

2010
KWIC MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE (KWIC) MEETING
Monday, January 25, 2010 at Town of Pulteney

Prior to the official start of the meeting at 7:10p.m. Vice Chair Weber called to order a public open comment period concerning developments on Chesapeake Gas Company's request to inject hydrofracking waste water from PA into a depleted gas well in the Town of Pulteney.

Approximately 50 guests were in attendance (Not all were there only from this issue). Guests were Al Wahlig , Wilbur Dowdle, Cathy Cummings , Teresa Snyder, Janet Stone, Ruth Davis, Bob Davis, Nancy Cole, Donald Patoine, Katrine Romaily, Bill Feinstein, Dave Graham, Bob Worden, Ray Emery, MGLac, Monica and Ray Sommerville, Vaughn Baker, Bill Laffin, Bob Corcoran, Holly and Robin Plourde, Deb Yastremski, Janet and Rodgers Williams, Dennis Carlson, Joseph Campbell , Linda Rothfuss, Vera Van Alta, Mike and Mary Jo Hanna, Art and Joyce Hunt, Jane Russell, Pat Halpen, David and Marcia English , Cathy and Paul Danielson, Peter and Mary Beth Gamba, Melanie Steinberg, Dennis Karalow.

Generally the remarks addressed great concern with the waste water being injected into the ground so close to Keuka Lake, just what would be in the waste water, even if the company had bonding to pay for any damage, no money could repair the damage if the Lake water became unusable for a period of time in terms of drinking water and recreation. Issues were also brought up as to the weight of the trucks which would transport the waste through the region and who in the area deals with hazardous waste truck roll overs. Concern was expressed that the EPA and DEC had first review of the project and although the initial fillings were done last fall EPA has not seen fit to rule against the project. If the EPA approves the project then DEC (who at this point is SEQR) reviews it. If DEC passes it, then the town of Pulteney's Planning Board will review. There is a file at the Town of Pulteney of all correspondence concerning this matter. The EPA filing's is "The Underground Injection Control Program, Class IID Injection Well Permit Application by Chesapeake to the US Environmental Protection Administration" For the Bergstresser Well in Pulteney. It appeared that the majority of the group wanted KWIC to take the lead in opposing this project.

At 8:05PM Vice Chair Weber called the meeting to order. The Board Members present were: Stephen Butchko (Wayne), Gordon Lanphere (Urbana), John Socha (Milo), William Weber (Pulteney), Fred Wright (Barrington) Anne Green (Hammondsport), and Daryl Jones (Jerusalem). Paul Bauter KWIC Manager, and Ken Christiansen (Barrington Alternate) were also present.

The first order of business was the reorganization of KWIC since there were two new members (Wayne and Barrington). Vice Chair Weber (by virtue of being Chair of KLOC) offered to chair until after the elections in Penn Yan and Hammondsport March 16th. A motion to permit this was not passed. Wayne representative Steven Butchko offered to chair, upon motion of Socha and second by Green this was agreed to. We decided to continue having Jack Snow continue as Bookkeeper with Daryl Jones of Jerusalem to continue as Treasurer - meeting with Jack and approving bills to be paid.

The minutes of November 23, 2009 were approved as mailed upon motion of Jones and second by Socha; Wayne abstained from the vote.

The treasurer's report as mailed was approved (both year end December 31, 2009 and an update through 1/25/10).

It was agreed that Chair Butchko would construct a draft letter outlining our concerns about the deep injection of the waste water to the EPA. The other Municipalities were urged to express their concerns directly to the EPA (The Towns of Milo and Jerusalem and the County of Yates have already sent letters).

Manager's Report.

The Board received the Manager's written report of activities, the year end inspections report, the list of inspection concerns that inspectors need to more particular about in future reports and the Zone One and Zone 1 Holding Tanks Inspection goals for 2010.

Manager Bauter suggested that a training session on the waste water regulations be arranged for Engineers and Contractors since it has been two years since one was held. Upon motion by Green and Second by Wright this was passed.

A Policy Review Committee was named to include Steve Butchko, Paul Bauter, and one inspector. It is hoped that language will be developed to clarify when KWIC involvement is required versus only the Town Inspection. Butchko brought up the issue of the approve versus permit language issue again. Since these things are all tied to the Department of Health Waiver Kwic is issued we need to finalized it all.

The Manager reported that there is a townhouse development being reviewed in Branchport.

Keuka Lake Association _ Bill Laffin President Elect reported that the on line booklet on Keuka Lake has had a chapter added on invasive species.

Software Update: Via email January 26th In an email sent January 21, Scott Demmin said "we have the database to the point where we have all the relationships established and we are nearly complete with the back-end. I hope to begin with the user interface shortly and this is where we will begin to have something to show for our efforts. I will be out of town from Jan 26th to Feb 8th. I am hoping to have a functional front-end user interface by the end of February that will allow us to begin to test the initial scripts and database structure." Testing and training may be able to be started by May or earlier.

The meeting recessed at 9:10 to executive Session to discuss personnel issues. At 9:30 The regular meeting was resumed. Steve Butchko and John Socha agreed to serve on a Personnel Committee to work with the Manager and were so appointed by motion of Weber and second by Wright. The meeting was adjourned at 9:31pm.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING
MONDAY, FEBRUARY 22, 2010, TOWN OF MILO

Chair Butchko (Wayne) called the meeting to order at 7:00pm. Commissioners in attendance were Gordon Lanphere (Urbana), John Socha (Milo), William A. Weber (Pulteney), Fred Wright (Barrington), Anne Green (Hammondspport), Daryl Jones (Jerusalem). Penn Yan was not represented. KWIC Manager Paul Bauter was in attendance. Fourteen members of the public were in attendance.

After some discussion it was decided we had elected all the required officers at the last meeting but we did need to amended the banking resolution - who are the signatories to the bank account. It was moved and seconded by Green and Jones to have: the continuing signatories of Anne Green, Jack Snow and add Steve Butchko (deleting former chair Dawn Dowdle).

