



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

TOWNS OF DRYDEN • ITHACA • LANSING - VILLAGES OF CAYUGA HEIGHTS • LANSING
1402 EAST SHORE DRIVE – ITHACA, NY 14850

**Regular Meeting Agenda
February 9, 2023 at 4:00 p.m.
Bolton Point Conference Room**

Phone: 607-277-0660
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2023
Exhibit No.

scliwc@boltonpoint.org

COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

- | | |
|---|-----|
| 1. Approval of January 5, 2023 Meeting Minutes | 011 |
| 2. Management Staff Report | 012 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. December 31, 2022 Financial Report (Prelim) | 013 |
| 2. Approval of the February 9, 2023 Warrants | |
| B. Engineering and Operations Committee | |
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| C. Personnel and Organization Committee | |
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to Senior Water Treatment Plant Operator Position | 017 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
March 9, 2023 at 4:00 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
January 5, 2023

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, January 5, 2023 at 2:30pm. in the Bolton Point Conference Room.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Pam Bleiwas, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Joe Wetmore, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Pam VanGelder, Finance Manager
 Judy Drake, Human Resources Manager, Town of Ithaca
 Jordan Betts, Distribution Operator
 Jim Bower, Assistant Production Manager
 Jeff Hall, Assistant Distribution Manager
 Winona Fisher, Senior Account Clerk/Typist
 Jason Reynolds, Distribution Operator
 Jake Colbert, Distribution Operator
 Jason Reynolds, Distribution Operator
 Dan Workman, Distribution Operator
 Brian Janik, EMT
 Tyler Fleming, EMT
 Hugh Trimm, Sr. Water Maintenance Specialist
 Jason Nash, Water Treatment Plant Operator

ABSENT:

Commissioner Don Hartill, Village of Lansing
 Commissioner Jason Leifer, Town of Dryden

Commission Chairperson Jack Rueckheim called the meeting to order at 2:30 pm.

1. Approval of December 8, 2022 Meeting Minutes

Exhibit #001

Discussion: None

MOTION by LaVigne, SECOND by Woodard, to approve the December 8, 2022 Commission meeting minutes.

(Ayes: Bleiwas, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None. Abstentions: Hardaway)

Carried

2. Management Staff Report

Exhibit #002

Item #1 – General Manager-December Projects

Discussion: Mr. Riddle reported on this item and presented a slide show on pressure sensing reporting in the Sensus Analytics System.

Item #2 – Production Department Projects for 2023

Discussion: Mr. Ratajczak reported on this item and noted the following projects are scheduled for 2023:

1. Raw water seawall and sitework.
2. Raw Water and Treatment Plant electrical upgrades.
3. Floc/Sed room railing.
4. Finished water flow meter replacement.
5. Replace decant sludge and recycled water valves.
6. Replace backwash flowmeter.
7. North gate replacement.

Item #3 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #4 – December 1, 2022 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted there was a slight increase in revenue over the same period last year.

3. Old and New Business

A. Appointment of Officers and Committees

Exhibit #003

Discussion: Mr. Rueckheim asked for nominations of officers, and if current officers are satisfied with their positions. There were no nominations and all officers agreed to continue in their current capacities. Mr Rueckheim suggested voting on the entire slate of officers at once.

MOTION by Rueckheim, SECOND by Hardaway, to keep the slate of officers the same as 2022.

(Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None.)

