

MINUTES of the Penn Yan Municipal Board Meeting held November 10, 2010 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan.

ATTENDEES: Chairman Rom French, Commissioners 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 Trustee Wayne Davidson, Keuka Park Water/Sewer Clerk Carrie Wheeler, Village Engineer Bob Elliott and Water Treatment Plant Operator Tina Galliher

ABSENT: Commissioner Bruce LeClaire

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

MOTION by Commissioner Banach, seconded by Commissioner Nissen to approve the minutes of the Municipal Board meeting held October 14, 2010. Motion Carried.

Water Treatment Plant Operator Tina Galliher was present. She reported that Natgun will be cleaning the Benton Hill reservoir and installing a new mixing system in the tank. This is tentatively scheduled for March, 2011. The filter painting project is tentatively scheduled to begin in December. When one of the filters is offline for painting, it will take longer for the water plant staff to fill the reservoirs and they may need to stagger their work hours to accomplish this efficiently. A new maintenance log has been established to track daily, weekly, monthly and yearly maintenance activities at the water plant. Assistant Director Bodine stated that the three water plant operators have been very cooperative and have done a good job working together while a new Chief Operator has yet to be named.

Village Engineer Bob Elliott stated that we received four bids for the filter painting project. He is currently reviewing the bids to make sure they meet our specifications and will call several references. He will make a recommendation to the Village before the Village Board meeting next Tuesday.

(Tina Galliher left the meeting at 8:42 am.)

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

Paid before audit	\$180,884.28
Capital paid before audit	\$ 0
Electric Fund	\$110,804.56
Water Fund	\$164,488.89
<u>Sewer Fund</u>	<u>\$ 80,029.86</u>
Total Municipal Audit	\$536,207.59

Motion Carried.

Clerk-Treasurer Wilber will meet with Mary Chapel of Municipal Solutions to prepare for the meeting with Charles Phillion of the Office of Community Renewal. The meeting will be held November 16th. Mr. Phillion will do a final review of the paperwork regarding the Brown Street water line project so the project can be officially closed pending the federal government's potential audit.

Clerk-Treasurer Wilber presented a Sewer Budget Analysis spreadsheet outlining two repayment options for the \$4 million CWSRF interest-free loan we are eligible for. The first option is to pay the loan off in 20 years, with Penn Yan's share of the payment being \$118,120/year. The Town of Jerusalem's share would be \$62,000/year and the Town of Milo's share would be \$19,880. The second option is to pay the loan off in 30 years, with Penn Yan's share of the payment being \$78,747/year. The Town of Jerusalem's share would be \$41,333/year and the Town of Milo's share would be \$13,253. It was agreed that the 30-year repayment options was preferred. Director Osgood will send a letter to the Towns to let them know what the impact will be to their budgets.

Deputy Assistant Director Jensen provided an update on the E. Elm Street water line project. He has been in contact with Finger Lakes Railroad Chief Engineer, Steve Arnold. Next week, Deputy Assistant Director Jensen, Village Engineer Elliott and members of the water/sewer crew will meet with Mr. Arnold at the railroad crossing on E. Elm Street to discuss the possibility of a through cut at the railroad crossing rather than doing a direct bore underneath the

tracks as part of Phase II of the water main replacement project. The Railroad may need some assistance from the Village if they decide to relocate their existing siding to approximately 200 feet to the north of the intersection, attach a new switch at that point, and eliminate the siding currently at the intersection.

Assistant Director Bodine reported that the oil from the LTC on T2 was resampled and the results were positive. The suspected arcing problem is not as bad as earlier thought. Another sample will be taken November 29th. Additional load will be progressively transferred to that transformer and it will be evaluated as it is brought up to 100% power.

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

MOTION by Commissioner Payne, seconded by Commissioner Banach to declare the following vehicles as surplus and advertise them for sale:

Car 2	(Assistant Director of Public Works –Sewer Equipment budget)
Car 3	(Water Treatment Plant)
Truck 7	(Electric Foreman)
Truck 10	(Water/Sewer Maintenance Supervisor – Water Equipment budget)
Caterpillar backhoe	(water/sewer budget)

Motion

Carried.

It was agreed that, once these vehicles are declared as surplus, they will be advertised on e-bay with a minimum bid price, which will be the fair market value of the vehicle. This way, Village employees and others (such as Rick Ayers of Yates County Soil and Water) will all have the same opportunity to submit a bid.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to purchase a Kubota KX080-3 excavator from Admar Supply for \$73,225 and a trailer from Midlakes Trailer Sales for \$9,265 to haul the excavator. Funds are available in the water budget to pay for these purchases. Motion Carried.

Deputy Assistant Director Jensen received three quotes for new batteries to replace the ones currently in use at the Welker substation, which are twenty years old. These batteries provide backup power to the substation. Quotes were received from Battery Research and Testing (\$5,776), J&M Schaefer, Inc. (\$7,000) and MaeTec Power (\$7,132). The quotes include installation of the new batteries and disposal of the old ones. Deputy Assistant Director Jensen was asked to determine what would be involved for our electric crew to install the batteries themselves. It was agreed money should be included in the 2011-2012 budget for these batteries.

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize Electric crew members Jef Bodine and Charlie Bush to travel to Waukeshau, WI for a pre-paint inspection of the new hybrid bucket truck. Deuco will cover the cost, so there will be no cost to the Village. Motion Carried.

The Board discussed the possibility of installing a new water line on Main Street from Elm Street to Court Street. The survey has been completed and we are pursuing a fifty percent matching grant for the design work. The Board agreed we need to determine whether or not money is available to fund the design of this water line. The Board will continue its discussion of this project during its December meeting.

There are many projects in the works or coming up, including Phase II and III of the E. Elm Street water line replacement project, replacement of the 4-inch water line on Keuka Street between Court Street and Chapel Street, and the elimination of a dead end water line between E. Main Street and Lincoln Avenue. Deputy Assistant Director Jensen asked Mr. Elliott to provide a list of (1) the surveys that have been completed, (2) projects that have been designed, (3) project currently being reviewed by the Department of Health and (4) projects that have already been approved by that agency.

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 in spring of 2011. The work that Watershed Inspector Colby Petersen is doing to update our water distribution system model may help us better predict what may happen when these reservoirs are taken offline. The Board agreed a date should be chosen to take the Benton Hill Reservoir offline for approximately 24 hours to see how it will affect our distribution system. Director Osgood was

asked to call Mr. Petersen to determine the status of the model update.

The possibility of using Havoline Express Lube for routine maintenance for Village and Municipal vehicles has been discussed by the Public Works Committee and the Municipal Board. Since the Board agreed that we should have our vehicles served within the village limits, Trombley's and Polmanteer Mobil will also be asked if they could provide routine maintenance services for our vehicles in a short time frame. This will be discussed during the December MUB meeting.

The FLWWC Winter Meeting is being held December 2nd in Newark, NY at a cost of \$20 per person.

MOTION by Commissioner Banach, seconded by Commissioner Nissen to authorize the attendance of up to six (6) employees at the FLWWC Winter Meeting being held December 2nd in Newark, NY at a cost of \$20/pp.

Motion

Carried.

The Board reviewed a spreadsheet prepared by Assistant Director Bodine regarding EDUs. The numbers were derived by downloading all of the electric accounts and comparing them to the existing water accounts, matching addresses for both. The number of EDUs was calculated based on service size plus the number of residential units within the structure for residential water accounts. The EDUs for commercial and industrial accounts were calculated based on service size alone. The number of potential EDUs has been calculated to be 2,787. Assistant Director Bodine was asked to schedule another meeting with the EDU committee to review the information and to also have Village Attorney Ed Brockman review the spreadsheet.

Commissioners Banach and Payne are planning to attend the Village Board meeting November 16th.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to approve the payment agreements in the amount of \$6,076.08.

Motion Carried.

The first meeting to begin discussing the existing sewer contract with the Town of Jerusalem. Four representatives from the Village (Rom French, Brent Bodine, Dan Banach and Bob Elliott) and four representatives from the Town of Jerusalem (Ray Stewart, Mike Folts, Wayne Ackart and Carrie Wheeler) will meet Friday, November 19th at 1:30 pm.

MOTION by Commissioner Payne, seconded by Commissioner Banach to adjourn the meeting at 11:28 am.

Motion Carried.

The next Municipal Board Meeting will be held Thursday, December 16th at 8:30 am in the MUB meeting room on the second floor of the Village Office building.

Karen M. Fox, Secretary