

2006
KWIC MINUTES





KWIC

**Keuka Watershed Improvement Cooperative
Suite 201
1 Keuka Business Park
Penn Yan, NY 14527
315-536-0917**

Paul Bauter, Watershed Manager

Minutes for Meeting Held on January 23, 2006 at the Milo Town Offices.

Next meeting is to be held in the Town of Barrington on March 27, 2006 at 7:00 p.m.

Members present: William Weber (Pulteney), Tom Chadwick (Urbana), Jack Snow (Milo), Dawn Dowdle (Wayne), Daryl Jones (Jerusalem), and Eileen Farnan (Barrington).

Members absent: Stella Pulver (Hammondsport) and Doug Marchionda (Penn Yan).

Guests Present: Paul Bauter (Watershed Manager); Ed Balsley (KLOC Manager); Bill Oben, Bob Worden (KLA); Mark Socola (KLOC Treasurer); Jody Allen, PE; Jim Howell (Inspector, Wayne); Mrs. Stone, Alternate for Town of Wayne; and Kenny Christensen, Alternate for Town of Barrington.

Chairman, Tom Chadwick, called the KWIC meeting to order at 7:30 pm.

Minutes: After a correction is made, the minutes of the regular meeting held on November 28, 2005 are approved with a motion made by Mr. Snow, and seconded by Ms. Dowdle. Motion carried.

Election of Officers: Mr. Chadwick brought it to the Board's attention that once again it is time to elect officers. Mr. Weber made a motion that the officers remain the same with Mr. Snow as the Secretary/Treasurer and Mr. Chadwick as the Chairman. Ms. Farnan seconded the motion and the motion carried.

Committee Report on Professional Engineers: Mr. Weber spoke of the correspondence to Ms. Jodi Allen, PE, dated January 18, 2006 regarding the committee meeting held January 16th, and attached reports. This committee would like to reinforce the current policy that the Watershed Manager is responsible for all site evaluations. Regarding the use of the Local Waivers, any Professional Engineer is welcome to use the designs for any site as long as conditions permit. This committee is concerned that Paul is still spending a lot of time on replacement designs. Therefore the committee proposes that the replacement system design be taken out of KWIC's primary responsibilities, as was done with new system designs last year. This will leave KWIC responsible for review and permitting of designs, and some repairs. The committee agreed that this should make the KWIC office more efficient, Professional Engineers would be getting more business, and Paul will be able to spend more time consulting with homeowners, meeting with contractors, property owners, and watershed inspectors.

Members:

Thomas Chadwick – (Chairman) Urbana
William A Weber – Pulteney
Eileen M Farnan – Barrington
Dawn Dowdle – Wayne

Norman Snow – (Secretary/Treasurer) Milo
Stella Pulver – Hammondsport
Daryl H Jones – Jerusalem
Doug G Marchionda, Jr – Penn Yan

i. \$75.00 per hour"

Mr. Weber made a motion that the Chairman signs the agreement with Mr. Osgood. Ms. Dowdle seconded the motion. Motion carried.

Finally, Paul suggested that this might be the time to review the KWIC fee schedule. Without the fees for designing new or replacement systems any longer, there is sure to be a decline in revenue. This brought up discussion of Paul's site evaluations and what is required for permitting plans. Mr. Weber suggested that we keep the fee schedule the same and the board agreed, with an annual review.

Looking Ahead: At this time there was discussion on the status and timing of the mooring law. A letter has been received from the Town of Urbana accepting the position of lead agency. Interested agencies have been notified and current changes can be seen on the web. There still needs to be individual town hearings and resolutions may be made closer to spring, in time for return of seasonal occupants.

Other Business: Resolutions brought to this board in March of 2005 by the Pulteney Town Board were revisited for KWIC's response. On the advice of our attorney to decline the resolutions stating, "Regarding a resolution dated 22 March 2005, presented to the KWIC Board by the Pulteney Town Board, KWIC considered the afore-mentioned resolution and do not believe it to be in KWIC's best interest to recommend it." Mr. Jones made a motion to respond with the suggestion of the attorney. Mr. Snow seconded the motion. The action was voted on by role call as follows:

Daryl Jones	Aye	Dawn Dowdle	Aye
Jack Snow	Aye	Tom Chadwick	Aye
Eileen Farnan	Aye	William Weber	Abstain

Further business discussed from the last KWIC meeting, there was question as to getting any further information on the townhouse project in the Town of Barrington. There has been no new information regarding the matter, therefore there is nothing to comment on.

At 8:45 pm this board meeting went into executive session to discuss a personnel matter, as a motion was made by Mr. Jones and seconded by Ms. Farnan. To be included in the executive session was Mrs. Strong, Alternative Representative for the Town of Wayne, and Mr. Christensen, Alternative Representative for the Town of Barrington.

At 9:10 pm, Mr. Jones made a motion to end the executive session. Mr. Snow seconded this motion. Mr. Chadwick motioned to adjourn this KWIC meeting. Mr. Weber seconded the motion. The motion carried.

Respectfully submitted,



Cris White, KWIC Recording Secretary
March 1, 2006



KWIC

Keuka Watershed Improvement Cooperative
Suite 201
1 Keuka Business Park
Penn Yan, NY 14527
315-536-0917

Paul Bauter, Watershed Manager

Notes of informal gathering on March 27, 2006 at the Barrington Town Offices.
Next meeting is to be held in the Town of Wayne on May 22, 2006 at 7:00 p.m.

Members present: William Weber (Pulteney), Tom Chadwick (Urbana), Daryl Jones (Jerusalem), and Eileen Farnan (Barrington).

Members absent: Dawn Dowdle (Wayne), Jack Snow (Milo), Stella Pulver (Hammondsport) and Doug Marchionda (Penn Yan).

Guests Present: Paul Bauter (Watershed Manager); Ed Balsley (KLOC Manager); Bill Oben (KLA); Jan Stone, Alternate for Town of Pulteney; Gary Boardman, Watershed Inspector, Town of Barrington; Al Wahlig (KLA) and Scott Rodabaugh, NYS DEC.

Not enough members were present to make this meeting a formal meeting, but information was shared with the attending members anyway. Mr. Chadwick called the KWIC meeting to order at 7:30pm.

Minutes: A correction should be made to January's minutes regarding accuracy of guests present. Mrs. Stone should read Jan Stone, Alternate for the Town of Pulteney.

Treasurer's Report: Mr. Snow was unable to attend this meeting, but made his report available through the KWIC Clerk. Reports were distributed and read by attending members.

Manager's Report: Paul discussed KWIC activity noting that 53 Notices of Violation have been issued in the Town of Jerusalem. The second wave of Notices issued recently was 18, and 17 more are being prepared.

Paul is hoping to meet with inspectors individually and to hold a meeting with all of them in April.

Paul distributed a report regarding the purchase of a new computer versus upgrading the existing office computer and the costs, which had been requested by Board Members. There is concern regarding RAM in the computer. The current computer is four years old.

Also discussed, Paul suggested a fee for consultations regarding potential property sale. He has done 6 – 12 per year in past years and thought it might be worth a fee of

Members:

Thomas Chadwick – (Chairman) Urbana
William A Weber – Pulteney
Eileen M Farnan – Barrington
Dawn Dowdle – Wayne

Norman Snow – (Secretary/Treasurer) Milo
Stella Pulver – Hammondsport
Daryl H Jones – Jerusalem
Doug G Marchionda, Jr – Penn Yan

\$50 - \$75. Of course, all are subject to the area of soils investigated. Also, the price would be based on one test hole and more holes would increase the fee. This will be discussed with other Board Members to pass this proposal.

Looking Ahead: Peter Landre did not attend this meeting. Bill Oben did speak regarding the status of the Mooring Law. The lead agency has been established. A packet has been sent to municipalities and interested parties. Hearings will be held in warmer weather, when the property owners are more apt to be in the area.