The minutes of the January 25 meeting were approved with spelling corrections of names of some guests by motion of Socha and Jones.

The treasurer's report was reviewed and approved by motion of Butchko and Socha.

The Manager's Report:

Paul Bauter reported there was only one inspection since the last meeting (not unusual for this time of year). The Department of Health has now finalized the revisions of Appendix 75-A which concern wastewater treatment residential onsite systems. The proposed revisions of KWIC's model wastewater treatment law have already taken these changes into consideration.

The report on the computer software was moved up to the Manager's report. Manager Bauter, Inspector Colby and Chair Steve Butchko met last Friday to update some data. Currently the data is being entered into the new program. We will have a report at the March meeting and in April DSD's Scott Demmin will present a report to the board.

LULA Update: Chair Butchko invited Peter Landre from Yates County/Cornell extension to review the land use issue among the KWIC municipalities. He reviewed the history which began with a grant which permitted first, the review of all municipality's land use laws by the Genesee/Finger Lakes Regional Planning Council and second, in January and February 2008 classes for the Land Use Leadership Alliance (LULA) made up of elected officials, appointed officials, contractors and agricultural interests , third, a smaller group selecting six topics which needed recommendations for specific actions that municipalities could collaboratively undertake. The draft of this report was taken to each municipality for presentation, review and agreement upon. The final resulting document "Keuka Lake Watershed Land Use Planning Guide" was issued March 2009. Each community is encouraged to use this as a resource when planning code changes etc. in their municipality. Chair Butchko expressed an interest in having the LULA members reactivate to push for more action by the municipalities on land use issues, so each

community could use another's experience to adopt similar laws on steep slope development, agricultural districts etc.

Mr. Landre stated he would contact the committee members and invite other interested community leaders to participate in a session or two on this matter. It is noted that each municipality has 20 copies of the Guide which was suppose to be distributed to Town, Village, Planning and Zoning Boards for their use.

Review of proposed changes in KWIC's Uniform Wastewater Treatment Law began at 8:07 and ended at 9:00pm. We went through the document and accepted proposed changes where agreement was reached, and set aside until the end of the review items on which there was disagreement. We were able to review through 10(D) and will begin at 10 (E) at the March meeting.

The meeting adjourned at 9:07 p.m.

Next meeting at Branchport Fire Hall March 22.2010 at 7:00pm following the KLOC meeting.

**KEUKA WATERSHED IMPROVEMENT
COOPERATIVE
MEETING MONDAY MARCH 22, 2010
BRANCHPORT FIRE HALL**

Chairman Butchko called the meeting to order at 7:07 pm. Answering the roll call were: Stephen Butchko (Wayne), Gordon Lanphere (Urbana), John Socha, (Milo), Fred White (Barrington), Anne Green (Hammondsport), Daryl Jones (Jerusalem), Pulteney Alternate Elizabeth Snyder sat in for William Weber. Penn Yan was not present. KWIC Manager Paul Bauter was in attendance. Others in attendance were Andy and Roger Ribble, Ribble Septic, Bill Laffin (KLA), Dennis Carlson Wayne alternate, Rob Corcoran (KLA), Janet Stone. (And K2 ?)

The Minutes of February 22, 2010 were approved upon motion of Jones and second by Lanphere.

The Financial Report through March 22, 2010 was reviewed and noted only normal expenditures were made. Socha moved and Butchko seconded approval of the report and it was approved.

Manager's Report: Paul Bauter shared an updated Board Member listings with the Board, Announcements of Training classes for Records Management Officers, Announcement of the class in Inspection of Existing Residential Wastewater Treatment Systems On April 7. He reported 8 inspections were held in the last month. The Personnel Committee (Butchko and Socha) met with Paul. Also the Policy and Procedures are being reviewed by Butchko and Paul. Manager Bauter reported that the Local Waiver Application (Department of Health preapproval of KWIC approved systems) will be reviewed in the next week or two with DOH. There will be an Inspectors' Meeting on March 30 which will include hands on effort with the new Software with DSW.

Keuka Lake Looking Ahead In the absence of Peter Landre, CCE (illnesses). Manager Bauter reported there would be a meeting April 22 of the LULA group. (Later email confirmed the possible dates of April 28 and 29 for a meeting. All 70 attendees of the training were invited and it is hoped that each municipality would have 2 representatives). Marcellus Shale Issue. Bill Laffin of KLA reported that Yates county is working legally to find ways to regulate this type of drilling (because state has preempted the regulations). One possibility is to regulate road traffic and in preparation a survey of the conditions of all roads in a municipality should be done. Snyder of Pulteney reported that Pulteney is also investigating road issues in light of Land Use regulation.

Software update: Inspectors are receiving training this month and we the Board will have a presentation at our next meeting April 26 in Penn Yan.

The Board also updated the Review Committee members in light of Dowdle no longer being on the Board. All voted in favor of Butchko replacing Dowdle and joining Weber and Lanphere on the Review Committee, see accompanying Resolution.

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At 7:45 the Board continued reviewing changes in the Uniform Wastewater Law from the last meeting. We got through to Section XVII. Hopefully it can be finalized at the next meeting so each municipality can begin the review of its Wastewater Law.

Upon motion of Wright and Second by Butchko the meeting was adjourned at 9:00pm.

Next Meeting at Penn Yan April 26,2010 at 7:00pm.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

A Resolution of the Keuka Watershed Improvement Cooperative

Be it adopted by the Keuka Watershed Improvement Cooperative, Board of Directors, March 22, 2010 a resolution

AUTHORIZING KEUKA WATERSHED IMPROVEMENT COOPERATIVE TO FORM A REVIEW COMMITTEE WHICH SHALL CONSIST OF THREE DIRECTORS, APPOINTED ANNUALLY AT THE ORGANIZATIONAL MEETING

(1) Director Steven Butchko, Chairperson; (2) William Weber; (3) Gordon Lanphere

Whereas, the KWIC Watershed Manager Paul Bauter shall act as an advisory member.

