

# Penn Yan Municipal Board Meeting Minutes

February 15, 2018

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, David Payne and Lee Sackett, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Pealer, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Village Engineer Robert Elliott

**II. Call to Order** at 8:27 a.m.

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

**MOTION to approve the Minutes: first Lee Sackett, seconded by Dan Banach; carried.**

**IV. Municipal Employee:** Charlie Bush

- 2017 Completed Projects
- 2018-2019 upcoming Projects:
  - a. New three phase overhead build from South Ave to Horizon Park to try to split up the load
  - b. Rebuild a primary pole line on Collins Ave; really old #6 copper
  - c. Ryder Substation; need to install breaker because we lost our oil switch
  - d. Three phase rebuild at Horizon Park for new Tractor Supply; Lee asked if the new Tractor Supply would put a significant demand on a system; Charlie – no, lighting load
- Rom asked how the crew is doing; Charlie – very good; feel that everything is going well and they will be able to handle the upcoming workload; also talked with nearby municipalities who are willing to help if needed
- Have 10 applicants for the groundsperson position; will review and get some recommendations
- Old Boat Launch Site – there will be some work for the electric crew to do; Phase 1 is putting in 1 Padmount Transformer; anticipate doing Phase 1 this summer; second phase will be probably 6 more transformers

**V. Public Requests and Comments: Present** -Matt Reed, Jason Shoff, Grant Downs, Linda Downs, George Thompson

Matt Reed – water/sewer bill appeal:

- Jason Shoff and Matt own a house at 109 Hamilton St; had a small water leak; Village went in and read inside meter; found that the inside and outside meters were off by 110,000 gallons; have only owned the building for a year and a half; don't believe they have used that much water in that time; would like to come to an agreement on the bill
- Brent – on June 3, 2016 reading was done; inside and outside meters were found to be within acceptable limits (they were only off by 30 gal.)
- Meter reader does not go inside every house; that is why there is a remote on the outside of the house

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- The water measured by the meter on the inside indicated that the building consumed 219,230 gal between the time of the June, 2016 meter read and the time we were able to get in to look at the meter again
- The fact that the inside meter registered that amount of water indicates that that much water did pass that meter
- The outside meter was calibrated (per Matt Reed it was replaced); Brent's position is that the inside meter read correctly; the issue is the outside meter reading incorrectly
- Had postponed, due to staffing issues, our program to check the calibration of the inside and outside meters, checking so many every year; have restarted that program
- Have about 3,300 electric meters; 2,200 – 2,500 water meters; Public Service Commission requires us to check the electric meters on a specified frequency; had followed suit with the water meters; restarted the program to do this
- This bill = \$718.94 for water; \$733.33 for the sewer
- Recommend making a motion to forgive the sewer later in the meeting; Matt requests that any interest/late fees are forgiven as well; Board agrees

## VI. Executive Session:

Move to enter into Executive Session to discuss the work history of an employee at the end of the meeting with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Willie Allison, Gary Meeks, Holly Pealer, Bill Jensen, Brent Bodine and Crystal Bailey, include Mayor Leigh MacKerchar if he arrives; first Dan Banach, seconded by Ray Hamilton; carried.

## VII. Audit dated 2/20/2018

Summary:

Paid Before Audit:	
General:	\$31,726.39
Electric:	\$313,836.95
Sewer:	\$9,928.63
Water:	\$6,995.26
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$362,487.23
Current Audit:	
General:	\$67,824.04
Community Development–CRC:	\$0.00
Electric:	\$65,754.60
Sewer:	\$47,722.85
Water:	\$18,278.63
Capital Projects:	\$1,600.00
Trust & Agency	<u>\$0.00</u>
Total Current Audit:	\$201,180.12
<b>TOTAL AUDIT:</b>	<b>\$563,667.35</b>

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

## VIII. Treasurer's Report – Gary Meeks

1. 2018/2019 YTD Revenue and Expense Analysis: we are 8 months into the budget year should be about 67% for our revenue and expenses

