**MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 10, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Matthew Jilson, Mike Steck, and Senior Commissioner Dr. Ronald Kahn

Also present was Clerk Treasurer Michele Wood, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for December 2021. He reported the mercury detected was very low on the testing report.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of December 13, 2021 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/21 – 12/31/21

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 15,488.50 | Current Revenues | 112,696.03 |
| Deposits | 122,996.09 | Year to Date Revenue | 669,836.18 |
| Disbursements | -66,725.92 | Current Expenditures | 52,865.40 |
| Ending Balance | 71,758.67 | Year to Date Expended | 769,684.08 |

\*Capital Reserve Balance $131,037.20

Sewer Fund DSC (Capital Charges) 12/01/21 – 12/31/21

|  |  |
| --- | --- |
| Beginning Balance | 45,811.16 |
| Deposits | 54,117.73 |
| Disbursements/Transfers | -11,903.53 |
| Ending Balance | 88,025.36 |
| Add Money Market Account | 470,410.21 |
| Accounts Receivable (unavailable) | 48,973.01 |
| Total Fund Balance  | 607,408.58 |

**Abstract:** Commissioner Steck moved to approve the following abstracts: Sewer O & M $75,602.61. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 6:37 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON WEDNESDAY, FEBRUARY 16, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, and Senior Commissioner Dr. Ronald Kahn

Xyz Also present was Clerk Treasurer Michele Wood, Plant Operator Doug Kinsley, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for January 2022. He asked the Board to consider purchasing a new Influent Pump to assist with rotating and maintenance of pumps. Commissioner Hoppe moved to expend funds from the Sewer Capital Reserve Fund to purchase a Vaughan Submersible Chopper Pump from GP Jager, Inc., as quoted at a cost of $24,056.25, and the clerk to advertise the same to comply with the 30-day permissive referendum requirement. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of January 10, 2022 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 1/01/22 – 1/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 71,758.67 | Current Revenues | 88,413.84 |
| Deposits | 124,578.97 | Year to Date Revenue | 758,250.02 |
| Disbursements | -94,373.31 | Current Expenditures | 93,390.48 |
| Ending Balance | 101,964.33 | Year to Date Expended | 863,074.56 |

\*Capital Reserve Balance $131,048.32

Sewer Fund DSC (Capital Charges) 1/01/22 – 1/31/22

|  |  |
| --- | --- |
| Beginning Balance | 88,025.36 |
| Deposits | 32,045.42 |
| Disbursements/Transfers | -75,744.90 |
| Ending Balance | 44,325.88 |
| Add Money Market Account | 545,370.27 |
| Accounts Receivable (unavailable) | 52,360.55 |
| Total Fund Balance  | 545,370.27 |

**Abstract:** Commissioner Hoppe moved to approve the Sewer abstract in the amount of $41,581.03. Commissioner Deibler seconded the motion, which carried unanimously.

**2022-2023 Tentative Sewer Budget:** The clerk submitted the Tentative Sewer Budget. She stated on behalf of the Budget Committee, the 2022-2023 Tentative Budget reflects an increase from $1,142,925 to $1,162,963. The sewer charge revenue will increase from $685,625 to $743,133. The sewer rate will increase by .25 cents to from $4.88 to $5.13 per 100 cf. of water usage. The sewer capital charge will decrease $20 per year ($5 per quarter); from $156 per year to $136 per year, per dwelling unit.

 Commissioner Hoppe moved to recommend adoption of the 2022-2023 Tentative Sewer Budget as presented, to the Board of Trustees. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:15 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 14, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Commissioner Hoppe called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, and Michael Steck

Also present: Clerk Treasurer Michele Wood, Plant Operator Doug Kinsley, and Attorney Betty Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for February 2022. He stated Broad Street was plugged up again at the manhole near Johnson Street. Commissioner Hoppe stated she would discuss with Code Officer Robinson.

**NY Rural Water Association’s Annual Conference:** Commissioner Deibler moved to approve Doug Kinsley to attend the NYRWA Annual Conference on May 23-25, 2022 in Verona, NY, at cost of $300, plus room/board. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of February 16, 2022 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 2/01/22 – 2/28/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 101,964.33 | Current Revenues | 91,357.77 |
| Deposits | 44,980.52 | Year to Date Revenue | 849,607.79 |
| Disbursements | -55,329.77 | Current Expenditures | 55,329.77 |
| Ending Balance | 91,615.08 | Year to Date Expended | 918,404.33 |

\*Capital Reserve Balance $131,069.50

Sewer Fund DSC (Capital Charges) 2/01/22 – 2/28/22

|  |  |
| --- | --- |
| Beginning Balance | 44,325.88 |
| Deposits | 27,946.96 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 72,272.84 |
| Add Money Market Account | 545,495.70 |
| Accounts Receivable (unavailable) | 57,247.57 |
| Total Fund Balance  | 675,016.11 |

**Abstract:** Commissioner Steck moved to approve the Sewer abstract in the amount of $42,763.85. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:44 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 11, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Michael Steck, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for March 2022. He stated the grease was down. They discussed the need for a new Jet Rodder Truck, and the old one was purchased in 1986 is near non-operational. The Onondaga County Contract for a 2023 International with Hunter Vac/Jetter System is $377,762.00. Plant Operator Kinsley stated delivery would take 12-18 months. The clerk stated she would follow-up with financing options.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of March 14, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 3/01/22 – 3/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 91,615.08 | Current Revenues | 107,116.62 |
| Deposits | 83,794.64 | Year to Date Revenue | 956,724.41 |
| Disbursements | -84,883.35 | Current Expenditures | 64,883.35 |
| Ending Balance | 90,526.37 | Year to Date Expended | 983,287.68 |

\*Capital Reserve Balance $131,080.63

Sewer Fund DSC (Capital Charges) 3/01/22 – 3/31/22

|  |  |
| --- | --- |
| Beginning Balance | 72,272.84 |
| Deposits | 51,237.40 |
| Disbursements/Transfers | -85,000.13 |
| Ending Balance | 38,510.11 |
| Add Money Market Account | 630,543.89 |
| Accounts Receivable (unavailable) | 51,163.66 |
| Total Fund Balance  | 720,217.66 |

**Abstract:** Commissioner Hoppe moved to approve the Sewer abstract in the amount of $47,507.22. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:50 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 9, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Commissioner Hoppe called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, and Michael Steck

Also present: Clerk Treasurer Michele Wood, Trustee Courtney Aronstam, and Attorney Keene

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for April 2022. The report stated grease was still down.

