

I. Attendees: Chairman Rom French, Commissioners Ray Hamilton, and David Payne, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Holly Pealer, Danette Eatherton, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar, Village Engineer Robert Elliott

Absent: Bruce LeClaire, Dan Banach

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

III. Review/Approval of the June 16th, 2016 Meeting Minutes:

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

IV. Municipal Employee: *Ben Sward*

- Composting operation proceeding forwards as planned; one pile has finished the first phase should have finished compost in about 4 weeks that can be sent out for analysis
- Press is working about 85-90% the way we want it to work; so we are still tweaking it
- Rom asked about the composting process from the moment it leaves the press; Ben explained the process and the timeframes involved; the whole process takes about 60 days; wood chips can be reused; we are 30 days into our first composting pile
- Had one violation due to a failed pump but that has been addressed
- Overloaded with sludge at the moment and trying to manage that; but will need to haul sludge at some point; Bill J. mentioned that some of that is coming from the septic haulers
- Discussed the 2 sides of the sludge operation-hydraulic side and organic side
- Rom asked if there are still reed beds being used; Ben said yes
- Discussed polymers and adjusting chemicals
- Ben mentioned that the plant may need to be considered for expansion if we can't get loading down; Rom asked if that means adding a 3rd digester-Ben said that could be one option
- Bob E. explained the chart about the WWTP loading; which shows the loads based on our plant's capacity for loading and we are currently close to our capacity; KanPak is a big contributor for our higher loading; did comparison without KanPak loading and it would cut down on our loading results; Brent will be meeting with KanPak about their loads and trying to come up with some solution to reduce their loading to get them back down to loads that our WWTP can handle
- Brent and Ben discussed that they will be needing to haul liquid sludge, but has not hauled any yet
- Ben mentioned that we do not have enough space to handle the composting product; we will need more surface area for the composting product, currently investigating paving two of the sand drying beds to provide a storage area
- Rom asked if the sludge production is consistent throughout the year; Ben said yes
- Reed beds can be used in the winter
- Rom asked how much effluent is in the digester; Ben said about 400,000 gallons each
- Discussed the potential for odor problems for the residents surrounding with the composting product, no complaints at this time.
- Rom mentioned the board wanting to come out and look at the composting operation when the process is ready for visitors

V. Public Requests and Comments: Carol Genecco, Town of Milo (Leslie Church and Pat Christensen); Brent mentioned Doug McCord would be here around 9:45 a.m.; will come back to this once he arrives.

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

VII. Audit dated 7/19/16

Summary:

Paid Before Audit:

General:

\$28,155.35

Penn Yan Municipal Board Meeting Minutes
July 14, 2016

Electric:		\$144,448.15
Sewer:		\$6,909.15
Water:		\$7,732.37
CRC:		\$0.00
Capital Projects:		<u>\$0.00</u>
	Total Paid Before Audit:	\$187,245.32
Current Audit:		
General:		\$31,028.15
Community Development–CRC:		\$
Electric:		\$31,154.65
Sewer:		\$95,440.30
Water:		\$24,766.41
Capital Projects (H):		<u>\$40,361.94</u>
	Total Current Audit:	\$222,751.45
	TOTAL AUDIT:	\$409,996.77

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

VIII. Treasurer’s Report – Gary Meeks

1. 2016-2017 YTD Revenue/Expense: We are only one month into the fiscal year and we are in fine shape
 - Electric: revenue is 7% of the year and expenses 3%; revenue greater than expenses by \$148,000;
 - A lot of things get charged at this time; we have paid the insurance bill and workers’ compensation for the year; so that kind of skews things
 - Sewer: There is a big revenue line item of about \$458,000 for revenue that needs to be excluded from the report, which is a payment that was received from the DEC this week for the composting project grant
 - Adjusting that revenue out of the sewer fund; revenue is at about \$108,000 which is 11% of the year and expenses at 6% of the year; adjusted revenue is greater than expenses by \$68,000
 - Water: revenue is 8% and expenses is 8%; revenue less than expenses by \$4,000; but taking into account that we only bill wholesale water customers on a quarterly basis, that would add about \$21,000 in revenue and bring us positive at about \$17,000

