

Village Board Meeting Agenda
Room 202, Village Hall, 111 Elm Street, Penn Yan, New York
Tuesday, April 16, 2024 at 6:00 p.m.

Call meeting to order at 6:00 p.m.

Pledge of Allegiance

Request for Executive Session

For the Purpose of employee related discussions and/or legal counsel, if needed.

Minutes

Motion to approve Village Board Meeting Minutes March 19th, 2024 and Organizational and Special Village Board Meeting Minutes April 1, 2024.

Public Hearing at 6:00 p.m.

Tentative Municipal Utilities Budgets for the fiscal year 2024-2025.

Motion to open public hearing.

Motion to close the public hearing.

Guests, Public Requests and Comments

Motion to approve the Memorial Day Parade for May 27th starting at the Community Center on North Main at 10:00 a.m. and ending at Court Street county courtyard at 11:00 a.m.

Motion to approve Trunk or Treat for October 19th, on Main Street from 3:00 p.m. – 7:00 p.m. waiving Street Closure Fee of \$1200.00. Approval contingent upon Application Fee, Cleaning Deposit and Food Truck Health Certificates.

Motion to approve Peddler’s License for Johnny Rivers, dba Three Rivers Hots & Brats

Motion to approve Sidewalk Service Applications for the following businesses:

- The Keuka Restaurant - 10-12 Main Street
- Spuds Diner LLC (Penn Yan Diner) – 131 Elm Street

Mayor

Motion to accept Sarah Davis's resignation from the Planning Board effective 4/17/24.

Motion to appoint Sarah Purdy Vice-Chair of the Planning Board effective 4/17/24 (1 year term 2025).

Motion to appoint Larry Strickland as representative from the Planning Board for the Yates County Planning Board effective 4/17/24.

Attorney

Letter from William and Patricia Yarbrough regarding the overlay districts.

Village of Penn Yan Zoning Map

Proposed Local Law S of 2023 Amending Zoning Chapter of the Code of the Village of Penn Yan.

Municipal Utilities Chair, D. Banach; Vice Chair, L. Sackett; Commissioners S. Purdy, R. Hamilton, D. Payne

Motion to authorize the Mayor to sign the Contracts with Hunt Engineering to provide engineering and administrative services in connection with engineering and design of Wastewater Treatment Plant Improvements for a new Headworks Facility and 2nd Force Main.

Motion to award Mereduc the Wood Pole bid for the cost of (9) 35' poles at \$579.00 each, (19) 40' poles at \$729.00 each and (22) 45' poles at \$875.00 each for a total of \$38,312.00.

Motion to award Distribution Transformers bid lines 1-5, and 7-8 to HiReli for \$168,479.00; and bid lines 6, and 9-13 to Power Sales for \$300,076.00. They were the lowest bidders.

Motion to award Welker T1 Gasket Repair to Resa Power for \$49,135.00. They were the lowest bidder.

Motion to authorize Melissa Gerhardt and Brett McMichael to attend the NYMPA Annual Meeting and MEUA Semi-Annual Meeting May 20-22, 2024. Registrations fees are \$150 per person and hotel cost is \$169 per night; total cost \$638.00. Melissa's hotel is paid for by NYMPA and a Village vehicle will be driven.

Motion to authorize Resolution No. 35- 2024, Designating Melissa Gerhardt as Delegate to vote on behalf of the Village at the MEUA Semi-Annual meeting to be held May 21 – May 22nd.

Roll Call Vote

Motion to authorize Resolution No. 36- 2024, Designating Melissa Gerhardt as Delegate to vote on behalf of the Village at the NYMPA Annual meeting to be held May 21st.

Roll Call Vote

Motion to authorize the Mayor to sign the intermunicipal agreement with the Town of Milo to add Milo Water District No. 4 to the agreement.

Motion to approve Yvonne Tucker, Clifton Chase and Zachary Carruthers to attend a free training on Pump Stations provided by Fleet in Syracuse May 1, 2024. Engineering and Operator credits will be earned. A Village vehicle will be used.

