



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
June 8, 2023 at 4:00 p.m.
Bolton Point Conference Room

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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

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

	<u>2023</u>
	<u>Exhibit No.</u>
1. Approval of May 4, 2023 Meeting Minutes	043
2. Management Staff Report	044
3. Committee Reports	
A. Budget and Finance Committee	
1. April 30, 2023 Financial Report	045
2. Approval of the June 8, 2023 Warrants	
B. Engineering and Operations Committee	
1. April 26, 2023 Meeting Notes	046
2. May 24, 2023 Meeting Agenda	047
3. Resolution for Raw Water Pump Station Addition Project-SEQR Unlisted Action	048
C. Personnel and Organization Committee	
1. April 26, 2023 Meeting Notes	049
2. May 24, 2023 Meeting Agenda	050
3. Resolution for Approval of Revised Personnel Policies	051
4. Resolution for Appointment of Rebecca Wright to Account Clerk/Typist position	052
D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
July 6, 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
May 4, 2023

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, May 4, 2023 at 4:00 p.m. 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 Don Hartill, Village of Lansing (arrived at 4:03pm)
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Joe Wetmore, Town of Lansing

ALSO PRESENT:

Steve Riddle, General Manager
 Pam VanGelder, Finance Manager
 Gregg Weatherby, Distribution Manager
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Jason Leifer, Town of Dryden
 Commissioner Linda Woodard, Village of Cayuga Heights

Commission Chairperson Jack Rueckheim called the meeting to order at 4:00pm.

1. Approval of Meeting Minutes April 6, 2023

Exhibit #034

Discussion: None.

MOTION by Wetmore, SECOND by Bleiwas, to approve the April 6, 2023 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #035

Item #1 – General Manager April Updates

Discussion: Mr. Riddle reported on this item and noted eight staff members participated in the NY AWWA Conference in Saratoga Springs held April 11-12th. He noted there were several sessions held on upcoming additional reporting (PFAS) and possible changes in standards (fire hydrants). He commended Senior Water Plant Operator Megan Falicchio for her second consecutive first place win in the Meter Madness Competition. Megan will represent New York State at the national AWWA competition in Toronto on June 12th.

Item #2 – Distribution Department Update

Discussion: Mr. Weatherby reported on this item and noted implementation of the Sensus pressure monitoring system has begun.

Item #3 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted cash disbursements included a bond payment of approximately \$20,000.

Item #4 – April 1, 2023 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item and noted the small decrease in consumption for both municipalities.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting. He noted that the field work for the annual external audit was completed and the draft report has been received.

1. March 31, 2023 Financial Report

Exhibit #036

Discussion: Mr. Howe noted the financial statements are in the packet.

2. 2024 Budget Adoption Schedule

Exhibit #037

Discussion: Mr. Howe stated the committee recommends approval of the 2024 budget adoption schedule.

2024 Budget Adoption Schedule

Date	Milestone
May 4, 2023	Commission approves proposed budget adoption schedule
May 8, 2023	Staff begins preparing department and capital project budgets
June 15, 2023	Budget and Finance Committee members receive department proposed operational and capital project budgets
June 22, 2023	Budget and Finance Committee meets with General Manager and Department Managers to discuss 2024 budget package
July 6, 2023	Budget and Finance Committee meets to discuss budget package, which is included in the July 6 Commission meeting packet, and finalizes presentation plan to the Commission
July 6, 2023	Commission is presented with report from the Budget and Finance Committee and staff on budget package and considers adoption of the Committee recommended budget
July 20, 2023	Optional —Budget and Finance Committee meets to further discuss budget package
August 3, 2023	Budget and Finance Committee meets to discuss and make any final changes to the Committee recommended budget (if not previously approved) and the 2024 water rate
August 3, 2023	Commission considers presented 2024 Committee recommended budget (if not previously approved) and the 2024 water rate.
August 7, 2023	If approved at the August 3, 2023 meeting, staff provides each member municipality with the new 2024 Bolton Point water rate. Staff delivers copies of the 2024 Tentative Budget to the Town of Ithaca
September 7, 2023	Optional —If not previously approved, Budget and Finance Committee meets to discuss and make any final changes to the proposed budget and 2024 water rate
September 7, 2023	Optional —If not previously approved, Commission considers approving the 2024 budget and water rate
September 11, 2023	Optional —If not previously approved, Staff delivers copies of the Commission’s 2024 Tentative Budget to the Town of Ithaca

New 2024 Water Rate

If a new 2024 Bolton Point water rate is approved by the Commission, the following recommended municipality deadlines allow passage of their new water rate(s) before water consumption takes place that will be billed in 2024 at the new rate.

