

Penn Yan Municipal Board Meeting Agenda

Thursday, September 16, 2021 at 8:30 AM

Attendees: Chairman **Rom French**; Vice Chair **Dan Banach**; Commissioners **Ray Hamilton**, **Lee Sackett** and **Dave Payne**; Village Trustee **Kevin McCloud**; Clerk-Treasurer **Gary Meeks**; Deputy Clerk-Treasurer **Holly Easling**; Director of Public Works **Melissa Gerhardt**; Deputy Director of Public Works **Brett McMichael**; Secretary **Emily Hoover**; Mayor **Leigh MacKerchar**; Village Engineer **Robert Elliott**

Absent: Attorney **Ed Brockman**

- I. Call to order at 8:30 AM
- II. Review and approve August meeting minutes
 - A. **MOTION** to approve the Minutes: first Lee Sackett, seconded by Ray Hamilton; carried.
- III. Invited Guest – Electric
 - A. Introductions from Adam Folts and Nick Fisher
 - B. Working on the switch outside substation
 - C. Transferring loads from #8 of Wagener St to #7 on Liberty St
 - D. Continuing work on Flat St substation
 - E. Several burned up transformers around village will be fixed
 - F. Underground electric looks nice but is difficult to work on and current underground electric is outdated
 - G. Village population is growing for Municipal Electric loads, are not in a position to always back feed during power outages
 - H. By 2030 electric car plug stations need to be installed, currently the system will not be able to handle the loads unless updated
- IV. Public Requests and Comments –
 - A. Donna Rae Sutherland spoke that she is a Dresden resident and on the Friends of the Outlet Board. She will be attending further meetings.
- V. Executive Session - None
- VI. Audit: Warrant Listing – **MOTION** to accept audit as designated: first, Dan Banach, seconded by Lee Sackett; carried
- VII. Treasurer
 - A. Year-to-date revenue and expense report for water and sewer
 1. 3 months into fiscal year, should be at 25%

(1)	Sewer– Expenses 19%	Revenue 27%	Surplus of \$167,000
(2)	Water– Expenses 26%	Revenue 26%	Surplus of \$105,000
 - B. Electric fund cash flow report
 1. \$486,000 cash available Down \$5,000 from June 1, 2021
 2. Many shut off's were executed this month. Customers have become more aggressive towards crews while they are working on power shut off/turn on's.

A procedure will be written for crews doing shut off's for personal safety, 2 man teams or law enforcement presence will be standard. Look at option for body cameras and de-escalation courses.

VIII. Department Business

A. Electric

1. Firm Hydro Energy for October 1 through 31, 2021 –No reduction in sales
2. MOTION to award the Welker T1 Regasket bid to IETS for the amount of \$47,250.00. First Dan Banach, seconded by Dave Payne; carried.
3. Linden Ave Tree update – survey being completed this week by Rick Wilson to confirm right of way, will have another update in October.

B. Water/Sewer

1. MOTION to retroactively approve Ron Keech, Jeff Hulse, Chad Covell, Shawn Searles, and Rob Ayers to attend the Finger Lakes Water Works Conference in Canandaigua on September 15, 2021. Village trucks will be used for transportation. Cost of the training is \$33 per member. First Dan Banach, seconded by Dave Payne; carried.
2. Sanitary Sewer Overflow Update – Last month's storm led to an sewer overflow behind Birkett Mills, later it was also found that (2) five gallons buckets of rags were removed from the system causing the overflow. There are lots of I & I issues throughout the village that over time will need to be address. This specific area will be pushed ahead in the capital plan to be addressed sooner.
3. Water Valves – the village attorney is working on a sole source resolution to bring to Village Board for getting needed valves from Ontario Taps. They are the only ones that make these specific valves.
4. MOTION to approve the purchase of (1) 2022 Ford Escape to replace the CAR4 meter reader suv at the cost of \$24,631.83. Van Bortel Ford in East Rochester was the lowest bid. First Dave Payne, seconded by Lee Sackett; carried. **after further review of the specifications, this vehicle does not meet the village's needs. Will be taking this back to bid and will bring the new motion to October's meeting**

C. Water Treatment Plant

1. FYI – Bill Wigsten will be attending Grade D Operators school January 6-7 at the Morrisville Environmental Training Center for the cost of \$325 + accommodations. Motion from April 2020 approved this training that was canceled due to Covid.
2. MOTION to retroactively approve Bill Wigsten, Bryan Jensen and John Collins to attend the Finger Lakes Water Works Conference in Canandaigua on September 15, 2021. Village trucks will be used for transportation. Cost of the training is \$33 per member plus \$15 membership dues for John and Bryan. First Dave Payne, seconded by Ray Hamilton; carried.
3. Filter Update – DOH issued a violation for the zip ties that are floating to the top during air scouring. Robert's Filter's came out to do an inspection of filters

and ensured they are working fine. They are writing up an inspection and will send to the village soon to review and send to the DOH to correct the violation. Filters are in the capital plan to start being replaced next year.

4. Water Salesman Update – card reader has gone bad, the entire unit is being replaced and the salesman will not be available for use for a few weeks. Public service announcements will be sent out and major customers notified of the situation.

D. Wastewater Treatment Plant

1. MOTION to approve Yvonne Tucker to speak to the 6th graders attending the Conservation field day at Keuka State Park on September 23 from 8:30 am to 1 pm. Village vehicle will be used to drive to the Keuka State Park. First Lee Sackett, seconded by Dave Payne; carried.
2. KanPak Update
 - (1) Meeting on 8/25/21
 - (2) They have 60 days to complete most requests
 - (3) They are aware of the RBC replacement going on, their Total Suspended Solids have been high, have done well notifying the village of these issues
 - (4) Have concern about spending money for building the outside sampling station. The sampler has already been bought, they just need to build the structure outside of the fence for easy access for the village to take samples at any time, will discuss further with them at next meeting at the end of October.
3. RBC Replacement Update
 - (1) First 3 RBCs on ODD side installed and turning
 - (2) New gear boxes have not arrived yet but RBCs are being installed with old gear boxes for now.
 - (3) Next 3 scheduled to arrive September 20th
4. Maintenance Worker position has been posted, 15 applications have been received and interviews will start soon. Dave Payne will represent MUB on the interview team

E. Other

1. Wholesale Customer Meeting – October 27, 2021
2. No outlet gates are currently open, gate 6 repair will be discussed at the KLOC meeting

IX. Payment Agreements

MOTION to the Village Board to accept the payment agreements in the amount of \$51,852.27. : First Dave Payne, seconded by Dan Banach; carried.

X. Engineer's Report

A. Maiden Lane

1. Project has gone out to bid, due back October 8th for bid opening
2. Late fall/early winter to begin project

B. WWTP Disinfection Project

1. Electrical plans have been turned into Elliott's. The village has a copy to review and a period for QA QC with Elliott's. Elliott's will submit to DEC for final approval, could take 2 months.
 2. Project needs to be completed by 2023
 - C. Water Plant Projects
 1. Second story egress project will be bid out. Working on plans to endure aesthetics match the building with little maintenance
 2. PLC system will have a much smoother transition as software has become better for integration
 - D. I&I – have been trying to get \$1,000,000 funding package. Bob believes that lots of flow comes from old laterals. Continue to look at system and review home inspections for issues.
- XI. Service Request Summary
- A. August
 1. Electric received 23 and 1 remains open
 2. Water/Sewer received 9 and 1 remains open
 - B. September, as of the 10th
 1. Electric received 5 and 3 remain open
 2. Water/Sewer received 1 and 0 remain open
- XII. Next meeting – Thursday, October 14, 2021 at 8:30 AM
- XIII. Adjourn at 9:43. First Dan Banach, seconded by Dave Payne; carried.

Emily Hoover, Secretary of Public Works