

MUB Meeting Minutes: November 13, 2014

Call to Order: Rom French: 8:31 a.m.

Attendees: Chairman Rom French, Commissioners: Bruce LeClaire, Dan Banach, Ray Hamilton, David Payne, Village Engineer – Bob Elliott, Village Trustee – Willie Allison, Director of Public Works – Brent Bodine, Assistant Director of Public Works – Bill Jensen, Mayor Leigh MacKerchar

Absent: Mark Hulse

Review/Approval of prior Minutes from 9/11/14 and 10/16/14:

MOTION: First-Bruce LeClaire, Second-Ray Hamilton; carried.

Public Request and Comments: None

Municipal Employee: Ron Keech

- Installed new water main on Henry and Hutton reviewing Lake St. drawings
- Transformer Storage Facility – concrete work
- Sewer system work throughout Village
- Water/Sewer inspection for Microtel and Taco Bell (complete)
- Mace St relocating a hydrant, new manhole was put in on the road also
- Hydrant flushing/sewer flushing
- 4in lines around town: still quite a few, but we are slowly getting them replaced
- Currently at full strength; John Tusch will be out for surgery week of Thanksgiving (out 6-12 weeks or more)
- Still need to do water main work at the Plaza
- FYI: Willie Allison inquired about changing out 4in water main on Sheppard St. and Seneca St.-it's a concern for the fire department

Executive Session: Leigh MacKerchar requested

MOTION First – Dan Banach, Second: Ray Hamilton, carried-will address at the end of the meeting

Audit: Approved as presented.

Summary

Paid before Audit:

General:	\$258,370.90
Electric:	\$200,575.64
Sewer:	\$11,508.15
Water:	\$10,897.60

Current Audit:

General:	\$613,429.95
Community Dev (CRC):	\$4,441.39
Electric:	\$139,005.85
Sewer:	\$309,706.07

CRC:	\$5.95	Water:	\$115,853.41
Capital Projects:	\$0.00	Capital Projects:	\$0.00
TOTAL:	\$481,358.24	TOTAL:	\$1,182,436.67
TOTAL AUDIT:	\$1,663.794.91		

Treasurer's report: Gary Meeks

Electric: Revenue 32% Expenses 31% of budget

Revenue is greater than Expenses by \$133,000.00

Sewer: Revenue (new account had to be established-due to waste water treatment plant upgrades-State Aid Sewer Capital Projects)

Revenue 43%; Expenses 35%, we are \$22,000 in the good revenue v. expenses

We have gotten approval to charge part of the sludge hauling to the capital budget

Water: Revenue 40%, Expenses 33%, about \$20,000 for the good

Expense to consider: Contractual expenses relating to Arbitration

MUB budget is in good standing

Healthcare rates are increasing to 12.5% effective January 1, 2015, vs. a budgeted increase of 12%.

Department Business

Electric: (Brent Bodine)

- NYPA Firm Hydro Energy for November – No Reduction
- Transformer Storage Facility: containment has been done, concrete done, fence is done, and driveway should be done this week. Will start moving equipment out there soon
- Utility Pole Bid Update: Bridgewell Resources – recommended bid
MOTION: 6 - 35' poles for \$194.00 each; 4 - 50' poles for \$446.00 each; 10 - 45' poles for \$340.00 each and 16 – 40' poles for \$298.00 each
First –David Payne, Second Bruce LeClaire, carried.
- Meter tampering policy: warning stickers for all meters-which will be done; Post card notifying the customers will not be utilized
- Alternative PPA calculation: weight the kilowatt hour for residential, commercial-still looking into it
- Permission to go out for Bid for Material Blanket Purchase Agreement: electric department (makes purchase of like items monthly, sometimes more frequently) agreement will provide inventory of items maintained by the vendor that are needed on a reoccurring basis; currently we have to go out and get a least 2 bids for each item that electricians need every time a purchase is processed, which is

time consuming. Looking at getting a material blanket purchase agreement for these supplies (includes storm kits). After bidding this will be the same vendor for that entire year.

MOTION: First – David Payne; Second – Bruce LeClaire, Carried.

