

# Penn Yan Municipal Board Meeting Minutes

---

January 16, 2020

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, Lee Sackett and David Payne, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Deputy Director of Public Works Tom Schwartz, Village Engineer Robert Elliott, Dresden resident-George Thompson and Mayor Leigh MacKerchar (*arrived at 8:40 a.m.*)

**Absent:** Brent Bodine.

**II. Call to Order** at 8:30am.

**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:** Brent - ABSENT

Tom mentioned an emergency express feed RE the matter of a right-of-way through the fairgrounds. He said he was waiting for the final word from Gordan Randall. He mentioned the underground section to terminate today. Then the overhead from the fairgrounds to the business park would take no more than a week. Joe is waiting for power and there's no problem with this schedule.

**V. Public Requests and Comments:**

Joe Dombroski – KanPak

- 2019 WW Report

Waste plant running public water since Wednesday through whole system to find leaks. Completed now and doing insulated heat-tape. Training Tuesday and Wednesday for bio-process team. 14 guys trained successfully. Supposed to be run and then shut down old plant. Instead after walk-through Wednesday, decided not to do that. Want to be sure of worker safety RE lighting. Friday afternoon will do walk-through with general manager to assess safety before workers go in. This still keeps us on schedule. There's already heat, A/C and water there. Next week Corporate Engineers will come and will likely run effluent by Wednesday. Media and food in system now. Sludge load-out is ready.

- Warehouse

On schedule. Roof work now 1/3 completed with rubber roofing. East side has wall panels-good progress. Loading dock: east end walls to be up by next week. Fencing is scheduled and HVAC making progress. A raw-skid CIP moved in December was up and running. Will be on vacation February 7<sup>th</sup>-15<sup>th</sup> so I'll send Tim Haas to meeting for updates possibly with Jim Boron who's a Corporate Engineer. Joe thanked all village departments for working with KanPak saying it helped a lot. He invited anyone who wanted to, to come and visit the site.

*Joe left the meeting at 8:45.*

**VI. Executive Session: MOTION to enter into Executive Session at the end of the meeting: first Dave Payne, seconded by Dan Banach; carried.**

**VII. Audit Warrant Listing**

Summary:

Paid Before Audit:

# Penn Yan Municipal Board Meeting Minutes

January 16, 2020

General:	\$ 35,758.15
Electric:	\$219,814.73
Sewer:	\$ 8,438.65
Water:	\$ 8,799.41
Capital Projects	<u>\$ 0.00</u>
Total Paid Before Audit:	\$272,810.94

## Current Audit:

General:	\$ 104,071.34
Community Development–CRC:	\$ 0.00
Electric:	\$ 181,145.25
Sewer:	\$ 103,254.17
Water:	\$ 114,319.37
Capital Projects:	\$ 84,314.36
Trust & Agency	<u>\$ 0.00</u>
Total Current Audit:	\$ 587,104.49

**TOTAL AUDIT: \$ 859,915.49**

**MOTION to approve the Audit as presented: first Ray Hamilton, seconded by Dave Payne; carried.**

## VIII. Treasurer's Report

### 1. YTD revenue and expense analysis for water and sewer (Gary)

WWTP expenses are high on vehicle maintenance, lab fees and chemicals. May need to do budget transfers to cover.

#### Sewer fund:

Revenue	63%
Expenses	42%

#### Water fund:

Revenue	55%
Expenses	45%

### 2. Electric Fund Cash Flow Statement (Holly)

- Received 2.3 M in revenue disbursements
- Good shape RE savings in payroll.
- YTD: \$63K on Horizon Park express feed.
- Sales to date-47% of budget.
- Started with deficit- need to factor for tighter budgets going forward.
- Need capitol budgets to be in line with future projects.

### 3. Report for electronic billing and payment update (Holly)

- Electric Billing-graph shows cumulative savings: 10.6% of customers get electronic bills and 5 ½% pay on -line. About 50 more e-bills. Progress.

# Penn Yan Municipal Board Meeting Minutes

January 16, 2020

## **IX. Department Business**

### **A. Electric** Tom Schwartz

1. FYI: NYPA Firm Hydro Energy: February 1<sup>st</sup> – 29<sup>th</sup>, 2020; No reduction
2. Horizon Park Express Feed update – No change in reduction of hydro-energy.
3. Staffing – Have 2 apprentices, 2 senior linemen. Brent overseeing business end. Rom asked if they were still doing Tuesday, Wednesday and Thursday simulations. Tom-yes. Safety training was changed to monthly in Bath. Not good use of money and personnel time the old way. Taylor Parson, from Florida, applied for lineman. Was approved through civil service. Needs 4 years lineman training. Trying to reduce that time requirement. Taylor's willing to come as apprentice. MUB: Should be given exam to determine level of experience like it's done in NYC.

