

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF SANDY CREEK
1992 HARWOOD DRIVE, PO BOX 52
SANDY CREEK, NEW YORK 13145-0052

Date: December 3, 2014

Kind of Meeting: Special Joint Meeting with the Town of Richland

Place: H. Douglas Barclay Courthouse, 1 Bridge St, Pulaski, NY

SC Board Members Present: Nancy Ridgeway
Ruth Scheppard
Nola J. Gove
John W. Wood, Jr.

Others Present:
Tammy Miller @ 7:05 pm
Dustin Clark
Heather Cornell
Michael C. Kastler
Mary Yerdon
Wayne Miller
Eric Pappa
Robert Hicks
Craig Sternberg
Randy Doran
Don Merritt
Martin Sliva
Allen Goodsell
Fred Killam
Gerry Licourt
Norma Newman

Richland Board Members: Daniel Krupke
Kern Yerdon
Dawn Holynski
Donna Gilson

Absent: Kevin Halsey & Sue E. Haynes

CALL TO ORDER:

Town Supervisor Daniel Krupke called this special meeting to order at 7:00 pm with the Pledge of Allegiance. This special meeting was held to discuss progress on the Eastern Shore Water Project.

Randy Doran of 64seconds (www.sixtyfourseconds.com) of Framingham, Massachusetts gave a presentation on the WaterPoint PLD system and WaterPoint Network. Mr. Doran lives in Fayetteville, NY and trains municipalities on this leak detection and GIS an asset management system.

The following minutes are courtesy of Mary Yerdon, Water Clerk for the Town of Richland:

*Mr. Doran displayed a leak detection device (PLD) used through a dedicated Wi-Fi accessible computer, iPad or iTouch phone. The leak detection device comes with software, headphones, chargers and training. According to Mr. Doran, it works well for early detection. The cost is approximately \$3,000.00. Currently, Richland uses Rural Water as needed to find leaks, but it may be 3 or 4 days before the Rural Water worker can get there to detect the leak. There is a one year warranty on this leak detector from 64 Seconds.

Mr. Doran also gave a presentation on an asset management system (Water Point Network-Asset Management System and GIS). Once data is entered by the town, the information is securely stored on a server. Information about parcels, hydrants, valves, curb stops, and work orders are just some of the information accessible via wireless communication. Work and information on valves, curb stops, hydrants, etc. are manually entered and stored providing location and detailed activity on each component of the system for future reference.

Dustin Clark-project update: Contract 1 (Richland mains). The water mains are all in and the NYS Route 3 control valve is up and running. There are a few leftover items in the spring that have to be finished.

Contract 2 (Sandy Creek mains): Water Mains are all in. There is a lot of restoration to complete, but they will be back in the spring to finish up. The water tank is in and working well.

Contract 4 (additional sections): County Route 28 mains are installed. They are now working in Sandy Creek, but restoration will be finished in the spring. South Rainbow Shores will install as many lines as they can without the last two easements required on that road. It will likely be a couple of months before the two easements are completed. The easements have been narrowed and re-appraised. Originally it was 25' wide and that's a little more than is needed. They are down to about 17' wide and the majority of that is in the road. The appraiser is going to consider the existing right-of-way that is already being used by others. Then there are some legal steps before the judge makes a determination. The other side of the road is owned by the DEC, which would be a longer process than obtaining easements on the north side of the road.

A leak detector is provided with the project. If we want to use the one from 64 seconds we are still obligated to purchase the detector provided with the contract.

There was a discussion regarding Mr. Doran's presentation. The history feature with the asset management system would be very helpful. DANC is offering only the GIS. Bob Hicks said DANC is strictly used through the laptop. The data collected by DANC is given to the towns to do anything they want with it once completed. If they choose, the towns can pay DANC to keep this information up-to-date or the towns can take that information and hire a private company similar to 64 seconds to keep the information updated.

