



AGENDA
FEBRUARY 1, 2017
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00PM

Board of Trustees Announcements

Village Managers Report

Public Comments

1. Authorize the Purchase of a Water Valve Maintenance Trailer
2. Budget Transfer



**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE
FEBRUARY 15, 2017 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
FEBRUARY 1, 2017

1. AUTHORIZE THE PURCHASE OF A WATER VALVE MAINTENANCE TRAILER

WHEREAS, the Village sought a quote directly from E.H. Wachs for a Water Valve Maintenance Trailer as a further enhancement to our water main servicing and upgrades; and,

WHEREAS, this Maintenance Trailer will be purchased using the City of Albany's bid and that GML §103(16) allows for the "piggybacking" by a municipality on the properly bid contract of another.

NOW THEREFORE BE IT RESOLVED that the Village Manager is hereby authorized to execute the purchase of a Water Valve Maintenance Trailer from E.H. Wachs as per their quote of \$70,467.83 with full funding provided by the Village's Water Fund.

Village of Briarcliff Manor
Department of Public Works
10 Buckhout Road
Briarcliff Manor, NY 10510



Village of Briarcliff Manor
Main (914) 941-9105
Fax (914) 941-4747

Vote
Biel
T/F \$

MP-
Copy to M/BOT
Add to W/S

MEMORANDUM

TO: Philip Zegarelli, Village Manager
Ed Ritter, Village Treasurer

FROM: Edward C. Torhan, Superintendent of Public Works

DATE: December 29, 2016

RE: Water Valve Maintenance Program

I am requesting that the Briarcliff Manor Water District start a Valve Exercising and Maintenance Program. The American Water Works Association recommends that all water valves be inspected and operated on a regular basis. Our water district has several hundred water valves which have not been inspected or operated regularly in the past.

Proper valve operation is critical for numerous reasons including:

- 1) Limiting customers out of water during a water main break.
- 2) Limiting water loss during a water main break
- 3) Reducing employee costs (including overtime during a water main break)
- 4) Improved customer service, distribution system reliability and water quality control.

Currently, during water main breaks, when water valves do not work properly, village staff are forced to close numerous additional valves far reaching from the water main break. This results in dozens of additional residents without water, and unneeded water quality impacts, on large sections of the village rather than an isolated street.

A viable valve maintenance program is critical to prevent such impacts on the residents. With that being said, a maintained program relying on strictly manual operation is not effective, efficient or feasible. Manual operation of all valves would require additional staffing an unrealistic amount of worker's time.

My suggestion would be to purchase a valve maintenance machine mounted to a trailer. This piece of equipment would eliminate the need for an additional water maintenance worker and would reduce the time required for annual valve maintenance from a 4 month annual project to a 1 month annual project.

This valve maintenance unit is an all in one unit as follows:

- Jack Hammer for fixing and opening damaged water valves
- High pressure water gun to clean valve top and stem
- High volume vacuum to remove debris from valve stem
- Automatic valve operator (which exercisers valves constantly for several minutes until all debris is removed from valve and a proper shut down is obtained)
- On board GPS (Global Positon System) unit that creates inventory of all village water valves and plots them on the village GIS Mapping System.

Please review the attached documents (proposed maintenance program and information on a valve maintenance trailer) and advise if you are in agreement with this initiative, including the purchase of the valve maintenance trailer.

My goal is to start this maintenance program in the spring of 2017.

Standard Operating Guideline – Valve Exercising & Maintenance

Standard Operating Guideline (SOG)

Title: **VALVE EXERCISING & MAINTENANCE**

District Name: _____

Date Prepared: _____ Date Revised: _____

OBJECTIVE:

The American Water Works Association (AWWA) recommends that all water utilities initiate a Valve Exercise Program that requires all valves (such as distribution and transmission valves, air valves, and blow-offs) to be inspected and operated on a regular basis. The objective of this SOG is to outline key elements of a comprehensive Valve Exercise Program in order to:

- Help agencies determine the effectiveness of existing Valve Exercise Programs
- Improve the efficiency and productivity of distribution crews
- Improve valve reliability
- Reduce water loss
- Identify critical valves on distribution system
- Measure and document valve operation
- Develop trend analysis

RATIONALE / PURPOSE:

An effective Valve Exercising Program is essential to:

- Improve customer service
- Ensure mission capability
- Ensure distribution system reliability
- Develop predictive maintenance programs
- Determine capital improvement budgeting
- Develop loss trend analysis
- Ensure system isolation capability
- Ensure water quality control

METHODS / PROCEDURES:

According to AWWA, a valve exercising is a procedure that verifies proper location, operation, and material condition of valves, and initiates replacement as necessary. The physical operation of a valve and the documentation of the actions and procedures necessary to do so are equally important. An asset management system may need to be developed to facilitate the Valve Exercise Program.

