

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION  
FOR THE VILLAGE OF BATH  
REGULAR MEETING  
MARCH 14, 2017**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 14th day of March 2017 at Bath Electric, Gas & Water Systems (BEGWS), located at 7 South Ave., Bath, NY 14810. The meeting was called to order by Jeff Muller, Chairman of the Commission, at 4:30 p.m.

**Present:**

Utility Commissioner Chair:	Jeff Muller
Utility Commissioner:	Keith Becken
Utility Commissioner:	Robert Plaskov
Mayor:	William von Hagn
Director, Municipal Utilities:	Erin Bonacci
Utility Commission Clerk:	Ruth Sprague
BEGWS Employee/Union President:	Andrew Burdin
Utility Commissioner Vice Chair:	Mark Alger (Absent)

**REGULAR MEETING**

**Audit of Bills:**

Motion made by Commissioner Becken, seconded by Commissioner Plaskov to approve the payment of the March abstracts. All present were in favor and the motion was carried.

**Approval of Minutes:**

Motion made by Commissioner Plaskov, seconded by Commissioner Becken to approve the minutes of the February meetings held February 16, 2017 and February 22, 2017. All present were in favor and the motion was carried.

**Supervisors Reports:**

**Accounting/Commercial Office/Meter Reading**

We have entered into a professional services contract with at BST & Co. CPAs, LLP (contact: William (Bill) Freitag, CPA). The Accounting staff reached out to Bill on several issues this month including asset retirements, Renewable Energy Credits (RECs)/Zero-emission Credits (ZECs), Payment(s) In Lieu of Taxes (PILOT) and our rate cases.

Hannah Conrad started as our fourth Consumer Service Clerk on February 27th. She has been receiving training from the other three clerks.

Accounting staff along with Commissioner Keith Becken generated a letter to better explain the RECs and ZECs. The letter was included as a mailing in all three billing cycles to our rate payers.

Fixed Assets CS, Sage and MPR Technologies gave the Accounting staff demonstrations on how their fixed asset software would work for us. Our fixed asset process is very unique (group assets instead of individual and depreciate below zero). Box fixed assets programs cannot handle these items PSC require. MPR Technologies was the only company that would handle these requirements because they will build us a custom program.

The Accounting staff has also responded to questions from Frank Radigan of Hudson River Energy Group concerning the gas rate case. The System Improvement Program (SIP) rate is temporarily on hold until the At Risk Pipe Replacement Plan can be reviewed and new direction given. Mr. Radigan came in and met with the Accounting staff, the Commission and the Mayor.

During the month of February no checks were issued for the Electric Upgrade Project.

During the month of February \$24,657.00 was paid on the Sewer Upgrade Project.

There were no Quick Resolution System (QRS) customer complaints filed with the NYS Public Service Commission (PSC) during the month of February against BEGWS.

Currently we have 1,396 offsite meter reads. This is about 16% of our total meter population. For January we had 220 e-bill customers and 296 direct withdrawal customers.

Kris New & Jordan Snell, Accountants

### **Electric Line Department**

- Repaired several street and security lights
- Completed installing the lights, poles and underground for the Buck Meadows lighting project. Waiting on an agreement to energize them.
- Completed pole transfer to accommodate a new entrance for the new QuikFill on W. Morris St.
- Responded to a call out at 6636 Rt. 415 South for low voltage
- Set pole and ran new primary to correct low voltage issue at the Holland American Motel
- Changed several bulbs in Pulteney Park for the village
- Connected new service upgrades at 34 Hudson, 311 Burton and 16 Pulteney Square West

Mark Hawk – Electric Line Supervisor

### **Service Department**

- Investigated 9 gas odor complaints.
- Investigated 3 CO Complaints
- Rechecked pending gas leaks.
- Changed out 19 gas meters, 8 of these were large consumers (650 CFH and larger)
- Changed out 7 water meters.
- Continued disassembly and scrap of Wilson Ave substation
- Rebuilt gas service @ the County Jail to accommodate a new volume corrector as the software for old volume corrector had quit working leaving it impossible to calibrate per PSC regulations.

