

VILLAGES OF PROSPECT, BARNEVELD & REMSEN JOINT WATER SYSTEM OPERATIONS STUDY



ADDENDUM NO. 1 TO PHASE I REPORT - OCTOBER 2011

This Study and Documents Contained Herein
Were Prepared with Funds Provided by the:

NEW YORK STATE DEPARTMENT OF STATE Local Government Efficiency Grant Program

And through the cooperative efforts of the:

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Prospect, NY 13435

Village of Barneveld
8520 Old Poland Road
Barneveld, NY 13304

Village of Remsen
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Remsen, NY 13438

NYS Tug Hill Commission
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SHARED SERVICES COMMITTEE:

VILLAGE OF PROSPECT

MARY ZACEK – MAYOR
MARCIA ELLIS – CLERK TREASURER
ALAN JONES – WATER SUPERINTENDENT

VILLAGE OF BARNEVELD

GEORGE MOREY – MAYOR
JOHN SHERMAN – TRUSTEE
ANITA ADAM – CLERK/TREASURER
IAN ADAM – WATER SUPERINTENDENT

VILLAGE OF REMSEN

FRANCIS STACY – MAYOR
SUSAN BARTHOLOMEW – TRUSTEE
MARY T. BESSMER – CLERK/TREASURER
GENE DOERR – WATER SYSTEM OPERATOR

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This Addendum, in support of the Joint Water System Operations Inter-municipal Agreement between the Village of Prospect, Village of Barneveld and Village of Remsen (hereinafter know as the “communities”), is intended to update the distribution of Operator staff-hours anticipated to effectively operate each of the respective water systems. These hours are based on information provided by the communities as of October 26, 2011.

Summary of Existing Operations Staff-hours

Based on feedback from the operators from each Village and information provided by the communities, a summary of the existing estimated Operator staff-hours required to operate each water system is presented in Table I below:

Table I
Existing Estimated Operator Staff-Hours Per Water System

<u>Community</u>	Daily Operation (Hr./Day)	NYSDOH Reporting (Hr./Month)	Meter Reading* (Hr./Quarter)	Water Quality Testing** (Hr./Month)
Prospect	1	1	N/A	N/A
Barneveld	1	1	10	N/A
Remsen	2	1	25	2

* Meters in the Village of Barneveld are manually read by the existing Water Superintendent at an hourly rate. Meters in the Village of Remsen are manually read by a third party at an hourly rate.
**Estimated time to deliver water samples to the testing laboratory. N/A implies that the testing laboratory picks up the water quality samples.

Based on the estimates in Table I, the total operator staff-hours per Water System are summarized in Table II below.

Table II
Total Existing Estimated Operator Staff-Hours Per Water System*

<u>Community</u>	Total Staff-Hours Per Day	Total Staff-Hours Per Month	Total Staff-Hours Per Quarter	Total Annual Staff-Hours
Prospect	1	32 ¹	96	384
Barneveld	1	32 ¹	106 ³	424
Remsen	2	63 ²	214 ⁴	856

*Estimated staff-hours do not reflect time spent by Operations staff addressing system emergencies.

¹ 31 hrs./month + 1 hr. for bookkeeping & reporting

² 63 hrs./month + 1 hr. for bookkeeping & reporting

³ 32 hrs. x 3 months + 10 hrs. for meter reading = 106 hrs.

⁴ 63 hrs. x 3 months + 25 hrs. for meter reading = 214 hrs.

Based on the total annual staff-hours in Table II, the distribution of operations costs under an Inter-municipal agreement between the communities is expressed as a percentage of time in Table III below:

Table III – Distribution of Operations Costs as a Percentage

<u>Community</u>	Total Annual Staff-Hours	Distribution of Costs (%)
Prospect	384	23.1%
Barneveld	424	25.5%
Remsen	856	51.4%
TOTAL	1664	100%

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