Standard Operating Guideline – Valve Exercising & Maintenance

The following methods and procedures are recommendations that illustrate methods used by water agencies that have implemented a Valve Exercising Program.

- **Valve Exercising and Maintenance Program Assessment** (AWWA “Water Distribution System Assessment Workbook”):

1. Has a Valve Exercise Program been established?
2. Is there a standard operating procedure (SOP) for valve exercising?
3. Have specific goals been set for the number of valves (of all kinds) to be exercised in a week, month, and year?
4. Are measurements in place to verify exercise goals are met?
5. Is there a capital improvement program for replacement of defective valves?
6. Are valve activation directions standardized, or are valve turning directions (left & right-turn) adequately marked?

- **Procedures/Work Steps:**

The following work steps are recommended:

1. Locate valve.
2. Notify owner (as required).
3. Photograph the location, identifying the condition of the site.
4. Check the area for potential hazards and implement needed controls.
5. Establish traffic control as necessary.
6. Pull cover.
7. Clean riser as necessary to inspect valve.
8. Exercise valve:
 - a. Verify the direction for turning the valve to the **Closed** and **Open** positions.
 - b. Assume valve is in the full **Open** position.
 - c. Begin **Closing Valve Slowly**, increasing torque as necessary to achieve movement (without exceeding the pre-determined *Maximum Torque*).
 - d. Count the number of turns necessary to achieve the full **Open Position**.
 - e. Begin **Opening Valve Slowly**, increasing torque as necessary to achieve movement (without exceeding the pre-determined *Maximum Torque*).
 - f. Count the number of turns necessary to achieve the full **Closed Position**.
 - g. Repeat the Close/Open cycle a minimum of three (3) times, or until the number of turns necessary to open or close the valve does not change.
 - h. Record the number of Turns, Cycles, and Maximum Torque applied.
9. Photograph valve if possible.
10. Record the valve dimensions, condition of the valve, and other pertinent information.

Standard Operating Guideline – Valve Exercising & Maintenance

11. Replace cover.
12. Prior to departing, evaluate the location for hazards to people, property, or environment, record findings.
13. Mitigate any hazards discovered and initiate the actions necessary to eliminate those hazards.
14. Photograph the site.

SAFETY CONSIDERATIONS:

An effective Valve Exercising Program can help to prevent damage to property, environment, and injury to the public and employees by:

- Precluding distribution system damage
- Facilitating emergency response actions
- Facilitating operations and maintenance personnel safety
 - o Identify safe work practices
 - Personal Protective Equipment requirements
 - Lockout/Tagout
 - Confined Space Entry
 - ACP Procedures
 - Traffic control

COST BENEFIT:

- Reduce revenue loss
- System failure prediction would reduce water loss system degradation
- Avoid costly liability and property losses
- Create a manageable capital improvement budget
- Enhance system reliability
- Strengthen customer confidence



The Standard LX, an E.H. Wachs exclusive valve maintenance trailer, comes with our industry-leading ERV-750 extended reach valve exerciser, our newest controller – the HC-100 wireless handheld computer / controller / datalogger with GPS and VITALS software, and our 500CFM-11in Hg vacuum with hydraulic slide, tilt & dump (rear discharge) with latching rear door spoils tank. Loaded with storage, and accessories this trailer is ready for serious valve exercising work.

FEATURES

- ERV-750 extended reach, 750 ft/lbs valve exerciser
- Ruggedized HC-100 controller/data logger with built in GPS
- Available in two types of engines:
 - Diesel:** Tier 4 compliant Kubota 1.1 L, I-3 4-stroke, liquid cooled IDI. #77-000-38
 - Gas:** 27HP Kohler overhead cam, air cooled, #77-000-36
- HTMA Class II circuit, 10 gal reservoir, fan cooled heat exchanger, 8gpm @1800psi
- Positive displacement blower provides 500 CFM-11in Hg vacuum
- 250 gal spoils tank utilizing exclusive hydraulic slide, tilt & dump (rear discharge) with latching rear door.
- 2.5 GPM@3000 psi pressure washer system with 95 gallon water tank.