Other Business: It was suggested that a policy committee be formed to work with Paul Bauter to review current policies. This committee should meet at least once after the tentative Inspector's meeting and before the next regular KWIC meeting; date and time to be announced.

Mr. Jones spoke regarding a letter of concern from Heidi Bower, whom he also spoke to on the phone. He also reported that she has spoken to Peter Landre too. Her concern is of foreign substances being poured into the drains along the highway; that they might eventually reach the Lake. She suggested that we place signs along the highway stating "No Dumping". It was discussed that this might be more of an educational matter or that there may be a way to get the fee permitting signs be placed through a grant. The matter will need to be looked into further and discussed at the next regularly scheduled KWIC meeting.

The next KWIC meeting will be May 22, 2006. This meeting was dismissed at 8:05 pm.

Respectfully submitted,



Cris White, KWIC Recording Secretary
May 1, 2006



KWIC

Keuka Watershed Improvement Cooperative
Suite 201
1 Keuka Business Park
Penn Yan, NY 14527
315-536-0917

Paul Bauter, Watershed Manager

Minutes of meeting held on May 22, 2006 at the Wayne Town Offices.
Next meeting is to be held in the Town of Urbana on July 24, 2006 at 7:00 p.m.

Members present: William Weber (Pulteney), Tom Chadwick (Urbana), Daryl Jones (Jerusalem), Eileen Farnan (Barrington), Dawn Dowdle (Wayne), Anne Green (Hammondsport), and Jack Snow (Milo).

Members absent: Doug Marchionda (Penn Yan).

Guests Present: Paul Bauter (Watershed Manager); Ed Balsley (KLOC Manager); Bill Oben (KLA); Jan Stone, Alternate for Town of Pulteney; and Al Wahlig (KLA).

Mr. Chadwick called the KWIC meeting to order at 7:01 pm.

Minutes: Mr. Weber made a motion to accept the minutes for January's meeting and notes from the meeting of March 27. Mr. Jones seconded the motion and the motion carried.

Manager's Report: Paul discussed that there was not much new in the way of inspection activity along the lake. The office will start Violation letters for expired Aerobic Treatment Unit contracts in June and will update KWIC. The inspectors' meeting in March was cancelled and we will try to put another meeting together in June. Search for an office computer has led us to Dell, trying to save money by buying under a government-leasing contract.

The back up plan for when Paul might be absent for any extended period of time was discussed. Our previous plan was that Terry DeBuck would cover Steuben County and is conveniently located at the south end of the lake and Jim Balyszak would cover Yates County and is conveniently located at the north end of Keuka Lake. Paul discussed this scenario with the two Inspectors and they agreed that this plan of action would still work for them. Mr. Weber discussed possibly having each inspector work with Paul and Cris for a day to actually see how the KWIC office works on a daily basis. Mr. Jones questioned whether Jim Balyszak would be able to take on the task. Paul had already discussed this with Jim and the new KWIC policy changes make the task easier and made the decision easy on Jim.

Paul also discussed that Schuyler County is interested in sharing KWIC's database and information for Waneta and Lamoka Lakes.

Members:

Thomas Chadwick -- (Chairman) Urbana
William A Weber -- Pulteney
Eileen M Farnan -- Barrington
Dawn Dowdle -- Wayne

Norman Snow -- (Secretary/Treasurer) Milo
Anne Green -- Hammondsport
Daryl H Jones -- Jerusalem
Doug G Marchionda, Jr -- Penn Yan

Zone one labels still need to be distributed to inspectors. We have not had many reports from some of the inspectors. Lauren may be overwhelmed in Pulteney right now.

A committee was formed to review policies with Paul. The committee will include Mr. Jones, Ms. Farnan, and Mr. Weber.

Treasurer's Report: Mr. Snow presented financial reports to the KWIC Board and discussed them briefly. The second assessment in July will be lower than the first member assessment. Mr. Snow pointed out statements including checks written to date and KWIC expenses versus the budget and variance amounts. A motion was made by Ms. Farnan to accept the Treasurer's report. Ms. Dowdle seconded this motion, and the motion carried.

