

Penn Yan Municipal Board Meeting Minutes

October 13, 2016

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, David Payne and Lee Sackett, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Pealer, Director of Public Works Brent Bodine, Assistant Director of Public Works Bill Jensen, Danette Eatherton, Village Engineer Robert Elliott

Absent: Leigh MacKerchar, Willie Allison

II. Call to Order at 8:30 a.m.

III. Review/Approval of the September 15th, 2016 Meeting Minutes:

MOTION to approve the Minutes: first David Payne, seconded by Ray Hamilton; carried.

IV. Municipal Employee: Jason Elliott will be here at the end of the meeting

V. Public Requests and Comments: None.

VI. Executive Session: Motion to enter into executive session at the end of the meeting to discuss the work history of employees with MUB members, Brent Bodine, Bill Jensen, Jason Elliott, Gary Meeks, Holly Pealer, Danette Eatherton, Willie Allison and Leigh MacKerchar; first Ray Hamilton, seconded by David Payne; carried.

Brent mentioned we will need to amend the motion if Leigh and Willie do not show

VII. Audit dated October 18, 2016

Summary:

Paid Before Audit:

General:	\$ 26,641.80
Electric:	\$352,858.24
Sewer:	\$14,395.48
Water:	\$7,656.31
CRC:	\$ 0.00
Capital Projects:	<u>\$ 0.00</u>
Total Paid Before Audit:	\$401,551.83

Current Audit:

General:	\$68,114.73
Community Development–CRC:	\$0.00
Electric:	\$53,810.08
Sewer:	\$52,689.80
Water:	\$18,442.73
Capital Projects:	<u>\$3,913.00</u>
Total Current Audit:	\$196,970.34

TOTAL AUDIT: \$598,522.17

MOTION to approve the Audit as presented: first Lee Sackett, seconded by David Payne; carried.

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VIII. Treasurer's Report – Gary Meeks

1. 2016-2017 YTD Revenue/Expense: 33% of the way through the fiscal year.

Electric: revenue is 26% of the year and expenses 25%; revenue greater than expenses by \$67,000; once the September power bills get processed we will be a little in the red; no significant cost issues but we always watch the cash in the electric fund.

Discussion about the DOT project on Elm St. and contracts that we have with them for electric, water and sewer; it will be imperative to stay on top of the DOT and make sure we get payment sooner than later.

Sewer (need to adjust out the revenue for the composting project in the amount \$458,800 from the DEC): revenue is 42% of the year and expenses 21%; adjusted revenue is greater than expenses by \$179,000. We are still keeping an eye on the sludge hauling (we budgeted \$30,000 and have spent \$28,000 of it already) and there are big concerns with the WWTP and the financial issues that will result from the operational issues. We need to understand the root issues, what the causes are, and what the proposal on how to fix the issues is.

Discussion:

- Lee asked about the composting process and whether we can look for a reduction of sludge in the next 2-3 months; how deep are we in the composting project
- Bill J. mentioned we have resolved the issues with the screw press and that we currently have 3 compost piles started and samples are in; Bob has the samples and can determine when we can start releasing compost to the public
- Discussion about the issues and looking for solutions regarding potential sludge hauling
- Gary mentioned that Ben stopped in to see him to discuss the issues
- Lee mentioned the penalty for clean water is sludge and you have to give it time
- Bill J. mentioned that Ben is trying to avoid hauling any more sludge; Bob will be going out to the WWTP after this meeting and we have Steve Grimm with NYRWA visiting on Tuesday and we are hoping that they can come up with recommendations
- Dan B. mentioned that he has heard that the employees think we need another screw press or a better one
- Bob mentioned that the plant right now is overloaded organically and this is one of the issues we are having due to KanPak's load and he mentioned that the money KanPak is paying in surcharges should help offset WWTP budget for sludge hauling
- Gary discussed the Surcharge money goes into the sewer fund revenue
- Gary stated there are financial issues that are driven by operational issues and it's an issue and we need to stay on top of it
- Rom said we need definite information in order to get something done, we can't just take opinions of people, we need solutions and we need to monitor this
- Bill is in charge of this and will have more definitive information by next meeting regarding what we have spent, what we anticipate, etc.
- Bob reminded that KanPak's improvements won't be done until December or January
- Brent mentioned considering offsetting the higher sludge cost before applying percentages to Milo and Jerusalem; Gary said it is possible to do that

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- Gary mentioned that when he spoke with Ben he told him to think about the things that keep you up a night, whether KanPak, composting and get down on paper what the issue is, the root cause and your potential solution is what will help the MUB be more supportive and help him

Water: revenue is 37% of the year and expenses 23% but need to take out some revenue for the Dept. of State Grant money we got for Liberty St. water main for about \$300,000 and put in some rent and depreciation charges and we will have a surplus of about \$79,000. Gary mentioned the overtime situation that we ran into last year seems to be in control now.