**Vac/Jetter System:** The clerk stated she discussed financing through bank or bonding and the bank financing would be a bit less expensive. The payment would be approximately $63,600 per year for seven years. Discussion followed. The Board would like to get financing with $200,000 down. It would be approximately 30,000 per year for seven years and they were more comfortable with that.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of April 11, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 4/01/22 – 4/30/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 90,526.37 | Current Revenues | 88,474.47 |
| Deposits | 73,973.65 | Year to Date Revenue | 1,045,198.88 |
| Disbursements | -67,503.17 | Current Expenditures | 66,377.30 |
| Ending Balance | 96,996.85 | Year to Date Expended | 1,049,664.98 |

\*Capital Reserve Balance $107,035.08

Sewer Fund DSC (Capital Charges) 4/01/22 – 4/30/22

|  |  |
| --- | --- |
| Beginning Balance | 38,510.11 |
| Deposits | 35,585.62 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 74,095.73 |
| Add Money Market Account | 630,595.71 |
| Accounts Receivable (unavailable) | 50,128.48 |
| Total Fund Balance  | 754,819.92 |

**Abstract:** Commissioner Steck moved to approve the Sewer abstract in the amount of $15,988.61; and Capital Reserve $24,056.25 (which was previously approved/permissive referendum). Commissioner Deibler seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Hoppe offered the following resolution, and recommended adoption to the Village Board.

 WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2022 with the properties against which said unpaid sewer rents are charged.

 NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $37,658.69 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and

 NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid debt service charges (capital charges) in the amount of $25,580.07 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

 Commissioner Deibler seconded the motion, which carried unanimously.

**2021-2022 Sewer Fund Budget Transfers:** Commissioner Steck moved to approve the following budget transfers, as presented. Trustee Deibler seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 19,790 |   |
| G 1990.0400 | contingency exp |   | -15,000 |
| G 8110.0101 | commissioners |   | -350 |
| G 8110.0102 | admin-clerk/treasurer |   | -790 |
| G 8110.0105 | admin-clerk |   | -6,630 |
| G 8110.0145 | admin-sick  | 560 |   |
| G 8110.0148 | admin-holiday |   | -644 |
| G 8110.0149 | admin-vacation |   | -343 |
| G 8110.0200 | admin-equipment |   | -1,000 |
| G 8110.0401 | admin-supplies |   | -2,570 |
| G 8120.0402 | meter parts |   | -1,500 |
| G 8120.0403 | new meters | 121 |   |
| G 8130.0103 | laborer | 757 |   |
| G 8130.0104 | plant operator |   | -7,044 |
| G 8130.0105 | plant operator/trainee | 383 |   |
| G 8130.0142 | part time |   | -6,000 |
| G 8130.0145 | sick time | 4,399 |   |
| G 8130.0146 | overtime |   | -2,395 |
| G 8130.0148 | holiday |   | -516 |
| G 8130.0149 | vacation | 2,489 |   |
| G 8130.0200 | equipment |   | -3,800 |
| G 8130.0401 | supplies | 15,000 |   |
| G 8130.0402 | repairs | 41,624 |   |
| G 8130.0403 | electric |   | -4,500 |
| G 8130.0404 | heating fuel | 16,594 |   |
| G 8130.0405 | telephone |   | -750 |
| G 8130.0406 | gasoline | 50 |   |
| G 8130.0407 | sludge | 2,810 |   |
| G 8130.0408 | chlorine | 1,000 |   |
| G 8130.0409 | polymer | 7,534 |   |
| G 8130.0410 | PAC |   | -12,003 |
| G 8130.0412 | lab testing |   | -5,000 |
| G 8130.0413 | training | 750 |   |
| G 8130.0414 | computer/IT services | 1,500 |   |
| G 8130.0415 | mag hydroydroxide | 12,000 |   |
| G 8140.0400 | misc |   | -320 |
| G 9010.0800 | retirement |   | -36 |
| G 9030.0800 | social security |   | -2,298 |
| G 9040.0800 | workman comp |   | -3,049 |
| G 9045.0800 | life insurance |   | -29 |
| G 9060.0800 | health insurance |   | -13,824 |
| G 9901.0900 | transfer to DSC |   | -36,970 |
| **Totals** |  | **127,361** | **-127,361** |

**2021-2022 Sewer Fund Budget Amendments:** Commissioner Steck moved to approve the following budget transfers, as presented. Trustee Deibler seconded the motion, which carried unanimously.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **G 0510 - Appropriated Revenue (cr)** |  |  | **G 0960 - Appropriated Expense (db)** |  |
| G 9000 | 24,057.00 |   | G 8130.0200 | 24,057.00 |
| TOTAL | 24,057.00 |   | TOTAL | 24,057.00 |
| \*Purchase of pump from reserves |  |  |  |

**Adjournment:** Commissioner Steck moved to adjourn at 6:55 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 13, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler, Matt Jilson, and Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Trustee Courtney Aronstam, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for May 2022.

**Letters and Communications:** The clerk presented a letter from Cheryl Gallagher, 114.5 Providence Street, requesting a reduction in sewer charges as there was a broken water pipe in the basement causing water leaking into the ground. She submitted a bill from Lowes for pipe repair parts. Commissioner Hoppe moved to approve reducing the sewer bill to average (an adjustment of $610.00 and any additional overage on next bill). Commissioner Deibler seconded the motion, which carried unanimously.

The clerk presented a letter from Beth Weaver, of 103 Center Street, stating that she purchased the home in August of 2020 and the home is a one-family home. This home is listed on the Tioga County website as one-family also. She requested consideration to bill for only one unit in regards to the capital charge. Commissioner Hoppe moved to credit the account for 12-months of capital charge, or $156. Commissioner Jilson seconded the motion, which carried unanimously.

The clerk read a letter from Casella stating they bought Dickson Environmental and is working to provide a seamless transition for their customers.

Plant Operator Kinsley stated Best Bev Manufacturing wants to come into the Waverly Trade Center. He has gotten very little information regarding their effluent composition and quantity. He reached out to Mike Primmer for his expertise.

**Vac/Jetter System:** Commissioner Hoppe moved to approve purchasing the Vac/Jetter System from Stadium International, under the Onondaga County Contract, in the amount of $377,762 and finance it through Sun First Equipment Financing with $200,000 down, and an annual payment of $29,935.06 for seven years, at a rate of 4.29%. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of May 9, 2022 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the Sewer abstract in the amount of (May) $48,885.01; and (June) $11,750.53. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 6:55 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 11, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Mike Steck, Matt Jilson, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for June 2022. He stated the black top should be sealed and he is getting some quotes.

**Letters and Communications:** The clerk stated Water Plant Operator was called to 183 Center Street, Apt #5 to check on a leak. He confirmed there was a leak in the meter pit. Commissioner Hoppe moved to approve reducing the sewer bill to average (an adjustment of $66.69 and any additional overage on next bill). Commissioner Jilson seconded the motion, which carried unanimously.

