

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

I. Attendees: Chairman Rom French, Commissioners Dan Banach, Ray Hamilton, Lee Sackett and Village Trustee Kevin McCloud, Clerk-Treasurer Gary Meeks, Deputy Clerk-Treasurer Holly Easling, Director of Public Works Brent Bodine, Mayor Leigh MacKerchar and Village Engineer Robert Elliott

Absent: Commissioner David Payne

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

III. Review/Approval of the last month's meeting minutes:

MOTION to approve the Minutes: first Lee Sackett, seconded by Ray Hamilton; carried.

IV. Public Requests and Comments: None

V. Municipal Employee: Ron – not present; watermain break

VI. Executive Session:

MOTION to enter into Executive Session to discuss the work history of an employee with Rom French, Lee Sackett, Dan Banach, Ray Hamilton, Leigh MacKerchar, Gary Meeks, Holly Easling, Brent Bodine and Crystal Bailey; first Dan Banach, seconded by Ray Hamilton; carried.

VII. Audit dated 3/19/19

Summary:

Paid Before Audit:

General:	\$ 24,884.42
Electric:	\$344,759.64
Sewer:	\$ 5,831.43
Water:	\$ 6,650.99
CRC:	<u>\$ 0.00</u>

Total Paid Before Audit: \$382,126.48

Current Audit:

General:	\$ 58,375.75
Community Development–CRC:	\$ 0.00
Electric:	\$ 34,399.94
Sewer:	\$ 42,427.42
Water:	\$ 21,641.78
Capital Projects:	\$ 0.00
Trust & Agency	<u>\$ 0.00</u>

Total Current Audit: \$156,844.89

TOTAL AUDIT: \$538,971.37

MOTION to approve the Audit as presented: first Dan Banach, seconded by Ray Hamilton; carried.

VIII. Treasurer's Report

1. Water and Sewer Funds 2018-19 Year-to-Date Revenue and Expense Analysis (Gary)
 - 9 months into the year, should be at 75%
 - Sewer fund
 - Revenue 94% without grant funds that were received, would be 82%
 - Expenses 52%

Revenue is greater than expenses by almost \$1,300,000 but take away grant revenue, 9 months of depreciation and rent, surplus of \$509,000 in the sewer fund; real good, health condition; no significant cost issues; will be doing a couple of budget transfers next month

Dan Banach – received a letter at the County from a person on Anthony Beach; upset we take raw sewage from “everybody around the lake”; doesn’t understand why we do that; stated that we are not good neighbors; Mayor MacKerchar – this person has contacted the Village as well as Senator O’Mara; our response should be “We are in compliance”

- Water
 - Revenue 76%
 - Expenses 53%

Revenue greater than expenses by \$896,000; adjusting for depreciation, rent, pilot and excluding revenue for our CDBG project, leaves surplus of about \$60,000; in good shape; also will have some budget transfers next month, had an unexpected \$4,700 repair for a variable frequency drive (VFD) in a high lift pump at the WTP

2. Electric Cash Flow Statement (Holly)
 - Under \$25,000 in cash available
 - Sales are up year over year 6%
 - Still covering operating expenses
 - Continuing to work with PSC for rate increase; have not given any indication that we won’t have an answer by June 1st
 - Rom – how long before the increase can be implemented? Gary – PSC will let us know when it can be put in place
 - Ray – how is public informed of rate increase? Holly – public notices; we sent out public notices letting customers know that we were starting the rate case; will send out more if and when it goes through; Gary – required to put in the paper for 3 weeks prior to filing for a rate case; will do the same when we get the rate increase; would probably send it out with our billing as well
 - Bottom line with electric – still watching day by day; Gary - pretty dire; need to watch every penny we spend
 - Dan - How much cash reserve would you like to have? Gary – typically enough to cover depreciation costs; \$250 -300,000; Holly – our power bills run from \$250 – 300,000 each month; need to generate enough just to cover that expense each month
3. 2019-20 Budget – Date for Review of Tentative Budget with MUB Finance
 - Diligently working on the budget

