

**2012**  
**KWIC MINUTES**



# Keuka Watershed Improvement Cooperative

1 Keuka Business Park  
Suite 110  
Penn Yan, NY 14527

Watershed Manger Paul Bauter  
Clerk/RMO Michele Shaner  
Ph. 315-536-0917 Fax 315-536-2389

## KEUKA WATERSHED IMPROVEMENT COOPERATIVE MINUTES OF THE JANUARY 23, 2012 MEETING TOWN OF WAYNE

Chairman Butchko opened the meeting at 8:10 pm following the KLOC meeting. The following Commissioners answered the roll call: Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondspport; and Daryl Jones, Jerusalem. Alternates Ken Christensen, Barrington Bill Laffin. Milo, and Dennis Carlson, Wayne were also present. Manager Paul Bauter was in attendance. Four members of the public were present also.

### Reorganization meeting:

Welcomed the new members from Urbana, Pulteney, and Milo.

Butchko agreed to continue as Chair, Green as Secretary and Jones as Treasurer.

We agreed the to the following meeting schedule for 2012: January 23 - Wayne; February 27 - Urbana; March 26 - Training session at the Yates County Auditorium; April 23 - Hammondspport; Tuesday May 29 - Pulteney; June 25 - Branchport Fire Hall (Jerusalem); July 23 - Milo; August 27 - Penn Yan; September 24 - Barrington; October 22 - Wayne; November 26 - Urbana; December - probably no meeting. Except for the May meeting all are on the fourth Monday of the month.

The following Committees were named: Fiscal and Budget Committee: Pat Christensen, Paul Bauter, and Fred Wright, Barrington. Policy and Operation Committee (including transition of personnel issues): John Socha, Milo; Stephen Butchko, Wayne, Daryl Jones, Jerusalem. Records Management Committee: Leslie Church, Milo, Jane Russell, Pulteney, Steve Butchko, Wayne. Wright moved and Jones seconded the naming of Michele Shaner, Clerk, as Records Management Officer.

The Contingency Plan which provides for the duties of the KWIC Manager in the absence of the Manager was adopted on motion of Green and second by Jones.

### Regular Meeting:

Adopted the minutes of November 28, 2011 as mailed by motion of Jones and second by Wright. Adopted the Bookkeeper's report after discussion of the year end surplus figure, Motion by Green and Second by Russell. At this point, 8:45, there was a five minute recess.

#### Manager's Report

We received three bids on the Service Agreement from three NYS Licensed Design Professionals: Jody Allen; Richard Osgood; and Kernahan. We will select one at the February Meeting.

Planning for the Manager's transition continues with discussions with the Steuben County Personnel Department to draw up a job description.

The Manager has completed evaluations of the Watershed Inspectors but one. When completed the Municipalities will receive a report.

The Annual Report of all inspections, and violations by Municipalities was submitted.

On motion by Wright and second by Jones, we amended the "Relationship Between Watershed Inspector- Program Manager and Town/Village Boards" to include a new duty inserted after duty 7 of the Program Manager " maintenance of records for the cooperative including designs, inspection reports, fees , violations and other records as directed by the municipalities." and renumbered the seceding duties. Further we adopted the Resolution establishing the Records Management Committee (see Above). These actions were in preparation of obtaining a grant to assist in archiving old records.

#### Keuka Lake Looking Ahead

Bill Laffin, representing KLA first noted the promotion of Peter Landre of Cornell Cooperative Education which will prevent him from participating in KWIC. The Board acknowledge with appreciation for all the Service Peter Landre has given KWIC since its inception.

The Training session is set for March 26 at the Yates County Auditorium beginning at 5:00pm, training to begin at 5:45 until 9:00pm. He distributed the draft program to the Commissioners so they can distribute it to Municipal Board Members, Planning and Zoning Boards members. Registration deadline is March 19, 2011 and 3 hour Training Certificates will be issued to attendees.

Docks and Mooring Law proposal was discussed with some negative feedback from Barrington, Milo, and Hammondsport. Other municipalities have not yet discussed it. It was decided to wait for further feedback before the KWIC Board votes on the proposal. We reminded that if the process proceeds we need a municipality to volunteer to be the lead agency.

#### Other Business:

Credit Card Policy - it was agreed to take this up at the February Meeting.

