

2017  
KWIC MINUTES

APPROVED



**DRAFT**

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES - JANUARY 23, 2017  
URBANA TOWN HALL**

Acting chair Steve Butchko (Wayne) called the meeting to order at 7:00pm with the Pledge to the Flag. Board members present were Steven Butchko, Wayne; John Webster, Urbana; Mark Illig, Pulteney; Nate Olney, deputy for Barrington; Anne C. Green, deputy for Hammondsport; Patrick Killen, Jerusalem; Leigh Mackerchar, Penn Yan. Milo was not represented. Jim Balyszak and Colby Petersen, Contract Managers were present. Guests included Bill Jensen, Mark Morris, Brent Bodine, Bill Laffin, Dennis Carlson, and Bill Weber.

The November 28, 2016 meeting minutes as emailed were approved on motion of Killen and second by Webster. The Bookkeeper's report approval was delayed until clarification of items are made. Motion by Killen and second by Webster to approve payment of the Yates County Soil and Water charges for the Contract Manager was approved.

Nomination of the current officers of KWIC, (Butchko, Chair; Illig, Vice Chair; Pat Christensen, Bookkeeper; Anne C. Green, Secretary;) to continue for another year was made by Webster, second by Olney. All voted in favor.

Manager's Report - A recent change in ownership failed to include a renewal of the easement which KWIC needs to have access to its property on the south end of the lake. Penn Yan and the contract manager on working on this.

The waivers from DOH were conditional approved by the Geneva Office. The review had exposed that two local inspectors - Slowinski for Urbana and Hammondsport and Cedarstrand for Wayne lacked certain OTN training. There are 3 classes needed. These can be set up, each class is 6 hours. The Contract Manager will arrange for classes, and open them up to the public so there are 6 students for each.

Other Business: Dennis Carlson of KLA, presented information on the Starry Stonewart algae which has been found in 3 locations at the north end of the lake ( the south end has not been examined). This a particularly invasive species and it is felt it should be immediately dealt with. New York State currently has funding available. After discussion, it was agreed that we are unclear on which treatment is best for Keuka, and whether KWIC should be the vehicle to obtain funding, which would be an expansion of its current operations. With the grant deadline looming, on motion of Killen and second by Webster a committee was formed to examine options and make recommendation to the Board . Initial volunteers for the committee are Butchko, Illig, Killen.

Web page: Killen reported that what response he got was the site needs updating and a history should also be included. Generally it was agreed it should be utilitarian in nature.

On motion of Webster, second by Mackerchar the meeting adjourned at 8:00pm  
.Next meeting at Pulteney February27.

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 SCANNED

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# KEUKA WATERSHED IMPROVEMENT COOPERATIVE MEETING MINUTES - FEBRUARY 27, 2017 HAMMONDSPORT VILLAGE OFFICES

Chairman Stephen Butchko (Wayne) called the meeting to order at 7:40 pm. All commissioners were present: John Webster (Urbana), Leslie Church (Milo), Mark Illig (Pulteney), Phil Warren (Barrington), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Mackerchar (Penn Yan).

On motion of Killen and second by Illig the minutes of January 23, 2017 were approved with Milo abstaining.

- The Bookkeeper's report was reviewed. Discussion ensued concerning the DSD bills and whether we are in need of the insurance. The Chair and the staff will investigate these issues. The report was approved on motion of Jerusalem and second by Urbana.
- The manager's report was received and distributed to the commissioners; The manager was not present. The bill from Yates County Soil and Water was directed to be paid by motion of Jerusalem and second by Milo. The needed classes for certain inspectors is being worked on.
- The Board reviewed the statement on the Invasive Species Grant available from the DEC prepared by a sub group of members : Illig, Butchko, Killen; plus KLA members Carlson, Morris and Laffin plus Tim Cutler . There are 3 apparent options for eradicating the starry stone wort: physical removal, chemical treatment and introduction of sterile Carp. It was agreed (motion by Jerusalem, second by Barrington) for KWIC to become the lead agency to apply for a grant of \$100,000 over 3 years , there will be a 50% match required. Each municipality should send a support letter to be included in the grant application.

Next meeting is at Pulteney Monday March 27, 2017 at 7:00pm

On motion of Urbana, second by Butchko we adjourned at 8:29

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES - MARCH 27, 2017  
TOWN OF PULTENEY

Chairman Steve Butchko (Wayne) called the meeting to order at 7:40 pm. Commissioners present: John Webster (Urbana), Steve Butchko, (Wayne), Phil Warren (Barrington), Mark Illig (Pulteney), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Mackerchar (PennYan), Milo was unrepresented. Guests at the meeting included Bill Weber, Jeff Cederstrand, Janet Stone, Mark Doodun, Bill Laffin, and Dennis Carlson.

The Minutes of February 27 were reviewed and approved as emailed. The Bookkeeper's written report was reviewed and bills from Yates County Soil and Water and DSD were discussed. On motion of Barrington and second by Pulteney the report was approved as well as YCSW bill and the DSD bill was delayed until the chair discusses. The liability insurance was discussed and the board agreed we need to be really sure that KWIC does not need its own in addition to the municipalities. Stork insurance agency will be invited to next meeting.

The Contract Managers reports were distributed to each municipality. Chairman Butchko said the needed training for two of the Inspectors is still in the works. When it is arranged it will be open to the public.

Starry Stonewart Grant Application was filed timely with the DEC thanks to Tim Cutler, Emily Staycheck, Jim Balyszak, Bill Laffin and others who pitched in.

We have received a permit from DEC to go ahead and do a first cut in August. Also this summer the south end of the lake will be monitored for the Starry Stonewart and other invasive species.

LULA Training is Thursday April 27 at the Yates County Auditorium.

Next KWIC meeting is Monday April 24, 2017 at the Branchport Fire Hall (Jerusalem).

Motion to adjourn by Barrington and second by Penn Yan was made at 8:20 and carried.

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES - APRIL 24, 2017  
BRANCHPORT (Jerusalem) FIREHALL

Chairman Steve Butchko called the meeting to order at 7:00pm (there was no KLOC meeting). Commissioners present were Butchko(Wayne), Leslie Church (Milo), Mark Illig (Pulteney), Phil Warren (Barrington), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Richard Stewart (Penn Yan). Urbana was not represented. Jim Balyszak and Colby Peterson, contract managers from Yates Soil and Water were present. Guests who signed in were Bill Laffin, Mark Mooris , Dennis Carlson.

We began with a moment of silence in honor of Al Wahlig, a faithful supporter of KWIC and active KLA member who died April 23, 2017.

The Pledge to the flag was recited. On motion of Butchko, second by Illig the minutes of March 27 were approved.

The Bookkeeper's written report was reviewed, bills were authorized to be paid: from DSD of \$720 from account #331 and Yates Soil and Water of \$3385.14 for Feb/Mar from #337 on motion of Illig and second by Green. The whole report was accepted on motion of Jerusalem and second by Barrington.

Contract Manager's Report: Each Municipality was given its report. Also an administrative procedure was highlighted - on property transfers KWIC will not release a certificate until the fee has been paid to the municipality if required. The need for communication was noted. There was an error last month, only one not two inspectors has not completed all his training (which was an issue in obtaining the DOH waivers). The necessary training is still being put together. Inspectors meeting will be held May 16 or 18.

The Manager's Contract between KWIC and Yates County Soil and Water expired at the end of March. They have requested a 1.5% increase in the unit rate to \$149.38 from \$147.18. On motion of Barrington, second Jerusalem the new contract was approved.

The issue of insurance coverage for KWIC was postponed until next month.

Reminder of LULA Training on April 27.

Milo moved for an Executive Session to consider possible litigation issues. Second by Jerusalem. After Executive Session it was determined no action was necessary and the regular meeting was closed on motion of Hammondsport, second by Pulteney at 8:07pm.

Next meeting is Village of Penn Yan May 22, 2017. (KLOC will meet also)

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES - May, 22, 2017  
TOWN OF MILO

Chairman Steve Butchko called the meeting to order at 8:35PM, after the KLOC meeting. Commissioners present were Butchko(Wayne), Leslie Church (Milo), Mark Illig (Pulteney), Nate Olney (Barrington), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Mackerchar (Penn Yan), John Webster (Urbana), Colby Peterson, contract manager from Yates Soil and Water was present. Guests who signed in were Mark Morris , Dennis Carlson, Jeff Cedarstrand, and Andy Sprague of Sprague Insurance.

The Minutes of April 24, 2017, sent by email were approved on motion of Butchko, second by Killen. On motion of Church and second by Illig the bill from attorney Harter, Secrest and Emery for \$1316 for “making KWIC an entity under NYS law” for the purpose of applying for grant for stary stone wart abatement was passed.

The Bookeeper’s emailed report was approved on motion of Green, second/Church.

Manager’s report. Colby Petersen gave each municipality the latest numbers for its inspections. The Department of Health has confirmed that we do have a waiver for the basic septic system design. We do need to have one designed by an engineer. All inspectors attended the KWIC training session May 16<sup>th</sup>. During that session it was discussed that the data base needs some updates, especially dealing with pictures. Colby was authorized to contact Scott Demin of DSD Web Works to get a quote on the cost of these upgrades. The class as required by NYS Law to train new Inspectors will be in Potter July 12<sup>th</sup>.

Liability Insurance - Our concern is whether decisions by KWIC managers and Board are covered. We decided to ask Yates Soil and Water (managers) to name KWIC as a co-insured and indemnify us. In the meantime Sprague Insurance gave us a quote from NYMIR of \$2400. We would cancel the current Policy with Selective Insurance which was left over from having an office, equipment and employees. This was accomplished on motion of Illig and second by Butchko.

There was a short discussion of the appeals procedure for KWIC decisions. We do not have anything formal at this time. However decisions by Inspectors are appealed to the Manager. So far that has been sufficient.

Finally a short discussion of the keeping the permanent KWIC files other than inspections records took place.

Adjourned at 9:05 pm Next meeting June 26, 2017 at Penn Yan. There will not be a KLOC meeting.

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES JUNE 26, 2017  
PENN YAN VILLAGE OFFICES

Chair Steve Butchko called the meeting to order at 7:00pm (there was no KLOC meeting) with the pledge to the flag. The commissioners present were Butchko, (Wayne), Green, (Hammondspport), Church, (Milo), Illig, (Pulteney), Anderson, (Jerusalem alternate), Mackerchar, (Penn Yan), Webster, (Urbana), Barrington was not represented. Managers Jim Balyszak and Colby Petersen were present. Guests who signed in were Dennis Carlson, Bill Laffin, Tim Cutler, and Mark Morris.

The minutes of May 22, 2017 were amended in the second paragraph, third line - rather than making KWIC an entity it should read defining KWIC an entity and approved on motion of Illig and second by Butchko.

The emailed Bookkeeper's report ending May 31, 2017 was approved on motion of Green and second by Church.

The Managers distributed to each municipality its monthly update of inspections and the time record for May 2017. The OTN training for inspectors will be held July 12 in Potter, 16 students have signed up. The data base can now use PDF files, SDS will give us a quote for digital signatures ability. There is a new employee at Yates County Soil and Water, Ethan Hall. The Dept of Health has sent a letter granting waivers to KWIC to assist landowners with designs for alternative systems where soils was a limiting factor.

We received word (unofficial) that DEC did grant KWIC an award for controlling the invasive species starry stone wart of \$32000 over 3 years, with the match of \$22000 which can be in kind. It is planned that the first harvest will be August 28 and a second in October. The KWIC bookkeeper will file the administrative papers. We will use the harvester of CNY Aquatic Harvester of Fulton, NY - Gary La Rue , owner.

Liability insurance - language was distributed on the indemnification clause for Yates County Soil and Water for KWIC and language that Yates County Soil and Water would name Kwic as an additional insured on the policies. The current KWIC policy with Stork expires in September. At August meeting KWIC will adopt Spraque proposal.

Permanent Records. Mark Illig reported that Pat Christensen , KWIC Bookkeeper, is amenable to processing the existing records for KWIC , \$1000 KLOC, \$500 and then an on going fee of \$1000 annually. Motion by Illig and second by Webster. Carried. Accessability will be worked out.

Meeting was adjourned at 8:10pm. Next meeting is at Barrington July 24 at 7:00pm. KLOC will also meet.

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES JULY 24, 2017  
BARRINGTON TOWN HALL

Chair Steve Butchko called the meeting to order at 8:05pm following the KLOC meeting. The commissioners present were Steve Butchko, (Wayne), Anne Green, (Hammondsport), Arnie Sorensen (alternate Milo), Illig, (Pulteney), Pat Killen, (Jerusalem), Leigh Mackerchar, (PennYan), John Webster, (Urbana), Nate Olney (Barrington). Manager Jim Balyszak was present. Guests who signed in were Bill Laffin, Tim Cutler, Richard Osgood, Bill Weber, Sue Lange and Mark Morris.

The minutes of June 26, 2017 were reviewed and approved on motion of Butchko, second by Mackerchar. The Bookkeeper's report was reviewed with the bill from Yates County for April and May for \$7058.21 was approved on motion of Green and second by Killen.

Contract Manager Report: DSD will turn our inspections into pdf files and adding digital signatures for all 7 inspectors for \$2790. On motion of Illig and second by Webster it was approved. Inspection reports to each municipality were distributed. A FOIL request has been made by Bill Laffin for the inspection data for each municipality and KWIC compared to the previous year to be made available to the public. It was agreed that the lack of public access has been an oversight and will be corrected.

Jim Balyszak presented the new contract for services by Yates County Soil and Water effective July 24 through December 31, 2017 at a rate of \$149.38 per unit of services. Additionally an Indemnification Clause and an Insurance Clause were included in the contract. On motion of Killen, second by Illig the contract was approved.

Other Business: Insurance: the change over to NYMIR is effective 9/1/17. Penn Yan and Hammondsport which do not have NYMIR as a carrier need to determine if their carrier will cover KWIC decision.

DEC Grant - We did receive the \$32,000 requested to deal with the Starry Stone Wart infestation.

Record retention: moved by Illig and seconded by Killen: KWIC shall maintain digitally created records in their native digital format for the legally proscribed retention period of the record and The KWIC shall maintain all digital records adhering to the guidelines set forth in the regulations of the Record Retention and Disposition Schedule. Further Pat Christensen is named as Records Officer. Carried.

Chair Butchko proposed the 2018 Budget

Proposed budget on next page

Green moved and Illig seconded adjournment at 8:40 pm

Next Meeting August 28, 2017 at Wayne Town Hall 7:00





KWIC tentative budget for 2018:

INCOME:	8 municipalities @ \$5200	\$41,600
	license fee	300
	total	\$41,900

EXPENSES:

320 Treasurer	\$1500
321 records officer	1000
327 web domain	450
329 Education / training	300
330 Legal	--
331 Tech - Contract	3600
332 Liability Insurance	3200
338 Misc	--
337 Contract Manager	35000
Total	45050
Unfunded balance	(3150)

APPROVED



# **KEUKA WATERSHED IMPROVEMENT COOPERTIVE MINUTES - AUGUST 28, 2017 TOWN OF WAYNE**

The meeting was called to order at 7:00pm by Chair Butchko (Wayne), followed by the Pledge of Allegiance. There was no KLOC meeting. Commissioners present were: Stephen Butchko, (Wayne), John Webster (Urbana), Arnie Sorensen ( Milo), Nate Olney (Barrington), Anne Green (Hammondsport) Patrick Killen (Jerusalem), Leigh Macherchar, (Penn Yan ), Pulteney was not represented. Guests who signed in were Bill Laffin, Tim Cutler, Kayla Wagner, Andy Sprague, Dennis Carlson, and Mark Morris. Colby Petersen representing the Contract Manager was present.

The minutes of July 24 were approved on motion of Webster and Second by Macherchar. The Bookkeeper's written report was approved on motion of Olney and second by Macherchar.

Colby Petersen, Contract Manager, distributed KWIC Waste Management reports for each municipality and total system and also gave a demonstration of how the reports on completed on line and feed into the data base system. There was a discussion of the number of past due reports. Some are due to "minor" filing issues and others are more substantial. Details can be found in the data base. It also pointed out that the supervisor of the inspector may need to discuss the issues with the employee.

Other business: Insurance - representatives from Sprague Insurance, Andy Sprague and Kayla Wagner reported on our coverage by the carrier, NYMIR. We are actually covered by a rider to the Town of Wayne's policy and it covers the municipalities which also use NYMIR. Penn Yan and Hammondsport are covered by other carriers. The cost is \$2400 per year, which is \$400 per covered municipality, consequently Penn Yan and Hammondsport will be refunded \$400 on their assessments.

KWIC record keeping - minutes, agenda, bookkeeper reports from 2006 to 2015 were given to Pat Christensen our Records Officer, which will be saved on laser fiche. The she will make a back up file quarterly.

DOS Grant - Sustainable Keuka is in process of making final report to each municipality.

DOS Grant - Invasive Species starry stone wart harvesting. Harvesting has begun by contractor, Central New York Aquatic Harvesting. After draining Milo and Jerusalem staffs will dispose of the waste. A second harvest will be done this year when appropriate. Bill Laffin offered to put together a team of volunteers to pull in the Branchport branch where the harvester can not go and the weed is not as pervasive. On Motion of Butchko and second by Macherchar KWIC accepted the offer.

General remarks: The DOH has jurisdiction over commercial septic systems over 1000 gal. comments were made on the beach closings on the north end due to blue green algae, and the release from Penn Yan sewer of treated sludge.

Meeting ajourned at 8:30 on motion of Olney s/Killen.

Next meeting Monday September 25, following KLOC meeting at Urbana town hall.

APPROVED

 SCANNED

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**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES - SEPTEMBER 25, 2017  
TOWN OF URBANA HALL**

Chairman Steve Butchko called the meeting to order at 7:00pm, following the Pledge of Allegiance. Commissioners present were Steve Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Mark Illig, Pulteney; Nate Olney, Barrington; Anne Green, Hammondspport; Patrick Killen, Jerusalem; and Leigh Mackerchar, Penn Yan. The Contract Managers were not present. Guests who signed in were Bill Weber, Bill Laffin, Tim Cutler, and Mark Morris.

The emailed minutes of August 28 were reviewed and approved on motion of Killen, second by Webster.

The written report of the Bookkeeper for August was reviewed and approved on m/Green, s/Illig. Bills were approved to pay: CNY Harvester for \$3040 and Yates County Soil and Water (contract managers) \$2801.06 on m/Webster s/ Butchko. Chair Butchko distributed flash drives of the insurance policy to the municipalities who wanted them.

The written inspection summary reports of the Contact Manager were distributed and accepted with the comment that there are still too many past dues throughout the Watershed. . Chair Butchko commented that using the shared services of a single assessor in several municipalities has worked well and perhaps we should look at sharing a watershed inspector. It was also noted that in each municipality that the rates of property transfer inspections are higher this year

Other Business: There was no additional updates on the two DOS Grants this month. Pat Killen reported that he has applied for the DEC permit to do the hand pulling of Starry Stone Wart algae in the Branchport Branch and is organizing the volunteers.

There being no other business before KWIC, the meeting adjourned at 7:24 pm !!!! The KLOC meeting followed.

NEXT KWIC meeting is October23 in Hammondspport.

APPROVED

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SCANNED

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES - OCTOBER 23, 2017  
VILLAGE OF HAMMONDSPORT**

Chairman Steve Butchko called the meeting to order at 7:00pm. The following commissioners were in attendance: Steve Butchko (Wayne), John Webster (Urbana), Nate Olney (Barrington), Anne Green, (Hammondsport), and Patrick Killen (Jerusalem). Milo, Pulteney, Penn Yan were not represented. Guests who signed in were Dennis Carlson, Bill Laffin and Mark Morris all from KLA.

Time was spent clarifying email lists. It was agreed the meeting notice and minutes should be sent to the widest audience that wants them (about 30 people). The financial report should only go to Supervisors/Mayors, designated alternates, some town clerks, contract managers, and in the case of KLOC gate managers.

The minutes of September 25 as emailed were approved by motion of Webster and second by Killen. The Bookkeeper's emailed report for September was reviewed and the bill from Yates County Soil and Water for September was approved on motion of Green and second by Webster. It was further reported that the records scanning is continuing as approved.

Contract Manager report was distributed by Chair Butchko and approved. Continued discussion was made on the past dues especially as the season is ending. In many cases it appears that it is an issue of catching up on paper work by the Watershed Inspectors.

Other Business: The Starry Stone Wart control grant - the cutting was completed and it was determined that a second cutting this fall was not necessary but will take place probably in June, 2018. The volunteer effort (not part of the grant) to hand pull in the Sugar Creek (Branchport), as reported by Killen, will be October 28 from 9-12am. A DEC permit has been obtained.

LULA Training will take place April 30<sup>th</sup>, 2018 at the Yates County Auditorium

It was suggested that a Department of Health Representative from Geneva Office be invited to our February or March 2018 meeting.

The meeting was adjourned at 8:07 pm.

Next meeting is Monday November 27, 2017 at the Town of Pulteney preceded by the KLOC meeting at 7:00 pm.

APPROVED

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES NOVEMBER 27,2017  
TOWN OF PULTENEY

The meeting was called to order following the KLOC meeting by Chair Butchko at 7:45pm. The following commissioners were present Mark Illig, Pulteney; Steve Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Nate Olney, Barrington; Anne Green, Hammondsport; Patrick Killen, Jerusalem; Leigh Mackerchar, Penn Yan. Managers Jim Balyszak and Colby Petersen were present.. Guests were Bill Laffin, Mark Morris, Dennis Carlson, Tim Cutler, John Kuehn.

On motion of Killen and second by Illig the minutes of October 23 were approved as emailed.

The Bookkeeper's Report was reviewed. The an additional line item was added to the budget - "records Officer \$1000-" It was noted that KWIC needs paperwork in order to be reimbursed for the Starry Stone wart clean up. Those items plus the general approval of the report was done on motion of Butchko and second by Church. The bookkeeper was also approved to pay bills coming in before the end of the year if not over budget on motion of Webster and second by Butchko.

The Mangers submitted a year end report for each municipality and KWIC overview for the last 3 years.

In other business Killen reported that 10 students from Keuka College and 2 supervisors cleared 4 loads of starry stone wart from a 60x10 feet area on October 28 in the Branchport arm. KLA paid for food and drink for the workers.

LULA Training will be April 30 and consist of a mock planning board meeting.

We adjourned without objections at 8:15pm

Next meeting is January 22, 2018 at the Branchpoet Fire Department (Jerusalem) at 7:00pm.