Billing: The next topic was billing Sandy Creek through the master meter. According to the IMA, the first master meter reading was scheduled to be December 1, 2014. Due to some issues in Sandy Creek, the Sandy Creek Town Board was seeking an extension of that reading as well as some forgiveness on the water used. Sandy Creek took a meter reading, but they did not send out any bills yet. Sandy Creek's billing system was not up and running 100%. Supervisor Krupke asked Mr. Kastler how many gallons of water could have been billed. Mike said 368,000-369,000 gallons. Meter readings were around 150,000 gallons used by customers. Dustin said the easiest way to do this is to use that data for a base collected through meter readings and the master meter to bill Sandy Creek for this cycle and maybe even the next cycle. It is averaging around 35,000 gallons per day right now. He is confident that the base numbers are correct.

Highway Superintendent Kastler said if billed from the master meter, Syracuse Constructors should pay for the construction portion of water used. The certificate of completion has not been given to the contractor at this time. Richland Deputy Town Supervisor Yerdon suggested Richland could forgive now but not later. There will still be start-up costs later on for both sides, but there is less risk from now on to use extremely large amounts of water. After discussion between the two towns, it was agreed to bill Sandy Creek for the actual customer meter reading amounts now, but forgive the rest. Start fresh January 1, 2015 from the master meter. Read the meter on January 1, 2015 and again in April 2015. This amount would be paid to Richland in June 2015. Dustin Clark, from B&L said when Contract 5 is let out to bid in April 2015, water use can be written into the contract to have the contractors pay for that water used during construction.

Sandy Creek's water district #2 project will be receiving a meter reader as part of the project cost. It should be delivered to Sandy Creek in January. The cost is \$5,000 for a meter reader and software. Sandy Creek WD1 and WD2 can share that meter.

The Eastern Shore System received the 2014 Environmental Project of the Year Award from CNY Branch of APWA. Dustin Clark said this is a unique system and it has worked out well.

Highway Superintendent Kastler has had 0 complaints on the water quality. There were few issues and the ones they had were because of homeowner's contractor errors. 25% of the potential customers in Sandy Creek are hooked into the system.

Kern Yerdon made a motion to close the joint meeting at 9:15 pm. Councilwoman Holynski 2nd the motion. All were in favor.*

The Sandy Creek Town Board stayed in session to complete some important business.

On motion by Ruth E. Scheppard, seconded by John W. Wood, Jr., the following resolution was

ADOPTED - 4 Ayes Ridgeway, Gove, Scheppard, Wood
 0 No
 1 Absent Halsey

APPROVING PARTICIPATION IN SHARED SERVICES
NYS ARCHIVES LGRMIF APPLICATION

Whereas, the Town of Sandy Creek desires to partner with other communities for a shared services grant application for Geographic Information System (GIS) Implementation to the New York State Archives Local Government Records Management Fund (LGRMIF), and

Whereas, pursuant to the LGRMIF application guidelines, it is necessary that each community formally appoint a Records Management Officer (RMO); formally adopt the appropriate records retention and disposition schedule; and execute a cooperative agreement, and

Whereas the project requires a permanent commitment from partnering communities to sustain the results of the project,

Now, Therefore, Be it Resolved, that the Town Board of the Town of Sandy Creek does hereby reappoint Tammy L. Miller as its RMO, adopt the MU-1 Records Retention and Disposition schedule for municipal governments, authorize and direct its Town Supervisor Nancy Ridgeway to execute the LGRMIF Grant Cooperative/Shared Services Agreement and Letter of Intent, and asserts a permanent commitment to work with the partnering communities to sustain the results of the GIS project.

Vandalism to the water operator's pick-up truck and plow was discussed. The board discussed where the truck should be housed when not in use.

On motion by Nola J. Gove, seconded by John W. Wood, Jr., the following resolution was

ADOPTED - 4 Ayes Ridgeway, Gove, Scheppard, Wood
 0 No
 1 Absent Halsey

The Town Board of the Town of Sandy Creek will allow Water Operator Eric Pappa to house the pick-up truck at his home and requires he keep a mileage log.

On motion by Ruth Scheppard, seconded by Nola J. Gove and carried unanimously, the meeting was adjourned at 8:45 pm.

Respectfully submitted,

Tammy L. Miller, RMC
Town Clerk