Town of Lansing and Village of Cayuga Heights	October 16, 2023
Town of Ithaca	November 16, 2023
Town of Dryden and Village of Lansing	December 16, 2023

MOTION by , SECOND by , to approve the 2024 Budget Adoption Schedule.

(Ayes: Bleiwas, Hartill, Howe, LaVigne, Rueckheim, Staley, Wetmore; Nays: None.)

Carried

3. Approval of the May 4, 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 Howe, SECOND by Hartill, to approve the May 4, 2023 Warrants in the amount of \$152,935.15.

(Ayes: Bleiwas, Hartill, Howe, LaVigne, Rueckheim, Staley, Wetmore; 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. March 22, 2023 Meeting Minutes *Exhibit #038*

Discussion: None.

2. April 26, 2023 Meeting Agenda *Exhibit #039*

Discussion: None.

3. Resolution Declaring the Intent of the Commission to Act as Lead Agency-Raw Water Pump Station Addition Project *Exhibit #040*

Discussion: None.

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

**Resolution Declaring the Intent Of The
Southern Cayuga Lake Intermunicipal Water Commission
To Act As Lead Agency - Bolton Point Water System - Raw Water Pump Station Addition Project
May 4, 2023**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is proposing the Bolton Point Water System Raw Water Pump Station Addition Project (Project), located in the Village of Lansing, Tompkins County, New York; and

WHEREAS, the Project has been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

WHEREAS, it is the intent of the SCLIWC Board of Commissioners to assume the role of “Lead Agency” for purposes of conducting a SEQRA assessment of the Project; and

WHEREAS, Part I of a Short Environmental Assessment Form (SEAF) has been completed (attached), reviewed by the SCLIWC Board of Commissioners, and will be circulated to all Involved Agencies for purposes of establishing the SCLIWC Board of Commissioners as “Lead Agency” in accordance with 6 NYCRR Part 617.6(b).

NOW, THEREFORE, BE IT

RESOLVED AND DETERMINED, that the Chairperson of the SCLIWC Board of Commissioners hereby is authorized to sign Part I of the Short Environmental Assessment Form (page 3); and it is further

RESOLVED AND DETERMINED, that the SCLIWC Board of Commissioners will send said Part I of the Short Environmental Assessment Form and associated site figure to the attached list of “Interested/Involved Agencies” under cover of a “Notice of Intent to Establish Lead Agency” letter for purposes of establishing Lead Agency status under SEQRA; and it is further

RESOLVED, that the Chairperson of the SCLIWC Board of Commissioners, together with the SCLIWC Attorney and Barton and Loguidice, D.P.C., are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

Moved: Hartill

Seconded: Wetmore

Vote: (Ayes: Bleiwas, Hartill, Howe, LaVigne, Rueckheim, Staley, Wetmore; Nays: None.)

Carried

C. Personnel and Organization Committee

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

1. March 22, 2023 Meeting Minutes *Exhibit #041*

Discussion: None

2. April 26, 2023 Meeting Agenda *Exhibit #042*

Discussion: None

D. Planning and Public Affairs Committee

Discussion: None.

4. Old and New Business:

Discussion: None.

5. Other:

Discussion: None.

6. Executive Session:

Discussion: None.

MOTION by Wetmore, SECOND by Hartill, to move into Executive Session at 4:30pm.

(Ayes: Bleiwas, Hartill, Howe, LaVigne, Rueckheim, Staley, Wetmore; Nays: None.)

Carried

MOTION by Wetmore, SECOND by Hartill, to move back into regular session at 4:45.

(Ayes: Bleiwas, Hartill, Howe, LaVigne, Rueckheim, Staley, Wetmore; Nays: None.)

Carried

7. Adjournment:

Meeting adjourned at 4:47pm.

Minutes submitted by: Pam Van Gelder

Approved by: Steve Riddle

NEXT MEETING
June 8, 2023 at 4:00pm.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 2, 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 June 8, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of May 4, 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 Update	1
2. Production Department Update	1
3. Distribution Department Update	1
4. Administration Department Highlights	2
5. May 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights	2

1. General Manager Update

Mr. Riddle will provide updates on Lead Service Line Material meetings with each member municipality, meetings with Cornell University and Ithaca College investigating the use of the Commission's AMI metering infrastructure and July's meeting and tour with Senator Webb and Assemblymember Kelles.

2. Production Department Update

Mr. Ratajczak will provide an update on projects and current activities within the Production Department.

