



Penn Yan Municipal Board Meeting
Thursday, March 12, 2020 at 8:30 a.m. MUB Meeting Room

I. Attendees: Chairman Rom French, Vice Chair Dan Banach, Commissioners Ray Hamilton, and Lee Sackett, Village Trustee Kevin McCloud, Clerk-Treasurer Gary Meeks, Acting Director of Public Works Tom Schwartz, Secretary of Public Works Chey Bradley, Mayor Leigh MacKerchar, Village Engineer Robert Elliott and Village Attorney Ed Brockman
Absent: Commissioner Dave Payne

II. Call to Order at 8:30 a.m.

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

Need to amend last month's minutes to include the discussion that was had regarding the Penn Yan Regional Airport.

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.

MOTION to approve the Minutes: first Dan Banach, seconded by Ray Hamilton; carried.

IV. Municipal Employee: ~~Ron Keech~~ (Out for a water main break at 4 Kennedy Ave), Yvonne Tucker and Steve Castner

V. Public Requests and Comments:

Joe Dombroski– KanPak

- WW Report
- Moving along steadily; still learning the system and working out kinks. However, still on track to finish this month. Director and Bob Elliott will be working with KanPak on their Industrial Sewer Use Permit (ISUP) which will be updated this Spring. [Due in June]
- Warehouse
- Building frames are up and will be shelled in soon. On track to start sectioning off interior office spaces.
- Electric: easements are all in place; O'Connell Electric to start work in 3 weeks after the parts arrive.
 - Should be complete 6 weeks from now
- Compliance
- Yvonne: When will we be able to start compliance monitoring of KanPak's process?
- Joe: As soon as you want; as long as there's communication we'll find a way to make it happen.

Joe Dombroski left

Andy and Brian Ribble of Ribble's Septic Service

- Ribbles: Bought 10-acre parcel on Elmwood Ave just outside the Village by the Waste Water Treatment Plant with the intent to move their business up there. They can work out water and sewer themselves but don't see a way to supply property with electric. Would it be possible to connect to the same electric system that supplies the WWTP with electricity?

- MUB and Attorney: Annexation into the Village is the only option; then they could get water, sewer and electric. Plus, some of their other expenses may become cheaper.
- Ribbles: One issue, is zoning. What would the zoning in this area be? Could they get industrial zoning?
- Attorney: Zoning is normally determined based on what is around the parcel. Can't be guaranteed, but it would probably be zoned appropriately for how the property would be used.
- Ribbles: Trying to move into an area that is more ideal for their business. Concerned about annexation because they want avoid running into problems when they need/want to develop their property.
- MUB and Attorney: Recommend meeting with Town of Milo and own legal representation to discuss and start the annexation process.
- Ribbles: Another issue, is the sewer hookup because they don't have access to the gravity main. Pressure main that leads to Cherry St is their only access. (If they were installing a septic system, that wouldn't be a problem.)
- Bob Elliott: Doesn't see a problem with grinder pump system that could run right up to the entrance of the WWTP. Or they could run something down to the gravity sewer system.
- Lee Sackett: Could they [Ribbles] go through all this work to petition, be approved for annexation and then have their plans rejected?
- Attorney: It's possible. The catch 22 is that the zoning can't be guaranteed and the Village won't be able to zone it unless it's annexed.
- Ribbles: If annexed in, the sewer hookup issue remains. They don't have access to the gravity main. Installing a septic system wouldn't be a problem. Doesn't want to spend a fortune to hook up to the gravity main if there is another option available.
- Bob Elliott: The Village has a number of septic systems that they maintain now. Where this property is located is why it wasn't possible for it to be serviced by the gravity system. Doesn't see why a septic system couldn't be approved at this property.
- Ribbles: Just started exploring all of their options and will be in touch as plans progress.
- MUB and Attorney: We look forward to working with you when the time comes.

Andy and Brian Ribble left

VI. Executive Session: Will be moving into session today.

VII. Audit: Warrant Listing

Summary:

Paid Before Audit:	
General:	\$ 26,126.82
Electric:	\$ 301,907.19
Sewer:	\$ 9,029.54
Water:	\$ 8,469.09
CRC	<u>\$ 0.00</u>
Total Paid Before Audit:	\$ 345,532.64
Current Audit:	
General:	\$ 290,142.07
Community Development–CRC:	\$ 0.00
Electric:	\$ 41,310.32
Sewer:	\$ 50,855.09
Water:	\$ 43,523.18
Capital Projects:	\$ 0.00
Trust & Agency:	\$ 0.00
Total Current Audit:	<u>\$ 424,830.66</u>
TOTAL AUDIT:	<u>\$ 771,363.30</u>
CDBG Project Grant: Parker's Grille	\$ 37,708.18

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

VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)

Sewer fund:

Revenue	80%
Expenses	50%

Water fund:

Revenue	67%
Expenses	55%

2. Electric Fund Cash Flow Statement (Holly)

Still in a poor cash flow position. However, there were higher power bills in January and February which resulted in higher cash outflows. Lag in system for revenue adjustments means that there will be a flex in numbers come April. Paid out \$80,000 to Birchcrest to take care of bi-annual tree maintenance work. Revenues are just covering operating expenses.

IX. Department Business

A. Electric

1. Firm Hydro Energy for April 1 – 30, 2020 –No reduction in sales
2. Interview on Friday: candidate for Line Crew Chief
3. Trees: NYPA's Tree Power Program
 - a. Opportunity: Buy one, get one free
4. Water Heater Demand Response Program
 - a. Re-canvas residents to find more candidates
5. MEUA 2020 Semi-Annual Meeting

MOTION to allow Department of Public Works Office to advertise and canvas village residents to generate a list of participants for Water Heater Demand Response Program trial.: first Lee Sackett, seconded by Ray Hamilton; carried.

MOTION to designate Dan Banach and Thomas Schwartz to represent the Village of Penn Yan's interests at the Municipal Electric Utilities Association (MEUA)'s 2020 Semi-Annual Meeting on April 22-23 in Syracuse, NY. Meeting attendance to incur a registration fee and possibly an accommodation expense. Fee: \$110.00/member, three to attend for total cost of \$330.00.: first Lee Sackett, seconded by Ray Hamilton; carried.

B. Water/Sewer

1. Operations Report
2. On April 8th, 2020, the Water/ Sewer Crew would like to attend Western NY Superintendents Association's 2020 Equipment Show in Rochester, NY for **no cost**. Request Village vehicle use.
3. Sewer Forgiveness: Alicen Yonts 115 Glencoe Avenue

Out handling a Water Main Break on Kennedy Avenue. Otherwise all is well with Water/Sewer crew and their projects. Maiden Lane Water Main project will commence this Spring.

MOTION to allow Ron Keech, Rob Ayers, Jeff Hulse, Chad Covell, and Shawn Searles to use a Village vehicle to attend Western NY Superintendents Association's 2020 Equipment Show on April 8th in Rochester, NY.: first Ray Hamilton, seconded by Dan Banach; carried.

MOTION to the Village Board to grant sewer forgiveness in the amount of \$90.45 to Alicen Yonts, 115 Glencoe Avenue; first Dan Banach seconded by Lee Sackett; carried.

C. Water Treatment Plant

1. Operations Report
2. Finger Lakes Water Works Conference – 2020 Spring Meeting
 - a. Attendance pre-approved last year at organizational meeting
 - b. April 2 in Geneva, NY

MOTION to increase Village of Penn Yan’s representation from seven personnel to nine for the Finger Lakes Water Works Conference – 2020 Spring Meeting on April 2, 2020 in Geneva, NY. Fee: \$225.00 (total). Use of Village vehicle.: first Dan Banach, seconded by Lee Sackett; carried.

D. Wastewater Treatment Plant

1. Operations Report
2. Training for Rainer Hamm
 - a. Week long “Advanced Welding Course by Haun Welding Supply” in Syracuse, NY for the cost of \$750.00 + use of a Village vehicle
3. NYRWA 41st Annual Technical Conference
 - a. Attendance pre-approved last year at organizational meeting
 - b. May 18 – 20, 2020 in Lake Placid, NY
4. Hunt Engineering proposal for Engineering Services

MOTION to allow Rainer Hamm to use a Village vehicle to attend a week long training in April (dates TBA) for “Advanced Welding Course by Haun Welding Supply” in Syracuse, NY. Course fee: \$750.00. First Lee Sackett, seconded by Ray Hamilton; carried.

DISCUSSED the following personnel, Clifton Chase, Thomas Schwartz and Steve Castner, will be attending New York Rural Water Association's 41st Annual Technical Training Workshop & Exhibition from May 18- May 20, 2020 in Lake Placid, NY. Fee: Training \$900.00 + Accommodations \$1,161.00 = Total \$2,061.00 + Mileage reimbursement

MOTION to reimburse mileage accrued by Clifton Chase, Thomas Schwartz and Steve Castner when they attend New York Rural Water Association's 41st Annual Technical Training Workshop & Exhibition for the time frame of May 18- May 20, 2020 in Lake Placid, NY.: first Dan Banach, seconded by Ray Hamilton; carried.

RBC Project: Replace just the media, replace the entire apparatus, or is there a better option?
-Yvonne and Steve spoke to this with commentary from Tom, Ed and Bob

* This topic brought out a lot of dialogue which can be listened to on the meeting recording. *

Darlington’s quote and proposal for the scope of work only covers replacement of RBC media pieces. Timeline doesn’t include RBC cleaning needs and regrowth, which would take at least 12 weeks, which in turn draws the project out to 24 weeks. Project scope also does not include the cost that would be incurred with the installation of a permanent 5-foot door at the WTTP.

Village Engineer, Bob Elliott, believes that there are options available. Utilizing Darlington for the completion of this project could cost roughly \$700,000. Another option, which has been drafted by Elliott, would take about a year with an estimated cost of \$1.7-2M, encompasses RBC replacement and installation via the roof.

YT & WTTP: Stated their concerns about shaft failure on the RBCs -that is inevitable- should they be rehabbed

in place several times. Request that the evaluation of this project cover complete replacement of the RBCs, bearings, main shaft and other possible options.

Yvonne and Tom are requesting an engineering report be completed to determine which way we should proceed before we commit to spending any money.

MOTION to have Ed Brockman and Thomas Schwartz draft a resolution to award best value quote of the RBC project at the Waste Water Treatment Plant to Darlington Equipment; pending Yvonne's findings after contacting past clients, a change order to current scope of work to include a contingency that will cover shaft repair or replacement and the results of MUB special meeting.: first Ray Hamilton, seconded by Lee Sackett; carried.

10:00 Kevin McLoud left

X. Executive Session: RBC Project and Hunt Engineering Proposal

MOTION to move into Executive Session at 10:00 a.m.; first Lee Sackett, seconded by Dan Banach; carried.

10:10 Dan Banach left

MOTION to exit Executive Session at 10:35 a.m.; first Ray Hamilton, seconded by Lee Sackett; carried.

11:15 Dan Banach returned

MOTION to approve ~~table~~ Hunt Engineering's proposal for Engineering Services at the Waste Water Treatment Plant for a lump-sum not to exceed \$59,400.00.: first Dan Banach, seconded by Ray Hamilton; carried. 2 Ayes 1 Nay

11:30 Lee Sackett, Yvonne Tucker & Steve Castner left

XI. Other:

XII. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,433.05; first Dan Banach seconded by Ray Hamilton; carried.

XIII. Village Engineer's Report – Bob Elliott

1. KanPak -status update

a. Will be meeting at the plant today at 12:30pm

b. Industrial Sewer Use Permit (ISUP) to be updated this Spring [Due in June]

There are parts of the permit that still haven't been met by KanPak. This will be looked at during today's visit and hopefully addressed. KanPak will need to meet the current permit requirements before the next one can be issued.

XIV. Reminder the Village Board Meeting is March 17th at 6:00 p.m.

XV. Service Request Review and Discussion, if needed.

XVI. Next Meeting – Thursday, April 16th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 11:40 a.m.