Motion to award the following bids for the 2024-2025 fiscal year.

- Gas and diesel bid to Home Towne Energy for the cost of \$0.65 over EIA for gasoline and \$0.30 over EIA. They were the lowest bid.
- Wastewater Treatment Plant chemical bid to Holland Company for the cost of PAC at \$0.335 per wet pound. They were the lowest.
- Water Treatment Plant Chemical bid to Slack for the cost of \$4.89 per gallon for sodium hypochlorite, \$19.75 per gallon for liquid phosphate (carus 8600) and \$2.487 per pound for sodium fluoride. Slack was the lowest bidder for the correct chemicals.
- Sludge hauling bid to GottaDo Contracting for the cost of \$0.099 per gallon. They were the only bid.
- Hauling of biosolids to Cardinal Disposal for the cost of \$300.00 for a 30-yard container plus \$30.00 for the liner. They were the lowest bid.
- Pole line hardware bid to Stuart Irby, amount per exhibit A. They were the lowest overall bidder.
- Power line clearing bid to High Falls Tree Service for \$21,000.00. They were the lowest bidder.

Motion to accept the payment agreements in the amount of \$13,128.14.

Motion to approve warrant

SUMMARY

Paid Before Audit:

General	\$29,678.86
Electric	\$393,784.58
Sewer	\$5,124.87
Water	\$5,679.99
CDBG	

Total Paid Before Audit \$434,268.30

Current Audit:

General	\$53,479.69
Community Development - CRC	
Electric	\$115,901.70
Sewer	\$234,128.02
Water	\$96,003.83
Capital Projects	\$36,194.85
Trust & Agency	

Total Current Audit \$535,708.09

TOTAL AUDIT **\$969,976.39**

Motion to retroactively appoint Eric Spencer as second in command for the Electric Department and begin paying the second in command stipend of \$1.50 per hour effective 4/2/2024.

Motion to retroactively accept Kaleb Wood's resignation as Part-Time Police Officer effective 04/09/2024.

Motion to authorize appointment to the following Seasonal Laborers/Recreation Assistants:

Returning Laborers:

Start date 4/17/2024 Daryl Harris \$17.00/hr

Returning Recreation Assistants:

Start date 6/24/2024 Cameron Bassage \$15.00/hr

Start date 6/24/2024 Molly Pullen \$15.00/hr

Start date 6/24/2024 Claire Pullen \$15.00/hr

Start date 6/24/2024 Charley Eveland \$15.00/hr

Start date 6/24/2024 Brooklyn Ayers \$15.00/hr

Start date 6/24/2024 Taylor Mullins \$15.00/hr

Motion to authorize appointment as Seasonal Returning Laborer to Gary Doan at a rate of \$16.50/hr effective 4/17/2024 and approve Gregory Doan to supervise his relative.

Motion to authorize appointment as Recreation Assistant to Joanne Peck at a rate of \$15.00/hr effective 4/22/2024 and approve Christine Peck-Ross to supervise her relative.

Motion to authorize Resolution No. 32 - 2024, authorizing Municipal Solutions to prepare grants applications for the sewer fund headworks and forcemain projects, and authorizing the Mayor to execute all related documents to complete the funding applications.

Motion to authorize the Mayor to sign the acknowledgement and acceptance of BIL-LSLR funding award. This is a Grant awarded to the Village of up to 2 million and interest free financing of up to 60,000 for the inventory of our lead service lines.

Motion to update the 2024-2025 Tentative General Fund Budget with the following changes to backfill the vacant Building Maintenance Mechanic position:

- Increase Personal Services in the Parks & Recreation cost center 7140 in the amount of \$60,167
- Increase State Retirement in the Employee Benefits cost center 9010 in the amount of \$5,000
- Increase FICA/Medicare in the Employee Benefits cost center 9030 in the amount of \$4,011
- Increase Workers Compensation in the Employee Benefits cost center 9040 in the amount of \$375
- Decrease Workers Compensation-Fire in the Employee Benefits cost center 9040 in the amount of \$245
- Increase Disability Insurance in the Employee Benefits cost center 9055 in the amount of \$202
- Increase Health Insurance in the Employee Benefits cost center 9060 in the amount of \$15,026
- Increase FLEX/MRA in the Employee Benefits cost center 9089 in the amount of \$9,784

Motion to update the 2024-2025 Tentative General Fund Budget to reduce the utilization of Appropriated Fund Balance by \$3,042 to \$133,740.

