

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

**Meeting of:** December 17, 2019

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

**Present:** LaVerne Blik, Robert Hutteman, David Scudder, Jean Johnson, Mark Humbert, Lori Furguson, William Hammond, Dan LaGasse

**Absent:** Donald Ross

**Advisors Present:** Michael Howard, General Counsel

**Staff Present:** Martin J. Aman, Executive Director  
Jason Monroe, Director of Operations  
Peter DiBenedetto, Operational Support  
Jessica Freling, Secretary of the Meeting  
Sheryl LaDelfa, Accounting Manager (Financials portion only)

**Visitors:** David Doyle, MRB Group

Chairman LaVerne Blik called the meeting to order at 4:01 p.m. and led the Pledge of Allegiance.

**I. Chairman's Report**

**Adoption of Minutes:** After due discussion and deliberation, Mr. Hutteman moved, Ms. Furguson seconded and all members present, with the exception of Mr. LaGasse, who abstained, approved the following resolution:

RESOLVED, that the minutes of the November 26<sup>th</sup>, 2019 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. Scudder moved, Ms. Furguson 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: Vouchers 19-2102 to 19-2130 totaling \$570,035.49.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial statements for November 2019 be approved and accepted.

Mr. Humbert entered the meeting.

**III. Agenda Items**

**Western Regional WWTP Project Update**

Mr. Aman reported that there has been a fair amount of activity since the last board meeting. He referenced the articles prepared by Mr. Howard, MRB and himself that were published in the December 8 editions of the Times of Wayne County and the Sun and Record/Wayne County Mail. The press release emphasized the cooperative aspect of this project. Mr. Aman also reported that there will be a public information meeting at the Palmyra Macedon High School on December 18 and possibly a meeting with landlords to address the impact to rental properties. MRB has a presentation ready for this and a handout based on the information in the press release. Mr. Aman advised that there would likely be additional informational meetings held over the course of this project.

Mr. Aman reported that he is still waiting to hear news on the Water Infrastructure Improvement Act (WIIA) Grant that would support inclusion of the Town of Walworth in the project. He had hoped announcements would have been made already, but he is hopeful the announcements will be coming out in the near future.

Mr. Howard reported that he is starting to receive title work to identify parcels that will be transferred as part of the project. He also stated that the appraisal is underway on the Village of Palmyra site that the Authority expects to purchase for the new plant.

**Regional Water Storage Tank Update**

There was discussion regarding updating the Negative Declaration Amendment to address the addition of approximately 8,500 linear feet of water main to the project. After due discussion and deliberation Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

WHEREAS,

- 1) The Board of Directors has previously determined that it would undertake the construction of the Regional Water Storage Tank and related pumping and transmission improvements (the "Project").
- 2) In 2017, the Board of Directors declared itself Lead Agency under the State Environmental Quality Review Act (SEQRA) with respect to the environmental review of the Project, prepared a Full Environmental Assessment Form, and issued a Negative Declaration for the Project upon finding no significant adverse impact on the environment.
- 3) The Board of Directors updated the Project scope since then to encompass approximately 8,500 linear feet of additional water main installation along Heidenreich Road near the proposed Regional Water Tank within the Town of Arcadia.
- 4) At the Board of Directors' request, LaBella Associates, DPC reviewed the additional project area in relation to the 2017 SEQRA documentation and provided updated findings, as described in the December 2019 Memo attached to this Resolution. Specifically, the updated Project was re-evaluated in order to analyze those environmental resources potentially affected by the passage of time, to meet changing standards or concerns identified in recent years by agencies with review responsibilities, and to update and confirm the SEQRA findings based on the additional scope items.
- 5) The Board of Directors has considered the Environmental Record prepared including the proposed Negative Declaration Amendment.

NOW THEREFORE BE IT RESOLVED,

The WCWSA Board of Directors as Lead Agency hereby accepts the updated Environmental Assessment and accompanying December 2019 Memo submitted by LaBella Associates, DPC.

The Board of Directors hereby declares that, based on the above-referenced updated Environmental Assessment and Memo, the Project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment. An Amended Negative Declaration under SEQRA is therefore issued for the updated Project.

Mr. Howard reported that he has been working with the attorneys from the participating towns to come up with an agreement acceptable to all the participants, and including the additional water main. It will be in line with the MOUs that have been previously signed, but more descriptive and binding for the towns. He is asking that all Towns approve the agreement by mid-January. Mr. Aman asked the board for permission to sign the IMA as modified to include the additional water main. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that, subject to the review and approval by the Authority attorney, Michael Howard, the Executive Director be, and hereby is, authorized and directed to execute and deliver the Regional Water Storage System Improvements And Services Agreement, dated and effective as of January 1, 2020, with the Towns of Arcadia, Huron, Lyons, Marion, Sodus and Williamson in the form reviewed by the Authority Board.

