

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

I. Attendees: Chairman Rom French, Commissioners Dan Banach, David Payne and Lee Sackett, , Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Pealer, Director of Public Works Brent Bodine and Village Engineer Robert Elliott

Absent: Commissioner Ray Hamilton, Village Trustee Willie Allison and Assistant Director of Public Works Bill Jensen

Mayor Leigh MacKerchar arrived at 8:51 a.m.

II. Call to Order at 8:30 a.m.

III. Review/Approval of the last month's meeting minutes:

MOTION to approve the Minutes: first Dan Banach, seconded by Dave Payne; carried.

IV. Municipal Employee: Dave Cohick

- Tina on vacation; will be back next week
- Everything running well at the plant
- Having an issue with one of the particle counters at the plant (since probably April); being resolved by end of this month; decided to replace instead of repair cost for which is covered under the service contract with Hach
- Tina and Dave now looking at all monitoring equipment; all about 20 years old; not as many repair parts for current equipment; looking at what needs to be done; prioritizing; time line; hoping to replace/update at least some of the particle counters (have a total of 5) this year; how we can work on upgrading over the next few years
- Working on inside projects; painting floors, cleaning out storerooms
- On nice days, been working on cleaning up around the West Lake Rd Reservoir (cleaning out trees and brush, etc.) to try to get better airflow around it
- New generator coming in the spring; this is a planned replacement; going to be covered by IEEP funds

V. Public Requests and Comments: George Thompson from Town of Torrey, Grant Downs, Board member for the Town of Torrey

- Grant – In the event of a spill at WWTP, is there an alarm notification that will go out to towns downstream? Brent – the Consent Order is requiring that the Village come up with a plan and implement; there has been a commitment to a public notification; the Village would notify Dept. of Health, Yates County, DEC; the public health nurse has agreed to notify the towns once information is received from the Village; Dan B. suggested running a test to be sure everyone is notified; Brent stated that this would be up to the public health nurse; Dan also suggested using NIXLE or a robocall to get information out to people; Bob – a Spill Prevention Plan is due by February 12, 2018 to be implemented by August, 2018
- Grant – it was indicated at last month's meeting that KanPak is monthly exceeding the waste that needs to be treated at the WWTP; what is the solution to that? Brent – that customer is an industrial customer that has an Industrial Sewer Use Permit (ISUP) that recognizes that their effluent would exceed the normal amount of waste limits as defined in our Code; there is a surcharge system that is applied to them that they pay; language in

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

there for them to do their very best to keep it under control and not make a business decision to just let it go; we are working with them; KanPak made a huge investment to Capture In Place (CIP) to capture their waste stream and transport it to a farmer that uses it in his anaerobic digester; Bob – as part of the Consent Order, need to clearly define how much waste we will be taking at the plant; perhaps increase the charges to KanPak; Grant – does the WWTP need to be expanded in order to handle this extras waste? Bob – at this time, we don't anticipate that need; have to submit a report to NYS annually; they would require expansion if necessary; Rom – at this time, not overly taxing our plant

VI. **Executive Session:** at end of meeting

VII. **Audit** dated 1/16/2018

Summary:

Paid Before Audit:

General:	\$28,059.83
Electric:	\$267,112.06
Sewer:	\$12,003.27
Water:	\$8,550.09
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$315,725.25

Current Audit:

General:	\$156,921.05
Community Development–CRC:	\$0.00
Electric:	\$72,283.57
Sewer:	\$21,773.72
Water:	\$16,973.08
Capital Projects:	\$0.00
Trust & Agency	<u>\$6.00</u>
Total Current Audit:	\$267,957.42

TOTAL AUDIT: \$583,682.67

MOTION to approve the Audit as presented: first Dan Banach, seconded by Dave Payne; carried.

