

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, Lee Sackett and David Payne, Village Trustee Kevin McLoud, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Deputy Director of Public Works Tom Schwartz Village Engineer Robert Elliott and Mayor Leigh MacKerchar (*arrived at 8:34 a.m.*)

Absent: Director of Public Works Brent Bodine

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: Ron

- Recently finished running 2,200 feet of 6 inch watermain on Lincoln Ave; about 40 services; 4 hydrants; still have some paving work to do in the spring but not much; spent most of the summer doing this project
- Have been doing routine maintenance
- Not a lot of emergency work this summer
- Upcoming projects:
 - Maiden Lane – will be done in house
 - Franklin St – contracted; have a preconstruction meeting today
 - Stark Ave
- Going to be busy doing watermain work
- Constant I&I study
- Dan – sewer work? Ron – lining some sewers this year; Bob – cured in place linings; pretty much zero leakage

V. Public Requests and Comments:

George Thompson

Grant Downs

Joe Dombroski– KanPak

- Waste plant right on track, maybe a little bit ahead
 - Hoping to power up the transformer next week
 - Have temporary lights in order to work for now
 - As soon as power (2 days after) start bumping motors through December; make sure there are no leaks
 - Hoping to start seeding in January; sometimes takes media 1-2 weeks to catch, sometimes 1-2 months
 - Optimistic; moving along good
- Got the base down for parking lot
- Warehouse coming along; 33 foot high walls; it's huge
 - Excited
 - Chrsantha and City Hill working like crazy even in the cold
 - This warehouse will help us grow and get more people working
 - Going good

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

- Rom – once everything is up and running would like to schedule a tour for the entire Board; Joe – absolutely
- Dan – will these projects double your electric load? Joe – won't quite double; initially going to be about the same; what's coming down the road in the next 5 years, yes
- Tom – had some wire delivered last week; 12 spools, 2,700 lbs each; not on pallets; no way to get it off; faced with the fact of sending the wire back and not having the wire here for O'Connell to start on Monday; called Joe; asked for help; Joe and some of his crew unloaded the wire, put them on pallets and put them back on the truck; able to get the truck back to our barns and unload them; can't thank Joe and his team enough for his help; Joe – always there to help; part of this Village and will help any way we can; all of us are geared to help the community, not just KanPak and the employees; our foundation shows that
- Joe – KanPak's No Lunch Lunch is coming up; always looking for donations; help the low income families in Yates County
- Joe – been at KanPak for 8 years; started with 30 people; became face of KanPak for the Village; just over 220 people now employed; hoping in the next 5 years to be at 350 employees
- Bob – DEC would like to visit KanPak and take a tour; Joe – welcome anytime; would like to get piping and electric done; cleaned up so able to move around better
- Joe – last week did a weeklong trial at the waste plant; excited to see what the results are; still trying to do better with our current plant
- Dan – As a community, Thank you for what you're doing and what you will be doing; positive things you are doing for the area as a whole

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 at the end of the meeting with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Kevin McCloud, Leigh MacKerchar, Gary Meeks, Holly Easling and Tom Schwartz first Dan Banach, seconded by Dave Payne; carried.

VII. Audit

Summary:

Paid Before Audit:

| | |
|--------------------------|-----------------|
| General: | \$ 77,930.42 |
| Electric: | \$139,856.41 |
| Sewer: | \$ 8,635.04 |
| Water: | \$ 7,137.31 |
| Capital Projects | <u>\$ 70.00</u> |
| Total Paid Before Audit: | \$233,629.18 |

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

Current Audit:

| | |
|----------------------------|----------------|
| General: | \$ 657,213.46 |
| Community Development–CRC: | \$ 26,030.00 |
| Electric: | \$ 95,543.32 |
| Sewer: | \$ 119,365.00 |
| Water: | \$ 94,964.97 |
| Capital Projects: | \$ 7,800.00 |
| Trust & Agency | \$ 0.00 |
| Total Current Audit: | \$1,000,916.75 |

TOTAL AUDIT: \$1,234,545.93

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

VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)
 - 5 months into the year; on straight line basis - 42%
 - Sewer fund
 - Revenue 46%
 - Expenses 32%

Revenue is greater than expenses by \$645,000 but with adjustments, surplus of \$493,000 in the sewer fund; very healthy position for the sewer fund; No significant cost issues; looming cost out there for the RBCs

- Water
 - Revenue 40%
 - Expenses 36%

Revenue is greater than expenses by \$115,000 but with adjustments, surplus of \$85,000; would like a bit more surplus; water fund is still in good shape; no great concern

2. Electric Fund Cash Flow Statement (Holly)
 - Adjusted cash available is just under \$21,000; up from last month
 - Revenue is covering operating expenses but just barely
 - Have a seasonal budget; not too concerning at this point
 - Watching cash closely
 - Scaled back the tree trimming award; initially was \$120,000; scaled back to \$80,000
 - Mutual aid to date is at \$51,000
 - Gary – going ahead with borrowing this month for the express feed; Bond Resolution to borrow \$700,000; will probably close on that early December
 - Ray – is the cemetery included in that tree trimming? Holly – no, just electric; Tom – was recently brought to his attention that there are several trees that have been marked in the cemetery; could be a safety hazard; will be addressing; Dan – suggest that if you have to take a tree down, replace with a new one

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: December 1st – 31st; no reduction

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

2. Horizon Park Express Feed update
 - O’Connell to start next week; started bringing in equipment and supplies this week; staging will be where transformers are stored at WWTP
 - Mayor – should have both needed easements in place by the end of the day

Tom - Ralph started last week; on November 21st Fairport will be doing special training for QEP and Pole Top Rescue; would like to send Ralph, Tyler and Charlie Bush; Charlie has been helping out as contractor and would like to go to the training in order to keep his lineman certification; would benefit the Village and let Charlie know that we are interested in him coming back to work with us; one day training

MOTION to the Village Board to approve sending Ralph Corey, Tyler Ayers and Charlie Bush to QEP and Pole Top Rescue training in Fairport on Thursday, November 21, 2019 at a cost of \$1,000.00; first Dave Payne, seconded by Ray Hamilton; carried.

Ray – surprised to see Ralph hanging banners; thought we needed him for lineman type duties; Tom – only so much he can do on his own; need 2 lineman to work on primaries; Ray – how many hours is Ralph working? Gary – scheduled 24 hours per week; Tuesdays, Wednesdays and Thursdays; Dave – if he isn’t doing line work why did we hire him? Tom – there is a lot of work he can do; can do disconnect/reconnects; street lights, etc.; just some that can’t be done without another qualified lineman

3. Apprentice Lineworker recruitment update
 - Interviewed 4 applicants
 - 2 interested in hiring
 - Not recommending to hire at this time; need another qualified lineman before hiring apprentices
 - Hoping to hire next month

B. Water/Sewer

1. Franklin St Watermain Replacement
 - Preconstruction meeting today with contractor
2. 7 Bush Park Lane; Matt Paulchel; Clean and Green
 - FYI - Going to put a water only meter on one of the lines; no sewer charges
 - Using to fill tanks used for his business

C. Water Treatment Plant

1. Operations Report
 - Matt prepared this report
 - Working with Health Department on microcystin management plan
 - Received first Non-Detect sample since August for microcystins on 11/7/19
 - Lake temperature has been cooler this year than last year; averaging 10° cooler this year; Gary – what impact does that have on our operation? Tom – chemical use; chlorine is less effective at lower temperatures
 - Dan – WTP impacts 25% of county residents; should we have a meeting with KLOC to discuss use of gates as a means to help with the Cyanotoxins? Tom – won’t be our only option but next year we will manage gates differently to try to keep more consistent lake level
 - Elliott’s did a study on moving intake to deeper water; \$1.2 million; Dan – grants

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

- available? Bob – grant money may be coming up to help with this issue
2. Matt Fritz attended training on October 24th for Disinfection BPR Lead/Copper Rule and Asset Mgt.

D. Wastewater Treatment Plant

1. Operations Report
 - Halloween rain event caused a high level alarm at Cherry St Pump Station; all 3 pumps running at 100%; 4 million gallons; concerned we could have an overflow; proves how critical our I&I is
 - RBCs – heavy growth on first 6; not sure how long they can continue to run like they are
 - Should last approximately 30 years; these 6 are 19 years old; KanPak loading has lowered that life expectancy
 - Estimate more to repair than to replace; have to remove roof; Bob last time took a part of the wall out to replace
 - Lee – any relief in winter? Bob – does go down some; septage hauling is down; biggest relief will be KanPak getting up and running
 - Tom – in the future (way out) we should consider doing something different with the building and the roof; allow air to flow through; Bob – should review other options; there are pros and cons to everything
 - Rom – do we need to plan for 6 new RBCs? Tom – yes; Gary – how much are we talking about? Bob – best guestimate, \$100,000 each; would behoove us to look at all the options
 - Rom – can we use parts off old RBCs? Tom – labor costs of us assembling the media panels in the old unit would cost more than them bringing in new ones; not cost effective; Bob – possibly the media; have to consider the time and cost of cleaning up the media and reinstalling
 - Automated Press Operation; relieve overtime costs
 - Lee – fail safe system? Bob – yes

X. Other:

1. Holiday Luncheon – December 13th; please let Mary Ann know if you will be attending

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,706.69; first Lee Sackett, seconded by Dan Banach; carried.

XII. Village Engineer's Report – Bob Elliott

1. New intake cost estimate
 - As mentioned earlier, \$1.2 million to be 50+ feet in depth; 4,000 linear feet
 - Currently have 18" line 1,800 linear feet
 - This cost based on completely polyethylene pipe
 - Not a cheap thing; just an estimate; high contingencies for unknowns
 - Tom – will make this estimate part of our cyanotoxin plan to DOH; will run the

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

numbers with Bob to see what is most cost effective; with current system may have to change the media more often; changing media, using more chlorine (increasing disinfection byproducts) vs. extending intake; what is best for our system and most cost effective

- Bob – carbon exchange program; recycle the carbon; more cost effective
2. Deicing at the airport
- Thought that the first numbers showed very high loading; asked engineer to review the numbers again; very skeptical of taking that loading
 - New numbers were much more reasonable; comparable to normal waste
 - Sketching now; trying to get a grant; need something in writing that the Village would be okay in taking this waste; Bob to draft letter; Dan suggests that Tom cosign the letter
 - Bob – recommend a tank to put the waste in at the WWTP and slowly filter this waste into the plant; Bob – 300 or 900 gallon tank; paid for by them
 - Visited Rochester airport; they have tanks for deicing that slowly releases into the sewer
 - Going to touch base with the engineer again; this is basically 2 years out because of grant; would need a Sewer Use Permit
3. PFASs being discussed in the news; probably not too long before DOH will start testing; may need to start looking at potential costs
- PFASs – industrial pollutants coming into the water
 - Tom – best way to treat it is adsorption; already set up for that
 - Bob – hats off to the people that designed the water treatment plant; left space for another filter or carbon columns if in the future they are needed; in much better shape than some other municipalities

Dave – wondered about Morgan Marina cleaning the boats; use chemicals; where are those chemicals going? Are they going back into the lake? Tom – a lot of cleaners are citrus based; organic; not chemical based; part of cyanotoxin plan is to work with others in the area like Keuka College, Marinas (Dan – there are 3 around the lake), etc.; education

Dan – Grease plan; there are at least 2 gas stations that sell chicken wings; deep fryers; do they have grease traps? Have they been inspected? Does the Code Enforcement Officer look at these things? Rom – is there any type of inspection now? May have Code but are there inspections? Tom – no; Crystal – working with Code office; Tom will go out to industrial/commercial businesses during their annual CO inspection done by Code Officer to help educate the owners; make sure that what is needed to be in place is in place; Dan – need to put this at the top of the list; Tom – there is a process; work together with Code

XIII. Reminder the Village Board Meeting is November 19th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

MOTION to move into Executive Session at 10:03 a.m.; first Dave Payne, seconded by Dan Banach; carried.

Penn Yan Municipal Board Meeting Minutes

November 14, 2019

Kevin left meeting at 11:03 a.m.

MOTION to exit Executive Session at 11:43 a.m.; first Dave Payne, seconded by Ray Hamilton; carried.

XVI. Next Meeting – Thursday, December 12th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 11:44 a.m.

Transcribed by Crystal Bailey 11/18/19