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

- Would like to propose a date for meeting with MUB Finance (Dan and Ray)
- Rom – Ray had mentioned before that he is not comfortable working on this; Ray – feel like an imposter; have trouble with his own checkbook; would be happy to sit in; Rom – Dave mentioned he would like to be in on the MUB Finance
- Propose Tuesday, April 9th 8-10 a.m.
- This year electric fund budget will be new and different; Holly has been working on it

IX. Department Business

A. Electric

1. FYI: NYPA Firm Hydro Energy: April 1st - 30th; no reduction
 - Received an additional letter stating that there has been ice conditions caused restricted flow that have impacted customers; billing adjustments may need to be made
2. Staffing
 - Village Board approved promotion of Eric Spencer to Apprentice; ready to start apprentice school in April
 - Also approved to recruit for another Apprentice and a Lineworker
 - Lineworker ad has been out since last Wednesday – in Chronicle, MEUA News and Views, Indeed – no responses
 - Apprentice – we were going to place an ad and found that we could not since there is a pending test (test was administered, results have not been received from the state yet); there were 3 people who took the exam, Eric was one of them; interviewed the other 2 people; one was recommended, that person is uncomfortable with the provisional status of the position
 - Brent met with Kerry at YC Personnel; she is going to reach out to the state to see if they know when the results will be available
 - We would like to have this person attend apprentice school with Eric; otherwise it will be another year before it would be offered
3. Main St bridge lighting
 - Electric crew decorates the Main St. bridge with Christmas lights every year
 - Dan Condella was able to secure donated funds from YC Chamber to put more permanent lights on the bridge (almost \$10,000)
 - This lighting can be programmed for different colors; will be able to use for different events throughout the year
 - Equipment has been purchased; this is for installation
 - Have approval to use IEEP funds for this project; not coming from electric budget
 - Holly – will our electric crew be able to maintain? Brent – yes; we have contracted out the installation for 2 reasons – 1) manpower; and 2) need a lift to install the conduit along the backside of the bridge

MOTION to the Village Board to authorize issuing a Notice of Award to Sloth Electric for the installation of the accent lighting on the Main Street bridge for the lump sum amount of \$18,265.00; first Dan Banach, seconded by Lee Sackett; carried.

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

Bob – can the Energy Efficiency Funds be used for the solar panels at the WWTP? Brent – yes, if that's part of the proposal; any energy efficiency measure that reduces electrical consumption should be considered for application for IEEP funds

- PSC and NYPA don't want to see all the funds spent on public projects; want to see it reaching back to rate payers; want to see a balance between public and private

4. FYI - MEUA 2019 March Engineering Workshop; March 26th & 27th

MOTION to the Village Board to authorize accommodations at Embassy Suites by Hilton for Charlie Bush, Mike Mullins and Eric Spencer for the MEUA Engineering Workshop; to stay one night (March 26th) at a cost of \$129 per night per room (3 rooms total) plus expenses; first Dan Banach, seconded by Lee Sackett; carried.

5. Proposed Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the Municipal Electric Utilities Association (MEUA) 2019 MEUA Semi-Annual meeting on April 24th – 25th in Syracuse, NY

MOTION to the Village Board to authorize the Resolution to authorize Brent Bodine as an accredited delegate of the Village of Penn Yan at the Municipal Electric Utilities Association (MEUA) 2019 MEUA Semi-Annual meeting on April 24th - 25th in Syracuse, NY; first Ray Hamilton, seconded by Dan Banach; carried.

B. Water/Sewer

1. Sewer Forgiveness request: Norm Koek, 1 Orchard Lane
 - Pipe burst flooding basement

MOTION to the Village Board to grant forgiveness in the amount of \$65.43 to Norm Koek, 1 Orchard Lane; first Dan Banach, seconded by Lee Sackett; carried.

