

2014

KWIC MINUTES



**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES - JANUARY 27, 2014
TOWN OF MILO**

Following the KLOC Meeting, Chair Stephen Butchko called the KWIC Meeting to order at 7:25 pm. The following Directors were present Butchko (Wayne); Webster (Urbana); Leslie Church (Milo); Weber (Pulteney); Ken Christensen (alternate Barrington); Green (alternate Hammondspport); Patrick Killen (Jerusalem); Robert Church (PennYan). KWIC Manager Paul Bauter was also in attendance. Guests were Bill Laffin, M. Illig, Colby Petersen, Dennis Carlson, Al Wahlig.

Election of officers, Butchko was nominated by Webster and seconded by Christensen for Chair. No other nominations were made. Stephen Butchko was chosen as Chair. By virtue of being Chair of KLOC, Bill Webber of Pulteney is Vice Chair. Treasurer is Daryl Jones of Jerusalem. Green was nominated as secretary by Bob Church and elected. The Board appointed Pat Christensen as Bookkeeper.

A transcript of the December 23 meeting was accepted as the minutes of the meeting.

We reviewed the bookkeeper's report and budget figures. It was noted that we have a greater year end surplus than expected (nearly \$36000). Also Stork Insurance has agreed to carry us on a month to month basis until we close the office. Also the estimated 2014 pension contribution was noted - however it is based on current salaries which will not be the case.

Manager's Report: Paul noted that the report is the first for 2014 and since the ground is frozen few inspections have been done. However the Inspectors are working the paper backlog. It should be noted that Paul is the one who has been putting together all of the information for proposed changes in office rules, Watershed Manager contract and the revisions of the Policy and Procedures. During the meeting it became clear that our decision not to have any training in the last six months virtually eliminated the certified pumper program which was to have reduced the work load of inspectors.

Other Business: Transitions Plan:

Watershed Manager Contract - Butchko wants to run it by legal before advertising the position. It is noted that we need someone on board soon as Paul will be leaving April 1. Although the KWIC is in transition we will need someone "in charge" until we decide what exactly the responsibilities of KWIC and its manager will be.

The Office Rules were drawn up by the Manager with input from the Inspectors themselves and KWIC Directors. These will explain the daily responsibilities of various parties and the flow of inspections and the paper work. We still need to review them carefully.



SCANNED

Policy and Procedures: We should be working on the revision copy dated 1/9/14.

Comments from Pulteney asked us to consider eliminating KWIC's involvement with systems in Zone 2. It was noted that Wayne is working on eliminating KWIC's involvement with its Zone A systems. Which caused discussion about all of the systems that are not in the Keuka Watershed but because they are in one of our Municipalities they are covered by our regs and our Inspectors. Milo would also like us to drop inspections of sewer connections.

Who updates Real Property data: Yates soil and water has offered to do this for \$475. As an on going basis or annually?

KWIC address will be KWIC; c/o Pat Christensen, KWIC Bookkeeper; Town of Milo; P.O. Box ?????; Penn Yan, New York

Storage - Green moved and Robert Church seconded to sign the lease agreement with the Finger Lakes Economic Development Center for a closet to store paper files for 90 days @\$25 /month. Carried

Finally discussion took place as to how KWIC can be dissolved. All should read the Inter-municipal Agreement which created the KWIC.

2014 MEETING Schedule:

January 27 Milo

February 24 Penn Yan

March 24 Barrington

April 28 Wayne

April 29 LULA Training Yates County Auditorium

May 26 (Memorial Day) Urbana

June 23 Hammondsport

July 28 Pulteney

August 25 Jerusalem (Branchport Firehouse)

September 22 Milo

October 27 Penn Yan

November 24 Barrington

December 22 Wayne

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES, FEBRUARY 24, 2014
VILLAGE OF PENN YAN



Chair Butchko called the meeting to order at 7:00 p.m. In attendance were Butchko (Wayne), Webster (Urbana), L. Church (Milo), Illig (alternate, Pulteney), Wright (Barrington), Green (Hammondsport), Killen, (Jerusalem), Stewart (alternate Penn Yan), Guests were Al Wahlig, Ken Christensen, Dennis Calson. KWIC Manager was also present. The Pledge to the flag was done.

