

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION  
FOR THE VILLAGE OF BATH  
REGULAR MEETING  
NOVEMBER 8, 2016**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 8th day of November 2016 at Bath Electric, Gas & Water Systems, located at 7 South Ave., Bath, NY 14810. This meeting was called to order by Chairman of the Commission Harold Rodbourn at 4:30 p.m.

**Present:**

Utility Commissioner Chair:	Harold Rodbourn
Utility Commissioner Vice Chair:	Mike Austin
Utility Commissioner:	Barney Bonicave
Utility Commissioner:	Will Heigel
Utility Commissioner:	Jeff Muller
Clerk/Treasurer:	Jacqueline Shroyer
Mayor:	William von Hagn
Director of Municipal Utilities:	Guy Hallgren
BEGWS Employee:	Julie Cerra
Utility Employee/Union President:	Andrew Burdin
BEGWS Employee:	Josh Knowles
BEGWS Employee:	Royce Hoad
BEGWS Employee:	Dan Bohrman

**Absent:**

BEGWS Liaison:	Michael Sweet
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**REGULAR MEETING**

**Audit of Bills:**

**BEGWS Electric Fund:**

Motion made by Commissioner Austin, seconded by Commissioner Bonicave to approve the Electric Fund Bills in the amount for October 25, 2016 of \$73,788,26, and the amount for November 8, 2016 of \$35,845.70. All were present, the majority were in favor and the motion was carried. Commissioner Muller abstained. Mayor von Hagn abstained.

**BEGWS Wastewater Treatment Project:**

Motion made by Commissioner Bonicave, seconded by Commissioner Heigel to approve payment to GHD for \$17,288.64. All were present, the majority were in favor and the motion was carried. Mayor von Hagn abstained.

Motion made by Commissioner Heigel, seconded by Commissioner Austin to approve payment to C.O. Faulter Construction Corp for contract #4 for \$230,930.71 covering the period through October 6, 2016. All present were in favor and the motion was carried.

Motion made by Commissioner Austin, seconded by Commissioner Heigel to approve payment to C.O. Faulter Construction Corp for contract #4 for \$41,040.56 covering the period through November 9, 2016. All present were in favor and the motion was carried.

Motion made by Commissioner Bonicave, seconded by Commissioner Heigel to approve payment to Schuler-Haas Electric Corp for contract #5 for \$81,642.24 covering the period through September 30, 2016. All present were in favor and the motion was carried.

Motion made by Commissioner Austin, seconded by Commissioner Heigel to approve payment to Schuler-Haas Electric Corp for contract #5 for \$20,339.31 covering the period through October 31, 2016. All present were in favor and the motion was carried.

### **Minutes October 2016:**

Motion made by Commissioner Heigel, seconded by commissioner Bonicave to accept the minutes for October 11, 2016. All were present, the majority were in favor and the motion was carried. Commissioner Muller abstained.

Motion made by Commissioner Bonicave, seconded by Commissioner Austin to accept special meeting minutes for November 1, 2016. All were present, the majority were in favor and the motion was carried. Commissioner Muller abstained. Mayor von Hagn abstained.

### **Supervisors Reports:**

#### **Accounting/Commercial Office/Meter Reading**

- Pat Cook, the senior clerk who normally does our customer billing, returned to work on 10/31/16 after a leave of absence. She has been updated on some minor changes to her work tasks and work processes.
- After addressing the issues we experienced with our collections agency, communications and co-ordination have greatly improved and Julie is satisfied with their service.
- Some progress has been made on obtaining reads for meters that have been estimated for more than 3 months. A continuing issue is unsanitary conditions where the meter readers will not go into the residences. The service department has agreed to order the necessary meters to replace the meters in those residences with remote read capability.
- The Harris/NorthStar technical consultant is scheduled to extract our fixed asset data from the failing AS400 system on Wednesday, 11/2/16. However, we will be without an application for our continuing property records. So, it is imperative that we implement a new system ASAP. This would be a temporary solution until we implement a full ERP system.
- Dan Wilhelm, Kris New, and Guy Hallgren attended the annual MEUA Accounting and Finance Workshop on October 19<sup>th</sup> and 20<sup>th</sup>. Some revisions to our uncollectible

accounts procedure need to be implemented.

- An SOP for the accounting procedure and a cash flow projection has been completed for the gas SIP rate case.
- During the month of October no checks were issued for the Electric Upgrade Project.
- During the month of October \$17,288.64 was paid on the Sewer Upgrade Project.
- There was no QRS customer complaints filed with the NYS PSC during the month of October against BEGWS.
- There were 9,344 meters scheduled to be read in October of which 7,768 or 83% were actually read by meter readers or customers. The vast majority of those missed were due to absences by the meter reading staff.
- Currently we have 1,288 offsite meter reads. This is about 14% of our total meter population. For October we had 217 e-bill customers and 286 direct withdrawal customers.

