

# Penn Yan Municipal Board Meeting Minutes

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December 12, 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 (*arrived at 8:40 a.m.*), Deputy Director of Public Works Tom Schwartz, Village Engineer Robert Elliott and Mayor Leigh MacKerchar (*arrived at 8:50 a.m.*)

**Absent:** Village Trustee Kevin McCloud

**II. Call to Order** at 8:32 a.m.

**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: Yvonne**

- RBCs are in dire straights
  - Manufacturing rep on site yesterday; Canadian firm; previously gave us a quote for rebuild as well as one for replacement; his opinion replacement is going to be the way to go
  - Shafts are pretty much at the end of their life as well; original quote for replacement did not include shafts
  - Lee – time interval from time of order to time of replacement? Yvonne – not sure; tariffs, getting across the border - probably around 20+ weeks; Bob – around 6 months
  - Dan – other manufacturers? Yvonne – yes; Dan – need to look at those also
  - First 6 have to be replaced (3 on each side)
  - Lee – does the quote include installation? Yvonne – no
- Bob – piece of pipe that came loose and ended up at Cherry St pump station? Yvonne – Thanksgiving Day; ended up in grit channel; 5-6 foot long pipe; do not believe it came from forcemain; need to investigate further; Dan – don't dilly dally, get done now
- Very busy October
- Very proud of the work that Steve and Rainer did pump installation and piping; would normally be something that would have to be contracted out
- Would like to send Rainer to welding school; Lee – good idea; Dan – anyone else that needs to go? Let's think about that too
- Would like to wish everyone a very Merry Christmas

*Yvonne left the meeting at 8:41 a.m.*

**V. Public Requests and Comments:**

Grant Downs, George Thompson

Joe Dombroski – KanPak

- Wastewater treatment plant right on track
  - Aeration grid in; water flowing; blowers working; bumping some motors
  - Going along really good
  - Working on getting seeding material; possibly next week 4 tractor trailers with 26 pallets on each truck, each pallet 3 bags high of wafers ; by 2<sup>nd</sup> or

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- 3<sup>rd</sup> week in January get seeding material from another plant; start our process of seeing how things grow
  - Excited to get it up and running
- Warehouse
  - Going up quick
  - Putting roof decking on first 3<sup>rd</sup> of the building
  - Got watermain cut in this week
  - Electric starting to move forward; Tambi Electric doing electric
  - Pretty amazing project going on up there
  - Tom – quite the beacon on the hill up there
  - Merry Christmas and Happy New Year

*Joe left the meeting at 8:46 a.m.*

Mark Morris, Steve Brigham and Wayne Hand from Keuka Lake Association (KLA)

Mark -

- Work closely with KLOC and KWIC on Keuka Lake issues
- KLA would like the lake level to operate within the plan
- Hope that there is a way to find options other than gate manipulations; can cause people to have problems with their docks, their boats, etc.
- Want to offer help with brainstorming, data analysis
- Wanted to meet Bob, the Village Engineer
- Dan – is there a minimum level you'd like to see the lake at? Mark – there is a curve that we follow; Steve – depends on the year
- Tom – with HABs the DOH has instructed us to come up with a cyanotoxin plan; need to work with others (KLA, DEC, etc.) to come up with other ideas to manage the watershed
- Mark – with beginning of HABs government set up programs to give money for updating the watershed plan; Keuka and Seneca were not part of this; Keuka and Seneca have teamed up; requested grant; have 3 years to put together a plan to reduce nutrient level in the lakes to reduce HABs
- Grant Downs – please add Seneca Watershed Manager to list of people to contact regarding cyanotoxin plan

## **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, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Tom Schwartz and Crystal Bailey; first Ray Hamilton, seconded by Dave Payne; carried

## **VII. Audit**

Summary:

Paid Before Audit:

General:	\$ 26,099.69
Electric:	\$165,813.53
Sewer:	\$ 6,898.64
Water:	\$ 7,137.31

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Capital Projects	\$ 0.00
Total Paid Before Audit:	\$205,949.17

## Current Audit:

General:	\$ 55,116.48
Community Development–CRC:	\$ 0.00
Electric:	\$ 120,413.33
Sewer:	\$ 45,421.91
Water:	\$ 24,776.58
Capital Projects:	\$ 0.00
Trust & Agency	\$ 0.00
Total Current Audit:	\$ 245,728.30

**TOTAL AUDIT: \$ 451,677.47**

Dan – notice on the Audit that Easy (Quick) Lube has been being used; they are outside the village; if we can keep it in the Village, let's keep it in the Village

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

## VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)  
50% of the way through the year

### Sewer fund:

Revenue	53%
Expenses	37%

Revenue greater than expenses by \$182,000; with adjustments have a surplus of about \$570,000; big issue is RBCs which is an unbudgeted item; big ticket item; need to figure out how to finance this

### Water fund:

Revenue	48%
Expenses	40%

Revenue greater than expenses by \$182,000; with adjustments have a surplus of about \$61,000; no significant cost issues; need to be frugal

2. Electric Fund Cash Flow Statement (Holly)
  - Adjusted cash available is approximately negative \$145,000
  - Large outgoing payments made in November
  - Closed on bond funding December 5<sup>th</sup> - \$700,000
  - Sales year over year are pretty flat even with the increase

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- Mutual aid being covered by savings from payroll (not having full staff); mutual aid costs have been approximately \$62,000; savings from payroll about \$39,000; even with 2 part time employees will still see a savings of about \$18,000 per month for payroll
- Watching cash closely; month by month basis

## **IX. Department Business**

### **A. Electric**

- Had a no light call on Northview this morning; blown fuse; nice to be able to have the part time employees to call on and respond right away

- Continuing to keep lights on; getting work done

1. FYI: NYPA Firm Hydro Energy: January 1<sup>st</sup> – 31<sup>st</sup>, 2020; no reduction
2. Horizon Park Express Feed update
  - O’Connell has built double circuit pole line from intersection of Franklin and Sherman out to Sherman and East Main St
  - Pulled the wire in yesterday for top circuit and clipped it in
  - Doing the bottom circuit today
  - Going to run out of work on that job by this Saturday
  - Received news that we have the easement for the Fairgrounds; Mayor MacKerchar – they have signed; our attorney is reviewing it
  - Will meet with Rick Willson to set survey poles for easements
  - Birchcrest has completed right of way clearing that we had asked them to do; will come back to do right of way clearing across fairgrounds when we are ready

- 3 days with part time help working well; Tyler and Brent very busy on the other 2 days; hoping to come to an agreement on moving forward

Ray – with cost savings we are realizing with mutual aid, do we need to hire more people? Brent – the cost savings is mutual aid vs. contractor; mutual aid will not cover daily operations; Dan – mutual aid is for emergencies only

Tom – would like to work on fostering a better relationship with Watkins Glen and Bath; burning linemen out; on call every week; hoping to work with neighboring small systems that could use the help like us; can’t compete with NYSEG, contractors, etc. (the big boys)

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

1. Maiden Lane and Stark Ave watermain updates
  - Approval for Maiden Lane should be coming any day
  - Have approved plans for Stark Ave
    - Ron’s crew will start work when weather permits
2. Sewer Forgiveness Request; 346 Main St, Apartment 3
  - Hot water tank leaked
  - Rob Ayers checked this out; water did not go into sanitary sewer system

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$116.35 to Karla VanDelinder, 346 Main St, Apt 3; first Dan Banach, seconded by Ray Hamilton; carried.**

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

1. Operations Report
2. Cyanotoxin update (discuss meeting with DOH and other water plants in the area)

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- End of year meeting
- We were the only system in the area still getting positive HAB results into November
- Bob – would be nice to see some annual information also
- Deeper dive into alternate resources

Ray – what about extending the intake? Tom – cost of \$1.2 million; Bob – maybe looking at in the future; Gary – budgetary options for cyanotoxin plan? Tom – not in the next year but possibly in the future; our water treatment plant has granulated activated carbon which helps adsorb the toxins; contact time helps to remove anything that might make it through; plant already designed to add another filter train and carbon column; those are other options that we can look at in the future; Gary – our solutions are more long term in nature and not a crisis? Tom – that would be safe to say

## **D. Wastewater Treatment Plant**

1. Operations Report – Yvonne reviewed
2. RBCs – Yvonne discussed
  - Our community is still growing (microbreweries, wineries, industrial parks, etc. that will be bringing waste into our facility); would be in our best interest to think about expansion at the same time as replacing RBCs
3. Grit Removal bid update
  - Cancelled bid; recommend postponing until next budget year
  - Reviewing new technology
  - Use planned funds from this towards RBCs

## **X. Other:**

1. Holiday Luncheon tomorrow
2. Rom – paving plan? Brent – on track; wish we could have finished the trail head on Water St but hope to get this done in the spring

## **XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$6,230.61; first Dave Payne, seconded by Dan Banach; carried.**

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

1. I&I 6 month report due – any televising should be completed soon in order to be included

## **XIII. Reminder the Village Board Meeting is December 17<sup>th</sup> at 6:00 p.m.**

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

## **XV. Executive Session:**

**MOTION to move into Executive Session at 9:43 a.m.; first Dan Banach, seconded by Dave Payne; carried.**

*Village Attorney Ed Brockman arrived at 9:50 a.m.*

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*Village Attorney Ed Brockman left meeting at 10:15 a.m.*

**MOTION to exit Executive Session at 10:53 a.m.; first Lee Sackett, seconded by Dave Payne; carried.**

**XVI. Next Meeting** – Thursday, January 16<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 1/1/20*