

April 16, 2015

I. Call to Order at 8:03 a.m.

II. Attendees: Chairman Rom French, Commissioners Bruce LeClaire, Ray Hamilton and David Payne, Village Engineer Robert Elliott, Village Trustee Willie Allison, Clerk-Treasurer Gary Meeks, Assistant Director of Public Works Bill Jensen, Director of Public Works Brent Bodine, Mayor Leigh MacKerchar, and Ben Sward, representatives from Town of Milo

III. Review/Approval of the March 12, 2015 Meeting Minutes:

MOTION to approve March minutes; First Bruce LeClaire; Seconded by David Payne; Carried.

IV. Public Requests and Comments: Town of Milo (Dale Hallings and Jim Harris)

- Discussion about Willow Road and utilization of the Patchett Property area for possible yard debris composting;
 - Quantity: the Village generates enough biomass for our composting needs, but the amounts that Milo is talking about would not necessary be an issue
 - Currently the Village does not allow residents to take their stuff up there on their own; the Village picks it up and brings its to the site
 - There is a concern about having residents from Milo delivering debris to the area because its Village property and it's not a secure enough site
 - We have looked at offering the service to the residents of the Village but we have not had the time to explore options about a plan to do community composting; maybe Town of Milo and the Village can meet and try to come up with a resolution or some plan to address the request
 - We would need to secure the Patchett property better, (fence and gate) and get a cost estimate for that and then move forward from there
- Milo is trying to secure a Grant for Water District 3 (Milo/Himrod loop)
 - would like to work in conjunction with the Village to redo the loop
 - they are in the early stages and will need further discussions (there are 10 houses in that area that would split cost)
 - there would be a need to individually meter each home in the area
 - maybe complete a joint application, if not filed yet (Larson Engineers did the preliminary draft plan); Milo will check and get back to the Village on status of the application
 - We may need to get a resolution passed by this board and the Village Board

MOTION to the Village Board to grant permission to participate in a CBDG Grant with Town of Milo; First David Payne, seconded by Ray Hamilton; Carried.

V. Municipal Employee : Ben Sward

- WWTP projects are now all operational
- We can't run the mixer at 100% capacity due to the old gas pipes leading out of the mixer possibly be partially clogged, which causes the cover to tilt and leak gas (temporary fix was to reduce the volume gas flowing through the mixer into the digester); we will be working on unclogging gas pipes during the summer
- Still working on trying to find the right polymer for the sludge, but we are working on that
- Heating system is now online and working properly
- Still working on fine tuning the dewatering building
- Will need to decide on insulation around the outside of the sludge dewatering building before next winter; this year wood chips were piled up to help insulate it; Ben recommends a foam spray insulation
- Overall routine operations at the plant

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*Brent gave Ben a huge thank you for the job that he and his people have done at the plant throughout the improvements at the plant

VI. Executive Session:

MOTION to have executive session at the end of the meeting; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

VII. Audit: dated: 4/21/15

Summary:

Paid Before Audit:

General:	\$33,897.96
Electric:	\$444,839.69
Sewer:	\$11,332.80
Water:	\$10,757.65
CRC:	\$0.00
Capital Projects:	<u>\$0.00</u>
Total Paid Before Audit:	\$500,828.10

Current Audit:

General:	\$49,927.08
Community Development –CRC:	\$0.00
Electric:	\$40,351.50
Sewer:	\$51,519.91
Water:	\$47,591.81
Capital Projects:	<u>\$1,256.79</u>
Total Current Audit:	\$190,647.09

TOTAL AUDIT: \$691,475.19

MOTION to approve Audit as presented: First Ray Hamilton, seconded by David Payne; Carried.

VIII. Treasurer's Report – Gary Meeks

1. YTD Revenue and Expenses Analysis: all funds in good shape; we are at 83% of the budget year
 - Electric: Revenue is at 89% of the year; Expenses at 82% of the year; Revenue is greater than expenses by \$364,000.
 - Sewer: Revenue is 84% of the year; Expenses at 55% of the year (due to transfer sludge hauling costs, reserves and the contingency budget; Revenue is greater than expenses by \$566,000.00 after depreciation and reserves we have surplus of \$181,000.00.
 - Water: Revenue is 81% of the year; Expenses at 63% of the year; Revenue is greater than expenses by \$423,000.00 but after depreciation and reserves we had a surplus of \$45,000.00
2. 2015-2016 MUB Budgets status:
 - Public hearing on budgets in scheduled during the Village Board meeting on Tuesday and recommendation would be to adopt the budgets as presented
 - Budget Summary below:

Water and Water Treatment Plant

- Budgeted operational costs are down year over year driven by lower personal services costs at water treatment plant, partially offset by higher personal services cost in water transmission and distribution due to additional headcount
- Benefits costs are lower due to lower staffing levels, and reductions in the NYS retirement system rates

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- Debt costs are up slightly due to planned borrowing for Lake Street water main replacement as part of waterfront revitalization project
- Water treatment plant overall budget is down \$220K from last year, resulting in rate per gallon decreases for wholesale water customers that range from \$.64 to \$.89 per thousand gallons
- Capital investments are minimal for Water and WTP in 2015-16 budget year but ramp considerably in the five year capital plan
- Fixed user rate per equivalent dwelling unit is higher than last year due to higher amount of debt
- Variable user is lower than last year due to reduced operational costs
- Overall rate change impact to water customers is a slight reduction in water costs year over year

Sewer and Wastewater Treatment Plant

- Overall expenditure budget is \$153K higher than previous year budget driven by:
 - Higher depreciation costs (non cash item) due to capitalization and subsequent depreciation of WWTP upgrades
 - Sanitary sewer budget is higher year over year due to addition of full time employee vs. part time
 - Sewage treatment budget up slightly with personal services costs up due to wage increases per the collective bargaining agreement
 - Benefits cost increase with increases in healthcare costs more than offsetting decreases in retirement costs
 - Debt principal and interest costs are considerably higher than previous year due to beginning debt payments on the WWTP upgrade, composting plant, and planned borrowing for sewer upgrades as part of the waterfront revitalization project
- Overall wastewater treatment plant budget is \$112K higher than last year
- Town of Jerusalem portion of WWTP budget reduced to 28% per agreement reached but is more than offset by \$42K settlement
- Capital investment of \$89K in Sewer and \$22.5K in WWTP for current fiscal year, with significant investments required at WWTP in later years of the capital plan
- Fixed user rate per equivalent dwelling unit is higher than last year due to higher amount of debt
- Variable user rate is slight reduction from previous year
- Overall rate change impact to sewer customers is a slight increase vs. prior year

Electric

- Budget includes additional lineman for ¾ of year and summer intern \$3300
- Overall budget is up \$248K driven by higher headcount, operational costs, and healthcare costs:
 - Arc Flash study \$46K
 - Headcount and associated benefits \$67K
 - HMI replacement and substation repairs \$48K
 - Healthcare costs \$32K
- Rate increase implemented end of 2013 is adequate to cover increased costs
- Capital projects for current year are \$280K (must do projects)
- Will need to watch cash position of electric business closely during the year and get timely reimbursement for capital projects funded by IEEP or developers
- Significant capital investment is projected for 2016-17 and will need to be rationalized and carefully planned for
 - FYI discussion about the possibility of maybe getting the system for a drive by meter reading system; the costs is very expensive; we have researched it and may need to apply for a grant to get the system, should that be the plan in the future; still will continue to look into the project further; the meters would read water, sewer and electric

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MOTION to the finance committee and Village Board to adopt the tentative Water, Water Treatment Plant, Sewer, Wastewater Treatment Plant, and Electric budgets as presented; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

IX. Department Business

A. Electric – Brent

1. NYPA Firm Hydro Energy for April – No Reduction; should be that way through October.
2. Three Phase Padmount Switchgear Bid Results (property where the Hampton Inn will be located at, the developer will pay for the switchgear and the costs to bury and install it.

MOTION to the Village Board to grant permission to issue a Notice of Award to Electro-Mechanical Corporation d/b/a Federal Pacific for purchase of a Three Phase Padmount Switchgear in the amount of \$16,717.00; First David Payne, seconded by Bruce LeClaire; Carried.

3. Permission to go out for bid for another 750KVA padmount transformer to put one back in stock.

MOTION to the Village Board to grant permission to go out for bid for another 750KVA padmount transformer; First Ray Hamilton, seconded by David Payne; Carried.

4. The following items needs to be declared surplus and sold at the upcoming Finger Lakes Equipment Auction on April 25th:

1 – wooden desk	28 – 5” GRC locknuts
1 pallet of Betonite	1 – 600 amp disconnect switch
1 – double fiberglass sink	1 – rope block set
1 box of lamp guards	1 – wooden extension ladder
1 – Makita Table Saw	4 – electric fan forced heaters
107 – UG conduit racks bases	4 - electric radiant heaters
78 – UG conduit racks	1 - ceiling fan
1 – Magnatech UG locator	23 – misc. light globes
1 – Goldak UG locator	3 – truck tires w/wheels
23 – 5” GRC couplings	1 – bench top drill press
4 – 5” GRC close nipples	1 – Modine “Hot Dawg” gas furnace, model
6 – 5’ insulated bushings	#HD60AS0111

MOTION to the Village Board to declare the above list as surplus and to authorize the sale of all the Finger Lakes Equipment Auction on April 25th; First Ray Hamilton, seconded by David Payne; Carried.

The Gamewell Battery Charger to be declared as surplus and sold at market value.

MOTION to the Village Board to declare the Gamewell Battery Charger as surplus and authorize selling at market value; First Bruce LeClaire, seconded by David Payne; Carried.

HP Office Jet 4620 printer declared surplus and then recycle.

MOTION to the Village Board to declare the HP Office Jet 4620 printer declared surplus and take to Yates County for recycling; First David Payne, seconded by Ray Hamilton; Carried.

