

MINUTES of the Penn Yan Municipal Board Meeting, January 12, 2012 in the MUB Meeting Room of the Village Hall

ATTENDEES: Chairman Rom French, Commissioner Bruce LeClaire, Commissioners Dan Banach, Dave Payne and Jerry Nissen, Village Clerk/Treasurer Shawna Wilber, Village Trustee Willie Allison, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

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ALSO ATTENDING: Village Engineer Bob Elliot, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Trustees David Reeve and Mike Christensen

GUESTS/PUBLIC: CASP Plant Manager Al Tokar, and CASP Maintenance Manager John Anderson

Chairman French called the meeting to order at 8:33 am.

APPROVAL OF MINUTES

MOTION by Commissioner Payne, seconded by Commissioner Banach to approve the minutes of the Municipal Board meeting held December 15, 2011 with no revisions.

TABLED until the next meeting.

PUBLIC REQUESTS AND COMMENTS

At 8:40am guests Al Tokar and John Anderson entered the meeting.

Director Bodine mentioned he met with Al Tokar earlier in the week and drafted a letter noting their discussions and had mailed it out the following day, in which Mr. Tokar acknowledged as received. Director Bodine also wanted to welcome Mr. Tokar and at the same time thank CASP for the great communication they've had in the past and hopes that this communication continues.

CASP Plant Manager Al Tokar started by saying, it's a pleasure to be here and coming to CASP has been a great thing. He's been in the food business for 37 years, have worked from New Jersey to Washington State. He worked for The Emmi Corporation, which bought CASP from the Von Rhedey family and it's one of the largest Swiss producers of milk products such as Emmi yogurt, which is a big seller in Switzerland. They have great expectations for the US market in the food business. He toured CASP when the Von Rhedey family owned it and by seeing it now, it has grown so much. CASP makes a Swiss style yogurt that is doing quite well in the NYC market. Other products we make are bagged milk products and are distributed to businesses such as McDonalds. CASP also boost the growth in Penn Yan since the company brings corporate employees from all around the United States to stay here in homes that they own in the area or in the Best Western Hotel. He has been here for about three weeks and is learning more and more as time passes. CASP did receive notice of their effluent is aware of any potential problem that may exist with the sewer system. They are working on a new project that will help to reduce the effluent and in balancing the pH discharge; it then adds materials to pull out the solids that would exist in the sewer. He understands that in the milk business there is sewage buildup that can become an issue but we realize that and that's why the project is going to focus on reducing the waste.

Director Bodine mentioned about a plan that was implemented on how to address the effluent, and a letter that was mailed to CASP in November requesting that the project moved to Phase II. Up until then CASP had been paying surcharge costs, which is built into the industrial sewer permit. After our conversation, yesterday, you indicated that the new system has been up and running since early December and we received a copy of the latest

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lab results for the month of December and there has been some improvements. Therefore the surcharges should start declining.

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Mr. Tokar mentioned of the investment of the new system called GEM System, which uses clear water technology to settle out the sludge, this should make it better. Mr. Tokar also mentioned that the surcharges for December do not totally reflect the operation of this new system. Representative from Clear Water Technology will be here this week and will tweak in any way they can to make it better, but it will be a continuous process. Mr. Tokar express their appreciation to the Village for being so patient and working with them as they work on getting things better. He also mentioned that the surcharges for November were quite a bit higher than what they had been paying all along and asked the Board if they would consider the possibility of reviewing those charges and possibly lowering the surcharges for that month.

Chairman French mentioned of regular meetings that will be happening between CASP, Director Bodine and Bob Elliott for better communication for CASP and the Village, also expressed his gratitude for Mr. Tokar's presence. He also suggested to maintain a good channel of communication and if anything is different or needs attention to contact Director Bodine or Bob Elliott since he's very familiar with all the equipment.

Clerk/Treasurer Wilber mentioned that the Village did notice that the surcharges for November were about three times higher and she will look into it with Director Bodine and will get back to Mr. Tokar.

