

Bath Electric Gas & Water Systems
MUNICIPAL UTILITY COMMISSION
Meeting Minutes

JULY 7, 2015

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:42 PM on July 7, 2015 at BEGWS Small Conference Room.

Roll call

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

Chairman	Harold Rodbourn
Vice Chairman	Michael Austin
Commissioner	Rhonda Sweet
Commissioner	Bill Heigel
Commissioner	Barney Bonicave
Director	Guy Hallgren
Village Trustee	Mike Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Sweet and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: July 2, 2015 for Electric Fund of _\$482,804.81 .
- List of accounts payable and electronic fund transfers paid to date: June 2015.

Expense	Amount
CNG	\$60,662.34
6/5 – Payroll	\$69,780.20
NYPA	\$75,573.79
New York State Sales Tax	\$11,344.50
Accounts Payable 6/8	\$3,704.78
6/19 Payroll	\$72,782.57
NYMPA	\$23,652.00
HRA Deposit	

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Accounts Payable 6/19	\$110,739.93
Accounts Payable 6/30	\$28,403.40
7/2- Payroll	\$113,542.33

Approval of minutes from last meeting

Motion by Vice Chairman Austin and seconded by Commissioner Sweet to accept June meeting minutes. Passed unanimously.

Petitions and Communications

Highlights of Supervisors Reports

Accounting/Commercial Office/Meter

- BEGWS Commercial Office Staff completed the calculation of next year's budgets for customers who elect to join the budget plan to pay their utility bills.
- BEGWS accounting staff has been working on the annual reconciliation of the Temporary State Assessment for both the Electric and Gas departments.
- During the month the BEGWS Accounting Staff has been working on the fiscal year end closing.
- On 6/22/15, Richard Pendle started work at BEGWS as a temporary Meter Reader. Richard will be replacing Connie Frankel who retired on 6/25/15 after 25 years of service with BEGWS.
- No QRS cases of customer complaints were filed with the NYS PSC during the month of June against BEGWS.

Electric Line Department

- Continued work on the 12 KV conversion by the library and down the tracks to Murray Ave. This included running a new tie between Howell and Pine Street. I believe we are a little ahead of schedule for the amount projected for completion this calendar year.
- Responded to callouts at 119 W Morris, Cty Rte 13, Williamson Terrace, Lakeview Terrace, and Rte. 415.
- Had a small micro burst come through the village on 6/12, causing a fair amount of damage to the system. All crews were dispatched for several hours to make repairs.
- Began work on the parking lot on Liberty street, relocating 3 poles. This work will take a little over a week for both crews to complete it.

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Service Department

- Repaired leaks and installed new gas services at 7 locations (27 Rumsey, 39 Rumsey, 45 Rumsey, 203 E Washington, 226 Robie, 103 W William, and 112 Haverling)
- Installed 3 new water meters at 8 E Washington.

Underground Line Maintenance Department

- Removed water hydrant at municipal lot to prepare for parking lot renovation project.
- Assisted Steuben County facilities department with Sewer Truck service. Shared Service
- Performed landscaping around all wells and tanks
- Stock piled cold patch for making street repairs.
- Repaired gas main on East Morris St.
- Installed gas service as W. William St.

Sewer plant

Drained and cleaned two southwest aerobic digester cells. There was about 2' of sludge in bottom of tank to be removed. The purpose of draining the cells was to allow for an inspection of the tanks for engineering and structural analysis. Past reports indicate significant structural issues.

Uniform Distribution

A team of five construction service personnel worked together to evaluate the clothing allowance for year 2015-2016. The team evaluated multiple vendors for both quality and cost measures. Cintas won the bid to distribute clothing. Some of the highlights of the teams work are:

- Color will change from orange to navy blue. The reasons for changing color are:
 - Cost - It costs more to purchase the orange clothing.
 - Orange is no longer considered safety compliant while working in the street. Fluorescent Lime Green is the OSHA approved color. BEGWS will use appropriate safety vests.
 - Signify a new era for BEGWS. BEGWS is recommitting itself to its focus on customer safety, reliability, and service.
- Clothing allotment will change from a set number of pants, shirts, and coats to a maximum of \$1000 per employee.
- UGLM department will opt for rental clothing with a laundry service as their clothes tend to get dirtiest from working in or around wet condition and in trenches.
- All field personnel (except meter readers) will be wearing flame retardant clothing (FRP)

Supervisor and Leadership Training

Additional supervisors training will be conducted with the supervisors and staff. Mike McDonald a Corning Inc. trainer and facilitator will be providing this training. The goal of the training will

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be to improve quality to the customer through increased professionalism and performance based service.

MGP Site Cleanup – GEI has been contracted to perform an initial assessment of the Murray Ave MGP site. In their evaluation they will attempt to form a professional opinion from review of historical and empirical data available as to the type and extent of any plant contamination. They will also characterize samples as to whether or not they originated from the MPG site. GEI will submit a proposal with BEGWS and the DEC for a site environmental assessment.

Cycled Tree Trimming Program

Ironwood Heavy Hauling was awarded a contract to perform about 8.5 miles of circuit tree trimming on BEGWS transmission and distribution circuits. Trimming started on June 29th. Initial work will commence along County Route 11.

Spruce Up Project

Demolition of the office open area has been completed
Carpets, conference rooms chairs and tables have been received.
Painting of walls has been completed

RRH

- BEGWS requests authorization to fund detailed engineering for the RRH upgrades.

At Risk Gas Pipe Replacement Program

BEGWS will be filing a gas surcharge request with the Public Service Commission for replacing at risk gas pipe. Integrity Engineering of Montour Falls has provided a report for review of all gas pipe. An algorithm using various variables such as age of pipe, type of pipe, population density were used to prioritize which pipe should be replaced 1st. IE has written project charter. After review this project charter will be submitted to the PSC to seek rate recovery for at risk pipe replacements.

Resource Recovery Hub

- The Clearcove process tank has been submitted for bid. Construction is expected to begin in August.
- BEGWS has requested temporary capital funding thru Bernie Donegan Assoc.

Executive Session - Motion by Vice Chairman Austin and seconded by Commissioner Bonicave to enter into executive session. Motion Approved at 5:08PM. Motion by Commissioner Sweet to leave executive session and seconded by Commissioner Bonicave. Executive session ended at 5:42PM.

Adjournment

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Request for Adjournment by Commissioner Heigel, seconded by Commissioner Sweet.
Chairman Rodbourn adjourned the meeting at 5:09PM.

Minutes submitted by: Guy Hallgren