

Penn Yan Municipal Board Meeting Minutes

September 12, 2019

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton and David Payne, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Deputy Director of Public Works Tom Schwartz and Village Engineer Robert Elliott

Absent: Commissioner Lee Sackett, Village Trustee Kevin McLoud, Director of Public Works Brent Bodine and Mayor Leigh MacKerchar

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 Dave Payne, seconded by Dan Banach; carried.

IV. Municipal Employee: Dave – not present

- Had a death in the family

V. Public Requests and Comments:

George Thompson

Joe Dombroski and Mike Spencer – KanPak

- Updated drawings of the waste plan; more 3D; gives perspective
- Moving right along; going really good
- All equipment has arrived; hoping to make up 1-2 weeks on timeline
- Have a lot of contractors working in the building; electricians, plumbers, mechanical installation workers
- Disadvantage – no lighting; temporary lighting; using a generator
- No power until mid to end of October when transformer arrives
- EQ tank (about 200,000 gallon) being built top to bottom by using hydraulic jacks to move it up; staying on the ground; much safer; pretty neat; should be done tomorrow afternoon
- By the end of next week the MVVR tank should be done and the week after that the sludge tank should be complete
- Warehouse
 - Building down and taken by Martin's Woodworking; going to putting it back up on Rt 14 somewhere
 - Can start demoing concrete today
 - Transformer is Village owned; thought it was going to be removed earlier this week; need the transformer moved; holding them up from getting equipment in and moving dirt
- Encourage everyone to drive up there; KanPak completely transparent
- Almost all retention ponds in; starting to connect all the lines
- Gravel road half done

Rom – how do you feel about having all this knowledge that a year ago you probably thought you wouldn't have to know? Joe – it has been great for the whole team; have learned so much; sister company in Kansas has run a system like this for 10-12 years; guidance

Joe and Mike left meeting at 8:40 a.m.

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Christine Yonge –

- Resident of Benham St
- Had a street light not working on the street which was reported over a month ago; now have another one out
- Have a lot of foot traffic; short cut to the bars
- Pitch black at night; public safety
- One is right across from 140 Benham, the other is in front of 10

Christine Yonge left meeting at 8:42 a.m.

Grant Downs

- Back in May Torrey Town Board sent a letter to Penn Yan Public Works re: concerns of their constituents about Wastewater Treatment Plant; no response; followed up July 11th; still no response; Grant stopped in to the Public Works Department in late August; was asked to resend original letter; that was done; hoping that they would get a response
- Tom – has a copy of the letter; questions have been answered in the past; the answers are not going to change
 - One question about UV; only doing in summer months; following SPDES Permit requirements
 - Bob – EPA & DEC do not want electricity or chemicals used when not necessary; making of electricity and chemicals are pollutants also
 - Dan - the Village of Penn Yan meets and exceeds regulations set by the DEC
 - Bob – even with the required disinfection, the Village went one step further with tertiary treatment
- Grant – he has relayed verbally to constituents because Grant has attended the MUB meetings; would just like the answers in writing from Penn Yan
- Rom – Tom will respond to the letter and will try to make it as inclusive as he can to explain everything to the best of his ability
- Gary – going to get the same answers as before; do you not have the answers or do you not like the answers? Grant – does not have the answers in writing to provide to the constituents; prefer it is not be verbal recall of discussions; would like it in writing
- Tom – will respond to the letter

VI. Executive Session: Not needed

VII. Audit

Summary:

Paid Before Audit:

General:	\$ 26,168.02
Electric:	\$206,148.91
Sewer:	\$ 7,686.02
Water:	\$ 7,715.85
CRC:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$247,718.80

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Current Audit:

General:	\$210,903.63
Community Development–CRC:	\$ 0.00
Electric:	\$207,576.51
Sewer:	\$ 51,129.05
Water:	\$ 34,476.07
Capital Projects:	\$ 1,251.00
Trust & Agency	\$ 0.00
Total Current Audit:	\$505,336.26

TOTAL AUDIT: \$753,055.06

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

VIII. Treasurer's Report

1. YTD revenue and expense analysis for water and sewer (Gary)
 - Three months into the new fiscal year; should be at 25%
 - Sewer fund
 - Revenue 27%
 - Expenses 18%

No significant cost issues; Revenue is greater than expenses by \$397,000 but with adjustments, surplus of \$322,000 in the sewer fund to cover debt and capital needs

- Water
 - Revenue 26%
 - Expenses 22%

No significant cost issues; Revenue greater than expenses by \$98,000; with adjustments surplus of about \$76,000; good shape

Both sewer and water funds tracking pretty close to budget; no issues

Rom – are the 6 RBCs for the WWTP in next year's budget? Gary – not sure; Bob – not the original ones but they are the ones hardest hit; Tom – need to come up with a plan

2. Electric Fund Cash Flow Statement (Holly)
 - Added a line for Mutual Aid/Contractor expenses; for August just under \$16,000, year to date just under \$30,000; managing effectively with savings from payroll
 - Adjusted cash is just over \$87,000; staying pretty consistent
 - Not seeing the increase we were hoping for after the rate increase
 - Cash position is not improving but we're not going backward

Dan – in regard to the notification that NYSEG is increasing transmission charges by 20%, are we affected? Holly – haven't heard anything on that; Dan – if NYSEG gets rate increase they are going to pass it on; Gary – ultimately we would be affected; this was not something that was

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considered in the rate increase; not a high priority compared to other things we are going through; Holly – can't make changes to the rate case; can petition for a cost recovery surcharge from PSC once capital projects are complete

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: October 1st – 31st; no reduction
2. Horizon Park Express Feed update
 - Has been put out to bid
 - Will not issue a Notice to Proceed until after funds have been received

MOTION to the Village Board to authorize the Mayor to sign the ReLTEK Standard License Agreement for construction of a three phase overhead electric line crossing over the railroad located on Sherman Street in the Village of Penn Yan; first Dave Payne, seconded by Dan Banach; carried.

3. Hot water tank program update
 - 10 individuals will be chosen to participate; will need to come up with a way to choose these individuals; possibly a lottery
 - IEEP is drawing up an agreement which will be between IEEP, customer and the Village of Penn Yan; IEEP will be taking care of the contractor to install new and remove old water heater
4. Charlie's resignation
 - Today is Charlie's official last day
 - Dave – thought we were going to have a meeting with Charlie
 - Tom – was told by Brent that Brent had that conversation with him; Charlie is just not interested
 - Dave – thought we were going to talk to him about retirement; a few more years
 - Tom – had that conversation with Charlie as well; Gary – the Mayor did too
5. Wood Pole bid results
 - Issue Notice of Award, not Notice to Proceed

MOTION to the Village Board to authorize issuing a Notice of Award to Koppers Utility and Industrial Products for 12 40' southern yellow pine pole at \$286.00 each and 16 45' southern yellow pine poles at \$397.60 each for a total of \$9,793.60; first Dan Banach, seconded by Dave Payne; carried.

B. Water/Sewer

1. Truck 3; replacement over budget
 - Truck is a 2020 so there is about \$2,400 overage
 - Gary – budgeted existing sale at \$35,000; if come up short will need to transfer funds

MOTION to the Village Board to authorize the purchase of a 2020 F450 XLT Supercab 4WD Pickup for \$55,464.99 from Van Bortel Ford in Rochester per Quote #29743 under Onondaga Bid #7974 2020 as a replacement for Truck 3 in the Water/Sewer department; first Dan Banach, seconded by Dave Payne; carried.

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2. Lincoln Ave update
 - Bob - Waiting on final test results; need approval from DOH before connecting services

C. Water Treatment Plant

1. Operations Report
 - For August - max daily value of pumping was 1,460,000 gallons with a minimum daily of 903,000; monthly total of 32,335,000 gallons with a daily average of 1,043,000 gallons
2. HAB presence
 - Increased levels of microcystins in raw water
 - Started testing this year
 - Have detected a level up to 2 parts per billion (2 parts ug/l)
 - With this detect, the DOH required the water plant to slow down their process which required 12-14 hour days versus 10 hour days
 - The reason for slowing down the process was to be sure the microcystin didn't get through to the finished water
 - DOH suggested opening a gate at the Outlet to move water past the intakes
 - Took a sample with gates closed – 1.5 parts per billion; sample with 1 gate open full for 2 days – reduced levels to .5 parts per billion
 - Limit of microcystin in finished water is 0; if any detection in the finished water the DOH will issue a Do Not Consume order; would not even be able to take a shower with the water; would be a huge cost to the Village – monetary and to reputation
 - Rom – what is our corrective action? Tom – in the future will manage gates differently; instead of a quick reduction, open gates slower in order for gradual reduction and continuous water flow past intakes
 - Rom – is this new testing? Bob – just this year; DOH learning too; no real answers at this point
 - Tom – with slowing down filtration, increased chlorine in the clear well and opened gates, good results
 - Have carbon filters which is the best way to oxidize or destroy the microcystins
 - Last year only indication was a rise in the turbidity; really tasking the filters last year
 - Rom – suggestions from the state? Tom – have a model from the state
 - Holly – only for the month of August so not for an extended period of time
 - DOH has allowed increased flow rates now; back to 10 hour days

D. Wastewater Treatment Plant

1. Operations Report
2. Yvonne Train-The-Trainer course
 - DEC requires this training in order for anyone Yvonne trains to receive Continuing Education credits

MOTION to the Village Board to allow Yvonne Tucker to attend Train-The-Trainer course on September 24th and 25th in Cheektowaga, NY at a cost of \$50, no hotel or dinner expenses; first Ray Hamilton, seconded by Dave Payne; carried.