Carried

Officers Appointed by Commission		
Office	2022	2023
Chairperson	Jack Rueckheim	Jack Rueckheim
Vice Chairperson	Roy Staley	Roy Staley
Treasurer	Rod Howe	Rod Howe
Secretary	General Manager (S. Riddle)	General Manager (S. Riddle)

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Rod Howe	Rod Howe
	Jack Rueckheim	Jack Rueckheim
	Ed LaVigne	Ed LaVigne
	Linda Woodard	Linda Woodard
	Ronny Hardaway	Ronny Hardaway

Engineering and Operations

Chairperson	Roy Staley	Roy Staley
	Donald Hartill	Donald Hartill
	Jack Rueckheim	Jack Rueckheim
	Ed LaVigne	Ed LaVigne

Personnel and Organization

Chairperson	Ed LaVigne	Ed LaVigne
	Jack Rueckheim	Jack Rueckheim
	Pam Bleiwas	Pam Bleiwas
	Joe Wetmore	Joe Wetmore

Planning and Public Affairs

Chairperson	Jack Rueckheim	Jack Rueckheim
	Donald Hartill	Donald Hartill
	Rod Howe	Rod Howe
	Roy Staley	Roy Staley
	Jason Leifer	Jason Leifer
	Linda Woodard	Linda Woodard
	Joe Wetmore	Joe Wetmore

4. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

1. November 30, 2022 Financial Report

Exhibit #004

Discussion: Mr. Howe noted the financial statements are in the packet and noted the report is comparable to last year at this time.

2. Review and Approval of Procurement Policy

Exhibit #005

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Procurement Policy and recommends approval.

MOVED: Rueckheim

SECONDED: Howe

(Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None.)

Carried

3. Review and Approval of Investment Policy

Exhibit #006

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Investment Policy and recommends approval.

MOVED:Wetmore

SECONDED: Rueckheim

(Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None.)

Carried

4. Resolution Authorizing Prepayment of Unaudited Claims

Exhibit #007

Discussion: Mr. Howe noted that the Committee recommends approval of the resolution.

The Southern Cayuga Lake Intermunicipal Water Commission

Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

Resolution Authorizing Payment of Unaudited Claims
January 5, 2023

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors from whom it receives goods and services on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT

RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission’s General Manager, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

Vendor	Description
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Pitney Bowes	Postage Meter postage
Postmaster	Postage/Reply and Bulk Mail Permits
Charter Comm. (Time Warner)/Highbridge Communications	Phone Service/Internet Provider
Verizon/Verizon Wireless	Phone Service/Data Provider

MOVED: Hardaway

SECONDED: Rueckheim

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Leifer, Rueckheim, Staley, Wetmore, Woodard.
Nays: None.)

Carried

5. Designation of Depository/Check Signing Authority

Exhibit #008

Discussion: Mr. Howe reported that the Committee recommends the approval of the resolution.

The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

Resolution authorizing check signing and cash transaction authority and designation of depository

January 5, 2023

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Rod Howe, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, General Manager of the Commission, NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars (\$5,000,000.00) to be kept on deposit, and be it further

RESOLVED, the Commission designates and authorizes Rod Howe and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED: Rueckheim

SECONDED: Hardaway

(Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None.)

Carried

6. Approval of the January 5, 2023 Warrants

Discussion: Mr. Howe stated that several committee members reviewed the warrants, and the committee recommends approval.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Rueckheim, SECOND by Howe, to approve the January 5, 2023 Warrants in the amount of \$146,469.41.

(Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None.)

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted that the meeting was routine and the notes are in the packet.

1. December 5, 2022 Meeting Notes

Exhibit #009

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported that the committee recommends the following resolution.

**1. Resolution for Creation of Senior
Water Treatment Plant Operator Position**

Exhibit #010

The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

**Resolution For Creation of Senior Water Treatment Plant Operator Position
Pursuant to Civil Service Laws
January 5, 2023**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission), has worked with the Tompkins County and New York State Civil Service Agencies in accordance with applicable Civil Service laws, rules and regulations to maintain appropriate titles and positions; and

WHEREAS, the General Manager and Production Manager have reviewed the needs of the organization and determined there is a need for a senior level Water Treatment Plant Operator position; and

WHEREAS, the Personnel and Organization Committee discussed the needs of the organization and reviewed a civil service defined job description and recommends the creation of the Senior Water Treatment Plant Operator position and approval of the related job description; and

