

Penn Yan Municipal Board Meeting Minutes

May 16, 2019

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

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. Municipal Employee: Dave

- Plant is running well
- Springtime is great; water is pretty clean; time of the year with the least amount of problems
- Replaced turbidimeters; measures the settlements and particles in water; were the ones that were installed when plant was built; very important to our daily running
- Ongoing training with Matt and Yvonne; Matt currently in Tonawanda at Operator School; expect to have all set and in the rotation by the end of summer; he is doing well; definitely an asset
- Had a major repair on the Variable Frequency Drive (VFD) for #2 finished water pump; also to the control air, air compressor, re-piping the pipe manifolds on all of the chemical feed pumps – old, continuously fixing leaks
- Big project moving forward; had a breakdown New Year's Day of main power control for the plant; no back up; able to locate one through Kaman Controls; now have a backup also; had Kaman look at the entire system – told we were 4 versions behind current on our software and some of the hardware is getting old; working with Kaman to upgrade all after the summer season; in the budget
- Ongoing study at the Benton Hill Reservoir tank for mixing; tank is a 2 million gallon tank; use 200-250,000 gallons/day; 8-10 day turnover; working with SolarBee; have a device inside tank; working but not sure it is adequate; doing a 6 month study with thermometers to determine; Rom – are we unique in the fact that our capacity is more than use? Tom – have to have capacity for firefighting; Brent – only has one pipe; fill pipe is the same as the drain pipe; Dave – not unique to us
- Summer work – reservoirs – have gotten behind because of manpower challenges at keeping trees pruned, bushes trimmed, brush removed; Dan – check with the Sweeps program through the jail; always looking for work; Dave – pressure washing, painting, mowing and weekly maintenance also planned for the summer
- HAB testing – met with DOH and someone from Canandaigua Water Treatment Plant; in August will start weekly samples inlet and finished water; starting a baseline of our water; sampling will go through end of October; if we have algae coming in but not going out – means our treatment is doing its job; Tom – had to implement a program at Suez; possible can use some of that if needed; Dave – looking forward to talking with you more about this; Brent – nanobubbles system; talked with a company, Solitude, that has had good results with nanobubbles; looking into using for the swim areas; Dan – should discuss with DOH and/or DEC before implementing
- Rom – Thank you Dave; you're always welcome here

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Dave left the meeting at 8:45 a.m.

V. Public Requests and Comments:

Grant Downs, Town of Torrey Board member

- Attended a meeting at the Village of Dresden last night; very complimentary things to say about the Village Treasury; has been a noticeable improvement; not sure what context they were saying that in but they have a great deal of confidence in the work that is being done; Gary – thank you for that Grant

VI. Executive Session:

MOTION to enter into Executive Session to discuss the work history of an employee with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, Dave Payne, Kevin McCloud, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Tom Schwartz and Crystal Bailey; first Dan Banach, seconded by Dave Payne; carried.

VII. Audit dated 5/21/19

Summary:

Paid Before Audit:

General:	\$ 27,576.37
Electric:	\$259,047.86
Sewer:	\$ 8,925.13
Water:	\$ 7,926.83
CRC:	\$ 0.00

Total Paid Before Audit: \$303,476.19

Current Audit:

General:	\$ 70,953.37
Community Development–CRC:	\$ 0.00
Electric:	\$ 42,441.68
Sewer:	\$ 68,523.27
Water:	\$ 25,836.60
Capital Projects:	\$ 20,633.06
Trust & Agency	\$ 9,091.81

Total Current Audit: \$237,479.79

TOTAL AUDIT: \$540,955.98

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

VIII. Treasurer's Report

1. Water and Sewer Funds 2018-19 Year-to-Date Revenue and Expense Analysis (Gary)
 - Baring down on end of our fiscal year; 11 months into the year, should be at 92%
 - Sewer fund continues to be in very good shape
 - Revenue 112% without grant funds that were received, would be 100%
 - Expenses 63%

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Revenue is greater than expenses by \$1,519,000 but take away grant revenue, depreciation, surplus of \$659,000 in the sewer fund; very healthy; expect to have a surplus to cover capital and principal payments; no significant expense issues; do have some cost overruns in WWTP but enough other line items that are under budget to cover those overruns

- Water
 - Revenue 88% due to timing; wholesale customers billed quarterly
 - Expenses 70%

Revenue greater than expenses by \$844,000; adjusting for depreciation and excluding revenue for our CDBG project, leaves surplus of about \$50,000; right about where we should be; only cost center that has some overrun is in water transmission; personal services; Water/Sewer team – how much work they did in water fund vs. sewer fund

2. Electric Fund Cash Flow Statement (Holly)
 - Cash available is just under \$97,000; take into account adjustments; have about \$246,000 in electric fund; has been growing the past couple of months; essentially break even on checking account, leaving our savings in tact
 - Tracking along with budget
 - Public Service Commission is meeting today to approve our rate increase; should hear in a couple of days; had an exit conference meeting to go through their adjustments– had some things that were out of our control, i.e. health insurance; went in requesting an 11% increase; they were presenting to the committee an 9 ½% increase

IX. Department Business

Introduction of Tom Schwartz as Deputy Director of Public Works; in his 2nd week here; as you have already heard, brings a lot of experience; very happy to have him here; Welcome; Tom – very glad to be here

A. Electric

NOTE: Brent received a plaque from the MEUA in recognition of his work on the extension of the Long-Term Hydropower Agreement between the New York Power Authority and the Municipal and Rural Electric Cooperative

1. FYI: NYPA Firm Hydro Energy: June 1st – 30th; no reduction; no expected shortfalls through December, 2019
2. MEUA Meter School 101; June 17th – 18th

MOTION to the Village Board to authorize Charlie Bush, Mike Mullins, Eric Spencer and Rob Ayers to attend MEUA Meter School 101 training on June 17 and 18, 2019 in Fairport at a cost of \$25 per person; first Lee Sackett, seconded by Dan Banach; carried.

3. NYMPA Board of Director
 - Brent was allowed to run and serve on the MEUA Executive Board; this is his last year
 - Would like to run for NYMPA Board; asking for Board's blessing

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- MUB – blessed
 - Dan – feel that the Village has been well represented through the years with MEUA
4. NYMPA meeting – Brent and Tom to attend (3 people approved)
Proposed Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the New York Municipal Power Agency (NYMPA) 22nd Annual meeting on May 22, 2019 in Syracuse, NY

MOTION to the Village Board to authorize the Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the New York Municipal Power Agency (NYMPA) 22nd Annual meeting on May 22nd in Syracuse, NY; first Dan Banach, seconded by Dave Payne; carried.

B. Water/Sewer

1. North Main St
- Job complete; restoration done
 - City Hill did a fine job; Ron's happy, Brent's happy
 - Change Order #4

MOTION to the Village Board to authorize Change Order #4 to City Hill Construction for the North Main St. sewer project in the amount of (\$13,202.50) for a revised contract amount of \$185,746.67; first Ray Hamilton, seconded by Dan Banach; carried.

2. Sanitary Sewer Replacement on Sheppard St and Johnson Ave
- 3 manholes and connecting sewer line in and around area of railroad tracks
 - Majority of costs covered by CDBG grant that was in place for waterline replacement
 - Job complete
 - Change Order #2

MOTION to the Village Board to authorize Change Order #2 for Bell Construction for the sanitary sewer replacement on Sheppard St and Johnson Ave in the amount of (\$136.25); first Dave Payne, seconded by Dan Banach; carried.

3. Lincoln Ave.
- Working on watermain installation (in house)
 - NYSEG replacing gas infrastructure also
 - A lot of congestion on that street
4. Infrastructure Dedication – Spruce Acres
- According to file the original intention was to dedicate infrastructure to the Village; never done
 - Current owner asked for the dedication to take place
 - Water and sewer infrastructure
 - Have paperwork in the file from DOH (watermain) that it was built to spec; Dick Osgood put in information that it was built to Village standards

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- Recommend accepting; talked with Ron, he agrees

MOTION to the Village Board to recommend accepting the offer to dedicate the water and sewer infrastructure located in Spruce Acres (North Ave); first Ray Hamilton, seconded by Dan Banach; carried.

5. Surplus

MOTION to the Village Board to declare 1 Ingersoll Rand Plate Compactor (Model #BXR-300, Serial #HA0001) and 40 fire hydrants as surplus and sell at fair market value or scrap; first Lee Sackett, seconded by Dave Payne; carried.

C. Water Treatment Plant

1. FLWWC 2019 Spring Workshop June 6, 2019
 - 7 approved to go; 8 would like to attend

MOTION to the Village Board to authorize one additional employee (for a total of 8) to attend the Finger Lakes Water Works 2019 Spring Workshop on June 6, 2019 at King's Catering in Canandaigua at a cost of \$25.00; first Dan Banach, seconded by Dave Payne; carried.

2. Dave passed exam for WTP Chief Operator
 - Dave doing a great job

MOTION to the Administration Committee to change Dave Cohick's status from provisional to probationary for the WTP Chief Operator; first Dan Banach, seconded by Lee Sackett; carried.

3. Bill Wigsten and Tyler Ayers to Basic Electricity training

MOTION to the Village Board to authorize Bill Wigsten and Tyler Ayers to attend Basic Electricity training on July 17, 2019 at the American Legion Post #256 in Canandaigua at a cost of \$20 each; first Dave Payne, seconded by Lee Sackett; carried.

D. Wastewater Treatment Plant

1. Yvonne passed exam for WWTP Chief Operator – 100%
 - Tom met with Yvonne yesterday; she is very impressive; Village lucky to have her
 - Yvonne continues to do a great job

MOTION to the Administration Committee to change Yvonne Tucker's status from provisional to probationary for the WWTP Chief Operator; first Lee Sackett, seconded by Dan Banach; carried.

2. Operations Report (attached)

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3. Surplus Equipment
 - Holly – believe SCT will take care of these items at no charge to the Village
 - a. Computers:
 - i. AMD Ahlon II #2JA21 068 REVE
 - ii. Dell DCCY #JMQDRG-1
 - iii. Dell DCYM #93FHYB1
 - b. Monitors:
 - i. LG W19345-BN #908BUXYG75154
 - ii. SYS SYS-152L-C-JT #S228503679
 - iii. Dell DC4FPTI #CN-0Y4299-71618-54M-ABTN
 - iv. Dell 1503FP #MX032DVX47605HBAD00
 - c. Printer:
 - i. HP Office Jet Pro 6830 #TH5BB830FX
 - d. Dishwasher:
 - i. Labconco L5544003 #830301258 (Municipal Sticker #00052)

MOTION to the Village Board to declare 3 computers, 4 monitors, 1 printer and 1 dishwasher from the Wastewater Treatment Plant as surplus and dispose of properly; first Dan Banach, seconded by Dave Payne; carried.

4. A couple more items:
 - Delivery of a pump from overseas was expected yesterday
 - Advertising for the free compost will be in next week's paper
 - KanPak update – Joe is on vacation; took Tom to meet him and the new engineer last week; have been following up with Joe on schedules; State told KanPak incentives had closed; apparently KanPak did not get any; expecting to start digging week of the 20th; Joe is hoping to be here next month to give an update

X. Other:

1. Hazard Mitigation Grant
 - Village of Penn Yan completed and submitted 3 Hazard Mitigation Worksheets
 - Grant came out; none from the Village were eligible for money
 - Need to look for other options
2. Village Material bid results: Gas and Diesel fuel 3 bids - Stewart P. Wilson, Griffith Energy and Hometowne Energy (rejected); Hauling of Biosolids 1 bid – Casella \$275 for 20 and 30 yard containers, \$33 for liner if necessary
 - Dan – Yates County and Penn Yan should consider combining for future bids; all towns actually; we all use fuel

MOTION to the Village Board to authorize issuing Notices of Award to Griffith Energy for the purchase of unleaded and diesel fuel and to Casella Waste Management for hauling of biosolids for the fiscal year of 2019-2020 as per the submitted bids; first Dan Banach, seconded by Dave Payne; carried.

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$9,659.64; first Dan Banach, seconded by Dave Payne; carried.

XII. Village Engineer's Report – Bob Elliott

1. Settleable Solids Study

- Getting ready to go to DEC as part of the Consent Order
- WWTP on occasion has not met permit requirements for settleable solids; struggling, overloading
- Sometimes in the morning test results are good; by afternoon higher levels; by end of day, back to same as morning; difficult when loading is changing so much
- Planned quarterly testing; during testing there were only 4 times permit requirements were not met
- Even though plant is overwhelmed with BOD loading, producing excellent effluent; Penn Yan is doing the best they can with what they are getting

Submitted the Storm Water Pollution Plan (SWPPP) to DEC as part of the requirement of the SPDES Permit

2. Disinfection Study

- Needs to be completed and submitted by June 1st; well on its way
- Went to a CFA grant meeting in Watkins– grant money is priority; \$1 million is the maximum grant
- Depending on best way to go for disinfection, may have to look for multiple ways to get needed funds, i.e. no interest loans; will definitely need to go for the \$1 million grant; just for equipment costs, 1 way of disinfection – over \$400,000; another way – over \$800,000; CFA opportunity closes July 26th
- Can submit the study by June 1st and make amendments after
- Brent – many of the challenges that are caused by KanPak expecting to decrease once their system is up and running; unfortunately, the study is now and applications for the grant need to be submitted prior to the time we would be able to test after they put their system in place; Rom – won't KanPak be up and running prior to the disinfection needing to be installed? Brent – yes, but we will be past the application point; Gary – also, how confident are we that what KanPak is doing is going to immediately fix the issues; Bob – definitely want to hedge ourselves a bit'
- Brent – gut feeling is that we should put in the filtration system and regardless of what KanPak does, we'll be covered; if KanPak is successful, will have that much more capacity towards the future; Bob - Future planning – SPDES requirements aren't going to go down

Ray Hamilton left the meeting at 9:55 a.m.

- Dan – heard at a meeting that the disinfection process will only be 6 months out of the year. Is that correct? Brent – that is true; Bob – DEC states that even disinfection has a cause to the environment; no need to disinfect in the winter

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XIII. Reminder the Village Board Meeting is May 21st at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

- Rom – is Charlie able to keep up with the staff he has? Brent – doing the best they can
- Dan – Birkett Landings – is it our problem or theirs? Brent – that is to be determined; only just made aware of the issue; working to find out

Mayor

- Thank you to Dan Banach for consistent representation of the Village of Penn Yan
- Shared Services meeting coming up; should get a list of items to present (gas, equipment, etc.)

XV. Executive Session:

MOTION to move into Executive Session at 10:05 a.m.; first Dave Payne, seconded by Dan Banach; carried.

Dave left meeting at 10:30 a.m.

MOTION to exit Executive Session at 10:51 a.m.; first Rom French, seconded by Dan Banach; carried.

XVI. Next Meeting – Thursday, June 13th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:52 a.m.

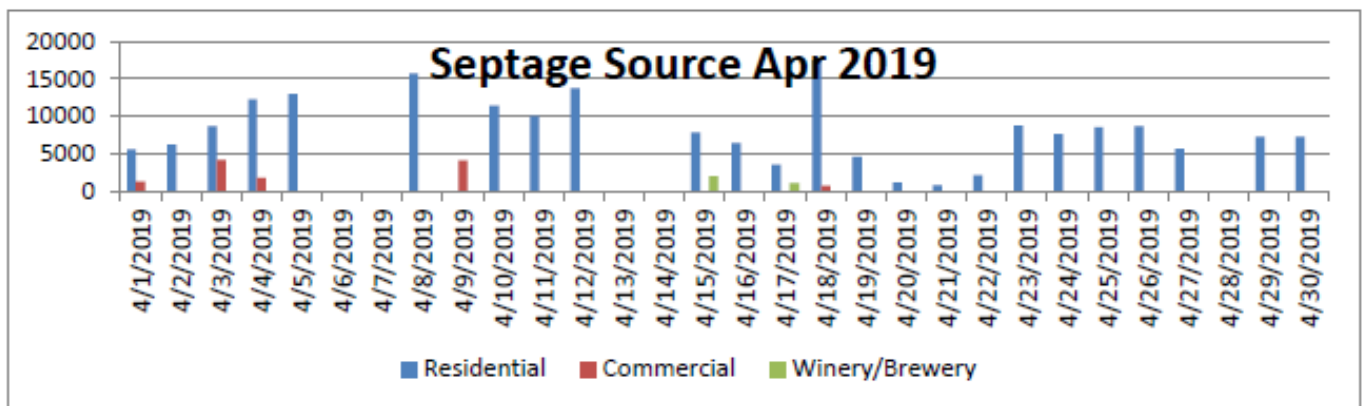
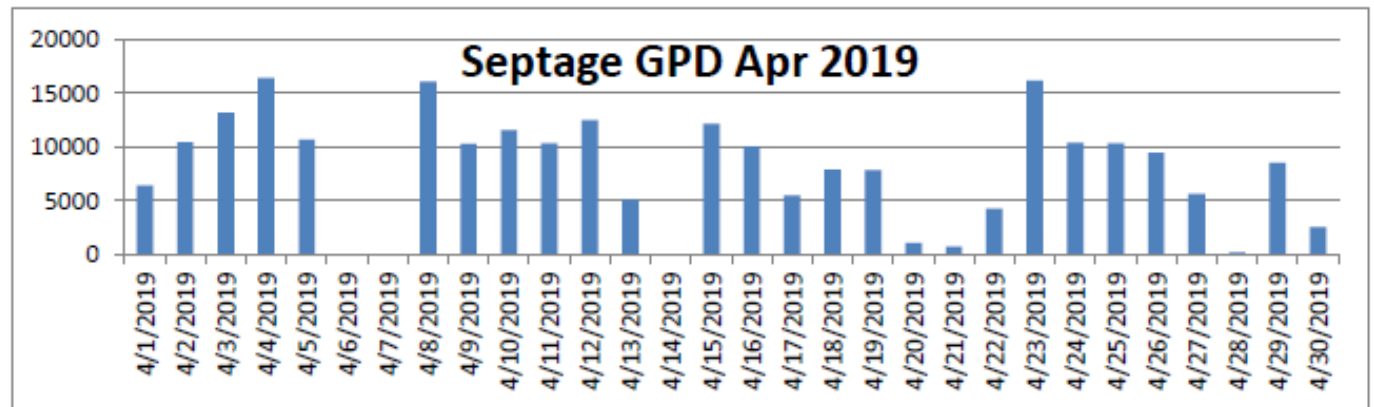
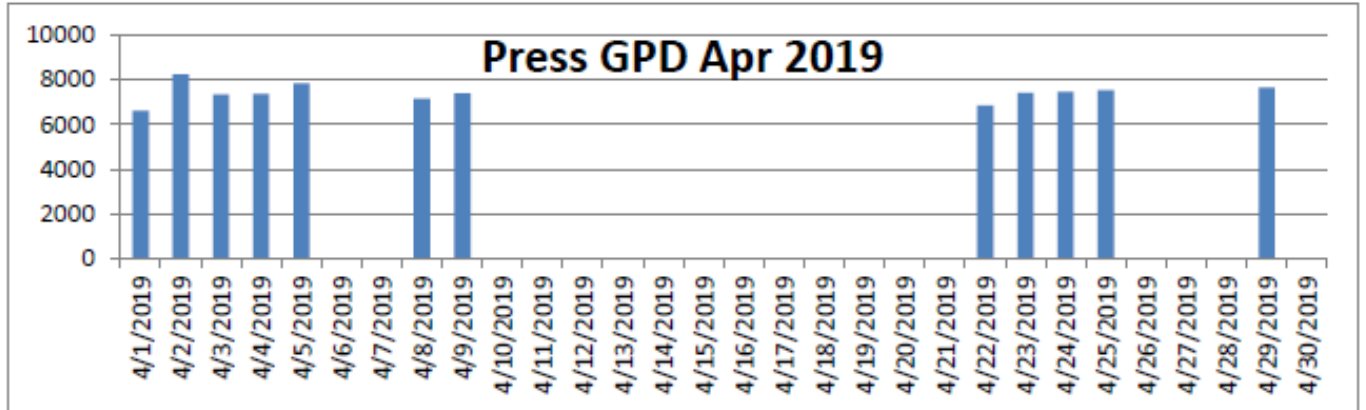
Transcribed by Crystal Bailey 5/17/19

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Wastewater Treatment Plant 2019 April

Gallons Sludge Dewatered (Pressed)	88,789 Yards Compost Screened	23
Tons Dewatered sludge to Landfill	57.7 (Pressed) Tons Dewatered	73.3
Gallons Septage Received	235,002 Gallons Wastewater Treated	38,167,100



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Wastewater Operations April 2019

Cherry Street Pump Station: Xylem (Flygt) service tech. onsite to perform oil seal replacement on the 100 Hp pump, Lars. This work was covered by warranty.



Septage Acceptance Plant: The septage holding tank was taken off line to perform a thorough cleaning and grit removal with the VAC truck. While the tank was empty, installation of simple riser pipes was performed.



The purpose of the riser pipes is to prevent grit from being drawn up into the septic transfer pump. Any grit that is pumped causes excess wear and damage to the pump and will result in accumulation of grit in downstream tanks like the anaerobic digester.

The PLC (programmable logic controller) stopped working after a suspected power interruption. A local electrical contractor with experience in automation controls came onsite to troubleshoot the PLC. It was found that the PLC memory had been lost. The original program was found to be stored on the EPROM chip (erasable programmable read only memory). This stored memory was transferred to the PLC and returned to normal operation.

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RBC: The media support tubing on #4 RBC broke which resulted in a collapse of one of the cubes of media near the outside end. The unit has remained off-line until a site visit can be scheduled to investigate how much damage exists and whether or not the support structure is repairable.

Basement: The mechanical installation of the actuated valve for the digester #2 has been completed. This valve has been installed as part of the consent order requirements.



The heat exchanger boiler was inspected by a representative from Hartford Ins. During the inspection, the top sludge tube elbow was removed to observe the tube conditions. The end of the tube shows metal wear and pitting. The elbow was put back in place and no indication of leaking has presented itself. A price quote for sludge tube replacement has been requested. While the boiler was offline, the heat exchange tubes were also cleaned. The sludge transfer pump impellers were inspected as well for rag removal.

Press Bld.: As can be seen on the press bar graph metrics page, 20 days of no flow data was the result of a failed MAG flow meter transmitter. There was some sludge dewatering during this time, however no flow information to report. The new transmitter was easily installed and press operations returned to normal.

PACL Tank: The second polyaluminum chloride tank was cleaned thoroughly.

Thickener: The secondary clarifier sludge that is pumped to the gravity thickener refuses to settle to the bottom of the tank for transfer to the digester. The floating sludge blanket presents a significant odor problem. The VAC truck was used three times throughout the month to clear the surface of the sludge. The cause of the floating sludge is believed to be the filamentous bacteria from the RBCs.