 Senior Commissioner Kahn stated Mike Primmer, of Delaware Engineers, is looking at the proposal for Best Bev Manufacturing. Mr. Primmer feels they may need to pre-treat their waste.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of June 13, 2022 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 5/01/22 – 5/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 96,996.85 | Current Revenues | 111,557.56 |
| Deposits | 43,230.92 | Year to Date Revenue | 1,156,756.44 |
| Disbursements | -57,423.47 | Current Expenditures | 98,957.07 |
| Ending Balance | 82,804.30 | Year to Date Expended | 1,148,622.05 |

\*Capital Reserve Balance $107,044.17

Sewer Fund DSC (Capital Charges) 5/01/22 – 5/31/22

|  |  |
| --- | --- |
| Beginning Balance | 74,095.73 |
| Deposits | 27,015.75 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 101,111.48 |
| Add Money Market Account | 630,649.26 |
| Accounts Receivable (unavailable) | 68,409.77 |
| Total Fund Balance  | 800,170.51 |

Sewer Fund 6/01/22 – 6/30/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 82,804.30 | Current Revenues | 90,136.58 |
| Deposits | 129,707.39 | Year to Date Revenue | 90,136.58 |
| Disbursements | -144,327.51 | Current Expenditures | 426,158.45 |
| Ending Balance | 68,184.18 | Year to Date Expended | 426,158.45 |

\*Capital Reserve Balance $107,052.96

Sewer Fund DSC (Capital Charges) 4/01/22 – 4/30/22

|  |  |
| --- | --- |
| Beginning Balance | 101,111.48 |
| Deposits | 342,335.00 |
| Disbursements/Transfers | -412,844.03 |
| Ending Balance | 30,602.45 |
| Add Money Market Account | 380,690.82 |
| Accounts Receivable (unavailable) | 31,466.12 |
| Total Fund Balance  | 442,759.39 |

**Abstract:** Commissioner Steck moved to approve the Sewer abstract in the amount of (May) $1,698.04; and (June) $51,651.33. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 6:55 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 8, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Matt Jilson, James Deibler, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for July 2022. He stated the transition for sludge removal from Dickson’s to Casella has not been smooth. It’s been over a week since they last came down. He is looking at other options.

**Seal Coating:** Plant Operator Kinsley submitted three quotes for seal coating the parking areas and driveway at the facility. They were:

 B & G Sealcoating and Striping $10,000.00

 B & S Construction 7,827.00

 Douglas Brothers, Inc 11,250.00

The Board reviewed the quotes. Douglas Brothers did not have any scope of work that they would provide, therefore, the Board rejected their bid. The Board felt more comfortable with the scope of work from B & G Sealcoating and Striping. Commissioner Hoppe moved to award the seal coating to B & G Sealcoating and Striping. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of July 11, 2022 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 7/01/22 – 7/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 68,184.18 | Current Revenues | 83,454.21 |
| Deposits | 57,934.15 | Year to Date Revenue | 173,590.79 |
| Disbursements | -80093.23 | Current Expenditures | 73,888.19 |
| Ending Balance | 46,025.10 | Year to Date Expended | 500,046.64 |

\*Capital Reserve Balance $107,062.05

Sewer Fund DSC (Capital Charges) 7/01/22 – 7/31/22

|  |  |
| --- | --- |
| Beginning Balance | 30,602.45 |
| Deposits | 29,391.07 |
| Disbursements/Transfers | -42,085.25 |
| Ending Balance | 17,908.27 |
| Add Money Market Account | 420,724.24 |
| Accounts Receivable (unavailable) | 33,828.18 |
| Total Fund Balance  | 472,460.69 |

**Abstract:** Commissioner Deibler moved to approve the Sewer abstract in the amount of $50,893.24. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:30 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 19, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Michael Steck, James Deibler, and Senior Commissioner

Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, Trustee Courtney Aronstam, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for August 2022. There was discussion about possibly hauling sludge ourselves.

**NYCOM Public Works Training School:** Commissioner Steck moved to approve Doug Kinsley to attend NYCOM’s Public Works Training School from October 3-5, 2022 in Lake George, NY, at cost of $385, plus room and board. Commissioner Deibler seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk presented a letter from Myrtle Howe, 538 Clark Street, requesting a reduction in sewer charges. She didn’t really explain the issue. Pat Roney, or the Water Department, verified and stated the toilet was running. Commissioner Steck moved to deny request as waste was treated. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 8, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 8/01/22 – 8/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 46,025.10 | Current Revenues | 83,409.26 |
| Deposits | 47,446.79 | Year to Date Revenue | 257,000.05 |
| Disbursements | -66,722.72 | Current Expenditures | 66,714.95 |
| Ending Balance | 26,749.17 | Year to Date Expended | 566,761.59 |

\*Capital Reserve Balance $107,071.14

Sewer Fund DSC (Capital Charges) 8/01/22 – 8/31/22

|  |  |
| --- | --- |
| Beginning Balance | 17,908.27 |
| Deposits | 26,308.18 |
| Disbursements/Transfers | 0 |
| Ending Balance | 44,216.45 |
| Add Money Market Account | 420,759.97 |
| Accounts Receivable (unavailable) | 36,510.06 |
| Total Fund Balance  | 501,486.48 |

**Abstract:** Commissioner Deibler moved to approve the Sewer abstract in the amount of $60,205.12. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:08 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 10, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Michael Steck, James Deibler, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for September 2022. He stated he is still waiting on the lab results to see if Steuben County Landfill will accept our waste. If accepted, Dickson Environmental will haul it. Discussion followed on the possibility that we haul it ourselves. Plant Operator Kinsley recommended we give it at least three months to see how this all works out before making that decision. The Board agreed.

**Letters and Communications:** The clerk presented a letter from John Damian, 2 Cooper Street, requesting a reduction in sewer charges. He stated he found a defective hose leaking and inadvertently the faucet was left on. The water ran into the ground. Commissioner Hoppe moved to approve reducing the sewer bill to an average use, a reduction of $833.85 and any additional overage on next bill. Commissioner Deibler seconded the motion, which carried unanimously.

 The clerk presented a letter from Chris Robinson, 165 Center Street, requesting a reduction in sewer charges. He stated he put in new lawn and watered it a couple of times per week. Discussion followed. Commissioner Hoppe moved to table for attorney review. Commissioner Deibler seconded the motion, which carried unanimously.

 The clerk presented a letter from Kayla Pond, 36 Chemung Street, Cottage 1; requesting a reduction in sewer charges. She stated there was a broken pipe under the cottage that lead into the foundation, and she submitted pictures. Commissioner Steck moved to approve reducing the sewer bill to an average use, a reduction of $297.40 and any additional overage on next bill. Commissioner Hoppe seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of September 19, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 9/01/22 – 9/30/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 26,749.17 | Current Revenues | 90,673.37 |
| Deposits | 103,884.28 | Year to Date Revenue | 347,673.42 |
| Disbursements | -83,242.40 | Current Expenditures | 81,515.69 |
| Ending Balance | 47,391.05 | Year to Date Expended | 648,277.28 |

\*Capital Reserve Balance $107,087.52

Sewer Fund DSC (Capital Charges) 9/01/22 – 9/30/22

|  |  |
| --- | --- |
| Beginning Balance | 44,216.45 |
| Deposits | 23,890.70 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 68,107.15 |
| Add Money Market Account | 420,826.33 |
| Accounts Receivable (unavailable) | 41,486.28 |
| Total Fund Balance  | 530,419.76 |

**Abstract:** Commissioner Deibler moved to approve the Sewer abstract in the amount of $41,920.01. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:12 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 14, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Michael Steck, James Deibler, Laura Hoppe, Matt Jilson, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Trustee Courtney Aronstam, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for October 2022. He stated Casella picked up their last load of sludge a week ago, and Dickson’s will pick up the next load in about a week.

