**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 10, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners; Hoppe, Cannavino, Engelbert, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, and Attorney Keene

**Letters and Communications:** The clerk read a letter from Donna Slater, of 336 Broad Street, requesting a reduction of her sewer bill due to a broken water pipe. This was verified by the Water Department. Commissioner Bidlack moved to reduce her bill to an average of the past four quarters, which is a reduction of $30.03. Commissioner Engelbert seconded the motion, which carried unanimously.

The clerk read a letter from Mustapha Fakir, of 369 Broad Street, requesting a reduction of his sewer bill due to a broken water pipe. This was verified by the Water Department. Commissioner Hoppe moved to reduce his bill to an average of the past four quarters, which is a reduction of $200.97. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk read a letter from Jack MacNamara, of 102 Center Street, requesting a reduction of his sewer bill due to a leak in his hot water heater. He submitted receipts of purchasing new hot water heater. Commissioner Bidlack moved to reduce her bill to an average of the past four quarters, which is a reduction of $78.54. Commissioner Engelbert seconded the motion, which carried unanimously.

The clerk read a letter from Peter Quattrini, of 419 Clark Street, requesting a reduction of his sewer bill due to a broken water pipe. This was verified by the Water Department. Commissioner Cannavino moved to reduce his bill to an average of the past four quarters, which is a reduction of $268.12. Commissioner Bidlack seconded the motion, which carried unanimously.

The clerk read a letter from Timothy Frock, of 21 Pine Street, requesting a reduction of his sewer bill due to three broken water pipes. This was verified by the Water Department. The clerk stated that his usage was the same as the prior quarter, which is the usual usage. Commissioner Cannavino moved to disregard request as there was no additional usage. Commissioner Bidlack seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of February 3, 2014 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/14 – 2/28/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 87,700.50 | Current Revenues | 32,592.28 |
| Deposits | 28,846.49 | Year to Date Revenue | 564,321.55 |
| Disbursements | 36,632.54 | Current Expenditures | 36,592.77 |
| Ending Balance | 79,914.45 | Year to Date Expended | 416,673.24 |

\*Capital Projects Reserve Balance $172,162.04

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $43,506.19. Commissioner Cannavino seconded the motion, which carried unanimously. Commissioner Engelbert stated concern that the electric bill was still high, and asked if Penelec could do an assessment.

**2014-2015 Tentative Sewer Budget:** The Board reviewed the 2014-2015 Tentative Sewer Budget and discussion followed. Commissioner Cannavino moved to recommend the Trustees approve the tentative budget as presented, which includes an increase in sewer rates of $.54. Commissioner Engelbert seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Killgore submitted a monthly report. He stated Blower #1 is in need of replacement as it is obsolete and unrepairable.

The Board reviewed a scope of service submitted by Delaware Engineering to provide plant influent and full scale chemical testing for phosphorous removal at a cost of $8,400. Commissioner Bidlack moved to approve the chemical study as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Engelbert moved to adjourn at 8:05 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 7, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners; Engelbert, Bidlack, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, and Attorney Keene

**Minutes:** Commissioner Bidlack moved to approve the Minutes of March 10, 2014 as presented. Commissioner Engelbert seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/14 – 3/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 79,914.45 | Current Revenues | 27,753.56 |
| Deposits | 102,033.53 | Year to Date Revenue | 592,075.11 |
| Disbursements | 53,237.15 | Current Expenditures | 52,671.05 |
| Ending Balance | 128,710.83 | Year to Date Expended | 469,344.29 |

\*Capital Projects Reserve Balance $172,760.31

**Abstract:** Commissioner Bidlack moved to approve the bills in the amount of $31,881.44. Commissioner Engelbert seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Engelbert offered the following resolution, and recommended adoption by the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2014, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $7,526.63 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Killgore submitted a monthly report. He stated the chemical testing is progressing and clarifiers are preforming good. He also stated the NYS DEC annual inspection was done and no concerns were given. Killgore stated no extra permitting is needed for disposal/dumping station.

**Adjournment:** Commissioner Bidlack moved to adjourn at 7:03 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 5, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners; Engelbert, Cannavino, Hoppe, Bidlack, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, and Attorney Keene

**Letters and Communications:** The clerk read a letter from Gordon Presher, of 441 Cayuta Avenue, requesting a reduction of the sewer bill due to a frozen/broken water pipe. This was verified by the Water Department. Commissioner Hoppe moved to reduce the bill to an average of the past four quarters, which is a reduction of $1,358.28. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk read a letter from Granite Works, LLC, of 446 Chemung Street, requesting a reduction of the sewer bill due to a frozen/broken water pipe. This was verified by the Water Department. Commissioner Hughes moved to reduce the bill to an average of the past four quarters, which is a reduction of $1,958.88. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of April 7, 2014 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/14 – 4/30/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 128,710.83 | Current Revenues | 26,115.63 |
| Deposits | 26,381.48 | Year to Date Revenue | 618,190.74 |
| Disbursements | 43,409.47 | Current Expenditures | 47,765.29 |
| Ending Balance | 111,682.84 | Year to Date Expended | 517,109.58 |

\*Capital Projects Reserve Balance $172,359.51

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $51,910.56. Commissioner Engelbert seconded the motion, which carried unanimously.

**ACEC New York:** The clerk presented an invitation to attend an infrastructure funding seminar, hosted by American Council of Engineering Companies of New York, on May 21st in Watkins Glen, NY at a cost of $25 per person. Commissioner Hoppe moved to approve Commissioner Engelbert to attend seminar, as requested. Commissioner Hughes seconded the motion, which carried unanimously.

**2013-2014 Sewer Budget Transfers:** The clerk submitted the following budget transfers:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Transfer To: |  |  |  | Transfer From: | |  |
| G 8110.0102 | admin-clerk treas | 59.00 |  | G 1910-0400 | unallocated ins | 7,600.00 |
| G 8110.0200 | equipment | 505.00 |  | G 8110-0101 | commissioners | 350.00 |
| G 8110.0401 | supplies | 800.00 |  | G 8110-0402 | misc | 3,313.00 |
| G 8110-0105 | admin-clerk treas | 156.00 |  | G 8120-0402 | meter parts | 817.00 |
| G 8110-0145 | admin-sick | 186.00 |  | G 8130-0407 | sludge | 20,500.00 |
| G 8120.0403 | new meters | 1,286.00 |  | G 8130-0408 | chlorine | 3,000.00 |
| G 8120.402 | repairs | 2,023.00 |  | G 8130-0409 | polymer | 1,700.00 |
| G 8130.0149 | vacation | 940.00 |  | G 8130-0412 | lab testing | 3,500.00 |
| G 8130-0104 | plant operator | 8,486.00 |  | G 8130-0413 | training | 1,237.00 |
| G 8130-0145 | sick time | 793.00 |  | G 9010-0800 | state retirement | 3,494.00 |
| G 8130-0146 | overtime | 1,814.00 |  | G 9040-0800 | workmans comp | 560.00 |
| G 8130-0401 | supplies | 1,500.00 |  | G 9060.0800 | health insurance | 8,930.00 |
| G 8130-0403 | electric | 20,258.00 |  |  |  |  |
| G 8130-0410 | PAC | 12,239.00 |  |  |  |  |
| G 8140-0400 | storm sewer misc | 3,956.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| TOTAL |  | $55,001.00 |  | TOTAL |  | $55,001.00 |

Commissioner Cannavino moved to approve the 2013-2014 Sewer Budget Transfers, as presented. Commisioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Killgore submitted a monthly report. He presented a quote for a blower replacement, including installation, from Koester in the amount of $14,039. Commissioner Hughes moved to approve the purchase of a blower replacement as presented. Commissioner Bidlack seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:24 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 2, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners; Engelbert, Cannavino, Hoppe, Bidlack, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, and Attorney Keene

**Letters and Communications:** The clerk read a letter from Nancy Worden, of 3 Blizzard Street, requesting a reduction of the sewer bill due to a frozen/broken water pipe. This was verified by the Water Department. Commissioner Hoppe moved to reduce the bill to an average of the past four quarters, which is a reduction of $199.50. Commissioner Hughes seconded the motion, which carried unanimously.

The Board discussed flow, influent, and the make-up of waste from Leprino Foods. They also discussed possible billing changes being imputed in the new contract.

**Minutes:** Commissioner Hughes moved to approve the Minutes of May 5, 2014 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The clerk stated that due to the end of the year process, the Treasurer’s Report is not complete. She stated it would be available for the next meeting.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of (May) $58,309.91 and (June) $3,098.74, for a total of 61,408.65. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Killgore submitted a monthly report. He stated Koester is installing the blower.

Commissioner Engelbert stated he and Trustee Steck attended the ACEC Seminar and there are possible grant funds available. Trustee Steck will have more information at the next meeting.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:45 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 7, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners; Cannavino, Hoppe, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, and Attorney Keene

**Letters and Communications:** The clerk read a letter from Mrs. Bianca Picco, regarding 496 Waverly Street, requesting a reduction of the sewer bill due to a leak in the water pipe. This was verified by the Water Department. Commissioner Hoppe moved to reduce the bill to an average of the past four quarters, which is a reduction of $181.94. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hughes moved to approve the Minutes of June 2, 2014 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/14 – 5/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 111,682.84 | Current Revenues | 28,258.87 |
| Deposits | 159,427.22 | Year to Date Revenue | 646,449.61 |
| Disbursements | 118,414.55 | Current Expenditures | 123,014.34 |
| Ending Balance | 152,695.51 | Year to Date Expended | 570,120.01 |

\*Capital Projects Reserve Balance $172,828.13

Sewer Fund 6/01/14 – 6/30/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 152,695.51 | Current Revenues | 29,132.78 |
| Deposits | 27,998.77 | Year to Date Revenue | 29,132.78 |
| Disbursements | 74,580.58 | Current Expenditures | 16,222.31 |
| Ending Balance | 106,113.70 | Year to Date Expended | 16,222.31 |

\*Capital Projects Reserve Balance $172,857.43

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of (May) $93.90 and (June) $19,432.62, for a total of 28,822.62. Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Killgore submitted a monthly report. He stated Koester has installed the blower, and it is performing well. He also stated the chemical pumps were upgrades, and the generator was serviced by John Mills Electric.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:27 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 4, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, and Thurman Blanchard of Leprino Foods

**Letters and Communications:** Mr. Blanchard stated he met with Mayor Leary, Senior Commissioner Kahn, and Delaware Engineers regarding Leprino Food’s flows. He asked the Board to contact him if there were any questions or concerns, as he wants to keep good working relationship with the village. He also stated that Leprino’s is currently discharging phosphorus at 20-40 pounds per day, and is aggressively trying to reduce that. Leprino’s monitors closely and will share any information needed.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of July 7, 2014 as presented. Commissioner Hughes seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/14 – 7/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 106,113.70 | Current Revenues | 34,441.36 |
| Deposits | 33,049.89 | Year to Date Revenue | 63,574.14 |
| Disbursements | 32,031.30 | Current Expenditures | 31,937.40 |
| Ending Balance | 107,132.29 | Year to Date Expended | 48,159.71 |

\*Capital Projects Reserve Balance $172,886.74

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $57,107.81. Commissioner Hoppe seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hughes moved to enter into executive session at 6:50 p.m. to discuss Leprino Food’s contract and personnel issue. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 8:35 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 8:36 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 8, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, and Attorney Keene

**Letters and Communications:** The clerk read a letter from Michelle Johnson, regarding 207 Howard Street, requesting a reduction of the sewer bill due to a break in the water pipe. This was verified by the Water Department. The clerk stated that the usage is actually lower than the average would be. Commissioner Hoppe moved to direct the clerk to write a letter to Ms. Johnson and explain. Commissioner Engelbert seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of August 4, 2014 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/14 – 8/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 107,132.29 | Current Revenues | 39,068.25 |
| Deposits | 36,983.42 | Year to Date Revenue | 102,671.78 |
| Disbursements | 85,309.62 | Current Expenditures | 85,309.62 |
| Ending Balance | 58,806.09 | Year to Date Expended | 133,469.33 |

\*Capital Projects Reserve Balance $172,916.06

**Abstract:** Commissioner Hughes moved to approve the bills in the amount of $47,198.38. Commissioner Engelbert seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore submitted a monthly report. He stated the press is having some mechanical issues. He is running it now approximately 12 hours a day. He is concerned that the press may need to be replaced or rebuilt. He stated a new press is estimated to be $300,000 to $500,000 and would probably need to upgrade structure as the new ones are larger and heavier. He stated the new pumps and PAC is helping to reduce phosphorus.

**SPDES Permit:** Killgore stated we have received our new SPDES Permit. He also stated Meghan Gilbert is not longer our representative as she went to the air quality division. The enforceable effluent limits for phosphorus are:

* Effective 09/01/2014 – 12/31/2015 phosphorus 6,190 lbs/year
* Effective 01/01/2016 – 06/30/2016 phosphorus 2,640 lbs/year

Killgore stated he will follow-up on discharge compositions with Hagen Pet Foods, and Old Mill.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:14 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 6, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, Attorney Keene, and Mike Primmer of Delaware Engineering

**Letters and Communications:** Senior Commissioner Kahn stated there has been a lot of discussion regarding a plan to look at upgrading the plant and changes to the process to keep nitrogen and phosphorus within the new limits.

Mike Primmer stated the nitrogen and phosphorus limits will drop drastically in 2016. Treatments will become different as current processes would not be feasible. He stated we would need to implement a new treatment process, which will cause need for plant upgrades. He explained three processes: Biological Phosphorus Removal, Sand Filtration, and Membrane Bio Reactor. He recommended the Board look at Bio Phosphorus Removal in addition to either the Sand Filtration, or the Membrane Bio Reactor. He also stated we would need an equalization (holding) tank to help regulate the process. He proposed to do a conceptual upgrade plan. Discussion followed.

Commissioner Hoppe moved to hire Delaware Engineering to do a conceptual upgrade plan as proposed, at a cost of $44,300, and Mayor Leary to sign paperwork needed. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Engelbert moved to expend funds for the conceptual upgrade plan, at a cost of $44,300 from the Sewer Capital Reserve Fund and the clerk to advertise the same to comply with the 30-day permissive referendum requirement. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of September 8, 2014 as presented. Commissioner Hughes seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/14 – 9/30/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 58,806.09 | Current Revenues | 32,751.30 |
| Deposits | 66,655.23 | Year to Date Revenue | 135,423.08 |
| Disbursements | 58,611.98 | Current Expenditures | 56,509.18 |
| Ending Balance | 66,849.34 | Year to Date Expended | 189,978.51 |

\*Capital Projects Reserve Balance $172,944.43

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $52,752.12. Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore submitted a monthly report. He stated he is meeting with the new NYS DEC representative in three weeks. He also stated the press is repaired and is working.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:45 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 03, 2014 AT 6:37 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:37 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, Attorney Keene, Michael Primmer of Delaware Engineering, and Patrick Musto of the Valley Joint Sewer Authority.

**Letters and Correspondance:** Patrick Musto stated he is familiar with the need to reduce nitrogen and phosphorus, and the VJSA plant may be able to take Waverly waste. He also stated it may cost significantly less than a plant upgrade and they may be able to take enough to keep levels under the limits.

Michael Primmer stated Waverly was awarded a WQIP grant from the state in the amount of $100,000. He said it is reimbursement for the clarifier project that is already complete. Senior Commissioner Kahn stated they have been meeting with engineers to work on updating Leprino Food’s contract and are awaiting a response from them.

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $31,330.13. Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore discussed the purchase of a new grinder stating the previous one broke and needed to be replaced. He also stated he had to come to the plant every 3 to 4 hours to clean out the bypass prior to the purchase of the new grinder.

**Adjournment:** Commissioner Engelbert moved to adjourn at 7:20 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Kerri Hazen, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 15, 2014 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hughes, Englebert, Hoppe, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Mayor Leary, Trustee Steck, Trustee Brewster, Attorney Keene, Town of Barton Supervisor Dick Cary, Deputy Mayor Ayres, Neil Brown of Leprino Foods, Scott Estes of the Office of Assemblyman Chris Friend, and Dave Ohman and Michael Primmer of Delaware Engineering

Press included Alexis Bortle of the Daily Review, and Amanda Renko of the Morning Times

**Delaware Engineering Presentation of Conceptual Upgrade Plan:** Mayor Leary commended the Board of Sewer Commissioners for their commitment and dedication to the Village of Waverly. He stated the sewer plant was built in the late 1970’s and is in need of substantial upgrades, due to the age of the plant and the new requirements. Mayor Leary stated we will research any funding and grants available to help defray the costs to the residents. When the original plant was built, the village received 87% of the costs in grants. He stated communication with all parties involved is imperative. Senior Commissioner Kahn introduced Dave Ohman and Michael Primmer from Delaware Engineering.

Dave Ohman explained the need to upgrade the sewer plant. Currently, our plant cannot meet the new NYS DEC required levels for nitrogen and phosphorus effluent and a new process will have to be implemented to do so. He outlined the options available to reach these levels, as follows:

Option 1: Sand Filtration and Third Clarifier

Option 2: Sand Filtration w/new headworks, flow, equalization, Bio-P added aeration

Option 3: Membrane Bio Reactor w/new headworks, flow, equalization, Bio-P added aeration

Mr. Ohman also presented an overall schedule for completion and possible funding options. He stated depending on the options the Board wishes to go with and if additional space will be needed, the cost of this project could be in the range of $5-10 million.

Senior Commissioner Kahn stated we would take a 15-minute recess. Mr. Ohman and Mr. Primmer answered questions and concerns that were presented.

**Reconvened Meeting:** Senior Commissioner Kahn reconvened the meeting at 7:23 p.m., and called to order.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of October 6, 2014 as presented. Commissioner Engelbert seconded the motion which carried unanimously. Commissioner Hughes moved to approve the Minutes of November 3, 2014 as presented. Commissioner Bidlackseconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/14 – 10/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 66,849.34 | Current Revenues | 190,146.32 |
| Deposits | 36,418.85 | Year to Date Revenue | 325,569.40 |
| Disbursements | 59,527.32 | Current Expenditures | 59,513.33 |
| Ending Balance | 43,740.87 | Year to Date Expended | 249,491.84 |

\*Capital Projects Reserve Balance $172,973.75

Sewer Fund 11/01/14 – 11/30/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 43,740.87 | Current Revenues | 36,400.46 |
| Deposits | 71,851.53 | Year to Date Revenue | 361,969.86 |
| Disbursements | 42,931.63 | Current Expenditures | 42,931.63 |
| Ending Balance | 72,660.77 | Year to Date Expended | 292,423.47 |

\*Capital Projects Reserve Balance $173,002.13

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $50,716.81. Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Project Reserve:** The following expenditures are drawn upon the Capital Project Reserves, as previously approved on October 6, 2014:

Delaware Engineering: The clerk submitted a payment request, Invoice 1, from Delaware Engineering in the amount of $5,375.00 for engineering services. Commissioner Hughes moved to approve as presented. Commissioner Engelbert seconded the motion, which carried unanimously. The remaining balance after payment is $38,925.

Delaware Engineering: The clerk submitted a payment request, Invoice 2, from Delaware Engineering in the amount of $11,580.00 for engineering services. Commissioner Hughes moved to approve as presented. Commissioner Cannavino seconded the motion, which carried unanimously. The remaining balance after payment is $27,345.

**Adjournment:** Commissioner Englebert moved to adjourn at 7:43 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 5, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, Deputy Mayor Ayres, and Attorney Keene

**Letters and Communications:** Senior Commissioner Kahn read a letter from Waverly Central Schools thanking Mr. Killgore for providing use of camera equipment for the maintenance work that was needed at the Chemung School.

Senior Commissioner Kahn stated that Delaware Engineers may present options for the upgrade plan at our next meeting.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of December 15, 2014 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/14 – 12/31/14

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 72,660.77 | Current Revenues | 30,973.39 |
| Deposits | 32,070.28 | Year to Date Revenue | 392,943.25 |
| Disbursements | 64,327.13 | Current Expenditures | 64,327.13 |
| Ending Balance | 40,403.92 | Year to Date Expended | 356,750.60 |
|  |  | Year to Date Exp Res | 44,300.00 |
|  |  | Total YTD Expended | 401,050.60 |

\*Capital Projects Reserve Balance $128,727.82

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $19,897.62. Commissioner Cannavino seconded the motion, which carried unanimously.

**Conceptual Upgrade Plan/Expenditures:** The clerk submitted the following expenditures to be drawn upon the Capital Reserve Fund for the conceptual upgrade plan, as previously approved on October 6, 2014:

Delaware Engineering: The clerk submitted a payment request, Invoice 1, from Delaware Engineering in the amount of $5,375 for engineering services. Commissioner Hoppe moved to approve as presented. Commissioner Cannavino seconded the motion, which carried unanimously. The remaining balance after payment is $38,925.

Delaware Engineering: The clerk submitted a payment request, Invoice 2, from Delaware Engineering in the amount of $11,580 for engineering services. Commissioner Hoppe moved to approve as presented. Commissioner Cannavino seconded the motion, which carried unanimously. The remaining balance after payment is $27,345.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:27 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 2, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, Attorney Keene, Thurman Blanchard of Leprino Foods, and Dave Ohman, Mike Primmer, and Mary Beth Bianconi of Delaware Engineers

**Conceptual Upgrade Plan Presentation:** Dave Ohman presented wastewater treatment plant upgrad options that would meet the phosphorus and nitrogen discharge requirements of the Chesapeake Bay. These would also allow for increased influent flow up to 1.5 MGD. He stated both options overall costs of operations are comparable. Also, either option would need major upgrade of the facility. He offered two options, and explained each thoroughly.

Membrane Bioreactor (MBR): This system of treatment has polymeric membrane filters to provide a physical barrier to solids passage. The projected capital cost of this system is $18.3 million.

Sand Filtration: This system continuously self cleans, porous sand beds acts a filter to remove solids from water. This system would cover more ground area to construct. The projected capital cost of this system is $21.8 million.

Discussion regarding both options followed the presentation. Mary Beth Bianconi submitted information on financing the upgrade and offered to work with the Village on pursuing the needed funding.

**Minutes:** Commissioner Hughes moved to approve the Minutes of January 5, 2015 as presented. Commissioner Hoppe seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/15 – 1/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 40,403.92 | Current Revenues | 32,537.15 |
| Deposits | 38,159.17 | Year to Date Revenue | 425,480.40 |
| Disbursements | 34,688.86 | Current Expenditures | 34,688.86 |
| Ending Balance | 43,874.23 | Year to Date Expended | 391,439.46 |
|  |  | Year to Date Exp Res | 44,300.00 |
|  |  | Total YTD Expended | 435,739.46 |

\*Capital Projects Reserve Balance $128,749.64

Sewer Fund 2/01/15 – 2/28/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 43,874.23 | Current Revenues | 37,625.12 |
| Deposits | 74,083.99 | Year to Date Revenue | 463,105.52 |
| Disbursements | 63,909.71 | Current Expenditures | 63,909.71 |
| Ending Balance | 54,048.51 | Year to Date Expended | 455,349.17 |
|  |  | Year to Date Exp Res | 44,300.00 |
|  |  | Total YTD Expended | 499,649.17 |

\*Capital Projects Reserve Balance $128,769.35

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of (February) $53,544.77, and (March) $29,508.46. Commissioner Bidlack seconded the motion, which carried unanimously.

**Conceptual Upgrade Plan:** The Board asked Dave Ohman and Mike Primmer which option they felt would be the best fit for our treatment, and they both were in favor of the MBR System. The consensus of the Board also was in favor of the MBR System. Commissioner Cannavino moved to approve proceeding with the Membrane BioReactor (MBR) System as the upgrade to the treatment plant, at a projected cost of $18.3 million, as presented. Commissioner Hoppe seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Cannavino, Bidlack, Hoppe, Hughes, Engelbert, Kahn)

Nays – 0

The motion carried.

**Conceptual Upgrade Plan/Expenditures:** The clerk submitted the following expenditures to be drawn upon the Capital Reserve Fund for the conceptual upgrade plan, as previously approved on October 6, 2014:

Delaware Engineering: The clerk submitted a payment request, Invoice 3, from Delaware Engineering in the amount of $12,590.00 for engineering services. Commissioner Hughes moved to approve as presented. Commissioner Cannavino seconded the motion, which carried unanimously. The remaining balance after payment is $14,755.

Delaware Engineering: The clerk submitted a payment request, Invoice 4, from Delaware Engineering in the amount of $6,041.78 for engineering services. Commissioner Hughes moved to approve as presented. Commissioner Cannavino seconded the motion, which carried unanimously. The remaining balance after payment is $8,713.22.

**Adjournment:** Commissioner Hoppe moved to adjourn at 8:42 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 16, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Bidlack, Hoppe, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, and Matt Hicks of the Morning Times

**2015-2016 Tentative Sewer Budget:** The clerk presented the tentative budget as created by the budget committee. The Board reviewed. Senior Commission Kahn stated as there are many unknowns with the impending upgrade. The clerk added a line item for contingency. Discussion followed. The Board recommended adding $25,000 to the contingency line in the tentative budget.

The Tentative Sewer Budget reflects an increase from $550,408 to $623,431 (an increase of $73,023) for the fiscal year 2015-2016. The sewer charges will increase from $541,808 to $614,431, (an increase of $72,623). The sewer rate will need to increase from $2.85 to $3.23 (an increase of 38 cents) per 100 cubic feet, to offset the increased operational costs of the wastewater treatment facility. The Board of Sewer Commissioners will continue to address infrastructure needs, discharge regulations of the NYS Department of Conservation, the Susquehanna River Basin Commission, and other regulatory agencies that continue to increase their requirements for wastewater discharge.

Commissioner Hoppe moved to recommend adoption of the 2015-2016 Tentative Sewer Budget, as presented, to the Village Board of Trustees. Commissioner Engelbert seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Cannavino, Bidlack, Hoppe, Hughes, Engelbert, Kahn)

Nays – 0

The motion carried.

Commissioner Bidlack moved to set the sewer rate at $3.23 for the fiscal year beginning June 1, 2015. Commissioner Engelbert seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Cannavino, Bidlack, Hoppe, Hughes, Engelbert, Kahn)

Nays – 0

The motion carried.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:15 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 6, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Trustee Steck, Attorney Keene, Town of Barton Supervisor Dick Cary, Matt Hicks of the Morning Times, and Brighton Wood of WATS/WAVR

**Letters and Communications:** The clerk presented a letter from Bruce King, owner of 49 Cadwell Avenue, requesting a reduction in the sewer bill due to a leak in the hot water heater. Commissioner Hoppe moved to approve the reduction to an average usage, contingent upon verification. Commissioner Engelbert seconded the motion, which carried unanimously.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of March 2, and March 16, 2015 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/15 – 3/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 54,048.51 | Current Revenues | 34,623.64 |
| Deposits | 30,884.39 | Year to Date Revenue | 497,729.16 |
| Disbursements | 43,342.69 | Current Expenditures | 43,342.69 |
| Ending Balance | 41,590.21 | Year to Date Expended | 498,691.86 |
|  |  | Year to Date Exp Res | 44,300.00 |
|  |  | Total YTD Expended | 542,991.86 |

\*Capital Projects Reserve Balance $128,791.17

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $73,668.19. Commissioner Cannavino seconded the motion, which carried unanimously.

Plant Operator Killgore stated the belt press can’t keep up with the sludge, causing it to be liquefied, and needs to be hauled 6 days per week. He stated he has reduced the amount of sludge by reducing the amount of PAC being used and will be utilizing the drying beds, therefore, the sludge should be further reduced. He also stated the Board should consider renting or replacing the belt press.

**Conceptual Upgrade Plan:** Commissioner Hoppe stated she participated in a webinar regarding EFC financing and found it very interesting, and feels we are in a good position for financing.

Town of Barton Supervisor stated we are a member of REAP, which gives us a preference with grant funding.

**Conceptual Upgrade Plan/Expenditures:**  The clerk submitted the following expenditures to be drawn upon the Capital Reserve Fund for the conceptual upgrade plan, as previously approved on October 6, 2014:

Delaware Engineering: The clerk submitted a payment request, Invoice 5, from Delaware Engineering in the amount of $6,502.50 for engineering services. Commissioner Hoppe moved to approve as presented. Commissioner Bidlack seconded the motion, which carried unanimously. The remaining balance after payment is $2,210.72.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:08 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 4, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Mayor Leary, Attorney Keene, Mike Primmer of Delaware Engineering, Matt Hicks of the Morning Times, and Dawn Campbell of WATS/WAVR

**Letters and Communications:** The clerk presented a letter from George Stauffer, owner of 159 Chemung Street, requesting a reduction in the sewer bill due to a broken valve in the basement. He submitted receipts of the repair. This is a reduction of $453.15. Commissioner Hoppe moved to approve the reduction to an average usage. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk presented a letter from Nelson Maury, owner of 27 Orchard Street, requesting a reduction in the sewer bill due to a broken pipe in the utility room. This was verified by the Water Department. This is a reduction of $136.80. Commissioner Hughes moved to approve the reduction to an average usage. Commissioner Hoppe seconded the motion, which carried unanimously.

**Delaware Engineering:** Mike Primmer stated a letter was sent to NYS DEC regarding the timeline of the Upgrade Plan. He stated they would like to schedule a meeting with us to discuss further. Also, regions wills compete for infrastructure funding.

Mike Primmer stated there he didn’t find anything in the contract with Leprino Foods to help capture the costs of the extra sludge removal, however, it would be part of the O&M cost that they help pay.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of April 6, 2015 as presented. Commissioner Hughes seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/15 – 4/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 41,590.21 | Current Revenues | 34,515.77 |
| Deposits | 33,020.59 | Year to Date Revenue | 532,244.93 |
| Disbursements | 84,686.14 | Current Expenditures | 84,686.14 |
| Ending Balance | -10,075.34 | Year to Date Expended | 583,378.00 |
|  |  | Year to Date Exp Res | 44,300.00 |
|  |  | Total YTD Expended | 627,678.00 |

\*Capital Projects Reserve Balance $128,812.30

Clerk Treasurer Wood stated we have expended more than the revenues that were collected, and at this point we are expending our fund balance. She stated Dickson Environmental has agreed to take payments for the high sludge bills which will help with our cash flow. She also stated we will be getting a payment from Leprino and the Town of Barton, which will also help; however, if the expenses stay this high we will deplete the fund balance quickly.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $31,953.49. Commissioner Cannavino seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Engelbert offered the following resolution, moved its adoption.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2015, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid rents in the amount of $10,410.89 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore stated the blowers in the upper aeration basin are tripping out. He replaced breaker for one at a costs of approximately $2,000.

Mayor Leary stated he will contact Civil Service to get an eligible list and should have information soon.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:26 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 1, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Hughes, Engelbert, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Mayor Leary, Attorney Keene, Mike Primmer of Delaware Engineering, Matt Hicks of the Morning Times, Dawn Campbell of WATS/WAVR, and Thurman Brown and Neil Brown with Leprino Foods

**Minutes:** Commissioner Engelbert moved to approve the Minutes of May 4, 2015 as presented. Commissioner Hughes seconded the motion which carried unanimously.

**Abstract:** Commissioner Bidlack moved to approve the bills in the amount of $24,184.77. Commissioner Cannavino seconded the motion, which carried unanimously.

**2014-2015 Sewer Budget Transfers:** Commissioner Hoppe moved to approve the 2014-2015 budget transfers as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Transfer To: | Transfer From: |
| G 1910-0400 | unallocated ins |  | -2,034 |
|  | **Administration** |  |  |
| G 8110-0101 | commissioners |  | -200 |
| G 8110-0102 | admin-clerk treas |  | -1,649 |
| G 8110-0105 | admin-clerk |  | -136 |
| G 8110-0145 | admin-sick | 2,277 |  |
| G 8110-0148 | admin-holiday | 601 |  |
| G 8110-0148 | admin-vacation | 1,115 |  |
| G 8110-0200 | admin-equipment |  | -789 |
| G 8110-0401 | admin-supplies |  | -892 |
| G 8110-0402 | admin-misc |  | -3,412 |
|  | **Sanitary Sewers** |  |  |
| G 8120-0402 | meter parts |  | -1,058 |
| G 8120-0403 | new meters |  | -1,594 |
|  | **Sewage Treatment** |  |  |
| G 8130-0103 | laborer |  | -343 |
| G 8130-0104 | plant operator |  | -5,537 |
| G 8130-0142 | part time |  | -320 |
| G 8130-0145 | sick time | 669 |  |
| G 8130-0146 | overtime | 267 |  |
| G 8130-0149 | vacation | 186 |  |
| G 8130-0401 | supplies |  | -352 |
| G 8130-0402 | repairs |  | -2,723 |
| G 8130-0404 | heating fuel |  | -3,247 |
| G 8130-0405 | telephone |  | -44 |
| G 8130-0406 | gasoline |  | -785 |
| G 8130-0408 | chlorine |  | -6,967 |
|  |  | Transfer To: | Transfer From: |
| G 8130-0409 | polymer | 5,405 |  |
| G 8130-0410 | PAC | 29,315 |  |
| G 8130-0411 | misc |  | -1,511 |
| G 8130-0412 | lab testing | 2,645 |  |
| G 8130-0413 | training |  | -1,440 |
| G 8140-0400 | storm sewer misc | 6,153 |  |
| G 8140-0401 | storm sewer leprino |  | -8,416 |
|  | **Employee Benefits** |  |  |
| G 9010-0800 | state retirement |  | -2,435 |
| G 9030-0800 | social security |  | -793 |
| G 9040-0800 | workmans comp |  | -359 |
| G 9045-0800 | life insurance |  | -37 |
| G 9060.0800 | health insurance |  | -810 |
| G 9901-0903 | trans to general fund |  | -750 |
|  |  |  |  |
| Totals |  | 48,633 | -48,633 |

**2014-2015 Sewer Budget Amendments:** Commissioner Hoppe moved to approve the 2014-2015 budget amendments as presented. Commissioner Hughes seconded the motion, which carried unanimously.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| G 0510 - Appropriated Revenue |  | debit | G 0960 - Appropriated Expense |  | credit |
| G 2690 | other comp for loss | 39,552.00 | G 8130.410 | PAC | 29,315.00 |
|  |  |  | G 8130.403 | electric | 2,992.00 |
|  |  |  | G 8130.407 | sludge | 7,245.00 |
|  |  |  |  |  |  |
| TOTAL |  | 39,552.00 | TOTAL |  | 39,552.00 |

**Delaware Engineering, Belt Press Replacement:** Mike Primmer stated Plant Operator Killgore is running the press longer each day, which is helping with the sludge. Mr. Primmer recommended replacing the press with a rotary screw press system. He stated the maintenance is more easily done, and operating cost should be the same or less. He also stated the manufacturing time is 16-18 weeks.

**Executive Session:** Commissioner Hoppe moved to enter executive session at 7:30 p.m. to discuss Leprino Foods’ contract. Everyone present was invited to stay for the session. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Hughes moved to enter regular session at 8:45 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

**Bond Resolution for Dewatering Project:** Commissioner Hughes moved to proceed with implementation of sludge dewatering project, and competitive bid process at an estimated cost of $1.3 million. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Hughes moved to recommend the Mayor and the Board of Trustees approve to proceed with obtaining BAN (Bond Anticipation Note) in the amount of up to $1.4 million. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Hughes moved to retain Delaware Engineers for engineering services for the Dewatering Project at a cost of $168,400. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore had nothing more to report than what was already discussed.

**Adjournment:** Commissioner Hoppe moved to adjourn at 9:15 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 29, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Mayor Leary, and Attorney Keene

**Executive Session:** Commissioner Hoppe moved to enter executive session at 6:35 p.m. to discuss Leprino Foods’ contract. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 7:27 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:28 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 6, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Hughes, Engelbert, Bidlack, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Mike Primmer of Delaware Engineering, and Matt Hicks of the Morning Times

**Delaware Engineering Update:** Mike Primmer submitted a WWTP Facility Operational Evaluation Report from New Water Technologies, Inc., and reviewed their recommendations with the Board. The Board discussed different options that would help maximize the plant’s efficiency prior to the new plant upgrade.

**Leprino Food’s Interim Agreement:** Commissioner Hoppe moved to recommend the Village Trustees authorize the Mayor to sign the interim agreement with Leprino Foods. Commissioner Bidlack seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of June 1, and June 29, 2015 as presented. Commissioner Engelbert seconded the motion which carried unanimously.

**Abstract:** Commissioner Bidlack moved to approve the bills in the amount of (May) $9,828.72 and (July) $17,306.59; for a total of $27,135.31. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/15 – 5/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | -10,075.34 | Current Revenues | 75,526.92 |
| Deposits | 73,520.79 | Year to Date Revenue | 607,771.85 |
| Disbursements | 55,175.07 | Current Expenditures | 81,973.27 |
| Ending Balance | 8,270.38 | Year to Date Expended | 709,651.27 |

\*Capital Projects Reserve Balance $128,834.15

Sewer Fund 6/01/15 – 6/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 8,270.38 | Current Revenues | 30,477.55 |
| Deposits | 46,864.50 | Year to Date Revenue | 30,477.55 |
| Disbursements | 40,532.87 | Current Expenditures | 17,871.74 |
| Ending Balance | 14,602.01 | Year to Date Expended | 17,871.74 |

\*Capital Projects Reserve Balance $128,855.33

**Amend Meeting Schedule:** Commissioner Hoppe moved to schedule future Board Meetings for the second Monday of each month, at 6:30 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

**Plant Operator Civil Service Testing:** Commissioner Hughes moved to recommended to the Village Board of Trustees to request testing for Wastewater Plant Operator through Tioga County Civil Service. Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore had nothing more to report than what was already discussed.

**Adjournment:** Commissioner Hughes moved to adjourn at 8:11 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 10, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Hughes, Engelbert, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Mike Primmer of Delaware Engineering, and Matt Hicks of the Morning Times

**Delaware Engineering Update:** Mike Primmer updated the Board regarding the upgrade project. He stated the grant application to EFC is ready to be submitted.

**Minutes:** Commissioner Hughes moved to approve the Minutes of July 6, 2015 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $68,265.21; and Capital Projects Reserve in the amount of $16,960.00. Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/15 – 7/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 14,602.01 | Current Revenues | 39,165.41 |
| Deposits | 76,433.76 | Year to Date Revenue | 69,642.96 |
| Disbursements | 36,239.19 | Current Expenditures | 22,258.36 |
| Ending Balance | 54,796.58 | Year to Date Expended | 40,130.10 |

\*Capital Projects Reserve Balance $128,877.21

**Plant Operator’s Report:** Plant Operator Killgore reported that running the press consistently has helped out a lot.

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 7:32 p.m. to discuss Leprino’s contract. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 8:02 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Engelbert moved to adjourn at 8:02 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 14, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hughes, Engelbert, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, and Plant Operator Killgore

**Delaware Engineering Update:** Senior Commissioner Kahn stated Leprino’s should have a better knowledge of their plans by the end of September, however, cannot guarantee until the end of February 2016. He stated NY DEC is working with us and with Leprino’s, however, a consent violation order will be sent to us. Senior Commissioner Kahn stated he feels this is protocol and may not be a financial burden.

**Minutes:** Commissioner Hughes moved to approve the Minutes of August 10, 2015 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $35,675.48; and Capital Projects Reserve in the amount of $17,675.96. Commissioner Bidlack seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/15 – 8/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 54,796.19 | Current Revenues | 183,745.22 |
| Deposits | 30,807.20 | Year to Date Revenue | 253,388.18 |
| Disbursements | 73,598.35 | Current Expenditures | 73,598.35 |
| Ending Balance | 12,005.04 | Year to Date Expended | 113,728.45 |

\*Capital Projects Reserve Balance $128,899.10

The clerk stated concern with cash flow. Senior Commissioner Kahn and Clerk Treasurer Wood will meet to review capital charges for the plant upgrade debt, and borrowing on a BAN for the plant upgrade expenses. Commissioner Bidlack moved to borrow $34,635.96 from the Capital Reserves to pay Delaware Engineering for expenses due for the plant upgrade, and to be paid back to the Reserves with proceeds from a BAN. Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore reported that Leprino is having some “down days”, therefore, the sewer plant is experiencing low flows. He stated there were no warnings from Leprino. Killgore also stated concern with grease traps. He would like to know who has them, who needs them, and how often they are cleaned. He recommended sending annual notices and asking for inspection and clean-out info. Attorney Keene will review our code.

**Adjournment:** Commissioner Bidlack moved to adjourn at 7:36 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 12, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Mayor Leary, and Town of Barton Supervisor Dick Cary

**WWTP Operator Position:** Mayor Leary stated he talked with Tioga County Civil Service and we currently have two WWTP Operators on their file. He stated there is no list for operators, however, there may be a list for trainees. He will contact them tomorrow. Discussion followed. Killgore explained the issues with having only one operator and having a seconded person working between two departments.

**Town of Barton:** Town of Barton Supervisor Dick Cary asked how the new sewer plant will affect the Town of Barton. Senior Commissioner Kahn explained that we are still waiting on Leprino’s decision regarding their direct discharge. He also stated Delaware Engineers are working on projections. Discussion followed regarding a unit capital charge. The consensus of the Board is that residents in the Town of Barton using the sewer plant will have to be charged the same unit charge as the village residents for the same service.

**Bond Update:** The clerk stated she is currently working on calculating the number of units that will be charged the capital charge. She submitted a unit classification sheet and stated this was how units were figured with the last capital charge. She also stated we need to borrow soon to cover costs.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of September 14, 2015 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $11,737.16. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW1 $16,960.00

Delaware Engineering Invoice DW2 $17,675.96

Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk submitted an updated price list from Dickson Environmental Services for sludge removal. Their pricing increased approximately 45%.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/15 – 9/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 12,005.04 | Current Revenues | 49,249.20 |
| Deposits | 91,991.15 | Year to Date Revenue | 302,637.38 |
| Disbursements | 55,967.47 | Current Expenditures | 79,153.77 |
| Ending Balance | 48,028.72 | Year to Date Expended | 192,882.22 |

\*Capital Projects Reserve Balance $94,281.48

**NYS DEC Notice of Violation:** The clerk submitted a Notice of Violation from NYS DEC, dated September 30, 2015. Senior Commissioner Kahn stated we were expecting this. He stated they are meeting with NYS DEC tomorrow regarding Leprino, and will have further discussion.

**Plant Operator’s Report:** Plant Operator Killgore stated there was nothing new to report.

**Adjournment:** Commissioner Bidlack moved to adjourn at 8:00 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 9, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hughes, Hoppe, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Mayor Leary, and Trustee Steck

**Conceptual Plant Upgrade:** Senior Commissioner Kahn stated it was time to discuss what the size of the new plant should be. Killgore stated we should build a bigger plant to accommodate possible growth in the village. He stated the engineers are looking at possibly retro-fitting, which will reduce construction costs. By retro-fitting, we would be able to only have half of the plant online at a time. This is good for backup and redundancy.

Mayor Leary stated that currently with Leprino we treat 700,000 to 900,000 per day, and without Leprino we treat 400,000 to 500,000 per day. Killgore confirmed. Mayor Leary stated we shouldn’t count of future development, as nothing is in the works. He stated if the Board decides to build it bigger than what is needed, we have to justify it to the residents as they will be paying for it. Senior Commissioner Kahn stated they are looking at the best and most efficient way to run the plant, and appreciates Killgore’s perception of the plant.

Commissioner Hoppe asked about licensing, and staffing requirements needed for the size of the plant. Killgore stated that Delaware Engineers are reviewing the entire project. Commissioner Hoppe stated she has a strong feeling about over building our plant. We need to be cost-conscious for our residents.

**Executive Session:** Commissioner Hoppe moved to enter into Executive Session at 7:07 p.m. to discuss the Leprino Contract. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter into Regular Session at 7:38 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of October 12, 2015 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/15 – 10/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 48,028.72 | Current Revenues | 38,095.38 |
| Deposits | 43,849.15 | Year to Date Revenue | 340,732.76 |
| Disbursements | 21,295.94 | Current Expenditures | 41,312.19 |
| Ending Balance | 70,581.93 | Year to Date Expended | 234,194.41 |

\*Capital Projects Reserve Balance $74,273.88

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $37,249.90; and Capital Projects Reserve in the amount of $10,007.50. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW3 $20,021.64

Delaware Engineering Invoice DW4 $10,007.50

Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Units Classification Schedule:** The Board reviewed the schedule for classification of capital units. They discussed changing Nursing Homes & Hospitals to Nursing Homes & Assisted Living, and changing Gas Stations from 2 units to 1 unit. The Board questioned where this schedule originated from. The clerk stated it was the schedule used when the sewer plant was first constructed.

**Bonding Update:** The clerk stated she and Senior Commissioner Kahn had a conference call with Delaware Engineers, Municipal Solutions, and Hodgson Russ to discuss borrowing. Delaware Engineers stated they would have a better cost estimate once the bidding was done. Once we have project costs, we will get a BAN (bond anticipation note) and borrow for those costs.

**NYS DEC Revised Notice of Violation:** The clerk submitted a Revised Notice of Violation from NYS DEC, dated October 13, 2015. Senior Commissioner Kahn stated the only revision he saw was the deadline date for corrective action. The new date is March 15, 2016.

**SPDES Renewal Application:** The clerk stated the renewal application is due by January 2, 2016.

**Billing and Collections Software:** The clerk stated that she would like to update the billing and collections software as the standard KVS program is too antiquated to cross train. KVS will not be updating this module. KVS merged with Springbrook Software and is pushing its billing package, however, the cost is approximately $16,000. She stated the clerks were given a presentation from Williamson Law Book on their billing system, and were impressed. Discussion followed. Commissioner Cannavino moved to approve the purchase of Williamson Law Book’s Billing and Collections Software as presented, at a cost of $3,950 plus annual support and training cost. This is contingent upon the Board of Water Commissioners sharing all costs equally. Commissioner Hoppe seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore stated the press is running good. He stated grease had plugged up the pumps. One pump came back, however, one pump stuck open. The check valves need to be replaced. He stated that we would need to hire specialized personnel to replace these. He also stated that we need to get back up pumps.

**Adjournment:** Commissioner Bidlack moved to adjourn at 8:28 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 14, 2015 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Senior Commissioner Kahn, and newly-appointed Commissioner Matt Jilson

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Mayor Leary, Trustee Steck, and Mike Primmer of Delaware Engineers

**Letters and Communications:** The clerk presented a letter from Edward Carolin, owner of 102 W. Pine Street, requesting a reduction in the sewer bill due to a broken pipe in the basement. Commissioner Bidlack moved to approve the reduction to an average usage. Commissioner Cannavino seconded the motion, which carried unanimously.

**Delaware Engineering Update:** Mike Primmer, of Delaware Engineers, submitted a handout dated 12/14/15 outlining the status of various topics, such as: The WQIP Grant has not been released yet, however, it could be soon. The bid for the Dewatering Project is ready for contractors. The bid opening is December 23, 2015 at 10:00 a.m. He also discussed Leprino and future size of new plant upgrade. He is still waiting for more information.

Mayor Leary thanked the Board and Delaware Engineers for their work on the project.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of November 9, 2015 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/15 – 11/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 129,372.40 | Current Revenues | 42,512.08 |
| Deposits | 0.00 | Year to Date Revenue | 383,244.84 |
| Disbursements | 23,439.80 | Current Expenditures | 64,018.98 |
| Ending Balance | 105,932.60 | Year to Date Expended | 289,125.59 |

\*Capital Projects Reserve Balance $64,277.22

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $35,036.43. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Expenditures:** Commissioner Bidlack moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW5 $3,070.63

Commissioner Hoppe seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore stated the press is stable for now.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:35 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 11, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Mayor Leary, Trustee Steck, Pat Roney, and Mike Primmer of Delaware Engineers

**Delaware Engineering Update:** Mike Primmer, of Delaware Engineers, stated the WQIP Grant funds have not been released yet. He will contact them again.

**Sewer Dewatering Project Bid**: Mike Primmer submitted the following bids for the Sewer Dewatering Project.

General Contract WV1-G-15: There was one bid submitted. The Milnes Company, Inc. bid $731,095. Mike Primmer stated he has reviewed and recommends awarding this bid. This bid was $35,095 over the engineer’s estimate. Commissioner Cannavino moved to recommend to the Village Board to award the General Contract to The Milnes Company, Inc. in the amount of $731,095 and authorize Mayor Leary to sign the contract. Commissioner Bidlack seconded the motion, which led to a roll call vote, as follows:

Ayes – 4 (Cannavino, Bidlack, Hoppe, Kahn)

Nays – 0

Absent – 3 (Hughes, Engelbert, Jilson)

The motion passed.

Electrical Contract WV1-E-15: There were three bids submitted, as follows: Nelcorp Electrical bid $51,740; Matco Electric bid $53,000; and Schuler-Haas bid $38,724. Mike Primmer stated he has reviewed and recommends awarding this bid to Schuler-Haas. This bid was $71,276 lower than the engineer’s estimate. This was due to some tasks being turned over to the General Contract. Commissioner Hoppe moved to recommend to the Village Board to award the Electrical Contract to Schuler-Haas in the amount of $38,724 and authorize Mayor Leary to sign the contract. Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes – 4 (Cannavino, Bidlack, Hoppe, Kahn)

Nays – 0

Absent – 3 (Hughes, Engelbert, Jilson)

The motion passed.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of December 14, 2015 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/15 – 12/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 105,932.60 | Current Revenues | 35,142.25 |
| Deposits | 30,072.40 | Year to Date Revenue | 418,387.09 |
| Disbursements | 47,582.52 | Current Expenditures | 46,914.26 |
| Ending Balance | 88,422.48 | Year to Date Expended | 336,039.85 |

\*Capital Projects Reserve Balance $64,217.23

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $24,439.91; and Capital Projects Reserve in the amount of $6,264.27. Commissioner Cannavino seconded the motion, which carried unanimously. Commissioner Hoppe moved to borrow $6,264.27 from the Capital Reserves to pay Delaware Engineering for expenses due for the plant upgrade, and to be paid back to the Reserves with proceeds from a BAN. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Killgore stated the press is stable for now, however, will need to haul away liquid sludge as inventory is high. He also stated the intermediate wet well needs repairs. The approximate cost is $25,000 to $35,000. He will update the Board at the next meeting.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW6 $6,264.27

Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Unit Classification Schedule:** The Board reviewed the classification schedule. The Board made a few changes, and proposed the following:

Classification Number of Units

Single Family Dwelling 1 unit

Multiple Residence 1 unit per dwelling unit

Nursing Homes & Assisted Living ½ unit per bed

Motel/Hotel ½ unit per motel/hotel unit

Restaurant 1 unit

General Commercial 1 unit

Gas Station 1 unit

Laundromat ½ per washing machine

Car Wash 1 unit per stall

Industry 1 unit per 15 employees

School 1 unit per 15 students and faculty

Religious & Fraternal 1 unit

Vacant Lot ½ unit

Beauty Salon/Barber Shop 1 unit

**Plant Laborer Position:** Senior Commissioner Kahn moved to advertise for a laborer position. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:55 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 8, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Engelbert, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, Trustee Steck, and Mike Primmer of Delaware Engineers

**Delaware Engineering Update:** Mike Primmer, of Delaware Engineers, stated the contractor, Milnes Company, has placed the order for the screw press as it has a long build time. This should help speed the process. Discussion followed regarding Leprino Food’s decision on whether or not to be included in the design of the plant upgrade. Mike Primmer stated we are in a hold pattern until that decision is made.

Commissioner Hoppe moved to proceed with the design of the plant upgrade without Leprino Foods on March 1, 2016, unless otherwise communicated. The Board will make the determination at the next meeting on March 7, 2016. Commissioner Cannavino seconded the motion, which carried unanimously.

Mike Primmer also stated he is waiting on Leprino to submit information regarding our request that they install a meter, sampler, and basket for their sanitary waste.

Plant Operator Killgore stated there are some issues with the intermediate wet well. Delaware Engineering has been reviewing the situation, and should have more information at the next meeting.

**Letters and Communications**: The clerk presented a letter from Sandra Fiske, owner of 9 Ithaca Street, requesting a reduction in the sewer bill due to a broken pipe in the basement. Commissioner Hoppe moved to approve the reduction to an average usage contingent upon repair bills being submitted. Commissioner Jilson seconded the motion, which carried unanimously.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of January 11, 2016 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/16 – 1/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 88,422.48 | Current Revenues | 134,744.55 |
| Deposits | 143,562.82 | Year to Date Revenue | 553,161.64 |
| Disbursements | 34,555.38 | Current Expenditures | 37,414.60 |
| Ending Balance | 197,429.92 | Year to Date Expended | 376,525.018 |

\*Capital Projects Reserve Balance $54,959.74

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $21,858.98. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW7 $4,044.37

Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** He also stated the intermediate wet well needs repairs. He submitted two estimates from Koester. The first is to replace existing float system with a new PLC panel with display and quad pump control and transducer in the amount of $11,851, and the second is to replace (2) 8” check valves with (2) 8” J&S swing check valves with lever and weight in the amount of $12,658. These valves are positioned 8’ below the decking and will require special rigging. They will also replace a pump which is approximately $25,000. Discussion followed. Commissioner Cannavino moved to approve the work needed, not to exceed $40,000, and contingent upon Attorney Keene’s review of the proposals. Commissioner Bidlack seconded the motion, which carried unanimously.

Commissioner Hoppe moved to expend the funds, not to exceed $40,000, needed for repair of the intermediate wet well from Sewer Capital Reserve Fund and the clerk to advertise the same. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Laborer Position:** Commissioner Jilson, Commissioner Engelbert, and Senior Commissioner Kahn volunteered to review applications. Plant Operator Killgore will also review.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:58 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 14, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, Trustee Steck, and Mike Primmer of Delaware Engineers

**Delaware Engineering Update:** Mike Primmer, of Delaware Engineers, presented an Engineering Services Contract in the amount of $45,000. This is for professional services related to the Engineering Report for the WWTP Upgrade without Leprino contribution, and assistance with the Consent Order work. He stated the consent order portion of $10,000 could be billed to Leprino Foods. Commissioner Bidlack moved to approve the contract as presented, and authorize Mayor Leary to sign the contract. Commissioner Cannavino seconded the motion, which carried unanimously.

Discussion took place regarding a project inspector (Clerk of the Works) for the Dewatering Project. Senior Commissioner Kahn requested Attorney Keene to review if there are any conflicts of interest with hiring Trustee Michael Steck to perform the duties of project inspector. Attorney Keene will research.

Mike Primmer explained the corrective action plan for the Notice of Violation from NYS DEC regarding the proposed timeline for bringing the WWTP into compliance with total phosphorus effluent limits as set forth in SPDES modification of September 1, 2025. He stated he would be meeting with NYS DEC soon to review items and plan.

**Letters and Communications**: The clerk presented a letter from Mike Trudeau, owner of 488 Cayuta Avenue, requesting a reduction in the sewer bill due to the outside hose being left on. Discussion followed. Commissioner Cannavino moved to deny the reduction as there is no verification of the occurrence. Commissioner Jilson seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of February 8, 2016 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/16 – 2/29/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 197,429.92 | Current Revenues | 41,151.52 |
| Deposits | 82,008.93 | Year to Date Revenue | 594,313.16 |
| Disbursements | 40,286.30 | Current Expenditures | 44,327.67 |
| Ending Balance | 239,152.55 | Year to Date Expended | 420,852.75 |

\*Capital Projects Reserve Balance $50,926.68

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $48,152.68. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures to be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW8 $2,955.63

Commissioner Cannavino seconded the motion, which carried unanimously.

**BAN Update:** The clerk stated Roosevelt & Cross Inc., was the lowest (interest) bidder and was awarded the BAN in the amount of $1,250,000. Their interest rate was 1.3495%. We will close on the BAN on March 22, 2016. The BAN will mature on March 21, 2017 and $18,697.92 in interest will be payable on that date.

**2016-2017 Tentative Sewer Budget:** The clerk presented the tentative budget as created by the budget committee. The Board reviewed. Senior Commission Kahn stated as there are many unknowns with the impending upgrade. Discussion followed and the clerk highlighted some changes.

The Tentative Sewer Budget reflects an increase from $623,431 to $668,658 (7.25%) for the fiscal year 2016-2017. The sewer charges will increase from $614,431 to $657,858 (7.1%). The sewer rate will need to increase from $3.23 to $3.63 (30 cents) per 100 cubic feet, to offset the increased operational costs of the wastewater treatment facility. The Board of Sewer Commissioners will continue to address infrastructure needs, discharge regulations of the NYS Department of Conservation, the Susquehanna River Basin Commission, and other regulatory agencies that continue to increase their requirements for wastewater discharge.

Commissioner Hoppe moved to recommend adoption of the 2016-2017 Tentative Sewer Budget, as presented, to the Village Board of Trustees. Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Cannavino, Bidlack, Hoppe, Jilson, Kahn)

Nays – 0

Absent – 2 (Hughes, Engelbert)

The motion carried.

Commissioner Bidlack moved to set the sewer rate at $3.63 for the fiscal year beginning June 1, 2016. Commissioner Hoppe seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Cannavino, Bidlack, Hoppe, Jilson, Kahn)

Nays – 0

Absent – 2 (Hughes, Engelbert)

The motion carried.

**Labor Position Applications:** Senior Commissioner Kahn stated he will meet with Commissioner Jilson, Commissioner Engelbert, and Plant Operator Killgore to review applications. He stated he may have a recommendation for the April Meeting.

**Plant Operator’s Report:** Plant Operator Killgore stated he is waiting on parts to repair the intermediate wet well. He stated he is experiencing high flows. He also stated Leprino’s has regulated their discharge to a more consistent flow, day-night, which has worked out very well.

**Adjournment:** Commissioner Jilson moved to adjourn at 8:05 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 18, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, Town of Barton Supervisor Dick Cary, Mayor Leary, and Mike Primmer of Delaware Engineers

**Letters and Communications**: The clerk presented a letter from Helen Lougher, owner of 120 Park Place, requesting a reduction in the sewer bill due to the outside hose being left on. The clerk stated that upon the meter reader, Jim Cole, reading her meter, he noticed that a hose was running in the back yard. The reduction will be $949.62. Commissioner Hoppe moved to approve the reduction, in the amount of $949.62 as it was verified by Water Department. Commissioner Bidlack seconded the motion, which carried unanimously.

**Laborers’ International Union of North America (LiUNA):** Mike Dundon, of LiUNA, presented information on Project Labor Agreements. These agreements (PLA’s) help prevent driving down local standards, and bring a steady stream of jobs to local workforces. He submitted a handout outlining the presentation.

**Sewer Upgrade Project:** Mike Primmer, of Delaware Engineers, updated the Board on the project. He stated the press should come in the first week of June. He also explained the different processes that are available to us regarding the upgrade. They are the Dual Sand Filtration, Ovivo Membrane Bioreactor, and Kubota Flat Sheet Membrane Bioreactor. He explained the pros and cons of each one and will bring back a cost comparison.

**Approval of Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Reserve:

Delaware Engineering Invoice DW9 (Dewatering) $3,201.25

Commissioner Cannavino seconded the motion, which carried unanimously.

**Consideration of Clerk of the Works:** Town of Barton Supervisor stated Jim Smith did projects for them and the school and might be interested. The Board agreed and Mike Primmer will reach out to him.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of March 14, 2016 as presented. Commissioner Jilson seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/16 – 3/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 239,152.55 | Current Revenues | 32,025.75 |
| Deposits | 35,119.24 | Year to Date Revenue | 629,338.91 |
| Disbursements | 43,765.95 | Current Expenditures | 34,278.42 |
| Ending Balance | 230,505.84 | Year to Date Expended | 386,574.33 |

\*Capital Projects Reserve Balance $128,980.60

**Consent Order:** The Board felt that Leprino Foods should be responsible to pay the consent order. Attorney Keene will review for next meeting.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of 32,789.03. Commissioner Hughes seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 8:40 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 2, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Jilson, Hughes, Engelbert, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, Town of Barton Supervisor Dick Cary, Mayor Leary, Trustee Steck, and Dave Ohman and Mike Primmer of Delaware Engineers

**Sewer Upgrade Dewatering Project:** Mike Primmer, of Delaware Engineers, updated the Board on the project. He stated the belt press will be demolished on June 1st and the new one will be installed by the end of June.

Mike Primmer previously submitted information regarding wastewater process options. He submitted a cost comparison for the three options. They were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Process | Total Estimated Capital Cost | Estimated Annual O&M Cost | Total Projected Annual Cost, per EDU |
| OVIVO Flat Sheet Membrane Bioreactor | $12,136,721 | $689,195 | $349 |
| Continuous Backwash Upflow Filter | $13,010,407 | $742,126 | $377 |
| Kubota Flat Plate Membrane Bioreactor | $12,141,730 | $723,625 | $361 |

Discussion followed regarding the pros and cons for each process. Mike Primmer and Dave Ohman stated they felt the Kubota Flat Plate process would work well for us. Commissioner Cannavino moved to proceed with the Kubota Flat Plate Membrane Bioreactor process. Commissioner Jilson seconded the motion, which carried unanimously.

**Consideration of Clerk of the Works:** Commissioner Jilson stated his father has experience with this work and would be interested. Senior Commissioner Kahn will reach out to him.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of April 18, 2016 as presented. Commissioner Cannavino seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/16 – 4/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 230,505.84 | Current Revenues | 34,716.57 |
| Deposits | 36,756.46 | Year to Date Revenue | 664,055.48 |
| Disbursements | 43,871.75 | Current Expenditures | 42,582.75 |
| Ending Balance | 223,390.55 | Year to Date Expended | 429,157.08 |

\*Capital Projects Reserve Balance $129,001.80

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $7,714.84. Commissioner Hughes seconded the motion, which carried unanimously.

**Reimbursement of Labor Charges:** The clerk stated Joe Wright has been working in the sewer plant throughout the year, however, his total salary and benefits have been expended from the water fund. She stated that half of his wages and benefits are $30,690. Commissioner Engelbert moved to reimburse the water fund $30,690 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Hughes offered the following resolution, and recommended adoption by the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2016, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $10,844.03 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Bidlack seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter executive session at 8:09 p.m. to discuss candidates for the sewer laborer position. Commission Engelbert seconded the motion, which carried unanimously.

