

Penn Yan Municipal Board Meeting Minutes

Thursday, June 11th, 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 895 7870 5473

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

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

**IV. Municipal Employee:** Dave Cohick, Water Treatment Plant

**V. Public Requests and Comments:**

KanPak, Joe Dombroski

Waste Water Treatment Plant- plant is running smoothly and numbers still look good  
Warehouse- construction is on track for end of August completion

Yates County Infrastructure Study, Dan Long

Grant funded water study to survey the resources in all of the municipalities that participate. Intention is to use the study to figure out what municipalities want to do in the future and if such plans could be feasible. Final intention would be to use the study as supporting evidence for additional grant funding for various projects.

**MOTION to recommend participating in the Yates County Infrastructure Study which will be carried out by Clark Patterson Lee (CPL) and pay the \$1,125.00 fee.: first, Dave Payne, seconded by Lee Sackett; carried.**

**VI. Executive Session:** if needed

**MOTION to move into Executive Session at the end of the meeting; first Dan Banach, seconded by Ray Hamilton; carried.**

**MOTION to exit Executive Session at 10:30 a.m.; first Dan Banach, seconded by Ray Hamilton; carried.**

**VII. Audit: Warrant Listing**

Paid Before Audit:	
General:	\$161,555.63
Electric:	\$246,599.94
Sewer:	\$10,621.29
Water:	\$9,777.85
CRC	\$0.00
Total Paid Before Audit:	<u>\$428,554.71</u>
Current Audit:	
General:	\$198,812.46
Community Development–CRC:	\$0.00
Electric:	\$121,949.41
Sewer:	\$108,845.31
Water:	\$79,863.75
Capital Projects:	\$0.00
Trust & Agency:	\$0.00
Total Current Audit:	<u>\$509,470.93</u>
<b>TOTAL AUDIT:</b>	<u><u><b>\$938,025.64</b></u></u>

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

**VIII. Treasurer’s Report**

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

Sewer fund:

Revenue 102%  
Expenses 63%

Water fund:

Revenue	94%
Expenses	67%

2. Electric Fund Cash Flow Statement (Holly)

Cash receipts are currently greater than disbursements and sales are up 2%. However, cash is still tight so the Village is going to try to come up with a plan for more money.

**IX. Department Business**

**A. Electric**

1. Operations report
  - a. Staffing of the Department
2. Firm Hydro Energy for June 1 - 30, 2020 –No reduction in sales
3. ~~Change Order~~: Horizon Business Park Ryder Feeder 3 & 6

Richie Blvd: Municipal pole caught fire at 564 Richie Blvd on June 9, 2020. Both apprentices were out of town at a training and were called back. Both part-time Senior Linemen and a contractor (C. Bush) were also called in per the Mayor's direction. There was damage to homeowner property which was caused by the fire. The homeowner's contractor hit the underground secondary wire causing a short in the wire which sparked the fire to the pole. Whole pole had to be replaced. -Replaced by crew June 10, 2020

Staffing situation with the department needs further discussion and evaluation. **Moved to executive session.**

~~Change Order~~ -> Additional work to bid out instead of just added to current project. Work to be completed will enable power to flow from Ryder to new feeder near the fairgrounds.

**B. Water/Sewer**

1. Operations Report
2. Truck 3 (2014)

**MOTION to declare Old Truck 3 -2014 Ford F-450 pickup truck- a surplus asset to be sold this Summer on Auctions International. First Dave Payne, seconded by Ray Hamilton; carried.**

**C. Water Treatment Plant**

1. Operations Report

Water Treatment Plant is operating at reduced capacity with only one crew member on site unless they're grabbing samples (which occurs twice per week).

- Silver maples were removed from the south side of the property
- Major valves (14" Ross) usually overhauled every 5 years, starting to malfunction [need them to work at 100%]
- GAC, considering adding more carbon to fight Blue-Green algae
- WTP will be testing like last year to continue to learn how to combat Blue-Green algae in the lake

**D. Wastewater Treatment Plant**

1. Operations Report
2. National Workforce Development Forum
  - a. July 27-29, 2020 in Washington, D.C.
  - b. New York Rural Water Association to sponsor travel

Yvonne Tucker and Rainer Hamm have been invited by New York Rural Water Association to attend the National Workforce Development Forum in Washington, D.C. They have been invited by NYRWA to represent New York State and speak to the merits of implementing and utilizing mentoring programs like their apprenticeship program. Attendance will not present a direct cost to the Village. Yvonne Tucker has requested that their time away from work be considered much the same as if they were attending a training workshop, and not have to use their personal time to attend this event.

**MOTION to allow Yvonne Tucker and Rainer Hamm to attend a two-day forum, on July 27<sup>th</sup>-29<sup>th</sup> for the National Workforce Development Forum, in Washington, D.C. Costs to be covered by New York Rural Water Association.: first Dan Banach, seconded by Lee Sackett; carried.**

**X. Other:**

1. Elliott Engineering Services
  - a. Service Contract for general engineering support (monthly) -Expired 5/31/2019
2. Wholesale Water Customers Meeting -held on June 4, 2020

**MOTION to execute Elliott Engineering Solutions renewal contract as written and meet with a subcommittee to further discuss the details of the contract.: first Dave Payne, seconded by Dan Banach; carried.**

Tom will be drafting an RFP to figure out if it would be beneficial to have an engineer on retainer for the Electric Department.

Village Engineer also agrees that it would be good for the Village to participate in the YC Infrastructure Study.

**XI. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$3,513.22.; first Dave Payne, seconded by Ray Hamilton; carried.**

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

1. RBC project status
2. Semi-annual I & I
3. Mercury Minimization Plans (MMP)
4. Disinfection

RBC project: Currently at a standstill with the timeline for completion of work not yet established.

Semi-annual I & I: Bob is still gathering background information and the numbers show that we need to continue working on this to keep our plants in compliance with state regulations.

MMP: Still gathering information. CB to get S&S hospital's MMP status in writing.

Disinfection: GM asked about where we stand with grant for the disinfection project. What's the due date for this grant and is Elliott Engineering filing this application for us?

Bob: An Elliott associate will be working on this but the timeline is also unknown due to the current state of COVID operations. Will be reaching out to Municipal Solutions to get an answer.

TS: Should we be seeking joint applications for this type of grant?

Bob: Could be worth looking into but would take some finessing because the village is the total owner.

TS: When we're contacting these agencies, we need to advocate for deadline extensions. If the funding agencies aren't awarding grants, then municipalities can't proceed with this type of capital project; thus, the mandates will be unmet.

**XIII. Reminder the Village Board Meeting- June 16<sup>th</sup> at 6:00 p.m.**

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

**XV. Next Meeting – Thursday, July 16 at 8:30 a.m.**

**XVI. Adjournment: 10:30 a.m.**