

MINUTES of the Penn Yan Municipal Utilities Board Meeting held February 13, 2014 in the MUB Meeting Room of the Village Hall, 111 Elm Street, Penn Yan, NY.

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

Also in Attendance: Mayor Bob Church, Village Engineer Bob Elliott, WTP Chief Operator Tina Galliher, WTP Operator Trainees Tim Logan and Dave Cohick and Keuka Park Water/Sewer Clerk Carrie Wheeler

Absent: Willie Allison

Chairman French called the meeting to order at 8:35 am.

Approval of the 1/16/14 Meeting Minutes

MOTION by Commissioner Payne, seconded by Commissioner Mackerchar to approve the minutes of the January 16, 2014 MUB meeting with no corrections. MOTION CARRIED.

Public Requests and Comments

None at this time.

Municipal Employee – Tina Galliher, WTP Chief Operator

WTP Chief Operator Galliher introduced Tim Logan and Dave Cohick, the two new Water Plant Operator Trainees. Chairman French asked the two new employees how things are going and they both agreed that it's going well. WTP Chief Operator Galliher is familiarizing them with past projects and the three of them are catching up on maintenance items. Water Plant Grade A Operator Training will be taking place the weeks of May 5th and May 12th and both new Operator Trainees will be attending.

(WTP Chief Operator Galliher and Operator Trainees Logan and Cohick left the meeting at 8:46 am.)

Executive Session Needed?

No.

Audit

MOTION by Commissioner Mackerchar, seconded by Commissioner Banach to approve the audit as presented and to recommend to the Village Board that the Municipal bills for the month be paid as follows: MOTION CARRIED.

SUMMARY

Paid Before Audit:

General	\$3,220.75
Electric	\$323,545.74
Sewer	\$1,016.28
Water	\$1,180.95
CRC	\$0.00
Total Paid Before Audit	\$328,963.72

Current Audit:

General	\$89,213.24
Community Development - CRC	\$0.00
Electric	\$44,998.08

Sewer	\$89,305.06
Water	\$32,938.23
Capital Projects	\$0.00
Total Current Audit	\$256,454.61
 TOTAL AUDIT	 \$585,418.33

NOTE:

Several hours after the MUB meeting concluded, Account Clerk Marchionda told Secretary Fox that she added an invoice from Blackmon-Farrell Electric to the warrant; the invoice was for the WWTP upgrade project in the sum of \$44,602.50.

Treasurer's Report

Year-to-Date Revenue and Expense Analysis

Clerk-Treasurer reported that all the funds are in the black, since projected revenues are exceeding projected expenses at this point in the fiscal year. Electric fund revenues are 50%, 8% below what was budgeted and expenses are at 10% below the budgeted amount. Sewer fund revenues are at 55% of the planned amount and expenses are at 50% of the planned amount, 17% below what was projected for this time in the fiscal year. Clerk-Treasurer Meeks stated that he is keeping an eye on the sludge hauling account and that a budget transfer may need to be done in another month or so. The water fund revenues are on track, at about 58% and expenses are at only 49% of the projected amount. There have been overruns in the 'legal fees' account, but hopefully there will be under runs in other accounts to offset that.

Cost of Property Purchase for Willow Road – Consideration of MUB Contribution

Property was purchased from Mr. Sands to construct Willow Road near the Wastewater Treatment Plant. In the Village's inter-municipal agreement with the Town of Milo, each entity is responsible for splitting such costs. The cost of the property is approximately \$28,000 with fifty percent of the cost to be paid by Milo. This was not part of the 2013-2014 budget but, according to Clerk-Treasurer Meeks, we have contingency accounts as part of the general fund and the sewer fund. The Board discussed how this amount should be equitably divided and decided that it should be split four ways since that property will one day be the site of the Village and Municipal barns. The approximate \$14,000 Village portion of the purchase price for the property will be split across the electric, water and sewer funds and the general fund. Director Bodine stated that surplus FEMA funds will be used to pay for the engineering of Willow Road and that we've committed to having the road built by August of this year.

MOTION by Commissioner Banach, seconded by Commissioner Mackerchar to recommend to the Village Board that the electric, water and sewer enterprise funds pay forty percent (40%) of all costs associated with the Village's responsibility in the purchase of property for Willow Road as defined in the inter-municipal agreement between the Village of Penn Yan and the Town of Milo.