Minutes as mailed of the January 27, 2014 were amended to reflect that the offer by Yates County Soil and Water to update Real Property data for both counties for \$475 on an ongoing basis was accepted. The mailing address for KWIC is : KWIC; c/o Pat Christensen, KWIC Bookkeeper; 137 Main St.; Penn Yan, NY 14527. The minutes were accepted as amended.

The Bookkeeper's report was accepted as submitted by email.

Manager's Report: As expected things are slow with the ground frozen but most inspectors are catching up on paper work. The office will close February 28, arrangements were made for municipalities to pick up their records. Also discussed was future website updates will go through the KWIC chair and minutes will be sent to the web master by the KWIC Secretary. The Chair will also draw up the agenda with consultation with the manager and send it out by the Friday preceding the meeting.

Other business:

Opening the bids for the contract manager. There were two bids: Fagan Engineers and Yates County Soil and Water. Copies of the bids were made and distributed. The Board discussed them. There concerns as to whether either bid would accept a cap of \$25000 per year and whether Fagan Engineers would agree not to do work in the watershed.. Fagan's bid was \$100 and Yates County was \$145. An effort was made to settle this by a motion by Killen and second by Green: Accept the Yates County bid because of its knowledge and expertise, its familiarity with the KWIC and the watershed with a \$25000 cap. The motion failed 4 to 3, seemingly because we did not know if Yates would accept the cap and we didn't know if Fagan would agree not to do inspections. It was agreed that the chair would contact the bidders to clarify these issues. The Board agreed to meet March 6 at Jerusalem at 9:00am.

Resolutions for Office Rules, Policy and Procedures, responsibility chart and applications fees were discussed but tabled until the March 6 meeting.

The Local Municipal Information forms were distributed.

Special Meeting March 6, Jerusalem; Next regular meeting March 24, Barrington.



KEUKA WATERSHED IMPROVEMENT COOPERATIVE
SPECIAL MEETING MINUTES MARCH 6, 2014
TOWN OF JERUSALEM

Chair Butchko called the meeting to order at 9 am. The pledge was said. In attendance were Butchko (Wayne), Webster (Urbana), Illig (Pulteney Alternate), Wright (Barrington), Green(Hammondsport), Killen (Jerusalem), R. Church (Penn Yan), not represented , Milo. Guests were, Rich Stewart, Leigh Mackerchar, Al Wahlig, Tom Close. Paul Bauter, Manager was also in attendance.

First Item of business was the Resolution for Contract Manager. Phone calls were made to each bidder: Fagan Engineers and Yates County Soil and Water to clarify points in their bids. Fagan was not agreeable to not doing design in the Keuka Watershed and Yates did agree not to go over \$25000 without approval. Motion by Hammondsport (Green) and second by Jerusalem (Killen) to accept Yates County Soil and Water bid for KWIC Manager carried.

Webster (Urbana) moved and Wright (Barrington) second to accept the Responsibility Chart. Carried.

We were unable to again deal with Office Rules and Policy and Procedures generally because of what to do with non zone 1 systems.

Next meeting will be March 24, 2014 - Town of Barrington.

Secretaries note; We will have NYS Boards of Health from Yates and Steuben at the meeting which may help with finalizing Office Rules, Policy and Procedures, Flow Chart, review office closure sheet. Paul Bauter will have his last day of work March 28.

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES MARCH 24, 2014
TOWN OF BARRINGTON**

(secretary note: There was no KLOC meeting as originally scheduled because of need to finalize certain items with KWIC before Paul Bauter's retirement and the assumption of Manager duties by Yates County Soil and Water).

The meeting was called to order by Chair Butchko at 7:00 pm. Following the pledge of allegiance the director's answering the roll call were: Butchko, Wayne; Webster, Urbana; L. Church, Milo; Weber, Pulteney; Wright, Barrington; Green, Hammondsport; Killen, Jerusalem; R. Church, Penn Yan. Manager Paul Bauter was present. Guests were John Griffen, Mark Illig, Bill Lafin, Ken Christensen, Jim Balyszak, Colby Petersen, John Phillyn, Al Wahlig, Nate Olney Dennis Carlson, and Wayne Hand.