INCLUDES

- 2 1/2in, 1 1/4in & 7/8in suction wands
- Short & long wash-down guns
- 20ft suction hose
- 50ft retractable water hose reel

LX PACKAGE BUNDLE

- LED light bar
- Auxiliary hose reel
- Bluetooth connectivity
- Job box

SPECIFICATIONS

- Gross Vehicle Weight: 7000 lb (3175 kg)
- Length: 15 ft, Height: 7 ft, Width: 7 1/2 ft



Designed for ease of use, the Standard LX rear-mounted spoils tank gets the job done



2.5GPM@3000 psi pressure washer with 95 gallon water tank makes clean-up easy

WACHS UTILITY PRODUCTS

455 Comanche Circle Harvard, Illinois 60033 +1.815.943.4785
www.turnvalves.com

**E.H. WACHS®**A Division of **ITT®**

Superior Equipment. Complete Support.™

Water Utility Products

600 Knightsbridge Pkwy | Lincolnshire IL 60069

T +1 847 537 8800 | F +1 847 520 1147

ehwachs.com

Quotation

Page 1 of 2

TO: Ed Torhan
 Village of Briarcliff Manor
 10 Buckhout Road
 Dept. of Public Works
 Briarcliff Manor, NY 10510

Date: 1/12/2017
 Quotation Number: KR95706
 Payment Terms:
 Shipping Terms:
 Valid Through: 3/13/2017

E.H. Wachs is pleased to offer the following quotation.

Item Number	Description	Qty	U/M	Unit Price (USD)	Line Total (USD)
1 77-000-35	Standard (Gas) - VMT (RH): Single turner valve maintenance trailer; includes Wachs 750 Ft/lb (1020 Nm) Extended Reach Valve operator, telescoping valve key and Wachs ruggedized HC-100 with GPS controller/datalogger. A 27 HP (20 kW) gasoline powered Kohler overhead cam air cooled engine provides ample power for all contained functions, including an auxiliary HTMA Class II circuit; 10 gallon (38 L) reservoir, fan cooled heat exchanger, continuous duty rated for 8 GPM (30.3 LPM) @ 1,800 PSI (125 bar). A positive displacement blower provides 500 CFM (14.2 cmm) -11" (280mm) Hg vacuum, with spoils containment provided by a 250 (950 L) gallon tank with power hydraulic dump (rear discharge) and latching rear door. Also driven from the common power train is a 2.5 gpm (9.5 LPM) @ 3000 PSI (210 bar) pressure washer system with 3 gallon (11.4 L) anti-freeze tank and 95 gallon (360 L) water tank. Includes 2-1/2" (63.5mm), 1-1/4" (31.75mm) & 7/8" (22mm) suction wands and one each short and long wash-down guns. Domestic destination and freight charges included. Already GPS enabled, however adding option 79-412-01 (Pathfinder Pro 6T) for Submeter accuracy or 79-412-02 (Pathfinder Pro 6H) for Decimeter accuracy.	1	EA	52,875.00	52,875.00
2 79-412-02	Pathfinder Pro 6H Decimeter GPS Receiver with Floodlight; provides "Decimeter" accuracy with Floodlight Technology to deliver dramatic improvements when working in urban canyons and under tree canopy. This unit is a stand alone Pathfinder GPS receiver which includes the NEMA output option (required when utilizing Vitals or other third party software) that pairs via Bluetooth wireless communication to the Recon or other supported data collector. Also included are Ram Mount interfaces for the TM-7 & ERV-750 valve machines. Restocking Note: This is a non-stocked item because of the speed at which this technology changes, so restocking fees are applied if returned.	1	EA	7,445.00	7,445.00
3 77-420-00	Light Bar Kit including (2) pivoting service lights and arrow board for mounting to rear of spoils tank.	1	EA	2,300.00	2,300.00
4 79-110-13	HC-100 Extended Protection Plan (3 YR): The ultimate in "worry-free" maintenance and product protection. Includes expedited services, accidental damage and loaner coverages. Consult the Complete Care brochure for details.	1	EA	1,425.00	1,425.00
OPTIONS					
5 77-413-01	Hydraulic Hose Reel Kit, Bottom Roller	1	EA	2,375.00	2,375.00
6 08-000-10	45 Pound Hydraulic Breaker with EZ Ride Foot and 1-1/8" hex bit capacity. This medium duty breaker operates from any HTMA Class 2 hydraulic circuit and produces 1,800 blows per minute; making it idea for cutting curbs, sidewalks and asphalt. Domestic destination and freight charges included.	1	EA	2,925.00	2,925.00