*Electric:*

- Electric
  - Revenue 54% compared to last year, about flat
  - Expenses 48%

Revenue is behind from last year; Residential down 1%; Industrial down 3%; Commercial up 9%

Revenue greater than expenses about \$171,000 without January power bills; with this added in put us in the red approximately \$220,000

Gamewell system decommissioned and taken off the books; this was a non-cash item; expensed for \$57,000

Our revenue is just enough to cover expenses

Rom asks if we are in a situation where we need to look at the Public Service Commission; Gary – yes, we have gotten quotes; plan to do that in the next fiscal year

Have to watch every penny that we spend in electric; really prioritize what is being done; includes inventory purchases – ask two questions – when do I need it and what is the lead time; ask that everyone order inventory just in time, not just in case

*Attorney Ed Brockman arrived at 8:56 a.m.*

*Sewer:*

- Sewer
  - Revenue 71% due mainly to KanPak surcharges; assume \$0 for budget purposes
  - Expenses 48%

Revenue is greater than expenses by \$537,000 but if we add in 8 months of rent and depreciation, still have \$192,000 surplus in the sewer fund; addressed some cost issues in sanitary sewer this month; doing some budget transfers; a few accounts over budget; waste water treatment plant – spoke with Ben; going to be needing more money for sludge hauling, lab services and flocculent/alum; going to look within his budget first but probably will not have enough to cover it; may have to do a budget amendment (change revenue budget and cost budget by equal amounts); wants the board to be aware that we have to keep the wholesale customers in mind; if we do a budget amendment, reconciliation of actuals at the end of the year should exclude that for these wholesale customers

*Water:*

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- Water  
Revenue 61%  
Expenses 45%

Revenue greater than expenses by \$204,000; with rent and depreciation added in and excluding \$30,000 revenue that was not in our budget for our CDBG for our Sheppard, Johnson and Myrtle project, in the red about \$115,000; water fund is in pretty good shape at this point

## 2. 2018-2019 Budget Schedule

- Everyone should have received the Budget Request letter sent out
- Objectives:
  - ❖ Prioritize electric expenses (capital, inventory purchases); managing cash very tightly
  - ❖ Water and sewer – keep the rates fairly stable; don't want our customers to see big spikes from one year to the next
  - ❖ General fund and enterprise fund – asking people to think really hard about things and make sure there is justification before bringing to the table
- Proposed budget requests should be coming in the end of February; first focus on the general fund and our tax cap issues; then move to the MUB, water/sewer
- Targeted April 10<sup>th</sup> to have a review with the Finance Committee of the MUB

Not in favor of a spending freeze unless in a real critical position; prefer to make everyone aware it's a very tight situation and to be conscientious of what is spent

## IX. Department Business

### A. Electric – Brent

The NY Power Authority letter – did not have at the time of the agenda – received last evening – no reduction for March; no current estimated shortages for water resources from April, 2018 – September 2018; Bob Elliott mentioned that the Great Lakes are all over full – there are going to be problems in those areas

1. FYI: Evan Green is scheduled for his 4<sup>th</sup> year apprentice school for a week during May, June, September and October; he will be staying in a hotel at a cost of \$318.00 per session; the school is \$3,700.00 per year (these are budgeted expenses)
  - Happy to report that Evan's Performance Improvement Plan is being executed and working for him; have had nothing but good reports from Linecrew Chief about Evan's day to day performance
  - Excited about Evan completing his apprenticeship and becoming a lineman for the Village of Penn Yan

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**MOTION to the Village Board to approve Evan Green attending apprentice lineworker school at a cost of \$3,700.00 and hotel accommodations at a cost of \$1,272.00; first Ray Hamilton, seconded by Dave Payne; carried.**

