

Penn Yan Municipal Board Meeting Agenda

Thursday, October 16, 2025 at 9:00 AM

Attendees: Chairman **Dan Banach**; Vice Chair **Lee Sackett**; Commissioners **Dave Payne**, **Ray Hamilton** and **Sarah Purdy**; Mayor **Dan Condella**; Village Trustee **Dan Henries**; Clerk-Treasurer **Holly Easling**; Director of Public Works **Melissa Gerhardt**; Secretary **Patti Jo Rumsey**; Attorney **Ed Brockman**; Village Engineer **Robert Elliott**

Absent:

- I. Call to order at 9:00 AM
- II. Review September meeting minutes
- III. Invited Guest – Electric – Mike Mullins
 - A. Set about 60 poles this year
 - B. Rebuild on Central Ave is complete, most of Benham is also done for the conversion
 - C. Installing a switch on Clinton to alleviate some of the load off of three; should be able to run three circuits off the one substation once the conversion is complete
 - D. Commissioning hopefully by November 10th and get both substations up and running
 - E. Resa is coming to go through the substations for maintenance
- IV. Municipal Customers Comments and Suggestions
- V. Public Requests and Comments
- VI. MOTION to enter closed session at end of public meeting to confer with legal counsel. First Ray Hamilton, seconded by Dave Payne; carried.
- VII. Treasurer
 - A. Year-to-date revenue and expense report for water and sewer
 1. 4 months into fiscal year, should be at 33%
 - 1) Sewer-Expenses 33% Revenue 36% Surplus \$110,000
 - 2) Water-Expenses 48% Revenue 44% Surplus \$30,000
 - B. Electric fund cash flow report
 1. \$469,000 cash available
Restricted cash \$174,000 Unrestricted cash \$ 295,000

2. Revenues are _____% of straight-line budget
- C. MUB Overtime report and summaries
 1. Nothing out of the ordinary, WTP is still pumping over 1 million gallons a day
- D. NYPA Rates
 1. Increased blended rate of \$17.63
 2. Improvements made at Niagara
 3. They did provide a spreadsheet so the Village can go through and see what the impact will be on the average customer bill
 4. Our rates are approximately 48% lower NYSEG
- E. 2024-2025 Financial Statements
 1. Holly will have the draft financial statements
- F. PSC Report
 1. The report was submitted by the deadline
- G. Wholesale Water and Sewer Reconciliations
 1. Holly will have the reconciliations next week

VIII. Department Business

- A. Electric
 1. Conversion Update
 - 1) MOTION to approve Resolution _____ - 2025 for Emergency Procurement for Commissioning and Testing for 4.16 kV to 12.47 kV Voltage Conversion with IETS for \$37,450.00. First Lee Sackett, seconded by Dave Payne; carried.
 2. No reduction in Firm Hydro Energy
 3. MOTION to approve Holly Easling, Sonja Fredenburg, Joe Yankanich, Ioannis Prodromou and Ken Northrop to attend the MEUA Engineering and Finance Workshop November 5-6 2025 in Syracuse for the amount of \$845.00 and accommodations in the amount of \$845.00 for a total \$1,690.00. A village vehicle and a personal vehicle will be driven. First Sarah Purdy, seconded by Lee Sackett; carried.
 4. Central Ave Easement
 - 1) MOTION to approve Resolution _____ - 2025 for the Proposed Easement adjacent to Central Avenue on 145 East Elm Street for Municipal Utility Infrastructure. First Sarah Purdy, seconded by Dave Payne; carried.

- 2) Village Board will complete a SEQR
5. MEUA / NYMPA annual / semi-annual meeting updates
 - 1) The big kicker was reviewing the new rates
 - 2) Demand is up and supply is down
 - 3) As part NYMPA we hedge our purchasing power so we have a consistent rate, but costs are up
 - 4) Tariff updates- if home owners/businesses install solar how to pay them if they tie back into the system; they would pay for the infrastructure
6. Electric Meters
 - 1) Almost complete with the water meter replacement, so we are moving onto electric meters. Have been slowly replacing as needed, and currently have several different meters in our system which makes it difficult
 - 2) MOTION to approve Resolution ____ - 2025 to standardize on Itron Meters. First Dave Payne, seconded by Ray Hamilton; carried.
7. MOTION to declare a Milwaukee 7/16" Quick Connect Impact gun scrap and dispose of it. First Sarah Purdy, seconded by Dave Payne; carried.

B. Water/Sewer

1. Lead Service Line Inventory Update
 - 1) Inventory submission and notification letters
 - 1) Inventory was submitted by the October 15th deadline to Department of Health
 - 2) Last year about 1,000 letters were sent to the residents; this year there are just under 400 that need to go out by November 15th
 - 3) Still investigating lines off the curb stops, so unknowns will continue to decrease
2. MOTION to approve sewer forgiveness at 313- 315 Elm St. Apt. C in the amount of \$37.50. The water heater broke, there are no floor drains or open connections to the sanitary sewer per Shawn Searles. First Dave Payne, seconded by Ray Hamilton; carried.
3. MOTION to approve sewer forgiveness at 344 Main St. in the amount of \$334.78. The outside hose was left on for eight days, no open sewer connections per Shawn Searles. First Lee Sackett, seconded by Sarah Purdy; carried.
4. Migrating to Neptune360 Cloud Based Software for Meters Reads
 - 1) Transitioning to the Neptune 360 was not planned for this year, Windows 11 does not support the desk top platform, so need to transition over, unplanned expense for this fiscal year
 - 2) Cost is approximately \$7,000 annually and about \$5,000 for set up fees- this will be split between water, sewer and electric
5. Health insurance rates are up about 20%

C. Water Treatment Plant

1. Operations update

- 1) pH has started to come down, still 8.3
- 2) Seneca Falls had pH issues and went to a CO₂ system, need to discuss before next summer
- 3) All of the Finger Lakes are experiencing pH issues

2. Automation update

- 1) Continuing with GHD; looking on track for DOH to start review in January
- 2) Preapplication approved for the MBRC grant, October 10th deadline for the whole application and that was submitted. Tentatively awarding December/January timeframe- hopefully we can receive another million dollars in funding for this project

3. West Lake Road Reservoir Improvements Update

- 1) DOH still needs to approve
- 2) Concern now with scheduling if approved as work can not be completed during bad weather

4. Filter Rehab update

- 1) November the 3rd filter will go down to be rehabbed

5. MOTION to authorize Sarah Baxter to attend West Carthage Gard II-A Operator Training October 27- November 6, 2025. Cost of the training is \$1,250 and cost of a motel is \$990 for nine nights. Total cost is \$2,240 plus meal reimbursement based on our policy. First Lee Sackett, seconded by Dave Payne; carried.

6. MOTION to authorize the mayor to sign an amendment to Municipal Solutions contract to add the preparation and submission of Northern Border Regional Commission grant and USDA Rural Development applications. The fee for Northern Border Regional grant application is \$168/hr. plus expenses. Fees for the USDA Rural Development is \$168/hr. with a minimum fee of \$5,500. First Sarah Purdy, seconded by Ray Hamilton; carried.

7. MOTION to declare 3 old VFD cabinets in high lift room surplus and scrap. First Lee Sackett, seconded by Ray Hamilton; carried.

8. John Collins is doing great; we did have a certified operator apply and are going to sit down with them to see how that goes, a fourth operator would help with coverage and overtime; more discussion next month

D. Wastewater Treatment Plant

1. Headworks Update

- 1) Going well, got a good update, equipment is set to be here beginning to mid-December; roof is on
- 2) Tentative up and running January/February- ribbon cutting once completed

2. Flow Splitter Box Update

- 1) Shifting how we move forward: utilize the existing 3rd flow splitter box

- 2) Working with the welding company and Hunt Engineering
- 3. Outlet Trail Trunk Sewer Update
 - 1) MOTION to award the request for qualifications for Outlet Trail Trunk Sewer Project Oversight and Engineering to Elliott Engineering. First Lee Sackett seconded by Sarah Purdy; carried.
- 4. MOTION to award the RBC Room HVAC to Kuehne Construction Inc for \$108,100.00 for the base bid. They were the lowest bidder. First Sarah Purdy, seconded by Dave Payne; carried.
- 5. FYI- Superior Septic's privileges are suspended for 30 days
 - 1) No response from the company in regards to the suspension letter
 - 2) We should bill them for the overtime, call out and equipment use
 - 3) Will send yearly reminders to all haulers
 - 4) Will have a mechanical bar screen which will put some on the haulers- they will have to do some removal
 - 5) Need a written policy for the haulers
- 6. Update on IH air quality assessment completed by MEH Consulting
 - 1) The assessment came back great, one recommendation to wear a N95 while pressing

E. Other

- 1) MOTION to approve new equipment rates, based on latest posting by FEMA. First Sarah Purdy, seconded by Dave Payne; carried.
- 2) Transitioning phone systems 10/22/25; PD phones will roll to the county during that time
- 3) FYI- Wholesale Customer Meeting is October 29th at 10 AM

IX. Payment Agreements

MOTION to the Village Board to accept the payment agreements in the amount of \$13,067.18. First Sarah Purdy, seconded by Dave Payne; carried.

X. Engineer's Report

- A. North Main Street Watermain Engineering
 - 1. DOH states that the separation distance cannot be changed; modified specs and boost warranty to 5 years
- B. Liberty Street watermain engineering
 - 1. Moving services from one side; abandon 4" and 6" service and move to 10" service
- C. North Ave watermain engineering
 - 1. Keep separate from Liberty Street project and will not need DOH approval as it is just services, not distribution
- D. WTP Standard Operating Procedures (SOPs)

1. Working with staff on the SOPs
- E. Stray Voltage Testing will be started soon

XI. Service Request Summary

- A. September
 1. Electric received 10 and 0 remain open.
 2. Water/Sewer received 10 and 1 remain open.
- B. October as of the 14th
 1. Electric received 5 and 0 remain open.
 2. Water/Sewer received 1 and 1 remain open.

XII. Next Village Board meeting is Tuesday, October 21, 2025 at 6:00 pm

XIII. Next MUB Board meeting is Thursday, November 13, 2025 at 9:00 am.

XIV. MOTION to move to closed session at 10:14 AM. First Sarah Purdy, seconded by Dave Payne.

XV. MOTION to exit closed session at 10:28 AM. First Ray Hamilton, seconded by Lee Sackett

XVI. MOTION to adjourn at 10:30 am. First Dave Payne, seconded by Ray Hamilton; carried.