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for August: No Reduction.
2. FYI: MEUA 86th Annual Conference, August 30-September 2 in Ellicottville, NY; deadline to register is August 1st; (2 are pre-approved to attend):
 - Will need a delegate for Penn Yan
 - Passing the presidency to the President elect Nancy Steedman
 - Would welcome those wishing to come, please do: Rom and Leigh both mentioned they are interested in attending

MOTION to the Village Board to authorize a Delegate Resolution appointing Brent Bodine as the voting delegate for Village of Penn Yan; first David Payne, seconded by Ray Hamilton, carried.

3. Request for Electric Service – Dale Lane:
 - Request for electric service outside Penn Yan, just off Flat Street
 - We do cover this under the existing tariff, but we have to bring them on a case by case basis to the MUB
 - There is electric service in the area
 - The Village would pay for the work to add the electric service
 - Rom stated that unless property is annexed we do not have to the right to provide electric service; in 2006 the Village board had made a determination that states we would not allow electric service outside the Village limits without annexation
 - Ray H. asked if that included the franchise district; Rom said the Village board voted on this in 2006 and said no service without annexation

- Brent mentioned that there is electric service on both sides of the property (it's a flag lot, shaped like a flag on a pole); the property is adjacent to the Village line; there are other customers out Flat Street with Village electric service
- Rom does not feel that we can give electric service to people outside the Village when Village tax payers are paying taxes to have it
- Rom feels that there is nothing we can do since the Village Board has passed that we will not provide electric service unless annexation
- Brent disagrees with the annexation into the Village being the only way to provide electric service; the tariff states that we can provide electric service for this area
- Rom disagrees with the tariff interpretation; Brent explained that there are many areas outside the Village that has Penn Yan electric based on the tariff
- Mayor mentioned that the attorney is reviewing the tariff and will advise of his interpretation

MOTION to the table this pending further review by the attorney of the tariff; first David Payne, seconded by Ray Hamilton; carried.

4. B12-64 switch installation:
 - Designation given by the NYSEG West Section for the new 34kv switch
 - Village of Greene's municipal electric crew came in to help us on July 5th to assist with the installation; we jointly dug the hole, set the pole (65ft cedar pole), hung the switch, terminated the wires and attached to the 34kv; it was all completed in 10 hours
 - This switch will replace electrically the B7-64 switch that flashed back in November, after which we were not able to operate and we are now back electrically where we were prior to the November flash

B. Water/Sewer – Bill/Brent

1. FYI: CDBG Grant – Sheppard, Johnson & Myrtle update: Application deadline July 29th.
2. Update on Seneca Street in-house work (Bill):
 - Ron and his crew have been out working on it to get the Village portion of it installed
 - The watermain has been built up to the railroad crossing and it has been capped
 - We are waiting on the contracted portion to be completed
 - Prior approval was given by DOH to have us do our portion of the work but no services can be hooked up until the part the contractor will do is complete
 - Rom asked when the project will be complete; Bob E. said this fall
3. Pleasant Avenue Sanitary Sewer project(Bill):
 - Bob E. has provided a preliminary estimate; we have budgeted some engineering and construction costs in the capital plan
 - Ron performed some camera work out there earlier this week; bottom of the pipe shows a lot of deterioration and we need to replace it or line it soon
 - This is for replacement of the original portion of the sewer that was tied into during the installation of the new Horizon Park sanitary sewer system
 - The preliminary estimate was for completely digging it up and replacing it; but would like to discuss other options, such as pipe bursting like was done on Monell
 - There are 2 or 3 laterals on Pleasant Ave. but this also involves the entire Horizon Park
4. FYI: Finger Lakes Water Works Conference-Summer Meeting August 11th at Dewey's Party House (Bill):
 - The MUB meeting for August will start at 8 a.m. to allow those wishing to attend time to get to Seneca Falls
 - Registration is due by July 29th
 - Please let Danette know if you will be attending; we have 20 pre-approved to attend
5. Sanitary Sewer and Utility Easement with Town of Jerusalem (Brent):
 - Involves the relocation of their existing force main at Indian Pines and the connection on Hicks Street
 - We have been talking about this for a while
 - Jerusalem has signed it and it has been reviewed and there are no issues with the agreement

MOTION to the Village Board to authorize the Mayor to sign the Sanitary Sewer and Utility Agreement with Town of Jerusalem; first Ray Hamilton, seconded by David Payne; carried.