2. FYI – Municipal Electric Utilities Association (MEUA) 2018 Winter Engineering Workshop is being held on March 14-15, 2018 at the Embassy Suites Syracuse at a cost of \$80/person. Five employees have already been approved to attend. Based on the agenda, no interest from electric crew to attend; Brent planning to attend and invites members of the MUB to go with him. Please let Crystal know by deadline of March 9<sup>th</sup> for registration
3. Electric Groundsperson update (need an interview team)
  - As Charlie mentioned, have 10 applications to be reviewed
  - Hoping to start interviewing in the next two weeks
  - Dave Payne agrees to be on the interview team
4. 38KV Breaker for Ryder Substation
  - Has been on our capital plans for some time
  - Had a catastrophic failure on the recloser that this breaker will replace
  - Bypassed the device; not in any jeopardy other than the exposure of the 34KV line between Ryder and Welker; without this device being in service anything that happens (car hits a pole, railcar derails and hits a pole, a tree falls, etc.), it would take out Ryder Substation, NYSEG Substation until that trouble was cleared
  - Bid opening; received 3 qualified bids; reviewed by John Tucker, our Engineer for this project, recommends based on Best Value to award to Myers Power Products

**MOTION to the Village Board to authorize issuing a Notice of Award to Myers Power Products to purchase a 38KV Breaker for Ryder Substation, parts and five year warranty for a total amount of \$31,706.00; first Lee Sackett, seconded Dave Payne; carried.**

- Had budgeted \$66,000 for this project; this purchase, the purchase of the other material needed to be ordered in time for an August/September construction start date and the cost of item #5 will all be less than this budgeted number
5. TRC - Engineering and Design re: Ryder Substation – Expand Station, Add New Bay for Breaker
    - Have a coordination problem that we can address with the replacement of this breaker if we move it to the other end of the substation
    - Means we have to add a bay to the 34KV steel at Ryder Substation
    - This is for TRC to do the engineering of the design and create the bid spec for this addition; it will also complete a project that was started by Ed Balsley having to do with the NY Power Authority metering that was temporarily

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moved into Ryder Substation, the instrument transformer still resides in NYSEG Substation; this will move this equipment to Ryder Substation

- TRC's projected schedule for design and completion of the bid spec is May 12<sup>th</sup>; also asking TRC for a budgetary estimate for the contracted work so we can incorporate into our bid proposal
- TRC is the engineer that has done all the ground work to capture the existing steel structure at Ryder Substation

**MOTION to the Village Board to authorize hiring TRC to do the Engineering and Design work for Ryder Substation - Expand Station, Add New Bay for Breaker at a cost not to exceed \$25,148; first Dan Banach, seconded Dave Payne; carried.**

6. Transformer Quote review: Quotes due on Tuesday, February 13<sup>th</sup> for 5 Three Phase Padmount Transformers; (1) 750 kVA, (1) 500 kVA, (1) 300 kVA, (1) 150 kVA and (1) 100 kVA
  - Received 8 quotes for these transformers; had to reject 4 of them that did not meet our bid specs
  - Inventory is down; we don't have the transformers in stock; this is just to restore to our minimum stocking levels
  - Based on our Local Law anything 300 or higher is paid for by the customer; for many of these we will get reimbursed by the customer
  - Lead time is 8-10 and 10-12 weeks
  - If we did not have an item in inventory and need one; we would scamper; there are other municipalities that have the same type of system, hope that they have one of what we need in their yard

**MOTION to the Village Board to authorize issuing a Notice of Award to WEG c/o Irby Utilities to purchase (1) 750 kVA, 480Y/277 volts at \$14,857, (1) 500 kVA, 480Y/277 volts at \$11,035, (2) 300 kVA, 480Y/277 volts at \$8,145, (2) 150kVA, 208Y/120 volts at \$6,384 and (1) 112.5 KVA, 208Y/120 volts at \$5,743 (in place of the 100 kVA) three phase padmount transformers; first by Dan Banach, seconded by Lee Sackett; carried.**

7. NYPA Tree Power Program Update
  - Trees to be made available to electric rate payers to provide shade and wind protection; cannot be purchased directly by customers; purchased by municipality to be given or sold (at the same rate) to customers
  - Have been leveraging this program for the Urban Forestry Grants that we have been getting
  - Will get approximately 30 trees
  - Dan – instituted a policy many years ago – if the Village cuts down a tree, we plant a tree
  - This does not include anything other than delivery of a tree to a customer; can be planted by the customer anywhere on the property; does not have to be in the right-of-way

