

# Penn Yan Municipal Board Meeting Minutes

Thursday, May 14th, 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 McLoud, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, 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 839 0453 0528

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

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

**IV. Municipal Employee: Tom Schwartz, representing the Electric Department**

**V. Public Requests and Comments:**  
KanPak -Update Not present

**VI. Executive Session:** if needed

**VII. Audit: Warrant Listing**

Paid Before Audit:

General:	\$26,483.05
Electric:	\$235,734.95
Sewer:	\$7,021.29
Water:	\$7,377.85
CRC	\$0.00

Total Paid Before Audit: \$276,617.14

Current Audit:

General:	\$25,710.55
Community Development-CRC:	\$0.00
Electric:	\$11,208.09
Sewer:	\$50,370.18
Water:	\$9,534.14
Capital Projects:	\$0.00
Trust & Agency:	\$0.00

Total Current Audit: \$96,822.96

**TOTAL AUDIT: \$373,440.10**

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

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## VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)
  - Sewer fund:
    - Revenue 94%
    - Expenses 60%
  - Water fund:
    - Revenue 84%
    - Expenses 64%
2. Electric Fund Cash Flow Statement (Holly)
  - Cash is still tight.
  - D. Banach: Should we consider a rate increase again?
  - Deputy Clerk-Treasurer: It could be worth considering. However, we should also keep in mind that PSC might be watching with our projections more closely since we just had an increase a few years ago.
  - Director: Recommend conducting an EUM and SWOT of Electric Department so we can plan our capital projects accordingly before we bring a rate increase before the PSC.
  - Committee to be formed to address these items and help forecast future plans.
3. Revenue and expense report for the Sewer and Water funds for 2019-20
4. Tentative MUB Budget for 2020-2021

Each of the budgets were discussed thoroughly during the meeting.

Information that will affect the budget:

- No wage increases planned for Mayor, Trustees or MUB
- CSEA negotiations not complete yet
- Salary and benefits have been allotted for a Deputy Director of Public Works; search to begin soon
- Health care rates increase 8.1% dental care costs increase 3.3%, beginning 2021

**MOTION to the Administration Committee and the Village Board to adopt the 2020-2021 tentative Water, Water Treatment Plant, Sewer, Wastewater Treatment Plant, and Electric budgets, and new water and sewer rates, as presented.: first Dan Banach seconded by Ray Hamilton; carried.**

## IX. Department Business

### A. Electric

1. Operations report
2. Firm Hydro Energy for May 1 - 31, 2020 –No reduction in sales
3. New York Power Authority: Contract demands
4. New York Municipal Power Agency: Annual meeting
5. Control Point Technologies: Budget proposal for Phase 2 of Planning Study (No. P190256.02)
6. Electric: Pole Line Hardware bid

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Upon re-opening, Electric department will be staffed by the apprentices with overlapping 4 days, 10 hours shifts (4-10s). One apprentice with one part-time Senior Lineman will be on Monday-Thursday; Senior working 2 full days and one-half day. The other apprentice with one part-time Senior Lineman will be on Tuesday-Friday; Senior working 2 full days and one-half day.

There will be no changes to the Muni/Coop system's contract demands on May 1, 2020, all kW levels should remain the same. After NYPA Board of Trustees meeting in May, there will be a formal memo regarding compliance globally sent out to members.

New York Municipal Power Agency: Annual meeting will be held online via WebEx. The meeting will take place on May 27<sup>th</sup> at 9:30 am.

**MOTION to designate Thomas Schwartz to represent the Village of Penn Yan's interests at the New York Municipal Power Agency's 2020 Annual Meeting on May 27<sup>th</sup> via WebEx.: first Dan Banach, seconded by Lee Sackett; carried.**

The original agreement has been expanded upon to include the reconfiguration of Welker F3 and F6 feeders on the Village system maps and model being completed by Control Point Technologies. To complete this work, as presented in their budget proposal, Control Point is requesting additional funds in the amount of \$4,000.00. This expense will be added to their estimated cost for Phase 2 of their Planning Study (No. P190256.02) which was \$25,800.00.

**MOTION to accept Control Point Technologies' budget proposal for engineering services which will cost \$4,000.00 and increase their estimated total cost for Phase 2 of their Planning Study (No. P190256.02) from \$25,800.00 to \$29,800.00.: first Dave Payne, seconded by Dan Banach; carried.**

Electric Pole Line Hardware bid- Two bids were received and compared based on the pricing of all hardware which, when totaled, would cost the following: Graybar Electric \$4,308.25  
Irby Utilities \$3,502.46

**MOTION to award Irby Utilities the Pole Line Hardware bid based on a pricing comparison of all hardware which, when totaled, would cost \$3,502.46.: first Lee Sackett, seconded by Dave Payne; carried.**

## **B. Water/Sewer**

1. Operations Report
2. Wholesale Water Customers Meeting

Upon re-opening, Water/Sewer crew will work overlapping 4 days, 10 hours shifts (4-10). Two- or three-man crew on Monday-Thursday; two- or three-man crew on Tuesday-Friday. Crews will continue to practice social distancing and wear masks when in close quarters. All major projects are postponed until further notice.

Wholesale Water Customer Meeting: Tentative date June 4, 2020, most likely via Zoom

## **C. Water Treatment Plant**

1. Operations Report
2. Annual Water Quality Report 2019
3. Chemical Supplies at the Water Treatment Plant bid

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Annual Water Quality Report 2019: "...while some contaminants have been detected, they were below the level allowed by State regulations. As you can see by the table, our system had no violations." This report is ready for distribution and public notification.

**MOTION to award the Chemical Supplies at the Water Treatment Plant bid piecemeal. The Sodium Hypochlorite for the amount of \$1.326/gallon and the Sodium Fluoride for the amount of \$0.894/pound to Slack Chemical. The Liquid Phosphate to Shannon Chemical for the amount of \$9.83/gallon.: first Lee Sackett, seconded by Dave Payne; carried.**

## **D. Wastewater Treatment Plant**

1. Operations Report
2. Biosolids Container Hauling bid

**MOTION to award Cardinal Disposal the Biosolids Container Hauling bid for the amounts listed below for hauling services.: first Dave Payne, seconded by Ray Hamilton; carried.**

Bid Amount	Service
\$250.00	Hauling a 20-yard container
\$30.00	Liner fee
Direct Bill	Tipping fees
\$250.00	Hauling a 30-yard container
\$30.00	Liner fee
Direct Bill	Tipping fees

## **XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$5,180.38.; first Dave Payne seconded by Ray Hamilton; carried.**

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

1. KanPak ISUP  
Will be renewed for another year

## **XIII. Reminder the Village Board Meeting- May 19<sup>th</sup> at 6:00 p.m.**

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

## **XV. Next Meeting – Thursday, June 11<sup>th</sup> at 8:30 a.m.**

## **XVI. Adjournment: 10:46 a.m.**

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*Transcribed by Chey Bradley*