

**KEUKA WATERSHED IMPROVEMENT COOPERATIVE
MEETING MINUTES - JANUARY 27, 2014
TOWN OF MILO**

Following the KLOC Meeting, Chair Stephen Butchko called the KWIC Meeting to order at 7:25 pm. The following Directors were present Butchko (Wayne); Webster (Urbana); Leslie Church (Milo); Weber (Pulteney); Ken Christensen (alternate Barrington); Green (alternate Hammondspport); Patrick Killen (Jerusalem); Robert Church (PennYan). KWIC Manager Paul Bauter was also in attendance. Guests were Bill Laffin, M. Illig, Colby Petersen, Dennis Carlson, Al Wahlig.

Election of officers, Butchko was nominated by Webster and seconded by Christensen for Chair. No other nominations were made. Stephen Butchko was chosen as Chair. By virtue of being Chair of KLOC , Bill Webber of Pulteney is Vice Chair. Treasurer is Daryl Jones of Jerusalem. Green was nominated as secretary by Bob Church and elected. The Board appointed Pat Christensen as Bookkeeper.

A transcript of the December 23 meeting was accepted as the minutes of the meeting.

We reviewed the bookkeeper's report and budget figures. It was noted that we have a greater year end surplus than expected (nearly \$36000). Also Stork Insurance has agreed to carry us on a month to month basis until we close the office. Also the estimated 2014 pension contribution was noted - however it is based on current salaries which will not be the case.

Manager's Report: Paul noted that the report is the first for 2014 and since the ground is frozen few inspections have been done. However the Inspectors are working the paper backlog. It should be noted that Paul is the one who has been putting together all of the information for proposed changes in office rules, Watershed Manager contract and the revisions of the Policy and Procedures. During the meeting it became clear that our decision not to have any training in the last six months virtually eliminated the certified pumper program which was to have reduced the work load of inspectors.

Other Business: Transitions Plan:

Watershed Manager Contract - Butchko wants to run it by legal before advertising the position. It is noted that we need someone on board soon as Paul will be leaving April 1. Although the KWIC is in transition we will need someone "in charge" until we decide what exactly the responsibilities of KWIC and its manager will be.

The Office Rules were drawn up by the Manager with input from the Inspectors themselves and KWIC Directors. These will explain the daily responsibilities of various parties and the flow of inspections and the paper work. We still need to review them carefully.

Policy and Procedures: We should be working on the revision copy dated 1/9/14.

Comments from Pulteney asked us to consider eliminating KWIC's involvement with systems in Zone 2. It was noted that Wayne is working on eliminating KWIC's involvement with its Zone A systems. Which caused discussion about all of the systems that are not in the Keuka Watershed but because they are in one of our Municipalities they are covered by our regs and our Inspectors. Milo would also like us to drop inspections of sewer connections.

Who updates Real Property data: Yates soil and water has offered to do this for \$475. As an on going basis or annually?

KWIC address will be KWIC; c/o Pat Christensen, KWIC Bookkeeper; Town of Milo; P.O. Box ?????; Penn Yan, New York

Storage - Green moved and Robert Church seconded to sign the lease agreement with the Finger Lakes Economic Development Center for a closet to store paper files for 90 days @\$25 /month. Carried

Finally discussion took place as to how KWIC can be dissolved. All should read the Inter-municipal Agreement which created the KWIC.

2014 MEETING Schedule:

January 27 Milo

February 24 Penn Yan

March 24 Barrington

April 28 Wayne

April 29 LULA Training Yates County Auditorium

May 26 (Memorial Day) Urbana

June 23 Hammondspport

July 28 Pulteney

August 25 Jerusalem (Branchport Firehouse)

September 22 Milo

October 27 Penn Yan

November 24 Barrington

December 22 Wayne