WHEREAS, the General Manager and Human Resources Manager have discussed the addition of the position in the classification structure with the United Auto Workers Local 2300; and

WHEREAS, the Commission has discussed the recommendation of the Personnel and Organization Committee, and agrees with the recommended action;

NOW THEREFORE, BE IT

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission hereby establishes the following position in accordance with applicable New York State and Tompkins County Civil Service classification rules:

1. The following position is established and is a position in the competitive class pursuant to Section 44 of the Civil Service Law:

- (a) One Senior Water Treatment Plant Operator –classification level 6

AND BE IT FURTHER, RESOLVED that this resolution be forwarded to the Town Board of the Town of Ithaca for any appropriate action necessary to progress with certification under Civil Service Law.

MOVED: Rueckheim

SECONDED: Hardaway

VOTE: Ayes: Bleiwas, Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Woodard. Nays: None

D. Planning and Public Affairs Committee

Discussion: None

5. Executive Session:

Discussion: None.

6. Old and New Business

Discussion: None.

7. Other

Discussion: None

8. Adjournment:

Meeting adjourned at 3:11pm.

Minutes submitted by: Pam Van Gelder

Approved by: Steve Riddle

NEXT MEETING
February 9, 2023 at 4:00pm
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

February 3, 2023

To: All Commissioners
From: General Manager and Department Managers
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your February 9, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of January 5, 2023. During your review of this report, please give Mr. Riddle a call or make a note of any question or comment that may come to mind.



Progress Report on This Month's Issues:

Issues This Month Include:	Page
1. General Manager-January Updates	1
2. Production Department Updates	1
3. Distribution Department Updates	1
4. Administration Department Highlights	1/2
5. January 1, 2023 Billing in the Town of Dryden/Village of Lansing	2

1. General Manager-January Updates

Mr. Riddle will provide updates on the Raw Water Land Acquisition, and the New York State One Water Legislative event held in Albany on January 25th.

2. Production Department Updates

Mr. Ratajczak will discuss recent changes in staffing along with updates on current project and other activity within the Production Department.

3. Distribution Department Updates

Mr. Weatherby will provide a status update on department projects, including the Cascadilla Creek transmission main improvement project.

4. Administration Department Highlights

- Department Statistics Dec 2022
 - **TD/VL**
 - Non BP Water accounts 2

SCLIWC Monthly Staff Management Report

2/3/2023

Page 2 of 2

- Total # of Water Bills sent 1,149
 - Total # of eBills 210

- **ALL**

- Work Orders prepared 36
- Final Bills calculated 17
- New Accounts 4
- Municipal payments processed 90

- Cash Disbursements \$426k
(Includes \$15k bond pmt)
- Cash Receipts \$666k

5. January 1, 2023 Billing in the Town of Dryden/Village of Lansing

January 1, 2023 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 9/16 - 12/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	1/1/22	1/1/23	1/1/22	1/1/23
TD	7,035,700	6,610,400	\$ 41,571.36	\$ 40,007.88
	6% Decrease		4% Decrease	
VL	32,210,600	32,211,600	\$ 183,391.08	\$ 185,493.91
	3% Decrease		1% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
DECEMBER 2022**

**BALANCE SHEET PAGE ONE
REVENUES AND EXPENSES PAGE TWO**

**OPERATING FUND
DEBT SERVICE FUND
CAPITAL PROJECT FUND**

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BALANCE SHEET
DECEMBER 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,433,472	2,529	2,236,777	4,672,777
Petty Cash	200	0	0	200
Total Unreserved Cash	2,433,672	2,529	2,236,777	4,672,977
RESERVED CASH:				
Fringe Benefit Reserve	105,940	0	0	105,940
Total Reserved Cash	105,940	0	0	105,940
OTHER ASSETS:				
Accounts Receivable	248,530	0	0	248,530
Prepaid Expenses	68,546	0	0	68,546
Total Other Assets	317,076	0	0	317,076
TOTAL ASSETS	2,856,687	2,529	2,236,777	5,095,993
LIABILITIES				
Accounts Payable	57,710	0	10,430	68,140
Accrued Liabilities	95,891	0	0	95,891
BAN Payable	0	0	0	0
TOTAL LIABILITIES	153,601	0	10,430	164,031
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,597,199	2,529	2,226,346	4,826,075
TOTAL FUND BALANCE	2,703,086	2,529	2,226,346	4,931,962
TOTAL LIABILITIES and FUND BALANCE	2,856,687	2,529	2,236,777	5,095,993
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/21	2,973,986	2,450	1,709,224	4,685,660
ADD: YTD REVENUES	4,290,671	267,366	1,121,141	5,679,178
LESS: YTD EXPENSES	4,561,570	267,288	604,019	5,432,877
FUND BALANCE AS OF 12/31/21	2,703,086	2,529	2,226,346	4,931,962
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 12/31/21	2,703,086	2,529	2,226,346	4,931,962
Less: Receivables & Prepaids	317,076	0	0	317,076
Add: Liabilities	153,601	0	10,430	164,031
CASH BALANCE AS OF 12/31/21	2,539,612	2,529	2,236,777	4,778,917

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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REVENUES

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	4,290,671	267,366	1,121,141
OVER (UNDER)	(798,172)	78	1,141
% EARNED	84%	100%	100%
% UNEARNED	16%	0%	0%

EXPENSES

BUDGET	5,088,843	267,288	2,240,000
YTD ACTUAL	4,561,570	267,288	604,019
OVER (UNDER)	(527,273)	(0)	(1,635,981)
% EXPENDED	90%	100%	27%
% UNEXPENDED	10%	0%	73%

DETAILED REVENUES

Service Charges	62,662	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	92,423	0	0
Joint Activity-Water Rents	4,002,444	0	0
Interest Earnings	1,966	78	1,141
Permits	49,082	0	0
Sales of Equipment	54,200	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	12,246	0	0
Interfund Transfers*	0	267,288	1,120,000
	4,290,671	267,366	1,121,141

* includes transfer to Debt Service Fund to cover 2021 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	700,778	0	604,019
Source of Supply	247,675	0	0
Purification	779,921	0	0
Transmission and Distribution	763,722	0	0
Employee Benefits	682,185	0	0
Debt Service	0	267,288	0
Interfund Transfers*	1,387,288	0	0
	4,561,570	267,288	604,019

* includes transfer to Debt Service Fund to cover 2021 Principal & Interest Payments

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
January 25, 2023 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. December 28, 2022 Meeting Notes		#1
2. December 2022 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
2. Fall Creek Transmission Main Project		
3. Raw Water Pump Station Land Acquisition		
4. Treatment Plant - Flocc/Sed Room Upgrade Project		
5. Treatment Plant - Electrical Upgrade Project		
6. Interconnection Pump Station - City of Ithaca		
7. Interconnection Pump Station - Cornell		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Wednesday, February 22, 2023 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon.		
March 22, April 26, May 24		

Bolton Point Personnel and Organization Committee
Monday, December 5, 2022

Commissioners: Ed LaVigne, Chair, and Jack Rueckheim
Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
Absent: Pam Bleiwas, and Joe Wetmore Shop Steward: Hugh Trimm
Staff Support: Judy Drake Meeting called to order at: 1:00 pm

1) Meeting Notes:

The Committee approved the October meeting notes.

2) Discuss Sr. Water Treatment Plant Operator job description:

Committee reviewed copies of the job description and draft resolution to create the new Sr. WTPO position. Glenn discussed the responsibilities of the position. The Sr. WTPO will be filled as an internal promotion only and would not add an additional full-time position.

The Committee recommends creating the Sr. WTPO position and is in favor of referring the resolution to the Commission for approval in January.