Commissioner Engelbert moved to enter regular session at 8:15 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

**Sewer Plant Laborer:** Commissioner Hoppe moved to recommend, to the Board of Trustees, hiring Devin Spallone as Sewer Plant Laborer. Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 8:16 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 23, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, and Town of Barton Supervisor Dick Cary

**Sewer Plant Upgrade Project, SEQR:** Commissioner Hoppe offered the following resolution, and moved its adoption:

WHEREAS, in regards to State Environmental Review requirements, the Village of Waverly has reviewed SEQR requirements (6 NYCRR Part 617) and has determined that the Wastewater Treatment Plant Upgrade Project qualifies as a TYPE II action, per Section 617.5 (2), since the work includes replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in Section 617.4 of this part, and

WHEREAS, no SEQR procedural requirements exist for TYPE II actions, and no environmental assessments or determinations of significance are required, and

THEREFORE, RESOLVED, the Village of Waverly resolved that the Village of Waverly WWTP Upgrade Project has been determined to be a TYPE II action in accordance with 6 NYCRR Part 617 and requires no further action.

Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes – 4 (Hoppe, Cannavino, Jilson, Kahn)

Nays – 0

Absent – 3 (Engelbert, Bidlack, Hughes)

**Consideration of Clerk of the Works:** Commissioner Hoppe moved to approve David Jilson as Construction Inspector for the Dewatering Project, at a rate of $25 per hour. Commissioner Cannavino seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $55,993.89. Commissioner Cannavino seconded the motion, which carried unanimously.

**2014-2015 Sewer Budget Transfers:** Commissioner Hoppe moved to approve the 2015-2016 budget transfers as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Transfer To: | Transfer From: |
| G 1990-0400 | contingency exp |  | -25,000 |
|  | **Administration** |  |  |
| G 8110-0145 | admin-sick | 392 |  |
| G 8110-0401 | admin-supplies | 3,000 |  |
| G 8110-0402 | admin-misc |  | -3,000 |
|  | **Sewage Treatment** |  |  |
| G 8130-0144 | spec comp | 350 |  |
| G 8130-0145 | sick time | 627 |  |
| G 8130-0149 | vacation | 1,009 |  |
| G 8130-0403 | electric | 15,000 |  |
| G 8130-0410 | PAC | 10,000 |  |
| G 8130-0412 | lab testing | 10,000 |  |
| G 8140-0400 | storm sewer misc | 12,000 |  |
| G 8140-0401 | storm sewer Leprino |  | -19,378 |
|  | **Employee Benefits** |  |  |
| G 9010-0800 | state retirement |  | -5,000 |
|  | **Totals** | **52,378** | **-52,378** |

**Executive Session:** Commissioner Jilson moved to enter executive session at 7:08 p.m. to discuss a personnel issue. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Jilson moved to enter regular session at 7:19 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:20 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 13, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Engelbert, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Killgore, Town of Barton Liaison Shirley Lopreste, Mike Primmer of Delaware Engineering, Mayor Leary, and Dawn Campbell of WATS/WAVR Radio

**Sewer Plant Dewatering Project:** Mike Primmer submitted two change orders, as follows:

Change Order #1: The Milnes Co. requested to remove and replace two six-inch plug valves at sludge pumps. The cost of Change Order is $4,099.33. Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #1 for The Milnes Co., as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

Change Order #2: The Milnes Co. requested to replace press room window. The cost of Change Order is $3,351.29. Mike Primmer recommended approval. Commissioner Jilson moved to approve Change Order #2 for The Milnes Co., as presented. Commissioner Engelbert seconded the motion, which carried unanimously.

Mike Primmer stated the screw press should be here by end of week. He recommended purchasing a 400-gallon chemical tank and The Milnes Co. will install it. The cost of the tank will be $2,200. Discussion followed. Commissioner Hoppe moved to purchase tank as presented and expend the costs from the O & M Budget. Commissioner Cannavino seconded the motion, which carried unanimously.

Mike Primmer stated NYS DEC has signed off on the Preliminary Engineering Report.

**Laborers’ International Union of North America (LiUNA):** Mike Dundon, of LiUNA, presented information on Project Labor Agreements and submitted a template for PLA’s. He explained the benefits of a PLA. He also stated that a feasibility study is required and the costs run in the range of $15,000 - $20,000. He stated these agreements (PLA’s) help prevent driving down local standards, and bring a steady stream of jobs to local workforces. He submitted a handout outlining the presentation. Discussion followed regarding the high cost of the study, relatively small number of workers, and the limited benefits. The Board decided that a PLA may not be feasible to pursue.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of April 18, May 2, and May 23, 2016 as presented. Commissioner Engelbert seconded the motion which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Milnes Company Invoice 1 $14,519.00

Municipal Solutions Invoices 7336/7337 6,106.80

Delaware Engineering Invoice DW10 978.13

Schuler-Haas Electric Invoice 1 990.00

Delaware Engineering Invoice DW11 1,501.25

Schuler-Haas Electric Invoice 2 4,320.00

Delaware Engineering Invoice Upgrade 1 20,040.93

David B. Jilson Invoice 1 732.36

Total $49,188.47

Commissioner Cannavino seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills for (May) in the amount of $17,035.94, and (June) in the amount of $1,170.95. Commissioner Cannavino seconded the motion, which carried unanimously.

**Letter of Resignation:** The clerk read the Letter of Resignation from Plant Operator Killgore. His last day will be June 17, 2016. Senior Commissioner Kahn and the Board wished Mr. Killgore well with his new endeavors.

**Plant Operator Report:** Plant Operator Killgore stated the construction is moving forward. Sludge hauling is working out better than planned. Devon is doing well and learning quickly. He stated that Doug Kinsley was asked to go back to the plant as the operator, and he feels this will be a smooth transition.

**Executive Session:** Commissioner Jilson moved to enter executive session at 7:21 p.m. to discuss a personnel issue. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Jilson moved to enter regular session at 8:00 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Bidlack moved to recommend to the Village Board of Trustees to rehire Doug Killgore as Part Time/Per Diem Sewer Plant Operator at a salary of $500 per month, or operator pay if physically needed. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 8:03 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 11, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hughes, Engelbert, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Town of Barton Liaison Shirley Lopreste, Dave Ohman and Mike Primmer of Delaware Engineering, Mayor Leary, and Dawn Campbell of WATS/WAVR Radio

**Engineers’ Update:** Mike Primmer updated the Board on the following:

Sewer Dewatering Project: The press is online full time now. The contractor is working on scheduling startups for RAS and WAS flow meters. The polymer tank has been ordered. Indications that liquid polymer is required instead of powdered. He recommended removal of MCC Room heater as it may short circuit HVAC controls if used.

Plant Upgrade: Continue to develop interim limits. Confirm with EFC that all is in order to close on financing by end of year.

Dave Ohman presented Delaware Engineering’s contract and costs of the total plant upgrade. The estimated cost of $12.32M will be maintained and the contingency adjusted to reflect the refined cost for non-construction costs based on this professional services contract. He presented Delaware Engineering’s Contract as follows:

Delaware Engineering $1,188,500

Subcontractors 198,000

Total $1,386,500

Commissioner Cannavino moved to recommend to the Village Board to approve Delaware Engineering’s contract in the amount of $1,386,500, as presented. Commissioner Jilson seconded the motion, which carried unanimously.

Dave Ohman stated approximately $700,000 would be needed for the next phase of the project and recommended getting a BAN. He stated EFC short-term financing would take over after that. Commissioner Jilson moved to recommend to the Village Board to proceed with getting a BAN of $700,000. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Engelbert moved to approve the Minutes of June 13, 2016 as presented. Commissioner Jilson seconded the motion which carried unanimously.

**Abstract:** Commissioner Hughes moved to approve bills (May) in the amount of $29.30, and (June) in the amount of $20,501.44. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Engelbert moved to approve the following expenditures be paid from the Capital Projects:

Milnes Company Invoice 2 $628,533.00

Delaware Engineering Invoice DW12 11,220.84

Delaware Engineering Invoice UP2 14,959.07

Schuler-Haas Electric Invoice 3 17,100.00

Dickson Environmental Invoices 1848, 1910, 1911 48,222.94

David B. Jilson Invoice 2 1,316.56

David B. Jilson Invoice 3 1,139.72

Total $722,492.13

Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator Report:** Plant Operator Kinsley stated things are going smoothly. Senior Commissioner Kahn offered support from the Board during his transition.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:38 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 8, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Town of Barton Liaison Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Dewatering Project:** Mike Primmer stated the screw press was not working properly and lost the motor. It was delivered with no oil in the gear boxes. The motor was replaced by manufacturer and is now working well. The manufacturer will do an inspection.

Mike Primmer stated Leprino will leave the Village on April 1, 2017.

Engineering Change Order #1: Mike Primmer stated that since we need to switch to liquid polymer, we will need to purchase a barrel lift and containment system. The cost of Change Order is $1,942. Commissioner Cannavino moved to approve Change Order #1 as presented. Commissioner Bidlack seconded the motion, which carried unanimously.

Change Order #3: The Milnes Co. proposed to supply stainless steel base plates for the two new rotary pumps in lieu of the carbon steel base plates specified as requested by Delaware Engineering. The cost of Change Order is $1,015.39. Mike Primmer recommended approval. Commissioner Hoppe moved to approve Change Order #3 for The Milnes Co., as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #4: The Milnes Co. requests the difference in cost of using a WMBE subcontractor (View-Tech) at a cost of $15,155 to supply and install the hollow metal doors. They propose to purchase from Kelley Brothers at the cost of $6,181 and self-perform installation. The final cost of Change Order is $6,147.78. Mike Primmer recommended approval. Commissioner Hoppe moved to approve Change Order #4 for The Milnes Co., as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

Plant Operator Kinsley asked the Board what they would like done with the remaining powdered polymer. He stated he may be able to resell it to another plant. He also stated the clutch on the mower will need to be replaced. Commissioner Bidlack authorized Plant Operator Kinsley to sell the remaining polymer and repair the mower. Commissioner Cannavino seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Lynn Mack, owner of 92 Lincoln Street, requesting a reduction in the sewer bill due to a burst pipe. The clerk stated the use will be on their October bill. Commissioner Hughes moved to approve a reduction, if needed, as it was verified by Water Department. Commissioner Bidlack seconded the motion, which carried unanimously.

**Minutes:** Commissioner Bidlack moved to approve the Minutes of July 11, 2016 as presented. Commissioner Hughes seconded the motion which carried unanimously. The clerk stated upon conversation with Municipal Solutions that it was in our best interest to not proceed with the BAN and proceed with EFC short term financing that will be available in October. She stated the Village Board approved a bridge loan to the Sewer Fund for cost incurred before EFC funds are available.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/16 – 5/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 223,390.55 | Current Revenues | 42,513.37 |
| Deposits | 81,307.36 | Year to Date Revenue | 706,568.85 |
| Disbursements | 72,220.30 | Current Expenditures | 84,377.69 |
| Ending Balance | 232,477.61 | Year to Date Expended | 514,285.37 |

\*Capital Projects Reserve Balance $129,023.71

Sewer Fund 6/01/16 – 6/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 232,477.61 | Current Revenues | 36,940.86 |
| Deposits | 43,718.22 | Year to Date Revenue | 36,940.86 |
| Disbursements | 160,802.61 | Current Expenditures | 18,166.67 |
| Ending Balance | 115,393.22 | Year to Date Expended | 18,166.67 |

\*Capital Projects Reserve Balance $129,044.91

Sewer Fund 7/01/16 – 7/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 115,393.22 | Current Revenues | 42,843.41 |
| Deposits | 36,378.20 | Year to Date Revenue | 79,784.27 |
| Disbursements | 36,092.93 | Current Expenditures | 36,063.63 |
| Ending Balance | 115,678.49 | Year to Date Expended | 54,230.30 |

\*Capital Projects Reserve Balance $129,066.83

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $24,055.40. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice DW13 $14,380.84

Schuler-Haas Electric Invoice 4 12,441.60

David B. Jilson Invoice 4 886.04

Total $27,708.48

Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:15 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 19, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Bidlack, Hughes, Engelbert, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Town of Barton Liaison Shirley Lopreste, Dawn Campbell of WATS/WAVR, and Mike Primmer and Dave Ohman of Delaware Engineering

**Sewer Plant Dewatering Project:** Mike Primmer stated Milnes Company has completed all their change orders, pumps output is 100 gpm versus the 150 target, a 100 gallon day tank for polymer has been ordered for the project at a cost of $817.80.

Amendment to Executed Professional Services Contract: Commissioner Hughes offered the following amendment to the agreement, dated March 14, 2016, between the Village of Waverly and Delaware Engineering, and moved its approval. It is as follows:

The project will ultimately be funded by the New York State Environmental Facilities Corporation (NYSEFC) under the Clean Water State Revolving Fund program (CWSRF). Those making use of those funds shall comply with CWSRF requirements, among those, all project contracts and subcontracts being funded in whole or in part with SRF funds shall include the bid Packet for (in this case) Non Construction Contract for Service Providers. Except as set forth in the Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. Commissioner Bidlack seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Engelbert moved to enter executive session at 7:02 p.m. to discuss a contractual issue. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 7:38 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

After a thorough discussion and review of the options presented by Leprino Foods, Commissioner Hoppe moved to require that the sanitary discharge from Leprino Foods be metered and billed at the same rate applied to all village users. This in in line with our original request and would need to be in place at the time Leprino Foods go to direct discharge for their production wastes, which is projected to be April 1, 2017. Commissioner Engelbert seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Christine Struble, of 434 Loder Street, requesting a reduction in the sewer bill due to abnormally high reading. Ms. Struble stated no reasons for the high usage. The clerk stated when the meter was examined, it was running normally. Discussion followed. Commissioner Bidlack moved to deny a reduction, as the meter was determined to be reading correctly, therefore, the assumption is water was being used and no leaks were detected. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Warren Decker, of 8 Pine Street, requesting a reduction in the sewer bill due to toilet running constant. Discussion followed. Commissioner Hoppe moved to deny a reduction, as the water running through the toilet entered the facility for treatment. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Darin Tubbs, of 448 Chemung Street, requesting a reduction in the sewer bill due to a leaking water pipe in the basement. The clerk stated this was verified by the Water Department. Commissioner Hughes moved to approve a reduction of $333.96, as the water did not enter the facility for treatment. Commissioner Bidlack seconded the motion, which carried unanimously.

The clerk presented a letter from Steven Burlingame, of 207 Clinton Avenue, requesting a reduction in the sewer bill due to a burst garden hose. The clerk stated this was not verified by the Water Department. Discussion followed. Commissioner Jilson moved to approve a reduction of $83.49, as the water did not enter the facility for treatment. Commissioner Engelbert seconded the motion, which carried unanimously.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of August 8, 2016 as presented. Commissioner Engelbert seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/16 – 8/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 131,386.33 | Current Revenues | 115,678.49 |
| Deposits | 2.53 | Year to Date Revenue | 50,552.96 |
| Disbursements | 6,979.74 | Current Expenditures | 41,822.33 |
| Ending Balance | 124,409.12 | Year to Date Expended | 124,409.12 |

\*Capital Projects Reserve Balance $129,088.75

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $64,597.95. Commissioner Engelbert seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley stated we lost the pump in the intermediate wet well and will need to replace it. Commissioner Hoppe moved to approve the purchase of new pump as presented, at a cost not to exceed $10,000. Commissioner Hughes seconded the motion, which carried unanimously.

Kinsley stated sludge is running at nearly half the amount of previous press output. He stated the press is running very well and efficient.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice DW14 $7,271.32

Delaware Engineering Invoice UP3 600.00

Schuler-Haas Electric Invoice 5 (Final) 3,872.40

The Milnes Company Invoice 3 49,426.00

Binghamton Material Handling Invoice 0102853 1,679.00

Dickson’s Environmental Invoice 1962 9,140.58

Total $71,989.30

Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:15 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 10, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Town of Barton Liaison Shirley Lopreste, Dawn Campbell of WATS/WAVR, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade Project:** Mike Primmer stated borings have been completed. Screen design is being looked at. He also stated the construction inspection was put out for RFP’s. He stated 11 RFP’s went out, and 3 firms declined. Two firms submitted proposals ($322,500 and $363,000). Delaware’s estimate is $263,500. He is checking with EFC MWBE on a waiver. Commissioner Jilson moved to authorize a waiver for MWBE construction inspection. Commissioner Cannavino seconded the motion, which carried unanimously.

**Minutes:** Commissioner Cannavino moved to approve the Minutes of September 19, 2016 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley stated the plant is experiencing tremendous grease buildup. He stated they have been shoveling it out for the past week. Discussion followed regarding grease traps at the restaurants. He also stated they have begun to clean out tanks.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/16 – 9/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 124,409.12 | Current Revenues | 42,530.67 |
| Deposits | 34,042.70 | Year to Date Revenue | 668,658.00 |
| Disbursements | 69,620.64 | Current Expenditures | 69,620.64 |
| Ending Balance | 88,831.18 | Year to Date Expended | 163,612.99 |

\*Capital Projects Reserve Balance $129,109.97

**Abstract:** Commissioner Jilson moved to approve the bills in the amount of $15,900.69. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Bidlack moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice DW15 $4,826.66

Delaware Engineering Invoice UP4 1,150.00

Delaware Engineering Invoice PS1 9,014.50

The Milnes Company Invoice 4 53,230.79

USA Bluebook Invoice 065384 489.57

Total $68,711.52

Commissioner Jilson seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Bidlack moved to enter executive session at 7:20 p.m. to discuss a personnel issue and invited Doug Kinsley to attend. Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Jilson moved to enter regular session at 7:26 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:27 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 14, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Engelbert, Bidlack, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Attorney Keene, Mayor Leary, Trustee Steck, Town of Barton Liaison Shirley Lopreste, Dawn Campbell of WATS/WAVR, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade Project:** Mike Primmer stated soils reports were received and he has designed the building footings to reflect the findings. He explained some of the building and process designs and updated the Board on the overall project. Delaware Engineers will have a presentation for the December meeting, December 12, 2016.

Substantial Completion for The Milnes Company: Commissioner Hughes moved to approve substantial completion for The Milnes Company for the Dewatering Project as recommended by Delaware Engineering. Commissioner Hoppe seconded the motion, which carried unanimously.

Substantial Completion for Schuler-Haas Electric Corporation: Commissioner Hoppe moved to approve substantial completion for Schuler-Haas Electric Corporation for the Dewatering Project as recommended by Delaware Engineering, contingent upon their submittal of their maintenance bond. Commissioner Jilson seconded the motion, which carried unanimously.

**Sewer Plant:** Mayor Leary stated that the previous plant operator left the facility a mess. He also stated, after discussions with Plant Operator Kinsley and Mike Primmer, the aeration tanks have not been cleaned out in 2-6 years. These tanks should have been cleaned once a year. There were no maintenance logs kept. Mike Steck stated he and Kinsley always kept a maintenance chart, which included oil changes, basins, cleaning, etc. Plant Operator Kinsley has started working to get the tanks cleaned and maintenance will be done and documented.

Mayor Leary stated the Board approved to purchase a check valve in February, 2016, and to date that has not been installed. He stated Plant Operator Kinsley, Mike Primmer, and Koester Inc. are working together to get the valve installed.

Commissioner Hoppe offered Plant Operator Kinsley support from the Board with any needs for the plant. She also requested he do a monthly report for the Board to help track any issues and activities. Plant Operator Kinsley stated he would submit reports.

**Letters and Communications:** The clerk presented a letter from Connie Horton, of 20 Orange Street, requesting a reduction in the sewer bill due to a leaking water pipe in the basement. The clerk stated this was verified by the Water Department. Commissioner Hughes moved to approve a reduction of $624.36, as the water did not enter the facility for treatment. Commissioner Bidlack seconded the motion, which carried unanimously.

The clerk presented a letter from Patrick Hogan, of 3 Orange Street, requesting a reduction in the sewer bill due to a broken water softener fitting in the basement. The clerk stated this was verified by the Water Department. Commissioner Jilson moved to approve a reduction of $2,359.50, as the water did not enter the facility for treatment. Commissioner Engelbert seconded the motion, which carried unanimously.

**Minutes:** Commissioner Cannavino moved to approve the Minutes of October 10, 2016 as presented. Commissioner Hughes seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/16 – 10/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 179,984.14 | Current Revenues | 212,702.33 |
| Deposits | 0.00 | Year to Date Revenue | 384,126.06 |
| Disbursements | 1,839.20 | Current Expenditures | 31,664.07 |
| Ending Balance | 178,144.94 | Year to Date Expended | 195,277.06 |

\*Capital Projects Reserve Balance $129,131.90

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $48,072.04. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Cannavino moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice DW16 $4,550.00

Delaware Engineering Invoice DW17 $ 800.00

Delaware Engineering Invoice UP5 1,030.00

Delaware Engineering Invoice PS2 15,358.48

Delaware Engineering Invoice PS3 63,313.03

Municipal Solutions Invoice 8119 236.12

USA Bluebook Invoice 073084, 981368 843.95

Total $86,131.58

Commissioner Hughes seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Bidlack moved to adjourn at 7:45 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 12, 2016 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Engelbert, Bidlack, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Mayor Leary, Trustee Steck, Trustee Sinsabaugh, Trustee Ayres, Town of Barton Liaison Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade Presentation:** Mike Primmer, of Delaware Engineering, submitted contract drawings of the wastewater treatment plant upgrade. He presented a slideshow detailing the upgrade goals and plans, as follows:

* to meet new discharge requirement
* utilize as much of existing plant in achieving that goal
* renovate existing plant to serve the village into the future
* bring plant up to code and incorporate energy savings design where appropriate
* achieve the above in a cost conscious manner

Mike Primmer explained the drawings of the new layout of the plant and discussions followed. Senior Commissioner Kahn, and the Board, thanked him for the presentation.

MWBE Waiver: Mike Primmer stated the MWBE Waiver has been approved by EFC.

EFC Short-Term Financing: Clerk Treasurer Wood stated we are scheduled to close with EFC for short-term financing on December 22, 2016. She stated the current BAN Proceeds will need to be expended by March, 2017, and EFC will pay the BAN off.

**Minutes:** Commissioner Hoppe moved to approve the Minutes of November 14, 2016 as presented. Commissioner Engelbert seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/16 – 11/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 178,144.94 | Current Revenues | 36,928.14 |
| Deposits | 42,597.04 | Year to Date Revenue | 421,054.20 |
| Disbursements | 58,631.77 | Current Expenditures | 54,563.48 |
| Ending Balance | 162,110.21 | Year to Date Expended | 249,840.54 |

\*Capital Projects Reserve Balance $129,131.90

**Abstract:** Commissioner Engelbert moved to approve the bills in the amount of $31,430.94. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Hodgson Russ Invoice JAA/0799 $4,115.00

Commissioner Cannavino seconded the motion, which carried unanimously.

**Computer Purchase:** Commissioner Bidlack moved to approve the purchase of a HP EliteDesk 800 Computer at a cost of $563 from Pyramid Business Solutions. Also, installation charges, Cisco Meraki firewall appliance, licensing, wireless access, and tech support at an additional cost of approximately $1,100. Commissioner Engelbert seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a report. Commissioner Hoppe stated she very much appreciates the written report from Kinsley. Mike Primmer is going to look into relocating the reeds to east side of the property, as there may be regulations against doing that.

Mike Primmer stated the plant performance is good. He stated that he and Plant Operator Kinsley came up with a way to bypass the check valve, therefore, it is not effective or necessary to replace the check valve at this time, as the upgrade will encompass that. The plant is operating good with this temporary process.

**Adjournment:** Commissioner Hughes moved to adjourn at 8:03 p.m. Commissioner Engelbert seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 9, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Bidlack, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Mayor Leary, Trustee Steck,, Town of Barton Liaison Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade Presentation:** Mike Primmer, of Delaware Engineering, stated we received a consent order from NYS DEC. He drafted a response requesting NYS DEC to remove or minimize penalties, and requested changes, as follows:

* “By December 30, 2016, Respondent shall submit engineering plans and specifications,” *request change to March 10, 2017*
* “By June 30, 2017, Respondent shall start construction of the WWTP Upgrade,” *request change to July 30, 2017*
* “By November 30, 2018, Respondent shall complete construction of the WWTP Upgrade,” *request change to December 31, 2018*
* “By December 31, 2018, Respondent shall begin startup of the upgraded facility,” *request change to January 15, 2019*
* “By March 31, 2019, Respondent’s facility shall operate in compliance with final effluent limits,” *no date change requested*
* “Interim Operating Strategy. Within 30 days after effective date of the order,” *requesting to provide operating strategy within 90 days after the effective date of the order. This allows time for Delaware Engineering to concentrate on completing the design and submitting.*
* “Quarterly Reports”, *acceptable*
* “Interim Limits”, *we will be operating a WWTP while building in and around that plant. The plant operating conditions will change during construction. Some of the changes which will/could affect plant performance are:*
  + *Repair and upgrade of existing upper aeration basins. All four upper basins will be taken offline. Flow will be diverted from the intermediate wet well to the lower aeration basins.*
  + *Upper basins will come back online. Then one lower aeration basin and clarifier will come offline to be retrofitted. Plant will operate on upper aeration basins, one lower aeration basin and on clarifier.*
  + *Testing and start-up of the new system. Change over from the one clarifier.*

Mike Primmer stated that ideally we would like to operate in a monitor-only mode. We have proposed to meet with NYS DEC to discuss the proposed changes. Commissioner Hoppe moved to authorize Mayor Leary to sign consent order, subject to the above amendments. Commissioner Bidlack seconded the motion, which carried unanimously.

Mike Primmer stated Leprino Foods will start direct discharging next week on a test basis. They may need to flip-flop until they work out any issues. He has still not received an official termination date. He stated construction is scheduled to begin at the end of July and Leprino Foods would have to be fully off-line at that point. Leprino Foods needs to know that our deadline are non-negotiable. Senior Commissioner Kahn stated he would invite Thurman Blanchard, Leprino Foods, to our next meeting.

Commissioner Hoppe asked about relocating the reeds. Mike Primmer stated he checked with NYS DEC and since the reeds are an invasive species, they cannot be relocated. They would need to be disposed of properly.

**Minutes:** Commissioner Hughes moved to approve the Minutes of December 12, 2016 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/16 – 12/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 162,110.21 | Current Revenues | 64,785.87 |
| Deposits | 64,265.01 | Year to Date Revenue | 485,840.07 |
| Disbursements | 49,934.20 | Current Expenditures | 48,421.93 |
| Ending Balance | 176,441.02 | Year to Date Expended | 298,262.47 |

\*Capital Projects Reserve Balance $129,175.05

Capital Projects Fund 12/1/16 – 12/31/16

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | 141,452.27 |
| Deposits/Debits | 0.00 |
| Disbursements/Credits | 4,115.00 |
| Ending Balance | 137,337.27 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $39,397.10. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Bidlack moved to approve the following expenditures be paid from the Capital Projects:

Hodgson Russ Invoice JAA/0799 $12,085.00

FedEx Invoice 5654-81372 64.08

Delaware Engineering Invoice DW18 1,101.15

Delaware Engineering Invoice PS4 82,212.48

Total $95,462.71

Commissioner Cannavino seconded the motion, which carried unanimously.

**Best Western Sign Lease:** Attorney Keene stated Best Western would like to change their logo on the sign located on the sewer property. She stated the lease has expired. Discussion followed. Attorney Keene will have more information at the next meeting.

**2017-2018 Tentative Budget:** Commissioners Kahn, Hoppe, and Bidlack offered to work on the 2017-2018 Tentative Budget with Clerk Treasurer Wood and Plant Operator Kinsley.

**February Meeting:** Due to several members not able to attend the next scheduled meeting, the Board rescheduled the next meeting for February 20, 2017 at 6:30 p.m.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a report.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:40 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 20, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Trustee Steck, Town of Barton Liaison Shirley Lopreste, Town of Barton Supervisor Dick Cary, Dave Ohman and Mike Primmer of Delaware Engineering, Thurman Blanchard of Leprino Foods, and Chris Wood of Hunt Engineers

**Leprino Foods Presentation:** Thurman Blanchard submitted a conceptual plan and drawings that showed existing and proposed sewer lines at the Leprino Facility. Chris Wood explained the drawings to the Board and answered questions. Mr. Wood discussed features a proposed meter. Commissioner Cannavino moved to accept Leprino Food’s conceptual plan as presented. Commissioner Bidlack seconded the motion, which carried unanimously. Senior Commissioner Kahn requested specs for the proposed meter. Mr. Thurman stated he would provide.

Thurman Blanchard stated they are currently testing samples of their discharge for 48 hours, and should be discharging at full flow by the end of March. He also explained ways that Leprino could disconnect from the village by either locking the cap and the village could keep possession of the key, or installing a blind flange. Commissioner Bidlack moved to direct Leprino Foods to install a blind flange at their facility when they discontinue discharging their industrial wastewater to the village. Commissioner Cannavino seconded the motion, which carried unanimously.

**WQIP Grant:** Mike Primmer stated NYS DEC recommended filing for a new WQIP Grant. He stated he would have more information for the next meeting.

**Minutes:** Commissioner Cannavino moved to approve the Minutes of January 9, 2017 as presented. Commissioner Bidlack seconded the motion which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/17 – 1/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 176,441.02 | Current Revenues | 38,822.02 |
| Deposits | 42,724.80 | Year to Date Revenue | 524,662.09 |
| Disbursements | 51,857.42 | Current Expenditures | 51,678.10 |
| Ending Balance | 167,308.40 | Year to Date Expended | 349,940.57 |

\*Capital Projects Reserve Balance $129,196.99

Capital Projects Fund 1/1/17 – 1/31/17

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | 137,337.27 |
| Deposits/Debits | 0.00 |
| Disbursements/Credits | 95,462.71 |
| Ending Balance | 41,874.56 |

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $38,978.68. Commissioner Bidlack seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice UP6 $ 2,400.00

Delaware Engineering Invoice UP7 3,380.00

Delaware Engineering Invoice PS5 61,072.00

Delaware Engineering Invoice PS6 80,889.15

Total $147,741.15

Commissioner Cannavino seconded the motion, which carried unanimously.

**Grease Accumulation Problem:** Senior Commissioner Kahn stated the grease accumulation issue will need to be addressed more diligently. He stated he would help work on an inspection process.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a report. He submitted a quote from Dunn Electric to retrofit lights with LED, in the amount of $5,339.15. Discussion followed regarding the possibility to incorporate this within the project. Mike Primmer stated he would look into it.

**Best Western Sign Lease:** Attorney Keene stated Best Western would like to change their logo on the sign located on the sewer property. She stated the lease has expired. Discussion followed. Commissioner Cannavino moved to leave the annual lease for the sign at $1,500. Commissioner Hughes seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Bidlack moved to adjourn at 7:49 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON FRIDAY, MARCH 17, 2017 AT 3:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 3:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, and Johnny Williams of the Morning Times

**2017-2018 Tentative Sewer Budget:** The clerk presented the tentative budget as created by the budget committee. The Board reviewed. Senior Commission Kahn stated as there are many unknowns with the impending upgrade. Discussion followed and the clerk highlighted some changes.

The Tentative Sewer Budget reflects a decrease from $668,658 to $662,395 (9.4%) for the fiscal year 2017-2018. The sewer charges revenue will decrease from $657,858 to $650,445 (1.1%). The sewer rate will increase from $3.63 to $4.38 (75 cents) per 100 cubic feet, to offset the operational costs of the wastewater treatment facility. The Board of Sewer Commissioners will continue to address infrastructure needs, discharge regulations of the NYS Department of Conservation, the Susquehanna River Basin Commission, and other regulatory agencies that continue to increase their requirements for wastewater discharge.

