

Municipal Utilities Board Meeting September 11, 2014

Attendees: Chairman Rom French, Commissioners Dan Banach, Bruce LeClaire, David Payne and Ray Hamilton, Village Trustee William Allison, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Chief of Police Mark Hulse.

Absent: Ben Sward and Brent Bodine

Rom French:

Call to Order: 8:30 a.m.

Any additions to minutes from last month, none, they stand as presented.

Public questions and comments:

Does MUB want to send copies to Wholesale Customers of our meeting? They are posted on our website and those who want them can come in and print them out, which will be sufficient. If someone calls, we can direct them where to find them. We can send the link to the website.

Gene Mitchell (and his lengthy discussion with Board members summarized):

Under Penn Yan Code §198.21 (responsibility for water bills). Law is pretty clear, if the water/sewer bill is not paid, then it can be collected via tax levy at the end of the year. The issue at hand, I received notice from the Village that the former tenants owed almost \$400.00 in back water/sewer. The issue I have is under Penn Yan Code §198.22 (nonpayment of bills; disconnection fees), which basically states that if the bill is not paid then the water is turned off and fees will be associated with that. I see nothing in the law regarding payment arrangements which Municipal does with customers. Issue is the water/sewer doesn't get paid, the Municipal works out a payment arrangement, water may or may not get shut off, fees are being added to the bill, and then I get stuck with the balance owed by my former tenants. As a landlord, it would be easy for me to evict people, without a lot of hassle, if the water was shut off and they couldn't live there, they would leave on their own. It is also my understanding that when payment arrangements are made, the money collected goes towards the past due electric first then towards the water/sewer. I can't be forced to pay the electric but I can be made to pay the water/sewer bill or run the risk of a tax levy at the end of the year. If we can't find a resolution, then I have to file an Article 78 (Appeal of agency decision under NYS Law).

If the Law needs changing or is actually written wrong, we can look into that. Suggestions were presented to Mr. Mitchell by the Board: (1) Call the Village monthly to check on your properties and whether the bills are being paid; (2) Incorporate utilities in the rent amount and you pay the bills; (3) Have the bills mailed to you and then you collect from the tenants. Mr. Mitchell we will discuss with our attorney and see if changes are needed.

William Allison: Moment of Silence for the 9/11 remembrance.

Rom French:

Motion needed for Executive Session to discuss history of an employee.

MOTION: Dan; Ray-Second; All in favor; Executive Session at 8:51 a.m. (return to regular session:

MOTION: Dan; Second-Bruce (9:35 a.m.)

Motion to accept Audit as presented:

MOTION: Dan, Second: Dave; All in favor; Carried.

Treasurer Report:

Gary Meeks:

Report we have is not real useful this month. We are missing all of August utilities and we were late with the July billing cycle. My focus will be on the expense side.

Electric: at 15%; No significant issues; once we get caught up on our revenue we will be in good shape with the electric.

Sewer: Expenses are at 19% vs. 25%. Issues are the sludge hauling costs and just finishing the WWTP project and get on with the composting project.

Water: expenses 19%; No issues.

Get that upgrade done ASAP.

Sludge Hauling: Last month at meeting, due to project and digesters being off-line, we had to haul all the sludge. Bill and I contacted Municipal Solutions and told them about the situation and asked if that is a legitimate expense that we can charge to the contingency portion of budget. Diana Spears seems to think so. We are in the process to quantify that. We haven't gotten exact numbers right now; Bill has done some work to look at cost June - September vs. comparable period last year and quantify what the extra cost are. We need to add Sludge hauling for this year's budget to the Project budget, instead of the Operating budget, but it will eat into the Contingency for plant upgrades.

(Dan left meeting at 9:40 a.m.)

The following list is the breakdown on project update:

- lightning being installed (trying to reuse, since the plant had put it in not too long ago)
- digesters
- sludge hauling from secondary digester
- secondary digester (should go faster that first)
- sheet metal
- roofing
- sheaving outside the building (after roof is on)
- screw press (can't be installed until the roof and electric is complete)

This may have a small impact on the Contingency. Ben presumes he can use the sludge beds and reed beds for most of the initial sludge between now and when the screw press gets in place. We have an issue getting a startup load of sludge from Canandaigua due to lack of permit. So we are using boxed biologicals to get digesters going.

Electric:

Bill Jensen:

Hydro temp for September, no reduction

Recommended award of pole top transformers bid:

Received three bids: WestCo Utilities, Central Maloney and Howard Industries. After review, we would like to buy from Howard Industries. The units are \$1362 each. That is the low bid. Need Motion that states purchases 6 50 KVA Pole Top transformers. Approve the purchase of the 6 50 KVA Pole Top Transformers from Howard Industries per quote \$1362 each for a total of \$8,172.00.

MOTION: Dave First. Ray. Second. Any discussion. All in favor. Carried.

Permission to go out for bid on 750KVA pad mount transformer:

- For Microtel
- Discussion regarding enviro temp oil vs. mineral oil (they both are options so they were included in the bid request – mineral oil is fine for our purposes

MOTION: Ray; Second: Bruce; Carried.

Update on Transformer Storage Facility:

Brent described it in the past, it's an area we are building out behind WWTP. Water/sewer crew has been out there building up the area to get it level and to the size that they need. They hauled all the material pulled out of KLOC and Kimball's Creek area used to regrade the area for this facility. Rented a bulldozer and couple other pieces of equipment to get that done for us. Hats off to water/sewer crew Chad, Jef and all those guys. Electric crew helped them to operate dump truck and so forth. Fence post installed yesterday. Hang fabric first of week. Project is moving right along.

LED relamping in the Village:

Concept is to start replacing any of bad overhead street lights with LED fixtures. We want to buy 8-10 LED fixtures to have available for replacement and we can afford to purchase 200 more but we need to establish what fixtures we want to have in the inventory. That is part of the budget, part of the IEP funds. Once we have the stock replacement items, then we will start standardizing the Village. We will report back to Village once we determine. It will also be completed in zones, like Main Street.

Meter Tampering: Revisit in October's meeting.

Water/Sewer:

Invoice dispute under Water/Sewer.

TORY MONSON: 221 N Ave.: had problem during water hose burst and ran unchecked from the July 2 to the 6th. It was noticed by one of our workers and they were able to get the water shut off. I would request that you Motion that we relieve his sewer portion for \$113.90.

MOTION: Dave; Second:Ray. Any discussion. All in favor. Carried.

Switzer: at 568 Liberty Street. The front of apartment during the storm, water flooded through the basement, raised the hot water tank, snapped the line and they also experienced a loss. They are requesting relief of \$11.25 (number not right need to verify the amount. Motion to approve with the correct number, when determined.

MOTION: Dave; Ray-second. Any discussions. All in favor . Carried.

Fredell: 112 Lawrence: The water most likely went down the floor drain. However, the I&I investigation from 2007 stated there were no floor drains in the house. But one is there, so I am going to have it dye tested to see where it goes. That is on hold until next month. Tenant had a water break, asked for forgiveness of \$22.99. With the floor drain being discovered there, I was trying to do due diligence. As far as forgiving the sewer part of it, if we determine that it's hooked to the sanitary then they don't get forgiveness because it was treated. If we determine that there is no connection to the sanitary sewer, then we easily give them forgiveness. Find out where that dye goes. It's part of I&I program, it will cost more in time to investigate, than the bill itself, but we should know. Revisit this next month. Christine will put service request to do dye test and then we will go from there.

FYI: hydrant flushing scheduled to start in September.

Henry/Hutton water main replacement:

The services have all been transfer to the new services. Crews finished yesterday disconnecting the old line and have to install a manhole near intersection of Commercial and Henry be done first of next week. Asphalt repairs will be needed on S. Ave and East Main, working on it today. Once Ron's crew finishes up, then we come in and mill out anywhere from 6-10 inches of material and haul to Horizon Business Park and store material up there (there is a lot of material coming off Henry and Hutton). Milling operation is lined up and paid for. When Ron's crew is done, street crew will get it done. Pressure test passed, report to the DOH. Concrete will be recycled and crushed. Some will be used on site, some may be removed after crushing. Stem wall from old paint shop, still have foundations to remove, they done a lot of other work for the walls and some floor slabs but there is still some foundation. That will come out during that operation. Kip told me they were working on that.

Any answers on the survey that was done. I got a copy of a picture of their survey with some references on it, but its Kip understanding that alleyway is Village property but may need to contest that, needs follow up. Alleyway from here back is public, where it turns left and goes between paint booth and tavern is questioned.

Engineering:

FYI: Completed and submitted to the DOH, Lakes and Hicks St. water main replacement. Already received feedback on that project from the Department of Health. Making some changes, 12 inch water main instead of 10in. Will that be problem down the road? No. Changes were based on 2 different readings from the DOT.

Lake St Plaza:

Water and sewer changes. Requirement to have plaza put in the back flow prevention and one master meter, complete. Plaza is dedicating 175ft of sewer line and a manhole to be added to the Village's system. They are working on getting the dedication and easements all prepared. We would like to get that paperwork done and have that become Village property; Owner of property would like his funds back and closure. How about the run off issues with rainwater? I talked to owner about that, he will be in town and will like to go take a look at that. He is contemplating putting in a v-ditch to try to control

some of the runoff to capture it before it gets on the plaza parking lot and be drawn from the parking lot. There is a DI somewhere near the counseling building. This last project, while they were doing the water and sewer system upgrade, they actually put in a storm system upgrade behind the theater between the old Wise Guys area.

John Tusch (Meter reader) has returned to work on 9/8/14. Still in physical therapy. Brad is now back to his utility work under Ron Keech's supervision.

Basic Lab Skills Training for 10/8/14:

We need Motion for basic lab skills training October 8, 2014 in Waterloo at a \$125.00 per person, permission for 2 to attend.

MOTION: Bruce; David, Second. Any discussion. All in favor. Carried.

WTP:

Bob:

THM test results have been testing much higher than normal in the past few months. Summer testing results have come back as high as 299 at one location, rest of the test were in the 200s. The numbers seem almost impossible and we are leaning towards possible lab errors. We are looking into switching labs. Penn Yan is not the only municipality that has had trouble with benchmark labs. DOH has looked at the results and they feel it's odd, as well. Benton tested Benton Hall, which we used to test and they had a result of 67 range. Benton uses ALS lab. Limit for THM is 80.

FYI: Chlorine has a factor in the THM. Chlorine mixes with organic carbon materials and we test for all that and the numbers are all coming back normal.

Water is tested at the WTP, MUB office building, Armond Terrace and Benton Hill.

Water Plant Operator Schedule Change:

Tina and I discussed starting to rotate Doug and Tim on the weekend schedule to offer more exposure and training and it will be part of their duties moving forward. The new schedule will begin the first week of October. Once everyone is certified in December, the plans are to drop off Jeff and Doug (who are scheduled through November); Ron will stay on through December (unless a 4th operator is needed).

Arbitration Case: Still on for 9/22.

WWTP:

Sludge hauling, we talked about.

William Allison:

Willow Road: would it make sense to have our crews put a water main break up there and what would it cost. We can look into options and costs by next meeting. Discussing the area from the R/R tracks to Penn Yan-Himrod Road. The R/R will be coming in the first part of October to tear out and rebuild the crossing. While it's out, we should at least consider putting in sleeves (water, sewer, and electric) in case we run services out there. Things to consider and look into: Should we do it before Winter; do we have funds to cover it; may need to go up under the 30in storm sewer that is installed there; is a purchase request needed for preliminary designs or can we just get an idea; and working around the R/R schedule.

Willow Road update:

Road has been dug out and couple wet spots up there, springs and such. Tiles and drainage were installed has fixed the water issues. The road will be complete next year, but will be usable for farm equipment not regular vehicles.

Other:

Brent Bodine/Bill Jensen:

Motion needed for payment agreements in the amount of \$12,596.08.

MOTION: Bruce; Dave: Second; Any discussion; All in favor; Carried.

County invited to Safety Training October 1st. We will be attending. WTP will be operating, with one person onsite.

Hillcrest Drive: Looking at ways to tie the vacant corner lot into the Village's system. The area is Hillcrest Drive at Old Bath Road. Could be a potential build site, if there was sewer ran out there. In order to run sewer, we need to install a grinder pump that will push it up Hillcrest Drive to the manhole located at the end of Orchard Lane. Property is taxable property and is worth something to all involved if it was built on. It's over a 100ft from the sanitaries, so by rule book we could design a septic system. Some options that have been discussed with Dick Osgood: (1) extend the 6in water main from the next property up, a couple hundred feet, install a new hydrant and provide curb stop to service the property; (2) have an agreement with the Town of Milo for them to service our customer; (3) is it feasible for the Village to take over that portion of the water and sewer out to the intersection of Hillcrest and Old Bath Road, maybe just move the metering up the road a bit. We need to take a closer look at this and involve the attorney to determine legalities for Village and Milo.

Trailer Park/Housing development: Things we need to look into

- Is it Milo water district
- Are they getting sewer, without paying taxes to the Village
- Can we annexed into the Village
- Zoning will allow for doublewides, but not single trailers
- Speak with Leslie Church

Engineer Report:

Bob Elliott:

Rejected idea of putting the ceiling in the dewatering plant due to high costs (\$20,500). The plant crew, found a local a vendor who would supply the material for the ceiling, Blue Herron then suggested a much lower price. The ceiling material will be 4x45 feet steel planking that can have insulation installed on the top instead of having to put insulation in the rafter area and anywhere else needed. After meeting with the contractor, the new price quote was \$2,750.00 for labor and \$1,700 for materials. The contractor then sent a letter stating the total job would now be \$2,750. We gave the OK to do the job for the much lower price. Motion to get ceiling installed at the reduced price of \$2,750.

MOTION: Dave; Second: Bruce. All in favor. Carried.

WWTP:

Project status:

RPC are all online, roof is on, lighting being installed in the RPC, working on the sludge dewatering building, waiting for the roofers to get the roof on. Digester 2 will be ready to be tested by Monday.

Might have a bit more sludge pumping out of there. Primary digester went online 9/6/14. Heaters have

been installed. The complete project should be done in November. We want to avoid bothering any cash.

Water main replacement on Lake St.:

Project on track; Results are back from DOH; Waiting on DOT review to come back, so we can finalize and send out for bids; Relocation of the pump station-ongoing

Composting project:

Preliminary drawings ready to send to an electrical engineer. Quote from the electrical engineer for \$21,000, which was too high for the budget. After talking with the engineer, the quote was reduced to \$15,500. A former electrical engineer we used to use was contacted and his quote was \$14,600. Equipment was sent out for bid.

FYI: We have to test our sludge the first 6 months for the composting.

Service Requests: Christine has not updated them yet but we will send them when we have them.

Next meeting: 10/16/14 at 8:30 am.

Meeting adjourned at 11:02.