

MINUTES of the Penn Yan Municipal Board Meeting held December 16, 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, Director of Public Works Dick Osgood 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, Town of Jerusalem Water Department Operator Paul Enos , Village Engineer Bob Elliott, Principal Account Clerk Dot Allen and former Director of Public Works Ed Balsley

ABSENT: Village Clerk-Treasurer Shawna Wilber and Assistant Director of Public Works Brent Bodine

Chairman French called the meeting to order at 8:34 am.

MOTION by Commissioner LeClaire, seconded by Commissioner Payne to approve the minutes of the Municipal Board meeting held November 10, 2010. Motion Carried.

Principal Account Clerk Allen was present and the Board asked her to outline her responsibilities. Ms. Allen performs bookkeeping functions, balances bank accounts, reconciles receivables, oversees day-to-day office operations and serves as the backup person for billing and payroll functions. She stated that the new computer software has presented some challenges and that the office staff is working through them. One thing the new Edmunds software can do that the Munis software could not is take customer information, put it into an Excel spreadsheet, and use it in various reports.

(Principal Account Clerk Allen left the meeting at 8:48 am.)

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

Paid before audit	\$196,387.96	
Capital paid before audit	\$ 0	
Electric Fund	\$ 64,113.31	
Water Fund	\$ 29,802.43	
Sewer Fund	\$ 30,480.47	
Total Municipal Audit	\$320,784.17	Motion Carried.

Deputy Assistant Director Jensen provided an update on the E. Elm Street water line project. The water/sewer crew has completed installing the new water line from the five points intersection to approximately Lawrence Street. This is part of Phase III of the E. Elm Street water line project. Deputy Assistant Director Jensen met with Finger Lakes Railroad (FLRR) Chief Engineer, Steve Arnold, to discuss the possibility of an open cut at the railroad crossing rather than doing a direct bore underneath the tracks as part of Phase II of the water main project. If approved by FLRR management, the open cut would be done in early spring so the project could be completed by Memorial Day. That section of E. Elm Street would need to be closed for about one week while the open cut is being done and the water line beneath the railroad tracks is replaced. If work needs to be done on the sanitary sewer line in that area, it may impact the amount of time the roadway will need to be closed. Deputy Assistant Director Jensen was asked to notify Fire Control regarding this road closing. The FLRR and the Municipal electric crew worked together last week to replace a 34.5 KV power line pole in the railroad right-of-way. The Village's DPW crew also helped by building culverts so that equipment could be taken over ditches to reach the pole location. The boom on our pole truck was not long enough, so O'Connell Electric brought one of their trucks to the site. We will be receiving an invoice for this truck rental.

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

The schedule for the 2011 Lineworker Safety and Training Program was reviewed. The entire electric crew (except for Kyle Harris) is required to participate in this training every year in Bath, NY. The cost is \$1,700 per person.

MOTION by Commissioner Nissen, seconded by Commissioner Banach to authorize the attendance of four (4) members of the electric crew at the 2011 Lineworker Safety and Training Program at a cost of \$1,700 each (\$6,800). The training takes place in Bath, NY. Motion Carried.

The Board reviewed an invoice from Fred Wright, which he received from DataStore in Elmira, NY. The invoice for \$366.29 was for repairs to equipment damaged when there was a power interruption caused by work being performed by the electric crew. The Board discussed whether or not this should be forwarded to our insurance carrier, and it was agreed we should. Commissioner Banach wondered if Mr. Wright had a UPS (uninterruptable power supply) connected to any of the damaged equipment. Director Osgood will write a letter to all of our commercial electric customers to remind them of the benefits of such systems.

Deputy Assistant Director Jensen reported that we received quotes for three, 250 KVA transformers which are to be used at Birkett Mills. After further consideration of the project needs, the determination was made that new transformers would not be needed and that refurbished transformers will be purchased instead. Four transformers will be purchased; three will be put into service and one will serve as a spare. These transformers will be bought by Birkett Mills and will be theirs.

The Board has 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 matching grant for the design work. Village Engineer Bob Elliott is working with Mary Chappell of Municipal Solutions on the grant application. The Board will continue its discussion of this project during its January meeting. Mr. Elliott submitted a proposal for engineering design services for the proposed Main Street water main. This quote was needed as part of the application process to secure a grant for the design work. The Board will wait for a confirmation of receipt of the grant before committing to accepting the quote.

The NYWEA (New York Water Environment Association) Panel on Wastewater Management for Local Officials and Representatives will be held on March 9, 2011 in Sherrill, NY. This seminar will provide attendees with an overview of their administrative, financial and associated responsibilities with regard to wastewater collection and treatment infrastructure. The seminar is free. Assistant Director Bodine and Deputy Assistant Director Jensen plan to attend.

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to authorize the attendance of up to six (6) people at the NYWEA Panel on Wastewater Management for Local Officials and Representatives on March 9, 2011 in Sherrill, NY at no cost. Motion Carried.

The Board reviewed information about Sahara, a tool designed to perform live inspections of large diameter pressure mains. This tool could be used to inspect the sewer force main from Cherry Street to the wastewater treatment plant, which is a fourteen-inch ductile iron pipe. This tool allows for a live inspection of a pressurized pipeline. It would cost \$44,000 for mobilization (the company is based in Texas) and the pipeline inspection would cost \$18,000. The Board recommended that Deputy Assistant Director Jensen forward these figures to the Budget Committee for its consideration.

Director Osgood presented two letters for the Board's consideration. Both letters were written to Perry Mize who is seeking relief of a sewer bill, claiming that water resulting from a broken water service did not enter the Village's sanitary sewer system. One letter explains why his request for relief is being denied; the other offered partial forgiveness of some of the sewer charge. Since there is no way to guarantee that the water did not enter the sanitary sewer, the Board agreed we should be consistent with past practices that have been in place since 1994 and deny Mr. Mize's request for relief of his sewer bill related to this water leak. Director Osgood was asked to have Village Attorney Brockman review the letter denying Mr. Mize's request before it is sent to Mr. Mize.

Director Osgood will prepare a policy regarding purchasing items from business located within the village whenever possible.

The Board discussed taking the West Lake Road reservoir 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. Taking the reservoir offline would need to be coordinated with

the Town of Jerusalem. There may be a decrease in water pressure along Route 54A, affecting water service to the Esperanza and other connections along that route.

Director Osgood will write a letter to all of our wholesale customers asking them to notify us of any upcoming projects they are planning which may need to be coordinated when we take the reservoir offline.

It will be imperative for each of our wholesale water customers to provide information to Colby Petersen of Yates County Soil and Water as soon as possible so he has accurate information to compare to the existing water distribution system model prepared by Bob Elliott. Director Osgood will write a letter to all of our wholesale customers asking that they forward information to Mr. Petersen. Once the data is compiled, we will have a model that would accurately depict our distribution system so we could determine how occurrences in one area of the system may affect other areas of the system. Another component needed will be hydrant testing. This should be done at predetermined locations throughout the system to obtain real-time flow data, which will make the model even more accurate.

During next Monday's foreman's meeting, Director Osgood will ask Water/Sewer Maintenance Supervisor, Ron Keech, to provide Mr. Petersen with information about the water distribution system within the village limits.

Director Osgood reported that all three Water Treatment Plant Operators passed the exam to be considered for the position of Water Treatment Plant Chief Operator. After each of them went through the interview process, it was recommended that Matt Yonts be promoted to the position of Chief Operator, effective December 6<sup>th</sup>.

MOTION by Commissioner Banach, seconded by Commissioner LeClaire to promote Water Treatment Plant Operator Matt Yonts to Water Treatment Plant Chief Operator, effective December 6, 2010. Motion Carried.

This promotion will be discussed by the Personnel Committee during its meeting tomorrow and presented to the Village Board during its meeting next Tuesday.

Village Engineer Elliott discussed the application to obtain \$4 million in funding 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. Mr. Elliott is currently working on the SEQR process with Municipal Solutions and has prepared a written recommendation that this project be designated as a Type II action since it is a replacement-in-kind. This recommendation will be made to the Village Board next Tuesday. A Bond Resolution will be needed and a formal application submitted. Municipal Solutions will prepare a timeline for the application process, which will include a Public Hearing.

Deputy Assistant Director Jensen is awaiting quotes from businesses within the village to perform routine maintenance on Village-owned vehicles. He was asked to present the quotes during the January Municipal Board meeting.

Assistant Director Bodine will be asked to schedule another meeting with the EDU committee to finalize the data compiled to date. This meeting will be held early in January.

The Village has applied for an Urban Forestry grant. Penn Yan is eligible to receive \$25,000 which would be used to plant trees and perform tree maintenance. Dan Doyle is preparing the necessary paperwork for the grant.

Chairman French reviewed the letter, submitted by Director Osgood and addressed to Mayor Church, regarding Director Osgood's retirement. Director Osgood's last day of work will be Monday, January 24, 2011. His accruals will result in his leaving the Village's employ near the end of February. Chairman French officially accepted Director Osgood's letter. The Board members stated that they appreciated his service to the Village and that his efforts have made the village a better place. Director Osgood commended the Board for being proactive and feels positive that his replacement is very capable.

Village Engineer Elliott stated that he has received signed copies of the contract for the water treatment plant (WTP) filter painting project and that Department of Environmental Conservation (DEC) approval has been received. A

preconstruction meeting will be scheduled and a timeline for the project determined. The contractor will be asked to provide WTP personnel with four weeks' notice before the project begins so they can prepare the filter and the plant for that filter to be taken offline.

Chairman French and Commissioner Banach are planning to attend the Village Board meeting December 21<sup>st</sup>.

MOTION by Commissioner Nissen, seconded by Commissioner Payne to approve the payment agreements in the amount of \$6,611.04. Motion Carried.

Assistant Director Bodine and Deputy Assistant Director Jensen attended the kick-off meeting for the Genesee/Finger Lakes Regional Planning Council's Green Infrastructure program. Penn Yan is one of several communities selected to receive assistance from the Planning Council. The Council will prepare several plans of attack to address storm water issues in the village. This will provide us with information we'll need to go out for grants in the future.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to adjourn into Executive Session at 10:16 am to discuss personnel issues. Motion Carried.

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to adjourn out of Executive Session at 10:22 am and return to the regular meeting. Motion Carried.

MOTION by Commissioner LeClaire, seconded by Commissioner Nissen to adjourn the meeting at 10:25 am. Motion Carried.

**The next Municipal Board Meeting will be held Thursday, January 13, 2011 at 8:30 am in the MUB meeting room on the second floor of the Village Office building.**

*Karen M. Fox, Secretary*