

Penn Yan Municipal Board Meeting Minutes

August 16, 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

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 Lee Sackett, seconded by Dave Payne; carried.

IV. Municipal Employee: Yvonne

- Had a company come in and clean Cherry St Pump Station; cleaned grease and everything out; been several years since this has been done; quite an accomplishment; went smoothly
- Plant is functioning well this month so far; last month had some violations; working on reports for non-compliance; result of the cleaning process we needed to do; Lee mentioned that the DEC knew in advance that there might be some violations
- Air diffusers are working well; keeping everything agitated
- Lee – thank you and Ben for the reports; good reports you are supplying each month to let us know what is going on; Yvonne – Ben was doing reports before; he is a very integral part as we continue to prepare these reports
- Consent Order process – had a deadline date of August 13th
 - DPW crew came in and cleaned out containment area; we created a manually operated control device that would divert flow to this containment area if needed; DPW was very helpful in getting this done
 - the leak alert system has been put in place for the reed bed; has been tested; sends out text message if any issues; seems to be working well
 - Brent – another item that was part of Best Management Measures that has not been done yet; Yvonne – DEC wants some form of indicator on the valve that was left open and caused the spill; we are going to install an actuated valve that provides positional feedback instead of the manual one that is currently there; in order to install this we'll need to drain the digester; DEC has agreed to allow us to wait until we take the digester down for cleaning; the valve has been ordered; we will have it here in case something happens and we have to drain the digester for any reason; Rom – how often is the digester drained and cleaned? Yvonne – depends on if there are problems; last time it was done was in 2014; Brent –the digester cleaning is on a 5 year cycle
- Dan – were the air diffusers purchased or built ourselves? Yvonne – purchased the air diffusers but everything had to be put together in order to install; Dan – how much maintenance do the air diffusers require? Yvonne – planning to address the 6 aerators that are older and make sure they are working properly; the diffusers are running constantly, not turned on and off; last quite a long time; maintenance is more on the blowers
- Gary – see that septage hauling has brought in 4,300 gallons from wineries. How is this affecting the plant? Yvonne – such a small portion; without tracking we couldn't have

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known how much it was; the tracking itself is cumbersome right now, receiving between 20 and 40 sheets per day

- Gary – KanPak Sampler installed? Yvonne – yes, KanPak has been using it; we have a monitoring system in place for the PH level; we, as the Village, have access to this; also will send test message when the PH level is outside of their permitted range; Brent – working on making this the most efficient process
- Rom – is the press working well? Yvonne – right now the press is working very well; working that press a lot; yesterday processed 20,000 gallons of sludge; Kurt looked back through data - in 2008 for the entire month of July pressed 40,000 gallons of sludge; have done that in the last 2 days
- Lee – how is polymer inventory? Yvonne – going through a lot of polymer
- Rom – appreciate the detective work your group is doing to improve the plant
- Yvonne – we have such a dedicated staff; it's a pleasure to be a part of that; Rom – special thank you to Steve for all that he does at the plant

Yvonne left the meeting at 8:46 a.m.

V. Public Requests and Comments:

Mark Sprague

Steve McMichael arrived at 8:38 a.m.

- Bought the Lloyd's building back in January; paying for the EDUs but the building has been vacant since we bought it; looking for help because we are paying a couple hundred dollars a month on a building not being used; it was suggested to come to the board to ask for help
- Gary – assignment of EDUs are reviewed on a case by case basis
- Brent – the water and sewer rents are 2 parts – paying for consumption and EDUs; your bill is less due to no consumption; the EDUs are based on the debt load (protecting the infrastructure); if you are not intending to change the use of the building then the Village has to be ready to supply when ready; if you are not intending to change the use of the building or disconnect the lines permanently, recommendation would be to keep the EDUs the same; suggest changing from 1 meter to separate meters that way the apartment(s) can be billed to the tenant; Mark – who is responsible for the cost of the meter? Brent – if $\frac{3}{4}$ " meter and under, provided by the Village, anything over $\frac{3}{4}$ is owner's responsibility
- Steve – understand but paying for 5 EDUs and not using anything; here because he was told that it is on a case by case basis and it doesn't hurt to ask
- Board agrees to leave things the way they are for the building since Steve and Mark are trying to sell and at this time not intending to change the use of the building

Steve and Mark left the meeting at 9:00 a.m.