Commissioner Hoppe moved to recommend adoption of the 2017-2018 Tentative Sewer Budget, as presented, to the Village Board of Trustees. Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes – 4 (Cannavino, Jilson, Hoppe, Kahn)

Nays – 0

Absent – 3 (Hughes, Bidlack, Engelbert)

The motion carried.

Commissioner Hoppe moved to set the sewer rate at $4.38 for the fiscal year beginning June 1, 2017. Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes –4 (Cannavino, Hoppe, Jilson, Kahn)

Nays – 0

Absent – 3 (Hughes, Bidlack, Engelbert)

The motion carried.

**Adjournment:** Commissioner Jilson moved to adjourn at 3:45 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON WEDNESDAY, MARCH 22, 2017 AT 3:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 3:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Trustee Steck, Attorney Keene, and Johnny Williams of the Morning Times

**Pickup Truck Purchase:** The clerk submitted bid results from NYS OGS, they were as follows:

Cappellino Chevrolet, Inc. $30,105.08

Hoselton Chevrolet, Inc. $30,147.76

Van Bortel Chevrolet, Inc. $30,156.37

Robert Greene Auto & Truck, Inc. $30,811.75

Eagle Auto Mall Sales, Inc $30,823.93

The Board reviewed the bids. The clerk stated we have had previous good experience with Van Bortel and Robert Greene. Commissioner Bidlack moved to purchase a 2017 Chevrolet Silverado 2500 HD White Regular Cab 4WD Long box pickup truck from Van Bortel Chevrolet, Inc., in the amount of $30,156.37. Commissioner Cannavino seconded the motion, which led to a roll call vote, as follows:

Ayes –4 (Cannavino, Hoppe, Bidlack, Kahn)

Nays – 0

Absent – 3 (Hughes, Jilson, Engelbert)

The motion carried.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/17 – 2/28/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 167,308.40 | Current Revenues | 52,277.04 |
| Deposits | 90,128.48 | Year to Date Revenue | 576,939.13 |
| Disbursements | 56,727.31 | Current Expenditures | 56,377.31 |
| Ending Balance | 200,709.57 | Year to Date Expended | 406,317.88 |

\*Capital Projects Reserve Balance $129,216.81

Capital Projects Fund 2/1/17 – 2/28/17

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | 41,874.56 |
| Deposits/Debits | 0.00 |
| Disbursements/Credits | 147,741.15 |
| Ending Balance | -105,866.59 |

The clerk stated the capital projects fund is only overdrawn on paper. She explained EFC financing closes on March 23, 2017 and funding will be available then. EFC will pay off the BAN and we needed to expend the BAN funds prior to closing. She stated she is holding the checks until then.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $37,779.26. Commissioner Bidlack seconded the motion, which carried unanimously.

**Approval of Sewer Dewatering/Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice DW19F $ 4,925.00

Delaware Engineering Invoice PS7 67,187.29

Total $ 72,112.29

Commissioner Cannavino seconded the motion, which carried unanimously.

**Best Western Sign Lease:** Attorney Keene recommended at five year lease agreement. Commissioner Hoppe moved to approve a five year agreement with Best Western for their sign. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a report. He stated Devon Spallone went for schooling and completed his Basic Operations Certification. Discussion followed regarding a possible promotion. Commissioner Hoppe moved to promote Devon Spallone to Plant Operator Trainee and increase his wage to $16.00 per hour, per Teamsters Contract, retroactive to certification date of March 10, 2017. Commissioner Bidlack seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 3:45 p.m. to discuss Leprino Food’s contract. Commissioner Cannavino seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 4:05 p.m. Commissioner Bidlack seconded the motion, which carried unanimously.

Commissioner Hoppe moved to provide Leprino Food with a 90-day notification to sever the Interim Agreement between Leprino Food and Village of Waverly. This will be effective on June 30, 2017. Commissioner Bidlack seconded the motion, which carried unanimously.

**Board Comments:** Commissioner Hoppe stated this is Commissioner David Cannavino’s last meeting, and thanked him for his service on the Board of Sewer Commissioners. The Board also concurred.

**Adjournment:** Commissioner Bidlack moved to adjourn at 4:07 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 10, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Bidlack, Hoppe, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Trustee Havens, Attorney Keene, Shirley Lopreste, and Mike Primmer of Delaware Engineering

Senior Commissioner Kahn welcomed new Commissioner Michael Steck to the Board, although Mr. Steck has been involved with the Sewer Facility for many years.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/17 – 3/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 200,709.57 | Current Revenues | 40,672.90 |
| Deposits | 34,116.64 | Year to Date Revenue | 617,612.03 |
| Disbursements | 44,898.97 | Current Expenditures | 44,898.97 |
| Ending Balance | 189,927.24 | Year to Date Expended | 451,216.85 |

\*Capital Projects Reserve Balance $129,238.76

Capital Projects Fund 3/1/17 – 3/31/17

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | -105,866.59 |
| Deposits/Debits | 1,409,886.20 |
| Disbursements/Credits | 1,306,093.76 |
| Ending Balance | -2,074.15 |

**NYS DEC Consent Order:** Senior Commissioner Kahn stated we received a consent order from NYS DEC that were aware that we were going to get this. NYS DEC did work with us and lowered the fine to $1,500. Mike Primmer stated the construction date has been changed from June 30 to August 31, however, the completion date will remain the same.

Commissioner Hoppe moved to authorize Mayor Ayres to sign the consent order, and to pay $1,500. Commissioner Bidlack seconded the motion, which carried unanimously.

**Sewer Upgrade Project:** Senior Commissioner Kahn stated we are interested in installing energy efficient lighting at the plant and asked if that could be added to the project. He also stated the areas that are not involved with the project may be updated within the budget. Mike Primmer stated that may be a possibility to upgrade.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of February 20, March 17, and March 22. Commissioner Bidlack seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $10,939.90. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a report. Plant Operator Kinsley stated the skidsteer is getting in bad shape and may need to be replaced.

**NY Rural Water Association’s Annual Conference:** Commissioner Hoppe moved to approve Doug Kinsley to attend New York Rural Water Association’s Annual Technical Conference May 22-25, 2013 in Niagara Falls, NY, at cost of $385.00, plus hotel accommodations. Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Bidlack moved to adjourn at 7:18 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 8, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Steck, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

**Letters and Communications:** The clerk presented a letter from Liberty Research, of 170 State Route 17C, requesting a reduction in their sewer bill due to a bad leak in a water pipe underground. The clerk stated this was verified by the Water Department. Deb Northrup, of Liberty Research, stated they have repaired the large leak and are working on other leaks. She also stated the pipe that had burst was after a meter from the other building, therefore, causing their bill to be very high. This has been going on since January. Commissioner Hoppe moved to approve a reduction of $17,421.70, as the water did not enter the facility for treatment. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk presented a letter from Sandra Fiske, of 9 Ithaca Street, requesting a reduction in the sewer bill due to a broken water valve. The clerk stated this was verified by the Water Department. Commissioner Jilson moved to approve a reduction of $435.60, as the water did not enter the facility for treatment. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of April 10, 2017. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/17 – 4/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 189,927.24 | Current Revenues | 45,074.50 |
| Deposits | 41,849.67 | Year to Date Revenue | 662,686.53 |
| Disbursements | 29,438.24 | Current Expenditures | 23,812.58 |
| Ending Balance | 202,338.67 | Year to Date Expended | 475,029.43 |

\*Capital Projects Reserve Balance $129,260.00

Capital Projects Fund 4/1/17 – 4/30/17

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | -2,074.15 |
| Deposits/Debits | 0.00 |
| Disbursements/Credits | 1,875.00 |
| Ending Balance | -3,949.15 |

**Sewer Upgrade Project:** Senior Commissioner Kahn stated will need to replace the skidsteer (with pallet forks), and asked if it and a storage garage could be incorporated in our project. He stated he would discuss this with our engineer.

Senior Commissioner Kahn stated we are waiting for NYS DEC’s approval on plans before they can go out to bid.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $26,720.14. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Project Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice PS8 $ 78,240.23

Commissioner Cannavino seconded the motion, which carried unanimously.

**2016-2017 Budget Transfers, Sewer Fund:** Commissioner Cannavino moved to approve the following 2016-2017 Budget Transfers: Commissioner Jilson seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| **Account #** | **Description** | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 2,500 |  |
| G 1990.0400 | contingency exp |  | -25,000 |
| G 8110.0145 | admin-sick | 316 |  |
| G 8110.0148 | admin-holiday | 150 |  |
| G 8120.0403 | new meters |  |  |
| G 8130.0103 | laborer |  | -5,050 |
| G.8130.0104 | plant operator | 14,000 |  |
| G 8130.0144 | spec comp | 250 |  |
| G 8130.0145 | sick time | 413 |  |
| G 8130.0146 | overtime | 1,200 |  |
| G 8130.0148 | holiday | 1,800 |  |
| G 8130.0149 | vacation | 750 |  |
| G 8130.0200 | equipment | 40,000 |  |
| G 8130.0400 | contractual expense |  |  |
| G 8130.0402 | repairs |  |  |
| G 8130.0405 | telephone | 50 |  |
| G 8130.0406 | gasoline | 300 |  |
| G 8130.0407 | sludge | 18,000 |  |
| G 8130.0408 | chlorine | 5,000 |  |
| G 8130.0409 | polymer | 10,000 |  |
| G 8130.0412 | lab testing | 4,000 |  |
| G 8130.0413 | training | 1,000 |  |
| G 8140.0401 | storm sewer leprino |  | -23,500 |
| G 9010.0800 | retirement |  | -7,000 |
| **Account #** | **Description** | **Transfer To:** | **Transfer From:** |
| G 9040.0800 | workman comp |  | -1,190 |
| G 9060.0800 | medical insurance |  | -13,874 |
| G 9730.0700 | BAN interest |  | -18,000 |
| G 9901.0903 | transfer to General Fund |  | -6,115 |
|  |  |  |  |
| **Totals** |  | **99,729** | **-99,729** |

**Delinquent Tax List Resolution:** Commissioner Steck offered the following resolution, and recommended adoption to the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2016, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $11,399.79 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

Senior Commissioner Kahn stated letters were sent to businesses regarding grease traps and requested information be returned to the Village.

He also stated he talked with Elderwood regarding disposal of wipes and they were going to educate their staff on the problem they cause at the plant. However, there is still a problem with wipes at the plant, which may be a larger issue. Discussion followed. Senior Commissioner Kahn stated he discuss the new information with Elderwood.

Senior Commissioner Kahn stated Leprino Foods installed the meter and will be testing it.

**Adjournment:** Commissioner Steck moved to adjourn at 7:10 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 12, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Steck, Bidlack, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Town of Barton Liaison Lopreste, Attorney Keene, and Mike Primmer of Delaware Engineers

**Sewer Plant Upgrade Project:** Mike Primmer explained our response to DEC regarding the engineering plans and specs. Mr. Primmer stated DEC is asking for a final review, which may take a few weeks to complete. He stated we should be out to bid at the beginning of July and start construction by August 31st. The project should be completed early in 2019.

Mike Primmer stated our skidsteer is not adequate and we can add a purchase of new skidsteer to the project as a safety concern. He recommended leaving the garage out of the bid at this time as to keep the project moving forward. We may be able to add it as an addendum later on. The garage would be needed to hold the skidsteer and jet rodder.

Commissioner Steck moved to authorize Mayor Ayres to sign the Engineer’s Certification of Technical Requirements for Construction Contract Documents. Commissioner Hoppe seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Rynone Manufacturing, of 219 Howard Street, requesting a reduction in their sewer bill due to a malfunctioning sprinkler system. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $83.49, as the water did not enter the wastewater treatment facility. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk presented a letter from Jim Barrett, of 426 Loder Street, requesting a reduction in the sewer bill due to a broken hot water heater. The clerk submitted proof of purchase for a new hot water heater. Commissioner Bidlack moved to approve a reduction of $199.65, as the water did not enter the wastewater treatment facility. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of May 8, 2017 as presented. Commissioner Bidlack seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of (May) $68,827.14, and (June) $4,700.78, for a total of $73,527.92. Commissioner Bidlack seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Project Expenditures:** Commissioner Bidlack moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice PS9 $ 32,901.88

Delaware Engineering Invoice UP8 Final 1,430.00

Total $ 34,331.80

Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Capital Projects Fund 5/1/17 – 5/31/17

|  |  |
| --- | --- |
|  | Sewer CP (Upgrade) |
| Beginning Balance | -3,949.15 |
| Deposits/Debits | 154,301.67 |
| Disbursements/Credits | -150,352.52 |
| Ending Balance | 0.00 |

The clerk stated the report for May should be completed for the next meeting. She also stated that the Capital Projects Fund will now carry a zero balance as EFC will deposit funds as needed to pay expenditures.

**Fat/Grease Trap Questionnaires:** Commissioner Cannavino offered to review the questionnaires and check the businesses. He will update the Board at the next meeting.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. The clerk stated he requested to hire summer help, and recommended Dylan Perry be hired at $9.70 per hour, 30 hours per week, for 10 weeks. The clerk stated that this is not in the budget, however, was an oversight during the budget process. Commissioner Bidlack moved to hire Dylan Perry as Part Time/Seasonal Laborer as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:43 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 10, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Jilson, Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Town of Barton Liaison Lopreste, Attorney Keene, Plant Operator Kinsley, Mayor Ayres, and Mike Primmer of Delaware Engineers

**Sewer Plant Upgrade Project:** Mike Primmer stated the bid opening is scheduled for August 18, 2017 and the start construction date is August 31, 2017, however, he has requested an extension until September 29, 2017 from DEC.

Mike Primmer stated Leprino Foods would like to seal their manhole to avoid rainwater passing through their meter. Commissioner Hoppe moved to allow Leprino Foods to seal the manhole as requested. Commissioner Jilson seconded the motion, which carried unanimously.

**Skid Steer:** Mike Primmer stated, per conversation with Mayor Ayres, he would like to pursue a SAM Grant from Senator Akshar’s office for the purchase of the skid steer. This would remove the skid steer from the project and would need to be purchased outright and reimbursed at a later date. Commissioner Hoppe offered the following resolution and moved its adoption:

Whereas, the Village of Waverly’s Board of Sewer Commissioners recognizes the need for a new skid steer (see required specifications) to replace the aged existing unit at the Wastewater Treatment Plant.

Whereas, the Board of Sewer Commissioners recommend the Board of Trustees to pursue a request to State Senator Fred Akshar for a grant application through the State and Municipal Facility Program (SAM) for the dollar amount of a new skid steer, which is estimated between $55,000 and $65,000.

Resolved, therefore, the Board of Trustees, of the Village of Waverly, will request a grant application through the State and Municipal Facility Programs from State Senator Fred Akshar for the replacement of a skid steer, which will be used at the Village of Waverly Wastewater Treatment Plant.

Skid Steer Specifications:

1. A wheeled skid steer with severe duty tires
2. The skid steer supplier shall provide the Engineer with an acceptable process guarantee that is based upon the need of the unit to lift 3,600 pounds with pallet forks
3. Skid Steer shall have cab with heat/air
4. Suspension seat
5. Hydraulic mount plate (quick disconnect of implements)
6. Block heater for winter duty
7. Turn signals for incidental road use
8. Low profile extended bucket with bolt on cutting edge
9. Minimum capacity 5,500 pound capacity pallet forks
10. Two (2) sets of counterweights (to maximize lift capability)
11. Diesel engine
12. High boom for maximized visibility during operations

Commissioner Cannavino seconded the motion, which carried unanimously.

**Grease Traps:**  Mike Primmer stated there is increased grease at the plant and plastic beads, however, no noticeable decrease in wipes. Commissioner Cannavino stated the plastic beads may be from Advanced Drainage Pipes, and he offered to go and talk with them. Commissioner Cannavino stated he and Commissioner Steck visited businesses and checked on their traps. He stated four businesses do not have traps but a willing to install. Mike Primmer stated unfortunately, traps don’t reduce a tremendous amount of grease but should help some.

**Letters and Communications:** The clerk presented a letter from Jennifer Nemitz, of 159 Chemung Street, requesting a reduction in their sewer bill due to a broken pipe in the basement. The clerk submitted an invoice that shows the repairs were done. Commissioner Hoppe moved to approve a reduction of $1,116.84, as the water did not enter the wastewater treatment facility. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk read a letter from Craig Allis, Superintendent of the Valley Joint Sewer Authority, thanking us for the use of our jet-rodder truck when theirs was being repaired.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of June 12, 2017 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of (May) $6,952.58, and (June) $20,774.76, for a total of $27,727.34. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Project Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects:

Delaware Engineering Invoice PS10 $ 17,320.36

Delaware Engineering Invoice PS11 7,201.22

Total $ 24,521.58

Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/17 – 5/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 202,338.67 | Current Revenues | 28,863.88 |
| Deposits | 94,136.39 | Year to Date Revenue | 691,550.41 |
| Disbursements | -99,322.12 | Current Expenditures | 110,757.43 |
| Ending Balance | 197,152.94 | Year to Date Expended | 584,256.86 |

\*Capital Projects Reserve Balance $129,281.95

Sewer Fund 6/01/17 – 6/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 197,152.94 | Current Revenues | 46,908.19 |
| Deposits | 40,363.47 | Year to Date Revenue | 46,908.19 |
| Disbursements | -28,419.91 | Current Expenditures | 22,313.61 |
| Ending Balance | 209,096.50 | Year to Date Expended | 22,313.61 |

\*Capital Projects Reserve Balance $129,303.20

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated he had no other concerns that weren’t already discussed.

**Liberty Research:** Mayor Ayres stated he met with William Waring, of Liberty Research, and discussed their extremely high bill. Mr. Waring is aware of some infrastructure issues at their facility that they have begun to repair and hopes this will have a tremendous impact on future bills. Mayor Ayres stated his is working with him to get the balance paid.

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:45 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 14, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Bidlack Hughes, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Town of Barton Liaison Lopreste, Attorney Keene, and Mike Primmer of Delaware Engineers

**Sewer Plant Upgrade Project:** Mike Primmer stated nineteen contractors received specs, and the bid opening is this Friday at 2:00 p.m. in Village Hall.

Interim Operation Strategy – Mike Primmer stated NYS DEC only had one concern and that was to add medium to the aeration tank during construction, however, our response back was that due to costs, this may be unrealistic. NYS DEC rewrote our permit modification to not decrease pounds of phosphorus and nitrogen. He will be further discussing the interim operations with them soon.

He also stated NYS DEC approved our request of a milestone due date. Referenced Consent Order R7-20161108-80 is hereby modified as follows:

“The milestone due date contained at Appendix 1, Paragraph A.2 of the 2017 Consent Order is hereby extended to September 29, 2017, for start of construction of the Wastewater Treatment Plant Upgrade in accordance with the engineering plans and specifications as approved by the Department. All provisions of the referenced Consent Order not explicitly modified herein remain in full force and effect.”

**Letters and Communications:** The clerk presented a letter from Edgar Ortiz, of 25 Orchard Street, requesting a reduction in that sewer bill due to a broken pipe to outside faucet. The clerk stated it was verified by the Water Department. Commissioner Steck moved to approve a reduction of $19.65, as the water did not enter the wastewater treatment facility. Commissioner Bidlack seconded the motion, which carried unanimously.

Senior Commissioner Kahn stated Leprino Foods submitted a report of their sanitary line readings and was concerned with infiltration causing a higher reading. Leprino has since installed a seal to prevent further infiltration. They are requesting a reduction in the sewer bill due to the high readings. The Board reviewed reports for two months and three days seemed excessive. Commissioner Cannavino moved to reduce the three readings to an average of 5,500 and approve a credit of $915.42. Commissioner Hughes seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Bidlack moved to approve the Minutes of July 10, 2017 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $40,281.89. Commissioner Bidlack seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Project Expenditures:** Commissioner Bidlack moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS12 $ 14,266.49

Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/17 – 7/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 209,096.50 | Current Revenues | 56,855.54 |
| Deposits | 41,069.10 | Year to Date Revenue | 103,851.33 |
| Disbursements | 40,172.79 | Current Expenditures | 33,220.21 |
| Ending Balance | 209,992.81 | Year to Date Expended | 55,533.82 |

\*Capital Projects Reserve Balance $129,325.16

**Vehicle Disposition:** Commissioner Steck stated the pick-up truck is in bad shape and moved to declare the 2004 Ford Ranger (VIN# 1FTYR15E54PB02054) as surplus equipment and authorized the clerk to dispose of by auction at State Line Auto Auction, or by scrap if State Line declines it. Commissioner Bidlack seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated he received new floats and will get installed soon. He thanked Commissioner Cannavino for his help with the grease. He reported the grease and beads have subsided quite a bit. Commissioner Cannavino stated the beads were from Advanced Drainage Systems, and they were very helpful.

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:08 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**JOINT MEETING OF THE BOARD OF TRUSTEES**

**AND THE BOARD OF SEWER COMMISSIONERS**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON THURSDAY AUGUST 31, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Trustees: Uhl, Sinsabaugh, Havens, Reznicek, and Mayor Ayres.

Present were Sewer Commissioners: Cannavino, Hoppe, Jilson, Hughes, and Senior Commissioner Kahn.

Also present were Clerk Treasurer Wood, Attorney Keene, Town of Barton Liaison Lopreste, Dan Leary, Sewer Plant Operator Kinsley, and Dave Ohman and Mike Primmer of Delaware Engineering.

Press included Warren Howeler of the Morning Times.

**Wastewater Treatment Plant Project Presentation:** Dave Ohman, of Delaware Engineering, presented the following updates for the Wastewater Treatment Plant Upgrade Project:

**Status/Update**

* Original project, including Leprino contributions, had a cost estimate of $19M.
* Financing through NYSEFC for this project earmarked 25% Water Grant at $4.5M and 0% interest loan for the balance.
* The scope of the project was reduced when Leprino decided to go direct discharge and the Engineering Report was revised.
* A project Finance Agreement was developed with NYSEFC in 2015 and 2016 for the reduced project.
* Project design completed in Spring of 2017 with NYSDEC approval in June 2017.

**Construction Bid Review**

* Construction bids were opened on August 18, 2017.
* Bids came in higher than anticipated due to:
  + Additional work items
    - New heated garage (20’ x 30’) for vacuum truck due to fire loss of DPW garage.
    - More site work to accommodate the new garage.
    - Replacement of 30-year-old back flow preventer on Village water supply to the plant.
    - Installation of a magnetic flowmeter on the incoming Village water supply to monitor usage.
    - Remove existing and build new retaining wall to provide access to chemical fill port at Filter Building for truck deliveries when MBR tank and building size increased.
    - Added sheeting and shoring and tank underdrain system with monitoring manhole for the MBR tank and building based on geotechnical report findings.
  + Changes which occurred during detailed design
    - More work to refurbish sludge digesters including replacement of gravity sludge thickener (has come into failing condition since PER was written).
    - More work to refurbish existing concrete tanks. Due to concrete degradation. Decision to replace all existing safety railings to prevent further concrete degradation (pipe in socket design).
    - More work to address influent pump station rehabilitation and pump/piping/valving reconfiguration with new valve pit to avoid confined space entry into wet well, and added manual trash basket.
    - More electrical work including Filter Building MCC upgrade, electric feed to the garage, temporary generator requirement to relocate MCC and replace the emergency generator.
    - Added a Plumbing Contract to address replacement of badly corroded Village water fitting that terminates in the Filter Building, potable water needs in the Headworks Building (safety issues), and MBR Building (safety issues and back-up water feed to NPW system.
    - More Headworks Building work including increased concrete in building for adequate support of equipment located on the second floor of the building, extensive grating around headworks equipment and increased equipment costs.
    - Equalization tank process design change to include mechanical mixing in terminal tanks to provide a “pre-anoxic zone” for better nitrogen removal in subsequent Anoxic Tank.
    - More MBR Building and equipment work including the inclusion of stainless steel pipe support trees for pipe support, replacement of existing aeration tank valves, addition of bypass piping to anoxic tank, addition of effluent bypass & recycle piping around NPW storage tank (requested by DEC and Kubota), larger building footprint, some equipment cost increases.
  + Cost increases since 2016 for equipment and materials.
  + Overall construction cost based on low bids was $12,819,115.

**Financial Review**

* NY Water Grant will be 25% of the actual/final project cost.
* Based on August 2017 Post Bid costs, estimated grant will be $4.2M.
* Contingency will be adjusted to 10% resulting in a $0.7M reduction.
* Net increase to finance since 2016 estimate is $3.4M.
* Based on August 2017 Post Bid costs, the net cost to finance is estimated to be $12.7M which equates to $421,630/year based on 0% financing for 30 years.
* Based on 2,943 EDU’s (equivalent dwelling units), the post upgrade cost for a typical household (1 unit) is: Debt $143, O&M $255, for a total of $398 per year.

**Review of Construction Bids:**

**Contact No. VW-G-17-General**

* Base bids for the General Contract ranged from $10,890,000 to $12,743,800. The engineers estimate (preliminary engineering report, 2016) was $7,259,531.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Quandel Construction, Inc. is the lowest responsible bidder.
    - Quandel will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Quandel has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Quandel Construction, Inc.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Uhl moved to award Contract No. VW-G-17-General to Quandel Construction, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Havens seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-E-17-Electrical**

* Base bids for the Electrical Contract ranged from $1,319,800 to $1,587,800. The engineers estimate was $1,071,000 not including contingency.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Schuler-Haas Electric Corp. is the lowest responsible bidder.
    - Schuler-Haas will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Schuler-Haas has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Sinsabaugh moved to award Contract No. VW-E-17-Electrical to Schuler-Haas Electric Corp. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Uhl seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-HVAC-17-HVAC**

* Base bids for the HVAC Contract was $438,290. There was only one bid. The engineers estimate was $474,000 not including contingency.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Kimble, Inc. is the lowest responsible bidder.
    - Kimble, Inc. will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Kimble, Inc. has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Reznicek moved to award Contract No. VW-HVAC-17-HVAC to Kimble, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Uhl seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-P-17-Plumbing**

* Base bids for the Plumbing Contract was $134,125. There was only one bid. The engineers estimate was not included as scope was deemed less than $35,000 and was included in the General Contract.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Kimble, Inc. is the lowest responsible bidder.
    - Kimble, Inc. will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Kimble, Inc. has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Uhl moved to award Contract No. VW-HVAC-17-HVAC to Kimble, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Sinsabaugh seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Construction Schedule:**

* Notices to Proceed issued to all prime contractors by September 29, 2017 in order to remain in compliance with the Consent Order.
* Village WWTP staff collect data for first three months to establish interim limits
* Substantial Completion issued by December 31. 2017.

Mayor Ayres thanked Delaware Engineering, the Board of Sewer Commissioners, Clerk Treasurer Wood, Attorney Keene, and Plant Operator Kinsley for all their work on this project.

**Adjournment of the Board of Trustees**: Trustee Reznicek moved to adjourn at 7:25 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Call to Order of the Board of Sewer Commissioners:** Senior Commissioner Kahn called the meeting to order at 7:30 p.m.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $24,260.77. Commissioner Jilson seconded the motion, which carried unanimously.

P**lant Operator’s Report:** Plant Operator Kinsley stated he will begin to clean the other tank out and should get that done before any construction begins. He stated Trainee Spallone will be attending another course and should be eligible for operator testing soon.

The Board discussed the impending stress while under construction, and offered support to Kinsley. Senior Commissioner Kahn commended Kinsley on all of his work to get the plant running more effectively and the Board concurred. Kinsley stated he is working closely with Mike Primmer, of Delaware Engineering, and so far, everything is going as smoothly as could be expected.

**September Meeting:** Senior Commissioner Kahn stated, unless something comes up, there would be no reason to have a September Meeting and cancelled it. The Board concurred.

**Adjournment**: Commissioner Hoppe moved to adjourn at 7:50 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 9, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Town of Barton Liaison Lopreste, and Dawn Campbell of WATS/WAVR

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of August 14 and August 31, 2017 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $69,065.83. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Sewer Upgrade Project Expenditures:** Commissioner Jilson moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS13 $ 17,233.82

Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/17 – 8/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 209,992.81 | Current Revenues | 59,305.16 |
| Deposits | 59,268.95 | Year to Date Revenue | 163,156.49 |
| Disbursements | 50,541.30 | Current Expenditures | 73,897.64 |
| Ending Balance | 218,720.46 | Year to Date Expended | 129,431.46 |

\*Capital Projects Reserve Balance $129,347.12

Sewer Fund 9/01/17 – 9/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 218,720.46 | Current Revenues | 46,069.22 |
| Deposits | 36,505.36 | Year to Date Revenue | 209,225.71 |
| Disbursements | 162,018.89 | Current Expenditures | 38,658.12 |
| Ending Balance | 93,206.93 | Year to Date Expended | 168,089.58 |

\*Capital Projects Reserve Balance $129,368.38

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated construction should start at the end of the month. He also stated that Trainee Spallone is doing well and courses are complete. He will register him to take the ABC Test.

**Executive Session:** Commissioner Steck moved to enter into Executive Session at 6:45 p.m. to discuss a personnel issue. Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Cannavino moved to adjourn Executive Session and enter Regular Session at 6:52 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Commissioner Jilson moved to pay Plant Operator Kinsley for any unused vacation time due to all the activity at the plant and he was unable to take the time off. Currently, he has approximately thirteen unused days, but plans to use a few more before his anniversary date in November. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Cannavino moved to adjourn at 6:53 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 13, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Bidlack, Cannavino, Steck, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, and Town of Barton Liaison Lopreste.

**Sewer Plant Upgrade:** The clerk presented Amendment #2 to Approved Engineers Report, requesting an inclusion of a new garage for the Village’s vacuum truck to be included in the Waverly WWTP Upgrade Project. Inclusion in the engineering report would mean the garage would be included in the present project funding. Commissioner Jilson moved to approve Amendment #2 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Correspondence:** The clerk presented a letter from Heather Rose, of 425 Pennsylvania Avenue, requesting a reduction in her sewer bill due to a leak in the outside spigot. The clerk stated it was fixed by owner and no verification given. The clerk stated she is a relative of hers and she told her of the incident. Commissioner Jilson moved to approve a reduction of $65.70, as the water was not treated at the facility. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Darin Tubbs, of 143 Chemung Street, requesting a reduction in the sewer bill due to a leaking outdoor faucet. The clerk stated this was verified by the Water Department. Commissioner Hughes moved to approve a reduction of $333.96, as the water was not treated at the facility. Commissioner Bidlack seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of October 9, 2017 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $51,637.97. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Bidlack moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS14 $ 19,659.75

Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/17 – 10/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 93,206.93 | Current Revenues | 54,623.19 |
| Deposits | 54,112.32 | Year to Date Revenue | 263,848.90 |
| Disbursements | 57,771.22 | Current Expenditures | 56,096.21 |
| Ending Balance | 89,548.03 | Year to Date Expended | 224,185.79 |

\*Capital Projects Reserve Balance $129,390.35

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated he registered Trainee Spallone for the ABC test, but unsure when it will be given.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:11 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON TUESDAY, NOVEMBER 21, 2017 AT 4:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 4:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Bidlack, Cannavino, Steck, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Billing Clerk Lopreste, Mayor Ayres, and Town of Barton Liaison Lopreste.

**Sewer Plant Upgrade/Debt Capital Charge:** The Board discussed formally reviewing the capital charge, and unit descriptions. Discussion followed. The clerks are working on unit counts and estimating the rate. Consensus of the Board was that collection of capital charges would need to begin in 2018. Further discussion will follow at the regular meetings.

**Adjournment:** Commissioner Bidlack moved to adjourn at 5:16 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 11, 2017 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Bidlack, Cannavino, Steck, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Town of Barton Liaison Lopreste, and Mike Primmer of Delaware Engineering.

**Sewer Plant Upgrade:**  Mike Primmer updated the Board on the progress of construction at the plant. He stated things are going smoothly and moving along. The next construction meeting is January 10, 2018 at 10:00 a.m. in the Village Hall.

**Letters and Correspondence:** The clerk presented a letter from Vine Plouse, Jr., of 15 Charles Street, requesting a reduction in his sewer bill due to a leak in a pipe in his basement. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $174.40, as the water was not treated at the facility. Commissioner Hughes seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of November 13, and 21, 2017 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $22,523.18. Commissioner Hughes seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS15 $ 22,024.28

Schuler-Haas Electric Invoice 1 19,000.00

Total $ 41,024.28

Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/17 – 11/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 89,548.04 | Current Revenues | 52,982.65 |
| Deposits | 46,002.73 | Year to Date Revenue | 316,831.55 |
| Disbursements | 61,480.31 | Current Expenditures | 61,480.31 |
| Ending Balance | 74,070.46 | Year to Date Expended | 285,666.10 |

\*Capital Projects Reserve Balance $129,411.61

**Owner/Tenant Billing:** The clerk recommended that we discontinue billing the tenants and only bill the owners for water/sewer services. She stated billing the tenants has caused the billing clerk to spend excessive time in creating new accounts, and billing final bills. She stated our billing system is not equipped to send late notices to both the tenant and the owner. Owners are sent a tax notice prior to bills being added to taxes, and in most cases, that is the first time the owner is aware of late bills and many tenants have already moved away. She stated this would also streamline the billing process with the capital charges. This would be phased into as tenants move out. Commissioner Bidlack moved to approve the clerk’s recommendation and phase into billing owner only, as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Charge Review:** The Board reviewed the current unit classifications and offered no changes to the descriptions. The Board reviewed the rate. Commissioner Hoppe moved to recommend to the Village Board of Trustees to set the rate at $156 per unit annually and to be billed in installments as an additional line item in the current billing cycles. Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:25 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 8, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Bidlack, Steck, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Town of Barton Liaison Lopreste, and Mayor Ayres

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated the plant recently lost all biological activity, however, it is slowly coming back. Also, the plant is still experiencing a lot of grease. Kinsley also recommended purchasing one aeration mixer now and possibly another in the future. This will help to keep solids mixed up for better processing. He offered a quote from Siewert Equipment for $5,108 each. Commissioner Hoppe moved to approve purchasing one aeration mixer as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Correspondence:** The clerk presented a letter from Eugene Elston, of 53 Lincoln Street, requesting a reduction in his sewer bill due to a leak in his hot water tank. The clerk stated this was verified by the Water Department. Commissioner Bidlack moved to approve a reduction of $61.32. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Jilson moved to approve the Minutes of December 11, 2017 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $14,481.14. Commissioner Bidlack seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS16 $ 39,347.90

Municipal Solutions Invoice 10224 112.50

Schuler-Haas Electric Invoice 2 26,600.00

Total $ 66,060.40

Commissioner Bidlack seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/17 – 12/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 70,070.46 | Current Revenues | 55,124.44 |
| Deposits | 66,067.34 | Year to Date Revenue | 371,955.99 |
| Disbursements | 51,115.25 | Current Expenditures | 41,060.07 |
| Ending Balance | 89,022.55 | Year to Date Expended | 326,726.17 |

\*Capital Projects Reserve Balance $129,433.59

**Public Comment:** Jeff Bellinger stated concern with the capital charge unit classifications. He stated he disagrees with the breakdown of the units. He stated he has efficiency apartments and they will be charged as one unit each, and full homes are also charged one unit. He feels this is unfair as the usage would be less. Commissioner Hoppe stated the capital charge is not based on usage. Homes with more people will pay more in their sewer usage bills. The capital charge is based on sewer availability. Discussion followed. Senior Commissioner Kahn stated the Board would review further and asked Mr. Bellinger to submit any ideas in writing and they would certainly review it. He also requested the clerk to add the capital charge structure to the next agenda for further conversation.

**Adjournment:** Senior Commissioner Kahn stated this is Commissioner Bidlack’s last meeting and thanked him for his service, as did other members. Commissioner Jilson moved to adjourn at 7:25 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 12, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Steck, Cannavino, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Town of Barton Liaison Lopreste, Mayor Ayres, Trustee Sinsabaugh, Trustee Keene, James Deibler, Dawn Campbell of WATS/WAVR and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer updated the Board on the progress of construction at the plant. Penelec is requesting an easement. Attorney Keene stated she will review. Mike Primmer stated they hit more clay that was anticipated during excavation for MBR tanks. He stated the first floor should be done in the beginning of March. Most of the equipment submittals are in and returned. He also stated the sampling is good. We still are seeing high grease content, and may need to do some sampling of lines. Aerator mixer is working well. Phosphorus is also rising which could be from animal fat.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated the bugs are coming back. He got some from the Athens plant and they seem to be repopulating naturally. He stated Spallone will be taking his test on the 15th.

**Capital Charge:** Senior Commissioner Kahn stated the Board has further reviewed capital charges with other municipalities. Most municipalities are using the same calculations or relatively close. He stated we are committed to use the per unit basis and this is the most reliable method to collect for debt. The Board is still reviewing definitions and classifications of units. The Board scheduled a meeting for February 21, 2018 at 6:00 p.m. to discuss definitions and classifications.

**Letters and Correspondence:** Mayor Ayres introduced James Deibler and stated he was appointing him at tomorrow’s Trustee Meeting.

The clerk presented a letter from Ann Everly, of 104 Providence Street, requesting a reduction in the sewer bill due to a leak in his hot water tank. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $271.56. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Liberty Research, of 170 State Route 17C, requesting a reduction in their sewer bill due to a leak in a water pipe underground. The clerk stated this was verified by the Water Department. Commissioner Hughes moved to approve a reduction of $564.44 (M0105) and $1,342.60 (M0106), as the water did not enter the facility for treatment. Commissioner Hoppe seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of January 8, 2018 as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $52,947.62. Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditure be paid from the Capital Projects:

Delaware Engineering Invoice PS17 $ 26,021.05

Quandel Construction Invoice 1 393,921.00

Quandel Construction Invoice 2 368,354.25

Quandel Construction Invoice 3 355,423.50

Quandel Construction Invoice 4 465,101.00

Schuler-Haas Electric Invoice 3 25,745.00

Total $1,634,565.80

Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/18 – 1/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 89,022.55 | Current Revenues | 44,976.82 |
| Deposits | 57,365.59 | Year to Date Revenue | 416,932.81 |
| Disbursements | 38,375.20 | Current Expenditures | 37,553.95 |
| Ending Balance | 108,012.94 | Year to Date Expended | 364,280.12 |

\*Capital Projects Reserve Balance $129,455.57

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 7:05 p.m. to discuss a sewer use contract with a commercial customer. Commissioner Steck seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 7:25 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:25 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON WEDNESDAY, FEBRUARY 21, 2018 AT 6:00 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:00 p.m. He introduced James Deibler, and welcomed him to the Board.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Deibler, Cannavino, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Mayor Ayres, Trustee Sinsabaugh, Trustee Keene, Dawn Campbell of WATS/WAVR and Johnny Williams of the Morning Times

**Capital Charge:** Senior Commissioner Kahn explained the purpose of this meeting was to further review the capital charges, and the unit classifications. He stated he reviewed other communities and summarized the findings, which were all closed or in line with what we are doing. Commissioner Hoppe and Commissioner Cannavino stated the same with the communities they reviewed.

Senior Commissioner Kahn stated concerns with adding the debt payment to the O&M rate would not be conducive as usage is constantly changing. Also, vacant properties wouldn’t be paying into. Using the “per dwelling unit” method guarantees that the funds will be there, and everyone is paying a share. This is the most consistent and reliable way to collect for the debt.

The Board reviewed the classifications, and asked for any public comments. Jeff Bellinger asked if any Board Member had apartments, because he feels that charging each apartment, one unit, was unfair. He stated it should be charged by usage.

Trustee Keene ask why there was a difference between the 6/9/15 engineers report having $145, and the current charges of $156 per year. The clerk explained the 2015 report was averaged by usage and converted to dwelling units (EDU’s), therefore, it was only an estimate of the number of units at that time. The number of actual dwelling units are lower, which slightly increases the annual charge. That was an estimate by the engineers. She stated the billing clerk is currently going through all the records and counting units, and feels that we are closer to the actual number of dwelling units that will be billed. She also stated that the capital charge will be reviewed annually and adjusted if needed. If there are no substantial cost increases during construction, the rate may be able to be reduced somewhat.

Senior Commissioner Kahn stated the changes that have been made will need to go to the Village Board to proceed with amending the local law.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:04 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 12, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Deibler, Steck, Cannavino, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Town of Barton Liaison Lopreste, Ron Cole of WATS/WAVR and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Senior Commissioner Kahn stated Mike Primmer was unable to attend tonight’s meeting. He stated the construction is going well, however, the fire alarm system is not functioning and will need to be addressed with the project.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated grease is still a big problem at the plant. Mike Primmer is looking for a sampler to help find where the grease issues are coming from. Commissioner Cannavino will check to see if Jolly Farmer installed their grease trap.

**NY Rural Water Association’s Annual Conference:** Commissioner Steck moved to approve Doug Kinsley to attend New York Rural Water Association’s Annual Technical Conference May 21-23, 2018 in Verona, NY, at cost of $300, plus room and board. Commissioner Cannavino seconded the motion, which carried unanimously.

**Letters and Correspondence:** The clerk presented a letter from Crescenza Gregorio, of 128 Providence Street, stating that her home is a two-family residence. There are many improvements that need to be made in order to rent the other unit out. She has not rented the small studio apartment in over 10 year as she has been unable to complete the needed improvements/upgrades. She also stated that she is 86 years old, on a fixed income, and could not maintain a tenant. She offered to show proof of income, if needed. She requested consideration to bill for only one unit in regards to the capital charge. Discussion followed.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of February 12, 2018 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $18,910.16. Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Steck moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 5 $ 189,563.00

Delaware Engineering Invoice PS18 30,092.14

Schuler-Haas Electric Invoice 4 23,275.00

Total $ 242,930.14

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/18 – 2/28/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 108,012.94 | Current Revenues | 58,588.50 |
| Deposits | 59,548.40 | Year to Date Revenue | 475,521.31 |
| Disbursements | -53,389.56 | Current Expenditures | 53,264.47 |
| Ending Balance | 114,171.78 | Year to Date Expended | 417,544.59 |

\*Capital Projects Reserve Balance $129,475.43

**Capital Charge:** Senior Commissioner Kahn stated the Board has further reviewed capital charges and offered a few changes to the local law. Commissioner Steck moved to direct Attorney Keene to draft a proposed local law to amend Chapter 119-1, and 119-2, and present at the next meeting. Commissioner Cannavino seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Steck moved to enter into executive session at 7:27 p.m. to discuss a personnel issue. Commissioner Deibler seconded the motion, which carried unanimously.

Commissioner Deibler moved to enter regular session at 7:58 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

**2018-2019 Tentative Budget:** The clerk presented the tentative budget in the amount of $1,015,865. She explained that $325,000 was added to revenues and to expenditures, as that will be capital charges received and transferred to Debt Service. Sewer charges increased by $23,615. Discussion followed. Commissioner Steck moved to recommend adoption of the 2018-2018 Tentative Budget to the Board of Trustees, as presented. Commissioner Cannavino seconded the motion, which carried unanimously. Commissioner Cannavino moved to increase the sewer rate 25ȼ, from $4.38 to $4.63 per 100 cubic feet of water usage. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 8:02 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 9, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Deibler, Steck, Cannavino, Hoppe, Jilson, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Trustee Sweeney,and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer EFC has approved the amendment to include the garage construction in the project, however, the SEQR would need to be amended also. Commissioner Hoppe moved to recommend the Village Board to approve amending the SEQR. Commissioner Steck seconded the motion, which carried unanimously.

Mike Primmer stated the fire alarm system is not functioning. He will get options for the Board to review.

**WWTP/Penelec Easement:** Attorney Keene stated Pennsylvania Electric Company is requesting an easement on the sewer property to have access to their facilities. Commissioner Hoppe moved to recommend approval to the Village Board. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for March 2018. Mike Primmer stated FOG is still high and he is looking for a sampler to help find where the grease issues are coming from. Discussion followed. Commissioner Cannavino moved to send a survey to all businesses to see what they are disposing of. Commissioner Jilson seconded the motion, which carried unanimously.

**Letters and Correspondence:** The clerk presented a letter from Marjorie Sampson, of 207 William Street, requesting forgiveness in her sewer bill as a pipe had burst in her basement, and nobody was at the home. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $5,041.38 to average as it was not treated in the plant.

Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from herself, for her home at 18 Lincoln Street, requesting a reduction in her sewer bill due to a leak in her hot water tank, which drained in basement. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $797.16. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of February 21, and March 14, 2018 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $24,107.72. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Steck moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Jilson seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 6 $ 764,331.05

Delaware Engineering Invoice PS19 40,177.66

Schuler-Haas Electric Invoice 5 29,450.00

Total $ 833,958.71

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/18 – 3/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 114,171.78 | Current Revenues | 43,904.80 |
| Deposits | 46,107.43 | Year to Date Revenue | 519,426.11 |
| Disbursements | -35,063.22 | Current Expenditures | 36,962.71 |
| Ending Balance | 125,215.99 | Year to Date Expended | 454,507.30 |

\*Capital Projects Reserve Balance $129,497.42

**Emergency Line Repair on Lyman Avenue:** Commissioner Steck stated a sewer line is ruptured on Lyman Avenue and needs to be replaced. He stated if another manhole was put in it would help the situation in the future, and it would allow the Town of Barton to tie in if they wanted to. Discussion followed. He stated Austin Excavating gave him a verbal quote for around $20,000. He would get more quotes in the morning.

**Capital Charge:** The Board reviewed the draft a proposed local law to amend Chapter 119-1, and 119-2. Commissioner Steck moved to recommend to the Village Board to adopt the proposed amended local law as written. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:44 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 14, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Deibler, Steck, Cannavino, Hoppe, Jilson, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Trustee Sweeney, Mayor Ayres, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer stated the tank walls are up and minor repair is needed. Crew is working on the Headworks Building, MBR Control Building, pouring concrete footings and walls, and EQ Tanks.

Attorney Keene stated she is working on easement for Penelec.

Commissioner Cannavino stated he met with the owner of Ted Clark’s and they are cleaning their grease trap regularly and will further educate the staff on grease control. He stated that it appears the businesses are doing what we asked them to do. He stated residential users also dump a lot of grease down the drain.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for April 2018. Mayor Ayres thanked Plant Operator Kinsley for removing the large tree that fell on the plant. He also stated there was very little damage to the roof.

**Letters and Correspondence:** The clerk presented a letter from Jane Lane, of 136 Wilbur Street, requesting forgiveness in her sewer bill as a pipe had burst in her basement, and nobody was at the home. The clerk stated this was verified by the Water Department. Commissioner Cannavino moved to approve a reduction of $113.88 to average as it was not treated in the plant. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Jeff Kisel, at 12 Lyman Avenue, requesting reimbursement of $250 for calling a plumber to check sewer back-up, which turned out to be blockage in the Village’s line. Commissioner Hoppe moved to approve a reimbursement of $250. Commissioner Cannavino seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of April 9, 2018 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $26,559.47. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Deibler seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 7 $ 759,273.25

Delaware Engineering Invoice PS20 27,766.96

Schuler-Haas Electric Invoice 6 44,650.00

Total $ 831,690.21

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/18 – 4/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 125,215.99 | Current Revenues | 48,945.56 |
| Deposits | 48,272.81 | Year to Date Revenue | 568,371.67 |
| Disbursements | -41,495.52 | Current Expenditures | 33,633.92 |
| Ending Balance | 131,993.28 | Year to Date Expended | 488,141.22 |

\*Capital Projects Reserve Balance $129,518.71

**2017-2018 Budget Transfers, Sewer Fund:** Commissioner Cannavino moved to approve the following 2017-2018 Budget Transfers, as follows: Commissioner Jilson seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Transfer To:** | **Transfer From:** |
| G 1990.0400 | contingency expense |  | 25,000 |
| G 8110.0105 | admin-clerk | 1,314 |  |
| G 8110.0145 | admin-sick | 171 |  |
| G 8110.0148 | admin-holiday | 1 |  |
| G 8110.0148 | admin-holiday | 300 |  |
| G 8130.0142 | part time | 1,873 |  |
| G 8130.0145 | sick time | 1,867 |  |
| G 8130.0146 | overtime | 358 |  |
| G 8130.0149 | vacation | 1,012 |  |
| G 8130.0149 | vacation | 711 |  |
| G 8130.0403 | electric |  | 12,678 |
| G 8130.0405 | telephone | 300 |  |
| G 8130.0409 | polymer | 2,000 |  |
| G 8130.0412 | lab testing | 7,000 |  |
| G 8140.0400 | misc | 2,000 |  |
| G 8140.0401 | storm sewer Leprino | 19,782 |  |
|  |  |  |  |
| **Totals** |  | **37,678** | **37,678** |

**Delinquent Tax List Resolution:** Commissioner Steck offered the following resolution, and recommended adoption to the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2018, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $17,449.10 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Charge:** Shirley Lopreste stated the Town of Barton will start billing the capital charge to their residents on May 1, 2018.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:22 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 11, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Deibler, Steck, Cannavino, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Trustee Sweeney, Shirley Lopreste, Mike Primmer of Delaware Engineering, and Ron Cole of WATS/WAVR

**Sewer Plant Upgrade:**  Mike Primmer stated the concrete is complete in the Headworks building and the roof is going up. He stated the MBR tanks were water tested and there is some weeping. They will do further testing and patching to stop the weeping. The existing upper aeration tanks are nearly demolished. The pipe brackets are missing and the PVC piping is brittle, which should be replaced. He will get proposals. The electrical conduit is run from pole to underground. The equipment is starting to come in. Mr. Primmer stated construction is going pretty smooth. He also stated the quarterly construction meeting is July 10th at 10:00 at Village Hall.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for May 2018. He stated Trainee Spallone is scheduled to take his test on June 26th in Scranton, PA.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of May 14, 2018 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of (May) $14,427.58 and (June) $2,156.39. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Steck moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 8 $ 333,678.00

Delaware Engineering Invoice PS21 27,581.39

Schuler-Haas Electric Invoice 7 96,425.00

Total $ 457,684.39

**Capital Charge:** The clerk stated she has had some complaints from Kent Tappan, of 547 Clark Street, regarding charging a capital charge to his second dwelling that hasn’t been rented in over 12 years, and he does not intend to rent out. The consensus of the Board is that if there is an existing apartment, it should be charged as we have no way to oversee if it is rented or not.

The clerk stated that the card for the property at 504 Waverly Street states it is 3-units, and the landlord says it is a 2-unit. The owner will not allow code enforcement to inspect property. The consensus of the Board was to leave it at 3-unit until it is inspected.

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:04 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 9, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Steck, Cannavino, Hoppe, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Trustee Sweeney, Trustee Sinsabaugh, Ron Keene, Shirley Lopreste, Mayor Ayres, and Ron Cole of WATS/WAVR

**Sewer Plant Upgrade:**  Sewer Commissioner Steck stated he and Sewer Commissioner Cannavino visited the plant after the last meeting and the “weeping” was stopped. He stated it was repaired and they had no signs of it happening after that.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for June 2018.

**Letters and Communications:** The clerk presented a letter from Waverly School District, for Lincoln Street Elementary, requesting forgiveness in their sewer bill as the water softener broke and ran non-stop. The water drained into a floor drain which is not hooked to the sewer. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $5,303.66 to average as it was not treated in the plant. Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Kent Tappan, of 547 Clark Street, requesting reclassifying his 2-unit home to a single dwelling for the purpose of the capital charge. The letter states that he has not rented the apartment since 2008, and he cannot afford to remove the kitchen and separate entrance. He doesn’t intend to rent it out. Discussion followed. Commissioner Steck moved to deny request as it has an existing apartment. Commissioner Hoppe seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of June 11, 2018 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $31,257.77. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/18 – 5/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 131,993.28 | Current Revenues | 63,357.65 |
| Deposits | 66,130.18 | Year to Date Revenue | 631,729.32 |
| Disbursements | -88,616.53 | Current Expenditures | 55,947.86 |
| Ending Balance | 109,506.93 | Year to Date Expended | 544,089.08 |

\*Capital Projects Reserve Balance $129,540.71

The clerk stated the Sewer Fund Balance at the end of the fiscal year 2018 is $347,840.52.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 9 $ 2,435,372.50

Delaware Engineering Invoice PS22 30,804.02

Schuler-Haas Electric Invoice 8 183,350.00

Total $ 2,618,910.00

**Adjournment:** Commissioner Cannavino moved to adjourn at 7:18 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 13, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Steck, Cannavino, Hoppe, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Trustee Sweeney, Shirley Lopreste, Mayor Ayres, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer submitted a proposal to resurface the existing upper aeration tanks. He stated there are four aeration basins. These tanks were surfaced when they were originally put in, however, they are starting to show signs of aging and peeling. The proposals were for two different materials. He stated this work could be done while the tanks are down and cleaned, and would be a change order on the current construction. The proposals were as follows:

#1. Tnemec Series 22 Epoxoline, 2 coats, 12-15 mils each $213,719

#2. Tnemec Series 22 Epoxoline, 1 coat, 24-30 mils $199,783

#3. Epoxy-Coal Tar Coating, 2 coats , 8-10 mils each $193,809

#4 Epoxy-Coal Tar Coating, 1 coat, 16-20 mils $183,856

Mike Primmer stated the coal tar coating has been in use for a very long time and has been successful. This was put on our tanks over 30 years ago and held up good. Discussion followed. Mike Primmer stated he would do further research and evaluation on the Tnemec Series 22. Commissioner Hoppe moved to approve resurfacing the tanks as proposed up to $213,719 with the material to be determined by Mike Primmer. Commissioner Jilson seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for July 2018. He asked about the possibility of reinstating a uniform service. Discussion followed regarding the Teamsters Contract clothing allowance section. Commissioner Hoppe asked him to get some quotes.

**Letters and Communications:** Senior Commissioner Kahn passed around a letter from Elderwood regarding their new in-house training program that will help the staff and residents understand the importance of not flushing wipes and other objects.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of July 9, 2018 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Cannavino moved to approve the bills in the amount of $61,017.11. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Jilson seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 10 $ 1,203,887.50

Delaware Engineering Invoice PS23 29,280.85

Kimble, Inc (Plumbing) Invoice 1 61,455.50

Schuler-Haas Electric Invoice 9 227,450.00

Total $ 1,522,073.85

**Treasurer's Report:** The following was presented for:

Sewer Fund 6/01/18 – 6/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 109,506.93 | Current Revenues | 88,265.31 |
| Deposits | 123,388.94 | Year to Date Revenue | 88,265.31 |
| Disbursements | -65,302.71 | Current Expenditures | 20,563.32 |
| Ending Balance | 167,593.16 | Year to Date Expended | 20,563.32 |

\*Capital Projects Reserve Balance $129,562.00

Sewer Fund 7/01/18 – 7/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 167,593.16 | Current Revenues | 103,462.98 |
| Deposits | 57,765.10 | Year to Date Revenue | 191,728.27 |
| Disbursements | -50,522.44 | Current Expenditures | 44,998.53 |
| Ending Balance | 174,835.82 | Year to Date Expended | 65,561.85 |

\*Capital Projects Reserve Balance $129,584.00

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:22 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 10, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Hoppe, Jilson, Deibler, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, and Shirley Lopreste

**Sewer Plant Upgrade:**  Mike Primmer submitted three change orders, as follows:

Change Order #1, Schuler-Haas Electric: Schuler-Haas Electric requested to demo all electrical associated with counters and cabinets in lab and install new MCC, boxes, and receptacles in new counter and cabinets. The cost of Change Order is $2,092.40. Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #1 for Schuler-Haas Electric, as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Change Order #2, Schuler-Haas Electric: Schuler-Haas Electric requested to demo all wiring associated with boiler air handling unit, louvers, and controls in control building. The cost of Change Order is $387.37. Mike Primmer recommended approval. Commissioner Hughes moved to approve Change Order #2 for Schuler-Haas Electric, as presented. Commissioner Jilson seconded the motion, which carried unanimously.

Change Order #3, Schuler-Haas Electric Schuler-Haas Electric requested to remove all lights from drop ceiling in office, entryway, and both bathrooms; and to rehang temporarily until new ceiling is installed. The cost of Change Order is $382.37. Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #3 for Schuler-Haas Electric, as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for August 2018. He submitted proposals for weekly uniform services from Ameripride and Cintas. Both had a minimum delivery of $30 and costs were comparable. Discussion followed. Commissioner Hoppe moved to approved Ameripride with uniform services as they were more cost effective with combined items. Commissioner Cannavino seconded the motion, which carried unanimously. Plant Operator Kinsley stated he would call Ameripride and get it started.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 13, 2018 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $30,915.22. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Jilson seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 11 $ 599,622.90

Delaware Engineering Invoice PS24 27,472.38

Kimble, Inc (Plumbing) Invoice 2 31,521.00

Kimble, Inc (HVAC) Invoice 1 200,214.16

Schuler-Haas Electric Invoice 10 98,325.00

Total $ 957,155.44

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/18 – 8/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 174,835.82 | Current Revenues | 129,606.01 |
| Deposits | 84,674.65 | Year to Date Revenue | 78,836.17 |
| Disbursements | -167,376.14 | Current Expenditures | 62,499.05 |
| Ending Balance | 92,134.33 | Year to Date Expended | 31,810.28 |

\*Capital Projects Reserve Balance $129,606.01

**Back-up Sewer Plant Operator:** Commissioner Hoppe moved to terminate Doug Killgore as Back-up Sewer Plant Operator and recommend to the Village Board of Trustees to hire Elwin Terwilliger as Back-up Sewer Plant Operator at a rate of $300 per month, both effective October 1, 2018. Commissioner Hughes seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 6:54 p.m. Commissioner Cannavino seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 8, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Jilson, Deibler, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Trustee Sweeney, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer submitted four change orders, as follows:

Change Order #1, Quandel Construction Group: Quandel Construction Group submitted Change Order #1 to strip and recoat existing EQ and Preanoxic tanks. The cost of Change Order is $213,719. Mike Primmer recommended approval. Commissioner Hughes moved to approve Change Order #1 for Quandel Construction Group as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

Change Order #2, Quandel Construction Group: Quandel Construction Group submitted Change Order #2 for removal and replacement of acoustical ceiling of the existing Control Building Office. The cost of Change Order is $10,656. Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #2 for Quandel Construction Group as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #3, Quandel Construction Group: Quandel Construction Group submitted Change Order #3 for demolition and replacement of existing PVC lines and support brackets for the stainless steel air lines in the EQ/Anoxic tanks. The cost of Change Order is $46,285. Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #3 for Quandel Construction Group as presented. Commissioner Steck seconded the motion, which carried unanimously.

Change Order #4, Quandel Construction Group: Quandel Construction Group submitted Change Order #4 for surfacing of new headworks channel to protect from grit wear. The cost of Change Order is $31,169. Mike Primmer recommended approval. Commissioner Deibler moved to approve Change Order #4 for Quandel Construction Group as presented. Commissioner Steck seconded the motion, which carried unanimously

Mike Primmer stated that he was approached by industry to unload wastewater. This waste would consist of clear liquid with high BOD’s. Discussion followed. This may be a revenue stream to consider in the future.

Mike Primmer stated there is an issue as to who is responsible to install gas lines for the HVAC. He and the Attorney are reviewing the contracts.

Mike Primmer stated Kabota will be onsite within the next two weeks. He also stated the project is slightly behind schedule due to the very wet weather.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for September 2018.

**Letters and Communications:** The clerk presented a letter from Charlotte Tompkins, 156 Chemung Street, requesting forgiveness in her sewer bill as a water pipe broke in her ceiling. The clerk stated this was verified by the Water Department. Commissioner Steck moved to approve a reduction of $41.77 as it was not treated in the plant. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of September 10, 2018 as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $15,052.62. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Cannavino moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 12 $ 1,019,308.15

Delaware Engineering Invoice PS25 35,012.28

Kimble, Inc (Plumbing) Invoice 3 15,062.25

Kimble, Inc (HVAC) Invoice 2 136,436.14

Schuler-Haas Electric Invoice 11 146,110.00

Total $ 1,351,928.82

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/18 – 9/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 92,146.44 | Current Revenues | 129,627.31 |
| Deposits | 44,871.06 | Year to Date Revenue | 111,119.99 |
| Disbursements | -44,255.66 | Current Expenditures | 67,104.54 |
| Ending Balance | 92,761.84 | Year to Date Expended | 32,122.49 |

\*Capital Projects Reserve Balance $129,627.31

**Adjournment:** Commissioner Deibler moved to adjourn at 6:55 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 12, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Hoppe, Deibler, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Trustee Sweeney, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer submitted two change orders, as follows:

Change Order #5, Quandel Construction Group: Quandel Construction Group submitted Change Order #5 in the total amount of $85,352. The changes consisted of the following:

1. Prefab garage/building: move x-brace to change man-door location to east side of garage. Comes from raising stem wall up to prevent water entering/seeping in to building ($1,699)
2. Provide additional stainless steel piping modifications as well as additional piping all fittings to reroute process piping. For changes related to rerouting of air piping so that stairs can be installed from MBR deck to the original deck. Piping/frame changes made to allow for continued operation of clarifier without the need to install temporary piping and /or removal of clarifier drives. ($12,610)
3. Provide added galvanized lintels at the Headworks Facility. Lintels described in the contract drawings were discussed with project manager as to their contact area with CMU in walls above windows. It was decided to go with a wider lintel to catch more of the CMU.($1,994)
4. Provide added sills and matching paint to lab area. New back splashed did not match up with sills in the existing Control Building. Paint for the existing fume hood and remaining cabinets to match new. ($1,320)
5. Remove asbestos containing pipe from the site. This deals with asbestos pipe found on site. Quandel addressed the issue and had approximately 30 feet removed so that work could progress. ($1,217)
6. Provide additional material to backfill around MBR area. ($995)
7. Overhead door upcharges at Headworks Facility. Contract drawing called for installation of a “knockout wall” for equipment access into the second floor gallery of the Headworks Building. MBR Building has roll up doors on second floor for equipment access. In considering the time to remove a knockout wall, it was decided to go with a roll up door which offers “instantaneous” access and requires no tools for access. Contractor estimate for knockout wall was $2,540, and the cost for roll up door was $4,500. ($1,960)
8. Provide remote transmitter for 10” mage meter at Headworks Facility. This involves purchase and install of remove transmitter at the influent flow meter in Headworks Building. This will put a readable output screen from the flowmeter on the wall outside of the pit containing the influent flowmeter. This is for operator convenience and safety. ($745)
9. Provide miscellaneous material for project by Quandel. This was for steel angle to make durable edge at the MBR Building loading dock. Steel angle. Preparation, install of clips to be formed in concrete and painting, labor and materials. (880)
10. Provide the following site extras ($44,180):
    1. Provide for removal and replacement of unsuitable sub soil (clay) encountered at the MBR tank construction. Per direction given by CME (soils engineer retained by Delaware Engineering). Clay was found no indicated by soil borings.
    2. Fill in 29 foot deep existing well with stone. Well was found at area during required excavation at the existing influent wet well. Well had corrugated casing, worry of corrosion and collapse (possibly was a sample well at one time or used for removal of ground water). Project manager direct GC to fill in with stone and abandon.
    3. Excavate and backfill 30” pipe stand at MBR tank and pad extension of MBR Building. Stand added to provide additional support of 30” feed forward pipe.
11. Pour, place, and finish loading dock walls. This was added to help with building accessibility and to help with site grading. ($7,818)
12. Provide Raynor commercial door opener with 2 remotes at garage door, for the vacuum truck garage. One remove to be in the vacuum truck. And opener to assist the operators to open large overhead door. For safety and health. Provide and install Liftmaster jack shaft opener with remotes at rolling steel door in the MBR Building. Opener for 12’ x 7’ door. For convenience and health. ($4,284)
13. Provide Bray 6” actuated valves in lieu of DeZurlk valves. Provided valve change out for air supply to the Pre Anoxic Tanks to 1) match manufacturer with others used on site, 2) provide valves that can be hand actuated if needed, and 3) provide valves that can be actuated at the valve location for testing. This is for two valves at $2,825 per tank. ($5,650)

Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #5 for Quandel Construction Group as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Change Order #1, Kimball, Inc. (Plumbing): Kimball, Inc. submitted Change Order #1, in the amount of $7,930.88. The change order included: 1) erect/disassemble scaffolding required to install roof drains and piping, 2) furnish and install 3 roof drains, 3) provide core drilling as necessary, and 4) furnish and install associated roof drain piping as required. Mike Primmer recommended approval. Commissioner Steck moved to approve Change Order #1 for Kimble, Inc. as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk stated that the DASNY Grant for the purchase of a skidsteer has been approved and we are ready to purchase. This grant will reimburse the expenditure up to the grant allocation.