**Letters and Communications:** The clerk brought back a letter from Chris Robinson, 165 Center Street, requesting a reduction in sewer charges. The letter stated he put in new lawn and watered it a couple of times per week. This was tabled for attorney review. Attorney Keene stated that this was elective water use and didn’t believe it was the same as a unknown water leak. Commissioner Jilson moved to deny the request as it was elective use. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of October 10, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 10/01/22 – 10/31/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 47,391.05 | Current Revenues | 119,720.00 |
| Deposits | 63,447.61 | Year to Date Revenue | 467,393.42 |
| Disbursements | -61,766.89 | Current Expenditures | 60,766.89 |
| Ending Balance | 50,071.77 | Year to Date Expended | 709,044.17 |

\*Capital Reserve Balance $107,349.78

Sewer Fund DSC (Capital Charges) 10/01/22 – 10/31/22

|  |  |
| --- | --- |
| Beginning Balance | 68,107.15 |
| Deposits | 35,603.74 |
| Disbursements/Transfers | -85,000.00 |
| Ending Balance | 18,710.89 |
| Add Money Market Account | 506,903.68 |
| Accounts Receivable (unavailable) | 46,333.16 |
| Total Fund Balance  | 571,947.73 |

**Abstract:** Commissioner Steck moved to approve the Sewer bills in the amount of $58,089.73. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:04 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 12, 2022 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Matt Jilson, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Trustee Courtney Aronstam, and Plant Operator Doug Kinsley

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for November 2022.

**Letters and Communications:** The clerk presented a letter from Teresa Fravel, 38 Pine Street, stating her water heater was leaking in the basement and did not go through the sewer. Hal Fish replaced the water heater. This was confirmed by the Water Department. Commissioner Hoppe moved to approve reducing the sewer bill to average (an adjustment of $543.78 and any additional overage on next bill). Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of November 14, 2022 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 11/01/22 – 11/30/22

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 50,071.77 | Current Revenues | 111,307.63 |
| Deposits | 69,701.01 | Year to Date Revenue | 578,701.05 |
| Disbursements | -74,037.10 | Current Expenditures | 74,045.63 |
| Ending Balance | 45,735.68 | Year to Date Expended | 783,089.80 |

\*Capital Reserve Balance $107,657.82

Sewer Fund DSC (Capital Charges) 11/01/22 – 11/30/22

|  |  |
| --- | --- |
| Beginning Balance | 18,710.89 |
| Deposits | 35,594.24 |
| Disbursements/Transfers | -35,000.00 |
| Ending Balance | 19,305.13 |
| Add Money Market Account | 543,365.06 |
| Accounts Receivable (unavailable) | 50,290.49 |
| Total Fund Balance  | 612,960.68 |

**Abstract:** Commissioner Jilson moved to approve the Sewer bills in the amount of $36,679.72. Commissioner Hoppe seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter into executive session at 6:46 p.m. to discuss contract negotiation with Best Bev. Commissioner Jilson seconded the motion, which carried unanimously.

 Commissioner Hoppe moved to enter regular session at 7:00 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:00 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 9, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Matt Jilson,, James Deibler. Mike Steck, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Trustee Courtney Aronstam, Plant Operator Doug Kinsley, and Patti Hanbury

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for December 2022.

**Letters and Communications:** Clerk/Treasurer Wood read a letter from Gary Kauppinen, 539 Broad St, concerning the high sewer bills since February 2021. Requested a reduction of the sewer due to no fault of his. The Water Department determined that the water meter fittings were leaking and proceeded to tighten them. Discussion followed on reducing the sewer in the amount of $693.33. Commissioner Hoppe moved to approve. Commissioner Jilson seconded the motion, which carried unanimously.

Clerk/Treasurer Wood read a letter from NJR Properties, 453 Chemung St, concerning a water leak in the basement and requesting a reduction of the sewer bill. The water department confirmed that the leak was caused by ¼ turn ball valve was spraying water. None of the leaking water entered the sewer system. Discussion followed on reducing the sewer bill in the amount of $774.15. Commissioner Hoppe moved to approve. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of December 12, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/2022 – 12/31/2022

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 45,735.68 | Current Revenues | 86,384.19 |
| Deposits | 103,550.59 | Year to Date Revenue | 665,085.24 |
| Disbursements | -89,337.50 | Current Expenditures | 59,018.41 |
| Ending Balance | 59,948.77 | Year to Date Expended | 842,108.21 |

\*Capital Reserve Balance $108,007.70

Sewer Fund DSC (Capital Charges) 12/01/2022 – 12/31/2022

|  |  |
| --- | --- |
| Beginning Balance | 19,305.13 |
| Deposits | 32,219.24 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 51,524.37 |
| Add Money Market Account | 545,131.01 |
| Accounts Receivable (unavailable) | 47,062.86 |
| Total Fund Balance  | 643,718.24 |

**Abstract:** Commissioner Steck moved to approve the Sewer bills in the amount of $36,387.94. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:45 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 9, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Matt Jilson, James Deibler, Mike Steck, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Trustee Courtney Aronstam, Plant Operator Doug Kinsley, and Patti Hanbury

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for December 2022.

**Letters and Communications:** Clerk/Treasurer Wood read a letter from Gary Kauppinen, 539 Broad St, concerning the high sewer bills since February 2021. He requested a reduction of the sewer charges due to no fault of his. The Water Department determined that the water meter fittings were leaking and proceeded to tighten them. Commissioner Hoppe moved to approve crediting his account in the amount of $693.33. Commissioner Jilson seconded the motion, which carried unanimously.

Clerk/Treasurer Wood read a letter from NJR Properties, 453 Chemung St, concerning a water leak in the basement and requesting a reduction of the sewer bill. The water department confirmed that the leak was caused by ¼ turn ball valve which was spraying water. None of the leaking water entered the sewer system. Commissioner Hoppe moved to approve reducing the sewer bill in the amount of $774.15. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of December 12, 2022 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 12/01/2022 – 12/31/2022

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 45,735.68 | Current Revenues | 86,384.19 |
| Deposits | 103,550.59 | Year to Date Revenue | 665,085.24 |
| Disbursements | -89,337.50 | Current Expenditures | 59,018.41 |
| Ending Balance | 59,948.77 | Year to Date Expended | 842,108.21 |

\*Capital Reserve Balance $108,007.70

Sewer Fund DSC (Capital Charges) 12/01/2022 – 12/31/2022

|  |  |
| --- | --- |
| Beginning Balance | 19,305.13 |
| Deposits | 32,219.24 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 51,524.37 |
| Add Money Market Account | 545,131.01 |
| Accounts Receivable (unavailable) | 47,062.86 |
| Total Fund Balance  | 643,718.24 |