3) Review Memorandum of Understanding with UAW regarding 2022 Inflation Stipend

Steve reviewed the MOU and resolution to provide a stipend to all current staff that would help offset inflation in addition to the 2.75% cost of living increase for 2023. The UAW has agreed to the one-time payment to occur at the end of 2022.

The Committee recommends the one-time inflation stipend and is in favor of referring the resolution to the Commission.

4) Reports:

Shop Steward: Hugh Trimm reported there are no grievances or issues to report.

Production Manager: Glenn reported interviews for the Electrical Mechanical Technician position have been completed, Brian Janik, will start January 3, 2023. Glenn explained that Jimmy Bower and Kyle Fellows have helped cover EMT on-call shifts with Tyler Fleming. Glenn attended a UCMR5 webinar. Performance reviews for all staff are in process.

Finance Manager: Pam reported that Winona Fisher processed the Town of Ithaca billing but was still able to take time off with Heidi McCann providing back up. Heidi is working on E-Bills to update new enrollees and troubleshoot issues. Jes Sherwood resigned, effective December 16th, and Pam is working with Jes to get year-end work up to date. Performance reviews for all staff are in process.

Distribution Manager: Gregg reported that staff with Code Enforcement certification will be up to date with their required contact training hours by year end. Gregg completed his Cross-Connection recertification. Performance reviews for all staff are in process. Gregg has begun scheduling safety trainings for 2023. Gregg thanked staff for their hard work during a water main break that occurred on Thanksgiving night.

Human Resources: Reasonable Suspicion for Drug and Alcohol training for supervisors is scheduled for December 15, 2022. Open enrollment has been completed for 2023 and pay and

benefit letters have been sent to all staff. Judy conducted an exit interview with Jim Tierney and Jes Sherwood. Judy will be working on the onboarding for new EMT, Brian Janik.

General Manager: Steve thanked staff for the willingness to cover when others are off or positions are vacant. Performance reviews for managers are in progress.

Steve gave an update on the annual All-hands training which was held on November 16th. The session included alarm and emergency practices followed by a safety presentation. The trainer detailed how a lack of safety procedures and awareness resulted in his own trench collapse experience.

5) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Jack moved to go into Executive Session, seconded by Ed at 1:30 pm motion passed
Jack moved to go out of Executive Session, seconded by Ed at 1:43 motion passed

**Next meeting – committee set 2023 dates as the 4th Wednesday at 1:00 pm.
January 25, 2023.**

Meeting adjourned at 1:45 pm

Bolton Point Personnel and Organization Committee
Wednesday, January 25, 2023
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft December meeting notes.

2. Reports
 - a. Shop Steward
 - b. Production Manager
 - i. Appointment of Sr. WTPO
 - c. Finance Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - f. General Manager

3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting- 4th Wednesday. February 22, 2023
3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/27

**The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing**

**Resolution for Provisional Appointment of
Megan Falicchio to the Sr. Water Treatment Plant Operator Position
February 9, 2023**

WHEREAS, there is currently a vacant Sr. Water Treatment Plant Operator position in the Production Department that has been budgeted to be filled through internal promotion; and

WHEREAS, the Production Manager, General Manager and Human Resources Manager interviewed an internal candidate for the position; and

WHEREAS, Megan Falicchio has worked as a Water Treatment Plant Operator in the Production Department since November 20, 2017 and has since obtained her IA Certification for Water Treatment Plant Operations; and

WHEREAS, the Production Manager recommended to the Personnel and Organization Committee the appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, retroactive to January 15, 2023, on a provisional basis pending the next noncompetitive civil service exam for said title;

WHEREAS, the Personnel and Organization Committee recommends the appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, on a provisional basis pending the next civil service exam for said title;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, retroactive to January 15, 2023, at the rate of \$31.07 per hour, with no changes to benefits; and, be it further

RESOLVED, the said appointment is a provisional appointment pending the results from the next noncompetitive civil service exam for this position.

MOVED:

SECONDED:

VOTE: