

Penn Yan Municipal Board Meeting Minutes

June 13, 2019

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Lee Sackett, Ray Hamilton and David Payne, 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, Village Engineer Robert Elliott and Attorney Ed Brockman

Absent: Village Trustee Kevin McLoud

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 Lee Sackett, seconded by Dan Banach; carried.

IV. Municipal Employee: Ron – not available, update given by Brent

- Ron apologizes for not being here
- Paving planned and scheduled for this morning
- Watermain and services completed on Lincoln Ave between Garfield and Geneva St; have done the restoration of all the crossover ditches for those services
- Subcontractor for NYSEG plans to be on that street next week to do road and driveway restoration (they put a gas line in on the other side of the road)
- Ron and his crew will be starting the watermain between Geneva and Sherman St
- Have 2 or 3 hydrants that are currently out of service; will be working on getting them replaced before winter
- Dan – Lincoln paving? Brent – in the 2019/20 plan; probably in the spring

V. Public Requests and Comments:

Grant Downs – Town of Torrey

Joe Dombroski – KanPak

- Lots happening; encourage you to drive by
- Wastewater Plant
 - Walls done
 - All piping under floor; pouring by end of next week
 - Building will be started as soon as floor is done; probably be a 2 week erection
 - All equipment still on track to be here in September
 - 2 tanks that will be put in the ground; be in around the 22nd of July; tie in main
 - Met with OBG this week; will have another meeting Aug. 13th or 14th – will give you an updated timeline; corporate engineer and upper management will be here – 6 to 8 people for the August MUB meeting
 - Moving right along; everything looks good
 - All teams from the Village have been reactive and helpful; Code keeping us on track
 - Dan – anticipated startup date? Joe – will have better timeline in August
- Warehouse
 - Started moving dirt; 3,800' of silt fence put up in a day

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- City Hill keeping it moving
- Dirt will be moved to vacant area in Horizon Park (10 acres); big trucks will be here next week; Brent – flags on lower wires? Joe – will let you know if we need to do that
- Looking good; very excited
- Brent – vault for Padmount? Joe – transformer ordered; scheduled delivery mid-September; not sure about vault; Brent – please have OBG send spec sheet for transformer ordered sent to the Village

Joe left meeting at 8:40 a.m.

VI. Executive Session:

MOTION to enter into Executive Session at 8:42 a.m. to discuss the work history of an employee and to meet with legal counsel with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Tom Schwartz, Ed Brockman and Crystal Bailey; first Dave Payne, seconded by Lee Sackett; carried.

MOTION to exit Executive Session at 9:18 a.m.; first Dave Payne, seconded by Ray Hamilton; carried.

Brent and Ed left the meeting at 9:18 a.m.

VII. Audit dated 7/16/19

Summary:

Paid Before Audit:	
General:	\$ 80,761.34
Electric:	\$200,770.52
Sewer:	\$ 6,831.01
Water:	\$ 7,103.42
CRC:	\$ 0.00
Total Paid Before Audit:	
	\$295,466.29
Current Audit:	
General:	\$160,828.12
Community Development–CRC:	\$ 30,000.00
Electric:	\$ 19,388.34
Sewer:	\$ 51,263.43
Water:	\$ 10,379.99
Capital Projects:	\$ 0.00
Trust & Agency	\$ 0.00
Total Current Audit:	
	\$271,859.88
TOTAL AUDIT:	
	\$567,326.17

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)
 - One month into the new fiscal year; should be at 8%
 - Sewer fund
 - Revenue 8%
 - Expenses 7%

Revenue is greater than expenses by \$81,000 but take away 1 month of depreciation and add in 11 months of charges for rent, pilots, insurance that were paid the beginning of the year; surplus of \$114,000 in the sewer fund; healthy position to be in; surplus will pay principal on debt and capital charges

- Water
 - Revenue 7%
 - Expenses 12%

Revenue less than expenses by \$83,000 due to the billing cycle; adjusting for 1 month depreciation and add in 1 month charges for wholesale customers plus 11 months of charges for rent, pilots, insurance leaves surplus of about \$33,000; good shape for being 1 month into the year

2. Electric Fund Cash Flow Statement (Holly)
 - Cash available is -\$26,600 adding back in costs like we did for water and sewer; adjusted cash available \$107,000
 - Down from last year of about \$100,000
 - Very tight cash position
 - Year over year for revenue is about the same; rates have increased but usage is down
 - Need to carefully think through hiring a dock crew; Lee – relying on outside contractors could severely impact; need to be careful
 - Prioritize work and capital projects; Gary – need to be sure that the work being done is critical, emergency, high priority type work
 - Could end up in worse shape even with the rate increase
 - Been 2-3 years we've been tight with the electric budget; not going to change our cash position overnight

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: August 1st – 31st; no reduction
2. TCC Self Insurance purchase update
 - Recommendation is to continue as we have in the past for TCCs; not do self insurance
3. Interview team –
 - Have advertisements out now for an electric groundsperson, Apprentice, Senior Lineworker and Line Crew Chief
 - No qualified applications for Senior Lineworker or Line Crew Chief

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- Charlie has mentioned that he may consider working part time to help with training new employees; discussed with Civil Service; YC Personnel will create part time position
- Dan – we need people; there has to be things that they can do working with an outside contractor
- Gary – why would we have Tyler as a groundsperson, Eric as an apprentice and hire another apprentice that we would have trouble keeping busy and training? Given our cash situation, we just can't afford it
- Tom – need to develop and promote personnel; need to rebuild our team
- Holly – maybe after we receive part time job description from YC Personnel, we can advertise and get more part time workers
- not moving forward with hiring an apprentice at this time

MOTION to the Administration Committee to recommend that Tyler Ayers be transferred to the Electric Groundsperson position on a contingent/permanent basis, Group III, Step Start, effective Wednesday, July 17, 2019; first Dan Banach, seconded by Dave Payne; carried.

MOTION to the Administration Committee to hire Rainer Hamm as a Wastewater Treatment Plant Maintenance Worker on a provisional basis, Group III, Step Start, effective Monday, August 5, 2019; first Lee Sackett, seconded by Dan Banach; carried.

B. Water/Sewer

1. Town of Milo Sewer District #3 (Bob)
 - Had a meeting with representatives from Milo last week
 - Can accept their additional wastewater for treatment
 - Is an industrial area; want to mirror our industrial usage language in our sewer law
 - There are other discussions that need to be had before the Agreement can be signed; Mayor MacKerchar – Ed is working with Bob Foster on the Agreement

MOTION to recommend to the Village Board to amend the Milo IMA (Inter Municipal Agreement) to include Milo Sewer District #3; first Dave Payne, seconded by Ray Hamilton; carried.

2. Lincoln Ave update – given at beginning of meeting
3. FYI - Finger Lakes Water Works Conference August 8th - clambake

C. Water Treatment Plant

1. Operations Report (Tom)
 - Key Performing Indicators
 - For month of June produced 26,944,000 gallons with a daily average of 896,800 gallons
 - Chemical usage based on water production
 - Track power usage – will know what it costs to produce a gallon of water
 - Sample locations are submitted to the DOH; rotate sites in order to get a fair representation of the distribution system

D. Wastewater Treatment Plant

1. Operations Report
 - New pump has been installed at Cherry St; named Bengta
 - Gallons of sludge dewatered (pressed) 172,251; 48 yards of compost; gallons of septage received-301,043; wastewater treated - 40,785,800
 - Holly – selling compost? Have room? If selling, we need info in order to invoice; Bob – we don't sell the compost, we have a loading charge
 - Floc chamber repair – Steve and Yvonne built out of parts themselves to make the repairs at a very large cost savings
 - Vacuum truck deflector plate rusted away and fell out of the truck – Steve fabricated a replacement; sewer crew assisted with installation; Gary – that truck is not that old – is that to be expected? Is it a maintenance issue? Lee – very corrosive environment

Rom – want to be sure to thank Steve Castner, Yvonne and the rest of the team for their resourcefulness in coming up with solutions; going above and beyond; do a great job

Gary – have septic haulers been made aware that we are only accepting residential waste at this time? Tom – yes, letters went out to all approved septage haulers

2. FYI - Resolution re: providing municipal wastewater sewer service to YC Fairgrounds

X. Other:

1. Thank you all for your help in all that is currently going on
2. Harmful Algae Blooms (HABs) closed down Red Jacket Park on July 3rd; DOH test process is to test 24 hours after the blooms have dissipated; they then send for testing; we were closed for a week; hopefully DOH can modify their process so it doesn't take so long
 - Dan and Mayor MacKerchar went to a meeting at the Finger Lakes Institute; group instituting a HAB monitoring process on both Keuka and Seneca Lakes
 - Feel it would be beneficial and would help them with their data if the Village participated; if blooms seen at the parks or at the WTP
 - Their process is different than DOH – look for the blooms and take sample of the blooms; not waiting until they dissipate; kit with container and card; send to FL Institute; next day they know if the bloom is a HAB
 - Grant – if determined to be a HAB sent to EFF where it is determined if it is actually harmful (toxic)
 - Grant – mapped presentation on the internet of location and date and whether or not the bloom was toxic
 - Testing August 5th –September; we had one July 3rd; Grant – have been doing on Seneca Lake for the past 3-4 years
 - Tom – species are migrating further north; more people using fertilizer; “feeding” HABs

Ray Hamilton left the meeting at 10:25 a.m.

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XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$6,857.89; first Dan Banach, seconded by Dave Payne; carried.

Dave Payne left the meeting at 10:28 a.m.

XII. Village Engineer's Report – Bob Elliott

1. Getting ready to submit the grant application for disinfection; application deadline is July 26th
 - Still waiting on approval from DEC of disinfection report; have been in contact with DEC; DEC has a lot of retirees; lots of new people; any questions/comments are being answered quickly

XIII. Reminder the Village Board Meeting is July 16th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

Dan – Milo power issues – was that us or them? Crystal – not sure, will check on

XV. Executive Session:

XVI. Next Meeting – Thursday, August 15th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:35 a.m.

Transcribed by Crystal Bailey 7/12/19