

1994

KWIC MINUTES

MINUTES

**Keuka Watershed Improvement Cooperative
January 13, 1994
7:00 p.m., Pulteney**

Members Present:

- Town of Barrington: Ruth Washburn, Supervisor
- Town of Milo: Jack Snow, Supervisor
- Town of Wayne: Mert Plaisted, Supervisor
- Town of Urbana: Richard Gardiner, Supervisor
- Town of Jerusalem: John Payne, Supervisor
- Town of Pulteney: Phyllis Peek, Supervisor
- Village of Hammondsport: Emery L. Cummings, Jr., Mayor
- Village of Penn Yan: Leigh MacKerchar, Vice Mayor

Also Present:

- Bill Weber, Town of Pulteney, Board
- Jim Howell, Schuyler County Watershed Department
- John Andersen, Town of Jerusalem, Board
- Frances Pierce, Town of Urbana, Board
- Richard Washburn, Town of Barrington
- Carl Stuck, Penn Yan Municipal Board
- Joe Littleton, Town of Urbana, Board of Appeals
- Peter Landre, Cornell Cooperative Extension

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- 1) The meeting was opened at 7:10 pm. Introductions were made for the new KWIC Directors.
 - 2) The minutes of the December meeting were reviewed and approved by voice vote.
 - 3) **Nominations:** Mert Plaisted was nominated for the position as the first KWIC Chairman by Phyllis Peek. The motion was second by Emery Cummings and approved unanimously by voice vote. Phyllis Peek was nominated for the position of the first KWIC Secretary/Treasurer by Leigh MacKerchar, second by _____ and approved unanimously by voice vote.
 - 4) Mert Plaisted handed out the Watershed Program Manager job description and a draft of an advertisement that could be placed in local papers. Mert asked the KWIC to review the materials and make any suggestions/changes where appropriate.
 - 5) Jack Snow discussed the potential availability of office space in the Yates County Office Building with the Soil and Water Conservation District, Planning Department and Property Tax Department. A space has been vacated by the Soil Conservation Service and the County Legislature has not made a decision on its future use. P. Landre pointed out that the office could provide many benefits to the KWIC Manager including computer mapping systems useful for the inspection program, secretarial pool, office

equipment, and the assistance of the above named agencies (including Cornell Cooperative Extension) in getting the program going.

John Payne was appointed a Committee of one to pursue the availability of the office space with the County Legislature and will report his findings at the next KWIC meeting.

6) P. Landre reported on the Wastewater Design Manual grant. The grant award is for \$38,000 over 30 months and will be coming through the Genesee/Finger Lakes Regional Planning Council to the Keuka Lake Foundation. The grant contract will probably be finalized in April or May and someone, the Manager or otherwise, needs to be on-line to take charge of the grant research.

If the KWIC is to receive monies from the grant (vouchered through the KLF), work needs to be performed under the guidelines of the grant. If the KWIC does not want to have the Manager work on this project, they are not obligated to do so, but another person would need to be hired by the KLF to work on the grant. P. Landre pointed out that much of the work on the grant requires the inspection of septic systems in Zone I as required in the law, so in essence, the KWIC would be paid to do the job they are required to perform by law.

A technical advisory committee to oversee the grant will need to be formed soon. P. Landre will gather more information regarding the grant including a potential starting date and the advisory committee. Lastly, P. Landre pointed out that if the KWIC does a good job with this grant, not only will the KWIC and local residents benefit, but the KWIC will also develop good credibility with the State and be a leading candidate for future watershed grants.

7) Uniform inspection forms for the 5 year inspection were discussed. These forms were not in the Blue Book and several towns have requested them. P. Landre will prepare a set of forms for the 5 year sanitary inspection for the KWIC to review.

8) Other Business

Mert Plaisted, as newly elected Chairman, had several additional areas of concern that needed to be addressed by the KWIC Board.

Attorney-Mert pointed out the KWIC needed a good attorney with experience the area of local municipal law. Several suggestions were discussed and the Board agreed that each Director would go back to their respective municipalities and search for candidates.

Bank Account-Mert suggested a bank account was needed to get the KWIC started. A motion by Emery Cummings to authorize Secretary Peek to obtain a Federal Tax ID # and establish a bank account at Chase Bank with the Chairman or Secretary as

authorized to sign checks was made. Leigh MacKerchar second the motion and the motion was approved unanimously by voice vote.

Search Committee-The Chairman suggested a Manager search committee was needed. Directors Jack Snow, Mert Plaisted, Ruth Washburn, and Richard Gardiner, as alternate agreed to serve. The search committee will work on getting the advertisement together along with costs. P. Landre will help out to revise the ad and find out prices.

Insurance-Insurance is also needed. The Chairman suggested that maybe the Board should wait until the attorney is hired.

Fees-Fees were briefly discussed. Some members felt the fees should be uniform in all towns. Some members felt that the fees could be different. P. Landre and J. Howell will pull out the old schedule of fees and prepare recommendations for the KWIC to consider.

9) With no further business, the meeting was closed at 9:05 pm. The next meeting will held at February 3, 7:00 pm, Penn Yan Village Hall (Maxwell Building).

MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

February 3, 1994

7:15P.M. - Penn Yan Village
(Maxwell Building)

MEMBERS PRESENT:

Town of Barrington: Ruth Washburn, Supervisor
Town of Jerusalem: John Payne, Supervisor
Town of Milo: Norman Snow, Supervisor
Town of Pulteney: Phyllis K. Peek, Supervisor
Town of Urbana: Richard Gardiner, Supervisor
Town of Wayne: Merton Plaisted, Supervisor
Village of Hammondsport: Emery E. Cummings, Jr., Mayor
Village of Penn Yan: Vice Mayor ABSENT: Leigh MacKerchar

ALSO PRESENT:

Joe Littleton, Town of Urbana, Board of Appeals
Peter Landre, Cornell Cooperative Extension
Jim Howell, Town of Wayne - Watershed Inspector
Carl Stuck, Penn Yan Municipal Board
William Weber, Town of Pulteney, Board
Arnie Sorensen, Town of Milo, Board
Emily Wheeler, Town of Jerusalem, Board

The meeting was called to order by Chairman Merton Plaisted at 7:15 P.M.

A motion by Mayor Cummings seconded by Supervisor Snow that the minutes of 1-13-94 be approved as written: Carried by voice vote.

The ad for manager was reviewed, Supervisor Plaisted suggested changing the wording of wastewater systems to individual household systems. March 15, 1994, will be the closing date for the ads. Resume and references will be sent to: KWIC, Attn: Ruth M. Washburn, 2821 Gray Rd., Penn Yan, N.Y. 14527. Peter Landre will send ads to The Job Seeker, Warrens, Wi., Environmental Opportunities, Walpole, N.Y. and CSF Alumni Job List, Syracuse, N.Y. Supervisor Peek will take care of the newspaper ads: Chronicle Express, Penn Yan, Corning Leader, Elmira Star Gazette and Finger Lakes Times. Supervisor Payne made motion seconded by Mayor Cummings that \$500 be spent on ads, carried by voice vote.

Supervisor Payne reported he would know after the next meeting of the Yates County Bd. in regards to available office space.

A discussion was had as to the mailing list, it was decided the mayors and supervisors would receive the minutes from the secretary. It will be the responsibilities of each to pass information to their boards. Peter Landre will continue to notify Carl Stuck and Walter Scott.

Peter Landre and Jim Howell have been working on uniform sanitary inspection forms.

Uniform fees charges were discussed, it still has to be decided as to the amounts and terms.

Carl Stuck questioned what Civil Service Personnel Office would be used - Yates or Steuben. He suggested we contact Mrs. Travis, Penn Yan Office soon if we are planning to go through that office.

Chairman Plaisted expressed the importance of each Supervisor and Village Mayor to understand and be in agreement of our commitment since it will be the responsibility of "KWIC" to instruct and guide the manager in his duties.

Mayor Cummings suggested Att. William Reed in Hammondsport and Chairman Plaisted suggested William Mayor. Supervisor Snow made motion seconded by Mayor Cummings that a cap of \$2500 be allowed to seek legal advice as required by the Chairman and Sec./Treas. Motion carried by voice vote.

Chairman Plaisted wanted the board to be giving some thought on what action we want to take for secretarial work when new manager is hired.

The March 31st meeting will be at the Village/Town Hall in Hammondsport at 7:00 P.M.

Motion by Chairman Plaisted seconded by Mayor Cummings to adjourn. Carried.

NOTE: February 14, 1994 -

Chairman Plaisted contacted all directions by phone for their approval of the following:

Supervisor Peek made motion that KWIC use the Steuben County Civil Service Personnel Office for our certification process when hiring the manager and its staff. Motion seconded by Supervisor John Payne. Chairman Plaisted contacted all directors to discuss this action, was approved by all.

MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

March 31, 1994

7:00 P.M. - Hammondsport Village Offices

MEMBERS PRESENT:

Town of Barrington:
Town of Jerusalem:
Town of Milo:
Town of Pulteney: Phyllis K. Peek
Town of Urbana: Richard Gardiner
Town of Wayne: Merton Plaisted
Village of Hammondsport: Emory L. Cummings Jr.
Village of Penn Yan: Leigh MacKercher

ALSO PRESENT:

Joe Littleton, Town of Urbana
Peter Landre, Cornell Cooperative Extension
Carl Stuck, Penn Yan Municipal Bd.
William Weber, Town of Pulteney, Board
Walter Scott, Keuka Lake Association
Francis Pierce, Town of Urbana, Board
Terry DeBuck, Town of Urbana, Watershed Insp.
Michael Doyle
??

The meeting was called to order by Chairman Merton Plaisted at 7:00 P.M.

A motion by Arnie Sorenson seconded by Emory Cummings Jr. that the minutes of February 3, 1994, be accepted. Carried by voice vote.

Treasurers report was reviewed.

In absence of John Payne, Emily Wheeler, Jerusalem Town Bd. reported that a report will be given from Supervisor Payne at next meeting.

The Steuben & Yates County resolutions were noted in regard to the formation of the KWIC.

Fees charges were discussed. It was suggested to have:

Manager fees - work to be performed by Manager:

Site Evaluations: \$50
System Designs: \$25 - Review
50 - Design

Fees to be charged by Towns - work to be performed by Watershed Insp.:

Property Transfers: \$50
Water Testing: \$10 plus lab fee
Septic Evaluations for Building Permits up to each town

Check on Emory motion as to Fee Schedule

This information to be reviewed by the Boards of each town and village in the KWIC. Joe Littleton suggested we attempt to have uniform fees throughout the watershed.

The board felt our concern was to work on the issue of having a strong program for the watershed and not get involved with the Dock Control Issue.

Emory Cummings, Hammondsport Mayor, introduced Michael Doyle who shared his plans for the proposed condo to be located in the Village of Hammondsport.

Peter Landre reported on the progress of the wastewater grant.

Peter Landre and Terry DeBuck were in attendance of the training course in Auburn on February 21 & 23rd. They felt it was worth the time spent. Peter reported a Sanitary Inspection Procedure is going to be out in May or June, he will be receiving one when they are finished.

The committee made up of Jack Snow, Chairman, Richard Gardiner and Merton Plaisted, they reviewed over 30 applications and narrowed it down to five to review. The KWIC board wanted the Committee to reduce that number to 3 or 4 people. Joe Littleton suggested we should each have an opportunity to interview the final candidates.

The next meeting will be in Penn Yan on April 26, 1994, 7 P.M.

Emory Cummings made motion to adjourn Richard Gardiner seconded. All voted in favor.

MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

April 26, 1994

7:00 P.M. - Maxwell Building, Penn Yan

MEMBERS PRESENT:

Town of Barrington: Charles A. Peek
Town of Jerusalem: John Payne
Town of Milo: Jack Snow
Town of Pulteney: Phyllis K. Peek
Town of Urbana: Richard Gardiner
Town of Wayne: Merton Plaisted
Village of Hammondsport: Sam Penise
Village of Penn Yan: Leigh MacKercher

ALSO PRESENT:

William Weber
Walter Scott
Jack Farnen
Arne Sorensen
WFLR News Reporter

Chairman Plaisted called meeting to order. John Payne made motion seconded by Jack Snow the March 31st, 1994, minutes be accepted. Carried by voice vote.

John Payne reported on the proposal for the office space in Yates County Office Bldg. Trustee Sam Penise introduced the following resolution seconded by Supervisor Jack Snow.

RESOLVED, that the Keuka Watershed Improvement Cooperative (KWIC) accepts the offer from the Yates County Legislature to rent an office commencing June 1, 1994, for \$8.25 per square foot per year, and has use of the Yates County telephone system at the customary monthly basic charge of \$11.38 plus the actual cost of calls made. Motion carried by voice vote.

It was decided long distance calls made by a director from his or her home on KWIC business is to be copied and vouchered for reimbursement.

Several Directors discussed the fee schedule with their boards.

Trustee Sam Penise made motion the fee schedule be accepted as written, motion seconded by Supervisor Gardiner, voice vote in favor. Carried.

Jack Snow reported the committee interviewed applicants for the manager position. It has been narrowed down to three applicants - George Johnson, Wisconsin; James Smith, Wayne County, and James Howell, Schuyler County.

MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

May 24, 1994

7:00 PM - Pulteney, New York

MEMBERS PRESENT:

Town of Barrington: Charles A. Peek
Town of Jerusalem: John Payne
Town of Milo: Norman Snow
Town of Pulteney: Phyllis K. Peek
Town of Urbana: Richard Gardiner
Town of Wayne: Merton Plaisted
Village of Hammondsport: Emery Cummings, Jr. - Absent
Village of Penn Yan: Leigh MacKercher

ALSO PRESENT:

William Weber
Peter Landre
Carl Stuck
Arne Sorensen

Chairman Plaisted called meeting to order. Norman Snow made motion seconded by John Payne the April 26, 1994, minutes be accepted. All in favor. Carried.

Treasurer report showed a balance of \$3,504.52 in checking account.

There was a discussion on the equipment for the Manager's Office. Peter Landre reported the possibility of KWIC using the furniture that was in office of Soil & Water as they have replaced with new furnishings.

There is going to be some summer help in the office where Peter works, he asked about using the KWIC office space until the manager is in place. The board could see no harm in allowing this. John Payne will check on some filing cabinets for the office. The stationery for KWIC was discussed, it was decided to contact Jerry & Judy Infantino, whom has done the art work for KLA and see what they come up with.

Norman Snow made motion seconded by Charles Peek that we hire James C. Smith, as Manager, contingent upon application for Civil Service. Roll call vote:

Norman Snow - Aye
Richard Gardiner - Aye
Charles Peek - Aye
John Payne - Aye
Leigh Mackerchar - Aye
Merton Plaisted - Aye
Phyllis Peek - Aye
Emery Cummings Jr. - Absent

Carried

In the interview of May 19th with Mr. James C. Smith, he indicated he could start in 30 days. Chairman Plaisted suggested we have individual meetings and/or a complete meeting where we discuss all phases of the job with him present. It was discussed having some training for Mr. Smith. Bill William Smith whom resides on Keuka Lake, Town of Jerusalem, is a member of KLA and is an Engineer from Bergmen Ass. has offered his services. Peter Landre will contact him about giving some time with Mr. James C. Smith, the new Manager.

There is the Public Officials - Workmen's Comp. Health Insurance and Liability Insurance to be decided on.

The work procedure policy given out by the Chairman is to be reviewed so a similiar policy can be put in place.

Peter Landre suggested we put in our policy an evaluation and review of his performance after a short period.

It was mentioned there had been outside inquiries as to our (KWIC), and how it is set up etc.

The directors agreed all towns and villages should be vouchered for \$2500 to set up funds enough to get our Payroll Account started. Vouchers to be sent out before the Town & Village June meetings.

The next meeting will be June 15, 1994, 7:00 PM Wayne Town Hall.

The meeting was adjourned at 9:20 PM.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

P. O. Box 214
Pulteney, New York 14874
607-868-4222 Phone
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KWIC

Merton Plaisted Chairman

Phyllis K. Peek Secretary/Treasurer

Present:

James Multer	Town of Barrington (Absent)
John Payne	Town of Jerusalem
Norman Snow	Town of Milo
Phyllis K. Peek	Town of Pulteney
Frances Pierce	Town of Urbana
Merton Plaisted	Town of Wayne
Emery Cummings, Jr.	Village of Hammondsport
Leigh MacKerchar	Village of Penn Yan

Also Present:

Carl Stuck
James C. Smith (New Manager)
James Howell
Joe Littleton

The KWIC Meeting was held on June 15, 1994, at the Wayne Town Hall.

The meeting was called to order at 7:30 PM by Chairman M. Plaisted. Emery Cummings made motion seconded by Frances Pierce that the May 24th minutes be accepted, voice vote approved, carried.

The treasurer reported \$11,004.52 balance in account.

Chairman Plaisted reported on the meeting with Att. Mayer. The result of a meeting the Sec. & Chairman had with Att. Mayer on June 8th. See attached correspondence.

The collection of fees was discussed. It was suggested all fees be collected by each municipality and the records will show what portions are to be given to KWIC. Each Supervisor would have to work with his inspector and the manager so all records can be maintained properly. The manager will keep a record of his field work as will each of the local inspector for a monthly report.

The new Manager, James C. Smith sent a letter of acceptance to the Chairman. Manager Smith wishes to get to know the area and his co-workers. He is seeking knowledge by talking with others and reviewing information available. He will need time to get organized.

Commissioners

Norman Snow - Milo
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Payne - Jerusalem
Leigh MacKerchar - Penn Yan

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

Present:

Alternate Charles Peek	Town of Barrington
John Payne	Town of Jerusalem (Absent)
Alternate Arne Sorensen	Town of Milo
Phyllis K. Peek	Town of Pulteney
Richard Gardiner	Town of Urbana
Merton Plaisted	Town of Wayne
Emery Cummings, Jr.	Village of Hammondsport
Leigh MacKerchar	Village of Penn Yan

Also Present:

Carl Stuck
James C. Smith, Manager
James Howell
Peter Landre
Sam Pennise

The KWIC meeting was held on July 14, 1994 at the Hammondsport/Urbana Town Hall.

The meeting was called to order at 7:05 PM by Chairman M. Plaisted. Emery Cummings made motion seconded by Charles Peek that the June 15th minutes be accepted, voice vote approved. carried.

The treasurer reported \$20,225.05 balance in account.

Emory Cummings Jr. made motion seconded by Charles Peek to pay bills of Phyllis K. Peek for postage and copier for \$15.88 and of William G. Mayer's for \$675.00 Motion carried by voice vote.

Manager James C. Smith spoke of his work progress since coming on board July 1, 1994. He has been spending some time with the various town inspectors, also attending Town Board meetings to become better acquainted. Les Travis, helped him get some furnishing for his office. He is in need of a typewriter. The KLA had offered to get some necessary office furniture so he spoke to Mr. Turissini about it.

The Cooperative Board felt Manager J.C. Smith should hold off getting involved in problems until the insurance is in place. There was much discussion on the insurance needed - it was suggested having a special meeting to review and get their input with Mr. Baty and an attorney. The special meeting would be either July 21st or 25th at 7:00 P.M. Leigh MacKerchar will take care of this and report back to Chairman Plaisted.

Richard Gardiner made motion seconded by Emery Cummings that the Keuka Watershed Improvement Cooperative participate in the New York State Employee's Retirement System. Motion carried by voice vote.

The board reviewed the policy plan as had been presented and except for some minor changes it will be finalized for approval next meeting. Emery Cummings suggested having a drug-free policy in place as well as the sexual harassment policy.

Chairman Plaisted discussed the need for a round table meeting once J.C. Smith feels he has become familiar with the area and people. J.C. Smith feels the blue book is a tool for all inspectors and himself to follow. It was suggested having the CEO from the towns and village (Hammondsport) present.

Chairman Plaisted made motion seconded by Charles Peek that the monthly meetings of KWIC be held on the 4th Monday of the month. Motion carried by voice vote.

The fee schedule is being approved by the towns and villages and will be in place by August 1st with the Mayor/Supervisor in charge of collecting through their Watershed Inspector. The record will be kept and money due KWIC turned over with a complete report from all municipalities.

James C. Smith, Manager requested he be informed of all field work taking place in each town.

Chairman Plaisted read letter from Les Travis in regard to having the use of a secretary from the County Office. Emery Cummings made motion seconded by Leigh MacKerchar that we use the services offered by Les Travis of Yates County Office which is 5 hours per week @ \$10.00 per hour. Motion carried by voice vote.

James C. Smith has some quotes for stationery supplies - 1,000 of each - ARC - \$244, Keuka Printing - \$187 and Tillman's - \$151. It had been discussed that M. & Mrs. Infantino would design some stationery for the KWIC use. James C. Smith was wondering how to handle purchasing simple office supplies. He was told to go to Long's for some supplies, billing will be sent to the Treasurer.

Leigh MacKerchar made motion seconded by Arne Sorensen that we authorize the Manager James C. Smith to become custodian of the Watershed Records stored at the Village of Penn Yan with the stipulation that in the event the Keuka Watershed Improvement Cooperative cease to exist all records will be returned to the Village. Motion carried by voice vote.

James C. Smith reported he has been contacted by some of the local papers as to his employment (Manager of KWIC).

Charles Peek made motion seconded by Emery Cummings, Jr. we adjourn. Carried.

Next meeting - Pulteney Town Hall on August 22, 1994 at 7:00 P.M.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

P. O. Box 214
Pulteney, New York 14874
607-868-4222 Phone
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KWIC

Merton Plaisted Chairman

Phyllis K. Peek Secretary/Treasurer

Present:

Town of Barrington	(Absent)
Town of Jerusalem	John Payne
Town of Milo	Norman Snow
Town of Pulteney	Phyllis K. Peek
Town of Urbana	Richard Gardiner
Town of Wayne	Merton Plaisted
Village of Hammondsport	Emery Cummings Jr.
Village of Penn Yan	Leigh MacKerchar

Others Present:

See list at end of minutes.

The KWIC meeting was held August 22, 1994, at the Pulteney Town Hall. The meeting was called to order at 7:00 P.M. by Chairman M. Plaisted. Richard Gardiner made motion seconded by John Payne minutes be accepted, voice vote approved, carried. Treasurer's report - balance of \$18,310.65.

Mr. & Mrs. Philip Chase, representing the KLA were present to inform the KWIC Board they wish to follow through with their original plans of giving the Cooperative \$5,000. Chairman Plaisted thanked Mr. & Mrs. Chase and assured them the money is coming at an appropriate time since we have to get the insurances in place.

The following bills were presented - totaling \$963.29. Office Rent - Yates County - \$297.00; Postage Bill - \$9.95; Ad in newspaper - \$79.20; J.C. Smith mileage bill - \$221.76; Chamber of Commerce BC/BS - \$355.38. John Payne made motion seconded by Norman Snow that the bills in the amount of \$963.29 be paid. All in favor by voice vote. Carried.

Manager Smith has sent out letters asking the CEO and KWIC Bd. to meet on August 25 at Wayne Town Hall to review the policy and procedures as drafted in blue book. He hopes to have open discussion as a group. He is planning meetings at the end of the month with realtors, contractors and surveyors and/or public, dates to be set up. Manager J.C. Smith has contacted the Cornell Campus Store for updates on computer software for his work, cost of this would be around \$160.00. Norman Snow made motion seconded by John Payne that Manager Smith be allowed to obtain this purchase, motion approved by voice vote, carried. He needs a level device for slopes etc. Carl Stuck thought he might have an extra one that could be donated.

Commissioners

Norman Snow - Milo
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Payne - Jerusalem
Leigh MacKerchar - Penn Yan

The forms for the Managers use was discussed, he will do some more checking and have the information and the cost reviewed by the board. Manager Smith has checked with the County of Steuben & Yates Real Property Tax Services and they will help get a complete data base of properties for him.

Chairman Plaisted has done a lot of checking on insurance. Stork quoted coverage of \$250,000 at a premium of \$5800 for 1 year coverage. Norman Snow made motion seconded by John Payne, we go with the coverage of \$250,000 for \$5800. Approved by voice vote. Carried. It was suggested members check with their Town Insurance Co. as to being written in through their town coverage as to general liability & auto coverage. Towns & villages carrying their insurance with Shaw Ins. in Hammondsport here had it done.

Emery Cummings made motion seconded by Norman Snow that the personal policy plan be accepted. motion carried by voice vote.

It was suggested having John Payne check into the secretary situation and report to the board next meeting.

Chairman Plaisted feels it is important that a disclaimer be included on the forms.

John Payne made motion seconded by Emery Cummings meeting be adjourned. September meeting will be held at Town of Jerusalem Town Hall on September 26, 1994 at 7 P.M.

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KWIC

Merton Plaisted Chairman

Phyllis K. Peek Secretary/Treasurer

BRANCHPORT TOWN HALL - MONDAY SEPTEMBER 26, 1994

PRESENT:

Town of Barrington	James Multer
Town of Jerusalem	Emily Wheeler (Alternate)
Town of Milo	Norman Snow
Town of Pulteney	Phyllis K. Peek
Town of Urbana	Richard Gardiner
Town of Wayne	Merton Plaisted
Village of Hammondsport	Emery Cummings Jr.
Village of Penn Yan	Leigh MacKerchar

OTHERS:

James C. Smith - KWIC Manager
Peter Landre
Joe Littleton
Wm. Weber
Carl Stuck
James Howell

The KWIC meeting was held September 26, 1994, at the Branchport Town Hall. The meeting was called to order at 7:30 P.M. by Chairman M. Plaisted. There was discussion on the motion of Aug. meeting in regard to the insurance from Stork. The chairman has been able to get a similiar policy at a lower premium. Emery Cummings made motion seconded by Norman Snow the minutes be accepted, Voice vote approval. Norman Snow made motion seconded by Leigh MacKerchar the motion of going with Stork for insurance be recinded. Carried by voice vote. Chairman Plaisted explained the policy offered by Hatch-Leonard-Markin Ins. Co. Richard Gardiner made motion seconded by Emery Cummings Jr. that the policy of Hatch-Leonard-Markin be accepted at a premium of \$2650. Motion carried by voice vote.

The treasurers reported a balance of \$11,866.88 as of 9/26/94 in checking account.

Manager Smith gave his report for month of August. It has been suggested a written report be given to the board for its monthly meetings. Emily Wheeler reported for Supervisor Payne that a secretary could be available for more hours but the cost could be more than \$10.00 per hour.

A letter from NYS Retirement System has been received notifying the board we are not eligible to participate in the system as this Cooperative was not created by the State legislature. Joe Littleton will do some checking with the State.

Commissioners

Norman Snow - Milo
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Payne - Jerusalem
Leigh MacKerchar - Penn Yan

The budget was presented and the amount is to be included in each town and village 1995 budget after a review with their boards.

There was a discussion on the policies and procedures, whatever happens, there has to be communications. The question of having manager do all site evaluations, chairman suggested have local inspectors out of it. Manager feels the inspector should know what is being done. Supervisor Multer thought site inspections would be done by individual inspectors. Peter Landre explained the inspectors do all inspection work, manager do the approval on design of the system. Joe Littleton explained the Blue Book was used at the town & village public hearings as written. This board has the power to make changes as to duties listed etc., any recommendation for changes from the manager and inspectors should be written to said board. It was suggested we give the definition in the Blue Book a chance. The manager and watershed inspectors will have a meeting at the Town Hall in Wayne to discuss the procedures and policies. The meeting will be on 20th October.

Peter Landre reported on the grant work. J.C. Smith will be getting the report done as the due date is 10/10/94. There is another grant available - a manual needs to be put together.

Chairman Plaisted adjourned meeting seconded by Mayor Cummings. at 8:30 PM.

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KWIC

Merton Plaisted Chairman

Phyllis K. Peek Secretary/Treasurer

MAXWELL BUILDING - PENN YAN - MONDAY OCTOBER 24, 1994

PRESENT:

Town of Barrington	Jares Multer
Town of Jerusalem	John Payne (Absent)
Town of Milo	Arnie Sorensen (Alternate)
Town of Pulteney	Phyllis K. Peek
Town of Urbana	Richard Gardiner (Absent)
Town of Wayne	Merton Plaisted
Village of Hammondsport	Emery Cummings Jr. (Absent)
Village of Penn Yan	Leigh MacKerchar

OTHERS:

James C. Smith - KWIC Manager
Peter Landre
Joe Littleton
James Howell
Walter Scott - KLA

The KWIC meeting was held October 24, 1994 at the Maxwell Building in Penn Yan. The meeting was called to order at 7:10 PM. The minutes were discussed. The following changes page 2 to read we give the policy & procedures in the Blue Book a chance not definition as written and delete the phrase manager suggested leaving local inspectors out of it. Leigh MacKerchar made motion seconded by James Multer the minutes be approved with noted changes. Approved by voice vote.

Manager J.C. Smith gave his report. He wants to keep in touch with the town & villages as to what is being done. Manager Smith passed out information he would like the Directors to take up with their Town Bd. It is in relation to having a completed computered copy of each town and villages Real Property Tax Records to establish a database. J.C. Smith reported the results of the meeting he had with the Inspectors. He informed the board the October report for the grant money has been sent in. He has established a committee to work on this. Chairman Plaisted asked him how the names for this committee was arrived at. He said it was from those whom had shown an interest in the program, no names were given at this meeting.

It was suggested the policy and procedures in the Bluebook be adopted. James Multer made motion seconded by Merton Plaisted that the policy & procedures in Bluebook be adopted as stands presently with the understanding all local Watershed Inspectors will be notified of any activities going on

Commissioners

Norman Snow - Milo
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Payne - Jerusalem
Leigh MacKerchar - Penn Yan

in their area. Motion carried by voice vote.

It was suggested a committee of three be set up to hear and review the complaints coming in and see if we can get a handle on some of the weakness of our policy & procedures in the Blue Book. James Multer made motion seconded by Leigh MacKerchar that a committee of three be set up as a review committee consisting of Merton Plaisted, Emery Cummings Jr., and Jack Snow. Approved by voice vote. Carried.

The Compensation Board has sent a letter wanting assurance the Cooperative Bd. members are excluded from coverage under the New York Workers Compensation Law. Leigh MacKerchar made motion seconded by Arnie Sorensen that we elect to exclude the unsalaried executive officers of this board from coverage under the N.Y.S. Worker's Compensation Law with respect to all the policies issued to the Cooperative by the State Insurance Fund of N.Y., N.Y. Passed unanimously.

Chairman Plaisted has previously sent a letter to this board explaining the position of manager.

Joe Littleton reported on the retirement issue. He proposed several ways of handling the problem. Special legislation could be obtained to enroll this Cooperative into the N.Y.S. System. Senator Kuhl is checking into this for the Cooperative. It was suggested the manager could be considered an employee of a town or village presently in the system, this would be somewhat confusing and not one we wish to approach.

It was decided to hold next meeting in Penn Yan - Town of Milo and then December - Town of Wayne, January 1995 - Town of Urbana, February 1995 - Village of Hammondsport, March 1995 - Town of Pulteney, April 1995 - Town of Jerusalem. James Multer made motion seconded by Merton Plaisted meeting be adjourned at 8:10 PM. Carried.

November 28, 1994 meeting to be held at Maxwell Building in Penn Yan at 7:00 P.M.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

P. O. Box 214
Pulteney, New York 14874
607-868-4222 Phone
607-868-4010 Fax


KWIC

Merton Plaisted Chairman

Phyllis K. Peek Secretary/Treasurer

MAXWELL BUILDING - PENN YAN - MONDAY NOVEMBER 28, 1994

PRESENT:

Town of Barrington	James Multer
Town of Jerusalem	John Payne
Town of Milo	Norman Snow
Town of Pulteney	Phyllis K. Peek
Town of Urbana	Richard Gardiner
Town of Wayne	Merton Plaisted
Village of Hammondsport	Emery Cummings Jr.
Village of Penn Yan	Leigh MacKerchar

OTHERS:

James C. Smith, KWIC Manager
Peter Landre
James Howell
Charles Egresi
Ron Kenville
Bary Boardman
Carl Stuck
William Weber

The KWIC meeting was held November 28, 1994 at the Maxwell Building in Penn Yan. The meeting was called to order at 7:05 P.M. Emery Cummings Jr. made motion seconded by John Payne minutes of October 24th be accepted. Motion carried.

The bills totaled \$879.97. Norman Snow made motion seconded by John Payne the bills be paid, carried by voice vote.

~~Peter Landre not~~
Manager J.C. Smith gave an update on the Grant Program. The committee has been meeting and will meet on December 13th at Penn Yan. An intern working for KLA put together a Water Resources Directory which was passed out to Board, it will be a good source of reference.

Richard Gardiner made motion seconded by Norman Snow that the towns and villages be billed \$500 for the KWIC, carried by voice vote.

Chairman Plaisted has contacted Att. Mayer about the retirement issue for KWIC. He gave him several suggestions. These will be reviewed by Joe Littleton and Chairman Plaisted and hopefully can get it taken care of.

Commissioners

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The computer given to KWIC by the KLA is four years old and has to have some updating. Manager Smith would like to have permission to do this. Emery Cummings Jr. made motion seconded by James Multer to allow Manager Smith to spend up to \$550, motion carried by voice vote.

Chairman Plaisted reported the thoughts of the Committee. Manager Smith will be in office from 7:30 A.M. to 8:30 A.M. every morning to take calls. The Committee felt all calls should go to Manager's Office. It was discussed having a pager for the manager, the inspectors present felt communications were getting better. The contractors and realtors are still in the dark as to whom does what. It was suggested giving the manager 25 hrs. per week secretarial service, no decisions.

The items in blue book were discussed. It was suggested all summons go through the manager.

The group thought there should be no longer than a 5 day waiting period. It was suggested replacement systems would be ~~manager's~~ job and a suggested fee of \$25.00.

For

Tank

Inspectors

*Check
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out*

Manager Smith reported at the meeting held with the Inspectors they concurred that a permit should be required when doing septic system work. The question was whom would get the fee and what amount should be charged.

*by
M. notes*

Ron Kenville suggested a meeting be set with contractors soon. It was also stated all decisions be agreed upon before having such a meeting. James Howell commented on some of the issues. It was the feeling of the Inspectors, the Manager would not need to be involved on property transfers unless a problem arises.

It was suggested the Inspectors and Manager have meetings at least every other month.

Chairman Plaisted suggested getting guide lines on paper as to whom does what at the meeting with contractors so that all would know what is to take place. Peter Landre and Manager Smith will compose the letter to be sent to the contractors.

It was suggested having the meetings on Wednesday January 25th and Thursday January 26th with the inspectors and contractors, one to be held in Urbana and one in Penn Yan. It has been suggested a 48 hr. notice be required for inspectors and not more than 5 working days for decisions.

The next KWIC Meeting will be January 1995 at Wayne.

Richard Gardiner made motion seconded by Merton Plaisted meeting be adjourned. Carried.

*Second
Monday*