MOTION CARRIED.

MUB Finance Committee Budget Meeting March 11th

The MUB Finance Committee, Clerk-Treasurer Meeks, Director Bodine and Assistant Director Jensen will meet from 10:00 am to noon on Tuesday, March 11th to review the preliminary MUB budgets.

Electric

NYPA Firm Hydro Energy for February – No Reduction

Bid Results – LED Pole Top Luminaires

Director Bodine received three bids but needs more information from one of the bidders before he can make a recommendation to the Board.

Bid Results – Fencing for Transformer Containment Facility

Director Bodine received seven bids. One of the bids was rejected because a non-collusive bidding certificate was not included with the bid. This was the lowest bid, but that is because the post material quoted was of a lesser quality than what was quoted by the other bidders. The transformer containment facility will be completed by the end of the current fiscal year.

MOTION by Commissioner Mackerchar, seconded by Commissioner LeClaire to recommend to the Village Board that fencing for the transformer containment facility be purchased from all American Fence at a cost of \$11,577.82. MOTION CARRIED.

MEUA Winter Engineering Workshop – March 19th and 20th – East Syracuse, NY

Five employees are authorized to attend this workshop per Resolution 26-2013.

Recommendation for Resolution Appointing Director Bodine as the Village's Delegate at MEUA and NYMPA Meetings

A MOTION was made and a Resolution was done last year to name Director Bodine as the Village's delegate at MEUA and NYMPA meetings. It was agreed that a new MOTION should be made and a new Resolution done. But, the Board discussed whether or not he could be the delegate going forward "unless the Chairman appoints an alternate". Director Bodine will discuss this with Attorney Brockman to see if such wording can be included in the MOTION, which would result in a new Resolution being prepared.

Electric Service Class Review

Director Bodine reported that, if a Service Class 2 electric customers has a demand of over 5,000 kilowatt hours each month for three consecutive months, we are obligated to monitor that customer's demand to see if they meet the requirements of a Service Class 3 customer. If they meet that demand trigger point, they become Service Class 3 rather than Service Class 2 customers and our revenue goes down because Service Class 2 customers are charged at a higher rate. That is the way the tariff is written and it's designed to put customers into the appropriate electric service class. Director Bodine said he sees a problem with our current rate structure as we bill Service Class 2 and Service Class 3 customers, as it's not equitable. One of two things could be changed to alleviate the problem. Either the demand charge could be raised or the minimum amount of demand that customer has to see could be raised. Director Bodine said he is in favor of the second option, since the first option would penalize our commercial customers. He stated that, by raising the minimum amount of demand, the customer can choose to go back to being a Service Class 2 customer because it would be cheaper for them. The only way to change our rate structure, however, would be to apply for a full blown rate case with the PSC (Public Service Commission).

Water/Sewer

Town of Milo Subdivision – Establishment of a New Water/Sewer District or Extension of Existing Districts

Director Bodine made the Board aware that Malcolm Lane has made a purchase offer on property located across from the country club on East Lake Road which he wants to subdivide and develop. A couple of weeks ago, Mr. Malcolm briefly discussed the project with Director Bodine and asked him what would need to be done to get water and sewer services to the property. Director Bodine told him that he needs to talk to the Town of Milo about either extending their current water and sewer districts or establishing new districts. So far, Director Bodine has not heard any more on this topic. He just wanted to provide this as an F.Y.I. to the Board.

Waterfront Sewer Infrastructure

Assistant Director Jensen is working with Jim Mueller of Elliott Engineering Solutions to determine the pump station requirements that will be needed in the area near Hicks and Mace Streets to service the anticipated waterfront development. One option would be to establish a pump station at the lower end of Hicks Street and take the Wadell Street pump station offline.

Update – Seneca Street Household Survey

Director Bodine reported that we were able to secure the 95% household survey response rate we needed to submit an application for CDBG funding to install a new water line on Seneca Street. The other requirement is that 51% of respondents had to have a household income in the low to moderate range and more than 84% of the Seneca Street respondents are at that level. The next step is to work with LaBella Associates on the grant application. The engineering study for that project will need to be updated and a Public Hearing held. The deadline for the application is July of this year.

