

# Penn Yan Municipal Board Meeting Minutes

May 10, 2018

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, David Payne and Lee Sackett, Trustee Kevin McCloud, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar, Village Engineer Robert Elliott

**Absent:** Commissioner Ray Hamilton

**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**

- Sunday is Tina's last working day
- New employee trainee started on Monday; doing ok; enthusiastic
- O'Connell Electric is at the plant this week; a drive for one of the motors on a VFD went down and is being replaced; believe this is the last original VFD that was installed when plant was built
- Doing a lot of cleanup around the reservoir and building from the winter; fallen trees and branches
- Lots of mowing
- Filter media replenishment
- Getting ready for summer – expect a lot of heavy production coming up (as normal)
- Dave and Bill Wigsten working through the week with George training; Dave, Bill and Ron Keech rotating weekends; Tina mentioned she would be available if she was needed but is not anxiously looking for an opportunity
- Dan – reminder that wholesale customers is the correct term, not wholesale partners

**V. Public Requests and Comments: None**

**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, David Payne, Leigh MacKerchar, Gary Meeks, Holly Easling and Bill Jensen; first Lee Sackett, seconded by Dan Banach; carried.

**VII. Audit dated 5/15/2018**

Summary:

Paid Before Audit:

General:	\$ 31,472.46
Electric:	\$270,196.60
Sewer:	\$ 8,495.41
Water:	\$ 6,611.35
CRC:	<u>\$ 0.00</u>

Total Paid Before Audit: \$316,775.82

Current Audit:

General:	\$ 42,563.59
Community Development–CRC:	\$ 0.00
Electric:	\$298,733.15
Sewer:	\$ 32,066.07
Water:	\$ 22,538.17
Capital Projects:	\$ 1,200.00
Trust & Agency	\$ 0.00
Total Current Audit:	\$397,100.98

**TOTAL AUDIT: \$713,876.80**

**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 and Expense Analysis; bearing down on the end of the year; 11 months in; should be at 92% for revenue and expenses

- Electric
  - Revenue 82%
  - Expenses 72%

Residential up 2%; Industrial down 1%; Commercial up 1%

Revenue greater than expenses about \$337,000 without power bills, rent and pilot charges; with this added in is -\$114,000; adding in depreciation and gamewell expenses (non-cash items) gives us \$157,000 in operations; watching electric real close as we finish up the year; watching the general fund to see if that could subsidize some of the expenses of the electric business; more to come on that next month

- Sewer
  - Revenue 97% due mainly to KanPak surcharges
  - Expenses 64%

Revenue is greater than expenses by \$746,000 but if we add in estimated depreciation, have \$303,000 surplus in the sewer fund

- Water
  - Revenue 84%
  - Expenses 63%

Revenue greater than expenses by \$250,000; with depreciation, a couple months of wholesale customer revenue and CDBG funds figured in, about -\$79,000; think it’s good; should be just about break-even – which is what it should be

Holly – getting ready to close out the year and start the next one

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## IX. Department Business

### A. Electric – Brent

Have not received the NYPA letter so not on the agenda; have not heard any reason why there would be any issues

1. Proposed Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the New York Municipal Power Agency (NYMPA) 21<sup>st</sup> Annual Meeting on May 30<sup>th</sup> in East Syracuse

**MOTION to the Village Board to authorize the Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the New York Municipal Power Agency (NYMPA) 21<sup>st</sup> Annual Meeting on May 30, 2018 in East Syracuse; first Dan Banach, seconded by Lee Sackett; carried.**

1. NYMPA Self Supply update
  - Bi-law change was proposed and tabled; December 13<sup>th</sup> phone call, due to lack of quorum nothing was done; since then a lot of things have been happening; Tony's recommendation is to keep this tabled; hopefully later this year let members know whether or not this will be moving forward
2. Received new Truck 5; need to declare old Truck 5 as surplus
  - Charlie and Adam went to Virginia to do an inspection on the new truck; they liked it so well that they drove it home; saved us the delivery charge
  - Discussion – how will it be sold; Brent – have 3 vehicles in Auctions International right now, doing well; have sold bucket trucks through Teitsworth Auctions in the past and have done well

**MOTION to the Village Board to declare old Truck 5 as surplus and sell at fair market value; first Dave Payne, seconded by Dan Banach; carried.**

4. FYI – Eric Spencer driver training
  - Doing very well; still very happy to be here
  - Does endeavor to be a journeyman lineman in the future
  - Current position does not require CDL license but he would like to get it so he is ready when the opportunity arises
  - Brent has given authorization to Erik that he can use Village equipment to allow for training and taking the test but the Village will not pay for the license if it is not a requirement
5. Ryder Substation Project update
  - Construction schedule put together; intend to hire a contractor to do the steel work; power authority will need to come in to move the metering from NYSEG substation to ours
  - Work should start next month; hopefully wrapping up just before Thanksgiving

Dan – last year talked about allowing the County to use a hydrant or something to fill water truck; also discussed having the water salesman at the Water Treatment Plant accept credit cards; is this in the plans?; Yates County has to have clean water for their equipment; won't happen

often but would like to set something up in order to get YC water; does the MUB see a problem with this?

- Brent – we set up a way for contractors working for the Village to get water, usually from a hydrant; don't see any reason why we couldn't do the same type of thing for YC
- Bill – will need to have backflow device
- Dan – will have Dave (from YC) contact either Brent or Bill
- Brent – have someone from our facility to assist; have to keep track of water that we sell vs. the water that we make; need to be aware of when YC gets water
- MUB – as long as it can be handled; shared resources
- Water salesman going to be updated? Brent and Bill – we will look into it further; possible to override for YC to get water at no cost

### **B. Water/Sewer**

1. Charles Herrmann Way update
  - Ron's crew has connected the pipe and installed brand new watermain; has been pressurized and tested; won't be disinfected until ready to start building houses
  - Pouring footers for the bridge this afternoon

*Brent and Kevin left the meeting at 8:57 a.m.*

2. Bobcat replacement – letter of intent
  - 2 on the budget for next year
  - The cost of \$11,458.54 includes trade in of 2

**MOTION to the Village Board to authorize sending a letter of intent to Bobcat of Finger Lakes in Fairport, NY to purchase two S650 T4 Bobcat Skid-Steer Loaders for a total of \$11,458.54 in the 2018-2019 fiscal year; first Dave Payne, seconded by Dave Banach; carried.**

3. Sheppard/Johnson/Myrtle water and sewer update
  - Received 2 bids for both projects
  - Both bids from Bell Mechanical were less than what the engineers' estimate; doesn't usually happen
  - This will be our first time working with Bell but MRB has stated in their letter that Bell has done work for other municipalities
  - The watermain project is covered by CDBG grant funds; the sewer project is our cost
  - Approximately 4 months from start to finish

**MOTION to the Village Board to authorize issuing a Notice of Award to Bell Mechanical Contractors Inc. for sanitary sewer replacement on Sheppard St. and Johnson Ave. for the amount of \$62,780.00; first Dave Payne, seconded by Lee Sackett; carried.**

**MOTION to the Village Board to authorize issuing a Notice of Award to Bell Mechanical Contractor Inc. for the CDBG project for water system improvements on Sheppard St., Johnson Ave. and Myrtle Ave. in the amount of \$497,275.00; first Dave Banach, seconded by Dave Payne; carried.**

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### C. Water Treatment Plant – Bill

1. FYI – Tina’s last work day is May 13, 2018
  - Will prepare a temporary promotion for Dave to be plant operator; will go until July 27<sup>th</sup> which is Tina’s official retirement date; when MUB will decide whether or not to make permanent
  - Possibly a probationary period for Dave; may have to be a provisional appointment after July 27<sup>th</sup>
2. FYI - Finger Lakes Water Works Conference 2018 Spring Workshop, June 7<sup>th</sup> in Canandaigua
  - 6 approved to attend; 6 will be attending

### D. Wastewater Treatment Plant

1. Yvonne to Water Treatment Plant Type IIA training

**MOTION to the Village Board to authorize Yvonne Tucker to take the Water Treatment Plant Operator Type IIA Certification course offered October 1 – October 12, 2018 in Tonawanda, NY at a cost of \$875 plus expenses; first Lee Sackett, seconded by Dan Banach; carried.**

2. Clifton Chase – Basic Laboratory Procedures and Basic Operations of a WWTP Training at Morrisville College
  - Feedback getting back on Clifton has been exemplary
  - Put him on the schedule to cover monitoring and sampling on the weekends

**MOTION to the Village Board to authorize Clifton Chase to take the Basic Laboratory Procedures training at Morrisville College on July 9-13<sup>th</sup> at a cost of \$575 and Basic Operations of Wastewater Treatment Plants training at Morrisville College on July 23-August 3 at a cost of \$975 plus accommodations and expenses (to be determined at next month’s MUB meeting) for both training sessions; first Dave Payne, seconded by Dan Banach; carried.**

3. Operations Report
  - Has their always been an issue with grease? Yes –from day 1; Ben had asked that we modify our Code to include a grease ordinance; new facilities that are being built are required to put a grease trap in; some pre-existing facilities do not have grease traps or the traps are not working as they are supposed to; Bruce checks these and lets us know if they are not working properly; normally enforce the installation at a change of ownership and/or use; Bob – a majority of the grease is coming from KanPak; less from KanPak than before they had a unit to gather the grease but the unit was installed before they were doing the amount they are now; the grease that comes from the clarifiers goes to drying beds and then goes to the landfill
  - Compost – Bob Elliott approached a company called Naturcycle; they in turn reached out to Ben and Yvonne; asked if they could purchase compost once or twice a year at a cost of \$4.00/yard; would maintain a stockpile for residents but would sell the remainder; Bob – their biggest client is DOT; Naturcycle would also provide pictures and information on projects using our compost in the Finger Lakes area if we would like to publicize our

operation; tested by their lab – very high marks

**MOTION to the Village Board to allow Naturcycle to purchase compost from the Wastewater Treatment Plant at a cost of \$4.00 per cubic yard; first Lee Sackett, seconded by Dan Banach; carried.**

4. Sampling – filament identification
  - RBCs are heavy; did some testing; found a filament issue that is part of the cause; not enough dissolved oxygen
  - Installed 3 in house aeration devices before RBCs to add oxygen in
  - Bob - New products at KanPak cause different bacteria; looking at how to solve the problem in the interim; hopefully once KanPak's loading is reduced, it will help with the issues
5. Roof project update
  - Had a pre-construction meeting yesterday with J&B Installations
  - Starting May 16<sup>th</sup>; expecting to be completed and off site by the end of May
  - Cost is just shy of \$73,000 to get both roofs done; IEEP has agreed to cover 30% of that cost
6. Septage Haulers form
  - Requesting source of waste, location and approximate number of gallons
  - Perhaps develop an electronic app instead of paper (Yvonne working on)
7. Municipal waste reduction recycling state assistance; where we got money to do our composting project
  - Brent submitted application requesting reimbursement for loader (50%)
  - As of May 2<sup>nd</sup> we've been put on the wait list; qualified request – not approved but qualified
  - Our position number is 1390; current position state is at 1275
  - 3-5 years we may get our reimbursement
  - Amount requested is \$39,181 (50% of cost of loader)
  - If anything else is needed specifically for the composting project, can request 50% reimbursement

**X. Other:**

- Leigh – the Agreement with Dresden – still waiting for mapping; only thing that is holding it up
- KWIC – inspections for residential septic systems – there is a consistent policy; commercial properties – KWIC was not able to complete due to standards of the DEC; we thought they had been doing this; an effort now to ensure that what we thought was being done is being done; there is at least one restaurant that has not been done in several years
- At 11:00 today there is a get together downstairs to recognize Dave Reeve

**XI. Payment Agreements:**

- Lee - looks like 4 or 5 people are getting pretty high; Gary – lag in winter bills; we would expect it at this time of the year as people have run out of benefits (such as HEAP) to

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help pay the bills; we work with these people and payment agreements to get the bills paid

**MOTION to the Village Board to accept the payment agreements in the amount of \$8,620.19; first Dan Banach, seconded by Dave Payne; carried.**

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

1. I&I Program
  - Received a combined letter back from (Engineering Planning Grant) EPG/DEC; some additions and changes
  - DEC wanted to make sure the Village is serious about improving I&I
  - Submitting an application (for the total of what was recommended; \$1,095,689.00); if offered, Village does not have to accept
  - EPG to be complete by end of next week; due by June 2<sup>nd</sup>
  - Have a new person at DEC that we are working with; encompassed this with the Consent Order; should not have
  - This grant was for a study to identify what the problems were, not correcting them which is what the Consent Order is requiring

**MOTION to the Village Board to approve the submission of an application for I&I repairs in the Consolidated Funding Application system based upon the Environmental Planning Grant report for projects totaling up to \$1,095,689.00; first Lee Sackett, seconded by Dan Banach; carried.**

2. Consent Order
  - By May 13<sup>th</sup> the Settleable solids study plan needs to be submitted; Bob is working on; will be sent to DEC tomorrow
  - I&I update report due in July; will include items from the EPG

**XIII. Reminder the Village Board Meeting is May 15<sup>th</sup> at 6:00 p.m.**

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

**XV. Executive Session:**

**MOTION to move into Executive Session at 10:01 a.m.; first Dan Banach, seconded by Lee Sackett; carried.**

**MOTION to exit Executive Session at 10:23 a.m.; first Dave Payne, seconded by Lee Sackett; carried.**

**XVI. Next Meeting – Thursday, June 14<sup>th</sup> at 8:30 a.m. MUB Meeting Room**

**XVII. Adjournment: 10:25 a.m.**

