

Penn Yan Municipal Board Meeting Minutes

February 11, 2016

I. Attendees: Chairman Rom French, Commissioners 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, Mayor Leigh MacKerchar, Village Engineer Robert Elliott
Absent: Bruce LeClaire

II. Call to Order: 8:30 a.m.

III. Review/Approval of the January 14, 2016 Meeting Minutes:

MOTION to approve the January Minutes: First David Payne, seconded by Ray Hamilton; Carried.

IV. Public Requests and Comments: None

V. Municipal Employee: *Ron Keech*

- Culvert repair discussion (Sucker Brook – DOT project); water crew will have to shut it down when the time comes; electric crew will need to be utilized during the project (timeframe May 2nd through Memorial Day)
- Routine maintenance – flushing sewers
- Using the new camera to TV sewer system (very happy with its operation); it could take a couple years to finish all the areas
- New sewer line going in across Fireman’s Field; our crew not involved in the work but we do check on it periodically (Ron and crew have been helping the electrical crew with some work)
- David P. mentioned the good job that Ron and crew did on Hillcrest
- Willie A. inquired about any hot spots regarding I&I that they are looking for; Bill will be getting some service requests in for some identifiable I&I issues
- David P. suggested us discussing water main breaks, if any, during the foreman’s meetings
- Still works at the WTP every 3rd week

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

VII. Audit dated 2/16/16

Summary:

Paid Before Audit:

| | |
|--------------------------|----------------|
| General: | \$ 54,578.44 |
| Electric: | \$213,778.86 |
| Sewer: | \$ 7,485.41 |
| Water: | \$ 7,223.10 |
| CRC: | \$ |
| Capital Projects: | \$ <u>0.00</u> |
| Total Paid Before Audit: | \$283,065.81 |

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Current Audit:

| | |
|----------------------------|---------------------|
| General: | \$ 46,026.72 |
| Community Development–CRC: | \$ 0.00 |
| Electric: | \$ 51,848.19 |
| Sewer: | \$ 56,731.14 |
| Water: | \$ 17,742.32 |
| Capital Projects: | \$ 0.00 |
| Total Current Audit: | \$172,348.37 |
| TOTAL AUDIT: | \$455,414.18 |

Discussion: Dan B. inquired about post (directional signage posts) supplied by Hot Bed LaCrosse; Bill will check into this further.

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

VIII. Treasurer’s Report – Gary Meeks

1. 2015-16 YTD Revenue/Expense Report: 8 months through the year (about 67% per the year). All funds in the black.

Electric: Revenue 59% and Expenses 56% of the YTD; Revenue greater than Expenses by \$155,000; will watch the misc. general expense account fund (about 91% spent at this time).

Sewer: Revenue 68% and Expenses 50%; Revenue greater than Expenses by \$396,000; after factoring in depreciation, we will have surplus of about \$89,000.

Water: Revenue 63% (will make adjustments for Dept. of State Grant and Wholesale Water Customers, so actually we are at 65%) and Expenses 57%; we are about break even.

2. 2016-2017 Budget Schedule:

- Budget request letter and schedule has been sent out
- Decreases/Increase for the budget season:
 - lower health insurance rates
 - lower retirement rates
 - lower interest costs on our debt due to a refinancing we did
 - additional costs for salary benefits
 - higher premiums for property and liability insurance
 - higher cost for seasonal workers due to increase in minimal wage
- Recommendation is hold budget flat with last year. (this is the first time I did not request a reduction)
- Budget due by the 29th
- Review of MUB budgets will be later in the process (April timeframe)
- Public hearing has to be done by April 15th

FYI: Gary M. gave an update on the hiring of a deputy clerk/treasurer; we have received 8 resumes; 3 are considered qualified candidates; we will schedule interviews after the 24th; Dot A. is retiring in June.

IX. Department Business

A. Electric - Brent

1. NYPA Firm Hydro Energy for March – No Reduction and estimates no shortage of water through September of 2016.
2. 34kv switch – North Avenue update
 - This is the switch that we are pretty sure was damaged during the Arc Flash
 - The switch is considered too old for repairs and manufacturer recommends replacement
 - Quote received from the manufacturer to replace it was \$25,318, just for the material (the switch only)
 - There is a plan to eliminate the switch and go with 3 separate switches
 - Have quotes: Inertia Engineering, S&C, Hubbell Power Systems
 - Low bidder was Inertia Engineering: one switch is about \$4,000 (this will be reimbursable by IEEP)
 - Would like to buy at least one switch for now, so we can set the pole for the new switch during Silgan's planned power outage (electric crew will do the work in house); We can get the pole from Fairport for \$1400 plus 28%.
 - Discussion about one switch concept vs. a 3 switch concept and long term goal; would eventually like to loop the feed through Welker (which Brent will put in during budget requests)
 - Discussion about whether we should order all switches now and save on shipping; whether we should go with the 3-switch option (which is more expensive); long term plan for the area; the one switch would be installed by Memorial Day; not sure when the install for the other 2 switches would take place; looking for the best economical way to do this; money is an issue; Gary M. recommends ordering all 3 and save the money on shipping, since ultimately we will be converting to 3 individual switches
 - Reminder: the MUB agreed to run a second circuit to Horizon Park, which was an unbudgeted expense and that will be an expensive process; KanPak wanted to install the second transformer by April/May timeframe; we could start the second feed done in the June timeframe (then it can be put in the 16-17 budget)
 - **MOTION to the Village Board to proceed with the purchase 3 group operated side break switches from Inertia Engineering in the amount of \$11,791.95 plus shipping; First David Payne, seconded by Dan Banach; carried.**
3. Declare a 750kva 3ph, 480 volt transformer as surplus and scrap it (this was the old Penn Yan Boat transformer and we have no use for this)
MOTION to the Village Board to declare a 750kva 3ph, 480 volt transformer as surplus and give permission to have it scrapped; First Dan Banach, seconded by Ray Hamilton; carried.

4. PLM Avoided Cost Study: Results are in
 - The report was good news
 - Total value that would be saved by the generator is about a million dollars a year
 - This now seems to be a very viable option
 - Step 1: Will need to get someone to negotiate a gas contract; Step 2: Would be to design it
 - Have checked into costs for putting this on our system (should provide a big cost savings in 5 years)
 - Dan B. mentioned if there were any grants available to help offset costs; Discussion regarding micro-grids and being able to get funds in the future
 - It's a 5 mega-watt generator
 - Discussion on wind power and solar power: would not be able to generate the power we need unless we utilize a huge part of land, which is not an option

B. Water/Sewer - Bill

1. FYI: Sheppard St/Johnson Ave/Myrtle Ave CDBG update: percentage reached for surveys and letters of support have been requested and 8 have been received to date.
2. Sewer Forgiveness Request in the amount \$53.26 – M. Miller, Seneca St.
 - Bill has checked it out and it does not go into our system
 - **MOTION to Village Board to grant sewer forgiveness in the amount of \$53.23 to Mr. Miller; First David Payne, seconded by Ray Hamilton; carried.**
3. Developer's request to relocate watermain – table it for later in the meeting; Mayor will discuss

C. Water Treatment Plant – Brent

1. Need permission for Dave Cohick NYRWA Water/Wastewater Training Session March 10, 2016 at the Holiday Inn in Waterloo; cost is \$100.00.
MOTION to the Village Board to grant permission for Dave Cohick to attend NYRWA Water/Wastewater Training in Waterloo on March 10, 2016 for a cost of \$100.00; First Dan Banach, seconded by Ray Hamilton; carried.
2. Need permission to authorize hotel accommodations at the Holiday Inn Buffalo-Amherst in Amherst for Bill Wigsten's Water Operator License, May 8-12th and May 15-19th. Gary M. mentioned that this is a budgeted item.
MOTION to the Village Board to grant permission for Bill Wigsten's hotel accommodations at the Holiday Inn Buffalo-Amherst for his water operator license for the weeks of May 8-12th and May 15-19th; First Ray Hamilton, seconded by David Payne; carried.

