

**Village of Bath
Municipal Utilities Commission
October 7, 2014
Meeting Minutes**

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:27 PM on October 7, 2014 at BEGWS Small Conference Room.

Roll call

Chairman Rodbourn conducted a roll call. The following persons were present which constituted a quorum:

Chairman	Harold J. Rodbourn
Vice Chairman	Michael Austin
Commissioner	Rhonda Sweet
Commissioner	William Heigel
Commissioner	Barney Bonicave
Director	Guy Hallgren
Village Trustee	Michael Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Bonicave and seconded by Commissioner Heigel, passed unanimously to pay the Abstract of Audited Vouchers: October 7, 2014 for Electric Fund of \$231,694.
- List of accounts payable and electronic fund transfers paid to date: October 31, 2014

Expense	Amount
CNG	\$61,293.49
NYSEG	\$27,784.94
Payroll for Period 21, 2014	\$67,015.72
Special Check – NYISO TCC 75%	\$77,449.50
New York State Sales Tax	\$7,414.20
NYMPA	\$19,014.00
NYPA	\$72,380.88
Accounts Payable 10/23/14	\$150,965.45
Payroll for Period 22, 2014	\$69,942.56

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Approval of minutes from last meeting

Motion by Commissioner Bonicave and seconded by Commissioner Sweet to accept as read for September 2014. Passed unanimously.

Supervisors Report - Accounting/Commercial Office/Meter Reading

- The Bonadio Group was at BEGWS on September 8th through September 12th, to complete the onsite portion of the annual audit. Some of the areas that the auditors reviewed were accounts payable, utility billing, general ledgers, payroll and bank reconciliations. One journal entry was suggested by Bonadio and completed by BEGWS. The journal entry was to record the receipt of a fiscal year 2014 expenditure of \$355,017.91 to Construction Work in Progress. The receipt of the expenditure had not been completed because BEGWS Accounting Staff was unaware of the existence of the invoice.
- Updated the 2014-2015 projected to budget variance report
- BEGWS accounting staff provided Frank Radigan of the Hudson River Energy Group with information pertaining to our electric rate case.
- BEGWS accounting staff began the annual reconciliation of gas cost for the period ending 8/31, as required by the NYS PSC.
- During the month of September \$355,017.91 was spent on the Electric Upgrade Project, for distribution construction.
- One QRS cases of customer complaint was filed and resolved with the NYS PSC during the month of September against BEGWS.
- Month to date 7,136 meters have been read out of a possible 8,277. This is an 86.2% reading rate so far this month, with 729 meters still scheduled to be read. Percentage of meters not read by department are: Electric 9.1%, Gas 17.8%, & Water 19.4%. The primary reason for not getting a read is no coverage when a Meter Reader is off and a lack of access to the meter is another major factor.
- Currently we have 872 electric meters being read by radio. This is about 20% of our electric meter population. We currently have 223 e-bill customers and 237 direct withdrawal customers.

Jim Housworth – Accounting Supervisor

Supervisors Report – Line Department

- Repaired 10 Street lights and 2 Security lights
- Made ready, ROW trimmed and converted E William Street, McMaster St, and South Fowler to 12KV.
- Started 12KV make ready work for the next section which will be cut over on October 8.
- Responded to outages at 10 Birch Street, 7162 Cty Rt 13, East Washington St. Ext., Manor Village, 59 Rumsey St and a large outage at E Washington St.

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- Connected new services at the new SPCA, a new house on Eagle Valley Rd. and 116 Robie St.
- Hung banners on Washington and Liberty St. for the wine glass marathon along with several other banners in the park.
- Replaced a wire that burned down and a bad transformer at the Heigal residence on Haverling St.
- Bryce Davis Attended Apprentice School 9/23-9/26 topics included rubbering and pole top rescue from hooks.
- Evan Green began work as a new line worker apprentice

Mark Hawk – Line Department

Supervisors Report - Service Department

- Investigated 8 gas odor complaints, and 1 Carbon Monoxide Complaint.
- Continuing gas leak survey.
- Rebuilt Gas services @ 7 locations to remove large tin case meters.
Vice Chairman Austin asked if BEGWS was on track to replace all tin meters. Director Hallgren stated he believed all tin meters were changed out. In checking with the Service Department supervisor, there are approximately 70 meters remaining to be changed. They are currently changing these meters at very high rate and expect to have them all changed by years end.
- Rebuilt Gas Service @ 10 Shannon St. to provide safer and easier access for the Meter Readers.
- Did general cleanup along fences and parking lots, including mowing and weed trimming with the help of UGLM Dept. and Electric Dept.
- Relined Gas Service @ 28 Shannon due to leak on service (Serv. Dept, and UGLM)
- Repaired mainline valve on Wilson Ave. (leaking @ broken grease fitting)
- Rebuilt and realigned several Gas Services due to settling relieving stress to meter sets

Steve Larson – Service Department

Supervisors Report - UGLM Department

- Repaired water main leak on Geneva St near cemetery. Vacuumed manholes on Rumsey St after manholes were re-installed
- Replaced 3 valve box top halves on East William St
- Replaced 2 curb box halves on Wilson Ave
- Replaced 1 valve box top half on Wilson Ave
- Replaced water service main to curb on 107 Gansevoort St