Office Space - we are still waiting to see if Penn Yan has room for us in its Municipal Building and what the cost per square foot would be.

Jones moved and Wright seconded adjournment at 9:45pm. Next meeting February 27 at Urbana.

Keuka Watershed Improvement Cooperative  
Minutes for February 27, 2012  
Urbana Town Hall

The meeting was called to order at 8:00pm by Chair Stephen Butchko. The following answered the roll call: Fred Wright, Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Jane Russell, Pulteney; John Webster, Urbana; Leslie Church, Milo; Robert Church, Penn Yan; and Stephen Butchko, Wayne. Michael Hanna, Steuben County Legislator, Peter Gamba, Jerusalem; Ken Christensen, Barrington; Dennis Carlson, Wayne; and Paul Bauter, KWIC Manager were also in attendance

The first order of business was to elect a Vice Chair of KWIC. Green moved and Church seconded the nomination of John Webster of Urbana. The vote was unanimous.

The minutes of the January 23 meeting were amended to show that the Tuesday May 29 is in Pulteney rather than Urbana. The minutes were approved as amended.

The Bookkeeper's report was reviewed as emailed to each Commissioner and approved.

Paul Bauter, Manager gave his report. He applied for a NYS archive grant to assist in inputting old inspection reports in the computer program. He is still looking for different office space. Penn Yan will know by March 21 if we might use the "Trustees' Room" at City Hall. Three engineers submitted bids for the Engineers Service Agreement. Paul will go back to them and see if we can get the bids down to \$150 and \$200. Evaluations of the Watershed Inspectors except for Terry DeBuck (Urbana/Hammondsport) have been completed. He will begin to do a cost analysis of each Watershed Inspector for our information. He reported that 13 construction permits have been issued in 2012. Violations have been reviewed in Jerusalem. Violation notices were issued for Pulteney and Barrington will be reviewed next.

No one was present from KLA to do the Keuka Lake Looking Ahead report but everyone was reminded that the Training Session is March 26 at the Yates County Auditorium and all Planning Board and Zoning Board members of the municipalities should attend as well as the KWIC Commissioners. Training credit will be given to the Board members.

Under other business, the Commissioners approved the use of a credit card for the Manager with a \$500 limit, no cash provision by a vote of 7 to 1 (Wright voted no).

Urbana has now passed the Uniform Wastewater Law, leaving only Penn Yan.

Jane Russell reported that Pulteney has proposed to the Steuben Legislative AIP Committee that it pass a resolution to the state calling for the protection of the Keuka Watershed and the Finger Lakes from fracking just as it has protected the Syracuse and New York City Watersheds. There was a committee hearing on March 5.

At 8:50 pm the meeting adjourned.



## Meeting Minutes April 23, 2012 Hammondsport Village Hall

Chairman Stephen Butchko called the meeting to order at 7:40pm. Following the KLOC Meeting, all commissioners answered the roll call: Fred Wright, Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Leslie Church, Milo; Robert Church, Penn Yan; Jane Russell, Pulteney; John Webster, Urbana and Stephen Butchko, Wayne. Also in attendance was the Watershed Manager Paul Bauter. Public in attendance were Dennis Carlson, Wayne Hand, Bill Laffin, Al Wahlig and Ken Christensen.

The minutes of the February 27, 2012 were accepted.

The Treasurer submitted written reports for both February and March. There seemed to be an inconsistency on the Profit and Loss statements for February and March concerning the assessment payments. It was moved and seconded by Jones and Wright to delay acceptance until this is clarified.

Manager's Report: Bauter distributed copies of the evaluations of Watershed Inspectors to the respective municipalities and the clerk's to all. 1. Engineer Service Agreement - 2 of the 3 Engineers have accepted the \$150 payment for reviewing and stamping designs by the Watershed Inspector for holding tanks, incinerators, privies and existing systems as appropriate. This will save home owners from the cost reinventing the common systems. 2. The fee schedule: Bauter distributed the current fee schedule and examples of schedules from other entities. He will prepare an updated schedule for the next meeting reflecting this \$150 fee where appropriate ; there is no general increase in fees. 3. He distributed information sheets on Enhanced Treat Unit Inspections which note KWIC inspects once every 5 years but the System Provider inspections are semi-annual. There has been confusion by homeowners about this. The information will be uploaded to the web site. A similar sheet is being developed for holding tanks. 4. He reported that he (KWIC) is not receiving judicial decisions on our issued violations. KWIC representatives who are Town Supervisors are asked to review their court decisions and advise the office.

