

Penn Yan Municipal Board Meeting Minutes

January 14, 2016

I. Attendees: Chairman Rom French, Commissioners Bruce LeClaire, Dan Banach, Ray Hamilton, and David Payne, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen, Village Engineer Robert Elliott
Absent: Mayor Leigh MacKerchar

II. Call to Order: 8:30 am

III. Review/Approval of the December 10, 2015 Meeting Minutes:

MOTION to approve the December 10, 2015 Minutes: First Bruce LeClaire, seconded by David Payne; Carried.

IV. Public Requests and Comments: James Tette – request to be considered for out of district water service

- came to discuss getting out of district water
- lives just outside the Village (approximately 75 feet) to the nearest PY hydrant
- he is having problems with iron in his well water; water was tested by Paul Knapp and it was confirmed iron in the water; he installed a new treatment and pressure tank and that fixed the problem for a while but then the flood of 2014 happened and the culvert above the house overflowed, charged the well and caused the problem to start again
- James has spoken with Brent B. and Pat K. of Jerusalem
- Pat suggested coming to the PYMUB to request service outside of Penn Yan's water district
- Rom F. suggested possible annexation into the Village
- Brent B. stated that if Mr. Tette annexed into the Village he could come right off our main and we would not need to extend the main; we would need to have a permanent easement to access the water line, which would require permission from Mr. Tette's neighbor
- Rom F. said the easiest way for Penn Yan to provide service would be for an annexation into the Village of Penn Yan, become a tax payer and authorized water customer. FYI: Mr. Tette already has Village electric since he is within the Villages Tariff
- The procedure was highlighted for Mr. Tette's request: obtain permission from Jerusalem and Penn Yan to annex into the Village, then request a water only service since the property is currently serviced by a septic system with the understanding if the septic system were to ever fail the property would be obligated to connect to the Village sanitary sewer system; Mr. Tette stated that he spoke with Pat K. and was led to believe Jerusalem would not be in favor of him annexing into the Village
- Mr. Tette was advised he would need to send formal letter to both Jerusalem and Penn Yan requesting to be annexed into the Village and the respective Boards would need to respond to his request
- Recommended that any future easement identify the need for both water and sewer use
- Mr. Tette stated there are not any current problems with the septic system.

V. Municipal Employee: *Tina Galliher*

- Long year but coming to the end

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- Bill W. is working out great and will be tested in May through the DOH (his 6 month evaluation is due this month and is currently being completed by Tina)
- Tina has been providing feedback and evaluation to Bill W. since the beginning, but not writing down any formal evaluation notes
- West Lake Road Reservoir (WLR) tank will be inspected this May
- The outside of the WLR tank was pressured washed this summer and looks great
- Inside maintenance at plant: painting, taking down old equipment no longer in use, general plant work
- Discussed the spider problem that they had this summer
- We will have the ROSS valves refurbished this year
- No big major projects scheduled for this year
- Brent B. discussed the WLR piping, by re-configuring in our valving and determining the existence or installing a cross tie at the WLR Reservoir, Glenn Hall feels we can achieve the required contact time, which is a huge savings for us. We will still have the cost of painting, but the other options we have been talking about do not appear to be necessary to increase chlorine contact time if his recommendation is approved by the DOH
- Bob E. briefly discussed the clearwell and the DOH with regard to installing baffles to supplement and increase the contact time
- Discussed media and GAC: it's a consistent thing that media had to be added over the years (it's just the nature of operation)
- David P. asked about how we stop zebra mussels; Tina mentioned that we have a screen that catches them prior to entering the intake. This screen has a pre-chlorination device that also deters their attachment to the intake screen
- Rom F. inquired about the coordination with Jerusalem and Tina feels that is fine

VI. Executive Session: I move to enter into Executive Session to discuss the work history of an employee with Brent Bodine, Bill Jensen, Gary Meeks, MUB Members, Willie Allison and Danette Eatherton at the end of the meeting; First Dan Banach; seconded by Bruce LeClaire; carried.

