

MINUTES of the Penn Yan Municipal Board Meeting held July 14, 2011 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

ATTENDEES: Chairman Rom French, Commissioners Bruce LeClaire, Dan Banach, Dave Payne and Jerry Nissen, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

ALSO ATTENDING: Mayor Robert Church, Village Trustee Willie Allison, Village Engineer Bob Elliott and Village Clerk-Treasurer Shawna Wilber

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

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to approve the minutes of the Municipal Board meeting held June 16, 2011. Motion Carried.

Earlier this month, a letter was sent to Mayor Church from Town of Benton Supervisor Robert Clark. In the letter, Supervisor Clark stated: "Some members of the Benton Town Board would like to meet with your municipal board. We would like to review the large difference of gallons paid for vs. gallons used in our Water District #2. Last year, we were charged for the minimum of 12,702,000 gallons and we used approximately 9,754,236. This substantial difference results in approximately \$6,544.00 over payment for gallons paid for compared to usage." Supervisor Clark was present to discuss this issue. He asked the Municipal Board if it would consider reviewing the 'minimum gallons' figure used for Benton's water usage. Chairman French commented that it has been a while since the contract for the Town of Benton has been reviewed and that it may be a good idea to meet with Town representatives and review it. Director of Public Works Bodine will contact Mr. Clark to schedule a time for Town of Benton and Village representatives to meet to discuss the contract.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to recommend to the Village Board that the Municipal bills for the month be paid as follows:

Electric Fund	\$ 57,328.65	
Water Fund	\$ 38,122.77	
<u>Sewer Fund</u>	<u>\$ 28,756.09</u>	
Total Municipal Audit	\$124,207.51	Motion Carried.
(plus)		
<u>General Fund</u>	<u>\$189,785.77</u>	
Subtotal	\$313,993.28	
(plus)		
Facade Program	\$ 8,308.00	
Total Village Audit	\$322,301.28	

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to request an Executive Session at the end of the meeting, to discuss contractual and/or personnel Matters. Motion Carried.

Clerk-Treasurer Wilber stated that she received a call from St. Mark's Terrace. They reported having more units than we identified in our estimated EDU numbers, but the amount being billed is correct. So far, she has not received complaints from large, industrial customers regarding their billing since the EDU system was put into place.

Commissioner Banach asked if coverage has been arranged for when Clerk-Treasurer Wilber is out on maternity leave. He asked that a member of the Municipal office staff be available to attend MUB meetings and follow up to answer questions the MUB members may have. Clerk-Treasurer Wilber said she will make arrangements for this.

The water/sewer crew is finishing its work on the new water line on E. Elm Street. They have two hydrants to install and two hydrants to abandon. The reconstruction of the street will begin on Monday, July 18th. That week, the roadway will be prepped for paving. Residents will be notified regarding parking restrictions.

The monthly letter from the New York Power Authority (NYPA) regarding firm hydro energy for the month of July stated that there would be no reduction in firm hydro energy sales to NYPA's hydropower customers for the period of July 1st through 31st.

Director Bodine received a quote from Osmos Utility Services for the inspection of 302 wooden utility poles in the village. The quote was \$15 per pole, or \$4,530. Brent will request quotes from other companies as well.

Director Bodine received a quote from Elliott Engineering Solutions to conduct a Stray Voltage Survey for 2011 at a cost not to exceed \$4,800.

MOTION by Commissioner Banach, seconded by Commissioner LeClaire to hire Elliott Engineering Solutions to provide the Village with a Stray Voltage Survey for the year 2011 at a cost not to exceed \$4,800. Motion Carried.

The Board reviewed a letter from Michael Van Wormer, Director of Facilities for Finger Lakes Health. In the letter, Mr. Van Wormer provided economic analysis figures to supplement an earlier request for pre-approval under the IEEP's Commercial Energy Efficiency Program. According to the proposal, the annual electricity consumption savings at Soldiers & Sailors Hospital would be 589,482 kwh/year, enough to supply electricity to approximately thirty-five homes in the village for one year. This would help to decrease the amount of supplemental power the Village would need to purchase on the open market.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to pre-approve the IEEP Commercial Energy Program for Soldiers & Sailors Memorial Hospital, which will free up enough of our hydro power to supply approximately thirty-five homes in the village for one year. Motion Carried.

The Board discussed the slip lining of the sanitary sewer line on lower Keuka Street. This work would be done by a contractor on Keuka Street between Elm Street and Liberty Street. A quote has been received from Elliott Engineering Solutions (EES) to prepare a Request for Proposals (RFP) and administer the RFP. EES would also review the bids and conduct a pre-construction meeting. The quote was for a not-to-exceed amount of \$3,000. Money is available in the budget for this work. This will be the first step in rebuilding lower Keuka Street.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to award the contract to Elliott Engineering Solutions for the engineering to slip line the sanitary sewer line on lower Keuka Street for a not-to-exceed fee of \$3,000. Motion Carried.

The Board discussed Village-owned septic systems. There are Village-owned septic systems located at 3 and 9 Maple Avenue. The tanks are due for inspection and this has been scheduled for July 26th. The water/sewer crew has been asked to go to those properties on July 25th to locate the top of the tanks so that pumping can begin early Tuesday morning. After that, Watershed Inspector Paul Bauter will conduct the tank inspections. These septic tanks are each within one hundred feet of the Village's sanitary sewer system. If either of those tanks fails the inspection, the Village may require the homeowner to connect his home wastewater system with the Village's sanitary sewer. Director Bodine will do a cost analysis to estimate the cost of connecting the properties to our sanitary sewer. It was agreed that, ideally, all of the septic systems in the village should be eliminated and a schedule should be developed to do so.

The second of the three filters at the Water Treatment Plant is scheduled to be taken offline October 1st to be cleaned and painted. New media for this filter has been ordered and should be delivered the middle of October.

One bid – from Casella Waste Management – was received for the hauling of liquid sludge. Their bid to transport liquid sludge from the Penn Yan WWTP to the Canandaigua WWTP is \$.037 cents per gallon.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to award the sludge hauling contract to Casella Waste Management for the remainder of fiscal year 2011-2012 at a cost of \$.037 per gallon of liquid sludge. Motion Carried.

The Board reviewed the Amendment to the Intermunicipal Agreement between the Village and the Town of Pulteney prepared by Attorney Brockman. The Amendment stipulates that the Town's annual minimum water purchase of twenty million gallons be lowered to thirteen million gallons and that Pulteney pay a late fee equivalent to six percent (6%) per annum on any amount in arrears.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to recommend to the Village Board that the proposed Amendment to the existing Pulteney water contract dated January 28, 2004 be adopted. Motion Carried.

The FLWWC Summer Meeting, Vendor Exhibit and BBQ is being held August 11th at Fireman's Field. Last year, eighteen Village employees and representatives attended.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to authorize the attendance of up to eighteen (18) Village employees and representatives at the FLWWC Summer Meeting/BBQ/Vendor Exhibit being held August 11th at Fireman's Field at a cost of \$30/member and \$35/non-members. Motion Carried.

The question was asked as to whether the Village as an entity can be a member of FLWWC, or if membership must be under individual names. Secretary Fox will look into this.

Village Engineer Bob Elliott reported that a meeting took place with Village representatives and CASP regarding the implementation of Phase II, the Dissolved Air Flotation (DAF) equipment. According to the Industrial Sewer Use Permit signed by CASP on June 1st, the DAF equipment is to be ordered by July 15th and this appears to be on schedule.

Chairman French and Commissioners Banach and LeClaire plan to attend the Village Board meeting on July 19th.

MOTION by Commissioner Nissen, seconded by Commissioner LeClaire to accept payment agreements in the amount of \$5,073.17. Motion Carried.

There was a typographical error on the payment agreements sheet – the total sum is correct, but the amount owed by Theresa Hamlin should read '\$148.82'.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to adjourn into Executive Session at 9:45 am to discuss contractual issues. Motion Carried.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to adjourn out of Executive Session at 10:00 am and return to the regular meeting. Motion Carried.

Interviews for the position of Water Treatment Plant Operator Trainee will be held Wednesday, July 20th and Friday, July 22nd.

Tentative dates are being considered for the meeting with the Village and Town of Jerusalem sub-committee. The Town asked to meet August 2nd or 4th, but those dates do not work for Clerk-Treasurer Wilber, as the auditors will be here. Carrie Wheeler is trying to determine alternate dates. This meeting will be held so that Town and Village representatives can discuss the accounting aspects of what the Town is paying for with regard to the maintenance of the WWTP.

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to adjourn the meeting at 10:15 am. Motion Carried.

The next Municipal Board Meeting will be held Thursday, August 11, 2011 at 8:30 am in the MUB meeting room on the second floor of the Village Office building.

Karen M. Fox, Secretary