

MINUTES of the Penn Yan Municipal Utilities Board Meeting held March 13, 2014 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan, NY.

Attendees: Chairman Rom French, Commissioners Bruce LeClaire, David Payne and Leigh Mackerchar, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

Also in Attendance: Mayor Bob Church, Village Engineer Bob Elliott, Electric Crew Chief Jef Bodine and Village of Dundee Mayor Bill Hall

Absent: Trustee Willie Allison and Commissioner Dan Banach

Chairman French called the meeting to order at 8:36 am.

Approval of the 2/13/14 Meeting Minutes

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to approve the minutes of the February 13, 2014 MUB meeting with no corrections.

MOTION CARRIED.

Public Requests and Comments

Request for Assistance from the Village of Dresden

Mayor Bill Hall of the Village of Dresden addressed the Board. He asked if Penn Yan could provide support for Dresden's water department, as they are down to only one employee who handles that department. Mayor Hall discussed this briefly with Director Bodine earlier, but wanted to make a formal request to the Municipal Board. He stated that, by State mandate, the water in Dresden's water tank needs to be tested every day. The tank was poorly designed, so the levels of contaminants need to be checked constantly so that Dresden satisfies State requirements. Currently, Dresden's Streets Supervisor is assisting with this testing. Dresden is currently preparing a new Civil Service job description in anticipation of hiring a full-time, seasonal (April to October) employee for the water department. Director Bodine stated that Dresden's water distribution system is similar to Benton District #2 and that the Village is in a position to provide assistance to Dresden. A hold harmless agreement would need to be prepared for Dresden, similar to the agreement the Village has with Benton and Dresden would receive invoices to cover the cost of our assistance, just as Benton does. Mayor Hall said that, once prepared, he would take the hold harmless agreement and the schedule of charges to the Dresden Village Board for its consideration. The Municipal Board agreed that the Village should assist Dresden as needed and that a hold harmless agreement be drafted.

MOTION by Commissioner Mackerchar, seconded by Commissioner LeClaire to recommend to the Village Board that Penn Yan provide support to the Village of Dresden's water system until further notice and authorize entering into a hold harmless agreement with Dresden.

MOTION

CARRIED.

(Mayor Hall left the meeting at 8:50 am)

Municipal Employee – Jef Bodine, Electric Crew Chief

Electric Crew Chief Bodine reported that his crew has been busy over the winter as they continue to work on the Liberty Street project for the NYSDOT.

Crew Chief Bodine also reported that:

- A purchase order has been submitted for LED luminaires to replace the ornamental luminaires on Main Street from Clinton Street to Lake Street and on E. Elm/Elm Street from Trombley’s to Liberty Street.
- Crew Chief Bodine is reviewing specifications for a new bucket truck. This purchase is in the 2014-2015 budget. It takes nearly ten months for such a vehicle to be delivered once it’s ordered.
- Two new hotels will be built in Penn Yan, so the electric crew will likely be needed for work related to that development.
- If the old Gamewell fire pull boxes need to be decommissioned, the electric crew would be involved with that project.
- The electric crew will need to move transformers from the barns on Elm Street to the Patchett property once the transformer storage facility is built later this year.
- More pole inspections will be done this year.
- While there are currently four employees on the electric crew, Crew Chief Bodine suggested that the Board consider hiring another employee in the near future, since he will most likely be retiring in a few years. It takes four years of apprenticeship training for a new hire to become a lineman.

(Electric Crew Chief Bodine left the meeting at 9:03 am.)

Executive Session Needed?

Yes, at the end of the meeting, to discuss the work history of an employee.

Audit

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to approve the audit

as presented and to recommend to the Village Board that the Municipal bills for the month be

paid as follows:

Paid Before Audit:

General	\$78,936.18
Electric	\$701,200.56
Sewer	\$23,911.28
Water	\$25,669.23
CRC	\$50.50
Total Paid Before Audit	\$829,767.75

Current Audit:

General	\$75,363.18
Community Development - CRC	\$0.00
Electric	\$69,548.64
Sewer	\$34,762.93

Water	\$17,273.80
Capital Projects	\$0.00
Total Current Audit	<u>\$196,948.55</u>
TOTAL AUDIT	<u><u>\$1,026,716.30</u></u>

Treasurer's Report

Year-to-Date Revenue and Expense Analysis

Our costs for power were high in February due to the extreme cold weather. When the revenue and expense reports were done for the MUB, the February revenues had not yet been received, so the report shows our electric revenue at 63% of the budget, which is a little short of where should be at his point in our fiscal year, and expenses at 76% of the budget, which is right on track. This would indicate that we were temporarily in the red. But, now that the revenue for February has been received, we actually have a surplus in the electric fund of \$124,000. Also with regard to the electric fund, Clerk-Treasurer Meeks will talk to Bill Freitag of Bollam, Sheedy, Torani and Company so he understands the accounting that needs to be done with the reimbursement from the NYSDOT so the entries are done correctly.

Sewer revenue is at 63% of the budget and expenses are at 55%, well below the budgeted amount.

There are several vehicles that are being sold (truck #3 and car #2). The proceeds are expected to be received before the end of this fiscal year and will be put into the sewer fund. A budget transfer will be done this month to move money from one sewer line item into the account for sludge hauling fees. There is a surplus of \$219,000 in the sewer fund right now, but depreciation and other items will use up most of that.

Water revenue is at 69% of the budget and expenses are under budget at 54%. There is currently a surplus of \$418,000 in the water fund. But, with depreciation, PILOTs and rents, we'll be closer to a break-even scenario by the end of this fiscal year.

Recap of MUB Finance Committee Budget Meeting

On March 11th, Clerk-Treasurer Meeks met with the MUB Finance Committee (which also includes Commissioners Mackerchar and Banach and Director Bodine) to review the Municipal budget proposals. Another meeting of the MUB Finance Committee will be held before the April MUB meeting and the Board will then be asked to approve the budget so that it can be reviewed by the Village Board and approved during its April 15th meeting. Clerk-Treasurer Meeks commented that the department heads met the challenge to take a look at the expenses they can control and cut those items by 3% in the 2014-2015 budget so that rates will not need to be increased. During the meeting on March 11th, the MUB Finance Committee reviewed the Capital Projects on the horizon for the next few years. This was beneficial so that Clerk-Treasurer Meeks can determine what sort of reserves will be needed to cover the costs of those projects.

Electric

NYPA Firm Hydro Energy for March

No reduction.

MEUA Semi Annual Meeting – April 16th and 17th – East Syracuse, NY (\$110/pp)

Three employees are already authorized to attend per Resolution 26-2013.

Appointment of Director Bodine as the Village’s Delegate at the MEUA Semi Annual Meeting

MOTION by Commissioner Mackerchar, seconded by Commissioner LeClaire to appoint Director Bodine as the Village’s delegate at the MEUA Semi Annual Meeting being held April 16th and 17th

in East Syracuse, NY.

MOTION

CARRIED.

Update – Monitoring of Non-Demand Accounts

There are thirty-seven non-demand, Service Class 2 commercial customers whose demand we will be monitoring. Our electric tariff requires us to evaluate the amount of electric usage on a monthly basis and determine whether or not that usage exceeds 5,000 kilowatt hours per month for three consecutive months. If this happens, we are required to install a demand meter and monitor the maximum monthly demand to determine if that account should be changed Service Class 3.

Water/Sewer

Sewer Bill Forgiveness – 268 Lake Street Plaza (\$296.67)

A letter was received from Andrew Catlin, the owner of Andy’s BBQ Shack, which is located in the former site of the Plaza Car Wash. In the letter, Mr. Catlin stated that he did not believe that water that leaked from a frozen water line entered the sanitary sewer. Upon inspection, Assistant Director Jensen found that the floor of the mechanical room where the water leak occurred is sloped toward the center of the structure and the wash bays. Therefore, he determined that the water that flowed from the frozen, broken water line flowed into a floor drain in the mechanical room, then into the adjacent wash bay, and ultimately into the sanitary sewer. Assistant Director Jensen recommended to the Board that, based on his investigation, sewer bill forgiveness not be granted to Mr. Catlin. He made Mr. Catlin aware that this would be his recommendation.

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to approve sewer bill relief in the amount of \$296.67 for 268 Lake Street Plaza.

Chairman French	nay	Commissioner Mackerchar	nay
Commissioner Payne	nay	Commissioner Banach	absent
Commissioner LeClaire	nay		

MOTION

DENIED.

FLWWC Spring Meeting – April 3rd – Watkins Glen, NY (\$25/pp)

Five employees are already authorized to attend per Resolution 26-2013.

Waterfront Sewer Infrastructure Improvements

Director Bodine distributed an engineering and construction schedule for infrastructure

improvements needed for waterfront development. The schedule outlines the schedule for work to replace the water mains on Lake Street and Hicks Street, relocate the pump station on Waddell Street to Hicks Street, establish a new pump station at the end of Monell Street, and construct a new gravity sewer between the former Penn Yan Marine site and the new pump station on Monell Street. The rebuilding of Mace Street, Hicks Street and Monell Street are also part of the waterfront infrastructure improvement project. Assistant Director Jensen was asked to bring visuals to illustrate the proposed improvements to the April MUB meeting.

Update - Status of Brad Braman

On February 19th, Utility Service Worker Brad Braman underwent knee replacement surgery. The surgery became more involved than expected and we do not yet have a tentative date when

Mr. Braman will be returning to work.

Water Main on Liberty Street

During last month’s MUB meeting, Director Bodine said that he would like to determine what it would cost to switch customers to the 10-inch main on Liberty Street and abandon the two, smaller mains. After some discussion, it was agreed that this was worth looking into. A Motion was made to go out for bids for directional boring on Liberty Street. An estimate of \$200,000 was received from Elliott Engineering Solutions. This would cover directional boring for the entire length of Liberty Street from Elm Street to the village limits going north on Route 14A. Since we can’t afford to do that entire stretch, perhaps we could focus on those areas that have experienced the highest number of water main breaks and do directional boring in those areas only. The consensus of the Board is to move forward with developing a bid specification and going out for directional boring bids that would address the worst water main break areas on Liberty Street.

Water Treatment Plant

Bid Results – Chemicals Other Than Liquid Alum

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to award the chemical bid for Sodium Hypochlorite, Liquid Phosphate and Sodium Fluoride to Slack Chemical Co., Inc. per their bid as follows:

Bidder: Slack Chemical Co., Inc.	Bid	Signed Non-Collusive? Yes
Sodium Hypochlorite	\$1.179/gallon in drums	\$1.179/gallon in bulk
Liquid Phosphate	\$10.26/gallon	
Sodium Fluoride	\$0.794/lb.	
Liquid Aluminum Sulfate	No Bid	MOTION

CARRIED.

FLWWC Operator’s Day – May 14 – Rochester, NY (\$30/pp)

MOTION by Commissioner LeClaire, seconded by Commissioner Mackerchar to authorize the attendance of up to ten (10) employees at the FLWWC Operator’s Day being held May 14th in

Rochester, NY at a cost of \$30 per person. MOTION

CARRIED.

Wastewater Treatment Plant

Bid Results – Liquid Alum

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to award the chemical bid for Liquid Alum Sulfate to Holland Co., Inc. per their bid as follows:

Bidder: Holland Co., Inc.	Bid	Signed Non-Collusive? Yes
Sodium Hypochlorite	No Bid	
Liquid Phosphate	No Bid	
Sodium Fluoride	No Bid	
Liquid Aluminum Sulfate	\$0.80/gallon	MOTION

CARRIED.

Bid Results – Hauling of Liquid Sludge

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to award the hauling of liquid sludge bid to Casella per their bid as follows:

Bidder: Casella		Signed Non-Collusive? Yes
Flat rate per haul based on an 8,500-gallon load	\$384.90	
Centers per gallon of sludge	No Bid	
Type of fuel to be used	Diesel	
Date of weekly average used for bid	February 10, 2014	MOTION CARRIED.

NYWEA Spring Meeting – March 21st – Canandaigua, NY (\$30/pp)

Three employees are already authorized to attend this meeting per Resolution 26-2013.

Composting Facility – Feedback from Milo and Jerusalem

Clerk-Treasurer Meeks and Director Bodine met with Town of Jerusalem Supervisor Pat Killen and Town of Milo Supervisor Leslie Church regarding the proposed composting facility. Clerk-Treasurer Meeks presented the financing plan to the two Supervisors and both understood and are on board with the project. Meanwhile, the Town of Milo is looking for a way to provide its residents with a biomass facility, as is Penn Yan. This composting facility project will not satisfy this need, so discussions about such biomass facilities will need to continue.

Mike Naylor Surgery

Assistant Direct Jensen reported that, as of March 17th, it is anticipated that WWTP Operator Mike Naylor will be out on leave for six to eight weeks while he recuperates from knee replacement surgery.

Other

HealthWorks Training – Reasonable Suspicion Drug & Alcohol Education Training for Supervisors – March 25th – Farmington, NY (\$55/pp)

WTP Chief Operator Galliher, Recreation and Facilities Director Doyle and Deputy Clerk Morse will be attending this training. The Public Works Committee approved the attendance of Mr. Doyle, the Village Board will approve the attendance of Ms. Morse and the MUB just needs to approve the attendance of Ms. Galliher.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to authorize the attendance of one (1) Municipal employee (Tina Galliher) at the HealthWorks Occupational Health Program DOT Reasonable Suspicion Drug and Alcohol Education Training for Supervisors being held on March 25th in Farmington, NY at a cost of \$55 per person. MOTION CARRIED.

Town of Jerusalem Wastewater System Study

A revised preliminary wastewater system study was done by Larson Engineering for the Town of Jerusalem and was presented during a Special Meeting of the Town Board on February 19th. Director Bodine was in attendance. The study was done to evaluate two options for the Town's future wastewater disposal needs. One option would be to combine the two existing sewer districts into one district and then expand that district to include Crescent Beach, W. Bluff Drive, Branchport and the museum site near the State park. The study recommends that the Town consider building its own wastewater treatment plant. A Motion was made during the Town meeting to proceed with presenting the study to the DEC for its evaluation, which would be the first step in the process if they wish to seek financing to build their own wastewater treatment plant. What impact would it have on the Penn Yan WWTP if Jerusalem were no longer a customer? Director Bodine did not receive a copy of the study during the February 19th meeting, but feels the Village should have a copy. He will contact Pat Killen for a copy of the study.

Declare Car #1 as Surplus

MOTION by Commissioner LeClaire, seconded by Commissioner Mackerchar to declare Car #1 (2011 Ford Escape) as surplus and sell on e-bay for at least \$16,500. MOTION CARRIED.

Comparison of Penn Yan Water and Sewer Rates and Those of Other Municipalities

Assistant Director Jensen was asked by Mayor Church to survey nearby communities (including Geneva, Canandaigua, Watkins Glen and Wolcott) to determine what water and sewer rates they're charging for single homes using 4,000 gallons of water per month. Of the municipalities listed, Watkins Glen had the lowest fixed water service fee (\$5.00) and Geneva had the highest (\$32.00). Geneva had the highest combined water and sewer totals for the month (\$89.16) and Canandaigua had the lowest combined figure (\$27.02). Penn Yan's combined water and sewer totals for the month was \$66.78. Because there are various factors that make up a municipality's rate structure, it is difficult to draw accurate conclusions because it is not comparing apples to apples. With our EDU rate structure it is easy to define how we come to the amount we charge our customers. But, how do other municipalities determine their service fee for water? The rates will also vary by how many customers are being served and how much potable water is being produced. The information provided is a snapshot of monthly water and sewer fees for a residence using 4,000 gallons of water per month. Other factors need to be considered to more accurately evaluate other municipalities' entire fee structure and rate schedule.

Payment Agreements - \$14,250.69

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to accept the Payment Agreements in the amount of \$14,250.69.

MOTION CARRIED.

Village Engineer's Report – Bob Elliott

CWSRF Project Update

Village Engineer Elliott reported that the general contractor, Blue Heron, is at the Wastewater Treatment Plant doing work on the reed beds and preparing to start construction work on the building. Weather-permitting, construction should begin in the coming weeks.

Director Bodine suggested that a list of all the projects being done by Elliott Engineering Solutions be added to the MUB agenda so that Village Engineer Elliott can provide the Board with the status of each item.

Village Board Meeting

Chairman French plans to attend the Village Board meeting on March 18th.

Service Requests

No comments were made regarding the Service Requests.

Executive Session

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to adjourn into Executive Session at 10:46 am to discuss the work history of an employee.

MOTION CARRIED.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to adjourn out of Executive Session at 11:20 am and return to the regular meeting.

MOTION CARRIED.

Next Meeting

The next meeting of the Municipal Board will be on Thursday, April 10th at 8:30 am in the MUB Meeting Room.

Adjournment

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to adjourn the meeting at

11:24 am.

MOTION

CARRIED.

*Karen M. Fox,
Secretary*