**Abstract:** Commissioner Steck moved to approve the Sewer bills in the amount of $36,387.94. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:45 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Patricia Hanbury, Billing Clerk

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, FEBRUARY 13, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:37 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, James Deibler. Mike Steck, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Plant Operator Doug Kinsley, and Patti Hanbury

**Plant Operator’s Report:** Plant Operator Kinsley submitted a monthly report for January 2023.

**Letters and Communications:** None

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of January 9, 2023 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 01/01/2023 – 01/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 59,948.77 | Current Revenues | 66,384.72 |
| Deposits | 56,903.63 | Year to Date Revenue | 731,469.96 |
| Disbursements | -59,273.63 | Current Expenditures | 93,391.97 |
| Ending Balance | 57,578.77 | Year to Date Expended | 935,500.18 |

\*Capital Reserve Balance $108,384.43

Sewer Fund DSC (Capital Charges) 01/01/2023 – 01/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 51,524.37 |
| Deposits | 32,046.64 |
| Disbursements/Transfers | 65,000.00 |
| Ending Balance | 18,571.01 |
| Add Money Market Account | 612,039.88 |
| Accounts Receivable (unavailable) | 39,260.52 |
| Total Fund Balance  | 669,871.41 |

**Abstract:** Commissioner Deibler moved to approve the Sewer bills in the amount of $90,795.41. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 7:15 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patricia Hanbury, Billing Clerk

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MARCH 13, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, James Deibler, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Devon Spallone, Trustee Courtney Aronstam, and Patti Hanbury

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for January 2023.

**Letters and Communications:** The clerk read a letter from Wes Walker, 609 Cayuta Avenue, requesting a reduction in sewer charges due to a leaking pipe in the crawl space leading to an outside faucet. Commissioner Hoppe moved to approve a reduction of $1,265.60. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of February 13, 2023 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 02/01/2023 – 02/28/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 57,479.99 | Current Revenues | 112,622.03 |
| Deposits | 134,951.63 | Year to Date Revenue | 866,398.30 |
| Disbursements | -102,426.26 | Current Expenditures | 67,724.99 |
| Ending Balance | 90,005.14 | Year to Date Expended | 1,003,225.17 |

\*Capital Reserve Balance $108,748.50

Sewer Fund DSC (Capital Charges) 02/01/2023 – 02/28/2023

|  |  |
| --- | --- |
| Beginning Balance | 18,571.01 |
| Deposits | 33,466.87 |
| Disbursements/Transfers | 0.00 |
| Ending Balance | 52,037.88 |
| Add Money Market Account | 614,095.76 |
| Accounts Receivable (unavailable) | 50,971.88 |
| Total Fund Balance  | 717,105.52 |

**Abstract:** Commissioner Jilson moved to approve the Sewer bills in the amount of $57,258.64 and $18,197.55 (paid from Best Bev Escrow). Commissioner Deibler seconded the motion, which carried unanimously.

**2023-2024 Tentative Sewer Budget:** The clerk submitted the Tentative Sewer Budget. She stated on behalf of the Budget Committee, the 2032-2024 Tentative Sewer Budget reflects an increase from $1,162,963 to $1,204,169. The sewer charge revenue will increase from $743,133 to 750,639. The sewer rate will increase by .13 cents to from $5.13 to $5.26 per 100 cf. of water usage. The sewer capital charge will decrease $16 per year ($4 per quarter); from $136 per year to $120 per year, per dwelling unit.

 Commissioner Hoppe moved to recommend adoption of the 2023-2024 Tentative Sewer Budget as presented, to the Board of Trustees. Commissioner Jilson seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Kahn moved to enter Executive Session at 7:01 p.m. to discuss contractual issue and a personnel matter. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 8:08 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, APRIL 10, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, James Deibler, Laura Hoppe, Mike Steck, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Keene, Devon Spallone, Trustee Courtney Aronstam, and Deputy Clerk Treasurer Patti Hanbury

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for March 2023.

**Back-up Sewer Plant Operator:** Commissioner Hoppe moved to recommend to the Village Board of Trustees to hire Elwin Terwilliger as Back-up Sewer Plant Operator at a rate of $300 per month, effective immediately. Commissioner Jilson seconded the motion, which carried unanimously.

**Pump Repair/Replace:** Received quotes from BDS to repair vs replace a return pump as a spare. Repair quote was $4,648.00 vs replace quote of $16,088.45. This was put on “wish list” for next year.

**WWTP Laborer:** Commissioners: Jilson, Steck, and Kahn would like to interview possible candidates for the WWTP Laborer position.

**Purchase Mower:** Devon Spallone stated the plant needs a new zero-turn mower. He submitted three quotes, as follows:

 Little’s Lawn Equipment (less $4,200 trade ) $ 7,800

 Southern Finger Lakes Equipment (less $2,450 trade) $ 8,750

 East Smithfield Service Center (less $1,800 trade) $11,600

Commissioner Hoppe moved to purchase a 2023 Ferris Zero-Turn Mower from Little’s Lawn Equipment in the amount of $7,800, as quoted. Commissioner Steck seconded the motion, which carried unanimously.

**Surplus Equipment:** Commissioner Hoppe moved to declare the 1987 New Holland Skidsteer as surplus and no longer needed, and sell it at the auction. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Jilson moved to approve the Minutes of March 14, 2023 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 03/01/2023 – 03/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 90,005.14 | Current Revenues | 85,217.88 |
| Deposits | 106,316.26 | Year to Date Revenue | 951,616.18 |
| Disbursements | -161,458.40 | Current Expenditures | 68,669.03 |
| Ending Balance | 34,863.00 | Year to Date Expended | 1,071,894.20 |

\*Capital Reserve Balance $109,165.81

Sewer Fund DSC (Capital Charges) 03/01/2023 – 03/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 52,037.88 |
| Deposits | 29,574.31 |
| Disbursements/Transfers | -60,000.00 |
| Ending Balance | 21,612.19 |
| Add Money Market Account | 676,520.51 |
| Accounts Receivable (unavailable) | 50,499.37 |
| Total Fund Balance  | 748,632.07 |

**Abstract:** Commissioner Steck moved to approve the Sewer bills in the amount of $56,012.30. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:27 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, MAY 8, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, James Deibler, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, Devon Spallone, Trustee Kevin Sweeney, and Patti Hanbury

**Best Bev Update:** Attorney Keene stated the sewer agreement needs to be a two-year renewable agreement per the sewer law. Mike Primmer, Delaware Engineers, still needs to review the engineering report and then the Sewer Board will need to have an internal discussion. An emergency meeting of the Sewer Board will need to be called in order to get it to the Trustee Workshop on May 23, 2023. Jack Blobe, from Best Bev, will be notified of the emergency meeting. Commissioner Jilson moved to approve Attorney Betty Keene to consult with Young Summer, LLC, to review the contract with Best Bev. Commissioner Hoppe seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for April 2023.