The minutes of the regular February 24 and the special March 6 meetings were approved.. It was confirmed that the KWIC office was closed 2/28/14. The bookkeeper's report was accepted, noting that Barrington and Pulteney had not yet paid their first half dues. *Amendment to minutes first sent out -Pulteney representative Bill Weber restated Pulteney's position that it has given notice that it is withdrawing from KWIC unless KWIC only concerns itself with zone 1 systems and reduces its budget (therefore each municipality's share). Chairman Butchko stated that Pulteney had turned in a letter but had been signed only by the supervisor and not by the entire Board and the letter was returned. In order to withdraw from KWIC the provision of VII of the Inter Municipal Agreement must be followed.*

Department of Health, Thomas Klaseus (Hornell Office) and Cheryl Robbins (Geneva Office) were present to discuss how the changes in KWIC would influence DOH. First they began by expressing support for KWIC and its activities. Secondly, they expressed appreciation to Paul Bauter as KWIC Manager for his expertise over the years. The waivers for alternate systems granted to Paul, as a "responsible Management Entity", can continue if the DOH finds the new manager has the expertise that Bauter had. Yates Soil and Water will begin submission of their credentials immediately. In general, DOH needs KWIC to provide technical oversight, the aerobic units need to be tracked, maintenance contracts reported. It is possible that DOH needing to approve alternate systems would entail a 2 month delay.

Manager's report: Not much has occurred because the ground is still frozen. However some Inspector reports are past due.

Other business:

1. Office Rules - amendments noted were fees had to be paid by check or money order; and plans must be submitted in 11x17 format. It was moved by Green and second by Killen to attach the responsibility chart and approve the Office Rules. All but Pulteney voted in favor.
2. Policy and Procedures - were amended to clarify the definition of Manager. Currently we have policy and procedures which predate the discussion of the policy and practices. *Directors need to review the proposed Policy and Procedures dated 3/24/14 (21 pages) for the next meeting.*
3. Approved Town of Milo (Leslie Church) to review KWIC Bills for payment prior to meetings.



SCANNED

Fees have been approved and waivers from NYSDOH will proceed as discussed above.
Chairman Butchko acknowledged Paul Bauter's 15 years as Manager and presented him with a plaque to be. Good wishes Paul.
Adjourned fat 8:45. Next meeting 4/28/2014 Wayne



SCANNED

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

Meeting Minutes April 28, 2014 TOWN OF WAYNE

Following the KLOC Meeting, Chairman Butchko called the KWIC meeting to order at 7:45. Directors present were: Butchko (Wayne), Webster (Urbana), Church (Milo), Weber (Pulteney), Wright (Barrington), Green (Hammondsport), Mackerchar.(Penn Yan). Killen (Jerusalem) was unable to attend. Manager Jim Balyszak and Colby Petersen were present. There were 7 guests.

The minutes of March 24, 2014 were approved as mailed.

The Bookkeeper's report was approved as mailed. It was noted that Barrington had paid its bill. Pulteney reported that DOH Klaish will address the Pulteney town board in May. Also that retiring Manager Paul Bauter was paid his vacation and seek leave per agreement.

It was discussed, at the bookkeeper's request how KWIC fees will be paid. The issue arises because town law requires fees to be paid into bank accounts within 4 business days; if municipalities accept the payment and then forward the check to the KWIC bookkeeper too much time may lapse. Therefore the suggested method of payment is for the Municipality to accept its and KWIC fee with a note on memo line the corresponding amounts but deposit whole check into the Clerk's fund and then write a Municipality check to KWIC with note explaining what the payment is for. The motion passed except Barrington voted no.

Jim Balyszak and Colby Petersen were welcomed aboard as the New manager of KWIC. We agreed that it is early days to know how the process will work under the new structure especially since the season is off to a slow start due to the cold. Colby pointed out that the WEB page had some errors on it. He was instructed to reach the web manager Dan Radigan to clear them up. Wayne's Watershed Inspector was introduced and reported that 60 letters of delinquency have been sent.

