

**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

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,

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 hydroxydioxide	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
<b>Totals</b>		<b>127,361</b>	<b>-127,361</b>

**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.

<b>G 0510 - Appropriated Revenue (cr)</b>		<b>G 0960 - Appropriated Expense (db)</b>	
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,

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,

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,

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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,

\_\_\_\_\_  
Michele Wood, Clerk Treasurer

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,

\_\_\_\_\_  
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 hydroxydioxide	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 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 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 recommend 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,

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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 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,

\_\_\_\_\_  
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,

\_\_\_\_\_  
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

**REGULAR MEETING OF THE BOARD OF SEWER  
COMMISSIONERS OF THE VILLAGE OF WAVERLY  
HELD ON MONDAY, FEBRUARY 12, 2024 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, Mike Steck, and Senior Commissioner Dr. Ron Kahn.

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

**Letters and Communication:** Holly Schoonover, 49 Spring St, requested sewer forgiveness for \$147.29. Pat Roney confirmed there was an outside faucet leak. Commissioner Hoppe moved to approve the reduction as presented. Commissioner Steck seconded the motion, which carried unanimously.

John Burdick, 106-108 Wilbur St, requested sewer forgiveness for \$63.12. Pat Roney confirmed outside spigot was faulty and leaking. Commissioner Hoppe moved to approve the reduction as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator's Report:** Devon Spallone submitted the monthly report for January 2024.

**Leprino Billing:** There is a scheduled plant shut down in the upcoming months. Devon will be able to get the meter calibrated then.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of January 8, 2024 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurer’s Report:** The following Treasurer’s reports were submitted.

Sewer Fund 1/1/2024 – 1/31/2024

Beginning Balance	92,557.89	Current Revenues	110,552.69
Deposits	53,733.71	Year to Date Revenue	793,108.39
Disbursements	-60,332.00	Current Expenditures	53,746.66
Ending Balance	85,332.00	Year to Date Expended	855,074.21

\*Capital Reserve Balance \$113,926.07

Sewer Fund DSC 1/1/2024 – 1/31/2024

Beginning Balance	25,624.12
Deposits	21,030.87
Disbursements/Transfers	-20,000.00
Ending Balance	26,654.99
Add Money Market Account	582,032.48
Accounts Receivable (unavailable)	52,641.72
Total Fund Balance	661,329.19

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$91,878.56.

Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 6:53 p.m. Commissioner Deibler 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, MARCH 11, 2024 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, Laura Hoppe, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Devon Spallone, Clerk Treasurer Michele Wood, and Patti Hanbury.

**Letters and Communication:** None

**Plant Operator’s Report:** Devon Spallone submitted a monthly report for February 2024.

**Approval of Minutes:** Commissioner Hoppe moved to approve the minutes of February 12, 2024 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Treasurers Report:** The following were presented for:

Sewer Fund 2/1/2024 – 2/29/2024

Beginning Balance	85,959.60	Current Revenues	116,368.87
Deposits	85,554.31	Year to Date Revenue	909,477.26
Disbursements	-108,781.23	Current Expenditures	123,765.79
Ending Balance	62,732.68	Year to Date Expended	978,840.00

\*Capital Reserve Balance \$113,926.07

Sewer Fund DSC 2/1/2024 – 2/29/2024

Beginning Balance	26,654.99
Deposits	35,538.26
Disbursements/Transfers	-25,000.00
Ending Balance	37,193.25
Add Money Market Account	609,536.06
Accounts Receivable (unavailable)	51,626.92
Total Fund Balance	698,356.23

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$102,079.00.

Commissioner Deibler seconded the motion, which carried unanimously.

**2024-2025 Sewer Budget:** The clerk submitted the Tentative Sewer Budget. She stated on behalf of the Budget Committee, the 2024-2025 Tentative Sewer Budget reflects an increase from \$1,204,169 to \$1,227,889. The sewer rate will remain at \$5.26 per 100 cf. of water usage. The sewer capital charge will remain at \$120 per year, per dwelling unit.

Commissioner Steck moved to recommend adoption of the 2024-2025 Tentative Sewer Budget as presented, to the Board of Trustees. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 7:10 p.m. Commissioner Hoppe seconded the motion, which carried unanimously

Respectfully submitted,

\_\_\_\_\_  
Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER  
COMMISSIONERS OF THE VILLAGE OF WAVERLY  
HELD ON TUESDAY, MARCH 19, 2024 AT 6:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 10:00 a.m.

**Roll Call:** Commissioners present: Matt Jilson, Jim Deibler, Laura Hoppe, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Devon Spallone, and Clerk Treasurer Michele Wood.

**Cancel Previous Purchase of a Vacuum Truck:** Commissioner Deibler moved to cancel the order for the sewer vacuum truck that was previously ordered from Allegiance Truck Sales. This truck was approved to be purchased approximately two years ago, and has not gone out to be built yet.

Commissioner Jilson seconded the motion, which carried unanimously.

**New Purchase of Vacuum Truck:** The clerk presented quotes as follows:

Empire Crane Company	\$433,500
Texas Underground	436,000
J & J Equipment	424,275

Commissioner Steck moved to approve purchasing a 2025 Freightliner 114SD w/combination Sewer Cleaning System mounted, in the amount of \$424,275 from J & J Equipment. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Jilson moved to approve bonding \$200,000 for 5 years towards the purchase of said Freightliner truck. The remainder of cost will be paid by the Sewer Fund. Commissioner Steck seconded the motion, which carried unanimously.

Clerk Treasurer Wood will get a quote from Municipal Solutions for bonding.

**Adjournment:** Commissioner Steck moved to adjourn at 10:05 a.m. Commissioner Hoppe 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 WEDNESDAY, APRIL 10, 2024 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: Devon Spallone, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Patti Hanbury.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for March 2024.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of March 11, 2024 and March 19, 2024 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurer’s Report:** The following reports were submitted:

**Sewer Fund 3/1/2024 – 3/31/2024**

Beginning Balance	62,732.68	Current Revenues	97,454.81
Deposits	133,710.15	Year to Date Revenue	1,006,932.07
Disbursements	-138,667.07	Current Expenditures	91,548.25
Ending Balance	57,775.76	Year to Date Expended	1,079,828.25

\*Capital Reserve Balance \$114,908.79

**Sewer Fund DSC 3/1/2024 – 3/31/2024**

Beginning Balance	37,193.25
Deposits	20,822.25
Disbursements/Transfers	0.00
Ending Balance	58,015.50
Add Money Market Account	612,243.35
Accounts Receivable (unavailable)	56,208.25
Total Fund Balance	726,467.10

**Abstract:** Commissioner Hoppe moved to approve the sewer bills in the amount of \$97,699.39. Commissioner Deibler seconded the motion, which carried unanimously.

**Best Bev Fine:** Commissioner Hoppe moved to approve the following fines for Best Bev: Effluent color \$3,000.00 and TSS \$3,000.00. Commissioner Deibler seconded the motion, which carried unanimously.

**Sewer Operator Trainee:** Commissioner Deibler moved to reclassify Ray Bonning to Operator at a pay rate of \$23.10 effective April 12, 2024. Commissioner Hoppe seconded the motion, which carried unanimously.

**Executive Session:** Commissioner Hoppe moved to enter executive session at 7:12 p.m. to discuss a Personnel Matter. Commissioner Deibler seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 7:22 p.m. Commissioner Deibler

**Adjournment:** Commissioner Deibler moved to adjourn at 7:23 p.m. Commissioner Hoppe 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 TUESDAY, MAY 13, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

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

**Letters and Communication:** Letter to NYSDEC from Mike Primer - Delaware Engineering requesting downgrading of the mercury requirements for SPDES permit.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for April 2024.

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of April 10, 2024 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

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

**Sewer Fund 4/1/2024 – 4/30/2024**

Beginning Balance	57,775.76	Current Revenues	92,197.60
Deposits	122,463.08	Year to Date Revenue	1,099,129.67
Disbursements	-114,505.20	Current Expenditures	106,729.72
Ending Balance	65,733.64	Year to Date Expended	1,186,557.97

\*Capital Reserve Balance \$115,401.41

**Sewer Fund DSC 4/1/2024 – 4/30/2024**

Beginning Balance	58,015.50
Deposits	24,263.95
Disbursements/Transfers	-50,000.00

Ending Balance	32,279.45
Add Money Market Account	665,025.08
Accounts Receivable (unavailable)	58,233.43
Total Fund Balance	755,537.96

**Abstract:** Commissioner Hoppe moved to approve the sewer bills in the amount of \$65,578.13.

Commissioner Deibler seconded the motion, which carried unanimously.

**2023-2024 Sewer Budget Transfers:** Commissioner Hoppe moved to approve the following budget transfers. Commissioner Deibler seconded the motion, which carried unanimously.

		Transfer To:	Transfer From:
G 1910.0400	unallocated ins	5,023	
G 1990.0400	contingency exp		-10,000
G 8110.0101	commissioners		-400
G 8110.0102	admin-clerk/treasurer		-460
G 8110.0105	admin-clerk		-5,744
G 8110.0145	admin-sick	236	
G 8110.0146	admin-overtime	977	
G 8110.0200	admin-equipment		-1,000
G 8110.0400	admin-contractual	2,313	
G 8110.0401	admin-supplies		-3,035
G 8110.0402	admin-misc		-1,090
G 8120.0402	meter parts		-1,500
G 8120.0403	new meters	2,021	
G 8130.0103	laborer	48,223	
G 8130.0104	plant operator		-117,730
G 8130.0105	plant operator/trainee	46,807	
G 8130.0144	spec comp		-900
G 8130.0145	sick time	3,425	
G 8130.0146	overtime	641	
G 8130.0148	holiday		-1,919
G 8130.0149	vacation		-1,108
G 8130.0400	contractual expense		-2,156
G 8130.0403	electric	45,167	
G 8130.0405	telephone		-836
G 8130.0406	gasoline		-472
G 8130.0407	sludge	7,226	
G 8130.0408	chlorine		-1,536
G 8130.0409	polymer		-4,512
G 8130.0410	PAC	48,064	
G 8130.0411	misc		-655
G 8130.0412	lab testing	2,675	
G 8130.0413	training		-3,776
G 8130.0414	computer/IT services		-400
G 8130.0415	mag hydroxydioxide		-18,000
G 8140.0400	misc		-1,000
G 9010.0800	retirement	329	
G 9030.0800	social security		-3,904
G 9040.0800	workman comp		-2,245
G 9060.0800	health insurance		-6,749
G 9901.0903	transfer to other funds		-22,000
		213,127	-213,127

**2023-2024 Sewer Budget Amendments:** Commissioner Hoppe moved to approve the following budget transfers. Commissioner Deibler seconded the motion, which carried unanimously.

G 0510 - Appropriated Revenue (cr)		G 0960 - Appropriated Expense (db)		
G 9000	69,000	G 8130.0200	equipment	61,572
G 2120	0	G 8130.0401	supplies	33,000
G 2770	46,000	G 8130.0402	repairs	7,100
		G 8130.0403	electric	0
		G 8130.0404	heating fuel	8,328
		G 8130.0407	sludge	0
		G 8130.0410	PAC	5,000
TOTAL	115,000	TOTAL		115,000

**Hach Agreement:** Commissioner Hoppe moved to approve annual Hach invoice for maintenance and calibration of meters I the amount of \$5,171.00. Commissioner Steck seconded the motion, which carried unanimously.

**Vacuum Truck Update:** Still on schedule for July.

**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 \$71,449.01 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 \$36,982.89 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.

**Executive Session:** Commissioner Hoppe moved to enter executive session at 6:06 p.m. to discuss a Personnel Matter. Commissioner Deibler seconded the motion, which carried unanimously.

Commissioner Hoppe moved to enter regular session at 6:11 p.m. Commissioner Deibler

**Adjournment:** Commissioner Deibler moved to adjourn at 6:12 p.m. Commissioner Hoppe 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 TUESDAY, JUNE 10, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

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

**Letters and Communication:** None

**Plant Operator's Report:** Devon Spallone submitted the monthly report for May 2024.

**Approval of Minutes:** Commissioner Hoppe moved to approve the minutes of May 13, 2024 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Treasurers Report:** On hold.

**Abstract:** Commissioner Hoppe moved to approve the sewer bills in the amount of \$50,426.16 for May and \$2,765.55 for June. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval to Transfer:** Commissioner Hoppe moved to approve appropriating fund balance of up to \$150,000.00 to cover budget overage. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 6:18 p.m. Commissioner Hoppe 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 TUESDAY, JULY 8, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, Matt Jilson, and Senior Commissioner Dr. Ron Kahn. Also present: Devon Spallone, Clerk Treasurer Michele Wood, Mayor Andrew Aronstam, and Patti Hanbury.

**Best Bev Presentation:** Best Bev gave presentation showing the workings of the plant and facility.

**Executive Session:** Commissioner Hoppe moved to enter Executive Session at 5:56 p.m. to discuss legal contract. Commissioner Steck seconded the motion, which carried unanimously.

Commissioner Hoppe moved to come out of Executive Session at 6:11 p.m. Commissioner Steck seconded the motion, which carried unanimously.

**Letters and Communication:** Rawley Filbin, 334 Broad Street, submitted a letter requesting sewer forgiveness and bill adjustment. Pat Roney, of the Water Department, confirmed there was an outside faucet leak. Commissioner Hoppe moved to approve the forgiveness and reduce the sewer to an average sewer usage amount. Commissioner Steck seconded the motion, which carried unanimously.

April Rose, 508 Waverly Street, submitted a letter requesting sewer forgiveness and bill adjustment. Pat Roney confirmed there was an outside faucet leak. Commissioner Hoppe moved to approve the forgiveness and reduce the sewer bill to an average sewer usage amount. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator's Report:** Devon Spallone submitted the monthly report for June 2024.

**Treasurers Report:** The clerk stated the report is unavailable at this time.

**Approval of Minutes:** Commissioner Jilson moved to approve the minutes of June 10, 2024 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the sewer bills in the amount of \$2,526.40 for May and \$439,509.80 for June. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 6:40 p.m. Commissioner Hoppe seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF SEWER  
COMMISSIONERS OF THE VILLAGE OF WAVERLY  
HELD ON THURSDAY, JULY 18, 2024 AT 11:00 A.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 11:00 a.m.

**Roll Call:** Commissioners present: Matt Jilson, Jim Deibler, Laura Hoppe, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Devon Spallone, and Clerk Treasurer Michele Wood.

**Hire Plant Laborer:** Commissioner Hoppe moved to recommend to the Village Board to hire Donald Meyers Jr. for a Full Time WWTP Laborer at the contractual rate of \$15.50/hr.

Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 11:10 a.m. Commissioner Hoppe 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 TUESDAY, AUGUST 12, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, Jim Deibler, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney and Patti Hanbury.

**Letters and Communication:** Amanda Bailey, 334 Broad Street, sent in letter requesting sewer forgiveness and bill adjustment. Commissioner Hoppe moved to approve the forgiveness and reduce the sewer to an average sewer usage amount. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for July 2024.

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

Sewer Fund 5/1/2024 – 5/31/2024			
Beginning Balance	65,733.64	Current Revenues	155,669.68
Deposits	65,826.37	Year to Date Revenue	1,234,933.23
Disbursements	-103,267.00	Current Expenditures	130,151.22
Ending Balance	28,293.01	Year to Date Expended	1,316,709.16
*Capital Reserve Balance \$115,912.80			
Sewer Fund 6/1/2024 – 6/30/2024			
Beginning Balance	28,293.01	Current Revenues	103,099.64
Deposits	190,552.10	Year to Date Revenue	103,099.64
Disbursements	-135,632.97	Current Expenditures	427,483.83
Ending Balance	83,212.14	Year to Date Expended	427,783.83
*Capital Reserve Balance \$116,409.13			
Sewer Fund 7/1/2024 – 7/31/2024			
Beginning Balance	83,212.14	Current Revenues	317,164.06
Deposits	293,170.55	Year to Date Revenue	420,263.70
Disbursements	-69,871.22	Current Expenditures	52,994.14
Ending Balance	306,511.47	Year to Date Expended	480,477.97
*Capital Reserve Balance \$116,921.63			

Sewer Fund DSC 5/1/2024 – 5/31/2024

Beginning Balance	32,279.45
Deposits	21,447.62
Disbursements/Transfers	-60.00
Ending Balance	53,667.07
Add Money Market Account	667,961.34
Accounts Receivable (unavailable)	71,538.76
Total Fund Balance	793,167.17

Sewer Fund DSC 6/1/2024 – 6/30/2024

Beginning Balance	53,667.07
Deposits	452,410.27
Disbursements/Transfers	-496,982.99
Ending Balance	9,094.35
Add Money Market Account	392,237.35
Accounts Receivable (unavailable)	31,901.24
Total Fund Balance	433,232.94

Sewer Fund DSC 7/1/2024 – 7/31/2024

Beginning Balance	9,094.35
Deposits	24,218.21
Disbursements/Transfers	-588.00
Ending Balance	32,724.56
Add Money Market Account	393,964.23
Accounts Receivable (unavailable)	34,670.35
Total Fund Balance	461,359.14

**Approval of Minutes:** Commissioner Steck moved to approve the minutes of July 8, 2024 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Abstract:** Commissioner Hoppe moved to approve the sewer bills in the amount of \$54,462.37. Commissioner Steck seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 5:50 p.m. Commissioner Hoppe 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, SEPTEMBER 9, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, Jim Deibler, Matt Jilson, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, and Patti Hanbury.

**Letters and Communication:** None

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for August 2024.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of August 12, 2024 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

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

Sewer Fund 8/1/2024 – 8/31/2024

Beginning Balance	306,511.47	Current Revenues	124,983.04
Deposits	80,945.82	Year to Date Revenue	545,246.74
Disbursements	-88,299.09	Current Expenditures	80,922.04
Ending Balance	299,158.20	Year to Date Expended	561,400.01

\*Capital Reserve Balance \$117,433.74

Sewer Fund DSC 8/1/2024 – 8/31/2024

Beginning Balance	32,724.56
Deposits	30,694.22
Disbursements/Transfers	-0.00
Ending Balance	63,418.78
Add Money Market Account	395,689.87
Accounts Receivable (unavailable)	38,823.45
Total Fund Balance	497,932.10

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$54,071.76. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 5:40 p.m. Commissioner Jilson 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 14, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Laura Hoppe, Jim Deibler, Matt Jilson, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Plant Operator Devon Spallone, and Clerk Treasurer Michele Wood

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for September 2024. He stated that the Freightliner was incorrectly ordered, they will be exchanging it with a Peterbilt at the same price. The truck should be delivered around Thanksgiving. Plant Operator Spallone stated concern that the garage may not be long enough for the Peterbilt and may need to extend the garage. He will get exact measurements of the truck.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of September 9, 2024 as presented. Commissioner Steck seconded the motion, which carried unanimously.

**Abstract:** Commissioner Deibler moved to approve the sewer bills in the amount of \$37,614.71.

Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 9/1/2024 – 9/30/2024

Beginning Balance	299,158.20	Current Revenues	95,407.77
Deposits	62,535.78	Year to Date Revenue	640,654.51
Disbursements	-70,541.60	Current Expenditures	68,811.78
Ending Balance	291,152.38	Year to Date Expended	631,211.79

\*Capital Reserve Balance \$117,917.61

Sewer Fund DSC 9/1/2024 – 9/30/2024

Beginning Balance	63,418.78
Deposits	18,645.46
Disbursements/Transfers	-50,000.00
Ending Balance	32,064.24
Add Money Market Account	397,180.06
Accounts Receivable (unavailable)	32,064.24
Total Fund Balance	474,779.56

**Adjournment:** Commissioner Steck moved to adjourn at 5:55 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 18, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Jim Deibler, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Trustee Kevin Sweeney, Clerk Treasurer Michele Wood, and Patti Hanbury

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for October 2024.

**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of October 7, 2024 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

**Abstract:** Commissioner Deibler moved to approve the sewer bills in the amount of \$70,893.09. Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 10/1/2024 – 10/31/2024

Beginning Balance	291,152.38	Current Revenues	107,458.59
Deposits	85,956.48	Year to Date Revenue	748,113.10
Disbursements	-63,440.87	Current Expenditures	51,724.49
Ending Balance	313,667.99	Year to Date Expended	682,936.28

\*Capital Reserve Balance \$118,388.09

Sewer Fund DSC 10/1/2024 – 10/31/2024

Beginning Balance	32,064.24
Deposits	27,609.96
Disbursements/Transfers	-3,388.38
Ending Balance	56,285.82
Add Money Market Account	449,283.62
Accounts Receivable (unavailable)	47,717.39
Total Fund Balance	553,286.83

**Adjournment:** Commissioner Hoppe moved to adjourn at 5:45 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 9, 2024 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

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

**Letters and Communication:** Letter from Catherine Kozemko, 422 Pennsylvania Ave., requesting sewer forgiveness in the amount of \$115.72 due to a water leak from the meter. Commissioner Diebler moved to approve the reduction. Commissioner Hoppe seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for November 2024.

**Truck/CDL:** The new jet router truck is supposed to ship in the next couple of weeks. It will be delivered to the dealer to be inspected and then it will be delivered to the sewer plant. It will require a CDL license to operate and Devon will look into what is needed.

**Approval of Minutes:** Commissioner Deibler moved to approve the minutes of November 18, 2024 as presented. Commissioner Hoppe seconded the motion, which carried unanimously **Treasurers**

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

Sewer Fund 11/1/2024 – 11/30/2024

Beginning Balance	313,667.99	Current Revenues	120,594.96
Deposits	78,435.55	Year to Date Revenue	868,708.06
Disbursements	-97,155.21	Current Expenditures	91,267.75
Ending Balance	294,948.33	Year to Date Expended	773,988.04

\*Capital Reserve Balance \$118,831.80

Sewer Fund DSC 11/1/2024 – 11/30/2024

Beginning Balance	58,285.82
Deposits	32,525.89
Disbursements/Transfers	-100.00
Ending Balance	88,711.71
Add Money Market Account	450,967.56
Accounts Receivable (unavailable)	49,995.35
Total Fund Balance	589,674.62

**Revenue Comparison Report:** The clerk submitted year-to-date revenues November 2023 vs. November 2024. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37

**DPW Contract:** Commissioner Jilson will be the Sewer Board representative for the contract negotiations.

**2025-2026 Budget Committee:** Commissioner Hoppe and Commissioner Deibler will be on the Sewer Budget Committee.

**Abstract:** Commissioner Deibler moved to approve the sewer bills in the amount of \$35,521.58. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Deibler moved to adjourn at 5:55 p.m. Commissioner Hoppe 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 13, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Jim Deibler, Mike Steck, Matt Jilson, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, Devon Spallone, and Patti Hanbury.

**Letters and Communication:** Letter from Tony Santalucia, 462 Waverly St. Waverly NY 14892, requesting sewer forgiveness in the amount of \$142.02 due to a water leak from the gaskets around meter spud. Commissioner Diebler moved to approve the reduction. Commissioner Hoppe seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for December 2024.



**Approval of Minutes:** Commissioner Jilson moved to approve the minutes of December 9, 2024 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 12/1/2024 – 12/31/2024

Beginning Balance	294,948.33	Current Revenues	98,288.96
Deposits	113,774.75	Year to Date Revenue	996,997.02
Disbursements	-57,959.67	Current Expenditures	59,291.23
Ending Balance	350,763.41	Year to Date Expended	833,279.27

\*Capital Reserve Balance \$119,276.79

Sewer Fund DSC 12/1/2024 – 12/31/2024

Beginning Balance	88,711.71
Deposits	39,137.19
Disbursements/Transfers	-85,000.00
Ending Balance	42,848.90
Add Money Market Account	537,880.86
Accounts Receivable (unavailable)	36,040.87
Total Fund Balance	616,770.63

**Revenue Comparison Report:** The clerk submitted year-to-date revenues December 2023 vs. December 2024. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$476,539.31. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Jilson moved to adjourn at 5:47 p.m. Commissioner Hoppe 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, FEBRUARY 10, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Jim Deibler, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, Devon Spallone, and Patti Hanbury.

**Plant Operator’s Report:** Devon Spallone submitted the monthly report for January 2025.

**Approval of Minutes:** Commissioner Steck moved to approve the Minutes of January 13, 2025 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 1/1/2025 – 1/31/2025

Beginning Balance	350,763.41	Current Revenues	111,290.43
Deposits	277,309.77	Year to Date Revenue	1,078,287.45
Disbursements	-546,163.87	Current Expenditures	534,393.72
Ending Balance	81,909.31	Year to Date Expended	1,367,672.99

\*Capital Reserve Balance \$119,708.33

Sewer Fund DSC 1/1/2025 – 1/31/2025

Beginning Balance	42,848.90
Deposits	24,739.31
Disbursements/Transfers	-55,000.00
Ending Balance	12,588.21
Add Money Market Account	594,834.12
Accounts Receivable (unavailable)	37,590.20
Total Fund Balance	645,012.53

**Revenue Comparison Report:** The clerk submitted year-to-date revenues January 2024 vs. January 2025. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$93,150.84.

Commissioner Deibler seconded the motion, which carried unanimously.

**Truck Garage:** The board discussed building a new garage or extending the current garage to house the new vacuum truck. They determined that a new building would be too costly to do at this time.

Engineering specifications are needed for an extension modification to the existing building.

Commissioner Steck stated he would reach out to Hunt Engineers for an estimate of cost.

**Budget Committee:** Meeting February 13, 2025 at 10:00 with Budget Committee.

**Adjournment:** Commissioner Steck moved to adjourn at 5:52 p.m. Commissioner Hoppe 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 10, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, Laura Hoppe, Jim Deibler, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, Devon Spallone, and Patti Hanbury.

**Letters and Communication:** The clerk presented a letter from Mark Cron, 441 Clark Street, requesting forgiveness from sewer bill due to a water heater leak in basement, verified by Pat Roney. Commissioner Hoppe moved to approve sewer forgiveness in the amount of \$1,330.78. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Report from February submitted.

**Approval to Purchase Truck Nozzles:** Commissioner Jilson moved to approve the purchase of nozzles for the jet rodder truck in the amount of \$3,930.00. Commissioner Deibler seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Steck moved to approve the minutes of February 10, 2025 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 2/1/2025 – 2/28/2025

Beginning Balance	81,909.31	Current Revenues	119,404.94
Deposits	142,497.39	Year to Date Revenue	1,197,692.36
Disbursements	-165,769.10	Current Expenditures	73,637.46
Ending Balance	58,637.60	Year to Date Expended	1,441,310.45

\*Capital Reserve Balance \$120,096.58

Sewer Fund DSC 2/1/2025 – 2/28/2025

Beginning Balance	12,588.21
Deposits	85,183.90
Disbursements/Transfers	-85,000.00
Ending Balance	12,772.11
Add Money Market Account	626,754.06
Accounts Receivable (unavailable)	41,957.44
Total Fund Balance	681,483.60

**Revenue Comparison Report:** The clerk submitted year-to-date revenues February 2024 vs. February 2025. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54
February 2025	909,355.78	997,692.36	88,336.58

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$37,476.38. Commissioner Deibler seconded the motion, which carried unanimously.

**Truck Garage:** On hold.

**Executive Session:** Commissioner Hoppe moved to enter executive session for.

Commissioner Steck seconded the motion, which carried unanimously.

Commissioner Steck moved to close executive session and reopen regular session at 6:10 p.m.

Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Steck moved to approve a refund for overpayment/overbilling in the amount of \$18,299.63 to Elizabeth Square. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Steck moved to approve a credit for overpayment/overbilling in the amount of \$6,432.98 to Elizabeth Square. Commissioner Hoppe seconded the motion, which carried unanimously.

Commissioner Hoppe moved to recommend to approve the sewer rate increase of \$0.11 from \$5.26 to \$5.37. Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Hoppe moved to recommend to approve the sewer capital charge increase of \$4.00 from \$120 to \$124 annually. Commissioner Jilson seconded the motion, which carried unanimously.

Commissioner Steck moved to recommend adoption of the 2025-2026 Tentative Sewer Budget as presented, to the Board of Trustees. Commissioner Jilson seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Steck moved to adjourn at 5:47 p.m. Commissioner Hoppe 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 14, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Matt Jilson, Laura Hoppe, Jim Deibler, Mike Steck, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, Devon Spallone, and Patti Hanbury.

**Letters and Communication:** The clerk presented a letter from Mary Andrus, 107 Florence Street, requesting forgiveness from sewer bill due to a water heater leak in basement, verified by Pat Roney. Commissioner Steck moved to approve sewer forgiveness in the amount of \$ 84.16. Commissioner Jilsojn seconded the motion, which carried unanimously.

The clerk presented a letter from Charity Payne, 455 Waverly Street, requesting forgiveness from sewer bill due to leaking toilet. Commissioner Steck moved to deny sewer forgiveness due to it going down the sewer system. Commissioner Jilson seconded the motion, which carried unanimously.

**Approval of Minutes:** Commissioner Hoppe moved to approve the minutes of March 10, 2025 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted report from March.

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

Sewer Fund 3/1/2025 – 3/31/2025

Beginning Balance	58,637.60	Current Revenues	71,905.03
Deposits	77,347.65	Year to Date Revenue	1,269,597.39
Disbursements	-76,102.25	Current Expenditures	53,543.95
Ending Balance	59,883.00	Year to Date Expended	1,494,854.40

\*Capital Reserve Balance \$120,096.58

Sewer Fund DSC 3/1/2025 – 3/31/2025

Beginning Balance	12,772.11
Deposits	22,923.91
Disbursements/Transfers	-0.00
Ending Balance	35,696.02
Add Money Market Account	628,988.13
Accounts Receivable (unavailable)	44,670.82
Total Fund Balance	709,254.97

**Revenue Comparison Report:** The clerk submitted year-to-date revenues March 2024 vs. March 2025. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54
February 2025	909,355.78	997,692.36	88,336.58
March 2025	1,006,421.17	1,069,597.39	63,176.22

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$37,072.91  
Commissioner Deibler seconded the motion, which carried unanimously.

**Truck Garage:** Received an rough estimate for the extension on the existing building of \$150,000  
and \$200,000.

**Adjournment:** Commissioner Hoppe moved to adjourn at 5:58 p.m. Commissioner Steck 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 12, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Mike Steck, and Senior Commissioner Dr. Ron  
Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, Trustee Kevin  
Sweeney, Devon Spallone, and Patti Hanbury.

**Letters and Communication:** Commissioner Hoppe moved to approve to hire Delaware Engineering to look into a requested contract change for Best Bev’s Industrial User Wastewater Permit. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted report from April 2025

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of April 14, 2025 as presented. Commissioner Steck seconded the motion, which carried unanimously.

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

Sewer Fund 4/1/2025 – 4/30/2025

Beginning Balance	59,883.00	Current Revenues	106,837.41
Deposits	57,073.68	Year to Date Revenue	1,376,434.80
Disbursements	-57,031.63	Current Expenditures	49,111.65
Ending Balance	59,925.05	Year to Date Expended	1,543,966.05

\*Capital Reserve Balance \$120,952.76

Sewer Fund DSC 4/1/2025 – 4/30/2025

Beginning Balance	35,696.02
Deposits	19,405.75
Disbursements/Transfers	-30.00
Ending Balance	55,116.77
Add Money Market Account	631,222.21
Accounts Receivable (unavailable)	51,619.64
Total Fund Balance	737,958.62

**Revenue Comparison Report:** The clerk submitted year-to-date revenues April 2024 vs. April 2025. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54
February 2025	909,355.78	997,692.36	88,336.58
March 2025	1,006,421.17	1,069,597.39	63,176.22
April 2025	779,081.98	840,287.35	61,205.37

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$46,597.26 Commissioner Hoppe seconded the motion, which carried unanimously.

**2025 Sewer Relevy Report:** 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, 2025 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 \$36,345.79 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 \$19,738.51 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 Steck seconded the motion, which carried unanimously.

**2024-2025 Budget Transfers:** Commissioner Hoppe moved to approve the following budget transfers. Commissioner Steck seconded the motion, which carried unanimously.

		Transfer To:	Transfer From:
G 1920.0400	municipal assoc dues		-750
G 1990.0400	contingency exp		-5,000
G 8110.0102	admin-clerk/treasurer	300	
G 8110.0105	admin-clerk	1,145	
G 8110.0144	admin-spec comp		-50
G 8110.0145	admin-sick	278	
G 8110.0146	admin-overtime	695	
G 8110.0148	admin-holiday		-1,000
G 8110.0149	admin-vacation		-1,500
G 8110.0200	admin-equipment		-500
G 8110.0400	admin-contractual	2,000	-2,000
G 8110.0402	admin-misc		
G 8120.0403	new meters		-2,000
G 8130.0103	laborer	39,714	
G 8130.0104	plant operator		-52,419
G 8130.0105	plant operator/trainee	1,920	
G 8130.0145	sick time	3,795	
G 8130.0146	overtime	226	
G 8130.0148	holiday		-547
G 8130.0149	vacation	2,552	
G 8130.0200	equipment	36,842	
G 8130.0400	contractual expense	2,500	
G 8130.0401	supplies		-7,000
G 8130.0402	repairs	2,000	
G 8130.0404	heating fuel	2,000	
G 8130.0405	telephone	130	
G 8130.0406	gasoline	1,800	
G 8130.0409	polymer	1,500	
G 8130.0411	misc		-780
G 8130.0412	lab testing	750	
G 8130.0413	training		-3,730
G 8130.0414	computer/IT services		-1,180
G 8140.0400	misc		-550
G 9010.0800	retirement		-6,080
G 9030.0800	social security		-1,000
G 9040.0800	workman comp		-3,047
G 9060.0800	health insurance		-11,014
		100,147	-100,147

**2024-2025 Budget Amendments:** Commissioner Hoppe moved to approve the following budget amendments. Commissioner Deibler seconded the motion, which carried unanimously.

G 0510 - Appropriated Revenue (cr)				G 0960 - Appropriated Expense (db)		
G 2120	sewer charges	77,000		G 1910.0400	unallocated insurance	3,550
G 2128	penalties o/m	2,500		G 8110.0102	clerk treasurer	2,500
G 2401	interest o/m	7,700		G 8130.0200	equipment	380,000
G 2655	minor sales (truck)	3,550		G 8130.0400	contractual exp	1,000
G 2770	misc (truck bond)	200,000		G 8130.0402	repairs	22,150
G 9000	unreserved fund bal	150,000		G 8130.0404	heating fuel	2,300
				G 8130.0407	sludge	10,000
				G 8130.0410	PAC	19,250
TOTAL		440,750		TOTAL		440,750

**Adjournment:** Commissioner Hoppe moved to adjourn at 5:58 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, JULY 14, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

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

**Letters and Communication:** Letter from Ron Smith, 3 Spring Street, asking for adjustment to sewer portion of water bill due to having to fill pool daily due to leak. Commissioner Hoppe moved to deny the request due to lack of significant increase in water usage. Commissioner Deibler seconded the motion, which carried unanimously.

Letter from Sayles and Evans, regarding 449 Chemung Street, asking that the sewer portion of the water bill from 2023 be reduced due to an apparent leak, which was not verified, in an abandoned property. The delinquent bill was relevied to the property tax bill in 2024. The water was shut off at the street when the village realized the very high water usage during the billing cycle. Commissioner Hoppe moved to deny the request, due to the timeframe and no prior request being made. Commissioner Deibler seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted report from June 2025.

**SCADA Server Upgrade:** Commissioner Hoppe moved to approve up to \$55,000 from capital reserve to cover the cost of the SCADA server upgrade, and the clerk to advertise the same. Commissioner Deibler seconded the motion, which carried unanimously.



**Approval of Minutes:** Commissioner Deibler moved to approve the Minutes of June 9, 2025, as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

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

Sewer Fund 5/1/2025 – 5/31/2025

Beginning Balance	59,925.05	Current Revenues	123,551.87
Deposits	90,466.32	Year to Date Revenue	1,499,870.66
Disbursements	-71,519.46	Current Expenditures	97,241.68
Ending Balance	78,871.91	Year to Date Expended	1,641,207.73

\*Capital Reserve Balance \$121,364.57

Sewer Fund 6/1/2025 – 6/30/2025

Beginning Balance	78,871.91	Current Revenues	105,338.33
Deposits	563,848.14	Year to Date Revenue	105,338.33
Disbursements	-555,047.02	Current Expenditures	473,594.42
Ending Balance	87,673.03	Year to Date Expended	473,594.42

\*Capital Reserve Balance \$121,777.97

Sewer Fund DSC 5/1/2025 – 5/31/2025

Beginning Balance	55,116.27
Deposits	30,407.15
Disbursements/Transfers	0.00
Ending Balance	85,523.42
Add Money Market Account	631,371.28
Accounts Receivable (unavailable)	47,754.91
Total Fund Balance	765,649.61

Sewer Fund DSC 6/1/2025 – 6/30/2025

Beginning Balance	85,523.92
Deposits	656,410.46
Disbursements/Transfers	-707,768.51
Ending Balance	34,165.87
Add Money Market Account	346,424.17
Accounts Receivable (unavailable)	33,940.82
Total Fund Balance	414,530.86

**Revenue Comparison Report:** The clerk submitted year-to-date revenues May 2024 vs. May 2025, and June 2025 vs June 2026. These are only selected recurring revenues, and not a complete revenue statement.

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54
February 2025	909,355.78	997,692.36	88,336.58
March 2025	1,006,421.17	1,069,597.39	63,176.22
April 2025	779,081.98	840,287.35	61,205.37
May 2025	870,390.57	908,736.72	38,346.15
June 2026	75,227.87	77,782.58	2,664.71

**Abstract:** Commissioner Deibler moved to approve the sewer bills in the amount of (2025) \$7,091.52 and (2026) \$54,353.26. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:23 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 11, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

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

**Letters and Communication:** Ron Smith, 3 Spring Street, asking for adjustment to sewer portion of water bill due to having to fill pool daily due to leak. Request was denied due to lack significant increase in water usage.

**Plant Operator’s Report:** Devon Spallone submitted report from July 2025.

**SCADA Server Upgrades:**

**Approval of Minutes:** Commissioner Deibler moved to approve the minutes of July 14, 2025 as presented. Commissioner Hoppe seconded the motion, which carried unanimously.

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

**Sewer Fund 7/1/2025 – 7/31/2025**

Beginning Balance	87,673.03	Current Revenues	98,376.08
Deposits	59,924.02	Year to Date Revenue	203,714.41
Disbursements	-80,035.06	Current Expenditures	70,466.32
Ending Balance	67,561.99	Year to Date Expended	544,060.74

\*Capital Reserve Balance \$122,206.56

**Sewer Fund DSC 7/1/2025 – 7/31/2025**

Beginning Balance	34,165.87
Deposits	22,257.02
Disbursements/Transfers	0.00
Ending Balance	56,422.89
Add Money Market Account	346,587.53
Accounts Receivable (unavailable)	39,735.62
Total Fund Balance	442,746.04

**Revenue Comparison Report:** The clerk submitted year-to-date revenues July 2025 vs July 2026.

These are only selected recurring revenues, and not a complete revenue statement.

**Sewer O&M**

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
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November 2024	592,242.69	668,708.06	76,465.37
December 2024	682,555.70	766,997.02	84,441.32
January 2025	792,986.91	878,287.45	85,300.54
February 2025	909,355.78	997,692.36	88,336.58
March 2025	1,006,421.17	1,069,597.39	63,176.22
April 2025	779,081.98	840,287.35	61,205.37
May 2025	870,390.57	908,736.72	38,346.15
June 2025	75,227.87	77,782.58	2,664.71
July 2025	164,265.73	148,053.48	-16,212.25

Sewer DSC

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
July 2025	55,997.97	55,660.93	-337.04

**Abstract:** Commissioner Deibler moved to approve the sewer bills in the amount of 2026 \$39,882.14. Commissioner Hoppe seconded the motion, which carried unanimously.

**Adjournment:** Commissioner Hoppe moved to adjourn at 5:58 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, SEPTEMBER 8, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Laura Hoppe, Matt Jilson, Jim Deibler, and Senior

Commissioner Dr. Ron Kahn. Also present: Clerk Treasurer Michele Wood, Trustee Kevin Sweeney, and Patti Hanbury.

Absent: WWTP Operator Devon Spallone and Attorney Betty Keene.

**Letters and Communication:** Richard Lynch, 125 Route 17c, resident of the Town of Barton water district, complaining of high water usage, asking for forgiveness on bill due to using water for watering garden, animals, not going down sewer. Town of Barton referred him to come to our Sewer Board meeting. We referred him back to the Town of Barton.

Letter from JTM Enterprises, 150 Broad Street, stating the water line broke, flooding the utility room and is requesting sewer forgiveness. Water Department signed off on the broken line. The Board decided to address this request at the next meeting as we need to get accurate current reading to see amount of increase in usage.

**Plant Operator’s Report:** Devon Spallone submitted report from August 2025.

**SCADA Server Upgrades:** No update

**Approval of Minutes:** Commissioner Hoppe moved to approve the Minutes of August 11, 2025 as presented. Commissioner Jilson seconded the motion, which carried unanimously.

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

Sewer Fund 8/1/2025 – 8/31/2025

Beginning Balance	67,561.99	Current Revenues	113,178.04
Deposits	88,133.07	Year to Date Revenue	316,892.45
Disbursements	-69,494.01	Current Expenditures	64,117.07
Ending Balance	86,201.05	Year to Date Expended	608,177.81

\*Capital Reserve Balance \$122,636.29

Sewer Fund DSC 8/1/2025 – 8/31/2025

Beginning Balance	56,422.89
Deposits	23,538.70
Disbursements/Transfers	-30.60
Ending Balance	79,930.99
Add Money Market Account	346,751.35
Accounts Receivable (unavailable)	43,084.79
Total Fund Balance	469,767.13

**Revenue Comparison Report:** The clerk submitted year-to-date revenues August 2025 vs August 2026. These are only selected recurring revenues, and not a complete revenue statement.

Sewer O&M

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
June 2025	75,227.87	77,782.58	2,664.71
July 2025	164,265.73	148,053.48	-16,212.25
August 2025	252,675.81	234,210.43	-18,465.38

Sewer DSC

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
June 2025	27,871.77	27,445.75	-426.20
July 2025	55,997.97	55,660.93	-337.04
August 2025	92,570.93	82,682.02	-9,888.91

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of 2026 39,38.

Commissioner Hoppe seconded the motion, which carried unanimously.

**WWTP Permit Renewal for Best Bey:** Tabled until next meeting.

**Adjournment:** Commissioner Hoppe moved to adjourn at 6:04 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 13, 2025 AT 5:30 P.M.  
IN THE TRUSTEES' ROOM IN THE VILLAGE HALL**

Senior Commissioner Kahn called the meeting to order at 5:30 p.m.

**Roll Call:** Commissioners present: Mike Steck, Matt Jilson, Jim Deibler, and Senior Commissioner Dr. Ron Kahn. Also present: Attorney Betty Keene, Clerk Treasurer Michele Wood, and Patti Hanbury.

**Best Bev:** Mike Jones (Best Bev WWTP manager) and Jack Blobe attended meeting to inquire about status of renewal of permit with some modifications. Devon Spallone informed them that we are waiting to hear from Delaware Engineers.

**Letters and Communication:** Letter from JTM Enterprises for 150 Broad Street stating water line broke, flooding the utility room and is requesting sewer forgiveness. Water Department signed off on the broken line. Commissioner Diebler motion to approve reducing the usage to the 4 billing cycle average of 37 HCF, resulting in a sewer reduction of \$59.07. Commissioner Steck seconded the motion, which carried unanimously.

**Plant Operator’s Report:** Devon Spallone submitted report from September 2025.

**SCADA Server Upgrades:** Equipment was delivered today (10/13/2025).

**Approval of Minutes:** Commissioner Steck moved to approve the minutes of September 8, 2025 as presented. Commissioner Deibler seconded the motion, which carried unanimously.

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

Sewer Fund 9/1/2025 – 9/30/2025

Beginning Balance	86,201.05	Current Revenues	121,956.17
Deposits	91,125.24	Year to Date Revenue	438,848.62
Disbursements	-75,873.77	Current Expenditures	64,299.29
Ending Balance	101,452.52	Year to Date Expended	672,477.10

\*Capital Reserve Balance \$123,045.66

Sewer Fund DSC 9/1/2025 – 9/30/2025

Beginning Balance	79,930.99
Deposits	35,838.29
Disbursements/Transfers	-102,739.36
Ending Balance	13,029.92
Add Money Market Account	446,929.14
Accounts Receivable (unavailable)	45,767.59
Total Fund Balance	505,726.65

**Revenue Comparison Report:** The clerk submitted year-to-date revenues September 2025 vs September 2026. These are only selected recurring revenues, and not a complete revenue statement.

Sewer O&M

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
June 2025	75,227.87	77,782.58	2,664.71
July 2025	164,265.73	148,053.48	-16,212.25
August 2025	252,675.81	234,210.43	-18,465.38
September 2025	320,918.11	320,207.08	-711.03

Sewer DSC

Month	YTD Previous Year	YTD Current Year	Increase/Decrease
June 2025	27,871.77	27,445.75	-426.20
July 2025	55,997.97	55,660.93	-337.04
August 2025	92,570.93	82,682.02	-9,888.91
September 2025	119,736.40	118,641.54	-1,094.86

**Abstract:** Commissioner Steck moved to approve the sewer bills in the amount of \$49,238.38.

Commissioner Jilson seconded the motion, which carried unanimously.

**NY DEC SPDES Annual Compliance Inspection:** Inspection was done October 6, 2025 and no issues were found.

**WWTP Permit Renewal for Best Bev:** Tabled until next meeting.

**Adjournment:** Commissioner Steck moved to adjourn at 5:58 p.m. Commissioner Jilson seconded the motion, which carried unanimously

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