

Penn Yan Municipal Board Meeting Minutes

October 15, 2015

I. Attendees: Chairman Rom French, Commissioners Bruce LeClaire, Dan Banach, and David Payne, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Director of Public Works Brent Bodine and Assistant Director of Public Works Bill Jensen, Mayor Leigh MacKerchar, Village Engineer Robert Elliott

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

III. Review/Approval of the September 10, 2015 Meeting Minutes:

MOTION to approve the September 10, 2015 Minutes: First David Payne, seconded by Bruce LeClaire; Carried.

IV. Public Requests and Comments: None.

V. Municipal Employee: *Jef Bodine*

- New hire (James Peters) is doing very well; very knowledgeable – this is a provisional placement pending the test being passed once it becomes available
- Mike Mullins newborn arrived early; working a modified schedule; he will take FMLA when the baby comes home from the hospital
- Working with the cable companies for pole attachment applications (ride around was finished last Wednesday with the Empire representative)
- Capacitor Bank work
- Kan Pak work (going to double their service size)
- Mace Street underground is close to being complete-waiting on transformer delivery
- Silgan Plastics work (day after Thanksgiving)
- Pole replacements
- Discussed the hybrid truck and its potential issues for maintenance troubles (our current hybrid truck is not offered any longer) and considering getting rid of it prior to having problems (use of a hybrid truck is not cost efficient for the Village)
- Discussed the completion of the transformer storage facility
- Discussed all upcoming projects for the next year or so

Committee thanked Jef for his service and hard work.

VI. Executive Session: MOTION to enter executive session at the end of the meeting to discuss the proposed acquisition of the Patchett Property for the construction of a propane distribution facility; First David Payne, seconded by Bruce LeClaire; carried.

VII. Audit dated 10/20/15

Summary:

Paid Before Audit:

General:	\$34,535.07
Electric:	\$265,987.62
Sewer:	\$9,931.63
Water:	\$9,862.82
CRC:	\$
Capital Projects:	<u>\$0.00</u>
Total Paid Before Audit:	\$320,317.14

October 15, 2015

Current Audit:	
General:	\$116,538.26
Community Development–CRC:	\$ 0.00
Electric:	\$24,386.73
Sewer:	\$58,596.00
Water:	\$22,938.76
Capital Projects:	<u>\$87,803.38</u>
Total Current Audit:	\$310,263.13
TOTAL AUDIT:	\$630,580.27

MOTION to approve the Audit as presented: First Dan Banach, seconded by David Payne; Carried.

VIII. Treasurer’s Report – Gary Meeks

External Audit:

- Discussed the external audit which the Village received back last week from Bill Freitag’s team (SaxBST) and it has been distributed to the Village Board
- Will be scheduling the exit interview with the auditor
- All accounts are in the black and doing good
- Electric Budget net income of \$169,599
- Water Budget net income of \$260,594
- Sewer Budget net income of \$334,000

Discussion regarding the Wholesale Water and Sewer Reports:

- Reconciliation are complete and the following amounts will be credited for the 2014-2015 fiscal year:
 - \$30,539.00 for Jerusalem;
 - \$5,457.00 for Dresden;
 - \$5,947.00 for Benton;
 - \$5,074.00 for Pulteney;
 - Town of Milo will owe the Village \$378.00
- Discussion regarding the 2014-2015 Wastewater Treatment budget
 - The completed reconciliation shows that actual costs for the WWTP came in \$127,343 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 \$12,658 and \$39,476 respectively.

***** (NOTE: The tape shut off here)*****

MOTION to recommend to the Finance Committee and to the Village Board that the 2014-2015 reconciliations be shared with the customers and upcoming invoices be adjusted as appropriate: First Dan Banach, seconded by David Payne; carried.

October 15, 2015

****(NOTE: Switched folders, recording began again)*****

2015-16 YTD Revenue/Expense Report: 1/3 of the way through the year, all funds good shape:

- Electric business is very seasonal, so revenue and expenses are both behind
- Electric: Revenue 25%, Expenses 22% of the YTD; Revenue greater than Expenses by \$155,000; no cost issues
- Sewer: Revenue 40%, Expenses 22% of the YTD; Revenue greater than Expenses by \$352,000; NOTE: Charges to Kan Pak and other charges to customers has made the revenue part of the budget very strong; the reconciliation of the wastewater treatment budget will reduce our position by about \$52,000
- Water: Revenue 35%, Expenses 23% of the YTD; Revenue greater than Expenses by \$198,000; there will be a give back in the amount of \$47,000 of the revenue amount

Discussions regarding increase loads and our electric rates:

- Discussion about Kan Pak upgrade and how it affects the Village and costs
- The possibility of changing the way the PPA is calculated, rate case studies, our tariff and any other changes in the Village regarding service size and possible effects on future costs
- Discussed whether there are allocations that can be done to offset expenses for customers
- If rates are to be changed, then we need to do a full cost study
- We have lots of business that pull large load, not just Kan Pak
- Discussed a possible supplemental generator project and a feasibility study (will bring this back for a future meeting); we can hire PLM and Eaton to do they study and report back
- Briefly discussed NYMPA membership and how it works
- Final thought: Brent's idea for cost of rate study/full blown rate case is to start defining what we would like to do to accomplish fixing the problem and then move from there, David Payne will work with him.

IX. Department Business

A. Electric - Brent

1. NYPA Firm Hydro Energy for November – No Reduction
2. Line worker position update (started 9/23): discussed while Jef was here
3. KanPak load increase update:
 - Want to double the size of the service
 - Not sure what the impact was going to be at the last MUB meeting
 - Right now we have one circuit to feed that park, proposing to take 2nd circuit up to the park
 - Kan Pak has already started construction on the expansion
 - Want to install the wire under the Liberty Street bridge, which will put us in the position to add the 2nd circuit
 - We will be shifting loads around
 - The new circuit will run up Pleasant Ave.

October 15, 2015

- Cost for the Liberty Street bridge project is \$38,500; we don't have the cost for Pleasant Ave build (shouldn't be more than the Liberty Street)
- This will be a spring project, but will get started after the first of the year on preliminary items
- Brent recommends that we don't charge Kan Pak for the work
- The circuit was originally built to grow the park and there is still room for growth by adding the second circuit, so the costs should not be charged to Kan Pak
- It will be an in house expense, will have to manage the electric budget because this is an unbudgeted expense and shift some projects

MOTION to the Village Board to grant permission to proceed with adding the second circuit to Horizon Park; First Dan Banach, seconded by David Payne; carried.

4. NYMPA Semi-Annual Meeting (East Syracuse-Embassy Suites Hotel) October 28, 2015, registration due by 10/23; delegate resolution needed (3 pre-approved to go); the Village will send 3 people to the meeting.

MOTION to Village Board to appoint Brent Bodine as the delegate from Penn Yan for the NYMPA Semi-Annual Meeting on October 28th: First Dan Banach, seconded by Bruce LeClaire; carried.

5. Transformer Stock: need to restock and we need to order two new ones for the new pump stations. We need the following transformers: (1) 300KVA 120/208; (6) 37.5KVA 120/240 pole top units; (3) 50KVA, 120/208 3-phase padmount transformers

MOTION to Village Board to go out for bid to purchase the following transformers: (1) 300KVA 120/208; (6) 37.5KVA 120/240 pole top units; (3) 50KVA, 120/208 3-phase padmount transformers; First Bruce LeClaire, seconded by David Payne; carried.

6. Truck 6 update – Monroe County Auction (Bill): Old Truck 6 has been sold \$22,000, we will get \$21,000 after the auction fee is paid (discussed while Jef was here).

7. FYI: MEUA Engineering Workshop – November 4th & 5th at Embassy Suites (Syracuse); registration due by 10/29 (5 are pre-approved to go). Brent and Jef will be attending.

8. Feasibility study for generator for supplemental demand-we discussed earlier in the meeting and David will work with Brent on it.

B. Water/Sewer - Bill

1. Sewer Flow Monitoring update (Bill): we are still waiting on weather conditions to do wet testing; we want to pursue the recommendation by Elliott Engineering to purchase equipment by Jan 31, 2016.

2. Waterfront Sanitary Sewer Upgrade project – Bid Results from yesterday (Brent): Reminder of what the project is: installing 2 new pump stations (Hicks St. pump station will replace Waddell) and Monell Street pump station which will be along the outlet off Monell St. and gravity piping between Mace St. and new pump station, gravity piping going down Hicks St., re-pitching Waddell Street and force main up to Lake St; gravity piping to pump station,

Penn Yan Municipal Board Meeting Minutes

October 15, 2015

along the outlet to the PY Boat location and force main up to Monell St. and replacement of the gravity sewer on Monell Street.

We received 4 valid bids as follows:

V&B Underground Utilities, Inc.: Total Base Bid \$820,586.00
Alt Bid: 1A \$35,300
2A \$35,300
TOTAL PROJECT \$891,186.00
(this amount is under budget)

Villager Construction, Inc.: Total Base Bid \$1,025,000
Alt Bid: 1A \$36,500
2A \$36,500
TOTAL PROJECT \$1,098,000.00

Randsco Pipeline Inc.: Total Base Bid \$1,039,075
Alt Bid: 1A \$24,000
2A \$24,000
TOTAL PROJECT \$1,087,075.00

DiFiore Construction: Total Base Bid \$961,435
Alt Bid: 1A \$25,000
2A \$25,000
TOTAL PROJECT \$1,011,435.00

Recommendation is to go with V&B Underground Utilities as the first choice as low bidder or DiFiore Construction as second choice pending further review of the companies and the bids.

MOTION to Village Board to award the Waterfront Sanitary Sewer Project bid to V&B Underground Utilities, Inc. in the amount \$891,186.00 pending contractor review or to DiFiore Construction should V&B not qualify; First Dan Banach, seconded by Bruce LeClaire; carried.

3. EnviroSight Rovver X Camera System purchase (Brent):

MOTION to the Village Board to purchase an EnviroSight Rovver X Camera System from Joe Johnson Equipment, Inc. for \$70,883.55: First Dan Banach, seconded by David Payne; carried.

4. FYI: Sheppard St/Johnson Ave/Myrtle Ave update:

- This is part of an upcoming CDBG grant
- Income Surveys were mailed to Residents on September 29th
- We have received 54% of the responses back so far;
- Will send another mailing with a deadline for responses due
- Then we will look at going door to door at the next MUB meeting, if needed

5. Village tree removal for possible sewer lateral root intrusion – 409 Court St. (Brent):

October 15, 2015

- A resident had his sewer line video inspected and the contractor that did the video suggested that the tree may cause a problem
- It's not causing a problem yet
- The question was since it's a Village tree, do we take it down; committee says no
- Handled any complaints as a case by case basis
- FYI: Bob mentioned if one has root intrusion, the sewer lateral should be replaced; roots can only go into a pipe that is inadequate

Other:

FYI: Discharge Monitoring Reports training November 17th in Illion; cost \$32.00 per person; Ben or one of his crew may be attending and will need permission.

MOTION to Village Board to grant permission for a member of the WWTP to attend the Discharge Monitor Report training in Illion on November 17th; First Bruce LeClaire, seconded by David Payne; carried.

C. Water Treatment Plant – Bill

1. FYI: Water Fluoridation Training: Sending Bill Wigsten and Dave Cohick on November 19th, no cost to the Village; they will be using Car 1.

MOTION to the Village Board to grant permission for Bill Wigsten and Dave Cohick to attend the Water Fluoridation training in Owego, NY at no charge to the Village; First Bruce LeClaire, seconded by David Payne; carried.

2. FYI: Wholesale Water Customer Meeting is scheduled for October 29th at 10:30 am; Lunch will be after meeting; RSVP needed by October 16th.

D. Wastewater Treatment Plant –Brent/Bill

1. Bio-Mass Composting – Town of Milo (Brent):

- Reminder two town board members came to a MUB meeting a while back and asked about sharing the brush pile at the Patchett Property for their residents to bring their bio-mass for disposal
- The Village does not need an excess amount of bio-mass for our sludge composting facility
- We would have to think about having controlled access for monitoring what is being dumped
- If we do this, we would definitely share the cost for additional monitoring services of the area (ex: labor, fencing, for keeping unwanted items out of the dump site, tub grinder costs)
- FYI: Bob mentioned you can compost with leaves but it is not the preferred material
- Suggestions:
 - Town of Milo wants looking for a place for their residents to dump their leaves and brush
 - FYI: Village of Penn Yan does not mix brush and leaves; we would want to maintain that separation;
 - Recommended Milo talk to Lakeview Organics for leaves and we will refer this to Public Works for further discussion on brush from Town of Milo (Dan will speak with Leslie Church and advise we are at the moment)

October 15, 2015

E. Other:

Bill brought up recent PESH inspections and we are working on the results of the inspection. No notices of the violations have been received yet, but we anticipate them coming in.

Bill mentioned paving is done on Benham, Willow and a shim on Franklin; oil and stoned Seneca and Sheppard Streets in hopes that the roads will hold through the winter.

Willie mentioned that Public Works will recommend to the Village Board to name Willow Road Elmwood Avenue and dedicate it as an extension of the existing Elmwood Avenue.

Brent brought up the following personnel issues to include the meter reader temporary assignment:

- Brad will probably be out until after the first of year
- John had his surgery and is not expected back for 6-8 weeks
- Civil Service has no objection to extending the temporary meter reading position for 3 months

MOTION to Personnel Committee to approve the extension of the temporary meter reader position for an additional 3 months; First Bruce LeClaire, seconded by David Payne; carried.

X. Payment Agreements: Total: \$11,300.15

MOTION to the Village Board to accept the payment agreements in the amount of \$11,300.15; First David Payne, seconded by Bruce LeClaire; Carried.

XI. Village Engineer's Report – Bob Elliott

1. Waterfront Sanitary Sewer Project Update: discussed early in the meeting.

2. Sludge Composting Project Update:

- Pre-Construction meeting at 10 am yesterday
- Contractors will start Monday October 19th
- We have the approval from the funding agency to extend our grant time
- DEC has approved the changes and the permit is on the way
- Project should be completed by end of March with closeout in April

3. Mercury Minimization Plan: this is part of the requirement for the new SPDES permit; we will between now and the next MUB meeting; DPW will help get addresses together for the type of businesses that would be included and we will send out letters to advise these businesses that testing will be done at their locations.

XII. Village Board Meeting: MUB Member(s) to Attend Village Board Meeting October 20th, Rom will be there.

XIII. Service Requests: discussed the service requests.

October 15, 2015

XIV. Executive Session: MOTION to enter Executive Session with the MUB board members, Brent Bodine, Bill Jensen, Danette Eatherton, Leigh MacKerchar, Gary Meeks, Bob Elliott, Willie Allison to discuss the proposed acquisition of the Patchett Property for the construction of a propane distribution facility.

Entered Executive Session at 11:12 a.m. by Bruce LeClaire, seconded by David Payne.

Exited Executive Session at 11:27 a.m. by Dan Banach, seconded by Bruce LeClaire.

XV. Next Meeting – Thursday, November 12, 2015 – 8:30 am; MUB Meeting Room

XVI. Adjournment:

MOTION to adjourn at 11:28 a.m.: First Bruce LeClaire, seconded by Rom French; carried.

Transcribed by Danette Eatherton on 10/15/15.