



# 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**  
**July 6, 2023 at 4:00 p.m.**  
**Bolton Point Conference Room**

Phone: 607-277-0660  
Fax: 607-277-3056  
[www.boltonpoint.org](http://www.boltonpoint.org)

[scliwc@boltonpoint.org](mailto: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

2023  
Exhibit No.

- |   |     |
|---|-----|
| 1. Approval of June 8, 2023 Meeting Minutes   | 053 |
| 2. Management Staff Report  | 054 |
| 3. Committee Reports  |     |
| A. Budget and Finance Committee   |     |
| 1. May 31, 2023 Financial Report  | 055 |
| 2. 2024 Operating Budget  | 056 |
| 3. Resolution Declaring the Commission's 2017<br>RAM 2500 Van Surplus Equipment     | 057 |
| 4. Resolution Declaring the Commission's 2017<br>Ford F-250 Truck Surplus Equipment | 058 |
| 5. Approval of the July 6, 2023 Warrants  |     |
| B. Engineering and Operations Committee   |     |
| 1. May 24, 2023 Meeting Notes   | 059 |
| 2. June 28, 2023 Meeting Agenda   | 060 |
| C. Personnel and Organization Committee   |     |
| 1. May 24, 2023 Meeting Notes   | 061 |
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| 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  
August 3, 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

June 8, 2023

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, June 8, 2023 at 4:00pm. 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 Don Hartill, Village of Lansing  
 Commissioner Ed LaVigne, Town of Lansing  
 Commissioner Jason Leifer, Town of Dryden (joined 4:15pm)  
 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

### ABSENT:

Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:03pm.

**1. Approval of Meeting Minutes May 4, 2023*****Exhibit #043***

Discussion: Mr. Rueckheim noted the omission of Commissioners at the end of Exhibit#037.

MOTION by Hartill, SECOND by Bleiwas, to approve the May 4, 2023 Commission meeting minutes with the update to Exhibit #037.

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

Carried

**2. Management Staff Report*****Exhibit #044*****Item #1 – General Manager Update**

Discussion: Mr. Riddle reported on this item and noted the he met with the member municipalities to review the Lead and Copper Program. He noted that Senator Webb and Assemblymember Kelles will be at Bolton Point for a meeting and tour on July 11th.

**Item #2 – Production Department Update**

Discussion: Mr. Ratajczak reported on this item and noted staff has been working on several projects including the Lead and Copper sampling- letters have been sent to property owners for participation-, Changes in EPA regulations, and the Electrical Upgrade at the plant which will be a multi-year project.

**Item #3 – Distribution Department Update**

Discussion: Mr. Riddle reported on this item for Mr. Weatherby, He noted that Atlantic Underwater Services used a remote control submarine to inspect water tanks and the Treatment Plant clearwell on June 5<sup>th</sup>.

**Item #4 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted a new staff member will be joining the department this month.

**Item #7 – May 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights**

Discussion: Ms. VanGelder reported on this item and noted a decrease in consumption and revenue 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 the financial statements for 2022 from the EFPR Group have been received and the committee recommends acceptance of the final report.

**1. April 30, 2023 Financial Report*****Exhibit #045***

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

**2. Approval of the June 8, 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 Hartill, to approve the June 8, 2023 Warrants in the amount of \$117,813.34.

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

Carried

**B. Engineering and Operations Committee**

Discussion: Mr. Riddle reported on this item and reviewed the status of capital projects.

**1. April 26, 2023 Meeting Minutes *Exhibit #046***

Discussion: None.

**2. May 24, 2023 Meeting Agenda *Exhibit #047***

Discussion: None.

**3. Resolution for Raw Water Pump Station Addition *Exhibit #048*  
Project- SEQR Unlisted Action**

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 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: Rueckheim

Seconded: Hartill

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

Carried

**C. Personnel and Organization Committee**

Discussion: Mr. LaVigne reported on this item and noted the committee recommends the following resolutions.

**1. April 26, 2023 Meeting Minutes**

***Exhibit #049***

Discussion: None.

**2. May 24, 2023 Meeting Agenda**

***Exhibit #050***

Discussion: None.

**3. Resolution for Approval of Revised Personnel Policies**

***Exhibit #051***

Discussion: Ms. Drake outlined the updates to the policies.

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: Hartill

SECONDED: Hardaway

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

Carried

**4. Resolution for Appointment of Rebecca Wright  
To Account/Clerk Typist position**

***Exhibit #052***

Discussion: Ms. VanGelder noted Ms. Wright was the unanimous choice of the interviewing group.

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 Job Class 1 hiring rate of \$21.22 per 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: Hartill

SECONDED: Rueckheim

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

Carried

**D. Planning and Public Affairs Committee**

Discussion: None.

**4. Executive Session**

Discussion: None.

**5. Old and New Business**

Discussion: None.



**6. Other**

Discussion: None.

**7. Adjournment:**

Meeting adjourned at 4:57pm.

Minutes submitted by: Pamela VanGelder

Approved by: Steve Riddle

**NEXT MEETING**  
July 6, 2023 at 4:00pm  
Bolton Point Conference Room

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 30, 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 July 6, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of June 8, 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. June 1, 2023 Billing in the Town of Ithaca	2

### **1. General Manager Update**

Mr. Riddle will provide updates on the AWWA ACE Conference held in Toronto on June 11<sup>th</sup>-14<sup>th</sup> and the upcoming meeting with Senator Webb and Assemblymember Kelles.

### **2. Production Department Update**

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

### **3. Distribution Department Update**

Mr. Weatherby will provide an update on projects including the Cascadilla Creek Transmission Main Project.

**4. Administration Department Highlights**

- Department Statistics May 2023
  - **TL/VCH**
    - Non BP Water accounts 156
    - Total # of Water Bills sent 3,696
      - Total # of eBills 630
  - **ALL**
    - Work Orders prepared 45
    - Final Bills calculated 14
    - New Accounts 5
    - Municipal payments processed 98
    - Cash Disbursements \$329k
    - Cash Receipts \$329k

**5. June 1, 2023 Billing in the Town of Ithaca**

June 1, 2023 Billing in the Town of Ithaca				
Billing Period: 2/16/23-5/15/23				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	6/1/22	6/1/23	6/1/22	6/1/23
TI	105,137,064	101,179,452	\$ 622,508.50	\$ 626,673.68
	4% Decrease		1% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<b>ASSETS</b>					
UNRESERVED CASH:					
Savings	2,385,037	255,265	1,546,875	4,187,177	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,385,237	255,265	1,546,875	4,187,377	B
RESERVED CASH:					
Fringe Benefit Reserve	105,962	0	0	105,962	
Total Reserved Cash	105,962	0	0	105,962	B
OTHER ASSETS:					
Accounts Receivable	627,123	0	0	627,123	
Prepaid Expenses	0	0	0	-	
Total Other Assets	627,123	0	0	627,123	C
<b>TOTAL ASSETS</b>	<b>3,118,321</b>	<b>255,265</b>	<b>1,546,875</b>	<b>4,920,461</b>	
<b>LIABILITIES</b>					
Accounts Payable	58,585	0	17,059	75,644	
Accrued Liabilities	19,399	0	0	19,399	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	77,984	0	17,059	95,042	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,940	0	0	105,940	
Unexpended Fund Balance	2,934,397	255,265	1,529,816	4,719,479	
TOTAL FUND BALANCE	3,040,337	255,265	1,529,816	4,825,419	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>3,118,321</b>	<b>255,265</b>	<b>1,546,875</b>	<b>4,920,461</b>	
<b>ANALYSIS OF FUND BALANCE</b>					
FUND BALANCE AS OF 1/1/23	3,303,555	2,529	2,226,346	5,532,430	
ADD: YTD REVENUES	1,480,334	272,508	558	1,753,400	
LESS: YTD EXPENDITURES	1,743,551	19,772	697,088	2,460,411	
FUND BALANCE AS OF 5/31/23	3,040,337	255,265	1,529,816	4,825,419	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 5/31/23	3,040,337	255,265	1,529,816	4,825,419	A
Less: Receivables & Prepays	627,123	0	0	627,123	C
Add: Liabilities	77,984	0	17,059	95,042	D
CASH BALANCE AS OF 5/31/23	2,491,199	255,265	1,546,875	4,293,339	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENDITURES  
FOR THE FIVE MONTH PERIOD ENDING MAY 31, 2023**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
<b>REVENUES</b>			
BUDGET	5,297,927	272,457	0
YTD ACTUAL	1,480,334	272,508	558
OVER (UNDER)	A <u>(3,817,593)</u>	<u>51</u>	<u>558</u>
% EARNED	28%	100%	
% UNEARNED	72%	0%	

<b>EXPENDITURES</b>			
BUDGET	5,297,927	272,457	0
YTD ACTUAL	1,743,551	19,772	697,088
OVER (UNDER)	B <u>(3,554,376)</u>	<u>(252,685)</u>	<u>697,088</u>
% EXPENDED	33%	7%	
% UNEXPENDED	67%	93%	

<b>DETAILED REVENUES</b>			
Service Charges	7,247	0	0
Cross Connection Fees	9,764	0	0
Services for Other Governments-Members	54,633	0	0
Joint Activity-Water Rents	1,376,326	0	0
Interest Earnings	722	51	558
Permits	25,034	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>1,480,334</u>	<u>272,508</u>	<u>558</u>

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

<b>DETAILED EXPENDITURES</b>			
Water Administration	420,187	0	697,088
Source of Supply	109,710	0	0
Purification	370,274	0	0
Transmission and Distribution	305,178	0	0
Employee Benefits	265,745	0	0
Debt Service	0	19,772	0
Interfund Transfers*	272,457	0	0
	B <u>1,743,551</u>	<u>19,772</u>	<u>697,088</u>

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

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>REVENUES</b>							
2390 SHARE/JOINT ACTIVITY	4,626,544.33	5,076,927.00	5,076,927.00	1,376,325.52	5,076,927.00	5,330,997.00	5,330,997.00
2144 WATER SERVICE CHARGE	62,662.42	45,000.00	45,000.00	7,246.91	45,000.00	50,000.00	50,000.00
2144C CROSS CONNECTION FEES	14,387.50	15,000.00	15,000.00	9,763.50	15,000.00	15,000.00	15,000.00
2378 SERVICE TO OTHER GOVTS-MEMBERS	92,422.72	80,000.00	80,000.00	54,632.66	80,000.00	90,000.00	90,000.00
2401 INTEREST-TIME DEPOSITS	1,966.02	6,000.00	6,000.00	722.44	6,000.00	3,000.00	3,000.00
2590 PLUMB. PERMIT FEES	49,081.92	50,000.00	50,000.00	25,033.59	50,000.00	50,000.00	50,000.00
2665 SALES OF EQUIPMENT	54,200.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00	12,000.00
2701 REFUNDS OF PRIOR YRS EXPENSES	97,150.99	1,000.00	1,000.00	52.68	1,000.00	1,000.00	1,000.00
2770 MISC. REFUNDS ETC.	12,245.91	12,000.00	12,000.00	6,556.71	12,000.00	12,000.00	12,000.00
5031 TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599 APPROPRIATED FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>5,010,661.81</b>	<b>5,297,927.00</b>	<b>5,297,927.00</b>	<b>1,480,334.01</b>	<b>5,297,927.00</b>	<b>5,563,997.00</b>	<b>5,563,997.00</b>
<b>APPROPRIATIONS</b>							
9901 BOND PRIN. & INTEREST	267,288.00	272,457.00	272,457.00	19,771.88	272,457.00	272,282.00	272,282.00
8310 ADMINISTRATION	722,613.15	847,730.00	847,730.00	420,186.72	849,130.00	893,645.00	893,645.00
8320 SOURCE OF SUPPLY	271,145.78	325,165.00	325,165.00	109,710.23	325,165.00	374,685.00	374,685.00
8330 PURIFICATION	814,000.07	1,008,000.00	1,008,000.00	370,273.91	1,008,000.00	1,071,410.00	1,071,410.00
8340 TRANSMISSION/DISTRIB.	801,190.07	873,225.00	873,225.00	305,178.17	873,225.00	921,425.00	921,425.00
9000 EMPLOYEE BENEFITS	684,855.75	771,350.00	771,350.00	265,745.27	779,900.00	830,550.00	830,550.00
9710 DEBT SERVICE (BOND PAYOFF)	0.00	0.00	0.00	272,457.00	0.00	0.00	0.00
9950 CAPITAL PROJECTS	1,120,000.00	1,200,000.00	1,200,000.00	0.00	1,200,000.00	1,200,000.00	1,200,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>4,681,092.82</b>	<b>5,297,927.00</b>	<b>5,297,927.00</b>	<b>1,763,323.18</b>	<b>5,307,877.00</b>	<b>5,563,997.00</b>	<b>5,563,997.00</b>

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>REVENUES</b>							
2144 Water Service Charges	62,662.42	45,000.00	45,000.00	7,246.91	45,000.00	50,000.00	50,000.00
2144C Cross-Connection Fees	14,387.50	15,000.00	15,000.00	9,763.50	15,000.00	15,000.00	15,000.00
2378 Service to Other Govts-Members	92,422.72	80,000.00	80,000.00	54,632.66	80,000.00	90,000.00	90,000.00
2390 Share/Joint Activity	4,626,544.33	5,076,927.00	5,076,927.00	1,376,325.52	5,076,927.00	5,330,997.00	5,330,997.00
2401 Interest-Time Deposits	1,966.02	6,000.00	6,000.00	722.44	6,000.00	3,000.00	3,000.00
2590 Permit Fees	49,081.92	50,000.00	50,000.00	25,033.59	50,000.00	50,000.00	50,000.00
2665 Sales of Equipment	54,200.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00	12,000.00
2701 Refunds of Prior Years Expenses	97,150.99	1,000.00	1,000.00	52.68	1,000.00	1,000.00	1,000.00
2770 Misc., refunds, etc.	12,245.91	12,000.00	12,000.00	6,556.71	12,000.00	12,000.00	12,000.00
5031 Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>5,010,661.81</b>	<b>5,297,927.00</b>	<b>5,297,927.00</b>	<b>1,480,334.01</b>	<b>5,297,927.00</b>	<b>5,563,997.00</b>	<b>5,563,997.00</b>
<b>OTHER SOURCES</b>							
599 Appropriated From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>5,010,661.81</b>	<b>5,297,927.00</b>	<b>5,297,927.00</b>	<b>1,480,334.01</b>	<b>5,297,927.00</b>	<b>5,563,997.00</b>	<b>5,563,997.00</b>

NOTES

- 2390 Share Joint Activity represents metered water sales revenue.



SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>Debt Service:</b>							
9901.900 Transfer to V Fund	267,288.00	272,457.00	272,457.00	19,771.88	272,457.00	272,282.00	272,282.00
Total Principle & Interest	267,288.00	272,457.00	272,457.00	19,771.88	272,457.00	272,282.00	272,282.00
<b>Total Debt Retirement</b>	<b>267,288.00</b>	<b>272,457.00</b>	<b>272,457.00</b>	<b>19,771.88</b>	<b>272,457.00</b>	<b>272,282.00</b>	<b>272,282.00</b>
<b>Administration:</b>							
8310.101 Personnel Services	332,740.17	358,700.00	358,700.00	111,474.79	358,700.00	371,450.00	371,450.00
8310.102 Admin Overtime	0.00	100.00	100.00	1,378.88	1,500.00	100.00	100.00
Total Personnel Services	332,740.17	358,800.00	358,800.00	112,853.67	360,200.00	371,550.00	371,550.00
8310.201 Equipment	17,092.47	11,250.00	11,250.00	6,159.95	11,250.00	17,150.00	17,150.00
8310.202 Vehicles	71,344.61	120,000.00	120,000.00	115,821.98	120,000.00	105,000.00	105,000.00
Total Equip	88,437.08	131,250.00	131,250.00	121,981.93	131,250.00	122,150.00	122,150.00
8310.401 Phone/Telemeter	21,401.30	22,250.00	22,250.00	8,771.80	22,250.00	31,175.00	31,175.00
8310.403 Natural Gas	13,099.28	16,000.00	16,000.00	8,595.59	16,000.00	16,000.00	16,000.00
8310.404 Gas & Oil	36,665.24	35,000.00	35,000.00	14,886.49	35,000.00	35,000.00	35,000.00
8310.405 Auditor & Attorney	14,020.00	25,000.00	25,000.00	9,932.00	25,000.00	25,000.00	25,000.00
8310.406 Consultants	38,901.60	23,700.00	23,700.00	5,950.80	23,700.00	64,100.00	64,100.00
8310.410 Office Supplies	2,845.40	4,900.00	4,900.00	878.47	4,900.00	5,200.00	5,200.00
8310.411 Printing & Post	11,077.71	16,725.00	16,725.00	9,639.28	16,725.00	18,250.00	18,250.00
8310.418 Equipment Maint.	7,572.22	9,450.00	9,450.00	1,699.90	9,450.00	9,250.00	9,250.00
8310.419 Custodial Services	12,825.48	13,600.00	13,600.00	5,898.88	13,600.00	14,100.00	14,100.00
8310.433 Travel Schools	7,498.92	18,850.00	18,850.00	1,146.00	18,850.00	18,350.00	18,350.00
8310.435 Advertising	826.77	800.00	800.00	66.90	800.00	800.00	800.00
8310.436 Dues & Publications	3,227.00	3,010.00	3,010.00	986.50	3,010.00	3,550.00	3,550.00
8310.437 Data Processing	59,411.65	85,445.00	85,445.00	44,056.80	85,445.00	69,545.00	69,545.00
8310.438 Insurance	56,377.98	60,000.00	60,000.00	66,681.81	60,000.00	68,000.00	68,000.00
8310.440 Miscellaneous	3,326.17	7,250.00	7,250.00	2,562.12	7,250.00	7,375.00	7,375.00
8310 460 In-house Training	462.35	450.00	450.00	30.94	450.00	450.00	450.00
8310.461 Safety Program	11,896.83	15,250.00	15,250.00	3,566.84	15,250.00	13,800.00	13,800.00
Total Contractual	301,435.90	357,680.00	357,680.00	185,351.12	357,680.00	399,945.00	399,945.00
<b>Total Admin 8310</b>	<b>722,613.15</b>	<b>847,730.00</b>	<b>847,730.00</b>	<b>420,186.72</b>	<b>849,130.00</b>	<b>893,645.00</b>	<b>893,645.00</b>

