

**SCHUYLERVILLE / VICTORY
BOARD OF WATER MANAGEMENT**
Monday August 26, 2019 at 7:00 pm
Village of Victory

PRESENT:

Timothy Healy, Village of Victory, Chairman
Michael Hughes, Village of Schuylerville, Commissioner
Leslie Dennison, Village of Victory, Commissioner
Bryan Drew, Village of Schuylerville, Commissioner

ABSENT:

None

MINUTES:

Chairman Healy asked for a motion to approve the draft of the minutes of the July 22nd monthly meeting, with the correction of \$39,012.46. Commissioner Dennison made the **motion** to approve the minutes as corrected, Commissioner Drew seconded the motion, all in favor.

BOARD ANNOUNCEMENTS:

The next meeting is September 23rd at the meeting hall in the Village of Victory. The October meeting is changed from the 21st, to Wednesday, October 16th. Reminders will be sent to the Board, as well as an ad in the Post Star.

BOARD CORRESPONDENCE:

Chris Cipriano, Showcase Homes, submitted an Application for Water Hook-Up at 159 Cemetery Road, Village of Victory. The Board accepted the Application, and check, for approval. The Certificate of Insurance will be e-mailed to the SVBOWM office. The property owner will install the line and the Village of Victory DPW will install the tap. The property owner will reimburse the SVBOWM. Chairman Healy asked if the Board had any more questions and that they would contact Mr. Cipriano if there were any concerns. Mr. Cipriano asked if the line had to be copper and Commissioner Dennison stated that as long as the pipe met the specs that it did not have to be copper. Chairman Healy said he would contact the Village of Victory DPW Supervisor to set a date for the work and e-mail Mr. Cipriano with the information. Chairman Healy further clarified that the \$300 check was the Application Fee and that additional costs would be over and above that.

TREASURER'S REPORT:

Bank Balances:	
Operating Account	\$ 231,952.83
Filter Account	\$ 137,268.94
Meter/Capital Reserve Savings Account	\$ 251,016.33
Water Tank Savings	\$ 8,763.79

Chairman Healy asked the Board if they had any questions.

DCK PLANT OPERATIONS:

Chairman Healy read from the DCK report - tasks completed in July 2019-

Some items of note during the month-

- ♣ The Hypochlorite pumps at the Victory Water Treatment Plant, were approved for purchase at last month's meeting. The Board Secretary placed the order with JEM Enterprises. The pumps have not yet arrived on site. (The pumps arrived on August 26th)
- ♣ Discussions with Mark Dennison have led to the installation of the replacement pumps to be accomplished by Mark. He has done this type of work in the past. He has also discussed the change out with Mark Rogers and Mark R. will change out the tubing from the pumps so that it, too is fully replaced and new when the pumps go online.

- ♣ TC samples were transported to CNA Labs as appropriate during the month of July.
- ♣ As noted below, DCK Services LLC reached out to several firms regarding the security and remote access of the SCADA system in the Schuylerville plant. There were four firms contacted and we had discussions with each of them on several occasions. RASP has notified us, via email, that they will decline to propose a price as this type of work is not their forte and they would not be competitive. Avanti Control Systems was also given an opportunity to propose a solution and price to this necessary component of the computer system. We discussed the needs several time with Tim Tesserro, their representative and in the end, we never heard back from him, nor was a proposal submitted by Avanti. We did receive proposals from GCS and Saratoga Networks LLC (copies of the proposals are attached to this report). Both proposals meet the needs of the system and the GCS pricing is the best. We recommend that the Board accept the proposal from GCS and ask them to proceed as soon as possible with this important project.
- Don Coalts III ensured that the Monthly Operations Report (MOR) was submitted in a timely fashion to the Glens Falls Office of the DOH (prior to the 10th of the following month).
- Communicated with representatives from CT Male with regard to the Water System Report they are compiling on behalf of the Board.
- Worked with the Distribution Crew(s) as appropriate:
 - Leak on Gates Avenue investigation (102 vice 106)- no apparent leak found on the water main or service lines in that area.
 - Preparing for layout on the water storage tank overflow piping.
 - Communicated with Rob and Billy several times.
- DCK Services personnel interacted with the DPW personnel on an “as needed” basis to address several needs throughout the system. We also stay in touch with Tim Healy (Chairman of the Board) as needed for other various subjects as they come up, from time to time.
 - DCK has reached out to multiple SCADA and IT firms for updates on the computer programs used by the RO Facility and in an effort to include the Victory Plant in the upgrade discussion. Thus far, the only written response has been from GCS. The upgrade is necessary as the base of our current system is Windows XP and no longer compatible with the SCADA and Remote Access software. We are in grave danger of losing the ability to access the plant remotely with getting this necessary work done ASAP.

