

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

Absent: Village Trustee Willie Allison

II. Call to Order at 8:00 a.m.

Moment of Silence in honor of Bruce LeClaire

III. Review/Approval of the July 14th, 2016 Meeting Minutes:

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

IV. Municipal Employee: Ron Keech

- 750 ft of ductile iron installed on Seneca St. plus a hydrant (Per the DOH we are on hold until the remainder of the project is completed by the contractor) once they complete their part, we can hook up services; Brent mentioned it is scheduled to be completed by the end of December
- Completed the pump stations on Hicks St. & Monell
- Hicks St. pump station is in service and working fine; the Monell pump station is ready but will not be in service until a decision is made about the boat company project
- Manholes on order for McKinley Ave. sewer project
- Been doing routine sewer flushing & hydrant flushing
- Helping other departments as they need it
- Rom F. asked what projects are coming up; Ron mentioned McKinley Ave. sewer project; Bill J. mentioned that we had to have special manhole bases made and we should have those in a few weeks; need to install a short extension of water main to get it out of the roadway prior to repaving the street
- Brent B. mentioned that roadway is at McKinley Ave. and Geneva St. because it's on the paving plan
- Rom F. asked about Elmwood Avenue and what is going on with Town of Milo and water; Brent mentioned their design engineers are still working on it and the Village would only need to be available to assist with connections and stuff

V. Public Requests and Comments: None.

VI. Executive Session: None.

VII. Audit dated 8/16/16

Summary:

Paid Before Audit:

General:	\$ 26,749.59
Electric:	\$176,199.56
Sewer:	\$10,026.97
Water:	\$9,502.07
CRC:	\$
Capital Projects:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$222,478.19

Current Audit:

General:	\$128,257.33
Community Development–CRC:	\$0.00
Electric:	\$62,979.75
Sewer:	\$30,058.79
Water:	\$19,250.14
Capital Projects:	<u>\$ 0.00</u>
Total Current Audit:	\$240,546.01

TOTAL AUDIT: \$463,024.20

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

VIII. Treasurer's Report – Gary Meeks

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1. 2016-2017 YTD Revenue/Expense: 2 months into the year, we should be at about 17% of the revenue and expenses.

Electric: Revenue 12% and Expenses 8% of the YTD; we have 2 months of revenue but only 1 month of expenses due to power bills not in yet; Revenue greater than Expenses by \$166,000; will be closer to 0 once we get power bills in.

Sewer: I need to adjust the revenue that is on the report with the revenue we got from the composting grant; so backing that off our adjusted revenue is \$341,000

- Revenue is at 20%
- Public sewer rents and surcharges that we charge to places like KanPak are running a little bit ahead of the budget
- Expenses are at 11%
- Adjusted Revenue is greater than Expenses by \$147,000
- Only concern right now is sludge hauling costs; we have a \$30,000 budget and we have already committed about 59% of that budget already

Water: Revenue 16% but we do quarterly billing to our wholesale customers, which 2 months of that is worth about \$42,000; Expenses 14%; Revenue greater than Expenses by \$25,000.

IX. Department Business

A. Electric – Brent

1. FYI: NYPA Firm Hydro Energy for September: No Reduction.

2. Request for Proposals – Utility Poles to replenish our inventory

MOTION to the Village to authorize permission to go out for bid for the following utility poles: Six (6) 35' Class 5, Southern Yellow Pine Poles; Eight (8) 50' Class 3, Southern Yellow Pine Poles Twenty (20) 45' Class 4, Southern Yellow Pine Poles; Adjustments will be made with 45' Class 4, Southern Yellow Pine Poles as necessary to make a full load; first Ray Hamilton; seconded by David Payne; carried.

3. Instrument Transformers (39) to be declared surplus and scrapped; Brent went through them and these are the ones we can get rid of them.

MOTION to the Village Board to declare 39 instrument transformer surplus and scrap them; first David Payne, seconded by Ray Hamilton; carried.

Brent mentioned the Electric Superintendent exam is scheduled for September 10th and there are currently 5, including Jason, registered to take the exam. Jason continues to study for the exam. Only 3 have paid to take the exam and the cutoff for paying for the exam is this Friday, so we should have a better idea of how many will actually be taking the exam.

Brent mentioned that we have received the underground wire to go under the Liberty Street Bridge; we are getting ready to do Phase 1 of that project which is for the second circuit to Horizon Park.

Ray H. asked about the recent power outage: Brent explained that the first one was NYSEG equipment failure; the second one was due to a lightning strike and it affected 2 of our circuits; Timmy G's was out due to a blown fuse.

B. Water/Sewer – Bill/Brent

1. FYI: CDBG Grant – Sheppard, Johnson & Myrtle update: Application was submitted July 27th. Brent mentioned that we will not hear anything back until at least October.

2. Pleasant Avenue Sanitary Sewer project update-engineering/design (Bill): Elliott Engineer has been hired to provide us a design by the 15th of September; Brent mentioned doing a budgetary construction estimate and how quick it would need to be done based on the condition of the piping.

4. DOT 54A Culvert Replacement Utility Relocation (Brent):

- Job is on schedule
- Gas company did an exploratory dig; I have not heard the results from that
- Pre-construction meeting has been done

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- V&B should be starting the job as soon as their pipe comes in
- Project should be from September 7th to October 7th
- Road will be completely closed off and detour signs will be posted by DOT for truck traffic and local residents

5. Sewer forgiveness request for 2403 Route 364-Earl & Doris Warre (Bill): Don Dixon verified the problem was underneath the slab of the house and did not go into the sanitary, so I propose that you recommend forgiveness.

MOTION to the Village Board to grant forgiveness to Earl & Doris Warre, 2403 Route 364 in the amount of \$13.91; first Dan Banach, seconded by David Payne; carried.

C. Water Treatment Plant – Bill

1. Electric to WLR reservoir update: Jason and crew reset two poles and its back in service up there.

2. FYI: Dalapon (herbicide) was detected in water sample from the WTP, additional sampling is required (Bill): Nothing that we can do at this point, just additional sampling. It's not at a level that will require action, just monitoring.

3. Bill Wigsten – Recommend Promotion (Bill): Anniversary was first week of July and he was evaluated by Sheryl Robbins with the DOH and got his recommendation and now has his certificate to be a water plant operator; so we recommend that he be retroactively promoted and receive the new pay rate.

MOTION to personnel committee to recommend retroactively promoting William Wigsten to water treatment plant operator; first Dan Banach, seconded by David Payne; carried.

Bill J.: Reminder the WTP crew is working 10 hour shifts; but due to the drought we are experiencing some overtime currently; David P. asked about a need to increase the workforce at the plant; Bill J. there is no discussion of that at this time.

Dan B. asked if need to be proactive about sending out a reminder to be conservative;

Bob E. mentioned that Sheryl R. with DOH was out at the plant and asked about any form of emergency plan, which we do have a plan in place.

Dan B. asked about the level lake; Bill J. said we are about a foot lower than we normally would be at this time of year.

Rom F. feels we keep an eye on the drought situation and if we need to send out notifications to the public then we will.

D. Wastewater Treatment Plant – Bill

1. Composting production update:

- Brought in a sample of the product for the board to see
- The compost needs to go out for sampling
- We are working on the release for compost that is to be signed by the recipient and the WWTP staff upon pick up
- Mentioned Ben's concern at this point is room to store the compost; Bill J. mentioned that we are working on some resolution for that
- Rom F. inquired about the press and if they are still tweaking it; Bill J. mentioned that they have made some adjustment and its working much better

2. Sludge hauling update:

- 11 truckloads have been hauled away
- Due to drought and heat, Canandaigua has refused to accept sludge, so we had to take sludge to Ithaca which increased the costs
- Bill J. mentioned that Ben does not feel that we will need to haul any more sludge this month
- Rom F. asked if we have a list of who is authorized to dump at the WWTP; not sure if a list existed; Dan B. mentioned there used to be a list somewhere of approved haulers
- Brent mentioned that he is unaware of any approval process but will look into it

E. Other –Brent/Bill

1. James Balyszak with Yates County Soil & Water – Request for Utilities near Horizon Park (Brent):

- Request is for electric, water & sewer on a little bit of property outside of Horizon Park
- MUB want the numbers before they make any recommendations
- Yates Co. Soil & Water want to put a pole barn building at the location
- Brent will have numbers for the September meeting

X. Payment Agreements: MOTION to the Village Board to accept the payment agreements in the amount of \$9,638.04; first David Payne, seconded by Ray Hamilton; carried.

XI. Village Engineer’s Report – Bob Elliott

1. Waterfront Sewer Project Update:

- Project should be coming to a close soon
- Need to do some re-seeding that did not take due to no rain
- Working on fencing around the pump stations
- Removing stumps
- Need the handrail installed near the Monell pump station
- Rom F. asked if there is covering that can be put up to make the fence look better by disguising it a bit and making it look nicer; Brent mentioned that we are looking into that as an in-house item

2. Seneca Street – CDBG Update (August 10th Bid Opening Results):

- Discussed the bid opening yesterday
- We had 5 bidders (bids ranged from \$283,595 to \$346,757)
- Discussed the individual bids briefly (Brent B. mentioned we have a budget for the contractors for \$295,000)
- Bob mentioned he did review the bids and they were all good, valid bids and they verified that the lowest bidder is still not on any list that would rule them out
- Blue Heron Construction is the lowest bidder and they were a contractor on the WWTP upgrade project
- Rom F. asked about the timeframe the winning bidder would have to complete the project; Brent B. the grant expires in December and once the bidder is approved a notice of award will be issued and a pre-construction meeting set up immediately
- Brent B. mentioned that we need to be very mindful of Birkett Mills’ delivery schedule and their truck traffic during this project; very important that the contractor must know this

MOTION to the Village Board to issue a Notice of Award to Blue Heron Construction in the amount of \$283,595 for the Seneca Street Water Main Replacement, Phase 2 CDBG grant project; first David Payne, seconded by Dan Banach; carried.

Rom F. asked about KanPak and any follow up with them:

- Bob E. mentioned that we are modifying their Industrial Sewer Use Permit
- Discussed the improvements that KanPak state they are making in the amount of \$1.6 million
- Rom F. asked if this will take care of phase 3; Bob E. said that we will see if this improvement works and if doesn’t then we will address them completing phase 3
- Brent B. mentioned the ISUP is still on an annual renewal
- Brent B. asked about if they end up going to phase 3 and they basically have their own wastewater treatment facility, do they still report to us and we have some level of control over them
- Bob said they still will discharge into our system and we still will continue to monitor them
- DEC will help out with industries, if we needed them to
- KanPak plans on having their new system up and running by January 1st, 2017
- Brent B. mentioned they are our largest water and sewer customer and the second largest electric customer; they continue to pay all their surcharge fees; they are pushing our capacity at the WWTP
- Brent B. is in favor of giving them a chance but we will continue to watch them
- Mayor mentioned that KanPak is very focus on their expansion

- Brent mentioned that we will bring KanPak updates to this meeting monthly

David P. asked about Empire cable; Dan B. said they are up and running and taking customers.

Ray H. mentioned if odors at the WWTP have been resolved; Bill J. said yes.

Mayor Leigh MacKerchar:

- Mentioned the ribbon cutting at the Hampton Inn was yesterday and so many of the employees are locals; was very impressed
- Discussed the Town of Torrey meeting on Tuesday night regarding waste in their water; once again it was explained that it is not the Village's fault and that the Village did a great job explaining what the requirements were and that we are actually doing more than what is required of us to protect the quality of water; Brent B. mentioned getting a thank you email from Betty with Town of Torrey
- Briefly discussed the informational meeting about the trailer park project with Carol Geneco and requesting annexation; she is meeting with her lawyer and having some paperwork drawn up for our review

XII. Reminder the Village Board Meeting is August 16th

XIII. Service Request Review

XIV. Executive Session: None.

XV. Next Meeting – Thursday, September 15th, 2016 – 8:30 a.m, MUB Meeting Room

XVI. Adjournment: *MOTION to adjourn at 9:16 a.m.: first Dan Banach, seconded by Ray Hamilton; carried.*

Danette Eatherton; Transcribed on 8/11/16