

MINUTES of the Penn Yan Municipal Utilities Board Meeting held June 13, 2013 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan, NY.

ATTENDEES: Chairman Rom French, Commissioners Dan Banach, 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 ATTENDING: Mayor Bob Church, Account Clerk Laurie Schroeder, Village Engineer Bob Elliott, WWTP Chief Operator Ben Sward

ABSENT: Village Trustee Willie Allison

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

Approval of the 5/17/13 Meeting Minutes

MOTION by Commissioner Payne, seconded by Commissioner Banach to approve the minutes of the May 17, 2013 MUB meeting with no corrections. MOTION CARRIED.

Public Requests and Comments

None at this time.

Executive Session Needed?

No.

Municipal Employee – WWTP Chief Operator Ben Sward

Chief Operator Sward and Village Engineer Elliott both stated that it seems we're making progress with our I&I Elimination Program, since things are running smoothly in spite of today's heavy rains and since it's been months since we've been over our SPDES treatment limit. There are currently only two staff members at the WWTP – Steve Castner and Mike Naylor are both out with medical issues. Mr. Castner may return the end of next week, but Mr. Naylor will be out for weeks after that. The Board asked if help is needed at the plant and Director Bodine said that, for right now, everything is manageable with the staff that is available.

Audit

MOTION by Commissioner Banach, seconded by Commissioner Mackerchar to approve the audit as presented and to recommend to the Village Board that the Municipal bills for the month be paid as follows:

MOTION CARRIED.

Paid Before Audit	\$ 63,802.11
Electric Fund	\$ 66,090.00

Water Fund	\$ 43,125.09
<u>Sewer Fund</u>	<u>\$ 50,397.61</u>
Total Municipal Audit	\$223,414.81

MOTION

CARRIED.

(plus Village Audit)

Gen. Fund Paid Before Audit	\$ 31,514.89
<u>General Fund</u>	<u>\$189,440.25</u>
Total Village Audit	\$220,955.14

Total Audit \$444,369.95

Treasurer's Report

Clerk-Treasurer Meeks reported that the Village is in good shape financially and that the budget is under control.

With regard to the electric Mini Rate Case Study, Clerk-Treasurer Meeks and Director Bodine are continuing to provide information to the auditors as requested.

During last month's MUB meeting, the Board asked about the monitoring of payment agreements and if there were a different method that could be used to present the information to the MUB. Account Clerk Schroeder was also present and she and Clerk-Treasurer Meeks discussed this with the Board.

They agreed that looking at one, bottom-line number at a given point in time is not the best way to get

a true picture of the payment agreement trends. They presented charts showing the payment agreements by month from June, 2012 through June, 2013. The charts indicate the amount of the average agreement per month, the number of agreements per month and the total agreement amount for each month. They also provided a list of the agreements on file as of June 11, 2013, a total of 102.

The Board agreed that the information presented today is what they're looking for to gain a better understanding of the payment agreements. Such information will be provided for the MUB going forward. Clerk-Treasurer Meeks commended the Municipal Utilities office staff for being diligent when it comes to payment agreements and said that he believes the program is being managed effectively.

MOTION by Commissioner Payne, seconded by Commissioner Banach to accept the Payment Agreements in the amount of \$17,362.41.

MOTION CARRIED.

(Account Clerk Schroeder left the meeting at 9:13 am.)

NYPA Firm Hydro Energy for June

No reduction.

Update - Informal PSC Hearing Via Teleconference June 6th

Director Bodine is awaiting judgment from the Hearing Officer after the informal hearing that took place on June 6th regarding the Ralph Senese case. Such hearings are held in an attempt to have the two sides come to an agreement.

MEUA 20-Year Award for Jef Bodine

Prior to the MEUA Western Regional Meeting on June 11th in Fairport, Director Bodine had sent a recommendation to the MEUA to nominate Electric Crew Chief Jef Bodine for a 20-Year award. Crew Chief Bodine is beginning his 24th year of employment with the Village. Director Bodine presented the award to Crew Chief Bodine during the June 11th meeting as a token of appreciation. The Board agreed that Crew Chief Bodine certainly earned the award and that he has always been a valued Village employee.

Updates Needed for Municipal Fire System

The Board discussed the Gamewell municipal fire system. It was agreed that the system is antiquated, considering how technology has changed over the past forty-plus years since it was installed. The electric crew is responsible for the maintenance of the system, a system which seems to be quite unreliable. Firefighters have brought up the fact that not having the Gamewell system could result in liability issues for the Village. But, if the system is unreliable, that also means liability issues. Mayor Church stated that he is in favor of getting rid of the system and the horn on the firehouse. The Board agreed, adding that the system is costing too much money to constantly repair. The Board reviewed information regarding what has been spent during the past six months to maintain the system and will recommend to the Village Board that they review the efficiency of the Gamewell system and determine whether or not it should be taken out of service.

MOTION by Commissioner Banach, seconded by Commissioner Payne to ask the Village Board to review the efficiency of, and the costs to maintain the Gamewell Municipal Fire System, as the Municipal Board unanimously agrees that the system is no longer cost-effective or relevant in light of newer technologies.

MOTION CARRIED.

The Mayor asked Assistant Director Jensen to provide him with information about other communities that have retired their old pull box and horn systems.

List of Septic Systems in the Village Indicating those for which the Village is Responsible

Assistant Director Jensen provided a list of Village-owned and maintained and privately-owned and maintained septic systems. These systems are required to be inspected by KWIC upon property transfers. Even if a property transfer is not pending, we're working to inspect those we're responsible for to confirm that they're functioning properly. While the Board agrees that removing these systems and connecting those households to the public sewer is preferred, each system needs to be looked at on a case-by-case basis to determine the viability and cost to either connect the residence to an existing nearby sewer or to extend the public sewer to make connecting possible.

F.Y.I. – DEC Sewage Pollution Right to Know Act

Director Bodine made the Board aware that the DEC's Sewage Pollution Right to Know Act went into effect as of May 1st. This Act changes the requirements for reporting untreated or partially treated sewage discharges from publicly-owned treatment plants. It is designed to make the public aware when any amount of sewer discharge occurs and if waterways have been affected to protect residents from potentially coming into contact with polluted waters. A meeting was held with the WWTP staff and the Water/Sewer crew regarding this Act so

that everyone is aware of the DEC's mandate. These employees have the required forms that should be used to report such discharges.

YCRR Utility Easement/Permission to Negotiate

Director Bodine asked the Board's permission to continue discussions with S&S Hospital representatives to allow 129 feet of 8" pipe to be connected to the utilities already in place near the John D. Kelly Center so that water and sewer services can be provided to YCRR to the north of that site on N. Main Street.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to authorize discussions with S&S Hospital to have 129' of 8" sewer line and one precast sewer manhole dedicated to the Village of Penn Yan.

MOTION CARRIED.

Reduction of May, 2013 Water/Sewer Bill – 214 Elm Street

Denita Bayer, the resident at 214 Elm Street, wrote a letter to the Board asking for some forgiveness

of her May, 2013 water and sewer bill because she did not realize she had a toilet that was constantly leaking. The Board did not feel they have any responsibility in this matter, so they denied her request.

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to forgive a portion of the May, 2013 water and sewer bills for 214 Elm Street due to a constantly running toilet.

MOTION UNANIMOUSLY DENIED.

Credit from July, 2012 Sewer Bill – 215 Florence Avenue

Tammy Marchionda, the resident at 215 Florence Avenue, wrote a letter to the Board asking for some forgiveness of her July, 2012 sewer bill. While the homeowners were on vacation, the hot water tank in the basement blew out. Someone was staying at their home and discovered the problem. She states in the letter that the water did not enter the sanitary sewer and that is the reason she is requesting that she be credited for the extra 10,000 gallons shown on the sewer bill for July, 2012. The Board asked Assistant Director Jensen to inspect the basement to determine whether or not the water could have entered the sanitary sewer. This item will be discussed again during the July MUB meeting.

Milo Water and Sewer District Extensions – Old Bath Road

Addendums to the existing Town of Milo water and sewer contracts with the Village will need to be prepared to recognize the water and sewer district extensions up Old Bath Road to accommodate a new facility for Morgan Marine. Director Bodine made the Board aware that there will be costs incurred for Attorney Brockman to prepare these addendums. Will the Town of Milo share in these costs? The Board agreed that we should proceed with having the addendums prepared and discuss the costs later.

Waterfront Development – Preparation of Site

A company called Optech is preparing a quote to bid on cleaning up the old Penn Yan Marine site in anticipation of waterfront development in that area. They will need water to conduct the cleanup operations and waste water will be generated. We could put a meter on the hydrant they would use to monitor the water use. But, how do we handle the waste

water? The Village doesn't know the extent of the contamination of the site, so we're not sure what sort of waste will be discharged. The Board asked Director Bodine to prepare a letter for Optech outlining what our wastewater treatment plant could accept for treatment and have them respond as to whether or not the anticipated waste byproducts would be in compliance with our requirements. They also asked that Director Bodine send them a copy of our Sewer Use Ordinance and an Industrial Sewer Use Permit.

Wholesale Water Customers Meeting Scheduled for Thursday, September 19th @ 10:00 am

A meeting with Village representatives and the wholesale water customers has been scheduled for Thursday, September 19th. Notices will be sent to everyone involved the first week of July.

F.Y.I. - Purchase of the new WWTP Vacuum Truck

It is Assistant Director Jensen's goal that the new vacuum truck be ordered by the end of this month.

Electric and Water Meter Inspections/Recalibrations

A new electric meter tester was purchased last year and we are in the process of performing electric and water meter inspections and, if needed, recalibrations. Residents are being notified of this program with a letter included with their billing statements. Since we need to access homes to check the water meters, in the letter we ask that they contact the office to schedule a time convenient for them. We do not need to access homes to check the electric meters.

Village Engineer's Report

One Resolution was passed by the Village Board last month so that the full application can be submitted to the NYS DEC for a proposed composting facility to be located at the Wastewater Treatment Plant. The deadline for submittal of the application to the DEC was originally June 30th but has been extended to July 20th. Application approval could come in a few months after submittal but we most likely wouldn't see any funds for the composting project for about a year after that.

Village Board Meeting

Chairman French and Commissioner LeClaire plan to attend the Village Board Meeting June 18th.

Service Requests

The Board reviewed the Service Requests. No comments were made.

Executive Session

n/a

Next Meeting – Thursday, July 11th – 8:30 am in the MUB Meeting Room

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

10:30 am.

CARRIED.

MOTION

Secretary

Karen M. Fox,