3. Xylem sole source resolution

MOTION to the Village Board to pass a Resolution for Xylem to be sole source provider of a Flygt pump for the Village of Penn Yan Wastewater Treatment Plant; first Dan Banach, seconded by Dave Payne; carried.

4. Airport de-icing

- Bob – have discussed with Yvonne; 2 options provided by engineers for airport – a 300 gallon tank brought approximately once per month to the WWTP or a 900 gallon tank; estimated a 10% potency; 492 lbs of BOD for the 300 and 1476 lbs of BOD for the 900
- At this time feel that WWTP cannot accept this; could review again in the future
- Dan – not something that needs to be taken on right now; looking for information for a grant
- Bob -BOD strength estimation for the 300 is 196,432 milligrams per liter; typical household is 150-200; with KanPak get nervous when its 5000-10,000
- Dan – only in wintertime; not going to be done every month
- Bob – sewer use law – can’t discharge that strength; has to be pretreated
- discussed with Yvonne having a tank at the WWTP that they dump into and slowly pump in to be processed
- Tom – has there been communication with the engineers? Bob – was waiting until after this meeting; will contact them to let them know that right now not in a position to take but maybe when they are ready will be; need feedback on the estimated strength; it’s awful strong stuff
- Dan – need to really consider; if no deicing option, planes are not going to land; want to keep this airport open
- Tom – need to do an analysis to see what it costs to treat; is it actually costing us money to take it in

5. Southern Tier New York Water Works Operators Conference

MOTION to the Village Board to allow Steve Castner, Kurt Gilbert and Rainer Hamm to attend the Southern Tier New York Water Works Operator Conference on Wednesday, September 18, 2019 in Hammondsport at a cost of \$45 each, total cost of \$135; first Dan Banach, seconded by Dave Payne; carried.

X. Other:

1. Sexual Harassment required training reminder
 - Has to be done by October 1st
 - Had a group training yesterday
 - Will be another group training next week on Thursday, September 19th at the Water Treatment Plant
 - Other options are Skill Up or if you have done through somewhere else, please provide a certificate
 - Dave Payne – please sign up for Skill Up
2. Tom – Bob Foster called as the attorney for a client that purchased an empty lot on Hillcrest Dr

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- 2 other parcels that built near there on Hillcrest that had to put in a grinder pump
- Town of Milo asking for an easement across the property for Sewer District #3
- as it stands the client would need to install a grinder pump to connect to sewer and a meter pit in order to connect to water; probably a cost of \$20,000
- Possible for the Village to make an agreement with Milo to allow this person to connect to water and sewer through Milo?
- Dan – should try to make that agreement rather than making him spend all that money; better for everybody; make some type of billing arrangement that works for everybody
- Sewer for 2 neighboring parcels is pumped back up the hill; Dan – just because it was done twice before doesn't make it right
- Recommendation is to discuss with Village Attorney; Tom will do this

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$5,794.21; first Ray Hamilton, seconded by Dan Banach; carried.

XII. Village Engineer's Report – Bob Elliott

- Submitted semi-annual I&I update on behalf of the Village; last week went to a full day I&I training where 4 DEC representatives were there
- Franklin St watermain project out to bid
- Drove through KanPak area this morning; very impressed with the amount of work they have gotten done; Bob keeping DEC abreast of KanPak progress
- Brad Chaffee from DEC coming to WWTP on Thursday for annual walk through inspection; make sure things have been done from Consent Order

Dave – how are we doing with getting employees for the electric department? Gary – everything that Brent has been working on has turned up empty; worked really hard talking to retirees from NYSEG; no luck; Rom – what about retirees from RG&E; Gary – think that Brent has been beating the bushes; Tom – hired a head hunter; have expanded the search out pretty much nationwide; so far no qualified applicants; Dave – what about the boys that had gone out west in the past to lineman school? Heard NYS would not accept the training from Colorado; Rom – NYS has schools that designate what training has to be done to be qualified as a lineman; Crystal – that training that they do is generally 9 or 10 months long for some of those programs; only suitable as apprentice; not enough experience to become a lineman; Tom – preparatory course; Gary – heard they would still have to do 4 years of the apprentice program; believe MEUA should reevaluate the program due to the needs of municipalities; see about making it a shorter program but still safe; Penn Yan is not the only municipality that is having trouble with this; Tom- hopefully that is a discussion this week at the MEUA Annual Conference; Rom – those people have been contacted and are not willing to leave their present employment; call themselves linemen but not really qualified linemen; Crystal – may be called linemen but many are working on fiber optics, not working on electric lines; Gary – a lot of effort trying to recruit

XIII. Reminder the Village Board Meeting is September 17th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

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XV. Executive Session: None needed

XVI. Next Meeting – Thursday, October 10th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:02 a.m.

Transcribed by Crystal Bailey 9/12/19