

Penn Yan Municipal Board Meeting

Thursday, July 16th, 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, 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 Meeting ID: 867 9630 0730

**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:** Ron Keech, Water/Sewer Crew Yvonne Tucker, WWTP attended

**V. Public Requests and Comments:**

KanPak Update

- Coffee color incident: When the plant lost power during a storm, the product that was being processed was dumped on the floor and into the drain system.
  - o Corrective action taken: Discussed their need to design a different fail-safe system to prevent product being dumped in the sewer drain during power outages.
- Phosphorus overload: Root cause analysis with T. Schwartz led to a discovery that an employee made an operational error. The plant had run out of sulfuric acid -which is used to adjust pH levels- and the employee used phosphorus acid to make the intended pH adjustment. This led to the phosphorus overload.
  - o Corrective action taken: ordered more sulfuric acid and will keep more on hand

**VI. Closed Session to confer with Legal Counsel:**

1. Milo Sewer District 3

**MOTION to move into Closed Session at 9:22 a.m.; First Dan Banach, seconded by Dave Payne; carried.**

**MOTION to exit Closed Session at 9:37 a.m.; First Dave Payne, seconded by Ray Hamilton; carried.**

**MOTION to allow the property owner at the corner of Hillcrest Drive and Old Bath Road to hook up to the Milo Sewer District 3 system; contingent upon determining that the property is not within 100 feet of the existing Village Sewer system. All members agreed to a consensus.**

**VII. Audit: Warrant Listing**

Paid Before Audit:

General:	\$910,191.17
Electric:	\$177,696.43
Sewer:	\$7,021.29
Water:	\$7,377.85
CRC	\$0.00
Total Paid Before Audit:	<u>\$1,102,286.74</u>

Current Audit:

General:	\$70,092.20
Community Development–CRC:	\$0.00

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Electric:	\$50,428.29
Sewer:	\$43,376.93
Water:	\$33,004.96
Capital Projects:	\$0.00
Trust & Agency:	\$0.00
Total Current Audit:	<u>\$196,902.38</u>

TOTAL AUDIT: \$1,299,189.12

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

**VIII. Treasurer's Report**

Nothing to report this month because we've just started our 2020-2021 fiscal year.

**IX. Department Business**

**A. Electric**

1. Operations report
2. Firm Hydro Energy for August 1 – 31, 2020 –No reduction in sales
3. 4kV Distribution Circuit Gang Switches bid

Apprentices continue to perform well and Apprentice Linemen School has begun. R. Corey has requested an early termination of their probation period.

IETS will continue their breaker, relay maintenance and testing work in two weeks. Last week was too hot to risk overloading the system with temporary shut offs.

Gang switches will be installed on Ryder 6 by O'Connell Electric. This safety precaution should prevent ARC flashes from occurring. Once this work is complete, crews should be ready to set up the rest of the electric system. KanPak should be able to use it by the beginning of August.

**MOTION to award O'Connell Electric Company, Inc. the 4kV Distribution Circuit Gang Switches bid for the amount of \$36,500.00.: First Dave Payne, seconded by Dan Banach; carried.**

**B. Water/Sewer**

1. Operations Report
2. Water/Sewer 2019 Bobcat Skid-Steer

**MOTION to declare Water/Sewer 2019 Bobcat Skid-Steer [ALJ827254]- a surplus asset to be traded in to Bobcat of the Finger Lakes this Summer for a new 2020 S650 T4 Bobcat Skid-Steer Loader.: First Dave Payne, seconded by Ray Hamilton; carried.**

**C. Water Treatment Plant**

1. Operations Report
2. Truck back rack

**Tabled MOTION to declare an old back rack for a pickup truck- a surplus asset.**

**D. Wastewater Treatment Plant**

1. Operations Report
2. Casella Sludge Agreement
3. Steve Castner: Wastewater Grade II Renewal
4. WWTP 2019 Bobcat Skid-Steer
5. Potential Village of Penn Yan - Village of Naples Inter-Municipal Agreement

Casella has stated that the price increase is in part due to the limited space available for Municipal sludge. They receive sludge requests on a daily basis from all over and are trying to make sure the local communities have space available for them. We did not budget for this increase. Last year we were very close to hauling 1,000 tons, so we are looking at the potential for an extra \$5,000.

**MOTION to accept Casella's Residuals Management Service Agreement for the acceptance of Village of Penn Yan municipal sludge. Costs incurred to vary based on a base rate of \$65/wet ton of Residuals accepted and \$80/load to cover costs of the Facility's time and equipment used to dig the load out of the container.: First Lee Sackett, seconded by Dave Payne; carried.**

Septage – We received 350,736 gallons of septage during the month of June. This volume surpasses the previous two years for June. The haulers are still under restrictions, and the restrictions should remain in effect at this time. 1. Residential Septage and Port-A-John waste only 2. Discharges are only allowed during staffed hours of operation.

The reason for Residential septage only to remain in effect is due to our consent order, and that we are still having periodic permit violations, as well as the need to take one side of the plant off-line for RBC rehab. The reason for discharges during staffed hours of operation is to reduce overtime call outs for the Septage Acceptance Plant (SAP) alarms due to rags binding the screen which causes overloads and rocks and stones in the screen hopper.

We have had periodic hauler infractions, in that they are bringing waste from commercial and industrial septic tanks, and some are discharging after hours.

Y. Tucker recommended an infraction penalty fee be adopted and applied to haulers that are not adhering to the above restrictions.

Discussion led to the MUB agreeing that suspending the offender's permit would send a message to the other haulers we permit that the Village is serious about enforcing our current restrictions; that we provide this service as a privilege. The Director will be drafting a letter to notify the hauler of their permit suspension after the Village Board meeting.

**MOTION to approve the suspension of City Hill's septage hauling permit to the Penn Yan Wastewater Treatment Plant for a period of ~~90~~ 30 days, effective 72 hours after being adopted by the Village of Penn Yan Board of Trustees on Tuesday, July 21, 2020.: First Dave Payne, seconded by Ray Hamilton; carried.** *7/20/2020 Phone call with Yvonne: YT and TS discussed this period of time and decided to shorten the suspension to 30 days.*

*Y. Tucker left at 9:20 am*

**MOTION to approve Steve Castner's Wastewater Grade II state certification. Renewal fee to be paid to New York Water Environment Association in Syracuse N.Y. Fee: \$160.00.: First Dan Banach, seconded by Lee Sackett; carried.**

**MOTION to declare WWTP 2019 Bobcat Skid-Steer [ALJ827243]- a surplus asset to be traded in to Bobcat of the Finger Lakes this Summer for a new 2020 S650 T4 Bobcat Skid-Steer Loader. First Dave Payne, seconded by Lee Sackett; carried.**

Potential Village of Penn Yan - Village of Naples Inter-Municipal Agreement

Naples, NY has approached Yvonne Tucker to be their operator of record during the startup of their brand new, innovative algaewheel treatment process. This would be an oversight position consisting of process control, operator trainee training, and DMR reporting duties. The Village of Naples has three employees that they would like to get certified. It will take 12 months of operating experience before they are eligible to take the ABC exam. Discussion with Mayor Brian Schenk has involved the prospect of having one of their employees train on-site at Penn Yan WWTP to obtain “time-served” operating experience.

The Department of Public Works would like to recommend drafting an inter-municipal agreement between the two villages. This agreement would sanction the contracting of Ms. Tucker’s services and the training of a Naples employee at the Penn Yan WWTP during normal business hours.

MUB decided that a letter should be drafted by the Village Attorney requesting that the Village of Naples Mayor contact the Village of Penn Yan Mayor for further discussion.

**X. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$2,590.02.; first Dan Banach, seconded by Ray Hamilton; carried.**

**XI. Village Engineer’s Report – Bob Elliott**

1. Disinfection Project
2. RBC Project

Disinfection Project: No time frame on the project because grant process isn’t open yet. However, Elliott will be applying for grant funding on the Village’s behalf and will notify DEC of projected start date. Elliott is in contact with the state to stay on top of grant status’s weekly. Will be in contact with Municipal Solutions as well to receive application aid. Recommend lobbying to local representatives to keep our project in mind.

RBC Project is currently at a standstill because Don Elzer lives in Ohio, a newly restricted state. However, there is NYS Department of Health guidance on essential worker exemptions which we may pursue.

**XII. Other**

Inquiry brought to the table regarding all of our departments having a second in command should the need arise. Formally, yes for most of the departments but we are still vulnerable. At this time, Tom Schwartz relies on Ralph Corey to be his primary and second in command. Also, based on his certifications and licensing, Tom is considered the possible second in command at the Water Treatment Plant.

**XIII. Reminder the Village Board Meeting- July 21<sup>st</sup> at 6:00 p.m.**

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

**XV. Next Meeting** – Thursday, August 13<sup>th</sup> at 8:30 a.m.

**XVI. Adjournment:** 10:35 a.m.

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*Transcribed by Chey Bradley*