Motion to authorize Resolution No. 33 - 2024 Budget Adoption for the Village and Municipal Budgets for 2024-2025.

Motion to authorize Resolution No. 34 - 2024 for establishing the Water and Sewer Rent Rates and Fees effective June 1, 2024.

Motion to authorize the Re-levy of water \$1,493.05 and sewer \$989.82 rents to be forwarded to Yates County by May 3, 2024, for placement on Village taxes (14 accounts).

Motion to authorize the Re-levy of lawn mowing, hedge trimming, and snow removal services in the amount of \$180.00, with penalty, to be forwarded to the County by May 3, 2024, for placement on Village taxes (2 properties).

Public Safety Chair, K. McCloud; D. Henries, D. Irwin

Code Enforcement; J. Marshall - Activity report for March, 2024

Fire Department; D. Christensen – Activity report for March, 2024

Motion to authorize the 2024-2025 Declaration of Officers for the Penn Yan Fire Department as follows:

Chiefs

Chief – Derek Christensen
1st Assistant – Mike Pedersen
2nd Assistant – Frank Ellis
3rd Assistant – Rick Simpson Sr.

Captains

Paul Debrine
Matt Mackerchar
Rick Simpson, Jr.

Lieutenants

Ryan Jensen
Preston Pedersen

Executive Board of Directors

President – Jeff Housel
Vice President – Mike Carmel
Treasurer – Steve Morse
Secretary – Norm Koek

Police Department; T. Dunham – Activity report for March, 2024

DRI Update –

Motion to Authorize Resolution No. 37-2024 Granting of Easement for Septic System on Village Property Servicing 466 Ritchey Boulevard.

Motion to approve payment agreement between the Village and Nina Hurlburt at 115 Walnut St. in the amount of \$1,000.00, for full replacement of her sidewalk. Nina will make a down payment of \$305.60; then monthly payments of \$100.00 every month for the remaining \$1,000.00.

Motion to declare Street Department PW9 (2019 F250) surplus and list for sale on Auction’s International.

Motion to authorize the following bids for the 2024-2025 fiscal year:

- Painting/wallpaper removal bid to Michael Terpolilli for the amount of \$40.00 per hour for painting and \$40.00 per hour for wallpaper removal. The bid is for labor only, the Village will supply materials. He was the only bid.
- Hauling of material bid to Long’s at the per ton cost of \$5.25 for 0-25 miles, \$7.00 for 26-35 miles, \$9.00 for 36-45 miles, \$10.50 for 46-50 miles and \$12.00 for over 51 miles. Cost per Gabion ton \$7.50 for 0-25 miles, \$9.00 for 26-35 miles, \$11.00 for 36-45 miles, \$12.00 for 46-50 miles and \$13.00 for over 51 miles. They were the only bid.
- General tree maintenance bid to Fishers Tree Service at the cost of \$312.50 per hour, equipment included, \$100.00 per load and \$\$468.75 per overtime hour. They were the lowest bid.
- Cemetery foundation bid to DC Masonry for the cost of \$0.62 per square inch for new foundation and \$1.20 per square inch for replacement foundation. They were the only bid.

Community Revitalization Committee (CRC)

Chair, D. Condella, T. Hoban, K. McCloud, J. Bacher, S. Griffin

Last meeting was September 7, 2023

Community Arts Committee (CAC) T. Hoban, B. Gillespie, M. Newcomb, Andy Baus

Last meeting was held on Tuesday, September 26, 2023.

Tree Board Chair, T. Hoban, K. McCloud, D. Henries, J. Cranmer

Next meeting will be held Friday April 26th, 2024 at 1:00 p.m.

Comments

Adjournment
