

MINUTES of the Penn Yan Municipal Board Meeting held March 14, 2013 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

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

ALSO ATTENDING: Mayor Bob Church, Village Trustee Rich Stewart, Village Engineer Bob Elliott, WTP Chief Operator Matt Yonts and Keuka Park Water/Sewer Clerk Carrie Wheeler

ABSENT: Village Trustee Willie Allison, Director of Public Works Brent Bodine and Commissioner Dan Banach

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

Approval of the Meeting Minutes

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to approve the minutes of the February 14, 2013 MUB meeting with no changes.

MOTION CARRIED.

Public Requests and Comments

None presented.

Executive Session

MOTION by Commissioner Mackerchar and Commissioner LeClaire to hold an Executive Session at the end of this meeting to discuss contractual issues.

MOTION CARRIED.

Municipal Employee

Water Treatment Plant (WTP) Chief Operator Matt Yonts was present to update the Board regarding projects at the water plant. The last of the three finished water pumps to be repaired is being reinstalled today. Of the eight major pumps at the plant, seven have been repaired and reinstalled during the past two years, resulting in a huge increase in efficiency at the plant.

Chief Operator Yonts is going to schedule a meeting with a representative from Calgon Carbon,

a carbon filter media manufacturer. Money has been budgeted to replace the carbon media in the filters. By removing the existing media and replacing it with new carbon media, taste and odor can be better controlled and the filters can perform at peak performance. We are evaluating the replacement schedule of the Granulated Activated Carbon (GAC) since the GAC in filter #2 (the first filter to be upgraded) is approaching its serviceable life. Testing may be done to compare and determine the current status of media in all the filters.

The property to the south of the W. Lake Road reservoir is for sale and the prospective buyer is planning to build a house on the site. There could be an issue since any overflow of the reservoir tank runs into a ditch on that property and the ditch could overflow. Assistant Director Jensen reported that there is an easement in effect for the property to the north of the tank for the reservoir drain. Diverting the overflow water from the tank will be accomplished by constructing a swale and a catch basin and pipe to carry the water to the north of the tank and divert it away from the property currently for sale. This work would be done in-house and the estimated cost is around \$3,000 for piping and gabion stone.

Chief Operator Yonts will be meeting with a representative from Moravec-Geo Thermal to discuss the possibility of using a geothermal heating system at the plant. Such a system could be an inexpensive way to heat the large areas of the plant that are currently costly to heat. Depending on what geothermal options are available for the plant, this project might be incorporated into the clear well project.

Chief Operator Yonts reported that the chemical bid specifications have been updated so that we specifically ask for Carus 8600 rather than the generic phosphate currently being used. There have been observations that the current product may create a residual film or particles in the water. Testing has determined that the current product is not staying adequately suspended in colder water temperatures.

(Chief Operator Yonts left the meeting at 9:04 am.)

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:

Electric Fund	\$380,736.16	
Water Fund	\$ 8,955.95	
<u>Sewer Fund</u>	<u>\$ 8,666.05</u>	
Total Municipal Audit	\$398,358.16	MOTION
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(plus)		
Facade Program	\$ 0	
<u>General Fund</u>	<u>\$ 26,895.88</u>	
Total Village Audit	\$425,254.04	

Clerk-Treasurer's Report

Clerk-Treasurer Meeks reported that he is reviewing the revenue and expenses for the various funds, taking into account that the 2012-2013 fiscal year will be ending in a few months. He reported that the funds look fine for now, with no major issues. In the electric fund, 72% of the expected revenues for the year have been realized and expenses are at 76%. In the sewer fund, 78% of the expected revenues for the year have been realized and expenses are at 64%. In the water fund, 79% of the expected revenues for the year have been realized and expenses are at 69%.

The budget for fiscal year 2013-2014 is being prepared and a Village Board budget workshop has been scheduled for March 25th. In the meantime, the MUB budgets will be reviewed during a meeting on March 19th with Clerk-Treasurer Meeks, Director Bodine, Assistant Director Jensen, Commissioner Mackerchar and Commissioner Banach. Clerk-Treasurer Meeks emphasized that the Village will be facing some challenges going into the next fiscal year and that we'll need to hold the line on controllable costs. The need for diligence in this area has been communicated to the department heads.

Electric

NYPA Firm Hydro

NYPA Firm Hydro Energy for March – No Reduction in Firm Hydro Energy Sales

Status of Rate Study

Per a letter from Bollam, Sheedy, Torani & Co., LLP, the submission of the rate filing and electronic tariffs (which reflect the new billing rates) was delivered to the Public Service Commission on March 8th.

MEUA Semi Annual Meeting

The MEUA Semi Annual Meeting is being held April 17th and 18th in East Syracuse at a cost of \$110 per person for the meeting and \$121 per person for the overnight stay. Three employees are approved to attend per Resolution 16-2012. Director Bodine, Assistant Director Jensen and either Commissioner Banach or Commissioner Payne will most likely be attending.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to authorize Director Bodine to be the Village's delegate during the MEUA Semi Annual Meeting being held April 17th and 18th in East Syracuse, NY.

MOTION CARRIED.

GE Meter School

Mike Mullins would like to attend GE Meter School being held June 11th to 14th in Dover, NH. The cost is \$800 for the school and \$408 for the hotel, plus mileage.

MOTION by Commissioner Mackerchar, seconded by Commissioner LeClaire to authorize the attendance of Mike Mullins at GE Meter School being held June 11th to 14th in Dover, NH at a cost of \$1,208 plus mileage.

MOTION CARRIED.

Water/Sewer

Investigation of Melinda Alden Situation/Forgiveness of Sewer Charge

Last month, two situations regarding the forgiveness of sewer charges – one for Melinda Alden and one for Ellanna Pielow – came before the Board and the decision was made to have a Village representative investigate each of those situations and come back to the Board with a recommendation .

Both situations were investigated, and Assistant Director Jensen recommended that a portion of each of those sewer bills be forgiven since it was proven that the excess water did not enter the sanitary sewer. A MOTION was made during the February meeting with

regard to Ellanna Pielow, pending investigation of the situation. The Board agreed to forgive \$160.79 of her sewer bill. A new MOTION is not necessary.

However, a MOTION was not made in February with regard to Melinda Alden, so based on Assistant Director Jensen's recommendation that \$104.77 of her sewer bill should be forgiven . . .

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to forgive a portion of Melinda Alden's sewer bill for 307 E. Elm Street in the amount of \$104.77 since Bill Jensen confirmed that this water did not enter the public sewer system.

MOTION CARRIED.

Medical Leave

Water/Sewer Maintenance Supervisor Ron Keech is recovering from shoulder surgery and is expected to be out of work for another five to eight weeks.

Forgiveness of Sewer Bill – Tom Morse

A letter was received from Tom Morse, owner of an apartment house at 122 Clinton Street. Apartment #1 (occupied by tenant Megan Peter) experienced a water leak resulting from a burst water tank. Mr. Morse believes the leak went undetected for at least fourteen hours and that approximately 18,000 gallons of water filled the basement. According to Mr. Morse, he had five inches of water pumped out of the basement and it ran down Clinton Street, with none of it entering the sewer. He is asking for forgiveness of \$90.18. Since the letter from Mr. Morse was just received yesterday, this situation has not yet been investigated. The average water usage for apartment #1 is 2,000 gallons (based on a three month average). But a recent water bill showed a usage of 20,000 gallons. Therefore, Mr. Morse is asking that the sewer charge for the 18,000 excess gallons (times \$5.01/1,000 gallon for sewer) be forgiven (\$90.18).

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to forgive a portion of the February sewer bill for Megan Peter, a tenant at 222 Clinton Street (a building owned by landlord Tom Morse) in the amount of \$90.18 contingent upon confirmation that this water could not have entered the public sewer system.

MOTION CARRIED.

Water and Sewer Capital Projects

The Board reviewed the proposed capital project lists for water and sewer. While projects are proposed for fiscal year 2013-2014 through fiscal year 2017-2018, the Board focused on the proposed capital projects for the coming fiscal year, since there may be adjustments to the scheduling of the remaining projects.

There are three water capital projects proposed for the 2013-2014 fiscal year:

1. Water Main Improvement – Henry Street (Commercial Avenue to E. Main Street)
2. Water Main Improvements – Seneca Street (Main Street to, and under, railroad tracks)

3. Water Main Improvements – Seneca Street (railroad tracks to Cherry Street)

There are three sewer capital projects proposed for the 2013-2014 fiscal year:

1. Sewer Line Improvement – Henry Street (Commercial Avenue to E. Main Street)
2. Sewer Line Improvement – Seneca Street (Cherry Street to Central Avenue)
3. Sewer Line Improvement – Monell Street (Lake Street to the end of Monell Street)

CASP

There are five manholes downstream of CASP that need to be repaired. An estimate received in October, 2012 put the cost to repair these manholes at \$12,000. The Village will do the work to repair

the manholes and CASP has agreed to reimburse us for the work. An updated estimate will need to be secured so that CASP understands the cost involved. CASP has decided they do not want the more expensive epoxy coating to be used in these manholes. The Board agreed that CASP will be liable in the future for any problems that may arise from not using the epoxy. (This material would be valuable to have in the manholes if CASP were to discharge effluent out of their typical pH range.) The Board agreed to proceed with getting an updated quote and scheduling the work. The Board asked Assistant Director Jensen to secure, in writing, an agreement with CASP for reimbursement for these manholes.

Wastewater Treatment Plant

The vacuum truck bid opening will take place April 4th at 2:00 pm in the Main Board Room. A Public Notice Ad appeared in the newspaper and the specifications were sent to four vendors as well.

FLWWC Spring Meeting

The Finger Lakes Water Works Conference Spring Meeting is being held April 4th in Watkins Glen at a cost of \$24 per person. (Five employees are approved to attend per Resolution 16-2012.)

Gamewell System – Penn Yan Central School District

Director Bodine received a letter from Cathleen Milliman, Assistant Superintendent for Business at the Penn Yan Central School District (PYCSD). In the letter, she explains: “Effective immediately, the District will not require service from the Village of Penn Yan for the Gamewell boxes at PYE, PYMS or PYA. Should one of our school buildings have a fire, notice is instantly sent to Rochester Fire who, in turn, will immediately contact our local 911.” This letter was in response to a letter sent to Ms. Milliman by Director Bodine in which he asked if the District planned on using the Gamewell system in the future.

Since the District has made other arrangements, should the Gamewell master meters and other equipment be recovered from the school buildings? Should it be removed, or kept in place in case the District changes its mind and wishes to use the Gamewell system again in the future? Assistant Director Jensen recommended removing the Gamewell components, which could be used elsewhere, realizing that it would be the Village’s expense to take the equipment out and repair the walls. Commissioner Payne asked Assistant Director Jensen to provide a cost estimate to recover the equipment.

The Board agrees that the Gamewell system is antiquated, pulls our electric crew off of other projects, and is costing the Village too much each year. The Public Safety Committee is continuing its discussion on this matter. Assistant Director Jensen mentioned that Public Safety Committee Chairman Mike Christensen planned to send out a letter to all those entities on the Gamewell system suggesting that they move off the system because it’s not always reliable. Has that letter been sent out?

Determination of Need for Backflow Prevention Devices

According to the Village Code, all commercial entities are required to have a backflow prevention device. But this isn’t always practical. Backflow devices at the hospital make sense, but, facilities that do not present a substantial risk to the water supply could be categorized as non-hazards. Assistant Director Jensen stated that he would like to see the Village Code section on backflow prevention devices updated to include Department of Health (DOH) standards set forth in 2008 so we would have the flexibility to deem whether or not a backflow prevention device is really needed. According to the DOH, there are three backflow threat levels: Hazardous Facilities, Aesthetically Objectionable Facilities and Non-Hazardous Facilities. We could adopt this definition into our Code and then decide whether or not an entity needs a backflow prevention device on a case by case basis. There also needs to be better communication with the Code Enforcement Office (when the use of a commercial building changes) and also the Municipal Office (when a new landlord takes over a facility). Assistant Director Jensen will develop a proposal to address these issues and will present it to the Board.

Village Engineer’s Report

Update on CWSRF

Village Engineer Elliott has been in touch with EFC. They have approved the energy report we submitted. Specifications for the WWTP projects are being written and it is anticipated that the bid packages will be sent out the end of this month so the project can be bid in May.

Digester Mixer Options

Village Engineer Elliott, Assistant Director Jensen and WWTP Chief Operator Ben Sward visited the wastewater treatment plant in Ithaca to see its linear motion digester mixers. It seems to be a very efficient mixing system, so the specification for a mixer for our WWTP may be based on a linear motion mixer rather than the bubbler system.

Village Board Meeting

Chairman French and Commissioners LeClaire and Payne plan to attend the Village Board meeting on March 19th.

Payment Agreements

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to accept the Payment Agreements in the amount of \$14,985.19.

MOTION CARRIED.

XIII. Service Requests

No comments at this time.

Executive Session

MOTION by Commissioner Banach, seconded by Commissioner LeClaire to adjourn into Executive Session at 10:00 am.

MOTION CARRIED.

(Bob Elliott left the meeting at 10:34 am.)

MOTION by Commissioner Banach, seconded by Commissioner Payne to adjourn out of Executive Session at 10:42 am and return to the regular meeting.

MOTION CARRIED.

Next Meeting

The next regular Municipal Board meeting will be held Thursday, April 11, 2013 at 8:30 am in the MUB Meeting Room.

Adjournment

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

10:44 am.

MOTION

CARRIED.

Karen M. Fox,

Secretary