5. FYI: NYMPA 18th Annual Meeting on May 20th (Embassy Suites – Syracuse) Attending will be Brent and Rom; maybe David Payne and Ray Hamilton.
6. FYI: New Electric Line Truck is ready for the pre-paint inspection; Jef and Brent will be going to Kansas City, MO May 24 for the weekend; all is paid for by Alltec

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B. Water/Sewer - Bill

1. Update on Pre-Construction meeting on March 17th for the Water Main Replacement – Lake St.; work will be starting on Monday April 20 and should be completed by June 30; discussed putting a timeline on the website for the public to access.
2. Request for forgiveness in the amount of \$1,172.40 – Ms. Shipman – 110 Keuka Street; Ron’s crew responding the day the leak was discovered and they feel that the water did not enter the sanitary sewer.

MOTION to recommend to the Village Board to grant forgiveness in the amount of \$1,172.40 to Ms. Shipman at 110 Keuka Street; First Ray Hamilton, seconded by David Payne; Carried.

3. NYRWA will present Village of Penn Yan an award for being a member for 20 years and Bill will accept the award on behalf of the Village at the conference in May.
4. Need to declare 15 Kennedy Fire Hydrants as surplus and sell or scrap them.

MOTION to recommend to the Village Board to declare 15 Kennedy Fire Hydrants as surplus and authorize that they be sold or scrap; First Ray Hamilton, seconded by David Payne; Carried.

C. Water Treatment Plant-Bill

1. FYI: Water Treatment Plant Operator test April 11th (53 registered to the take the test); we do not have the results yet on the test scores
2. FYI: Request from Brownie Troop #40629 to tour the Water Plant for their Wonders of Water badge; no objection by the board.
3. FYI: Bob Elliott mentioned that the SPEDES permit is still in process.

D. Wastewater Treatment Plant – Brent/Bill

1. SPEDES Permit approved with the revisions made with the help of Elliott Engineering; we still are working on the mercury testing
2. Ben has requested permission to attend control loop tuning training at the cost of \$750.00.

MOTION to recommend to the Village Board that Ben Sward be granted permission to attend the Control Loop Tuning Training at a cost of \$750.00 in May at Process Control Specialists, LLC in Fairport, NY; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

E. Other – Brent/Bill

1. Reminder: Wholesale Water Customer Meeting is scheduled for May 1 at 10 am in the Village Board Room; Town of Milo and Jerusalem will be meeting with the Village at 9:30 to discuss their sewers.
2. MUB Break Room Update: tentative hot dogs/hamburgers on May 1st from 11:30 to 12:30/1:00 pm

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3. Engineer Contract expires May 31st

MOTION to recommend to the Village Board to authorize permission for the Mayor to sign the annual contract with Elliott Engineering Solutions; First Ray Hamilton , seconded by Bruce LeClaire; Carried.

4. Survey Update: A Notice of Award was issued to Richard Willson and we are working on a contract for him to sign for the commitment on the projects that he was awarded and

MOTION to the Village Board to authorize the Mayor to sign the final contract with Richard Willson, once completed; First Ray Hamilton, seconded by David Payne; Carried.

FYIs:

Willie had mentioned the meeting with the school regarding joint services transportation facility (the County had backed out of the project); should have an update at next month's meeting once we get the figures from the school district

Brent: Our utility work at the R/R crossing at Willow Road has been completed, awaiting Finger Lakes Rail Road's completion of crossing repairs prior to placing asphalt across the improved crossing

Mayor: The Parks office has cleared us to proceed with the closing at the Penn Yan Marine Site.

Mayor: Feels the supervisor training was very helpful and beneficial and the training learned will be an ongoing process.

Bill: PESH inspection requirements have been completed by the due date of March 31, 2015

X. Payment Agreements: Total: \$14,102.32

MOTION to the Village Board to accept the payment agreements in the amount of \$14,102.32; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

XI. Village Engineer's Report – Bob Elliott

1. CWSRF Project Update: the letter to the contractors worked and they are moving along;
 - next month should be the final payment to the general contractor and D'Amico (pending resolution of liens against him)
 - Upgrades are pretty much done, with some minor issues to address
 - Sludge press was pilot tested and it worked very well, prior to installation at the plant. The plant is not back to normal yet and the screw press issues should work its self out within the next few months
 - Blue Heron issued change order and is working on rebalancing the primary digester cover

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2. Waterfront Sewer Project: the reports are at the DEC, a comment letter has been received by us and we are working on the list provided by DEC
3. Sludge Composting Project: shooting for end of May to have it ready for DEC, we just got in the sludge testing results that were needed, then we will meet with DEC and square away the permits; looking to go out for bid in June for the buildings

XII. Executive Session:

MOTION to enter into Executive Session at 10:55 a.m.; First David Payne, seconded by Ray Hamilton; Carried.

MOTION to exit Executive Session at 11:09 a.m.; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

XIII. Next Meeting - Thursday, May 14, 2015 - 8:30 am in the MUB Meeting Room

XIV. Adjournment at 11:14 a.m.

MOTION to adjourn; First Bruce LeClaire, seconded by Ray Hamilton; Carried.

Transcribed by Danette Eatherton