

TO: NYS ROUTE 3 CORRIDOR SEWER BOARD

FROM: Christina Vargulick, Secretary (as reported by B. Nutting)

DATE: August 15, 2023

RE: Minutes of August 14, 2023 meeting

**Present:** S. Allen, F. Dishaw and R. Taylor

**Absent:** G. Eddy, and B. Peck

**Others:** B. Nutting and E. Belt

The NYS Route 3 Corridor Sewer/Development Board met at the Village of Black River Municipal Building on Monday, August 14, 2023. F. Dishaw called the meeting to order at 4:32pm.

The Board reviewed the minutes for June 12, 2023. Motion made by S. Allen, seconded by R. Taylor to approve the minutes as presented. Ayes-3, Nays-0. Motion carried.

### **Operating Report**

The period summary for June 2023 was distributed to the Board. The sewer flow was 8.6 MG. Fifty-nine percent (59%) of the total budgeted revenues were received. Expenses year-to-date were fifty-one percent (51%) of the total budgeted. Net cash of \$242,013.94 remained at the end of the period. The reserve account balance was \$226,493.19.

The period summary for July, 2023 was distributed to the Board. The sewer flow was 6.7 MG. Sixty-two percent (62%) of the total budgeted revenues were received. Expenses year-to-date were sixty-nine percent (69%) of the total budgeted. Net cash of \$58,851.56 remained at the end of the period. The reserve account balance was \$227,297.82. There were debt service payments for Rutland Phase 1 for \$39,000 and Town of Rutland Phase 3 for \$74,611.

Motion made by R. Taylor , seconded by F. Dishaw to approve the reports as presented. Ayes-3, Nays-0. Motion carried.

### **Agreed Upon Procedures (AUP)**

Megan Wnek, Drescher & Malecki, LLP, presented the 2022 Agreed Upon Procedures report. The firm made reviews of the following categories: bank reconciliations, certificates of deposit, expenditures, revenue, and compliance with rates. No exceptions were noted as a result of applying the procedure. Motion made by S. Allen, seconded by R. Taylor to approve the report as

presented. Ayes-3, Nays-0. Motion carried.

### **Sewer Connection**

The Board considered a request from Eldon Glick to camera a section of sewer main located at 32377/381 NYS Route 3 (parcel no. 76.05-1-3) to determine if a sewer lateral identified on the DANC GIS map exists. An investigation by O&M personnel concluded that the lateral in question was added to the map in error. There is no as-built drawing for the connection.

B. Nutting estimated the cost to camera the section, including trailer transport of the camera and two operators to conduct the work, at \$600.00. Motion by S. Allen, seconded by R. Taylor to advise Mr. Glick that any costs incurred for the camera investigation will be the responsibility of the property owner. Ayes-3, Nays-0. Motion carried.

### **(AUP) Request for Proposals**

Erica Belt reported that proposals were received from four accounting firms (Bowers, Drescher & Malecki, Lumsden & McCormick, and North Country CPAs). The proposed ranking system scores: 15% for minimum requirements, 15% for audit approach, 15% firm experience, 15% for partner experience, and 40% for cost. E. Belt requested that each Route 3 community score the firms and forward their rankings to her to be compiled prior to the September meeting.

### **EFC Engineering Planning Grants**

B. Nutting reported that Engineering Planning grant applications were submitted for the Towns of Champion, LeRay and Rutland who all submitted their respective authorizing resolutions. If successful, the grant awards require a \$10,000 match. The grants would benefit the entire Route 3 Sewer System by providing funding for preliminary engineering to identify sources of inflow and infiltration which increases the cost of collection and treatment to the system.

Motion by R. Taylor, seconded by S. Allen to authorize the payment of \$10,000 to the Towns of Champion, LeRay, and Rutland if they are awarded their respective grants. Ayes-3, Nays-0. Motion carried.

### **2024 Budget Discussion**

B. Nutting reviewed the tentative 2024 budget as previously discussed by the Board. The Board agreed to a variable rate of \$252 annually/\$63 quarterly and a fixed rate of \$295/EDU. The variable rate for T/Rutland will be \$274 annual/\$68.50 quarterly as agreed previously.

Motion by S. Allen, seconded by F. Dishaw to schedule a public hearing on the 2024 preliminary budget on September 11, 2023 at 4:30pm at the V/Black River Municipal Building. Ayes-3, Nays-0. Motion carried.

Motion made S. Allen, seconded by F. Dishaw to adjourn. The meeting adjourned at 5:08pm.

**The next scheduled meeting of the NYS Route 3 Sewer/Development Board will be held on Monday, September 11, 2023 at 4:30pm at the V/Black River Municipal Building.**

*Christina Vargulick*

Christina Vargulick, Secretary  
NYS Route 3 Sewer Board of Commissioners