

Penn Yan Municipal Board Meeting Minutes

January 10, 2019

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 and 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 Dan Banach, seconded by Dave Payne; carried.

IV. Municipal Employee: Dave

- Have been training new employee; been here about 4 months; Matt Fritz; seems to be working really well; high hopes
- Added more media to the filters; 15,000 pounds of stone, 5,000 pounds to GAC; big job; all done by hand; exploring mechanical device (fork lift) to help do the job; has to be done every 2-3 years; lost over time – need to replenish
- Went to HAB (Harmful Algae Blooms) conference; very interesting; informational meeting
 - No current mandates on how to deal with it
 - Talked to DOH – they will be asking to come up with plan on testing and how to relay to the public when they start asking questions
 - Had a rise in turbidity which could be a sign that there are HABs
 - No pattern; don't know why it's caused; doesn't happen every year
 - DOH and municipalities are still trying to deal with HABs; DOH is asking for help from municipalities to come up with ideas on testing, treating, etc.
 - Penn Yan wants to be proactive; working with DOH and other munis to be ahead of it
 - All lakes are different; no one set thing that can be done
 - Bob – the good thing is that Penn Yan has carbon filters (not all plants do) that helps treat HABs
 - Dan – NY is not only state that has this problem
- Operationally, plant is in good shape; have been doing pressure washing and painting; working on grounds
- Lots of work to be done at the reservoirs with trees and brush clean up
- Brent – WTP highest department in overtime right now; takes 1 year before Matt can test to become Certified Operator; Yvonne Tucker has completed and passed the certification test for an A operator, we need to get Yvonne seat time at the plant so she can help in the same way that Ron Keech does.

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

V. Public Requests and Comments:

In attendance: George Thompson, Grant Downs

KanPak representatives: Joe Dombroski – apologizes, not able to attend; Brent gave update:

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- Submitted site plan for Planning Board meeting Monday; Planning Board could not accept Full Environmental Assessment form; on track to get resubmitted and minimize further delays to project

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, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Kevin McCloud, Gary Meeks, Holly Easling, Leigh MacKerchar and Brent Bodine; first Dave Payne, seconded by Ray Hamilton; carried.

VII. Audit dated 8/21/2018

Summary:

Paid Before Audit:	
General:	\$ 395,137.97
Electric:	\$265,680.09
Sewer:	\$ 8,606.91
Water:	\$ 7,094.45
CRC:	\$ 0.00
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Total Paid Before Audit:	\$676,519.42
Current Audit:	
General:	\$ 58,268.99
Community Development–CRC:	\$ 0.00
Electric:	\$ 61,857.18
Sewer:	\$ 40,183.04
Water:	\$ 15,612.12
Capital Projects:	\$ 0.00
Trust & Agency	\$ 0.00
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Total Current Audit:	\$175,921.33
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TOTAL AUDIT:	\$852,440.75

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

VIII. Treasurer's Report

1. Water and Sewer Funds 2018-19 Year-to-Date Revenue and Expense Analysis (Gary)
 - 7 Months into the year, should be at 58%
 - Sewer fund
 - Revenue 78% without grant funds that were received, would be 65%
 - Expenses 44%

Revenue is greater than expenses by \$977,000 but take away grant revenue, depreciation and rent, surplus of \$334,000 in the sewer fund; sewer fund in pretty good shape; will be doing a budget amendment this month to replenish cost accounts for the WWTP

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- Water
Revenue 56%
Expenses 42%

Revenue greater than expenses by \$613,000; adjusting for depreciation, rent, pilot and excluding revenue for our CDBG project, leaves \$3,400, just about break even, which is where we want to be; pretty good shape

2. Electric Fund Cash Flow Statement (Holly)

- Cash available is up from last month
- Revenue is up about 9% year over year
- Winter rates went into effect in December (run December – March)
- Capital spending is down since Ryder project is completed
- Electric revenue is at about 52% - on track; this is good
- Revenue is holding up to cover expenses

3. Update – Electric Rate Case Filing

- Submitted 12/20/18
- Requesting an increase of 10.93%; feel good about that
- Haven't heard back from Public Service Commission yet; Bill Frietag seems to think end of January before we hear back
- Need to run a Public Notice for 4 weeks in the local paper; has been run 2 weeks already
- Feel we are well positioned for rate case; feel good about it; Holly and Gary able to put a lot of the data together; better prepared than we used to be
- Holly – have also started sending rate sheets as inserts in billing; haven't heard of any calls coming in yet

IX. Department Business

A. Electric

1. Staffing

- Mayor received resignation from Evan Green; his last day was Jan. 4th
- There were Civil Service tests this month; Line Crew Chief (Charlie's position), Senior Line Worker (Mike's position), Line Worker (no one sat for this test), Apprentice exam (three sat for this exam); tests have to go to state for correcting; won't know results for about 3 months

2. 2018 Completed Projects

Dan Banach – might hear that Yates County is looking at an energy source out of Torrey land fill; had a company approach them; have had 2 meetings with them; if everything (legal, etc.) goes well, looks like land fill will be turned into solar generating area; this company does everything (sell and install power); YC would get \$75,000 per year for this; YC is limited to a 5 year contract (because of being a municipality), company wants 20 year Agreement

B. Water/Sewer

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1. Sheppard/Johnson/Myrtle water and sewer main projects update
 - Change Order #1 for Bell Mechanical (sewer project); Modifications 1 and 2
 - Got into pour soil conditions near the tracks, caused over dig which required additional crusher run and asphalt
 - Now a CDBG funded project

MOTION to the Village Board to authorize Change Order #1 for Bell Mechanical for additional work and supplies for the Sheppard St./Johnson Ave. Sewer Project; this will increase the contract amount by \$12,083.00, for a revised contract amount of \$74,863.00; first Dave Payne, seconded by Ray Hamilton; carried.

- Amendment to Sewer Contract with Bell Mechanical
 - Need to get additional documentation required by CDBG added to contract in order to start submitting for payment
 - No cost changes

MOTION to the Village Board to authorize the Mayor to sign the Amendment from Bell Mechanical to the Contract for the sewer contract for Sheppard St. and Johnson Ave. project; this will not increase the contract amount; first Lee Sackett, seconded by Dave Payne; carried.

- Change Order for water project; Bell Mechanical
 - Extend the project time frame
 - No change in dollars

MOTION to the Village Board to authorize Change Order #GC-01 for Bell Mechanical for project extension of the Sheppard St./Johnson Ave./Myrtle Ave. water project to final completion date of 5/24/19; this will not increase the contract amount; first Dave Payne, seconded by Dan Banach; carried.

2. North Main St Sewer Replacement
 - Change Order #3; Modifications 1, 2 and 3
 - Even with these Change Orders, not as much as the next closest bid amount
 - Will be one more Change Order; anticipated to be a minor dollar amount

MOTION to the Village Board to authorize Change Order #3 for City Hill Construction for the North Main St. Sewer Replacement project; this will increase the contract amount \$18,141.97 for a revised contract total of \$198,949.17; first Dan Banach, seconded by Dave Payne; carried.

3. Staffing
 - Current Meter Reader has unofficially indicated retiring in May
 - Do not have any individuals left who really know that position
 - Would like to have some overlap for training purposes

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MOTION to recommend to the Administrative Committee to establish a position for a Meter Reader and begin recruiting for the same on a provisional basis; first Lee Sackett, seconded by Dan Banach; carried.

4. 2018 Completed Projects

C. Water Treatment Plant

1. FYI: FLWWC 2019 Annual Business Meeting is February 7th at Club 86 in Geneva; 6 employees are pre-approved to attend; eight employees would like to attend; cost is \$25.00 per person.

MOTION to the Village Board to authorize two additional employees (for a total of 8) to attend the Finger Lakes Water Works 2019 Annual Business Meeting on February 7, 2019 at Club 86 in Geneva at a cost of \$25.00; first Dan Banach, seconded by Lee Sackett; carried.

2. 2018 Completed Projects

Brent – before going on to next section would like to let everyone know we were successful in selling old Car 3 for an amount over what was budgeted for; also sold old Truck 7 for more than anticipated

D. Wastewater Treatment Plant

1. Operations Report (attached)
 - Yvonne is very busy now that Ben is gone; doing a good job
 - Close to getting SPDES Permit finalized

Bob – DEC wanted to add a test for phosphorous; have been testing on a weekly basis; in Albany they only received the monthly number which did not track correctly; we are below our Permit limits for phosphorous; testing will not be a Permit limit, monitoring; doesn't want Penn Yan to have to have additional costs; agreed that there needs to be an end date for additional monitoring

2. Staffing
 - Ben retired end of December
 - Mayor received letter from Mike Naylor; retiring end of January
 - WWTP Maintenance Worker position is currently a competitive position; Kerry is starting the process with the state of changing to a non-competitive position

MOTION to recommend to the Administrative Committee to establish a position for a Wastewater Treatment Plant Maintenance Worker position and begin recruiting for the same on a provisional basis; first Dan Banach, seconded by Lee Sackett; carried.

3. 2018 Completed Projects

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X. Other:

1. Pay application for City Hill Construction
 - Submitted the application last month that included Change Orders 1 & 2 which had not been approved; Change Orders 1 & 2 are now approved, so the balance of the first pay app will be paid. Second pay app received which includes Change Order #3 which has been recommended for approval to the Village Board
 - Would like MUB to consider including this in the Warrant based on the Village Board approving the Change Order #3

MOTION to the Village Board to include the Pay Application submitted by City Hill Construction in the Warrant for this month based on approval by the Village Board of Change Order #3; first Dan Banach, seconded by Lee Sackett; carried.

2. DRI moving along
 - Brent – have the street scape improvements to Water St and Wagener St and the municipal parking lot improvement to the parking lot on Wagener St; haven't talked to anyone about anything else

Dave – any new information on the trailer park? Mayor – attorneys are dealing with that

XI. Payment Agreements:

- Lee – concerned that a couple of these are getting a bit high? Do we take some action? Rom – if on this sheet, Laurie has made arrangements for making payments to get the total knocked down; Lee – seems like it would take some time to get these caught up
- Holly – HEAP season; could be waiting for HEAP payments from DSS; can't shut off these accounts

MOTION to the Village Board to accept the payment agreements in the amount of \$5,937.83; first Dave Payne, seconded by Dan Banach; carried.

XII. Village Engineer's Report – Bob Elliott

1. Working on 3 watermain projects
 - Walked the projects with Ron except for Maiden Lane
 - Looking at options for Maiden Lane
 - Will be contacting DOH to discuss alignment options for these projects

XIII. Reminder the Village Board Meeting is January 15th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

1. Dan – why do they date so far back? Would like to see these cleaned up or notes if it is an ongoing problem
2. Dollar Tree – did we shut water off? Brent – wasn't necessary; received documentation needed

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3. Rom – just an FYI – McDonald’s having septic smell issues; Ray – they are working on that; found that this is a design flaw; septic smell is coming through clean outs in the floor; have done 3 or 4 new buildings that have had this same issue

XV. Executive Session:

MOTION to move into Executive Session at 9:37 a.m.; first Dave Payne, seconded by Ray Hamilton; carried.

MOTION to exit Executive Session at 10:20 a.m.; first Lee Sackett, seconded by Ray Hamilton; carried.

XVI. Next Meeting – Thursday, February 14th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:20 a.m.

Transcribed by Crystal Bailey 1/10/19

Wastewater Operations December 2018

Cherry Street Pump Station: The 100 hp pump from cherry street pump station is at Emerick Associates. It is being evaluated for repair estimate.

Primary Clarifiers: The free demo unit for the Wet Well Wizard came to a conclusion. The introduction of air and agitation provided supplemental dissolved oxygen ahead of the primary clarifiers. Also the formation of the mat of thick grease and solids material was prevented until further around the clarifier. The benefit to this is that the VAC truck can easily reach the side of the clarifiers where this was forced to occur. Use of the VAC truck around the entire clarifier perimeter is limited to summer months when the grass and ground is dry, due to the weight of the vehicle. By using the air agitation, the grease and floating material form within easy reach of the VAC truck, without having to drive onto the grass.

Reed Beds: Bed #1 was utilized briefly to pour digested sludge into while trying to identify the reason for inconsistent sludge feed to the press. It was suspected there might be a possible pipe blockage between the Anaerobic Digester and the Press Bldg.



Press Sludge: Dewatering Operation was plagued with sludge feed issues during the latter half of the month. The sludge line from Digester #2 to the sludge mix

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pump in the press building was flushed forwards and backwards. A small amount of sludge was directed to the reed bed #1 to visually see the flow, as previously reported. A thorough flushing of all plumbing, piping, and pumps revealed plastic debris that, once in the wastewater treatment plant does not break down, can cause problems with pumps and plugging.

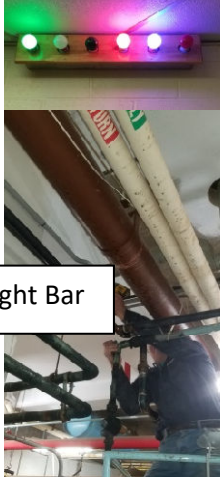
RBC: The alarm system that was installed on each of the RBCs in November worked as designed. The VFD on RBC # 12 had tripped out in the middle of the night, triggering the alarm. During response to that alarm, the VFDs on RBCs, #8, 9, and 10 were flashing warning codes. Temperature readings revealed 146 F, 149 F, and 153 F respectively. All other temps were found to also be elevated. Visual observation of the biomass growth indicated an increase in weight plus high incoming flows of 3.0 MGD were recorded for that day. The RBCs are designed to rotate against the direction of the flow and for design flows levels of 1.8 MGD. Immediate response was to reduce the speed of each of the RBCs accordingly and monitor temperatures. After the flows returned to normal, the temperatures also returned to normal (<120 F).

After the last settleable solids violation, a sample of the final clarifier floc was sent for microscopic analysis. The results indicate a filamentous organism was the primary component. These filaments are very long (comparatively) and buoyant which is why they don't settle very well. We will begin a treatment regime which will consist of a chlorine maintenance dose at the head of the RBCs to combat the Filaments.

Basement conduit installation: The Digester valve position light indicator was modified from temporary to permanent. Electrical conduit and wires were run from basement valve housing to the main lobby status light bar. Further work needs to be done with regards to providing source power to the actuator and termination hookups once the actuator is installed.

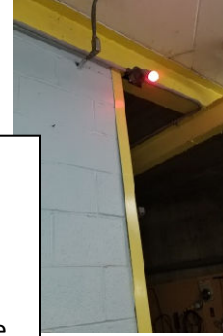
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Status light Bar

Digester Valve
Open Status
Indicator
light



Conduit
runs
difficult
install
among the
many pipes

Electrical conduit and wires were also run to provide permanent electrical plug-in connections for each of the two facility hot water heat recirculation pumps. These have been connected to temporary extension cords that were draped around the overhead piping in the basement. Finalization of this project will be done soon.

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Wastewater Treatment Plant

2018 December

Yards Compost Screened	47	Gallons poured to Reed Bed	6,525
Gallons Sludge Dewatered (Pressed)	186,161	Pressed tons Dewatered	97
Tons Dewatered Sludge to Landfill	54	Landfill Haul \$ Tip Cost	\$3,292
Gallons Septage Received	143,076	Septage Revenue	\$7,869