Brent mentioned to Gary the anticipated revenue the WWTP and WTP for the demand response program will no longer be revenue. The federal level, EPA, has decided that emergency standby generators at those sites are no longer eligible for demand response program. Brent briefly explained the demand response program and we will no longer receive any income of those machines. Gary said nothing he can do at this point because the budget was set in place prior to this situation but we will fall short of revenue because of it.

2. Wholesale Water Customer Reconciliation for 2015-2016:

Brief discussion regarding the Wholesale Water and Sewer Reports and what it references. The proposed budget was \$704,658 which is spread out between the Village of Penn Yan and all our wholesale customers and the actual budget was \$725,144, which is \$20,486 higher than the proposed budget. The budget was discussed and explained where we had overages in the budget. The budget shortfall will reflect in what is owed by and credited to the wholesale water customer

- Water reconciliation are complete and the following amounts will be credited or owed for the 2015-2016 fiscal year: Village will owe about \$4,000
 - \$499.00 credit for Jerusalem;
 - \$4,214.00 owed by Dresden;
 - \$638.00 credit for Benton;
 - \$805.00 credit for Pulteney;
 - \$14,161.00 owed by Town of Milo
- 2015-2016 Wastewater Treatment budget
 - The completed reconciliation shows that actual costs for the WWTP came in about \$61,000 under budget, and a portion of this will be credited to the Towns of Milo and Jerusalem, per the contractual percentages.
 - Credits will be due to Milo and Jerusalem in the amounts of \$6,176.00 and \$17,397, respectively.

MOTION to recommend to the Finance Committee and to the Village Board that the 2015-2016 Wholesale Water Customer reconciliations be shared with the customers and upcoming invoices be adjusted as appropriate; first Dan Banach, seconded by David Payne; carried.

IX. Department Business

A. Electric - Brent

1. FYI: NYPA Firm Hydro Energy for November: No Reduction and no anticipated water shortage through May of 2017.

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2. Additional wood poles bid from October 12th: Brent discussed the 2 bids that were received and he recommends rejecting them both because they are too high; so we will re-bid for these poles.

3. Permission to go out for bid:

- Brent mentioned having to hold a special Village board meeting last week to get permission to go out to bid for one project
- We would like to be able to go out to bid for items without permission
- The only cost involved in going out to bid is the ad fee
- Would like to recommend to the Village Board to authorize not needing permission to go out to bid
- Approval of a bid would still have to be processed by the board;
- The board said check with Ed and if all is OK then forward to the Village Board

4. NFPA 70E Training (Arc Flash Training Seminar) at O'Connell Electric Company in Syracuse on October 25th from 8 a.m. to Noon; we need permission to send Jason Elliott, Adam Folts, Charlie Bush, Mike Mullins, Don Dixon and Bill Jensen; cost is \$75.00 per person for a total cost of \$450.00.

MOTION to the Village Board to authorize Jason Elliott, Adam Folts, Charlie Bush, Mike Mullins, Don Dixon and Bill Jensen to attend arc flash training at O'Connell Electric Company in Syracuse on October 25th from 8 a.m. to Noon for a total cost of \$450.00; first David Payne, seconded by Lee Sackett; carried.

5. FYI: MEUA Engineering Workshop in Syracuse November 9-10, 2016 (5 are pre-approved to go)

6. FYI: Reminder NYMPA Semi-Annual Meeting is scheduled for October 25th in Syracuse; Brent, Rom and David are attending.

7. FYI: MEUA Accounting and Finance Workshop in Syracuse on October 19-20, 2016; Brent, Gary and Holly are attending.

8. FYI: Keuka Arts Festival – past due invoice (application attached showing \$50 charge for electrical drop and Chris Vaughn has been sent past due notices on 7/15, 8/15 and a letter regarding the past due amount of \$550.0 was sent 9/20/16; this is for the electrical drop charge and Chris has come in and discussed it and he has agreed to pay it; Dan B. mentioned we should have all agreements in writing.

9. Traffic signal parts: there are 42 traffic signal housing and 14 8" crosswalk signal housing that need to be declared surplus and scrapped; David Payne mentioned the Lions Club has a scrap event coming up and they will be happy to take them but the board feels that due to MUB members being affiliated with Lions and therefore would not be able to vote to donate them to the Lions Club.

MOTION to the Village Board to declare 42 traffic signal housing and 14 8" crosswalk signal housing as surplus and authorize scrapping them; first Ray Hamilton, seconded by Lee Sackett; carried.

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Gary mentioned the CPR system (continuous property records) that we use in the electric business and we need to replace it

- It's old, it's DOS base, the person who wrote it is no longer with us and we have been limping along with this unsupported system
- We looked into USA software with Rick Columbo, years ago to get a replacement program but at the that time he was one person
- Brent and Tami has also done some work with Scott Demmin to try to develop a CPR system
- Recently we ran into a situation where data was entered and it didn't process correctly; rebooted and tried again, still didn't work
- Will need to start looking at a replacement; Scott could probably come up with a replacement but we need to factor in the time it would put on Brent, Tami and myself; costs; time to develop the program; and he is just one man
- Rick has now put his son and daughter on staff, which will continue even if he was not around; he also has made some enhancements to the program and several MEUA members are using it now
- We are going to try to visit Solvay next week to see how it works for them
- Cost about \$20,000
- Rom asked about the timeframe, if it all got approved, how long will it take to get it up and running; Gary is unsure but it would be during this budget year

Jason arrived at 9:20 a.m.: updated the board on electric projects that they are working on currently and future projects

- Hot Box Lacrosse lighting project at YCRR
- Keuka Gardens project, reviewed plans and that will be an upcoming project
- Discussed the work at Horizon Park; Brent mentioned that the crew just set a pole for a 2nd transformer at Silgan Plastics
- Liberty Street will be coming soon-Brent stated this is pulling wire under the bridge
- Rom asked if these projects will wait until spring; Jason said they will be working on all these projects through the winter
- Discussed the hotels and efforts required for finishing with them
- Jason mentioned the steel fabrication business that is coming to Penn Yan
- The Village is just growing and thriving and keeping us busy

B. Water/Sewer - Bill

1. Waterfront Sanitary Sewer Upgrades Change Order No. 2 in the amount of \$28,620.00 for Engineering Contract modifications; Brent went through all the invoices for this job and summarized what was not covered in the original scope and it is eligible to be applied to the zero interest loan; Gary mentioned that this was important to do so we don't leave money on the table for the Grant; the project is coming in under budget; Bob mentioned that we also have the sealed manholes costs for Lake Street that will be part of this also (just pointing this out as another expense for the project that will need to be included). Bob and Bill will work together to get a contract in place to get the manholes lining done; Gary mentioned get on this and keep Municipal Solutions in the loop.

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MOTION to the Village Board to authorize payment of the Waterfront Sanitary Sewer Upgrades Change Order No. 2 in the amount of \$28,620.00 for Engineering Contract modifications; first Dan Banach, seconded by David Payne; carried.

3. Seneca Street Water Main Replacement Change Order No. 1 in the amount of \$8,650.00 for construction items listed on Blue Heron's estimate for RFP#1 dated 10/5/16 (Brent): Discussed the change order and a bunch of items that should have been in the original job and were missed; there was one for the 8" fire hook-up for \$2,798.00 which Birkett Mills has agreed to pay. Gary mentioned that the change order is not adding up correctly; Brent will look into it and get back to us; Brent worked out the issues and explained to the board.

MOTION to the Village Board to authorize payment of the Seneca Street Water Main Change Order No. 1 in the amount of \$8,650.00 for items listed in Modification 1, 2, and 3 on the change order; first Dan Banach, seconded by David Payne; carried.

3. Pleasant Avenue Sewer Replacement – permission to go out for bid; proposed schedule advertise 10/26; Bid opening 11/9; MUB approval 11/10; Village Board approval 11/15;

MOTION to the Village Board to authorize permission to go out for bid for the Pleasant Avenue Sewer Replacement; first David Payne, seconded by Ray Hamilton; carried.

4. Reminder: Wholesale Water Customer Meeting is October 27th at 10:00 a.m. and lunch will be served after the meeting at the firehouse. Meeting will be held in the Village Board Room

5. McKinley Ave. Sewer Ext. update: 2 manholes are installed and started the connection between the 2 manholes near Garfield Avenue. This is being done in-house for future development of the area.

C. Water Treatment Plant - Bill

1. NYRWA Lead/Copper Rule and Corrosion Control Training in Walton, NY on October 27, 2016; cost is \$30.00; would like permission to send Dave Cohick.

MOTION to the Village Board to authorize permission for Dave Cohick to attend NYRWA Lead/Copper Rule and Corrosion Control Training in Walton, NY on October 27, 2016 for a cost of \$30.00; first David Payne, seconded by Lee Sackett; carried.

D. Wastewater Treatment Plant - Bill

1. Sludge Hauling/Odor Issues: Discussed the sludge hauling earlier in the meeting; odor issues are being addressed; we have had some complaints; the clarifiers are starting to work to help with the odor and the colder weather will help as well. Reed beds are at capacity. Lee offered to discuss with Bill further about the situation.

2. Septage haulers dumping in Penn Yan approval process update: procedure is as follows:

- They fill out forms with contact information, nature and source of material they want to dump, estimate of volume to be dumped and provide a copy of the DEC hauling permit
- We currently have 12 approved haulers approved to dump
- Dan B. mentioned that it is pretty much self-regulating
- Gary asked if this is adding to our problem at the WWTP-Bill will look into this;

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- Gary asked about adjusting the rates that they are charged
 - We have a capacity and flow issues
 - David P. also mentioned checking into the fees that we charge at the WTP and Rom feels that fees are still at fair rate; Brent said there is not a lot of cost for the water at the WTP because it comes straight from the plant
3. FYI: Composting release update:
- We are waiting on the last sample result to come back before it can be released to the public
 - We will plan a public press release after the sampling is done; Bill mentioned that Ben forward the last sample to Bob but it has not been reviewed yet
 - Gary asked what if no one comes to get compost, will capacity be an issue
 - Bill said by Wednesday we will have the extra storage space for compost; we are using 2 of the 4 beds for compost
 - Gary asked if it will be limited to Village and/or County residents
 - Bill J. mentioned someone will have to man the area because a release needs to be signed
 - Lee said the goal is to get rid of it and we should let anyone come and get it
4. FYI: Ben will be attending Charge Chemistry and Chemical Handling Course on October 19th in Warsaw, NY from 8-12:15 at no charge.

E. Other:

1. Used building jacks: Brent mentioned the 9 building jacks came from the old Village Hall building on Maiden Lane and they are of no use to us; an employee would like to have them for personal use-there was no objection

MOTION to the Village Board to declare the used building jacks as surplus and dispose of them properly; first Lee Sackett, seconded by Dan Banach; carried.

X. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$9,553.06; first Dan Banach, seconded by Ray Hamilton; carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sewer Project Update:
- Bob mentioned that there was additional asphalt repair work needed for the road
 - Bill mentioned it is not additional work but work that we originally thought we would not need because we planned to pave the street this paving round but it will not be paved until the spring due to DEC permitting requirements that are being completed at this time
2. Seneca Street – CDBG Update:
- Under construction right now. Due to hitting unforeseen concrete and infrastructure, it's going a bit slow
 - Work needs to be done by December 7th

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- Brent mentioned that we have made a commitment to accommodate Birkett Mills truck traffic during the construction process and when we redo the road we will redo the profile permanently over the tracks
- Rom asked about services; Ron K. has our portion of the job done and when the contractor's portion is done we will complete testing and disinfection concurrently and place entire main online at the same time.

3. KanPak Update:

- We are preparing to place a permanent monitoring station in their wastewater building to get samples
- We are monitoring them closely due to their loads
- Rom is concerned that we are moving up towards capacity and we need to be hard on them
- Brent asked if we are ready to contact them to set up a meeting about the sampler station; Bob has not determined which sampling station we should install onsite, but said we need a meeting regardless to discuss concerns
- Gary asked if the Village will pay for this; Bob said normally it would be on us to pay for it
- Brent will schedule a meeting with KanPak, Bob E., David Payne and Lee Sackett to discuss their improvements and the Villages concerns

XII. Other: Brent discussed the request from Silgan Plastics for a sewer credit

- Passed it along to Bob for his input and thoughts
- Silgan has a big dehumidifier system and they pull public water into and it evaporates quite a bit
- They are asking forgiveness on their sewer charges based on the fact that the water that comes out of that is not the same amount that goes into it
- Bob and I discussed and we feel they should install their own effluent meter at their costs that we can bill from
- Our response to this should be, if you would like forgiveness on your sewer charge then show us a measured difference
- It was agreed to pursue a Village Code change to allow a customer to supply a sewer meter that the Village could read to accurately bill their sewer rents on as opposed to billing for sewer usage based on the water the customer consumes

XIII. Reminder the Village Board Meeting is October 18th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session: Motion to enter executive session and to amend the original motion to remove Leigh MacKerchar and Willie Allison (they are absent) at 10:30 a.m.; first by Ray Hamilton, seconded by David Payne; carried. Motion to exit executive session at 10:47 a.m.; first David Payne, seconded by Lee Sackett; carried.

XVI. Next Meeting – Thursday, November 10th, 2016 – 8:30 a.m., MUB Meeting Room

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XVII. Adjournment: MOTION to adjourn at 10:49 a.m.: first Lee Sackett, seconded by David Payne; carried.

Danette Eatherton; Transcribed on 10/13/16