

MINUTES of the Penn Yan Municipal Utilities Board Meeting held October 10, 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, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen

ABSENT: Commissioner Bruce LeClaire

ALSO ATTENDING: Mayor Bob Church, Village Engineer Bob Elliott and Keuka Park Water/Sewer Clerk Carrie Wheeler

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

Approval of the 9/12/13 Meeting Minutes

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to approve the minutes of the September 12, 2013 MUB meeting with no corrections. MOTION CARRIED.

Public Requests and Comments

None at this time.

Executive Session Needed?

MOTION by Commissioner Banach, seconded by Commissioner Payne to hold an Executive Session at the end of this meeting to discuss negotiations.

MOTION CARRIED.

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	\$28,006.21
Electric	\$173,899.62
Sewer	\$8,799.66
Water	\$8,123.85
CRC	\$222.00
Total Paid Before Audit	\$219,051.34

Current Audit:

General	\$94,307.60
Community Development - CRC	\$0.00
Electric	\$103,874.72

Sewer	\$52,382.50
Water	\$37,438.78
Capital Projects	\$36,379.27
Total Current Audit	<u>324,382.87</u>
TOTAL AUDIT	<u><u>\$543,434.21</u></u>

Treasurer's Report

Water and Sewer Customer Reconciliations for Fiscal Year 2012-2013

WATER RECONCILIATION

Distributed copies

Recommendation from Board to recommend to finance committee approval of these reconciliations

1st page Broken out by expenses allocated to the wholesale customers

2nd pg. capital expenses

They paid in, but there were no capital expenses this year; but we have upcoming projects, so that money should be set aside to establish a capital reserve

Will not be credited back to the customers for now

Then, what did we invoice, what did they pay. Is there a credit due them or payment due to Village?

More than \$8K is owed to the customers

All customers but Dresden will get reimbursed

Dresden gets charged because they used more water than estimated

Will go to the Finance Committee this afternoon

The amounts of refunds discrepancy

It's because of their usage

Based on usage

SEWER RECONCILIATION

2nd pg. amended budget

Includes wwtp improvements \$4 m

We had 7 months of billed at 4 million amt and then 5 months adjusted amount

There will be credits to two customers

Milo and Jerusalem

Milo \$12K

Jer \$39K

For both water and sewer, these credits will be in the next billing

Sewer is monthly

Water is quarterly

Gary will reach out with all customers to review and answer questions

MOTION to recommend to the finance committee that these be adopted and the wholesale customers be invoiced appropriately
Leigh and Dave

Water Operations Audit Corrective Action Plan

1st recommendation

Audit of our water operations by NYS comptroller's office
We are obligated to provide a corr act plan by 10/24
See the plan

He will write several policies and procedures
Outlining our budget procedures and our quarterly billings
Document how the quarterly are determined
Document how and when the post fiscal year end reconcile is completed

This will formalize what we do so that it's made clear

All will be reviewed by MUB and finance committee and shared with wholesale customers

Will go to the finance committee today

2nd recommendation

Equitable – contracts
What administrative costs are included in the budget?

3rd recommendation

Develop estimates for revenues and expenditures

4th recom

Mub and vill brd should receive interim reports
Also reports on cash balances

Review can be done during regular MUB meetings, not special mtgts required
December 12th – put on agenda under treasurer's report

5th recommendation

Vill off should make sure meters are checked
Verify meter readings

6th recommendation

Should ensure billings are prepared and distributed in a timely manner
The staff is following those procedures

7th recommendation

Establish a 5-year capital plan and a capital reserve fund

MOTION to approve the action plan as presented
Leigh and Dan

In the future do it 2-sided or as a power point presentation

Some of the same things should be done on the sewer side in case of an audit

Electric

NYPA Firm Hydro Energy for October – No Reduction

Replacement of Car #1 – Alternative Purchasing Options

Tabled last month

Ogs number was over the budget amt

Asked to get prices

Have one dealership numbers – have municipal contracts we can piggy back on

Waiting for a 2nd number

\$500 more than the state price

Anticipates the other will be the same

It appears that the best price IS the state price

\$3,000 more than we budget

His recom replace

MOTION to replace car #1 with 2014 ford inceptor through state OGS system \$26,193.18

MOTUON passed

Leigh and Dan

F.Y.I. – NYMPA Semi Annual Meeting – October 30th – East Syracuse (\$55/pp)

(Three employees authorized to attend per Resolution 26-2013)

Dan will go

Brent

MEUA Fall Engineering Workshop – November 6th and 7th – East Syracuse (\$80/pp)

MOTION NEEDED

5 to go

Leigh and Dave

Will feature a movie about utility lineman

And giving a preview at this workshop

Authorization to Go Out for Bids for Wood Poles (sheet to Brent)

MOTION NEEDED

See specs

Dan

Dave

Replenish our stock Jef provided a list of sizes

We had a pole insp done and they're replacing the poles id'd as needing replacement

Request for Sewer Bill Adjustment – Walgreens

Don't have an idea of what they're looking for, so more research is needed

Bj will f/u

Sprinkler system problem

Didn't go into the sewer, so a refund on sewer, but not sure of the amount

Request for Bill Relief – 109 Chapel Street

Got a call from a contractor to say his crew snaked it for Mrs. Boozer and he found roots in the line and a cleaning cloth in there; cnratr implied he was in our line with

\$573. Etc. she wants reimbursed cuz she thinks it's our problem ribble bill

Need to investigate

No one else reported a backup

Need to do camera work in our line where her lateral connects

NOV. agenda

Updated Water Main Break Map

(copies are with Village Board members as well)

MUB reviewed

Will look at areas like Lake St. where there have been a number of breaks

State will overlay lake and mill and fill liberty

So, we may need to look at what needs to be done before state comes in

The replacement of that water main cfa dept. of state \$980,000 project

From Mace to Brown St. replace lk st line

Another area is liberty st. between elm and court

And Lincoln street had a number of breaks too

Seneca st., too so could be part of the grant

Send spread sheet to bob Elliott and he could map for me

Cost?