Trustee Allison asked Mr. Tokar what is the employee status at CASP. Mr. Tokar mentioned they have about 50 employees, which 26 are full time, some part time but they mostly use temporary staff. Hopes that as the business grows the staff will grow as well and the possibility of more full time positions would open up.

Chairman French thanked Mr. Toker and invited him to attend another meeting later on down the road.

CALL FOR EXECUTIVE SESSION

MOTION by Commissioner Banach, seconded by Commissioner Payne to have an Executive Session at the end of the meeting, to discuss a Personnel issue.

MOTION CARRIED

Ayes – 5

Nays – 0

MUNICIPAL EMPLOYEE

None

AUDIT

MOTION by Commissioner Nissen, seconded by Commissioner Payne to recommend to the Village Board that the Municipal bills for the month be paid as follows:

Discussion – Commissioner Nissen brought up that the electrical consumer meters are 193% over the budget and asked Director Bodine if he knew why. Director Bodine did not have an answer but stated he will find out.

TABLED until Clerk/Treasurer Wilber arrives at the meeting.

At 8:40am Clerk/Treasurer Wilber entered the meeting.

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MOTION by Commissioner Nissen, seconded by Commissioner Payne to recommend to the Village Board that the Municipal bills for the month be paid as follows:

Discussion - Commissioner Nissen asked Clerk/Treasurer Wilber why the electrical consumer meters were 193% over the budget. Clerk/Treasurer Wilber will look into it and will email the Board. She added, that if you compared last month's report with this month's there was a big jump in some of the accounts, and that is because an old system is being used to input work orders but they are working on updating the program, but are having some problems in doing so.

Commissioner Banach commented that the employees should keep in mind that when they need to purchase materials for work, to try and use the local, Village taxpayer merchants before they go out of town.

PAID BEFORE AUDIT

Electric Fund	\$ 158,569.70
Water Fund	\$ 0
Sewer Fund	\$ 0
Total Municipal Audit	\$ 158,569.70

(plus)	
General Fund	\$ 8,581.14
Total of All Funds	\$ 167,150.84

PAID AUDIT

Electric Fund	\$ 11,680.43
Water Fund	\$ 20,644.71
Sewer Fund	\$ 24,291.44
Total Municipal Audit	\$ 56,616.58

(plus)	
General Fund	\$ 27,712.67
Total Village Audit	\$ 84,329.25

MOTION CARRIED

Ayes – 5

Nays – 0

TREASURER'S REPORT

Clerk/Treasurer Wilber updated on the following –

Online payment – still working on credit card options, no implementations have been made since the last time this was discussed at the last meeting. It's a possibility that Chase would have lower fees, all others have lots of components with the fees.

Water Plant Bond - is moving forward with the Water Plant Bond, and in addition, Clerk/Treasurer Wilber has been continuously shopping on interest rates for money market since the interest receiving at this time is very low.

Sent the approval for the rate study to BST but nothing has been done with that yet. At this time, the additional \$200,000 cost that would have been added to the PPA calculation for the next three months will not be added.

Commissioner Nissen referred to Commissioner's Banach comment of the guys using the local merchants before they go out of town for purchases, that many times in the past the guys have gone to purchase something in town, it has not been available, and when they go to Himrod it has been available.

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ELECTRIC DEPARTMENT (Director Brent Bodine)

1. NYPA Firm Hydro Energy for November – NYPA’s memo indicates that there’s no reduction, which is good to hear.
2. NYMPA ten-months Accountant Compilation Report provided for the Board’s review, nothing alarming in the report or out of the ordinary.
3. Winter MEUA Engineering Workshop – Registration is due by January 25. Would recommend approval for attendance of (5) employees (Jef Bodine, Charlie Bush, Mike Mullins, Brent Bodine as a member of Engineering Committee for the MEUA and (1) Municipal Board member, cost of \$80 a person, workshop scheduled on February 7 and 8 in Syracuse.