TO: Ed Torhan

Date: 1/12/2017
 Quotation Number: KR95706

Item Number	Description	Qty	U/M	Unit Price (USD)	Line Total (USD)
7 08-405-00	Breaker Mount for Valve Maintenance Trailer, requires Breaker to have 14" Long Chisel (08-410-02 Moil Point sold separately). Includes breaker mount and breaker lock.	1	EA	385.00	385.00
8 08-410-01	5" x 11" Asphalt Cutter for Breaker	1	EA	200.00	200.00
9 08-410-02	14" Moil Point for Breaker	1	EA	64.58	64.58
10 08-410-03	3" x 14" Long Chisel	1	EA	88.25	88.25
11 08-000-26	HD Magnetic lifter for easy removal of steel and cast iron meter pit covers, valve box covers, small panels and lids up to 60 Lb utilizing 70mm switchable magnet.	1	EA	385.00	385.00
				Total (USD)	\$70,467.83

Thank you for the opportunity to quote your application needs. If you have any questions or if I may be of any further assistance to you please do not hesitate to notify me.

(SALES TAX!!!!) We collect sales tax in all but the following states: AK, DE, MT, OR and NH. If you are tax exempt please supply your identification number and certificate with your order. If your exempt number is not on file, tax will be added to your order.

Ken Redding
 Utility Technical Sales Rep
 815-943-4785 x2773
 kredding@ehwachs.com

Sales of E.H. Wachs products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at www.ehwachs.com ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by E.H. Wachs or acceptance of delivery of products by you constitutes your acceptance of the Terms.

14. Repealed by L.2008, c. 8, § 7, eff. April 27, 2008.

15. (a) Notwithstanding any general, special or local law or rule or regulation to the contrary, an officer, board or agency of any county, any school district or any political subdivision of the state with a population of fifty thousand or more charged with awarding a contract for public work may establish guidelines governing the qualifications of bidders seeking to bid or enter into such contracts. If such officer, board or agency maintains an appropriate list of qualified bidders, the bidding shall be restricted to those who have qualified prior to the receipt of bids according to standards fixed by such officer, board or agency. In determining whether a prospective bidder qualifies for inclusion on a list of pre-qualified bidders, the officer, board or agency shall consider the experience and record of performance of the prospective bidder in the particular type of work, as well as: (i) the prospective bidder's ability to undertake the particular type and complexity of work; (ii) the financial capability, responsibility and reliability of the prospective bidder for such type and complexity of work; (iii) the record of the prospective bidder in complying with existing labor standards and maintaining harmonious labor relations; (iv) the prospective bidder's compliance with equal employment opportunity requirements and anti-discrimination laws, and demonstrated commitment to working with minority and women-owned businesses through joint ventures or subcontractor relationships; and (v) the record of the prospective bidder in protecting the health and safety of workers on public works projects and job sites as demonstrated by the prospective bidder's experience modification rate for each of the last three years.

(b) Such public officer, board or agency shall, not less than annually, publish in a newspaper of general circulation in such political subdivision an advertisement requesting prospective bidders to submit qualification statements. Lists of pre-qualified bidders may be established on a project-specific basis. Prequalified lists shall include all bidders that qualify; provided, however, that any such list shall have no less than five bidders but shall remain open for all additional qualified bidders. The public officer, board or agency's procedures for prequalifying bidders shall include an appeals process for those denied a place on a pre-qualified list. Any denial must be based upon substantial evidence, cannot be arbitrary or capricious, and shall be subject to judicial review pursuant to article seventy-eight of the civil practice law and rules. The public officer, board or agency may move forward on the contract award during such appeals.

(c) Any school district or political subdivision of the state with a population of less than fifty thousand may utilize a list of pre-qualified bidders maintained by the county within which the subdivision is located, if such list is maintained.

General
Municipal
Law
§103,
Subd.
16



16. [Expires and deemed repealed July 31, 2019, pursuant to L.2012, c. 308, § 2.] Notwithstanding the provisions of subdivisions one, two and three of this section, and section one hundred four of this article, any officer, board or agency of a political subdivision or of any district therein authorized to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by such political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract

was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; provided, however, that no political subdivision or district therein, other than a city with a population of one million or more inhabitants or any district, board or agency with jurisdiction exclusively therein, may make such purchases or contract for such services through the use of such a contract let on the basis of best value in a manner consistent with this section unless the political subdivision or district shall first adopt a local law, rule, regulation or resolution, as the case may be, pursuant to subdivision one of this section, authorizing the use of best value for awarding purchase contracts.

