

September 15, 2016

I. Attendees: Chairman Rom French, Commissioners Dan Banach, David Payne, and Lee Sackett, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine, Village Engineer Robert Elliott

Absent: Bill Jensen, Holly Pealer, Ray Hamilton, Leigh MacKerchar, Willie Allison

Rom introduced Lee Sackett as the new MUB member. Lee briefly discussed his career over the years, his history, and prior Village Board and County Board involvement.

II. Call to Order at 8:35 a.m.

III. Review/Approval of the August 11th, 2016 Meeting Minutes:

MOTION to approve the Minutes: first David Payne, seconded by Dan Banach; carried.

IV. Municipal Employee: *Tina Galliher*

- Pumping a lot of water
- August THMs were down in the 60's (which is still higher than normal but August is always a high month and they were less than last August)
- Discussion about how the water pumping might change with the 3rd hotel up and online
- Rom inquired about any trouble getting water to the customers; Tina responded that she is unaware of any issues
- Lee S. inquired about the size of the new hotel; Dan B. said 72 rooms
- Rom asked about KanPak using a lot of water; Brent mentioned that they are our #1 water consumer
- Rom asked about adding the 4th bay at the WTP; Tina briefly discussed adding the 4th bay vs. extending the operational hours; does not feel at this time the plant would need to be expanded and the way we use water now is very cost effective
- Rom feels if we ever ran into an issue the DOH would be down here with their input
- Bob E. asked about the chlorine residual; Tina states that we put more chlorine out at the plant to send it through the system
- Rom asked if all operators are all up to date on schooling and whether Ron is still helping out; Tina stated all operators are up to date on schooling and Ron has not been used at the plant but will be brought back in during her knee surgery this winter
- West Lake Rd. tank inspection went very well
- Gary asked about checking the amount of water sold vs. amount of water pumped; Tina said they check that monthly and that helps them to determine if there are leaks in the system
- Brent mentioned a small curb stop leak on Main St. and Ron is aware of it

V. Public Requests and Comments: None.

VI. Executive Session: Motion to go into executive session at the end of the meeting to discuss the work history of an employee with MUB board members, Brent Bodine, Danette Eatherton, and Gary Meeks; first Dan Banach, seconded by David Payne; carried.

VII. Audit dated 9/20/16

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Summary:

Paid Before Audit:	
General:	\$ 26,791.81
Electric:	\$234,654.68
Sewer:	\$6,419.76
Water:	\$7,242.72
CRC:	\$ 0.00
Capital Projects:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$275,108.97
Current Audit:	
General:	\$103,927.85
Community Development–CRC:	\$0.00
Electric:	\$21,445.62
Sewer:	\$113,821.86
Water:	\$19,068.47
Capital Projects:	<u>\$3,816.00</u>
Total Current Audit:	\$262,079.80
TOTAL AUDIT:	\$537,188.77

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

VIII. Treasurer’s Report – Gary Meeks

1. 2016-2017 YTD Revenue/Expense: 25% of the way through the fiscal year
Electric: revenue is 19% of the year and expenses 16%; revenue greater than expenses by \$143,000; once the August power bills get processed we should be at close to break even

Sewer (need to adjust out the revenue for the composting project in the amount \$458,800):
revenue is 30% of the year and expenses 16%; revenue greater than expenses by \$115,000. We are still keeping an eye on the sludge hauling.

Water: revenue is 29% of the year and expenses 18%; revenue greater than expenses by \$59,000.

Briefly discussed the water fund cash balance chart that is put out quarterly. We are in good shape.

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy for October: No Reduction and no projected water shortages through April 2017.

2. Request for proposals for wood poles update: these are for inventory; 5 valid bids with one apparent low bidder; the bid was structured to take advantage of a full truck, so we will alter the required poles to include the additional poles needed for the 34KV loop project.

MOTION to the Village Board to authorize a Notice of Award to McFarland Cascade for the following woods: six 35’; eight 50’; fourteen 45’ for a total bid price of \$8,629.14 plus the cost of one 65’ pole and six 60’ poles; first Dan Banach, seconded by Lee Sackett;

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Dan B. asked about getting the poles by railroad cars and Brent mentioned that current transportation costs are basically the same as by truck. **MOTION carried.**

3. PSC order 15-E-0302:
 - It's an order to adopt the clean energy standard and the way they will facilitate it will be to force LSE members to buy RECs (renewable energy credits) and ZECs (zero-emissions credits); ZECs is basically a surcharge collected to keep the nuclear plants in operation
 - We should know the price by December of this year and have to start buying them in January 2017
 - Brent mentioned it can go through the purchase power adjustment calculation, so it will adjust monthly
 - The percentage is based on the number of KWH we sell
 - This will all be handled through NYMPA and they will make sure that we are paying what is necessary
 - The Governor is trying to make us a green energy state
 - Unless advised differently, we will be buying from NYSERDA
 - Will continue to report back to the board
4. Penn Yan Youth Lacrosse – pole relocation for box:
 - Bought a new box and will be putting it at YCRR
 - Would like us to take the existing 2 poles and lights down at the current location and reinstalled them at the YCRR location
 - The original poles were set by the Village at the original location

MOTION to the Village Board to authorize the electric crew to relocate the two poles and lights for Penn Yan Youth Lacrosse box at YCRR; first Lee Sackett, seconded by Dan Banach; carried.

5. Declare Multi-Amp Meter Tester; Model #TAB-183; S/N 66698-001/1 as surplus; Brent mentioned this is the old meter tester that was down at Cherry Street and we don't use it; checked online for others that have been up for sale and the bid was \$10.00; he recommends just scrapping it

MOTION to the Village Board to declare the Multi-Amp Tester, Model #TAB-183; S/N 66698-001/1 as surplus and to scrap it; first David Payne, seconded by Dan Banach; carried.

6. NYMPA Semi-Annual Meeting October 25th in Syracuse (3 pre-approved to attend); Resolution needed to appoint delegate; Rom, David P., and Lee S. will attend for the MUB.
MOTION to the Village Board to appoint Brent Bodine as the delegate for the Village of Penn Yan at the NYMPA Semi-Annual Meeting on October 25th in Syracuse; first David Payne, seconded by Lee Sackett; carried.

Rom congratulated Brent on completing his presidency at the MEUA and will now serve as a Trustee for the next 3 years. Dan B. mentioned that Penn Yan has vested interest with MEUA over the years. Brent mentioned that three presidents have been from Penn Yan.

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7. Hillcrest/Orchard Lane underground electric:
 - Customer's service on Hillcrest went out, not sure why
 - Village of Penn Yan installed it years ago as direct buried and not in pipe and I am concerned about future failures
 - Brent mentioned we might want to rework that area in sections and put it in pipe
 - Underground service issues are the customer's responsible
 - David P. mentioned that those services run along the side of properties and then go in the back of the property (he thinks it's just one wire for both sides of the property lines)
 - Brent discussed the policy of the Village regarding underground vs. overhead and the responsibility of the Village and the customer depending on how it is ran
 - Brent needs this board's direction and then we can get capital plans in place to do this project
 - Would start with the oldest section in town; Rom feels Hillcrest Drive is the oldest development
 - Rom and Dan feel that we should not charge the customers for initial replacement but once the Village installs the conduit and the wire for the services, then should be the customer's responsibility
 - David P. mentioned that one of the homes on Hillcrest was putting in a pool and disturbed the wire; we will need to investigate that further and we would not reimburse any costs involved if it was the owner's fault
 - If it was not the customer's fault for the power failure, we would look at the paying the contractor bill for the customer

MOTION to the Village Board to authorize Brent Bodine to check into the underground electric throughout the Village and establish a replacement plan and get proposed estimates together to replace the direct buried cable with cable through conduit; first Lee Sackett, seconded by Dan Banach; brief discussion about investigating whether the customer was at fault; **Motion carried.**

8. FYI: Urban Forestry, LLC Tree Priority Maintenance Survey:
 - Brent mentioned a request from a former employee to have a tree looked at on Sunset and thought it should be removed; Brent didn't agree and hired a specialist to look at it
 - Specialist was from Urban Forestry LLC and while he was here looking at the tree on Sunset he looked at several other trees in the Village and made recommendations free of any additional charge
 - He put together a proposed agreement that would check the Village trees and he can then make recommendations on condition and what to do with them
 - 25% of trees in the Village involve electrical and we should have electric pay for the 25% of the contract, which is why it's here before the MUB
 - The agreement cost \$1500 for him to assess all Village trees and make recommendation, including the cemetery
9. Request from Yates County Soil & Water for utilities (electric, water & sewer):
 - They are looking at purchasing property at the south end of Horizon Park near 14A and want all utilities out there

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- Only estimate done so far was for electric and it came in at about \$3,000; which was too high for them
 - They asked about going with NYSEG, although the property is in the Village of Penn Yan and we have the responsibility to serve any one in the Village of Penn Yan
 - Can't afford our estimate and NYSEG is out front and can do it for very little
 - Brent said they are going to NYSEG to ask; Brent feels that the PSC would favor with the customer
 - Rom asked if we need to give NYSEG permission to do it; Brent said yes but we will wait for NYSEG to come to us
 - Lee asked whether NYSEG would just do it without speaking with the Village; Brent would hope not but if I see NYSEG trucks out there, I will make the phone call
10. Moravec started their building at Horizon Park and will need a new service
11. Silgan Plastics
- Has hired Sloth Electric to proceed with installing a new padmount transformer of the same size
 - Village work is not that much (one pole and an extension of the primary, etc.)
 - They are buying there transformer and will do all that work
 - I already contacted NYSEG and they state it is no issue for their service
 - They get a credit on the rate if the buy their own transformer per the Tariff agreement
 - Brent mentioned that the types of transformer they use are not something that we keep on hand.
12. IEEP annual conference meeting is September 22nd in Syracuse; Brent will be going and David P. said he would like to go
13. Jason E. would like to go the Management Conference in Rochester on October 6th for a cost of \$199.00 per person from 9 a.m. to 4 p.m. Brent B. will be attending the conference also. **MOTION to authorize Jason Elliott and Brent Bodine to attend the Management Conference in October 6th in Rochester for a cost of \$199.00 per person; first David Payne, seconded by Dan Banach; carried.**

B. Water/Sewer

1. Tim Yetter - Request for a sewer credit of \$40.00 due to using excess water for watering his lawn; we normally do not credit people for using excess water for watering lawns. Board agreed to not authorize the sewer credit. Brent mentioned that the customer could have got a pool meter that would have monitored this usage.
2. DOT 54A Culvert Replacement Utility Relocation:
- All utilities have been relocated
 - We were not able to direct bore as planned, but we worked with the DOT to get the job done
 - Does change the scope of the water replacement project which Bob E. is aware of

3. FYI: Hydrant Flushing will be done the week of September 26th
4. Request for sewer forgiveness in the amount of \$86.65 at 121 E. Main Street, Apt. D.: investigation showed that the water did go into the sanitary and was treated, therefore request should be denied. Board agrees with the denial.

C. Water Treatment Plant

1. Tina discussed earlier in the meeting

D. Wastewater Treatment Plant

1. Sludge:
 - Rom asked about the excess sludge issue
 - Brent mentioned the press is running very well; but we still have to haul the dry sludge because it is more than the composting operation can handle
 - Rom still wants to see the operation
 - Dan B. mentioned having the public notified of the composting; Brent said it is in the works
2. Working on an odor complaint regarding the WWTP from residents on Penn Yan-Himrod Road; one resident was invited to the plant for a tour but she never showed; feels the odor has been worse due to weather being so hot

X. Payment Agreements: MOTION to the Village Board to accept the payment agreements in the amount of \$9,734.28; first Dan Banach, seconded by David Payne; carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update:
 - 99.9% complete
 - Needs some re-seeding done
 - Emergency generator not anchored to the pad
 - Few small items left to do
 - Monell St. pump station is ready for service; Hicks St. is in service
2. Seneca Street – CDBG Update:
 - Reviewing shop drawings
 - Brent mentioned the railroad permit should be in soon
 - A pre-construction meeting will be set up very soon
 - We should have the contractor ready to go shortly after the pre-construction meeting and should take 6 weeks at the most
 - Rom mentioned that paving will be done next spring; Brent confirmed
3. KanPak Update:
 - Brent asked Bob to get Ph language for the ISUP; KanPak is not receptive of this
 - Brent mentioned needing to install a Ph meter downstream from them

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- Improvements are coming along at the plant
- Bob reviewed the sample results for July from KanPak
- Their current plant improvements should be completed by November
- Discussed surcharges; Brent mentioned we use industry standards; Bob mentioned it is set by the sewer use law, so it will be hard to change but we could start adding a fine, if necessary
- Brent mentioned putting the fine schedule in our current renewal ISUP with KanPak, Bob will provide recommended language
- Bob will make a recommendation to Bill or Brent on which Ph meter should be installed

Other:

Lee S. mentioned that the guys did a great job on the cemetery entrance.

Rom brought up the outages at Birkett Mills

- Brent briefly discussed the situation that the Village couldn't find anything on our end
- Birkett Mills hired a person to test the inside and still could not find anything
- Rom suggested that we talk with the company that did the inside testing
- Brent is waiting to hear back from Jeff regarding a meeting with that company
- Brent mentioned that he would love to do more for Birkett Mills but we have done all that we can do
- Jeff spoke with KanPak and Silgan Plastics about outages and they said they had experienced some
- KanPak and Silgan are not on the same circuit as Birkett Mills, so that has nothing to do with Birkett Mills' problems

XII. Reminder the Village Board Meeting is September 20th

XIII. Service Request Review: No issues

XIV. Executive Session: Motion by Lee Sackett, seconded by Dan Banach to enter executive session at 10:37 a.m.; Motion to exit executive session at 11:04 a.m. first Lee Sackett, seconded by Dan Banach; carried.

XV. Next Meeting – Thursday, October 13th, 2016 – 8:30 a.m., MUB Meeting Room

XVI. Adjournment: MOTION to adjourn at 11:05 a.m.: first Dan Banach, seconded by Lee Sackett; carried.

Danette Eatherton; Transcribed on 9/15/16