

# Penn Yan Municipal Board Meeting Minutes

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October 10, 2019

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, Lee Sackett and David Payne, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Director of Public Works Brent Bodine, Deputy Director of Public Works Tom Schwartz (*arrived at 8:49 a.m.*), Village Engineer Robert Elliott and Mayor Leigh MacKerchar (*arrived at 8:37 a.m.*)

**Absent:** 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 Dan Banach; carried.**

**IV. Municipal Employee:** Electric - Brent

- Had Bath in on Tuesday; set 3 poles; will be back on Friday to replace a transformer at St. Mark's Terrace
- Water/Sewer crew and Tyler are starting the installation of the underground conduit and vaults for the 2 new feeds out of Ryder Substation; hopefully by the end of the week will have the conduit out to Franklin St.
- Don't have mutual aid (scheduled and unscheduled) numbers but so far have been able to avoid hiring contractors
- Fairport has stated that they will not be able to provide scheduled support until possibly November
- Churchville was in last Friday to work on Basin St.; finished that job
- Start working on KanPak job
- Fairgrounds has denied the right-of-way; still working with them
- Eric at Apprentice school this week; his last week of his first year; he is still planning to go to Bath; waiting on the civil service information between counties

Dan – told that there have been 2 applications picked up at the county for lineman

**V. Public Requests and Comments:**

Joe Dombroski– KanPak

- Waste plant going good
  - tanks are up and leak tested
  - Transformer vault is set; should be ready by Tuesday next week
  - Have a shut down the week of October 21<sup>st</sup>; transformer should be delivered that week
  - Blowers all set in place; all equipment is in place now
  - Pipe installers are still working at it
  - As soon as we get the transformer in and get power we'll be cruising along
  - Have received our preliminary operating manual; waste treatment guys are all excited
- Warehouse
  - Footer and walls are poured
  - Working on retaining wall
  - Weather has been a little rough; slowing things down a little bit

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Brent – can we get an updated schedule? Joe – will ask OBG to get one  
Dan – will there be a warm up schedule? Joe – yes; a several month thing; a lot of stuff to test; pressure testing; get chemicals ordered and in; getting the wafers and bugs in can take 3 weeks to a month and a half to get ready; huge project

- Believe the owner and his team will be in next week

Crystal – saw the time-lapse on Facebook (KanPak Facebook page) for the project; it's amazing; Gary – also on LinkedIn; Joe – hadn't done much PR for this but received a call from corporate relations and will be in the corporate newsletter; don't like to be in the public spotlight

*Joe left meeting at 8:49 a.m.*

## VI. Executive Session:

**MOTION to enter into Executive Session to discuss the work history of an employee with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Kevin McLoud, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Tom Schwartz and Crystal Bailey at 8:48 a.m.; first Ray Hamilton, seconded by Dave Payne; carried.**

**MOTION to exit Executive Session at 9:30 a.m.; first Dave Payne, seconded by Dan Banach; carried.**

## VII. Audit

Summary:

Paid Before Audit:

General:	\$ 28,557.11
Electric:	\$208,830.03
Sewer:	\$ 7,667.73
Water:	\$ 7,685.67
Capital Projects	<u>\$360,443.00</u>
Total Paid Before Audit:	\$613,183.54

Current Audit:

General:	\$ 65,625.78
Community Development–CRC:	\$ 0.00
Electric:	\$ 60,441.40
Sewer:	\$ 70,026.82
Water:	\$ 28,305.16
Capital Projects:	\$ 388.75
Trust & Agency	<u>\$ 333.70</u>
Total Current Audit:	\$225,121.61

**TOTAL AUDIT: \$838,305.15**

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

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## VIII. Treasurer's Report

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

- 4 months into the year; on straight line basis - 33%
- Sewer fund
  - Revenue 36%
  - Expenses 23%

No significant cost issues; in pretty good shape; revenue is greater than expenses by \$561,000 but with adjustments, surplus of \$423,000 in the sewer fund; very healthy position for the sewer fund

- Water
  - Revenue 33%
  - Expenses 26%

Also no significant cost issues; revenue is greater than expenses by \$155,000 but with adjustments, surplus of \$90,000; would like a bit more surplus (maybe \$20,000) the water fund is still in good shape; no great concern

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

- Adjusted cash available is in the red about \$34,000; there are a couple of items that were paid in September that we will be recouping partially by Ban Sale
- For September spent just under \$11,000 for mutual aid (scheduled); in total year to date spent \$41,000 (scheduled and calls); first full month since Charlie was gone is August; Gary calculated that to be \$25,000 – 28,000 savings in salaries; we are lower than that in what is being spent on mutual aid but still not in a position to say we are saving a lot

### 3. Wholesale Customer reconciliations

- Water
  - Budget vs. Actual – \$674,904 vs. 540,756 – difference of \$134,148
  - Wholesale Customers will be receiving a credit
    - Town of Jerusalem \$23,940
    - Village of Dresden \$12,036
    - Town of Milo \$ 2,557
    - Town of Benton \$ 5,134
    - Town of Pulteney \$ 6,085
    - \$49,752
  - Balance of the savings accrues to the Village - \$84,396
- Sewer
  - Budget vs. Actual - \$1,566,867 vs. \$1,477,309 – difference of \$89,558
  - Wholesale Customers will be receiving a credit
    - Town of Milo \$ 8,902
    - Town of Jerusalem \$22,389
    - \$31,291
  - Balance of savings accrues to the Village - \$58,267

**MOTION to the Administration Committee and to the Village Board that the 2018-2019 wholesale customer reconciliations for the water treatment plant and wastewater treatment plant be shared with customers and upcoming invoices be adjusted as appropriate; first Dan Banach, seconded by Lee Sackett; carried.**

**IX. Department Business**

**A. Electric**

1. Horizon Park Express Feed update
  - Bids were lower than anticipated
  - Awarded to O'Connell
  - Pre-construction meeting on Tuesday; hoping to start the week after
  - Have until December 31<sup>st</sup> to complete the work
2. NYPA/EPRI hot water tank program update
  - Pilot type program
  - Waiting on EPRI to finish their part
  - 10 electric hot water tanks
  - Suggest having a list of questions to ask customers at billing time; get a list of 20 and work from that list; Dan – lottery system
  - Work will be done by a contractor administered by IEEP
3. MEUA trainings
  - Holly and Gary will be attending the Accounting & Finance Workshop next week
  - Have no one attending Engineering Workshop in November; if anyone from MUB would like to attend, let Crystal know
4. NYMPA Semi-Annual meeting
  - Brent attending
  - Dan – possibly attending

**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 New York Municipal Power Agency (NYMPA) Semi-Annual meeting on October 30, 2019 in Syracuse, NY; first Dan Banach, seconded by Lee Sackett; carried.**

5. Tyler Ayers
  - October 8<sup>th</sup> was Tyler's 6 month anniversary
  - Recommend that Tyler transition to a permanent employee
  - He has a positive attitude, is skilled with running equipment, a great employee, helpful in any capacity in any department and just really enjoyable to work with

**MOTION to the Administration Committee to make Tyler Ayers a permanent employee and end his probationary period; no change in hourly wage; first Dave Payne, seconded by Dan Banach; carried.**

**B. Water/Sewer**

1. Lincoln Ave update
  - Done except some of the restoration
  - Job went very well
  - Paving will be done in the spring
2. Sewer forgiveness request; Steve and Wendy Hill; 128 E. Main St
  - Went into the sewer; recommend no forgiveness
  - Laurie did a very good job with her overview

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3. Franklin St watermain replacement bid results
  - Glenn Hall worked with the low bidder, TLM, to discuss questions and concerns about the bid; they are in agreement of the bid amount of \$222,870.18

**MOTION to the Village Board to issue a Notice of Award to TLM Excavating in the amount of \$222,870.18 for the Franklin St watermain replacement project; first Dan Banach, seconded by Dave Payne; carried.**

**C. Water Treatment Plant**

1. Operations Report
  - Matt will be putting together this report each month
  - Finished water in 2019 was 30,031,488 gallons, in 2018 29,745,600 gallons
  - Longer plant run times this year have been due to microcystins
  - This year we volunteered to test for cyanotoxin or microcystins that produce these toxins; seeing levels in the raw water that are above EPA recommended levels in finished water; if made it through to the finished water, DOH would issue a Do Not Consume Order
  - Average plant turbidities (going out of plant) in 2019 have been .11 ntu; average last year was .07; turbidity is an indication of algae in the water; 2019 turbidity coming into plant .9; last year 1.8 ntu
  - Water quality is better this year
  - Average lake temp in 2019 has been 71°; in 2018 was 80°; has been quite a bit cooler; Ray – measured at intake pipe? Tom - yes
2. Short term cyanotoxin solution
  - Have been working with KLOC to open gates which help the turbidity levels
  - Getting some push back from some people about this from concerned citizens from KLA re: lower lake levels, boating, etc.
  - Have agreed with KLOC that this will not be the sole solution for management of cyanotoxins; can't depend on the weather and lake levels
  - Had a special KLOC board meeting; KLOC board stands by the use of the gates for public safety issues
  -

*Dave Payne left meeting at 10:14 a.m.*

3. Cyanotoxin Management Plan – implementation
  - In discussions with Health Department;
    - one way is to oxidize the microcystins - up the chlorine level; when you destroy that cell with chlorine, you lice the cell which releases the toxins out of it; for our plant we have Granulated Activated Carbon (GAC) in our filter beds which adsorbs the toxins; just changed it 2 years ago; may have to change it more frequently to make sure we are getting the adsorption of the toxins
    - also have a tank above the water plant; have the ability to close the valve and make the water go up to the tank and back down before it gets to the first customer; Bob – have to do that to get our CT (contact time) values; Tom – with that CT value we can up the levels of chlorine in the clear well so if the GAC did not adsorb all the toxins, it would oxidize out in that CT

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- quite sure that if levels come up, there is a model that tells us how much chlorine to add
  - Bob – any regularity as to where the algae have been? Is there a benefit to having an intake at a different placement in the lake? Tom – deeper; only 35 feet; Bob – at the deepest spot; Tom – the only thing we could do is move the intake to below 50 feet; Bob – that would have to be going out quite a bit; Tom – realistically, not an option
  - Dan – how costly? Bob – wouldn't take much to put together some numbers; Brent – would it require an upsize to the raw water pumps? Bob – would have to look at that; Dan – would rather do that than chemically treat this
  - Tom – no longer a volunteer basis to test; DOH requires testing from August to late October; also required to write a cyanotoxin management plan
  - Ray – how deep are zebra mussels? Tom – also would not have issue with zebra mussels if we placed intake deeper; Hammondsport's intake is at 60 feet; don't even test for microcystins because they don't live at that level; Bob – zebra mussel problem has gone down; even if no zebra mussels would still want to use chlorine
4. Matt Fritz
- Passed his walk through with DOH
  - Great asset; more computer savvy

**MOTION to the Administrative Committee to recommend promotion of Matthew Fritz effective as of September 19<sup>th</sup> (date of meeting with DOH) from a Group IV Operator Trainee at a rate of \$21.76 per hour to a Group VI Operator at a rate of \$23.09 per hour; first Lee Sackett, seconded by Dan Banach; carried.**

## **D. Wastewater Treatment Plant**

1. Operations Report (attached)
  - Cherry St Pump Station – modified internally; not documented; Gary – is this an unresolved issue? Tom – yes, at this point; need to bring someone in to give us some budgetary numbers on bringing all our control systems up to spec and documented
  - RBCs – with these failings it's very hard to keep treating and meeting our SPDES Permit requirements; this is a crisis; Bob – Yvonne has been reaching out to people for advise but has been having trouble getting responses; the whole problem is that these are overloaded; hopefully when KanPak gets their system up and running it will alleviate most of the problem
  - Ray – how long will we have Steve Castner? Need to keep him; he can fix just about anything
2. Flygt pump update
  - Has been ordered; not sure of delivery date
  - Could have had it instrumented at the factory but did not budget for it; can put it in at a later time when in the budget
3. Fats, Oils and Grease (FOG) Plan implementation
  - Have an excessive amount of grease at the plant causing the plant to struggle
  - It's in our Code to address the problem
  - FOG Plan will need to be implemented to get the word out to customers (restaurants); will start inspecting and educate Best Management Practices; Rom –

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who is responsible for these inspections? Tom – that will be the Public Works Department; need to start doing it; costing us a lot of money at the treatment plant

- There will be a change in the Code that the grease interceptors will have a locking lid

*Ed Brockman arrived at 10:48 a.m.*

## **X. Other:**

1. Wholesale Customer Meeting October 24<sup>th</sup> (lunch meeting)
2. Ed – any information about the fairground easement; Mayor MacKerchar – not at this time
3. Brent – Castner Performance on Powell Lane; already done and paid for relamping of this facility; received an application for reimbursement from IEEP; showing a 3 year simple payback on electric of a little over \$31,000

## **XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$5,846.94; first Ray Hamilton, seconded by Lee Sackett; carried.**

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

1. Had a DEC inspection at WWTP
  - Pretty thorough walk through
  - Not finding any real problems; Yvonne took the time to show them everything we are doing
  - Reviewed I&I; Penn Yan taking steps to correct
2. Working on ideas for correcting issues with RBCs; meeting with Yvonne; this is a high priority

## **XIII. Reminder the Village Board Meeting is October 15<sup>th</sup> at 6:00 p.m.**

## **XIV. Service Request Review and Discussion, if needed.**

## **XV. Executive Session:**

## **XVI. Next Meeting – Thursday, November 14<sup>th</sup> at 8:30 a.m. MUB Meeting Room**

## **XVII. Adjournment: 10:54 a.m.**

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*Transcribed by Crystal Bailey 10/15/19*

**Wastewater Operations Report September 2019**

**Cherry Street Pump Station:** Working on restoring the functionality of the second wet well level controller. Koester Associates service technician was onsite to install a direct replacement A1000 level sensor, however he could not figure out the current control scheme, which had been modified in the past. He left without installing the unit.

**Primary Clarifier Valve replacement:** EJ Prescott installed the long awaited three-way plug valve in the 20' deep valve pit. Steve Castner found the valve operator to turn freely and called the installer to discuss the need for them to return and fix the issue. It was agreed that they would re-enter the pit when they returned to perform the installation of the second valve into the primary clarifier #1.



The primary clarifier #1 was drained and inspected. On October 8<sup>th</sup>, EJ Prescott returned and found the three-way plug valve to be broken at the valve stem and that is why it turned freely without restriction. They are in discussion with the manufacturer as to how they should proceed. They did not install the second valve and will wait until they have proper assurances that this valve will not fail in the same manner.

**RBCs:** The Odd train shaft #1 media supports on the far end appear to have loosened up considerably since last week's inspection. A video of the media swing movement has been sent to Bob Elliott and he has in turn forwarded it to Mr. Fred Falleson, a Klargester RBC rep. We are awaiting suggested course of action. We have installed the speed reducer device that allows the unit to turn at a very slow speed to reduce the swing intensity. The Odd train shaft #3 is also showing signs of excessive swing. This movement is due to the internal supports



letting loose, or failing. Operating capacity will be greatly decreased as these units fail and are taken off-line.



**Vacuum Truck:** The hydraulic pump drive shaft broke and ripped itself apart while assisting the water & sewer crew. A replacement was ordered and the truck was repaired by Steve Castner.