**Letters and Communications:** None

**Approval of Minutes:** Commissioner Jilson moved to approve the Minutes of April 10, 2023 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer's Report:** The following was presented for:

Sewer Fund 04/01/2023 – 04/30/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 34,863.00 | Current Revenues | 104,883.51 |
| Deposits | 167,987.97 | Year to Date Revenue | 1,056,499.69 |
| Disbursements | -132,608.01 | Current Expenditures | 62,618.92 |
| Ending Balance | 70,242.96 | Year to Date Expended | 1,134,513.12 |

\*Capital Reserve Balance $109,587.46

Sewer Fund DSC (Capital Charges) 04/01/2023 – 04/30/2023

|  |  |
| --- | --- |
| Beginning Balance | 21,612.19 |
| Deposits | 30,632.16 |
| Disbursements/Transfers | -45,000.00 |
| Ending Balance | 7,244.35 |
| Add Money Market Account | 724,151.13 |
| Accounts Receivable (unavailable) | 49,900.85 |
| Total Fund Balance  |  781,296.33 |

**Abstract:** Commissioner Deibler moved to approve the Sewer bills in the amount of $59,710.27. Commissioner Hoppe seconded the motion, which carried unanimously.

**Delinquent Tax List Resolution:** Commissioner Hoppe offered the following resolution, and recommended adoption to the Village Board.

 WHEREAS, the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2023 with the properties against which said unpaid sewer rents are charged.

 NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $22,976.45 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and

 NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid debt service charges (capital charges) in the amount of $17,007.46 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth.

 Commissioner Deibler seconded the motion, which carried unanimously.

**2022-2023 Sewer Fund Budget Transfers:** Commissioner Jilson moved to approve the following budget transfers, as presented. Trustee Deibler seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Transfer To:** | **Transfer From:** |
| G 1910.0400 | unallocated ins | 3,279 |   |
| G 1990.0400 | contingency exp |   | -14,359 |
| G 8110.0101 | commissioners |   | -400 |
| G 8110.0145 | admin-sick |  664 |  |
| G 8110.0146 | admin-overtime |  1,000 |  |
| G 8110.0148 | admin-holiday | 585 |   |
| G 8110.0149 | admin-vacation | 500 |  |
| G 8110.0200 | admin-equipment |   | -870 |
| G 8110.0400 | admin-contractual exp | 6,300 |  |
| G 8110.0401 | admin-supplies |   | -3,500 |
| G 8120.0402 | meter parts |   | -1,500 |
| G 8120.0403 | new meters |  | -3,000 |
| G 8130.0103 | laborer | 3,500 |   |
| G 8130.0104 | plant operator |   | -51,779 |
| G 8130.0105 | plant operator/trainee | 43,000 |   |
| G 8130.0145 | sick time | 4,156 |   |
| G 8130.0146 | overtime |   |  |
| G 8130.0148 | holiday |   |  |
| G 8130.0149 | vacation | 1,118 |   |
| G 8130.0200 | equipment |  2,800 |  |
| G 8130.0400 | Contractual expense | 400 |  |
| G 8130.0401 | supplies |  |   |
| G 8130.0402 | repairs | 15,000 |   |
| G 8130.0405 | telephone |   | -600 |
| G 8130.0406 | gasoline | 275 |   |
| G 8130.0407 | sludge |  |   |
| G 8130.0408 | chlorine | 4,000 |   |
| G 8130.0409 | polymer |  | -5,000 |
| G 8130.0413 | training |  |   |
| G 8130.0414 | computer/IT services |  | -169 |
| G 8130.0415 | mag hydroydroxide | 6,500 |   |
| G 8140.0400 | misc |   | -1,000 |
| G 8189.0400 | contractual expense DSC |  | -750 |
| G 9010.0800 | retirement |   | -9,750 |
| G 9030.0800 | social security |   | -1,000 |
| G 9040.0800 | workman comp |   | -3,200 |
| G 9060.0800 | health insurance | 3,750 |  |
| G 9901.0900 | transfer to DSC |   |  |
| G 9951.0900 | transfer to Capital Projects |  |  |
| **Totals** |  | **96,877** | **-96,877** |

**2022-2023 Sewer Fund Budget Amendments:** Commissioner Hoppe moved to approve the following budget transfers, as presented. Commissioner Jilson seconded the motion, which carried unanimously.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **G 0510 - Appropriated Revenue (cr)** |  |  | **G 0960 - Appropriated Expense (db)** |  |
| G 9000 | 75,000.00 |   | G 8130.0403 – Electric | 17,000.00 |
|  |  |  | G 8130.0404 – Heating Fuel | 14,000.00 |
|  |  |  | G 8130.0407 – Sludge | 22,000.00 |
|  |  |  | G 8130.0410 – PAC | 18,000.00 |
|  |  |  | G 7130.0415 – Mag Hydrox | 4,000.00 |
| G 2401 | 11,000.00 |  | G 8130..0403 | 11,000.00 |
|  |  |  |  |  |
| TOTAL | 86,000.00 |   | TOTAL | 86,000.00 |
| \*Purchase of pump from reserves |  |  |  |

**Executive Session:** Commissioner Deibler moved to go to Executive Session at 7:09 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Commissioner Jilson moved to go back to Regular Session at 7:30 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Commissioner Hoppe moved to pay Devon Spallone a $75 weekly stipend, in accordance with other department leads. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:32 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 12, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, Trustee Kevin Sweeney, and Patti Hanbury

**Letters and Communications:** None

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for May 2023.

**Approval of Minutes:** Commissioner Steck moved to approve the minutes of May 8, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve May sewer bills in the amount of $45,819.24, and June sewer bills in the amoutn of $5,037.75. Commissioner Hoppe seconded the motion, which carried unanimously.

**Bond Payment:** Commissioner Steck moved to approve the EFC bond payment in the amount of $388,030.00. Commissioner Hoppe seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to go to Executive Session at 6:43 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Commissioner Steck moved to go back to Regular Session at 7:03 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

 Commissioner Hoppe moved to recommed hiring Lars Fraley as Sewer Plant Laborer at the starting rate of $15.50/hour with a 52 week probation period, with the starting date of as soon as he can. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:18 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JUNE 12, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, Trustee Kevin Sweeney, and Deputy Clerk Treasurer Patti Hanbury

**Letters and Communications:** None

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for May 2023.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of May 8, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Steck moved to approve May sewer bills in the amount of $45,819.24, and June sewer bills in the amount of $5,037.75. Commissioner Hoppe seconded the motion, which carried unanimously.

**Bond Payment:** Commissioner Steck moved to approve the EFC bond payment in the amount of $388,030.00. Commissioner Hoppe seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved enter Executive Session at 6:43 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Commissioner Steck moved to enter Regular Session at 7:03 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

 Commissioner Hoppe moved to recommend hiring Lars Fraley as Sewer Plant Laborer at the starting rate of $15.50/hour, a 52 week probation period, and with the starting date of as soon as he is available. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:18 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

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 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JULY 10, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, Mike Steck, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Attorney Betty Keene, Trustee Kevin Sweeney, and Patti Hanbury

**Letters and Communications:** None

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for June 2023.