The clerk stated we will be getting a BAN for the remainder of the project, in the amount of $4,538,873. This is due to the short-term financing ending before the construction is complete. She explained that the BAN is not added to the project, it’s for cash flow to pay contractors, and that it (and any interest or expense) will be rolled into the long-term bond.

The clerk presented a contract change for Municipal Solutions. Since the project has taken longer to construct and close out with the funding agencies than what was originally anticipated, and to include an additional BAN borrowing, their revised contract is increasing $5,500 ($15,000 original contract plus $5,500 for amendment, new contract $20,500). Commissioner Steck moved to recommend Mayor Ayres sign revised contract for Municipal Solutions as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for October 2018. He stated concern with receiving the wrong polymer for the second time. Mr. Primmer stated he would reach out to vendor to see what the issues are. He also stated that there was a certified letter from US EPA for a Notice of Significant Non-Compliance. Mike Primmer stated most of the issues are compliant with the interim agreement. He will respond to the letter with documentation.

The clerk presented a letter from Valerie Sorensen (DMSJ Properties), for 540 Chemung Street, requesting forgiveness in the sewer bill as there was leaking pipe in the wall. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $7,982.12 as it was not treated in the plant. Commissioner Cannavino seconded the motion, which carried unanimously.

The clerk presented a letter from Ann Everly, for 27½ Orange Street, requesting forgiveness of penalties as the bill was in the tenants name and feels the penalties were erroneous. Discussion followed. Commissioner Hoppe moved to approve a reduction of $2.23 as requested. Commissioner Hughes seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of October 8, 2018 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $56,289.47. Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 13 $ 628,508.60

Delaware Engineering Invoice PS26 32,318.60

Kimble, Inc (Plumbing) Invoice P4 8,027.50

Kimble, Inc (HVAC) Invoice 3 50,503.90

Schuler-Haas Electric Invoice 12 116,714.28

Total $ 836,072.88

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/18 – 10/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 92,761.84 | Current Revenues | 129,649.32 |
| Deposits | 55,362.31 | Year to Date Revenue | 144,956.28 |
| Disbursements | -27,261.09 | Current Expenditures | 62,525.76 |
| Ending Balance | 120,863.06 | Year to Date Expended | 32,107.11 |

\*Capital Projects Reserve Balance $129,649.32

\*\*Sewer DSC (Capital Charge) Balance $144,956.28

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:20 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 11, 2018 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Deibler, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer stated it is more apparent that we will not make the December 31st deadline. He submitted a new timeline, which all must be met by April 1, 2019, as the interim limits agreement runs out. The limits that NYS agreed to with EPA will go into effect on April 1, 2019. The delay was caused by the weather. Kubota will be onsite during March. At that time they will run the plant and train the operators.

Mike Primmer stated the operators have asked for more storage area in the garage and part of the Headworks Building. Mr. Primmer has no issues with that, however, the buildings would need a partially occupied permit from the code enforcement officer. He also stated the polymer vendor tested the product and refunded the village $1,000. The vendor is working with a different supplier.

**Letters and Communications:** The clerk presented a letter from Randy Kellogg, of 111 Park Place, requesting forgiveness in the sewer bill as there were many leaks. He submitted a bill from a plumber describing the replacement of a hot water tank. Discussion followed. The clerk stated there were no prior complaints regarding high bills. Commissioner Hughes moved to approve a reduction of $64.82 as it was not treated in the plant. Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for November 2018.

**Approval of Minutes:** Commissioner Cannavino moved to approve the Minutes of November 12, 2018 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $14,561.04. Commissioner Cannavino seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Steck moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 14 $ 126,779.00

Delaware Engineering Invoice PS27 43,524.79

Kimble, Inc (Plumbing) Invoice P5 18,886.84

Kimble, Inc (HVAC) Invoice 4 4,298.75

Schuler-Haas Electric Invoice 13 73,625.00

Total $ 267,114.38

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/18 – 11/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 120,863.06 | Current Revenues | 94,323.60 |
| Deposits | 67,715.21 | Year to Date Revenue | 558,854.81 |
| Disbursements | -87068.83 | Current Expenditures | 70,889.45 |
| Ending Balance | 101,509.44 | Year to Date Expended | 283,306.13 |

\*Capital Projects Reserve Balance $129,670.63

\*\*Sewer DSC (Capital Charge) Balance $184,135.70

**Adjournment:** Commissioner Hughes moved to adjourn at 7:03 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 14, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Hoppe, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Attorney Keene, Plant Operator Kinsley, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer stated there was an issue with the heating controls not working properly, which will cause an unusual high heating bill. The bypass to intermediate wet well has started. The start-up target is the end of February and will run through April 1st. Kubota will be training during the start-up period.

Mike Primmer stated the skidsteer dealer that was recommended by the state, does not carry the equipment that was specified. He is seeking more information and should have an update for the next meeting.

**Change Orders for Plant Upgrade:** Mike Primmer submitted the following change orders:

Change Order #6, Quandel Construction Group: Quandel Construction Group submitted Change Order #6, in the amount of $27,000. The change order included:

1. install walkway between Headworks Building and EQ Tank
2. install stairs and railings to MBR loading dock

Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #6 for Quandel Construction Group as presented. Commissioner Jilson seconded the motion, which carried unanimously.

Change Order #7, Quandel Construction Group: Quandel Construction Group submitted Change Order #7, in the amount of $7,821. The change order included:

1. install sloped drain lines and piping to drain spray down lines in the EQ Tanks
2. core bore through the wall between the EQ and Filter Building

Mike Primmer recommended approval. Commissioner Steck moved to approve Change Order #7 for Quandel Construction Group as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for December 2018. He stated there seemed to be more oil and grease around the holidays. He asked the Board if they were going to hire a laborer. Commissioner Steck stated it would be good to get a laborer started so that they could train during the start-up. Commissioner Cannavino moved to recommend the creation of another full time position of a WWTP Laborer, and the clerk to accept job applications. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Charlotte Tompkins, 156 Chemung Street, requesting forgiveness in her sewer bill as a water pipe broke in her ceiling. The clerk stated this was previously approved on October 8, 2018, however, the bulk of the leak was billed currently. Commissioner Cannavino moved to approve an additional reduction of $296.32 as it was not treated in the plant. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of December 11, 2018 as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/18 – 12/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 101,509.44 | Current Revenues | 80,209.38 |
| Deposits | 43,066.09 | Year to Date Revenue | 639,064.19 |
| Disbursements | -28,540.88 | Current Expenditures | 28,540.88 |
| Ending Balance | 116,034.65 | Year to Date Expended | 311,847.01 |

\*Capital Projects Reserve Balance $129,692.65

\*\*Sewer DSC (Capital Charge) Balance $212,730.32

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $31,698.25. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Cannavino seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 15 $ 195,095.40

Municipal Solutions Invoice 12055 5,744.50

Delaware Engineering Invoice PS28 38,203.29

Kimble, Inc (HVAC) Invoice 5 10,467.76

Schuler-Haas Electric Invoice 14 54,815.00

Total $ 304,325.95

**2019-2020 Budget Committee:** Commissioner Hoppe and Commissioner Steck offered to work on the 2019-2020 Tentative Budget with Clerk Treasurer Wood and Plant Operator Kinsley.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:06 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 11, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Hoppe, Cannavino, Deibler, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Letters and Communications:** The clerk presented a letter from Ken Jacobson, regarding 447 Park Avenue, requesting forgiveness in the sewer bill as there was a large leak in the hot water heater. He submitted a bill for the replacement of a hot water tank, and it was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $263.91 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Sewer Plant Upgrade:**  Mike Primmer stated the start-up of the influent wet will be done this week, and will start taking sewage. He will schedule a clean water start-up for the MBR screenings soon. He also stated that NYS DEC Officials will be coming from Syracuse, Buffalo, and Albany to observe the new technology during its start-up.

Mr. Primmer proposed that four additional fire alarms be installed at a cost of $37,500, which can be added to the project budget. Commissioner Steck moved to approve the installation of four fire alarms as proposed. Commissioner Cannavino seconded the motion, which carried unanimously.

**Change Orders for Plant Upgrade:** Mike Primmer submitted the following change orders:

Change Order #8, Quandel Construction Group: Quandel Construction Group submitted Change Order #8, in the amount of $18,566. The change order included:

* Install new yard hydrants at four locations around the plant
* Excavation, furnishing, and settling of new concrete plant blocks at the base of the MBR stairs/platforms supports to provide cover for the concrete base of same and to help with yard grade issues

Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #8 for Quandel Construction Group as presented. Commissioner Steck seconded the motion, which carried unanimously.

Change Order #9, Quandel Construction Group: Quandel Construction Group submitted Change Order #9, in the amount of $1,689. The change order included:

* Related to site fencing, the following; delete 4’ gate and replace with 8’ gate, install less fence on ground (26’ vs. 86’). Furnish hardware and all appurtenances necessary for installing fence on top of the new retaining wall located on east side of plant site.

Mike Primmer recommended approval. Commissioner Cannavino moved to approve Change Order #9 for Quandel Construction Group as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of January 14, 2019 as presented. Commissioner Cannavino seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/19 – 1/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 116,034.65 | Current Revenues | 84,877.94 |
| Deposits | 54,360.32 | Year to Date Revenue | 723,942.13 |
| Disbursements | -43,264.95 | Current Expenditures | 43,264.95 |
| Ending Balance | 127,130.02 | Year to Date Expended | 355,111.96 |

\*Capital Projects Reserve Balance $129,714.68

Sewer Fund DSC (Capital Charges) 1/01/19 – 1/31/19

|  |  |
| --- | --- |
| Beginning Balance | 4,664.94 |
| Deposits | 36,256.11 |
| Disbursements/Transfers | -35,000.00 |
| Ending Balance | 5,924.02 |
| Add Money Market Account | 243,100.94 |
| Total Fund Balance | 249,024.96 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $24,167.38. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 16 $ 208,998.10

Delaware Engineering Invoice PS29 32,881.83

Kimble, Inc (HVAC) Invoice 6 7,947.27

Schuler-Haas Electric Invoice 15 60,990.00

Total $ 316,561.70

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:27 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 26, 2019 AT 4:00 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 4:00 p.m.

**Roll Call:** Present were Commissioners: Cannavino, Steck, Hoppe, Deibler, Jilson, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood

**2019-2020 Tentative Budget:** The clerk presented the tentative budget in the amount of $1,131,865. She explained that the capital charges revenue (G2121) was increased to $425,000 which accounts for most of the budget increase. That was increased as we are receiving more revenue than originally budgeted for. The Budget Committee explained that due to the new plant coming online and unsure what effect the new processes will have on the budget, the committee felt comfortable with leaving the sewer rate at $3.63 per 100 cubic feet of water usage. Commissioner Cannavino moved to recommend adoption of the 2019-2020 Tentative Budget to the Board of Trustees, as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Wastewater Treatment Plant Laborer:** Commissioner Hoppe stated three good candidates were interviewed for the laborer position. It was explained to all that the intention of the laborer position was to eventually get licensed to fill an operator’s position once one opens up. She stated one candidate stood out and has wastewater experience, although in chemical wastewater. Commissioner Hoppe moved to recommend to the Board of Trustees that Raymond Bonning be hired as Wastewater Treatment Plant Laborer at a rate of $15.90 per hour, as listed in the bargaining contract. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 4:20 p.m. Commissioner Jilson seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 18, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Jilson, Hoppe, Deibler, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, Attorney Keene, and Trustee Sweeney

**Letters and Communications:** The clerk presented a letter from Gerald Macdonald, regarding 484 Fulton Street, requesting forgiveness in the sewer bill as furnace shut off and hot water pipes burst in seven areas. The property is vacant, and it was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $1,555.68 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

The clerk presented a letter from Holly Tedesco, regarding 126 Moore Street, requesting forgiveness in the sewer bill as there was a large leak in the hot water heater. A family friend purchased a new water heater and she felt awkward asking for the receipt, therefore, she submitted pictures of the heater before (showing the leak), and the new heater. Commissioner Jilson moved to approve a reduction of $758.74 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated there was a large grease plug at Broad Street and Fulton Street. This was definitely not from Leprino, however, unsure where it came from. He stated the will pull manholes to see what they can find.

**NY Rural Water Association’s Annual Conference:** Commissioner Hoppe moved to approve Doug Kinsley to attend New York Rural Water Association’s Annual Technical Conference May 22-24, 2019 in Verona, NY, at cost of $300, plus room and board. Commissioner Jilson seconded the motion, which carried unanimously.

**Credit Card Acceptance for Water/Sewer Bills:** The clerk stated Williamson Law offers the ability to accept credit, debit, and ACH payments. There will be a user charge added to the customer’s bill as a convenience fee. The Village will not get this money and it will go directly to the credit card company. This is just another option for payment. The start-up fee is $1,595 and will be shared with water and sewer funds. The annual maintenance fee will increase by $600, which will also be shared. Discussion followed. Commissioner Hoppe moved to approve proposal as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of February 11, and February 26, 2019 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/19 – 2/28/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 127,130.02 | Current Revenues | 109,458.91 |
| Deposits | 57,114.58 | Year to Date Revenue | 833,401.04 |
| Disbursements | -39,000.68 | Current Expenditures | 38,844.68 |
| Ending Balance | 145,243.92 | Year to Date Expended | 393,956.64 |

\*Capital Projects Reserve Balance $129,714.68

Sewer Fund DSC (Capital Charges) 2/01/19 – 2/28/19

|  |  |
| --- | --- |
| Beginning Balance | 5,924.02 |
| Deposits | 42,444.46 |
| Disbursements/Transfers | -117.00 |
| Ending Balance | 48,251.48 |
| Add Money Market Account | 243,138.44 |
| Total Fund Balance | 291,389.92 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $23,907.08. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Deibler seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 17 $ 458,005.90

Total $ 458,005.90

**DPW Teamster Contract Negotiations:** Commissioner Deibler offered to help with the contract negotiations. The clerk stated she could update him whenever he is available.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:00 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 08, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Jilson, Hoppe, Hughes, Steck, Diebler, and Senior Commissioner Kahn

Also present: Plant Operator Kinsley, Attorney Keene, Shirley Lopreste, Trustee Sweeney, and

Mike Primmer of Delaware Engineering

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $11,344.72. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Jilson moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Hughes seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 17 $ 144,704.95

Delaware Engineering Invoice PS30 35,094.92

Delaware Engineering Invoice PS31 44,885.53

Kimble, Inc (HVAC) Invoice 6 2,897.50

Total: $ 227,582.90

**Sewer Plant Upgrade:**  Mike Primmer stated the new system is currently running and some controls need adjusting. The paving should be complete within the next few weeks. Mr. Primmer also stated letters need to be sent to legislator’s to lobby for SWAP funding and he provided sample letters. Commissioner Hoppe moved to approve the clerk to send letters on behalf of Board of Sewer Commissioners. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:02 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 13, 2019 AT 5:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Jilson, Steck, Diebler, Hughes, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Shirley Lopreste, Trustee Sweeney, and Mike Primmer of Delaware Engineering

**Letters and Communications:** The clerk presented a letter from Dorothy Stevens, regarding 438 Park Avenue, requesting forgiveness in the sewer bill as water pipes burst in the crawl space behind the foundation. This was verified by the Water Department. Commissioner Jilson moved to approve a reduction of $930.63 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Flood Elevation Certificate:** The clerk stated she discussed flood insurance with our insurance carrier. We would like to do a reevaluation, however, we would need a current flood elevation certificate. Mike Primmer submitted a proposal from Shumaker Surveyors for $1,000 to do the certification. He stated Shumaker would be onsite to finish up project work and could get that done while they are there. Commissioner Steck moved to approve Shumaker Surveying as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hughes moved to approve the Minutes of March 18, and April 8, 2019 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Sewer Plant Upgrade:**  Mike Primmer stated Kubota was onsite last week and they replaced the MBR filter that was damaged. They are working on controls and programming. Kubota trained operators. The contractors are working on punch list items. Schuler-Haas is finishing up on installing the alarm system. He is hoping to be done by the end of June.

Mike Primmer stated he is working with Quandel and Kimble to agree to each pay half of the overage in the heating costs for the past winter.

**Change Orders for Plant Upgrade:** Mike Primmer submitted the following change orders:

Change Order #10, Quandel Construction Group: Quandel Construction Group submitted Change Order #10, in the amount of $57,270.00. The change order included:

* Provide added core drilling of EQ tank walkway deck
* Provide additional labor for air piping modification
* Rework MBR air purge lines
* Provide concrete pipe supports for RAS piping
* Air heater modifications at the filter building blower room
* Fabrication of supports for gate operators at the preaeration tanks
* Provide modification of concrete for anneroxic mixer stands
* Raise feed forward pumps
* Provide some tube pump supports for feed forward pumps
* Install 8” PVC pipe and fittings at the grit washer discharge
* Provide new piping modifications to tie in an permanent airline feed

Mike Primmer recommended approval. Commissioner Steck moved to approve Change Order #10 for Quandel Construction Group as presented. Commissioner Jilson seconded the motion, which carried unanimously.

Change Order #8, Schuler-Haas Electric Corp.: Schuler-Haas Electric Corp. submitted Change Order #8, in the amount of $28,617.55. The change order included:

* Provide and install fire alarms for the Control, Filter, and Maintenance Buildings

Mike Primmer recommended approval. Commissioner Hughes moved to approve Change Order #8 for Schuler-Haas Electric Corp. as presented. Commissioner Jilson seconded the motion, which carried unanimously.

Change Order #9, Schuler-Haas Electric Corp.: Schuler-Haas Electric Corp. submitted Change Order #9, in the amount of $10,373.82. The change order included:

* Provide and install combo starters and thermostats for MBR Building exhaust fans. Install thermostats for heat zones in the Main Control Building

Mike Primmer recommended approval. Commissioner Steck moved to approve Change Order #9 for Schuler-Haas Electric Corp. as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Change Order #1, Kimble, Inc. (HVAC): Kimble, Inc. submitted Change Order #1, in the amount of $11,066.02. The change order included:

* Controls Building – furnish and install 4 manual balance dampers with locking quads and necessary duct changes
* MBR Building – furnish and install revised/new inline fans, ductwork, and louvers. Furnish and install new fire dampers due to duct size change requirements.

Mike Primmer recommended approval. Commissioner Jilson moved to approve Change Order #1 for Kimble, Inc. as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval to Write-off Bills for Land Bank Properties:** The clerk stated the Land Bank has taken control of nine properties in the village with intent to demolish or repair and put back on the tax roll. Two properties, however, have a balance. The Land Bank cannot pay these bills as they were there prior to them taking control, and the owners have been gone for some time.

Commissioner Steck moved to write of the sewer balances, as follows:

207 Howard Street $221.00 / Sewer O&M and $43.68 / Sewer DSC

35 Lincoln Street $627.91 / Sewer O&M

Commissioner Jilson seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $91,016.16. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Jilson moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Hughes seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 19 $ 113,508.00

Delaware Engineering Invoice PS32 51,698.88

Municipal Solutions Invoice 12998 562.50

Kimble, Inc (Plumbing) Invoice P6 7,102.79

Total: $ 172,872.17

**Delinquent Tax List Resolution:** Commissioner Hughes offered the following resolution, and recommended adoption to the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2019, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $15,418.27 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid debt service charges (capital charges) in the amount of $13,628.52 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

**2018-2019 Sewer Budget Transfers:** The clerk submitted the following budget transfers:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 373 |  |
| G 1990.0400 | contingency exp |  | 25,000 |
| G 8110.0145 | admin-sick | 1,000 |  |
| G 8110.0148 | admin-holiday | 200 |  |
| G 8130.0103 | laborer |  | 8,000 |
| G 8130.0104 | plant operator |  | 33,650 |
| G 8130.0105 | plant operator/trainee | 33,702 |  |
| G 8130.0145 | sick time | 1,000 |  |
| G 8130.0146 | overtime | 2,000 |  |
| G 8130.0149 | vacation | 2,000 |  |
| G 8130.0400 | contractual expense |  | 1,864 |
| G 8130.0404 | heating fuel | 8,000 |  |
| G 8130.0405 | telephone | 500 |  |
| G 8130.0411 | misc | 2,000 |  |
| G 8130.0412 | lab testing | 2,500 |  |
| G 8140.0400 | misc | 20,000 |  |
| G 9010.0800 | retirement |  | 4,800 |
| G 9045.0800 | life insurance | 39 |  |
|  |  |  |  |
| **Totals** |  | **73,314** | **73,314** |

Commissioner Jilson moved to approve the 2018-2019 Sewer Budget Transfers, as presented. Commissioner Steck seconded the motion, which carried unanimously.

**2018-2019 Sewer Budget Amendments:** The clerk submitted the following budget transfers:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **G 0510 - Appropriated Revenue** | |  |  | **G 0960 - Appropriated Expense** |  |
| G 3789 | 52,593.00 | |  | G 8130.0200 | 52,593.00 |
| TOTAL | 52,593.00 | |  | TOTAL | 52,593.00 |

Commissioner Hughes moved to approve the 2018-2019 Sewer Budget Amendment, as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 6:30, p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 10, 2019 AT 5:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Steck, Diebler, Hoppe, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, Attorney Keene, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer stated contractors are finishing up with their punchlist items. The Headworks compactor has been repaired and working well. He stated the sluice gate is leaking and may be inoperable. This is an original gate. He asked Quandel to look for new gate, and they said they could install. Discussion followed. Commissioner Steck moved to approve a new gate be installed by Quandel Construction Group at a total cost not to exceed $12,000. Commissioner Deibler seconded the motion, which carried unanimously.

Mike Primmer stated NYS DEC did their inspection last Friday and questioned the location of the influent sampler, as they are concerned with freezing. Mr. Primmer stated there is a hazard of explosion if installed inside. Commissioner Steck stated it has always been located outside. Mr. Primmer stated they also want fecal sampling after the MBR and before chlorination.

Mike Primmer stated Quandel offered to pay half of the costs incurred by the damage done to the electric box. He is also in discussion with Kimble to pay the other half. Quandel also offered pay $1,500 toward the extra cost of heating this past winter, and other contractors may contribute. XYZ

**Change Orders for Plant Upgrade:** Mike Primmer submitted the following change orders:

Change Order #11, Quandel Construction Group: Quandel Construction Group submitted

Change Order #11, in the amount of $167,911. The change order included:

* Install additional components for the invent mixers
* Install louvers into solid door in the Grit Pump of the Headworks Building
* Additional areas to pave
* Install access ramp to entrance to dumpster, install walkway between MBR and existing tanks
* Provide concrete floor at the storage structure
* Add flushing hydrant for wash down of plant areas
* Additional fill at the Headworks Building retaining wall
* Provide a concrete block wall along the gravel driveway leading to the field behind plant to improve accessibility
* Remove and modify railing on EQ bridge
* Rework/repurpose existing stairs to come from loading dock to grade
* Rework and modify railing at ex-clarifier bridge
* Re-clean MBR tanks due to screen malfunction
* Bridge rail modifications around new installed gravity thickener
* Pipe modification into pre-aeration & anoxic basins
* Rework Hyperboloid mixer due to unseen floor conditions
* Retrofit new to existing telescoping valves
* Rework aeration piping in Digester 2
* Miscellaneous modifications to oil/grease trap, relocate davit crane, relocate sluice operators, reconnect PVC airlines
* Re-drill 4 sluice gate access points for operator shafts
* Sludge removal in excess of contracted amount
* Dig potable water line to chlorine room

Mike Primmer recommended approval. Commissioner Hoppe moved to approve Change Order #11 for Quandel Construction Group as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Letters and Communications:** The clerk presented a letter from Andrew Aronstam, regarding 433 Park Avenue, requesting forgiveness in the sewer bill as exterior water pipes ruptured, and water pooled into yard. This was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $111.12 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of May 13, 2019 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of (May) $36,988.26 and (June) $2,326.28, for a total of $39,314.54. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/19 – 3/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 145,243.92 | Current Revenues | 76,762.02 |
| Deposits | 58,054.13 | Year to Date Revenue | 910,163.06 |
| Disbursements | -38,923.70 | Current Expenditures | 38,903.70 |
| Ending Balance | 164,374.35 | Year to Date Expended | 432,860.34 |

\*Capital Projects Reserve Balance $129,756.61

Sewer Fund 4/01/19 – 4/30/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 164,374.35 | Current Revenues | 87,247,29 |
| Deposits | 41,756.87 | Year to Date Revenue | 997,410.35 |
| Disbursements | -83,584.14 | Current Expenditures | 83,584.14 |
| Ending Balance | 122,547.08 | Year to Date Expended | 516,448.48 |

\*Capital Projects Reserve Balance $129,777.93

Sewer Fund DSC (Capital Charges) 3/01/19 – 3/31/19

|  |  |
| --- | --- |
| Beginning Balance | 48,251.48 |
| Deposits | 103,479.46 |
| Disbursements/Transfers | -140,000.00 |
| Ending Balance | 11,730.94 |
| Add Money Market Account | 313,181.07 |
| Total Fund Balance | 324,912.01 |

Sewer Fund DSC (Capital Charges) 4/01/19 – 4/30/19

|  |  |
| --- | --- |
| Beginning Balance | 11,730.94 |
| Deposits | 30,371.47 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 42,102.41 |
| Add Money Market Account | 313,232.55 |
| Total Fund Balance | 355,334.96 |

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 20 $ 616,090.95

Delaware Engineering Invoice PS33 41,387.68

Schuler-Haas Electric Invoice 16 6,348.75

Turnkey Control Solutions Invoice 10824 10,035.17

Kimble, Inc (HVAC) Invoice P6 12,840.22

Total: $ 686,702.77

**Rural Water Mentoring Program:** Plant Operator Kinsley stated Rural Water offers a Mentoring Program and the application is not due yet, however, the program starts September 19th. He stated this program would be beneficial for Ray Bonning to attend. He should have more information at the next meeting.

**Adjournment:** Commissioner Steck moved to adjourn at 6:37, p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 8, 2019 AT 5:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Steck, Hughes, Hoppe, and Senior Commissioner Kahn

Also present: Clerk Treasurer Wood, Plant Operator Kinsley, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:**  Mike Primmer stated contractors are finishing up with their punchlist items.

He stated Shumaker Surveyors have finished the survey, and we should be receiving an elevation certificate soon. Valley Energy Gas Company sent a certified letter requesting information. He is arranging an inspection with them and Kimble, Inc.

Mike Primmer stated NYS DEC has done a final inspection, and they are asking why the influent sampler is outside. He is getting quotes on an exterior influent sampling unit. This may be a change order.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated he is beginning to get more comfortable with the new operations.

**Rural Water Mentoring Program:** Plant Operator Kinsley stated Rural Water offers a Mentoring Program and the application is not due yet, however, the program starts September 19th. He stated this program would be beneficial for Ray Bonning. There are online courses available. He stated this does not take the place of schooling, however, it would be a good start before schooling. The costs are based on the course, however, should not exceed $300 per course. Commissioner Hoppe moved to approve Ray Bonning to sign up for the courses as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of June 10, 2019 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/19 – 5/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 122,912.48 | Current Revenues | 159,205.57 |
| Deposits | 143,019.20 | Year to Date Revenue | 1,156,615.92 |
| Disbursements | -225,030.20 | Current Expenditures | 97,589.03 |
| Ending Balance | 40,901.48 | Year to Date Expended | 614,033.51 |

\*Capital Projects Reserve Balance $129,777.93

The clerk stated the Sewer Fund Balance at the end of the fiscal year 2019 is $550,335.33.