3. Distribution Department Update

Mr. Weatherby will provide an update of the inspection of Commission owned water storage tanks and Treatment Plant clearwell, performed by Atlantic Underwater Services.

4. Administration Department Highlights

- Department Statistics April 2023
 - **TL/VCH**
 - Non BP Water accounts 1
 - Total # of Water Bills sent 2,876
 - Total # of eBills 571
 - **ALL**
 - Work Orders prepared 29
 - Final Bills calculated 13
 - New Accounts 8
 - Municipal payments processed 62
 - Cash Disbursements \$278k
 - Cash Receipts \$452k

5. May 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights

May 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 1/16/23 - 4/15/2023				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	5/1/22	5/1/23	5/1/22	5/1/23
TL	31,692,100	29,545,800	\$193,754.93	\$190,814.00
	7% Decrease		2% Decrease	
VCH	15,447,100	14,983,600	\$92,690.95	\$94,959.24
	3% Decrease		2% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
APRIL 2023**

**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
APRIL 2023**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,401,651	255,255	1,549,719	4,206,624
Petty Cash	200	0	0	200
Total Unreserved Cash	2,401,851	255,255	1,549,719	4,206,824
RESERVED CASH:				
Fringe Benefit Reserve	105,958	0	0	105,958
Total Reserved Cash	105,958	0	0	105,958
OTHER ASSETS:				
Accounts Receivable	302,195	0	0	302,195
Prepaid Expenses	0	0	0	-
Total Other Assets	302,195	0	0	302,195
TOTAL ASSETS	2,810,004	255,255	1,549,719	4,614,977
LIABILITIES				
Accounts Payable	137,615	0	2,949	140,564
Accrued Liabilities	19,399	0	0	19,399
BAN Payable	0	0	0	0
TOTAL LIABILITIES	157,014	0	2,949	159,963
FUND BALANCE				
Reserved Fund Balance	105,940	0	0	105,940
Unexpended Fund Balance	2,547,050	255,255	1,546,770	4,349,074
TOTAL FUND BALANCE	2,652,990	255,255	1,546,770	4,455,014
TOTAL LIABILITIES and FUND BALANCE	2,810,004	255,255	1,549,719	4,614,977
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/23	3,303,555	2,529	2,226,346	5,532,430
ADD: YTD REVENUES	848,419	272,498	453	1,121,370
LESS: YTD EXPENSES	1,498,984	19,772	680,029	2,198,786
FUND BALANCE AS OF 4/30/23	2,652,990	255,255	1,546,770	4,455,014
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 4/30/23	2,652,990	255,255	1,546,770	4,455,014
Less: Receivables & Prepaids	302,195	0	0	302,195
Add: Liabilities	157,014	0	2,949	159,963
CASH BALANCE AS OF 4/30/23	2,507,808	255,255	1,549,719	4,312,782

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 2023**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	5,297,927	272,457	0
YTD ACTUAL	848,419	272,498	453
OVER (UNDER)	A <u>(4,449,508)</u>	<u>41</u>	<u>453</u>
% EARNED	16%	100%	
% UNEARNED	84%	0%	

EXPENDITURES			
BUDGET	5,297,927	272,457	0
YTD ACTUAL	1,498,984	19,772	680,029
OVER (UNDER)	B <u>(3,798,943)</u>	<u>(252,685)</u>	<u>680,029</u>
% EXPENDED	28%	7%	
% UNEXPENDED	72%	93%	

DETAILED REVENUES			
Service Charges	6,562	0	0
Cross Connection Fees	9,764	0	0
Services for Other Governments-Members	54,633	0	0
Joint Activity-Water Rents	749,861	0	0
Interest Earnings	562	41	453
Permits	20,429	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	53	0	0
Other Revenues	6,557	0	0
Interfund Transfers*	0	272,457	0
	A <u>848,419</u>	<u>272,498</u>	<u>453</u>

* includes transfer to Debt Service Fund to cover 2023 Principal & Interest Payments

DETAILED EXPENDITURES			
Water Administration	375,197	0	680,029
Source of Supply	76,345	0	0
Purification	308,240	0	0
Transmission and Distribution	239,812	0	0
Employee Benefits	226,932	0	0
Debt Service	0	19,772	0
Interfund Transfers*	272,457	0	0
	B <u>1,498,984</u>	<u>19,772</u>	<u>680,029</u>

* includes transfer to Debt Service Fund to cover 2023 Principal & Interest Payments

Engineering and Operations Committee Meeting Notes

**Wednesday, April 26, 2023 @ 12:00 Noon
Bolton Point Conference Room**

Present: Jack Rueckheim, Don Hartill, Ed LaVigne, Steve Riddle, Gregg Weatherby, Pam VanGelder

