

MINUTES of the Penn Yan Municipal Board Meeting held March 10, 2011 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

ATTENDEES: Chairman Rom French, Commissioners Dan Banach and Jerry Nissen, Village Clerk-Treasurer Shawna Wilber, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

ALSO ATTENDING: Mayor Bob Church, Village Trustee Wayne Davidson, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Engineer Bob Elliott, Water/Sewer Maintenance Supervisor Ron Keech

ABSENT: Village Trustee Willie Allison, Commissioner Bruce LeClaire and Commissioner Dave Payne

Chairman French called the meeting to order at 8:30 am.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to approve the minutes of the Municipal Board meeting held February 11, 2011. Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to hold an Executive Session at the end of the meeting to discuss contractual issues. Motion Carried.

Water/Sewer Maintenance Supervisor, Ron Keech, apprised the Board of projects currently underway by the water/sewer crew. The new water line on E. Elm Street has been installed from the five points intersection to Hamilton Street. The Finger Lakes Railroad will remove both sets of existing tracks and reinstall the tracks once the water line has been replaced and the area backfilled. The Village will be responsible for the through cut and the backfilling and paving work. This work will probably be done in late April or early May. In the meantime, the water/sewer crew will pressurize the new water line on E. Elm Street and connect service laterals. Supervisor Keech reported that there have been five water main breaks since January 1st of this year in various locations in the village. The sanitary sewer line on Keuka Street needs to be repaired or replaced. The line is very deep and, with the unstable, sandy soil in that area, it would be dangerous to dig that deep. For this reason, Supervisor Keech suggested slip lining that particular line. He also suggested that, when it's time to replace the water line on Keuka Street, the four-inch pipe should be upgraded to six inches for better fire protection.

(Supervisor Keech left the meeting at 8:49 am.)

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

Paid before audit	\$436,122.42	
Capital paid before audit	\$ 0	
Electric Fund	\$ 65,039.25	
Water Fund	\$ 42,073.38	
<u>Sewer Fund</u>	<u>\$ 21,251.86</u>	
Total Municipal Audit	\$564,486.91	Motion Carried.

(The Nextel bill for \$1,048.93 arrived after the warrant was prepared, but will be included in the final audit this month.)

Clerk-Treasurer Wilber distributed the tentative 2011-2012 electric, water and sewer budgets to the Board.

All the budgets will be presented to the Finance Committee next Monday and presented to the Village Board Tuesday night. A Public Hearing on the budgets will be held in April and a Public Hearing on the EDU rates will be held in May so the new billing structure can go into effect June 1st.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to recommend to the Village Board that the 2011-2012 water budget be accepted as prepared. Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to recommend to the Village Board that the 2011-2012 sewer budget be accepted as prepared. Motion Carried.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to recommend to the Village Board that the 2011-2012 electric budget be accepted as prepared. Motion Carried.

Director Bodine reported on transformer #2 (T2) at the Welker substation. Oil samples were taken from this transformer last fall. The results were unfavorable and the transformer was taken offline. The results of a second oil sample were much better and the transformer was put back into service. More load was slowly put on the transformer in phases. Another oil sample was taken last month and came back unfavorable, so T2 is currently offline. O'Connell Electric has been asked to provide a cost for parts to repair this transformer. The other three substation transformers are still online and can carry the load, so there is no emergency at the present time.

Director Bodine reminded the Board that the two Penn Yan substations have been upgraded in recent years. He suggested that it may be a good idea to conduct a pole survey and perhaps rebuild some distribution lines.

Director Bodine presented a spreadsheet showing the 'percent of total load' of the electricity used by Penn Yan electric customers. Residents need to be encouraged to use electric wisely to lessen the amount of supplemental power we need to purchase when our hydro allocation does not cover our demand. Currently, 82.3% of the power used by our customers is supplied by hydro power. The spreadsheet lists the load demographics: Industrial customers use 49.7% of the total amount of electric used, commercial customers 8.7% and residential customers 33.4%, Seven percent of the total amount of electric used is considered unmetered (this is electric use that is actually metered but the Village does not collect any revenue). The remaining 1.3% is under the heading of 'other'.

A special meeting of the Municipal Board will be held on March 14th to present the new EDU rate structure to the public and the press.

The monthly letter from the New York Power Authority (NYPA) regarding firm hydro energy for the month stated that there would be no reduction in firm hydro energy sales to NYPA's hydropower customers for the period of March 1st through 31st.

The MEUA Semi-Annual Meeting is being held April 27th and 28th in East Syracuse, NY.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to authorize up to three (3) employees to attend the MEUA Semi-Annual Meeting being held April 27th and 28th in East Syracuse, NY at a cost of \$110 per person for the conference and \$119 per person per hotel room. Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to authorize Brent Bodine as the Village's delegate at the MEUA Semi-Annual Meeting and ask the Village Board to pass a Resolution stating so. Motion Carried.

The old winery facility on the corner of Liberty and Water Streets is being renovated. As part of an upgrade of the electric service to that facility, a stock, 500 KVA padmount transformer has been put into service. A new, 500 KVA padmount transformer should be ordered for stock.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to authorize going out for bids for a 500 KVA padmount transformer. Motion Carried.

A report prepared by Town of Jerusalem Engineer, Wayne Ackart, was included with this month's MUB agenda packet. It regards the effect of the potential abandonment of the existing 300,000-gallon Keuka Park tank on fire flows. Keuka Park Water/Sewer Clerk, Carrie Wheeler, stated that taking that tank offline is not a possibility right now because, if abandoned, the Town could not effectively provide water to all of its customers.

There is the potential that property owned by Jeff Bray on Widow Hill Road may be annexed into the village and that the existing water and sewer lines in that area would be extended to serve that property. Director Bodine estimates the cost to extend the 10" water line on Widow Hill Road to be approximately \$21,000 and approximately \$9,000 to extend the sewer line. Mr. Bray would bear the total cost of extending these lines. There would be a cost savings of approximately \$8,000 if an 8" water line were used to connect the end of the existing 10" line to the Bray property. If Mr. Bray is the only property owner on Widow Hill Road interested in annexing into the Village, the 8" line would be adequate. However, if other properties on Widow Hill Road were to be annexed into the village, a 10" line would provide better water pressure and fire protection. Director Bodine will provide Mr. Bray with these cost estimates so he has the information he needs to make a decision about annexing into the village and obtaining Municipal utilities. Director Bodine was asked to contact the other three property owners – located to the north of Mr. Bray's property on Widow Hill Road – to determine if they may be interested in annexing into the village.

The FLWWC Spring Meeting is being held April 7th in Watkins Glen, NY.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to authorize up to five (5) employees to attend the FLWWC Spring Meeting being held April 7th in Watkins Glen, NY at a cost of \$22 per person. Motion Carried.

Director Bodine would like Assistant Director Jensen to take part in training for certification in cross connection control device testing being offered at Monroe Community College.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to authorize Assistant Director of Public Works Bill Jensen to attend the Cross Connection Control Courses being offered at Monroe Community College in April at a cost of \$595. Motion Carried.

The Benton Hill reservoir will be taken offline, tentatively in April, to test the water distribution system. Village Engineer, Bob Elliott, is working with the Water Treatment Plant staff and Sheryl Robbins of the NYS Department of Health on this project. When a definite date has been determined, a press release will be written to inform the public that the reservoir will be offline for a week or so.

The New York AWWA Water Event and Expo is being held April 12th to 14th in Saratoga Springs, NY. There may be one employee interested in attending.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to authorize the attendance of up to one (1)

employee at the New York AWWA Water Event and Expo being held April 12th – 14th in Saratoga Springs, NY at a cost of \$315 for the conference and \$620 for the hotel. Motion Carried.

Since the Wastewater Treatment Plant (WWTP) is the primary user of the vacuum truck, it should probably be reassigned from the sewer portion of the water/sewer budget and placed under the WWTP budget. This vehicle will be due for replacement in a few years. The estimated cost is approximately \$145,000.

The WWTP has asked that the Board declare, as surplus, ultraviolet light bulbs that are no longer being used as part of the wastewater treatment process.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to declare ultraviolet light bulbs at the WWTP as surplus and sell. Motion Carried.

The WWTP has asked that the Board declare, as surplus, a box blade (a tractor attachment used to do grading) which is no longer needed. This item could be taken to the Municipal Auction held every May.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to declare a box blade at the WWTP as surplus and sell at auction. Motion Carried.

The NYRWA 32nd Annual Technical Conference is being held May 9th to 12th in Saratoga Springs, NY. One employee, Mike Naylor, is interested in attending.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to authorize the attendance of Mike Naylor at the NYRWA 32nd Annual Technical Conference being held May 9th – 12th in Saratoga Springs, NY at a cost of \$325 for the conference and \$620 for the hotel. Motion Carried.

Three employees are interested in attending the NYWEA Spring Meeting being held March 25th in Canandaigua.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to authorize the attendance of up to three (3) employees at the NYWEA Spring Meeting being held March 25th in Canandaigua, NY at a cost of \$30. Motion Carried.

The Village may be eligible to receive hundreds of thousands of dollars in CDBG (Community Development Block Grant) funds. The Office of Community Renewal is providing this funding for public water and sewer projects to “assist communities in remedying health, safety and public welfare needs of low- and moderate-income households”. In April, 2010, the Village applied for CDBG funds to install a new water line on Seneca Street and the application was denied. Director Bodine will determine how many income surveys we secured from residents on Seneca Street last year and determine if they are still valid and could be used to resubmit the application this year.

A meeting with Town of Jerusalem representatives has been scheduled for March 18th at 1:00 pm to discuss the intermunicipal sewer contract between the Town and the Village.

Village Engineer Elliott reported that the filter project is continuing at the Water Treatment Plant (WTP). The WTP staff is in the process of reassembling the filter, beginning with the upflow clarifier.

Commissioner Banach plans to attend the Village Board meeting on March 15th.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to approve payment agreements in the amount of \$4,689.64 Motion Carried.

The Board asked that Director Bodine commend the foremen for doing an excellent job responding to Service Requests in a timely manner.

MOTION by Commissioner Banach, seconded by Commissioner Payne to adjourn into Executive Session at 11:52 am to discuss contractual issues. Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to adjourn out of Executive Session at 12:53 pm and return to the regular meeting. Motion Carried.

Director Bodine was asked to write a letter to Town of Pulteney Supervisor, Bill Weber stating that members of the Municipal Board are willing to meet with Pulteney representatives to discuss renegotiation of their intermunicipal water contract with the Village.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to adjourn the meeting at 1:15 pm. Motion Carried.

The next Municipal Board Meeting will be held Thursday, April 14, 2011 at 8:30 am in the MUB meeting room on the second floor of the Village Office building.

Karen M. Fox, Secretary