

GAINES TOWN BOARD MEETING
Gaines, NY August 12, 2014

A Regular Town Board Meeting of the Town of Gaines, County of Orleans and the State of New York was held at the Gaines Town Hall, 14087 Ridge Road, Gaines, New York on the 12th day of August 2014.

PRESENT: Carol Culhane ----- Supervisor
James Kirby ----- Councilperson
David Kast ----- Councilperson
Ron Mannella ----- Highway Superintendent
Jean Klatt ----- Town Clerk
Andrew Meier ----- Council

EXCUSED: Susan Smith ----- Councilperson
Douglas Syck ----- Councilperson

OTHERS PRESENT: Ray Burke, Jerry Culhane, Lynne Johnson, Jim Krenick, Bruce Schmidt, Connie Mosher, Marilyn Miller, Joseph Grube, Richard Ertel, Lisa Mannella, Tibbs Ahlberg

Supervisor Culhane called the meeting to order at 7:30PM with the Pledge to the Flag.

RESOLUTION 55 - 14

APPROVAL OF MINUTES

On a motion of Councilperson Kast, seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 3 Culhane, Kirby, Kast
Nays 0

Resolved that the minutes of July 8, 2014 meeting are approved with the correction of Supervisor Mannella being changed to read Superintendent Mannella. The minutes of the August 4th meeting are approved with the correction of the adjournment motion

being changed to read motion by Councilperson Smith and seconded by Councilperson Syck.

RESOLUTION 56 - 14

INCREASE REVENUE AND EXPENDITURE LINE FOR HIGHWAY

On a motion of Councilperson Kast, seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that the revenue line DB.3501 and expenditure line DB.5112.2 will be increased by \$14,683.69.

RESOLUTION 57 - 14

APPROVAL OF ABSTRACTS

On a motion from Councilperson Kirby and seconded by Councilperson Kast

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that the bills on abstract #8, voucher #'s 880 - 942 in the amount of \$163,177.48 are approved for payment as presented except voucher # 932 for Barre Stone which will be held until the accounting firm can check on one invoice. Once the accounting firm clears up the issue payment will be made.

Supervisor Culhane addressed the water lose issue. She explained that it had been determined that there had been some water loss in a Ridgeway Pit allowing for unmetered water to flow into Ridgeway from Gaines. The Town of Gaines has installed a meter in the pit so that water will now be metered. Ridgeway has agreed to pay for the water until they repair the check valve in the pit.

Supervisor Culhane presented the board with a memo from Wendel regarding a GPS locating system for curb boxes.

This memo has been prepared in response to a question asked relating to curb stops. We hope this information clears up any confusion the report may have created. Please don't hesitate contacting me if the need arises.

It was questioned why the curb stop locations were stated in the report as not well documented when the Town has paper records of the location of the curb stops.

The response to this question is as follows:

The American Water Works Association Audit tool that was used to evaluate the Town of Gaines system provides a score related to the validity of the means to quantify the average length of customer service lines. The scoring system states the following criteria for the highest ranking scores of 8 and above. “Accurate and well maintained electronic records exist with periodic field checks to confirm locations of service lines, curb stops and customer meter pits. An accurate number of customer properties from the customer billing system allows for reliable averaging of this length.”

The report and audit conducted noted that the curb stop locations were not well documented because the curb stops locations are recorded in paper records instead of electronically, field checks are not performed on the location of service line records and lengths of service connections are not kept in the water meter billing software. It was therefore recommended that the accuracy of the paper records be assessed by field locating curb stops including use of pipe locating equipment. In addition, to this recommendation it is further recommended that the location of the curb stops are spatially located and incorporated into a GIS system to allow for location when reference points are covered with snow. These procedural changes and verification efforts will enhance the reliability of water service connection data on file and also increase the Town of Gaines water audit score.

It was further questioned whether it was appropriate to recommend that a small community like the Town of Gaines utilize a costly solution like GIS to assist with management of their water system.

The response to the question is as follows:

The cost for a Trimble data collection unit is between \$6,000 and \$7,000. The additional support for implementing a system is often \$7,500 to \$10,000. We have worked with several small communities to help implement GIS management programs. The Towns of Cambria (5,900 people) and Somerset (2,660 people) are two small communities that we have helped implement GIS Systems. The Towns have spread the cost over several years to reduce the impact on their budget by purchasing the data collection unit one year then collecting data over a couple years using town forces. The additional support costs are then spread over two years which limits the annual outlay of the Town to less than \$7,000 per year and the total cost being approximately \$14,500 to \$17,000.

Supervisor Culhane also informed the board that she had received a report from Chatfield Engineers regarding unmetered water usage during the installation of water districts 8, 9, & 10 accounting for some on the water loss.

Superintendent Mannella informed the board that Hometown Energy will be installing double walled fuel tanks, pumps, and nozzles at no charge in exchange for the town using them as their fuel supplier.

Superintendent Mannella presented the board with a quote from New York Rural Association for a GPS locating system that Wendel recommended the town use.



August 11, 2014
New York Rural Water Association

Prepared By: Steven Winkley

Town of Gaines
680 curb boxes

Water System Mapping Quotation	
Labor	\$ 4,260
Travel	\$ 1,500
Other Expenses	\$ 535
TOTAL	\$ 6,315

Proposed Work:

NYRWA will GPS locate curb boxes with a GeoXH unit with submeter accuracy depending upon local field conditions. Curb boxes will be pre-located by Town of Gaines' personnel who will also accompany NYRWA staff in the field.

NYRWA will post-process the GPS data, export the data into shapefile format, and send the shapefile and Trimble-corrected data to the Town on DVDs and CDs.

NYRWA will also research hand-held GPS units for the Town of Gaines' to purchase. We will give specifications on various units as well as costs.

Once the Town purchases a hand-held GPS unit, NYRWA will load the curb box data onto the GPS unit and show Town personnel how to use the unit.

If this quotation is acceptable, please contact Steve Winkley at 518-828-3155, ext. 17 or winkley@nyruralwater.org to execute a written agreement. Note that NYRWA cannot initiate this work until spring 2015.

Thank you.

Superintendent Mannella presented the board with a report from Dan Tousley regarding the water loss.



NEW YORK RURAL WATER ASSOCIATION

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Mr. Ron Mannella, Superintendent

Town of Gaines Water Department

August 7, 2014

Ron, please accept this note as a summary of your water system's leak survey over three or four days this month and last involving every hydrant in Gaines' Water System.

During this period two fire hydrants were found to be leaking past the main valve in the base of the hydrant. These are minor leaks, not involving a large amount of water but as you know any leak is a matter of concern. These were serviced and corrected on the spot. We also found a guard valve to a hydrant on Gaines / Basin Road where water was leaking from the valve bonnet due to the bonnet bolts. This was the only 'serious' leak we uncovered during the survey. Excavation and repair of this situation was underway very promptly as I was leaving for home!

I work in a very large number of water systems in New York State running the gamut from water I'd rather not drink to outstanding systems such as The Town of Gaines'. It is very obvious that your water system is extremely well maintained and operated in a conscientious manner. The residents of Gaines Township have every justification to be proud of their water system and the people who operate it. Your work ethic in the water system is, as I said, outstanding. I enjoyed taking a close look at your operation. Your meter reading and data collection is truly cutting edge and well worth the investment.

I hope you will not mind my holding your water system up as an example to others I encounter in my travels. Keep up the excellent workmanship Ron!

Daniel Tousley, Circuit Rider

New York Rural Water Association

TO PROVIDE ITS MEMBERS WITH THE EXPERTISE AND TRAINING TO MEET PRESENT AND FUTURE CHALLENGES AND TO REPRESENT ITS MEMBERS' INTERESTS AT THE LOCAL, STATE AND FEDERAL LEVELS.

Supervisor Culhane explained to the audience that there would be no public hearing to consider court consolidation. The towns of Kendall and Albion have decided against the proposed idea prior to this evening, therefore, court consolidation is off the table at this time.

Supervisor Culhane informed the board that she had received 11 resumes to date for the billing clerk position.

RESOLUTION 58 - 14

PERMISSION FOR JUDGE TO APPLY FOR THE JCAP GRANT

On a motion of Councilperson Kirby, seconded by Councilperson Kast the following resolution was

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that Judge Schmidt is authorized to apply for the JCAP grant.

RESOLUTION 59 - 14

ACCEPT RESIGNATION OF COURT CLERK

On a motion of Councilperson Kirby, seconded by Councilperson Kast the following resolution was

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that the resignation of Marita Dumrese, Court Clerk is accepted effective August 1, 2014.

RESOLUTION 60 - 14

CHANGE SEPTEMBER REGULAR TOWN BOARD MEETING DATE

On a motion of Councilperson Kast, seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that the September Regular Town Board meeting previously scheduled for September 9th, 2014 will be changed to September 10th, 2014 due the Primary Election being held on September 9th, 2014.

Supervisor Culhane stated that at the September board meeting she would like to schedule a couple of budget workshop meetings and asked the board to consider dates that would work for them prior to the meeting.

Amato Fox presented the board with the 2013 Single Audit findings.

Supervisor Culhane introduced Richard Ertel from Amato, Fox Co. to present the audit findings.

To summarize Mr. Ertel stated that they had to reconstruct many things because the cash accounts had not been reconciled. They feel that the town is financially in good shape and on the right track. They suggested the town adopt a policies and procedures manual and that money borrowed from other funds be paid back. They also said that the town should borrow money from the proper funds if borrowing is required. The audit report in its entirety will be on file in the clerk's office.

Supervisor Culhane thanked the audit company for a job well done.

PRIVILEGE OF THE FLOOR

Marilynn Miller asked if she would be able to FOIL the audit report. Supervisor Culhane stated that the audit would be available for FOIL as well as available on the website. Marilyn also asked when funds should be reimbursed if borrowed from other funds? Mr. Ertel responded within one year.

Joseph Grube from 13961 West Bacon Road addressed the board regarding a garage that was built on his neighbors property just prior to him owning 13961 West Bacon Road. He said the garage is only 9 feet off the property line. A variance was never issued because the owner misrepresents how close he was building to the property line. A building permit was issued in good faith by a previous Code Officer. Mr. Grube is wondering if the variance process could be done at this time. He is worried about complication arising should he ever decide to sell his property. Attorney Meier stated that the town would not be able to issue a variance after the fact. Attorney Meier agreed to write a letter to clear up the issue to help Mr. Grube from ever having issues with the situation in the future.

MOTION TO ADJOURN

On a motion of Councilperson Kast, seconded by Councilperson Kirby, the motion was

ADOPTED Ayes 3 Culhane, Kirby, Kast
 Nays 0

Resolved that with no further business, the August 12th, 2014 regular town board meeting is adjourned at 8:11PM.

Respectfully Submitted,

Jean Klatt
Gaines Town Clerk