

Penn Yan Municipal Board Meeting

Thursday, September 10th, 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, Secretary of Public Works Chey Bradley, Mayor Leigh MacKerchar, Village Engineer Robert Elliott and Chief Wastewater Plant Operator Yvonne Tucker

II. Call to Order at 8:30 a.m. Zoom Meeting ID: 886 0352 4065

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: Electric Department -C. Bradley conveyed Thomas Schwartz’s report

V. Public Requests and Comments:

VI. Executive Session: if needed

MOTION to move into Executive Session at ____ a.m.; first _____, seconded by _____; carried.

MOTION to exit Executive Session at ____ a.m.; first _____, seconded by _____; carried.

VII. Audit: Warrant Listing

Paid Before Audit:	
General:	\$23,021.96
Electric:	\$231,618.04
Sewer:	\$6,788.68
Water:	\$7,119.63
CRC	\$0.00
Total Paid Before Audit:	<u>\$268,548.31</u>

Current Audit:	
General:	\$88,951.75
Community Development–CRC:	\$0.00
Electric:	\$153,555.50
Sewer:	\$47,468.29
Water:	\$301,023.61
Capital Projects:	\$0.00
Trust & Agency:	\$0.00
Total Current Audit:	<u>\$590,999.15</u>

TOTAL AUDIT: \$859,547.46

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

VIII. Treasurer’s Report

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

Sewer fund:	
Revenue	28%
Expenses	16%

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Water fund:

Revenue	28%
Expenses	24%

2. Electric Fund Cash Flow Statement (Holly)

Cash available is just over \$476,000.00, which is an increase of ~\$20,000.00 from last month. The steady cash state we're seeing is due to sales and revenue being up 15% compared to last year. This is caused by higher use rates which we didn't see last year. So far, we're in a good position going into the heating season where we realize a significant amount of our revenues.

3. Account Clerk Typist position

Looking to fill a vacancy in anticipation for a retirement. Application will close September 30, 2020; candidates will have until October 9, 2020 to take the associated civil service exam. Hoping to hold in-person interviews once candidate list is finalized.

Interview team: Holly Easling, Gary Meeks, Ray Spencer, Laurie Schroeder and Dave Payne.

IX. Department Business

A. Electric

1. Operations report
2. Firm Hydro Energy for October 1 – 31, 2020 –No reduction in sales
3. Surplus Items
4. Wood Utility Pole Bid

Operations Report

- We have successfully completed a wood utility pole bid and are ready to recommend a vendor. However, some priority pole replacements will need to be bid out to a contractor. Our crew just can't keep up with this project and their regular work load.
- The O'Connell crew working over at Horizon Business Park should be ready to energize the express feed this Friday.
- Tom will be taking over review of the time and summary sheets from Charlie bush. He will also be reviewing work requirements and work assigning with Ralph to get a better idea of the department's work load. –We will be reporting this in our operations meeting.
- Currently working with Control Point to potentially upgrade the service for Document Reprocessors. They want to start hemp oil manufacturing and may need more power for their machines.
- We intend to start recruiting for linemen again now that we've opened the Village Hall again. Also getting ready to begin Deputy Director interviews at the end of this month with a start date target for end of October. This will be a provisional appointment until the state schedules a test date [Received four great applications, all external]

This surplus inventory is a result of a recent meeting Holly, Sonja and Tom had with the electric crew. During this meeting, they discussed the current inventory system the department has in place and how it can be improved going forward. Part of this improvement process will be the identification of obsolete hardware and the gradual phasing out of unsafe tools and parts. The board can expect more declarations of surplus items in the next several months.

MOTION to Village Board to declare the inventory items below surplus and dispose or scrap as appropriate.: First Lee Sackett, seconded by Dave Payne; carried.

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# of Surplus Units	Item Description	Store #	Unit Cost	Total Inventory Value	Reason for Surplus
22	Guy Attachments	750	\$3.59	\$78.96	Obsolete, cannot use with new pole hardware
42	Wireholders (House Knobs)	15900	\$3.27	\$137.13	Obsolete, porcelain cannot use
23	Clamp, Hot Line Small	26801	\$8.32	\$191.44	Obsolete, Used, and Corroding unsafe for use
20	Clamp, DE 2/0 – 336.4	28300	\$9.14	\$182.80	Obsolete, Used, and Corroding unsafe for use
			Total	\$590.33	

MOTION to the Village Board to declare one cembre crimper B54N crimping tool and one Husqvarna Chainsaw T54XP Serial #19977510790 as surplus and dispose of appropriately.: First Ray Hamilton, seconded by Dan Banach; carried.

MOTION to the Village Board to award Koppers Utility and Industrial Products the Wood Utility Pole bid for 8 (eight) 40-foot southern yellow pine pole at \$337.70 each and 18 (eighteen) 45-foot southern yellow pine poles at \$397.60 each for a total of \$9,858.40.: First Dan Banach, seconded by Ray Hamilton; carried.

B. Water/Sewer

1. Water Only Meter: Tim Yetter at 168 South Ave

Discussion led to the MUB stating their official stance on water only meters. The Municipal Utilities Board will not be authorizing water only meter services for individual homeowners to use for lawn watering, car washing, etc. However, requests may be brought before the board to be discussed on a case by case basis.

Tim Yetter’s August 25, 2020 water only meter request has been denied.

C. Water Treatment Plant

1. Operations report

D. Wastewater Treatment Plant

1. Operations Report

Yvonne Tucker was present to speak on a few matters and answer questions. Two topics from her operations report were brought up to discuss; the RBC rehab project and the compost operation.

The dialogue below has been paraphrased to convey what transpired and is not a verbatim accounting

RBC’s – No further information from Elliott Engineering on the status of rehabilitating the RBCs.

Compost – No compost was created in August due to lack of useable wood chips. The current compost permit expires September 15.

Lee: We’re looking for hard woods for compost chips. There’s a tree down in the cemetery; could this be used out at the WWTP?

Yvonne: If it was chipped the right size then most likely yes. If they shred the tree, then no.

Dan and Lee: Whoever is lining up the tree work needs to request that these chipped trees meet WWTP compost standards.

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C. Bradley: This idea has been discussed at our foremen operations meetings but it hasn't been carried out regularly. We will continue to promote this idea so it becomes regular practice.

- Yvonne: The Town of Jerusalem hauled four truckloads of wood chips to the WWTP yesterday. A big Thank You to Mr. Tony Hurd, Highway Superintendent.

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$3,700.64.: First Ray Hamilton, seconded by Dave Payne; carried.

There was some discussion regarding one of the accounts seeming quite high. The high balance is due to this account not being paid at all in the last five months. Per the Public Service Commission, we can't cut off any customers at this time due to non-payment. We should expect this trend to continue until utilities cut-offs due to non-payment can resume.

XI. Village Engineer's Report – Bob Elliott

1. Reports
2. RBC Rehabilitation

The following have been submitted on behalf of the Village of Penn Yan:

- Semi-annual I&I report
- Semi-annual SS update to the DEC for WWTP Consent Order
- Mercury Minimization Plan updated and sent to DEC
- SPDES Permit is on track to be submitted
 - o Filtration system: State stance is that systems should have filter redundancy in the plan. Bob is working with the DEC to interpret this wording and determine if PYWWTP needs to have this redundancy to pass.

Elliott Engineering still hasn't heard back from Darlington Equipment regarding the contract's terms and their media supply.

XII. Other:

1. Lake level
2. Yates County Multi-Jurisdictional Hazardous Mitigation

Lake level:

Ray brought up a question regarding the lake's level; do we know why it's so low at this time? Has this been caused by the KLOC outlet project?

Chey: No, this isn't being cause by the KLOC project. Construction has been complete for a few weeks now. We haven't received a gate order from KLOC in several weeks.

Gary: The lack of rain may play a part in the current low level.

Yates County Multi-Jurisdictional Hazardous Mitigation:

Funding may be available through Homeland Security for one of the projects covered in the Hazardous Mitigation Plan. Mayor has been made aware that the Second Force Main from Cherry St to the WWTP could be fundable. The Village should send a letter of intent to the appropriate Homeland Security office by **September 30th, 2020** if we wish to pursue these funds.

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XII. Service Request Review and Discussion, if needed.

August	Received	Open	Closed
Code Enforcement	1	1*	0
Electric Crew	32	24	8
Water/Sewer	13	2	11
Water Treatment Plant	1	0	1
Wastewater Treatment Plant	0	0	0
Total	47	26	20

*Tied to an electric request

September	Received	Open	Closed
Code Enforcement	0	0	0
Electric Crew	12	12	0
Water/Sewer	5	1	4
Water Treatment Plant	0	0	0
Wastewater Treatment Plant	0	0	0
Total	17	13	4

XIV. Reminder the Village Board Meeting- August 18th at 6:00 p.m.

XV. Next Meeting – Thursday, October 15th at 8:30 a.m.

XVI. Adjournment: 9:25 a.m.

Transcribed by Chey Bradley