C. Water Treatment Plant – Bill

1. FYI: Bill Wigsten's evaluation with DOH was Tuesday July 12th; Sheryl Robbins is recommending him for his license and it should be issued within 4-6 weeks
2. FYI: Shift hour changes:
 - They are working 10 hour days due to increase water needs
 - Bill W. will either work with Tina or Dave until they are comfortable with him working alone and his license comes through
 - Ron is still working part-time at the WTP
3. Electric to WLR reservoir is currently out of service:
 - Bill mentioned that we are trying to come up with a plan; a tree fell and took the service down and broke a pole; currently they have a generator out there running full time
 - Brent mentioned the service is very long; there is another pole that is in bad shape that cannot be climbed and should be considered for replacement
 - Looking for other options for getting the electric service up there; there is not a lot of load up there and we may be able to get away with using solar
 - If we replaced the pole, not worried about rebuilding a lot of it; would have a backup if the solar every went down
 - The generator is serving as a backup for it now; it's an inconvenience based on current staffing to have to keep going up there to check on it
 - David P. brought up the service request for Ogden Street, issue with hearing water running in a drop inlet when there had been no rain; Bill J. will follow up with Ron on what the outcome of that investigation was

D. Wastewater Treatment Plant –Bill

1. Composting production update: discussed while Ben was here.
2. Discuss operational concerns at the WWTP (Bill/Ben): discussed while Ben was here.
3. NYWEA training on July 22, 2016 in Bath; Ben would like to attend; cost is \$60.00
MOTION to the Village to authorize permission for Ben Sward to attend NYWEA DMR training in Bath on July 22, 2016 at a cost of \$60.00; first Ray Hamilton, seconded by David Payne; carried.

E. Other –Brent/Bill

1. Keuka Estates – engineering: waiting on Doug McCord to arrive.
2. DOT 54A Culvert Replacement – Electric, Water & Sewer-Resolution: Brent mentioned that this is for Sucker Brook; V&B is the selected the contractor and we need the resolution for the Mayor to be able to sign the contracts and any other documents for this project.
MOTION to the Village Board to authorize the Mayor to sign the NYSDOT Resolution which authorizes the Mayor to sign any and all agreements with NYS DOT relating the NY 54A over Sucker Brook culvert replacement project, PIN 6011.19; first Ray Hamilton, seconded by David Payne; carried.
3. Change Order: Waterfront Sanitary Sewer project (Brent):
 - This is change order number 2 with contractor V&B
 - Contains 3 modifications but all is for the change of the sewer layout design that affected Reme Casting and Roto Salt location; we also had to change which manhole we were going to (going to 81 now not 80)
 - The total cost of the change order is \$7,017.62 is the change; we are still under budget**MOTION to Village Board to authorize paying the change order for the Waterfront Sanitary Sewer Upgrade Project in the amount of \$7,017.62, first David Payne, seconded by Ray Hamilton; carried.**

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$9,799.83; first David Payne, seconded by Ray Hamilton; carried.

Keuka Estates discussion:

- Joe Ardieta with Vanguard Engineer came in place of Doug McCord
- Joe mentioned the plan to construct a condominium complex at the site of Keuka Estates trailer park on Lake Street; the water is Town of Milo and the sewer is Penn Yan
- We are constructing the sanitary sewer to that parcel that currently has about 15 trailers on that parcel; we are proposing a way to not take them off line but to add the condos
- Brent clarified: The Village of Penn Yan provides the sewer service for the trailer park (Keuka Estates); we have one point of connection to a manhole in the right of way for NYS Route 54 and we base our billing for that sewer off the master water meter that the Town of Milo utilizes for giving them water
- Brent's understanding is that the Genecco's receive a sewer bill from Penn Yan and a water bill from the Town of Milo
- Brent mentioned that they would like to redesign this with townhouses and leaving some of the trailers
- Carol Genecco mentioned they will leave about 10-12 trailers and they will be relocated to the south end of the property
- Brent mentioned the current arrangement is based off the water usage to the property; we do not account for any I&I; we have precedent at Lake St. Plaza where we had that customer put in a master water meter; that being said Milo has a master water meter we could base our sewer billing off that master water meter or we can require them to install a sewer flow meter for the Keuka Estates site, so we can monitor it
- Carol mentioned that Ribbles scoped the sewer for the entire property; Brent asked if we could have a copy of that report, she will look into getting us a copy
- Trailers will stay on the south end of the Parcels; may look into separating the parcels off (trailer park and the townhomes)
- Leigh M. brought up trying to get a meeting together to discuss the zoning issues, property issues, annexation and other information; hopefully will have that meeting schedule by end of next week
- Brent B. mentioned the reason Town of Milo and the engineer are here is to make an official request to maintain the existing the sewer connection; Brent would recommend their current design plan for project if they install a master flow meter

MOTION to Village Board to authorize Town of Milo to maintain the existing sewer connection with the recommendation by Brent Bodine that a master flow meter be installed at the Keuka Estates property; first Ray Hamilton, seconded by David Payne; carried.

Rom asked about the time table for the project; Carol is looking to have it submitted for permits by Oct. 3. Carol discussed other agreements and things that they will be working around to get the project moving.

Brent asked Carol if the letter regarding sanitary sewer to the parcel should go to her husband; Carol said mail it to their office at 229 Lake Street.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update:
 - Village just recently energized the transformer; Brent mentioned a meter still needs to be set
 - Need to get the Monell Street pump station started up
 - We still have some clean up to do; site restoration items still to do
 - Project should be completed prior to the August MUB meeting
 - Willie A. asked about any consideration for natural gas over propane
 - Brent B. mentioned there was not natural gas available there but it was thought about
 - Willie A. was it thought about asking them to put natural gas in; Brent said no
 - When Hicks St. is developed, they may have natural gas then and we can look at taking a service off that line
2. Seneca Street – CDBG Update:
 - Specs are ready to go out for bid

- We are dealing with a new CDBG representative which is slowing things up
- Deadline is in December
- Brent mentioned that Glen was working on the ad for the paper and it should go out to bid next week

Rom brought up KanPak again:

- Is there a Phase III that they will have to go to; Brent said yes and we are going to have to make them go to Phase III; the meeting with them is next Wednesday
- Discussed surcharging and loading and the amount the pay
- Phase III would put wastewater plant on site; David P. mentioned we have been talking about Phase III for years now
- Rom mentioned now we are almost at capacity at our WWTP and we need to really start looking at that

Ray H. inquired about if the trailer park is annexed and they get a pilot how would it affect Village revenues, if at all:

- Brief discussion about the meeting the Mayor is trying to schedule with all the parties involved in the project
- Gary M. briefly discussed a pilot program
- Discussion about the creation of the separate parcel and if it is annexed into the Village; Brent B. suggested the possibility of putting individual meters in the townhome parcel

XII. Reminder the Village Board Meeting is July 19th

XIII. Service Request Review:

XIV. Executive Session: Enter executive session at 10:05 a.m.; exited executive session at 10:18 a.m.

Leigh is looking at getting the meeting set up to discuss Keuka Estates by end of the next week to discuss options.

XV. Next Meeting – Thursday, August 11th, 2016 – **8:00 a.m. (Please note the early start time)**, MUB Meeting Room

XVI. Adjournment:

MOTION to adjourn at 10:20 a.m.: first David Payne, seconded by Ray Hamilton; carried.

Danette Eatherton; Transcribed on 7/14/16