

**MINUTES OF THE MEETING OF THE TOWN OF RICHLAND WATER ADVISORY
BOARD**

**TOWN OF RICHLAND
1 BRIDGE STREETPULASKI, NY 13142**

Date: November 6, 2018

Kind of Meeting: Regular water board meeting

Place: H. Douglas Barclay Courthouse

Water Board Members Present: Craig Sternberg, Chairman

Doug Swalm

Ron Novak

Absent: Laurie Barber, Gerry Licourt

Others in Attendance:

Dan Krupke, Town Supervisor

John Fox, Water Supervisor

Mary Yerdon, Water Board Clerk

Nancy Ormsby

CALL TO ORDER: Tonight's meeting was called to order at 6:00pm with Chairman, Craig Sternberg, leading the pledge of allegiance.

Doug Schwalm made a motion to accept the minutes from the October 2, 2018 meeting. Ron Novak seconded the motion. It passed on a roll call vote as follows: Craig Sternberg-yes, Ron Novak-yes and Doug Schwalm-yes.

The first order of business was addressing a Rainbow Shores property owner's complaint. The owner was requesting to have her water bill reduced. When the seasonal residence was opened for the summer, the bleeder valve in her meter pit was left open causing water to pass through the meter and then leaking into the meter pit. She felt the water operator left it open, but the water operator said he does not touch the meter when turning the water on or off. His job is to turn it on at the curb and wait for the owner to verify that there are no leaks in the house. Mrs. Ormsby disagreed with that statement. She said her husband winterized the camp last fall and the valve is opened to drain the water lines inside. She was informed that it is not necessary to open that bleeder valve with the type of piping she has and it should never be left open. She said it is currently open but it will be closed as soon as her husband can get to the camp to close it. She further stated a pipe inside the camp leaked and the water heater had water come out the top when the curb stop was turned back on and she questioned

whether there was too much pressure when the curb was turned on. Mr. Sternberg explained that there is a pressure reducer on her system and it would prevent pressure surges. He also recommended for her to put an expansion tank on the hot water heater to avoid that problem with the hot water heater. Many people have them on the hot water heaters. In summarizing, it is the responsibility of the homeowner to make sure they check their equipment for leaks regularly and it would be unfair to other property owners to reduce her water charge. The town is planning to have a new metering system in the next few years and one of the options is for the homeowner to monitor their meter activity on line once they have the updated meter head. Everyone will eventually have that option available to them. She should also check with her homeowners insurance to see if anything is covered. Chairman Sternberg said the town will review procedures for turning water on or off and the Highway Supervisor will investigate this further with the water operators. The water board members will also follow up on it.

It was recommended by the water board to have the water operators have their meter reader in the vehicle and when doing their various duties throughout the town, check for leaks as they travel down the town roads serviced by water. They could detect any meters that have run continually for 24 hours indicating a leak. They also recommended this type of meter check be placed on a planned maintenance schedule throughout the water district. Work orders should be filled out completely indicating which roads were checked, when and whether there was any indication of a possible leak. Work orders should be completely filled out with more detailed information when they go to a homeowner's property. Repairs should be well documented with photos going forward. Possibly the operators should be instructed to do a visual inspection inside the meter pit and again follow up with work orders and photos. This will be discussed with the water operators.

A property owner on Lake Road Ext. was charged \$100.00 because his meter was removed and replaced backwards. This was discovered during the meter reading process. He said he did not remove this meter. However, when the operators went to check it, they found it was installed backwards. They turned it around and placed it in properly; blue paint was sprayed on it to indicate how to install it properly in the future. The homeowner had replaced the washers on the meter and that was likely when the error occurred. The homeowner is requesting the \$100.00 charge to be waived. After a lengthy discussion, the water board decided since the billing program indicated the meter was in backwards and the water operator did have to turn it around, the charge is not waived.

Mary Yerdon requested instruction on how to move forward with a property owner that cannot be reached to set up an appointment to have a meter checked. It is

recommended if they cannot be reached by telephone; send a letter requesting the homeowner contact the water department. If no response from the property owner after 15 days a registered letter is sent letting the property owner know their water will be shut off 15 days later if they don't respond. A notice of shutoff should be placed on the door. If still no response, shut the water off. There will be a \$50.00 charge paid to have it turned back on and the operators have been allowed access to fix the problem.

Highway Superintendent, John Fox, reported that there have been problems with the communication system ever since it was hit by lightning in August. Aqualogics has been back three times since then.

The chloretec machine had to be replaced and they are now waiting to have the new one programmed. Until it is re-programmed, the operators are doing it manually. A valve on Atkinson Road had to have new needles.

Mary Yerdon had a list of over 100 people who are overdue paying their water bills. They are placed on their taxes if 60 days overdue. They will all be 60 days overdue if not paid by December 31, 2018. Should she place all of those overdue bills from April 30, 2018 and October 31, 2018 on their property tax to be paid with January 2019 Oswego County property tax or only those overdue from April 30, 2018? Also, should there be an administrative fee due to all the extra paperwork involved? The water board recommends putting all that are 60 days overdue December 31, 2018 on their property tax bill and add a \$50.00 fee. This has to be approved by the Town Board and discussed with the town lawyer before any fee can be charged.

Richland wells pumped 7,429,000 gallons of water in October and Fernwood pumped 2,429,000 gallons of water.

At 8:00 the meeting ended. The next water board meeting will be held on Tuesday, December 4 at 6pm in the H. Douglas Barclay Courthouse Jury room.

Respectfully Submitted,

Mary Yerdon
Water Clerk