

**WAYNE COUNTY WATER AND SEWER AUTHORITY  
BOARD MEETING MINUTES**

**Meeting of:** August 25, 2015

**Location:** Wayne County Water & Sewer Authority Operations Center, Walworth, New York

**Present:** David Lyon, Raymond Walvoord, Jean Johnson, LaVerne Blied, David Scudder, Robert Hutteman, Rick Stevens

**Absent:** Mark Graf, Gerald Fremouw

**Advisors Present:** Michael Howard, Boylan Code

**Staff Present:** Martin J. Aman, Executive Director  
Jason Monroe, Director of Operations  
Demaris Verzulli, Secretary of the Meeting  
Sheryl LaDelfa, Accounting Manager (Financials portion only)

**Visitors:** None

Chairman David Lyon called the meeting to order at 4:00 p.m.

**I. Chairman's Report**

**Adoption of Minutes:** Mr. Hutteman moved, Mr. Walvoord seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the July 28, 2015 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** Mr. Aman received a certified letter from the supervisor of the Town of Rose indicating that the town is giving the Authority a year's notice that the town does not intend to renew the current contract for water sales without the contract being reworded to reflect current circumstances. Mr. Aman also received an email from Wayne County Health Insurance that the Authority is being given a two-month "holiday" from paying the health care costs.

**II. Treasurer's Report**

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Scudder moved, Mr. Walvoord seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following statements are hereby authorized and directed to the Treasurer for payment: Water Authority Operational – (includes all) vouchers 15-830 to 15-960 totaling \$298,554.95.

Ms. Johnson presented the Financial Statements for the month of July. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blied seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for July 2015 be approved and accepted.

### **III. Agenda Items**

#### **Town/Village of Lyons Update**

Mr. Aman reported that there will be an informational meeting on September 16 for Lyons town and village residents to learn what will change with the water and sewer operations, rates and system improvements because of the village dissolution. It will be advertised in the local paper.

#### **Village of Wolcott Sewers Update**

Mr. Aman reported that there are steady flows from the village with indications that the infiltration and inflow has been reduced.

#### **Blind Sodus Bay Sewers Update**

Mr. Aman reported that the project is still on schedule for completion at the end of September. Mr. Monroe remarked that the biggest holdup is with RG&E doing the electrical tie-ins. The contractor (Marcellus Construction) is installing and testing grinder pumps.

#### **Port Bay Sewers Update**

Mr. Aman reported that information on easements is being gathered and the preliminary designs should be advancing. It is necessary to obtain as-built drawings of the modifications made to the Village of Wolcott wastewater treatment plant. The project is still on schedule for 2017.

#### **Marion Water Projects**

Mr. Aman reported that Marion has received a funding commitment for the large water district in the southeast area of Marion; this project is approximately 50,000 feet of water main. Mr. Monroe reported that the Owl's Nest Area project is progressing slowly, with a few hundred feet left in the area of rock. The rock quantities expected have been exceeded. A second crew is on Beam Hill Road progressing steadily. Approximately 22,540 feet of main have been installed, and the directional drilling part of the project has been completed. The water main installation should be completed by the end of September, with cleanup remaining to be done.

#### **Town/Village of Macedon Update**

Mr. Aman reported that progress has been made on drafting a contract with the town and village for the Authority to operate the wastewater plant and bill the customers on its own behalf. The contract is being reviewed by the town and village attorneys. This contract is protective of the Authority and does not at this time contemplate dissolution of the village. The town and the village will put a capital charge on the property tax bills instead of having the Authority bill the customers and remit those charges to the town and village. There are no usage rates specified in the agreement; Mr. Aman wants to get more information from major industrial users. It appears the town and village have negotiated an end to their litigation with the result that the village must deed to the town part ownership of the facility. The deed must be recorded before the Authority's

agreement to operate the system will take effect. The village has been informed that it is eligible for hardship financing at 0% for 30 years. The plant needs several million dollars of upgrading which may turn out to be even more if the DEC modifies the plant's permit. The agreement will be effective September 1, but the commencement of the Authority's operation of the system would be January 1, 2016. Sewer use rates would be provided 30 days before commencement. The Authority is tentatively planning to bring on two employees to operate the plant, one of which would be a senior, experienced operator and one an operator in training. There was discussion of the Authority taking equipment such as trucks, how to assign sewer use units (EDUs), and how to negotiate capital expenditures with both the town and village. After due discussion and deliberation, Mr. Hutteman moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign the Lease Agreement by and among the Wayne County Water and Sewer Authority, the Town of Macedon and the Village of Macedon, pending the approval of the Authority's attorney, Michael Howard.

### **BOCES Co-operative Energy Bids**

Mr. Aman reported that the Authority is eligible to participate in the BOCES cooperative bid for electric and natural gas service. As many electric accounts as possible will be included. After due discussion and deliberation, Mr. Stevens moved, Mr. Walvoord seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity; and

WHEREAS, the Wayne County Water & Sewer Authority is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o; and

WHEREAS, the Wayne County Water & Sewer Authority has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the appropriate agency of New York State and making recommendations thereon; THEREFORE

BE IT RESOLVED, that the Wayne County Water & Sewer Authority and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director on behalf of the Wayne County Water & Sewer Authority hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

After due discussion and deliberation, Ms. Johnson moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water and Sewer Authority desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of natural gas; and

WHEREAS, the Wayne County Water and Sewer Authority is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o; and

WHEREAS, the Wayne County Water and Sewer Authority has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the appropriate agency of New York State and making recommendations thereon; THEREFORE

BE IT RESOLVED, that the Wayne County Water and Sewer Authority and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that the Wayne County Water and Sewer Authority authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services; and

BE IT FURTHER RESOLVED, that the Wayne County Water and Sewer Authority agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding; NOW, THEREFORE,

BE IT RESOLVED, that the Executive Director on behalf of the Wayne County Water and Sewer Authority hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of natural gas and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest

responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

### **Commonly Used Materials Bid**

Mr. Monroe reported that four bids were received on August 21 for the annual Commonly Used Materials bidding. He explained how the materials in the bid are organized into categories, and the winning bid for each category is based on a total of the unit prices in that category. He distributed a tally of the bids (attached to these minutes.) After due discussion and deliberation, Mr. Hutteman moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

WHEREAS, the Members of the Authority, in accordance with Article 8 of the Authority's Procurement Policy, make the following determinations: (i) the proposed awardees have been found to be responsible; (ii) the proposed awardees have complied with the Authority's Procurement Policy; (iii) the proposed awardees have disclosed all information required by the Authority's Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority's Procurement Policy.

THEREFORE, BE IT RESOLVED, that the bids be awarded to the lowest responsible bidder as follows:

Category: Tapping Saddles: to M. J. Pipe & Supply for a category price total of \$322.60.

Category: Curb Boxes and Parts: to Blair Supply Corp. for a category price total of \$62.80.

Category: Water Main Repair Saddles: to Blair Supply Corp. for a category price total of \$1,210.49.

Category: Water Main Repair Couplings: to EJ Prescott Inc. for a category price total of \$681.29.

Category: Hydrants: to Blair Supply Corp. for a category price total of \$1,820.00.

Category: Valve Boxes and Parts: to M. J. Pipe & Supply for a category price total of \$398.85.

Category: Water Service Tubing: to EJ Prescott Inc. for a price of \$0.29 per foot.

Category: Meter Setting Brass: to EJ Prescott Inc. for a category price total of \$260.88.

Category: Water Service Brass: to EJ Prescott for a category price total of \$214.87.

Category: C-509 Valves: to Blair Supply Corp. for a category price total of \$2,613.00.

Category: C-515 Valves: to Blair Supply Corp. for a category price total of \$2,613.00.

### **Canandaigua Road Bridge Replacement Project Bid**

Mr. Aman reported that the Authority has advertised for bids for the directional drill underneath the canal. The bid is for a 14" casing with an 8" water main in it, and includes an alternate for a 12" water main with no casing. The Canal Corporation and the Department of Health will allow either installation. If the 12" uncased main should fail at some future time, it should be possible to ream the welded seams and pull an 8" main through. Giving the contractor until the end of June 2016 to complete the project gives leeway to plan the work in a slow time, and thus perhaps bring a lower bid. Bids are due September 15.

### **Schoolhouse Road Project, Walworth**

Mr. Aman reported that after last year's project to bring an 8" water main 1,000 feet across Plank Road and to the end of the district on Schoolhouse Road, two owners further down the road, out of the district, want to hook up to public water. They proposed to install services 550 feet along the road, but Mr. Aman has proposed to them and the Town of Walworth that if they pay for the project, the Authority will install an 8" main and a hydrant, making it capable of being connected on Burrow Road in the future. The Department of Health has agreed to approve the project in a timely manner to make it possible.

### **Surplus Equipment**

Mr. Monroe reported that there is a laptop computer from the Regional Plant that will no longer boot up and should be scrapped. After due discussion and deliberation, Mr. Hutteman moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, the following computer be declared surplus and disposed of appropriately:  
HP Compaq nx9420 laptop – Serial No. CND62302CM

### **Board Member Replacement Discussion**

Mr. Aman reported that he was able to contact Mr. Fremouw and discuss Mr. Fremouw's absences from the board meetings. Mr. Fremouw said he has been unusually busy with village and personal issues and agreed that it would be best if he was relieved of his position as a board member. Mr. Aman has discussed this with James Hoffman, Chairman of the Wayne County Board of Supervisors.

### **Amend Salary Schedule A**

Mr. Aman reported that the Salary Schedule needed to be amended to include new employees. At 5:21, Mr. Stevens moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board enter into Executive Session with counsel in regard to employee salaries and the employment history of a particular person.

The board returned to open session at 5:32 p.m. at which time Mr. Stevens moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the board adopt the amended Schedule A, the Authority salary schedule for 2015.

### **Solar Project Investigation Update**

Mr. Aman reported that after the July board meeting, Mr. Howard sent to Mr. Ram Shrivastava the specifications needed in the Authority's RFP process, namely, the need to require the prevailing wage and to advertise for the proposals. Mr. Shrivastava will review proposed locations and then prepare a draft RFP for each of the two locations, after which the solar committee will meet to review them.

### **Miscellaneous Reports**

Mr. Aman reported that he has received more phone calls from a company interested in buying the Authority's lease with Verizon to use the Shaker Heights water tank. He asked the board if he should pursue this further since the offer continually increases in value. There are companies which evaluate the worth of a site while having no interest in buying the lease. Mr. Howard reported that the Town of Victor is obtaining RFPs to find such a company. He recommended a short webinar about what one should be concerned about when pursuing such alternatives.

Mr. Howard updated the board on the Rural Development initiative on population re-calculating. He amended the Town of Arcadia's submission to be more specific as needed to send to Washington, and he hopes for a positive reply in September.

### **Monthly Report**

Mr. Monroe presented his monthly report. In Lyons, some streets are scheduled to be repaved, necessitating sudden focus on improvements to the water distribution and sanitary sewer collection systems. The paving schedule was set before the village dissolution. Two hydrants and three valves have been replaced and a number of service repairs done. The quantity of water entering the village has decreased by nearly 20%. At the Regional Plant, average flows are up to 220,000 gallons per day, reflecting the addition of Wolcott and Fairhaven State Park flows as well as decreased infiltration and inflow and the loss of the prison as a large contributor. Within the next three or so years all properties in Cayuga County Sewer District Number 2 must be connected. In the Village of Palmyra, the operators are working with Garlock to discover why their draw of cooling water from the village raw water line is impacting the water plant adversely. General WCW&SA system repairs included a shear break on Wayneport Road in Macedon and a hydrant hit by a car in Arcadia. There were twenty new water service applications made, an increase possibly due to the advertisement that the connection fee is increasing.

Mr. Aman requested that the date for the September board meeting be rescheduled due to his attending the Tift Symposium in the third week of September. After due discussion and deliberation, Mr. Bliet moved, Mr. Walvoord seconded and all members present unanimously approved the following resolution:

RESOLVED, that the September meeting of the Board of Directors of the Authority be rescheduled to Tuesday, September 29, 2015.

There being no further business to come before it, upon a motion by Mr. Walvoord, seconded by Mr. Hutteman the meeting was adjourned at 5:57 p.m.

Respectfully submitted: \_\_\_\_\_  
Demaris Verzulli, Secretary of the Meeting