

Penn Yan Municipal Board Meeting Minutes

Thursday, January 15, 2026 at 9:00 AM

Attendees: Chairman **Dan Banach**; Vice Chair **Lee Sackett**; Commissioners **Sarah Purdy**; Mayor **Dan Condella**; Village Trustee **Dan Henries and Teresa Hoban**; Deputy Clerk-Treasurer **Sonja Fredenburg**; Director of Public Works **Melissa Gerhardt**; Secretary **Patti Jo Rumsey**; Attorney **Ed Brockman**; Village Engineer **Robert Elliott**

Absent: Clerk-Treasurer **Holly Easling**, Commissioners **Dave Payne, Ray Hamilton**

Public: Town of Milo **Trista Day**

- I. Call to order at 9:00 AM
- II. Review December meeting minutes
- III. Invited Guest – Wastewater Treatment Plant- Yvonne Tucker
 - A. Septage Acceptance Plant- alarm issues due to bad sensor or wires; hope is construction this Spring for new Septage Acceptance Plant
 - B. Heating System- heaters needed a lot of work this year- cleaning, flushed and some new parts
 - C. New heater in the disc filter building needs a new motor- no longer under warranty
 - D. Trouble with a secondary clarifier- drained the tank, made adjustment to turn buckles for the sweep arm; has started making noise again, checking the main bearing
 - E. Press building air compressor- built a room outside to relocate the replacement air compressor to prolong the life of the components
- IV. Municipal Customers Comments and Suggestions
- V. Public Requests and Comments
 - A. Jeremy Hughes- Sand Hill Road electric, potential NYSEG agreement / franchise discussion
 1. The building constructed on Sand Hill is right on the NYSEG franchise boundary
 2. The intent is to keep the land as land, use the building that was constructed for Maple Syrup as part of a Steady work internship for at risk youth

3. Would work with the school agricultural program- work with FFA; Workforce Development Ag Career and Tech Program- write grants to fund the program and help at risk youth
 4. Possibly build a butterfly garden and trail, maple syrup, tourism photo opportunities, all these would be paid positions for youth. Youth will learn skills and career readiness
 5. Currently can use generators, but not sustainable long term with gas prices
 6. NYSEG will be sending him a more formal communication for the Village to consider
 7. MUB is supportive of the vision and thinks it is great, the rules are that you would have to annex into the Village- the town would have to agree to the annexation
- VI. MOTION to enter Executive session at end of the public meeting for work history of an employee and Closed session to confer with Village Attorney. Included in Executive and Closed session will be the MUB members, Village Trustees, The Mayor, Deputy Clerk-Treasurer, Director of Public Works and Village Attorney. First Lee Sackett, seconded by Sarah Purdy; carried.
- VII. Treasurer
- A. Year-to-date revenue and expense report for water and sewer
 1. 7 months into fiscal year, should be at 58%
 - 1) Sewer-Expenses 55% Revenue 60% Surplus \$232,000
 - 2) Water-Expenses 81% Revenue 77% Surplus \$ 100,000
 - B. Electric fund cash flow report
 1. \$362,000 cash available
Restricted cash \$175,000 Unrestricted cash \$ 186,000
 2. Revenues are 59% of straight-line budget
 - C. MUB Overtime report and summaries
 1. Municipal Overtime
 - 1) Electric- weekend shut down at Village Hall
 - 2) WTP- filter down and weekend pumping
 - 3) WWTP- weekend hours and a plant issue
 - 4) Finance- Holiday coverage and meetings

- D. MOTION to authorize electric write offs in the amount of \$8,343.52 on 25 accounts. First Sarah Purdy, seconded by Lee Sackett; carried.
 - 1) This is done twice a year, MEUA recommended motions be made for this going forward
- E. Lake Town & Country Sludge Hauling
 - 1. Have been delinquent in payments
 - 1) First violation was August 2024- 30-day suspension
 - 2) Second violation April 2025- 60-day suspension or until paid
 - 3) Sent six letter, multiple phone calls and emails, then Village Attorney was involved and payment was finally made January 2026
 - 4) First thought for Path forward is to tell them they are done; after Ed called him, he came right in and paid what was owed- Hauler's opinion was that issue was not handled properly
 - 5) After further discussion it was decided that he will have to reapply as a new hauler, pay a deposit and interest of \$45.33 still due for December late payment and policy will be followed again and if delinquent again this is last chance

VIII. Department Business

- A. Electric
 - 1. Conversion Update
 - 1) MOTION to approve Change Order #1 to IETS for Commissioning of Regulators and additional transformers in the amount of \$19,500.00. First Lee Sackett, seconded by Sarah Purdy; carried.
 - 2) Electric meter replacement
 - a) Talked plan a little bit ago, shifting from Water Meter replacement to Electric Meter replacement
 - 2. FYI- No reduction in Firm Hydro Energy
 - 3. Easements
 - 1) Eastman Ave
 - a) Jerusalem is agreeable to move the line to the right of way
 - b) Only concern is some road bed issues
 - i 1924 the Hanford Farm created a sub division and transferred the lots to the property owners; contiguous property owners do not own to the middle of the street; no record of where street beds were transferred to Town of Jerusalem, so might become a Highway by Use issue
 - 2) Five Star Bank / Maiden Lane