Milo reported that the lawsuit that a homeowner had against Milo and KWIC for a failed system was dismissed but of course it is possible that the decision will be appealed within 9 months.

Under other business - we had already approved the "office rules" and delayed the start of reviewing the Policy and Procedures until next meeting as well as the fees.

We adjourned at 8:30 pm

Next meeting was scheduled for Urbana but will be at Hammondsport Village Hall (on the lake front) on TUESDAY May 27, 2014

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
TUESDAY May 27, 2014 MINUTES
VILLAGE OF HAMMONDSPORT



Meeting called to order at 7:22 following a short KLOC meeting. Commissioners present Stephen Butchko, Wayne; John Webster, Urbana; Lesslie Church, Milo; William Weber, Pulteney; Anne Green, Hammondspport; Daryl Jones, Jerusalem; Leigh Mackerchar, Penn Yan and Manager Colby Petersen. Following the pledge to the flag, the minutes of April 28, 2014 were approved as emailed.

The bookkeeper's report was reviewed . It showed \$760 as fee income all coming from Milo. Is this true? There was clarification as to whether Bauter was hourly or salary. Also the fact that the web page has not been updated was discussed. Weber stated he would work with Don Radigan on the corrections, green moved Church seconded to accept the report, carried.

Colby Petersen gave the manager's report including the summary of inspections by municipality and his report on how his time was spent in April thru May 27. There was discussion about how things are progressing in Pulteney. It is understood that unconventional systems need waivers and at present KWIC can not grant them only the Departments of Health can. Replacement systems are not required to meet 75A provisions. In 5 years 85 waivers were granted, 65 were upland. Colby will contact Osgood about engineering system which KWIC could offer property owners.

Keuka Lake Looking Ahead: There were 85 attendees at the April 29 seminar. Nicole of the Cornell Cooperative - Yates County has resigned. Which may cause delays in our LULA activities.

Other Business:

NYS DOH has sent letter that KWIC can not grant waivers – Yates Soil and Water has responded with the necessary information to qualify KWIC.

KWIC Policy and Procedures - former manager Bauter and the Inspectors had reviewed. The Board needs to review and approve the edition dated March 24, 2014 (it was sent again to the commissioners last week so we are all working from the same edition.)

Again there was discussion of the lawsuit in Milo which includes KWIC, we should be dismissed.

Adjourned at 8:45. NEXT MEETING: TOWN OF URBANA Monday June 23, 2014

KEUKA WATERSHED IMPROVEMENT COOPERATIVE



SCANNED

MONDAY JUNE 23, 2014

Town of Urbana

The following commissioners were in attendance, Stephen Butchko, Wayne; John Webster, Urbana; William Weber, Pulteney; Anne Green, Hammondsport, Patrick Killen, Jerusalem and Leigh Mackerchar , Penn Yan. Barrington and Milo were not represented. The Contract Manager was unable to attend. There were about 8 guests in attendance.

The meeting was called to order by chair Butchko at 7:00 pm, recessed for KLOC and restarted. Initially because of tardiness we were unable to approve the minutes because we did not have a quorum who had attended the May meeting but they were approved later in the meeting.

The Bookkeeper's written report was approved. There was some confusion because it is the report for month ending May 31 but does show 3 transactions in June.

The Manager's report for June as emailed was reviewed.

Pulteney Representative Weber explained Pulteney's position that the budget was too high and that KWIC needed to limit its activity to Zone 1 situations. Others said the budget for now had to stay until we had experience under the new set-up and that the drafting of the budget for 2015 was to begin next month.

We began the review of the policies and Practices. Chair Butchko pointed out the changes needed due to the change of KWIC Manager, and the plan to have all inspections start in the municipalities. STEVE WILL EMAIL THE POLICIES AND PRACTICES WITH THESE CHANGES TO US ALL AGAIN....

