

Penn Yan Municipal Board Meeting Minutes

May 12, 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, Holly Pealer

Absent: Bruce LeClaire

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

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

MOTION to approve the Minutes; first David Payne, seconded by Ray Hamilton; Carried.

IV. Public Requests and Comments: None.

V. Municipal Employee: *Tina Galliher*

- Plant is running well
- All Ross valves have been serviced (7)-good for 5 years
- Next Friday (May 20th) the WLR tank will be inspected – it will take a day; the internal inspection will determine if we will need to paint the interior or not and is accomplished with a remotely operated camera. If painting required it will require taking the tank offline; we have pressured washed the outside and it looks great
- Cost for taking the tank offline and painting is about \$800,000
- Brent mentioned that all items found during the last inspection have been addressed and repaired
- Bill W. is at operators training school this week and next
- Routine operation
- Once Bill is certified, we will be changing the hours, going to 10 hour days (he will be certified in July); which will reduce the OT amount; Sheryl will not do the oral examine until after the 1 yr. mark for Bill
- Gary M. asked about when the next inspection for the tank will have to be done; that will be determined at the inspection
- Brent B. mentioned replacing the finished water transmitter (it's a maintenance item); Tina G.: we are moving the new one into the plant; VSG will actually connect it to the PLC computer and the Water & Sewer crew will perform the excavation and installation of equipment into the plant.

VI. Executive Session: None.

VII. Audit dated 5/18/16

Summary:

Paid Before Audit:

General:	\$26,332.93
Electric:	\$244,212.54
Sewer:	\$8,220.13
Water:	\$8,293.86
CRC:	\$0.00

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Capital Projects:	<u>\$0.00</u>
Total Paid Before Audit:	\$287,059.46
Current Audit:	
General:	\$70,045.51
Community Development–CRC:	\$0.00
Electric:	\$50,961.23
Sewer:	\$56,298.90
Water:	\$20,880.83
Capital Projects:	<u>\$ 0.00</u>
Total Current Audit:	\$198,186.47
TOTAL AUDIT:	\$485,245.93

MOTION to approve the Audit as presented: first Ray Hamilton, seconded by David Payne; carried.

VIII. Treasurer’s Report – Gary Meeks

1. 2015-16 YTD Revenue/Expense Report: 11 months through the year (92 %); all funds in good shape

Electric: Revenue 87% and Expenses 81% of the YTD; Revenue greater than Expenses by \$268,000; will probably have a surplus of about \$100,000.00 for the end of year; last year we had about \$169,000 surplus.

Sewer: Revenue 93% and Expenses 62%; Revenue greater than Expenses by \$639,000; after factoring in depreciation, we will have surplus of about \$206,000. Reconciliations factored into the amounts due to credits paid out.

Water: Revenue 68% and Expenses 69%; Revenue greater than Expenses by \$430,000; after factoring in depreciation, we are at \$23,000 pretty close to breakeven point; reconciliations factored into this and the fact we do quarterly billing to the wholesale water customers.

David P. inquired about whether we noticed a reduction in electrical use with customers (Silgan, Coach & Equipment) switching to LED lights; Brent B. said not really; they are switching the demand to other aspects of the business.

Gary M. introduced Holly Pealer as the new Deputy Clerk/Treasurer.

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for June – No Reduction and do not anticipate any shortages through December 2016.

2. Electric Superintendent update:

- The interview team (Carolyn Benedict, David Payne, Bill Jensen, Owen McIntee, and Brent)
- Interviewed 4 candidates
- Called back one of them for second interview
- The team unanimously selected one person

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- Offer has been made and accepted by the individual
- One interviewee is a current employee and out of respect for him we will let the process be handled through the personnel committee and the Village Board
- David P. was a representative from MUB during the interviews and Rom F. will be a voice for the MUB at the personnel committee
- Goes to the Personnel Committee this Friday morning for recommendation

3. FYI: Reminder NYMPA Annual Meeting in Syracuse, May 25th – registration is due by May 20th (Brent will be attending as a delegate, 3 are pre-approved to attend); Rom F. and David P. stated they may go; they will check calendars and let Danette know.

4. FYI: MEUA – Northern Regional Meeting in Plattsburgh on June 1st:

- Cost is \$55.00 members/\$75.00 for non-members
- Hotel accommodations are \$89.00 for the night
- Registration deadline is May 25th
- Brent will be attending as a MEUA President at no charge to the Village;
- There will be 2 other meetings in June, if anyone is interested. There will be one in Churchville for the Western Region on the 22nd and one in Solvay for the Central Regional on the 29th
- These are not pre-approved so we need a motion to allow participants, should there be any interest.

MOTION to the Village Board to authorize 3 people to attend one of the MEUA Regional Meeting in June (locations are Plattsburgh on June 1st, Churchville on June 22nd or Solvay on June 29th); first David Payne, seconded by Ray Hamilton; carried.

5. Electric Blanket Request for Quote update (Bill):

- Sent the bid to about 6 vendors
- One bid received from Stuart Irby
- Stuart Irby was the provider last year; the prices are roughly the same with most slightly lower
- This secures the amounts for the 2016-2017 fiscal year
- Discussed what an electrical blanket agreement actually is; it's basically an open purchase agreement and we are guaranteed the same price and availability for product the whole year.

MOTION to the Village Board to accept the electric blanket bid from Irby Utilities for the 2016-2017 fiscal year as presented on the bid form; first David Payne, seconded by Ray Hamilton; carried.

Brent B. mentioned that he briefly discussed this with Gary that NYMPA will be presenting their recommendation for another call of funds. The reserve fund that NYMPA operates from is getting lower than the amount the group agreed to maintain. Penn Yan's contribution as a member for NYMPA will be around \$25,000 and we will be able to pay for it in a lump sum or over a 3 month period. Not sure when the actual call for funds will be.

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FYI: David Payne mentioned he read in the paper about a solar farm coming to Geneva; about 17 acres; 2 megawatt; Brent B. mentioned that we applied for a solar area and the two proposed areas were ½ megawatt. NYSEG service area allows net metering so you can put a facility in.

B. Water/Sewer - Brent

1. CDBG Grant – Sheppard, Johnson & Myrtle update: Need to have public hearing
MOTION to the Village Board to authorize having a Public Hearing with regards to the CDBG Grant funding for a water main replacement on Sheppard Street, Johnson Avenue and Myrtle Avenue prior to the June board meeting; first Ray Hamilton, seconded by David Payne; carried.

2. Town of Milo – CBDG Grant re: metering arrangements and farmers water station:
 - Discussed the meeting with Town of Milo regarding the existing water line in water district 3 (along Penn Yan-Himrod Rd.) and to install new water lines from Penn Yan-Himrod Rd. to Elmwood Ave. underneath the tracks and back to a point adjacent to the WWTP
 - Penn Yan water line dead ends and services the WWTP
 - CBDG has already been received by Milo
 - Design, approval and release of funds were discussed, should be finalized in July
 - Had field site visit Monday morning to see the water line layout path and gave Milo’s engineer the information on what is available to connect to at the waste water treatment plant (its 6 in. ductile iron pipe and there is a T and valves there)
 - Discussed the master metering:
 - Wholesale water customers all have a master meter (easy to meter since all water is going one direction)
 - Milo’s connection will be a loop and normally you would need to meter both ends of the loop (meters can only measure water in one direction)
 - This new line will service 9 customers and no others to be added (their position is the loop would benefit us and them)
 - Milo did not factor in the cost of metering into the grant application
 - Milo is to provide us costs to meter both ends
 - Compound meters will be needed due to low flows
 - Brent B. mentioned metering is necessary to help detect leaks, not for billing purposes;
 - Due to CBDG funding, this will never be turned over to the Village (not sure about whether the customers could annex into the Village in the future)
 - Implied that we pay for a meter because Milo feels it will benefit the Village too
 - Gary M. reminded the committee that Milo did not build the cost for metering into the cost of their grant application
 - Gary M. asked for clarification on how it will benefit the Village; Bob E. mentioned fire protection, if one end needs to be capped off you have the other end to feed it, DOH prefers looped system
 - Ray H. asked why we need to meter the 9 customers; Brent B. reminded the committee it’s not for billing purposes, it is for detecting water leak purposes
 - Rom F. asked about the farmer water station: Brent mentioned it’s an idea that Milo threw out but nothing concrete

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- Rom F. asked if the looping will eliminate the need for Milo to flush; Brent thinks yes potentially; the loop capability eliminates the need for an automatic flusher but not normal maintenance flushing
- Brent B. feels that one new compound meter would be sufficient
- Milo would have to replace the existing meter in a metering pit
- Again Milo did not budget for this additional expense in the grant process
- Ultimately the 9 customers served will be charged for this additional expenses (which will be a hardships to the customers)
- Gary M. feels the benefit to the Village is far less than Milo thinks
- Willie A. asked Bob if there were any other solutions out there besides the two meters
- Brent B. mentioned metering during the application process and it did not make it on the application; Milo should have to pay for the meters
- Discussed possible alternatives to avoid the expense of the two meters and can we respond to Milo with the metering arrangement that Bob E. proposes
- Brent B. mentioned the inter-municipal agreement would need to be updated to incorporate this design change
- Bob E. mentioned that Milo is to come back with a cost and it would be nice to have something on our end to suggest, if needed
- David P. mentioned about piping and whether they are going with ductile iron; Brent B. feels that it won't matter the material since it will never be part of the Village
- Rom F. mentioned that Sheryl with DOH said she would accept either type of piping HDPE or Ductile Iron

MOTION to the Village Board to authorize Bob Elliott to come up with a written recommendation of what the Village of Penn Yan would require from Town of Milo to serve as leak detection for this new water line; first David Payne, seconded by Ray Hamilton; carried.

C. Water Treatment Plant – Bill

1. FYI: FLWWC upcoming meetings: Spring Workshop on June 2, 2016 and Summer Meeting/Vendor Exhibit on August 11, 2016; more information to come. Spring meeting will be at Canandaigua and the August meeting is in Waterloo. (FYI: we will need to adjust the time of the MUB meeting to accommodate attending; Rom F. stated the August meeting will start at 8:00 a.m.

2. FYI: Bill Wigsten is attending operator training May 9th – May 20th as Tina mentioned earlier.

D. Wastewater Treatment Plant –Bill/Brent

1. Hauling of Liquid Sludge Bid Results:
 - Got 2 bids: one from Gotta Do Contracting and one from Dickson Environmental
 - Recommendation is to go with Gotta Do Contracting
 - Current price is just slightly higher per gallon than what we paid Casella last fiscal year
 - We are hoping to send less and we will track the cost difference with the composting involved

MOTION to the Village Board to accept the bid from Gotta Do Contracting, LLC in the amount of \$.054/gallon for hauling liquid sludge for the 2016-2017 fiscal year; first Dan Banach, seconded by David Payne; carried.

2. Town of Jerusalem Proposed Sanitary Sewer Project for new sewer district (Brent):
 - At the WWCW meeting, Wayne A. shared the proposed project info
 - Looking at making 5 new sewer districts
 - The project is about 5 years out
 - Wayne thinks it will add an additional 800edu's over the entire project (currently they have 1000edu's but do not use them all)
 - Brent B. asked if we should start looking at contract adjustments to include the new sewer districts and the impact that they may have on the Village
 - They currently have room for expansion and we need to make sure our plant can handle the additional 800edu's
 - Bob E. mentioned we will have some I&I work to do but have 5 years to do it
 - Brent B. mentioned that Bob E. submits a report to the DEC each year on the WWTP that tracks capacity we have left and whether we have the capacity to take on more, so we will have some advance notice if there are any concerns
 - Not sure if the project will be done in phases or all at one time

E. Other –Bill/Brent

1. Brent B. mentioned the APPA conference will be held June 10th -17th in Phoenix, AZ and he will be attending as MEUA President; will not be attending the June MUB meeting.

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$10,477.80; first David Payne, seconded by Ray Hamilton; carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update:
 - Hicks Street pump station is now online
 - Brent mentioned the hotel has not been notified of it being online
 - Bill J. mentioned Ron wanting to do some flushing to clean any debris that may have accumulated during construction and we have a small lateral leak from the Fireman's field restrooms to be repaired by our crew.
 - Contractor is performing site restoration today at the pump station
 - Want our asbestos inspector on site this Friday-we have to get shop drawings for approval from contractor prior to getting the inspection done; project should be done in about a month
2. Sludge Composting Project Update:
 - It is complete
 - met with Ben at the plant 2 weeks ago to discuss composting and the monthly flow
 - Dan B. mentioned preparing a press release so the consumers are aware of the availability once we have the process underway

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- Brent B. mentioned one of the requirements for the DEC permit is to make the public aware and we will do that with the grand opening
- Roof is completely fixed
- All paperwork has been sent to the DEC for payment; so approval should be received soon
- Bill J. mentioned Ron's crew has been out helping Ben by installing the concrete entrance aprons for the new buildings and doing some re-grading and asphalt repairs
- Bill J. mentioned it will take 55 days after the start of composting to be available to give it to the public and Brent feels that would be a good time to do the grand opening; the 55 day requirement will be ongoing (takes that long for the compost to be usable)

Bob E. mentioned that any time we need to purchase equipment that will be used in the composting process we can apply for the 50/50 grant; it is an easy process.

3. Seneca Street – CDBG Update: All approvals are complete and we will get the notice in the paper by May 18th

Mayor's report:

- Good work on moving the CDBG forward for Sheppard, Johnson & Myrtle
- WWCM was very beneficial and informative
- Waterfront Sewer Project came along nicely

Rom F. mentioned to Gary M. that he presented his report so well at the WWCM and it was clear and easy to understand.

Bruce LeClaire is still working through some medical issues and we have him in our thoughts.

Gary M. mentioned the cookout on June 3 at Red Jacket to honor employees with 25+ years of service and our 2 retirees; time is Noon-1:30 p.m.

I&I:

- Willie A. inquired about the status of the I&I investigation and how it's coming
- Bill J. mentioned we are still working on it; crews to do camera work as we are working on projects
- Brent B. we only do the I&I inspection at private properties when there is a property transfer (we got through 95% of the entire system when we were going house to house)
- Bob E. mentioned the flow meter system at the WWTP and using such programs to help monitor I&I issues

Mini-hydro:

- Willie A. asked about mini-hydro and whether it would be beneficial for the Village
- Dan B. mentioned he looked into this about year and half ago; contacted a guy in Ithaca and he wouldn't even come out to look at the outlet because it is less than 10ft.; there was no interest in it from him; but there are some little systems that can be purchased to do the small hydro

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- Brent B. there would be additional cost involved in connecting a hydro setup to our existing system and sometimes the costs out-weighs the benefit
- NYMPA has it in the agreement that we cannot do projects like this; that may change in the future
- Brent mentioned the micro-grid study grant that has been announced and we will apply for the grant (its 8 – 1 million dollar grants).

Dan B. mentioned that the county will be having a solar guy come to their Public Works meeting sometime in July.

Willie A. asked about the lighting along the trail for the waterfront lighting and Brent B. mentioned it is in and ready to be installed when the time comes; they are Concrete Bollard lights;

David P. mentioned Horizon Park new service; Brent mentioned the wire to go under liberty street bridge is on order and the project is ongoing.

XII. Village Board Meeting – May 17th: MUB Member(s) attending

XIII. Service Requests (FYI): Dan Banach: Discussed the issue with a sewer cap blowing off during sewer flushing in a customer's basement and how this might happen

XIV. Executive Session: None.

XV. Next Meeting – Thursday, June 16, 2016 – 8:30 am, MUB Meeting Room

XVI. Adjournment:

MOTION to adjourn at 10:24 a.m.: first David Payne, seconded by Ray Hamilton; carried.

Danette Eatherton; Transcribed on 5/12/16