

# Penn Yan Municipal Board Meeting Minutes

March 15, 2018

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, Ray Hamilton and Lee Sackett, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Pealer, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar (arrived at 8:39 a.m.), Village Engineer Robert Elliott

**Absent:** Commissioner David Payne and Village Trustee Willie Allison

**II. Call to Order** at 8:33 a.m.

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

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

**IV. Municipal Employee:** Ron Keech (arrived at 8:39 a.m.)

- Normal stuff for this time of year
- Operations of mainline valves and hydrant valves; got the mainline valves done
- Inventory coming up
- Randsco coming in next week to start the directional drilling of Kimball's Gully; we will then connect Hick St. to that; Brent – the Notice to Proceed for Randsco is dated 3/19/18 – 5 days to start, 28 days to complete
- Lincoln Ave work coming up
- A contractor will be doing work on Sheppard, Myrtle and Johnson; Brent – contractor will be doing the watermain installation; and the services; will involve the railroad; close to getting our crossing permits for that; we are simultaneously doing the sewer work which will be done by a contractor as well; have not put either contract out for bid yet; still finalizing DOH approval and railroad crossing permits; hoping to get out to bid next month with a June or July start and 2-3 months to complete; Ron's crew doesn't have any real involvement; there will be some restoration work, sidewalk work, driveway approaches that for budgetary reasons may need to be done by our Street crew or as alternates
- I&I inspections – did televising for the EPG grant; worked with Bob
- Utility Service Worker has been doing meter testing for electric and water
- Have had several main breaks; fortunately most have been on lines that are going to be replaced
- Shawn Searles has been here about a month now; working out well

**V. Public Requests and Comments:**

Present: Grant Downs, Linda Downs, George Thompson

Grant – at last month's meeting Bob Elliott discussed BODs and Bath septic haulers using the Waste Water Treatment Plant and that resulting in the excessive BOD issue; read in the paper that Bath is putting in a modern Waste Treatment Plant in 2016; wants to know if this is completed and if so, will the Village stop accepting septage haulers from Bath from using the Penn Yan facility

Bob Elliott – we took a look at the loading; Bath is a part of that, a contributing factor; we don't have enough test results back to know how to control it yet; if Bath facility is complete, the haulers would be going to Bath because it's closer, economically would make sense; right now though, DEC is not allowing Bath to accept those septage haulers; that date could be the date that design was starting, does not mean that was the date they started building; Bob and Ben surprised by the amount of loading that comes from septage haulers

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Dan – we only allow haulers that are licensed by the Village to dump at the WWTP; we cannot control where they pick up the septage

## VI. Executive Session:

**MOTION to enter into Executive Session for a discussion with legal counsel upon arrival of Village Counsel with Attorney Ed Brockman, Leigh MacKerchar, Rom French, Lee Sackett, Dan Banach, Ray Hamilton, Gary Meeks, Holly Pealer, Bill Jensen, Brent Bodine and Crystal Bailey; first Dan Banach, seconded by Ray Hamilton; carried.**

## VII. Audit dated 3/20/2018

Summary:

Paid Before Audit:

General:	\$ 28,599.21
Electric:	\$404,819.74
Sewer:	\$ 8,766.42
Water:	\$ 7,256.08
CRC:	<u>\$ 0.00</u>

Total Paid Before Audit: \$449,441.45

Current Audit:

General:	\$ 50,161.47
Community Development–CRC:	\$ 0.00
Electric:	\$ 48,513.95
Sewer:	\$ 44,341.72
Water:	\$ 19,748.32
Capital Projects:	\$ 800.00
Trust & Agency	<u>\$ 0.00</u>

Total Current Audit: \$163,565.46

**TOTAL AUDIT: \$613,006.91**

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

## VIII. Treasurer's Report – Gary Meeks

- 2018/2019 YTD Revenue and Expense Analysis; we are at  $\frac{3}{4}$  of the fiscal year should be at about 75% for our revenue and expenses
  - Electric
    - Revenue 64% compared to last year, about flat
    - Expenses 58%

Residential up 2%; Commercial up 10%; Industrial down 2%;

Revenue greater than expenses about \$214,000 without February power bills; with this added in put us in the red approximately \$92,000; non-cash items (depreciation, write off of Gamewell system) equal about \$230,000; while we are \$92,000 in the red on our profit and loss statement at least we are contributing about \$138,000 towards those non-cash costs; in a little better shape

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than last month but still no change as far as the electric business being very tight on cash; for next budget year planning to go in for a rate increase

- Sewer  
Revenue 81% due mainly to KanPak surcharges and septage haulers being higher than anticipated  
Expenses 53%

Revenue is greater than expenses by \$642,000 but if we add in 9 months of rent and depreciation still have \$388,000 surplus in the sewer fund; pretty healthy in our sewer fund; absent is some of the ongoing cost issues we've had at the WWTP; last month mentioned budget transfers or amendment to address sludge hauling, lab services and chemicals; in total need about \$48,500 to get through the end of the year; able to do budget transfer to reduce other line items by about \$24,000 and then did a budget amendment to increase revenue and increase expense by \$24,500; will exclude that increase in cost when doing reconciliation for wholesale customers

- Water  
Revenue 71% due to reconciliation of wholesale customers- credits of \$36,000 given out; also meter sales are down a little bit too (about \$24,000 down)  
Expenses 48%

Revenue greater than expenses by \$305,000; with rent and depreciation added in and excluding \$35,000 for CDBG for our Sheppard, Johnson and Myrtle project, in the red about \$55,000; mostly due to revenue being down a little bit and fixed costs (such as retirement) that have already been paid

All funds are in pretty good shape; need to watch electric cash; sewer – need to keep an eye on WWTP issues; water in pretty good shape

## IX. Department Business

### A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy: April 1<sup>st</sup>-30<sup>th</sup> – No reduction; no expected shortages through October, 2018

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

2. Electric Groundsperson update
  - Conducted interviews for the 6 candidates; thank you to Dave Payne (even though he is not here) for his help as a member of the interview team; also had Rich Stewart, Charlie Bush and Brent

**MOTION to recommend to the Personnel Committee that the Village of Penn Yan hire Eric Spencer as an Electric Groundsperson to start on April 9, 2018 starting in Group 3 at \$19.44 per hour; first Dan Banach, seconded by Ray Hamilton; carried.**

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3. NYMPA Tariff Leaf Addition
  - Memo from December, 2017 “SPOT” High Density Load
  - NYMPA agency, on behalf of its members, filed with the NY Public Service Commission in addition to the generic NYMPA tariff with the PSC, this tariff
  - Members have gotten phone calls for interest in an industry referred to as bitcoins; computer server farms; very high spot intense loads; usually temporary in nature; not historically proven to be a permanent load; members have expressed concern about how to handle this and the impact on the hydro allotments and the PPA cost impacts to the rest of their customers
  - NYMPA board went to its consultant and asked PLM for a proposal on how to handle this
  - Tariff proposal - Anybody that has a demand load of 300KW or more and a load density of 250 kwh/sq. ft. annually, this tariff would make it possible for us to change the calculation of our PPA such that this big load would not affect the PPA rate that the rest of the customers pay and that the customer causing the big load would pay for their own supplemental power
  - This tariff passed; would apply to new and existing customers
  - 2 existing customers in Penn Yan that could potentially fall into this; wanted direction of the MUB before contacting these customers to find out sq. ft.; the load would cause us to look at them but not knowing the sq. ft., we do not have the information to know whether or not they actually meet the tariff; Silgan and KanPak
  - Brent recommends that we proceed with this; do not know financial impact for these customers
  - MUB agrees that Brent should move forward and report back next month
4. Arc of Yates and YC Chamber request for electric at no charge
  - Discussion: we provide electrical hook-up for events that need it at \$50/hook-up; does not meter consumption
  - need to be consistent and charge everyone the same

**MOTION to recommend to the Village Board to approve waiving the electrical costs associated with the event proposed by Arc of Yates for expanding Cruisin’ Night; first Dan Banach, seconded by Lee Sackett; Ayes 0, Nays 4, Absent Dave Payne; not carried.**

## X. Executive Session:

**MOTION to enter into Executive Session at 9:08 a.m.; first Dan Banach, seconded by Lee Sackett; carried.**

**MOTION to recommend to the Village Board to approve the Amendment to the Inter-Municipal Agreement between the Village of Penn Yan and the Village of Dresden as presented and once final approval is given by the Chairman of the Municipal Utilities Board, the Director of Public Works, the Mayor and the Village Attorney, authorize the Mayor to sign said Amendment; first Dan Banach, seconded by Lee Sackett; carried.**

**MOTION to exit Executive Session at 9:50 a.m.; first Ray Hamilton, seconded by Lee Sackett; carried.**

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## Department Business (continued)

### B. Water/Sewer

1. FYI: Wholesale Water Customer Meeting is April 26<sup>th</sup> at 10:00 a.m. in the main board room (no lunch); we will take ideas up to the middle of April to finalize the agenda.

*Attorney Ed Brockman left the meeting at 9:55 a.m.*

2. FYI: FLWWC Spring Meeting is April 5<sup>th</sup> at the Elks Lodge in Watkins Glen; 5 employees are pre-approved to attend; six employees would like to attend; cost is \$23.00 per person.

**MOTION to the Village Board to authorize one additional employee (for a total of 6) to attend the Finger Lakes Water Works Spring Meeting on April 5, 2018 at the Elks Lodge in Watkins Glen at a cost of \$23.00; first Lee Sackett, seconded by Dan Banach; carried.**

3. FYI: Directional Drilling Watermain Installation at Kimball's Gully (update)
  - Kimball's Gully should begin middle of next week
4. Infrastructure planning
  - Letters to Senator Tom O'Mara and Assemblyman Phil Palmesano having to do with support of a Bill to create the Safe Water Infrastructure Action Program (SWAP)
  - Think of this legislature as the same as CHIPS for streets; would set up funding that would support municipalities to do water infrastructure improvements, extensions, so on and provide funding like we get in the CHIPS program for our street improvements
  - Dan asks that we send the information to Doug Paddock and ask for Yates County's support of this as well

**MOTION to the Village Board to authorize the Mayor to sign letters to our Senator and Assemblyman regarding S3292/A3907 to create the Safe Water Infrastructure Action Program known as SWAP; first Lee Sackett, seconded by Dan Banach; carried.**

### Back to Electric...

5. MEUA Semi-Annual Meeting April 11 & 12 at Embassy Suites in East Syracuse- deadline to register is April 5<sup>th</sup> (5 people are pre-approved to go); Resolution is needed to appoint Brent as delegate for the Village
  - Same day as the next MUB meeting; will talk about the budget at that meeting

**MOTION to the Village Board to authorize the Resolution to appoint Brent Bodine as delegate from the Village of Penn Yan for the MEUA Semi-Annual Meeting in Syracuse, April 11-12, 2018; first Dan Banach, seconded by Lee Sackett; carried.**

### C. Water Treatment Plant – Brent

1. Water Treatment Plant Operator update
  - Unfortunately, no qualified applicants for the recruitment of a Water Treatment Plant

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## Operator

- Brent has talked to Civil Service and Dave Cohick, recommend going back to recruiting for a Water Treatment Plant Operator Trainee
- The current Certificate of Eligibles expires a week from tomorrow; Kerry Brennan says we can let that expire and canvas the list for a new Certificate of Eligibles; will then interview and hire from this new Certificate of Eligibles
- Will need a MUB member for interview team; Lee Sackett
- Anticipate starting the interview process in 2-3 weeks

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

1. Waste Water Treatment Plant Operations Report & Graph (see attached)
  - Lee asked about whether or not the concrete had time enough to cure to reset the block the next day (later checked with Yvonne on this – not weight bearing on what was replaced, more cosmetic)
  - Ray asked if Cherry St. pumps are back in service; have 4 pumps; 3 are fully functional, 1 is out for “examination” since it is not working properly
2. FYI: NYRWA 39<sup>th</sup> Annual Technical Training Workshop, May 21-23, 2018 in Verona, NY at Turning Stone Resort (3 are pre-approved to attend): 2 employees from WWTP to attend; Bill to attend pending available funding

## **X. Other:**

1. Village Material Bid Results (Brent):
  - Chemical- 2 valid bids from Bison Laboratories (only bid Sodium Hypochlorite) and Slack Chemical; 1 bid from Shannon Chemical – only bid Liquid Phosphate but not required product (Carus 8600)
  - Hauling of Biosolids – no valid bids received; plan to rebid for opening of March 21<sup>st</sup>
  - Hauling of Liquid Sludge – 1 valid bid from GottaDo Contracting; 1 bid from M&T Trucking rejected due to no Non-Collusion form included
  - Tree Trimming – 1 valid bid from Birchcrest Tree & Landscape
    - Gary and Brent recommend postponing this award until next month after budget analysis
  - Vehicle Servicing-2 valid bids: Polmanteer’s and Trombley’s

## **MOTION to the Village Board to authorize issuing Notice of Awards as follows:**

### • **Chemical:**

<b>Slack</b>	Sodium hypochlorite	\$1.087/gallon
<b>Chemical Co</b>	Liquid Phosphate	\$9.65/gallon (627# Drum)
	Sodium Fluoride	\$0.772/lb.

### • **Hauling of Liquid Sludge:**

<b>GottaDo</b>	Cents per gallon of sludge	0.061
<b>Contracting</b>	Type of Fuel	Diesel
	Date of weekly avg. used for bid	2/27/18

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- **Vehicle Servicing** to Trombley's  
Lube, Oil and Filter; Multi-Point Inspection  
Up to 6 qt Standard (Synthetic blend) \$19.00; Up to 6 qt Full Synthetic \$29.00  
Extra qt's: Blended = \$2.50/qt; Full Synthetic = \$3.50/qt

**First Dan Banach, seconded by Ray Hamilton; carried.**

2. Tacia Jensen requesting forgiveness on a call out bill of \$250.16
  - In December Tacia was without water at 340 Clinton St; she called 911 to see if there was an issue with the water service; she was told there was an issue with the electric but they were unsure of water; 911 told her they would call her back; when they tried to call her back (various times) she did not answer the phone; 911 dispatched municipal utilities to her house
  - It was found that the pipes were frozen; landlord was there to take care of the issue
  - According to our policy, a Call Out Bill was sent to her
  - Customer did not ask for anyone to be dispatched, only asked if anything was wrong; however, she called 911 and then didn't answer her phone when calls were returned to her
  - Recommendation to waive the bill but also to have a conversation with 911 to see what their policy is for these situations; they did nothing wrong, just want to understand their procedure

**MOTION to the Village Board to grant forgiveness of Invoice #18-00307 in the amount of \$250.16; first Lee Sackett, seconded by Ray Hamilton; carried.**

## **XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$7,586.84; first Dan Banach, seconded by Ray Hamilton; carried.**

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

1. Annual Waste Water Treatment Facility Design, Planning and Flow Management 2017 Annual Certification Form is ready for Gary to sign and submit; DEC requires this each year
  - Last year the actual annual flow was 1.48mgd; design flow is 1.8mgd; if we were over 95% (which is 1.71mgd) they would make us look at doing a full management plan
  - Last year the average loading was 3218; design is 3753 lbs./day; TSS loading actual was 2327 lbs./day; design is 4504 lbs./day; question on the form asks if loading was exceeded for any eight months; if so, would have to do a future growth plan
  - Just an FYI because the Consent Order is requiring us to do these things but we passed this annual certification form with flying colors
2. Environmental Planning Grant I&I project
  - We have been working on this grant; not fast moving because we have to wait for the right conditions
  - Ron's crew did a lot of televising; put flow meters in various places
  - Sending the report to DEC and EFC today
  - Night flow monitoring was done on 3 or 4 occasions; measuring flows in various sewers during 11:30 pm – 4:30 am in order to get minimum flows; get the flows during

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dry periods and during wet periods to see response to rain

- 4 areas that had higher than normal response to the wet weather; install portable flow monitors in those areas to help us get an idea of how much flow is really coming from them based on certain storms and conditions
- Televised those areas; manhole inspections in those targeted areas; smoke tested 10,500 feet
- The Village crews, with the help of MRB, inspected 150 manholes
- Sent televising info to Elliott to review, analyze and put a program together of what it would take to fix what was seen
- The purpose behind this grant is to help study your system and find out what needs repaired/replaced; shows us what needs to be done; allows prioritizing for repair/maintaining your system
- 70 manholes that were high or medium priority; greater than or equal to 1 gallon/minute; program to fix manholes would cost about \$270,000 and would remove an estimated 120,960 gpd, or .12 mgd from the system per day
- Looked at several streets; developed a separate rehab program for all of them; had to look at no action, total rehab (dig up the street and put a whole new sewer in) and combination of trying to fix without tearing up the street
- Brown and Lake St. came out to \$2.99/gallon/day for a total of \$56,000; Lawrence St. came out to be \$3.70/gallon/day for a total of \$157,188; North Ave. \$3.91/gallon/day for a total of \$11,250; Liberty St. \$4.33/gallon/day for a total of \$43,688; Walnut, Chestnut and Collins number jumped from \$4.33 to \$8.87 and higher after that
- Estimate to do all the work needed would cost \$1.1 million; doing Brown and Lake, Lawrence, North Ave and Liberty, the cost would be \$538,000 and this includes the manholes
- Manholes would be the most cost effective thing to do
- DEC and EFC will review and make their recommendations of what should be done and what is eligible for grant monies
- Study cost for laterals on Liberty St. \$49,300
- In viewing the televised info, there is a lot of water from the laterals; seems to be running all the time; Brown and Lake St. there were approximately 60 laterals that were questioned; cost of this study is \$74,000
- This is just the cost to do the study to see where all the water is coming from in the laterals; if government funded, will be extra costs (engineering, etc.); this does not cover cost of correcting the issues
  
- Possible to get a tv camera that is better equipped to study these laterals; cost of camera vs. cost of studies
- Finding laterals are 40-50% of the I&I issues
- Laterals are homeowner's responsibility; need to identify where the problems are
- Cannot get additional grant money to do further studies
- Can go after CDBG monies for seed money to start a program where people can borrow the money and pay it back for lateral repair/replacement; similar to the sidewalk program
- When grants are open, first thing we need to go for is for disinfection at the WWTP
- Brent – nice job to Bill for taking the initiative to go after and receive this grant; Thank you to Bob for all your work on this



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

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

**XVI. Next Meeting** – Thursday, April 12<sup>th</sup> at 8:30 a.m. MUB Meeting Room

**XVII. Adjournment: MOTION to adjourn at 10:45 a.m.: First Dan Banach, seconded by Lee Sackett; carried.**

## February WWTP Operations

RBC #12 VFD shut down after hours on Feb. 15. Due to the length of time that the RBC unit was not rotating, biological growth which thrives on the submerged media in the waste-stream caused a severe growth/weight imbalance. It took until March 1 to correct and return the unit to normal operational status. The VFD was replaced in order to avoid future, unexpected equipment failure.

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RBCs #7 – 16 gear box restraint turnbuckle anchors have shown signs of axial movement of the anchor plates. This is caused by the sudden, high torque condition that results when the unit stops and starts after power outage periods. Twenty chucks were fabricated to fit into the extra space between the anchor bolt and the anchor plate to retard the axial movement and prevent the potential for anchor bolt shear failure.

RBC #5 drive bearing oil contained evidence of moisture. The oil was changed, the bearing was flushed, and the sight glass was cleaned.

Secondary clarifier #1 was taken offline and pumped empty, in order to retrieve a broken stainless steel brush head that fell into the tank, while cleaning. The sludge sweep arm was turned off, RBC effluent was diverted to clarifier #2 to prevent the brush head from being swept toward the sludge scum pit and entering the underground sludge withdrawal pipes. The sludge pumps were also turned off to also avoid drawing the brush head into the pipes. The tank contents were transferred into clarifier #2 with the six inch diesel trash pump. Severe cold temperatures caused a two day delay in accomplishing this work. Upon retrieval of the broken brush head, RBC effluent was again split equally between the two clarifiers. After the secondary clarifier was filled, it was returned to normal operational status.

The main treatment plant boiler was taken off-line for semi-annual inspection of the heat exchange tubes. Enough scale and precipitates had built up to warrant a



thorough cleaning.

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The pump packing was replaced on the inlet side of the primary clarifier sludge



piston pump.

The press sludge mix pump and motor that had failed last November was rebuilt with new shaft seals and bearings. The motor also required new bearing replacements. This pump and motor is now ready for installation and use when needed.

Cherry St. Pump Station 100 HP #1 position pump, Ingrid, was removed for pickup and transport to the Xylem service repair shop. An unusual noise was detected near the upper bearing housing. It turned out to be the inner seal compression springs which had broken internally. The spare 100 HP pump, Lars, was installed into the #1 position. This pump immediately created excessive and loud running noise. As this was not normal, the pump was shut down and could not be utilized. It is scheduled to be taken back to Xylem for diagnosis and repair when Ingrid is returned.

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The yearly EPA Biosolids report was prepared, and submitted online and on-time through the EPA CDX website.

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## Wastewater Treatment Plant

Compost Screened February = 25 yards

Sludge Gallons pressed in January = 208,651

Dewatered Sludge Hauled to Landfill = 123.56 Tons

Septage Gallons Received in January = 84,007