3. West Lake Road tank removal for painting update:
 - Working with Glenn H. from Elliott Engineering to establish a proposed bypass system; Glenn has offered a solution to take the reservoir offline, route water from the plant up to the reservoir, back down 54A towards the Village and then do a reversal (which will properly treated water for consumer)
 - Last time tank taken off-line was in 1996
 - Discussion regarding the process, notifying customers, estimated timeframe, impact on the plant operations, will do a trial run to work out any issues
 - Tank inspection will be done in May, after that we will be determined the final process for taking the tank offline
 - The plan to take the tank offline was due to the DOH by end of the year, but we are very close to sending it in and DOH is aware of that

D. Wastewater Treatment Plant –Brent/Bill

E. Other –Bill/Brent

1. PESH Notice of Violations updates (Bill):
 - MUB barns and DPW were inspected
 - DPW violations have been completed
 - Still working on the MUB violations
 - Discussed the LOTO process
2. Town of Milo – CDBG Grant updates (Brent):
 - Understanding is that Milo wants to set up a meeting with MUB, Public Works committee, Mayor, Ron K., but have not heard about a request for a meeting at this time
 - Brent B. brought up the metering for this, would like a Master Meter; Elliott Engineering will check into options; general discussion about metering, water consumption, billing, etc.

FYI: Bill J. mentioned the claim at 101 Liberty Street involving water damage; it appears we turned the water off in January at the curb stop, not sure who or how it was turned back on, but then we shut it off again in March; we did not have access to the inside of the building; damage claim is about \$80,000. Dan B. mentioned should we have something in place that makes it where we have to have access to the inside of a building to verify utilities are off, should code be changed to accommodate this.

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$10,280.12; First Dan Banach, seconded by David Payne; carried.

XI. Village Engineer’s Report – Bob Elliott

1. Waterfront Sewer Project Update:
 - Plan to install Hicks Street wet well today

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- Tuesday – directional boring for forcemain
 - Big goal is to get the pump station up and running to service the new hotel
2. Sludge Composting Project Update:
 - Today interior sheeting will be finished on the 2nd building
 - Siding should be here next time next week
 - Electrical and Carpenters are moving along
 - One slab that was poured incorrectly, corrective options are still being reviewed and options being explored to fix it; we will provide them a deadline date for the floor correction plan or direct the contractor to remove and replace the slab.
 3. Mercury Minimization Plan Update:
 - Sampling needs to be done (dentist office)
 - 2014 and 2015 FROSTI reports have been submitted to Karis Manning with DEC
 - Part of the SPDES permit, so this will now be ongoing implementation
 4. Working on year end numbers on flows, which will be due in March or April

Leigh MacKerchar:

- Mentioned the upcoming dog park meeting 2/11/16 at 4:30 p.m. and the Cherry Street location will be considered over the Indian Pines location; many questions will be answered at the meeting
- Discussion on the Flint, MI water issue with lead poisoning
 - The Village still has some lead service lines
 - Do we need to look into this, no we don't
 - Bob E. mentioned the problem in Flint would never happen in NY
 - NYSDOH would never allow that to happen
 - We put an additive (phosphate agent) in our system which helps coat the pipes to prevent metals from getting in the water system
 - We are required to do lead and copper testing by the DOH
- Discussion regarding the Penn Yan Marine Site and developer's request to relocate the watermain
 - Discussed 3 way agreement in place with the Village, Chris Iverson and the County; we expect the agreement to be honored as written
 - We are still not near closing; will need a drop dead date for closing
 - Iverson wants a watermain move so he can put a boat basin in
 - Iverson will be removing trees and offered to remove ours to allow the road
 - Will discuss further at the Village Board meeting

XII. Village Board Meeting – February 16th: MUB Member(s) attending

XIII. Service Requests

XIV. Executive Session:

Motion to enter at 10:45 a.m. First Ray Hamilton, seconded by Dan Banach; carried.

Motion to exit at 11:35 a.m. First Ray Hamilton, seconded by David Payne; carried.

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MOTION to recommend to the personnel committee to provisionally promote Charlie Bush to Electric Crew Chief; First David Payne, seconded by Ray Hamilton; carried.

MOTION to recommend to the personnel committee to create an Electric Superintendent Position and advertise; First David Payne, seconded by Ray Hamilton; carried.

XV. Next Meeting – Thursday, March 10, 2016 – 8:30 am, MUB Meeting Room

XVI. Adjournment:

MOTION to adjourn at 11:36 a.m. First David Payne, seconded by Ray Hamilton; Carried.

Danette Eatherton; Transcribed on 2/11/16