- a) Need to put a split in the service line; would like to set a pole on their property working with Five Star
4. Meter school – Fairport- MEAU /Tesco
 - 1) Usually have to send employees out of school
 - 2) Fairport is finally holding class again
 - 3) Currently would like to send three employees
 - 4) Cost will be minimal if Fairport gets fifty attendees
5. MOTION to declare the following items to be disposed, sold or scraped:

Dispose:

 - 1 - 10' insulated jumper
 - 3 – small blanket
 - 66 – Johnny Balls (Guy Breaker, Med & Lg)
 - 1 – Jamesen fiberglass sticks 6'
 - 1 – Hastings Extendo Stick sections 4,5,6

Scrap:

 - 43 – Crossman metal braces

Sell:

 - 201 – DE Slimline Insulators
 - 3 – Class 3 gloves
 - 1 – Buck seat belt safety strap
 - 3- Kleins Havens Safety Grip
 - 4 – Kearney cumalongs # 8 to 4/0
 - 1 – 10' Insulated jumper 15kv 2AWG

First Sarah Purdy, seconded by Lee Sackett: carried.
6. **MOTION** to approve the following MEUA Yearly Safety Trainings for:
 1. Mike Mullins, Yanni Prodromou, Joe Yankanich, Ken Northrop and Jordan Owens- Classes 1 – 8. Charlie Bush classes 1 and 2. Shawn Searles and Zach Carruthers Class 1 only. Each class is \$240.00 for a total of \$10,560.00. Village vehicles will be driven. First Lee Sackett, seconded by Sarah Purdy: carried.

B. Water/Sewer

1. Water turn-off's inside for multi-meter homes – closed
2. TR3 Truck Replacement – bid has closed, just need to verify if low bid has traction tires

SURPLUS MOTIONS B3-B5

3. **MOTION** to declare five fire hydrants (2- K11; 1- 3/2" ports; 2- K81) surplus and list for sale on Auctions International for ornamental use only. First Sarah Purdy, seconded by Lee Sackett; carried.
4. **MOTION** to declare a 400 foot 1" 2500 psi roll of flusher truck sewer rodder line surplus and list for sale on Auctions International. First Sarah Purdy, seconded by Lee Sackett; carried.

5. **MOTION** to declare the following Inventory water fittings with a lead component scrap and dispose of properly:

Inventory #	Quantity	Inventory #	Quantity
10027	15	10172	6
10170	43	10191	14
10017	68	10031	2
10036	4	10032	4
10036-1	8	10028	23
10026	43	10029	16
10024	5	10190	8
10018	38	10168	15
10195	2	10172	4
10194	5	10184	11
10033	12	10185	2
10193	3	10186	24
10192	4	9083	5
10173	1	9084	5

First Sarah Purdy, seconded by Lee Sackett; carried.

Dan Henries suggested auction house for lead fittings, they sell lead items all the time.

SEWER FORGIVENESS

6. **MOTION** to approve sewer forgiveness at 5 Pleasant Ave in the amount of \$118.37. Hot water tank blew, Zach Carruthers and Shawn Searles verified that water did not enter the sanitary sewer. First Sarah Purdy, seconded by Lee Sackett; carried.

TRAININGS

7. **MOTION** to authorize Zach Carruthers to attend Grade D Initial Certification Course at The Elmira Water Board through W20, February 17-20, 2026. Cost of the is \$725.00. He will drive a Village Vehicle. He was previously approved to attend this class at SUNY Morrisville in September 2025, but was unable to attend. First Lee Sackett, seconded by Sarah Purdy; carried.
8. **MOTION** to authorize the Water/Sewer Department and Water Treatment Plant Operators and Director of Public Works to attend five FLWWC meetings in 2026. These meetings provide credit hours needed for their license. Meetings are \$35 per person. Village vehicles will be used. First Sarah Purdy, seconded by Lee Sackett; carried.
9. **MOTION** to approve FLWWC 2026 yearly membership dues for Melissa Gerhardt, Dan Condella, Dan Banach, Robert Ayers, Jeff Hulse, Chad Covell, Shawn Searles, Zachary Carruthers, John Collins, Bryan Jensen, Ron Keech and Sarah Baxter. Total dues are \$180.00. First Sarah Purdy, seconded by Lee Sackett; carried.

C. Water Treatment Plant

1. Automation update
 - 1) Should have initial plan to Department of Health this month
 - 2) Plan on moving forward with NEPA review
2. West Lake Road Reservoir Improvements Update
 - 1) DOH approval received, scheduling work, will work in the winter just not during inclement
 - 2) Elliott Engineering will be overseeing the work
3. Filter Rehab update
 - 1) Filter 2 back online and really good for operations
 - 2) Did not have to backwash for two days
 - 3) Should plan for five years and have company come down, remove old carbon and reactivate it- one filter per day
 - 4) Contractor needs to remove old media from the parking lot
4. pH Suppression update
 - 1) Bob Elliott and John Collins have been working on this
 - 2) pH is high right now
 - 3) Costly in the winter with extra chemicals
 - 4) Potentially use year-round- a skid mounted set up; cost is approximately \$20,000

D. Wastewater Treatment Plant

1. Headworks update
 - 1) Amendment coming for Whitestone testing
 - a) A lot of additional concrete testing needed
 - 2) Avoided change order for electrical room- made adjustments within current scope- no additional cost
 - 3) Meeting on site Friday- a few elevations concerns
2. RBC HVAC Update
 - 1) Waiting on equipment delivery
 - a) Anticipated delivery in March and completion by end of May
3. Flow Splitter Box Update
 - 1) **MOTION** to approve CO#3 to City Hill Construction for Flow Splitter Box Replacement Project for a reduction in the contract in the amount of (\$45,838.37). This includes an overall decrease in the contract due to not replacing Flow Splitter Box #3. First Sarah Purdy, seconded by Lee Sackett; carried.
 - 2) Third Flow Spitter Box is on site and can not be returned, but there are other options for usage at the plant. Determining what will be the best use: plant reuse, stormwater application, or at Septage Acceptance Plant to allow RV or port a john discharge
4. KanPak plant recirculation/communications
 - 1) Not a true violation we do not have samples from October or November

- 2) Did issue a violation on communication- they recirculated the plant on both occasions and did not give us notice; they have to notify right away if recirculating the plant

E. Other

1. **MOTION** to authorize Zachary Carruthers (Water/Sewer) and Jordan Owen (Electric) to attend CDL training in Vichy, MO at Case CDL. The 2-day class is \$2400.00 per student. Airfare, meals, motel and car rental to be determined, based on class date. Estimated to be \$2,380.00. Total cost per student should not exceed \$3,590.00. First _____, seconded by _____; carried.

IX. Payment Agreements

MOTION to the Village Board to accept the payment agreements in the amount of \$10,282.55 First Sarah Purdy, seconded by Lee Sackett; carried.

X. Engineer's Report

- A. North Main Street Watermain Engineering
 1. Need to add a flushing station to the plan
 2. Finishing the plan to send to Department of Health
- B. Liberty Street watermain engineering
 1. Advertising the project the week of February 2nd
- C. North Ave watermain engineering
 1. Advertising the project the week of January 19th
 2. Similar to Liberty Street but wanted to keep projects separate
 3. Open bids tentatively March 5th
- D. WTP Standard Operating Procedures (SOPs)
 1. Working off the Rural Water Model as that helps simplify that
 2. A requirement of the automation is a section in the SOP for automatically operating the plant
 3. John Collins is taking a hard look at this so it will be able to allow anyone to run the plant
 4. Dan Henries suggested looking into Standard Operating Guidelines- that is what the Fire Service has switched to, since another department was sued over a chimney fire, and the SOP was not followed exactly. Guidelines give a little more flexibility
- E. Updated Watermain break maps
 1. 12 watermain breaks in 2025
 2. From March- June there were no watermain breaks
 3. Sunset 6" pipe had 6 breaks 2010-2025
 4. Delano Place 6" pipe had 9 breaks 2010-2025
 5. Lincoln Ave installed 1998 and had 1 break in 2025
 6. Lawrence St. 6" pipe had 6 breaks, two were this year

- 7. Hamilton St. 4" pipe three breaks in 2025
- 8. Liberty St. twenty-three breaks from Water St to the North end of the Village
- F. Stray Voltage -field work was completed; Village needs to submit by February 28th

XI. Service Request Summary

- A. December
 - 1. Electric received 15 and 1 remain open.
 - 2. Water/Sewer received 11 and 0 remain open.
- B. January as of the 13th
 - 1. Electric received 5 and 3 remain open.
 - 2. Water/Sewer received 4 and 2 remain open.

XII. Next Village Board meeting is Tuesday, January 20, 2026 at 6:00 pm

XIII. Next MUB Board meeting is Thursday, February 12, 2026 at 9:00 am.

XIV. **MOTION** to enter Executive session at 10:26 am. First Sarah Purdy, seconded by Lee Sackett; carried.

XV. **MOTION** to exit Executive session at 11:00 am and enter Closed session. First Lee Sackett, seconded by Dan Banach; carried. Sarah Purdy excused herself.

XVI. **MOTION** to leave Closed session at 11:36 am. First Dan Banach, seconded by Lee Sackett, carried.

XVII. **MOTION** to adjourn at 11:37 am. First Dan Banach, seconded by Lee Sackett; carried.