Water/Sewer: (Bill Jensen)

Sewage Pollution Right to Know: DEC has to be notified; Brent, Bill, Ron, Ben will now be authorized to report to NYWarn System and not be required to process notifications through the DEC any longer

Water Treatment Plant:

Bulk Storage Tank Inspection: Tina has completed all necessary requirements and all is good until next inspections

FYI: Inspections go as follows: Diesel Tank is inspected every 6 years by DEC; Chlorine Tank is inspected every 10 years by DEC; in house inspections are done every 1, 5, 10 years by Bob Elliott

Waste Water Treatment Plant:

- Compactor Installation – Cherry Street Update: All is coming along, concrete is being poured, looking into heat sources-should be done soon
- Yates County Soil and Water request for space: Executive Session to discuss

Other:

- FLWWC Thursday December 4th: Ron, Chad, Brad, and Tina will attend (may be more) \$23.00 per person, board has approved 5 to go
- Discussion regarding policy of employees responding to fire calls and work reporting procedures after late night fire calls: Personnel Committee is working on a handbook revision and they asked for us to put it out to all committee for any changes and comments.

(No MUB employees are involved; Tim Marcellus, Don Rapalee, and Dan Doyle are currently the only volunteers that we have that are Village employees)

Willie Allison: states that it has never been abused; Director of Public Works/Supervisor should have some discretion on case by case basis as to time off; Brent will take suggestion/recommendation back to Personnel Committee and work it out with them; will keep Fire Policy as a separate part of the Village handbook and remove the portion relating to the Village employee are to report to work the following morning after a night fire and allow them to use whatever earned sick time or personal time that they have.

- John Tusch will be out for surgery beginning Nov 24, 6-12 weeks may be longer
- PESH update: we had inspection at 111 Elm St. – workplace violence policy, material safety data sheets, blood-born pathogens training (November 21); first

part is due by November 19; they will still inspect all the other Village workplaces ex: MUB barns, electric, cemetery, etc.

- Dave Cohick be promoted to Grade II Water Treatment Plant Operator; recommend that he be promoted pending successful results of Department of Health evaluation

MOTION: First – Dan Banach; Second - Bruce LeClaire, carried.

- Public Safety (FYI) Ad Hoc Committee to discuss the Gamewell System. Brent to look into cost for providing an audible alarm with a box at the fire station and 911 centers for Yates Co., the rest of the equipment will be decommissioned. In the works, will update
- LED old ornamental fixtures to be declare surplus:

MOTION First – Dan Banach; Second - Ray Hamilton; carried.

Payment Agreements: \$12,653.17

MOTION to approve: First – Dan Banach; Second – David Payne, carried.

Village Engineer's Report: Bob Elliott

WWTP project:

- Screw press is up and running
- Digester cover testing has been on hold due to parts having to come in and some sludge being emptied out of primary digester; smoke testing will be done; still looking at cost for replacement cover (fabric cover comes with pair of blowers- which will increase electric usage); \$400,000 estimate for new cover and installation, if fabric cover used, upwards of \$6-800,000 if replacement is necessary
- RBC building-waiting on electrical and HVAC contractors to get blowers hooked up
- HVAC contractor is a bit difficult, but they're coming along
- Secondary digester will still need to be monitored

Status Updates:

- Water Main replacement-DOH corrections have been made to drawings and project will go out for bid
- DOT requirement for flowable fill: could increase the project by \$85,000 easily – it could be a bid item
- Waddell Pump Station relocation/Rebuild Monell Street Sewer/Construction of Gravity Sewer between PY Marine Site and Monell Pump Station/Construction of Monell Pump Station: all on track for 2015
- WTP: 5 year inspection report for the chlorine tank completed; annual inspection was completed
- Water plant SPDES permit is still out and we are waiting on resolution

Village Board Meeting: MUB members that will attend November 18th will be Rom French and Bruce LeClaire.

Update on Village policy regarding payment arrangements: (David Payne): Gene Mitchell's issue on payment arrangements: Ray Hamilton, David Payne, Gary Meeks and Laurie Schroeder. We had a committee meeting: decision made was when a payment agreement is made, the property owner will be notified at that time; working on getting email addresses for all property owners in order to handle this notification. We will also work with attorney Ed Brockman to update code accordingly. MUB is all in agreement.

MOTION to recommend to Village Board that we work with Ed Brockman, Gary Meeks and Laurie to update code.

First – Dan Banach; Second: David Payne, carried.

Service Requests: **MOTION** to approve: First – Dan Banach; Second – David Payne. Carried.

Executive Session: in at 10:10 a.m./out at 11:00 a.m.

Motion: First – David Payne; Second – Ray Hamilton; carried.

Adjourned at 11:00 a.m.