

MINUTES of the Penn Yan Municipal Utilities Board Meeting held September 12, 2013 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan, NY.

ATTENDEES: Chairman Rom French, Commissioners Dan Banach, David Payne and Leigh Mackerchar, Village Trustee Willie Allison, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

ABSENT: Commissioner Bruce LeClaire and Clerk-Treasurer Gary Meeks

ALSO ATTENDING: Mayor Bob Church, Village Engineer Bob Elliott, WWTP Chief Operator Ben Sward, Account Clerk Christine Mickelsen, Utility Service Worker Brad Braman, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Attorney Ed Brockman, Account Clerk Laurie Schroeder

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

Approval of the 8/15/13 Meeting Minutes

MOTION by Commissioner Payne, seconded by Commissioner Banach to approve the minutes

of the August 15, 2013 MUB meeting with no corrections.

MOTION

CARRIED.

Public Requests and Comments

None at this time.

Executive Session Needed?

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to adjourn into Executive Session at 8:32 am to confer with counsel.

MOTION CARRIED.

MOTION by Commissioner Payne, seconded by Commissioner Banach to adjourn out of Executive Session at 8:42 am and return to the regular meeting.

MOTION CARRIED.

MOTION by Commissioner Banach, seconded by Commissioner Mackerchar to hold an Executive Session at the end of the meeting to discuss the work history of an employee.

MOTION

CARRIED.

(Account Clerk Schroeder left the meeting at 8:43 am.)

Municipal Employee Recognition – Brad Braman, Christine Mickelsen and Karen Fox

Director Bodine thanked Account Clerk Mickelsen, Utility Service Worker Braman and Secretary Fox for their efforts with regard to the Village's I&I Elimination Program. The inspection program began years ago after the Village was put under a DEC Consent Order.

But, at that time, a program was not in place to efficiently inspect homes and businesses and move the effort forward. In the fall of 2011, Director Bodine developed an inspection plan and Mickelsen, Braman and Fox implemented it. Currently, there are only twenty-three homes that need to be inspected. Nineteen violations need to be addressed (nine have already been turned over to the Code Enforcement Office and six more will be this week) and Director Bodine is working with the remaining homeowners personally to help them correct their illegal connections to the sanitary sewer. He credited the three employees with doing what it took to make the program work. And the results have been seen at the Wastewater Treatment Plant. After storm events, there is not nearly the amount of inflow being received by the plant since many sump pumps and roof drains that used to be connected to the sanitary sewer have been removed as a result of the I&I Elimination Program. The Board expressed its gratitude to the three employees as well.

(Account Clerk Mickelsen and Utility Service Worker Braman left the meeting at 8:49am.)

Municipal Employee – WWTP Chief Operator Ben Sward

WWTP Chief Operator Ben Sward reported that quite a few contractors recently visited the plant as potential bidders with regard to the \$4 million CWSRF Wastewater Treatment Plant improvement project. The bid opening will be held at 3:00 pm on September 18th. A special meeting of the Municipal and Village Boards may be held to award the contract. The first part of the project will be the construction of the Sludge Dewatering Building. After that, the first train of RBCs will be replaced and work will be done on the primary digester. Once that work has been completed, the second train of RBCs will be replaced and work will be done on the secondary digester. It is hoped that construction will be completed by November, 2014.

(WWTP Chief Operator Sward left the meeting at 9:04 am.)

Audit

MOTION by Commissioner Mackerchar, seconded by Commissioner Banach to approve the audit

as presented and to recommend to the Village Board that the Municipal bills for the month be paid

as follows:

Paid Before Audit:

General	\$25,892.92
Electric	\$248,448.16
Sewer	\$8,326.93
Water	\$7,648.48
CRC	\$0.00
Total Paid Before Audit	\$290,316.49

Current Audit:

General	\$40,748.20
Community Development - CRC	\$57,074.00
Electric	\$7,283.53

Sewer	\$64,788.59
Water	\$62,481.36
Capital Projects	\$2,635.00
Total Current Audit	<u>\$235,010.68</u>
TOTAL AUDIT	<u><u>\$525,327.17</u></u>

Treasurer's Report

Director Bodine mentioned that he and Clerk-Treasurer Meeks discussed the Equipment Replacement Matrix. Car #1 (a Ford Escape) is scheduled to be replaced this fiscal year. The OGS (Office of Government Services) web site did not award the contract to replace it in kind. The closest vehicle to the Escape would be the Ford Inceptor. This vehicle would be approximately \$2,500 more than what was budgeted for this vehicle in the electric fund.

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize the purchase a Ford Inceptor to replace car #1; this vehicle will be purchased by the electric fund.

Chairman French	aye	
Commissioner Mackerchar	aye	
Commissioner Banach	nay	
Commissioner Payne	nay	
Bruce LeCLaire	absent	MOTION

TABLED.

Director Bodine was asked to research other vehicle purchasing options. Perhaps we will need to obtain bids to get the vehicle we want for our budgeted amount rather than purchasing vehicles on state bid.

Electric

NYPA Firm Hydro Energy for September – No Reduction

Energy New England Dashboard for Demand Metered Customers

Energy New England is a company that, via the internet, can look at a company's power usage and can recommend changes for energy conservation. This company had an exhibit at a recent MEUA meeting and Director Bodine thought their services may help some of our commercial customers. Some of the MEUA member municipalities are already using Energy New England's services. Director Bodine said that he sent the company a list of our commercial customers, since that could've been obtained with a FOIL request anyway. As an official policy, the Village does not promote any particular company or any one product over another, and Director Bodine made this known to Energy New England.

Authorization to Hire O'Connell Electric to Repair LTC on T1 at Welker Substation

Director Bodine presented a summary of the three quotes received to repair the T1 LTC at the Welker substation. The quotes include the LTC inspection and repair and oil replacement. Quotes were received from ABB (\$70,072), HMT (\$38,500) and O'Connell Electric (\$39,478). Even though they were not the lowest bidder, Director Bodine recommended hiring O'Connell to do this work because they would replace all the contacts

in the LTC, not just those that are bad. Once they've completed the repair, it will be like having a brand new LTC. Director Bodine anticipated that the work would be done in late November.

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize hiring O'Connell Electric to repair the LTC on T1 at the Welker Substation per their quote of \$39,478.

MOTION

CARRIED.

Authorization to Obtain Bids for the Replacement of Ornamental Streetlight Fixtures

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to authorize going out for bids for the replacement of ornamental streetlight fixtures.

MOTION CARRIED.

Authorization to Obtain Bids for Padmount Transformers

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize going out for bids for three, single-phase padmount transformers (1, 167 KVA; 1, 100 KVA and 1, 75 KVA).

MOTION

CARRIED.

F.Y.I. – IEEP Annual Meeting – September 26th – East Syracuse, NY

Director Bodine and Assistant Director Jensen plan to attend the IEEP Annual Meeting being held September 26th in Syracuse, NY. (Two employees are already authorized to attend per Resolution 26-2013).

F.Y.I. – MEUA Accounting and Finance Workshop – October 16th and 17th – East Syracuse (\$80/pp)

Director Bodine and Clerk-Treasurer Meeks plan to attend the MEUA Accounting and Finance Workshop being held October 16th and 17th in East Syracuse, NY. (Eight employees are already authorized to attend per Resolution 26-2013)

Water/Sewer

Hach Water Analysis Classes – Waterloo, NY (\$125/per person per session)

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to authorize the attendance of up to three (3) employees at the Hach Water Analysis Classes being held on various dates in October in Waterloo, NY at a cost of \$125 per person.

MOTION CARRIED.

Grant Opportunities for Seneca Street

Director Bodine has contacted Ed Flynn of LaBella Associates, the same company who helped us the last time we tried to obtain a Community Development Block Grant for Seneca Street infrastructure improvements. The application could be completed as a renewal. The cost to complete and re-submit the application would be \$4000 plus another \$500 for LaBella to assist the Village in performing the necessary income survey. In order to be eligible for grant money, we would need to secure a ninety-five percent response to the survey. LaBella would conduct the surveys and do the tabulations. They could also provide us with a press release to announce that the survey was being done and its importance in securing funds necessary to improve Seneca Street.

MOTION by Commissioner Mackerchar, seconded by Commissioner Banach to hire LaBella Associates at a cost not to exceed \$4,500 to prepare a CDBG (Community Development Block Grant) application and apply for funding to make infrastructure repairs on Seneca Street. MOTION CARRIED.

Proposed Change to Code Regarding Water Service Standards

Proposed changes to the Village Code with regard to water service standards are being developed. Director Bodine has received recommended wording from Elliott Engineering Solutions and will review it with Water/Sewer Maintenance Supervisor Ron Keech. The Code change will allow for the use of plastic pipe as an alternative to copper for water services from the curb stop to a home. Once the wording has been finalized, Director Bodine will work with Village Attorney Brockman to make the Code change.

Water Treatment Plant

Wholesale Water Customers Meeting September 19th at 10:00 am – Village Hall

The meeting with Village representatives and its wholesale water customers will be held next Thursday beginning at 10:00 am in the Main Board Room. The meeting will be followed by lunch in the MUB Meeting Room. The Board reviewed the proposed agenda for the meeting.

Water Conservation Education for the Public and the Wholesale Water Customers

Commissioner Banach mentioned to Assistant Director Jensen a few weeks ago that perhaps 'water conservation' should be a topic of discussion during the wholesale water customers meeting. Director Bodine stated that we should probably think about how we want to approach this with our own customers before we ask our wholesale water customers to approach this with their constituents. This topic will be discussed further.

Wastewater Treatment Plant

The CWSRF bid opening has already been discussed and the Board reviewed the revised CWSRF project schedule.

Other

No other items were discussed.

Payment Agreements

MOTION by Commissioner Banach, seconded by Commissioner Dave to accept the Payment Agreements in the amount of \$12,163.16.

MOTION CARRIED.

Village Engineer's Report – Bob Elliott

Since the CWSRF bid specifications were sent out, Village Engineer Elliott looked at the digester covers and determined that the attics do not need to be painted, an item that was part of the bid specifications. An Amendment was prepared and was sent to all prospective bidders yesterday. In addition, some of the painting specifications were also changed in the bid documents.

Village Engineer Elliott spoke to Sheryl Robbins of the DOH regarding lowering the water level at the Benton Hill Reservoir tank and putting Northview Drive on a separate pressure

zone. We would need to obtain information regarding what would be needed for firefighting purposes. If a separate pressure zone were to be created, we would need to install valves to be able to return the pressure to the regular amount when the W. Lake Road Reservoir is taken offline.

Village Board Meeting

Commissioners Banach and Mackerchar are planning to attend the Village Board Meeting on September 17th.

Service Requests

No comments were made regarding the Village or Municipal Service Requests.

Executive Session

MOTION by Commissioner LeClaire, seconded by Commissioner Mackerchar to adjourn into Executive Session at 10:18 am.

MOTION CARRIED.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to adjourn from Executive Session and resume the regular meeting at 11:04 am.

MOTION CARRIED.

MOTION by Payne and Mackerchar to recommend to the Personnel Committee that the temporary assignment of Tina Galliher at the WTP Chief Operator be extended for another 30 days.

MOTION

CARRIED.

Next Meeting

The next Municipal Board meeting will be held Thursday, October 10th at 8:30 am in the MUB Meeting Room.

Adjournment

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to adjourn the meeting at 11:06 am.

MOTION CARRIED.

Karen M. Fox,

Secretary