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**MOTION to the Village Board to recommend the purchase of trees through the NYPA Tree Power Program for an amount not to exceed \$1,500.00; first Dan Banach, seconded by Dave Payne; carried.**

## **B. Water/Sewer**

Welcome back to Bill – hope things are looking up for you

1. 2017 Completed Projects
2. I&I Inspection charges discussion
  - In 2012 there was a motion made by the MUB to the Village Board to charge customers \$50 for I&I Inspections
  - It never made it to the Village Board; slipped through the cracks
  - A lot has happened since 2012; Gary and Brent have discussed; believe that these costs are built into the rate structure that is reviewed every year; do not agree and ask the board to reconsider
  - Bob – with the Consent Order, will need to do more I&I Inspections and to charge will make it more difficult for customers to agree
  - Gary – we want customers to be in compliance and cooperative with our I&I program; do not want to give them a disincentive
  - According to Attorney Brockman - need a motion to rescind the 2012 motion

**MOTION to rescind the MOTION by the Municipal Board made on December 13, 2012 by Commissioner MacKerchar, seconded by Commissioner Payne to recommend to the Village Board that \$50 be charged to conduct I&I Inspections upon property transfers and the Local Law be changed to reflect this fee; first Ray Hamilton, seconded by David Payne; carried.**

3. Directional drilling of water main under Kimball's Gully
  - Hire a contractor to directional drill a watermain under Kimball's Gully in association with the Mooring Project; this is the public utility watermain that the Village agreed to build along Charles Herrmann Way and under Kimball's Gully
  - Opened 6 bids; based on Elliott's recommendation to award to the low bidder

**MOTION to the Village Board recommending the award of the Kimball's Gully directional drilling of water main project to Randsco Pipeline, Inc. in the amount of \$22,700.00; first Dave Payne, seconded Lee Sackett; carried.**

4. Car 2 Replacement Mini-bid results and recommendation
  - Bid was approximately \$3,000 over budgeted amount; one reason for budget transfer mentioned earlier by Gary
  - In reviewing budget requests and updating the vehicle replacement matrix for 2018/19 discovered Car 2 had been missed
  - This bid request is state bid

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**MOTION to the Village Board to authorize the purchase of a 2018 Ford F-150 Regular Cab XL (Car 2) from Webster Ford Inc. for \$28,687.61 and to authorize Gary Meeks to execute all documents associated with the purchase; first Dan Banach, seconded by Dave Payne; carried.**

5. Staffing update
  - Shawn Searles started about a week and a half ago; doing a good job; feels he is going to fit in well
6. FYI – owner repairs of sewer infrastructure at Lake St. Plaza
  - Ongoing since 2012; did a televising of the private sewer and discovered 4 or 5 problems; knew this was a source of I&I; have been working with the owner
  - Heard that the property was potentially going to be sold; sent a letter to remind the owner that there was still a problem with the sewer
  - Have been contacted by the contractor to let us know that repairs are scheduled to be underway soon
7. Watermain replacement – Franklin St.
  - Old 6” cast iron pipe; several watermain breaks due to burn holes
  - Bob’s recommendation is to replace the watermain; Brent has asked for engineer’s estimate to do the engineering for the replacement
  - Franklin St. was scheduled to be resurfaced in the spring; plan is to hold off on this; plan to present a revised maintenance plan to the Public Works Committee next month

*Mayor Leigh MacKerchar arrived at 9:51 a.m.*

8. Request for sewer forgiveness:
  - Wendy Warren, 118 Elm St. in the amount of \$123.14
    - ❖ Turned the heat down for the winter; pipe froze; water did not go into the sanitary sewer system

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$123.14 to Wendy Warren, 118 Elm St.; first Dan Banach, seconded by Ray Hamilton; carried.**

- Lucille M. Farrell, 126 Sheppard St. in the amount of \$1,902.22
  - ❖ No one home; pipe broke; discovered by our Utility Service Worker; found the water leaving the basement through the back door
  - ❖ Our guys coordinated getting the water shut down, pumped out and secured in the house
  - ❖ Utility Service Worker has confirmed that the water did not go into the sanitary sewer system



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**MOTION to the Village Board to grant sewer forgiveness in the amount of \$1,902.22 to Lucille M. Farrell, 126 Sheppard St.; first Ray Hamilton, seconded by Dave Payne; carried.**

- Matt Reed and Jason Shoff, 109 Hamilton St.

