

Penn Yan Municipal Board Meeting Minutes

July 12, 2018

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, David Payne and Lee Sackett, Village Trustee Kevin McLoud, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Director of Public Works Brent Bodine, Mayor Leigh MacKerchar, Village Engineer Robert Elliott and Attorney Ed Brockman

Absent: Assistant Director of Public Works Bill Jensen

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 Dave Payne, seconded by Dan Banach; carried.

IV. Municipal Employee: Ron Keech

- Doing maintenance
- Replaced 3 valves at the intersection of Liberty & Elm; couldn't isolate our main breaks, had to shut off a lot more than we should have to
- Replaced 2 valves on North Avenue; will help with the Sheppard St watermain project
- Main break on East Main St.; line only about 16 or 17 years old; bolts rusted off the valve; there are a lot of valves up that road; may have to do some investigating on a few of the valves to be sure it isn't an issue with them all
- Getting ready for the Lincoln Ave project; waiting for final approval from DOH; Bob Elliott – he has talked with DOH, go ahead and order parts
- Sheppard St project to begin July 23rd; couple month project
- Flow test meters installed and information taken; will get to Bob for review
- Charles Herrmann Way – reset manholes
- Concrete work on Gate #6 – going to pour today
- Utility Service Worker has been busy doing meter testing and I&I inspections as well as his normal work
- Shawn is working out well
- Rom questioned whether or not the work on Sheppard would cause a problem with the railroad; Brent – all set, no concerns

Ron left the meeting at 8:40 a.m.

V. Public Requests and Comments:

In attendance: Village Trustee Dan Condella, Grant Downs (Town Board member) and George Thompson of Town of Torrey, Joe Ardieta of Vanguard (for Keuka Estates)

Grant Downs –

- What is the status of the SPDES Permit for the WWTP? There was an extension of the comment period; Brent – his understanding is the extension was only to review the comments they had received; not to accept any more comments; have not heard back from DEC
- When gates are open, is there a notification? Concern regarding the amount of flow downstream when all the gates are open; Brent – we follow the Emergency Action Plan which is approved by the Army Corp. of Engineers; there are 2 different levels of flow that we are to notify a list of people; specific people downstream are not on the list; we

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are not required to warn people of high flow; there is a website that can be viewed to see what the lake level is; gate manager does daily inspections at the gate and downstream during high flow conditions; we have a guide to what we manage the lake level to; put out a gate order; when completed the website is updated; Grant – website? Brent – Keuka Lake Association; gives all kinds of information for the lake (temp, levels, etc.); Grant – is it possible to let Town of Torrey Highway Superintendent know if gates are going to be open? Brent – he can be added to the list of people who are notified once there is a change to the gate status (from the KLA website); Dan B. – there are signs on the Outlet that state “Warning, subject to high water events at any time”

- Alarm system that will be added to WWTP, has this been done? Brent – have until August 13th to complete the implementation; actively working on it and see no reason to not have completed by the deadline
- Is there a need to expand the WWTP? Brent – not in a final position to answer that; part of the Consent Order was to do a number of analyses to help make that determination; Bob Elliott – this is evaluated every year as part of a requirement of the DEC
- Mayor asked what the status is of the Town of Torrey Water Districts; Grant – Water District 1 – waiting for Comptroller; Water District 2; finalized Agreement between Village of Penn Yan and Dresden; both reviewing map of Authorized Water Distribution Territory (AWDT); Brent – Village has requested a hard copy of the map for review, only an electronic version was provided; Grant – Water District 2 has not been submitted to the Comptroller yet

Joe Ardieta –

- Vanguard was hired to do utilities for this job 2 years ago; job went on hiatus; have a revamped survey map; does not have accurate sanitary sewer data provided by survey; is the sewer connection information provided by survey accurate? Brent – water provider is Milo, you would need to get the specific details for that from them; Rim elevation and invert information for the manhole? We can get it or confirm it for you; it is the correct location and currently a gravity feed into that manhole; Joe – we will be dismantling that and putting in 2 connects
- Have not done the design on the pump system yet; 1 lateral and 1 sewer service for each building? The client in this case wants 1 lateral for each unit; Brent – that would be true in concert with our Village Code; the customer is responsible for that lateral; Joe – the HOA would be the owner; still one customer; individual meters for each unit; would that satisfy under Code?; increasing utility costs by doing 1 lateral per unit; 6 unit and 8 unit buildings; Brent – proposing to take 1 lateral to each building? Joe – yes
- Brent – currently do not service this property for water; current proposal is that Milo will supply the water

Dan Condella left meeting at 9:15

- Brent – electric services to these units? Joe – not designing electric; not sure who is designing electric; Brent – this site currently takes New York State Electric & Gas

Joe Ardieta left the meeting at 9:20

VI. Executive Session:

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MOTION to enter into Executive Session to discuss the work history of an employee and legal counsel with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Kevin McCloud, Leigh MacKerchar, Brent Bodine, Gary Meeks, Holly Easling, Bob Elliott and Attorney Ed Brockman; first Lee Sackett, seconded by Dave Payne; carried.

Enter Executive Session at 9:20 a.m.

Motion to exit Executive Session at 9:56 a.m.; first Dan Banach, seconded by Dave Payne; carried.

VII. Audit dated 7/17/2018

Summary:

Paid Before Audit:	
General:	\$ 29,399.51
Electric:	\$171,124.39
Sewer:	\$ 8,489.95
Water:	\$ 6,811.76
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$215,825.61
Current Audit:	
General:	\$ 49,639.63
Community Development–CRC:	\$ 0.00
Electric:	\$ 15,912.13
Sewer:	\$ 85,912.06
Water:	\$ 17,426.97
Capital Projects:	\$ 39,845.83
Trust & Agency	<u>\$ 0.00</u>
Total Current Audit:	\$208,736.62
TOTAL AUDIT:	\$424,562.23

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

VIII. Treasurer's Report

1. Electronic Billing & Payments Update - Holly
 - Officially one year; doing well
 - Steady growth on electronic payments and billing; touch point for new customers; reminders that it is an option on bills when there is room
 - Dan B. – will we be able to do automatic deductions in the future? Holly – security would be an issue having customer information; Gary – not sure this community is ready for something like that; not to say we can't strive to do that; Holly – we are moving in the right direction; people are slowly moving toward the electronic billing and payments

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2. Revenue and Expense Analysis - Gary
 - Only 1 month into the year, no meaningful analysis yet; will pick up with that next month
 - Electric business – implementing a new CPR (Continuous Property Records) system; huge effort; in the middle of data input; approximately 850 pages; will take us several months to get this done; rather than use the revenue and expense analysis which wouldn't be highly accurate, going to put together a cash flow statement for the electric department; will start with that next month

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for August 1st – 31st; No reduction
2. Ryder Substation project update
 - Construction schedule; no concerns so far; on schedule
 - Our guys are doing a good job on this; street and electric department
 - Already decommissioned the old metering and removed the old instrument transformers; until we get them installed, back up and commissioned by the Power Authority, that source will not be available; Oct 15th-19th is the scheduled time to get this back up and running; endeavor to try to improve on the schedule

MOTION to recommend to the Village Board that they authorize the signing of the Cost Reimbursement Agreement with the New York Power Authority; first Lee Sackett, seconded by Dave Payne; carried.

3. FYI – old Truck 5 auction results
 - Sold through Auction International; anticipated sale of around \$25,000 (based on the last sale); sold for a little over \$40,000
4. Tractor Supply update
 - Wire for underground has been pulled in; not energized yet; transformer not set; waiting on them and their electrician
5. IEEP manager update
 - Bill Barry has resigned; in the interim duties are being taken care of by Tony Modafferi from the MEUA; have a meeting next week to discuss options

B. Water/Sewer

1. Truck 7 quote - approximately \$800 over budget
 - Planned replacement
 - Had a budget based on previous purchases and anticipated cost increases

MOTION to the Village Board to authorize the purchase of a 2019 F250 4WD Regular Cab Pickup for \$28,646.62 from NYE Automotive Group under contract #PC67318 as a replacement for Truck 7; first Dave Payne, seconded by Dan Banach; carried.

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2. Sewer forgiveness request: Onalee Gillette, 109 Young Street, in the amount of \$34.13 due to leaving her outside water spigot running on two separate occasions after watering new grass seed and flowers.
 - Bill has gone out and checked on this; determined that there was no way for this water to get to our sewer system; recommends this forgiveness

MOTION to the Village Board to grant forgiveness in the amount of \$34.13 to Onalee Gillette, 109 Young Street; first Dan Banach, seconded by Dave Payne; carried.

3. Sheppard/Johnson/Myrtle water and sewer main projects update
 - Update was given with Ron at the beginning of meeting
4. Lincoln/Sheppard watermain replacement update
 - Discussed when Ron was in at beginning of meeting
5. Keuka Estates

MOTION to the Village Board to increase EDU assignment for Keuka Estates account from 35 back to 61; first Lee Sackett, seconded by Dave Payne; carried.

Discussion: If they can show proof that they have permanently disconnected other connections then they can come back and appeal; would this be a letter that would go to the owner of the property prior to doing that? Brent – if the Village Board approves, yes, we would send a letter notifying the owners that we would be increasing the EDUs

6. Town of Jerusalem watermain break at the State Park
 - Received a call last Friday, July 6th, from the Water/Sewer Maintenance Worker from the Town of Jerusalem; had a watermain break at the state park; unable to find anyone to do the excavation for the job; Bill directed our Water/Sewer crew to go help them; we do not have an existing Agreement with the Town of Jerusalem; question is “are we going to bill them or are we not going to bill them?”; have helped us in the past with street work
 - Rom – feels we should foster reciprocal help; unless it becomes one sided
 - George Thompson – how far are you willing to extend help? Rom – if emergency, we will help; but want to see services provided back to us; Brent – we don’t have an Agreement with Jerusalem; have had Agreements in place with Milo and Benton to provide services; would be on a case by case basis; have to staff ourselves in order to maintain our system

C. Water Treatment Plant

1. FYI – Finger Lakes Water Works Conference (FLWWC) Summer Meeting/Vendor Exhibit/Clambake on Thursday, August 9th at Dewey’s Party House in Seneca Falls

Mayor returned at 10:28 a.m.

2. Staffing update

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- George Sifo has submitted his resignation to the Mayor

Dave Payne left meeting at 10:30 a.m.

D. Wastewater Treatment Plant

1. Operations Report (attached)
 - Battling a high level of sludge; working on pressing
 - Polymer system on press is making a loud noise so they had to shut it down; can take up to 2 loads of liquid sludge per day to Canandaigua if needed
 - RBC odd train had been shut down for cleaning; went well; got it going again; “seasoning” it; while that was down, the even train got heavy; they will need to shut that one down for cleaning as well; anticipated this; going to have violations to our permit due to this maintenance and cleaning; notified DEC before they went forward with this
2. KanPak Sampler
 - Being installed today; system will hopefully be commissioned next week

X. Other:

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,291.06; first Ray Hamilton, seconded by Dan Banach; carried.

XII. Village Engineer’s Report – Bob Elliott

1. Updated watermain break report
2. DEC semiannual I&I report was submitted July 2nd as required by Consent Order
 - Bob impressed by the Village’s efforts for home inspections; put examples in the submitted report to DEC so that they could see the efforts by the Village
 - Have not heard anything back from the DEC on that; doubt we will
3. Settleable Solids report
 - DEC had a few comments
 - Resubmitted on the Village’s behalf; Brent – really thought that was done well
4. CIP of the siphon went smoothly; Skanex was ready to go; had the liner sitting there waiting to get going; Brent – after install video? Bob – yes, we will make sure you get a copy
5. Submitted an application for the disinfection grant; this is required by the Consent Order
6. Brent – please have Jim send the application for the I&I Upgrade planning grant to Bill and Brent to review

XIII. Reminder the Village Board Meeting is July 17th at 6:00 p.m.

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XIV. Service Request Review and Discussion, if needed.

XV. Executive Session: Completed earlier in the meeting

XVI. Next Meeting – Thursday, August 16th at 8:30 a.m. MUB Meeting Room

XVII. Motion to Adjourn; first by Dan Banach, seconded by Lee Sackett; Adjournment at 10:44 a.m.

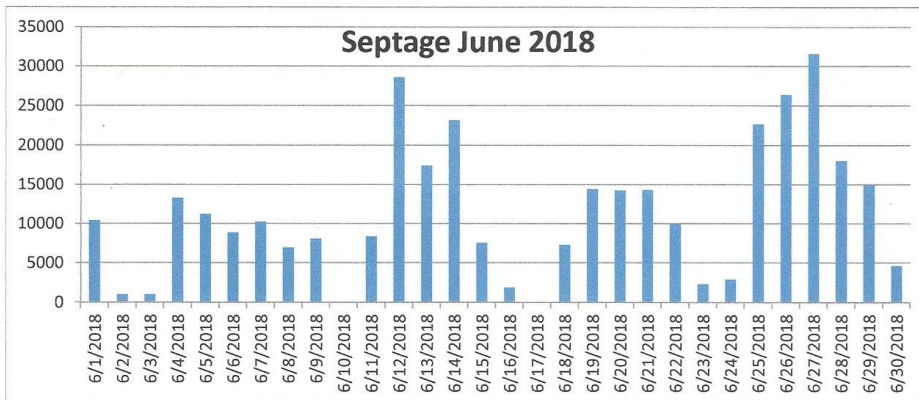
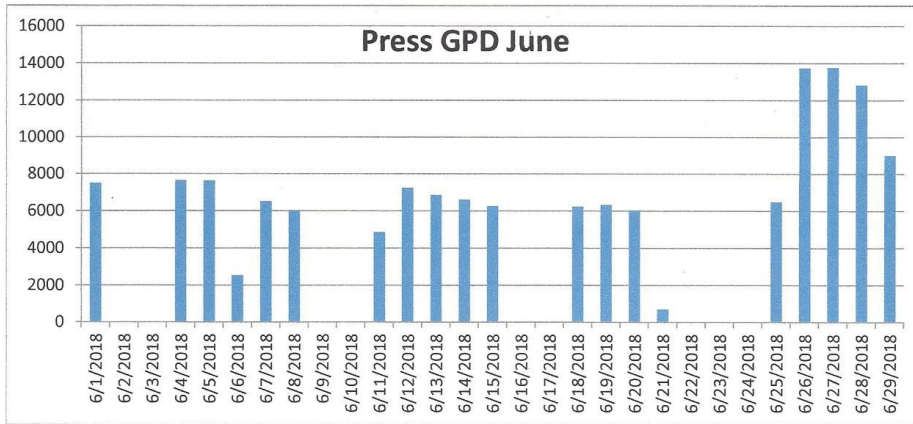
Transcribed by Crystal Bailey on 7/17/18

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Wastewater Treatment Plant

Compost Screened for June = 47 Yards
 Sludge Gallons Pressed June = 144,908
 Dewatered Sludge Hauled to Landfill = 68.33 tons
 Septage Gallons Received June = 341,381



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June 2018 Wastewater Operations

PRESS: During the first part of the month we reduced the throughput rate in an effort to improve effluent quality and reduce the polymer consumption. Increased loading and sludge inventory, however, forced us to resume maximum production rate, including some overtime runs. Also, the press recycle pump was found to be worn out and had to be replaced.

RBCs: The eight RBC units in basin #1 have been stripped of the harmful growth which had overloaded them, and inoculated with beneficial organisms. After redirecting the incoming flow from the clarifiers, the entire basin was heavily chlorinated and the units allowed to continue to turn for several days, with additional periodic chlorination. The basin was then completely flushed with potable water before applying a strong oxidizing agent for final removal. Finally, after several days, it was flushed with primary clarifier effluent and the new organisms introduced. Regrowth is now under way and we hope to put that train of RBCs back in service within two weeks.

As expected (and as we had notified the DEC to expect), with half the RBC units thus removed from the treatment process some aspects of the quality of our effluent declined. Our weekly test results put us in violation of our nitrogen and ultimate oxygen demand limits, and the RBCs left in service are of course very heavily loaded. Although these effluent violations are not without repercussions, the cleaning is critical: the undesirable micro-organism overgrowth must be reduced to protect the VFDs and motors, and to improve the settling characteristics of the biological sludge. Every effort was made to minimize the length of time necessary to complete the cleaning process.

The RBCs were also inspected for loose and missing clamps. Four were found and replaced.

Effluent Mercury: Our routine monthly mercury sampling for June was overlooked, which will unfortunately be recorded as a violation. We have set up a double reminder system to prevent recurrence.

Clarifiers: Despite the hot weather, the clarifiers are so far performing well, with no excessive odor to date. As incoming sewage temperatures increase, we may have to take one unit out of service to maintain oxygen levels.

Compost: Twenty yards of compost was picked up by residents, while four yards were used by the Village Cemetery. Also, seventeen yards of used wood chips (compost by-product) went to the Finger Lakes Museum & Aquarium.