Extension of Sewer Line on McKinley Avenue

Dale Lane is planning to develop nineteen housing units on land near McKinley Apartments. Mr. Lane is currently working to purchase, or secure an easement for, one last piece of property in that area. On the preliminary site plan, electric and water utilities are already available to service the new development, but the current sanitary sewer will need to be extended approximately 300 feet to accommodate the new housing units. The Streets Department has plans to resurface McKinley Avenue in the near future. This paving work will be postponed until the extension of the sewer line has been completed. The Village and Mr. Lane will discuss who will be paying for the sewer extension. It was agreed to build money into the 2014-2015 budget for this project, proceed with extending the sewer line, and work with the developer on reimbursement at a later time. This project will provide the Village with additional revenues. Chairman French asked Director Bodine to put together an estimate of the anticipated revenues for electric, water and sewer for that development.

'The Value of Water' Pamphlet Information

For our customers who want to know more about public water distribution systems, a link to the website that includes 'The Value of Water' brochure will be listed on the utility bills.

Sewer Bill Forgiveness – 320 Keuka Street (\$97.00)

MOTION by Commissioner Banach, seconded by Commissioner Payne to recommend to the Village Board that \$97.00 in sewer bill forgiveness be granted for 320 Keuka Street. MOTION CARRIED.

Sewer Bill Forgiveness – 213 Clinton Street (\$32.37)

MOTION by Commissioner Banach, seconded by Commissioner Payne to recommend to the Village Board that \$32.37 in sewer bill forgiveness be granted for 213 Clinton Street. MOTION CARRIED.

NYRWA 35th Annual Meeting – April 13 – 17th – Verona, NY

Assistant Director Jensen and WWTP Chief Operator Sward are interested in attending the NYRWA 35th Annual Meeting being held April 13th – 17th in Verona, NY.

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize the attendance of up to three (3) employees at the NYRWA 35th Annual Meeting being held April 13th - 17th in Verona, NY at a cost of \$325 for the full conference per person and \$129 per night per person for the hotel.

MOTION CARRIED.

NYSDOT Pavement Rehabilitation Project

Director Bodine shared a letter written to the Mayor by the NYSDOT regarding pavement rehabilitation work scheduled for sections of Route 14A. In the letter it states: "In the summer of 2014, the NYSDOT is planning a construction project that will improve Route 14A in your community. The total duration in the community should be limited to about four to six weeks with a completion date of November 15, 2014. Work will not begin prior to September 8, 2014. The \$2.2 million contract is being let for milling and filling the pavement area in seven communities. The work in the village of Penn Yan will begin at the intersection of Route 54/14A (near the former Pudgies site) and ends to the north at mile marker 14A-6604-1168 (which is near Grant Road)."

Director Bodine reported that the water/sewer crew has been working to establish a manhole and catch basin inventory located in the areas of 14A to be affected by the State's pavement project. Work to replace or rehab these appurtenances will be done in cooperation with the NYSDOT and will be completed prior to the paving project. Referring to the water main break map provided by Village Engineer Elliott Solutions, Director Bodine said there have been several main breaks on Liberty Street,

all of which were on the 4-inch and 6-inch mains, not the 10-inch main. Director Bodine would like to determine what it would cost to connect customers to the 10-inch main and abandon the other two mains. After some discussion, it was agreed that this was worth looking into. It was agreed that we should go out for bids for directional boring on Liberty Street just to get a sense of the cost. Some general engineering would need to be done before we could go out for bids for the boring.

MOTION by Commissioner Mackerchar, seconded by Commissioner LeClaire to authorize going out for bids for directional boring on Liberty Street to transfer water services to the ten-inch water main.

MOTION CARRIED.

Water Line on Lake Street

Mayor Church reported that there is a Special Village Board meeting being held Tuesday night to ratify the contract between the Village, the County and Keuka Outlet Development, LLC. This contract will pave the way for the County to begin work to clean the brownfield areas and allow the Village to proceed with infrastructure improvements so that waterfront development can happen. A new water main will need to be installed on Lake Street (between Mace Street and where the recently-installed water main ends coming off of Brown Street onto Lake Street) before the State paves that section of roadway in the coming eighteen months. One 12-inch water main will be installed and the two existing lines abandoned. This line will be important for fire purposes since the current mains would not provide adequate flow to hydrants in the case of a fire in the areas soon to be developed. The sewer line in that area will not need to be done right away; we have about a three-year window to complete installing a new sewer line.