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$626.88 (\$609.11 principal and \$17.77 penalty) to Matt Reed and Jason Shoff, owners of 109 Hamilton St.; first Lee Sackett, seconded by Dan Banach; carried.**

*(this amount verified by Deputy Clerk/Treasurer, Holly Pealer, on 2/16/18)*

### **C. Water Treatment Plant – Brent**

1. 2017 Completed Projects
2. Water Treatment Plant Operator Trainee update
  - Received Certificate of Eligibles containing 6 applicants; still in the process of reviewing that list
3. Generator replacement update
  - Project cancelled; the cost to replace this generator is too prohibitive
  - Still serving us as an emergency generator; no reason to replace it

Rom mentioned that with new Village Board members possibly coming on it would be a good idea for them to tour the WTP and the WWTP at the beginning of their term

### **D. Wastewater Treatment Plant – Bill**

1. 2017 Completed Projects
2. Monthly report (attached)
  - Board members mentioned that they really appreciate the report and the information contained in it
  - Gary mentioned that it would be good to bring forth the “key takeaways” that they want the board to be aware of

### **X. Other:**

1. FYI – Finger Lakes Produce Farm Machinery Auction will be held on Saturday, March 10, 2018.
  - Usually try to send surplus items to this auction; do not think we have any items for this year
2. Touch A Truck
  - Letter to the Mayor from Grace Knapton, PYTCO, Toby Bond/Nancy Jameson, Friends of Abrepuertas
  - Would like the Village to consider sending some trucks (snowplow, street sweeper, bucket truck, etc.) to the elementary school on Saturday, March 24<sup>th</sup>

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from 10 am – 1 pm in order for children to learn about different jobs in our community

- Brent has asked the department heads to consider bringing 2 pieces of equipment and asked employees if they could take the vehicles up and stay for the time they are there
3. FYI - Village Materials out for bid. Will have recommendation of awards at the March meeting
  4. KanPak Sampler Station discussion
    - Have an executed agreement with KanPak which states that the Village and KanPak will share (50/50) the initial cost of the purchase and installation of this sampling station; going forward it will be maintained and owned by the Village; KanPak has already built the building to house the sampler; Village agreed to do the legwork and order the sampler
    - Will have the ability to have online pH indication for the effluent coming out of that plant; also be able to schedule regular samples as well as be able to call for random samples
    - We were given a recommendation on the equipment needed from Elliott Engineering; in an effort to follow our Procurement Procedure, reached out to 3 vendors; only one had the equipment we were asking for
    - Lead time of 3-4 weeks; our employees would do the install

**MOTION to the Village Board to accept the Resolution to authorize the sole source purchase of a Sampler Station through Corrosion Products and Equipment; first Dan Banach, seconded Ray Hamilton; carried.**

## XI. Payment Agreements:

**MOTION to the Village Board to accept the payment agreements in the amount of \$6,372.66; first Dave Payne, seconded by Lee Sackett; carried.**

## XII. Village Engineer's Report – Bob Elliott

FYI – Karis Manning is no longer going to be our contact at NYS DEC. Brad Chaffee will be her replacement

1. Consent Order update
  - There were some items due on February 13<sup>th</sup> which Bob hand delivered to Karis Manning on Tuesday, 2/13
    - ❖ Best Management Plan
    - ❖ Sludge Spill Prevention
    - ❖ Various reports that went along with those
  - Sludge Spill Prevention
    - ❖ Corrective actions have to be put in place within 9 months of the date of the Consent Order