Sewer Fund DSC (Capital Charges) 5/01/19 – 5/31/19

|  |  |
| --- | --- |
| Beginning Balance | 42,102.41 |
| Deposits | 134,909.16 |
| Disbursements/Transfers | -16,700.39 |
| Ending Balance | 160,311.18 |
| Add Money Market Account | 238,296.03 |
| Total Fund Balance | 446,856.83 |

**Abstract:** Commissioner Steck moved to approve the bills in the amount of (May) $9,304.54 and (June) $26,215.10, for a total of $35,519.64. Commissioner Hoppe seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Quandel Construction Invoice 21 $ 212,978.00

Delaware Engineering Invoice PS34 44,264.86

Schuler-Haas Electric Invoice 17 37,041.80

Kimble, Inc (HVAC) Invoice 9 1,282.50

Total: $ 295,567.16

**Adjournment:** Commissioner Steck moved to adjourn at 7:05, p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 12, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hughes, Hoppe, Deibler, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, and Trustee Sweeney

**Letters and Communications:** The clerk presented a letter from Frank Drabinski, regarding

424 Park Avenue, requesting forgiveness in the sewer bill as a water valve was leaking. He submitted a receipt from his plumber for the repairs. Commissioner Hughes moved to approve a reduction of $166.68 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of July 8, 2019 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 6/01/19 – 6/30/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 40,901.48 | Current Revenues | 92,076.96 |
| Deposits | 115,995.22 | Year to Date Revenue | 92,076.96 |
| Disbursements | -39,172.50 | Current Expenditures | 113,147.47 |
| Ending Balance | 117,724.20 | Year to Date Expended | 113,147.47 |

\*Capital Projects Reserve Balance $129,913.48

Sewer Fund 7/01/19 – 7/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 117,724.20 | Current Revenues | 85,948.51 |
| Deposits | 55,918.18 | Year to Date Revenue | 177,251.46 |
| Disbursements | -89,950.01 | Current Expenditures | 35,246.05 |
| Ending Balance | 83,692.37 | Year to Date Expended | 148,393.52 |

\*Capital Projects Reserve Balance $130,913.48

Sewer Fund DSC (Capital Charges) 6/01/19 – 6/30/19

|  |  |
| --- | --- |
| Beginning Balance | 160,311.18 |
| Deposits | 99,791.66 |
| Disbursements/Transfers | -237,274.00 |
| Ending Balance | 22,828.84 |
| Add Money Market Account | 338,505.58 |
| Total Fund Balance | 361,334.42 |

Sewer Fund DSC (Capital Charges) 7/01/19 – 7/31/19

|  |  |
| --- | --- |
| Beginning Balance | 22,828.84 |
| Deposits | 32,690.51 |
| Disbursements/Transfers | -36,000.00 |
| Ending Balance | 19,519.35 |
| Add Money Market Account | 374,807.87 |
| Total Fund Balance | 394,327.22 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $22,357.25. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Hughes seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS35 27,069.30

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated he is beginning to get more comfortable with the new operations. He stated the plant got hit with a large quantity of degreaser, which seems to have come from the lower Broad Street area. He also stated the land line phone is not operating correctly. The clerk stated we are in the process be upgrading all the phones. This should be completed within a few months. They are running the fiber optics now.

**Change Orders for Plant Upgrade:** The clerk submitted the following change orders:

Change Order #1, Village of Waverly: The Village of Waverly submitted Change Order #1 in the amount of $7,416.00, as per the direction of NYS DEC, to change the location of the effluent sampling outside of chlorine contact tank to the inside of the Filter Building. Commissioner Hoppe moved to approve Change Order #1 for the Village of Waverly as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #2, Village of Waverly: The Village of Waverly submitted Change Order #2 in the amount of $5,410.00 to purchase electrical components in install in new MCC. Commissioner Hoppe moved to approve Change Order #2 for the Village of Waverly as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #3, Village of Waverly: The Village of Waverly submitted Change Order #3 in the amount of $1,072.82 to cover work programming and needed hardware to automate the recycle valves on the influent chopper pumps instead of operators having to remember to cycle the valves. It is now done via SCADA. Valve cycling is done multiple time during the day. It keeps fats stirred up and helps prevent layer forming on top of liquid surface. Commissioner Hughes moved to approve Change Order #3 for the Village of Waverly as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Change Order #4, Village of Waverly: The Village of Waverly submitted Change Order #4 in the amount of $8,113.00 to purchase a flow pacing chlorination valve, change SCADA program to read the flow coming out of the MBR’s from existing SCADA signals. Commissioner Hoppe moved to approve Change Order #4 for the Village of Waverly as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:21, p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 9, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Jilson, Hughes, Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, Attorney Keene, and Trustee Sweeney

**Letters and Communications:** The clerk read an email from Mayor Ayres regarding interior flooding issues at the SRAC. He is concerned that the storm sewer is possibly linked to the sanitary sewer. Discussion followed regarding doing smoke testing.

The clerk presented a letter from Andrew Aronstam, regarding 3 Howard Street, requesting a reduction in the sewer bill as the outside water had been left on and drained into the basement. This was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $47.97 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

The clerk presented a letter from Chris Uetwiller, regarding 136 Broad Street, requesting a reduction in the sewer bill as there was a broken pipe in the basement. This was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $263.91 as it was not treated in the plant. Commissioner Steck seconded the motion, which carried unanimously.

The clerk presented a letter from Gerald Weed, regarding 465 Fulton Street, requesting a reduction in the sewer bill due to the auto-fill valve on water heater being stuck, and drained into the basement. This was verified by the Water Department. Commissioner Hughes moved to approve a reduction of $32.41 as it was not treated in the plant. Commissioner Jilson seconded the motion, which carried unanimously.

The clerk presented a letter from Ed Bowman, regarding 227 Broad Street, requesting a reduction in the sewer bill due to water heater leaking. This was verified by the Water Department. Commissioner Hoppe moved to approve a reduction of $662.09 as it was not treated in the plant. Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated there was a grease plug in the lateral at Clark’s Market that had to be pumped. Commissioner Steck stated the grease trap may be the wrong size or may not be cleaning correctly. Discussion followed. Attorney Keene will send letter to Clark’s Market.

Attorney Keene stated the new Hemp Plant that is coming to the warehouse off of Broad Street Ext., will need to hook up. They will need to get a sewer permit. Discussion followed.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 12 2019 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $51,698.28. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Deibler seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS36 13,099.45

CPE Invoice 6232 7,416.00

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/19 – 8/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 83,692.02 | Current Revenues | 109,638.43 |
| Deposits | 60,900.40 | Year to Date Revenue | 286,889.89 |
| Disbursements | -45,125.89 | Current Expenditures | 66,272.95 |
| Ending Balance | 99,466.53 | Year to Date Expended | 214,666.47 |

\*Capital Projects Reserve Balance $130,134.24

Sewer Fund DSC (Capital Charges) 8/01/19 – 8/31/19

|  |  |
| --- | --- |
| Beginning Balance | 19,519.35 |
| Deposits | 42,917.68 |
| Disbursements/Transfers | -55,000.00 |
| Ending Balance | 7,437.03 |
| Add Money Market Account | 430,129.21 |
| Total Fund Balance | 437,566.24 |

**Adjournment:** Commissioner Jilson moved to adjourn at 7:40, p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 14, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Jilson, Hughes, Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, and Mike Primmer of Delaware Engineering

**Change Orders for Plant Upgrade:** The clerk submitted the following change orders:

Change Order #2, Kimble, Inc (HVAC): Kimble, Inc. submitted Change Order #2 in the amount of $16,997.19. The change order includes:

* furnish and install control valves and circuit setters
* furnish two heat timer ZCP Controllers
* the control valve aerator heads were found to be the wrong type, and based on engineer’s direction the installed valves were removed and replaced with proper heads

Commissioner Hoppe moved to approve Change Order #2 for the Kimble, Inc. as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #3, Kimble, Inc (HVAC): Kimble, Inc. submitted Change Order #3 in the amount of $11,010.93, as construction conflicts with process piping. Heating and ventilation ductwork in the MBR Building, rerouting/moving of ductwork was required. Commissioner Jilson moved to approve Change Order #3 for the Kimble, Inc. as presented. Commissioner Steck seconded the motion, which carried unanimously.

Change Order #10, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #10 in the amount of $1,185.76, to install new LED lights in Control Building. Commissioner Jilson moved to approve Change Order #10 for the Schuler-Haas as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

Change Order #11, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #11 in the amount of $456.30, to run conduit and wire to relocated wash water solenoid. Commissioner Steck moved to approve Change Order #11 for the Schuler-Haas as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #12, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #12 in the amount of $605.79, to install and wire new NPW control panel. Commissioner Deibler moved to approve Change Order #12 for the Schuler-Haas as presented. Commissioner Hughes seconded the motion, which carried unanimously.

Change Order #13, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #13 in the amount of $1,115.04, to run conduit, wire and install thermostat for MAU on roof of MBR, Headworks, and Filter Building. Commissioner Deibler moved to approve Change Order #13 for the Schuler-Haas as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

Change Order #14, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #14 in the amount of $1,820.80, to run conduit, wire and install new bucket in MCC to refeed clarifier and cross collector. Commissioner Hughes moved to approve Change Order #13 for the Schuler-Haas as presented. Commissioner Steck seconded the motion, which carried unanimously.

Change Order #15, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #15 in the amount of $428.52, to install two new 24V power supplies in control cabinet in basement of Filter Building. Commissioner Hughes moved to approve Change Order #15 for the Schuler-Haas as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Change Order #16, Schuler-Haas Electric: Schuler-Haas Electric submitted Change Order #16 in the amount of $2,352.21, to install two 36” x 52” aluminum plates over demoed junction boxes. Installed one 12” x 12” J-Box and pulled wire to refeed pump on tanks and removed old overhead feed. Installed one 6” x 6” J-Box to refeed lights on tanks. Commissioner Deibler moved to approve Change Order #16 for the Schuler-Haas as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He requested another land-line phone service as there are issues with the current one. The clerk stated that Tioga County is doing our IT, and we will be getting a completely new phone system upgrade once the fiber optics are laid. The clerk stated she was unsure of the timeline at this point.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of September 9, 2019 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe question the renewal fee for the SPDES Permit, as it was still referring to the larger facility. Commissioner Hoppe moved to hold the payment of the SPDES Permit of $8,000 and approve the remainder of the bills in the amount of $26,743.23. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Jilson moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Deibler seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS37 $ 4,168.39

Schuler-Haas Electric Invoice 173194-700 1,052.56

Kimble, Inc. Invoice 10 16,147.33

W2 Operator Training Group Invoice 4089 3,226.94

Total $24,595.22

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/19 – 9/30/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 99,466.52 | Current Revenues | 88,328.44 |
| Deposits | 48,053.48 | Year to Date Revenue | 375,218.33 |
| Disbursements | -64,137.26 | Current Expenditures | 42,980.20 |
| Ending Balance | 83,382.74 | Year to Date Expended | 257,656.67 |

\*Capital Projects Reserve Balance $130,232.99

Sewer Fund DSC (Capital Charges) 9/01/19 – 9/30/19

|  |  |
| --- | --- |
| Beginning Balance | 7,437.03 |
| Deposits | 30,147.81 |
| Disbursements/Transfers | -30,000.00 |
| Ending Balance | 7,584.84 |
| Add Money Market Account | 460,129.21 |
| Total Fund Balance | 467,714.05 |

**Adjournment:** Commissioner Deibler moved to adjourn at 7:21, p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 14, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:** The clerk presented a Notice of Lien that was served. This was found to be a payment being owed by Cotton Construction to MEVA, Corp. for concrete forms that was used. Mike Primmer stated he discussed issue with William Cotton and Quandel Construction. Attorney Keene stated she will review the mechanics lien and send a letter to William Cotton.

Mike Primmer submitted a drawing of flow piping from Hyro-Dyne Engineering, and discussion followed.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated there are still a disposable wipes issue at Elderwood. He stated he had to run the jet-rodder through line plugged with wipes. Discussion followed regarding billing for these issues. Attorney Keene will review and send a letter to Elderwood.

Plant Operator Kinsley also stated they are still using their personal cell phones and the land line is utilized by the WIN 911 System. The clerk stated she requested an additional line be installed when Tioga County upgrades our phone system. Discussion followed. Commissioner Hoppe moved to approve reimbursement to the operators for 70% of their personal cell phone bills, retroactive to October 2019. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Matthew Lee, regarding

40 Ithaca Street, requesting reduction in the sewer bill as water leaked into the basement. He submitted a copy of an invoice from his plumber for the repairs. Commissioner Hoppe moved to approve a reduction (based on an average of 24 hundred cubic feet) of $138.90 as it was not treated in the plant. Commissioner Steck seconded the motion, which carried unanimously.

The clerk presented a letter from AnnMarie Caplan, regarding 36 Chemung Street, requesting a reduction in the sewer bill as a water leak was detected by our Water Department, and did not enter the sewer. Commissioner Steck moved to approve a reduction of $379.66 as it was not treated in the plant. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of October 14, 2019 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $44,384.01. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS38 $ 4,527.00

Control Engineers Invoice 26638 877.50

Total $ 5,404.50

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/19 – 10/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 83,382.74 | Current Revenues | 89,915.23 |
| Deposits | 62,964.80 | Year to Date Revenue | 465,133.56 |
| Disbursements | -51,354.74 | Current Expenditures | 50,817.72 |
| Ending Balance | 94,992.80 | Year to Date Expended | 308,474.39 |

\*Capital Projects Reserve Balance $130,232.99

Sewer Fund DSC (Capital Charges) 10/01/19 – 10/31/19

|  |  |
| --- | --- |
| Beginning Balance | 7,584.84 |
| Deposits | 38,272.83 |
| Disbursements/Transfers | -330.72 |
| Ending Balance | 45,526.95 |
| Add Money Market Account | 460,786.20 |
| Total Fund Balance | 506,313.15 |

**Adjournment:** Commissioner Deibler moved to adjourn at 7:15, p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 9, 2019 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Jilson, Hughes, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, Attorney Keene, and Mike Primmer of Delaware Engineering

**Sewer Plant Upgrade:** Mike Primmer stated he has been in contact with Quandel Construction Company regarding the mechanics lien with Cotton Concrete. Cotton Concrete has not responded to Quandel Construction.

Mike Primmer discussed some items that need to be included. They include adding propylene glycol and backflow preventer to the Control Building to be code compliant (approximately $7,250), and installation of valve actuators for the MBR Diffuser Cleaning Valves for operator ease (approximately $18,000). Discussion followed. Commissioner Hoppe moved to approve moving forward with these items as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated oil and grease are up again.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of November 14, 2019 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Jilson moved to approve the bills in the amount of $36,113.86. Commissioner Hughes seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Deibler seconded the motion, which carried unanimously. They are as follows:

Schuler-Haas Invoice 18 $ 7,566.20

Kimble, Inc Invoice 11 10,460.38

Total $18,026.58

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/19 – 11/30/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 94,992.80 | Current Revenues | 108,921.31 |
| Deposits | 59,453.51 | Year to Date Revenue | 574,054.87 |
| Disbursements | -63,123.43 | Current Expenditures | 63,123.43 |
| Ending Balance | 91,322.88 | Year to Date Expended | 371,597.82 |

\*Capital Reserve Balance $130,410.37

Sewer Fund DSC (Capital Charges) 11/01/19 – 11/30/19

|  |  |
| --- | --- |
| Beginning Balance | 45,526.95 |
| Deposits | 39,306.87 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 84,833.82 |
| Add Money Market Account | 461,089.18 |
| Total Fund Balance | 545,923.00 |

**Adjournment:** Commissioner Hughes moved to adjourn at 7:15, p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 13, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, Trustee Sweeney and Attorney Keene

**Letters and Communications:** The clerk presented a request from Veronica Bump, 532 Clark Street, requesting forgiveness of sewer penalties, stating she received the shut off notice but never received the original bill. Ms. Bump also stated she was also in the hospital for an extended period of time. Commissioner Hoppe moved to approve a reduction of $13.72 in penalties. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of December 9, 2019 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $37,503.82. Commissioner Deibler seconded the motion, which carried unanimously.

The clerk informed the Board that we were victims of a fraud. She stated Deputy Clerk Treasurer Hazen received a notice from “Hach Company” stating they merged, moved, and to make the changes. She did, and sent a payment of $762 to Smartpassion LLC c/o Hach Company. The check was cashed. Later on it was determined to have been a fraudulent company. The clerk called the bank stated and there wasn’t anything they could do as the check was cleared. The clerk stated from now on we will call the company direct before any changes are made.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS39 7,664.75

Total $ 7,664.75

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/19 – 12/31/19

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 91,322.88 | Current Revenues | 86,467.79 |
| Deposits | 46,909.04 | Year to Date Revenue | 660,522.66 |
| Disbursements | -53,323.50 | Current Expenditures | 181,965.76 |
| Ending Balance | 84,908.42 | Year to Date Expended | 553,563.58 |

\*Capital Reserve Balance $130,487.90

Sewer Fund DSC (Capital Charges) 12/01/19 – 12/31/19

|  |  |
| --- | --- |
| Beginning Balance | 84,833.82 |
| Deposits | 31,580.82 |
| Disbursements/Transfers | -124,472.29 |
| Ending Balance | -8,057.65 |
| Add Money Market Account | 461,363.31 |
| Total Fund Balance | 453,305.66 |

**2020-2021 Budget Committee:** Commissioner Steck and Commissioner Hoppe offered to work with Clerk Treasurer Wood on the 2020-2021 Budget.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:15 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 10, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**NY Rural Water Association’s Annual Conference:** Commissioner Hughes moved to approve Doug Kinsley to attend New York Rural Water Association’s Annual Technical Conference May 18-20, 2020 in Lake Placid, NY, at cost of $300, plus room and board. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of January 13, 2020 as presented. Commissioner Diebler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $36,051.12. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** The clerk submitted an invoice from Quandel Construction Group in the amount of $9,139.00. Attorney Keene recommended no paying this invoice until the issue with Cotton’s Concrete is resolved. Commissioner Hoppe moved to hold payment to Quandel Construction as recommended. Commissioner Steck seconded the motion, which carried unanimously.

Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS40 $ 4,110.50

Schuler-Haas Electric Invoice 19 68,814.79

Municipal Solutions Invoice 13688 2,309.50

Total $75,234.79

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/20 – 1/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 84,908.42 | Current Revenues | 80,403.04 |
| Deposits | 49,912.57 | Year to Date Revenue | 740,925.70 |
| Disbursements | -55,740.57 | Current Expenditures | 51,570.60 |
| Ending Balance | 79,080.42 | Year to Date Expended | 605,134.18 |

\*Capital Reserve Balance $130,565.47

Sewer Fund DSC (Capital Charges) 1/01/20 – 1/31/20

|  |  |
| --- | --- |
| Beginning Balance | -8,057.65 |
| Deposits | 31,995.77 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 23,938.12 |
| Add Money Market Account | 461,637.60 |
| Total Fund Balance | 485,575.75 |

**2020-2021 Budget Committee:** The Board reviewed the tentative budget and discussion followed. The tentative budget reflects an increase from $1,131,865 to $1,137,853. The sewer charge revenue will decrease from $684,615 to $676,353. The budget committee recommended the rate increase by 25 cents, or from $4.63 to $4.88 per 100 cf. of water usage. The rate increase is due to a revenue shortfall in the previous year. The sewer capital charge will remain the same in the amount of $156 per year, per dwelling unit. Commissioner Deibler moved to approve a 25-cent increase in the user rate. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Deibler moved to recommend adoption of the 2020-2021 Sewer Tentative Budget to the Board of Trustees, as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**March Meeting:** Due to a availability, the March Meeting will be rescheduled for Monday, March 16, 2020 at 6:30 p.m.

**Adjournment:** Commissioner Hughes moved to adjourn at 7:22 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 16, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Hughes, Deibler, Steck, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. Commissioner Steck stated he would follow-up with Jolley Farmer regarding disposal of grease.

**Letters and Communications:** The clerk stated we received a refund from NYS DEC, in the amount of $6,000 due to overpayment of our SPDES Permit. They have reduced our costs from $8,000 to $2,000 due to the flow of the plant.

**Change Orders for Plant Upgrade:** The clerk submitted the following change orders:

Change Order #4, Kimble, Inc (HVAC): Kimble, Inc. submitted Change Order #4 in the amount of $5,784.02, to install a backflow preventer. Commissioner Jilson moved to approve Change Order #3 for the Kimble, Inc. as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hughes moved to approve the Minutes of February 10, 2020 as presented. Commissioner Diebler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $27,124.60. Commissioner Jilson seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS41 $ 2,128.00

Delaware Engineering Invoice PS42 432.00

Municipal Solutions Invoice 13761 175.50

Total $ 2,735.50

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/20 – 2/29/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 79,080.42 | Current Revenues | 103,706.80 |
| Deposits | 55,220.63 | Year to Date Revenue | 844,632.50 |
| Disbursements | -52,397.77 | Current Expenditures | -52,397.77 |
| Ending Balance | 81,903.28 | Year to Date Expended | 657,531.95 |

\*Capital Reserve Balance $130,565.47

Sewer Fund DSC (Capital Charges) 2/01/20 – 2/29/20

|  |  |
| --- | --- |
| Beginning Balance | 23,938.12 |
| Deposits | 42,833.47 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 66,771.59 |
| Add Money Market Account | 461,894.35 |
| Total Fund Balance | 528,665.94 |

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:48 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**There was no Meeting in April due to the Coronavirus/COVID-19 Pandemic Outbreak**

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 11, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, and Plant Operator Kinsley

Public could attend through teleconference.

**Sewer Plant Upgrade:** Plant Operator Kinsley stated the boiler is out of compliance and not passing inspection. The valves need to be corrected. Also, the blower needs work. Senior Commissioner Kahn stated he would discuss these issues with Mike Primmer, Delaware Engineering.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report and stated the plant is running good. He submitted a service/maintenance agreement from Hach to calibrate and test meters in the amount of $4,000. Commissioner Steck moved to approve the service agreement as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Plant Operator Kinsley stated the tires on the mower need replacing. He requested purchasing Michelin X Twell Airless Tires, as they will never go flat and are longer wear. Commissioner Hoppe moved to approve the purchase of the wheel and tires in the amount of $1,200 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Patricia Brunk, regarding 437 and 439 Chemung Street, stating these buildings are unoccupied and will most likely be demolished. She requested that they be considered vacant lots for calculating the capital charge. Commissioner Hoppe stated there are a lot of vacant homes, however, they are not considered vacant lots, and moved to deny the request. Commissioner Deibler seconded the motion, which carried unanimously.

The clerk presented a letter from herself requesting a reduction in her sewer bill as the outside hose was left on causing an increase in her bill. Commissioner Hoppe moved to approve a reduction of $166.68 as the water did not enter the plant for treatment. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of March 16, 2020 as presented. Commissioner Diebler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $32,462.86. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Deibler stated concern with the cost of Cintas restocking the first aid kit. Senior Commissioner Kahn was also concerned with medicine products being distributed. Discussion followed. Commissioner Deibler moved to discontinue Cintas service to restock the first aid kit. Commissioner Hoppe seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Hoppe offered the following resolution, and recommended adoption to the Village Board.

WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2020 with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $11,150.62 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid debt service charges (capital charges) in the amount of $17,677.71 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hughes moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS43 $ 1,925.00

Delaware Engineering Invoice PS44 1,979.00

Control Engineers Invoice 26921 1,417.50

Control Engineers Invoice 26379 5,410.00

Control Engineers Invoice 26448 1,072.82

Upstate Valve & Control Invoice UVC1261 14,836.00

Kimble, Inc. Invoice 12 5,494.82

Kimble, Inc. Invoice 13 24,157.43

Schuler-Haas Electric Corp Invoice 2003033-01 6,803.83

Total $63,096.90

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/20 – 3/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 81,903.28 | Current Revenues | 80,193.57 |
| Deposits | 57,873.17 | Year to Date Revenue | 924,826.07 |
| Disbursements | -42,928.44 | Current Expenditures | 36,758.24 |
| Ending Balance | 96,848.01 | Year to Date Expended | 694,290.19 |

\*Capital Reserve Balance $130,677.46

Sewer Fund 4/01/20 – 4/30/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 96,848.01 | Current Revenues | 83,533.43 |
| Deposits | 52,287.60 | Year to Date Revenue | 1,008,359.50 |
| Disbursements | -57207.02 | Current Expenditures | 32,207.59 |
| Ending Balance | 91,928.59 | Year to Date Expended | 726,497.78 |

\*Capital Reserve Balance $130,698.94

Sewer Fund DSC (Capital Charges) 3/01/20 – 3/31/20

|  |  |
| --- | --- |
| Beginning Balance | 66,771.59 |
| Deposits | 35,597.74 |
| Disbursements/Transfers | -126.36 |
| Ending Balance | 102,242.97 |
| Add Money Market Account | 462,033.55 |
| Total Fund Balance | 564,276.52 |

Sewer Fund DSC (Capital Charges) 4/01/20 – 4/30/20

|  |  |
| --- | --- |
| Beginning Balance | 102,242.97 |
| Deposits | 36,772.50 |
| Disbursements/Transfers | -100,000.00 |
| Ending Balance | 39,015.47 |
| Add Money Market Account | 562,122.65 |
| Total Fund Balance | 601,138.12 |

**2019-2020 Budget Transfers, Sewer Fund:** Commissioner Hoppe moved to approve the 2019-2020 Budget Transfers as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Description** | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 5,084 |  |
| G 1990.0400 | contingency exp |  | -25,000 |
| G 8110.0105 | admin-clerk |  | -2,000 |
| G 8110.0144 | admin-spec comp | 400 |  |
| G 8110.0145 | admin-sick | 929 |  |
| G 8110.0149 | admin-vacation | 406 |  |
| G 8120.0403 | new meters | 1,224 |  |
| G 8130.0103 | laborer | 17,324 |  |
| G 8130.0104 | Plant operator |  | -32,451 |
| G 8130.0142 | Plant operator/trainee | 35,034 |  |
| G 8130.0144 | spec comp | 400 |  |
| G 8130.0145 | sick time | 1,678 |  |
| G 8130.0146 | overtime | 1,255 |  |
| G 8130.0148 | holiday | 1,005 |  |
| G 8130.0149 | vacation | 3,225 |  |
| G 8130.0400 | contractual expense |  | -4,400 |
| G 8130.0401 | supplies | 15,000 |  |
| G 8130.0403 | electric |  | -32,353 |
| G 8130.0404 | heating fuel | 2,000 |  |
| G 8130.0405 | telephone | 1,200 |  |
| G 8130.0409 | polymer | 4,000 |  |
| G 8130.0410 | PAC |  | -3,000 |
| G 8130.0412 | lab testing | 9,000 |  |
| G 8189.400 | contractual expense DSC | 25 |  |
| G 9010.0800 | retirement |  |  |
| G 9040.0800 | workman comp |  |  |
| G 9045.0800 | life insurance | 15 |  |
| G 9060.0800 | medical insurance |  |  |
| G 9901.0900 | transfer to DSC |  |  |
| G 9951.0900 | transfer to Capital Projects |  |  |

Commissioner Deibler seconded the motion, which carried unanimously.

**2019-2020 Budget Amendments:** Commissioner Hoppe moved to approve the 2019-2020 Budget

Amendments, as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **G 0510 - Appropriated Revenue (cr)** |  |  | **G 0960 - Appropriated Expense (db)** |  |
| G 2770 | 5,300.00 |  | G 8110.0102 | 5,300.00 |
| TOTAL | 5,300.00 |  | TOTAL | 5,300.00 |

Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:20 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 8, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Present were Commissioners: Hughes, Hoppe, Deibler, Jilson, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

Public could attend through teleconference.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of May 11, 2020 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of (May) $26,128.06 and (June) $7,718.88. Commissioner Deibler seconded the motion, which carried unanimously.

**Sewer Plant Upgrade:** Attorney Keene stated the Mechanic’s Lien filed against Cotton’s Concrete by MEVA Forms has expired and no further action has been. It is unenforceable now.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report and stated the plant is running good. He stated the grease is down, however, still an issue with wipes.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:20 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 13, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Hughes, Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, and Ryan Sharp with The Morning Times

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of June 8, 2020 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of (May) $102.02, and (June) $22,071.82. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Hughes seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS45 $ 595.25

Control Engineers Invoice 27080 303.75

Quandel Construction Invoice 22 9,139.00

Total $10,038.00

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/20 – 5/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 91,928.02 | Current Revenues | 107,484.07 |
| Deposits | 76,518.66 | Year to Date Revenue | 1,115,843.57 |
| Disbursements | -90,202.85 | Current Expenditures | 82,387.34 |
| Ending Balance | 78,243.83 | Year to Date Expended | 808,885.12 |

\*Capital Reserve Balance $130,721.14

Sewer Fund 6/01/20 – 6/30/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 78,243.83 | Current Revenues | 87,942.34 |
| Deposits | 67,103.88 | Year to Date Revenue | 87,942.34 |
| Disbursements | -38,983.33 | Current Expenditures | 320,739.82 |
| Ending Balance | 106,364.38 | Year to Date Expended | 320,739.82 |

\*Capital Reserve Balance $130,742.62

Sewer Fund DSC (Capital Charges) 5/01/20 – 5/31/20

|  |  |
| --- | --- |
| Beginning Balance | 39,015.47 |
| Deposits | 351,377.37 |
| Disbursements/Transfers | -310,387.08 |
| Ending Balance | 80,005.76 |
| Add Money Market Account | 562,218.12 |
| Total Fund Balance | 692,415.05 |

Sewer Fund DSC (Capital Charges) 6/01/20 – 6/30/20

|  |  |
| --- | --- |
| Beginning Balance | 80,005.76 |
| Deposits | 53,026.47 |
| Disbursements/Transfers | -100,720.67 |
| Ending Balance | 32,311.56 |
| Add Money Market Account | 367,308.40 |
| Total Fund Balance | 431,996.83 |

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. Commissioner Hoppe stated the grease is back up. Commissioner Steck stated that Clark’s Market has installed a grease trap. He stated he would ask Delaware Engineers about any new technology. He also stated we could put samplers in the manholes to try to find where the grease is coming from.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:20 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 10, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Hughes, Hoppe, Deibler, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He stated the plant is performing well.

**Approval of Minutes:** Commissioner Jilson moved to approve the Minutes of July 13, 2020 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $38,537.60. Commissioner Hughes seconded the motion, which carried unanimously.

**Capital Projects Abstract/Sewer Upgrade Expenditures:** Commissioner Jilson moved to approve the following expenditures be paid from the Capital Projects Fund. Commissioner Hughes seconded the motion, which carried unanimously. They are as follows:

Control Engineers Invoice 27104 $ 202.50

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/20 – 7/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 106,364.38 | Current Revenues | 91,893.66 |
| Deposits | 47,978.39 | Year to Date Revenue | 179,836.00 |
| Disbursements | -41,529.54 | Current Expenditures | 40,833.63 |
| Ending Balance | 112,813.23 | Year to Date Expended | 361,573.45 |

\*Capital Reserve Balance $130,764.82

Sewer Fund DSC (Capital Charges) 7/01/20 – 7/31/20

|  |  |
| --- | --- |
| Beginning Balance | 32,311.53 |
| Deposits | 30,862.06 |
| Disbursements/Transfers | -235.56 |
| Ending Balance | 62,938.03 |
| Add Money Market Account | 367,370.79 |
| Total Fund Balance | 465,955.22 |

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:55 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 14, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, and Attorney Keene

**Letters and Communications:** The clerk presented a letter from Jessie Bennett, regarding 373 Broad Street, stating his bill was high due to a leaking pipe near the turn-off valve in his cellar. The clerk stated this was verified by the Water Department. Commissioner Hoppe moved to approve reducing his sewer bill to average (an adjustment of $126.52 and any additional overage on next bill). Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report. He reported that grease was down. Commissioner Deibler stated the plant looks very nice and well taken care of. He commended Plant Operator Kinsley for his work with the building and grounds.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 10, 2020 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $31,876.43. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund for the Sewer Upgrade Project. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS46 $ 3,665.00

Camfil USA, Inc. (Quote) 8,529.99

Total 12,194.99

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/20 – 8/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 112,813.23 | Current Revenues | 114,595.90 |
| Deposits | 57,917.32 | Year to Date Revenue | 294,425.76 |
| Disbursements | -53,923.88 | Current Expenditures | 53,923.88 |
| Ending Balance | 116,806.67 | Year to Date Expended | 415,497.33 |

\*Capital Reserve Balance $130,787.03

Sewer Fund DSC (Capital Charges) 8/01/20 – 8/31/20

|  |  |
| --- | --- |
| Beginning Balance | 62,938.03 |
| Deposits | 40,328.93 |
| Disbursements/Transfers | -331.42 |
| Ending Balance | 102,935.54 |
| Add Money Market Account | 367,433.19 |
| Total Fund Balance (w/accts rec) | 506,015.13 |

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:38 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 12, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Hughes, Hoppe, Deibler, Steck, Jilson, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Shirley Lopreste, and Attorney Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report.