Water Treatment Plant

The NYS Department of Health requires our Water Plant Operators to attend Operator Ethics and Applications training offered by the AWWA. Such training is being offered on May 28th in Utica, NY. WTP Chief Operator Galliher, WTP Operator Marchionda and WTP Operator Breuer will be attending this training at a cost of \$50 per person.

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to authorize the attendance of three (3) employees at the AWWA Operator Ethics and Applications course being offered on May 28th in Utica, NY at a cost of \$50 per person.

MOTION CARRIED.

Wastewater Treatment Plant Maintenance

Assistant Director Jensen provided a general maintenance update for the WWTP. A bearing on one of the RBCs needed to be replaced, there was a blockage in the primary digester due to the buildup of rags (which passed through the current bar screen), and the digester cover was frozen but the ice has since melted and the cover is free to move once again.

Composting Project

Assistant Director Jensen reported that we have received an executed contract to proceed with the Composting facility project. The plan is to update the engineering study, have the design of the facility completed in June or July, and then go out for bids. It is hoped that construction can take place between September and December of this year and that the facility will be online by early next year. Today at 2:00 pm, Director Bodine and Clerk-Treasurer Meeks will be meeting with the supervisors of the Towns of Jerusalem and Milo to discuss this project and the financing of the project. Since the towns will be paying for a portion of the costs associated with this project, it's important that they understand the scope of the project and have input into the design of the facility so that it serves their needs as well as those of the Village.

Declare Old Vacuum Truck as Surplus

The new vacuum truck is in service, so the old one can be declared as surplus and sold.

MOTION by Commissioner Banach, seconded by Commissioner Mackerchar to declare the old vacuum truck as surplus and sell at the Tietsworth Auction in Palmyra in May.

MOTION CARRIED.

Other

Municipal/Village List of 2013 Completed Projects

The Board had a chance to review the list of projects completed by the Municipal and Village crews during 2013. The Board agreed that a lot was accomplished in 2013 and encouraged the crews to keep up the good work. This list was also given to the Village Board members.

Replacement of Car #2 (2010 Ford half ton pickup truck)

MOTION by Commissioner Banach, seconded by Commissioner Payne to authorize the purchase of a Ford F150 pickup truck to replace Car #2 at a cost of \$23,435.69. MOTION CARRIED.

Payment Agreements

MOTION by Commissioner LeClaire, seconded by Commissioner Banach to accept the payment agreements in the amount of \$12,045.09. MOTION CARRIED.

Village Engineer's Report

CWSRF Project Update

The general contractor, Blue Heron, is looking to begin work in mid-March. Village Engineer Elliott reported that he has received all the equipment shop drawings from them. The electrical contractor, Blackmon-Farrell, plans to begin work February 24th. The HVAC contractor, D'Amico, needs to submit the necessary MWBE (Minority/Women's Business Enterprise) paperwork to the EFC so he can begin work in March.

Water Main Break Map

The Board reviewed a new, GIS-based water main break map done by Village Engineer Elliott. Page one gives an overview of the entire water distribution system in the village. Page two shows more specific information. It was suggested that perhaps adding the names of the major roads would be helpful and that the village be divided into two sections and the map be made larger so it's easier to read. Director Bodine suggested that color be added to indicate where water mains have been replaced. The water main break map can be updated and adjusted as needed and Village Engineer Elliott will provide the MUB with an updated version every quarter.

Village Board Meeting

Chairman French and Commissioners LeClaire and Banach plan to attend the Village Board meeting on February 18th.

Service Requests

Next Meeting – Thursday, March 13th – 8:30 am in the MUB Meeting Room

Adjournment

MOTION by Commissioner Payne, seconded by Commissioner LeClaire to adjourn the meeting at 10:43 am.

Karen M. Fox, Secretary

NOTE:

After the MUB meeting concluded, Director Bodine received more information regarding the LED post top luminaire bids and prepared a recommendation for the Municipal and Village Boards. Secretary Fox polled the MUB members on February 14th and this MOTION was passed:

MOTION by Commissioner Banach, seconded by Commissioner Mackerchar to recommend to the Village Board that fifty-seven LED post top luminaires be purchased from Gottogo Electric, Inc. at a cost

of \$935 per unit, for a total of \$53,295.00.

MOTION CARRIED.