Steve Larsen – Service Department Supervisor

## **UGLM Department**

### Water:

- Removed water service at 18 & 20 E. Morris St for Demo
- Removed leaking service at lot # 34 Buck Meadows
- Responded to dirty water complaint at Baxter's Dental Offices
- Sent monthly reports to DOH
- Checked for frozen or leaking fire hydrants in the Distribution system
- Temporary repaired Hydrant c/o Maine & Haverling (MVA) will replace with new
- Repaired controls at well # 6 , repaired PLC

### Gas :

- Installed new HP gas service to house at 7061 Golfview Dr.
- Removed gas services at 18 East Morris St for Demo
- Removed gas service at 20 East Morris St for Demo
- Worked with Power-Mole to install conduit under road crossings
- Worked on Buck Meadows Lighting District , digging in conduit

### Sewer:

- Flushed sewer at W. Morris near McDonalds (Plugged Main)
- Flushed sewer at Steuben St to Chat-A-Whyle
- Removed and capped sewer laterals at 18 & 20 East Morris for Demo

### **Performed numerous Dig Safety markings !**

Dan Borhman – Underground Lines and Main (UGLM) Supervisor

## **Waste Water Treatment Plant**

- Performed daily lab test & regular daily maintenance
- Installed 37 amp heaters in breakers to control blowers to the south west tank
- Had 50 hp motor for Lamson blower rebuilt
- Replaced water sensor probe in the Pista grit pump

Royce Hoad – Wastewater Treatment Plant (WWTP) Chief Operator

## **Hiring of Apprentice Lineworker**

After interviewing candidates for an apprentice lineworker, Mark Hawk, Electric Line Supervisor, recommended Zachary Kuehner for the position. Commissioner Plaskov motioned to approve the selection of Mr. Kuehner. Commissioner Becken seconded. All present were in favor and the motion was carried.

### **Purchase of Fixed Asset Database Software**

Based on the recommendation of the Accounting Department, Commissioner Plaskov motioned to award a professional services contract to MPR Technologies (contact: Thomas (Tom) O'Neill) in the amount of \$15,000. Commissioner Becken seconded. All present were in favor and the motion was carried.

### **Appointments and Authorizations for New Municipal Utilities Director**

Commissioner Becken motioned to appoint Director Bonacci as Municipal Electric Utilities Association (MEUA) Representative. Commissioner Plaskov seconded. All present were in favor and the motion was carried.

Commissioner Plaskov motioned to appoint Director Bonacci as BEGWS contact for Occustar, Inc. Commissioner Becken seconded. All present were in favor and the motion was carried.

Commissioner Plaskov motioned to authorize Director Bonacci to receive Certified Lists of Eligibles from Steuben County Personnel and Civil Service Department and to sign Reports of Personnel Change (RPCs). Commissioner Becken seconded. All present were in favor and the motion was carried.

Commissioner Becken motioned to authorize Director Bonacci to make wire transfers on behalf of BEGWS at Five Star Bank. Commissioner Plaskov seconded. All present were in favor and the motion was carried.

Director Bonacci requested authorization to attend the MEUA Semi-Annual Conference held on April 12 and 13, 2017 in Syracuse, New York. Commissioner Plaskov motioned to grant the request. Commissioner Becken seconded. All present were in favor and the motion was carried.

### **Adjourn Regular Meeting/Executive Session**

Commissioner Becken motioned to go into Executive Session at 5:34 p.m. to discuss Personnel Matters. Commissioner Plaskov seconded. All present were in favor and the motion was carried.

### **Return to Regular Meeting**

At 6:25 p.m. Commissioner Plaskov motioned to come out of Executive Session. Commissioner Becken seconded. All present were in favor and the motion was carried.

### **Adjournment**

Commissioner Plaskov motioned to adjourn meeting. Commissioner Becken seconded. All present were in favor and the motion was carried. Meeting was adjourned at 6:34 p.m.

**NEXT REGULAR MEETING SCHEDULED FOR APRIL 11, 2017 @ 4:30 P.M.**