

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

**Meeting of:** July 25, 2017

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

**Present:** LaVerne Blik, Robert Hutteman, Jean Johnson, Rick Stevens, David Scudder, Dan LaGasse, William Hammond

**Absent:** Mark Humbert, Kelley Allen, Members; Michael Howard, General Counsel

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

**Visitors:** Donna Johnson, Lyons National Bank Financial Services

Chairman LaVerne Blik called the meeting to order at 4:00 p.m.

**I. Chairman's Report**

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

RESOLVED, that the minutes of the June 27, 2017 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** None

**II. Treasurer's Report**

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse 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 17-1016 to 17-1170 totaling \$417,341.45.

Ms. Johnson presented the Financial Statements for the month of June. After due discussion and deliberation, Mr. Stevens 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 June 2017 be approved and accepted.

Donna Johnson, a Certified Financial Planner from Lyons National Bank Financial Services entered the meeting and explained the brokered Certificates of Deposit that LNB Financial offers. These are offered by various banks, large and small and the offerings change from day to day. The interest

rates are much more favorable than those the bank itself has offered. Anticipating Ms. Johnson's presentation to the board, and seeing how low the offered bank rates have been, Mr. Aman and Ms. LaDelfa postponed making the CD investments that the board authorized at the June meeting. The brokered investments are FDIC insured up to \$250,000 per lending institution. There can be a risk of lost principal if withdrawn prior to maturity. There is a nominal fee of \$5 per CD and a brokerage charge of \$30 per year for each account. It does not appear that this type of investment is disallowed by the Authority's Investment Policy, but board members preferred that Mr. Howard give an opinion on that. Discussion ensued. Mr. Aman will put a recommendation together with Mr. Howard's counsel and present it to the board at the next meeting.

### **III. Agenda Items**

#### **Update on Building Expansion**

Mr. Aman distributed a building project schedule. He expects the contractor to break ground in August. It is necessary to move items like the record maps out of the back part of the office area in order to locate a temporary reception area there. Mr. Ceratt described the A-Verdi office container that the Authority will be renting for storage purposes; it has windows and power and is temperature-controlled. Hopefully the new addition will be ready to occupy sometime in late December and the contractor will then begin restructuring the existing building. The goal is to have the project finished by mid-spring. Mr. Monroe reported that the site plan was presented to and approved by the Walworth Planning Board at its June meeting. Although because of the quasi-municipal status of the Authority, this is a formality, it was deemed appropriate to work with the town.

Mr. Hutteman left the meeting.

Mr. Aman reported that he, Mr. Howard, Charles Schachter of Harris Beach, and Chuck Bastian of Bernard P. Donegan had a conference call about the financing for the building. He will present projections and a final bonding resolution to the board at the August meeting. It was the consensus of the board that the financing should be for ten years. Since the roof replacements at the Red Creek Regional Wastewater Plant are included in the bonding, it is prudent to follow the SEQR process. The work at the plant is a Type II action with no significant impact to the environment and no further action is necessary. After due discussion and deliberation, Mr. Scudder moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority (the "Authority") is preparing to replace roofs on the process (main) and influent buildings and clean and recoat the exteriors of the digester structures as needed at the Red Creek Regional Wastewater Facility located at 6765 Ford Road in Red Creek, New York (collectively, the "Project"); and

WHEREAS, the Authority has examined the Project under the New York State Environmental Quality Review Act and the regulations of the Department of Environmental Conservation promulgated thereunder (collectively, "SEQR");

NOW THEREFORE, IT IS RESOLVED, that in accordance with the SEQR regulations, the Authority hereby determines that the proposed actions to be undertaken by the Authority in connection with the Project, including the financing thereof, collectively constitute a Type II action under 6 NYCRR Part 617.5(c)(2) and as such no further action or review under SEQR is required; and it is

FURTHER RESOLVED, that a notation of the determination of the action as a Type II action under 6 NYCRR Part 617.5(c)(2) shall be included in the project file.

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

Mr. Aman reported that the SEQR for the Regional Tank is a coordinated review action and all the entities involved have responded positively or not at all, as required for further SEQR action. Now a Negative Declaration can be issued. LaBella Associates is handling the SEQR process for the project

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

WHEREAS, in accordance with the New York State Environmental Quality Review regulations (SEQR), the Wayne County Water and Sewer Authority Board of Directors announced its intent to serve as Lead Agency on May 23, 2017, to conduct an environmental review of a project to construct a regional water tank and public water distribution improvements in six towns in Wayne County (Towns of Williamson, Marion, Sodus, Arcadia, Lyons and Huron); and

WHEREAS, the Board of Directors has determined that the proposed action is a Type I action as defined under SEQR, as portions of the project are located in a Wayne County Agricultural District; and

WHEREAS, the Board of Directors, in its capacity of Lead Agency, has caused to be prepared an environmental assessment of the significance of and potential environmental impact of the action described above; and

WHEREAS, on June 15, 2017, the Board of Directors notified the Involved and Interested Agencies of its intention to act as Lead Agency for this project and circulated Part 1 of the full Environmental Assessment Form. None of the Involved Agencies objected to the Wayne County Water and Sewer Authority Board of Directors serving as Lead Agency for this project. The Wayne County Water and Sewer Authority will obtain all necessary permits and approvals from Involved Agencies and will comply with agency requirements; and

WHEREAS, the Board of Directors has considered the Environmental Record prepared for this action, including any comments received from the Involved Agencies, and the proposed Negative Declaration;

NOW THEREFORE BE IT RESOLVED, the Board of Directors of the Wayne County Water and Sewer Authority declares that it will serve as Lead Agency for the water system improvements proposed in the Wayne County Regional Water Storage Tank Project; and

FURTHER RESOLVED, the Board of Directors declares that, based on the Environmental Record which has been prepared, the project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment. A Negative Declaration under SEQR is therefore issued for this project, and the Executive Director is hereby authorized and directed to prepare and issue, on behalf of the Wayne County Water and Sewer Authority, the form entitled "Negative Declaration Notice of Determination of Non-Significance."

### **Regional WWTP Feasibility Study Update**

Mr. Aman reported that this Friday is the due date for applications for the \$2.5 million Water Quality Improvement Program (WQIP) grant from the DEC. The Town of Macedon has raised a question about signing the Memorandum of Understanding (MOU) since the town has already signed a financing agreement with the EFC. Fortunately, the WQIP grant application does not require an MOU, so the WQIP application can go forward. Project participants have been in contact with the EFC to work out a solution with Macedon; the EFC encouraged everyone to be ready for the next

round of financing. The SEQR process is proceeding with a few issues to be resolved about the possible routes for sewer mains.

### **IT Services Discussion**

Mr. Ceratt reported that he has been working with the Authority's IT services contractor to explore options for the Authority's IT systems management going forward. At this time, the Authority's contractor supplies a block of hours to use for his services but he is now recommending a core management approach including more services. There is no commitment on the part of the Authority to stay with the core management approach; at any time the contract could revert to the block of hours approach.

### **Arcadia WD #12 Construction Project**

Mr. Monroe reported that work on Old Lyons Road is complete. The work has moved to Bauer Van Wickle Road, where the connection to the existing main has been made today. Next the crew will be on Van Auken Road. Although the weather has been uncooperative, the project is just about on schedule, with 997 linear feet of 8-inch and 12,922 linear feet of 12-inch pipe having been installed to date, along with 1395 feet of directional drilling.

### **Bunker Hill Tank Painting Project**

Mr. Monroe reported that he and Martin Mroczak of MRB received the final inspection report from EnSol, Inc. of Niagara Falls, the inspection firm contracted by MRB, and the report looks excellent. All that remains is site restoration and disinfection of the tank before it can go back on line.

### **Port Bay Sewers Update**

Mr. Aman reported that although the design of the project has moved along well, because of the easements that have not yet been obtained the project missed the first schedule for going to bid, which was in July. The alternate schedule plans for bidding in October of 2017. It may be necessary for the towns to go to eminent domain to obtain some of the needed easements

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

Mr. Aman reported that Phase 3 is substantially complete but before they initiate hookups, the village is waiting on the verdict of whether there are excess funds that can be used for related purposes. He has been working with Mr. Howard to update the Authority's Operations Contract with the village. After due discussion and deliberation, Mr. Stevens moved; Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign the Service Agreement with the Village of Red Creek to operate and maintain the village sewer system, pending approval of the Authority's General Counsel Michael Howard.

### **Village of Red Creek Water Operations**

Mr. Aman reported that two major water main leaks have been repaired and a couple of other known leaks that had not previously been pinpointed will be addressed this Thursday.

### **Town of Sodus Update**

Mr. Monroe reported that the Sodus workers have focused on replacing meters and maintaining hydrants, concentrating on functional aspects. Mr. Aman reported that when the Authority began Sodus operations, 287 accounts were past due. These customers were used to their unpaid bills being relieved, but the Authority cannot levy and must turn off services for non-payment. A total of 185 door hangers were hung pending turn off; this was reduced to 20 shut offs, ten of them being vacant properties. Mr. Aman commended the office and operations staff for handling this difficult transition very well.

### **Town of Macedon Route 31 Water Project Update**

Mr. Aman reported that the remainder of work includes replacing the long side water services under Route 31 and general project area restoration. He reported that Berry Plastics, thinking that the 12-inch main was already in service, ran their fire pump to test it and lowered the water pressure significantly in portions of the town for a period of time.

### **NYS Comptroller's Office Audit**

Mr. Aman reported that the audit is continuing with no clear date being set for the auditors finishing up their work. Mr. Hammond remarked that in his experience an exit interview with the board must be requested if that is desired. Mr. Aman will confirm the pre-release review with the auditors.

### **NYS Paid Benefits Law Discussion**

Mr. Aman reminded the board of the information on the new New York State Paid Benefits Law that he had distributed to the members at the June meeting. The Authority is not required, like private businesses, to provide this, but it is too early to know what other municipalities are doing. Ms. Johnson reported that the Town of Walworth will address this during budget discussions, and Wayne County Soil and Water has decided not to go with it. Mr. Aman expects to discuss this further at future meetings.

### **Personnel Discussion**

Mr. Aman reported that one of the summer employees has approached him asking if there is a full time position available. Although he has been attending college, this employee has discovered through the summer job that this work is what he would like to do full time. This employee has been doing a good job and the crew leaders have supported bringing him on full time. Mr. Aman would like to offer him a full time position at the starting wage as specified in Schedule A, while encouraging him to continue his studies in the evenings. After due discussion and deliberation, Mr. Hammond moved, Mr. LaGasse seconded, and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to hire Charles Holvey II as a full-time laborer at the agreed-upon starting wage as specified in Schedule A.

### **Monthly Report**

Mr. Monroe verbally presented his monthly report, saying that agenda items have covered much of the operational activities of the month. He reported that the crew in Lyons made a concerted effort to clean up manholes and valve boxes and move curb boxes to get them out of the roads the town is intending to pave. Seven water services were moved. Marion hydrants are about 95% serviced and painted; 75% of Lyons hydrants have been painted. Approximately two-thirds of Sodus hydrants

have been serviced or repaired. MRB Group, in conjunction with Authority staff, has adapted a Monroe County Water Authority method of lowering disinfection byproduct levels with a spray apparatus in the top of the tank; use of this innovative approach will start in the future at the Palmyra water tank.

**Miscellaneous**

Mr. Scudder reported that today there was a serious 600 gallon per minute water main break on Lake Avenue in the Village of Wolcott. He asked if the Authority had been approached to assist the village with repairs or to augment the Wolcott water supply; the answer was no.

Mr. Aman reported that he will be attending a public hearing tonight in Sodus on two new water districts including Maple Ridge Road, South Centenary Road and South Geneva Road. Apparently the town is intending to circulate petitions for at least one of the districts instead of waiting for a permissive referendum, as the petition course of action is swifter.

There being no further business to come before it, upon a motion made by Mr. Hammond and seconded by Mr. LaGasse, the meeting was adjourned at 6 p.m.

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