for approval, with no second.** This issue will be tabled until the next meeting.

S/V BOWM

November 9, 2010

Page two

Operating: There was a resignation letter from the current Treasurer of the Water Board, this issue was not addressed.

Chief Water Operator's Report:

The CWO's report was read, see attached.

There was some additional information not on the report. The time clocks were installed at the plants for call ins. The Hydrant bollards have come in and it was reported they hope to get them installed soon. It was also reported that they will do some black top on some sites that need to be done.

There was a discussion on an outstanding invoice for GE as they billed us incorrectly. We actually owe them 13hrs of time for a service call. **Commissioner Lloyd made a motion to approve the \$1,365.00 for the travel time on the GE invoice and it was seconded by Commissioner Carey, all ayes, motion passed.**

BAS: Business Automation Services Inc. Robert Vitti showed a presentation on utility billing. The board asked Mr. Vitti to put together a proposal for the package. He explained he will need the enclosed survey filled out and returned to them and then they would be able to provide a quote depending on the survey. Secretary Buchanan explained she would get the survey out to them this week.

Old Business:

Water storage tank: We received info yesterday on this issue and the board determined to have CT Male at the December meeting for discussion on the grants and tank.

Job Descriptions: Chief water operator, part-time operator and full time operator job descriptions were discussed. There was a discussion on adding operating the backhoe to the chief water operator and the operator job descriptions. There was some discussion on the village DPW crews helping. Chief water Operator Dennison stated that they have problems getting Schuylerville to help on routing jobs. He explained he is filling out the requests and being told they will be there, and then they are not. Chairperson Blake stated she would speak with the Schuylerville Board and see what the procedure is.

Commissioner Lloyd made a motion to make the addition to the job descriptions for the Chief Water Operator and the Water Operator to operate the back hoe and it was seconded by Commissioner Carey, all ayes, motion passed.

Emergency connection to the reservoir:

Chief Water Operator is working on getting some prices together.

S/V BOWM

November 9, 2010

Page three

Personnel manual: 807 medical insurance for retirees: Years of service was discussed. There was a discussion for the Secretary to type up a draft for the next meeting and it would be reviewed at the next meeting.

Tires for backhoe: It was reported in the Chief Water Operators report that some service needed to be done on the Backhoe and new tires were also needed. At Capital tractor Tires and service, \$450-500 for service, 2000.00 total for tires and service. **Commissioner Carey made a motion to approve the purchase of two new tires and service for the backhoe and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

New Business

Cross connection control program: Chairperson Blake stated that they should set up a meeting after the new year to start reviewing this issue. She stated that this plan must be in by September 2011. Chairperson Blake stated that the Water board and the villages need to be involved; it is to do with the building code also. She stated she would let Schuylerville know that this will be coming up and let them know we will be setting up some meetings in early January.

Chief Water Operator Dennison stated he would be presenting a written request next meeting to carry over vacation days that were unused for 2010.

Check signatories: There was another discussion on the check signing authorization. Attorney Dixon stated that in the Intermunicipal agreement the board can act instead of the villages. He feels this falls within the rights of the board. He also stated that the bank has the right to demand this resolution before they honor any more checks. He stated that the board can authorize the mayor, treasurer and/or the secretary. **Chairperson Blake made a motion to authorize James Sullivan, Maureen Kemmet and Brenda Buchanan to be signers on the Water boards accounts at Glens Falls National Bank with two signatures required for each check and it was seconded by Commissioner Lloyd, all ayes, motion passed.**

Public Comment:

Penny Downs: Not going to pay penalty on water bills. She is asking to waive the late fee. Always on time and tried to but was late. She stated she worked on the water board for years for free and will not pay this late charge.

Attorney Dixon stated it was the board's decision.

Commissioner Carey made a motion to waive the late fee and it was seconded by Commissioner Lloyd, all ayes, motion passed.

S/V BOWM

November 9, 2010

Page four

Wendy Lukas-Asked if the Water Department has their own health insurance. Also if Employees that get a stipend do they get it in their check. Chairperson Blake stated she would check into this. Ms. Lukas asked what is the regulation on OT. This was explained. She also asked if Bret Johnson was not listed this last time on the time sheet. Is he being utilized?

CWO Dennison stated he spoke with him, not using him on a regular schedule.

Wendy Lukas asked Mike McLoughlin if he spoke with the town. Yes he did because of the contracts that are currently active; it would not give the town any benefits. He stated that it is not in best interest of the town to set up any district within the town, at this time. In March, if they dissolve then

they will be forced to create a district, but for now no other members are interested in setting up a district.

Executive Session:
none

Adjourn

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

Respectfully Submitted,

Brenda S. Buchanan
Recording Secretary