VII. Audit dated 1/19/16

Summary:

Paid Before Audit:

General:	\$ 26,318.84
Electric:	\$217,783.13
Sewer:	\$ 7,192.78
Water:	\$ 7,243.97
CRC:	\$
Capital Projects:	\$ 0.00
Total Paid Before Audit:	\$258,538.72

Current Audit:

General:	\$ 36,622.32
Community Development–CRC:	\$ 0.00
Electric:	\$ 82,434.95
Sewer:	\$218,294.85

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Water:	\$ 17,525.22
Capital Projects:	<u>\$0.00</u>
Total Current Audit:	\$354,877.34
TOTAL AUDIT:	\$613,416.06

MOTION to approve the Audit as presented: First Ray Hamilton, seconded by Dan Banach; Carried.

VIII. Treasurer's Report – Gary Meeks

1. 2015-16 YTD Revenue/Expense Report: 7 months through the fiscal year; funds should be about 58% of the revenue and expenses.

Electric: Revenue 47%and Expenses 49%of the YTD; Revenue less than Expenses by \$65,000; FYI: this is due to some of the annual expenses had to be paid this last month; we are coming into the winter months which will help with revenue; still have the KanPak expansions that will have an impact of this fund

Sewer: Revenue 61% and expenses 45%; Revenue greater than Expenses by \$338,000; Big hit for the end of the year will be depreciation costs and they will be higher this year than previous years due to upgrades at the WWTP; surplus for the expected depreciation is about \$70,000; both sewer and water funds had budget transfers that will process this month to clear up negative account balances

Water: Revenue 56%, we do have quarterly billing to the Wholesale Water customers; Expenses 52%; Revenue greater than Expenses by \$111,000; with depreciation charges and quarterly billings, we are pretty close to break even. Will be looking into overtime at the WTP and making adjustments. Since we are running considerably over budget, may be making budget transfers in the next month or two.

IX. Department Business

A. Electric - Brent

1. NYPA Firm Hydro Energy for February – No Reduction
2. NYSEG Pole Attachment Agreement:
 - Brent B. mentioned we did not have a current agreement with NYSEG; the agreement is pretty standard
 - The pole attachment fee is \$12.14 per pole annually for the Villages attachments
 - We would start with the NYSEG poles that we want to use put security lights on per the YCRR requests and then go through and get a list of the remaining attachments for the poles that we do not current have in place; brief discussion on how the make ready work is handled

MOTION to the Village Board to authorize the Mayor to sign the Pole Attachment Agreement with NYSEG; First Dan Banach, seconded by David Payne; carried.

3. 50DHP-250 Ground and Test:
 - 2 quotes received (1) Wesco \$6,631.00 and (2) Maynards Electric \$6,999.00

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- This is an unbudgeted expense
- The Village does not have a ground and test device, but Eaton (whom we have used for the breaker replacement at Welker) has one that can be reconditioned and we can rent it to use at Welker to allow us to install a ground stud (it replaces one of the bolts in the pads, Ryder had these previously installed. Also all the doors on the back of Ryder substation's gear have panels that are hinged and you can open them up, the studs are right there
- Putting in the ground stud is highly recommended for safety issues
- Discussed the grounding procedure at Welker and how this will allow us to make the updates that we need; this is not a correction of a violation but based on a recommendation from John Tucker, an field service engineer that has done some work for us. This is a safety requirement for Welker
- This is a one-time expense

MOTION to the Village Board to authorize a Notice of Award be issued Wesco in the amount of \$6,631.00 for a one week rental of a reconditioned Westinghouse ground and test device for 50DHP250, 1200A, 3 bushing style; First Bruce LeClaire, seconded by David Payne; carried.

4. FYI: 34kv switch update – North Avenue:
- We had a near miss that jeopardize a very important 34kv switch due an arc flash
 - We have done thermal imaging of the switch and it showed no hotspots
 - We are currently good with the switch right now
 - The switch is over 10 years old (installed in the 70s) and the manufacturer would not recommend repairing it, it would need to be replaced (that is one cost that we would have)
 - Discussion about the current switch set up and how we can replace it and loop it; we will still have 3 switches but they would not be in one location; Rom F. confirmed that we have a switch we cannot use; Brent B. confirmed that; currently we can work on the switch de-energized
 - Brent B. has met with Neal of Northline Utilities who is very familiar with the cross-town tie; he was involved with Wes Ryder when it was originally installed and is very knowledgeable of the system; the cost estimate was over \$40,000 for just the contractor fee, labor, lodging, no materials (this would be another cost to be associated with the project)
 - Rom F. asked Gary M. if we are collecting past monies that we did not charge back to our customers; Gary M. confirmed that we have been doing that and should be about done
 - Brent B.'s rough figures would be around \$60,000 to get it done, with the contractor
 - Dan B. mentioned this needs to be done and MUB agreed, get it done
 - Gary M. discussed the capital plan with Brent B. and there is anything that jumps out that would be discretionary; Brent B. stated we committed to the second circuit at Horizon Park, so the capital plan is not an option
 - Ray H. inquired about what is the harm of not operating the switch; Brent replied it would take longer to get power back on; we don't have another switch sitting in storage to replace it with; we don't work 34kv as a normal course of business, we just maintain it
 - Brent B. will look into the best cost effective approach to get this replaced and bring it back to the board once he has more information.

B. Water/Sewer - Bill

1. FYI: Sheppard St/Johnson Ave/Myrtle Ave CDBG updates:
 - we have reached the required percentage of responses
 - started to request letters of support;
 - A big thank you to the Mayor, Bob C., David R., Willie A. and Christine M. for going door to door and getting the remainder of the surveys we needed.

2. Northview – TWC damage claim:
 - Briefly discussed the situation regarding the claim in the amount of \$2,620.82 between us and TWC
 - TWC marked the area for the Village and the water crew excavated clear of those markings
 - Bill and Ron K. have spoken with Attorney Brockman and Attorney Brockman suggested that we let the board know in case this becomes a legal issue
 - Rom F. inquired about our insurance paying it, if it comes to that discussion about whether they would pay; not sure they would

3. Penn Yan Engineering Planning Grant #56740 (wastewater infrastructure):
 - Grant Agreement with NYS Environmental Facilities Corporation for the Village of Penn Yan Wastewater Engineering Study
 - We have been awarded the planning grant for I&I to develop a corrective action plan in the amount of \$30,000
 - \$25,000 would go towards the Engineering Contract and the balance will come from our budget as well as the money from the grant to do more investigating using our flow testing that we have already been doing (it's a 20% match)
 - Gary M. asked if we do the work and then get funding; Bill replied money is funded after grant agreement is executed by EFC and can take up to a 50% draw at that time. Balance after Engineering Report is submitted and approved by EFC

MOTION to the Village Board to authorize the following Resolutions: (1) Resolution for the Mayor to executive the Grant Agreement with NYS Environmental Facilities Corporation for the Village of Penn Yan Wastewater Engineering Study; (2) SEQR Resolution; and (3) Resolution authorizing and appropriating a minimum local match of \$7,500.00 from the Village of Penn Yan (4) Authorize the Mayor to sign the contract agreement with Elliott Engineering Solutions in an amount not to exceed \$25,000; First Dan Banach, seconded by Bruce LeClaire; carried.