**Leprino Monthly Billing:** Leprino Food’s (M0015) sewer-only meter has not been able to be read for the June or July billing, will be doing estimate for billing. Commissioner Hoppe moved to estimate the monthly usage for up to 450 hundred cubic feet per month that the meter is not able to be read by us. Commissioner Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of June 12, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurer's Report:** The clerk submitted the following reports:

Sewer Fund 05/01/2023 – 05/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 70,242.96 | Current Revenues | 109,007.53 |
| Deposits | 70,408.61 | Year to Date Revenue | 1,165,507.22 |
| Disbursements | -76,081.02 | Current Expenditures | 111,220.19 |
| Ending Balance | 64,570.55 | Year to Date Expended | 1,245,733.31 |

\*Capital Reserve Balance $110,039.46

Sewer Fund DSC 05/01/2023 – 05/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 7,244.35 |
| Deposits | 30,527.08 |
| Disbursements/Transfers | -25,000.00 |
| Ending Balance | 12,771.43 |
| Add Money Market Account | 752,161.37 |
| Accounts Receivable (unavailable) | 58,982.61 |
| Total Fund Balance  | 823,915.41 |

**Abstract:** Commissioner Jilson moved to approve May sewer bills in the amount of $572.89, and June sewer bills in the amount of $429,149.94. Commissioner Steck seconded the motion, which carried unanimously.

**Best Bev Update:** The contract is still being reviewed.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:05 p.m. Commissioner Steck seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, AUGUST 14, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, Jim Deibler, Mike Steck, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn

Also present: Clerk Treasurer Michele Wood, Attorney Deputy Clerk Treasurer Patti Hanbury, and Betty Keene

**Letters and Communications:** The clerk read a letter from Nicole Birney, 205 William Street, requesting a reduction in sewer charges due to a hot water heater leak. Commissioner Hoppe moved to approve the reduction of $56.32. Commissioner Jilson seconded the motion, which carried unanimously.

**Mercury Minimization Program:** Senior Commissioner Ron Kahn stated Mike Primmer, Delaware Engineers, has sent a request to NYS DEC requesting a decrease in monitoring frequency for mercury as described in, “Mercury Minimization Program (MMP), as our effluent samples taken over a twenty-month period were below 12 ng/L.

**Plant Operator’s Report:** Plant Operator Devon Spallone submitted a monthly report for July 2023.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of July 10, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurers Report:** The clerk submitted the following reports:

Sewer Fund 06/01/2023 – 06/30/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 64,570.55 | Current Revenues | 99,282.48 |
| Deposits | 117,507.93 | Year to Date Revenue | 99,282.48 |
| Disbursements | -91,605.54 | Current Expenditures | 417,608,69 |
| Ending Balance | 90,472.94 | Year to Date Expended | 417,608.69 |

\*Capital Reserve Balance $110,482.55

Sewer Fund DSC 06/01/2023 – 06/30/2023

|  |  |
| --- | --- |
| Beginning Balance | 12,771.43 |
| Deposits | 458,457.20 |
| Disbursements/Transfers | -405,039.34 |
| Ending Balance | 66,189.29 |
| Add Money Market Account | 366,899.23 |
| Accounts Receivable (unavailable) | 32,085.62 |
| Total Fund Balance  | 465,174.14 |

Sewer Fund 07/01/2023 – 07/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 90,472.94 | Current Revenues | 184,584.44 |
| Deposits | 89,354.45 | Year to Date Revenue | 283,866.92 |
| Disbursements | -128,329.30 | Current Expenditures | 65,523.66 |
| Ending Balance | 51,498.09 | Year to Date Expended | 483,132.35 |

\*Capital Reserve Balance $110,951.23

Sewer Fund DSC 07/01/2023 – 07/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 66,189.29 |
| Deposits | 21,545.93 |
| Disbursements/Transfers | -70,267.51 |
| Ending Balance | 17,467.71 |
| Add Money Market Account | 438,629.22 |
| Accounts Receivable (unavailable) | 37,376.92 |
| Total Fund Balance  | 493,473.85 |

**Abstract:** Commissioner Jilson moved to approve May sewer bills in the amount of $572.89, and June sewer bills in the amount of $43,863.71. Commissioner Steck seconded the motion, which carried unanimously.

**Best Bev Update:** Attorney Keene stated the contract is still being reviewed

**Adjournment:** Commissioner Steck moved to adjourn at 6:52 p.m. Commissioner Jilson seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, SEPTEMBER 11, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Jim Deibler, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, and Patti Hanbury

**Letters and Communications:** None

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for August 2023.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 14, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurers Report:** The clerk submitted the following reports:

Sewer Fund 08/01/2023 – 08/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 51,498.09 | Current Revenues | 89,429.55 |
| Deposits | 56,451.50 | Year to Date Revenue | 334,681.38 |
| Disbursements | -72,227.49 | Current Expenditures | 45,915.13 |
| Ending Balance | 35,722.10 | Year to Date Expended | 529,047.48 |

\*Capital Reserve Balance $111,440.02

Sewer Fund DSC 08/01/2023 – 08/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 17,467.71 |
| Deposits | 23,119.05 |
| Disbursements/Transfers | -0.00 |
| Ending Balance | 41,586.76 |
| Add Money Market Account | 440,561.56 |
| Accounts Receivable (unavailable) | 39,728.50 |
| Total Fund Balance  | 520,876.82 |

**Abstract:** Commissioner Hoppe moved to approve sewer bills in the amount of $32,013.18. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:55 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, OCTOBER 9, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Jim Deibler, Laura Hoppe, and Senior Commissioner Dr. Ron Kahn. Also present: Clerk Treasurer Michele Wood, Devon Spallone and Deputy Clerk Treasurer Patti Hanbury.

**Letters and Communication:** The clerk presented a letter from Michele Wood, 18 Lincoln Street, requesting a reduction in sewer charges, as there was a broken water pipe in the basement causing water leaking into the ground. The Water Department verified the leak. Commissioner Hoppe moved to approve reducing the sewer bill to average (an adjustment of $365.16). Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for September 2023.

**Camera Quotes:** Plant Operator Spallone submitted three quotes for cameras. The Board recommended holding off making a decision until we can see if we can get state bid for one.