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. March 2023 Meeting Notes The Committee found the notes to be acceptable as presented.		#1
2. March 2023 Monthly Operations Report Steve provided the Production and Electrical/Mechanical portion of the report: Finished water production continues to be slightly lower than 2021 and 2022. On March 30 th , Staff replaced the coupling on the Oakcrest Booster Pump Station pump #3. Once the replacement was completed, Estabrook Corporation performed an alignment of the pump and motor before it was returned to service. Staff assisted the Town of Ithaca by replacing pumps at the Troy and Coddington Road Pump Stations. Larger pumps were installed due to an increase in water usage in the two systems. The monthly Heath Department report was routine. Gregg provided the Distribution portion of the report: Staff complete 152 U-DIG utility locate requests in March. Many of these requests were for large distances, often requiring several hours for operators to complete one request. Water usage at Cornell's Baker Lab was much lower than in 2022. Flow testing of the Baker Lab water system was performed in 2022, causing the usage to increase. Water usage for the Commission's 18 large users was down 12.2 percent in March. The Town of Ithaca expects to award and construct the Ridgecrest Road Booster Pump Station project later this year.		#2
3. Informational Items a. Capital Projects <ol style="list-style-type: none"> 1. Cascadilla Creek Transmission Main Project The project has been awarded to R.B. Robinson Construction. Construction is expected to begin this Spring, and be completed in 2023. 2. Fall Creek Transmission Main Project Staff has paused the review of the project to focus on the Cascadilla Creek project. 3. Treatment Plant - Floc/Sed Room Upgrade Project Staff continues to investigate pricing and availability of new aluminum railings to replace the 		

original steel railings around the basins. This work is the final phase of the project.

4. Treatment Plant - Electrical Upgrade Project

Staff continues investigating upgrades to all major electrical components at the Treatment Plant, including the substation, transformers, motor controls and a new emergency generator capable of running two finished water pumps. Staff anticipates putting this project out to bid late summer.

5. Interconnection Pump Station - City of Ithaca – Staff continues investigating the possibility of adding a high lift pump at the City of Ithaca Water Treatment Plant.

6. Interconnection Pump Station - Cornell University - Staff continues investigating the possibility of adding a pump between the Commission and Cornell’s East Hill Storage Tanks.

4. Committee Member Comments or Other Issues - None

5. Next Meeting - May 24, 2023 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
June 28, July 26, August 23**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
May 24, 2023 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. April 26, 2023 Meeting Notes		#1
2. April 2023 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
2. Treatment Plant - Flocc/Sed Room Upgrade Project		
3. Treatment Plant - Electrical Upgrade Project		
4. Interconnection Pump Station - City of Ithaca		
5. Interconnection Pump Station - Cornell		
6. Raw Water Pump Station Addition Project		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Wednesday, June 28, 2023 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon. July 26, August 23, September 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 Determining the Proposed Bolton Point Water System Raw Water Pump
Station Addition Project is an Unlisted Action and Will Not Have A Significant Adverse
Impact on the Environment
June 8, 2023**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is proposing the Bolton Point Water System Raw Water Pump Station Addition Project (Project), located in the Town of Ithaca, Tompkins County, New York; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (SEQRA) and the implementing regulations at 6 NYCRR Part 617 (the “Regulations”), the SCLIWC desires to comply with SEQRA and the Regulations; and

WHEREAS, the Project has been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

WHEREAS, the SCLIWC Board of Commissioners sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating that SCLIWC’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

WHEREAS, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the SCLIWC Board of Commissioners serving as Lead Agency for the Project; and

WHEREAS, Pursuant to the SEQRA Regulations, the SCLIWC Board of Commissioners has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the Project, including the facts and conclusions in Part 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern:

NOW, THEREFORE, BE IT

RESOLVED, that the SCLIWC Board of Commissioners hereby establishes itself as Lead Agency for the Project; and

BE IT FURTHER RESOLVED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the SCLIWC’s knowledge of the area surrounding the Project, the SCLIWC Board of Commissioners makes the determination

that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

BE IT FURTHER RESOLVED, that the consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the SCLIWC Board of Commissioners, as Lead Agency, hereby directs the SCLIWC Board of Commissioners Chairperson to sign the SEAF Part 3 – Determination of Significance indicating that a Negative Declaration has been issued for the Project; this Resolution shall take effect immediately.

Moved:

Seconded:

Vote:

Bolton Point Personnel and Organization Committee
Wednesday, April 26, 2023

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

1) Meeting Notes:

The Committee approved the March meeting notes.

2) Reports:

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

Finance Manager: Pam reported that she and Winona are keeping up but are very busy. The vacant Information aide position has been posted with Tompkins County Civil Service. Applications are due April 27th.

Production Manager: Steve reported for Glenn. Glenn, Kyle Fellows and Megan Falicchio attended the NYS AWWA conference.

Distribution Manager: Gregg reported Jordan Betts completed his NYSDOH Class D operator re-certification. Gregg and Jordan attended NYS AWWA conference. Staff has begun using the new MaintainX asset management software, inputting data and completing work orders.

Staff continues to install and monitor the new pressure monitoring system.

Human Resources: Judy reported that the Town is converting to a new payroll program and she is working on getting employee structures set up. At a prior meeting the Committee discussed reviewing the College Course Reimbursement policy, that will be added to the next meeting agenda. The Town of Ithaca is considering travel and training per diems, Bolton Point may want consider this change. A revised Sexual Harassment Prevention Policy model plan and training has been approved by NYS. Employees were sent the new program to complete for this year's training. New legislation requires the federal and state employment postings must be available via electronic means. These policies have been added to the Town's website along with the Personnel Manual and union contracts.

Volunteerism Policy- Professional Association Volunteerism Activities- Judy reviewed edits to the Volunteerism policy that was reviewed and referred to the Commission by Personnel & Organization Committee.

COVID-19 Pay Update - NYS's COVID leave pay requirement is still in effect with no sunset planned. The leave provides pay for up to three instances of the employee being positive for COVID. Once an employee uses the three instances, they need to utilize their sick time or other PTO leave.

General Manager: Steve reported Bolton Point did not finish in top three positions at this year's NY AWWA conference best tasting water. Fifteen water systems from across the state competed in the competition. Jordan and Kyle Fellows finished in second place in the fire hydrant

competition. Megan Falicchio won the Meter competition for the second consecutive year, and will represent NYS at national AWWA conference in Toronto this summer. Steve, Glenn and Megan attended several committee meetings. These committees discussed the future needs of treatment plants and upcoming regulations.

3) Executive Session to discuss the personnel history of a particular person.

___ Jack moved to go into executive session at 1:26 pm, seconded by Pam. Motion approved

Joe moved to go out of executive session at 2:08 pm seconded by Jack. Motion approved

Next meeting – 4th Wednesday May 24, 2023, at 1:00 pm.

Meeting adjourned at 2:09 pm

Bolton Point Personnel and Organization Committee
Wednesday, May 24, 2023
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft April meeting notes.
2. 2023-2026 Staffing Plan – 2023 modification request- Production
3. Consider referral of policy revisions to Commission
 - a. Volunteerism Policy
 - b. Sexual Harassment Prevention Policy
 - c. Fair Employment Practice Policy
 - d. Travel and Training Policy- meal rates
4. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Production Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - i. Sexual Harassment Prevention -training provided
 - f. General Manager
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting- 4th Wednesday. June 28, 2023

7/26, 8/23, 9/27, 10/25, 11/22, 12/27

Future meetings:

College Course Reimbursement Policy

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

Resolution of Approval of
Revised Personnel Policies
June 8, 2023

WHEREAS, the Personnel and Organization Committee has reviewed the draft revised personnel policies: Sexual Harassment Prevention Policy, Fair Employment Practice, Volunteerism Policy and Travel and Training Policy as presented by the Town of Ithaca; and

WHEREAS, the Personnel and Organization Committee recommends approving the said draft policies;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve of the personnel policies: Sexual Harassment Prevention Policy, Fair Employment Practice, Volunteerism Policy and Travel and Training Policy, effective June 12, 2023, for all staff.

Moved:

Seconded:

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
Appointment of Rebecca Wright to
Account Clerk Typist Position
June 8, 2023**

WHEREAS, there is a vacant Account Clerk Typist position in the Administration Department; and

WHEREAS, the Finance Manager, Senior Account Clerk Typist, General Manager and Human Resources Manager interviewed candidates from an open recruitment and eligible listing; and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Rebecca Wright to the Account Clerk Typist position; and

WHEREAS, the Personnel and Organization Committee has reviewed and recommends the appointment of Rebecca Wright to the Account Clerk Typist position effective June 20, 2023;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment Rebecca Wright to the Account Clerk Typist position effective June 20, 2023, at the Class 1 hiring rate of \$21.22per hour with full time benefits; and, be it further

RESOLVED, a twenty-six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Finance Manager.

MOVED:

SECONDED:

VOTE: