

Penn Yan Municipal Board Meeting Minutes

June 16, 2016

**I. Attendees:** Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, and David Payne, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar, Village Engineer Robert Elliott, representatives from Town of Milo, Carrie Wheeler, Jason Elliott

Absent: Brent Bodine (MEUA conference in Arizona), Bruce LeClaire

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

**III. Review/Approval of the May 12<sup>th</sup>, 2016 Meeting Minutes:**

*MOTION to approve the Minutes: first David Payne, seconded by Ray Hamilton; carried.*

**IV. Municipal Employee:** *Jason Elliott-meet and greet*

- Bill Jensen introduced Jason
- Jason stated he started June 1<sup>st</sup>
- Gave his background where he is from; 12 years in Yates County
- 5 year apprentice program after college; got journeyman certificate; been in the electric field for the last 18 years
- Married with 2 kids
- Proud to call Penn Yan his town
- Projects currently working on
  - Working on N. Main St. for the Arc Flash remediation
  - Crew is working together and maintaining a solid unit
  - Keep working towards moving the electric program forward
- David Payne mentioned that Jason ran the Penn Yan youth wrestling program and his current the assistance varsity coach; Jason discussed his wrestling interests/background
- Board welcomed Jason to the team

**V. Public Requests and Comments:**

Town of Milo:

Pat Christensen, Leslie Church, and Greg Cummins with Larson Design:

- Discussed Milo Water #3 project, Keuka Estates sewer and Bath Road sewer
  - Leslie Church spoke about the projects; we understand that they are water and the Village is sewer; they are here to help answer any questions that the Village has
  - Bob E. is the engineer on the project for Milo
  - Looking to extend service out to the Airport
  - We are looking into other grants
  - We want to work together on these project, not separately; it benefits both of us
  - Rom F. mentioned that we only spoke about water district #3 at our last meeting
  - We understand that you have many questions, one being master metering
  - Rom referred to Bob E. about the Town of Milo's suggestion for the water #3 project; Bob was in agreement with the proposed plan from Town of Milo for metering
  - Bill J. discussed both sides of Elmwood Avenue, which is not currently in the Village but can be annexed into the Village; Milo or one of their residents could build out there as and it would be on the Milo system not the Village

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- Greg C. mentioned the loop was approved based on the low income of the 9 houses for the grant purposes and not was approved beyond that loop
- Willie A. discussed the Village concerns about future houses built in that farm area and the Village would like annexation
- Dan B. mentioned we have to protect the interests of both the Village and the Town of Milo
- Gary M. mentioned possibly amending the Wholesale Water Customer Agreement which addresses master metering to accommodate any changes in services; this will be more of an operational item that Brent and Bill could address
- Leslie C. also briefly mentioned the farmer water station still being an possible future option for the Village by our water operator
- Bill J. mentioned we consume a lot of water already at the WWTP and there should be no concern with that line moving and we have the water station at the WTP, so to establish another location would be more than what we want to do right now

**MOTION to the Village Board to approve the proposed plan for Town of Milo's water district #3 for main replacement/loop: first Dan Banach, seconded by David Payne; carried.**

- Keuka Estates sewer request
  - Plan is to make a 42 townhomes/condo type design
  - More info will be provided regarding the project
  - Rom is concerned about whether there is enough room to accommodate that number of townhomes
  - Mayor mentioned we have not seen any proposal or site plan
  - Leslie C. feels that there are no zoning issues for this project; the Village seems to have concerns about that
  - The plan is for the units to be rental units owned by the developer
  - Leslie C. confirmed they are well within their use for sewer and water for the project under their existing use agreement
- Bath Road sewer project
  - There is some interest in providing sewer
  - This is not an active project at the moment
  - Are looking for long term solutions
  - This will be part of the grant application for July
  - Bill J. asked if there would be any issue with our Lake St. capacity; Bob E. will need to look into but feels we should be OK
  - Pat C. and Leslie C. mentioned which ones where actually in the system already
  - Greg C. asked about the 8" gravity line capacity; Bob E. will send him the capacity information
- Leslie C. wants to know whether we support Town of Milo's proposed sewer plan for the Keuka Estates
  - Rom states the Board has no objections for changes for the area but would want to be kept in the loop as the project progresses
  - Make sure future changes come back to the MUB so that we can get things passed onto the Village Board

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- Rom also stated the improvements will need to make sure all improvements comply with our Village code
- Willie A. asked about the startup date for district #3; Greg C. responded that they are hoping for this year

Town of Jerusalem:

Carrie Wheeler her to discuss the Town of Jerusalem’s Inter-Municipal Assistance Agreement

- No objection by the Board
- Ed Brockman had no objection to the Agreement

**MOTION to the Village Board to authorize the Mayor to execute the Inter-Municipal Assistance Agreement with Town of Jerusalem: first David Payne, seconded by Ray Hamilton; carried.**

- Carrie also briefly discussed the proposed easements for the Indian Pines Outlet; project is not out for bid yet; will keep us updated

**VI. Executive Session:** Motion to enter into Executive Session with Bill Jensen, Danette Eatherton, Gary Meeks, Holly Pealer, Leigh MacKerchar, Willie Allison, Ed Brockman and MUB Members to discuss the work history of an employee at the end of the meeting; first Dan Banach, seconded by Ray Hamilton; carried.

**VII. Audit** dated 6/21/16

Summary:

Paid Before Audit:

General:	\$132,224.79
Electric:	\$237,944.59
Sewer:	\$6,437.11
Water:	\$7,114.24
CRC:	\$0.00
Capital Projects:	<u>\$0.00</u>
Total Paid Before Audit:	\$383,720.73

Current Audit:

General:	\$221,402.66
Community Development–CRC:	\$
Electric:	\$115,232.98
Sewer:	\$460,939.61
Water:	\$117,523.75
Capital Projects (H):	<u>\$ 8,348.32</u>
Total Current Audit:	\$923,447.32

**TOTAL AUDIT: \$1,307,168.05**

*MOTION to approve the Audit as presented: first Dan Banach, seconded by David Payne; Carried.*

**VIII. Treasurer’s Report – Gary Meeks**

1. 2015-16 YTD Revenue/Expense (preliminary year end results):

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- Electric: revenue is 94% of the year and expenses 89%; revenue greater than expenses by \$270,000; but we still have power bills from May still to accrue; but we still should have a surplus of \$100,000-\$200,000 for the year
- Sewer: revenue is 106% and expenses 67%; revenue is greater than expenses by \$782,000; depreciation will be about \$461,000; so the adjusted surplus would be about \$321,000
- Water: revenue is 99% and expenses is 75%; revenue greater than expenses by \$546,000; after removing state aid revenue for the water main project and depreciation; projected surplus about \$112,000
- All funds in pretty good shape

## **IX. Department Business**

### **A. Electric – Bill**

1. FYI: NYPA Firm Hydro Energy for July – No reduction.
2. FYI: Reminder: MEUA – Central Regional Meeting in Solvay on June 29<sup>th</sup>; cost is \$50.00 members/\$75.00 for non-members; hotel accommodations are \$119.00 for the night; registration deadline is June 22<sup>nd</sup> (3 are pre-approved to attend).
3. Need to declare 20 transformers as surplus and recycle them:
  - Gary M. asked if we get any money for them
  - Bill J. mentioned maybe the ones that can be refurbished; not sure if there is any value other than us not having to pay for the disposal of them

**MOTION to the Village Board to declare 20 transformers as surplus and authorize them to be recycled: first Dan Banach, seconded by Ray Hamilton; carried.**

4. Castner's Performance Systems request to have the late payment penalty waived from their invoice which totals \$161.54:

**MOTION to the Village Board to authorize the waiver of the late payment penalties for Castner's Performance Systems in the amount of \$161.54; first David Payne, seconded by Ray Hamilton; carried.**

5. Recommend hiring for the electric department: Bill J. will defer for executive session.

### **B. Water/Sewer - Bill**

1. FYI: CDBG Grant – Sheppard, Johnson & Myrtle update: Public Hearing is scheduled for June 21<sup>st</sup> at 6:00 p.m.

2. Request for Sewer Forgiveness by Brandon Parish, 17 Commercial Avenue in the amount of \$286.03; it has been confirmed that it did not get in the sewer:

**MOTION to the Village Board to grant sewer forgiveness in the amount of \$286.03 to Brandon Parish for property located at 17 Commercial Avenue; first Dan Banach, seconded by David Payne; carried.**

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3. Waterfront Revitalization Sanitary Sewer Upgrades revised agreement between the Village and Elliott Engineering Solutions for approval: this is a reallocation of funds; the change is \$34,000.

**MOTION to the Village Board to authorize the Mayor to sign the revised Agreement between Village of Penn Yan and Elliott Engineering Solutions for the Waterfront Revitalization Sanitary Sewer Upgrades; first Ray Hamilton, seconded by David Payne; carried.**

4. Water Main Replacement NYS Route 54A Culvert bid results update:

- One bid in the amount of \$64,677.60 from V&B Underground
- DOT reviewed the bid and gave their OK for us to award the bid to V&B Underground
- Discussed the current agreements with DOT; Willie said we should probably get that in writing that the DOT agreed with the bid amount; Bill J. will make sure we have that
- Gary M. asked why the DOT just doesn't pay V&B directly and if we pay for it, there needs to be an understanding that they reimburse us immediately; Gary mentioned the issue we had with getting reimbursed for the Liberty Street job; we are not a bank; we should at least get something in writing that states they will pay us immediately after the work is done
- Bob E. and Bill J. said that the Village will be managing V&B; it's our watermain and we will be the ones getting approvals from the DOH
- Bill J. will look into the DOT to paying V&B directly
- Gary was not under the impression we were managing V&B and since that is the case, we need to be all over DOT to get paid

Ray Hamilton asked about plans for the Clinton Street culvert; Bob E. said it is on the plan to be addressed. Bob E. said it would be part of the North Main diversion.

5. Need to declare the 2004 Rovver 600 Sewer Camera as surplus and sale it at fair market value: at the time we do not have the value available for the camera; it is a working unit.

**MOTION to the Village Board to declare the 2004 Rovver 600 Sewer Camera as surplus and authorize that it be sold at fair market value: first Ray Hamilton, seconded by David Payne; carried.**

Willie A. mentioned that we should let Town of Jerusalem know that we have a camera for sale; Bill J. will check with them to see if they are interested in purchasing the camera.

6. Meter testing for meters larger than 3/4"-Review of code and procedure:

- There are approximately 50 meters that fall in this size range
- Currently we do not test them or asked the property owners to test them
- Current Village code states that meters should be approved by authorized MUB personnel prior to purchase, MUB personnel shall inspect the meter prior to service being turned on, and that they should be tested, maintained and replaced by authorized MUB personnel (which Ron K. states we do not have the ability in house to check meters larger than 3/4")
- Looking for opinions as to whether we should look at putting this on the owner
- Bob E. mentioned a general rule for municipality is to just replace the meters every 10 years

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- Dan B. feels that it would be to our advantage to have them tested but since it is to our advantage we should not charge the customer
- Suggested looking into purchasing equipment to test the meters larger than 3/4"; it was agreed by the Board to look into the costs of the equipment and to find out how long an inspection normally takes
- We will still look at the code to make sure we have flexibility to act in our best interest

**C. Water Treatment Plant – Bill**

1. FYI: Bill Wigsten completed operator training and passed. The DOH will need to conduct their evaluation, which will not be until July (DOH likes to wait 1 year after hiring which Bill's hire date is July 6<sup>th</sup>).
2. FYI: Bill J. mentioned the light poles are installed and sidewalk on Mace Street is complete (mulligan for the electric section)

**D. Wastewater Treatment Plant – Bill**

1. Onsite inspection of the composting is scheduled for this Friday by the DEC; the plant currently has a composting pile; they have been making compost for about 8 days now
2. FYI: Residential Onsite Wastewater Treatment Systems – informational meeting on July 14<sup>th</sup> in Salamanca, NY; Yates County Soil & Water has agreed to continue doing this task; so we are going to pass on the meeting.

**E. Other**

1. Dan Banach was advised that the KAF was charged \$50 per pole and they were not aware of this charge. We need to look into whether they were properly informed for this added expense.
2. Ray Hamilton mentioned the Keuka Estates condo project and Town of Milo getting our services; Ed Brockman said this will be discussed further in executive session.

**X. Payment Agreements:**

**MOTION to the Village Board to accept the payment agreements in the amount of \$10,385.23; first David Payne, seconded by Ray Hamilton; carried.**

**XI. Village Engineer's Report – Bob Elliott**

1. Waterfront Sewer Project Update: TAPE
  - Monell pump station has been set, waiting on the emergency generator
  - Reseeded the Fireman's Field
  - Finishing the manhole testing today
  - Bill J. mentioned the fence company will be getting the poles set for fencing (may need to look into screening for the fence to hide the equipment)
2. Seneca Street – CDBG Update:
  - Public advertising period is complete

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- Time to work towards putting the project out to bid
- Bill J. mentioned that Ron's crew has started tying the main on Seneca Street into Cherry Street

**MOTION to the Village Board to authorize permission to go out for bid for the Seneca Street-CDBG Grant project: first Ray Hamilton, seconded by David Payne; carried.**

Bob E. mentioned the WTP SPDES permit is in and there are a few things that the Village needs to do that is newly required by the DEC; we have 6 months to accomplish the tasks; cost would be roughly about \$2,500.00; will discuss further later.

**XII. Village Board Meeting – June 21<sup>st</sup>: MUB Member(s) attending**

**XIII. Service Requests (FYI)**

**XIV. Executive Session:**

- Motion to enter executive session and to add Ed Brockman as an attendee to discuss real estate matters: first Dan Banach, seconded by Ray Hamilton; carried; enter executive session at 10:00 a.m.
- Motion to exit executive session at 11:04 a.m.: first Dan Banach, seconded by David Payne; carried.

**MOTION to the Personnel Committee and to Village board to accept Jef Bodine's resignation effective June 24, 2016: first Dan Banach, seconded by David Payne; carried.**

**MOTION to the Personnel Committee and to Village Board to authorize the advertising and hiring for an apprentice lineman trainee for the electric department: first David Payne, seconded by Dan Banach; carried.**

Mayor discussed the waterfront downtown revitalization grant; at this point we did not get approved.

**XV. Next Meeting – Thursday, July 14<sup>th</sup>, 2016 – 8:30 a.m. MUB Meeting Room**

**XVI. Adjournment:**

*MOTION to adjourn at 11:10 a.m.: first David Payne, seconded by Dan Banach; carried.*

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*Danette Eatherton; Transcribed on 6/16/16*