

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION  
FOR THE VILLAGE OF BATH  
REGULAR MEETING  
SEPTEMBER 13, 2016**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 13th day of September 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:	Will Heigel
Utility Commissioner:	Barney Bonicave
Utility Commissioner:	Mike Austin
Utility Commissioner:	Rhonda Sweet
Clerk/Treasurer:	Jacqueline Shroyer
Mayor:	William von Hagn
Trustee:	Mike Sweet
BEGWS Accounting Supervisor:	Dan Wilhelm
Village Code Enforcement:	Ralph Senese
Utility Employee/Union President:	Andrew Burdin
BEGWS Employee:	Josh Knowles
DIJ Consultant:	Don Jacobs

**Regular Meeting:**

**Audit of Bills:**

Motion made by Commissioner Sweet, seconded by Commissioner Austin to approve the Electric Fund Bills in the amount of \$76,717.05. All present were in favor and the motion was carried.

Motion made by Commissioner Bonicave, seconded by Commissioner Heigel to approve the AIA Document for the Secondary Improvement for payment for Faulter of \$482,651.28 covering the period of August through September 6, 2016. All present were in favor and the motion was carried.

Motion made by Commissioner Bonicave, seconded by Commissioner Heigel to approve the AIA Document for Faulter for payment of \$212,468.45 covering the period of July 2016. All present were in favor and the motion was carried.

Motion made by Commissioner Austin, seconded by Commissioner Sweet to approve the AIA Document for payment for Schuler-Haas Electric Corp of \$63,745.04 for the period covering up to April 30, 2016. All present were in favor and the motion was carried.

## **Minutes August 2016:**

Motion made by Commissioner Austin, seconded by Commissioner Bonicave to accept the minutes for August 2016 as corrected. All present were in favor and the motion was carried.

## **Supervisors Reports**

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

- Alicia Hargraves and Julie Cerra have been trained by Jordan Snell to fulfill the duties previously performed by Pat Cook who is on leave. Some of the duties assimilated by Alicia seem a better fit for that job.
- Having the meter readers doing the check reads has worked out very well, reducing the tension between the meter readers and the service crew.
- Krissy is coordinating with customers to obtain reads for meters that have been estimated for more than 3 months.
- The accounting staff spent nearly all of August completing the AUD reports and completing the Annual Reports for the Electric and Gas funds. There are four sets of financial reports developed by the Accounting department. These are:
  - Internal reports generated from the accounting software.
  - AUD (Annual Update Report for the NYS Comptroller's Office) This is incorporated into the Villages AUD report
  - Annual report to the PSC for the Electric and Gas funds.
  - Audited Financial reports incorporated into the Village financial statements.
  - Discrepancies between these reports have been noted and discussions have ensued between the accounting staff, the Auditors, and the PSC. Our joint goal is to make the reports more consistent. Essentially all issues have been addressed except for Insurance Reserves that show on our internal reports and the PSC reports. The PSC has agreed to address these this coming year.
- Nickole Simpson has learned the fundamentals of our A/P process. She has also helped with numerous year end closing tasks such as monthly AJE's, inventory record keeping, compiling statistics, and compiling various reports. She is tracking and invoicing retiree insurance premiums, and payments. Additionally, she is transcribing fixed assets from paper ledgers to excel worksheets.
- During the month of August no checks were issued for the Electric Upgrade Project.
- During the month of August \$26,853.33 was paid on the Sewer Upgrade Project.
- There was no QRS customer complaints filed with the NYS PSC during the month of August against BEGWS.
- There were 9,056 meters scheduled to be read in August of which 7,850 or 87% were actually read by meter readers or customers.
- Currently we have 1286 offsite meter reads. This is about 14% of our total meter population. For August we had 218 e-bill customers and 287 direct withdrawal customers.

Dan Wilhelm

### **Electric Line Department**

- Repaired several street and security lights as well as lights in Pultney Park.
- Responded to Barn fire on Railroad Ave.

- Connected several service upgrades.
- Responded to callouts at Harrison Rd., Robie St., Ash St., Haverling St. and Gansvoort St.
- Continued work on the 12 KV upgrade project, making ready and converting W. Wash. From Kruger to W. Morris, Hubbel St. and part of Maple Heights. Began make ready work on W. Morris St. commercial section.
- Removed fence posts around the old Fairview Substation in preparation for its removal.
- Pulled poles and removed wire which was temporarily feeding power to the Faucett substation. Brush hogged the area to prepare for its removal.
- Attended safety class on 8/15. Topic was pole top and bucket rescue recertification.
- An annual safety inspection was performed on all the line trucks. Several minor issues were found on all units. Repairs will be performed by TSL Aerial Hydraulics.
- Jeff Smalt returned to work from his accident. He will be on limited duty for an unknown duration.

Mark Hawk – Electric Line Supervisor

### **Service Department**

- Investigated 7 gas odor complaints.
- Investigated 1 CO complaint
- Rechecked pending gas leaks.
- Changed out 3 water meters.
- Continued annual gas leak survey
- Mowing of BEGWS properties
- Changed out 8 water meters
- Replaced gas services @ 323 E William, 19 Hudson, and 8 Fairview due to leaking gas services
- Completed maintenance of public building gas curb valves
- Repaired leaking distribution regulator @ Wildflower Hills and installed new stainless steel control lines
- Worked with UGLM to insert new gas main on Ellas Ave.
- Don Bates and the summer help crew sealed blacktop @ well #7
- Greg Havens and Steve Larsen attended Gas School in Pittsburgh Pa.

Steve Larsen – Service Department Supervisor

### **UGLM Department**

- No report submitted

### **Waste Water Treatment Plant**

- Daily lab test & reg maintenance
- Had 50hp elec motor repaired on blower #2
- Replaced pipes on drain valves on tank #2
- Pressed sludge out of the sludge thickener 3 days a week

Royce Hoad – WWTP Chief Operator

**Adjourn Special Meeting/Executive Session:**

Motion made by Commissioner Austin, seconded by Commissioner Sweet to adjourn the regular meeting of the Municipal Utility Commission of the Village of Bath at 7:38 p.m. to go into executive session for sale of property. All present were in favor and the motion was carried.

**Return to Regular Session:**

Motion made by Commissioner Austin, seconded by Commissioner Sweet to return to the regular meeting at 7:55 p.m. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Commissioner Sweet, seconded by Commissioner Austin to adjourn the regular meeting at 8:10 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Jacqueline Shroyer  
Clerk/Treasurer