

Penn Yan Municipal Board Meeting Minutes

February 14, 2019

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, David Payne and Lee Sackett, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Director of Public Works Brent Bodine, Mayor Leigh MacKerchar and Village Engineer Robert Elliott

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 Dave Payne, seconded by Dan Banach; carried.

IV. Public Requests and Comments:

In attendance: George Thompson

KanPak representative: Joe Dombroski

- Still on track for the wastewater plant; getting ready to order equipment
- Exciting; a lot of things happening soon
- Came in over budget but able to move funds to cover
- Warehouse proposed plans have been approved
- Met with CEO; owner has not agreed yet to do warehouse
- Dan – anticipation of more employees? Joe – once warehouse is built we will have more growth; 24 from Dundee will move over to new warehouse
- Once we can get plans changed from proposed to actual we can get going
- Proposed to Village that we will need more electric; if corporate accepts geothermal, need additional 375 kw; if not accepted then go with HVAC units, will need an additional 600 amps
- Had a power outage yesterday; lost several (12-13) hours of production time; kudos to PY electric for getting there and getting things corrected quickly

Joe left meeting at 8:38 a.m.

V. Municipal Employee: Charlie

- Small stuff
 - Replacing pole at Townsend Wood Funeral Home
 - Updating circuit maps
 - New service at bus garage
- Bigger projects
 - Extending feeder #8 up to Horizon Park for KanPak project
 - Extending feeder #1
 - Reconfigure Welker #3

VI. Executive Session:

Move to enter into Executive Session to discuss the work history of an employee and to discuss litigation regarding NYMPA v. Massena with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Charlie Bush and Crystal Bailey; first Dave Payne, seconded by Ray Hamilton; carried.

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Move into Executive Session at 8:41 a.m.

Charlie excused from Executive Session at 9:42 a.m.

MOTION to exit Executive Session at 10:02 a.m.; first Ray Hamilton, seconded by Dave Payne; carried.

VII. Audit

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

VIII. Treasurer's Report

1. Water and Sewer Funds 2018-19 Year-to-Date Revenue and Expense Analysis (Gary)
 - 8 months into the year, should be at 67%
 - Sewer fund
 - Revenue 85% without grant funds that were received, would be 72%
 - Expenses 47%

Revenue is greater than expenses by \$1,090,000 but take away grant revenue, depreciation and rent, surplus of \$400,280 in the sewer fund; real good shape; that surplus is meant to cover capital expenditures and debt payments

- Water
 - Revenue 65%
 - Expenses 48%

Revenue greater than expenses by \$688,000; adjusting for depreciation, rent, pilot and excluding revenue for our CDBG project, leaves surplus of about \$52,000; pretty much where we want to be at this time of year

2. Electric Fund Cash Flow Statement (Holly)
 - Cash fund at \$78,000 available
 - Managing cash very carefully
 - Anticipating having to hold payments to other funds longer in February
 - General fund may not be able to cover electric at the end of this year if it becomes necessary
3. Update – Electric Rate Case Filing
 - Well underway
 - Have had 18 requests from PSC for information; responded to 100%; have commented that PY has prompt responses
 - Had a site visit on 2/7; someone from Rochester and also from Albany
 - Hoping to have draft for review in April
 - Process is going well; a lot of work; a lot of very detailed questions
 - Hoping to have new rates in June
 - Have established a working relationship and credibility with PSC

4. CPR Update
 - Complete in entering pole line entries to January 31, 2018; big milestone in our project
 - Tami is working with Rick to do Feb – May, 2018; halfway there
 - Bearing down on completing this project; has been a huge, huge effort
 - Going to have a team outing as soon as all is handed off to Rick
 - Thank you to: Renee (could not have gotten it done this quickly without her), Tami as she is continuing to do a great job, Holly, Robin, Christine and Crystal for all the help; great team effort

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: March 1st-31st – No reduction
 - Unanticipated intra month curtailment was identified during the last few days of January; any cost impacts will be communicated within a few weeks
 - May be a pending adjustment
2. Staffing

MOTION to recommend to the Administrative Committee to begin recruiting for a Lineworker; first Dan Banach, seconded by Lee Sackett; carried.

MOTION to recommend to the Administrative Committee that the Village of Penn Yan promote Eric Spencer to Apprentice Lineworker on a provisional/permanent basis in Group VI at a rate of \$22.14 per hour; first Dave Payne, seconded by Dan Banach; carried.

MOTION to recommend to the Administrative Committee to begin recruiting for an Apprentice Lineworker; first Lee Sackett, seconded by Dan Banach; carried.

3. NYMPA Agreement Proposed Amendment

MOTION to the Village Board to authorize the Resolution to appoint Brent Bodine as voting delegate from the Village of Penn Yan for the NYMPA Special Meeting to be held on February 26, 2019; first Dan Banach, seconded by Ray Hamilton; carried.

MOTION to the Village Board to approve the Resolution that would approve the Amendment to the NYMPA Agreement; first Dan Banach, seconded by Dave Payne; carried.

B. Water/Sewer

1. Sheppard/Johnson/Myrtle water and sewer main projects update
 - Change Order; Amendment #4; MRB
 - Received CDBG contract extension
 - Planning to return to complete in the spring

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- Change Order is for admin support and construction oversight; CDBG has agreed to add in the sewer construction

MOTION to the Village Board to authorize the change order (Amendment #4 for the Sheppard/Johnson/Myrtle watermain project) for additional work to be completed by MRB group; this will increase the agreement amount by \$9,800.00, for a revised contract amount of \$105,970.00; first Ray Hamilton, seconded by Dave Payne; carried.

2. Staffing
 - Received 38 applications
 - Provisional; hired person will need to pass the meter reader civil service exam and be reachable; Lee – all applicants were made well aware of the fact it is a provisional position
 - Would like to thank the Mayor for covering the interviews for Brent while he was sick
 - Interviewed 8 people; all interviewed well

MOTION to recommend to the Administrative Committee to consider hiring Ben Comstock for the Meter Reader position on a provisional/permanent basis; first Dave Payne, seconded by Ray Hamilton; carried.

3. 2019 Projects
4. Received a request for sewer forgiveness late yesterday afternoon; need to investigate the claim; has not had a billing since the event; unable to calculate how much can't make a recommendation at this time

C. Water Treatment Plant

1. Matt Fritz to Operator school
 - Matt is doing a great job; Dave is happy with the way he is engaging and participating

MOTION to the Village Board to authorize Matt Fritz to attend Grade A Operator school in Tonawanda May 13, 2019 – May 24, 2019 at a cost of \$875 plus accommodations of \$94.99 per night for 8 nights (total for accommodations: \$759.92) plus expenses and mileage; first Dan Banach, seconded by Dave Payne; carried.

2. 2019 projects
 - Had an unanticipated expense – power supply failure of PLC; got one in the following business day; sent the failed one out to be repaired so that there would be an extra on hand if something like this happens again

D. Wastewater Treatment Plant

1. Operations Report
 - Flygt pump at Cherry St.; have a spare that was sent out for evaluation for repair; going to cost more to repair pump than to buy a new one; Yvonne is recommending purchase of a new one; Brent asked how urgent; the standby pump that is in service is making a

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noise; would like to get this out of service and evaluated before it becomes unusable;
Yvonne proposing to cover cost of new pump out of her own budget

- Dan – notice that in the report there are pipes being replaced; do we need to consider replacement of all cast iron pipes? Brent – replacement as needed

2. Yvonne and Steve to training

MOTION to the Village Board to authorize Yvonne Tucker and Steve Castner to attend Northern New York Water Works Conference in Potsdam, NY on March 13th at a cost of \$40 per person plus 1 night accommodations at a cost of \$94.00 each (accommodations totaling \$188); first Lee Sackett, seconded by Dan Banach; carried.

3. Agreement with Elliott Engineering Solutions for the preparation of a Facility Study to include effluent disinfection at the Wastewater Treatment Plant
- Received EFC grant
 - Disinfection study; due beginning of May

MOTION to the Village Board to approve the Agreement between the Village of Penn Yan and Elliott Engineering Solutions for the preparation of a Facility Study to include effluent disinfection at the Wastewater Treatment Plant at a cost of \$7,000; first Dan Banach, seconded by Dave Payne; carried.

4. 2019 projects
- Yvonne is very ambitious
 - Has a great team

X. Other:

- Dan – after discussion with Senator O’Mara, talked with someone from DEC for this region; asked about any studies or testing that they have done to give us a baseline; DEC thought they did but have not had a response; would it behoove us to spend the money and do the testing on our own so that we have a baseline, something to judge whether or not treatments are working or where along the Keuka Outlet contamination is happening; is disinfection really necessary?; should test 4 or 5 places along the Outlet
 - Brent – perception of meeting with O’Mara was the classification of the stream would stay the same; based on the classification, don’t see a risk of having more expense involved
 - George Thompson – Seneca Lake Pure Waters does independent testing; they publish everything that they do; test from Keuka Lake to Seneca Lake; high in ecoli/coliform bacteria; ends up in the drinking water; people who live along Seneca Lake have been concerned for quite some time
 - Dan – we should have some figures to look at; talking about water quality in general
 - Mayor MacKerchar – testing prior to the plant as well as after
 - Rom – other places that are probably polluting but the Village WWTP is always the one to blame
 - Dan – the Village is the identifiable entity that can be held accountable (vs. farmers for example); not throwing stones at farmers or anyone else; just stating

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the obvious

- Bob – ecoli will be measured after disinfection; will be able to tell what WWTP is contributing to the Outlet
 - Brent – we are complying with our Permit; that is all that is necessary for us to do; we are not contributing any more than the DEC is allowing us to; not saying that the DEC is giving us a permit to pollute
 - Rom – cost implication of disinfection? Bob – that’s what the study is going to do; give options and costs
- Mayor MacKerchar – DRI updating - Maiden Lane; discussion; possibly closing off to vehicular traffic; foot traffic/farmer’s market possible

XI. Payment Agreements:

- 424 shut off notices sent out in January; bills totaled approximately \$58,000; got that number down quite a bit
- Doing a good job managing this

MOTION to the Village Board to accept the payment agreements in the amount of \$7,861.44; first Dan Banach, seconded by Dave Payne; carried.

XII. Village Engineer’s Report – Bob Elliott

- Received SPDES permit
- Disinfection report due in May
- Submitted FROSI on behalf of Penn Yan to DEC
- Semiannual I & I report submitted

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

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session: at beginning of meeting

XVI. Next Meeting – Thursday, March 14th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 11:20 a.m.

Wastewater Operations January 2019

Cherry Street Pump Station: Evaluation of the 100Hp pump concluded that replacement is the most prudent and economical option at this point in time. The cost to replace the 100hp drive unit and impeller will cost \$30,215.20. The estimate for repair of this pump was \$39,473.36. Replacement of this pump is necessary due to the need for service on the pump in position #2. Although this pump is currently operational, it has a growling noise that is not normal and should be removed for evaluation.

RBC: Filament control has been implemented on the Even train of the RBCs. Three inch Chlorine tablets are being introduced at the beginning of the RBC train. No immediate changes in the appearance have been noted at this time. A tablet feed applicator was fabricated to cut down on splash back.



There is a short tee section under water which allows the chlorine to spread out and distribute along the length.

Bolt and clamp installed is replaced as necessary.

Compost: Winter operations which generate a tremendous amount of fog-like steam. Visibility is greatly reduced and moisture is captured at the peak of the compost building ceiling.



Two cupola-style vents were installed at opposite ends of the compost building roof to provide an escape for the steam. The wood at the peak where the holes were cut showed signs of moisture damage.



Basement: Preparations were made to install the actuated valve for the secondary digester. The water line for flushing the sludge pipes will need to be relocated to make room for the valve installation. Once this has been accomplished, work will proceed on fitting the valve into the corner of the room. Very little room for maneuvering exists, and the actuated valve is heavy and cumbersome.

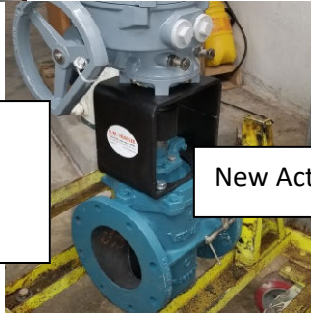
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Basement corner.
Valve installation
location.

New Actuated valve



Another section of overhead pipe sprang a leak which required replacement. Use of schedule 80 pvc pipe will prevent future leaks at that location.



Previously replaced pipe and new short piece that was replaced.



Corrosion from within

Sample procedure for KanPak requires manhole which contains the pH probe and strainer. The recesses on the lid are not get a safe grip with the manhole puller



access to a sample tube deep enough to hook. The hook

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slips off the lid and is a potential safety hazard. Steve Castner fabricated a manhole lid lifter that will be used with a large magnet to ergonomically lift the manhole lid and set it aside while performing pH probe cleaning and standardization.

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Wastewater Treatment Plant 2019 January

Gallons Sludge Dewatered (Pressed)	152,563 Yards Compost Screened	24
Tons Dewatered Sludge to Landfill	58 Pressed tons Dewatered	88.5
Gallons Septage Received	99,624 Septage Revenue	\$5,479

