

2015
KWIC MINUTES



KEUKA LAKE WATERSHED COOPERATIVE
MEETING FEBRUARY 26, 2015
WAYNE TOWN HALL

Commissioner attendance: Stephen Butchko, Wayne; John Webster, Urbana; Leslie Church,, Milo; Mark Illig, Pulteney; Phil Warren, Barrington; Anne Green, Hammondsport; Patrick Killen, Jerusalem; Lee Mackerchar, Penn Yan. Manger Jim Balyszak. Guest Nate Olney.

Chair Steve Butchko called the meeting to order following the KLOC meeting. He noted that Barrington's new supervisor Phil Warren was in attendance and Mark Illig was representing Pulteney in the absence of vacationing Bill Weber.

The minutes of November 24 were amended by changing the amount in the last line of paragraph 2 from 25000 per each municipality to 2500 and were then approved.

The bookkeeper's report sent for the cancelled January meeting - year end 12/31/14 was approved; it was reported the billings for fiscal year 2015 have been sent out.

There being no opposition the officers of KWIC - Butchko, Chair; Weber Vice chair, Green, Secretary are continuing in office.

Manager's report. Each municipality was given a report on its Inspections thru 2/26/15, due to the freezing weather there has been very little done. Also a detailed report of manager activity showed 19.1666667 billable units from 1/2-2/13/15. The first ten months of the contract 4/1/14-1/31/15 with the manager showed 153.5 units of service, which amounted to \$22,254. It shows that 40% were evaluation activities; 31% were plan reviews; 17% were assistance and 12% were other. We discussed the renewal of the manager contract, it was agreed to renew the contract to March 31, 2016. Killen moved and it was agreed to continue our liability insurance with Selective at about \$3000 an annual premium and to pay annually rather than monthly and asking YCSW to name KWIC in its insurance coverage.

Keuka Lake Looking Ahead. Butchko gave a report on the Sustainable Keuka DOS Grant. It is a regional approach to the watershed and has a 3 tier structure. The Cornell students who did the work will give a report at our next meeting. An expanded report will also be the subject to the LULA Training April 29 at the Yates County Auditorium.

Steve reported that a final clean out of the space at the Industrial Park will occur this month and presumably most will be thrown out. Some furnishing if any good may go to YCSW.

The manager will have the draft revision of the policies and practices for us at the March meeting.

Meeting adjourned at 8:45p Next meeting March 23 at Hammondsport 7p.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES - MARCH 23, 2015
HAMMONDSPORT VILLAGE HALL 7:00 pm

Following the KLOC Meeting Vice Chair Bill Weber called the meeting the meeting to order about 8:00pm. Municipal representatives present were: Denis Carleson, Wayne; John Webster, Urbana; Leslie Church, Milo; Bill Weber, Pulteney; Nate Olney , Barrington; Anne Green, Hammondsport; Patrick Killen, Jerusalem; Rich Stewart, Penn Yan. Managers Bill Balyszak and Colby Petersen were also present. Guests were Bill Laffin, John Griffin , Al Wahlig, Mark Illig.

The minutes of February 23, 2015 were approved as emailed. The bookkeeper's report, as emailed, was reviewed and approved. The budget for 2015 was approved on motion from Killen and second by Webster.

Contract Manager's report was made, each municipality received a report on the status of its inspections. The draft Policy and Procedures *dated March 17, 2015* as redone by Colby Petersen was presented. Webster had some comments but it was agreed since most of us had not had an opportunity to read and evaluate the rewrite that discussion would be postponed until April. How ever if you don't have a copy which was emailed to Board get in touch with Colby at Yates Soil and Water. Also any concerns, rewrites should be conveyed to Colby so he can group them etc and advise all by the Wednesday/Thursday before meeting. This should make the discussion smoother and perhaps even conclusive.

Please advise your Planning, Zoning Boards and Building Inspectors of the LULA Training April 29 At the Yates County Auditorium. Training credit is available. It will deal with the sustainable Keuka report.