We adjourned at 8:40 pm

Next meeting Pulteney July 28, 2014 7:00pm



**KEUKA LAKE WATERSHED COOPERATIVE
 MONDAY JULY 28, 2014
 TOWN OF PULTENEY**

The following Commissioners were present: Stephen Butchko, Wayne; William Weber, Pulteney; Anne C. Green, Hammondsport; Patrick Killen, Jerusalem; Leigh Mackerchar, Penn Yan; Fred Wright, Barrington; Leslie Church, Milo; Absent, John Webster, Urbana. Colby Peterson, contract Manager was present. The following guests were present: Bill Laffin, Mark Morris, Bill Punchard, Lauren Welch, Ken Christensen, Al Wahlig, Dennis Carlson, Alise Irwin, Rich Musso, Wayne Hand.

Chairman Butchko called the meeting to order at 7:00 pm and lead the pledge to the flag.

The minutes of June 23 were amended by Bill Weber to correct his remarks : the second line of the fifth paragraph should read KWIC needed to limit its activity to site evaluations. Also it was noted that the changes in the Policies and Practices were not sent out. Adopted by motion of Weber and second by Green.

The bookkeeper's report ending June 30,2014 was adopted.

Colby Peterson gave the contract manager's report: the report for June and July showed that there was:

Assistance:	7.516666667 units	in 16 contacts	averaging 56.38 minutes
Plan Reviews	6 units	6 contacts	
Evaluations	12 "	12"	
existing dwelling			
Replacement	2"	2"	

Total Units 27.5 1666667 Invoice amount \$3,989.92

Each municipality was given its report and he further reported that he had worked with the new Inspector in Urbana/Hammondsport.

Discussion on the revised 2014 Budget for the second half as prepared by Chairman Butchko proceeded. (See enclosure) The proposal showed that the total due from each muny in 2014 would be \$5200. As all but Pulteney have paid \$4625, these munys owe \$575 for the second half. On motion by Milo and second by Barrington it was agreed to accept the revised budget and send out the second half bills. All municipalities present voted in favor, Urbana was absent. Carried

Draft, tentative 2015 Budget as prepared by Chairman Butchko shows fee income of \$7000 and 8 municipality shares of \$5000 each for a total of \$47000. Motion by Pulteney and second by Milo was approved by roll call vote 7 yes 1 absent and 0 no.

Weber of Pulteney said the continuing issue is the role of the KWIC in site evaluaiton. Another s suggested that KWIC consider eliminating the KWIC fees so that KWIC be viewed as a resource not as another taxing authority. It was agreed that these would be the topics for the August meeting.



We discussed how the minutes are distributed by email. The routine will be the initial set shall be emailed to the Board Members and the Contract Manager. Any comments will be emailed to "reply to all" within one week. Then the minutes will be emailed to the larger KWIC mailing list about 24 persons. After approval at the next meeting they will be sent to the web loader.

Milo stated the bookkeeper is using a Milo computer for record keeping and that leaves KWIC's computer "sitting there". We agreed to give Milo our computer as compensation.

Butchko passed out a sample form of the Keuka Lake Watershed Community Survey which is being used at public events to help with the study on the sustainability of Keuka Lake.

KLA distributed a leaflet on Invasive Species in Keuka Lake.

Finally the news that Keuka Lake Trout will be removed from the DEC fish advisory list and EPA will remove Keuka Lake from its impaired warning list was well received.

Adjourned 8:45pm

Next Meeting Branchport (Jerusalem) Firedept August 25, 2024 7:00pm



**KEUKA LAKE WATERSHED COOPERATIVE
MONDAY AUGUST 25, 2014
TOWN OF JERUSALEM**

Chairman Butchko called the meeting to order at 7:40pm following the KLOC meeting. Towns were represented by Steve Butchko, Wayne; Fred Wright, Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Leigh Mackerchar, Penn Yan; Jim Harris, Milo; Bill Weber, Pulteney; John Webster, Urbana. KWIC Manager, Colby Petersen was present. The public who signed in were Bill Jensen, Mark Morris, Joe Hoff, Mark Illig, Wayne Hand, Dennis Carlsen, Bill Laffin, John George, Al Wahlig.

The minutes of July 28, 2014 as distributed by email were approved on motion of Weber and second by Wright.

The Bookkeepers' report was reviewed and found to be correct. However the second half of 2014 budget as approved at last meeting was found to be in error. First we will not owe any payment into the state retirement for next year. However the fee for the software program maintenance (DSD) was only half reported as we had neglected to take into consideration that KLA had been subsidizing one half of the cost but the subsidy expired this year. Payment of the \$4800 bill was approved. We will owe \$2400 for 2015. So far we still have a balanced budget.

Manager's report: There has been a flurry of activity which is expected to continue thru September as folks are closing up lake property. He will be scheduling watershed inspectors' training later this year. The board did approve pizza for the training day.

Proposal from the Town of Pulteney: The board discussed the 3 points which Pulteney presented.

"A motion was made by Jones, Jerusalem and second by Mackerchar, Penn Yan to: amend the 2015 tentative KWIC budget to provide for the Municipalities' fees to be \$5000 instead of \$5200; beginning in September 2014, there will be no KWIC fees other than the Municipality fee; KWIC will continue to contract with Yates County Soil and Water for their services to the Keuka community, as requested, in a professional and respectful manner.

Pulteney has agreed it will rescind its 2013 resolution of withdrawal from KWIC and pay the 2014 KWIC fee of \$5200,

KWIC will continue its review of our policies and procedures, the governing local law and other documents dealing with the relationship of the Cooperative members, the local inspectors, residents engineers and Contract Managers. KWIC realizes this is an opportunity to improve our way of doing business and strengthen KWIC in our mission of protecting the water and environment of Keuka Lake."

Keuka Lake Looking Ahead: Chairman Butchko introduced Joseph Hoff of the Committee of Towns which has researched and summarized articles concerning opposition to hydrofrack drill. He offered his assistance to KWIC.

LULA - 2015 training for trustees, board members, employees will be April 29 at the Yates County Auditorium. DOS grant Steve Butchko reported that it is progressing.

NEXT MEETING September 22, 2014 at Milo.

The meeting adjourned at 8:40pm.

 **SCANNED**

KEUKA LAKE WATERSHED COOPERATIVE
MINUTES MONDAY SEPTEMBER 22, 2014
TOWN OF MILO

The following board members were present Stephen Butchko (Wayne), John Webster (Urbana), Leslie Church (Milo), William Weber (pulteney), Fred Wright (Barrington), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Macherchar (Penn Yan). Jim Balyszak and Colby Peterson of Yates County Soil and Water Division (KWIC Manager) were also present. Others signing in were Al Wahlig, Mark Illeg, Wayne Hand, Bill Laffin, Dennis Carlsen, and Mark Morris.

Chairman Butchko called the meeting to order at 7 pm and led the Pledge to the flag. The minutes of August 25 were approved with the change of Weber for Jones for moving adoption of the July minutes .

The Bookkeeper's report was reviewed and discussion followed on the need for liability insurance and its premium, other items which will be needed to be adjusted. Butchko will work with the bookkeeper to present a 2015 line item budget at the October meeting. The report for September was approved on motion of Church and Weber.

Contract Manager report was presented by Colby Peterson. Each Municipality was given a copy of its summary report of inspections. The Manager's Time Record for August and September was

Activity	units	hours	contacts
Assistance	4.166666667	8	17
Plan Review	9	18	9
Evaluations	17	34	17
meeting prep	1	2	1
meeting	2	4	2
training prep, training, existing dwelling replacement, Modification, Penn Yan report: no activity.			

He held an inspectors' meeting September 10 and together they: # established a minimum standard for dry well covers; #kept the one page application, but update the fee schedule; #Eliminate the Zone 1 plumbing inspections except for property transfers; #create a fillable application form on line; #change the paperwork flow to: do evaluation in field with KWIC and Engineer, Engineer sends plan and application to KWIC, KWIC uploads application and KWIC sends back to Muny for watershed inspector and Code Enforcement Officer. #Changes to data



base needed, #add electronic signature to save scanning step, #ability to email from the print screen.

