

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

**Meeting of:** May 24, 2016

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

**Present:** David Lyon, Raymond Walvoord, Jean Johnson, LaVerne Bliiek, Robert Hutteman

**Absent:** Rick Stevens, Mark Graf, David Scudder, Dan LaGasse

**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:** Mark Humbert

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

There was no correspondence to report.

**I. Treasurer's Report**

Ms. Johnson presented the warrant and bills. The board members present examined the warrant. For the lack of a quorum, the resolution to accept the warrant was postponed.

Mr. Humbert, the new member appointed by the Wayne County Board of Supervisors who will join the board in June, entered the meeting.

Ms. Johnson presented the Financial Statements for the month of April. The board examined the reports. For lack of a quorum, the resolution to accept the statements was postponed.

**II. Agenda Items**

**Monthly Report**

Mr. Monroe presented his monthly report. Operations crews cleaned up areas from winter installations and repairs and the 2015 construction project. Construction began on the Marion Southeast Quadrant project. The water main replacement project on North Main Street in Marion was completed with all services being transferred to the new main and the old main abandoned. When the Wayne County Highway Department moves their project benchmarks from the old (bagged) hydrants, the hydrants will be removed. In the eastern area, operators worked with Cayuga County Water and Sewer Authority personnel on a poorly operating force main air release valve which was slowing the pumping rate at Pump Station #2. Preparation for the NYSDOH inspection of four eastern districts continued. Normal operations were reported for the Village of Palmyra. Six new residential water services were installed, all in the western area.

### **Marion Water Projects**

Mr. Aman reported that water main installation in the Southeast Quadrant Project has been moving along easily. Mr. Monroe reported that 6,392 feet had been installed to date, 5,400 feet have been pressure tested and passed and bacterial samples will be taken next week. The directional drill contractor will begin after Memorial Day.

Mr. Bliet entered the meeting.

### **Port Bay Sewers Update**

Mr. Aman reported that he had met with the attorneys of the towns of Huron and Wolcott to get the form for the easements. There have been several meetings with the engineers. He reported that there continues to be a lack of good cooperation from the Village of Wolcott in discussing this project and sharing necessary information.

### **Canandaigua Road Bridge Project – Macedon - CSX Rail crossing**

Mr. Aman reported that there has been some progress working with CSX on using the existing casing under the railroad tracks. The best case scenario is to use the existing casing and install a ductile iron main in it. It is anticipated that Burrows Brothers will be the contractor who will pull out the old pipe and install the new. Mr. Monroe reported that he is making some progress with CSX on getting permits, et cetera.

**Adoption of Minutes:** With a quorum now present, Mr. Walvoord moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the April 26, 2016 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Treasurer's Report:** Mr. Hutteman 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 16-564 to 16-695 totaling \$285,176.49.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for April 2016 be approved and accepted.

### **Town of Lyons Update**

Mr. Aman reported that water use in the former village area is up a little but usage is increasing everywhere because it has been dry and the advent of summer includes filling swimming pools. Mr. Monroe reported that 80 feet of water main were replaced in front of the courthouse on a recent weekend, to avoid disrupting county business. This replacement eliminated a jumble of service taps and added a new line valve.

### **Village of Wolcott Update/Discussion**

Mr. Aman reported that he is disappointed to report that in spite of MRB emailing the Village of Wolcott mayor and Clark, Patterson, the engineers, asking for as-built drawings of the repurposed wastewater plant, these documents have not been received. There was to have been a meeting on the site regarding connecting the Port Bay Project to the system, but this did not happen and it is his opinion that this is now holding up the project. He hopes to have a better progress report at the next monthly board meeting.

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

Mr. Aman reported that he has had productive meetings with representatives of both the town and village. There was also a positive meeting with Bakewise, a large industrial sewer user. The two new sewer plant operators the Authority has hired made a visit to the Macedon plant and reported that this visit revealed problems threatening the plant process. It was necessary for the Authority to intervene immediately although the official takeover date is to be June 1. Gerry Lohse, the main operator, worked overtime and averted a possible plant shutdown. Mr. Aman invited the DEC to visit the plant to establish a baseline of conditions before the Authority's official start of operation.

Mr. Aman reminded the board that the village applied to the EFC for hardship financing and received a \$7 million 0% 30-year loan. Grant money may also be available. The information backing up the application must be submitted to the EFC by June 1, including sewer rates. He asked the board to adopt the recommended \$260 per EDU sewer rate. This Authority rate will be for O & M only, based on a proposed budget he has drafted. Since the current village and town rate includes debt service, it is clear the village and town have been undercharging. The town will be billing the sewer users for debt service and any town-established capital reserve charges separately, using the Authority as a billing agent as they have for their current sewer bills. The town will collect these payments. Mr. Aman reported that capital contributions will be capped in a similar manner as in the Town of Lyons, although the annual caps for Macedon will be \$10,000 on the plant and \$10,000 on the pump stations and collection systems in the town and village. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Sewer Operation and Maintenance rate for the Town and Village of Macedon be set at \$260 per EDU per year, to be billed quarterly; and the definition of an EDU be initially based upon the Town of Macedon's current formula.