Old Business:

Colby and Jim checked on the material still left at the old offices. Killen offered to have a records retention clerk look at them to see if we need to keep them.

The old case in Milo in which a land owner was suing all parties has been dismissed.

We determined on motion from Church and second by Killen to obtain the liability insurance at an annual premium fo \$1800.

Adjourned at 9:00pm.

Next meeting Town of Urbana April 27, 2015 7:00 PM.



KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES APRIL 27, 2015
TOWN OF URBANA MEETING HALL

Meeting called to order at 7:00pm by chairman. Attendance: Stephen Butchko, Urbana; Tom Chadwick, Urbana; Leslie Church, Milo; William Weber, Pulteney; Phil Warren, Barrington; Anne Green, Hammondsport; Patick Killen, Jerusalem; Penn Yan was not represented Manager Colby Petersen was also in attendance. Guests included Wayne Hand, John Griffin, Sue Lange, Bill Laffin, Mark Illig and nine students from Cornell University.

Following the Pledge to the flag Chair Butchko moved the Cornell presentation on sustainable Keuka to the top of the agenda. This activity started in 2012 with a DOS grant, with the Town of Wayne as lead agency to prepare a Keuka Watershed Master plan to protect scenic resources. The research was under the leadership of Professor George Frantz utilizing eight students as researchers. The final report is due later this year.

The regular agenda resumed at about 8 pm. The minutes of March 23, 2015 were approved upon motion of Bill Weber and second by Killian. The bookkeeper's report was approved by motion of Be'ill Weber and Phil Warren with the understanding the line 331 Technology - contract is still under discussion.

The contract manager Colby Petersen distributed To each municipality its monthly report on inspections. We were suppose to also review the Policy and Practices but only Pulteney and Hammondsport had submitted comments on the draft received last month. Every one has one more chance to submit remarks to Colby. (The deadline was May 8th but since these minutes are so late perhaps if you did it by /wed the 13th Colby could get them back out to us by the 20th. If you have no comments perhaps you could also tell Colby.) We also discussed the review committee procedures see the included language.

We were reminded of the LULA Training April 29th at the Yates County auditorium.

Adjourn at 8:10pm. On motion of Weber.

NEXT MEETING TUESDAY MAY 26, 2015 AT TOWN OF PULTENEY



KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES MAY 26, 2015
PULTENEY TOWN HALL

Attendance: Stephen Butchko, (Wayne), John Webster, (Urbana), Leslie Church, (Milo), William Weber, (Pulteney), Anne Green, (Hammondsport). Penn Yan, Jerusalem, and Barrington were not represented. Contract Manager, Colby Pertersen was present. Guests were: Bill Laffin, Al Wahlig, Mark Morris (All KLA) and Wayne Hand and Dennis Carlsen.

At 7:25, following the KLOC meeting Chair Butchko called the meeting to order. It is noted the meeting was on Tuesday as the regular night was Memorial Day.

The minutes of April 27, 2015 were approved with Webster abstaining. The Bookkeeper's report was reviewed and it was noted Penn Yan had not paid its assessment, all others were shown to have paid the \$5200.

Contract Manager report: Colby distributed to each Municipality its overview of inspections through May 26, 2015 and his time/activity report for April and May.

It was noted that the Keuka Lake Looking Ahead final report had not been issued by Cornell as yet. All who attended the Land Use Training on April 29 reported it was informative.

The issue of the still rented space in the Yates county IDA building was discussed and Colby will be in touch with Pat Killen who was to review the material to determine what needed to be archived.

POLICY AND PRACTICES REVIEW:

We proceeded to go through the Policy and Practices which had been annotated by Colby with comments from Board members. Most suggestions were easily agreed to. Bill Weber agreed to write a sentence for page 3 dealing with the requirement of a design professional. Discussion took place on evaluations of Inspectors and the manager. The language was cleaned up a bit. Under the Duties of Inspector the practices in each municipality to issue a Notice of Violation and summons were explored. New language will be put in place. Page 7 Real Property transfers language needs reworking to deal with systems which have not failed, and /or were just inspected.. Page 10 Holding Tanks language was reworked... Complaints about a system was clarified. This led to a discussion of complaint about a decision, or lack of decision or about an inspector/manager. Rather than adopt a procedure for this it was felt everyone should know they can come to a KWIC meeting or complain at the municipal level. Colby will redo for our next meeting.

Adjourn at 8:45 pm

Next meeting June 22, 2015 Town of Jerusalem (Branchport fire dept.)



KEUKA WATERSHED IMPROVEMENT COOPERATIVE MINUTES JUNE 22, 2015 TOWN OF JERUSALEM

Chair Stephen Butchko called the meeting to order at 7pm. Following the pledge of allegiance, the following answered the roll call: Butchko, (Wayne), John Webster, (Urbana), Mark Illig, (Pulteney), Phil Warren, (Barrington), Anne Green, (Hammondsport), Patrick Killen, (Jerusalem), Rich Stewart, (Penn Yan. Jim Balyszak, Manager was present. Guest who signed in were Bill Laffin, Mark Morris, Al Wahlig, and Wayne Hand.

The minutes of May26, 2015 were reviewed and approved.

The bookkeeper's report as emailed was reviewed and approved. There is still an issue with the technology line item. Chair Butchko hopes to have this cleared by the July Meeting and also he said he would have the draft budget for 2016 for the July meeting.

Manager's report. As usual the individual municipality reports were distributed. There were no questions. Then followed the continuing review of the Policy and Procedures of KWIC. We reviewed and discussed the 2 pages of charts at the end of the document. Many changes were made to bring the chart in agreement with reality and the written portion of the document.(Bill Balyszak will mail the changes to the charts as soon as they are complete) At the July meeting we should review the document dated May 26, 2015 (except for the charts) and hopefully finalize the document.

Other business: A general discussion of the recent flooding took place. First it was suggested that we advise the public that gullies, ravines etc on their property need to be kept clear by the property owner. Clogged gullies, ravines were not the only cause of flooding but did contribute to the seriousness in many cases. The manager was also asked if an overlay on USGA maps of our zone 1 areas could be made. This would help in determining if flooding may cause contamination from wastewater treatment systems. He will try.

Pat Killan reported on his findings at the old KWIC office of files and equipment. Permission was given to destroy old floppies and zip drives; dispose of old equipment, shred old bills and presuming the alpha files were duplicates of material already in the municipalities to dispose of them also. Drawings were thought to have some value and should be reviewed.

The meeting adjourned at 8:30 pm.

Next meeting: Town of Milo July 27, 2015 following the KLOC meeting



KEUKA WATERSHED IMPROVEMENT COOPERATIVE MINUTES JULY 27, 2015 TOWN OF MILO

Chairman Steve Butchko called the meeting to order at 7:35 pm following the KLOC meeting. Board members in attendance were John Webster, (urbana); Steve Butchko, (Wayne); Leslie Church, (Milo); William Weber, (Pulteney); Phil Warren, (Barrington), Anne Green, (Hammondsport); Patrick Killen, (Jerusalem); Richard Stewart, (PennYan). Managers Jim Balyszak and Colby Petersen were also present. Guests included Mark Morris, John Griffin, Al Wahlig, Mark Illig, Dennis Carlson, Wayne Hand, .

The June 22, 2015 minutes were approved as emailed.

The bookkeeper's written report was discussed: All municipalities have paid the assessment. In connection with the 2016 budget the technology contract with DSD was discussed and it is hoped to reduce that fee to \$2400 from \$4800 and the insurance cost reduced from \$3000 to \$1500. In addition we no longer have the safety deposit box so the bank fee of \$52 is gone. We will probably increase the contract manager from \$25000 to \$26,950. We should plan to add to this contract some of the monies in surplus at year's end of 2015. It appears that the assessment for 2016 will stay at \$5200. (See email from Butchko 7/28/15).

The old office will be closed at the end of August, 2015. Killen brought with him many drawings from the office which were distributed to the appropriate municipality. Probably these are duplicates but each watershed inspector should compare to their own files.

Manager's report: Each municipality was given a report on its inspections through July 27, . Supervisors of watershed inspectors should review the past dues with the inspectors. Also submitted was a record of the June activities of the manager which showed 16.42 units of service for a total of \$2380.42. The revisions to the last two pages of Policy and Procedures (charts) were distributed. It was agreed that all should look at their local wastewater laws (which should be the same) in relation to the changes made in the P and P Manual to see if we need to begin the process of amending the law.

Other: discussion again of clogged ravines and gullies re recent storms took place.. Milo distributed a copy of a notice to its property owners in the Chronicle Adviser 6/26/15 on the issue.

Finally meetings to review the report of the Cornell staff on Sustainable Keuka re the DOS grant were tentatively announced for each municipality.

Adjourned 8:50 pm. NEXT MEETING VILLAGE OF PENN YAN AUGUST 24, 2015



**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES AUGUST 24, 2015
VILLAGE OF PENN YAN**

Chair Steve Butchko called the meeting to order at 7:04 pm. The following commissioners were in attendance: Butchko (Wayne), John Webster (Urbana), Leslie Church (Milo), William Weber (Pulteney), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Mackerchar (Penn Yan) Barrington was not represented. Manager Colby Petersen was present. Guests were Bill Laffin, Dennis Carlson, Al Wahlig, Mark Morris.

Following the pledge to the flag, the minutes of July 27 were approved as emailed. The Bookkeepers' written report was reviewed and approved. The contract with DSD is still pending - re the budget item for 2016.

Contract Manager's report: Each Municipality was given a copy of its inspection report. Also the Manager's July activities was distributed: 18.71 units of time were performed at a cost of \$2,712.71. Discussion of the Policy and Practices as compared to the Wastewater Law took place. The only inconsistency was the frequency of the holding tank inspections which we had changed to every three years, whereas the Law requires annual. It was determined to go with the annual inspection so as to avoid amending the Law. (Note Petersen sent the corrected Policy and Practices dated August 25, 2015 to commissioners on August 25).

Sustainable Keuka report scheduled for Wayne on Sept. 14, Urbana/Hammondsport Oct. 5, Pulteney October 14. Barrington will schedule for November and Milo/Penn Yan in the spring. It is advised that not only municipal boards attend but also Planning and Zoning Board members attend.

A discussion was initiated concerning KWIC's future role. Now we are concerned with septic systems: some feel we have a handle on this and should consider other issues and broaden our mission. Since KWIC is the only governmental body which brings the Keuka communities together for discussion it is logical to move to other issues affecting water quality. Others feel that there is already push back about more oversight of the municipalities.

Meeting adjourned at 7:50 pm.

Next meeting September 28, 2015, 7:00pm Town of Barrington.



**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MINUTES OF THE SEPTEMBER 28, 2015 MEETING
TOWN OF BARRINGTON**

Chairman Steve Butchko called the meeting to order at 7:25, following the KLOC Meeting. Commissioners present were Butchko (Wayne), William Weber, (Pulteney); Phil Warren, (Barrington); Anne Green, (Hammondsport); Patrick Killen, (Jerusalem); Leigh Mackerchar, (Penn Yan). Urbana and Milo were not represented.

The minutes of the August 24, 2015 were approved as emailed.

The Bookkeeper's report for the month ending August, 31, 2015 as emailed was reviewed. Chair Butchko reported that DSD would be paid \$4800 this year but next year it would be only \$2400 due less work for it. Also it appears that the contract manager may go over the \$25000 budget due to excess property transfers this year. The report was approved by motuion of Barrington and second by Jerusalem.

Contract Manager Report. In his absence the Chair distributed each Municipality's monthly report to the respective representatives and the report of activities for August. There was an Inspectors meeting on September 27, all reports were that it was very good. There has been further discussions with Geneva's DOH concerning the waivers for KWIC; it is looking good that they will be granted. Now we need an engineer to develop the standard system. There will be further training for inspectors in January or February.

Other Business: The DOS grant report to Municipalities on " Sustainable Keuka" will be October 5 in Urbana/Hammondsport, October 14 Pulteney and November 9 in Barrington. The other sessions or postponements will be early next year.

The next meeting will be October 26,2015 At the Town of Wayne at 7:00pm.

KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING October 26, 2015
WAYNE TOWN HALL

Chair Steve Butchko called the meeting to order at 7pm and following the pledge to the flag the following commissioners were present: Butchko, Wayne; John Webster, Urbana; Jim Harris, Milo; William Weber, Pulteney; Phil Warren, Barrington; Anne Green, Hammondsport; Patrick Killen, Jerusalem; Leigh Mackerchar, Penn Yan. Jim Balyszak, contract manager was present. Guests were Mark Illig, Al Wahlig, Dennis Carlson.

The minutes of September 28, 2015 were approved as emailed.

The bookkeepers' emailed report was approved.

Manager's Report: The Inspectors once again went over the "Policies and Practices" dated August 25, 2015 and agreed with the Commissioners decision to keep the old language concerning the holding tank pumping requirement on page 9 re: "The watershed inspector shall inspect holding tanks annually to assure integrity and appropriate use". Discussion followed, concluding that the Policies and Practices were finalized.: moved by Green and second by Weber to adopt the Policies and Practices dated October 26, 2015 - carried.

Copies of each municipality's report and units worked by the manager for September were distributed.

The waiver from the Departments of Health for 4 "standard systems" is coming along.

There has been a serious inquiry from the Town of Torrey to adopt our waste water law and the reporting/record keeping software program. There have also been inquiries from British Columbia and The Hamptons. We wish to be good neighbors but also need to protect the software program. It was agreed to have a licencing agreement drawn up by a lawyer and probably charge \$300 annually to those who agree to the agreement.

Other Business: Pat Killen distributed the final files found at the old office space. He requested \$70 for pizza treat for the folks who helped sort the material. It was agreed to pay for the pizza and to thank Pat for his drudgery.

Sustainable Keuka - Presentations in Wayne and Urbana/Hammondsport went very well. Pulteney's is Oct.28 and Barrington is Nov.9.

Meeting adjourned at 7:50 pm

Next Meeting is November 23 in Hammondsport

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KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES NOVEMBER 23, 2015
HAMMONDSPORT VILLAGE HALL

Following the KLOC meeting, Chairman Stephen Butchko called the meeting to order at 7:30pm. The Commissioners present were: Stephen Butchko (Wayne), John Webster (Urbana), Jim Harris (Milo), Phil Warren (Barrington), Anne Green (Hammondsport), Patrick Killen (Jerusalem), Leigh Mackerchar (Penn Yan), Mark Illig (Pulteney). Manager Jim Balyszak was present. Guests were Al Wahlig, Dennis Carlsen, and Bill Laffin.

The minutes of October 26, 2015 were approved as emailed.

The bookkeepers' report was reviewed; there was discussion as to whether worker compensation insurance was due and Chair Butchko will check. Also the bookkeeper needed to be paid before the end of the year. Illig moved and Harris seconded the motion.

Manager's Report - The latest summary report page of inspections by municipality was distributed. A legal review of the licencing has been done so we can begin to proceed with the agreement with the Town of Torrey. We have not received the bill for the legal services.

Other Business: The sustainable Keuka presentation has been made six times,

A ranging discussion took place about what future matters may arise for KWIC, that we should develop a presentation on KWIC and the future for each municipality for their input. Bill Laffin (KLA) spoke on including invasive species in KWIC's review of its mission..

Since we may begin to meet only every two months later in 2016 only the January Meeting (Urbana), February (No Meeting) and March 28 (Pulteney) were set.

The meeting was adjourned at 8:00pm.

Next meeting at Town of Urbana, January 25, 2016 at 7:00pm.