

Penn Yan Municipal Board Meeting Minutes

October 9, 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 8:33 a.m.

III. Review/Approval of the last month's meeting minutes:

MOTION to approve the Minutes: first Ray Hamilton, seconded by Dave Payne; carried.

Discussion: Dave – Minutes stated that we should have a stamped design from KanPak by 9/28. Has that happened? Brent – had a meeting with KanPak. They have a design which we reviewed with them; had some comments specifically about the overflows and what they plan to do with them; meeting went well; Bob, Gary, Leigh were also there; KanPak is waiting for our written comments from that meeting; not stamped designs but well underway; agreed for 2 weeks for a follow up meeting and final plans

Dave – KanPak have an issue last week or so? Brent – report by Polmanteer's that there was an issue; reported that they had a 10 gallon raw milk spill; ended up in the sedimentation pond between Polmanteer's and Penn Yan Plumbing; they have cleaned it up; told them that they needed to be the one to report to us as soon as it happens

IV. Municipal Employee: Charlie

- Main focus right now is Ryder Substation; going fairly well; on schedule; few setbacks but working through
- McDonald's new service
- New employee is working out very well; would like to see him get in the Apprentice program in the spring; not in the budget this year but hopefully can work something out
- Dave – were there many complaints with the outage? Brent – did not hear anything
- Rom – are Village electric workers working at the substation? Charlie – yes, as well as contractors
- Rom – when do you figure the Ryder job will be complete? Charlie – late November
- Mike Mullins on FMLA for 30 days; he and his wife had a baby
- Brent – Evan Green will be graduating from Apprentice Line School; encourage one or all of you to show up for the ceremony; would be important to him; ceremony is at the Hampton Inn in Victor at 6:30 p.m. on October 25th; need to discuss with Kerry Brennan at Yates County as Evan is still on a provisional basis due to lack of test availability; want to encourage and congratulate him on his success of completing this training
- Carolyn Benedict – how are you doing on the backlog of service requests? Charlie – doing well; caught up

Charlie left meeting at 8:44 a.m.

V. Public Requests and Comments:

George Thompson, Town of Torrey

Leslie Church, Town of Milo Supervisor

Pat Christiansen, Town of Milo Clerk

Village Trustee Carolyn Benedict

Leslie Church –

- Update on Bath Rd/Airport sewer upgrade as well as Keuka Shore development
- For Bath Rd received a grant \$450,000 SAM Grant; Airport secured grant for \$468,000 DOT Grant; total project cost is \$1,197,000
- Just received Map, Plan and Report draft for this on Friday; will be reviewed and send to Village once complete
- Hoping to start this project in the spring
- The Keuka Shore development is included in the Map, Plan and Report draft; better to combine in one sewer district
- Last public hearing for the Keuka Shore project is tonight for the Planning Board; developer is eager to get started
- Pump Station that was originally planned for the Bath Rd sewer project has been moved in the draft Map, Plan and Report to be on the Keuka Shore property
- Mayor MacKerchar – lots of things to talk about
- Leslie – we are proceeding with project within the Town of Milo; owner does not wish to annex into the Village
- Could be a benefit to Village and Town of Milo; Mayor MacKerchar – how? Leslie – currently approved for 76 mobile homes, proposing 74 townhouse; single level as well as 2 story
- Developer will build water and sewer to Town's specifications; only when that is done will the Town take that over
- Brent – what is the scope of work for the SAM Grant? Pat – includes the pump station and the sewer line up Bath Rd; since original application submitted, it has been changed
- Leslie - Water and sewer services already exist for that property
- Brent – We understood that you were here to propose a change to the Intermunicipal Agreement; can't talk to that until we receive the proposed changes; Leslie – don't have the proposed amendment since we just received the draft Map, Plan and Report
- Pat – won't have information to the Village until the draft Map, Plan and Report is finalized and adopted by the Town of Milo
- Brent – is the plan to extend the existing sewer district that is there? Pat – no, creating a new one
- Brent – this is just for sewer? Water is already being provided? Leslie – that is correct
- Brent – sewer district map – can this be done with tax map numbers? Pat – no, this will not follow property lines. Brent – does the Map, Plan and Report contain meets and bounds for the proposed sewer district? Pat – yes it does.

Leslie and Pat left the meeting at 9:08 a.m.

VI. Executive Session:

Move to enter into Executive Session to discuss work history of an employee 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, Holly Easling and Crystal Bailey; first Dan Banach, seconded by Dave Payne; carried.

VIII. Treasurer's Report

1. Water and Sewer Funds 2018-19 Year-to-Date Revenue and Expense Analysis (Gary)

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- 1/3 of the way through the year, should be about 33% for our revenue and expenses
- Sewer
 - Revenue 52% without grant funds that were received, would be 39%
 - Expenses 24%

Revenue is greater than expenses by \$772,000 but take away grant revenue, depreciation and rent, surplus of 270,000 in the sewer fund; sewer fund in pretty good shape; keeping an eye on some things – expenses are over in sanitary sewer services - emergency sewer repair – will be working on a budget transfer for that; WWTP sludge hauling expense is 2x more than where it should be (used about 67%); lab services already at 47% of budget; chemicals at 40%, may have to do a budget amendment

- Water
 - Revenue 34% state aid funds (CDBG) revenue in there
 - Expenses 24%

Revenue greater than expenses by \$205,000; adjusting for depreciation, rent, pilot and excluding revenue for our CDBG project, slight surplus of \$47,000; an okay position to be in

2. Electric Fund Cash Flow Statement (Holly)

- Down about \$30,000 from where we were last month; mostly due to increasing power bills; also continue to work on Ryder Substation – cash going out
- Gary – have plans to meet next week with Bill Freitag to discuss rate case; according to Bill, he contacted PSC to let them know that the Village as well as 3 other municipalities will be putting in for rate increase; PSC indicated that they may have trouble supporting this due to their staffing

3. Wholesale Water and Sewer Customer Reconciliations for 2017-18

- Underran WTP by \$40,620; kudos to Tina and Dave for managing the budget so well; wholesale customers will receive credits totaling \$34,821
 - Jerusalem \$18,712
 - Dresden \$ 2,034
 - Milo \$10,262
 - Benton \$ 1,770
 - Pulteney \$ 2,043
- Overran WWTP budget by \$29,378; personal services – solely driven by hiring Yvonne Tucker (right decision); includes budget amendment for sludge hauling and chemicals but backed that out of actual cost since this should not be passed on to wholesale customers; wholesale customers will have funds due to the Village
 - Milo \$2,920
 - Jerusalem \$7,638

MOTION to recommend to the Finance Committee and to the Village Board that the 2017-2018 Wholesale Customer reconciliations be shared with the customers and upcoming invoices be adjusted as appropriate; first Dan Banach, seconded by Dave Payne; carried.

IX. Department Business

A. Electric

1. Ryder Substation project update
 - Things are going okay; they could be going better – no fault of anyone on our side
 - Took delivery of new breaker; sits at substation; tested by John Tucker; found middle phase to have a problem; working with manufacturer to come out to replace entire center phase pole; currently planning on doing this the week of October 22nd which is when we originally planned on commissioning the breaker; doing everything we can to improve on that date
 - Bypass switches for the breaker were ordered in May based on a 12-14 week shipping schedule; called to check on order; order was never placed on vendor end; came up with temporary solution; distributor took ownership of the mistake; did not charge us for temporary switches that will be used; permanent switch scheduled to be delivered in December; will still be able to get Ryder back in service
 - Have taken 2 outages; did not hear a word on 2nd outage
 - Wire between NYSEG and Ryder is scheduled to be reinstalled on Saturday
 - Should be putting Ryder back in service just before Thanksgiving

Dan Banach – in looking at Service Requests, see that it sometimes takes 2 weeks before responding to limbs on wires; could become a serious situation; are we understaffed? Vacations? FMLA? Things we need to plan for; Brent – believes we are ok but will look into it

2. Severson Electric usage
 - Christine brought to our attention; there is a formula in place but somehow missed the form being completed for the Severson connection; multiplier was not applied
 - Contacted Severson; brought to their attention; Anthony from Severson believes they will pay the back monies that are owed; hoping to hear back from them today
 - Direction from MUB is to send an invoice for unbilled usage
 - Have reviewed and renewed process so it should not happen again
3. NYMPA Semi-Annual Meeting – October 24, 2018

MOTION to the Village Board to authorize the Resolution to appoint Brent Bodine as delegate from the Village of Penn Yan for the NYMPA Semi-Annual Meeting in Solvay, October 24, 2018; first Lee Sackett, seconded by Dan Banach; carried.

4. NYMPA High Density Load (HDL)
 - Awareness for everyone
 - Bitcoin business; install a bunch of data servers
 - Overload electric
 - Other municipalities have found that they have been installed in 2 story homes; about burned the entrance cable off the house
 - Other things that can involve usage of a lot of power; Dan – hopefully building inspector can keep up with these things; these companies want to use municipalities because the cost is less

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4. FYI: NYPA Firm Hydro Energy for November 1st – 30th; No reduction; No anticipated shortages in water supply from December, 2018 – May, 2019

B. Water/Sewer

1. Sheppard/Johnson/Myrtle water and sewer main projects update
 - Received approval from DOH to start tying in services on the Sheppard St. watermain; have started moving the services to the new main; should be close to having approval for Johnson and Myrtle
 - Project is moving along; trying to get the contractor to give us a better idea of when service transitions will be completed; also restoration work completion, hopefully before cold weather sets in
2. Emergency repair of Sanitary Sewer Main collapse – North Avenue and Sheppard St
 - Ron Keech found that the sewer had collapse between the intersection of North Ave. and Sheppard St. and the railroad tracks; ended up replacing 25-30 feet of sewer line that had been collapsed for awhile
 - Soil conditions were terrible that's why we needed to call in help
 - Ray – is sewermain on North Ave. in need of replacement? Brent – beyond what was already fixed, don't believe so
3. FYI - Keuka Gardens infrastructure dedication
 - Already in the process
 - Keuka Gardens (up by bowling alley) intend on building and dedicating a section of sewer going up to that project; consists of 2 manholes and connecting pipe with manhole connection on South Ave.
 - No watermain dedication; they will maintain
4. North Main Street Sewer Repair – Oct. 15th start
 - Awarded to City Hill
 - Intended start date is October 15th
 - Pre-Construction meeting on Friday, 10/12
 - Not sure yet how long this will take
 - Not entire North Main St.; from Grant Ave. up
5. Lincoln and Sherman main
 - Not sure when Ron and his crew are going to have time to start this project; overseeing the other projects that are happening
 - Has the material; need to support these other projects

C. Water Treatment Plant

1. Wholesale Customer's meeting Thursday, October 25th at 10:00; lunch meeting
 - Response by 10/12 for Agenda items

D. Wastewater Treatment Plant

1. Operations Report
 - Cleaning of Cherry St. pump station
 - Talks about DEC visit; visit after inspection; this person, Alison, from Albany came to look; she is the permit writer (SPDES); she is fairly new
2. Have a meeting set up with Senator Tom O'Mara
 - October 17th at 1:00; meeting at Village Hall in MUB room
 - Asked for by Senator O'Mara
 - Dan – open to public? Brent – did not get that from the correspondence; Dan – can MUB come? Mayor - yes
3. Clifton Chase; Group IV Operator Trainee to Group VI Operator
 - WWTP Operator Trainee
 - No formal interview with DEC required
 - Cliff has done the required training; gone to school
 - Has not taken the test
 - Yvonne has recommended that he be promoted to a full operator; very happy with his performance
 - MUB recommends that he take and pass the test before being promoted
 - One of Yvonne's great skillsets is that she is a great trainer

X. Other:

1. Dresden Agreement has been modified and is fully executed

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,395.27; first Dan Banach, seconded by Dave Payne; carried.

XII. Village Engineer's Report – Bob Elliott

1. KanPak
 - KanPak ISUP was modified and sent to DEC; DEC came back with comments which we discussed at the meeting we had with KanPak; preparing to modify the permit again
 - One of comments was to put a strict penalty on anything over the 600 lb/day BOD loading (Brent – their recommendation was 10x what we currently charge)
 - Brent – to be implemented after completion of their plant; it has been agreed that they will pay 1 ½ times until completion
 - Gary – KanPak seems pretty firm on their time frame of getting plant done; should state in ISUP that the 1 ½ time penalty is to a certain date then 10 times in case they get behind on their project
2. Gwen Chamberlain from the paper reached out with some questions; Bob will get back to her on those

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XIII. Reminder the Village Board Meeting is October 16th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

MOTION to move into Executive Session at 10:01 a.m.; first Dave Payne, seconded by Dan Banach; carried.

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

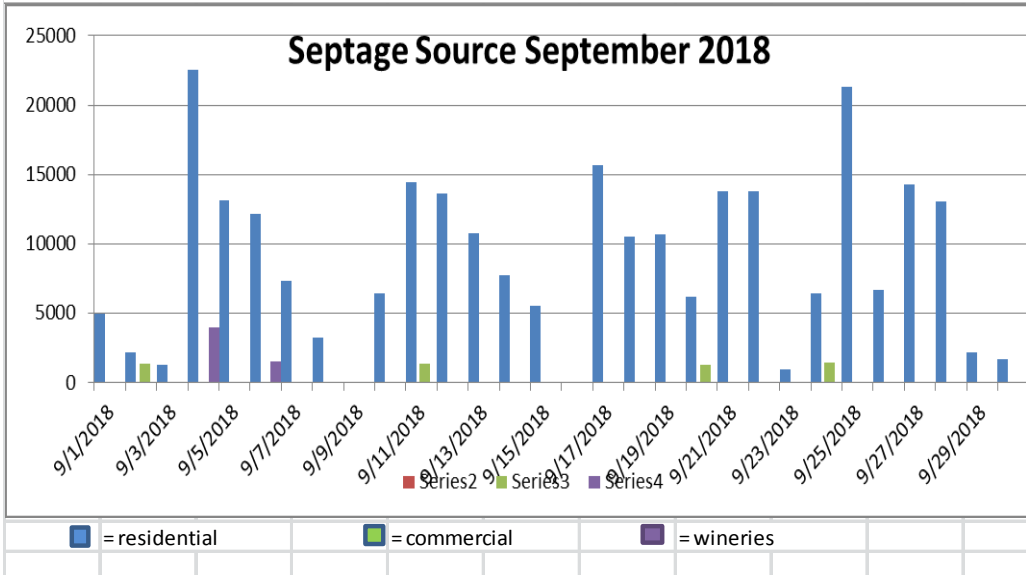
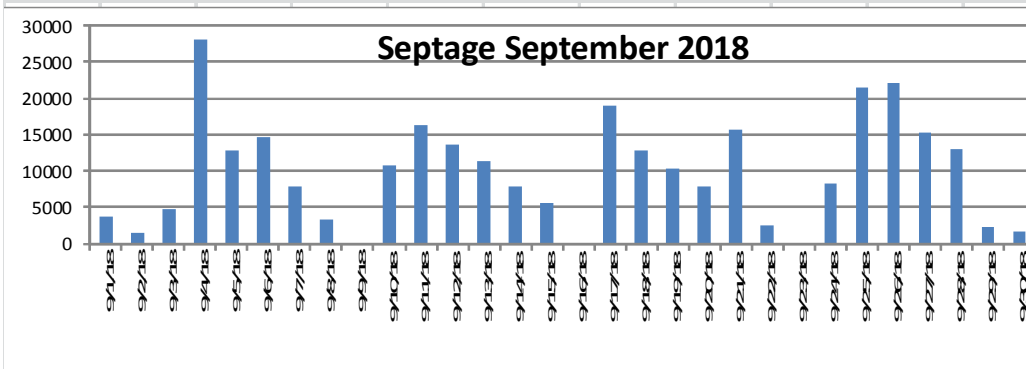
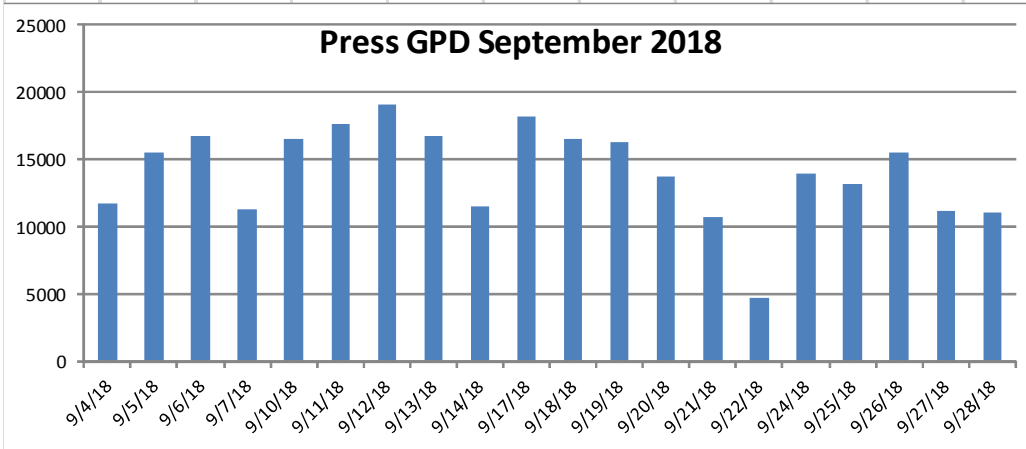
XVI. Next Meeting – Thursday, November 15th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:21 a.m.

Transcribed by Crystal Bailey on 10/10/18

**Wastewater Treatment Plant
2018 September**

Yards Compost Screened	49		
Gallons Sludge Dewatered (Pressed)	281,529	Tons Dewatered Sludge Produced	145
Tons Dewatered Sludge to Landfill	74.6	Landfill Haul & Tip cost	\$4,636
Gallons Septage Received	292,561	Septage Revenue	\$16,090



September 2018 Wastewater Operations:

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Cherry Street Pump Station: The first floor level walls of the wet well portion of the pump station were cleaned by Clean and Green.



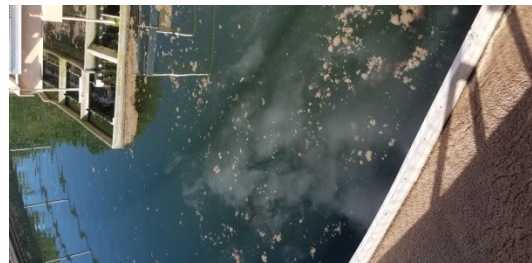
The bypass channel lift gates were seized up. The lift gate guides were corroded which caused the unit to jam. The rising stem was taken apart and re-assembled and the guides were scraped and lubricated to return the mechanisms to working order. The lower level walk grates were in severe deterioration. Some of them were replaced. A temporary safe work platform was created and placed across the open area of the bypass channel in preparation of the mechanically cleaned bar screen replacement work. Koester Associates had two field service techs replace the bar rack and rake arms. The existing rack had spaces of $\frac{3}{4}$ inch between each bar. The new rack has spaces of $\frac{3}{8}$ inch. The smaller spaces between the rack bars should be more effective in preventing some of the papers and plastics from entering the pumps and subsequently the wastewater treatment plant. Adjustments to the water sprayers will be made to increase the rinse capability to prevent too many organics from being removed with the paper and plastics.

RBC: The VFD on RBC #6 tripped out over- night which caused the unit to become unbalanced. The alarm code indicated an inverter overload. None of the other RBC VFDs were affected. This could be just a phantom power blip in the system.

The temporary speed reducer was installed and the unit was re-balanced and returned to normal working status.

Additional wall penetrations are being created to improve the air intake into the RBC room to provide more fresh air movement across the RBC units.

Unusual excessive growth of red worms on the Even train has created an increase in odors in and around the final clarifiers and sludge thickener.



Rising

sludge with the red worms required the final clarifier #2 to be taken offline to prevent loss of solids over the weirs. Actions taken have been to knock the sludge back down with the hose, alternating between the two clarifiers while each is temporarily offline.

NYSDEC Visit: The inspector who performed our annual inspection requested a follow-up visit for the individual who is responsible for our S.P.D.E.S. permit renewal. Ms. Alison Wasserbauer and Mr. Chaffee were provided a thorough facility tour. Ms. Wasserbauer was attending meetings in our region as well as other facility tours and was able to fit a visit to our facility into her schedule. Robert Elliott also made arrangements to be onsite for the visit. She reported that our permit renewal was progressing, however she did not have a firm date for when we could expect its arrival. Mr. Chaffee expects to provide his inspection report sometime in October.

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OUTFALL: Tree trunk, branches, gravel and other debris was removed.