

MINUTES of the Penn Yan Municipal Utilities Board Meeting held July 10, 2014 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 Ray Hamilton, Clerk-Treasurer  
Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

**Also Attending:** Village Engineer Bob Elliott, Mayor Leigh MacKerchar, WTP Chief Operator Tina Galliher,

**Absent:** Village Trustee Willie Allison

Chairman French called the meeting to order at 8:32 am.

### **Review/Approval of the 6/12/14 Meeting Minutes**

According to NYCOM minute meeting standards, auditors prefer to have included in the minutes that the Board minutes were reviewed and approved, but that a MOTION isn't necessary. The May 15, 2014 MUB minutes were approved as written.

### **Public Requests and Comments**

None at this time.

### **Municipal Employee – Tina Galliher**

#### **Failed BAC tests – Public notification and follow up**

In the month of June we had 2 water samples that failed the BAC test; Total Coliform. We are required to perform this test twice a month. The location of where the water was drawn was at the Penn Yan Fire Department and a hydrant on Clinton Street by Wymans. Since we failed twice we are required to notify the public; this is not a boil notice. This letter will be mailed on July 18<sup>th</sup> and will direct any concerns to the Department of Health. For those customers who do not have the water service in their names and will not receive a letter; there will be a public notice in The Chronicle Express on July 23<sup>rd</sup>. Since this incident we have continued to test at 12 other location and they have all passed. In the month of September the water/sewer crew will be flushing the hydrants.

#### **Transmitter calibrations**

Transmitters are being calibrated on July 11<sup>th</sup>.

#### **Zebra mussel system repair/inspection**

On July 16<sup>th</sup> at 8:00 a dive team from Seaway Diving will be here to clean the screens on the intake and inspect the nozzles on the chemical feed lines. We have been having issues with zebra mussel system and think that there may be clogged lines. We have historically chlorinated the end of the intake line to keep zebras off the intake cage/screen; but the chemical feed lines appear to be plugged. The best scenario is that the supply lines or nozzles have crystallized chlorine in them and the dive team will be able to clean them out. The worst scenario is that we need to run three new lines (1800 feet for each).

**Northview Drive**

We are still working on the flushing system on Northview Drive to improve water quality. This is a dead end loop water line; there’s not a lot of usage. We might be able to correct by tying to the main on Court Street. The application to install an automatic flusher has been reviewed by the Department of Health. We are responding to their comments.

**(PESH) Inspection**

A PESH inspector made a visit to the Water Plant. We received a notice of violation for not having an eye wash in the laboratory. We have 30 days to respond to this violation; but this has already been corrected.

**Trainees**

Tim Logan and Dave Cohick have been doing water samples, running the plant, know what to look for with our turbidities, controlling the chlorine, and lead and copper which consist of keeping in touch with the owner of properties (every 3 years) and sampling entire system which includes our partners. We do this because the older homes have the lead and copper concerns. Doug Marchionda, Jeff Brewer and Ron Keech are still helping on the weekends.

**Arbitration Case**

Brent comments that the arbitration case has been postponed another month (September 22<sup>nd</sup>) if they request to delay again Commissioners have discussed considering saying no. No new developments or changes.

**Executive Session Needed?**

MOTION by Commissioner Payne, seconded by Commissioner Banach to hold an Executive Session at the end of the meeting to discuss the work history of an employee. **MOTION CARRIED.**

**Audit**

MOTION by Commissioner LeClaire, seconded by Commissioner Hamilton 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  | \$31,226.50  |
| Electric | \$160,174.29 |
| Sewer    | \$8,749.06   |
| Water    | \$9,130.75   |
| CRC      | \$ .00       |

**Total Paid Before Audit** \$209,280.60

**Current Audit:**

|                             |                       |
|-----------------------------|-----------------------|
| General                     | \$300,082.81          |
| Community Development - CRC | \$0.00                |
| Electric                    | \$28,698.96           |
| Sewer                       | \$816,484.05          |
| Water                       | \$37,000.34           |
| Capital Projects            | \$9,150.20            |
| <b>Total Current Audit</b>  | <b>\$1,191,416.36</b> |
| <br>                        | <br>                  |
| <b>TOTAL AUDIT</b>          | <b>\$1,400,696.96</b> |

**MOTION CARRIED.**

**Treasurer's Report**

In the report presented to the MUB, Clerk-Treasurer Meeks mention that the auditors will be here on July 28<sup>th</sup>. We are at 8% of our expenditures at this time. The electric fund should have a surplus; due to power bills were less last month. The sewer fund should break even and the water fund should also see a slight surplus. We are in good shape.

**Electric**

**NYPA Firm Hydro Energy for July – No Reduction**

**Hiring R.E. Garrett Engineering –**

Resolution to authorize the Mayor to sign agreement with R. E. Garrett Engineering as a trial period at a base price, not to exceed \$4,000.00. The project is a request from C. N. Iversen Family LLC has requested that some existing overhead electric infrastructure on their property at 130 Water Street be relocated and put underground and this underground electric infrastructure will require a piece of electrical switchgear that must be specified and designed by a registered professional engineer and, C. N. Iversen Family LLC has agreed to pay for any material and engineering cost associated with this electric infrastructure relation.

MOTION by Commissioner Banach, seconded by Commissioner to recommend the Village Board to have the Mayor sign the document and hire R. E. Garrett Engineering at the price not to exceed \$4,000.00.

**MOTION CARRIED.**

**18-a Assessment – Memo from Director Modafferi (FYI)**

We collect in our PPAC; which is billed to our customers. Memo says that this charge will go away in a few years. The percentage has dropped from 2% to 1.63%.

**OSHA 1910.269 Training in Fairport –**

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to send the entire electric crew (4) to Fairport for training.

**MOTION CARRIED.**

## Water/Sewer

### **FLWW Summer Meeting-**

Meeting is August 14<sup>th</sup>. Currently we have 20 employees have been approved by resolution.

### **Septic System at 140 Sheppard Street- (FYI)**

Failed inspection at closing (Don Osgood sold to Ryan Dailey) and has been upgraded. There are 9 septic systems in the Village; which the Village of Penn Yan accepts responsibility to take care. As these 9 systems fail we review to see if there is any way we can serve them from our public sewer system. If not, we reinstall/repair septic system. There are a number of private septic systems within the village. When one of these fails we are "supposed" to be notified by the inspectors. If their property line is within 100 feet to our sewer line; they must connect after they fail. At the customers expense; they have to do their own engineering. The challenge is the notification.

### **Process Related**

Brad Braman is back from surgery and John Tusch is out on knee surgery on July 16<sup>th</sup> for 6-8 weeks. Brad will be reading the routes.

## Wastewater Treatment Plant

Mike Naylor is back to work from having knee surgery.

### **(PESH) Inspector**

A PESH inspector made a visit to the plant. We received violations regarding confined space, eye wash concerns and a container that was not labeled and not stored correctly. We have 30 days to respond to these violations.

## Other

A delay with the hotel on Mace Street from Brent's understanding (have not had a meeting with Chris Iversen) that the ground stability is poor, which he will have to put pilings in the ground, and other additional cost to Chris Iversen. Mayor MacKerchar has been in contact with Chris to set up a meeting. The Village has continued on and has completed the curbing, final grade will begin on 7/10, and then blacktop. Final layer of blacktop will be on hold until after the construction is finished. Village will be in a bad situation if Chris Iversen decides to flip flop projects (hotel to Penn Yan Marine) because we have scheduled with the understanding of the hotel first and the PY Marine second. We need that meeting with Chris to come up with a solution. As of right now we are going to walk away from this project and work on things from the flood.

For customers who have more than one bill, is there any way to receive them together instead of separate - to save on postage? Gary Meeks comments that we are looking into electronic billing and payment.

## Payment Agreements

MOTION by Commissioner LeClair, seconded by Commissioner Payne to accept the Payment

Agreements in the amount of \$20,828.70.

**MOTION CARRIED.**

**Village Engineer's Report**

**CWSRF Project Update**

The RBC is moving along quickly. The growth is starting; which is good. Would like to give a 3<sup>rd</sup> week before the switch over; which will be in beginning of August.

There has been no date for when the trusses for the de-watering building will arrive.

**Status of EES Municipal Projects**

**Water Main Replacement on Lake Street and Hicks Street**

Preliminary drawings for Lake Street have been submitted to the Village for review. We are still working on Hicks Street. We will send both plans to the Health Department together.

**Relocation of Waddell Pump Station**

Looking at concepts designed and then final paper work.

**Rebuild of Monell Street Sewer**

Looking at concepts and need a meeting regarding easements.

**Construction of Gravity Sewer between PY Marine Site and Monell Pump Station**

Looking at concepts and need a meeting regarding easements.

**Construction of Monell Pump Station**

These projects appear later on the work schedule. Need to have a meeting with Chris Iversen.

**Mayor MacKerchar**

Received a call from Chris Iversen, which he left an apologetic message and they will set up a meeting to go over both projects.

Owl's Nest – during the second building collapse, utility poles were knocked down. Brent requested and received MEUA mutual aid response from Fairport and Bath Electrical crews; Mayor MacKerchar reports he called both Mayors and thanked them for their assistance. Will send letters to the workers.

Public Safety Fire Horn Committee is looking for volunteers regarding the game well system.

Representing the Village – Chris Christensen & William Allison

Representing the MUB – Brent Bodine & Dave Payne

Meeting with The Town of Jerusalem (Bob Church, Gary Meeks, Leigh MacKerchar, Pat Killen, Carrie Wheeler & Mike Steppe) is scheduled for July 18<sup>th</sup> to discuss what their intentions are regarding the lawsuit.

**Village Board Meeting**

Chairman French and Commissioner LeClaire plan to attend the Village Board meeting on July 15th.

## **Service Requests**

### **Executive Session**

MOTION by Commissioner Banach, seconded by Commissioner Hamilton to adjourn into Executive Session at 10:05 am. **MOTION CARRIED.**

MOTION by Commissioner Banach, seconded by Commissioner Hamilton to adjourn the meeting at 10:34 am. **MOTION CARRIED.**

### **Next Meeting**

The next Municipal Utilities Board meeting will be held Thursday, August 14th at 8:30 am in the MUB Meeting Room.

*Christine Mickelsen, Account Clerk*