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- ❖ Now have a Standard Operating Procedure for shutting valves
- ❖ Recommending an indicator on digester valve that can be seen upstairs showing that the valve is closed
- ❖ Recommending putting an automated valve in (with a timer?)
- ❖ Recommending putting a moisture indicator alarm in the reed beds
- ❖ Putting a dam and control valve before the storm water system in order to keep from going in the outlet
- Best Management Plan
  - ❖ Section B – compliance activities related to I&I
  - ❖ New SPDES permit and this Consent Order require reports sent bi-annually; previously sent quarterly
  - ❖ Want homeowners inspected; keep a report log of what has been done to correct any issues
  - ❖ Goal is to do 100 homes/year; prioritize areas based on findings of the televising being done

There are items that have to be in place within 9 months of the date of the Consent Order (Nov. 13<sup>th</sup>): the indicator on the valve; moisture level on reed beds; knife gate

- Settleable Solids – ammonia and phosphorous violations
  - ❖ Reviewed BOD loading
    - 2016 - our sampling of the headworks of the average BOD loading was 3,844 lbs.; max monthly of 5,406 lbs; plant was designed for 3,753 – we were overloaded
    - Through KanPak’ s work – 2017 – the numbers have gone down; average is 3,218 lbs; max is still 5,324 lbs; KanPak averages 1,148 lbs/day with a max of 1,898 which is more than half of what the treatment plant was designed for
    - Septage hauling – something that has never really been looked at and how significant it would be; in 2016 averaged 171,000 gallons/day = 303 lbs of BOD load; max of 478 lbs (usually happens in July and/or August); in 2017 the average was 218,000 gallons/day = 385 lbs of loading; max was 660 lbs
    - Doesn’t come from influent from the treatment plant so it’s not monitored, not metered, not something the DEC needs to see on their DMR but something that we need to realize; getting much more septage in the last year or two

Brent – likely going to be changing our Industrial Sewer Use Permits - going from regulating allowable concentration of BODs to a maximum total amount of BODs being sent to our plant

Discussion of how many septage haulers are approved to use our facility – Bill thinks it is 12 or 14; Rom remembers there being only 5 or 6

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Brent asks how we control what is being brought in by septage haulers – Bob – going to do some periodic samples from each hauler; takes too long to get samples back to stop the haulers from dumping

KanPak moving in the right direction; Bob recommends changing KanPak's maximum BOD loading to 650 lbs/day with a penalty (fine) in addition to the surcharge; not sure they will be able to achieve this successfully without putting in some biological treatment

Dan asks if it is time to look at expanding the plant; if we want to promote growth do we need to make the plant bigger, start looking at funding now; Bob feels that the plant is currently overloaded due to something we can control; doesn't feel it is necessary to expand at this time; the DEC would recommend expansion if they felt it was necessary

Need to take a more proactive approach to collect information (whether they provide it or we take the samples ourselves) from our wholesale customers and for them to understand their contribution to our effluent.

For budget purposes, will be able to add the needed items for the Consent Order into the budget based on the analysis that was done.

I&I – homeowners are responsible up to the pipeline; very rarely see this; usually the Village owns the pipeline and the service line to the right of way; usually from the right of way to the house is the homeowners' responsibility; this may become a hindrance in the future; it is a challenge to see where the issues are since we cannot change

Brent – wanted to note that to the public representatives from the Town of Torrey that we were made aware of a response letter to our SPDES renewal that was submitted by the Town of Torrey during the comment period for our application. There is an item that Brent asks Bob to speak to – WWTP disinfection system is only required to be online 6 months of the year even though it is a drinking water system 12 months of the year, also do not want you to think we are ignoring this, waiting for DEC to respond to your concerns; Grant asked if the Village would consider disinfecting 12 months out of the year – Brent – we will disinfect for the time period directed by the DEC; Bob – stream temperatures set the requirement, when they are warmer, the loading to the stream is higher, disinfection is more of a concern, DEC cuts off disinfection in order to cut down on the chlorination in the environment ; Brent – reiterate that the Village of Penn Yan is waiting for the DEC to respond to Torrey; the Village of Penn Yan is going to operate the plant according to DEC requirements; the DEC is the authority; we always strive to remain in compliance with that authority

