

**Penn Yan Municipal Board Meeting**  
**Thursday, April 16, 2020 at 8:30 a.m. via Zoom**

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

**II. Call to Order** at 8:30 a.m. Zoom Mtg ID 847 671 720

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

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

**IV. Municipal Employee:** Yvonne Tucker

**V. Public Requests and Comments:**

KanPak -Update of KanPak effects on WWTP given by Yvonne Tucker

Both waste water treatment plants (VPY and KanPak) look good right now. However, the \$6M plant at KanPak is a biological plant and is susceptible to the same problems that we see in the VPY WWTP. So, it will still need to be monitored because it will/can still affect our plant.

**VI. Executive Session:** not necessary

**VII. Audit: Warrant Listing**

Summary:

Paid Before Audit:	
General:	\$64,296.39
Electric:	\$320,261.49
Sewer:	\$7,155.99
Water:	\$7,660.40
CRC	<u>\$0.00</u>
Total Paid Before Audit:	<u>\$399,374.27</u>
Current Audit:	
General:	\$110,691.62
Community Development–CRC:	\$0.00
Electric:	\$49,925.65
Sewer:	\$102,178.94
Water:	\$9,961.73
Capital Projects:	\$0.00
Trust & Agency:	<u>\$0.00</u>
Total Current Audit:	<u>\$272,757.94</u>
<b>TOTAL AUDIT:</b>	<u><u><b>\$672,132.21</b></u></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 87%

Expenses 56%

Water fund:

Revenue 78%

Expenses 61%

2. Electric Fund Cash Flow Statement (Holly)

Continues to be precarious; revenue is in line with last year because usage is down.

**IX. Department Business**

**A. Electric**

1. Operations report

2. Firm Hydro Energy for May 1 – 31, 2020 –No reduction in sales

3. Breaker, Relay Maintenance and Testing at Ryder and Welker Substations Bid

4. Electric Training Space

Express feed out of Ryder to Horizon Park: O'Connell Electric was supposed to come this week to work on this project but were called away for a NYSEG storm job. Once they commence, could take up to 4 (four) weeks to complete work.

C. Bush is helping the department with paperwork. A. Folts is back on schedule two days per week. Apprentices (T. Ayers and J. Yankanich) are on same work schedule as R. Corey.

**MOTION to award Industrial Electrical and Technical Services, Inc. (IETS) the Breaker, Relay Maintenance and Testing at Ryder and Welker Substations for the bid amount of \$21,430.00.: first Lee Sackett, seconded by Dave Payne; carried.**

Discussed at Public Works Committee meeting: Electric Training Space  
Crew has started making a driveway from the ball park to Indian Pines park. Intend to create a training space where the apprentices can practice climbing and other techniques on poles that aren't 'live' with electricity.

- Complaint and Inquiry: Space has been left a mess which could be hazardous to residents. Did the crew receive permission before they began this project?
- K. McCloud: Will this area need to be designated as a training space?
- E. Brockman: Yes, but could be an alienation problem since it is park land purchased with state funds.
- Mayor: Suggest bringing the crew together to further discuss this. T. Schwartz to take care of meeting.

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

1. Operations Report
2. Sewer Forgiveness: Bruce Lyon 122 Brown Street
3. Training for Shawn Searles
  - a. Western NY Water Operator School in Tonawanda, NY
  - b. Grade D two-day training, September 14-15<sup>th</sup>, 2020
  - c. Grade A two-week long training, October 5-16<sup>th</sup>, 2020

Water/Sewer department is working an alternating two-man crew schedule. Water main replacements and all other major projects have been delayed until further notice.

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$54.60 to Bruce Lyon, 122 Brown Street; first Dave Payne seconded by Lee Sackett; carried.**

**MOTION to allow Shawn Searles to use a Village vehicle to attend a two-day training, on September 14<sup>th</sup>- 15<sup>th</sup> for Western NY's Water Operator School: Grade D session, in Tonawanda, NY. Fee \$425.00 + accommodations = Total Cost TBD.: first Dan Banach, seconded by Dave Payne; carried.**

**MOTION to allow Shawn Searles to use a Village vehicle to attend a two-week long training, on October 5<sup>th</sup>- 16<sup>th</sup> for Western NY's Water Operator School: Grade A session, in Tonawanda, NY. Fee \$875.00 + accommodations = Total Cost TBD.: first Ray Hamilton, seconded by Lee Sackett; carried.**

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

1. Operations Report
2. Training for Bill Wigsten
  - a. Western NY Water Operator School in Tonawanda, NY
  - b. Grade D two-day training, September 14-15<sup>th</sup>, 2020

Continue to operate under minimum manpower. We are doing required maintenance and are getting ready to start our mowing season. We will increase manpower as required, on a day to day basis, to do both while maintaining adequate distancing and safety.

**MOTION to allow Bill Wigsten to use a Village vehicle to attend a two-day training, on September 14<sup>th</sup>- 15<sup>th</sup> for Western NY's Water Operator School, in Tonawanda, NY. Fee \$425.00 + accommodations =Total Cost TBD.: first Dan Banach, seconded by Dave Payne; carried.**

### **D. Wastewater Treatment Plant**

1. Operations Report

\*There was a lot of dialogue regarding Septage Acceptance at the WWTP which can be listened to on the meeting recording. The conversation has been paraphrased and summarized to main points here. \*

- Rags brought in by haulers are causing problems at the plant during the screening stage of processing.

- Most haulers do try to avoid these when they draw up sludge with their trucks; but sometimes it can't be helped.
- Stone and rock collection are also causing problems at the screening stage.
  - Manufacturer (Lakeside) rep suggests putting in a rock trap.
    - Our system isn't designed to allow an easy retrofit for a rock trap.
  - If we go forward with this solution, the cost will most likely be passed on to the haulers.
  - However, this system is at least 20 years old and should be evaluated for upgrades.
- We're not mandated at any level by the DEC to accept discharge but this is a vital service to our community.
  - Also, accepting discharge is a good field to be in business wise.
- There are still several minor projects and a few capital projects that have yet to be implemented.
  - Capital Project for Software: preliminary quote received for budget, need solid quotes and information regarding plan of action (go with original manufacturer or look for another software package?)
  - Sloth Electric slated to look at facility and provide a quote for this project. [Postponed due to COVID-19]
- Question: Methane gas burner problem on top of the building. Status?
  - Significant cost should be wrapped into a capital project that addresses the digester system as a whole.
  - Burner itself could cost upwards of \$30,000; not including the controls or anything else connected to it.
- Requesting again, a full facility study by an engineering firm to generate a plan of action to prioritize problems that need to be addressed.
  - Have any of the facility problems been accounted for in the capital plan?
    - Engineer: Does not believe that a number of problems are currently accounted for in the capital plan.
    - Attorney: Recommend creating a sub-committee to identify the problems at the WWTP so a list can be generated and worked on.
    - Director of PW: Agrees with attorney and suggests that we conduct an Effective Utility Management (EUM) study to categorize assets, analyze their longevity and map out a capital plan.
    - MUB agrees that an investigation to generate a priority list would be a good idea.
    - Department of PW, WWTP and subcommittee to meet before sending out RFPs to engineering firms

## X. Other:

1. Village Materials & Services Bids
  - a. Tree Maintenance (Power Line Clearing on Roadways and Rear Yard Areas)
  - b. Hauling of Liquid Sludge
  - c. Vegetation Control
2. Re-opened Village materials bids

**MOTION to reject all of the bids received for the Tree Maintenance (Power Line Clearing on Roadways and Rear Yard Areas) bid. Department of Public Works will adjust the scope of the bid spec to only encompass the 1/3 of the village work that was not included in previous project award. Then the Tree Maintenance (Power Line Clearing on Roadways and Rear Yard Areas) bid will be re-advertised for contractor consideration.: first Dave Payne, seconded by Ray Hamilton; carried.**

2020-2021 Hauling of Liquid Sludge bid spec will be revised to also include disposal services.

**MOTION to award Dickson Environmental Services, Inc. for the Hauling of Liquid Sludge bid for the amount of \$0.06 per gallon of sludge.: first Dave Payne, seconded by Ray Hamilton; carried.**

Public Works Committee approved a motion to award the Vegetation Control bid on Monday, April 6, 2020 to The Tree Doctor. Project scope encompasses 20 properties owned by the Village; ranging from the treatment plants to the village parks and parking lots.

MOTION to award The Tree Doctor the Vegetation Control bid for \$3,675.00 per season [Spring/Fall/Spring] for a total of \$11,025.00.: first Kevin McLoud, seconded by Teresa Hoban; carried.

**Should be noted:** Department re-opened a number of materials bids to receive submissions. New deadline is **April 24, 2020 by 3:00 p.m.** Bid opening will be held via Zoom. Mtg ID: 796 689 228

## XI. Payment Agreements:

**MOTION to the Village Board to accept the payment agreements in the amount of \$5,796.95; first Dave Payne seconded by Lee Sackett; carried.**

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

1. KanPak Industrial Sewer Use Permit
  - a. KanPak still has yet to send in their documents
2. SPDES Permit
  - a. Disinfection and Filtration Engineering Plans DEC in May -Not going to happen
  - b. Engineering should only take 3-4 months [Work should be completed in 2021]

Attorney: Darlington project, does the Village need to notify DEC that this work will be completed?

In part courtesy and in part obligation to notify the DEC since we're operating under a consent order.

-T. Schwartz to notify them while discussing engineering plan delivery delay.

Tom to ask Yvonne to research and collect RFPs from contractors to carry out door installation at WWTP.

**XIII. Reminder the Village Board Meeting- April 21, 2020 at 6pm via Zoom Mtg ID: 798 365 098  
Next month May 19<sup>th</sup> at 6:00 p.m.**

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

**XV. Next Meeting – Thursday, May 14<sup>th</sup> at 8:30 a.m. MUB Meeting Room**

**XVI. Adjournment: 10:10 a.m.**

*Transcribed by Chey Bradley*