

MINUTES of the Penn Yan Municipal Board Meeting held September 16, 2010 in the second floor MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

ATTENDEES: Chairman Rom French, Commissioners Jerry Nissen and David Payne, Village Trustee Willie Allison, Director of Public Works Dick Osgood and Deputy Assistant Director of Public Works Bill Jensen

ABSENT: Commissioners Bruce LeClaire and Dan Banach, Village Clerk-Treasurer Shawna Wilber and Assistant Director of Public Works Brent Bodine

ALSO ATTENDING: Village Trustee Wayne Davidson, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Engineer Bob Elliott, Electric Crew Chief Jef Bodine

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

MOTION by Commissioner Payne, seconded by Commissioner Nissen to approve the minutes of the Municipal Board meeting held August 12, 2010. Motion Carried.

Pump #1 in the raw water building at the water plant needs to be repaired. An estimate for \$3,032 was submitted by Siewert, but this estimate was raised to \$6,971 after further analysis of the pump.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to authorize the rebuilding of pump #1 at the raw water building at the water treatment plant by Siewert Equipment at a cost of \$6,971. Motion Carried.

Director Osgood provided an update on the E. Elm Street water line project. Material quotes have been received from several sources to install a new water line from five points back toward the railroad tracks on E. Elm Street. Martisco is the low bidder. Paving on Phase I of the E. Elm Street project – from Main Street to a point just east of the Townsend-Wood Funeral home – will take place in the next week or two. Commissioner Nissen commented that there may be some confusion with detour signs on Garfield Avenue. He has seen trucks approach the underpass below the railroad bridge, then back up and proceed to travel on E. Main Street. Director Osgood will look into this matter.

The monthly letter from the New York Power Authority (NYPA) regarding firm hydro energy for the month of September stated that there would be no reduction in firm hydro energy sales to NYPA's hydropower customers for the period of September 1st through 30th.

The Board reviewed the results of three bids received for six (6) pole-mounted distribution transformers.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to authorize the purchase of six (6) 15 KVA pole-mounted distribution transformers with mineral oil from Cooper Power Systems/Irby at a cost of \$816 each (\$4,896 total). Motion Carried.

The Board reviewed the results of three bids received for wood poles.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to authorize the purchase of wood poles from Thomasson Company in the quantities listed below for a total cost of \$11,319.40.

Ten (10)	35 foot poles	@ \$203.70 each	
Sixteen (16)	40 ft. poles	@ \$275.00 each	
Sixteen (16)	45 ft. poles	@ \$305.15 each	Motion Carried.

The Board reviewed the results of two bids received for brush cutting and tree trimming.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to authorize Terry Tree Service to cut brush (\$3,240) and trim trees (\$7,995) on Flat Street and Cherry Street for a total cost of \$11,235. Motion Carried.

The IEEP Annual Meeting is being held Thursday, September 30th in East Syracuse, NY. Assistant Director Bodine and Deputy Assistant Director Jensen have expressed an interest in attending. Electric Crew Chief Bodine stated that he may attend, but would like to see the agenda first. Secretary Fox will forward the agenda to him when she receives it via e-mail from the IEEP. The only cost to the Village would be mileage.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to authorize the attendance of up to three (3) employees at the IEEP Annual Meeting being held Thursday, September 30th in East Syracuse, NY; the cost to the Village will be mileage only. Motion Carried.

The NYMPA Semi-Annual Meeting is being held Wednesday, October 27th in East Syracuse, NY. The cost is \$50 per person.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to authorize the attendance of up to four (4) employees at the NYMPA Semi-Annual Meeting being held Wednesday, October 27th in East Syracuse, NY at a cost of \$50/pp. Motion Carried.

A draft policy was presented to the Board outlining the items that perhaps could be reimbursed to the Village from the Municipal when storm sewers are upgraded to accommodate volume increases as a result of the removal of illegal connections from the sanitary sewer. Director Osgood urged the Municipal Board members to sit down with Village Board members to establish such a policy and put money in next year's budget to cover reimbursement to the DPW for the remediation of I&I issues. It was agreed that a meeting should be held to begin discussions of this issue. Secretary Fox will schedule a meeting with Director Osgood, Assistant Director Bodine, MUB Commissioners Payne and Nissen and Village Trustees Davidson and Winslow.

Electric Crew Chief Bodine reported that his crew will be working from 6:00 am to 6:00 pm this Sunday to install a new isolation switch on the Village's line that services the Silgan plant. This switch will enable Silgan to retain power even if Flat Street substation is taken down for service.

Director Osgood identified a problem with Chapter 198, paragraph 4, of the Village Code. In that section of the Code, it is unclear who must bear the expense of extending water mains in order to provide water to a development site. It was agreed that the current wording is vague and needs to be clarified to make it clear that the developer is responsible for this expense. Director Osgood will draft new language for this section of the Code and present it during the October MUB meeting.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to recommend to the Village Board that wording be added to Chapter 198, paragraph 4, of the Village Code to make it clear that the developer, not the Village, must bear the expense to establish or extend water mains in order to provide water to a development site.

Motion

Carried.

Hydrant flushing will take place in the Village of Penn Yan the week of September 27th.

A meeting will be held at 1:30 pm today with the Village's wholesale water customers to discuss the possible creation on a system-wide model for the water distribution system. The system should be looked at as a network, not as municipalities operating as separate entities. Such a model would identify how one change in one municipality could impact the customers in another municipality. This is important as we work together to decrease disinfection byproducts such as Trihalomethanes. Such a model could also help identify weak links in the system.

During the last Board meeting, Director Osgood recommended that the W. Lake Road reservoir be taken offline this winter. This would serve as a trial run that will allow us to identify problem areas in our water distribution system and address them now before the reservoir needs to be taken offline for cleaning and painting in a few years. The Benton Hill reservoir should also be taken offline, as a trial run, before it needs to be taken down for cleaning. The ideal time to take either of the reservoirs down would be during low usage times, such as during the winter. The Board agreed that this is a good idea and asked Director Osgood to develop a plan to do these trial runs.

Commissioner Nissen asked if there was a problem at Horizon Park a couple of weeks ago when he witnessed a great deal of water coming from a hydrant near CASP. Director Osgood wasn't sure why so much water was released from the hydrant but will check into this and respond to the Commissioner's question.

The Board discussed the possibility of allowing our wholesale water customers to have chemicals shipped to our water treatment plant. These municipal employees would then pick up the chemicals from our plant. This would allow all of our customers to receive a higher quality product than they are currently purchasing locally without adding delivery charges associate with small deliveries. This would ensure that consistent quality materials would be used throughout the entire system. Currently, some of our wholesale customers are purchasing materials that may not be NSF (National Sanitary Foundation) certified. The Board agreed this idea may have merit, but could there be liability issues? Director Osgood will discuss the matter with Village Attorney Brockman.

(Jef Bodine left the meeting at 9:22 am.)

The Village received a letter from the New York State Environmental Facilities Corporation (EFC) stating that we are eligible to receive financial assistance from the Clean Water State Revolving Fund (CWSRF). Our proposed wastewater treatment plant improvement projects have been deemed eligible to receive \$4 million in CWSRF interest-free financing. The Village must submit an application to the EFC within a two-year period and also complete the SEQR process. The application will outline the various projects that we want to pursue including replacement of several RBCs, a dewatering belt press, a sludge composting facility and work on the digesters such as metal inspection, cover repairs, mixers and an auxiliary heater. To complete the application, the Five-Year Plan for the wastewater treatment plant needs to be reviewed and priorities established. We will also need to complete the SEQR process. These items may take time to complete and should be started soon.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to recommend to the Village Board that an application be submitted, and the SEQR process completed, for \$4 million of interest-free financing the Village is eligible for under the Clean Water State Revolving Fund; this funding will be used for wastewater treatment plant modification projects.

Motion Carried.

We are still waiting for the results of the lab tests on sludge from the reed beds. If the results are favorable, we would be able to excavate the reed beds before winter and spread the material on Village-owned property. Village Engineer Elliott will follow up on this.

Village Engineer Elliott is working on specifications to go out to bid to have all three filters at the water plant painted. The bid will specify that all three filters be painted, but they won't all be done at once. Each filter will be down for about six weeks while it's being painted, since the paint takes several weeks to cure. Village Engineer Elliott estimates that it will cost approximately \$15,000 to \$20,000 to paint each filter. Ideally, the filters would be taken down for painting during the winter months while water usage is low. Since the filters would be done one at a time, it will take several months to complete this project. Could this project be started late in December or early in January? When do students return to Keuka College? Director Osgood will check to see when the college is closed in December or January.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to authorize Village Engineer Robert Elliott to prepare specifications and advertise for bids in October for the painting of all three (3) filters at the water treatment plant; this painting work will be scheduled to commence in January and be completed in April.

Motion

Carried.

It was agreed that we should proceed with the purchase of media for the upflow clarifier at the water treatment plant. This purchase was approved by both the Municipal Board and the Village Board in June, 2010 with MOTIONS. The cost estimate for this media from Roberts Filter (received June, 2010) was \$74,600. In July, Assistant Director Bodine received an updated quote because the original quote did not include delivery. The price for the media – delivered – will be \$79,650. Money is available to cover the increase in cost. This media will be in addition to the media needed for the upflow clarifier. Bob Elliott has asked Roberts Services to provide a quote for that material.

Last week, Dale Lane of the Fairgrounds Board attending the Planning and Development Committee meeting. He was told that Horizon Park, the area adjacent to the fairgrounds property, was zoned as ‘Planned Business’ and that, should the Fairgrounds Board consider annexation, the fairgrounds property could be zoned in a similar fashion but with specific uses added so that current fairgrounds operations could continue. Mr. Lane asked to receive the Village’s position in writing with regard to providing utilities to the fairgrounds site. This letter will be sent out under the signatures of Chairman French and Trustee Davidson. Secretary Fox will prepare a draft for their review.

Discussions about the inter-municipal sewer agreement between the Village and the Town of Jerusalem will resume soon. It has been indicated to Chairman French that early Friday afternoons would work best for the Town of Jerusalem Board members. These meetings to discuss points of the current contract would include Chairman French, Commissioners Banach and Nissen, Village Engineer Elliott and Assistant Director Bodine. Clerk-Treasurer Wilber will be asked to join the discussions if financial issues are scheduled to be discussed. Town of Jerusalem Board members Ray Stewart and Mike Folts, Keuka Park Water/Sewer Clerk Carrie Wheeler and Town of Jerusalem Engineer, Wayne Ackart, would represent Jerusalem during these discussions. Chairman French will contact Mr. Stewart to determine a mutually agreeable date and time to meet. Before that meeting takes place, it was agreed that the Village representatives should get together to properly prepare themselves for the meeting with Jerusalem.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to recommend to the Village Board that the Municipal bills for the month be paid as follows:

Paid before audit	\$244,906.88
Capital paid before audit	\$ 0
Electric Fund	\$110,718.08
Water Fund	\$ 50,366.73
Sewer Fund	\$ 63,057.64
Capital Project:	
<u>Brown St. water main project</u>	<u>\$ 4,787.00</u>
Total Municipal Audit	\$473,836.33

Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to approve the payment agreements in the amount of \$6,156.50. Motion Carried.

MOTION by Commissioner Payne, seconded by Commissioner Nissen to declare an electrical panel box no longer being used at the water treatment plant as ‘surplus’ and sold. Motion Carried.

MOTION by Commissioner Nissen, seconded by Commissioner LeClaire to adjourn the meeting at 10:13 am. Motion

Carried.

The next Municipal Board Meeting will be held Thursday, October 14th at 8:30 am in the corner meeting room on the second floor of the Village Office building.

Karen M. Fox, Secretary