Looking Ahead: Bill Oben attended our meeting and discussed status of the Mooring Law. Mr. Warden was out of town. Everyone received a packet in March by Mr. Gardner. Public hearings are being scheduled and even some have been held. A formal decision will be made after all hearings have been held.

Other Business: none.

There was a short recess from the KWIC meeting to go into the KLOC meeting. Paul needed to leave, so the KWIC meeting was done first. The Board went into recess at 7:30 pm.

The KWIC meeting was re-entered at 8:30. A resolution will be made regarding the fee for Site Evaluations and Property Transfers. The fee assessed for these will be \$50 each. Mr. Jones made a motion to accept the fee and this resolution. Mr. Snow seconded this motion, and the motion carried.

Mileage reimbursement was briefly discussed whereas Ms. Farnan made a motion to mimic the IRS values for mileage. Ms. Dowdle seconded this motion, and the motion carried.

The Board Members went into executive session at 8:30 pm to discuss a personnel matter. Executive session included all board members present and Ms. Jan Stone, Alternate for the Town of Pulteney. Executive session ended at 9:04 pm.

This KWIC meeting was adjourned after a motion was made by Mr. Jones and seconded by Mr. Snow; the motion carried. The next KWIC meeting will be July 24, 2006. This meeting was dismissed at 9:07 pm.

Respectfully submitted,



Cris White, KWIC Recording Secretary
July 1, 2006



KWIC

**Keuka Watershed Improvement Cooperative
Suite 201
1 Keuka Business Park
Penn Yan, NY 14527
315-536-0917**

Paul Bauter, Watershed Manager

Minutes of meeting held on July 24, 2006 at the Urbana Town Offices.

Next meeting to be held in the Village of Hammondsport on September 25, 2006 at 7:00 p.m.

Members present: William Weber (Pulteney), Tom Chadwick (Urbana), Eileen Faman (Barrington), Dawn Dowdle (Wayne), Anne Green (Hammondsport), and Jack Snow (Milo).

Members absent: Doug Marchionda (Penn Yan), Daryl Jones (Jerusalem).

Guests Present: Paul Bauter (Watershed Manager); Ed Balsley (KLOC Manager); Bob Warden (KLA); Ken Christensen, Alternate for Town of Barrington; and Mark Socola (KLOC).

Mr. Chadwick called the KWIC meeting to order at 7:27 pm.

Minutes: Mr. Snow made a motion to accept the minutes for the May meeting. Mr. Weber seconded the motion and the motion carried.

Treasurer's Report: Mr. Snow presented financial reports to the KWIC Board and discussed them briefly. Mr. Snow pointed out statements including checks written to date and KWIC expenses versus the budget and variance amounts. He also noted that the income for KWIC is different, as the fees are not bringing in as much as they were before.

Ms. Faman mentioned that she had not seen the second voucher sent yet for this year for the Town of Barrington and asked that the KWIC Clerk send it via fax to the Barrington Town Hall the next day.

During the September meeting we will need to discuss the KWIC Budget for 2007. This information will be sent out prior to the next regularly scheduled meeting.

A motion was made by Ms. Faman to accept the Treasurer's report. Ms. Dowdle seconded this motion, and the motion carried.

Looking Ahead: Bob Worden discussed a presentation done by Peter Landre and provided the Board Members with handouts. He stated the Keuka Lake was rated one of better water quality, resulting from a long term protection program.

Regarding the subject matter of the docking and mooring law, Mr. Worden said that all townships with the exception of the Village of Hammondsport have held hearings.

Manager's Report: Paul reported regarding water sampling on Keuka Lake. Peter Landre had pointed out one highly contaminated area which turned out to be the result of a failed dry well.

KWIC has its new office computer up and running. It is a Dell computer bought through a NYS bid. The base price was \$935 and new office software had to be purchased.