VIII. **Treasurer's Report – Gary Meeks**

1. 2017-2018 YTD Revenue/Expense: we are 7 months into the budget year should be about 58% for our revenue and expenses

Electric:

- Electric
 - Revenue 43%
 - Expenses 39%

Revenue is behind from last year; Residential down 10%; Industrial down 7%; Commercial up 2%

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

Revenue greater than expenses about \$122,000 without December power bills; with this added in put us in the red approximately \$132,000; part of our expenses are depreciation which is not a cash flow item; YTD depreciation is about \$129,000; revenue is just about enough to cover our operating expenses; not contributing to a fund that is adequate for capital investment or purchases of inventory

Sewer:

- Sewer
Revenue 63% due mainly to KanPak surcharges
Expenses 42%

Revenue is greater than expenses by \$479,000 but if we add in 7 months of rent and depreciation, still have \$177,000 surplus in the sewer fund; have headwinds coming for the WWTP for the Consent Order; sludge hauling budget will need to be adjusted as well, currently have spent about 95% of the budget; will need a budget amendment for that

Water:

- Water
Revenue 54% due to credits to wholesale customers and quarterly billing to wholesale customers
Expenses 39%

Revenue greater than expenses by \$170,000; with rent and depreciation added in, in the red about \$80,000; some of that will be picked up from the wholesale customer billing; not really concerned from a cost perspective

2. Electronic Billing & Payment Update – Holly (see attachment)
 - In just under 5 months we broke even; investment paid for itself; there is an annual cost
 - Electronic payments are steadily increasing; about 50/50 for credit cards and electronic checks
 - Seems to be going well

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for February – do not have information yet but do not foresee any increase
2. Need to declare Car 1 as surplus and sell at fair market value
 - Took delivery on replacement for Car 1 which is a hybrid vehicle; Toyota Highlander
 - We will be financing through the NY Power Authority Electric Vehicle Loan Program

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

MOTION to the Village Board to declare Car 1 as surplus and sell at fair market value; first Dan Banach, seconded by Dave Payne; carried.

3. Received a memo from NYMPA executive director giving a report on the cold snap we've had
 - Polar Vortex in 2014; very cold and caused a lot of havoc with NYMPA members having to go to the bank to borrow money to pay their electric bills; NYMPA changed their strategy to save up for "a rainy day"
 - Recent reports show this recent cold spell exceeded that of 2014; conditions were worse
 - Happy to report that the strategy is working; considerably hedged our exposure, built up reserves, cultivated a banking relationship with Solvay Bank in Syracuse
 - Present expectation is that there may be some modest rate adjustments later in the winter (after January and February) but feels that NYMPA will not need to raise rates as they did in 2014

B. Water/Sewer – Brent

1. Water and Sewer Maintenance Worker recruitment update
 - Held interviews
 - Ron has asked that we postpone making a decision to hire until the current discussions with the Contract Team are finalized
 - Rob Ayers has been provisionally assigned the Utility Service Worker; Rob has expressed that he may not want to continue in that position
2. Continuing to work on EFC Planning Grant with help from Bob Elliott
 - A report that will identify areas of I&I that need to be repaired; basically a blue print for us to be able to go out for funding; grant opportunities, 0 interest loans to fix those problems
 - Basically 6 areas that Ron and his team are actively televising now to provide the latest televised records of those areas to Bob so that he can make determinations and recommendations for that report
 - Striving to have that report done on or before March 15th

C. Water Treatment Plant – Brent

1. FYI: FLWWC 2018 Annual Business Meeting is February 1, 2018 in Geneva (5 are pre-approved to attend): Dave Cohick, Ron Keech, Rob Ayers, Jeff Hulse and Chad Covell will be attending

D. Wastewater Treatment Plant – Brent

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

1. Need to declare Truck 8 as surplus and sell at fair market value
 - Part of the plan in buying the articulating loader was to sell instead of replace the existing dump truck (Truck 8)
 - Verified with Ben and Yvonne that this is still the plan

MOTION to the Village Board to declare Truck 8 as surplus and sell at fair market value; first Dan Banach, seconded by Lee Sackett; carried.

2. New York Water Environment Association (NYWEA)-Permission for Ben Sward and Mike Naylor to attend the Advanced Primary Treatment and Nutrient Removal training session on February 23, 2018 in Lyons, NY at a cost of \$60.00 each.

