

Service Committee Minutes
February 4, 2014 6:00 p.m.

The meeting was called to order at 6:00pm

Pledge of Allegiance

Before Roll Call Councilman Ben Prescott announced that he wanted to resign from the Service Committee. He had already asked Councilman Paul Janson, the alternate, to take his place for the meeting. After Ben left Paul said that he would join the committee. He asked Councilman Giles Seith to serve as the new alternate. Giles accepted this role.

Members present: Councilman Bill Zoller, Councilman John Clark, Councilman Paul Janson, Village Administrator David Akerley

Others present: Mayor Linda Clark, Councilman Giles Seith, Administrative Services Officer Kate Rogers

Selecting a new committee chair:

- ❖ Bill Zoller nominated John Clark to be chair and Paul Janson seconded the nomination. Bill and Paul voted aye. John abstained.

Approval of December 2013 Minutes:

- ❖ Motion to approve the December 2013 minutes was made by John Clark and seconded by Paul Janson. All voted aye.

Village Administrator's Report:

The service department spent the day fixing an emergency water leak on W. Prospect St. During the work they also found a failed sanitary sewer line which they will be working to fix in the coming days. They also fixed another emergency leak on E. High St. by the bridge this week.

The Woodford project is taking so long partly because of the problem of contacting people door to door and trying to find a time that will disrupt the least number of people. Plowing and emergency leaks and repairs are also taking most of the time for the department. A week after the valve had been repaired the heavy trash truck went over the hole and the road plate had enough give to put pressure and crack the pipe below.

There was a discussion about the problem with finding valves, shutting them off when they are found and looking for a grant to cover replacing some. The committee members suggested purchasing a high quality utility detector.

The digester pump at the waste water plant failed. The new one is here but can't be installed until there is enough of a thaw to get it down into the tank.

Another major problem is that when AT &T forced us to switch from DSL to U-Verse there is no longer a connection for Dave to receive alarms on his phone from the water and waste-water SCADA system. He had 3 Thoma employees and Mike Zamecnik all putting their heads together trying to figure out the problem. They have not yet found a solution short of replacing the whole SCADA. John asked about the call-out software that is down there.

Dave talked about the plowing and salt situation. Salt will be in short supply for the coming weeks, so we will be using it judiciously.

New Business:

Service uniforms – Dave said that he was thinking about selecting some kind of uniform for his service employees. The employees would like some kind of uniform pant and matching yellow t-shirts for summer. Matching jackets and safety vests for colder weather would also make the team look more professional. Paul agreed, saying that he has always preferred his employees to be in a uniform. Dave has been in contact with one company that would do uniforms for \$1 per day which includes the initial cost as well as laundering and replacement. He still needs to think a little more about exactly what he is looking for and get more quotes. The committee members were in favor of going forward with this as long as it could be taken care of within the uniform allowance given to employees. If we used a part of this budget for uniforms, perhaps each employee would still have enough left over for a jacket or pair of boots and gloves each year. The Mayor also suggested that the service staff ask Chief Buchert to make ID badges so they could be easily identified as they are out working in town.

Service employee raises – The raises were discussed at the finance meeting and sent back to service to finalize. The Mayor said that the safety committee has their raises scheduled for March and so that is what we should do for service. She also said that the evaluations need to be done before the raises go through. All of the members were concerned that we make sure the funds are available. Since these employees work in the water and sewer departments, money is always tight. The Mayor said that she is concerned about the salaried people who get paid whether they are here or not here. Bill suggested dropping the proposed raises to a lower rate. Paul said that for the salaried people he would like to see a maximum time off set. Kate will be including the PERS into the figures for the raises and bringing this back to service for final approval at the rates originally suggested.

Cemetery Sexton – Kate presented a draft job description for cemetery sexton which included all of the cemetery duties that Dave, Jenny and Kate are covering. John asked what the sexton pay schedule is. There currently isn't one on the books, but the previous sexton was paid \$400 per month. John also asked where the money would come from. The Mayor said that our plan was to put it into the request for the cemetery trust. The Mayor said that this person should at least get the minimum amount required for PERS. Bill asked about the money for a mini-excavator. The Mayor said that Mr. Lombardi might be willing to let us put it on the trust with some kind of cost split. Bill asked about the duties performed by the old sexton. Dave has taken most of them on into the service department. Jenny and Kate have also absorbed some of the duties. The Mayor reported that it has always been the job of the Clerk to handle the records for the cemetery. These records exist currently in the form of index cards and have been maintained to various levels to completeness through the years and administrations. Kate said that creating a computer database is not something that could be absorbed into her job or the Clerk's job. It could potentially be maintained in the Admin office once fully created. Bill asked whether an outside firm or individual could do this data entry part. And yes, this could be done by anyone with some basic computer skills and the ability to travel to the cemetery to verify and collect the missing data. One of the things on the list would be to do a survey of the old section to re-do the maps and really know who is where and what spaces are available. Chief Buchert did say that the dispatchers could start putting the data that we do have into the computer database during their down time. We will start there and continue discussing the position.

Emergency Messaging System - Kate presented the idea of signing up to a service which would allow us to send automated messages to our residents. This spring the system will be important for both scheduled as well as emergency water line work. The systems allow us to sort by sections of town or even individuals and send out clear, up to the minute updates by text, e-mail or voice. Residents would sign up for the service and select their contact options. Kate shared two quotes with the group. Bill asked about the Time Warner channel that we used to broadcast. The repairs to that system would cost approximately \$6000. All agreed that a messaging system was something worth looking into and suggested we present it to Council for their final thoughts. Paul asked about where this money would come from. Bill asked if it could come out of the money that we are

putting aside each month from St. Gobain. Kate will check into this. We discussed ways to get the word out to everyone to sign up for the alerts.

Set up a service workshop – topics to include driveway aprons and tree lawns, 941.14 non-sewer use – It was decided that we could try to address each of these issues at the next regular service meeting. All members agreed to review these ordinances and gather their thoughts so that we could come up with some decisions and recommendations for council.

Bond Levy for infrastructure – Streets, Water and Sewer Lines

John said that he thought this was a good idea to pursue. Dave said that a levy would be a good way to determine if the people support these repairs. CT will help us determine how much is needed and then how big the levy would need to be. The earliest we could get something on the ballot would be in November. All members are in favor of pursuing this levy.

Monthly w/s billing – Kate gave a short presentation which included the anticipated cost increases to the Village as well as suggestions for how to change the current rate structure. All committee members seemed in agreement about pursuing a switch to monthly billing. Many residents have been asking for this change because it is hard to budget for a quarterly bill.

The committee asked that Kate get together with the Solicitor to draft legislation for the next Council meeting.

Bulk Water sales Apparatus – Dave will come up with some quotes and ideas for how to implement this and bring them back to the committee. All agreed that the site should be easily accessible by the big trucks as well as visible so that fill-ups could be monitored to a certain extent.

Draft Legislation – Point of Sale

It was decided that more time was needed by the committee members to review the legislation. We will discuss at the next meeting.

North East Quadrant – tie 8” line to Walnut St. – It was decided that the Village Engineering Company CT Consultants should take a look at this project and come up with their ideas for a cost estimate and feasibility.

Safe Walk to Schools Grant – The Mayor will speak to Bill Andexler at Crestwood Schools to get his thoughts on the need for sidewalks to the schools. There is some concern about where we would put new sidewalks and making everyone happy.

Other Business:

Bill mentioned that Carl Zeleznik has a mini-excavator for sale for \$12,000. Dave said that he had looked at it. The machine can only dig down 7 feet which isn't quite deep enough for the water line work. Jim Kotkowski also has one available with a trailer for \$19,000. This machine is old, but it is well maintained. A new machine would be about \$42,000. The Mayor asked about rental. Dave thought the cost would be about \$600 per week. If we tried to rent it through the mutual aide agreements we have it might be a bit cheaper, but availability might be hard since most towns would need it for similar projects at similar times.

The meeting was adjourned at 8:16pm