Chairman Healy asked the Board if there was any discussion about the two quotes, from GCS and Saratoga Networks, for access to the Schuylerville system. Commissioner Dennison stated that the systems presented will alert the Water Operator, via cell phone, when alarms go off through the SCADA system and the Operator will be able to troubleshoot the system via the phone and laptop. Chairman asked for a motion to approve the GCS quote in the amount of \$1,774.00. Commissioner Drew made the **motion** to approve the GCS quote in the amount of \$1,774.00, Chairman Healy seconded the motion, all in favor.

The well pitless and piping sleeve should be replaced at the RO Facility, specifically on Well #2. You may recall that the same action was undertaken last year on Well #1.

We have also discussed the method for cleaning out the surge tank at the Victory Plant with Mark Rogers. He is considering the alternative we have suggested and trying to come up with another solution. We look forward to his input in the near future.

The RO Plant dehumidifier has been moved to the Victory Plant and we are in the process of evaluating its effectiveness- this has been an especially harsh week for that evaluation based on the summer weather pattern we are experiencing.

Chairman Healy referred to his e-mail dated, August 21st, Mark Rogers contacted me with some of the findings last week at the Victory plant. This was investigation work concerned with surge pump. So far, we are \$1,400 in. Mark said that the pump is cracked and needs to be replaced, \$5,000. He also recommended videotaping the piping, which will more than likely need replacing, \$3,000. Pipes videotaped again post installation, and well cleaned as there is about three feet of sediment in the bottom of the tank.....so all in a ball park of about \$11,600. There is a 3 to 4 week lead time on the pump. This is something Chairman Healy wants to discuss tonight. Mark Rogers also found a bad motor on the roof top ventilator in the chlorine room and cost only \$150 to be fixed.

Chairman Healy asked the Board if they had any questions. Chairman Healy felt that this work was a big step at trying to get the Victory Plant back on line. Commissioner Dennison stated she felt that the Plant would not run until all of the items were completed. Chairman Healy made the **motion** to approve the expenditure to get the surge pump and tank back in service in Victory in the amount of \$11,600.00, Commissioner Drew seconded the motion, all in favor. Commissioner Healy with talk to Mark Rogers tomorrow. Commissioner Dennison stated that Mark Rogers was also looking at the pitless sleeve at the RO Facility, on Well #2, in Schuylerville, for replacement. Chairman Healy will find out what that cost, when he speaks with Mark Rogers.

Scheduled Activities Next Month

- Continue to visit each the plant each day.
- Conduct routine operations and daily testing as required.
- Charge chemicals as necessary.
- Question for the Board- has a decision been made on the proposed sketch for the new piping arrangement at the overflow piping on the water storage tank? This will require the purchase of at least three pre-cast drywell structures and may involve a few piping purchases to make the tie-in from the current overflow pipe to the first drywell. We may need to purchase more pipe but that will be established as we finish up our final review of the layout with Rob and his crew. ALSO, Rob had mentioned that a larger backhoe may be necessary depending upon how this discharge ends up at the ditch-line. Again, we will make a final determination of that need during the onsite final layout review, if the Board approves this sketch and proposal. Please advise.

Chairman Healy stated that he and Commissioner Dennison were discussing this with the Mayor of Victory recently. Don Coalts said that the pipe that feeds the water holding tank pumps approximately 1,000 gal/min. The Board feels that three pre-cast drywell structures would not be enough compared to the amount of time it would take Don to get to Schuylerville to shut off the pumps to the water tank. It was also discussed that Cummins made the repairs needed to the generator and it working fine and is in standby. The Board felt that going with a better SCADA system with an alarm plus remote access to the plant would allow the pumps to be shut down immediately with the Operator following up to assess what the problem was.