MOTION to the Village Board to grant permission for Ben Sward and Mike Naylor to attend the NYWEA Advanced Primary Treatment and Nutrient Removal training session on February 23, 2018 at a cost of \$60.00 each; first Dan Banach, seconded by Dave Payne; carried.

3. See attached reports from WWTP

X. Other:

1. Silgan site visit following the meeting at 11:00 a.m.; will last approximately 1 ½ to 2 hours; lunch/question and answer time provided following the tour

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$5,564.20; first Lee Sackett, seconded by David Payne; carried.

XII. Village Engineer's Report – Bob Elliott

1. Consent Order update
 - Designed flow capacity MGD (million gallons per day) at WWTP is 1.8; over 2017 there were a few months that the capacity was over that 1.8 with the average flow over the year at 1.53; BOD design capacity is 3753 lbs./day; some months considerably under this capacity, some over with average BOD for the year 3087; TSS design capacity is 4504; all months considerably lower with an average for the year of 2240
 - A lot of work to be submitted for the Consent Order by February 12th; headworks analysis; plan for I&I
 - WWTP has been able to meet SPDES treatment standards even if flow is over capacity
 - This year higher rain amount than in 2014 (flood); 55" of rain in Sodus (not much different than we are here)
 - BMP due by February 12th
 - Spill Prevention Plan will not be updated; going to prepare another; options for

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

Spill Prevention – valve; using the ditch to the East; moisture indicator in reed beds

- I&I – DEC wants a list of items the Village will need to do; requesting a flow estimate – how much water being removed from the sanitary sewer, not a cost estimate to fix I&I issues; trying to utilize testing that was done in the past
- Dave asked about Plaza I&I issues; Bob – we are working on that; Brent – part of the issue has been addressed; roof drainage has been addressed, no longer draining into sewer; the other issue is a private sewer line that had many problems that were televised and documented by the Village; Owner still working on plan to fix; Village having conversations with them again about this

2. SPDES Draft Review Update

- Sent a comment letter on 12/29 to DEC; received a call from W. Ackert from the Town of Jerusalem, wants to support Penn Yan as much as possible, offered to submit a letter to DEC
- DEC is dropping the 2 e-coli tests per day; going back to once per week
- SPDES - State Pollutant Discharge Elimination System
- Bob also pointed out small mistakes made; DEC agrees to make those changes

Brent wanted to remind Bob that the Village would like Elliott to review the bid specs for the Carus 8600 used at WTP in order to protect us from like this past year where the delivered chemicals at the WTP were not up to specifications

XIII. Reminder the Village Board Meeting is January 16th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

Dan – verification – frozen water meters being replaced are being paid for by the home owner; Brent – that is correct

XV. Executive Session:

MOTION to move to enter into Executive Session to discuss work history of employees with Rom French, Lee Sackett, Dan Banach, David Payne, Leigh MacKerchar, Gary Meeks, Holly Pealer, Brent Bodine, Carolyn Benedict and Crystal Bailey; first Lee Sackett, seconded by Dan Banach; carried.

Ray Hamilton arrived at 10:10 a.m.

Entered Executive Session at 9:40 a.m.

MOTION to move to exit Executive Session; first Dan Banach, seconded by Dave Payne; carried.

Exited Executive Session at 10:44 a.m.

MOTION to recommend to the Personnel Committee that the Village of Penn Yan hire on a provisional/permanent basis, Shawn Searles as a Water/Sewer Maintenance Worker starting in Group 5 at \$21.17 per hour; first Dan Banach, seconded by Dave Payne; carried.

Penn Yan Municipal Board Meeting Minutes

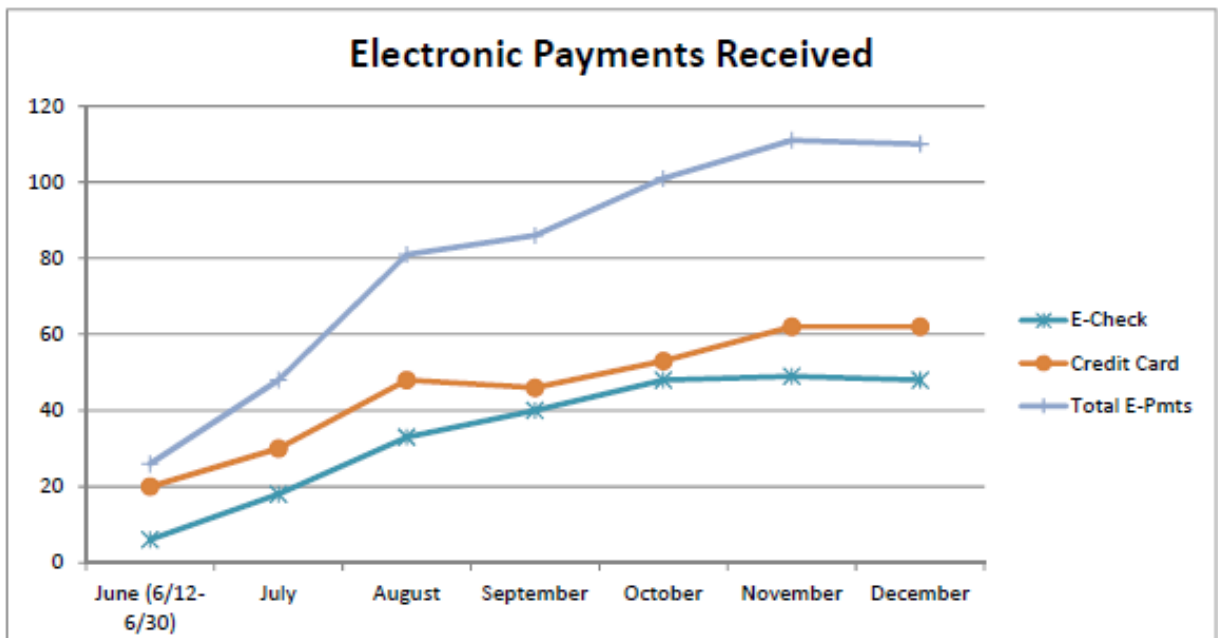
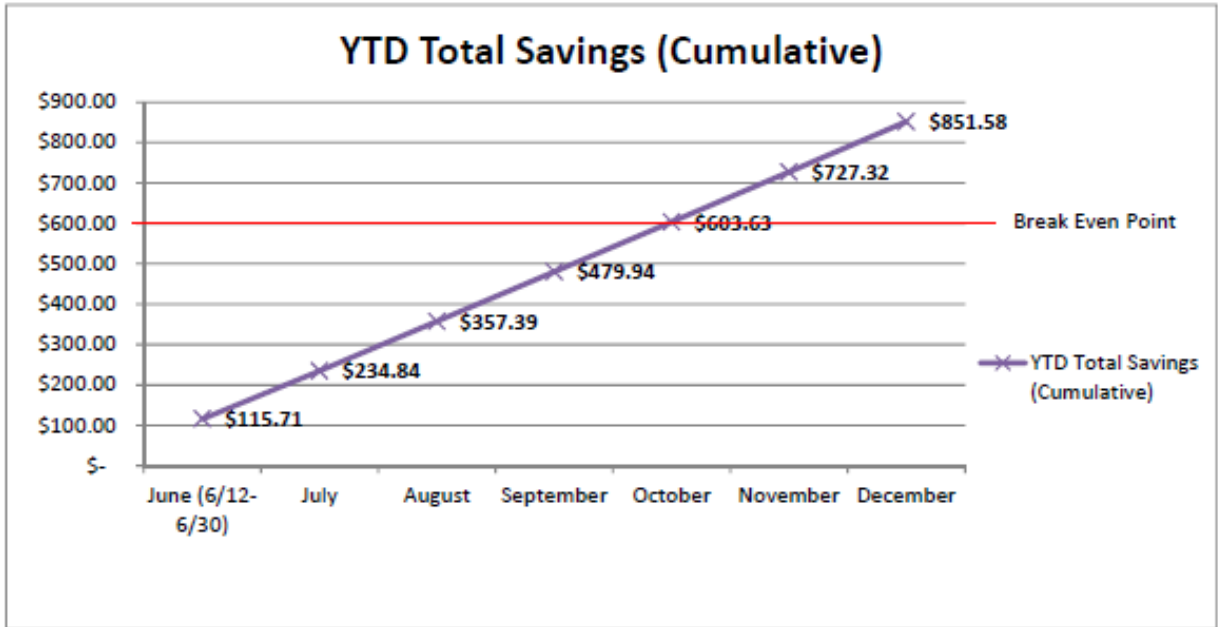
January 10, 2018

XVI. Next Meeting – Thursday, February 15, 2018 at 8:30 a.m. MUB Meeting Room

XVII. Adjournment at 10:45 a.m.

Transcribed by Crystal Bailey on 1/11/2018

Electronic Billing & Payments



December WWTP Operations:

Penn Yan Municipal Board Meeting Minutes

January 10, 2018

Rotating Biological Contactor work performed in December consisted of removing a motor from service and performing motor bearing replacements and returning the motor to service. The oil was changed on all oil lubricated bearings. The oil was changed in five of the 16 gear reducer boxes. RBC # 10 gear reducer box is exhibiting symptoms of internal friction which will necessitate removal from service to be evaluated for repair or replacement. Bearing parts have been ordered for the repair work that needs to be done on RBC # 1. The entire RBC #1 train consisting of #1,3,5,7,9,11,13, and 15 was removed from the wastewater flow by diverting all primary effluent flow to RBC #2 train. This was necessary to encourage sloughing of the biomass from the media to reduce the overall weight on RBC shaft #1 in preparation of lifting and repositioning the shaft during new bearing installation.

Cherry Street pump station pump #3 Variable Frequency Drive was inspected and diagnosed by KJ Electric. A corroded emergency stop button was found to be the cause of the pump failure. A temporary repair was performed in order to continue to operate pump #3 until replacement parts arrive. All three pumps were serviced by K. Gilbert and C. Chase as new employee training. All three pump volutes were opened and inspected for debris and clogged impellers. All three water jacket cooling systems were flushed and lubricated.

