

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

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

Absent: Commissioner Dan Banach and Village Trustee Kevin McLoud

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: Dave

- Finished up a busy month of August; pumped a lot of water; pretty warm; lake got warm and dirty
- Currently replenishing filter media; stone going in clarifier; charcoal going in the filter end; disinfect, flush it out for a while; slow process; doing all 3 filters; will probably take through October to get all 3 filters back up to proper levels; gradual loss of media, not noticeable day by day; over a couple years' time
- 2 of us out there; keeping up with the mowing, cleaning and maintenance of the building
- Have a new guy starting today, Matt Fritz; going to start breaking him in; high hopes there
- Future – through winter will be training Matt to get him qualified so he can get in the rotation next year; cannot operate the plant on his own until he is licensed; licensing takes a full year
- Reservoirs – cleaning, tree removal, brush removal, thinning out overgrown areas
- Aeration proposal for West Lake Rd
- This summer up to about 1.1 million gallons/day
- Brent – suspicion that the blue green algae is starting to cause issues with turbidity levels rising; found that if there is flow (gates open) helps
- Dave – shortening our run time; usually shut down filters for backwash every 32 hours; having to do now every 9-10 hours on a filter run; normal turbidity for this time of year is around 0.6-0.8; we were up to 3.5-4.2; when we opened the gate, within 24 hours we were back down to 1.1-1.2; before gate was shut back down, level back down to 0.7

Dave left the meeting at 8:37 a.m.

Mayor MacKerchar arrived at 8:38 a.m.

V. Public Requests and Comments:

Joe Dombroski, Plant Engineering Manager for KanPak

Mike Spencer, Plant Manager for KanPak

- Wanted to let everyone know where we are at with the Industrial Sewer Use Permit (ISUP) requirements
- Have selected an integrator to help us, O'Brien & Gere (OBG); going to do the complete project turn key

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

- Have done all of the testing needed to size the system; kind of know what kind of gallons of flow we want to target 8-10 years down the road; building a system off that information
- Testing that has been done the last couple weeks; takes a while to get results; lab stating that we should have those results by the end of this week; OBG can then put the numbers together to see if the system we're proposing is going to be big enough or if we need to go bigger
- The only thing that is going to be reused from current waste system will be a tank (wet-well) and 2 pumps; everything else will be a completely new biological system
- Believe we have a good location; upper dirt gravel parking lot; towards Coach & Equipment; will be behind our current facility
- MBBR (Moving Bed Biofilm Reactor) system; OBG just finished this same type of system in Lowville for a Kraft plant; we visited the plant, very impressed
- Deadline – maybe a week extension so we can review the test results; supposed to be returned to the Village by September 15th; if possible, would like to extend to the 21st
- Rom – not against an extension but concerned that the Village will be up against the wall with the DEC; the Village is obligated to stringently enforce compliance with the sewer use law; Bob – don't see a problem with extending this deadline, the 2019 deadlines are what needs to stick; Brent – not an issue with the extension of a week or 2, don't see it affecting the procurement of their equipment by February, 2019; maybe extension of 2 weeks would be better to make sure that review is completed by OBG and KanPak
- Board agrees to extend to September 28, 2018 to get the stamped design to the Village
- Rom – capacity – is the new plant going to take into consideration future growth of KanPak? Mike – based on a 5% growth/yr; Joe – planning out 10 yrs
- Will take 14-16 months to get this system in place – depending on equipment manufacturing
- Brent – is there any risk that corporate is going to delay or deny doing this? Joe – can't say for sure but 99.9% sure that this plan will be approved
- Rom – have enough room to put on existing property? Joe – will be tight with future project plans but we are going to make it work
- Lee – significant increase in power demand for this system? Joe – going to be about 600 amps; will need to put in another transformer; everything else should be the same usage
- Dave – how many employees do you currently have? Mike – currently have 219 employees; over staffed a little bit for the summer season; guarantee 40 hours no matter what but people only want to clean the walls and the floor so many times before they move on
- Bob – in 2017 your average loading was 1148 lbs/day BOD; 2018 higher loading, Village WWTP is struggling; Joe – volumes are a lot more – most we've ever run; doing everything we can do to minimize and litigate the risk of high loading; tried everything with our current system to do this

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

- Mike – at the end of the day, we want to be successful; want to be the employer of choice; want to comply with the Village; want to remain in this community
- Plan to attend the October meeting to discuss the results of report submitted by September 28th to discuss comments; OBG will be here with us too
- Initially specking this out 150,000+ depending on test results; 150 gallons/minute flow

Joe and Mike left the meeting at 8:58 a.m.

VI. Executive Session: None

VIII. Treasurer's Report – Gary Meeks

1. 2018/2019 YTD Revenue and Expense Analysis: 3 months in, should be about 25% for our revenue and expenses
 - Sewer
Revenue 42% without grant funds that were received, would be 28%
Expenses 17%

Revenue is greater than expenses by \$660,000 but take away grant revenue, depreciation and rent, still have \$206,000 surplus in the sewer fund; Sewer fund is very healthy; good position to be in; only expense really watching is WWTP sludge hauling expense which is at 42% at this time

- Water
Revenue 27% metered sales to customers up a little bit
Expenses 19%

Revenue greater than expenses by \$153,000; adjusting for depreciation, rent, pilot and excluding revenue for our CDBG project, surplus of \$26,000; pretty good place for the water fund to be at

Water and Sewer funds looking well

2. Electric Fund Cash Flow Statement (Holly)
 - Available checking showing a negative number; add in our savings and reserve, shows \$251,000 available for electric; pretty similar to last month
 - Capital purchases are up about \$35,000; partially due to Ryder Substation Project
 - Since sustaining cash position even though Capital purchases are up, good position for electric funds to cover operating expenses
 - Still tight; Gary – know we have to do a rate increase

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

- Enlightening to see cash flow this way without the CPR system

IX. Department Business

A. Electric – Brent

1. Ryder Substation update
 - Largest capital project this year
 - Schedule is slipping a bit; contractor error in personnel assignment; not concerned; juggled a few things around to keep this on track to get Ryder back in service by projected date
 - Taken delivery on new CTs and PTs from the Power Authority; coming to commission and do their testing on Thursday, 9/13
 - Breaker that is being manufactured by Meyer was supposed to ship on 8/31; have not heard anything; our engineer is following up
 - Rest of material other than fencing and some replacement insulators have been purchased
 - Need to rebuild the fence in the area that the plans call for

MOTION to the Village Board to authorize issuing a Notice of Award to All American Fence for installation of a fence at Ryder Substation for a total amount of \$6,882.75; first Dave Payne, seconded by Ray Hamilton; carried.

2. Scheduled Outage September 25, 2018
 - 6 hour outage; 11 pm – 5am
 - Notices will be going out sometime this week
 - Last outage common complaint was that customers wanted more notice; other than that, not too many complaints
3. FYI - Mike to Switching and tagging training November 15th in Rochester
 - Rest of electric crew and Brent went in July to Rochester
 - Necessary in order to be able to take a switching order from operator with NYSEG
4. Tractor Supply project complete
 - As of 9/8/18 store is open
 - Electric line was built
 - Only hiccup was the backflow preventer; it is now up and running
 - We are working on a process for backflow to inform people that there are things they must do; taking the stand that the water will not be turned on (other than to test the backflow device) until backflow preventer is installed, approved and passed the inspection in order to protect our water system
5. MEUA 2018 Accounting & Finance Workshop
 - Organizational meeting approved 3 members to go to this (Gary, Holly and Tami)
 - Brent would like to go; Brent on Executive Board so there would be no charge for him to attend

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

MOTION to the Village Board to allow one additional employee to attend the MEUA 2018 Accounting & Finance Workshop to be held on Wednesday, October 10th & Thursday, October 11th at the Embassy Suites by Hilton Syracuse Destiny USA at no cost to the Village; first Ray Hamilton, seconded by Lee Sackett; carried.

B. Water/Sewer

1. Declare Car 2 as surplus

- Took delivery of the new Car 2 back in June or July
- For operational reasons we decided to keep this one for use during the summer
- Will sell through Auction International

MOTION to the Village Board to declare Car 2 as surplus and sell at fair market value; first Dave Payne, seconded by Ray Hamilton; carried.

2. Sheppard/Johnson/Myrtle water and sewer main projects update

- As of last Friday all mains and hydrants have been installed
- Have pressure tested the main on Sheppard
- Focus will shift to crossings under railroad this week; 2 water main crossings and sewer work – replacing 3 manholes and 2 sections of sewer main
- Mayor MacKerchar – would like to commend this outfit; very professional, very courteous; heard good comments from the neighbors
- All the sidewalks and grass areas will be redressed by the contractors before they leave; Village will eventually redo the entire road
- About a week behind schedule; no concerns about finishing by CDBG schedule
- MRB has been very quick to take care of/respond to any concerns we've had

3. Lincoln Ave. project update

- Doing in house
- Watermain replacement up to & including Sherman St to Cider Mill
- Ron has received all the parts but does not plan on starting until all the watermain and services are installed on Sheppard/Johnson/Myrtle

C. Water Treatment Plant

1. Staffing update – Matthew Fritz starting 9/10

- Weekends currently being staffed by Dave, Billy and Ron

D. Wastewater Treatment Plant

1. Operations Report

- Accomplished a lot in August
- Cherry St pump station cleaned out (4 yrs worth of grease and grit); bypassed Cherry St pump station while doing this; feedback from Ben was that although saved a lot of money by using our people to handle the disposal of this stuff, it did tax the staff to do it

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

- The pump maintenance and upkeep at Cherry St is ongoing; getting to a point of being in a good place
 - Containment built at end of ditch on the east side; nicely done; all done in house; kudos to Steve Castner for his skills in manufacturing the slide gate
 - Bob- seeing some coming into the plant that is plugging things up; grease and scum; put in chemicals that help coagulate so that it settles; not sure of cause; not happening on a regular basis; difficult to get to the root cause; causing SPDES Permit violations
2. DEC annual inspection
 - Brad Chaffee – first time visiting the Wastewater Treatment Plant
 - No concerns were heard; seemed routine
 - Have not seen written report but do not expect any surprises
 3. Chronicle Express
 - Gwen Chamberlain visited to do an interview, take pictures
 - Wants to do more research before publication

X. Other:

1. Staffing
 - Have an opening for the Assistant Director of Public Works position; this will include reviewing job description to be sure that it suits our needs
 - Mayor MacKerchar – don't want to put the cart before the horse; need to review job descriptions before recruitment; don't want to advertise for a job that doesn't exist; need to review what is best for this position and what the job functions are
 - will need approval from Civil Service if changing the job descriptions
 - MUB agrees that there is a need for this position; Administrative Committee will discuss and decide what they are looking for

MOTION to the Administrative Committee to begin recruitment for an Assistant Director of Public Works; first Dave Payne, seconded by Lee Sackett; carried.

2. Excel Basic training
 - Department heads use Excel for things that they do
 - Cost difference between Rochester and Syracuse is due to the number of people going

MOTION to the Village Board to allow Charlie Bush, Mike Mullins, Clifton Chase, Dave Cohick, Margarita Morehouse and Crystal Bailey to attend Excel Basics training on October 18th at the Radisson Hotel Airport in Rochester at a cost of \$74; first Dave Payne, seconded by Ray Hamilton; carried.

MOTION to the Village Board to allow Bill Wigsten to attend Excel Basics training on October 11th at the Crown Plaza Hotel in Syracuse at a cost of \$79; first Ray Hamilton, seconded by Dave Payne; carried.

3. ReLTEK Water Pipeline Agreement

Penn Yan Municipal Board Meeting Minutes

September 10, 2018

- This is for an existing waterline crossing at East Elm St.; this Agreement would cover that crossing
- Railroad does not have any record of this infrastructure crossing
- Railroad has waived the application (\$800) and processing (\$1,800) fees for this Agreement
- Have a pilot that covers the cost of the annual fees for infrastructure crossings ; Gary – once that pilot is done (in 2025) the increased tax revenue should cover the cost of the annual fees for these crossings

MOTION to the Village Board to authorize the Mayor to sign the ReLTEK Standard License Agreement for Underground Water Pipe having to do with the railroad located on the south side of East Elm St. in the Village of Penn Yan; first Dave Payne, seconded by Ray Hamilton; carried.

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$6,077.73; first Lee Sackett, seconded by Dave Payne; carried.

XII. Village Engineer's Report – Bob Elliott

1. DEC - Consent Order and SPDES Permit are going well
 - Concerned about KanPak; SPDES Permit violations by WWTP; hoping that DEC will continue to allow all the non-compliance events while we are under Consent Order and KanPak is working to get their system up and running; November of 2019 cannot come soon enough for the WWTP
2. Aeration proposal for WTP
 - Should have a recommendation to discuss at next month's meeting

XIII. Reminder the Village Board Meeting is September 18th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

XVI. Next Meeting – Tuesday, October 9th at 8:30 a.m. MUB Meeting Room

- MEUA Accounting & Finance meeting is on Thursday, October 11th which would be normal schedule for the MUB meeting; Brent, Gary and Holly would be gone

XVII. Adjournment: 10:03 a.m.

Transcribed by Crystal Bailey on 9/12/2018

Penn Yan Municipal Board Meeting Minutes
September 10, 2018