

**TOWN OF BETHLEHEM**  
**BETHLEHEM 20/20 ADVISORY COMMITTEE**

**May 9, 2008 Meeting Record**

Elsmere Fire Station, Poplar Drive

7:30 – 9:15 a.m.

**Members Present:**

Terri Egan, Co-Chair, Kenneth Ringler, Co-Chair, Steve Baboulis, Keith Bennett, Mort Borzykowski, Peter Conway, Lisa Evans, Cathy Griffin, Susan Hager, Terry Hannigan, Dick Kotlow, Jim Lytle, John Piechnik, Pam Robbins, Brian Stenson, Suzanne Traylor, Bob Verstandig, Jr., Bob Ward, Christo Zemerling

**Members Absent:**

James Blendell, John Clarkson, Steve Coffey, Joanne Cunningham, Ted Putney, Patty Salkin, Bert Trombly, Ann Wendth

**Town Staff Members Present:**

Judi Kehoe, George Leveille, Kim Ryan, Gregg Sagendorph, Howard Hyer, Josh Cansler, Erik Deyoe

**Co-Chair Report:**

1. **April 11, 2008 Meeting Record:** The draft meeting record was approved without amendment.
2. **Executive Summary, Town Facilities Needs Analysis:** An executive summary of the Town's Facilities Needs Analysis, prepared by Commissioner of Public Works Josh Cansler, was provided to the committee members for their information and use.
3. **Update on April Action Items:**
  - a. Facilities Needs Analysis: (see item 2 above)
  - b. Incentive Zoning, Public Safety Needs: Staff reported that the recommendation had been passed along to the Department of Economic Development and Planning for consideration during its annual zoning amendment process.
  - c. Detailed Crime Statistics: As requested, Deputy Chief Tim Beebe provided a table summarizing crime data from 1996 – 2007.
  - d. Draft Mission Statement: The members were advised that completion of the mission statement would be an action item for the June 13, 2008 committee meeting.
  - e. Discussion Board: Staff reported that with the assistance of the Town MIS department, good progress had been made in establishing a secure discussion board for the committee. George Leveille indicated that the board should be ready for launch the week of May 12, 2008 and that the Town would provide each member with instructions for

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use. The co-chairs suggested that the discussion board would be an excellent mechanism for completion of the mission statement.

- f. NYS Commission on Local Government Efficiencies and Competitiveness: The co-chairs acknowledged that 20/20 member John Clarkson was the Executive Director of the Commission and suggested that he be asked to provide a brief report at the June meeting.
- g. Revised Schedule: A revised meeting schedule was distributed to the committee.

**Highway Department Presentation, Gregg Sagendorph, Highway Superintendent and Howard Hyer, Director of Administrative Services:**

Mr. Sagendorph began his presentation by referring to an illustration with the word “more” listed three times in bulleted format. He indicated that the Town now has more residents to be served, more infrastructure to be maintained and he therefore needs more resources to do the job effectively. He then went through a brief presentation that included the following:

- Facts and figures about highway and sanitation infrastructure including roads, sidewalks, storm drainage installations, cul de sacs, landfills, transfer stations, etc.
- An overview of staffing and seasonal personnel needs
- An overview of operating budgets and revenue sources
- A discussion of factors influencing the cost of doing business

Howard Hyer provided an overview of the programs and services provided by the Highway Department including the following:

- Sanitation; compost, household hazardous waste, transfer station etc.,
- Highway; snow and ice control, brush collection (“major expense, specialized equipment, labor intensive”), street, sidewalk and storm sewer maintenance (paved 13 miles of highway in 2007)
- Mowing and community beautification (ever increasing responsibility with interest in beautification and pedestrian facilities)
- Fleet maintenance and signs and signals.

A question and answer period followed the formal presentation. The following are among the questions and discussion items generated by the committee members:

- Does the Town purchase fuel off the State contract? (yes)

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- What are the consequences of the landfill closure? (Town doing alternatives analysis)
- Are there opportunities for consolidation of services with other Town departments? What type of cooperation exists? (possibilities exist, but it is very complicated)
- What happens to recycled electronic equipment? (not known once it leaves Town)

**Department of Public Works Presentation: Josh Cansler, Commissioner of Public Works; Erik Deyoe, Town Engineer**

Josh Cansler introduced key staff members from various DPW installations and programs. He indicated that the operation of treatment facilities required specialized training and qualifications. He then made a presentation that covered, among other things, the following topics:

- Overview of the Town's two water systems (New Salem and Clapper Road) including anticipated improvements
- Indication that the Town's two water systems were intended to be combined, but have never been
- Overview of the water agreements the Town has with the Albany Water Board, the Town's of Guilderland and New Scotland, and with Selkirk Co-Gen (a power producer that is a large consumer of water)
- Discussion of water distribution, storage and consumption
- Overview of the Waste Water Treatment Plant and collection system; need to upgrade the plant
- Identification of maintenance and repair needs for the water and sewer mains and the sewer pumping stations
- Overview of the DPW budget
- Historical look at capital expenditures and projected capital needs; concerns about aging of pipes and pump stations
- Need to increase amount of pipe repaired annually
- Mr. Cansler summarized his presentation by indicating that:
  - Major upgrade or replacement required for
    - New Salem WTP
    - Dinmore Road WWTP
    - Sewer pump stations

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- o Need to establish continuous maintenance and replacement program
- o Need to resolve long term water supply issues

Erik Deyoe completed the presentation with a discussion of the following topics:

- Overview of the administrative services division
- Outline of engineering services including, capital project planning and management, Land use review, storm water management; geographic information services; and, inspection services
- Overview of current capital projects
- Outline of major challenges facing the Engineering Division

A group discussion and question and answer period followed the formal presentation. The following are among the highlights of the group discussion:

- There was interest in learning more about the Co-Gen water contract
- Why can't the two water systems be combined?
- Can we attract industry with our water supply?
- Despite the indication of the need for more resources, more is needed to be done to substantiate investment needs.
- If all infrastructure was brought up to standard, how much (order of magnitude) would be required annually to properly maintain it?
- Is there a comprehensive capital needs assessment?
- What is the condition of non-Town utilities (electric, gas, telephone...) and how do we keep them up to standard?
- Is there a highway replacement program?
- A discussion regarding consolidation opportunities ensued and Mr. Sagendorph indicated that the potential for efficiencies began with getting both departments under the same roof.

**Action Items:**

1. Ask John Clarkson to provide brief overview of Commission's report on local government efficiencies
2. Get the 20/20 discussion board launched
3. Use the discussion board to provide final comments on the draft 20/20 mission statement

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**Next Meeting:**

Friday, June 13, 2008, Elsmere Fire Station, 7:30 – 9:15 a.m.

Discussion Topics: 2008 Financial Update; Group Discussion on topics presented to date

**To submit comments and questions, contact:**

George Leveille, [gleveille@townofbethlehem.org](mailto:gleveille@townofbethlehem.org), 518.439.4955 x1129