- Other Items/Tasks being pursued or awaiting information from others:
 - Victory Plant, Well #1 pump has failed and it will be pulled by Mark Rogers.
 - Victory Plant, Ventilation System has components in need of attention; the Timer has failed and the Roof Intake is not functioning- Mark Rogers will investigate the causes for these issues.
 - The vent system in the Chlorine Feed Room has a bad motor. Mark Rogers will also check this component while checking on the ventilation system at the plant.
 - Mark Dennison will install the replacement Hypo Pumps when they arrive from JEM Enterprises (Mark has done this task in the past). Mark Rogers will also change out the tubing on the new pumps at the same time.
 - The Sodium Permanganate monitoring system needs to have the bulb replaced.
 - Continue to pursue AFTEK with regard to the return of the wrong filters delivered to the plant last month. They have issued a return order to FEDEX , the filters have been returned.
 - DCK Services will place purchase requests for Cleaning Supplies, Towels, Transfer Hose nozzles and various plant spare parts at this facility before the Board for consideration (request list will be submitted under separate cover from this report).
 - Also note the issue discussed above that are in process from the preceding month.

OLD BUSINESS:

16 Grove Street Water Project/Grant: Contract Review. Chairman Healy will contact Mark Rogers concerning an estimate for the cost of the project. Chairman Healy made the **motion** to not charge this property for water for the next quarterly billing (September – November) as the water has not been and is not currently hooked up, commissioner Drew seconded the motion, all in favor. Chairman Healy stated that he will contact Drew Alberti concerning what is needed for the project.

7 Broad Street water is hooked-up but currently not turned on. The Board had a lengthy discussion about how many Units to charge, as compared to other businesses. Chairman Healy asked for a motion to approve five Units for the

Brewery at 7 Broad Street. Commissioner Drew made the **motion**, Commissioner Hughes seconded the motion, all in favor. The next billing cycle covers September 1st through November 30th and an amount can be prorated if the water is turned on during that time. Chairman Healy asked the Board if there were any other questions.

Draft of Application for Water Hook-Up, including SVBOWM Rules and Regulations were reviewed by the Board. There were no changes to the Application but the Board made changes to the Rules and Regulations under 1. New Service, adding after the last sentence, "It will be the responsibility of the customer to reimburse the BOWM for the cost of the new service installation, with a minimum charge of \$1,500.00."

Victory Water Plant easement access. Chairman Healy will draft a letter for Clerk/Treasurer Westbrook to complete and share with the Board. The fence currently is not fixed.

Riding lawn mower, a Husqvarna with a commercial deck. DPW Supervisor Decker reported that the mower was in great disrepair, they worked on it and it is currently running but needs to be serviced. The Board considered options to dispose of it and would like DPW Decker to discuss it with the Villages of Schuylerville and Victory.

Tool/Supply Order for Water Trailer: Received from EJP, several items returned and replaced by Ferguson. Schuylerville DPW stocked the items in the Water Trailer. In lieu of an actual inventory, Water Operators from both Villages will inform Clerk/Treasurer Westbrook of parts used on jobs and an inventory sheet, based upon recent items received, will be updated.

Selective Insurance Driveway Claim #21995870: Culvert installed.

102 Gates Avenue water leak. Rural Water working with Village of Victory DPW Supervisor Lloyd to find source of leak. Chairman Healy will contact Rural Water for an update.

Glens Falls National Bank Credit Card application is progressing.

CT Male sent an e-mail update on progress. Project Manager, Kathryn Serra, will attend the September 23rd meeting with a draft of the master plan to present to the Board. Chairman Healy ask the Board if they had any questions on the e-mail.

JEM expects Permanganate Pump to ship 9/13/19 the latest.

New Business:

A draft of 2019 AUD was distributed to the Board for review. Chairman Healy asked the Board if they had any questions or concerns. Board members need to contact WDR – our accountants – individually to express their approval.

Letter and Authorization to Glens Falls National Bank to change signatures on all of the bank accounts. To remove Rebecca Christner as a signatory and would like to add Helene Patterson, she would be authorized by Maureen Lewsey to sign on the following accounts: General Fund, Filter, Meter/Capital Reserve Savings, and Water Tank. Chairman Healy made the **motion**, Commissioner Dennison seconded the motion, all in favor.