Update – CASP Manhole Replacement Project

Has been replaced

Bill will be paid by vill and reimbursed by CASP

Water Treatment Plant

Interview Process for WTP Operator Trainee

Interviews will be held with 7 eligibles the afternoon of 10/23 and the morning of 10/24

Interview committee:

Bill Jensen

Leigh Mackerchar

Tina Galliher

Bart Winslow

Gary Meeks

Wastewater Treatment Plant

CWSRF Bid Results

MOTION NEEDED

BOB Elliott

Deferred to joint meeting so only discussed once

Other

Brent

Request in 6 to 8 old fire hydrants

We have the hydrants we can declare as surplus

MOTION Declare 8 old fire hydrants as surplus and to sell to the highest bidder

Dave and Leigh

Also look at scrap prices

Payment Agreements

MOTION NEEDED

Dave and Dan

Village Engineer's Report – Bob Elliott

We met with CASP last week

Monthly meetings while they're going through their changes to avoid going to phase III

Their waste is going to a farmer's digester right now

That farmer has guaranteed to take it
So their disposal stream is set
So, we won't be getting their waste or as much as their money
But less sludge production

They're using different chemicals to tweak the system
Phenomenon at wwtp is giving us low pH numbers, so we're looking at it

Phase III is off the table for right now
Nov. 13th is the next meeting
So communication flows
Good in light of the management turnover there
Interim plant mgr. right now
Ryan Mitchell is the plant mgr. right now

Village Board Meeting

Chairman French and Commissioner Banach plan to attend the Village Board meeting on October 15th.

Service Requests

Discussion on alternative power in the past
Wind power at Horizon Park
Should we look into again? Would it decrease our purchased power?
A study was done and the amount of wind wasn't enough
And too close to the airport
Solar?
Looked into it a few years ago
We don't have the spaces to put them on
Would have to have an agreement with city, school, etc.
Horizon Park is the only field big enough
And then that doesn't allow for more industrial folks coming in

Executive Session

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to adjourn into Executive Session at 9:35 am.

MOTION CARRIED.

MOTION by Commissioner Banach, seconded by Commissioner Payne to adjourn from Executive Session and resume the regular meeting at 10:25 am.

MOTION CARRIED.

Next Meeting

The next meeting of the Municipal Board will be on Thursday, November 14, 2013 at 8:30 am in the MUB Meeting Room.

Adjournment

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to adjourn the

meeting at 10:26 am.

After adjournment, the MUB members joined a Special Village Board Meeting to review the bids received for the CWSRF Wastewater Treatment Plant improvements and a MOTION was made:

MOTION by Trustee Allison, seconded by Trustee Winslow to award the CWSRF WWTP improvements bid to:

General Construction – Blue Heron Construction Co, LLC for \$3,726,058.00

Electrical – Blackmon-Farrell Electric Inc. for \$161,500.00

HVAC – Daniel J. D’Amico Plumbing and Heating for \$125,800.00

The price of the overall project, with engineering and administrative costs included, is now \$4,631,000.00.0

ADOPTED Ayes 7 Church, Allison, C. Christensen, M. Christensen, Stewart, Reeve and Winslow

MOTION by Commissioner Mackerchar, seconded by Commissioner Banach to accept the audit as presented . . .

MOTION CARRIED.

MOTION by Commissioner Mackerchar, seconded by Commissioner Payne to recommend to the Finance Committee that the Clerk-Treasurer's wholesale customer water and sewer reconciliations be adopted and the wholesale customers invoiced appropriately.

MOTION CARRIED.

MOTION by Commissioner Mackerchar, seconded by Commissioner Banach to approve the Clerk-Treasurer-s Water Operations Corrective Action Plan as presented.

MOTION CARRIED.

MOTION by Commissioner Payne, seconded by Commissioner Banach to authorize the replacement of Car #1 with a 2014 Ford Inceptor through the State OGS system purchase price of \$26,193.18.

MOTION

CARRIED.

MOTION by Commissioner Payne, seconded by Commissioner Banach to authorize the attendance of five (5) employees at the MEUA Fall Engineering Workshop being held November 6th and 7th in East Syracuse, NY at a cost of \$80 per person.

MOTION CARRIED.

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize going out for bids for wood poles (six 35' poles, twelve 40' poles, fifteen 45' poles and three 50' poles).

MOTION

CARRIED.

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to declare eight (8) old, unusable fire hydrants as surplus and sell them to the highest bidder.

MOTION CARRIED.

MOTION by Commissioner Banach, seconded by Commissioner Payne to approve the Payment Agreements in the amount of \$12,558.94.

MOTION CARRIED.

(The MOTION for the WWTP CWSRF bid award will be part of the Special Village Board meeting minutes)