

MINUTES of the Penn Yan Municipal Board Meeting held October 14, 2010 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

ATTENDEES: Chairman Rom French, Commissioners Bruce LeClaire, Dan Banach, Jerry Nissen and David Payne, Village Trustee Willie Allison, Village Clerk-Treasurer Shawna Wilber, Director of Public Works Dick Osgood, Assistant Director of Public Works Brent Bodine and Deputy Assistant Director of Public Works Bill Jensen

ALSO ATTENDING: Village Trustees Wayne Davidson and Rich Stewart, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Engineer Bob Elliott, Senior Account Clerk Tami Marchionda

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

MOTION by Commissioner LeClaire, seconded by Commissioner Nissen to approve the minutes of the Municipal Board meeting held September 16, 2010 with one change: 'Dan Nissen' was listed as absent; the name should have read 'Dan Banach'. Motion Carried.

Senior Account Clerk, Tami Marchionda, was present. She stated that the new software is challenging and that Edmunds is working with the staff to help with the transition from the old software to the new. Commissioners Nissen and Banach asked if it would be possible to have a shorter synopsis of the year-to-date fund budgets rather than the 27-page report currently being generated. Detailed line items of the funds can be helpful, but would best be used if a problem is identified and additional information is needed. Clerk-Treasurer Wilber stated that the report could be customized and condensed and a report could be generated with less line items. Commissioners Nissen and Banach asked Clerk-Treasurer Wilber to present them with the full report and also generate a condensed version for all the Board members for future meetings. Assistant Director Bodine asked whether or not a review of the new software would be helpful. Senior Account Clerk Marchionda stated that it may be a good idea. Director Osgood thanked Marchionda for all the work she did on the Brown Street water main project. It was a tremendous amount of work and her efforts are appreciated. Because of the timely way she processed necessary documents for the Office of Community Renewal, Penn Yan's water main project was the first project funded by economic stimulus funds to close.

(Sr. Account Clerk Marchionda left the meeting at 8:52 am.)

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

Paid before audit	\$242,557.76	
Capital paid before audit	\$ 0	
Electric Fund	\$ 94,114.35	
Water Fund	\$ 29,872.11	
<u>Sewer Fund</u>	<u>\$ 40,867.99</u>	
Total Municipal Audit	\$407,412.21	Motion Carried.

Director Osgood provided an update on the E. Elm Street water line project. Paving work is being done today and, hopefully, the weather will cooperate so that striping can be done in the coming days. Phase III (from five points back toward the railroad tracks) can begin soon. We are still waiting for approval to do direct bore work under the railroad tracks. Village Engineer, Bob Elliott, said he will contact Finger Lakes Railway to find out the status. It is anticipated that the direct bore work will be done in March under the railroad tracks on E. Elm Street and Seneca Street.

Director Osgood asked the Board if they wished to proceed with installing a new water main on Main Street, between Elm Street and Clinton Street, before the Liberty Street bridge project begins and heavy truck traffic is detoured onto Main Street. Survey work has been completed for this project. The Board agreed they would like to see this project happen, but that financing is an issue. Director Osgood was asked to investigate possible funding sources.

Assistant Director Bodine reported that he was pleased with the work Terry Tree Service did cutting brush and trimming trees on Flat Street and Cherry Street.

Assistant Director Bodine reported that the oil from the LTCs on three transformers was sampled because they were showing a high water content. After receiving a copy of the sampling report, which showed that arcing is occurring in the LTC on T2, the oil was sent out for re-sampling. We are awaiting the results. If T2 cannot be put back online, work scheduled for next week will not take place. If arcing is occurring, contacts on the LTC might need to be replaced and oil from that transformer will be re-sampled in a few months.

The monthly letter from the New York Power Authority (NYPA) regarding firm hydro energy for the month of October stated that there would be no reduction in firm hydro energy sales to NYPA's hydropower customers for the period of October 1st through 31st.

The Board read the obituary for Timothy Barry, the son of Bill Barry of the IEEP, who died suddenly on October 5th. The Board also read the obituary for James Brundage, who was employed as the General Manager of Salamanca Board of Public Utilities for 33 years prior to his retirement in 2005.

An MEUA Engineering Workshop is being held November 3rd and 4th in East Syracuse at a cost of \$75 per person.

MOTION by Commissioner Banach, seconded by Commissioner LeClaire to authorize the attendance of up to three (3) employees at the MEUA Engineering Workshop being held November 3rd and 4th in East Syracuse at a cost of \$75/pp. Motion Carried.

An MEUA Accounting and Finance Workshop is being held November 17th and 18th in East Syracuse at a cost of \$75 per person.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to authorize the attendance of up to three (3) employees at the MEUA Accounting and Finance Workshop being held November 17th and 18th in East Syracuse at a cost of \$75/pp. Motion Carried.

A meeting was held October 4th to discuss the possible reimbursement to the Village from the Municipal when the DPW crew works on the remediation of I&I issues. Clerk-Treasurer stated that, according to NYCOM regulations, money from the sewer fund cannot be used to fund such projects. Work on the storm sewer part of our infrastructure is covered under the general fund and the sewer fund cannot contribute funds to the general fund. Could we establish a 'utility fund' in the general fund to finance these projects? It was agreed that we need to discuss this possibility with our auditors. Going forward, I&I issues will need to be addressed, so a policy needs to be established and money put in each year's budget to fund such work.

Director Osgood presented a draft of a proposed amendment to the Water Use Law section of the Village Code. This outlines who must bear the expense of extending water mains in order to provide water to a development site.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to forward the Draft of the Proposed Amendment to the Village Code regarding the Water Use Law to Attorney Brockman for his review and then forward to the Village Board for its consideration. Motion Carried.

Director Osgood mentioned that, even though the Board established a policy stating who is responsible for new or expanded electric service, it was never included in the Village Code. Director Osgood will prepare a proposed amendment to present during the November MUB meeting.

Director Osgood has recommended that the W. Lake Road reservoir be taken offline, which 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.

Director Osgood suggested that there is a potential safety issue at the Benton Hill reservoir and asked Mr. Elliott to work with Natgun to ensure that adequate fall protection be in place for the workers while the tank is being cleaned.

Mr. Elliott suggested that we prepare a list of WWTP improvement projects, and a tentative schedule of those projects, which will be funded by the \$4 million the Village will receive from the New York State Environmental Facilities Corporation's 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 results of the lab tests on sludge from the WWTP reed beds has been received and the results are favorable. Therefore, we will be able to excavate the reed beds and spread the material on Village-owned property. Mr. Elliott will forward those test results to the New York State Department of Environmental Conservation.

There was a tremendous amount of assistance provided by the surrounding towns and the County on the E. Elm Street water line project. Letters of thanks will be sent to all of those who provided manpower and/or equipment.

Mr. Elliott has prepared specifications to go out to bid to have all three filters at the water plant painted. Secretary Fox will send the Notice to Bidders to the newspaper for inclusion in next week's edition.

Mr. Elliott has prepared a draft of specifications to go out for bids for chemicals used at the water plant and the wastewater treatment plant. This draft will be reviewed by Director Osgood, Assistant Director Bodine and Deputy Assistant Director of Public Works Jensen.

Chairman French is planning to attend the Village Board meeting October 19th.

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to approve the payment agreements in the amount of \$7,232.82.

During yesterday's Public Works meeting, the Committee discussed the possibility of using Havoline Express Lube for oil changes for Village and Municipal vehicles. An oil change and a 14-point check would be done for a cost of \$25 per vehicle. Vehicle records would be maintained on their computer and they would notify us when regular maintenance items are needed or if any recalls arise. The service would take about ten minutes. This could cut down on the amount of time Village employees are currently spending doing routine maintenance on our vehicles. There is also an important safety aspect. Currently, we do not have a hydraulic lift and employees working on vehicles lie underneath the vehicle on ramps, which is extremely dangerous. It is much safer to work on vehicles on a hydraulic

lift. The Board agreed that businesses within the village limits should be asked to submit a price for similar work, with the understanding that the work would need to be done in ten to twenty minutes so as not to keep Village employees from their work for an extended period of time.

Commissioner Banach commented that a couple from Pulteney had concerns about the taste and odor of their water. He took them to the water plant and they spoke with Operator Matt Yonts. Commissioner Banach stated that Operator Yonts did a great job of explain the various issues that affect the taste and odor of their water and gave them a tour of the plant. The couple was upset before hearing Operator Yont's explanations, but left the plant with a clearer understanding of the many factors that can affect the taste and odor of drinking water.

The next MUB meeting will be held the week of November 8th, but the date still needs to be confirmed. (The meeting would have been held on Thursday, November 11th, but the office will be closed in observance of Veterans Day.) Secretary Fox will notify everyone once a date is determined.

[NOTE: It has since been decided that the next MUB meeting will be held Wednesday, November 10th at 8:30 am.]

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to adjourn into Executive Session at 10:33 am to discuss personnel issues. Motion Carried.

MOTION by Commissioner Banach, seconded by Commissioner LeClaire to adjourn out of Executive Session at 11:17 pm and return to the regular meeting. Motion Carried.

MOTION by Commissioner Banach, seconded by Commissioner Payne to recommend to the Village Board that Michael Mullins be promoted from Apprentice Lineworker to Lineworker at a salary of \$24.62/hour, effective October 20, 2010. Motion Carried.

(The Personnel Committee will actually make this recommendation to the Village Board during Tuesday's meeting.)

Assistant Director Bodine mentioned that the electric crew's Apprentice Lineworker, Kyle Harris, is working out well. The Lineworker civil service exam is scheduled to be given in October, 2011. If he passes the exam, Mr. Harris will attend Lineworker training in spring, 2012.

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to adjourn the meeting at 11:18 am. Motion Carried.

The next Municipal Board Meeting will be held Wednesday, November 10th at 8:30 am in the MUB meeting room on the second floor of the Village Office building.

Karen M. Fox, Secretary