



Penn Yan Municipal Board Meeting
Thursday, February 13, 2020 at 8:30 a.m. MUB Meeting Room

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, David Payne and Lee Sackett, Village Trustee Kevin McCloud, Clerk-Treasurer Gary Meeks, Deputy Director of Public Works Tom Schwartz, Secretary of Public Works Chey Bradley, Mayor Leigh MacKerchar, Village Engineer Robert Elliott, Dave Cohick, Yvonne Tucker and Kevin Maine from NYRWA

II. Call to Order at 8:30 am

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

MOTION to approve the Minutes: first Rom French, seconded by Lee Sackett; carried.

IV. Municipal Employee: Dave Cohick and Yvonne Tucker

V. Public Requests and Comments:

Tim Haas – KanPak

- WW Report

Facility is up and running; started 2-3 weeks ago. Progress looks good and right on schedule.

- Warehouse

Still on schedule.

Kevin Maine – New York Rural Water Association

Apprenticeship Program:

Thorough, NYSDOL supported, 24-month training program currently being offered to municipalities at **no cost**. Program curriculum includes 4,000 hours of on the job training, some online course work and traditional classroom instruction.

Pros	Cons
<ul style="list-style-type: none"> - Two Programs: Water Systems Operation Specialist Wastewater Systems Operation Specialist - NYRWA is covering all course costs -Books: \$90/each Modules \$250/each - Focus toward on the job training = truly prepared operations specialist - New program = up to date training on current practices and evolving regulations - Municipality only responsible for workplace violence, sexual harassment, and first aid training 	<ul style="list-style-type: none"> - Must commit to a binding two-year contract - Cost to municipality would be loss of worker on days of class instruction - May not remain a free course in the future - Attendee will still need to pursue certification at Morrisville - WTP & WWTP could send one person each; however, individuals can’t pursue both programs simultaneously

*Intended to be a supplemental program to the one provided at Morrisville. Attendee will still need to pursue certification at Morrisville.

VI. Executive Session: Session not necessary this month.

VII. Audit: Warrant Listing

Summary:

Paid Before Audit:	
General:	\$ 26,861.93
Electric:	\$ 309,548.06
Sewer:	\$ 7,348.31
Water:	\$ 7,633.44
CRC	\$ 0.00
Total Paid Before Audit:	\$ 351,391.74
Current Audit:	
General:	\$ 86,672.72
Community Development–CRC:	\$ 0.00
Electric:	\$ 240,221.16
Sewer:	\$ 37,311.07
Water:	\$ 131,508.40
Capital Projects:	\$ 4,146.92
Total Current Audit:	\$ 499,860.27
TOTAL AUDIT:	<u>\$ 851,252.01</u>

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)

Sewer fund:

Revenue	70%
Expenses	46%

Water fund:

Revenue	61%
Expenses	51%

With these figures being what they are, should we be looking at our options for increasing income through septage acceptance from other entities?

 Could sludge hauling and treatment be a new stream of cashflow for the village?

2. Electric Fund Cash Flow Statement (Holly)

Currently in a very poor position cash flow wise; thus, upcoming budgets will be tight. All non-discretionary spending has been suspended. Capital projects are the top priority for 2020-2021 budget plan.

IX. Department Business

A. Electric

1. Operations Report
2. Staffing: Currently 2 apprentices and 2 senior linemen part time
3. Bid Decisions: Single Phase Transformer and Three Phase Transformer
4. Niagara Hydropower Contract Extension

Operations Report

IIEP imitative: LED Street Light replacement continues; the following has been accomplished:

-Nov 21 sml, 8 lrg -Dec 10 sml, 6 lrg -Jan 7 sml 2 lrg -Feb 5 sml 4 lrg

Recruitment for experienced linemen and apprentices still in progress. Using Indeed to advertise job opportunity. Charlie Bush will be helping us as we transition and build the department back up to full power.

E-Star training to obtain Switching Authority in process of scheduling training and coordinating employees to attend.

MOTION to award Stuart Irby on behalf of Power Partners the Single Phase Padmounted Transformer bid for \$16,229.33.: first Dave Payne, seconded by Dan Banach; carried.

MOTION to award Delta Wye Associates the Three Phase Padmounted Transformer bid for \$29,425.00.: first Ray Hamilton, seconded by Dave Payne; carried.

MOTION to approve the Niagara Hydropower Contract Extension as presented (no reduction): first Dan Banach, seconded by Lee Sackett; carried.

B. Water/Sewer

1. Operations Report
2. Change Order #1 to Franklin Street Water Main Project

MOTION to approve the change order for the Franklin Street Water Main Project to increase the contract award amount by \$12,619.95; which was awarded to TLM Excavating for the original amount of \$228,870.18. This increase would change the contracted amount to \$241,490.13.: first Dan Banach, seconded by Lee Sackett; carried.

C. Water Treatment Plant

1. Operations Report
2. Training for 2 employees; Dave Cohick and Bill Wigsten
 - a. On March 24, 2020 Dave and Bill will be attending a “Chemical Feed Pumps and Analyzers” training in Livingston County Highway for **no cost**.
 - b. Bill Wigsten: On April 8, 2020, NYRWA “Hydrants, Valves and Meters” in Waterloo, NY for the cost of \$30.00

Operations Report

Currently in the slow season so calculating the budget, maintaining the plant and preparing for the Spring/Summer.

Blue Green Algae testing and data collection showed great results this year. Goal: to continue moving water throughout the summer to keep Blue Green Algae down/keep it from growing. KLOC is willing to work with WTP to focus on water quality and lake levels.

Dan Banach: Can we make this data and information available to MUB members so we can justify why we’re moving water as we are? Dave Cohick: Yes.

MOTION to allow Dave Cohick and Bill Wigsten to attend NYRWA “Chemical Feed Pumps and Analyzers” on March 24^h at Livingston County Highway. Fee: NO COST. First Dave Payne, seconded by Lee Sackett; carried.

MOTION to allow Bill Wigsten to attend NYRWA “Hydrants, Valves and Meters” on April 8th in Waterloo, NY. Fee: \$30. First Dave Payne, seconded by Lee Sackett; carried.

D. Wastewater Treatment Plant

1. Operations Report
2. Training for 2 employees; Rainer Hamm and Clif Chase
 - a. Rainer Hamm: Week long “Intermediate Welding Course by Haun Welding Supply” in Syracuse, NY for the cost of \$675.00
 - b. Clif Chase: NYRWA “Sludge Handling” in Waterloo, NY for the cost of \$30.00
3. New York Rural Water Association (NYRWA)’s Apprenticeship Program

MOTION to allow Rainer Hamm to attend a week long training (March 9-12th) for “Intermediate Welding Course by Haun Welding Supply” in Syracuse, NY. Course fee: \$675, Hotel cost: TBD, Use of vehicle. First Lee Sackett, seconded by Dave Payne; carried.

MOTION to allow Clif Chase to attend NYRWA “Sludge Handling” on March 11th in Waterloo, NY. Fee: \$30. First Ray Hamilton, seconded by Dan Banach; carried.

MOTION to allow Rainer Hamm to participate in “NYRWA’s Apprenticeship Program”. The program is a 24-month course that provides a curriculum balanced between on the job training, online course work and traditional classroom instruction. Course fee: None. First Lee Sackett, seconded by Dave Payne; carried.

X. Other: Nothing from the mayor’s desk.

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$6,659.52; first Ray Hamilton seconded by Dave Payne; carried.

XII. Village Engineer’s Report – Bob Elliott

1. KanPak -status: on track
2. I&I Inspection report -status: February and August submissions
 - a. February’s report has been submitted.
 - b. 2019 flow of 1.283 is the lowest since 2012/2013
3. Penn Yan Regional Airport’s discharging of de-icing fluid into the Town of Milo’s sewer system
 - a. Estimated to be 800 gallons max/year
 - b. Airport personnel must notify Village personnel

DISCUSSED BY: Vice Chairman Dan Banach and Village Engineer Bob Elliott

Board approval of Penn Yan Regional Airport’s discharging of de-icing fluid (estimated to be 800 gallons max/year) into the Town of Milo’s sewer system. However, airport personnel must notify Village personnel every time discharge will occur. This approval is contingent upon Town of Milo, district three establishment and Village acceptance.

Board Consensus and Approval without a Formal Motion.

XIII. Reminder the Village Board Meeting is February 18th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed. None.

XV. Executive Session: None.

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

XVII. Adjournment: 10:50 a.m.