The authority provided to political subdivisions and districts therein pursuant to this subdivision shall not relieve any obligation of such political subdivision or district therein to comply with any applicable minority and women-owned business enterprise program mandates and the preferred source requirements of section one hundred sixty-two of the state finance law.

Credits

(Added L.1953, c. 861, § 18. Amended L.1955, c. 434, § 1; L.1955, c. 669, § 1; L.1957, c. 984, §§ 1, 2; L.1958, c. 296, § 1; L.1960, c. 997, §§ 2, 3; L.1962, c. 154, § 1; L.1962, c. 196, § 1; L.1963, c. 597, § 1; L.1967, c. 680, § 65; L.1972, c. 579, § 1; L.1973, c. 336, § 1; L.1973, c. 552, § 1; L.1974, c. 315, § 1; L.1977, c. 897, § 1; L.1978, c. 287, §§ 1, 2; L.1979, c. 595, § 2; L.1980, c. 703, § 1; L.1981, c. 635, § 1; L.1983, c. 453, §§ 1, 2; L.1983, c. 454, § 1; L.1983, c. 848, § 3; L.1986, c. 105, § 1; L.1986, c. 741, § 2; L.1991, c. 413, §§ 54, 55; L.1991, c. 429, § 1; L.1993, c. 490, § 7; L.1995, c. 148, § 1; L.1996, c. 620, § 5; L.1998, c. 622, § 1, eff. Oct. 20, 1998; L.2001, c. 227, § 1, eff. Sept. 4, 2001; L.2003, c. 62, pt. X, §§ 1, 4, 5, eff. May 15, 2003; L.2003, c. 562, § 3, eff. Sept. 1, 2003; L.2004, c. 269, § 1, eff. Aug. 3, 2004; L.2005, c. 741, § 4, eff. Oct. 18, 2005; L.2007, c. 343, § 1, eff. July 18, 2007; L.2008, c. 7, § 10, eff. April 27, 2008; L.2008, c. 8, §§ 6, 7, eff. April 27, 2008; L.2008, c. 57, pt. MM, § 1-a, eff. July 1, 2008; L.2009, c. 494, pt. D, § 1, eff. Nov. 12, 2009; L.2010, c. 56, pt. FF, §§ 1, 3, eff. June 22, 2010; L.2010, c. 56, pt. FF, § 2; L.2010, c. 469, § 1, eff. Aug. 30, 2010; L.2011, c. 97, pt. C, subpt. A, §§ 4, 5, eff. June 24, 2011; L.2011, c. 608, §§ 1, 3, 4, 6 to 10, eff. Jan. 27, 2012; L.2011, c. 608, §§ 2, 5; L.2012, c. 2, §§ 1, 2; L.2012, c. 308, § 1, eff. Aug. 1, 2012; L.2013, c. 497, § 1, eff. Nov. 13, 2013; L.2014, c. 367, §§ 1, 2, eff. Sept. 23, 2014; L.2016, c. 62, § 1, eff. June 8, 2016.)

Notes of Decisions (980)

McKinney's General Municipal Law § 103, NY GEN MUN § 103
Current through L.2016, chapters 1 to 519.

End of Document

© 2017 Thomson Reuters. No claim to original U.S. Government Works.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
FEBRUARY 1, 2017

2. BUDGET TRANSFER


BE IT RESOLVED that the Board of Trustees does hereby authorize the following budget transfer for FY 2016-2017:

From:	F.0909	Water Fund Balance Unreserved	\$70,467.83
To:	F8320.201	Water Supply - Equipment	\$70,467.83

BUDGET TRANSFER (FY 16-17) REQUEST FORM

Amount from:	Muni Code	Budget Line
\$ 70,467.83	F.0909	Water Fund Balance Unreserved
Amount to:	Muni Code	Budget Line
\$ 70,467.83	F8320.201	Water Supply - Equipment

Reason for Transfer Request: Purchase of a Single Turner Valve Maintenance Trailer



Signature of Requesting Department Head 1/30/17
Date Signed



Village Manager Approval 30 Jan
Date Signed



Village Treasurer Approval 1/30/17
Date Signed

If over \$10,000, Board of Trustees Approval Date: