**BOARD OF PUBLIC WORKS ADVISORY MEETING**

**October 20, 2020**

MEMBERS Attending: Chairman - Todd Swanson, Dennis Lutes, John Poshka, Troy Winkleman, and Steve Rudnicki (by video)

OTHERS: Andrew Thompson

MINUTES:  **A motion to approve the minutes to the 8 September 2020 meeting was made by John Poshka and seconded by Troy Winkleman. The motion was passed unanimously.**

OLD BUSINESS:

Andrew Thompson provided an update of on-going projects and activities of the Village DPW departments. He summarized the status of the construction contracts at the WPCF and for the Water Department. Andrew noted that STC had finished the aerobic digesters, but have run into a problem with the two 50 HP units. The circulation is allowing solids to drop out and collect in the corners of the square basin. The old single 60 HP unit did not have this issue. This is being reviewed by the designer. Following the start-up of the digesters the septage receiving station was activated. Leaks were discovered and there is an issue with the level detector. This is a problem for the contractor to resolve. Andrew had received a copy of the draft O&M manual for review. He indicated that he is pleased with the document on his initial review. It was suggested that he have the staff review the document for their input. Andrew noted that training on the emergency generator was scheduled for next Monday, Oct. 26th. H&K is scheduled to be here Wed. to review the work for the tile repairs at the Water Treatment Plant. They intend to start the week of the 27th.

Andrew noted that Thayer Electric has installed all of the poles for the Rte. 5 West electric line work. Thayer Electric plans to start pulling conductors as weather permits.

Andrew updated the status of work of the MRB Group. Andrew noted that comments back from the Co. Health Dept. on the design for the pump station have been incorporated. A resubmission back to the county has been made. Regarding the discussed inspection of the intake pipe at the reservoir, Andrew noted that he is still waiting to get a scope from MRB. Andrew is working on a listing of projects relative to the 5-year plan to identify priorities and ranking of importance. Andrew noted that other projects he was considering for MRB included storm drainage for Cottage Ave. and Academy St. He is looking for funding possibly CDBG for planning. MRB is doing an economic survey for determination of eligibility for certain grants. Andrew noted that he has also requested MRB make a proposal for doing a hydraulic model of the water distribution system. The scope is to be defined, including portions of work that could be done by Village staff.

The improvements for the parking lot off Clinton St. continues to be a priority. The one year time extension, and additional months to complete the work have run out. It appears paving work will not be completed this year. However, the majority of the electric work has been completed to the degree necessary to receive the grant funding.

Andrew indicated that the tour of the Village facilities for the Fire Department/Police Dept. would be set up in the next month.

Regarding the Findley Rd. interconnect, Andrew noted that Terracon, Rochester, NY, was the low bidder for doing the borings that TRC needs to complete the foundation design. They intend to start soon.

REVIEW OF DEPARTMENT HEADS:

Public Works – Work at the Clinton St. parking lot continues with concrete curbing and sidewalks being done. Leaf collection will be a priority over the next month.

Electric Dept. – Work at the Clinton St. parking lot continues with wiring for lighting. Work on the primary feed to Edgewater. Andrew noted there was a failed switch at the Portage St. substation. Replacement switch has been ordered and will be installed once grape processing is completed.

Water Dept. – normal operations.

Sewer Dept. – normal operations, Andrew noted that Welches had complete processing on the 17th and Growers were done as of today, 20th.

NEW BUSINESS/OPEN DISCUSSION:

Andrew noted that the Village is getting several request for other utilities to attach fiber optic lines to electric poles in certain areas. He noted there would be a payment and annual fee to the Village, if approved. During open discussion, Andrew commented on some future projects and discussed the current electric rates. He noted the last rate increase was 21 years ago. Current operations and commitments are very close to the break even point. He is to check on the reserve fund minimum allowable. Andrew also noted several future projects; Rte. 5 East, new transformers at Bourne St., and a second feed to the Portage substation.

**John Poshka made the motion to adjourn, seconded by Troy Winkleman and unanimously passed.**

The next Advisory Board meeting was scheduled for Nov. 10th, 2020 at 6:30. The meeting will be held at the Electric Building.

NOTE: **The Nov. meeting has be canceled. The next meeting is now scheduled for 8 December.**