Whereas, The Review Committee shall hear and decide appeals for variance of permits of onsite wastewater treatment systems.

Whereas, the applicant shall file appropriate appeal request within sixty days of permit issuance. The request shall include:

(1) Name and location of applicant, (2) Location of onsite wastewater treatment system, (3) Reason for the onsite wastewater treatment system permit, (4) Type of onsite wastewater treatment system permitted (5) Reason for seeking variance of the permitted system.

Whereas, a hearing date shall be established within 30 days of receipt of the appeal.

Whereas, in making its determination the Review committee shall take into consideration whether the variance if granted would be a detrimental to the health, safety and welfare of the neighborhood or community. The Review Committee shall also consider whether the variance would have any adverse impacts on the environment and whether the benefit sought by the applicant can be achieved by some other plan.

Whereas, if there is a public health hazard or a hazard to the environment that requires immediate action, appropriate mitigation shall occur while the review process is ongoing.

Whereas, The Review Committee shall issue a decision on the variance within 10 days of the hearing.

Whereas, the Review Committee shall also hear any proposals and prepare any amendments for uniform changes to the local wastewater laws.

Resolved, that the KWIC Clerk be and hereby is, directed to forward certified copies of this resolution the appropriate KWIC officials.

Motion by Anne Green, Hammondsport, Second by Daryl Jones, Jerusalem

Ayes 7 Nays 0

I hereby certify the above to be true copy of a resolution adopted by the Keuka Watershed Improvement Cooperative Board of Directors at a regular meeting March 22, 2010.

Anne C. Green, KWIC Secretary

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MONDAY APRIL 26, 2010
PENN YAN VILLAGE HALL

Chairman Butchko (Wayne) called the meeting to order at 7:15 pm following the KLOC Meeting. All commissioners were present - Gordon Lanphere (Urbana), John Socha (Milo), William Weber (Pulteney), Fred Wright (Barrington) Anne Green (Hammondspport), Daryl Jones(Jerusalem) and Robert Church (Penn Yan). Manager Paul Bauter and Clerk Michele Shaner were in attendance. Guests included Scott Demmin (DSW), Jim Balyszak, Colby Petersen, Andy Ribble, Roger Ribble, Richard Osgood, Al Wahlig, Peter Landre, Sue Lange, Bill Laffin, Dennis Carlson, Peter Gamba, Mark Morris, Paul Bauter, Bob Corcoran.

The minutes of the March 22 meeting were approved upon motion of Jones and second by Wright. The Treasurer's report was reviewed and questions concerning the legal fees (Expenses) and Fees (income) were questioned and answered. Approved upon motion of Weber and second by Jones.

Under the manager's report Scott Demmin of DSW the software firm designing our web based reporting system presented some of the concepts and relationships of the data for our edification. The program is at the point that the incorrect or garbled data in the existing program(s) must be corrected and entered. After some discussion the Board agreed, as it had previously, to use up to the \$4436.38 left in the KLA Grant (with KLA's permission) for an intern to enter and correct data. Mr. Demmin expressed a wish to be involved in the hiring to ensure the program is understood by the intern. Colby Petersen also offered a computer and space for the person. Upon motion of Weber and second by Jones it was agreed the Chairman (Butchko) should proceed with the hiring within the above guidelines.

Peter Landre of Cornell Continuing Education explained that the reactivation of the LULA program will begin on April 28 at 3:00pm. Sixteen folks who attended the training programs have agreed to participate.

The chairman proposed that the discussion of the Policy and Procedures Manual review be postponed until the May meeting including whether a legal review of the Manual is necessary.

The KWIC Manager will provide the Board with the "final" Uniform Wastewater Law for hopefully final approval at the May meeting.

Finally there are a couple of errors on the KWIC Board Roster which will be corrected by the next meeting and redistributed.

The next meeting is at Barrington on May 24 at 7:00 pm

The meeting adjourned at 8:45 upon motion of Weber and second by Jones.

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MONDAY MAY 24, 2010
BARRINGTON TOWN HALL**

Chairman Butchko (Wayne) called the meeting to order at 7:17 pm following the KLOC meeting. The following members answered the roll call: Stephen Butchko (Wayne), Gordon Lanphere (Urbana), John Socha (Milo) Liz Snyder Ryder for Weber (Pulteney), Fred Wright (Barrington), Anne Green (Hammondsport), Daryl (Jersalem), Robert Church (Penn Yan). Watershed Manager Paul Bauter was also in attendance.

The following signed the guest list: John Webster KLA Urbana, Andy Ribble and Roger Ribble of Ribble Septic, Al Wahlig KLA, Dennis Carlson (Wayne alternate), Barbara Ollander Barrington KLA, Mark Morris, Milo.

After discussion as to whether Colby Peterson or Jim Balyszak offered office and computer space to the intern KWIC will hire the minutes of April 26, 2010 were approved on motion of Jones and second by Ryder.

The treasurer's report was reviewed and approved on motion of Green and second by Wright. There followed a discussion of whether to have direct deposit of the clerk's paycheck as requested. It was agreed on motion of Butchko and second by Lanphere that the treasurer should go ahead, (Secretary's note since the meeting the treasurer has determined there will be a fee involved in this process).

Manager's Report - Paul Bauter

Software Program - Scott Demmin of DSW, is working on the report portion of the software.

Inspectors' Meeting - at the May 13 meeting all inspectors were able to enter an inspection record electronically. There will be another meeting in mid June continuing working on software program.

Permits - 24 permits were issued in last month, there are 17 pending (3 have not paid fee, 7 are awaiting the plan and in 7 revisions to plan are needed).

Violations - 24 have been issued and all have been corrected.

Department of Health - DOH has renewed the "waivers" for KWIC.

KLA Report - Bill Laffin reported that the LULA organizational meeting took place with at least 2 representatives from each municipality. There are two chairs one from Yates County and one from Steuben County. The next meeting is May 26th. The plan is to compile a list of environmental critical areas, maybe less broad than DEC's and a watershed summit by the third quarter and a report card developed for each municipality.

Other Business:

Policy and Practices Manual - The subcommittee has finished its review. Each Director received a copy of the draft. The result is some charts have been added showing responsibilities and clarifying that other permits besides KWIC's are required. Each Director will be prepared to discuss further or approve the Manual at the June meeting.

Uniform Local Wastewater Law - Each Director received a cleaned up copy of the draft. It was noted that we had not discussed the "penalties" section and there may need to be some editing of this section. Again each Director will review the document before the June meeting in hopes we can have final passage of this document.

Intern position: The Personnel committee reviewed 3 or 4 people for this position which will reenter data known to be incorrect in the existing data base which will be necessary before the new software program can be utilized. Chairman Butchko offered the name of Docia Demmin who is capable of the job and is a student. The terms of the offer are ten dollars per hour for twenty hours per week up to \$4000. Evaluations will take place every three weeks. Upon motion of Socha and second by Jones the hiring of the intern was approved.

An updated roster was distributed.

The next meeting is June 28, 2010 at the Town of Wayne.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING JUNE 28, 2010
WAYNE TOWN HALL

Chairman Butcko called the meeting to order at 7:10 following the KLOC meeting. The following Directors or alternates answered the rollcall. Stephen Butchko (Wayne), Gordon Lanphere (Urbana) Bill Weber (Pulteney, Fred Wright (Barrington), Arden Sorenson (Milo alternate), Anne Green (Hammondsport), Richard Stewart (Penn Yan alternate). Jerusalem was not present. KWIC Manager Paul Bauter was present also. Guests included Bill Laffin KLA, Milo, Dennis Carlson Wayne alternate, Wayne, Mark Morris KLA, Milo, Al Wahlig, KLA, Pulteney and Scott Demmin of DSW.

The minutes of the May 24, 2010 meeting were approved upon motion of Wright and second by Butchko. The Treasurer's report from Jack Snow was reviewed, especially noting payment of the assessments by all municipalities except Hammondsport. Upon motion of Green and second by Weber the report was approved.

Manager's Report - Paul Bauter reported 35 permits were issued which is down, there were three violations and one summons issued. There have been three Inspectors' meetings all attended all meetings but Terry De Buck (Hammondsport/ Urbana missed one). All are becoming more familiar with the new soft ware program and soon will be directly entering the data as the ordinary way of recording information

New Software reporting program:

Manager Bauter reported that the intern Docia Demmin hired to clear "dups" has handily cleared all the dups in the new program for Jerusalem, Milo, and Pulteney and has begun working on clarifying the "past due" Zone 1 inspections and holding tank inspections. He then invited the program designer Scott Demmin of DSW to continue the report. Mr. Demmin reported that the software program is virtually done and will show all permits, violations, summons and the Inspectors will be able to update on line. The Directors will be able to access their municipalities and print reports. The KWIC Board needs to define the people who can access all information. The Board expressed the thought that access to data was to be available to the public and only the KWIC Office and the Inspectors could enter, change data. Each Director was given their user names and passwords to access the data. Generally the Board expressed relief that we are now on track to having a working program and expressed thanks to Scott.

Keuka Lake Looking Ahead -Keuka Lake Association

Report by Bill Laffin: The annual meeting of KLA is July 10 at the Keuka College Library. He reported that there had been a water chestnut pull in the outlet wetlands. The LULA program has had its second and third meetings and is discussing what areas to proceed on. Steep Slopes is already on several Town agendas some further along than others, wet land protection, and road use applications are other topics. The next meeting is July 26 at the Yates County Office

Building.

OTHER BUSINESS:

Policy and Procedures Revisions - The Board reviewed the proposed changes in the Policy and Procedures Manual which has been discussed since March. Upon motion of Green and second by Butchko the Manual was adopted as amended. Carried.

Local Waste Water Law: The Board endorsed the version, dated June 28, 2010 of the revised Uniform Wastewater Enforcement Program. Each Director is to take it to their municipal Boards as soon as possible. It is hoped that final adoption of the Uniform Waste Water Law will be adopted by the fall.

The agenda lists Personnel Policy as the final agenda item the secretary does not have any note on the topic does anyone else have the information.

It was suggested that the Code Enforcement Officers have a meeting in the fall concerning the uniform Dockings and Moorings law.

The meeting was adjourned at 8:40pm, on motion of Weber and second by Wright. The next meeting is July 26, 2010 at the Town of Urbana.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE MEETING JULY 26, 2010 URBANA TOWN HALL

Chairman Butchko called the meeting to order at 7:02 pm, there was no proceeding KLOC meeting. The following Directors were in attendance: Stephen Butchko(Wayne), Gordon Lanphere (Urbana), William Weber (Pulteney), Fred Wright (Barrington) Anne Green (hammondsport, Penn Yan Alternate Richard Stewart for Penn Yan mayor. Milo and Jerusalem were not represented. Alternate members Dennis Carlson (Wayne) and Ken Christiansen (Barrington) were present also. KWIC Manager pul Bauter was present. Guests who signed- in were Bill Laffin, KLA ; Mark Morris, Milo; Al Wahlig, KLA; Peter Landre , Cornell Cooperative Education; John Webster KLA<, Urbana; and Roger Ribble.

The minutes of the June meeting were approved upon motion of Weber and second by Wright. (Note: reference to the personnel policy in the June minutes should show that presentation of the policy was postponed until the July Meeting).

The Treasurer's report was submitted by Jack Snow. It was noted that all municipalities have paid their assessments. Chair Butchko stated that Snow will be at the August meeting to present the draft budget for 2011. Some Directors pointed out that the municipalities' contribution is \$9000, that the increase to \$10500 was a onetime charge to pay for the new software program. The report was approved upon motion of Green and Second by Weber.

Manager's Repot. The Software is complete. The directors reviewed the KWIC Report Overview by municipalities as submitted by the Manager. Many questions were asked and answered and discussion was mostly about just how inspections which are so far behind in some municipalities can ever be caught. The directors suggested that a annual target number for each type of inspection be added to table. Also definitions need to be available. Generally everyone was pleased with the ability of the program to present the data. The summer intern who initially was hired to eliminate duplicates of records completed that work in only 2 weeks, so she was assigned to review the data of each inspector against what is in the system. Presumably she will be finished in two weeks. Upon motion of Weber and second by Wright it was agreed to pay DSD Web Works the balance of the contract (\$12,000). There is an Inspectors' meeting at which the form letters for violations etc will be reviewed and March 15, 2011 had been established as the deadline for the 2011 Inspection schedules.

Keuka Lake Looking Ahead - update on LULA and KLA

Peter Landre reported that a constant 12 people are participating in the LULA and they continue to share information across municipalities, how to maintain updates on local laws within the watershed and considering a concept of a conservation overlay of the area.

KLA through Bill Laffin reported that there is a problem with 3 properties in Jerusalem with a

sewer leaking into the lake. KWIC agreed to make Paul Bauter, our Manager, available to Jerusalem if there is a way we can help to determine the source of the problem. This item "Jerusalem West Lake Road Issue" will remain on KWIC's monthly agenda.

Other Business:

Local Wastewater Law update. Pulteney is going to public hearing in August, Wayne and Hammondsport have referred the law to Counsel for review.

Personnel Policy was distributed to the Directors for their review and probable vote at the August meeting. NOTE: the manager emailed an addition which had been left off the distributed copy. Add to Section II Salary and wages/compensation Time an additional fourth paragraph: "Employees will paid on a biweekly basis in the week following the completion of the two week pay period" .

Upon motion of Butchko and second by Weber the Board went into executive session to discuss a personal matter at 8:16. At 8:45 the meeting reconvened and as no action was recommended in the executive session the meeting was adjourned.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING AUGUST 23, 2010
HAMMONDSPORT VILLAGE HALL

Chairman Stephen Butchko (Wayne) called the meeting to order at 7:17 pm following the KLOC meeting. The following Directors were in attendance: John Socha, Milo; William Weber, Pulteney; Ken Christensen, alternate for Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Robert Church, Penn Yan. Urbana was not represented. Alternate for Wayne Dennis Carlson and Watershed Manager Paul Bauter were present. Others in attendance were Bill Laffin (KLA) and Mark Mams.

The minutes of July 26, 2010 were approved upon motion of Weber and second by Christensen. Jones abstained since he was not in attendance at the previous meeting.

The Treasurer's Report was reviewed. The job tasks which Docia Demin have been completed within budget. We may hire her in December during college break to enter data. It was questioned why the Clerk's salary account (312) has already expended 87.5% when it should be closer to 67% and the technology -contractual account (331) at 120%. These will be doubled checked. Overall the budget is at 70%. The Report was approved on motion of Green and second by Jones.

Proposed budget for 2011 was discussed. It tentatively shows assessments of \$9200 per municipality. This is a reduction from the \$10500 of 2010 which included a special assessment for the technology program but an increase from 2009 of \$900. Not all personnel costs have been determined as yet and also the cost of maintenance on the software is unclear, consequently we will review this again in September.

Manager's Report - The manager responded to questions about the inspection reports. The Software program is done and it is expected that it will be available to the public in June 2011. It is noted that the permit numbers are correct but the application numbers are not necessarily correct. The Manager has suggested there be a meeting in January or February with the Municipal officials and the Code Enforcement Officers on the program. KLA representative Laffin suggested the Docking and Moorings Law update be added to the agenda and adding the original members of the Committee which developed the Law be added to the invitation list. Finally there will be an inspectors' meeting in September.

Keuka Lake Looking Ahead - Peter Landre who was to make a report on the LULA activity was called away on an emergency.

Other Business:

Additional fee for inspections - KWIC may want to consider charging the municipalities when the manager must "cover" the no show of the municipal inspector. In turn each municipality may consider charging for extra trips the Inspector makes because the contractor or homeowner isn't ready or shows up.

Local Wastewater Update. The suggestions by the inspectors were reviewed and since the issues were discussed prior to Board approval of the Law, and since many municipalities have scheduled hearings already, it was decided to leave the law as approved June 28. The process of approval was discussed, especially the fact that each municipality is having its Lawyer review the Law. In the future perhaps KWIC should have a Lawyer review it so there is no conflicting opinion. The example given was that with the Docking and Moorings Law, Urbana was sponsor and its lawyer gave one opinion so the process was finalized more quickly.

Personnel Policy - The proposal continues to need work and will remain on the agenda.

Licensing of Septic Installers - There was a discussion of whether KWIC should license installers. It was brought out that there is a licensing procedure already and that the listing on KWIC's web site only list those which are licensed. Unless there is reason for KWIC to get into this we passed on this possibility.

There was a report on the contamination in Jerusalem, all tests have shown that the problem is not with the sewer system or its piping so further investigation is warranted.

Upon motion of Green and Second by Christensen, the Board went into Executive Session at 8:37 to discuss personnel issues. Following the Executive Session the Board agreed that the Personnel Committee will be prepared at the next meeting with a full report and costs. Upon Motion of Green and second by Church the meeting was adjourned at about 9:00 pm

The next meeting is at the Town of Pulteney -September 27, 7:00pm.

MINUTES OF THE KWIC METING HELD IN PULTENEY ON SEPT 27TH 2010

The meeting was called to order by Chrm. Butchko at 7:14 PM. All Commissioners were in attendance with exception of Hammondspport and Penn Yan. Guests present were Dr. Alexander Wahllg, Bill Laffin KLA, John Webster, Urbana, Dennis Carlson, Wayne, Ken Christiansen, Barrington and Paul Bauter, the KWIC manager.

MINUTES OF THE MEETING HELD IN H'PORT ON 23RD AUGUST, 2010

Upon a motion by Comm. Weber, second by Comm. Jones the minutes were approved.

TREASURER'S REPORT

Upon a motion by Comm. Weber, second by Comm. Wright, the treasurer's report was approved.

THE 2011 BUDGET

The total expenses were shown to be \$130,490 and Chrm. Butchko and Comm. Socha explained the rationale on keeping the Municipality levy at \$10,500 rather than going back to the prior year's amount. After discussion, upon a motion by Comm. Socha, second by Comm. Jones, the Budget for 2011 was adopted.

MANAGER'S REPORT

KWIC Manager Paul Bauter presented some printouts of the tracking software reports showing more data than previously available and showing improvements in the inspection processes for some of the member municipalities. He gave a report on the WLR E-Coli situation and is waiting for the results of the EPA 8270 analysis (this tells the origin of the bacteria from either humans or animals). He also spoke of an EPA programme dealing with centralized waste water systems and this resulted in a discussion on the value of our new software programme and questions on ownership and value. Paul mentioned the upcoming inspector's meeting, a fee schedule review set for November.

LULA

Peter Landre was not present, but Bill Laffin was able to discuss some of the recent meetings and activities of the committee.

EXECUTIVE SESSION

There was a brief Exec session on a personnel matter

NEXT MEETING

The next meeting will be on October 25th in the BRANCHPORT FIREHALL

ADJOURNMENT

KEUKA WATERSHED IMPROVEMENT COOPERATIVE MEETING OCTOBER 25, 2010 BRANCHPORT FIRE HALL

The meeting was called to order at 7:12 pm after the KLOC meeting by vice chair William Weber, Pulteney in the absence of Steve Butchko, Wayne. Board members present were Gordon Lanphere, Urbana; John Socha, Milo; William Weber, Pulteney; Ken Christensen, alternate Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Dennis Carlson, alternate Wayne and Robert Church, Penn Yan. KWIC Manager Paul Bauder attended. Guests were: Liz Ryder, Pulteney alternate, Bill Laffin KLA, John Webster, KLA and Al Wahlig, KLA.

The minutes of the September 23 meeting were reviewed and approved on motion of Jones and second by Carlson. The Treasurer's report was submitted by Jack Snow by email along with the 2011 budget approved at the September meeting. On motion of Carlson and second by Christensen the report was approved.

Manager's Report: A copy of the inspection report was submitted - there were no questions. He reported that he continues to meet with Scott Demmin of DSD Web Works to clear up data issues. The Inspectors have a meeting scheduled for October 23. After several months of investigation and testing it is felt that the issue of water quality on the West Lake Road in Jerusalem is not part of the public system but a homeowner problem. There followed a discussion, without conclusion, of how enforcement would be carried out if the problem is a homeowners on the sewer system which Chapter 75 does not address. Perhaps DEC or DOH would be the proper enforcement agency.

Keuka Lake Looking Ahead

LULA - KLA/CCE there will be a LULA Meeting on Wednesday October 27.

Other Business

Uniform Local Wastewater Law - Jerusalem and Pulteney have passed the law; Urbana and Hammondsport are having a joint public hearing on November 4th at the Public Library. Wayne's public hearing is in December and Barrington, Milo and Penn Yan have yet to schedule hearings but will in November.

Action on the Personnel Policy was delayed one more month.

Upon motion of Socha and second by Church the meeting was adjourned at approximately 8:15.

Next Meeting - Town of Milo - November 22, 2010

MINUTES OF THE KWIC METING HELD IN PULTENEY ON SEPT 27TH 2010

The meeting was called to order by Chrm. Butchko at 7:14 PM. All Commissioners were in attendance with exception of Hammondsport and Penn Yan. Guests present were Dr. Alexander Wahlig, Bill Laffin KLA, John Webster, Urbana, Dennis Carlson, Wayne, Ken Christiansen, Barrington and Paul Bauter, the KWIC manager.

MINUTES OF THE MEETING HELD IN H'PORT ON 23RD AUGUST, 2010

Upon a motion by Comm. Weber, second by Comm. Jones the minutes were approved.

TREASURER'S REPORT

Upon a motion by Comm. Weber, second by Comm. Wright, the treasurer's report was approved.

THE 2011 BUDGET

The total expenses were shown to be \$130, 490 and Chrm. Butchko and Comm. Socha explained the rationale on keeping the Municipality levy at \$10,500 rather than going back to the prior year's amount. After discussion, upon a motion by Comm. Socha, second by Comm. Jones, the Budget for 2011 was adopted.

MANAGER'S REPORT

KWIC Manager Paul Bauter presented some printouts of the tracking software reports showing more data than previously available and showing improvements in the inspection processes for some of the member municipalities. He gave a report on the WLR E-Coli situation and is waiting for the results of the EPA 8270 analysis (this tells the origin of the bacteria from either humans or animals). He also spoke of an EPA programme dealing with centralized waste water systems and this resulted in a discussion on the value of our new software programme and questions on ownership and value. Paul mentioned the upcoming inspector's meeting, a fee schedule review set for November.

LULA

Peter Landre was not present, but Bill Laffin was able to discuss the some of the recent meetings and activities of the committee.

EXECUTIVE SESSION

There was a brief Exec session on a personnel matter

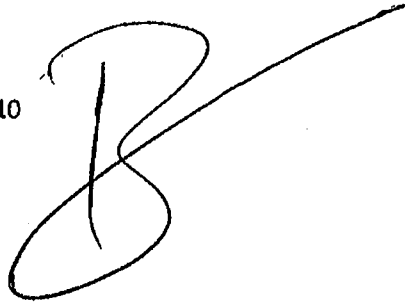
NEXT MEETING

The next meeting will be on October 25th in the BRANCHPORT FIREHALL

ADJOURNMENT

By acclamation at 8:45 PM

Minutes by W. Weber, Actn'g Sect'y 29th Sept, 2010

A large, stylized handwritten signature in black ink, consisting of a vertical line that loops into a large 'B' shape and then extends into a long horizontal stroke to the right.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE MEETING, NOVEMBER 22, 2010 MILO TOWN HALL

The meeting was called to order by Chairman Stephen Butchko at 7:00 pm. (There was no KLOC meeting). Members in attendance were: Stephen Butchko (Wayne), John Socha (Milo), Elizabeth Snyder Ryder (alternate Pulteney), Fred Wright (Barrington), Anne Green (Hammondsport) and Daryl Jones (Jerusalem). Urbana and Penn Yan were not represented. KWIC Manager Paul Bauder attended. Public members in attendance were Dennis Carlson (Wayne), Wayne Hand (KLA), Bill Laffin (Milo, KLA), John Webster (Urbana, KLA), Mark Morris, (Milo).

On Motion of Jones and second by Socha the minutes of October 25 were approved. The treasurer's report by bookkeeper Jack Snow was reviewed and approved on motion of Green and second by Socha. Chairman Butchko moved to replace a 2004 office computer for \$1283; second by Wright. Carried. This would come out of line item 326.

Manager's Report: The printed inspection figures for each municipality were distributed and reviewed. Inspectors have reported that the pumpers are behind schedule in some areas. As it happens the inspection figures are not the number of units but rather the number of inspections re: re-inspections and there are a number of reports which are for sites not units, for example trailer parks.. It was proposed that Docia Demin be hired over Christmas break to reenter the more complex reports. It was felt that there was enough in the KLA Grant line on the Balance sheet to cover this cost (\$1456.38). On the other hand in the Profit and loss budget vs actual it shows only \$140. This will be clarified.

We received a \$350 web site maintenance bill for 2011 from Vtech. Demin has said he can teach us how to update and we could then save a server fee. A decision was postponed until January meeting to have more specific details.

Scott Demin will come back and study 31 items which need "tweaking" under the maintenance agreement.

The manager also proposed some changes in the fee schedule as follows:

KWIC FEES

FEE TYPE	SUB TYPE	DESCRIPTION	FEE
Site Investigation	witnessing soil test pits	2 locations per lot, one visit (Presently no limit \$75)	\$75
Existing system	witnessing site evaluation- inspection	evaluating existing system for replacement of dwelling Same water demand (\$75)	\$75
Soils Evaluation	test pits	Evaluating soils for system on	\$75

		Vacant land for property transfer (\$75)	
Design Permit	Construction permit	New or Replacement System (\$100)	\$100
		Late filing fee (\$150)	\$150
Design Permit (NEW)	Revision	Revising system design to use different system with entire review	\$75
Repair Permit	Major	Repairing absorption area or pump Station (\$30)	\$30
Design or Repair	Permit Renewal	Renewing an existing permit (\$30)	\$30
Design Extension	Extension	One 60 day day extension of construc- tion permit if requested prior to expiration	\$0

Fee Schedule passed upon motion of Green and Second by Wright. Note the proposed new fee of \$100 to be paid by the municipality if the KWIC manager had to inspect because Watershed Inspector refused to inspect was not passed.

It was agreed to have a February training session for us, Watershed Inspectors, CEOs, on the wastewater code and the docking and moorings law (the two accepted policies for KWIC).

Keuka Lake Looking Ahead:

Bill Laffin proposed that our March meeting be a Training session which would include credit for the training requirement thru CCE for our Planning and Zoning Boards. The meeting would cover the 5 topics that LULA has identified as the critical issues facing the watershed. The meeting would be at the Yates County Auditorium at 6:30 pm, March 28, 2011. KWIC may not have a business meeting. Moved by Butchko and second by Jones, carried.

Other Business:

Uniform Wastewater treatment law update: Hammondsport and Urbana had a joint public hearing - Hammondsport passed the law but Urbana failed by 4 to 1. Since the Urbana representative was not present we didn't have a report on the issues. Consequently we are at a stand still. If the proposed law has to have changes then the municipalities, which haven't had hearings or votes they might better wait for any changes.

Personnel Policy: moved by Green and second by Jones to adopt - Passed.

The February meeting will include a short presentation on the Finger Lakes Museum.

Meeting schedule for 2011 - See next page.

Next meeting - Village of Penn Yan - January 24, 2011 **NO DECEMBER MEETING**

Motion by Jones and second by Butchko to adjourn the meeting at 8:15 carried.

KWIC MEETING SCHEDULE FOR 2011

Changes as adopted 11/22/10

KWIC Personnel Policy Plan

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Personnel Policy Plan

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

Public employment is to be regarded as a Public Trust. The Watershed Manager shall at all times be a dedicated, courteous, and efficient representative of public employment, realizing that he/she is under the constant scrutiny of the public, and that he/she is performing an essential service. The maintenance of high standards of honesty, integrity, impartiality and conduct by each employee is paramount to assuring the proper performance and service of the Keuka Watershed Improvement Cooperative, hereafter referred to as KWIC and to maintain the confidence of citizens at large.

KWIC will not discriminate on the grounds of race, color, national origin, sex, age, or disability in relation to employment, contracting, purchasing, and provision of services to the public or any other area, as required by Americans with Disabilities Act.

SECTION I Hours of duty/Employee definition

Full time employees of KWIC shall serve a minimum 8-hour day, a ½ or 1 hour lunch period may be used by the employee in addition to their 8-hour day. Part time employees will serve on an as needed base to be determined by the KWIC Board. Every employee is entitled to a morning break, not to exceed 15 minutes.

Employees hired through a competitive examination shall be subject to a probationary period beginning with the first day of employment and continuing for six months beyond the date of examination. Employees appointed to a non-competitive position shall be subject to a probationary period of one year beginning with the first day of employment.

SECTION II Salary and **Wages/Compensatory Time**

The KWIC Board, based upon responsibilities of the employee's position, shall determine salaries of each employee. Annual salaries shall be calculated by dividing the annual salary by 2080 hours per year to establish an hourly rate for all pay calculations. The employee should be evaluated annually on overall job performance in technical proficiency, as well as in other areas such as motivation, attendance, initiative, judgment, and job attitude. The record of such evaluation, if made in writing, will be placed in the individual employee's file.

Compensatory time will be allocated to KWIC employees on a one for one basis, with the exception of time and one-half compensation for an employee required working on a holiday. Compensatory time should be used before earned annual leave time, and must be used within the calendar year it is earned.

If an employee is required to use his/her own car on business, he/she will be compensated by the KWIC for all bona-fide use at the established rate from the IRS. Mileage claims must include date, starting point, destination and mileage traveled for each trip. No compensation for auto damage, or other automobile expenses will be paid under any circumstances. Adequate liability insurance is required. When and if a vehicle is provided by the KWIC, they will be used only for KWIC business. The vehicles provided, shall be left at the respective department while on vacation or extended leave.

Employees will be paid on a biweekly basis in the week following the completion of the two week pay period.

Section III Vacation Time

After 3 months to 1 year of employment, then 1-week vacation is allowed. Completion of 1 year entitles employee to 2 weeks vacation time, after 3 years, then 3 weeks and after 10 years then 4 weeks. At the time of separation (or retirement) an employee receives a lump-sum payment for unused vacation leave. Accumulations of vacation leave shall not exceed a maximum of 120 hours for employees hired after 6/28/10. A part-time

employee may be eligible for annual leave as deemed by the KWIC Board.

Section IV Sick Leave

Each full-time employee covered by this plan shall earn sick leave at the rate of 10 days per year; the employee may accumulate maximum of 150 days. Unused sick leave shall not be payable at termination (or retirement), however, up to a maximum of 150 days may be applied toward additional service credit, pursuant to the NYS Retirement System. A part-time employee may be eligible for sick leave in paid status as deemed by the KWIC Board.

Section V Other Leave

Leave without pay shall be granted by the KWIC Manager (by the KWIC Board, if request is made by the Manager) if the employee has no annual, sick or compensatory leave available, in special cases.

Maternity leave shall be made reasonably available, for reasonable times. The KWIC Board will approve requests for such leave. Maternity leave of absence shall not exceed nine (9) months, and shall not be used while computing longevity. This leave can be chargeable to any combination of "paid" leaves and/or leave without pay. Paternity leave may be granted by the KWIC Manager, or by the KWIC Board if request is made by the Manager, following the birth of an employee's child for up to two weeks. Leave will be without pay and/or chargeable to annual and/or compensatory leave time available.

Personal leave is leave with pay for personal business. All full-time employees will be credited with 2 personal leave days per year and personal leave must be used in the year that it is earned.

Funeral/Bereavement leave will be granted to all employees in the event of death in an employee's immediate family. The employee will be excused from his/her work one day to attend the funeral, and the two preceding days, provided those days were regularly scheduled work days. Leave will be in paid status.

Military leave without pay.

Section VI Holidays

Changes as adopted 11/22/10

The following days shall be designated as paid holidays:

New Years Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
½ Day Christmas Eve
½ Day New Years Eve

When a holiday falls on Saturday, the preceding day shall be observed;
when a holiday falls on Sunday, the following day shall be observed.

Section VII Health and Retirement

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

This reimbursement arrangement is made in lieu of Group Health Insurance coverage. Designed to assist the employee with annually incurred healthcare expenses, deductibles and co-pays for employee's individual health insurance enrollment, outside of the KWIC, will be reimbursed at a rate of 80%, up to the annual maximum. Copies of insurance explanation of benefits, listing date of service and employee responsibility, along with dated proof of employee payment should be

submitted for reimbursement. Payments made under this arrangement cannot duplicate any other Health Benefit Reimbursement Arrangement made with other employment companies or agencies. Penalties imposed by insurance or healthcare agents are not eligible for reimbursement.

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

All full-time, permanent employees and part time employees shall be members of the NYS Employee's Retirement System, and State Law establishes the rules and conditions.

Section VIII Training/Education

KWIC employees may be required to attend training and informational programs, locally or out of town, to maintain and improve their job qualifications and expertise. The KWIC Board agrees that staff and funds shall be committed to provide high quality training or development activities for KWIC employees.

Section IX Employee Responsibility

An employee shall avoid any action, which might result in, or create the appearance of using public office for private gain. The confidence of the public in the integrity of the KWIC is considered to be of utmost importance.

Section X Grievance Procedure

KWIC has established a set of procedures to provide for the orderly resolution of differences at the earliest possible stage and to promote cooperative relationships between employees and management.

Grievable item shall mean a claimed violation, misinterpretation or inequitable application of any section of the KWIC Personnel Policy.

1. An employee who claims to have a grievance may present the claim to the KWIC Personnel Committee in writing within seven working days of the occurrence of the dispute. The grievance claim shall be dated and specify the date of the occurrence, the name of the

aggrieved employee, the nature of the grievance, the section of the KWIC Personnel Policy that is violated, a statement of facts, times, dates, and the remedy sought.

2. The KWIC Personnel Committee shall review the grievance within thirty working days and issue findings of the grievance.
3. An employee, after receiving the findings of the grievance has thirty working days to appeal the findings of the KWIC Personnel Policy Committee to the KWIC Board of Directors. The appeal shall include the entire grievance documentation, findings of the KWIC Personnel Committee and the reason for the appeal.
4. The KWIC Board of Directors has thirty working days to review the appeal to make a decision. The KWIC Board of Directors decision is the final determination of the grievance.

Section XI Sexual Harassment

Statement of District Policy Regarding Sexual Harassment

All KWIC employees are entitled to a work atmosphere free from unwanted sexual harassment.

Title VII of the Federal Civil Rights Act of 1964 makes it "an unlawful employment practice for an employer...to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's...sex". Such discrimination is also made unlawful by state law (Executive Law, Article 15-Human Rights Law). One form of such discrimination is sexual harassment, which undermines the integrity of the employment relationship and the dignity of individual employees, impairs the efficiency and productivity of employees in delivering programs and services, and erodes public confidence in government. Sexual harassment will not be tolerated by the KWIC and is therefore prohibited. Sexual harassment policy and procedures will comply with all state and federal regulations.

Changes as adopted 11/22/10

Section XII Agreement

This policy plan shall become effective November 23, 2010 and remain in effect until superseded by revision.

Chairman

Stephen T Butcher

Date

30 Nov 2010