

2013

KWIC MINUTES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES JANUARY 28, 2013
MEETING AT HAMMONDSPORT VILLAGE



SCANNED

In attendance were commissioners Daryl Jones, Jerusalem; Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; Bob Church, Penn Yan; KWIC Manager Paul Bauter.. Guests were Bill Iaffin , Elizabeth Ryder, Rich Musso, Dennis Carlson and Ken Christensen.

The meeting was called to order at 8:22pm after the KLOC Meeting. Stephen Butchko was nominated by Green and second by Russell to continue as Chairman. Carried. Vice Chair is Daryl Jones by virtue of being Chair of KLOC. Anne Green was nominated for Secretary by Wright and second by L. Church, carried. Pat Christensen was appointed Treasurer.

Minutes of the November 26, 2012 meeting were reviewed and accepted as mailed. The bookkeeper's reports for November and December, 2012 were accepted.

Manager's Report: The annual report (summary of) inspections was submitted and reviewed and discussed. Our application for an archive grant which would have assisted with data entry of previous year inspections was turned down.

The proposed fee schedule for 2013 was reviewed. Numerous questions about the different categories were brought up. Additional questions concerning the timeliness of responses by KWIC and why tickets of violations are written by KWIC rather than local Inspectors were raised. It was determined to delay implementation of the schedule until discussed at the February meeting.

Members were requested to be sure the office has member and alternate member info on file. Certified copies of the Uniform Waste Water Law are needed at the office for Hammondsport, Penn Yan, Urbana and Wayne.

Due to the lateness of the hour discussion of personnel matters were postponed until February.

The Board recessed to Executive Session to discuss litigation matters. After returning to public session there was no action taken and the body adjourned at 9:35.

Next meeting February 25, 2013 at the Town of Pulteney.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
FEBRUARY 25, 2013 MEETING
TOWN OF PULTENEY



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, alternate Village of Penn Yan. Guests: Ken Christensten, Jr., Barrington alternate; Jim Sprague; Michael Hanna, Steuben County Legislator; Dennis Carlson, Wayne alternate; KLA representative; Bill Weber; Paul Bauder, KWIC Manager.

7:10 pm: Chair Stephen Butchko called the meeting to order.
Jones moved and Wright seconded approval of the January 28, 2013 meeting minutes.
The bookkeeper's written report was reviewed and on motion from Jones and second by Russell was approved.

Manager's Report: A corrected year end (2013) report of inspections was accepted. A report on violations and their status was reviewed. The Commissioners requested the Manager submit a Violations Report quarterly. Also the Commissioners requested that all reports be submitted to them via email the Thursday before the meeting rather than at the meeting.

An Agenda Forecast for 2013 and 2014 was presented which will assist the Commissioners in planning for the transition to a new manager was accepted.

We again postponed the decision on a new fee schedule.

Training in KWIC procedures for contractors, lawyers, real estate agents concerning real property transfers is under consideration.

All Inspectors attended the last training session and the next session is scheduled for April.

Keuka Lake Looking Ahead - In the absence of Nicole Landers of Cornell Extension we reviewed the program for the training session March 25 at the Yates County Auditorium. Also as a follow up to the 2008 LULA plan, LULA has received a \$135,000 grant over 3 years from the state. Town of Wayne will be the lead agency, Cornell Cooperative Extension will administer the grant and it will involve using Keuka College interns in the Watershed.

Resolution on the annual Contingency Plan in case of the absence of the Manager was approved upon motion of Jones and second by Wright..

Resolution on the Review (Appeals) Committee from KWIC decisions was postponed until we have in put from the Department of Health and the Canandaigua Watershed.

Resolution on the Transition to a new manager Committee was passed upon motion of Webster and second by Jones.; members of the committee are Stephen Butchko, John Socha and Jane Russell. The Committee will report no later than the June 2013 meeting.

At 8:50 pm the Commissioners recessed to an Executive Session to discuss Litigation and personnel matters. At 9:40pm the meeting was reopened and adjourned on motion by Wright and second by Butchko. Next meeting will be at the Training session March 25 at Yates County.

1 Keuka Business Park
Suite 110
Penn Yan , NY 14527

Watershed Manager – Paul Bauter
Clerk/RMO – Michele Shaner
Ph. 315-536-0917 fax: 315-536-2389

Keuka Watershed Improvement Cooperative 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 two public launches advising boat owners of the dangers. (Is this only Yates County???)



SCANNED

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 Wayne, 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.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE

MINUTES MAY 29, 2013 TOWN OF MILO

Members present: Stephen Butchko (Wayne), John Webster (Urbana), Leslie Church (Milo), Jane Russell (Pulteney), Fred Wright (Barrington), Anne Green (Hammondsport), Daryl Jones, (Jerusalem, Robert Church, (Penn Yan), and KWIC Manager Paul Bauter. Guests who signed in: Bill Laffin, Wayne Hand, Al Wahlig, and Mark Morris. Also Scott Demin of DSD was present.

Following the pledge of allegiance to the flag, Chair Steve Butchko called the meeting to order at 7:pm.

On motion of Webster and second by Wright the minutes of April 22, 2013 were approved.

The bookkeeper's report was reviewed. The only question was the percentage of office space rent was 56% rather than 25% . Is this because we pay twice a year rather than four times? Manager Bauter will check. On motion of Green and second by Russell the report was approved.

Manager's Report: The course for training Watershed Inspectors in Canandaigua May 7, 2013 had 24 attendees. He further reported on the May 16th interactive meeting with Scott Demin and representatives of Milo, Jerusalem, Pulteney and Hammondsport. As a result a new monthly report format was presented. Further Kwic Directors will have more access to the data. Generally it was felt the new report was easier to understand. A discussion took place concerning when the public would have general access to the data. One concern was that some data is still not clear (sometimes the violation is the fact a new contract is not on file for an ETU which does not necessarily mean the system has failed), and whether the information was public domain or not. Scott Demin also answered questions for the Board.

Also the outstanding violations for Milo had summons served this month. The Jerusalem violation was postponed to June. Also the costs of serving the summons was discussed as to whether these costs could be recovered by KWIC.

(At this point Fred Wright had to leave the meeting)

Keuka Lake Looking Ahead: Chair Butchko reported that the new DOS grant is being implemented which will begin with a survey over 20 weeks this summer. The results will be reported to us. Also there will be 3 more classes on Land Use over the next 3 years.

Other business: The transition Committee will have another meeting before reporting to the body in June.

At 8:00pm the meeting adjourned.

Next meeting June 24 at The Village of Penn Yan.

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES JUNE 24, 2013
HELD AT PENN YAN**

Chair Butchko called the meeting to order following the KLOC meeting at 7:45pm. In attendance: Daryl Jones (Jerusalem); Stephen Butchko (Wayne); John Webster (Urbana), Arne Sorensen (Milo); Jane Russell (Pulteney); Fred Wright (Barrington); Anne Green (Hammondsport) Robert Church (Penn Yan). Paul Bauter, KWIC Manager was not present due to the death of his father. Jim Balyszak of Yates Soil and Water and Kolby Peterson, watershed inspector were in attendance. Guests signed in were Wayne Hand, Bill Laffin, and Al Wahlig.

Chair Butchko on behalf of the Board expressed our condolences to Paul Bauter on the passing of his father.

The minutes of May 29, 2013 were approved.

The bookkeeper's report was reviewed which showed an overage in expense in rent because the rent went up. Also Jane Russell of Pulteney pointed out that Pulteney has paid its assessment but after the report's date.

We reviewed the Manager's Report in the new format and it was agreed that it was easier to understand and appreciated. There was not a report on the status of violations.

Keuka Lake Looking Ahead: the NYS DOS Grant to LULA is being implemented, the survey of area residents will start this summer.

Transition Committee Report: Committee members are Steve Butchko, Leslie Church, Jane Russell and Paul Bauter. Background: With the anticipated retirement of KWIC Manager Bauter and the concerns of the municipalities of the increasing costs to run KWIC, the Committee proposed to subcontract the KWIC Manager's duties to Yates County Soil and Water District. It would assign an Inspector to full time KWIC duties; one benefit is we would have a full time office staffed 40 hours a week. It is presumed that the DOH waivers for KWIC would continue under this arrangement. The current KWIC Office would close and Paul Bauter would be paid as obligated upon his retirement. Questions arose as to whether the KWIC would need to continue insurance (Fred Wright would research), whether the budget is appropriate, how would working with two DOH offices work out. Since the proposal was so radically different than expected it was felt we need time to digest it, consider options and iron out details with Yates Soil and Water. It was agreed for all to review, think about and continue the discussion at the July meeting.

Adjourned at 8:45pm

Next meeting at Town of Barrington on July 22, 2013.



KEUKA WATERSHED IMPROVEMENT COOPERATIVE

MINUTES APRIL 22, 2013 JERUSALEM

Chairman Stephan Butchko called the meeting to order at 7:51pm. The following Board members answered the roll call. Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church, Milo; Jane Russell, Pulteney; Fred Wright, Barrington; Anne Green, Hammondsport; Daryl Jones, Jerusalem; and Robert Church, Penn Yan. Present also was Paul Bauter, Manager. Guests at the meeting were Dennis ????, Nicole Landers, CCE-Yates Cty., Wayne Hand, Bill Laffin, Jim Balyszak, Colby Petersen, Al Wahlig, Jim Harris, Dale Hallings, Arnie Sorensen, Gene Gene Spannert, Nate Olney, Ken Christiansen, and Dennis Carlson.

The minutes of February 25 were reviewed and two corrections were made: the spelling of Paul Bauter's name and the member of the transition committee is not John Socha but is Leslie Church. They were approved as corrected. (There was no March meeting)

John Webster reported that the Urbana Town Board had approved its participation in the Contingency Plan.

The bookkeeper's reports for February and March were reviewed as sent and approved.

Manager's Report: Paul Bauter announced that the Course for Watershed Inspectors is in Canandaigua on May 7th at a cost of \$175. The proposed training for real estate agents on real property transfers and contractor training are on hold.

There were again questions about the dispositions of violations of which there are many some dating back years. The Manager did not have details on those cases. It was agreed that the policy and procedure is that the Inspectors issue violations but that the Manager is responsible for Notice of Violations to homeowner and for issuing summonses with each court system. It was further agreed that the monthly report does need a line which shows whether and what follow up has been done following the Inspectors' report. DSD president will be invited to next meeting to discuss. (NOTE: The manager has now set up a meeting May 16 with Mr. Demin at 1:00pm to which all board members are invited.)

In response to the discussion last month on how other groups handle complaints about decisions of Inspectors or Managers, Bauter reported that DOH has an internal step and then it goes to a judge and that it was suggested we might want to use the procedure that Towns use for Code Enforcement decisions or we should refer issues to the DOH.

Keuka Lake Looking Ahead - Nicole Landers of Cornell recapped the 3rd LULA training session held last month in Penn Yan which had an attendance of 66. Bill Laffin of KLA reported that former KWIC Chair Bill Weber had dropped a number of boxed records off at the KLA offices and they probably should be gone through. It is not clear if these are Bill's personal records and are duplicates of the official KWIC records or not. He also noted that next year, the LULA Training will not be on our regular meeting night so we will be having 11 meetings in 2014.



It was noted that the May meeting falls on Memorial Day so it was determined to meet the fifth WEDNESDAY OF MAY - THE 29TH AT THE TOWN OF MILO AT 7:00PM.

On motion of Green and Second by Jones the Board went into Executive session. The board came out of Executive session and had no report of action.

The meeting adjourned at 9:00pm.



KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES JULY 22, 2013
BARRINGTON TOWN HALL

Chairman Stephen Butchko (Wayne) called the meeting to order at 7:00pm. Directors present were John Webster (Urbana), Leslie Church (Milo), Jane Russell (Pulteney), Fred Weight (Barrington), Anne Green (Hammondsport), Robert Church (Penn Yan). Daryl Jones (Jerusalem) was absent. KWIC Manager Paul Bauter was absent due to vacation. Guests in attendance were: Dennis Carlsen, Jim Balyszak, Yates County Soil and Water, Ken Christensen, Bill Laffin, Wayne Hand, Mark Morris, Al Wahlig, and Colby Petersen, Yates County Soil and Water.

Following the Pledge of Allegiance, the minutes of June 24, 2013 were accepted. The Bookkeeper's Report was reviewed. The report was accepted but it is not clear if we have paid the entire amount for the year for rent (line 340). We will have an answer at next meeting.

The proposed budget for 2014 was presented. It reflected closing the KWIC Office, transferring management responsibility to Yates County Soil and Water, the costs for the current manager's earned vacation, health insurance, retirement and salary for 3 months of transition in 2014. The share of costs for the municipalities would remain the same \$10500 in 2014. However as foreseen the shares in 2015 and 2016 would increase by \$500 to \$11,250. There was discussion of paying the 2014 and 2015 costs of retirement, about \$16,000 (required by the state system) as one time costs now, about \$2000 per municipality to reduce the budgets for 2013 and 2014. To receive a discount this amount would have to be paid by December 15, 2012. The municipalities will check their current budgets to see if this is possible and report back at the September meeting. Further John King of NYMR (insurance) still did not have the answer as to whether we would need liability insurance with Yates County Soil and Water (YCSW) taking over the management. There was a motion to close the KWIC Office immediately to save costs and have the manager work from his car. There was no second to this motion. **The discussion closed on the Directors agreeing to receive YCSW 's budget figures for KWIC, information on the insurance costs, determine if 2013 municipal budgets could take the estimated \$2000 contribution and to look at the proposed fee schedule submitted by the Manager in January.** The current thinking is to finalize the management contract and budgets at the September meeting.

The Manager's written report was received - it was agreed that the new format still works with the addition of the notes on violations due to unfiled ETU management contracts.

Keuka Lake Looking Ahead - Further report on the NYS DOS grant was made. The primary purpose of the project will be to unify land use regulations among the municipalities. During the winter months presentations to the municipalities will be available.

The meeting was adjourned at 8:35. Next meeting August 26, 2013 - Town of Wayne

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
AUGUST 26, 2013 MEETING MINUTES
WAYNE TOWN HALL

SCANNED

Present: Commissioners: Daryl Jones (Jerusalem), Robert Church (Penn Yan), Leslie Church (Milo), Anne Green (Hammondsport), Jane Russell (Pulteney), Fred Wright (Barrington), Stephen Butchko (Wayne), John Webster (Urbana), Paul Bauter, Manager.. Guests: Bill Laffin, Marshall Young, Jim Balyszak, Colby Petersen, Dennis Carlson, Ken Christensen, John Griffin, Wayne Hand, Mike ??.

Following the KLOC Meeting, Chair Stephen Butchko called the meeting to order.

The minutes were amended to correct the NYMIR Insurance representative's name to Kuehn.

Approved on motion of Church of Penn Yan and second by Church of Milo.

The Bookkeeper's report for July was approved on motion of Russell and second by Jones, noting that the rent has been paid for the entire year and we should check the account 331 - technology- contractual for outstanding bills. The Bookkeeper also sent the actual figures due to the state pension system. The difference between paying before December 15 or before February 1 is \$110. It was agreed that it wasn't worth paying in advance.

Manager's Report The Board reviewed the report on inspections, a discussion about the status of violations took place. It seems some town justices do not report results of hearings and/or do not understand the import of getting the septic situation corrected. **Town supervisors were asked to discuss with their Justices.** We feel it is important since the fines which the court can impose would encourage violators to correct the situation rather than incur further costs.

Training of Pumpers and Realtors by the Manager was discussed and agree that it should take place in January. In view of the finances it was suggested that the power point presentation be mailed to participants and let them print it off if they care to. Otherwise the presentation would not be distributed at the sessions.

Keuka lake looking ahead There will be a kick off at Yates CCE on September 4 with the Dpt of State. Participants will review their task lists for the 3 years. Keuka College found it could not take on the project and the Finger Lakes Community College will replace them.

Other business: Fees were discussed again. There is misunderstanding amongst us as to when KWIC fees are charged. Manager Bauter in addition to suggesting figures for the increase also submitted a chart showing fees since 1999 and a summary of fees from January 1, 2011 and the percentage each type had of total KWIC permits of 248. No decision was made.

Transition: Discussion started on the cost of KWIC and no assurance that the cost would not continue to escalate. This led to discussion of what KWIC was intended to do and have we arrived there. Since we would be discussing the contract proposal from Yates County Soil and Water to take over administration, it was moved by Russell and Second by Church (Milo) to go into Executive Session at 8:25. Carried

At 9:15 we came out of Executive Session having taken no action. Motion to adjourn made by Russell and Second by Wright Carried.

Next meeting September 23, 2013 Town of Urbana

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING SEPTEMBER 23, 2013
URBANA TOWN HALL



Chair Butchko called the meeting to order at 7:18 following the KLOC meeting. The following commissioners were present: Stephen Butchko, (Wayne), John Webster, (Urbana), Leslie Church, (Milo), Jane Russell, (Pulteney), Fred Wright, (Barrington), Anne Green, (Hammondsport), Daryl Jones, (Jerusalem), and Robert Church, (Penn Yan). Alternates present were Ken Christensen, (Barrington) and Dennis Carlson, (Wayne). Also present were Keuka Lake Association officers Bill Laffin and Wayne Hand, citizen Al Wahlig and KWIC manger Paul Bauter.

The minutes of August 26, 2013 were approved. The Bookkeeper's report ending August 31, 2013 was approved.

MANAGER'S REPORT: The usual monthly report on each municipality's inspections was distributed. In addition a report on the past dues showed most were prior to 2010, this may be because the final check box hasn't been checked because the Inspector fails to go back and check it.

Keuka Lake Looking Ahead: Bill Laffin reported that in fact no contract had yet been signed for the new round of LULA training. When it is, a presentation will be made in each municipality to explain the program. In the meantime an update of local laws, from 2008, will be made. The LULA one evening training program will probably be March 27, or 31, 2014. Again this is designed for planning and zoning board members.

TRANSITION COMMITTEE: A single page, 9 point report was distributed at the meeting. Clearly some thought has gone into the report. One point made however was that there is a need for a "marshal" to coordinate inspectors and municipalities, provide group training for inspectors and maintain the software program. Questions also arose over whether Inspectors would attend KWIC meetings. Chair Butchko distributed another budget which after discussion shows that each municipality's share would be \$9250 for 2013. He also appeared to have discussed with the Manager how his time is spent therefore what a new manager's (Marshal) job requirements would be. However this was not distributed to the Board. Further, discussion included the acceptance that the DOH waivers which KWIC had enjoyed would no longer be in effect. Also we have not had word on the insurance cost. No conclusions were made on KWIC fees and establishing uniform fees within the Watershed.. As part of this discussion Daryl Jones submitted an attorney's opinion which stated that having an automatic doubling of the permit fee for starting work without a permit was not legally defensible. Finally we had reports from Urbana and Milo and Jerusalem on Inspector comments on the proposed change in KWIC which



have not been discussed in an orderly fashion. It was further agreed to reexamine the Inter-municipal Agreement to be sure what is being discussed is permitted.

During the public input, Bill Laffin, KLA commented that the idea of a "Marshal" was good and we should remind ourselves why KWIC was formed and that we don't want to return to those conditions. Further he thinks that the Compact encourages taking action on other threats to the Lake.

Webster moved and Jones seconded adjournment at 9:08 carried.

Next meeting Hammondsport October 28, 2013.

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**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES OCTOBER 28, 2013
HAMMONDSPORT VILLAGE HALL**

Chair Steve Butchko called the meeting to order at 7:55pm, after the KLOC meeting. The following Board Members answered the roll call. Daryl Jones (Jerusalem), Daryl Jones (Jerusalem), Leslie Church (Milo), Jane Russell (Pulteney), Ken Christiansen (alternate Barrington), Anne (Hammondsport), Richard Stewart (Alternate Penn Yan) and Paul Bauter, KWIC Manager. Guests were Bill Laffin, KLA; Bill Grove, Grove Engineering; John Griffin, Barrington; Rob Loudon, Barrington; Wayne Hand, KLA; Mike Gow, KLA; and Al Wahlig.

The minutes of September 23 were amended to clarify in the paragraph on Keuka Lake Looking Ahead concerning the DOS grant. "Bill Laffin reported that in fact no grant contract had been signed with NYSDOS titled Strategy for A Sustainable Keuka Lake."

The Bookkeeper's report for September was approved; Pulteney will be sending its second half assessment this week. KWIC'S Clerk still has not been released to return to work since her accident.

Manager's Report: It is noted that the summary report showing violations is a year to date number and does not show how many were corrected. This will necessitate an additional line but can be done. He also submitted a list of 13 key items to resolve for the transition. (Discussed under other business).

Keuka Lake Looking Ahead: Currently the two planning agencies are updating the local law inventory; There will be a kick off presentation on the fifth Tuesday of April, 2014, the 29th at the Yates County Auditorium. Eventually there will be two meetings with each municipality over the grant period and a final report.

Other Business: Transition: The Manager's List started with determining fees, who gets them, and getting them to the bookkeeper. In most cases wastewater issues will begin with the Municipalities and the Inspectors will decide when to call the Manager. However there will be times that a KWIC permit will have to be given and therefore a fee. Probably a post office box should be obtained, rather than having fees forwarded by the munis. How will we be sure that all inspectors will call in KWIC at appropriate times i.e. ensuring uniform enforcement. We did not in fact establish fees but did agree that an additional goal would be to have uniform muni fees. We did not define the duties of the manager. As to who would enter data into the data base it is not simple because of the number of data needed - sometimes it will be the Inspector, but also the Code Enforcement officer will need to enter data and also the Manager. Who will ride herd on this so the integrity of the data is good? Generally to reach KWIC it would be through the munis and at present we do not have plans for a phone number. Real Property transfers may involve OTN inspectors how will they be certified? Who will witness the site evaluations? (Engineer if involved, inspector, manager??) Who will be permitting construction permits? Unclear. How will permit system work? ? How to handle situations when inspector needs assistance - Inspector will call manager, and part of the monthly report will include this information. KWIC does have its own records ie minutes etc where will they



be kept??

Who will be Manager : We have not heard from Yates County Soil and Water since asking them if part time would be considered by them. Bill Grove, an Engineer from Naples who has experience with wastewater systems has submitted a proposal but it was not shared with the entire Board.

2014 Budget: We have a budget but since it is unclear how the manager will operate some costs may be high or low.

We adjourned at 9:27pm. Next meeting will be November 25, 2013 at Pulteney.



KEUKA WATERSHED IMPROVEMENT COOPERATIVE
November 25, 2013 Meeting Minutes
Pulteney Town Hall

Chair Steve Butchko called the meeting to order at 7:27pm following the KLOC meeting. The directors in attendance were Robert Church (Penn Yan), Leslie Church (Milo), Anne Green (Hammondsport), Jane Russell (Pulteney), Fred Wright (Barrington), Stephen Butchko (Wayne), John Webster (Urbana), and Daryl Jones, Jerusalem. KWIC Manager Paul Bauter also attended. Guests were Wayne Hand, Dennis Carlson, Al Wahlig, Ken Christensen, Jr., Mark Morris and Bill Laffin.

The minutes of the October 28, 2013 meeting were approved as sent.

The bookkeeper's report for October 31, 2013 was reviewed. It was noted that Pulteney's dues is paid but not received by October 31, 2013. It was proposed to pay the retirement bill for 2014 by December 15. By motion of Webster and second by Jones, Chair Butchko was directed to determine if this would be the best to do and if so go ahead and have it paid. In the same motion it was approved to pay the bookkeeper's annual salary of \$1300. Carried. The report was approved by motion of Jones and L. Church.

Manager's Report: The report of inspections was reviewed, it showed that zone 1 inspections was down from the previous 5 years and new construction was way down but the past due totals are coming down. It was discussed that past due inspections can be one day or years and the single page report summary can't show this. In order to know the status one needs to view the individual town pages.

Keuka Lake Looking Ahead: The DOS grant for A Strategy for the Sustainable of Keuka Lake is on track - the contract was granted to Cornell Cooperative extension in Yates County and sub contractors are being sought. The Lula Training session April 29 will have a presentation on the evaluation of local laws. Three credit hours will be awarded to attendees.

Transition Plan: We discussed the 31 points that the manager listed:

Fees, yes there will be KWIC fees for new construction, replacement of existing systems, and replacement dwellings; fees need to be determined; the municipalities will collect all fees but two checks will be made out by homeowner - KWIC, muni-. Munis will forward KWIC check to bookkeeper.

All inquiries will begin with the Munis including construction applications and munis will forward appropriate applications etc to KWIC.

The duties of the KWIC Manager have not yet been clarified but we are getting closer.

Data will be entered into the data base by munis and KWIC, (training of the additional muni personnel will be borne by the muni.

The Local Watershed inspector will be the contact person for KWIC by the general public.

We will not keep a phone number.



New site evaluations will be done by the Manager with the Inspectors and KWIC will permit construction systems.

The permit system process is not finalized but begins with Muni contacting the Manager. If the Inspectors need assistance they contact the Manager.

The Manager will be the contact person for the organization for outside agencies.

Munis will keep their own historical records and KWIC files (4 filing cabinets) are to be determined..

The KWIC Board will begin the process of evaluating the Policy and Practices Manual at the January 2014 meeting.

The KWIC Data Base will be managed by the Inspectors and the Manager. Should we use cloud storage?

Notices of Violation will be issued by the Inspectors and Muni Code Enforcement Officers. Inspectors will maintain ETU contract information.

Training sessions for Inspectors will be organized by the Manager.

Consultations will be done by Design Professionals.

FOIL requests will be handled by Muni and/or Manager as appropriate.

Back up for the Manager will be provided as in the past - contracts with Yates County Soil and Water and Town of Urbana.

Back up for Inspectors will be addressed by each Municipality.

When office is closed and phone off the Web Site will need serious updating.

Need to confirm that Bookkeeper can accept mail at Milo office.

Russell moved and L. Church moved that we go into executive session to discuss personnel issues. Carried at 8:10.

Returned to Public Session.

Insurance : Obtaining a bridge transition policy on Insurance is necessary.

There was discussion of moving up the December meeting but a common date was not found

On the December Agenda we will discuss the Review Committee (Appeals) which was distributed at this meeting and determine which pages of Policy and Practices will be reviewed at each meeting. The proposed budget will be resent to all.

A summary is to be sent to Grove Engineering and Yates County Soil and Water.

Meeting adjourned at 9:25

Next Meeting Branchport Fire Hall, Monday December 23, 2013 following the KLOC meeting which begins at 6:30p.

Dec 2013 minutes

Keuka Watershed Improvement Cooperative 12-23-2013

Pulteney
Wayne
Jerusalum
Milo
Penn Yan
Barrington
Urbana

Absent: Hammondsport

*@Jerusalum
time is recording*

Nov 25th minutes Urbana Town Hall

Move to approve, second, all in favor (14:10 Daryl. Fred)

Bookkeeper's written report

Pg 312 Clerk is not being paid, on SS disability - we paid retirement line #318

Line #327 IT - dries up from KLA in August - on our own per KLA grant

Motion to approve with supplemental Dec 19th, second, all in favor (18:23)(Daryl and John)

Managers Report - Paul

Progress report

Inspectors meeting went over and made changes (email) office rules, P&P, they recommended

Assigning certain sections to discuss, but not prepared at this time - going to town first, then KWIC manager, some town P&P's may change - no real policy in that detail

After the inspectors meeting - simplify application, down to 1 page - don't have it yet - the code officers in all municipalities will issue all violations.

Request for proposal (24:39) cover sheet - draft format (26:52) will have affect on P&P manual - a starting point

KWIC Office Rules - phone book - shared with inspectors - page 2 discusses changes - suggestions to be considered in your P&P manual -

This will take a committee to review and report back - there's a lot of stuff

Spreadsheet - (28:31) Based on the inspectors what the duty is, describes duty, and who's responsible (35 job descriptions) site evaluations come back to the KWIC manager - KWIC manager needs to be in initial site inspection - 4 different types of permits (new, replacements, modifications, and evaluations of existing systems for replacement dwellings)


Expect progress reports, P&P manual revisions, needs approval of changes (after subcommittee makes changes) deal with any mail

16 and 17 are issues (Responsibility Chart) - (30:47) tickets - can't be issued by code enforcement officer - the building inspector - have to have 1st hand knowledge to issue an appearance ticket - they are contracted people, not town employees - each municipality will need to make decisions - free 16 and 17 as no exceptions Until legal -

or put it under local municipality (32:00) who issues notices, vs. who issues summons – towns must make sure that there are laws in place for jurisdiction of issuing summons – All plans must be on 11x17 paper and legible; scanned in and emailed – not big sheets – can all be done electronically (John Webster)

#30 on Responsibility Chart 39:40 – (Discussion on Urbana's backup) Watershed back up person agree to a contractual fee – need experienced person – can you use a neighboring town person? If you come up with an agreement (there's a liability issue) Terry would be backing Paul up. Paul Bauter to be new second?

KWIC action items (43:07)

1. Mail – need a formal address – where does the mail go
2. When do you want to close office – need dates – End of February (2/28/13) *3 mos*
agreed
3. When do you want to start a new system – software, website etc – an expense in reprogramming – time/money/labor - web site to show link to other communities- also f/u with phone message through the summer – cost?
4. Where do you want to store KWIC records – Steve with small room somewhere?
5. Do you want a computer person to cloud?
6. Who do you want to receive backups from the OTIS computer company? – Just need a redundant back up (49:45) The KWIC manager
7. Who will do the real property data update – Scott and Colby have been doing it.
8. Do you want to recycle old computers with/without hard drives – have Wixson look at data and hardware with assessment and action.
9. Pass words and back up disk –
10. 2nd key to Pat Christenson for safety deposit box. 

(54:55)

Other Business

Budget – Item #210 – Fees suggestion of \$14,000 - changed to \$12,000 moved by R Church

→ Retirement is paid for #318 - \$4000 for line #318 adjustment (to be paid by 2/20/15)

Manager – 3 mo of Paul's salary \$19,000

Health insurance – only if something catastrophic happens – maximum – reimbursement of medications and MD calls up until March

Item#330 – legal – liability insurance

Item #344 mileage – underrated may be part of contract manager's expense

Previous Fee budget was around \$14,000.

→ #337 – estimate for a year – don't need all \$25,000 R Church suggested taking off

\$5000; consensus was to wait and do a budget modification for June - \$12,000

adjustment on an \$88,000 budget – actually expenditures would be \$78,000

(1:09:16)

Motion to adopt budget as planned line 210 adjust to \$12,000

318 to \$4000

348 to \$14,000

Therefore subtotal \$78,408

Use rest of income to call reserve. Add Line #349 – reserve \$7,592 to total the \$88,000

What about Pulteney – They will pay first 6 months. They will commit \$4625 for the first half of the year. – What about the 2nd half of the year?

Motion to make a reserve account, Line #349 of \$7592, seconded, all in favor, 1 abstained (1:20:00)

Motion to adopt budget as changed (Bob), second, (John), all in favor, with 1 abstention (Pulteney)

Discussion

Need subcommittees for P&P's

Go out for discussion of subcontracting work regarding

Motion to pursue this contract for services

Changes on this???

Need comments by Wednesday night – so we can send this back – need more discussion for next meeting with interested subcontractors

Motion to proceed to correct obvious mistakes (addresses) – and share with inspectors and interested parties in anticipation it will go out at next board meeting

Permission to talk to a lawyer and spend \$1000

Bids back before the end of the month because office will be closed by Feb

Don't need a special subcommittee – all read it and be ready to bring back changes by January 10.

Motion to accept these changes made on P&P by the inspectors on 19 December (John) second (Bob) all agreed.

Need comments by 10th of January – If no comments are made it will be assumed you are in agreement

(1:44:08)

Pulteney entertains questions from the board.

Discussion followed.

Motion and second to adjourn. All in favor.