Prepared by:  
Pam VanGelder  
June 2023

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>Source of Supply:</b>							
8320.101 Personnel Services	109,695.84	122,800.00	122,800.00	44,131.44	122,800.00	122,800.00	122,800.00
8320.102 Overtime	22,403.09	25,800.00	25,800.00	4,841.46	25,800.00	25,800.00	25,800.00
<b>Total Personal Services</b>	<b>132,098.93</b>	<b>148,600.00</b>	<b>148,600.00</b>	<b>48,972.90</b>	<b>148,600.00</b>	<b>148,600.00</b>	<b>148,600.00</b>
8320.201 Equipment	9,126.56	6,400.00	6,400.00	5,612.66	6,400.00	10,000.00	10,000.00
<b>Total Equip &amp; Maint</b>	<b>9,126.56</b>	<b>6,400.00</b>	<b>6,400.00</b>	<b>5,612.66</b>	<b>6,400.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
8320.402 Electric Power	99,243.56	122,000.00	122,000.00	41,942.80	122,000.00	122,000.00	122,000.00
8320.408 Clothing, Boots	960.76	1,550.00	1,550.00	1,357.38	1,550.00	1,750.00	1,750.00
8320.412 Tools, Equip. P	4,918.35	10,960.00	10,960.00	2,712.39	10,960.00	15,375.00	15,375.00
8320.421 Maint B. P Systems	4,585.49	7,120.00	7,120.00	2,909.45	7,120.00	42,200.00	42,200.00
8320.422 Maint. T&V System	20,082.13	26,535.00	26,535.00	6,202.65	26,535.00	32,760.00	32,760.00
8320.433 Travel & School	130.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
<b>Total Source Contractual</b>	<b>129,920.29</b>	<b>170,165.00</b>	<b>170,165.00</b>	<b>55,124.67</b>	<b>170,165.00</b>	<b>216,085.00</b>	<b>216,085.00</b>
<b>Total Source 8320</b>	<b>271,145.78</b>	<b>325,165.00</b>	<b>325,165.00</b>	<b>109,710.23</b>	<b>325,165.00</b>	<b>374,685.00</b>	<b>374,685.00</b>

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>Purification:</b>							
8330.101 Personnel Services	418,730.10	434,625.00	434,625.00	166,329.61	434,625.00	483,950.00	483,950.00
8330.102 Overtime	23,222.30	18,000.00	18,000.00	7,500.42	18,000.00	25,000.00	25,000.00
<b>Total Personal Services</b>	<b>441,952.40</b>	<b>452,625.00</b>	<b>452,625.00</b>	<b>173,830.03</b>	<b>452,625.00</b>	<b>508,950.00</b>	<b>508,950.00</b>
8330.201 Equipment	31,148.27	55,800.00	55,800.00	48,188.96	55,800.00	15,000.00	15,000.00
<b>Total Equip &amp; Supplies</b>	<b>31,148.27</b>	<b>55,800.00</b>	<b>55,800.00</b>	<b>48,188.96</b>	<b>55,800.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
8330.402 Electric Power	110,759.32	186,000.00	186,000.00	50,027.69	186,000.00	186,000.00	186,000.00
8330.408 Clothing Boot	2,679.79	5,350.00	5,350.00	617.49	5,350.00	5,350.00	5,350.00
8330.412 Tools/Equip Parts	4,492.36	7,300.00	7,300.00	1,357.61	7,300.00	8,300.00	8,300.00
8330.415 Treatment Supplies	107,123.06	125,500.00	125,500.00	48,887.49	125,500.00	136,000.00	136,000.00
8330.416 Lab Supplies	37,629.43	34,725.00	34,725.00	18,023.85	34,725.00	50,610.00	50,610.00
8330.418 Equipment Maint.	30,189.76	60,000.00	60,000.00	15,710.32	60,000.00	86,700.00	86,700.00
8330.419 Buildings & Grounds	43,932.74	75,900.00	75,900.00	11,122.20	75,900.00	69,900.00	69,900.00
8330.433 Travel & Schools	4,092.94	4,800.00	4,800.00	2,508.27	4,800.00	4,600.00	4,600.00
<b>Total Contractual</b>	<b>340,899.40</b>	<b>499,575.00</b>	<b>499,575.00</b>	<b>148,254.92</b>	<b>499,575.00</b>	<b>547,460.00</b>	<b>547,460.00</b>
<b>Total Purification 8330</b>	<b>814,000.07</b>	<b>1,008,000.00</b>	<b>1,008,000.00</b>	<b>370,273.91</b>	<b>1,008,000.00</b>	<b>1,071,410.00</b>	<b>1,071,410.00</b>

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>Transmission &amp; Distribution:</b>							
8340.101 Personnel Services	531,839.29	539,650.00	539,650.00	210,267.58	539,650.00	573,050.00	573,050.00
8340.102 Overtime	20,092.90	19,000.00	19,000.00	5,946.80	19,000.00	19,500.00	19,500.00
<b>Total Personal Services</b>	<b>551,932.19</b>	<b>558,650.00</b>	<b>558,650.00</b>	<b>216,214.38</b>	<b>558,650.00</b>	<b>592,550.00</b>	<b>592,550.00</b>
8340.201 Equipment	0.00	7,200.00	7,200.00	940.00	7,200.00	7,200.00	7,200.00
<b>Total Equip &amp; Maint</b>	<b>0.00</b>	<b>7,200.00</b>	<b>7,200.00</b>	<b>940.00</b>	<b>7,200.00</b>	<b>7,200.00</b>	<b>7,200.00</b>
8340.402 Electric Power	112,201.17	141,100.00	141,100.00	47,560.19	141,100.00	141,100.00	141,100.00
8340.403 Natural Gas	1,886.65	1,000.00	1,000.00	595.87	1,000.00	1,000.00	1,000.00
8340.408 Clothing, Boots	4,411.73	6,450.00	6,450.00	1,769.53	6,450.00	6,450.00	6,450.00
8340.412 Tools/Equip Parts	2,002.77	7,925.00	7,925.00	664.84	7,925.00	8,525.00	8,525.00
8340.418 Vehicle Equip Maint	8,255.54	14,350.00	14,350.00	7,067.89	14,350.00	14,550.00	14,550.00
8340.421 Maint B.P. System	23,179.31	49,750.00	49,750.00	2,433.84	49,750.00	49,750.00	49,750.00
8340.422 Maint T&V Systems	53,987.70	49,650.00	49,650.00	11,145.29	49,650.00	54,350.00	54,350.00
8340.424 Meters	35,392.85	24,600.00	24,600.00	9,841.09	24,600.00	33,150.00	33,150.00
8340.433 Travel & School	2,621.65	5,950.00	5,950.00	1,693.50	5,950.00	6,200.00	6,200.00
8340.442 Mapping	5,318.51	6,600.00	6,600.00	5,251.75	6,600.00	6,600.00	6,600.00
<b>Total Contractual</b>	<b>249,257.88</b>	<b>307,375.00</b>	<b>307,375.00</b>	<b>88,023.79</b>	<b>307,375.00</b>	<b>321,675.00</b>	<b>321,675.00</b>
<b>Total Distribution 8340</b>	<b>801,190.07</b>	<b>873,225.00</b>	<b>873,225.00</b>	<b>305,178.17</b>	<b>873,225.00</b>	<b>921,425.00</b>	<b>921,425.00</b>

SOUTHERN CAYUGA LAKE  
INTERMUNICIPAL WATER COMMISSION  
2024 OPERATING BUDGET

	2022 Actual	2023 Approved	2023 Budget As Modified	Actual 1/1/23 to 5/31/23	Estimate for Dec. 31, 2023	2024 Department Recommended	2024 Budget Committee Recommended
<b>Employee Benefits:</b>							
9010.800 State Retirement	152,983.00	185,000.00	185,000.00	36,011.00	185,000.00	185,000.00	185,000.00
9030.800 Social Security	105,204.82	115,900.00	115,900.00	41,459.70	115,900.00	125,000.00	125,000.00
9040.800 Workers Comp	33,884.00	45,000.00	45,000.00	32,178.00	45,000.00	37,000.00	37,000.00
9045.800 Life Insurance	2,756.25	3,000.00	3,000.00	1,497.25	3,000.00	3,300.00	3,300.00
9050.800 Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9055.800 Disability Insurance	1,911.00	2,000.00	2,000.00	969.54	2,000.00	2,300.00	2,300.00
9060.800 Health Insurance	381,178.76	413,000.00	413,000.00	153,604.68	413,000.00	470,500.00	470,500.00
9089.800 Wellness Reimbursement	5,969.25	6,500.00	6,500.00	0.00	6,500.00	6,500.00	6,500.00
9089.801 Wellness Direct Expenses	968.67	950.00	950.00	25.10	9,500.00	950.00	950.00
<b>Total Employee Ben. 9000</b>	<b>684,855.75</b>	<b>771,350.00</b>	<b>771,350.00</b>	<b>265,745.27</b>	<b>779,900.00</b>	<b>830,550.00</b>	<b>830,550.00</b>
<b>Other Debt Service:</b>							
9710 Debt Service (Bond Payoff)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations	3,293,804.82	3,825,470.00	3,825,470.00	1,471,094.30	3,835,420.00	4,091,715.00	4,091,715.00
Total Debt Retirement Expense	267,288.00	272,457.00	272,457.00	19,771.88	272,457.00	272,282.00	272,282.00
<b>Total Appropriations &amp; Debt Ret.</b>	<b>3,561,092.82</b>	<b>4,097,927.00</b>	<b>4,097,927.00</b>	<b>1,490,866.18</b>	<b>4,107,877.00</b>	<b>4,363,997.00</b>	<b>4,363,997.00</b>
<b>Other Uses:</b>							
<b>9950.900</b>							
(Transfer to Capital Funds)							
Capital replacement program	1,120,000.00	1,200,000.00	1,200,000.00	0.00	1,200,000.00	1,200,000.00	1,200,000.00
<b>Total Capital Projects</b>	<b>1,120,000.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>0.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>
<b>TOTAL OTHER USES</b>	<b>1,120,000.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>0.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>
<b>TOTAL APPROPRIATIONS AND OTHER USES</b>							
	<b>4,681,092.82</b>	<b>5,297,927.00</b>	<b>5,297,927.00</b>	<b>1,490,866.18</b>	<b>5,307,877.00</b>	<b>5,563,997.00</b>	<b>5,563,997.00</b>

Prepared by:  
Pam VanGelder  
June 2023

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 Commission's 2017 Ram 2500 Van Surplus Equipment and  
Authorizing Staff to Sell the Vehicle for the Current Market Value or the Best Price  
Obtainable**

July 6, 2023

**WHEREAS**, the Commission has received the replacement vehicle for the Commission's 2017 Ram 2500 Van, and

**WHEREAS**, the Commission desires to declare the 2017 Ram 2500 Van surplus equipment in order to dispose of the vehicle, and

**WHEREAS**, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

**WHEREAS**, the Commission desires to establish a current market value of \$26,000.00 for the vehicle, and

**WHEREAS**, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

**RESOLVED**, that the Commission hereby declares the 2017 Ram 2500 Van surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$26,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

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 Commission's 2017 Ford F-250 Truck Surplus Equipment and  
Authorizing Staff to Sell the Vehicle for the Current Market Value or the Best Price  
Obtainable**

July 6, 2023

**WHEREAS**, the Commission has received the replacement vehicle for the Commission's 2017 Ford F-250 Truck, and

**WHEREAS**, the Commission desires to declare the 2017 Ford F-250 Truck surplus equipment in order to dispose of the vehicle, and

**WHEREAS**, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

**WHEREAS**, the Commission desires to establish a current market value of \$32,000.00 for the vehicle, and

**WHEREAS**, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

**RESOLVED**, that the Commission hereby declares the 2017 Ford F-250 Truck surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$32,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

## Engineering and Operations Committee Meeting Notes

**Wednesday, May 24, 2023 @ 12:00 Noon  
Bolton Point Conference Room**

**Present:** Jack Rueckheim, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
<b>1. April 2023 Meeting Notes</b> The Committee found the notes to be acceptable as presented.		#1
<b>2. April 2023 Monthly Operations Report</b> Glenn provided the Production and Electrical/Mechanical portion of the report: Finished water production totals showed unmetered water to be -2.27 Million Gallons. Staff believes this due to the new finished water meter at the Treatment Plant reading accurately and the Oakcrest Pump Station reading low. Testing will be performed on the Oakcrest meter to confirm. On April 1 <sup>st</sup> , Staff responded to several power outages at pump stations throughout the Town of Ithaca. NYSEG power was restored in a timely fashion, and the pump stations were returned to normal operation. The monthly Heath Department report was routine.  Gregg provided the Distribution portion of the report: Staff repaired a malfunctioning 6-inch PRV and replaced the 2-inch PRV in the Lower Stone Quarry PRV Vault in the Town of Ithaca. Water usage for the Commission's 18 large users was down 7.0 percent in April. The Town of Ithaca's Ridgecrest Road Booster Pump Station project is expected to begin in June.		#2
<b>3. Informational Items</b> <b>a. Capital Projects</b>		
<b>1. Cascadilla Creek Transmission Main Project</b> The project has been awarded to R.B. Robinson Construction and a pre-construction meeting has been scheduled for June 14 <sup>th</sup> at 2:00pm. The contractor expects to mobilize for the project in July.		
<b>2. Treatment Plant - Floc/Sed Room Upgrade Project</b> 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.		
<b>3. Treatment Plant - Electrical Upgrade Project</b> 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.

4. **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.
  5. **Interconnection Pump Station - Cornell University** - Staff continues investigating the possibility of adding a pump between the Commission and Cornell’s East Hill Storage Tanks.
  6. **Raw Water Pump Station Addition Project** - SEQR review letters have been sent out to all involved agencies, and comments are due May 31<sup>st</sup>. The projects details and schedule will depend on the Commissions 2024 budget adoption.
4. **Committee Member Comments or Other Issues** – Atlantic Underwater will be onsite June 4<sup>th</sup> to inspect the Commissions four water storage tanks and the Treatment Plant finished water Clear Well.
  5. **Next Meeting - June 28, 2023 @ 12:00 Noon**

**Future meetings - Fourth Wednesday of the month at noon.  
July 26, August 23, September 27**

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
June 28, 2023 @ 12:00 noon  
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
<b>1. May 24, 2023 Meeting Notes</b>		#1
<b>2. May 2023 Monthly Operations Report</b>		#2
<b>3. Informational Items</b>		
<b>a. Capital Projects</b>		
<b>1. Cascadilla Creek Transmission Main Project</b>		
<b>2. Treatment Plant - Flocc/Sed Room Upgrade Project</b>		
<b>3. Treatment Plant - Electrical Upgrade Project</b>		
<b>4. Interconnection Pump Station - City of Ithaca</b>		
<b>5. Interconnection Pump Station - Cornell</b>		
<b>6. Raw Water Pump Station Addition Project</b>		
<b>4. Committee Member Comments or Other Issues</b>		
<b>8. Next Meeting - Wednesday, July 26, 2023 @ 12:00 Noon</b>		
<b>Future meetings - Fourth Wednesday of the month at noon.                 August 23, September 27, October 25</b>		

**Bolton Point Personnel and Organization Committee**  
**Wednesday, May 24, 2023**

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

1) Meeting Notes:

The Committee approved the April meeting notes.

2) 2023-2026 Staffing Plan -2023 modification Production

Glenn explained Production Department night shift operator Mike Hughston, has indicated his desire to retire in June 2024. It takes a year for a new employee to obtain a NYSHD license to be able operate the plant on their own. Glenn requested staff begin the recruitment process, and hire someone a year sooner than planned in the 2023-2026 staffing plan. Glenn is uncertain we would be able to hire someone with an IIA license. The recommendation is to hire someone for the night shift, to train them and confirm the shift works for their schedule, prior to the retirement. There are funds in the 2023 budget to allow for this position. This will increase the total number of positions for about a year.

The committee was in favor of moving forward with recruiting a Water Treatment Plant Operator Assistant in 2023.

3) Consider referral of policy revisions to Commission

A Volunteerism Policy - No changes from last month's review.

Jack moved to refer the policy revision to the Commission for approval, Joe seconded. Motion carried.

B Sexual Harassment Prevention Policy- Judy explained that the Town's P&O committee made two minor edits earlier this week. The SCLIWC Committee agreed with the edits.

Joe moved to refer the policy revision to the Commission for approval, Jack seconded. Motion carried.

C Fair Employment Practice Policy – Judy explained that the NYS Human Rights Law has been revised to include two additional protected status' – Immigration Status and Citizenship. The change to the policy is to bring it up to compliance with the law.

Joe moved to refer the policy revision to the Commission for approval, Pam seconded. Motion carried.

D Travel & Training Policy – meal rates- The Town's P&O Committee recommended moving away from the resolution setting the reimbursement rates and instead utilizing the rates set by the US General Service Administration. The Committee agreed with this recommendation.

Pam moved to refer the policy revision to the Commission for approval, Jack seconded. Motion carried.

4) Reports:

Shop Steward: Kyle Fellows reported that there are no grievances or issues to report.

Distribution Manager: Gregg reported that all staff completed the new NYS DOL online Sexual Harassment Prevention training. Additional safety trainings to be scheduled this year include tank/ladder climbing and forklift safety.

On June 7<sup>th</sup>-9<sup>th</sup>, four NYS code certified staff members will be attending a training with STBOA in Tioga. Staff has also been attending online trainings to meet the requirement of 24 recertification contact hours per year.

Production Manager: Glenn reported that he is developing new educational material for the Lead & Copper sampling program. The new material will be available as a video on our website. Time has been dedicated to inputting data into the new asset management program, which is working well. Water production has increased, due to the current dry conditions.

Finance Manager: Pam reported that she and Winona are keeping up but are very busy. Winona is doing an excellent job handling customer questions. Interviews for the vacant department position are starting this week. The 2024 Budget process is underway.

Human Resources: Judy reported that she has been working on the new payroll software conversion, Deferred Compensation annual audit, 2024 budget preparation, position recruitment and writing and editing policies.

General Manager: Steve reported that staff and managers are doing a great job. Staff continues to develop the 2024 budget.

**Next meeting – 4<sup>th</sup> Wednesday June 28, 2023, at 1:00 pm.**

Meeting adjourned at 1:30 pm

**Bolton Point Personnel and Organization Committee**  
**Wednesday, June 28, 2023**  
**1:00 pm – 2:00 pm**

AGENDA:

1. Review the draft May meeting notes.
2. Review 2024-2027 Staffing Plan and 2024 Staff Wage budget
3. Discuss College Course Reimbursement Program policy
4. Reports
  - a. Shop Steward
  - b. Distribution Manager
  - c. Production Manager
  - d. Finance Manager
  - e. Human Resources Manager
    - i. BPWS negotiations committee members
  - f. General Manager
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting- 4<sup>th</sup> Wednesday. July 26, 2023**

Future meetings: 8/23, 9/27, 10/25, 11/22, 12/27