

Penn Yan Municipal Board Meeting Minutes

June 14, 2018

I. Attendees: Chairman Rom French, Commissioners Dan Banach and David Payne, Village Trustee Kevin McLoud, 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: Commissioners Ray Hamilton and Lee Sackett

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: Michael Mullins

- Finishing up Tractor Supply; energizing today; waiting on developer to install underground service
- Yates County Soil and Water ready; waiting for permits with the Village then we can turn them on
- Ryder substation job – start next week; pretty extensive job; currently scheduled to be completed mid-October; Brent – putting all of our load for the Village on Flat St the week after next; it will be like that until mid-October; potentially room to improve upon the schedule; our guys are expected to do quite a bit of the job; only part being hired out is the erection of the steel – new bay
- Brent – Charles Herrmann Way – the bridge is done except for the railing which is out another 30 days; the street department has started their storm sewer work; the water line has been installed; underneath the gully; will be work for the electric crew – primary underground and transformers to install; haven't started that yet; the developer for the Moorings has announced that they have pushed back the start of their work until August
- Rebuilding Wagener St
- Circuit to Horizon Park; pretty high load so kind of pressing
- Dollar Tree all done
- Eric is working out very good; great worker; great asset

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, Dan Banach, David Payne, Kevin McLoud, Brent Bodine, Leigh MacKerchar, Gary Meeks and Holly Easling; first David Payne, seconded by Dan Banach; carried.

VII. Audit dated 6/19/2018

Summary:

Paid Before Audit:

General:	\$150,632.73
Electric:	\$244,678.80

Sewer:	\$ 12,664.78
Water:	\$ 10,751.75
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$418,728.06

Current Audit:	
General:	\$206,289.29
Community Development–CRC:	\$ 0.00
Electric:	\$166,637.40
Sewer:	\$172,530.64
Water:	\$ 88,712.56
Capital Projects:	\$160,272.40
Trust & Agency	<u>\$ 0.00</u>
Total Current Audit:	\$794,442.29

TOTAL AUDIT: \$1,213,170.35

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

VIII. Treasurer’s Report – Gary Meeks

1. YTD revenue and expense analysis for 2017-18
 - Electric
 - Revenue 90% up 1.8% over last year
 - Expenses 78%

Residential up 4%; Industrial down 1%; Commercial up 10%

Revenue greater than expenses about \$377,000 without May power bills, rents, pilots and gross receipt tax; with adjustments net loss of \$47,000; adding in depreciation and Gamewell expenses (non-cash items) gives us \$247,000 in operations

Going to propose that the General fund subsidize the Electric fund approximately \$193,000; this would make net income a positive amount of \$146,000

There are no more mini rate cases for increasing electric rates; takes approximately 4-6 months once application is filed; have made tentative plans for Bill Freitag to visit in September to get going on the rate case application; March/April time frame before increase

- Sewer
 - Revenue 108% KanPak surcharges; septage haulers; sold a dump truck through Auction International that we estimated we would get \$10,000 for, received just over \$30,000 for it (kudos to Rap and the others that get these vehicles ready for sale)
 - Expenses 69%

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Revenue is greater than expenses by \$910,000 but if we add in estimated depreciation, have just over \$400,000 surplus in the sewer fund; very healthy position for the sewer fund

- Water
Revenue 95%
Expenses 69%

Revenue greater than expenses by \$322,000; with depreciation, a couple months of wholesale customer revenue and CDBG funds figured in, about -\$81,000 in the red; driven by reconciliation of the water funds (gave out \$36,000 in credits) and our metered sales down \$40,000 from budget to residential customers in the Village

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for July 1st – 31st: No reduction.
2. Electric crew
 - Walnut Hill expansion – waiting on developer; developer needs to install conduit and set the vault; we will pull wire and set transformer
 - Keuka Gardens is a definite go; electric will be underground; water/sewer will be done by developer and dedicated to the Village
 - Continuing to work with Charlie as a new supervisor; work with him to groom him into a supervisor that can look ahead and lead; doing a good job
 - Ryder substation job – excited to get this project going
 - Tractor Supply – right-of-ways are all secured; overhead work done; underground for DMK; waiting on developer (same as Walnut Hill project)
 - Holly – are these all billable jobs? Brent – yes, according to Code
 - Gary – thanks for getting as much done in house as we can; certainly helps

B. Water/Sewer

1. Sheppard/Johnson/Myrtle water and sewer update
 - Had a pre-construction meeting on June 5th
 - Contractor, Bell Mechanical, working on an issue with their railroad insurance
 - Start construction July 9th
 - Clearly stated that these are 2 different projects for invoices, etc.; work will be done at the same time
2. Cured-In-Place pipe installation of sanitary siphon sewer under Keuka Outlet
 - Received 5 bids
 - Reviewed by Elliott Engineering; recommend Skanex Pipe Services
 - Skanex bid was approximately 40% less than budgeted

MOTION to the Village Board to authorize issuing a Notice of Award to Skanex Pipe Services for Cured-In-Place pipe lining installation in sanitary siphon sewer under Keuka Outlet for the amount of \$14,500; first Dave Payne, seconded by Dan Banach; carried.

3. FYI – Elm and Liberty St. – replacing 3 valves as part of normal maintenance; these are some of the hardest operating valves they have

C. Water Treatment Plant – Bill

1. Employee update
 - George Sifo – giving full effort; Dave working with him on his strengths and weaknesses

D. Wastewater Treatment Plant

1. Clifton Chase – Basic Laboratory Procedures and Basic Operations of a WWTP Training at Morrisville College

MOTION to the Village Board to authorize Clifton Chase’s accommodations at Wendt University Inn during the Basic Laboratory Procedures training on July 9-13th and Basic Operations of Wastewater Treatment Plants training at Morrisville College on July 23-August 3 at a cost of \$109 per night plus expenses; first Dan Banach, seconded by Dave Payne; carried.

2. Operations Report (attached)
 - Isolated one RBC train; running clean water through (approximately 180,000 gallons) to clean the basin out; super chlorinate it to kill off the bad bugs; will then rebuild with good bugs; once complete and back online, will do the same thing with the second RBC train
 - Holly – are we invoicing Naturcycle for the compost? Are they just paying when they come?
 - Brent – please ask Ben and Yvonne to incorporate the results from new septage hauler form into the report
 - Brent – is there any concern about suspended solids violations during the chlorination and cleaning of the RBCs
3. Roof project update
 - Has been completed; the contractors were here a total of 5 days
 - Waiting for manufacturer’s rep from Firestone to certify the roof
4. KanPak sampler update
 - Was not working; sent back
 - Found an internal refrigeration leak on the sampler
 - Offer was made to extend warranty by 6 months if we accept that same unit back once repairs/replacements are made or 3 weeks to get a new unit
 - Board agrees to get a new unit if only 3 weeks to wait for a new one
 - Had to buy an extension cable for sample probe; additional \$180; cost being split with KanPak

X. Other:

1. Village Engineering Contract renewal for 2018-2019

MOTION to the Village Board to authorize the Mayor to sign the Village Engineer Contract for the 2018-2019 fiscal year; first Dan Banach, seconded by Dave Payne; carried.

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2. Water Infrastructure Resolution
 - County-wide
 - Opportunity for additional shared services
 - Respectively ask that a steering committee be developed to work with the engineering team; cross representation
 - Be careful & diligent
 - Creating a water authority can take a long time; 5 years
 - Need to stay involved with this; not just county making decisions
 - Dan Long stays on top of things and looks forward; good asset for the county
 - Please make sure Bob Elliott is involved with these meetings

MOTION to the Village Board to authorize signing the Resolution in support for the submission of a CFA Grant Application by Yates County for a County-wide water infrastructure study and agree to fund the Village of Penn Yan's portion of the consultant; first Dave Payne, seconded by Dan Banach; carried.

3. Yvonne Tucker has submitted a letter to Brent; requesting permission from the Village to pursue becoming a member of the NYRWA Board of Directors; would also like permission to not use her personal/vacation benefits for this position if elected
 - Position on the board opened up due to the unexpected death of Brian Romeiser
 - If elected, could lead to her running again
 - Would be beneficial to the Village; cost savings for Yvonne's participation in events – NYRWA would pay for the events
 - Not the only one pursuing this position

MOTION to the Village Board to allow Yvonne Tucker to pursue becoming a member of the New York Rural Water Association (NYRWA) Board of Directors and not use her personal/vacation benefits for these events; first Dan Banach, seconded by Dave Payne; carried.

4. NYWRA Sustainable Management training

MOTION to the Village Board to allow Bill Jensen to go to Dryden for the NYRWA Sustainable Management training on June 26, 2018 at a cost of \$14.00; first Dave Payne, seconded by Dan Banach; carried.

5. Mayor – FYI: KWIC - it has been reported that a restaurant has been having problems with their system discharging into the lake; in the past DEC was taking care of larger systems (hotels, restaurants), not local watershed inspectors; DEC had not inspected this restaurant in 19 years; problem has been addressed; hard to fault the business owner when no inspection in 19 years

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$10,360.19; first Dan Banach, seconded by Dave Payne; carried.

XII. Village Engineer's Report – Bob Elliott

1. Working on 2 CFA applications:
 - Planning Study for disinfection system required by SPDES permit - SEQRA Type II Action
 - I&I study; has been completed and accepted; also SEQRA Type II Action
- Brent –will ask Ed Brockman to review and prepare SEQR documents

2. KanPak meeting; draft Industrial Sewer Use Permit (ISUP) reviewed
 - Very good meeting; very positive
 - KanPak realized they need to do more treatment; currently doing a biological treatment study
 - Looking to build a pretreatment plant
 - Brent – current ISUP based on mg/lit; proposed ISUP limits to a certain mass (600 lbs/day of BOD); gives them flexibility
 - For any loading over 600 lbs/day, surcharges will be 1.5 times higher than they currently are
 - Proposed ISUP is due to NYSDEC by August 13th; won't be implemented until approved by DEC

3. Consent Order – even though we have not heard from the DEC regarding submittals for Best Management Plan, etc. we are moving forward so as not to miss deadlines

FYI – have run Wastewater Treatment Plant in the past with one RBC train with no violations

XIII. Reminder the Village Board Meeting is June 19th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

MOTION to move into Executive Session at 9:47 a.m.; first Dan Banach, seconded by Dave Payne; carried.

MOTION to exit Executive Session at 10:21 a.m.; first Dave Payne, seconded by Dan Banach; carried.

XVI. Next Meeting – Thursday, July 12th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:22 a.m.

Transcribed by Crystal Bailey on 6/15/2018

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Compost Finished for May = 45 Yards

Sludge Gallons Pressed May = 186,395

Dewatered Sludge Hauled to Landfill = 70.76 Tons

Septage Gallons Received May = 281,936

May 2018 Wastewater Operations

Cherry Street Pump Station Emergency generator transfer switch repaired and returned to automatic status. The roof replacement was accomplished without incident. During routine daily observations, pump #1 was found to be creating excessive noise and vibration. Opening pump revealed buildup of rags and debris. After the impeller was cleared, the pump was returned to normal operation.

Septage Acceptance Plant transfer pump repeatedly lost prime and clogged up with rags throughout the month. Rocks and grit that accumulate in the septage holding tank sump trough cause the pump to periodically lose prime. A thorough cleaning of the septage holding tank was scheduled for the first of June.

The Grit building water line was relocated to facilitate access. The water spigot was in a location that required entrance to the below-grade level. During the past two flood events, the hose spigot could not be reached without wading through waist-high dirty water. An electric conduit was also re-positioned overhead, to improve safe access to the lower level.

The anaerobic digester (D1) floating cover had accumulated solids matter on top of and around the perimeter, which could interfere with cover movement. One and a half yards of solids were removed by hand.



Boiler inspection and tube cleaning was performed while the unit was off-line for the replacement of the two-inch main gas valve, a section of pipe, and cleaning of the burner head. Future work is scheduled to replace the breech and a portion of the chimney stack.

Influent and Effluent flowmeters were checked for accuracy by a licensed contractor (as required by the DEC) and certified for another year.

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Our handheld dissolved oxygen meter that is used to report our effluent dissolved oxygen levels to the DEC malfunctioned. A replacement meter has been ordered. Until the replacement arrives, the Village of Dundee Wastewater Chief Operator has allowed us to borrow his meter each week after he is done monitoring his dissolved oxygen for his daily reporting requirement.

RBC: Weekly RBC inspections have resulted in finding two more broken brackets and several more missing bolts needing replacement. Temperature monitoring of the electric motors revealed increasing stress on the VFDs and motors due to the excess growth of undesirable organisms on the media. VFD speed adjustments have been made to temporarily compensate for the increased stress. Arrangements have been made to clean, disinfect and regrow the biomass with suitable organisms during June and July.

Compost: Approximately 240 yards of compost were purchased and removed by Naturcycle Corporation. Fourteen yards has been used by residents, and 22 yards have been used by the Penn Yan Parks department.