

**OFFICIAL MINUTES OF THE MUNICIPAL UTILITY COMMISSION
FOR THE VILLAGE OF BATH
REGULAR MEETING
JANUARY 10, 2017**

This meeting of the Municipal Utility Commission of the Village of Bath was held on the 10th day of January 2017 at Bath Electric, Gas & Water Systems, located at 7 South Ave., Bath, NY 14810. The meeting was called to order by Jeff Muller, Chairman of the Commission, at 4:30 p.m.

Present:

Utility Commissioner Chair:	Jeff Muller
Utility Commissioner Vice Chair:	Mark Alger
Utility Commissioner:	Keith Becken
Utility Commissioner:	Robert Plaskov
Mayor:	William von Hagn
Utility Commission Clerk:	Ruth Sprague
BEGWS Employee/Union President:	Andrew Burdin
BEGWS Employee:	Rich Bills
BEGWS Employee:	Dan Borhman
BEGWS Employee:	Royce Hoad
BEGWS Employee:	Mark Hawk
BEGWS Employee:	Josh Knowles
BEGWS Employee:	Steve Larsen
BEGWS Accounting Supervisor:	Dan Wilhelm
Village of Bath resident:	John Bogart
Utility Commissioner:	Will Heigel (Absent)

REGULAR MEETING

Audit of Bills:

Motion made by Commissioner Plaskov, seconded by Commissioner Becken to approve the accounts payable in the amount of \$303,690.30. All present were in favor and the motion was carried.

Minutes November and December

Motion made by Commissioner Plaskov, seconded by Commissioner Alger to approve the minutes of the November and December 2016 meetings. All present were in favor and the motion was carried.

Supervisors Reports:

Accounting/Commercial Office/Meter Reading

The accounting staff responded to numerous questions from the auditors as they finalized their audit of FY 2016. A significant effort was made to more closely align the balance sheets of the internal system, the audited statements and the reports for PSC. Numerous end of year Adjusting Journal Entries were agreed upon to more closely align the balance sheets. Some entries were made in the auditor's books and some were made in our books. These entries affected pension liabilities (including GASB 68), insurance reserves, and due to/from funds. The financial information that accompanies this report reflects all of the adjustments for fiscal year ending 05/31/16 (and prior year adjustments made in FY 2016).

A BAN for a bucket truck was renewed in December.

We have started work on importing the fixed assets extracted from the AS400 system into a MS Access database. So far, four of eight tables have had their field names properly associated with the fields and have been imported into a database. Also the relationships between those three tables have been determined. This preliminary work will greatly benefit whoever does the rest of the application development.

The accounting staff has also responded to questions from Frank Radigan of Hudson River Energy Group concerning the gas rate case. Mr. Radigan expects to finish his analysis of the case in the next couple of weeks. The SIP rate is temporarily on hold until the At Risk Pipe Replacement program can be reviewed and new direction given.

The Finance Committee held its first meeting on December 28th. Some orientation information was presented by the staff. Additionally, the amount to request for a RAN was discussed. Assuming that the balance of the Electric Distribution Upgrade account (after purchasing transformers) can be rolled into the Utility Holding Account it is estimated that a RAN of about \$300,000 would be adequate for a "normal" winter.

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

During the month of December \$10,896.73 was paid on the Sewer Upgrade Project.

There was no QRS customer complaints filed with the NYS PSC during the month of December against BEGWS.

There were 9,067 meters scheduled to be read in December of which 8583 or 95% were actually read by meter readers or customers. 91 or 1% were customer supplied. The vast majority of those missed were due to access issues.

Currently we have 1,340 offsite meter reads. This is about 15% of our total meter population. For December we had 215 e-bill customers and 292 direct withdrawal customers.

Dan Wilhelm – Accounting Supervisor

Electric Line Department

- Repaired 6 Street lights and 6 Security lights
- Connected two new service upgrades
- Responded to callouts at Super 8 and 54 fitness
- Continued work on the 12 KV conversion, installing a new riser pole transferring conductors and running new Primary URD behind the West Washington St. Plaza.
- Replaced a broken pole in parking lot behind the Hotel McDonald caused by a dump truck.
- Received poles and hardware late December and began installation of the Buck Meadows lighting.
- Attended Safety training on 12/5. Topics of discussion included workplace communication and leadership.
- Completed the 2016 meter test program for the Public Service Commission.

Bill Hawk – Electric Line Supervisor

Service Department

- Investigated 9 gas odor complaints.
- Investigated 1 CO complaint.
- Rechecked pending gas leaks.
- Changed out 5 water meters.
- Changed out Commercial Gas meters at 310 W Washington, and 56 Liberty Streets. We downsized gas meter at 310 W Washington St. after inspection of BTU usage realized meter was oversized.
- Relocated gas service and meter to outside of building at 301 E Washington St to repair leaking gas service.
- Completed records audit with PSC, Jason Causer and Greg Havens were also evaluated taking pipe to soil corrosion readings.
- Installed new distribution regulator at Murray Ave regulator station.

Steve Larsen – Service Department Supervisor

UGLM Department

Water:

- Received chlorine cylinders for all wells
- Did numerous water tests for DOH compliance
- Sent monthly reports to DOH
- Checked for frozen or leaking fire hydrants in the Distribution system
- Cut off service line for removal of Kwik-Fill demolition

Gas :

- Installed new HP gas service to house at 7112 Golfview Drive
- Replaced gas service at 301 E. Washington St (leak)
- Replaced gas service at 24 Hudson St (leak)
- Replaced gas service at 25 Hudson St (leak)
- Replaced service at 108 E. Washington St (leak)
- Replaced service valve for Shannon Building (broken)
- Cut-off service at Kwik-Fill
- Removed inactive services at (See Below)
 - 131 E. Washington
 - 10 W. Washington
 - 130 W. Morris
 - 16 Hubbel
 - 17 Shannon
 - 132 W. William
 - 8 Shannon
 - 131 E. Steuben
 - 203 W. Washington
 - 208 W. Morris
 - 36 Rumsey
 - 5 Cruger

Sewer:

- Inspected new sewer at 7112 Golfview Dr
- Inspected new sewer at 7061 Golfview Dr

Performed numerous Dig Safety markings !

Dan Borhman – UGLM Supervisor

Waste Water Treatment Plant

- Daily lab test & regular maintenance
- Installed and started new 4in WEMCO pump
- Repaired #1 boiler
- Installed heavier heaters in breakers for digester blowers

Royce Hoad – WWTP Chief Operator

AMI/AMR

Based on a review of AMI/AMR (meter readers) a motion was made by Commissioner Alger and seconded by Commissioner Becken to immediately pull all the meters that cannot be read. Motion was carried.

Award of Transformer Bid

Commissioner Alger motioned and Commission Becken seconded to award the transformer bid to Ermco Delta-Wye who came in with the low bid of \$42,825. Motion was carried.

Disposal of Old Transformers

A motion was made by Commissioner Alger and seconded by Commissioner Plaskov to declare the transformers that are being replaced, surplus property. Also, to ask the Electric Supervisor to identify the appropriate means of disposal for said transformers and bring back a proposal to the Commission. Motion carried.

\$300,000 RAN for Gas Department

Commissioner Becken motioned and Commissioner Plaskov seconded to borrow the \$300,000 from the Village, which offers a competitive interest rate. The motion was carried.

Consulting Agreement with William Frietag, BST Co. (Auditing Firm)

Commissioner Plaskov motioned and Commissioner Alger seconded to approve a consulting agreement with Mr. Frietag. The motion includes a cap of \$5,000 (approximately 20 hours labor) on his fee. Motion carried.

Edmunds & Associates Maintenance Agreement

Commissioner Alger motioned and Commissioner Plaskov seconded to approve the payment (\$18,815) of the annual software and hardware maintenance agreement. The motion was carried.

Reclassification of Civil Service Position

Commissioner Alger motioned and Commissioner Plaskov seconded to create an additional Consumer Service Clerk position. The Senior Clerk position will be kept but not filled or funded. Motion carried.

MEUA Meeting Delegate

Commissioner Plaskov motioned and Keith Becken seconded to designate Dan Wilhelm to attend the MEUA Meeting in Syracuse, NY of January 25, 2017. The motion was carried.

Club Valentine Insurance

Commissioner Becken motioned and Commissioner Plaskov seconded to purchase insurance on the Club Valentine building, which is owned by BEG&W. Motion carried.

Corning Natural Gas

The Memorandum of Understanding between CNG and BEG&W has not been implemented. Commissioner Alger motioned and Commissioner Plaskov seconded that Dan Wilhelm,

Accounting Supervisor sends them a memo regarding the loss and lack of accounting for gas. Motion carried.

Adjourn Regular Meeting/Executive Session

A motion made by Commissioner Plaskov and seconded by Commissioner Becken to go into Executive Session at 7:04 p.m. for personnel reasons. Motion carried.

Return to Regular Meeting

A motion was made by Commission Plaskov and seconded by Commissioner Becken to return to the Regular Meeting at 7:22 p.m. Motion carried.

Work Session

A meeting was scheduled to discuss the WWTP Project on January 19th at 4:30 p.m.

Adjournment:

Motion made by Commissioner Plaskov, seconded by Commissioner Alger to adjourn the regular meeting at 7:30 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Ruth Sprague
Utility Commission Clerk

NEXT MEETING SCHEDULED ON FEBRUARY 14, 2017 @ 4:30 P.M.