LULA: Chairman Butchko expressed our thanks to the providers of the training session held March 26 and the attendees.

Bill Laffin of KLA discussed the Docks and Mooring Law and the Committee on the Houseboat Issue Report. At present only Wayne and Pulteney have expressed positive feedback. The Committee will not proceed because of insufficient feedback at this time. 2. Concerns over various weeds coming into the lake were expressed. There will be signs erected by the soil and conservation district at the five public launches advising boat owners of the dangers.

Uniform Wastewater Law, Penn Yan will be holding its public hearing on the Law in May. All other municipalities have approved the law.

Ken Christensen, alternate for Barrington, expressed a continuing concern for public safety of the Keuka Maid still at a dock in Urbana. Urbana did respond that the issue of eviction is still in the courts.

The meeting adjourned at 8:45 pm on motion and second by Wright and Jones. Next meeting is May 29 in Pulteney.

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**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES FOR MAY 29, 2012  
TOWN OF PULTENEY**

Chairman Butchko called the meeting to order at 7:03 pm. The following commissioners were in attendance: Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem and Richard Stewart, Penn Yan. KWIC Manager Paul Bauter was present. Guests were: Bill Laffin, Dennis Carlson, Wayne Hand, and Al Wahlig.

The minutes were amended to show that the signs to be erected at public boat launches to warn of invasive species are three in Yates County and 2 in Steuben. Also it is noted that Ken Christensen who spoke at last meeting is the alternate from Barrington not Wayne.

The bookkeepers' written report was reviewed and approved. It was noted that if there is a question on the report please call Pat at the number on the report's cover. The invoices for the second half of 2012 will be sent. It was noted that we still need to keep in mind the costs of the transition of the Manager.

Manager's Report: The first item was a spreadsheet of a cost analysis for 2011 which Bauter and Butchko created. The report shows a comparison between municipalities' costs per inspection and the difference between the Community totals in Yates and Steuben Counties. It is thought that each municipality may want to use this for future consideration of fees for inspections or to work out broader shared services. The next item was a spreadsheet showing the Scheduled Zone One Inspections for the next 5 years including the backlog due this year. Next discussed was the need for a Procedures Manual for the computer program including data entry instructions. This will be discussed with the Demmin's and Yates County Soil and Water Department and using the balance of the KLA Grant for this purpose. We discussed the possibility of developing a certified pumper program for holding tanks which would require pumpers to report condition of tanks on an on going bases so the Watershed inspector would only inspect every 5 years. The next step would be to consult pumpers for their input to the idea.

It was moved, seconded and carried to approve the May 2012 KWIC Fee schedule as presented by the Manager.

It was noted by Chair Butchko that the Cornell Cooperative Education position for Yates County is still in flux, which isn't helping LULA activities.

Penn Yan has passed the Uniform Wastewater Law. This means all Municipalities have passed the Law.

Stewart moved and Jones seconded the adjournment at 8:25.

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES - JUNE 25, 2012  
BRANCHPORT FIRE HALL**

**Chairman Butchko called the meeting to order at 7:00 pm. Following the pledge to the flag the following answered the roll call. Butchko, Wayne; Jane Russell, Pulteney; Anne Green, Hammondsport; Daryl Jones, Jerusalem; Robert Church, Penn Yan; KWIC Manager, Paul Bauter, Public in attendance were Bill Laffin, Wayne Hand Al Wahlig Dennis Carlson.**

**The minutes of May 29 were approved as mailed. The bookkeeper's report was reviewed and approved with the question concerning the date on the balance sheet which shows under equity the beginning balance as of January 2007, this date has been the same for several years. It was noted the bills have been mailed to the municipalities.**

**Manager's Report. Certified pumpers of holding tanks program - 5 pumpers have been contacted and like the idea. More pumpers will be contacted. The probable start date will be January 2013. A new report form for zone 1 inspection completions was reviewed for usefulness, please advise Paul if you have suggestions. With the holding tank inspections being done by pumpers the inspector's job has been cut by one-fifth since they will only need to be on site once every 5 years instead of every year. This time could be used to catch up on zone 1 inspections. Paul spoke an EPA sponsored conference for communities around a lake bordering NJ and NY.**

**Application has been made for a grant to continue funding LULA activities in 2013 with Cornell, Yates County, Steuben Cty Regional planning and Genesee Regional planning Group involved. Among the aims will be the development of a Regional Comprehensive Plan.**

**A chart showing costs in each Municipality for 2011 was presented. The average cost varied from \$212 to \$67. Comparing Yates County 3 communities the cost was \$115 and in Steuben's 4 communities the cost was \$160.**

**On motion of Green and second by Russell, after discussing alternatives we approved a new 2 year lease of office space at our**

KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES JULY 23, 2012  
TOWN OF MILO

Chairman Stephen Butchko called the meeting to order at 7:05pm, Following the KLOC meeting. The following answered the roll call: John Webster, Urbana, Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; Robert Church, Penn Yan; and Stephen Butchko, Wayne. Guests were Bill Laffin, Wayne Hand, Al Wahlig, Dennis Carlson, Mark Morrisand John Socha.

KWIC Manager Paul Bauter was in attendance.

**The minutes** of June 25 were reviewed. Chairman Butchko pointed out that in the paragraph referring to the chart which showed the 2011 cost of inspections between the municipalities that the average cost varied from \$226 to \$50, not \$212 and \$67. Also in the next sentence comparing the county costs, these are average costs in 2011 - Yates County \$115 and Steuben \$160. Minutes approved as amended.

**Bookkeeper's Report:** As to the question raised last month about beginning equity as of 2007, the bookkeeper stated that was the date quickbooks was instituted. There was a question about account 318 - retirement was at 131.7% and that account 215 - professional fees may have the wrong amount due to being put in the wrong account. Finally Pulteney and Barrington pointed out their fees were in transit. The report was approved on motion by Green, second by Russell.

**Manager's Report:** At the Inspectors' meeting July 12, 2012 the past due inspections for zone one were reviewed. Each inspector was asked to give a reason for each past due, three inspectors responded. The reasons varied from missed, letter sent, data entry error, notice of violation, inactive dwelling, corrected but not recorded, planned corrective action, permitted corrective action. Five construction permits have issued bringing the year total to 54. There was a court appearance in Milo for a violation and we are awaiting a report of progress of engineer and contractor. The next inspectors' meeting has not been scheduled.

**Keuka Lake Looking Ahead:** Butchko reported that the grant application to build on the LULA activity has been filed and will hear in 6-8 months. Bill Laffin, President of KLA reported on the KLA meeting held 2 weeks ago. As new president he is not water quality officer any longer. That task goes with the President-Elect position who is Dennis Carlson's now. The Lake's quality is still excellent and is directly related to the enforcement of the Wasterwater law adopted by each municipality. Invasive species do continue to be problematical - the waster chestnut in the Penn Yan marsh has been pulled this year but has moved toward the ramp. Hydrilla doesn't appear to be in Keuka but Cayuga is spending a million dollars to combat it. The burning ban (through October) points out the necessity of each Town having composting available to residents.

**Other Business:** Butchko reported that discussions are under way with Schuyler County to establish a watershed agreement for Waneta and Lamoka Lakes similar to Keuka's which would involve the Zone A systems in Wayne. The Budget committee will be meeting so there is a preliminary budget ready for the August meeting. Former commissioner John Socha has agreed to participate in that process. Both Barrington and Pulteney pointed out the precarious state of Town finances and the budget committee should keep that in mind.

Motion to adjourn at 8:00 pm passed. Next meeting at PennYan, Monday August 27.



**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MINUTES FOR AUGUST 27, 2012  
PENN YAN VILLAGE HALL**

After the KLOC meeting, chairman Butchko called the meeting to order at 7:50 pm. The following commissioners answered the roll call: Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Anne Green, Hammondsport; Daryl, Jerusalem; and Robert Church, Penn Yan. Guests who signed in were Wayne Hand, Dennis Carlson, Gwen Chamberlain, Mark Morris. Paul Bauter, KWIC Manager was also in attendance.

The minutes of July 23 were approved. There were questions on the following account balances 305- manager transition account; 318 retirement; 348 contingency account. Since the budget for next year is being prepared the answers are important and Chair Butchko will discuss with the bookkeeper.

**Manager's Report:** The Wayne Watershed Inspector retired August 14 and the Manager ran class for persons interested in becoming the new Inspector ( the new Inspector is hired by the Town.) Also he reported that all Zone A missing inspections have been clarified so we will know just how many are truly behind.

Keuka Lake Looking ahead, Bill Laffin President of the KLA reported that the annual training session for KWIC, ZBA, Planning Board Members and Code Inspectors will be held on March 25, 2013 at the Yates County Auditorium. Speakers are not yet set of course but the theme will be "a sustainable Watershed".

**Preliminary budget:** Chair Butchko, Manager Bauter, and former director John Socha prepared a preliminary budget. There were lots of questions, in part because balances in some current accounts were in question, just how much additional computer programming will be needed and just what the terms of the transition plan developed in June 2010 required. At present the budget will require a 7% fee increase to the municipalities from \$10750 to \$11, 500. Further work will be done on the proposed budget before the Cooperative votes and it is submitted to the municipalities.

The September meeting will also discuss where KWIC will be in 5 years, including the change in Manager in 2014 and how to get the KWIC Inspection rate up.

The Commissioners also agreed to sign a letter for KWIC asking the Governor to afford the same protection for the Keuka Watershed vis a vis hydrofracking as Syracuse and NYC Watersheds are protected.

The meeting was adjourned at 8:50 pm. Next meeting at Barrington on August 24, 2012.

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE**

A Resolution of the Keuka Watershed Improvement Cooperative

Be it enacted by the Keuka Watershed Improvement Cooperative, Board of Directors September 24, 2012:

AUTHORIZING THE KEUKA WATERSHED IMPROVEMENT COOPERATIVE, HEREAFTER REFERRED TO AS KWIC, WATERSHED MANAGER TO OPERATE A VOLUNTARY CERTIFIED PUMPER INSPECTION PROGRAM FOR HOLDING TANKS.

WHEREAS, The KWIC has previously undertaken a program for the annual inspection of holding tanks in the Keuka Watershed Area, and

WHEREAS, The KWIC now proposes to establish a voluntary certified pumper inspection program for holding tanks to commence on January 1, 2013, and

WHEREAS, The establishment of such a Certified Pumper Inspection Program for Holding Tanks would in the best interest of the citizens of KWIC, now, therefore, be it

RESOLVED, that a certified pumper inspection program for holding tanks be established, and be it further

RESOLVED, That in order to accomplish the aforementioned purposes the KWIC Watershed Manager shall provide training to the voluntary certified pumpers and establish the program protocols and procedures, and be it further

RESOLVED, That KWIC will have a watershed inspector inspect the holding tanks of the participants in the program once every five years, be it further

RESOLVED, That the KWIC Clerk be, and hereby is directed to forward certified copies of this resolution to the appropriate KWIC Officials.

Motions by Leslie Cheval Second by Fred Wright  
Ayes: \_\_\_\_\_ Naves: \_\_\_\_\_

I HEREBY CERTIFY the above to be a true copy of an ordinance adopted by the Keuka Watershed Improvement Cooperative Board of Directors at regular meeting September 24, 2012

9/24/12 Michele Shaner Michele Shaner, KWIC Clerk/RMO

Here are my best attempt at minutes from Sept 24 KWIC meeting

Called to order at 7:05

absent--Ann Green

Corrections from last meeting--Nicole Landers from Cooperative Extension spoke  
date on bottom should be September 24

Approved--Russel, L Church

Treasurers Report approved--L Church, Russell

Managers Report-- 2 Violations issued--Total 30

Lengthy Discussion on 2013 Budget especially Computer/Technology Costs---

after discussion, it was decided to keep the 2013 cost to partners at \$10,750(2012 level)--will  
complete Budget at next meeting after a few questions are answered

Bill Lafin(LULU) discussed the invasive species in area waterways

Best I could do

Bob Church

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING OCTOBER 22, 2012  
WAYNE TOWN HALL**

Chairman Stephen butchko called the meeting to order at 7:40pm following the KLOC meeting. The following board members answered the roll call: Daryl Jones, Jerusalem; Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; and Robert Church, Penn Yan. Manager Paul Bauter was also present. Guests were Wayne Hand, Bill Laffin, and Ken Christiansen.

The minutes of September 24 were approved with the mentioning and attaching the resolution concerning the certification of pumpers to do inspections of holding tanks which will be permit KWIC Inspectors to inspect only every five years.

The Treasurer's written report was approved as emailed.

A new Zone 1 inspection summary was distributed. The purpose of the summary is to show how many inspections should be done each year (20%), what the back log number is and how many inspections are needed in 2013 to get current. Manager Bauter will tweak the report again for next month after comments by the Board. Once we believe we have the report the way we need it. Bauter will have computer consultant Deming create the program. Other issues discussed were that in the future the KWIC office will be sending the letters to property owners on the past dues in zone 1; the supervisors of the Watershed Inspectors should also urge and monitor the number of inspections done in their municipalities. Finally since the number of call backs and the complexity of systems are increasing we should review our fee schedule in January.

Bill Laffin of KLA presented the Board with the draft agenda of the 2013 Training Session to be held at the Yates County Auditorium March 25, 2013, beginning at 5:00pm. The topic to be examined are taken from the Keuka lake Watershed Land Use Planning Guide - Chapter 4. Board members are expected to attend as this takes the place of the March meeting. Other board, Planning, Zoning committee members and officers

will receive their invitation after the first of the year.

The 2013 Budget was passed by the body on motion R. Church and second by Jones. It is noted that the assessment of each municipality remained the same as last year.

On motion of Jones and second by Wright the December meeting of KWIC is cancelled.

Board Member Russell distributed a flyer from the Protect NY Group asking elected officials to add their names to a letter to Governor Cuomo.

There were comments on the auction of the Keuka Maid which took place earlier in the day and its possible impact on the Watershed.

It was pointed out that each municipality should check their liability insurance to determine if its carrier can settle claims without the agreement of the insured.

An executive session on motion of Green and Jones was held to discuss a legal matter.

The meeting was adjourned at 8:45pm.

Next meeting is at Urbana Town Hall November 26.

2013 meeting schedule: January 28 - Hammondsport; February 25 - Pulteney; March 25 Training at Yates County Auditorium; April 22. Branchport Fire Dept(Jerusalem); May 27<sup>th</sup> Memorial Day - Milo; June 24- PennYan; July 22- Barrington; August 26 - Wayne; September 23- Urbana; October 28- Hammondsport; November 25 - Pulteney..



SCANNED

KEUKA WATERSHED IMPROVEMENT COOPERATIVE  
MEETING MINUTES NOVEMBER 26, 2012  
URBANA TOWN HALL

Following the KLOC meeting, Chairman Stephen Butchko called the meeting to order at 7:10pm. The Commissioners present were: Stephen Butchko (Wayne), John Webster (Urbana), Leslie Church (Milo), Fred Wright (Barrington), Anne Green (Hammondsport), Daryl Jones (Jerusalem) and Robert Church (Penn Yan). KWIC Manager Paul Bauter was present. Public members present were Bill Laffin, Al Wahlig and Ken Christensen.

The minutes of October 22, 2012 were approved as distributed.

The bookkeepers' report was reviewed and it was agreed the overages in the insurance and retirement accounts would be covered by the contingency account. The report was approved on motion of Jones and second by L. Church.

Manager's Report - The latest summary report page of inspections by municipality was agreed to and will become part of the computer software as a single page. Also the sheet on past due inspections (126) since 2006 with explanations ie record keeping delays, refusals, data entry errors will be on computer program. It is felt the errors can be cleaned up during these winter months by the inspectors. Tickets are being issued where the problem is owner non compliance..

KLA report - Bill Laffin reminded folks of the training in LULA will be March 25, 2013 beginning at 5pm at the Yates County Auditorium. Municipal trustees, planning and zoning board members should all be encouraged to attend. The Session will qualify for the required hours of training for planning and zoning members.

Other Business - a new fee schedule was proposed which included increases in the Design permit and Permit to operate categories. It was suggested that the description of each type of fee be more descriptive. A vote will take place at the January meeting.

Executive Session concerning legal matters was called on motion by Green and second by Butchko at 8:25. We returned to public session at 8:30, no action was taken at the session.

On motion by Wright and second by Webster the meeting was adjourned at 8:31.

Next meeting at Hammondsport January 28, 2013 at 7:00 pm.