Mayor – Willie has been with the Village for 20 years as Deputy Mayor and rep for the MUB; Thank you Willie! Willie – it has been a pleasure, would like to thank the Board for the things that they have accomplished; Rom – you will be missed; appreciate all you've done for the Village and especially municipal

**XIII. Reminder the Village Board Meeting is February 20<sup>th</sup> at 6:00 p.m.**

**XIV. Service Request Review and Discussion, if needed.**

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## **XV. Executive Session:**

**Discussion:** Brent Bodine asked to have initial Motion amended to include discussion with our Village Attorney Ed Brockman and to include Bob Elliott for that portion of the Executive Session

**Amend MOTION** to enter into Executive Session to discuss the work history of an employee at the end of the meeting with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Willie Allison, Gary Meeks, Holly Pealer, Bill Jensen, Brent Bodine and Crystal Bailey, include Mayor Leigh MacKerchar if he arrives; to include discussion with our Village Attorney Ed Brockman and to include Bob Elliott for that portion of the Executive Session; First Dan Banach, seconded by Lee Sackett; carried.

**MOTION** to move into Executive Session at 11:13 a.m.; first Dan Banach, seconded by Dave Payne; carried.

**Bob Elliott and Attorney Ed Brockman excused from Executive Session at 11:30 a.m.**

**MOTION** to leave Executive Session at 12:11 p.m.; first Dave Payne, seconded by Lee Sackett; carried.

**MOTION** to the Personnel Committee to authorize Department of Public Works to recruit for a Water Treatment Plant Operator; first Dan Banach, seconded by Lee Sackett; carried.

**XVI. Next Meeting** – Thursday, March 15<sup>th</sup> at 8:30 a.m. MUB Meeting Room

**XVII. Adjournment:** 12:11 p.m.

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*Transcribed by Crystal Bailey on 2/20/2018*

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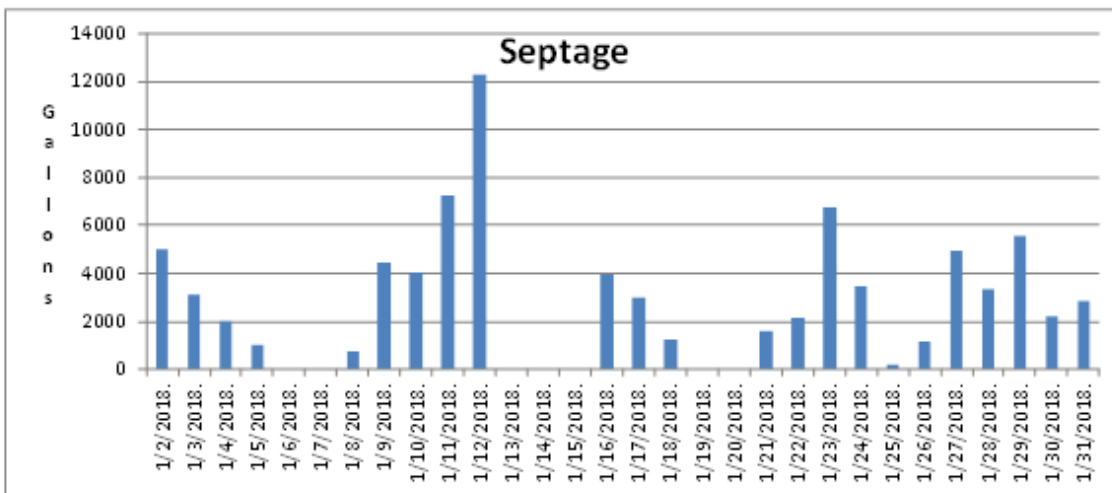
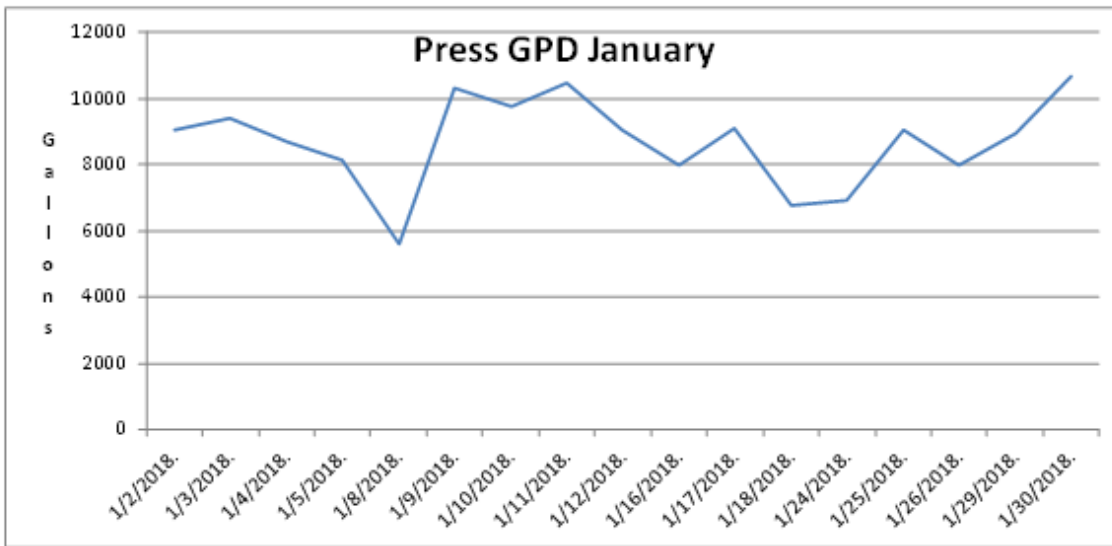
## Wastewater Treatment Plant

Compost Screened January = 45 yards

Sludge Gallons pressed in January = 147,711

Dewatered Sludge Hauled to Landfill = 45 Tons

Septage Gallons Received in January = 82,476



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## January Waste Water Treatment Plant Operations



Both RBC #1 bearings were replaced successfully during the week of the 22<sup>nd</sup>. The failed bearing removal required use of an angle grinder to chop off the outer track to gain access to the cage and rollers and then the inner track had to be cracked and split in order for it to be removed from the shaft.

Once that was achieved, the shaft was then lifted and pushed back into its proper resting position in the two pillow block bearing housings. At approximately 20 ton, this procedure was no small feat. S. Castner designed and built a unique jack angle plate that would ease the shaft forward into place, as he lifted with another jack. During the pillow block bearing housing removal, a portion of the concrete cracked and broke away from the edge that supports the entire structure. This required an extra day to form it up and wait for the concrete to set. The outboard bearing was retrofitted to an oil lubrication system that has been successfully utilized on the other first stage RBC bearings. After the shaft gear reducer housing and motor were installed, the RBC was brought back on-line which took an additional four days to ensure proper biological growth balance. The RBC work was performed by S.Castner and C.Chase as part of the new employee training.

As a result of the almost four weeks of organic loading that was directed to only Train#2, significant biological growth has increased motor temperatures and also triggered VFD alarms. Daily monitoring and adjustments to the rotational speed has helped prevent motor damage. Since it took several weeks to build up the extra weight, it is anticipated that it will take a

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couple of months, or more to allow the biological growth to shed the extra weight. The incoming flow has been proportioned to direct additional flow to Train #1 to lessen the loading onto Train #2.

The septage building transfer pump exhibited problematic loss of prime on multiple days throughout January. All pipe fittings were inspected, and all connections were tightened and a rubber, flapper check valve was replaced. It remains under observation and has been returned to normal operational status.

The Komline-Sanderson plunger pump in the basement pump gallery required a packing gland replacement due to normal wear and tear. M.Naylor and C.Chase performed the work as part of the new employee training.

Primary and secondary clarifier drive gear reducer assembly oil levels were checked and topped off as needed by C.Chase as part of new employee training.

Two more compost piles were started late in the month. Two piles from late November and early December were screened and staged in the covered drying bed building until testing criteria have been met.

Cherry St. pump station pump #1 was inspected for debris in the impeller volute housing due to intermittent noise during operation. This pump will be scheduled for a routine factory service in the Spring 2018.