

Penn Yan Municipal Board Meeting Agenda

Thursday, May 12, 2022 at 8:30 AM

Attendees: Chairman **Dan Banach**; Vice Chair; Commissioners **Ray Hamilton**, **Lee Sackett**; Village Trustee **Rich Stewart**; Clerk-Treasurer **Gary Meeks**; Deputy Clerk-Treasurer **Holly Easling**; Director of Public Works **Melissa Gerhardt**; Deputy Director of Public Works **Brett McMichael**; Secretary **Emily Gillett**; Mayor **Dan Condella**; Village Engineer **Robert Elliott**, Attorney **Ed Brockman**. Absent: Commissioner **Dave Payne**

- I. Call to order at 8:32 AM
- II. Review and approve April meeting minutes
 - A. **MOTION** to approve the Minutes: first Lee Sackett, seconded by Ray Hamilton; carried.
- III. Invited Guest – Wastewater Treatment Plant
 - A. Issues with press the last few months. Have discussed options with manufacturer BDP, Wet End is on order for rotary pump. Will be retrofitting a pump in the basement for pumping.
 - B. Look into septage fees versus cost to treat waste at plant
 - C. Introduced new employee Robert Wilcox, he will be starting 24 month apprentice program.
- IV. Public Requests and Comments
 - A. Donna Sutherland asked will the Wastewater Treatment Plant be treating PFAS? It was answered that the DEC decides if this will be treated and right now there are no concerns or a need.
- V. Executive Session – **MOTION** to move into executive session following public meeting to discuss work history of an employee, including in the meeting is MUB, Mayor, Melissa, Brett, Rich, Gary and Holly. First Ray Hamilton, seconded by Lee Sackett; carried.
- VI. Audit: Warrant Listing – **MOTION** to accept audit as designated: first, Ray Hamilton, seconded by Lee Sackett; carried.
- VII. Treasurer
 - A. Year-to-date revenue and expense report for water and sewer
 1. 11 months into fiscal year, should be at 92%

(1)	Sewer– Expenses 62%	Revenue 87%	Surplus of \$315,000
(2)	Water– Expenses 73%	Revenue 88%	Surplus of \$338,000
 - B. Electric fund cash flow report
 1. \$470,000 cash available Down \$203,000 from June 1, 2021
 2. Revenues are 98% of straight-line budget
- VIII. Department Business
 - A. Electric

1. Staffing update
 - (1) Lindsay Maggart started last week as the Electric Clerk
 - (2) Still advertising for Lineworker, Senior Lineworker and Deputy Line Crew Chief – No applications yet
 2. MOTION for Melissa Gerhardt to sign the Final General Release Agreement with the Department of Transportation for reimbursement from the pedestrian walk project in 2020. First Lee Sackett, seconded by Ray Hamilton; carried.
 3. MOTION to award the 22-23 fy pole line hardware bid to Stuart Irby, amount per exhibit A. They were the only bid. First Lee Sackett, seconded by Ray Hamilton; carried.
 4. 1515 W Lake Road service – Sherriff's Boat Hoist
 - (1) Tree fell on current service to deteriorating shed, shed is not used and will be removed in time. Will be running new service for boat hoist since Sheriff's office does diving for the Village. An agreement is being drawn up.
- B. Water/Sewer
1. Sewer forgiveness to Allen Scutt at 123 Hamilton St Discussion from last month – fee is for one year split out over monthly payments. These situations will continue to occur as new meters are being replaced. These situations will end once the meter replacement program is complete.
 2. Maiden Lane update – NYSEG has finished gas line, all utilities on Maiden Lane are done. Scheduling for paving to be completed in the next few months.
- C. Water Treatment Plant
1. MOTION to authorize Matt Fritz to attend Top Ops competition June 12, 13, 14 in San Antonio, Texas. All costs are covered by the American Water Works Association. First Lee Sackett, seconded by Ray Hamilton; carried.
 2. MOTION to award the Request for Qualifications Engineering Study to address Microcystins in the Raw Water for the Water Treatment Plant to GHD in Syracuse for the amount of \$52,500.00. First Ray Hamilton; seconded by Lee Sackett; carried.
 3. Chlorine at hospital discussion
 - (1) Hospital states they are getting lower residuals. Water has been tested and minimum of .2 is being met. Hospital would like levels to be .6-.9, the village cannot do this but are continuing to improve water treatment. The hospital has been advised they can install a system.
- D. Wastewater Treatment Plant
1. Covid Testing of Wastewater
 - (1) Started in April through Syracuse University, no cost to village
 2. Sampler Install at KanPak update
 - (1) Determined an outside location for sampler with contractor. Concrete pad will be poured and sampler set within the next few months.

3. MOTION to award the WWTP Emergency Generator bid to John Mills Electric in Elmira for the cost of \$227,000.00. They were the only bid. First Lee Sackett, seconded by Ray Hamilton; carried.
4. FYI - Rainer Hamm will stay at the Hampton Inn in Cazenovia May 9-13 at the cost of \$149 per night, total \$596. This is for Laboratory School at Morrisville Environmental Training Center. This was approved at the December 2021 meeting for July and has been moved to May
5. FYI – Rainer Hamm will stay at the Hampton Inn in Cazenovia June 12-17 and 19-24 for the total cost of \$1,624.00. This is for Basic Operations School at Morrisville Environmental Training Center. This was approved in April 2021 and has had multiple reschedules.
6. Disinfection Update
 - (1) DEC has issued official extension of May 2023 for project. CBDG review will be sent to Village Board for approval.

E. Other

1. MOTION to authorize the Mayor to sign the Agreement for General Engineering Services with Elliott Engineering (1 year agreement). First Lee Sackett, seconded by Ray Hamilton; carried.
2. Wholesale Customer meeting May 26th at 10am

IX. Payment Agreements

MOTION to the Village Board to accept the payment agreements in the amount of \$7,697.77: First Lee Sackett, seconded by Ray Hamilton; carried.

X. Engineer's Report

- A. 3 projects will be awarded in June – WWTP Digester Cleaning, WTP PLC and Raw Water Pump Access.

XI. Service Request Summary

- A. April
 1. Electric received 13 and 0 remain open
 2. Water/Sewer received 5 and 0 remain open
- B. May, as of the 6th
 1. Electric received 1 and 1 remains open
 2. Water/Sewer received 6 and 2 remain open

XII. Next Village Board meeting is Tuesday, May 17 at 6pm

XIII. Next MUB Board meeting is Thursday, June 16 at 8:30 am

XIV. Move into executive session at 9:45, adjourn at 10:05

XV. FYI – motion will be made at admin to provisionally promote Adam Folts to Deputy Line Crew Chief effective June 1.

XVI. FYI – motion will be made at admin to create second Deputy Line Crew Chief position and continue advertising.

XVII. Adjourn at 10:06. First Lee Sackett, seconded by, Ray Hamilton; carried.

Emily Gillett