

Penn Yan Municipal Board Meeting Minutes

September 10, 2015

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

II. Attendees: Chairman Rom French, Commissioners Bruce LeClaire, Dan Banach, and David Payne, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar, Village Engineer Robert Elliott

Absent: Ray Hamilton

III. Review/Approval of the August 13, 2015 Meeting Minutes:

MOTION to approve August 13, 2015 Minutes: First Bruce LeClaire, seconded by David Payne; Carried.

IV. Municipal Employee: *Tina Galliher*

- Pumping lots of water
- Staying busy with filter and clarifier maintenance, keeping them clean
- This time of year, sometimes water will get an odor (no complaints yet); FYI: semi-annual flushing is at the end of month, which helps with the odor
- Flushing station is up and running on Northview, runs about 3 hours a day
- Water loss update: big leak found in the Lowns parking lot (sinkhole), which was repaired, also repaired some smaller leaks; In October or November we will have more accurate numbers on the water usage/loss since we will have actual readings vs. estimated
- Next year West Lake Road Reservoir will be inspected; the estimate is only about \$1,500 (budget will cover)
- Plant is running very well; the routine of plant operation is very functional.
- The crew is working very well together
- The board inquired about if there was a standard procedure for evaluating new employees on positive/negative feedback; better for a month to month than just a 6 month evaluation; the MUB board and the employee should know of problems early on and not after 6 months to a year

V. Public Requests and Comments: Pat Killen – Town of Jerusalem Supervisor

- Discussed their sewer study
- Current districts: Keuka Park Sewer District #1, Keuka Park Sewer District #2, Sewer District #3
- Worked with Larson Engineers on the sewer study, looked at many different possible routes for expansion (revised update on sewer study was April 2015)
- Discussed how to qualify for best funding opportunities, if they move forward
- Still early stages; only presented it to the Bluff Point Association at this point for feedback; very mixed reviews on the project
- Will still be below the 265,000 gallons allotted per contract (20 years left on the contract)
- Original timeline for completion ran through 2020, which is not even realistic at this point
- Estimated cost is 15 million for the expansion, if they put in their own sewer plant the cost would be 22 million (much more environmental issues putting a sewer plant in);

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Discussed how to get funding and whether to do it as a piece project or to do it as a whole project

- Areas have different usage amounts at different times of the year; Keuka Lake is seasonal
- Biggest user now is Keuka College, not a lot of big businesses in Jerusalem
- Will look at getting an electronic copy of the completed study to share with the Village

VI. Executive Session: Contract Negotiations

MOTION to enter into Executive session at the end of the meeting to discuss the hiring of a general contractor for the composting building project; First Dan Banach, seconded by David Payne; Carried.

VII. Audit dated: 9/15/15

Summary:

Paid Before Audit:

General:	\$32,867.92
Electric:	\$221,875.13
Sewer:	\$8,857.60
Water:	\$8,631.22
CRC:	\$0.00
Capital Projects:	<u>\$0.00</u>
Total Paid Before Audit:	\$272,231.87

Current Audit:

General:	\$79,354.91
Community Development–CRC:	\$ 0.00
Electric:	\$33,186.56
Sewer:	\$54,303.33
Water:	\$15,595.21
Capital Projects:	<u>\$12,995.14</u>
Total Current Audit:	\$195,435.15

TOTAL AUDIT: \$467,667.02

MOTION to approve Audit: First Dan Banach, seconded by Bruce LeClaire; Carried.

VIII. Treasurer's Report – Gary Meeks

2015-16 YTD Revenue/Expense Report: 25% through the year, all funds good shape, no real issues

- Electric: Revenue 18%, Expenses 16% of the YTD; Revenue greater than Expenses by \$104,000
- Sewer: Revenue 31%, Expenses 16% of the YTD; Revenue greater than Expenses by \$293,000; NOTE: We are using more polymer in the operation at the WWTP than what we budgeted for (now we have the press working, we will be able to get a better estimate for future budgets)
- Water: Revenue 28%, Expenses 19% of the YTD; Revenue greater than Expenses by \$156,000

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FYI:

We have closed on a 0% percent loan (\$1.26 million) for the Waterfront Sewer Project until the sewer project is squared away.

Closeout of the final payment for the WWTP sewer project will be paid out this month.

IX. Department Business

A. Electric –Brent/Bill

1. NYPA Firm Hydro Energy for October – No reduction

2. Truck 6 update (Bill): It came up short by \$2,500 of our reserve at the last auction, so it did not sell; will go back to Monroe County's auction and we are guaranteed at least \$20,000 sale by the auctioneer, could possibly sell for more.

Tape ended, folder full (did not realize it stopped recording)

3. Line worker position update (application deadline is 9/11 and interviews to be scheduled for 9/14): we currently have received 2 applicants and only one is a line worker with experience; not sure if interview will be needed due to only one person being qualified. The other applicant has electrical experience but would need to go line worker apprentice school (which is 4 year program) because he is not a trained line worker.

MOTION to Personnel Committee to make a recommendation to hire a line worker based on Brent's suggestion; First Dan Banach, seconded by Bruce LeClaire; Carried.

4. Eaton Facility Tour – Tuesday, September 29th, arriving Monday night (Hampton Inn \$119.00): We have already replaced one breaker at Welker with a vacuum breaker; this is a tour of the breaker rehabilitation facility which is what we are going to perform at Welker.

MOTION to the Village Board to grant permission for Brent Bodine and Jef Bodine to attend Eaton Facility Tour and spend the night in PA for a cost of \$119.00 for the hotel and expenses to be submitted after the trip; First Bruce LeClaire, seconded by David Payne; Carried.

5. Silgan switch quotes: We have ordered, received and were set to install a capacitor bank at Silgan at their expense but was held up due to NYSEG switching issues; this quote is for an isolation switch; we have 3 quotes: low quote is for \$2,620.09 from Inertia Engineering and Silgan is paying for it.

MOTION to the Village Board to grant permission to purchase a switch in the amount of \$2,620.09 from Inertia Engineering for Silgan Plastics, which they will pay for; First David Payne, seconded by Dan Banach; Carried.

6. Items to be declared surplus and scrapped: Aluminum Light Poles 23'10"/with single arm, removed from Main St. (7 each); 2000 amp main breaker removed from Welker Substation (1 each); 4531 ft. of bare 1/0 ACSR wire

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MOTION to the Village Board to declare the following items as surplus and scrap them out: Aluminum Light Poles 23'10'/with single arm, removed from Main St. (7 each); 2000 amp main breaker removed from Welker Substation (1 each); 4531 ft. of bare 1/0 ACSR wire; First Bruce LeClaire, seconded by David Payne; Carried.

7. KanPak load increase: KanPak has started construction and wants to double the current electric load; the circuit that is up there in Horizon Park is not going to be big enough to support future needs of the Village. For logistics and costs, it has been determined to build a second feed to Horizon Park out of Ryder Substation; this would be at the Village expenses; discussed the possibility of putting the cost on the current customer or future customers, Brent feels that will not be an option and the Village will need to consume the costs. The new line will run up Pleasant Avenue. There are some other benefits for doing this that the Village will be able to utilize. Brent will discuss it further with MEUA attorney and report back with costs for this addition. The board, however, is in agreement with the new pole line being installed. The second circuit will double the capacity.

(Tape started recording again)

8. Basin St. parking lot – switch to underground, recommend hiring contractor that can work on private property
- Brent showed aerial view of the area
 - There are plans to rebuild Basin Street parking lot with wires being underground
 - The 3 phase transformer poses a problem, in order to keep it 3 phase we need a 3 phase padmount, which is costly
 - There is currently a 3 phase building (Masonic Lodge) that no longer needs to have 3 phase power
 - Since we are changing the configuration of the service in the area it should be our costs to accommodate the change, which will be pretty expensive
 - I talked to the Electrical Contractor, who does the Masonic lodges work, and asked for an estimate for them to maintain 3 phase power but instead of going from behind the police station to a pole and going underground all the way around the corner, we are going to leave the transformer pole where it is and hit this side of the building, which will be much cheaper than us installing the service underground. Contractor would install conduit through the building to bring the service back to the service panel.

MOTION to the Village Board to hire McMichael Electric on behalf of the Masonic Lodge to relocate a 400 amp 3 phase service for the building for \$8,633.00; First Bruce LeClaire, seconded by David Payne; Carried.

B. Water/Sewer – Bill

1. Hicks St. update:
- All services are hooked up, all new piping installed
 - Connections made to the loop that goes across the fireman's field
 - The hydrant have been replaced; there is still one hydrant that still needs to have a 1' extension to get it to proper elevation above grade

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- All stubs in for the development along Marine Ave. (or whatever the name of that street will be)
- 2. FYI: Sewer Flow Monitoring update:
 - Tuesday evening MRB contractors came out; we have established our dry readings
 - Will still need to do wet readings
 - We only have one quote for purchase of flow monitoring equipment and still are waiting on other quotes
 - Will update on this next month
- 3. EnviroSight RovverX Camera System purchase (Brent): Tabled for a later date.
- 4. FYI: Hydrant Flushing schedule for the week of September 28th

C. Water Treatment Plant – Bill

Tina discussed the plant, no further discussion here

D. Wastewater Treatment Plant –Bill

1. FYI: WWTP Project - Final Payment will be processed this month
2. Composting Building Bid update (Brent): It went out to bid again and we only got one bid, which we are in talks with the contractor about the bid.

E. Other

- X. Payment Agreements: Total: \$12,267.92
MOTION to the Village Board to accept the payment agreements in the amount of \$12,267.92; First Dan Banach, Seconded by David Payne; Carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update: 3 sets of the final plans and specifications are in the regional office hands and an electronic copy is in Albany; will be sending it out to bid in the near future; discussed when would be good to publish Notice to Bidder in the paper for next week.

MOTION to Village Board to grant permission to go out for bid on the Waterfront Sewer Project; First Dan Banach, seconded by David Payne; Carried.

2. Sludge Composting Project Update: One bid came in and it was high, will discuss further in Executive Session.

Discussion about KanPak and the sewer treatment plant. All looks good right now.

Discussed the FLRR agreement and whether an addendum was pursued. Original easement was done in the 80s but we cannot locate an addendum. Brent will pursue it and we need to have it accurately reporting.

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XII. Village Board Meeting
MUB Member(s) to Attend Village Board Meeting September 15th

XIII. Service Requests:

XIV. Executive Session: Motion to enter Executive session with MUB board members, Brent Bodine, Bill Jensen, Leigh MacKerchar, Gary Meeks, Bob Elliott and Danette Eatherton. *Entered Executive Session at 10:30 a.m.; MOTION by Bruce LeClaire, seconded by Dan Banach. Exited Executive Session at 10:50 a.m.; MOTION by Bruce LeClaire, seconded by Dan Banach.*

MOTION to the Village Board to award the composting building project bid to Steve General Contractor, Inc. with the proposed changes to the bid amount; First Dan Banach, seconded by David Payne; Carried.

MOTION to the Village Board to award the electrical contract for the composting building project to Blackmon Farrell based on the revised reduced bid amount; First Dan Banach, seconded by Bruce LeClaire; Carried.

XV. Next Meeting – Thursday, October 15, 2015 – 8:30 am; MUB Meeting Room

FYI: Brent mentioned the hydro contract is being extended for another 15 years.

XVI. Adjournment
MOTION to adjourn at 10:59 a.m.: First Bruce LeClaire, seconded by Dan Banach; Carried.

Transcribed by Danette Eatherton on 9/10/15.