The Board accepted the report and authorized Colby to work with the web site manager (Radigan) and DSD's Deming to make the appropriate changes.

Keuka Lake Looking Ahead: Bill Laffin spoke on the new law concerning invasive species which will require all boats to clean, drain, dry when leaving public boat launches. The DEC has one year to develop the guidelines. Butchko distributed copies of six pieces developed through the Sustainable Keuka Project on: Smart Growth, Preserve Agriculture, Preserve Viewsheds, Steep Slopes, Sustainable Building, Water Quality. Each Munny is welcome to copy and distribute.

Chairman Butchko was authorized to find an attorney whose full time practice is Municipal Law in New York to discuss KWIC's Legal Status. We also distributed a copy of our old Review Committee (Appeals) to be discussed and changed at the October Meeting.

Finally Colby was asked to prepare copies of the Policy and Practices and Pulteney's Weber asked to draft a new Waste Water Local Law. These will be sent out so we will all have it at October Meeting to begin our review of each.

The meeting adjourned at 8:00pm on motion of Weber and second by Webster.

The next meeting is October 27 in Penn Yan.



**KEUKA LAKE WATERSHED COOPERATIVE
MINUTES MONDAY OCTOBER 27, 2014
VILLAGE OF PENN YAN**

Following the KLOC meeting Vice Chair Bill Weber called the meeting to order at 8:00pm.

The representatives present were Dennis Carlson, Wayne; John Webster, Urbana; William Weber, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; Leigh Mackerchar, Penn Yan. Milo and Jerusalem were not represented. Bill Balyszak of Yates County Soil and Water (our KWIC manager) and guests Bill Laffin, Wayne Hand, Al Wahlig and Rich Stewart were also present.

The minutes of September 22, 2014 were approved on motion of Wright and second by Penn Yan.

The Bookkeeper's report for period ending September 30 was reviewed . It was noted that no 2015 budget was included in the report. Also we noted that the Pulteney payment was received but after September 30 and it was deposited October 21. On motion of Hammondsport and second by Wayne the report was approved..

The Manger's report was given by Jim Balyszak . 6 Assists were recorded for .92 billable units; 7 Plans were reviewed for 6 billable units; 4 evaluations were recorded for 4 billable units and 1 billable unit for an existing dwelling replacement took place. Each Municipality was given its own report of activities. Again the number of past dues was discussed and it was expressed that it would be useful to know if past due is years or days. It was pointed out that if the data base is accessed it would be clear; the report is only a summary.

Keuka Lake Looking Ahead: Bill Laffin in the absence of Stephen Butchko reported that the Cornell presentation on Sustainable Keuka would be in early December.

Other Business: We were to go over the Policy and Practices and we had received the latest copy dated March 24, 2014. Vice Chair Weber asked the Manager (s) to bring info to the next meeting. Weber then presented a rewrite of the "flow outline for onsite waste water treatment system construction permit" from the web site. This page and others on the web page are suppose to help the home owners with understanding the process etc. It was felt that the rewrite needed some editing. First the title is confusing because flow outline suggests wastewater flow while it really means the steps in the approval process , So here is another effort at a rewrite...

**"STEPS TO OBTAIN A CONSTRUCTION PERMIT FOR A WASTEWATER TREATMENT
SYSTEM (fill in date)**

(The outline was developed due to the New York State Departments of Health, State, and Education's fact sheet dated 1/13/04 Interpretation of Article 145, Section 7209 of the New York State Department of Health Education Law and KWIC policies as a result of that interpretation



requiring a design by a NYS Licensed Professional for all onsite wastewater treatment systems.)

The landowner need to do the following or arrange for the following:

1. Complete an application

a) application has valuable information used for the design or inspection of the onsite wastewater treatment system.

b) application is available from the KWIC website, (www.keukawatershed.com) or your local watershed inspector who can also assist you in filling out the application.

2. Arrange for a site evaluation

a) Arrange for your contractor, your municipality's watershed inspector, your NYS licensed professional engineer, (it is helpful too if the KWIC Manager is present) to meet at the site to evaluate the soils and perform the necessary tests.

3. NYS licensed professional engineer designs an onsite wastewater treatment system whether a conventional, replacement type systems, alternative type system or a local waived system. NYS Licensed Design Professional Engineer performs system evaluations witnessed by the local watershed inspector and/or the KWIC Manager.

a) The local watershed Inspector shall witness all soils investigations as part of the permitting procedure unless the NYS Licensed Design Professional Engineer has prior written permission from the local Inspector or the Inspector requests the KWIC manager presence.

b) NYS licensed professional engineer designs your wastewater treatment system or prepares the system evaluation under the professional's fee schedule.

c) NYS licensed professional submits a design or a system evaluation to the local watershed inspector and /or KWIC manager.

d) The design or system evaluation is approved and permitted (local fees apply).

e) Land owner secures services of contractor. (We recommend securing the services of a competent onsite waste treatment installer knowledgeable of current standards and installation procedures.)

f) Landowner or contractor notifies the NYS licensed design professional engineer and the local watershed inspector tow working days prior to starting the installation and for the final inspections.

(if you want to see the original language go to the website and download the flow outline)

Everyone present said farewell to Fred Wright who has resigned a Barrington Supervisor and is becoming one of those snowbirds. Thanks for your service and see you next summer.

The meeting adjourned at 9pm.

Next meeting November 24 at the Town of Barrington.



SCANNED

KEUKA LAKE WATERSHED COOPERATIVE

Minutes Monday November 24, 2014

Town of Barrington

Chair Steve Butchko (Wayne) called the meeting to order at 7:00pm ; the following commissioners were present: John Webster (Urbana), William Weber, (Pulteney). Nate Olney, Barrington) (new Representative), Anne Green (Hammondsport) Patrick Killen, (Jerusalem). Not represented Milo and Penn Yan. KWIC Manager Colby Petersen was present. Guests who signed in were: Mark Illig, Al Wahlig, John Griffen, Bill Laffin, Diane Edwards, Philip Warner.

The minutes of October 27 were approved as sent out. The Bookkeeper's report and proposed budget for 2015 were discussed. Again the issue of insurance and what the coverage is was reviewed - at this point it was agreed that no change would be made until we are sure that a pending lawsuit is settled. Then we would determine whether each municipality's insurance covers KWIC actions. Also we sill need to determine what to do with the files left at the Keuka Business Park (12 Banker Boxes and some furniture. Manager Petersen will review files and offer the furniture to the Keuka Business Park. As far as we know no municipality's files are left. The budget shows an income of \$46,000 (8 X \$5200) and expenses of \$36,600 for 2015.

Manager Petersen reported that the application for a permit has been revised and reviewed by the inspectors. It will be put on line at the KWIC web site soon. It can be filled out on line and emailed and/or downloaded and taken to inspectors. He distributed reports to each representative the respective report of activities in their municipality. He also distributed his time record for Oct and Nov. It shows he had 4.83333 units of assistance; 13 plans were reviewed; 14 evaluations were done; 1 meeting of 2 hours; and one reviewed of an existing dwelling replacement.

The Keuka Lake Looking Ahead report was in two parts - Butchko invited us to the Cornell Presentation on Keuka Lake " A Scenic View and Corridor with in the Watershed" on December 8th . Bill Laffin of KLA announced that the DEC has published the update of the Management Plan for Invasive Species. He did send it to some on the KWIC email list. For those who did not get it you may find it at. <http://www.dec.ny.gov/animals/99053.html>.

Other business: After discussion Manager Petersen agreed to have the Policies and Practices rewrite at the March 2015 meeting.

Weber moved and Webster seconded the waiver of the December meeting - Carried.

2015 meetings and locations: 4th Monday at 7:00pm

Jan 26 -Wayne	June 22 Milo	Oct. 26 Hammondsport
Feb 23 - Hammondsport	July 27 Penn Yan	Nov 23 Urbana
Mar. 23 - Urbana	Aug. 24 Barrington	Dec 28 Pulteney
Apr. 27 - Pulteney	Sept 28 Wayne	
May 25 Jerusalem (branchport firehall)		

adjourned at 8:30 pm