

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

Meeting of: November 24, 2015

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

Present: David Lyon, LaVerne Blik, Jean Johnson, Robert Hutteman, David Scudder

Absent: Raymond Walvoord, Rick Stevens, Mark Graf

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: Dan LaGasse

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

I. Chairman's Report

Adoption of Minutes: Mr. Scudder moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the October 22, 2015 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Mr. Scudder stated that he had abstained from the vote to approve the September 29, 2015 minutes and requested that the minutes of the October 27, 2015 meeting be corrected to reflect that. Ms. Johnson moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the October 27, 2015 meeting of the Wayne County Water and Sewer Authority be accepted as corrected.

Correspondence: Mr. Aman reported that at a meeting with the Village of Wolcott he was given a letter from the village attorney, Chris Palermo, which is advance notice that the village intends to terminate the Water Supply Agreement with the Authority when its current five-year term expires on January 31, 2017. Mr. Aman is of the opinion that this may actually be favorable for the Authority since Wolcott's price is higher than the other suppliers' and the others want to sell more water as well.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Scudder moved, Mr. Hutteman 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 15-1237 to 15-1373 totaling \$537,790.52.

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

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

III. Agenda Items

Payroll Processing

Mr. Aman reported that he and Ms. LaDelfa have been exploring alternatives to Paychex, the Authority's current payroll processor. Costs have risen and service has been lacking. Ms. Johnson reported that the Town of Walworth had left Paychex for the same reason two years previously and now use Complete Payroll Processing with good results. Ms. LaDelfa obtained proposals from Complete Payroll Processing and USA Payroll. The savings to the Authority would be thousands of dollars. Employee information would be downloaded from Paychex for a seamless switchover at the first of the year. After due discussion and deliberation, Mr. Bliet moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority retain Complete Payroll Processing as the Authority's payroll processor beginning January 1, 2016.

Ms. LaDelfa left the meeting.

Finance Committee Report

Mr. Aman reported that at the Finance Committee meeting of October 22 the committee resolved to recommend that the Board retain the Authority's current contribution policy in regard to the health and dental plans. After due discussion and deliberation, Mr. Bliet moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the current contribution policy of the Authority in regard to the health and dental plans be retained, with the maximum Authority contribution based upon 70% of the cost of a family medical and dental plan.

Amend 2016 Wholesale Water Rate for the Village of Macedon

Mr. Aman reported that he had been unable to calculate a wholesale rate for the Village of Macedon during the budget process since he had not heard from MCWA about their 2016 rate. After due discussion and deliberation, Mr. Hutteman moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that Wholesale Water Rate for the Village of Macedon be set at \$2.57 per thousand gallons for 2016.

Marion Water Projects

Mr. Aman reported that the Owls Nest Area project is complete and a Certificate of Substantial Completion was received today. The Southeastern Area project for next year is moving along. It appears that this is a good time to bid pipe because prices are reportedly low in comparison to recent years. He would like to seek bids for a base amount of 53,000 feet of 8-inch pipe for the Marion project, and include an alternate for an additional combined 30,000 feet of 8-inch and 12-inch for the Arcadia project anticipated for 2017. He would bring the bids to the board at the December meeting; the pipe would be delivered and invoiced in 2016. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Director of Operations be authorized to bid for 53,000 feet of 8-inch water main pipe as a base bid and 18,200 feet of 8-inch and 13,200 feet of 12-inch water main pipe as an additional bid item.

Blind Sodus Bay Sewers Update

Mr. Aman reported that the system is up and running with approximately 30 connections. A meeting with Cayuga County Water and Sewer Authority is planned to discuss estimating how much Blind Sodus Bay project wastewater is going through that authority's Pump Station Number 4, since the flowmeter hasn't been working properly.

Port Bay Sewers Update

Mr. Aman reported that the preliminary design phase is underway. Mr. Monroe met with a representative of MRB Group to inspect a challenging area with a tall retaining wall close to the cottages and a sharp drop to the water of the bay. Mr. Monroe reported that residents spoke with him wanting to know when the project would start since they are eager to connect. Mr. Aman remarked that this positive response is more on the Wolcott side since the Town of Huron has a stricter ordinance and residents have made improvements in their septic systems.

Canandaigua Road Bridge Replacement Project

Mr. Monroe reported that he spoke with the directional drilling contractor, Turner Underground, who is dealing with some delay in the bridge contractor's schedule. Turner hopes to be able to stage the project soon, fuse the pipe and complete the boring.

Regional WWTP Roof Replacement Discussion

Mr. Aman reminded the board that the engineering planning study done by MRB Group this year noted the premature aging of shingles on the main building and effluent building. The contractor referred the Authority to the shingle manufacturer, against which there is a class action lawsuit. The follow-up to this resulted in an offer of very little money to remedy the problem. MRB reported that the shingles must be removed and replaced. The plywood roofing is in satisfactory condition with the exception of a few penetrations. The flashing is substandard and the soffit vents are not effective. Mr. Monroe has sought quotes from the contractor who built the Authority's storage barn on architectural asphalt shingles, standing seam steel roofing, and barn-type roofing but with a commercial gauge steel. This is preliminary cost gathering to determine if it will be necessary to go to bid or just obtain several quotes. Since MRB had an inspector on site when this inadequate work was done, Mr. Aman does not expect to be billed for the assistance MRB is providing in setting up a bid and researching information on materials.

Town/Village of Lyons Update

Mr. Aman reported that the water loss factor in the former village is stable. Three hydrants are slated for replacement soon. Mr. Aman and Mr. Lyon met with the town to review the progress with preparing for the first Authority billing in regard to the capital charge the town is charging the customers. Mr. Aman has not heard from Mr. Bastian of Bernard Donegan's office in regard to assisting the town with their debt service analysis.

Village of Wolcott Sewers Update

Mr. Aman reported that although this month's flow is on path to be 140,000 gallons per day, this is still below the original village projections. Those projections were a significant factor in the sizing of the forcemain. As a result, wastewater has a longer residence time in the main and corrosive compounds are forming. The use of more bioxide and/or flushing at the Wolcott pump station may be the most cost-effective solution to this problem

Town/Village of Macedon Update

Mr. Aman reported that the contract has not yet been signed, the deed to the town portion of the wastewater plant has not been filed, and the commencement date of the contract has been moved back from January 1 to April 1. Mr. Howard has created a checklist of open items that must be addressed before Mr. Aman will sign the contract. Basically the town and the village are waiting on each other.

Potential Future Water Projects

Mr. Aman reported that there are two fairly large projects being contemplated in the Town of Huron. Arcadia Water District #12 is anticipated for 2017, which will include Old Lyons, Van Auken, Bauer Van Winkle and Bloom Roads.

Mr. Aman reported that the Bunker Hill water tank in Macedon is the last to be reconditioned; it will need a full paint strip and repaint on the exterior and the interior. There is likely to be lead present inside and out so the tank will have to be shrouded during the project. He has received a proposal from MRB Group that contains four phases. The first phase, the Contract Document Phase, including painting specifications and NYSDOH approval of the plans, would cost \$10,500. The second phase, the Bidding Phase, would cost \$4,000. This is all that would need to be approved now to move forward with the project. Phase three, the Construction Phase, including coordinating with the contractor, would cost \$11,500. The Onsite Observation Phase, which MRB contracts out, would cost \$10,500. The total cost from MRB would be \$36,500. The total project budget is in the range of \$500,000. After due discussion and deliberation, Mr. Scudder moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to accept the complete proposal of MRB Group for the engineering on the Bunker Hill Water Tank Repainting Project at a cost not to exceed \$36,500.

Monthly Report

Mr. Monroe presented his monthly report. The operations crew is in the process of winterization and getting town parks and cemeteries in shutdown mode. Crews started work to prepare for the county project to repave North Main Street in Marion in 2016 by switching some services on a small section of main that will be abandoned. The project will entail replacing the main on the street. The new pushbox has been delivered, the new trailer will be picked up soon and the loader will be delivered in the next week. The best option was to trade in the pushbox on the new one; the price for one at last year's municipal auction was less than the trade-in value.

Mr. Aman reported that a meeting of the Solar Committee and Ram Shrivastava of Larsen Engineers has been set for December 1 at 9:30 a.m. All board members are welcome to attend. Since the exploration of a solar project began, the Authority has joined the BOCES energy co-op and is paying less for electricity.

There being no further business to come before it, upon a motion by Mr. Hutteman, seconded by Mr. Blied, the meeting was adjourned at 5:37 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting