

**OFFICIAL MEETING MINUTES  
OF THE MUNICIPAL UTILITY COMMISSION  
OF THE VILLAGE OF BATH  
REGULAR MEETING  
September 9, 2019**

This Regular Meeting of the Municipal Utility Commission (Commission) of the Village of Bath was held on the 9th of September 2019, at the office of Bath Electric, Gas and Water Systems (BEGWS), located at 7 South Avenue, Bath, New York 14810. The meeting was called to order by Jeffrey Muller, Chairman of the Commission, at 4:33 p.m.

**Present:**

Utility Commissioner, Chairman:	Jeffery Muller
Utility Commissioner Vice Chairman:	Mark Alger
Utility Commissioner:	Keith Becken
Utility Commissioner:	Robert Plaskov
Utility Commissioner:	Vernard Anderson
Board of Trustees Liaison, Mayor:	William von Hagn
Acting Utility Commission Clerk:	Ruth Sprague
BEGWS Director of Municipal Utilities:	Erin Bonacci
BEGWS Assistant Director of Municipal Utilities:	Mitchell Alger

**Approval of Minutes:**

Motion made by Commissioner Becken, seconded by Commissioner Anderson, to approve the minutes of the Regular Meeting held on August 13, 2019. All present were in favor and the motion was carried.

Motion made by Commissioner Alger, seconded by Commissioner Plaskov, to approve the minutes of the Special Meeting held on August 21, 2019, with corrections. All present were in favor and the motion was carried.

**Audit of Bills:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to approve the payment of the September abstracts in the amount of \$918,830.95. All present were in favor and the motion was carried.

**Supervisor/Department Reports:**

Mark Hawk, BEGWS Electric Line Supervisor:  
Electric Line Department Report was received.

Mitchell Alger, Assistant Director of Municipal Utilities, subject to review by Steven Larsen, Utilities Service Supervisor:  
Utilities Service Department Report was received.

Andrew Burdin, Underground Lines and Mains Supervisor:  
Underground Lines and Main Department Report was received.

Erin Bonacci, Director of Municipal Utilities (collaboration effort with James Hoad):  
Waste Water Treatment Plant Report was received.

Samantha Voss, BEGWS Typist (collaboration and team effort):  
Accounting/Consumer Services Report was received.

**Asset Management/GIS (Geographic Information System):**

Motion made by Commissioner Alger, seconded by Commissioner Becken, to purchase an Esri GIS License for an amount not-to-exceed \$10,000. All present were in favor and the motion was carried.

**Purchase of Tablets with GIS Software:**

Motion made by Commissioner Alger, seconded by Commissioner Anderson, to purchase eight (8) tablets for GIS data collection for an amount not-to-exceed \$2,000. All present were in favor and the motion was carried.

**Tree Trimming Bid Award:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to award the tree trimming contract to Birchcrest Tree and Landscape for a bid of \$164,200, with an allowance up to \$170,000 for tree removal. All present were in favor and the motion was carried.

**Club View Drive Gas Main Installation and Tie-In to May Street:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to authorize contracting out the hot tapping of the high pressure steel gas main on May Street to John W. Danforth Company for an amount not-to-exceed \$5,000. All present were in favor and the motion was carried.

**CDBG (Community Development Block Grant) Water System Evaluation:**

Motion made by Commissioner Plaskov, seconded by Commissioner Anderson, to select Larson Design Group for professional engineering services related to the Village of Bath Water System Evaluation for a fee not-to-exceed \$50,000. All present were in favor and the motion was carried.

**Moody's Well No. 6 Payment:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to increase the payment authorized to Moody's by \$166.86 for work completed on Well No. 6. All present were in favor and the motion was carried.

**(WQIP) Water Quality Improvement Program Award Contracts:**

Motion made by Commissioner Alger, seconded by Commissioner Plaskov, to approve and recommend Mayor von Hagn execute the WQIP award contracts. All present were in favor and the motion was carried.

**Bernard P. Donegan Contract:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to support and affirm Mayor von Hagn's submission of the previously approved contract with Bernard P. Donegan, Inc. for professional services. All present were in favor and the motion was carried.

**Purchase of Confined Space Entry Equipment:**

Motion made by Commissioner Becken, seconded by Commissioner Alger, to purchase confined space entry equipment for an amount-not-to exceed \$10,000. All present were in favor and the motion was carried.

**Computer Budget:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to increase the budgeted amount for computers from \$10,000 to \$17,000. All present were in favor and the motion was carried.

**Sexual Harassment Policy:**

Motion made by Commissioner Alger, seconded by Commissioner Plaskov, to adopt the Village of Bath Sexual Harassment Policy. All present were in favor and the motion was carried.

**ADA Compliant Website:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to retain Darrell Buckley to commission the development of a website in compliance with Web Content Accessibility Guidelines for a fee not-to-exceed \$3,000. All present were in favor and the motion was carried.

**BEGWS Hats and Apparel:**

Motion made by Commissioner Plaskov, seconded by Commissioner Muller, to purchase hats for the utility operations employees and apparel for BEGWS non-union employees . Commissioner Alger abstained. The remainder of the Commission was in favor and motion was carried.

**Resignation of Blake Hawk, Temporary Laborer:**

Motion made by Commissioner Alger, seconded by Commissioner Plaskov, to accept with regret the resignation of Blake Hawk as a Temporary Laborer. All present were in favor and the motion was carried.

Motion made by Commissioner Becken, seconded by Commissioner Anderson, to appoint David (Ethan) Wooley to the position of Temporary Laborer for a duration of two (2) months, at which time a re-evaluation for continued employment will be made. All present were in favor and the motion was carried.

**Accounting – Consumer Services Position:**

Motion made by Commissioner Alger, seconded by Commissioner Plaskov, authorizing Director Bonacci to canvas and interview applicants for the position of Account Clerk-Typist. All present were in favor and the motion was carried.

**Adjourn Regular Meeting/Executive Session:**

Motion made by Commissioner Becken, seconded by Commissioner Alger, to enter into Executive Session at 6:45 p.m. for the purposes of: (1) discussion of matters leading to the employment of a particular person (Personnel); (2) proposed litigation and property (Litigation). All present were in favor and the motion was carried.

**Return to Regular Meeting:**

Motion made by Commissioner Alger, seconded by Commissioner Anderson, to return to the Regular Meeting at 7:20 p.m. All present were in favor and the motion was carried.

**Appointment of Hunter Hoad, Maintenance Person:**

Motion made by Commissioner Anderson, seconded by Commissioner Becken, to appoint Hunter Hoad to the position of Maintenance Person at the WWTP, with a salary of \$34,000 and probationary period in accordance with Civil Service Law. All present were in favor and the motion was carried.

**Property Appraisals:**

Motion made by Commissioner Plaskov, seconded by Commissioner Alger, to authorize Director Bonacci to solicit proposals for completing appraisals of select properties in the Village of Bath. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Commissioner Anderson, 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  
Acting Utility Commission Clerk

**NEXT REGULAR MEETING SCHEDULED FOR  
OCTOBER 8, 2019, 4:30 P.M.**