VI. Executive Session:

Move to enter into Executive Session for legal counsel at the end of the meeting with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Kevin McLoud, Leigh MacKerchar, Brent Bodine, Gary Meeks and Holly Easling; first Dan Banach, seconded by Ray Hamilton; carried.

VII. Audit dated 8/21/2018

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Summary:

Paid Before Audit:	
General:	\$ 29,397.98
Electric:	\$205,554.55
Sewer:	\$ 8,820.28
Water:	\$ 7,430.10
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$251,202.91
Current Audit:	
General:	\$ 54,686.06
Community Development–CRC:	\$ 0.00
Electric:	\$ 41,582.24
Sewer:	\$ 52,135.18
Water:	\$ 37,665.67
Capital Projects:	\$ 19,253.60
Trust & Agency	<u>\$ 0.00</u>
Total Current Audit:	\$205,322.75
TOTAL AUDIT:	\$456,525.66

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

VIII. Treasurer's Report – Gary Meeks

1. 2018/2019 YTD Revenue and Expense Analysis: 2 months in, should be about 17% for our revenue and expenses
 - Sewer
Revenue 32% driven by closing of the Waterfront project (rec'd funds)
Expenses 13%

If we take out the grant funds from the Waterfront project (\$313,000) we'd be at 19% which is still a bit higher due to septage haulers and KanPak surcharges; Revenue is greater than expenses by \$518,000 but take away grant revenue and depreciation, still have \$112,000 surplus in the sewer fund; Sewer fund is in good shape

- Water
Revenue 15% timing; quarterly billing to wholesale customers
Expenses 15%

Revenue greater than expenses by \$15,771; adjusting for wholesale customers and depreciation added in and excluding \$9,200 revenue that was not in our budget for our CDBG project, in the red about \$24,000; big ticket items (such as worker's comp, property insurance, etc. front end loaded, due in June and July); really no concerns with the water fund

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2. Electric Fund Cash Flow Statement (Holly)
 - Well underway with the Continuous Property Records (CPR) system implementation; just about 45% complete with inputting pole line records (which is approximately 18,000 of the approximate 38,000 records that need to be entered); everyone helping out whether doing the actual data input or supporting roles of picking up the slack while others are inputting; teamwork is great; Gary – a lot of credit to our staff; due to state of electric fund, made the decision to do this in house rather than hire someone to do the data entry; Tami and Holly are both playing an integral part; Robin, Christine and Crystal inputting data as well as Gary’s wife, Renee, volunteering her time; Holly – hoping to have everything input by the fall; will then have some catch up to do; Gary – big project, have seen really good progress; Rom – please express our heartfelt thanks to everyone; sometimes difficult to take on these projects on our own but develops an “ownership” that creates pride; Holly – good to have others getting involved and understanding more; Tami has been the only person to do this in the past; Dan – appreciate Renee’s help but feels that she should be compensated; Gary – thank you, but Renee is comfortable volunteering her time to help out the Village
 - Electric fund Statement of Cash Flows review; electric fund is staying pretty consistent for the past couple months; not a good thing because we are not adding to it; sustaining the expenses; continuing to manage very closely
 - Rom – rate proposal with Public Service Commission? Holly – just finished audit last week; will be reaching out real soon; Rom – how long before it takes effect? Holly – 4-6 months; probably not until the next fiscal year

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy for September 1st – 30th; no reduction
2. Proposed Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the Municipal Electric Utilities Association (MEUA) 2018 MEUA Annual Conference on September 11th -14th in Buffalo, NY

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 Municipal Electric Utilities Association (MEUA) 2018 MEUA Annual Conference on September 11th -14th in Buffalo, NY; first Lee Sackett, seconded by Dave Payne; carried.