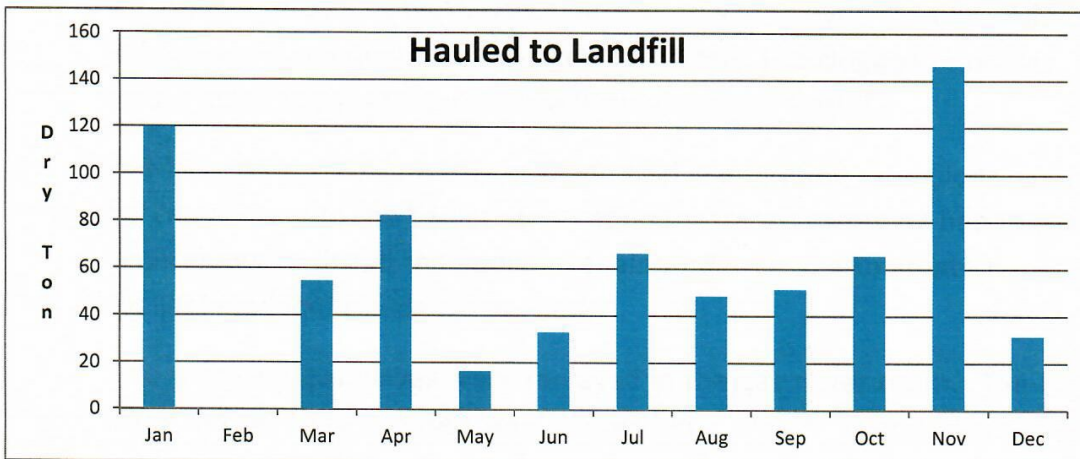
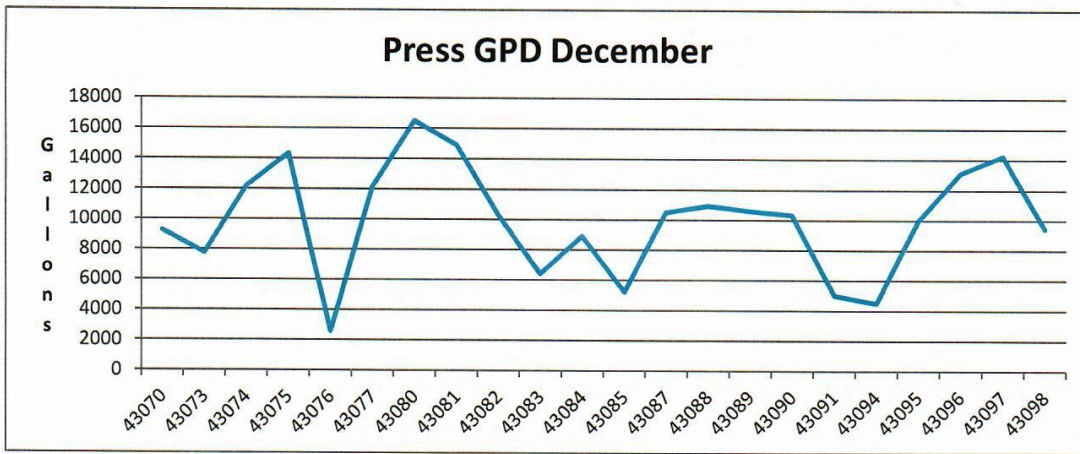
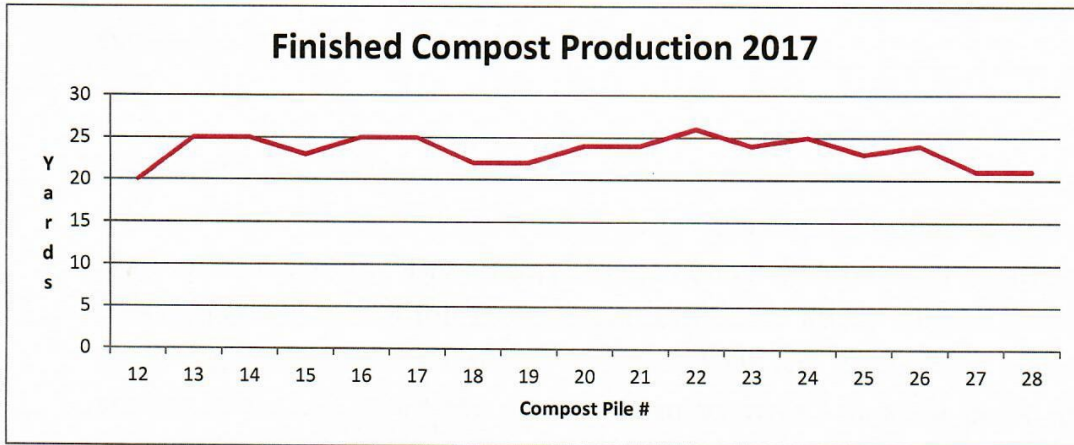
Reed Bed #2 reeds were cut down, and valve operating extensions were removed for clear access to the bed in preparation for transfer from #2 bed to #1 bed. This is necessary to install the liquid level alarm device and to create necessary space available for liquid sludge, if needed.

Two methane gas valves were replaced in the gas mixer room. The Ford tractor lawn mower was serviced and winterized. The 3" portable trash pump was serviced and winterized.

The second round of Whole Effluent Toxicity (WET) testing was performed, which consisted of three days of monitoring the wastewater treatment plant effluent.

Penn Yan Municipal Board Meeting Minutes

January 10, 2018



Compost year end total = **399 yards (3 piles still curing)**
 Sludge gallons pressed in December = **219,056**
 Dewatered Sludge Hauled to Landfill = **715 Tons**