MOTION by Commissioner Nissen, seconded by Commissioner LeClaire, to recommend to the Village Board approval for total of (5) employees (Jef Bodine, Charlie Bush, Mike Mullins, Brent Bodine and (1) Municipal Board member) to attend the Winter MEUA Engineering Workshop scheduled on February 7 and 8 in Syracuse.

MOTION CARRIED

Ayes – 5

Nays – 0

WATER/SEWER DEPARTMENT (Director Brent Bodine)

1. Update on Keuka Street Slip Lining Project – Camera inspection by Insight Pipe was completed; pictures show a section of the line that was a concern, which has collapsed. It is 22’ away from the closest manhole and 16½’ deep in the ground. It’s an emergency-situation and needs to be repaired, but is too deep for Village Crew to conduct work without the needed machinery that we do not have, need to hire it done.

Chairman French asked if Pete Townsend has done this type of work before and how much would this type of work cost. Trustee Allison mentioned that in several occasions in the past, Pete Townsend has stop whatever work he’s doing to help the Village out and he’s familiar with this type of work, and this issue could get worse in a short period of time. Bob Elliott mentioned he thinks it will be around \$20,000-\$30,000. Chairman French asked Clerk/Treasurer Wilber if the estimated amount was in the budget. Clerk/Treasurer Wilber stated that there are funds available and it is very much needed. Trustee Allison added that Pete’s cost would only be time and material. Clerk/Treasurer Wilber added that it is a very deep hole and a dangerous situation for our crew to conduct the work and that makes it an emergency. Board is in consensus that it needs to be done in an emergency-situation.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to recommend to the Village Board approval, as an emergency, to hire out the repair of a collapsed section of the Keuka Street Slip Lining, cost of work to be approximately \$20,000-\$30,000.

MOTION CARRIED

Ayes – 5

Nays – 0

Commissioner Banach commented he spoke with the person from the State in reference to the Liberty Street Bridge job, and they are on time with the scheduled work.

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2. Sewer Line Inspections on Lake Street and Sheppard Street – So far we have (2) quotes for the televised inspection, but due to the procurement process we need a third quote.
3. Finger Lakes Water Works Annual Meeting – Registration is due by January 27. Dues expired for five members and need to renew, cost of renewal \$15 per member for a total of \$75. In addition, (6) others would like to attend the meeting at a cost of \$22 per person, total of \$132, a combined total of \$207 for the (5) renewals and (6) new ones.

MOTION by Commissioner Banach, seconded by Commissioner Payne to recommend to the Village Board approval for (6) employees to attend the Finger Lakes Water Works Annual Meeting, on February 2, at \$22 per person, and for the renewal of (5) existing member dues of \$15 per member, combined total cost of \$207.

MOTION CARRIED

Ayes – 5

Nays – 0

WATER TREATMENT PLANT

(Assistant Director Bill Jensen)

1. Update on Clear Well Pump #2, Out of Service – Lots of hard work. Estabrook can reutilize half of the dry shaft that was available, and would only need to replace about a five-foot section of it. It looks like it would be ready for service by mid-February.
2. Update on Filter #3, Painting Project at WTP – The filter and clarifier both have been emptied of all the media, and all parts have been removed. Had some challenges, the Vac-truck broke down, had Dundee’s Vac-truck sent over but their equipment was larger, then had the Street’s department use their catch basin cleaner to clear out the media. Assistant Director Jensen hopes that the Vac-truck can be replaced in the next fiscal year. Anticipate PIM to start the project on January 16.

Chairman French asked if the work that has been done so far has caused any bearing on the THMS. Bob Elliott mentioned no major bearing just that it’s very sensitive how the testing has been done and when they’re operating the filters and clarifiers they’re not all in the same sequence. Filters work so much better now.