### **Village of Red Creek Sewers**

Mr. Aman reported that design is underway for this project that will add 22 units to the Village of Red Creek sewer system. This will be a low pressure system pumping back to a gravity manhole feeding back to the Cardinal Road Pump Station.

### **Regional Water Storage Tank Update**

Mr. Aman reported that there was a good meeting in Williamson on Friday. Six communities were interested initially, and now the Village of Sodus makes seven. Arcadia is probably in the greatest need of storage, although Arcadia Supervisor Chuck Verkey was not in attendance at this last meeting. Today Mr. Aman met with the Town and Village of Sodus and the Village of Sodus Point to discuss an addendum to the current water supply contract to establish a wholesale rate into the future. The Sodus parties requested a three-year agreement with a five cent increase each year. After due discussion and deliberation, Mr. Blik moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign Addendum No. 3 to the Amended and Restated Agreement for the Sale and Purchase of Water by and among Town of Sodus, Village of Sodus Point, Village of Sodus, Town of Williamson and WCWSA.

### **WCWSA Operations Center Expansion**

Mr. Aman reported that as the board requested, he asked Paul Bringewatt to examine the feasibility of expanding the Operations Center, building a satellite office or moving to some other existing property. Mr. Bringewatt reported on this with the intention of finishing his entire study of Authority operations at a later time. A copy of Mr. Bringewatt's report is attached to these minutes. Mr. Bringewatt is of the firm opinion that expanding the existing Operations Center is the best course of action. Mr. Aman also approached Realtor Jim Homburger to investigate existing properties that might fit the Authority's needs, but there is nothing suitable available. Mr. Aman asked the board to address the MRB proposal for design of a building addition. After due discussion and deliberation, Mr. Hutteman moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to accept the MRB Group Building Addition Preliminary Program Development and Design Proposal for Programming and Conceptual Design Services at a cost of \$9,000 for Schematic Design (copy attached.)

### **Municipal Auction Results**

Mr. Monroe reported that his \$37,000 estimate of the proceeds from this year's municipal auction was low, and after the auctioneer commission the net proceeds will be \$49,770.

### **Surplus Equipment**

Mr. Monroe reported that there is a box of broken cell phones that need to be declared surplus and disposed of at AlpcO. After due discussion and deliberation, Mr. Blied moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following equipment be declared surplus and disposed of properly: a box of miscellaneous broken cell phones.

### **Miscellaneous Reports**

Mr. Monroe reported that four summer employees have been hired for hydrant maintenance, focusing on the Town of Walworth and the former village area of Lyons. One summer employee has been hired to help mow in the eastern service area.

Mr. Aman reported that Landmark Dividend has again approached him in regard to purchasing the revenue rights to the Shaker Heights water tower. The amount offered has increased again. It was the consensus of the board to reject this offer as before.

### **Recognition of Retiring Board Member**

Mr. Aman reminded the board that this meeting was the last for Mr. Walvoord. He thanked Mr. Walvoord for serving so long and well on the board and presented a plaque thanking him for his years of service to the Authority. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blied seconded and all members present unanimously approved the following resolution:

WHEREAS, Raymond Walvoord has devoted over twenty-five years of Dedicated Professional Service as a Director of the Wayne County Water & Sewer Authority; and

WHEREAS, Ray has been influential in the operations, planning and growth of the Authority from the beginning; and

WHEREAS, Ray has shown a dedication to this Authority that has allowed this Authority to maintain high standards, reasonable water and sewer rates, a safe and efficient working environment, and sound customer and employee relations; and

WHEREAS, Ray has previously announced his intentions to resign his term on the Authority Board effective May 31, 2016;

NOW, THEREFORE BE IT RESOLVED, that the Wayne County Water & Sewer Authority hereby expresses its heartfelt gratitude and thanks to Ray for his dedication, and conveys the best wishes of this board for his future happiness and success in the coming years.

There being no further business to come before it, upon a motion by Mr. Walvoord, seconded by Mr. Blik, the meeting was adjourned at 5:27 p.m.

Attachments to these minutes:

1. Paul Bringewatt May 12, 2016 report concerning Operations Center
2. MRB Group Building Addition Preliminary Program Development and Design Proposal for Programming and Conceptual Design Services

Respectfully submitted:

Demaris Verzulli, Secretary of the Meeting