Dan Wilhelm

### **Electric Line Department**

- Repaired Several Street and Security lights.
  - Repaired Exit 39 lights for the Town of Bath. Found URD break and major fault in light pole that burned up several wires.
  - Set and transferred wires to several new poles installed for the conversion.
  - Set pole for new service Rte. 415 N.
  - Connected several service upgrades.
  - Changed 2 poles due to car/ pole accidents and one rotten security light pole that fell over.
  - Pat and Bryce responded to a mutual aid call from Penn Yan Municipal on 10/26.
  - Responded to callouts at Dogwood St., Elm St., State Rt. 54, Gratton Dr., 3 Campbell St., State Rt. 415 and Colonial Lawns.
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- Hung the Hometown Hero banners for the Village.
  - Temporarily disconnected power and removed overhead wire to the Chat A Whyle Restaurant so they could change a rooftop air unit.
  - Richard Pendle attended Apprentice class 10/4 – 10/7
  - Evan Green attended Apprentice class 10/11 – 10/14

Mark Hawk – Electric Line Supervisor

### **Service Department**

- Investigated 5 gas odor complaints.

- Rechecked pending gas leaks.
- Changed out 12 water meters
- Installed gas services at 88 Geneva St, 14 Fairview Dr., and 7179 Rte 54 (New Liquor Store)
- Rebuilt gas service @ 25 Hudson St, to repair leaking Class 1 gas leak
- Performed annual inspections and maintenance of gas system relief valves.
- Was visited by Kristy Fogle of the NYS Public Service Commission Safety Division to begin annual audit of gas department records.

Steve Larsen – Service Department Supervisor

### **UGLM Department**

Water:

- Installed 400+’ of new water main along Rt 54 for extension to new liquor store
- Tapped and installed new service for Liquor store
- Tapped and installed new water service main to curb for Clark Specialty (old Save-A lot store Bonady Plaza )
- Worked on Solar Bee controls on Tank #2 Maple Heights
- Working on installing Chlorine monitors in wells
- Annual DOH water inspection completed

Gas :

- Installed 400+’ feet of HP Gas main along Rt 54 for extension to new Liquor store
- Installed new HP gas service to new Liquor store
- Installed new service to 88 Geneva St.
- Repairing gas main leak laterals with binder and blacktop
- Repaired gas service to 25 Hudson St
- Removed service at 13 W Morris (Demo)
- Removed service at 48 Geneva St

Sewer

- Flushed storm pipes for County DPW
- Cut road crossings for County DPW

Performed numerous Dig Safety markings !

Dan Borhman – UGLM Supervisor

### **Waste Water Treatment Plant**

- Daily lab test & reg maintenance
- Repaired 6in plastic sludge line in the digester building
- Installed new penn valley sludge pump in the digester building
- Drained and cleaned secondary tank #1.
- Secondary tank #1 and # 3 have new pumps installed and are back on line
- Installed 1 new blower in the digester building

Royce Hoad – WWTP Chief Operator

**NYWEA Conference:**

Motion made by Commissioner Austin, seconded by Commissioner Bonicave to approve the Director, Guy Hallgren, to attend NYWEA Joint Energy Specialty Conference on November 16, 2016. All present were in favor and the motion was carried

**WWTP Upgrades:**

Motion made by Commissioner Austin, seconded by Commissioner Bonicave to submit a repair list for approval by the Village Board for additional upgrades, repairs and modifications to put the WWTP in good repair for the foreseeable future. All present were in favor and the motion was carried

**\*\*Amendment** proposed by Commissioner Muller that the repair list submittal to the Village Board does not further the concept of the Resource Recovery Hub. All present were in favor and the motion was carried with the exception of Commissioner Heigel voting nay.

**Adjourn Special Meeting/Executive Session:**

Motion made by Commissioner Austin, seconded by Commissioner Bonicave to adjourn the regular meeting of the Municipal Utility Commission of the Village of Bath at 6:02 p.m. to enter into executive session for personnel policy and sale of property. All present were in favor and the motion was carried.

**Return to Regular Session:**

Motion made by Commissioner Heigel, seconded by Commissioner Bonicave to return to the regular meeting at 6:27 p.m. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Commissioner Muller, seconded by Commissioner Austin to adjourn the regular meeting at 6:30 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Julie Cerra  
Consumer Service Clerk  
BEGWS