2. Sewer Forgiveness request: Martha Knafo, 235 E. Elm St
 - Frozen pipe broke flooding basement
 - Utility Service Worker went to investigate; found that there are drains in the basement so the water did go into the sanitary sewer

MOTION to the Village Board to grant forgiveness in the amount of \$500.35 to Martha Knafo, 235 E. Elm St; first Lee Sackett, seconded by Dan Banach; denied.

Kevin left the meeting at 9:30 a.m.

3. Request from Duane Weldon for 100 Main St.; EDU change

MOTION to the Village Board to reduce the number of EDUs at 100 Main Street from 6 units to 5 units; first Dan Banach, seconded by Ray Hamilton; carried.

4. FLWWC 2019 Spring Meeting April 4, 2019 at Club 86 in Geneva; 6 employees are pre-approved to attend; 7 employees would like to attend; cost is \$25.00 per person

March 14, 2019

MOTION to the Village Board to authorize one additional employee (for a total of 7) to attend the Finger Lakes Water Works Spring Meeting on April 4, 2019 at Club 86 in Geneva at a cost of \$25.00 per person; first Ray Hamilton, seconded by Dan Banach; carried.

5. Beacon/Read Center
 - Read Center – software for meter readings; how the readings provided by Meter Reader got into our system
 - Village Trimble unit needs replaced
 - Software does not communicate with new unit; new unit will go to Beacon software that we already have
 - In December, company will only support as long as they have someone there who knows it; cost of \$250 each call; they are no longer training new employees on the Read Center software
 - Contractual Agreement - Village takes care billing for Milo
 - Milo still has a working Trimble unit for Read Center; would need to purchase an option for unit to communicate with Read Center
 - Need to set up a meeting with Milo to discuss

C. Water Treatment Plant

1. Bill Wigsten to training; NY Rural Water Association

MOTION to the Village Board to authorize Bill Wigsten to attend Water Storage Tank Design and Operation training on April 11, 2019 in Syracuse; no cost for training; reimburse for expenses of lunch and mileage (if no Village vehicle available); first Ro French, seconded by Dan Banach; carried.

2. Yates County Regional Water Study (Mayor MacKerchar)
 - Received a request from Leslie Church to have a kickoff meeting for this
 - Yates County received a grant for this study
 - Ray – what is the purpose of this study?
 - Mayor MacKerchar requested copy of something to review; haven't received
 - Brent – concern is what scope is being given to the engineer
 - Believe this is at the County level; not from Milo
 - What would be the benefit? Mayor MacKerchar – decision rights; seat at the table
 - Lee – are they looking for control status?
3. High Lift Pump repair
 - Spoke about this earlier in the meeting

D. Wastewater Treatment Plant

1. Operations Report
 - Lots going on at the WWTP; staying busy

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

- Having problem with the inflow feed to the press
- 2. Staffing
 - Interviewed 9 candidates (received 28 approved applications)
 - Top 3 candidates were invited to the WWTP to meet the team and tour the facility
 - Tyler is very excited to come work for the Village
 - Lee- notes for Tyler from interview – enthusiastic and honest answers

MOTION to recommend to the Administrative Committee to hire Tyler Ayers for the Wastewater Treatment Plant Maintenance Worker position on a provisional/permanent basis starting in Group III at \$19.93 per hour with an anticipated start date of April 8, 2019; first Lee Sackett, seconded by Dan Banach; carried.

Gary – how is Yvonne doing since Ben has been gone? Brent – Yvonne is doing a fantastic job
Bob – Yvonne has been put in a tough position with the overloading and the violations that are happening; keep telling her things are going to get better, hopefully by the end of the year; Rom – she is very information based; thorough in what she's doing; Brent – need to continue to be supportive;