**Letters and Communications:** The clerk presented a letter from Patricia Brunk, regarding 437 and 439 Chemung Street, requesting the capital charges be dropped due to the buildings were removed and, although the lot is not paved, it is covered in millings for the express purpose of maintaining the empty lot. Commissioner Hoppe moved to drop the capital charges as presented. Commissioner Jilson seconded the motion, which carried unanimously.

The clerk presented a letter from Ronald Smith, regarding 3 Spring Street, stating his bill was high due to significant water loss in his in-ground swimming pool causing daily filling. The clerk presented repair bills for the pool referencing a leak under the skimmer. Commissioner Hoppe moved to approve reducing his sewer bill to average (an adjustment of $53.68 and any additional overage on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

The clerk stated there was communication from Shawn Engle, of 28 Lincoln Street, stated he was being charged capital charges for 2 units, however the property is a single-unit house. The clerk stated the house was previously a 2-unit and then it was vacant for a long time. Code Enforcement confirmed in was single-unit. Discussion followed regarding the length of time we can adjust. The clerk stated the number of units is not listed on the bills, however, we are currently working with the software company to add that information. Commissioner Hoppe moved to approve refunding overcharged capital charges to Shawn Engle retroactive for 12 months. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of September 14, 2020 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hughes moved to approve the bills in the amount of $13,336.96. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/20 – 9/30/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 116,806.67 | Current Revenues | 96,659.55 |
| Deposits | 58,455.79 | Year to Date Revenue | 391,085.31 |
| Disbursements | -95,532.79 | Current Expenditures | 45,472.19 |
| Ending Balance | 79,729.67 | Year to Date Expended | 460,969.52 |

\*Capital Reserve Balance $130,808.52

Sewer Fund DSC (Capital Charges) 9/01/20 – 9/30/20

|  |  |
| --- | --- |
| Beginning Balance | 102,935.57 |
| Deposits | 32,366.21 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 135,301.78 |
| Add Money Market Account | 367,493.59 |
| Total Fund Balance (w/accts rec) | 544,350.46 |

**Adjournment:** Commissioner Hughes moved to adjourn at 6:50 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 9, 2020 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Hughes, Hoppe, Deibler, Steck, and Senior Commissioner Kahn

Also present were Clerk Treasurer Wood, Plant Operator Kinsley, Shirley Lopreste, and Attorney Keene

**Letters and Communications:** The clerk presented a letter from Mark Cron, regarding 122 Elm Street, requesting a reduction in sewer charges as his tenant removed the washer and didn’t close the valve. Water leaked on basement floor. This was verified by Water Department. Commissioner Hoppe moved to approve reducing his sewer bill to average (an adjustment of $87.84 and any additional overage on next bill). Commissioner Steck seconded the motion, which carried unanimously.

The clerk presented a letter from the Club at Shepard Hills, regarding 17 Chemung Street, requesting reductions in sewer charges for the last three monthly billings. They had a leak in the water main in their pump house. He submitted an invoice for work that was done to cap off end of water line. Commissioner Hughes moved to approve reducing his sewer bill to average (reduction of $1,644.56 and any carryover on next bill). Commissioner Hoppe seconded the motion, which carried unanimously.

The clerk presented a letter from Margaret Soprano, regarding 607 Cayuta Avenue, requesting a reduction in sewer charges as boiler was leaking onto the floor. This was verified by Water Department. Commissioner Hoppe moved to approve reducing his sewer bill to average (reduction of $473.36 and any carryover on next bill). Commissioner Steck seconded the motion, which carried unanimously.

The clerk presented a letter from Austin Rentals, regarding 329 Chemung Street, requesting a reduction in sewer charges as there was a leak in the outside fountain. This was verified by Water Department. Commissioner Hughes moved to approve reducing his sewer bill to average (reduction of $2,605.92 and any carryover on next bill). Commissioner Deibler seconded the motion, which carried unanimously.

The clerk presented a letter from Marcel Lamb, regarding 201 Chemung Street, requesting a reduction in sewer charges as there was a leak in the outside faucet. This was verified by Water Department. Commissioner Hoppe moved to approve reducing his sewer bill to average (reduction of $234.24 and any carryover on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for October 2020. Commissioner Steck stated he would like to observe the WWTP in Delaware County that uses a skimmer. Mike Primmer, of Delaware Engineering, is checking into.

**Approval of Minutes:** Commissioner Hughes moved to approve the Minutes of October 12, 2020 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $32,963.56. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/20 – 10/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 79,729.67 | Current Revenues | 96,576.05 |
| Deposits | 61,477.75 | Year to Date Revenue | 487,661.36 |
| Disbursements | -40,414.21 | Current Expenditures | 40,217.65 |
| Ending Balance | 100,793.21 | Year to Date Expended | 501,187.17 |

\*Capital Reserve Balance $130,830.52

Sewer Fund DSC (Capital Charges) 10/01/20 – 10/31/20

|  |  |
| --- | --- |
| Beginning Balance | 135,301.78 |
| Deposits | 32,870.74 |
| Disbursements/Transfers | -150,156.00 |
| Ending Balance | 18,016.52 |
| Add Money Market Account | 517,556.83 |
| Total Fund Balance (w/accts rec) | 578,914.89 |

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:49 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 14, 2020 AT 6:30 P.M.**

**Via ZOOM VIRTUAL CONFERENCING**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Michael Steck, Matt Jilson, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, and Attorney Betty Keene

**Letters and Communications:** The clerk presented a letter from Chris Uetwiller, regarding 136 Broad Street, requesting a reduction in sewer charges as his hot water tank leaked in the basement, and there is nobody living in the apartment. This was verified by Water Department. Commissioner Hoppe moved to approve reducing his sewer bill to average (an adjustment of $239.12 and any additional overage on next bill). Commissioner Jilson seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for November 2020. Commissioner Steck stated he has not had a chance to visit the plant in Delaware County to observe the skimmer. He also stated the influx of grease may be from the recent rain.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of November 9, 2020 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $50,971.54. Commissioner Steck seconded the motion, which carried unanimously.

**Capital Projects Abstract:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund for the Sewer Upgrade Project. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Delaware Engineering Invoice PS47 $ 9,606.22

Camfil, USA, Inc. Multiple 8,692.67

Municipal Solutions Multiple 2,543.50

Total $ 20,842.39

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/20 – 11/30/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 100,793.21 | Current Revenues | 77,630.66 |
| Deposits | 42,875.17 | Year to Date Revenue | 565,292.02 |
| Disbursements | -43,079.09 | Current Expenditures | 43,079.09 |
| Ending Balance | 100,589.29 | Year to Date Expended | 544,266.26 |

\*Capital Reserve Balance $130,852.23

Sewer Fund DSC (Capital Charges) 11/01/20 – 11/30/20

|  |  |
| --- | --- |
| Beginning Balance | 18,016.52 |
| Deposits | 26,806.50 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 44,823.02 |
| Add Money Market Account | 517,641.90 |
| Total Fund Balance (w/accts rec) | 612,100.75 |

**2020-2021 Budget Committee:** Commissioner Hoppe, Commissioner Jilson, and Commissioner Steck offered to work on the 2020-2021 Tentative Budget with Clerk Treasurer Wood and Plant Operator Kinsley.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:55 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 11, 2021 AT 6:30 P.M.**

**Via ZOOM VIRTUAL CONFERENCING**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Michael Steck, Mike Hughes, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, and Attorney Betty Keene

**Letters and Communications:** The clerk stated we received $7,571.25 from NY Rural Water Association for reimbursement of wages for Ray Bonning for his completion of their Apprenticeship Program.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for December 2020. There was another grease blockage near the western end of Broad Street. Discussion followed. Commissioner Steck stated he would contact the plant with the skimmer and ask if they could forward information on how it is working for them.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of December 14, 2020 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** The clerk stated that included on the abstract is voucher to the Capital Projects Fund, which is reimbursement for an invoice that was approved on 12/15/20 for Camfil, USA and paid from the Capital Projects in the amount of $8,692.67. This was to be added to the project. Upon discussion with Municipal Solutions, they recommended not including that to the project as they are in process of closing it. This addition would need EFC approval, which would delay the project.

Commissioner Hoppe moved to approve the bills in the amount of $71,546.97. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/20 – 12/31/20

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 100,589.29 | Current Revenues | 117,672.19 |
| Deposits | 65,080.49 | Year to Date Revenue | 682,964.21 |
| Disbursements | -120,549.47 | Current Expenditures | 70,549.46 |
| Ending Balance | 45,120.31 | Year to Date Expended | 614,815.72 |

\*Capital Reserve Balance $130,874.45

Sewer Fund DSC (Capital Charges) 12/01/20 – 12/31/20

|  |  |
| --- | --- |
| Beginning Balance | 44,823.02 |
| Deposits | 45,438.15 |
| Disbursements/Transfers | -70,000.00 |
| Ending Balance | 20,261.17 |
| Add Money Market Account | 517,641.90 |
| Total Fund Balance (w/accts rec) | 657,627.59 |

**Capital Projects Abstract:** Commissioner Hoppe moved to approve the following expenditures be paid from the Capital Projects Fund for the Sewer Upgrade Project. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Municipal Solutions Invoice 14906 $ 300.00

**Adjournment:** Commissioner Hughes moved to adjourn at 6:50 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 8, 2021 AT 6:30 P.M.**

**Via ZOOM VIRTUAL CONFERENCING**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Michael Steck, Mike Hughes, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, Plant Operator Doug Kinsley, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for January 2021. He stated he would like to get more filters to have on hand, and the Board agreed. He also stated the Jet Rodder was built in 1985 and is beginning to show its age. He has repaired most parts, however, we should think about a plan for the future.

Commissioner Hoppe asked when Devon could take another operator’s test. She feel he should get an exam date as soon as possible. She stated concern with paying another operator that isn’t onsite. Plant Operator Kinsley will look to see if any testing is scheduled. He also stated that the fail rate on these tests are very high.

**Letters and Communications:** The clerk presented a letter from Deborah Hoover, regarding 8 Ithaca Street, requesting a reduction in sewer charges as there was a broken pipe in the dishwasher, which flooded the kitchen. This was verified by Water Department. Commissioner Hoppe moved to approve reducing the sewer bill to average (an adjustment of $107.36 and any additional overage on next bill). Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of January 11, 2021 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/21 – 1/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 45,120.31 | Current Revenues | 91,420.21 |
| Deposits | 94,881.88 | Year to Date Revenue | 774,384.42 |
| Disbursements | -91,656.54 | Current Expenditures | 91,656.54 |
| Ending Balance | 48,345.65 | Year to Date Expended | 706,472.26 |

\*Capital Reserve Balance $130,896.68

Sewer Fund DSC (Capital Charges) 1/01/21 – 1/31/21

|  |  |
| --- | --- |
| Beginning Balance | 20,261.17 |
| Deposits | 34,158.43 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 54,419.60 |
| Add Money Market Account | 587,830.42 |
| Total Fund Balance (w/accts rec) | 692,197.25 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $31,328.84. Commissioner Deibler seconded the motion, which carried unanimously.

**Capital Projects Abstract:** Commissioner Deibler moved to approve the following expenditures be paid from the Capital Projects Fund for the Sewer Upgrade Project. Commissioner Steck seconded the motion, which carried unanimously. They are as follows:

Municipal Solutions Invoice 15182 $ 418.50

**Adjournment:** Commissioner Deibler moved to adjourn at 6:53 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 8, 2021 AT 6:30 P.M.**

**Via ZOOM VIRTUAL CONFERENCING**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Michael Steck, Mike Hughes, Matt Jilson, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Plant Operator Doug Kinsley

**Letters and Communications:** The clerk presented a letter from Gordon Tyrrell, 30 Cadwell Avenue, requesting a reduction in sewer charges as the outside faucet (hose) was left on. Discussion followed. Commissioner Hoppe moved to deny reduction as there is no verification. Commissioner Steck seconded the motion, which carried unanimously.

The clerk presented a letter from Tara Tedesco, 432 Pennsylvania Avenue, requesting a reduction in sewer charges as there were leaks in the hot water heater, pipes, and toilet. There was also a long delay to get fixed due to COVID-19. Discussion followed. Commissioner Jilson moved to deny reduction as there is no verification. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for February 2021.

He stated there is heating issues in the headworks building and would like to check into a portable heater for back up. He also stated that Dickson Environmental will have a rate increase for sludge. They will offer a 3-year contract to keep rates consistent. He should have that for the next meeting.

Plant Operator Kinsley stated Devon needs a 2A license, and would be eligible in June to take exam for a 3A. The 3A license includes the 2A. Once Devon acquires a 2A or 3A license, we would no longer need to keep Mr. Terwilliger.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of February 8, 2021 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/21 – 2/28/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 48,345.65 | Current Revenues | 84,304.07 |
| Deposits | 52,106.46 | Year to Date Revenue | 858,688.49 |
| Disbursements | -47,282.22 | Current Expenditures | 47,282.22 |
| Ending Balance | 53,169.89 | Year to Date Expended | 753,754.48 |

\*Capital Reserve Balance $130,916.76

Sewer Fund DSC (Capital Charges) 2/01/21 – 2/28/21

|  |  |
| --- | --- |
| Beginning Balance | 54,419.60 |
| Deposits | 31,310.79 |
| Disbursements/Transfers | -75,000.00 |
| Ending Balance | 10,730.39 |
| Add Money Market Account | 662,920.60 |
| Accounts Receivable (unavailable) | 51,602.03 |
| Total Fund Balance | 725,253.02 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $35,281.61. Commissioner Jilson seconded the motion, which carried unanimously.

**2021-2022 Budget Committee:** The Budget Committee: Commissioner Hoppe, Plant Operator Kinsley, and Clerk Treasurer Wood; drafted and submitted the tentative budget. The tentative budget reflects an increase from $1,139,309 to $1,142,925. The sewer charge revenue will increase from $677,809 to $685,625. The budget committee recommended the rate remain the same. The sewer capital charge will remain the same in the amount of $156 per year, per dwelling unit.

Commissioner Hoppe moved to recommend adoption of the 2021-2022 Sewer Tentative Budget to the Board of Trustees, as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 6:50 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 12, 2021 AT 6:30 P.M.**

**Via ZOOM VIRTUAL CONFERENCING**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, Mike Hughes, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Plant Operator Doug Kinsley

**Letters and Communications:** The clerk presented a letter from Gordon Tyrrell, 30 Cadwell Avenue, requesting a reduction in sewer charges as the outside faucet (hose) was left on. He submitted a picture of ice around his outside faucet and on ground. Commissioner Steck moved to approve reducing the sewer bill to average (an adjustment of $73.20 and any additional overage on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from Joseph Picco, 497 Waverly Street, requesting a reduction in sewer charges due to a broken hot water heater. He submitted a receipt for replacement charges. Commissioner Steck moved to approve reducing the sewer bill to average (an adjustment of $400.16 and any additional overage on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

The clerk presented a letter from herself, 18 Lincoln Street, requesting a reduction in sewer charges due to a leaking water pipe in her basement. She submitted a picture showing the leak, and was repaired immediately upon finding. Commissioner Steck moved to approve reducing the sewer bill to average (an adjustment of $97.60 and any additional overage on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for March 2021. He stated the grease is clogging up everything at the plant. He will talk to Mike Primmer about a DAF process, which may help.

Commissioner Hoppe asked if Operator Trainee should sign up to take the 2A test. Plant Operator Kinsley stated he asked him too, however, he hasn’t signed up yet. Commissioner Hoppe requested Senior Commissioner Kahn to discuss with him. Senior Commissioner Kahn stated he would discuss with the Mayor.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of March 8, 2021 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/21 – 3/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 53,169.89 | Current Revenues | 114,113.70 |
| Deposits | 80,135.61 | Year to Date Revenue | 972,802.19 |
| Disbursements | -50,997.24 | Current Expenditures | 50,995.03 |
| Ending Balance | 82,308.26 | Year to Date Expended | 804,749.51 |

\*Capital Reserve Balance $130,938.99

Sewer Fund DSC (Capital Charges) 3/01/21 – 3/31/21

|  |  |
| --- | --- |
| Beginning Balance | 10,729.89 |
| Deposits | 51,660.36 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 62,390.25 |
| Add Money Market Account | 663,033.20 |
| Accounts Receivable (unavailable) | 45,290.21 |
| Total Fund Balance | 770,713.66 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $30,430.20. Commissioner Steck seconded the motion, which carried unanimously.

**May’s Meeting:** The next meeting on May 10, 2021, will be held in-person.

**Adjournment:** Commissioner Steck moved to adjourn at 7:00 p.m. Commissioner Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 17, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, Mike Hughes, James Deibler, Matthew Jilson, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Shirley Lopreste, Attorney Betty Keene, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for April 2021. He stated he would get Raymond Bonning signed up for the Basic Ops Class. He stated the uniform company is doing a bad job, and he will be switching when the contract expires. He also stated they will be trying ozone/water to help break up the grease.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of April 12, 2021 as presented. Commissioner Hughes seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Logan Luther, 536 Fulton Street, requesting a reduction in sewer charges as the outside faucet had frozen and burst causing water leaking into the ground. He submitted a picture the replacement faucet. Commissioner Steck moved to approve reducing the sewer bill to average (an adjustment of $273.28 and any additional overage on next bill). Commissioner Hughes seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/21 – 4/30/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 82,784.51 | Current Revenues | 87,765.37 |
| Deposits | 5,058.92 | Year to Date Revenue | 1,060,567.56 |
| Disbursements | -3,126.23 | Current Expenditures | 144,940.82 |
| Ending Balance | 84,717.20 | Year to Date Expended | 949,690.33 |

\*Capital Reserve Balance $130,956.56

Sewer Fund DSC (Capital Charges) 4/01/21 – 4/30/21

|  |  |
| --- | --- |
| Beginning Balance | 62,390.25 |
| Deposits | 134,263.09 |
| Disbursements/Transfers | -170,141.05 |
| Ending Balance | 26,512.29 |
| Add Money Market Account | 648,120.99 |
| Accounts Receivable (unavailable) | 60,682.06 |
| Total Fund Balance | 735,315.34 |

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $40,158.40. Commissioner Jilson seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 6:55 p.m. to discuss an employee contractual issue. Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Deibler moved to enter regular session at 7:12 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:12 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 14, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, James Deibler, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Shirley Lopreste, Attorney Betty Keene, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for May 2021. He reported that grease is still an issue. Senior Commissioner Kahn stated he would reach out to Delaware Engineers to see if there is any new technology available for grease retrieval or removal.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of May 17, 2021 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve the bills in the amount of (May) $34,872.60 and (June) $4,900.31. Commissioner Deibler seconded the motion, which carried unanimously.

The clerk stated the new bond payment is due on June 24th in the amount of $388,030. This will be due annually. Commissioner Steck moved to approve payment of the bond from the Sewer DSC Fund. Commissioner Deibler seconded the motion, which carried unanimously.

**2020-2021 Budget Transfers, Sewer Fund:** Commissioner Steck moved to approve the following 2020-2021 Budget Transfers, as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 24,066 |  |
| G 1990.0400 | contingency exp |  | -25,000 |
| G 8110.0105 | admin-clerk |  | -7,500 |
| G 8110.0145 | admin-sick | 207 |  |
| G 8120.0402 | meter parts |  | -1,500 |
| G 8120.0403 | new meters |  | -2,100 |
| G 8130.0103 | laborer | 859 |  |
| G 8130.0104 | plant operator |  | -5,000 |
| G 8130.0105 | plant operator/trainee |  | -2,988 |
| G 8130.0145 | sick time | 4,666 |  |
| G 8130.0146 | overtime |  | -2,500 |
| G 8130.0149 | vacation | 3,070 |  |
| G 8130.0200 | equipment | 6,000 |  |
| G 8130.0401 | supplies | 16,000 |  |
| G 8130.0402 | repairs | 18,000 |  |
| G 8130.0403 | electric |  | -3,600 |
| G 8130.0404 | heating fuel | 10,000 |  |
| G 8130.0405 | telephone | 1,100 |  |
| G 8130.0406 | gasoline | 100 |  |
| G 8130.0413 | training |  | -100 |
| G 8140.0400 | misc |  | -650 |
| G 8189.0400 | contractual expense DSC | 27,744 |  |
| G 9010.0800 | retirement |  | -1,645 |
| G 9030.0800 | social security |  | -2,189 |
| G 9040.0800 | workman comp |  | -3,151 |
| G 9060.0800 | medical insurance |  | -11,372 |
| G 9901.0900 | transfer to DSC |  | -42,517 |
| **Totals** |  | **111,812** | **-111,812** |

**Adjournment:** Commissioner Deibler moved to adjourn at 7:04 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 22, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, Matt Jilson, James Deibler, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Code Enforcement Officer Chris Robinson, Attorney Betty Keene, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for June 2021.

Plant Operator Kinsley stated he met with a representative from Maryland Biochemical and they showed him a new bacterial blend to help with grease and fats. He is also adding chlorine to return, however, near limit we can use as to not kill off bacteria. He would like to try this new blend and see what the results are. He submitted a Quote from Maryland Biochemical in the amount of $3,338.07 for 200 pounds of the bacterial blend. Commissioner Steck moved to approve the purchase as presented. Commissioner Deibler seconded the motion, which carried unanimously.

Code Officer Robinson stated he has been checking grease interceptors during his inspections of businesses. All of the restaurants have them, however, he is not sure if their staff is educated on using and cleaning them. There are no logs kept of cleaning. Mr. Robinson also stated he is handing out information on using grease traps and how to properly dispose of the grease during his inspections. The Board thanked him for his help with this.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of June 14, 2021 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/21 – 5/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 84,717.20 | Current Revenues | 109,440.14 |
| Deposits | 42,681.09 | Year to Date Revenue | 1,170,129.70 |
| Disbursements | -55,891.69 | Current Expenditures | 112,923.92 |
| Ending Balance | 71,506.60 | Year to Date Expended | 1,062,614.25 |

\*Capital Reserve Balance $130,971.56

\*\*2021 Fiscal-Year-End Fund Balance $675,799.25

Sewer Fund 6/01/21 – 6/30/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 71,506.60 | Current Revenues | 90,081.77 |
| Deposits | 92,763.97 | Year to Date Revenue | 90,081.77 |
| Disbursements | -58,516.56 | Current Expenditures | 415,008.95 |
| Ending Balance | 105,754.01 | Year to Date Expended | 415,008.98 |

\*Capital Reserve Balance $130,982.32

Sewer Fund DSC (Capital Charges) 5/01/21 – 5/31/21

|  |  |
| --- | --- |
| Beginning Balance | 26,512.29 |
| Deposits | 26,722.18 |
| Disbursements/Transfers | -28,260.63 |
| Ending Balance | 24,973.84 |
| Add Money Market Account | 648,195.51 |
| Accounts Receivable (unavailable) | 60,682.06 |
| Total Fund Balance | 733,851.41 |

\*2021 Fiscal-Year-End Fund Balance $733,851.41

Sewer Fund DSC (Capital Charges) 6/01/21 – 6/30/21

|  |  |
| --- | --- |
| Beginning Balance | 24,973.84 |
| Deposits | 456,961.06 |
| Disbursements/Transfers | -464,213.26 |
| Ending Balance | 17,721.64 |
| Add Money Market Account | 343,209.30 |
| Accounts Receivable (unavailable) | 30,574.95 |
| Total Fund Balance | 391,505.89 |

**Abstract:** Commissioner Steck moved to approve the bills in the amount of $35,331.20. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:13 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 9, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, Matt Jilson, James Deibler, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for July 2021.

Plant Operator Kinsley stated he NYS DEC is now requiring testing for mercury. He stated he is getting Devon Spallone registered for school, however, it won’t be until early 2022. He also stated Ray Bonning will be enrolled in the Basic Ops course that should be coming up soon.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of July 22, 2021 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/21 – 7/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 105,754.01 | Current Revenues | 93,033.95 |
| Deposits | 46,805.97 | Year to Date Revenue | 183,115.72 |
| Disbursements | -59,055.63 | Current Expenditures | 51,627.13 |
| Ending Balance | 93,504.35 | Year to Date Expended | 466,636.08 |

\*Capital Reserve Balance $130,993.44

Sewer Fund DSC (Capital Charges) 7/01/21 – 7/31/21

|  |  |
| --- | --- |
| Beginning Balance | 17,721.64 |
| Deposits | 25,143.97 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 42,865.61 |
| Add Money Market Account | 335,237.76 |
| Accounts Receivable (unavailable) | 39,423.38 |
| Total Fund Balance | 417,526.75 |

**Abstract:** Commissioner Jilson moved to approve the bills in the amount of $18,320.13. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:06 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON THURSDAY, SEPTEMBER 16, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Michael Steck, and Senior Commissioner Dr. Ronald Kahn

Also present were Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for August 2021. He stated the new bugs seem to be working good. He also stated he needs a new valve for the grit washer at a cost of $2,410.28. Commissioner Steck moved to approve the purchase of the valve. Commissioner Hoppe seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of August 9, 2021 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/21 – 8/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 93,504.35 | Current Revenues | 85,929.31 |
| Deposits | 60,823.00 | Year to Date Revenue | 269,074.31 |
| Disbursements | -86,716.52 | Current Expenditures | 36,180.11 |
| Ending Balance | 67,610.83 | Year to Date Expended | 502,816.19 |

\*Capital Reserve Balance $131,004.56

Sewer Fund DSC (Capital Charges) 8/01/21 – 8/31/21

|  |  |
| --- | --- |
| Beginning Balance | 42,865.61 |
| Deposits | 35,179.47 |
| Disbursements/Transfers | -60,495.81 |
| Ending Balance | 17,549.81 |
| Add Money Market Account | 395,266.39 |
| Accounts Receivable (unavailable) | 37,152.62 |
| Total Fund Balance | 449,968.28 |

**Abstract:** Commissioner Hoppe moved to approve the bills in the amount of $46,088.61. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:50 p.m. Commissioner Steck seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 11, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Matthew Jilson, and Senior Commissioner Dr. Ronald Kahn

Also present was Clerk Treasurer Michele Wood

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for September 2021. He reported the new bugs seem to be working good, but could take up to six months to get the full benefit. He also reported he would like to get rails installed from the load out bay to the dumpster at a cost of approximately $5,000. This would protect the concrete. These would be special order. Commissioner Deibler moved to approve the purchase of the rails as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of September 16, 2021 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/21 – 9/30/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 67,610.83 | Current Revenues | 113,671.57 |
| Deposits | 69,772.95 | Year to Date Revenue | 382,745.88 |
| Disbursements | -70,183.37 | Current Expenditures | 59,667.50 |
| Ending Balance | 67,200.41 | Year to Date Expended | 562,483.69 |

\*Capital Reserve Balance $131,015.32

Sewer Fund DSC (Capital Charges) 9/01/21 – 9/30/21

|  |  |
| --- | --- |
| Beginning Balance | 17,549.27 |
| Deposits | 49,739.18 |
| Disbursements/Transfers | -9,542.04 |
| Ending Balance | 57,746.41 |
| Add Money Market Account | 395,298.87 |
| Accounts Receivable (unavailable) | 41,586.35 |
| Total Fund Balance | 494,631.63 |

**Abstract:** Commissioner Deibler moved to approve the bills in the amount of $41,359.20. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:46 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 8, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Matthew Jilson, Mike Steck, and Senior Commissioner Dr. Ronald Kahn

Also present was Clerk Treasurer Michele Wood, Plant Operator Doug Kinsley, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for October 2021. He stated he received a verbal response that no mercury was detected through testing, however, he is waiting on actual report. The bugs are keeping the foam down. The rails were installed and working out great. He also stated that Operator/Trainee Spallone is eligible to take test for a 2A license, however, he needs to take a supervisory class before he can take the test for a 3A license. There may be a class available in January, 2022. Laborer Bonning is registered for the Basic Operations course.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of October 11, 2021 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/21 – 10/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 67,200.41 | Current Revenues | 91,834.72 |
| Deposits | 57,559.09 | Year to Date Revenue | 474,580.60 |
| Disbursements | -62,413.60 | Current Expenditures | 60,746.94 |
| Ending Balance | 62,345.90 | Year to Date Expended | 623,230.63 |

\*Capital Reserve Balance $131,026.44

Sewer Fund DSC (Capital Charges) 10/01/21 – 10/31/21

|  |  |
| --- | --- |
| Beginning Balance | 57,746.41 |
| Deposits | 33,075.41 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 90,821.82 |
| Add Money Market Account | 395,332.44 |
| Accounts Receivable (unavailable) | 42,662.63 |
| Total Fund Balance | 528,816.89 |

**Abstract:** Commissioner Jilson moved to approve the bills in the amount of $77,369.08. Commissioner Deibler seconded the motion, which carried unanimously.

**2022-2023 Budget Committee:** Commissioner Hoppe and Commissioner Deibler offered to work on the 2022-2023 Tentative Budget with Clerk Treasurer Wood and Plant Operator Kinsley.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:12 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 13, 2021 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Matthew Jilson, Mike Steck, and Senior Commissioner Dr. Ronald Kahn

Also present was Clerk Treasurer Michele Wood, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for November 2021. He stated there was not mercury detected on the testing report. He also stated Devon Spallone passed his test for the 2A license. He will be sending Ray Bonning to Basic Operations training at the end of January.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of November 8, 2021 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/21 – 11/30/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 62,345.90 | Current Revenues | 82,559.55 |
| Deposits | 50,279.52 | Year to Date Revenue | 557,140.15 |
| Disbursements | -96,083.21 | Current Expenditures | 93,588.05 |
| Ending Balance | 16,542.21 | Year to Date Expended | 716,818.68 |

\*Capital Reserve Balance $131,037.20

Sewer Fund DSC (Capital Charges) 11/01/21 – 11/30/21

|  |  |
| --- | --- |
| Beginning Balance | 90,821.82 |
| Deposits | 29,989.34 |
| Disbursements/Transfers | -75,000.00 |
| Ending Balance | 45,811.16 |
| Add Money Market Account | 470,370.27 |
| Accounts Receivable (unavailable) | 46,829.94 |
| Total Fund Balance | 563,011.37 |

**Abstract:** Commissioner Jilson moved to approve the following abstracts: Sewer O & M $31,087.45, and Capital Projects $29,056.60. Commissioner Deibler seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 6:47 p.m. to discuss a possible employee promotion. Commissioner Deibler seconded the motion, which carried unanimously.

Commissioner Steck moved to enter regular session at 6:59 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

**Promotion to Plant Operator:** Commissioner Deibler moved to make a recommendation to the Board of Trustees to promote Devon Spallone to Plant Operator and increase his salary to $21.50 per hour, effective on December 17, 2021. Commissioner Hoppe seconded the motion, which carried unanimously.

**Terminate Services:** Commissioner Jilson moved to terminate services of Elwin Terwilliger as they are no longer needed, effective December 31, 2021. Commissioner Hoppe seconded the motion, which carried unanimously. The Board thanked Mr. Terwilliger for his services.

**Adjournment:** Commissioner Jilson moved to adjourn at 7:04 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer