

Penn Yan Municipal Board Meeting Minutes

August 15, 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 and Village Engineer Robert Elliott

Absent: Village Trustee Kevin McLoud

II. Call to Order at 8:31 a.m.

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: Yvonne

- Introduction of Rainer Hamm, new WWTP Maintenance Worker; very pleased with his progress so far; Rainer – enjoy it, really like it; Dan – used to the smell yet? Rainer – not that bad; Yvonne – nice to be able to have younger generation coming into the wastewater field; “changing of the guard”; not an easy field; can be challenging and unpleasant at times
- July was a very challenging month; vacations as well as Tyler being moved over to the electric department caused some short staffing; had some major failures; facing some difficult decisions with repairs and replacements
- In non-compliance, several violations last month with our effluent quality; this month will be a couple more; the plant is definitely being challenged
- Brent – knows you have done some work to correct those things, tell us what you have done; Yvonne – gearboxes for RBCs; lost one of the ones that was replaced in 2014; has been replaced by a rebuilt gearbox; brought that shaft back into treatment process; slowly bringing RBCs back up to capacity; from changeover in 2014 Ben had salvaged the 5 best gearboxes; going to have them evaluated to see if they can be rebuilt and then look at rebuilt vs. replacement cost; last year looked at replacement cost for 1 gearbox – in the neighborhood of \$28,000; significant amount of money
- Lee – when you take an RBC offline, how long to regrow the biomass? Yvonne – whatever portion is still in the water (about 40% of it) is still growing, what is out of the water dies off; takes time to bring back to balance; Brent – pony motor to keep the RBC spinning while waiting for replacement of a gearbox? Yvonne – yes, because of the gearbox motor being different from the shafts of the RBCs, we have 2 motors for each
- Gary – any indication as to why that gearbox failed already? Yvonne – was not just one component but several; thought process was that it was misaligned from manufacturer; just working itself to destruction; Dan – no recourse back to manufacturer? Yvonne – being that it's been 5 years and it can't be proven, no; Dan – then we don't use them again
- Lee – would it help to analyze the oil that has been changed for metal fragments? Tom – will work with Yvonne to do that so that we may be able to tell if something is going bad
- Rom – have equipment to install? Yvonne – have not ordered a pump yet; Cherry St – a pump was removed because it was making noise that was suspect; manufacturer rep

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

came in and removed the pump; took it back to their shop to evaluate; \$24,000 to rebuild – 80% of the cost to replace

Yvonne and Rainer left meeting at 8:42 a.m.

V. Public Requests and Comments:

George Thompson

Joe Dombroski – KanPak; also Ryan Mitchell, General Manager; Josh Hyland and James Corwin, Corporate Engineers from our Arkansas City, Kansas facility; Brian, Managing Director who is back in Kansas traveling back and forth between both plants; Lou from OBG

- Needed to get going on this project before being able to provide a timeline
- Originally DEC and Village of Penn Yan had the February 15, 2020 date; get up and get going took longer than anticipated, were waiting for some incentives; next date was middle of May, 2020; not acceptable to Joe and his team; making up some ground; new timeline is showing end of March to be fully commissioned and done; realize that is 6 weeks past deadline; hoping to be able to make up 2-4 weeks if everything goes right; apologize that this is longer than deadline but doing what we can
- Lots happening; encourage you to drive by; building looks awesome, sides and roof are up; the 2 man doors are on; foundation is in for tank
- Excited; lots of progress; keeping the pedal to the floor; always doing the best we can
- Brent – KanPak does a very good job with safety; remember this is a construction site; if you do go up there, please stay in your car unless you go in and get safety gear; Joe – up there throughout the day; stop in at the front office
- Brent – we will be sharing this new timeline with the DEC to keep them updated
- Josh – as per timeline, will begin seeding before that timeline; Lou – seeding is adding the biomass to the reactor; gentle process; timeline shows 4 weeks to acclimate
- Brent – what about power interruptions; what will it do to your wastewater treatment facility? Josh – everything powers; biology can handle being without air for a few minutes; will take a bit of massaging; not near as disruptive as it is for the main plant
- Bob – will the plant have the ability to have emergency generators brought in if needed? Josh – it could but don't see that being helpful; biggest issue would be the load from the main plant; Brent – might be appropriate to have a procedure in place to follow in the event of transformer failure; time to replace and reconnect could be 4-6 hours; that might be a time when you need a generator; Josh – would need to slow/stop the process at the main plant to reduce the load
- Joe – team effort; the Village of Penn Yan, KanPak and the community, working together
- Ground breaking today for the Warehouse; next August have a brand new facility there
- Brent – effluent meter timeline? Joe – meter will be late January, early February, Sampler will be moved after seeding is done; will have KanPak sampler in

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

- Brent – Congratulations for the support you have received on this project; also want to note that Joe and Ryan – the local guys – are doing a fantastic job and it is a pleasure to work with them

Joe, Ryan, Josh, James, Brian and Lou left meeting at 9:00 a.m.

VI. Executive Session:

MOTION to enter into Executive Session at the end of the meeting to discuss the proposed Agreements between the Village of Penn Yan and the Yates County Fairgrounds with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, David Payne, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine, Tom Schwartz and Crystal Bailey; first Dan Banach, seconded by Dave Payne; carried.

VII. Audit

Summary:

Paid Before Audit:	
General:	\$ 32,416.73
Electric:	\$203,463.98
Sewer:	\$ 11,048.97
Water:	\$ 10,070.96
CRC:	\$ <u>0.00</u>
Total Paid Before Audit:	\$257,000.64
Current Audit:	
General:	\$174,589.42
Community Development–CRC:	\$
Electric:	\$ 45,516.69
Sewer:	\$ 86,360.89
Water:	\$ 45,257.22
Capital Projects:	\$ 0.00
Trust & Agency	\$ <u>0.00</u>
Total Current Audit:	\$351,724.22
TOTAL AUDIT:	\$608,724.86

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

VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)
 - Two months into the new fiscal year; should be at 17%
 - Sewer fund
 - Revenue 18%
 - Expenses 12%

No significant cost issues; have a certain amount planned in budget for plant maintenance; Revenue is greater than expenses by \$275,000 but with adjustments, surplus of \$253,000 in the

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

sewer fund; really good; need about \$113,000 per month to cover principal payments and capital expenditures

- Water
Revenue 14%
Expenses 18%

Revenue less than expenses by \$60,000; with adjustments surplus of about \$35,000; good shape

2. Electric Fund Cash Flow Statement (Holly)
 - Adjusted electric cash available is just over \$92,000
 - Looking back at July, 2018 down about \$156,000; usage is down compared to this time last year
 - Cash is holding steady for operating expenses
 - Have paid out just over \$14,000 to mutual aid so far (for June and July); savings from payroll is covering at this point
3. Financing discussions (Gary)
 - Had a call with the Public Service Commission (PSC); Gary and Brent working together on some of the cost estimates and prioritizing some of the capital projects
 - Have to move forward on capital projects and have to borrow funds in order to do that
 - PSC was made aware of staffing situation and that the scope of work for the KanPak express feed had changed significantly with a much bigger price tag; we wanted to be totally transparent and above board with the PSC; PSC stated that we do not need their approval to borrow but are appreciative that we came forward with this information
 - Will proceed with working with Municipal Solutions and Harris Beach to arrange for a Bond Resolution in the neighborhood of \$600,000
 - PSC guidance is that we could recover these costs through a cost recovery surcharge that we would calculate after all the projects are done; petition the PSC to approve the cost recovery surcharge; takes about 4 months for this process after submitting
 - Rom – how long is a Ban? Gary – have to renew annually for up to 5 years; can borrow the funds and no principal payments until 1 year has lapsed; will give us ample time to submit petition to PSC for cost recovery
 - Dave - are we borrowing enough? Holly – cannot be for operating expenses; Gary – projects add up to between \$500,000 – 600,000

MOTION to recommend to the Administration Committee and the Village Board that the Clerk/Treasurer be authorized to work with Municipal Solutions and Harris Beach to arrange for a bond resolution and eventual ban sale in the amount of \$600,000 to fund electric system upgrades; first Dan Banach, seconded by Dave Payne; carried.

Rom – tree fell near his property and took power lines down; is owner's insurance responsible for paying for the Village to repair? Brent – have not gone that route before; Dan – few years ago a truck hit a pole on Main St; thought it was discussed then that the Village would file an

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

insurance claim; Brent – recall discussions but do not recall being directed to move forward with filing a claim; Dan – no statute of limitations; still think we should try and see where it goes; rate payers should not have to pay for these things; Brent – not make a recommendation either way but it is ultimately up to the insurance companies; need to remember if we do on one side, it could come back on another; want to be neighborly; Dave – maybe we should discuss with the Village Attorney; Gary – could talk with Stacy Wyant from insurance company; maybe Brent could reach out to talk to him; Brent – Gary and Brent should discuss further before anyone contacted

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: September 1st – 30th; no reduction
2. Interview team – week of September 3rd
 - Have created 4 part time positions – 2 Senior Lineworkers and 2 Lineworkers; Brent has crafted a proposed agreement for those positions – want to send to Ed for review; don't have anyone to fill those positions yet; have talked to 5 retired NYSEG linemen; have 1 in Geneva that is thinking about it and supposed to get back to us by the end of the week
 - Fairport was looking to hire 2 Apprentice Journeymen Lineworkers; they received 27 applications; Fairport interviewed 11 of those 27 and made their choices; Matt from Fairport offered to send Brent the applications; Brent reviewed them; a bunch of “green” people; one guy that worked over 21 years as a lineman
 - Met with Cary Heskett yesterday; drove in from Zanesville, Ohio; told him about part time and full time potential; interested in being a full time Senior Lineworker; has filled out the application at Civil Service; if we can get through the process, he would be able to start on September 3rd

Tom left meeting at 9:38 a.m.

MOTION to recommend to the Administration Committee to hire Cary W. Heskett, pending background and reference checks, as a full time Senior Lineworker on a conditional basis at Group IX, Step 22 for \$32.77 per hour with a start date of Tuesday, September 3, 2019; first Lee Sackett, seconded by Ray Hamilton; carried.

3. Horizon Park Express Feed update
 - Working on material list; need to work with Gary and Holly; need to order due to lead times; lead times for wire are 8-10 weeks
 - Materials are up to \$50,000 so far (\$15k-\$16k do not need to purchase right now)
 - Holly – need to check with Municipal Solutions to see if we can make those purchases prior to the bond resolution being put in place
 - Ed has provided proposed Agreements for this project
 - Water/sewer department has agreed to dig and install the conduit for this project
 - Tyler and Eric did the right of way clearance at the end of Sherman St
 - Have a railroad crossing permit application sent in and approved for processing
 - Would like to have this completed by the end of the year
 - Hope to have bid spec put together and out by next Friday

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

4. 2 man crew from Fairport coming in for a list of scheduled work; disconnect/reconnects that cannot be done with existing staff; lined up enough work for the Fairport crew to do all day
5. MEUA Annual Conference
 - Brent's last year on Executive Board
 - In September in Fairport

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 Municipal Electric Utilities Association (MEUA) 2019 MEUA Annual Conference on September 10th – 13th in Fairport, NY; first Dan Banach, seconded by Ray Hamilton; carried.

6. Smart Water Heater Project
 - NYPA program to provide demand response type water heaters; we have been accepted to participate; minimum of 10 possibly 15 water tanks
 - Would be provided free to customers; after 3 years would be the customer's property
 - IEEP to handle the administration of this program; will be another agreement between IEEP, Village of Penn Yan and customer
 - Installation would be done by a contractor overseen by IEEP
 - Ray – how will customers be selected? Brent – volunteer basis; would replace an existing electric hot water tank

MOTION to the Village Board to authorize Brent Bodine to execute the smart water heater HAS on behalf of the Village of Penn Yan; first Lee Sackett, seconded by Dave Payne; carried.

B. Water/Sewer

1. Lincoln Ave update
 - Probably about 3 days away from completing 2nd half of main on Lincoln
 - Once pressure tested and get approval from DOH can start on services
2. Grease inspection procedure
 - Tom worked on putting this together
 - Grease trap/grease inceptor formalized program for the Village of Penn Yan to protect our WWTP from fats, oils and grease (FOG)
 - Rom – who inspects now? Code Enforcement? Brent – not sure
 - Crystal – work in progress; need a more structured program; current code does not specify amounts; comments from DEC inspection brought this forward
 - Please send us any comments or suggestions you have on this
 - Ray – anything in there regarding lid or cover? Bob – something that other munis are putting in their policy; in Rochester a child fell in at a Tim Hortons

C. Water Treatment Plant

1. Operations Report
 - Temperature probes for West Lake Rd have arrived and working on getting them installed

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

2. Matt Fritz
 - Matt's anniversary date is September 12th
 - Hopefully at next month's meeting we will report he is ready to be a Certified Water Treatment Plant Operator
 - Dave has reported that Matt is doing a good job; still smiling; Holly – every time he is in the office he has a smile on his face
3. Cross Connection Control Device Policy (CCCDP)
 - Backflow prevention
 - Tom put together from our current practice
 - Gary – fine tuning and formalizing what we have been doing? Brent – yes; good thing; Tom has made it possible for us to do this

MOTION to the Village Board to accept and adopt the Village of Penn Yan Cross Connection Control Device Policy; first Dave Payne, seconded by Dan Banach; carried.

D. Wastewater Treatment Plant

1. Operations Report
2. Pista Grit removal bid update
 - Bid was postponed
 - Bob – found problems that needed to be addressed; have a couple options; discovered that either a pump station was needed or rearrange things; cannot go in the same place it was in
 - Rather than trying to hastily get an addendum together, decided to postpone
 - Discussed options with Yvonne, Steve and Tom
 - Have come up with 2 solutions; hope to have finalized within a week
 - Brent – already missed construction season
 - Lead time is 20-24 weeks for the grit system
 - Plan was to put out to bid and get concrete work done in the fall; install in spring
 - Adding a bypass channel
 - Now, thought is to put out to bid in a month or so; contractors are very busy right now but will be looking for work in the spring; do all work in the spring; not do concrete work and have it sit all winter
3. Conveyor
 - Purchased for compost operation
 - Gary – how did we end up with an extra? Bob – made a change to improve operation and ended up not using; also got 80% grant money for it
 - Brent – got numbers from the manufacturer of a value

MOTION to the Village Board to declare the extra conveyor, purchased from Emerald in 2014, as surplus and to sell at fair market value; first Dave Payne; seconded by Lee Sackett; carried.

X. Other:

Mayor MacKerchar – DRI project announcement received last week; there are 3 different state administrators on this; Gary – reimbursable basis; Rom – do the work first and then submit

Penn Yan Municipal Board Meeting Minutes

August 15, 2019

for reimbursement; Dan – is it a 50% match? Holly – varies by project, some are 100%; Mayor MacKerchar – will be more to follow

XI. Payment Agreements:

- Lee – see that one is \$650; is that starting to get over the top? Holly – would have to look at this specific account; could be combined agreements
- Rom – if you look at August of 2018 and August of 2019, the amount per person is about the same on average; this program works very well for the Village of Penn Yan; Holly – Public Service Commission has rules that have to be followed; Rom – just think that everyone does a wonderful job of keeping this down; Gary – wasn't that long ago that this was up to \$15,000 - \$20,000; kept it down to what is really a reasonable level

MOTION to the Village Board to accept the payment agreements in the amount of \$6,256.13; first Dave Payne, seconded by Dan Banach; carried.

George Thompson left the meeting at 10:27 a.m.

XII. Village Engineer's Report – Bob Elliott

- Working on the I&I update for DEC; getting that ready to submit
- Brent – what about the watermain projects that we are still waiting on the DOH for? Bob – Maiden Lane comments came back; already know that we aren't going to go that way; need to respond to DOH; Brent – would like to see Franklin St get going; contracted job; want to get that out; Bob – will send back letter

XIII. Reminder the Village Board Meeting is August 20th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

MOTION to move into Executive Session at 10:31 a.m.; first Lee Sackett, seconded by Ray Hamilton; carried.

Dave Payne left the meeting at 10:32 a.m.

MOTION to exit Executive Session at 10:42 a.m.; first Ray Hamilton, seconded by Lee Sackett; carried.

XVI. Next Meeting – Thursday, September 12th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:42 a.m.

Transcribed by Crystal Bailey 8/16/19