3. Ryder Substation project update
 - Started last week with moving load from Ryder Substation to Welker Substation; have

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moved all but one circuit

- There is a section that cannot be moved over because of the distance and voltage drop problems
 - Doing a scheduled outage tonight; 10 pm tonight to 6 am tomorrow; people in the Village not used to this; appreciate everyone's patience
 - There will be short 15-20 minute outages during the same time frame – at least twice; once around 10 pm and then again around 5:30- 6 am
 - Hand delivered letters to those that will have complete power outage
 - We are ready; 2 man crew from Watkins coming to help
 - Will be our entire electric crew; recognize the need for the success and the advantage of this project; very impressed with the electric team; want to get this done and done safely
4. Aluminum grating at the storeroom

MOTION to the Village Board to declare the aluminum grating at the storeroom; 5 – 3'x3' panels, 1 – 2'x3' panel and 1 – 6'x3' panel and a number that have 6"x6" notches along their edges; as surplus and sell at scrap pricing; first Dave Payne, seconded by Ray Hamilton; carried.

B. Water/Sewer

1. Sheppard/Johnson/Myrtle water and sewer main projects update
 - Underway; installed new main between North Ave. and the railroad tracks; has not been pressure tested yet
 - Scheduled to do the crossing under the tracks August 23rd
 - Have had one residential complaint; Brent spoke to; made contractor's foreman and engineering inspector aware and it was taken care of immediately
 - Limits of watermain replacement are on Sheppard St from North Ave to Clinton St; all of Johnson and all of Myrtle
 - Going well
2. Lincoln/Sheppard watermain replacement update
 - Received DOH approval
 - Ron has received all materials except for pipe
 - Expect to start construction on this project after Labor Day holiday
3. North Main Street Sewer Replacement
 - Opened 3 qualified bids
 - Elliott Engineering has submitted Recommendation of Award
 - Below what we had budgeted for this project
 - This will be a fall project; anticipate it to start by end of September

MOTION to the Village Board to authorize issuing a Notice of Award to City Hill Excavating, Inc. for replacement of the North Main Street Sewer for a total amount of \$168,880.00; first Dave Payne, seconded by Dan Banach; carried.

C. Water Treatment Plant

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1. Mini bid results for F250 Super Cab pickup to replace Car 3; \$942.11 over budget

MOTION to the Village Board to authorize the purchase of a 2019 F250 Super Cab Pickup for \$30,104.57 from NYE Automotive Group to replace Car 3; first Lee Sackett, seconded by Dave Payne; carried.

2. Staffing update
 - Received Certificate of Eligibles; total of 5 or 6; only 2 we hadn't interviewed before
 - Matt was not on the prior list of eligibles; when canvas letter was sent he must not have responded
 - Applications are from 2015 – last time test was given
 - Dave talked to Matt and very comfortable offering him the position

MOTION to the Administration Committee to approve the hiring of Matthew Fritz as a WTP Operator Trainee, Group IV at starting rate of \$20.91/hr. to begin work on September 10, 2018; first Dave Payne, seconded by Dan Banach; carried.

3. Update on Dresden Agreement – Mayor MacKerchar
 - Have the map; requested additional copies
 - Authorized Water District Territory (AWDT) defines Dresden's service area; the outside limits will not change

D. Wastewater Treatment Plant

1. Operations Report

X. Other:

- Dan – Water meeting @ Keuka College on August 20th; good idea to have a representative from the Village attend; Mayor MacKerchar – 9 element plan being explained; Brent – on his calendar to attend

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,014.00; first Dave Payne, seconded by Lee Sackett; carried.

XII. Village Engineer's Report – Bob Elliott

1. WWTP SPDES update
 - Draft SPDES permit issued; received a call from Brad Chaffee stating that Albany DEC is looking at reducing phosphorous from 1.0 to 0.5; Bob explained that we have the Consent Order that we are working on, doesn't make sense for this reduction; to reduce phosphorous, use more chemicals; Brad understands and going back to Albany with information; No update from Albany DEC
 - Additional filtration should be looked into when doing the disinfection process because

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limits are only going to become more stringent

2. WWTP Consent Order update
 - Yvonne discussed
 - Had a deadline for some items of August 13th; completed recommendations made in the Best Management Plan and Spill Prevention Plan except valve that includes emptying the digester; Brent suggested sending a projection to DEC as to when that will happen; Bob – don't want to tie hands of the WWTP but should be planned in the next couple years; when DEC comes to do their inspection hopefully will have a better idea then
 - sent statement to DEC that these measures were completed
 - WWTP did a great job

XIII. Reminder the Village Board Meeting is August 21st at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

Bob Elliott left meeting at 9:53 a.m.

XV. Executive Session:

MOTION to move into Executive Session at 9:55 a.m.; first Dan Banach, seconded by Dave Payne; carried.

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

MOTION to exit Executive Session at 10:19 a.m.; first Lee Sackett, seconded by Ray Hamilton; carried.

XVI. Next Meeting – Monday, September 10th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:20 a.m.

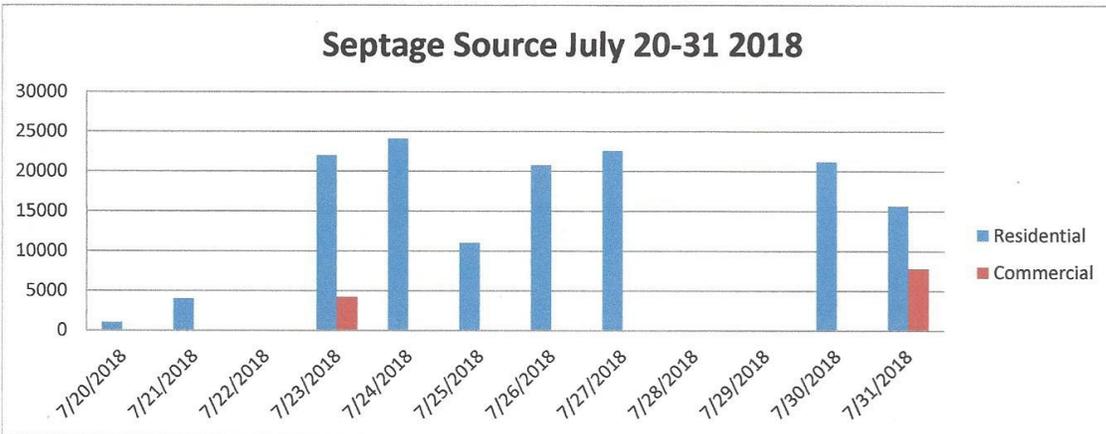
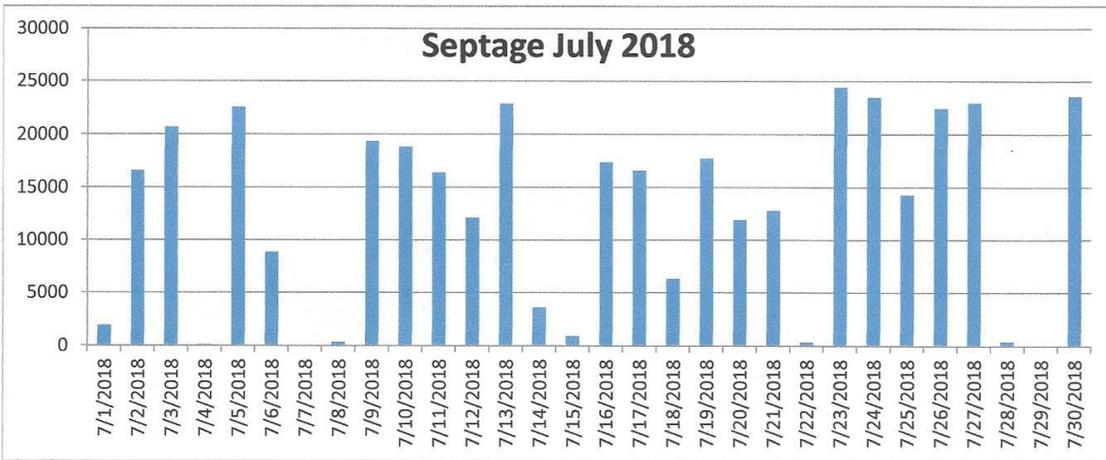
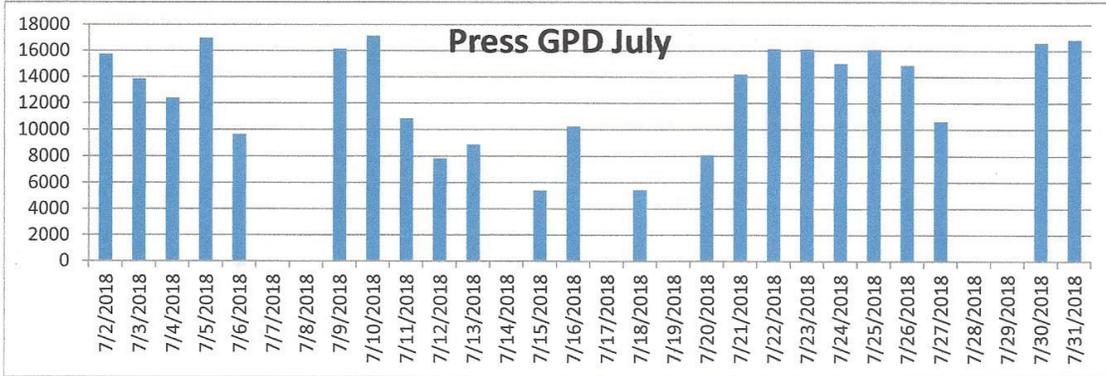
Transcribed by Crystal Bailey on 8/17/2018

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Wastewater Treatment Plant

Compost Screened for July = 72 Yards
 Sludge Gallons Pressed July = 295,187
 Dewatered Sludge Hauled to Landfill = None
 Septage Gallons Received July = 402,983



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July 2018 Wastewater Operations

Press: Influent organic loadings significantly increased from June to July. To keep sludge inventory levels under control we had to more than double dewatering press production (which resulted in increased overtime.) A bearing failure in the press polymer system then made for several days of limited operation; as a result we had to have ten loads of liquid sludge hauled to Canandaigua WWTP for processing.

RBC: Laboratory analysis revealed very slow recovery from the cleaning process. In addition to adding beneficial organisms, specialty organisms were also added to seed Train #1 to promote the reduction of ammonia. Flow to both trains was adjusted several times to balance the hydraulic and organic loading between the two trains.

Additional air diffusers were installed across the entire width of both RBC train influent troughs. Air delivery pipe modifications and valve installations were necessary to evenly distribute the air to each RBC train.



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The turbulence created by the additional air helps decrease the amount of organic dead spots which were causing septic conditions.

Reed Beds: High liquid level alarms were installed in each Reed Bed. When triggered, a text message to each of five WWTP employees will automatically be sent.



Compost: Approximately 11 yards of compost was picked up by residents. The Yates County Fair used 18 yards.

Septage: A total of 402,983 gallons (for a revenue of \$22,165) were received for the Month of July. In the period July 20 – July 31, (source reporting did not fully start until July 20th) 185,300 gallons were reported as coming from residences, while 4,300 were from wineries.