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

1. Maiden Lane and Stark Ave watermain updates – Approved through DOH. Ron ordering materials for them. Weather cooperating. Doing in-house.
2. Franklin watermain install update – Failed 1<sup>st</sup> pressure check. Fixed and re-checked. Passed now. Chlorinating and flushing as of yesterday. Bob Elliott said there was an air pocket. Tom said the mud issue was resolved with stone.
3. Update – Transitioning to Neptune Meters from Badger – Holly said looking at water-meter supplier. Badger in transition to become all cellular meters and is adding many other fees. Neptune has better figures and is radio-read system. No more hosting fees. Want to switch entire system within 2 years. \$261K each year. Tom reported Neptune will hold price for 3 years if village needed it and, in his experience, they provide great customer service. Holly said Neptune's meters are warrantied for 20 years. They have regional people and are based in Massachusetts. Rom asked for a consensus on the switch from the board. Agreed.

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$71.33 to Phillip Swarts, 110 Wagner Street, Apt D; first Dan Banach, seconded by Dave Payne; carried.**

### **C. Water Treatment Plant**

1. Operations Report – Tom: No report from Matt. Death in the family. Spoke to Dave RE budget. Discussed cyanotoxins. System good as-is. Rom asked about the intake issue. Tom said it would be \$1.1M to extend the intake since it needs to be 50 feet deep to prevent algae growth. Currently have activated carbon filter system that works great on cyanotoxins. Rom asked Bob about cost to add a 4<sup>th</sup> drain. He said between \$800-1M.

### **D. Wastewater Treatment Plant**

1. Operations Report – Tom said the Cherry Street station was changed out. Problem with septage acceptance and have budgeted for new one. Bob said manufacturer's rep looked at new system. Not a priority. Tom – clarifier #1 – Steve Castner fabricated a blower

# Penn Yan Municipal Board Meeting Minutes

---

January 16, 2020

system for aeration that saved village money. Sludge pressure problem. Need to replace pressure sensor. Walls have been painted. Looks good for personnel moral.

2. RBCs – Overloaded. First 6 in failure mode. Bob – met with Wayne Kesters on Monday. They just replaced at another place for a better price. Tom – we need more quotes. Bob mentioned bio-tower which pumps wastewater up to tanks and then trickles down through filter mass. Need to move now on project since currently in failure mode. Gary asked for lead time. Bob said 4-6 month to get design approved then 4-6 months for installation. A bio-tower would take a little less time. Rom said to make it an active proposal for the 2020-21 capital plan.

## **X. Other:**

1. Dave asked if the village had a back-up plan in case the sewage pump breaks. Bob said there was repair equipment ready.
2. Bob mentioned the village did not get the wastewater grant. He reported the DEC gave a high score. The village should re-submit and engage all of the community for a better chance of approval.
3. Tom – Interviewed for secretary position. Only 2 on eligibility list. Offered to one. She declined. Offered to second. Chay Bradley. She accepted. Graduate of Brockport with a Bachelor's in Business Management. Will start in about 2 weeks.
4. Training – Clif Chase for wastewater training. \$60 plus \$98 for hotel. He'll need a vehicle.

**MOTION to the approve the costs (\$60 session, \$98 hotel) for training; first Lee Sackett, seconded by Dan Banach; carried.**

5. Training – Rainer Hamm for wastewater training. \$550 plus hotel-(\$TBD). He'll need a vehicle.

**MOTION to the approve the costs (\$550 session plus hotel costs \$TBD) for training; first Dan Banach, seconded by Lee Sackett; carried.**

## **XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$4,595.68; first Dave Payne, seconded by Ray Hamilton; carried.**

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

1. KanPak – need report numbers.
2. Mercury minimization plan.
3. I&I Inspection report – annual report update.

## **XIII. Reminder the Village Board Meeting is January 21<sup>st</sup> at 6:00 p.m.**

## **XIV. Service Request Review and Discussion, if needed. None.**

# Penn Yan Municipal Board Meeting Minutes

---

January 16, 2020

**XV. Executive Session:**

**MOTION to move into Executive Session at 10:40am a.m.; first Dave Payne, seconded by Dan Banach; carried.**

**MOTION to exit Executive Session at 10:55a.m.; first Dan Banach, seconded by Dave Payne; carried.**

**XVI. Next Meeting** – Thursday, February 13<sup>th</sup> at 8:30 a.m. MUB Meeting Room

**XVII. Adjournment:** 10:55a.m.

---

*Transcribed by Lynn Duryea*