WASTEWATER TREATMENT PLANT

(Director Brent Bodine)

1. Effluent at Waste Water Treatment Plant – A newspaper article in the Chronicle Express on the 28th, mentioned concerns resulted from a meeting that took place in the Town of Torrey, in which a resident made statements about runoff from the Waste Water Treatment Plant into the outlet. Director Bodine mentioned he was asked by a reporter from the Chronicle if this information was true and Director Bodine told them that to his knowledge this is not happening. We are meeting all our limits as far as DMRs, and what DEC’s concerned with. Would like to know what direction the Board would like him to take in responding to this article or if there should be any action taken. The Board recommended that a news release be done on all three newspapers, Finger Lakes Times, Dundee Observer, and Chronicle Express, in which the Village will respond with the reality of this situation.

OTHER BUSINESS

Gate 6 Inspection FYI – Director Bodine mentioned that the old Birkett gate (Gate 6) had a functional issue and anticipates a request to do an inspection of that gate. KLOC paid Dick Osgood to create an engineered plan to remove water away from the gate so operation can be done without water against gate. A meeting regarding this inspection is scheduled for January 23 at the Town of Wayne, Director Bodine plans on attending.

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Commissioner Banach asked which gate handles the most volume of water. Director Bodine responded that they usually operate with five gates 100% of the time. The reason why KLOC wants to do an inspection on gate 6 is that it may have a re-sealing problem once it is opened. Director Bodine mentioned of a spreadsheet that exists and based on the level of the lake it shows how many cubic feet per second we let through the structure based on how many of the gates are open.

Trustee Allison mentioned that at the Public Works meeting they discussed the house fire at Johnson Avenue, which presented some water pressure problems. A file will be created with newspaper reports for when they apply for the grant to redo the water mains.

Chairman French asked if the current trucks have adequate hose pressure. Trustee Allison responded yes and that it's not a truck problem, the Fire Department has a hydrant map to show locations, but there's not enough water available. Director Bodine is working on providing an updated map that will show the size of the mains.

VILLAGE BOARD MEETING

The next Village Board Meeting is scheduled for January 17, Chairman French will be attending, and Commissioner Banach may attend as well.

PAYMENT AGREEMENTS

MOTION by Commissioner Banach, seconded by Commissioner Nissen to approve payment agreements in the amount of \$9,677.48.

Discussion – Commissioner Nissen had some concerns on #4 of the list, which is unusually high. Clerk/Treasurer Wilber stated that it is the Knapp Hotel Building, which has to do with the amount of tenants, shut-offs, and deposits. The laws have changed regarding shutting off power, cannot shut off unless is an extreme case, now we have more steps that are required before a shut-off.

An in depth discussion continued in reference to the payment agreements between Clerk/Treasurer Wilber and the Board.

MOTION CARRIED

Ayes – 5

Nays – 0

SERVICE REQUESTS

Chairman French mentioned that he noticed in the last 6-months that the service requests were handled more quickly, which it is an improvement. Director Bodine mentioned that Dick Osgood put this together as a tracking system for anything that would require action, whether it is a compliment or an issue that requires attention and it works very well.

Clerk/Treasurer Wilber added that they're in the process of software training to make it easier for anyone to sort and review by department.

EXECUTIVE SESSION

At 9:56 am,

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to go into Executive Session to discuss a Personnel Issue.

MOTION CARRIED

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Ayes – 5

Nays – 0

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At 11:28am,

MOTION by Commissioner Payne, seconded by Commissioner Nissen to end Executive Session and return to the regular meeting

MOTION CARRIED

Ayes – 5

Nays – 0

ADJOURNMENT

At 11:29 am,

MOTION by Commissioner Payne, seconded by Commissioner Nissen to adjourn the meeting.

MOTION CARRIED

Ayes – 5

Nays – 0

The next Municipal Board Meeting will be held Thursday, February 16, 2012 at 8:30 am in the MUB meeting room on the second floor of the Village Office building.

Margarita Morehouse, Secretary