

2007  
KWIC MINUTES



# Keuka Watershed Improvement Cooperative

## MEETING MINUTES

For KWIC meeting held at the Town of Jerusalem on January 22, 2007

- 1.01 **Call meeting to order**  
Chairman, Tom Chadwick called to order the regular meeting of the KWIC at 7:37 pm.

### **Members Present**

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

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

### **Approval of minutes from November 27, 2006 meeting**

Members were provided minutes of the November 27, 2006 meeting. A motion was made by Bill Weber and seconded by Jack Snow with a vote of: 7 yes, 0 no, 0 abstaining.

- 4.0 **Election of Officers**  
A motion was made by Eileen Farnan and seconded by Dawn Dowdle to have the same slate of officers:
- 4.01 Tom Chadwick, Chairman  
4.02 Bill Weber Vice Chairman  
4.03 Jack Snow Treasurer  
The vote was 7 yes, 0 no, 0 abstaining.

- 1.02 **Treasurer's Report**  
Mr. Snow provided the members present with the Treasurer's report which included a balance sheet as of the meeting date and the end of 2006 fiscal year, Operating statement showing income/expenses versus the budgeted for 2006, and a check listing of all checks written in 2006. Mr. Snow reviewed the report with the members.

A motion was made by Bill Weber and seconded by Eileen Farnan to approve the Treasurer's Report. The vote was 7 yes, 0 no, 0 abstaining. (Report attached to minutes)

- 1.03 **Manager's Report**  
Paul Bauter discussed the year end (2006) report with the members based on the data received from the inspectors. Three inspectors

# **Keuka Watershed Improvement Cooperative**

## **MEETING MINUTES**

**For KWIC meeting held at the Town of Jerusalem on January 22, 2007**

- 1.05           Recreation. Some of the municipalities have sent their laws to the Department of State, which is the final action for each law to become an official law. The directors were asked to check with their Town Clerks to check on their municipality's submission.
- 1.11           Mr. Worden also announced the training session at the Yates County Chamber of Commerce on January 28, 2007 for each Code Enforcement Officer. Discussion followed regarding expanding this training to the local planning boards. (Power Point notes of training slides attached)

### **Adjournment**

Anne Green made a motion to adjourn and was seconded by Daryl Jones. Vote was 7 yes, 0 no, 0 abstaining.

## **Keuka Watershed Improvement Cooperative**

### Meeting Minutes

Town

Regular Meeting held on Monday, March 26, 2007 at 7:00 pm in the ~~Village~~ of Penn-Yan. m. l. d.

**Members Present:** Tom Chadwick, Bill Weber, Jack Snow, Eileen Farnan, Anne Green, Dawn Dowdle, Daryl Jones, and Doug Marchionda.

**Next meeting: Monday, June 4, 2007 @ 7:00 pm in the Village of Penn Yan.**

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#### **I. Call Meeting to order**

- 1.01 Chairman, Tom Chadwick called the regular meeting of the KWIC to order first this evening at 7:00 pm.

##### **Attendance**

Guests present for the KWIC meeting included Peter Landre, CCE; Ed Balsley, KLOC; Jan Stone, Alt. Town of Pulteney; Ken Christensen, Alt. Town of Barrington; Al Wahlig, KLA; Shawna Brennen, KLOC; Bill Feinstein, KLA; Dave Zorn, Brian Slack, and Joe Bovenzi all of the Genesee/Finger Lakes Regional Planning Council.

#### **II. Keuka Lake Looking Ahead**

- 1.06 Peter reports success in applying for a Quality Community Grant which will include land use leadership training. A steering committee was formed to include Tom Chadwick, Bob Worden, Bill Feinstein, and Peter Landre. The committee will be meeting with Pace University. Peter said that we hope to be getting this project off the ground by winter of 2008.

The second part of the grant will include tools for land use; Assessment, GAP Analysis, and a Land Use Plan. Peter introduced David Zorn and his associates from the Genesee/Finger Lakes Regional Planning Council that will be helping out with these steps. Manuals and CDs were provided to all attending members, including one for the KWIC office. Some discussion regarding the process and handouts with contact information followed.

#### **III. Review and Approve minutes of January 22, 2007 regular meeting**

Ms. Green made a motion to approve minutes from the last KWIC meeting. Ms. Farnan seconded the motion. Motion carried.

#### **IV. Treasurer's Report**

- 1.02 Jack provided members with the most current financial information. He pointed out that \$31,000 minus current expenses will bring us to \$28,000. Also included in his report are our current totals versus the budget amounts. Jack stated that all assessments have been paid by

**Keuka Watershed Improvement Cooperative**  
**Meeting Minutes**

Regular Meeting held on Monday, June 4<sup>th</sup> at 7:00 p, in the Village of Penn Yan.

**Members Present:** Tom Chadwick, Bill Weber, Jack Snow, Eileen Farnan, Anne Green,  
Dawn Dowdle, Daryl Jones and Doug Marchionda.

**Next meeting: Monday July 23, 2007 @7; 00pm in the Town of Barrington.**

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**I. Call Meeting to order**

- 1.01** Chairman, Tom Chadwick called the regular meeting of the KWIC to order  
First this evening at 7:15 pm

**Attendance**

Guests present for the KWIC meeting included: Ed Balsley, KLOC; Ken Christensen, Alt. Town of Barrington; Shawna Brennen, KLOC; John Webster, KLA

**1.01 Review and Approve minutes of March 26,2007 regular meeting**

Ms. Dowdle made a motion to approve the minutes from the last KWIC Meeting, Mr. Snow seconded the motion. Motion carried.

**1.02 Treasurer's Report**

Mr. Marchionda made a motion to approve the treasurer's report. Mr. Jones seconded the motion. Motion carried.

Jack provided members with the most current financial information.

**1.06 Grant**

Mr. Marchionda made a motion to accept the check for \$6,000 from KLA to be used exclusively to fund the wages, taxes and expenses in connection with Megan L. VanKeuren's employment by KWIC as Management Information Specialist Assistant. Any remaining money will be returned to KLA. Ms Dowdle seconded the motion. After discussion regarding the scope of this position. Motion carried.

**1.03 Manager's Report**

- 2.08** Paul gave the Inspection and Permit report.

Paul told the committee that we were having a meeting with Tom O'Neil from MPR Technologies on Tue. June 6, 2007. Paul agreed to let KLA know about the meeting with Tom before 5PM on Wednesday.

After a lengthy discussion on the computer manual it was decided that the attorney would have a look at the contract and possibly giving MPR Technologies until the end of June to complete the manual.

- 2.08 Paul explained the changes in the Policy and Procedures Manual from the Policy Committee. Doug Marchionda requested that the first paragraph be removed on Policy on Winter Construction of Soil Absorption Systems. He felt that the statement on adverse weather/soil conditions to be untrue due to the constant change in weather conditions. Discussion followed.
- 2.05 Jack Snow made a motion to adopt the new policy and procedures manual developed by the policy committee with the deletion of the section on adverse weather conditions and seconded by Anne Green. Motion carried.

**1.08 Other Business**

The Docking committee has responded to 3 or 4 request for interpretation from Lakeside citizens, mostly about locating docks within water rights line. These Have just been informational calls.

The committee would like to meet again in Nov. to discuss this issue.

**Adjourn**

Respectfully submitted



Michele Shaner  
KWIC Clerk

Keuka Watershed Improvement Cooperative  
Meeting Minutes

Regular Meeting held on Monday July 23<sup>rd</sup> at 7:00 pm, in the Town of Barrington.

**Members Present:** Chairman Tom Chadwick (Urbana), Eileen Farnan (Barrington),  
Anne Green (Hammondsport), John Socha (Milo deputy), Janet Stone  
(Alt. Pulteney)

Next meeting: Monday September 24, 2007 in the Town of Wayne

- I. **Call meeting to order**
  - 1.01 Chairman, Tom Chadwick called the regular meeting of the KWIC to order  
First this evening at 7:15 pm  
  
**Attendance**  
Guest present for the KWIC meeting included: Ed Balsley, KLOC; Ken Christensen, Alt. Town of Barrington, Shawna Brennen, KLOC ; Peter Landre Cornell Co-Op; Dick Osgood, Roger Ribble, Andy Ribble, Bob Worden, KLA, Bill Laffin
  - 1.01 **Review and Approve minutes of June 4, 2007 regular meeting**  
Ms. Green made a motion to approve the minutes from the last KWIC Meetings, Ms. Farnan second the motion.
  - 1.02 **Treasurer's Report**  
Ms. Farnan made a motion to approve the treasurer's report, and Ms. Stone Second motion. Motion carried.  
  
The most current financial information was handed out.
  - 1.03 **Manager's Report**
    - 2.08 Paul gave the Inspection and Permit report.  
Paul informed the committee that we (Paul, Megan & Michele) met with Tom O'Neil on June 13<sup>th</sup>. Some things were accomplished but still had a ways to go. We are still trying to get the source code from MPR Technologies. Jack Snow did meet with Phil Bailey regarding MPR Technologies.
  - 5.01 **Keuka Lake Looking Ahead**  
The Gap Analysis committee will be having two classes the first one starting the second week of January (limiting 40 people per class)

1.09

**Complaints**

Roger Ribble brought up the fact that pump stations are not being checked at the time of pumping and wanted to know why.

Roger also stated that he thought that the KWIC program is a good thing to have and supports it whole heartily.

10.0

**Miscellaneous**

Jan said that Paul should talk with the inspectors and Town Supervisors about checking pumping stations.

Directors need to get together with Paul about inspections, Ms Green said by the next meeting a Resolution should be made about how the inspections are being done.

**Adjourn**

Respectfully submitted

Michele Shaner  
KWIC Clerk



Keuka Watershed Improvement Cooperative  
Meeting Minutes

Regular Meeting held on Monday September 24, 2007 at the Town of Wayne

**Members Present:** Chairman Tom Chadwick (Urbana), Jack Snow (Milo), Eileen Farnan (Barrington), Anne Green (Hammondsport), Daryl Jones (Jerusalem), Bill Weber (Pulteney), Dawn Dowdle (Wayne)

Next meeting: Monday November 26, 2007 at the Town of Urbana

**I. Call meeting to order**

- 1.01 Chairman Tom Chadwick called the regular meeting of the KWIC to order this evening at 7:04 pm.

**Attendance**

Guest present for the KWIC meeting included: Ed Balsley, KLOC; Peter Landre Cornell Co-Op; Jan Stone- Alt Pulteney, Joel Socha- Milo Deputy, Bill Laffin, Bill Feinstein- KLA; John Webster, Bob Corcoran- KLA; Jerry Lance, Al Wahlig

1.01 **Review and Approve minutes of July 23, 2007 regular meeting**

Ms. Farnan made a motion to approve the minutes from the last KWIC Meeting, Ms. Green seconds the motion.

1.02 **Treasurer's Report**

Ms. Farnan made a motion to approve the treasurer's report, and Ms. Green Second motion. Motion carried.

The most current financial information was handed out.

Jack questioned the check from KLA (the \$6,000 for Megan's internship) What to do with the balance. It was decided by KLA that the money should be set aside for another intern.

Jack explained about the Tentative KWIC budget and how he figured it... Questions were asked about the Clerks and the Managers Salary no decision was made on those. But will be made at the Nov. meeting.

Jack explained the Town Budgets and set the tentative 2008 budgets at \$8750 per town, after much discussion Ms Green made motion to accept the draft budget & assessments and Ms Faran second the motion.

Tom asked Jack if he would consider staying on as Treasure. No decision was made but will be made by the next meeting.

**1.03 Manager's Report**

**2.08 Paul gave the Inspection and Permit report.**

Discussion was made about the zone 1 inspections. Jack made a request for a list on the Zone 1 inspections. Including Name, Address, Inspection Date and Date of the next Inspection.

Paul also requested a date for the inspectors and supervisor meeting for the end of October. To go over the Policy and Procedures Manual.

The forth Monday (Oct 22 @ 1PM) was decided on and the meeting place will be Wayne Town Hall.

Paul updated the committee on the meeting with the inspectors (Sept. 20.2007)

A request was made to purchase a new printer/copier for the KWIC office from Xerox. The board decided that we should keep making large quantities of copies downstairs at the IDA copier.

Ms Green made a motion that we spend no more then \$125 for a new printer/copier Mr. Jones second the motion.

**5.01 Keuka Lake Looking Ahead**

Peter said that the Gap Analysis committee will be sending out invitation letters to about 60 people. This will be a two year program with the first training session starting the end of January.

Ms Farnan asked Peter about the white streamers on the lake. Peter said that they are zebra muscles that are causing all the foam.

**Adjourn**

**Respectfully submitted**

**Michele Shaner  
KWIC Clerk**

Keuka Watershed Improvement Cooperative  
Meeting Minutes

Regular Meeting held on Monday November 26,2007 at the Town of Urbana

**Members Present:** Chairman Tom Chadwick (Urbana), Jack Snow ( Milo), Eileen Farnan (Barrington), Anne Green (Hammondsport),Daryl Jones ( Jerusalem), Bill Weber ( Pulteney), Dawn Dowdle (Wayne) **Absent :** Doug Marchionda Jr (Penn Yan)

Next meeting: Monday January 28, 2008 at the Village of Hammondsport

**I. Call meeting to order**

- 1.01 Chairman Tom Chadwick called the regular meeting of the KWIC to order this evening at 7:11 pm.

**Attendance**

Guest present for the KWIC meeting included: Jan Stone- Alt Pulteney, John Socha- Milo Deputy, Bill Feinstein- KLA; John Webster, Bob Corcoran- KLA; Al Wahlig, Art Hunt ,Ken Christensen-Alt Barrington, Bob Worden

1.01 **Review and Approve minutes of September 24,2007 regular meeting**

Ms. Green made a motion to approve the minutes from the last KWIC Meeting, Mr. Weber second motion. Motion carried.

1.02 **Treasurer's Report**

Ms. Farnan made a motion to approve the treasurer's report and budget, Mr. Weber Second motion. Motion carried.

The most current financial information was handed out.

Jack explained that we had a good carry over into next year's budget. And that the left over KLA grant money was put into a separate account to be used for another intern when needed.

Jack explained the Town Budgets and said that their budgets would remain the same. (\$8,500)

The question was asked to Jack as to whether he would be interested in staying on as Treasurer. He replied that he would do it on a month to month basis until someone else decides to take it over.

With the stipulation that starting in January to have another board member look over the bills to be paid. Daryl Jones said that he would come in on Thursdays every other week to review them before Jack picks them up.

Ms. Faran made motion to approve Jack's staying on as treasurer on a month to month basis with Daryl Jones reviewing prior the bills to be paid. Ms Dowdle second motion. Motion carried

**1.03 Manager's Report**

Paul gave the Inspection and Permit report, along with the report he handed out a chart to show the actual inspections.

Paul also made a suggestion to hire another trainee by spring break. That way they would be all trained and ready to help this summer.

**5.01 Keuka Lake Looking Ahead**

Bob Warden talked about the Docks Activity stating that 20 new docks were installed this year with 7 boat stations, and none required variances. That is a 3 1/2% increase over last year.

He also stated that the contractors would like all the municipalities to use the same form.

The board members agreed to send KWIC a copy of their application forms so we can develop one that is uniformed for the contractors to use.

The Docking Meeting will be done annually.

Bob wished thank Tom Chadwick and Jack Snow for the wonderful job that they have done as Board Chairman and Treasurer. Bob also thanked Bill for the good job he did this summer with KLOC activities.

Bill Weber also thanked Tom and Jack for their efforts.

**Adjourn**

Respectfully submitted



Michele Shaner  
KWIC Clerk