Kubricky Quote for corrections on Cemetery Road paving job. The Board discussed this at length and Schuylerville DPW Supervisor Decker stated that he had black top repair/patch jobs pending and could coordinate the repairs into his schedule. It was determined that it would be more cost effective for the SVBOWM to pay both Villages and the Town of Saratoga to have their DPW crews do the work. Chairman Healy asked the Board for a motion to disapprove the Kubricky quote in the amount of \$8,847.96. Commissioner Hughes made the **motion** and Commissioner seconded the motion, all in favor. There was further discussion on the process to repair.

Water Plant replacement items, USA Bluebook. DCK provided a purchase request for cleaning supplies, towels, transfer hose nozzles and various plant spare parts. Chairman Healy asked for a motion to approve Water Plant replacement items from USA Bluebook in the amount of \$1,558.58. Commissioner Hughes asked if there were

safety included in the list, and they are. Commissioner Drew made the **motion** to approve, Chairman Healy seconded the motion, all in favor.

Chemical cost comparison Surpass Chemical and Slack Chemical. Don Coalts, Jr., provided information from Surpass Chemical and Clerk/Treasurer Westbrook provided available information from Slack Chemical. Commissioner Dennison stated that she recalled that the SVBOWM did use Surpass Chemical in the past but was not sure why that changed. Chairman Healy will contact Don Coalts, Sr., to discuss.

JEM provided quotes on Grundfos Repair Parts and Grundfos Pump Spare Parts and Sodium Permanganate. Chairman Dennison stated that Mark Dennison responded and indicated what items were needed. Chairman Healy stated that the following items would be approved: on the GFS Kits Quote, item #2 for \$230.00, approving one of those, and on the Grundfos Pump Spare Parts Quote, not approving item #1, and approving 2nd item for \$230, 3rd item for \$77, 4th item for \$72, 6th item for \$290, 7th item for \$122 and the last for \$103. Chairman Healy made the **motion** to approve those items that were just discussed on the quotes from JEM – on the first quote the \$230, \$77, and \$72, as well as the \$290, \$122 and \$103 and then on the other quote the \$230, Commissioner Dennison seconded, all in favor.

Schuylerville DPW Supervisor Decker stated that he would like the Board to seriously consider replacing the backhoe. It is 10 years old and has been sitting in the weather and needs to be repaired. It could be sold or traded and replaced with a piece of equipment that is more efficient and easier to run. He also stated it would be easier to maintain the Village streets after a hole is dug on a water repair/project. Supervisor Decker is recommending an excavator for repairs and not necessarily buying a new one but leasing or buying a used one – possibly through auction. He also discussed safety of the crews and people on the job sites. He also stated that after conversations with individuals that the range of price for a new one would be from \$70,000 - \$120,000, depending on the size, and that does not include a trailer. A new trailer would range in cost from \$15,000 - \$20,000. He also stated that Schuylerville has a loader, Victory has a backhoe and he feels that an excavator is needed. After much discussion, the Board recommended that the backhoe could be obtained either through leasing or buying one used. Supervisor Decker also stated that request mainly came from his crew that an excavator would make things easier and take less time. Commissioner Hughes stated he felt that a dealer may give better trade-in deals. An excavator would have to be stored outside as there is no indoor storage available. The Board directed Supervisor Decker to look into John Deere and Capital Tractor and provide information on purchase and lease pricing for the September 23rd meeting.

Public Comment:

Executive Session:

Chairman Healy asked for a motion to go into Executive Session to discuss the Water Operator Initial Certification Course reimbursement. Commissioner Drew made the **motion**, at 9:25 PM, Chairman Healy seconded the motion, all in favor.

Commissioner Dennison made the motion, at 9:30 PM, to come out of Executive Session, Commissioner Drew seconded the motion, all in favor.

No action was taken.

Audit and Approval of Claim:

Commissioner Dennison made the **motion** to approve Abstract #3 in the amount of \$43,035.26, Commissioner Drew seconded the motion, all in favor.

Adjournment:

Commissioner Dennison made the **motion** to adjourn the meeting, Commissioner Drew seconded, all in favor.

Respectfully submitted,

Susan W. Westbrook