4. Seneca Street update: original plan was to do part of the work ourselves from Cherry Street to the railroad tracks and then hire a contractor for the work from the railroad tracks to Main Street; Ron and crew will now be able to do the entire street and we will not need a contractor for any part of the job. Unless we need to directional bore under the railroad tracks

C. Water Treatment Plant – Bill

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1. FYI: FLWWC Annual Business Meeting (Geneva) on 2/4/16: Tina, Ron and Jeff will attend (5 are pre-approved to go)

D. Wastewater Treatment Plant –Brent/Bill

Nothing to report this month

E. Other -Bill

1. Village Materials for fiscal year 2016-2017, as needed:

Hauling of Liquid Sludge Survey Services Vehicle Servicing
Chemicals Tree Trimming Hauling of Biosolids

MOTION to the Village Board to authorize permission to go out for bid for the following Village Materials for fiscal year 2016-2017, as needed:

**Hauling of Liquid Sludge Survey Services Vehicle Servicing
Chemicals Tree Trimming Hauling of Biosolids**

First Ray Hamilton, seconded by David Payne; carried.

2. PESH Notice of Violations:
 - September 8th and December 9th we have two different PESH inspections at the MUB barns and the Street Department
 - We have responses due by February 25 and April 7th; some things were corrected on site at time of the inspection, others were fixed afterwards and others are in process (such as removing the power strip or installing new outlets; we need to do a Lock Out/Tag Out program for the vehicles and equipment in the street department by April 7th)
 - MUB garage: need an eye wash station installed

3. Fence Quotes – Patchett Property: Roughly \$10,000 to install a fence at the end of the Patchett property and we will work into next year's budget and split the cost with the Village since both sides use the location; this will secure our area for our storage stuff and to keep others out of the area

MOTION to Village Board to authorize sharing the cost of installing the fence at the Patchett property among MUB (water, electric, and sewer funds) and the Village which would roughly be about \$10,000 and it would be added to the budget for fiscal year 2016-2017; First Dan Banach, seconded by David Payne; carried.

FYI: Brent B. mentioned that Town of Milo received a CBDG grant to extend their water district #3 and loop it to our waterline at the head end of the WWTP:

- Pat Christensen sent an email asking for an easement for this waterline along Elmwood Avenue to cover the waterline
- The MUB board has no problem with this
- Brent B. asked about making them install ductile iron pipe, which is standard for what we use
- The MUB agrees that we should ask and Brent B. will go ahead and mention that to Town of Milo and see what they say
- If they say no then we will go along with their original plan

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- This would go along Elmwood Avenue from the head end of the plant, across the tracks and out to Penn Yan-Himrod Road

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$11,090.81; First Dan Banach, seconded by Bruce LeClaire; carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update:

- Contractor is waiting on the manholes to arrive (Brent B. mentioned they are in)
- Bob stated the contractor will start next week
- Brent B. mentioned that the owner has given a verbal approval for the easement but our attorney does not recommend that we move forward without the actual easements being done. The MUB board would rather wait for the paperwork to be done prior to starting work
- Still waiting on final shop drawings
- Ron K. still needs to do videotaping of areas on Monell Street
- We are still in negotiating with Roto Salt about easements

2. Sludge Composting Project Update:

- Contractor is not moving too quickly
- The framing is almost up; the trusses are coming next week
- Should have the larger building done in 4 weeks and the smaller building for the mixer done 2 weeks after that (March time frame)
- There were some problems with concrete slab for one building and will need some corrective action; the second slab looks great
- Some work has been done in house by our crews

3. Mercury Minimization Plan Update: We now have a list of facilities that we need to inspect, these facilities are required and we'll need to collect samples from them. This is an annual program in the SPDES permit.

Dan B. asked about the Penn Yan Marine Electric services being underground; Brent B. stated that the entire waterfront will be underground services, but this does not necessarily mean the phone and cable will not put poles up.

XII. Village Board Meeting - January 19th: MUB Member(s) attending: Rom F.

XIII. Service Requests

XIV. Executive Session: Entered Executive Session at 10:35 a.m.; Exited Executive Session at 11:00 a.m.

XV. Next Meeting – Thursday, February 11, 2016 – 8:30 am, MUB Meeting Room

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XVI. Adjournment: *MOTION to adjourn at 11:01 a.m.: First Dan Banach, seconded by Bruce LeClaire; Carried.*

Danette Eatherton; Transcribed on 1/14/16