**Lift Quote:** Devon Spallone stated Delaware Engineers is helping to get three quotes.

**Leprino Billing:** Attorney Keene will be sending them a letter regarding their meter not reading properly.

**Approval of Minutes:** Commissioner Deibler moved to approve the minutes of September 11, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurers Report:** The clerk submitted the following reports:

Sewer Fund 09/01/2023 – 09/30/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 35,722.10 | Current Revenues | 66,772.68 |
| Deposits | 97,955.60 | Year to Date Revenue | 334,681.38 |
| Disbursements | -47,184.18 | Current Expenditures | 45,915.13 |
| Ending Balance | 86,493.52 | Year to Date Expended | 529,047.48 |

\*Capital Reserve Balance $111,918.95

Sewer Fund DSC 09/01/2023 – 09/30/2023

|  |  |
| --- | --- |
| Beginning Balance | 40,586.76 |
| Deposits | 34,549.87 |
| Disbursements/Transfers | -0.00 |
| Ending Balance | 75,136.63 |
| Add Money Market Account | 440,561.56 |
| Accounts Receivable (unavailable) | 40,382.96 |
| Total Fund Balance  | 556,081.15 |

**Abstract:** Commissioner Hoppe moved to approve Sewer bills in the amount of $47,457.52. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 7:23 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Respectfully submitted,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, NOVEMBER 13, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Jim Deibler, Matt Jilson, Mike Steck, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, and Deputy Clerk Treasurer Patti Hanbury.

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for October 2023.

**Leprino Billing:** Attorney Keene will be following up with them regarding meter not reading correctly.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of October 10, 2023 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer’s Report:** The clerk submitted the following Monthly Reports:

Sewer Fund 10/01/2023 – 10/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 86,493.52 | Current Revenues | 89,143.51 |
| Deposits | 111,059.90 | Year to Date Revenue | 490,597.57 |
| Disbursements | -113,261.48 | Current Expenditures | 66,934.53 |
| Ending Balance | 84,291.94 | Year to Date Expended | 640,870.75 |

\*Capital Reserve Balance $112,421.14

Sewer Fund DSC 10/01/2023 – 10/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 75,136.63 |
| Deposits | 29,916.32 |
| Disbursements/Transfers | -80,000.00 |
| Ending Balance | 22,052.95 |
| Add Money Market Account | 524,625.51 |
| Accounts Receivable (unavailable) | 39,635.91 |
| Total Fund Balance  | 586,314.37 |

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of $69,946.91. Commissioner Deibler seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Steck moved to enter Executive Session at 6:37 p.m. to discuss a contractual issue. Commissioner Deibler seconded the motion, which carried unanimously.

 Commissioner Jilson moved to enter Regular Session at 8:01 pm. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 8:02 p.m. Commissioner Jilson seconded the motion, which carried unanimously

 Respectfully submitted,

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 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, DECEMBER 11, 2023 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Jim Deibler, Laura Hoppe, Matt Jilson, Mike Steck, and Senior Commissioner Dr. Ron Kahn.

Also present: Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Deputy Clerk Treasurer Patti Hanbury.

**Letters and Communication:** MBR – capital charges

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for November 2023.

**Camera Quotes:** Commissioner Hoppe moved to approve the Deep Trekker pipe-crawler camera purchase at the cost of $41,653.01. Commissioner Jilson seconded the motion, which carried unanimously.

**Lift Quote:** Commissioner Hoppe moved to approve the purchase of a trussed-bridge crane with trussed runways. Commissioner Steck seconded the motion, which carried unanimously.

**Leprino Billing:** Nothing back from them yet per Attorney Keene.

**Approval of Minutes:** Commissioner Deibler moved to approve the minutes of November 13, 2023 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Treasurers Report:** The clerk submitted the following Monthly Reports:

Sewer Fund 11/01/2023 – 11/30/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 84,291.94 | Current Revenues | 101,645.12 |
| Deposits | 97,291.30 | Year to Date Revenue | 592,242.69 |
| Disbursements | -74,565.15 | Current Expenditures | 66,636.52 |
| Ending Balance | 107,018.09 | Year to Date Expended | 707,507.27 |

\*Capital Reserve Balance $112,421.14

Sewer Fund DSC 11/01/2023 – 11/30/2023

|  |  |
| --- | --- |
| Beginning Balance | 22,052.95 |
| Deposits | 21,024.50 |
| Disbursements/Transfers | -30,000.00 |
| Ending Balance | 13,077.45 |
| Add Money Market Account | 556,943.51 |
| Accounts Receivable (unavailable) | 44,111.89 |
| Total Fund Balance  | 614,132.85 |

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of $27,824.59. Commissioner Jilson seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Steck moved to go into Executive Session at 7:15 p.m. Commissioner Deibler seconded the motion, which carried unanimously.

 Commissioner Jilson moved to go into Regular Session at 8:01 pm. Commissioner Deibler seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 8:02 p.m. Commissioner Jilson seconded the motion, which carried unanimously

 Respectfully submitted,

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 Patti Hanbury, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF SEWER**

**COMMISSIONERS OF THE VILLAGE OF WAVERLY**

**HELD ON MONDAY, JANUARY 8, 2024 AT 6:30 P.M.**

**IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Commissioner Hoppe called the meeting to order at 6:30 p.m.

**Roll Call:** Commissioners present: Jim Deibler, Laura Hoppe, Matt Jilson, and Mike Steck. Also present: Clerk Treasurer Michele Wood, Village Attorney Betty Keene, and Deputy Clerk Treasurer Patti Hanbury.

**Letters and Communication:** None

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for December 2023.

 Commissioner Steck moved to recommend the Village Board approve a promotion for Ray Bonning to Sewer Plant Operator Trainee and a contractual $2.00/hour raise. Commissioner Jilson seconded the motion, which carried unanimously.

**Leprino Billing:** Attorney Keene is waiting to hear back from Plant Manager Rycroft.

**Approval of Minutes:** Commissioner Jilson moved to approve the Minutes of December 11, 2023 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasury Report:** Treasurer’s reports was submitted for the following:

Sewer Fund 12/01/2023 – 12/31/2023

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 107,018.09 | Current Revenues | 90,313.07 |
| Deposits | 87,224.26 | Year to Date Revenue | 682,555.70 |
| Disbursements | -101,684.46 | Current Expenditures | 93,820.28 |
| Ending Balance | 92,557.89 | Year to Date Expended | 801,327.55 |

\*Capital Reserve Balance $113,419.10

Sewer Fund DSC 12/01/2023 – 12/31/2023

|  |  |
| --- | --- |
| Beginning Balance | 13,077.45 |
| Deposits | 34,119.18 |
| Disbursements/Transfers | -21,572.51 |
| Ending Balance | 25,624.12 |
| Add Money Market Account | 579,448.20 |
| Accounts Receivable (unavailable) | 47,511.01 |
| Total Fund Balance  | 652,583.33 |

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of $86,455.30. Commissioner Jilson seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Steck moved to go into Executive Session at 6:43 p.m. to discuss a contract with Best Bev. Commissioner Deibler seconded the motion, which carried unanimously.

 Commissioner Jilson moved to go into Regular Session at 6:47 pm. Commissioner Deibler seconded the motion, which carried unanimously.

 Commissioner Jilson moved to recommend the Village Board approve the draft of the Best Bev Sewer Agreement final contract, contingent on Best Bev’s approval of fees. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 6:49 p.m. Commissioner Jilson seconded the motion, which carried unanimously

Respectfully submitted,

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 Patti Hanbury, Deputy Clerk Treasurer