Gas:

- Continuing with replacing LP Main from E. Steuben to East William St.
- Replaced old service with new 1" CTS main to house at 28 Shannon St .
- Installed new HP service at 72 Cameron St (SPCA)

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- Have done many Dig Safely Requests

Dan Borhman – Supervisor UGLM Department

Supervisors Report - Waste Water Treatment Plant

- Daily lab test & regular maintenance
- Drained primary tank cleaned and refilled put back on line
- Pulled man hole covers around the village to locate floating material entering the plant.
- Made a visit to the Bath VA and upon inquiry determined the VA was adding enzymes to their waste stream to clean their system. We believe that this is the source of contamination at the WWTP. The VA was told this is fouling the WWTP. Since then the fouling has been substantially reduced.
- Since the fouling source has been cleaned up the primary, secondary and final tanks were cleaned. The plant has not experienced any additional fouling.
- 9/29/14 JAMKO inspected the outfall pipe to meet the requirements of the DEC for piping crossing levees.

Royce Hoad – Supervisor Waste Water Treatment Plant

CNG Dispute

BEGWS and CNG have reached agreement for the recovery of overbilled monies to BEGWS. This agreement has been approved by the NYS PSC. BEGWS will work with CNG to execute the terms of the agreement.

Village Pilot

The village pilot will increase due to the energizing of the new Fairview Substation and voltage conversion in the Village of Bath. The expected increase will be about \$62,000 per year. This cost will be recovered through rates.

LAUF Recovery

Director Hallgren will be meeting with the PSC on October 16th in Albany to request recovery of LAUF gas revenues as a result of erroneous meter reads at the Murray Ave. station.

New Phone System

BEGWS has installed a new phone system to modernize and increase communication capabilities. The primary driver for the phone system is to add the capability for recording all natural gas odor calls which is being mandated by the PSC. In addition voicemail capability will allow customers greater access to BEGWS personnel.

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Accounting

Electric Rates

The NYS PSC has approved a rate increase to recover the costs of the electric upgrade project in the amount of \$300,000 per year.

Budgets continue to be under expended to date

Construction Services

Electric Department

Electric Line Personnel – Evan Green from Bath, NY has begun his career as an apprentice line worker at BEGWS.

Conversion Work – We will be shutting power off for the next 12 kV cutover on October 8 at 6:15 am. The duration should be no more than 2 hrs. The streets effected are South Campbell, Campbell St. between Steuben and East Washington, and East Steuben St. between McMaster St. and Halsey St.

Substation Equipment Offer – BEGWS has received an unsolicited offer of \$48500 for the remaining substation transformers at Fairview and Wilson Subs. *Motion by Vice Chairman Austin to approve sale of substation equipment in the amount of \$48,500, seconded by Commissioner Sweet. All approved.*

High Mast Lighting System Maintenance – The Village has asked BEGWS to replace and make operational, the high mast lighting system around Route 86 at the exit 38. This work is to be completed by October 15.

Service Department

Remote Dispatch Capability – A plan is being worked on to create remote dispatch capability. This plan would remove the 3rd shift at the service desk and provide service via smart phone and transfer capability as well as remote SCADA capability. The reason for this is to move as many people to the field as possible and still provide 24/7 access for the customers.

Village of Hamilton Agreement – BEGWS and the Village of Hamilton on working on an agreement to provide SCADA and dispatching support for their new natural gas system.

UGLM Department

Liberty Street Gas Main Replacement – All gas main is replaced to William Street. Service tie ins will began the week of September 29. Once this is completed then repaving will finish the project on the east side of Liberty Street. Work will commence on the West side of Liberty St. as long as the weather permits.

Concerns were raised about the impending shutdown of the blacktop plants.

Gas Reliability Plans – BEGWS will petition the PSC for rate recovery in order to replace 2000' of gas main per year in the Village of Bath.

WWTP Department

WWTP Upgrade Project

Presentation to NYS State Assemblyman Phil Palmesano – Director Hallgren provided a presentation in transforming its waste water treatment plant to a resource recovery hub. The assemblyman committed to knocking on some doors in Albany to ascertain the desire to push for Distributive Generation projects.

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Engineering Work has started by Clearcove and Conastoga Rovers in September. This will provide clarification on the overall new concept being promoted by Director Hallgren.

Sewer System Blockage – there have been several sewer line blockages discovered in the past few weeks. Obstructions such as bed sheets are causing these and causing the system to go septic.

Executive Session

Motion by Vice Chairman Austin to enter into executive session at 5:09PM. Seconded by commissioner Bonicave. Motion by commissioner Sweet to end executive session. Seconded by commissioner Bonicave. Executive session is ended at 5:21PM.

Adjournment

Request for Adjournment by Vice Chairman Austin, seconded by Commissioner Bonicave. Harold Rodbourn adjourned the meeting at 5:24pm.

Minutes submitted by: Guy Hallgren