X. Other:

1. Village Material Bid Results (Brent):
 - Hauling of Biosolids – No bids
 - Vegetation Control – 3 bids; The Tree Doctor, TruGreen and Hamm's
 - Hauling of Liquid Sludge – 1 bid; Gotta Do Contracting
 - Electric Poleline Hardware – 2 bids; Irby and Graybar
 - Vehicle Servicing-2 bids: Polmanteer's and Trombley's
 - Chemicals for WTP and WWTP – 5 bids but only 1 was for both; Surpass Chemical, Bison Laboratories, Shannon Chemical, Slack Chemical and Holland Company
 - Tree Trimming – 2 bids; Ironwood and Birchcrest

MOTION to the Village Board to authorize issuing Notice of Awards as follows:

- **Vegetation Control:**

Hamm's	2019	2019	2020
Landscaping	Spring	Fall	Spring
Total Base Bid:	\$3790	\$3790	\$3790

- **Hauling of Liquid Sludge:**

Gotta Do	Cents per gallon of sludge	\$.065
Contracting	Type of fuel	Diesel
	Date of weekly average used for bid	3/1/2019

- **Electric Poleline Hardware:**
Irby

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

- **Vehicle Servicing:**

Trombley	Car 1	\$29.00 full synthetic multi-point inspection
	Car 2, 3 & 4	
	PW 1, 6, 9, 12 & 13	\$22.00 Lube, Oil and filter multi-point inspection
	TR2, 7, 10 & 12	
	PW 11 & TR 3	\$29.00 if gas motor \$49 if diesel motor

- **Chemical – WTP:**

Slack	Sodium hypochlorite	\$1.283/gallon
Chemical Co	Liquid Phosphate	\$10.25/gallon (Carus 8600 627# Drum)
	Sodium Fluoride	\$0.887/lb

- **Chemical – WWTP – Blend:**

Surpass	BLEND	\$.325/wet lb
Chemical	Delivery Charge for BLEND (250-300 gallon totes; minimum 4 tote order)	\$ 120.00/tote/delivery
	Delivery Charge for BLEND (5000 gallons)	\$ 1,150.00/delivery

- **Chemical – WWTP - PAC**

Holland	PAC	\$0.17/wet lb
Company	Delivery Charge for PAC (5000 gallons)	included in product price

- **Tree Trimming**

Birchcrest \$116,881.00

First Ray Hamilton, seconded by Dan Banach; carried.

2. Wholesale Customer Meeting April 25th; no lunch

XI. Payment Agreements:

MOTION to the Village Board to accept the payment agreements in the amount of \$7,099.78; first Dan Banach, seconded by Ray Hamilton; carried.

XII. Village Engineer's Report – Bob Elliott

- New ISUP in place for KanPak
- Requires sampling 3 times per week
- Surcharge of 1.5 times if BOD loading is over 600
- Surcharge for January was over \$47,000
- KanPak has sent their preliminary design to Village; comments submitted to KanPak

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

- DEC keeping involved as well
- Brent – have sent a Notice of Violation to KanPak
- Hard to do reports because there are expected changes
- Has KanPak received funding? Brent – believe they have
- Doing an engineering study re: Disinfection; look at options and develop budget
- Another grant for design; Brent – believe this will be due end of June
- Another grant for construction
- Rom – would there be a local share or 100% grant; Brent – not sure yet; \$1.1 million capital improvement; hopefully hear re: award in December
- Disinfection needs to be up and running in 2022
- Doing a tertiary study along with disinfection study; rough filtration systems prior to disinfection system being looked at also; regulations are getting more stringent; have a lot of gravity to work with; taking a sideline look

XIII. Reminder the Village Board Meeting is March 19th at 6:00 p.m.

XIV. Service Request Review and Discussion, if needed.

XV. Executive Session:

MOTION to move into Executive Session at 10:22 a.m.; first Ray Hamilton, seconded by Lee Sackett; carried.

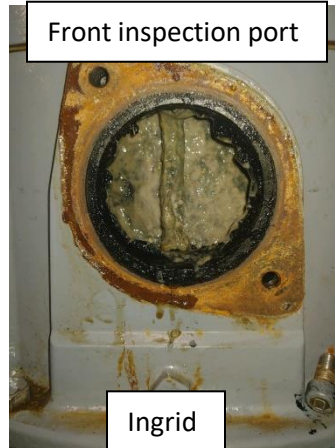
MOTION to exit Executive Session at 10:30 a.m.; first Dan Banach, seconded by Ray Hamilton; carried.

XVI. Next Meeting – Thursday, April 11th at 8:30 a.m. MUB Meeting Room

XVII. Adjournment: 10:31 a.m.

Wastewater Operations February 2019

Cherry Street Pump Station: An unusual and loud noise developed in the #1 position pump, Ingrid. Inspection of the seal oil chamber was met with a pressurized discharge of the oil while taking the oil housing plug out. Kurt changed the oil and checked the integrated cooling jacket which was gunked up with a light colored, fat-like substance. A small amount of media (sewage water) is used to cool the motor. The other two pumps were briefly taken offline to perform an inspection of their seal oil and cooling jackets for evidence of a similar substance. Without cooling water, the motors run the risk of overheating. Neither of the remaining two pumps had this material in their cooling jackets.



Upon inspection of Bjorn in pump position #2, the impeller was found to be severely worn at the location of the wear ring. After talking with the manufacturer's rep, Kurt utilized an epoxy to build up and fill the groove in the impeller to give the new wear ring something to grab onto.



A new stationary wear ring was installed in the volute and the rotating wear ring was fitted to the impeller. This pump was returned to operation. An inspection of Lars in pump position #3 revealed the seal oil reservoir full of water and contained no oil. Lars had been worked on by Xylem last year and after an onsite evaluation by the Xylem service technician, it was determined that this pump repair will be covered under warranty. Once the pump parts arrive, Lars will be removed from service and

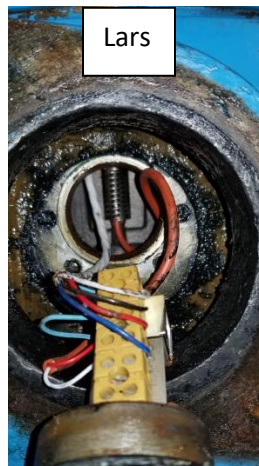
Penn Yan Municipal Board Meeting Minutes

March 14, 2019

rehabbed at the repair center in Batavia with a quick turnaround, because of the need for three operating pumps during periods of high flows.



Lars



Lars

Leakage Detector Unit

The leak detector unit was removed from its inner housing to inspect for water intrusion damage. None was found. The inner wall appeared as it should, dry and without corrosion.



Basement: The water line relocation was completed. Electric hot water boiler alarmed out. A service technician with P&J performed a thorough inspection which resulted in identifying a burnt wire and contactor. Kurt replaced the contactor and performed a thorough check on the rest of the contactors. We are keeping an eye this for any further alarm conditions.

Methane Gas Mixer Room: The methane gas piping to the Flare was found to be extensively corroded. A section of the pipe was removed and replaced with new black iron pipe.



Chemical Bulk Storage: One of the CBS tanks was emptied and hosed out as part of an annual cleaning. While it was empty, the single valve fitting was replaced with a Tee fitting and second valve to more easily flush and perform cleaning maintenance in the future.

Penn Yan Municipal Board Meeting Minutes

March 14, 2019



A new chemical hose was installed to replace the aging, brittle, old hose.

The Castner Wing: A water expansion tank and water filter was fabricated and installed on the water line to the safety eye wash station. The expansion tank was necessary to allow sufficient cooling of the water prior to flowing through the eye wash. The only water to this building is for the in-floor heating, which meant that the water for the eye wash was delivered from the boiler system. When in use the boiler water could become quite hot.

Penn Yan Municipal Board Meeting Minutes

March 14, 2019

Wastewater Treatment Plant 2019 January

Gallons Sludge Dewatered (Pressed)	113,191	Yards Compost Screened	0
Tons Dewatered Sludge to Landfill	76.13	Pressed tons Dewatered	88.5
Gallons Septage Received	89,857	Septage Revenue	\$4,942