Members:
Thomas Chadwick – (Chairman) Urbana
William A Weber – Pulteney
Eileen M Faman – Barrington
Dawn Dowdle – Wayne

Norman Snow – (Secretary/Treasurer) Milo
Anne Green – Hammondsport
Daryl H Jones – Jerusalem
Doug G Marchionda, Jr – Penn Yan

Permits are coming in at a normal pace. So far, 63 permits have been issued this year. We held an inspectors meeting on July 20th, the inspectors each brought in their accumulated inspection reports to be entered. We are still trying to prep for electronic submittal of inspections. Jim Howell was not present at the inspectors meeting, therefore there were no reports brought in for the Town of Wayne. We are still trying to catch up on zone one inspections and the pumping contractors are busy.

Paul pointed out on the inspection activity report that Milo and Jerusalem's inspection numbers are high for many reasons. There are two inspectors that work those municipalities as a team, they do more bulk mailings, and they have more accessibility to the KWIC Office. Also, Milo inspection numbers have come down from previous years due to the sewer line installed on the East side of the lake.

Regarding notice of violation, there have been a lot more than in previous years. This result is from Paul having more time in the office. A total of 70 violations have gone out so far. One was a "no show" for court, whereas the court issued a warrant. Of the 70 violations, 2 were issued in the Town of Wayne, and 1 in the Town of Pulteney. Violations are all brought to the appropriate municipality's Justice.

A motion was made by Mr. Snow to accept the Manager's report. Ms. Faman seconded the motion and the motion carried.

Other Business: Mr. Weber wanted to discuss Town Houses proposed in the Town of Pulteney that was recently brought to his attention. They discussed a centralized system for treating wastewater and no lake access. The question is should KWIC be involved because of the impact on the lake in such developments. At this point we are at an informational standpoint. We would just like to be informed.

Executive Session: Mr. Snow made a motion that KWIC enter into executive session to include Paul Bauter, Cris White, and Ken Christensen. The motion was seconded by Ms. Faman. The KWIC Board entered into Executive Session at 8:00 pm. Executive Session ended at 8:15 pm after a motion was made by Mr. Weber. This motion was seconded by Ms. Dowdle and the motion carried.

This KWIC meeting was adjourned after a motion was made by Mr. Weber and seconded by Mr. Snow; the motion carried. The next KWIC meeting will be September 25, 2006. This meeting was dismissed at 8:15 pm.

Respectfully submitted,



Cris White, KWIC Recording Secretary
September 1, 2006

Keuka Watershed Improvement Cooperative

Meeting Minutes

For KWIC meeting held at the Village of Hammondsport on September 25, 2006.

I. Call to order

Chairman, Tom Chadwick called to order the regular meeting of the **KWIC** at **7:47 pm**.

II. Members Present

The following members were present: Mr. Chadwick, Mr. Weber, Ms. Farnan, Ms. Dowdle, Mr. Snow, Ms. Green, and Mr. Jones. Members absent were: Mr. Marchionda.

Guests present included: Peter Landre (CCE); Mr. Christensen (Alt. Town of Barrington); Bill Feinstein (KLA); Al Wahlig (KLA); Lauren Welsh (KWIC Inspector for the Town of Pulteney); Mr. Socola (KLOC); Bob Worden (KLA).

III. Approval of minutes from last meeting

Cris White, KWIC Clerk provided members with the minutes from the last meeting. The minutes were approved after a motion made by Mr. Snow. The motion was seconded by Ms. Farnan.

IV. Treasurer's Report:

Mr. Snow provided the members present with the Treasurer's report which included a balance sheet as of the meeting date, Operating Statement showing income/expenses versus the budgeted and year-to-date amounts, and a check listing showing checks written since last KWIC meeting.

Mr. Snow reported that Permit Fees are down as compared to previous years as is the fees of using a Professional Engineer.

Mr. Snow also provided the tentative KWIC Budget for the upcoming year, 2007. A motion was made by Ms. Farnan to accept the Report of the Treasurer and to approve the 2007 KWIC Budget. This motion was seconded by Mr. Jones. The motion carried.

V. Watershed Manager's Report

Paul Bauter reported that our zone one inspections are coming along, noting that 1/2 the municipalities are coming in and the other 1/2 we need to get more info from. Mr. Snow discussed that they should see reports including totals of goals

versus totals of zone one inspections actually done on future Activity Reports from the KWIC office.

Paul also reported that there has been a year end rush from the public trying to get their construction permits before the weather changes on us. He stated that the number of permits on the list in process hangs right around 38-40, but that there are only 8-10 on the list that the permit fees have been paid on.

Paul noted that he would be gathering the inspectors for a meeting.

VI. Keuka Lake Looking Ahead:

- a) Bob Worden was here to discuss updates regarding the Docking and Mooring Law. So far, the Towns of Urbana and Jerusalem have voted to adopt the law. Each municipality should have received a letter discussing the voting on adopting the law at each municipalities own Municipal Board meeting. Ms. Green mentioned that their municipality adopted the law at their meeting earlier this evening.

Uniform enforcement is the main concern of the project and Mr. Worden added that there were 1000 – 1300 volunteer hours spent so far on this project. He would like to get the local CEOs together for a meeting to be sure that it is understood by all.

Mr. Worden discussed having a forum once or twice per year to keep up on issues and concerns with the new law. It was suggested that there should be a commission to discuss the new law between municipalities at least on an annual basis and that a Resolution should be created. Mr. Snow requested that the current committee should oversee the forum for a couple of years before leaving it entirely to KWIC.

Ms. Green made a motion to put together a KWIC forum at an advisory capacity to oversee the project and meet once to twice per year. Ms. Green suggested that the first meeting should be put on the agenda for the third meeting in 2007 (which would be in May) to discuss how the law is working and to include the existing KLA committee already on this project. Ms. Dowdle seconded the motion. The motion carried.

- b) Mr. Landre joined us at our meeting with handouts for the board members entitled "Keuka Lake Watershed Land Use Leadership Training". Peter discussed a pilot program for the Finger Lakes to help local municipal boards and code enforcement to deal with land use issues. This kind of program would provide for sustainable future by bringing training to the Finger Lakes with the help of CCE.

Peter is willing to go forward in putting together information regarding funding and creating a plan for this project. He discussed classes and trainings to include municipal enforcers and developers.

Ms. Dowdle made a motion to approve that Peter go ahead in setting forth plans for such a project. This motion was seconded by Mr. Snow. The motion carried.

VII. Other Business

Discussion of proposal in Pulteney for townhouses that was brought up during the last regular board meeting has been put on hold.

Previously mentioned project of the same type mentioned brought up in the Town of Barrington, has reached a stale mate.

There was also discussion of health insurance for the Watershed Manager. Together Ms. Dowdle, Mr. Jones, and Mr. Chadwick met and worked out a draft of a new policy. Ms. Dowdle passed out draft form of said policy. Ms. Green made a motion to amend the current Personnel Policy Section VII paragraph 1, to include the Health Care benefit as drafted by Ms. Dowdle, and to be effective beginning January 1, 2007. Mr. Weber seconded the motion. The motion carried. See attached.

VIII. Executive Session

Ms. Farnan made a motion to go into Executive Session and to include Mr. Christensen at 8:48 pm.

Members came out of executive session at 9:11 pm. In review of the KWIC Budget for 2007, Mr. Weber made a motion to approve the increase of 3% for each municipality. Ms. Green seconded the motion. The motion carried.

IX. Adjournment

Ms. Dowdle made a motion to adjourn this meeting. Ms. Farnan seconded the motion. This KWIC meeting adjourned at 9:17 pm.

Minutes respectfully submitted by: Cris White, KWIC Clerk/RMO



Be it enacted by the Keuka Watershed Improvement Cooperative, Board of Directors on September 25, 2006:

Personnel Policy Amendment Number 1

Keuka Watershed Improvement Cooperative Personnel Policy, Section VII,
Paragraph 1:

All full-time employees shall be eligible for and may choose membership in a Group Health Insurance Plan or a Health Benefit Reimbursement Arrangement. The annual open enrollment period for these will be from September 1 through September 20. Both plans will be available for only a single enrollment, meaning benefits apply to the employee only and will not be applicable to dependents. The Group Health Insurance plan will be selected by the KWIC Board of Commissioners based on availability. The Health Benefit reimbursed will be subject to an annual maximum and will be excluded from Federal, Social Security, Medicare and NYS Income Tax withholding.

This reimbursement arrangement is made in lieu of Group Health Insurance coverage. Designed to assist the employee with annually incurred healthcare expenses, deductibles and co-pays for employee's individual health insurance enrollment, outside of the KWIC, will be reimbursed at a rate of 80%, up to the annual maximum. Copies of insurance explanation of benefits, listing date of service and employee responsibility, along with dated proof of employee payment should be submitted for reimbursement. Payments made under this arrangement can not duplicate any other Health Benefit Reimbursement Arrangement made with other employment companies or agencies. Penalties imposed by insurance or healthcare agents are not eligible for reimbursement.

(Reference: KWIC Healthcare Elect 092506 and KWIC Health Reimburse 092506)

KWIC Budget 2007

Budget
"2007"

Income

Fees	\$16,000
Grants	\$1
Barrington	\$8,500
Hammondsport	\$8,500
Jerusalem	\$8,500
Milo	\$8,500
Penn Yan	\$8,500
Pulteney	\$8,500
Urbana	\$8,500
Wayne	\$8,500
Surplus	\$4,299
Total	\$88,300

Expenses

Manager	\$41,500
Health Insurance	\$2,000
Clerk	\$4,900
Records Manager	\$4,900
FICA	\$4,050
Retirement	\$4,050
Treasurer	\$1,200
Advertising	\$200
Compensation	\$1,500
Computer	\$1,000
Copies	\$1,000
Legal	\$2,000
Liability Ins.	\$2,600
Mileage	\$4,500
Misc.	\$1,000
Engineering	\$4,000
Office Space	\$4,000
Postage	\$1,200
Supplies	\$1,200
Telephone	\$1,500
Total	\$88,300

Amendment:

Keuka Watershed Improvement Cooperative Personnel Policy, Section VII, paragraph 2

All full-time employees shall be eligible for and may choose membership in a Group Health Insurance Plan or a Health Benefit Reimbursement Arrangement. The annual open enrollment period for these will be from Sept 1 through Sept 20. Both plans will be available for only a single enrollment, meaning benefits apply to the employee only, and will not be applicable to dependents. The Group Health Insurance plan will be selected by the KWIC Board of Commissioners based on availability. The Health Benefit Reimbursement will be subject to an annual maximum and will be excluded from Federal, Social Security, Medicare and NYS Income Tax withholding.

This reimbursement arrangement is made in lieu of Group Health Insurance coverage. Designed to assist the employee with annually incurred healthcare expenses, deductibles and co-pays for employee's individual health insurance enrollment, outside of the KWIC, will be reimbursed at a rate of 80%, up to the annual maximum. Copies of insurance explanation of benefits, listing date of service and employee responsibility, along with dated proof of employee payment should be submitted for reimbursement. Payments made under this arrangement can not duplicate any other Health Benefit Reimbursement Arrangement made with other employment companies or agencies. Penalties imposed by insurance or healthcare agents are not eligible for reimbursement.

Keuka Watershed Improvement Cooperative

Meeting Minutes

For KWIC meeting held at the Town of Pulteney on November 27, 2006.

1.01 Call meeting to order

Chairman, Tom Chadwick called to order the regular meeting of the KWIC at 7:36 pm.

Members Present

The following members were present: Mr. Chadwick, Mr. Weber, Ms. Farnan, Ms. Dowdle, Mr. Snow, and Ms. Green. Members absent were: Mr. Marchionda and Mr. Jones.

Guests present included: Paul Bauter, Watershed Manager; Peter Landre (CCE); Mr. Christensen (Alt. Town of Barrington); Jan Stone, (Alt. Town of Pulteney) Al Wahlig (KLA); Bob Worden (KLA); Peter Robbins (KLA).

Approval of minutes from last meeting

Cris White, KWIC Clerk provided members with the minutes from the September 25, 2006 meeting. The minutes were approved after a motion made by Mr. Weber. The motion was seconded by Ms. Dowdle.

1.02 Treasurer's Report:

Mr. Snow provided the members present with the Treasurer's report which included a balance sheet as of the meeting date, Operating Statement showing income/expenses versus the budgeted and year-to-date amounts, and a check listing showing checks written since last KWIC meeting.

Mr. Weber questioned the grant monies showing on the report. Mr. Snow explained that monies were received from a previous grant from Steuben County SWCD.

A motion was made by Mr. Weber to accept the Report of the Treasurer. This motion was seconded by Ms. Farnan. The motion carried.

1.03 Watershed Manager's Report

Paul Bauter noted the new look to our agenda and minutes, these changes in hopes of making our records management a bit easier in the future. There is also a new look to his activity report to include all of the information asked for by the member at our previous meeting.

Questions arose regarding the number of zone one inspections remaining to which Paul stated that those numbers include inspections that still have not been completed for previous years. When asked if it looked like we were gaining any ground with our zone one inspections, Paul said that it looks better. Also attached to Paul's report is a list of projects that have been started, but are not permitted yet.

The inspectors were asked what would help them in getting more zone one inspections done and reported. The response was the need for more pumpers and the need for clerical help. It seems harder to get a pumping contractor in Steuben County than in Yates. The inspectors that appear to need the clerical help are for Hammondsport, Urbana, and Pulteney.

Paul also shared a couple of articles about KWIC in Clearwaters and EPA Wastewater Management Models publications.

9.0 Keuka Lake Looking Ahead:

- 5.01 The resolution that Peter Landre brought to the board members regarding Land Use Training was voted on after a brief discussion. Anne Green made a motion to accept the resolution as Peter had prepared it. Jack Snow seconded the motion. It was voted on by roll call as follows:

Jack Snow	aye
Eileen Farnan	aye
Dawn Dowdle	aye
Anne Green	aye
Bill Weber	aye
Tom Chadwick	aye

Members absent from the vote were Daryl Jones for the Town of Jerusalem and Doug Marchionda for the Village of Penn Yan.

- 9.0 Mr. Worden handed out updates on the Docking and Mooring Law adding that it is now complete and has been passed by all municipalities. There are just a couple of more clerical duties for each municipality. The Docks and Mooring Committee will remain active for assistance in the implementation, and will report to KWIC at the May 2007 KWIC Board Meeting.

Mr. Worden also discussed a training seminar for which there was discussion as to how elaborate that would need to be. It was suggestion that maybe after review with the CEOs from each municipality, that it may

be better for the CEO to decide whether their municipal boards members need further information. It may even be better to call it a review versus training. Builders may also benefit from some kind of review.

Other Business

Paul Bauter mentioned that he previously sent possible amendments to local wastewater laws for each municipality and was wondering the status of that information. Per request of the members, Paul will resend the amendments. There was some discussion that the changes are minor, as there are just some differences in the wordings of each municipality's law.

Adjournment

Mr. Weber made a motion to adjourn this meeting at 8:15 pm. The motion, seconded by Mr. Snow, carried.

8.0 Reconvene for Executive Session

The meeting reconvened after Mr. Chadwick's request at 8:17 pm. Ms. Farnan made a motion to go into executive session to discuss a legal matter and to include Cris White, Paul Bauter, Jan Stone, and Ken Christensen. The motion was seconded by Anne Green. The motion carried.

Ms. Farnan made a motion to come out of executive session at 8:28 pm. Anne Green seconded the motion and the motion carried.

Adjournment

Ms. Dowdle made a motion to adjourn this meeting. Mr. Snow seconded the motion. This KWIC meeting adjourned at 8:28 pm.

Minutes respectfully submitted by:



Cris White, KWIC Clerk/RMO