David Doyle of MRB Group presented a proposal for the Engineering Design up to and including the bidding process for the Regional Water Storage Project, Phase 3. He reported that approval of the Services Agreement indicates that the project has progressed to a stage where it is time to start designing the project. The goal is to start construction on some of the elements in the summer of 2020. It has been decided to phase construction over three years including construction of the storage tank, the Williamson transmission system and some of the WCWSA-owned transmission system. In 2021 the pumping stations would be built and the canal crossing would be completed along with more of the WCWSA transmission system. In 2022 the plan is to complete construction on the WCWSA transmission system. MRB will be working collaboratively with WCWSA on the construction schedule. He stressed that this is just a preliminary schedule. He noted that three of the project components-- the pumping stations, the canal crossing and the tank construction, will be publicly bid. The Town of Williamson has reserved the right to utilize its own forces to construct the transmission improvements with the Town of Williamson and the Authority has reserved the right to utilize Authority personnel to construct the other transmission improvements. Construction of such water mains by the Authority would provide at least two years of construction projects. Cooperative Agreements with each affected town will be utilized to establish construction costs for the transmission improvements. Mr. Aman is seeking permission to accept the proposal and sign the agreement with MRB Group. Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that, subject to the review and approval by Authority attorney Michael Howard, the Executive Director be, and hereby is, authorized and directed to execute and deliver the Standard Form of Agreement between Owner and Engineer for Professional Services – EJCDC E-500 including the Proposal for Professional Services, Regional Water Storage Project, Phase 3- Engineering Design for a lump sum cost of \$594,000 for Basic Services and Additional Services at an estimated cost of \$77,000.

### **Red Creek Regional Plant Disinfection Improvements**

Mr. Aman had nothing new to report on this project at this time.

### **Port Bay Sewers Update**

Ms. Furguson reported that she had no further news on the project. There will be an update meeting on December 19. Mr. Monroe reported that approximately a dozen units have been hooked up to date. There are a few others that are in progress and should be completed in the coming days. Mr. Monroe also reported that he and Mr. Ceratt have worked on a process to keep track of the progress on this project. Ms. Furguson stated she has been working to get the word out that customers may begin connecting, but that there are a lot of seasonal owners in this area. She has seen grinder and lateral installations taking place on the east side and she is looking forward to more details at the December 19 meeting. Mr. Monroe reported that he is coordinating the delivery of excess units with Blue Heron. Mr. Doyle reported that 47 postcards out of the original 285 did not go out as scheduled, but have since been mailed. Phase two bids are in and they seem to be in line with the budget and reportedly the contracts were awarded at the Town of Wolcott's November board meeting. Mr. Aman and Mr. Doyle reported that they are trying to schedule a pre-construction meeting for the first week in January 2020.

### **Town of Ontario Water Supply Agreement**

Mr. Aman reported that the current Agreement for the Sale of Water from the Town of Ontario expires at the end of December 2019. In his meeting with the Town of Ontario it was agreed to extend the Agreement by two years with a five-cent increase in 2020 and a five-cent increase for 2021. Mr. Aman recommended against extending for a longer term at this time because impending new testing and reporting requirements applicable to water suppliers may mean major changes in supply costs. Mr. Aman reported that revisions to lead and copper rules are also pending. There may be more testing needed at schools and daycare centers in the future. Mr. Howard reported that at both the state and Federal level they are looking to set different standards on PFOAs, which could impact the Authority; this has been a hot topic that he has been following. Mr. Aman asked for a resolution to sign the newly extended Water Supply Agreement with the Town of Ontario. Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that, subject to the review and approval by Authority attorney Michael Howard, the Executive Director be, and hereby is, authorized and directed to sign and execute the Amended and Restated Agreement for the Sale of Water from the Ontario Water District to the Wayne County Water and Sewer Authority, effective as of January 1, 2020.

### **Miscellaneous Water Projects**

Arcadia WD 16: Mr. Monroe, with the assistance of Mr. DiBenedetto, put together a slide presentation showing some of the activity with this project. Mr. Monroe reported that the Authority has set vaults and done temporary asphalt restoration to get things back into stable condition for the winter. Outside of finalizing the vault work and completing restoration in the spring, the Arcadia 16 Project is pretty well completed.

Waste Management: Mr. Monroe reported that the Waste Management Quaker Road facility needed a greater quantity of water, and so Authority crews tied in an 8" line and repaired an under drain that was exposed. Waste Management is currently waiting on DOH approval for RPZ plans.

Town of Macedon: Mr. Monroe reported that Authority crews installed a four-inch HDPE replacement sewer force main for the Town of Macedon, extending from Pump Station 1 to discharge at a gravity manhole by the Gravino Park Driveway. In the last year or so there have been some issues with this manhole and force main; the replacement will resolve those issues.

### **Monthly Operations Report**

Mr. Monroe presented a verbal monthly report. The focus has been getting into maintenance mode. He reported that the staff has been working with David Bodak to create maintenance forms for inspecting vehicles on a regular basis and enhancing documentation procedures.

### **2020 LGRMIF (Local Records Management Improvement Fund)**

Mr. Aman reported that Jessica Freling has been working with Emily Palumbos from MRB Group on a funding application for Records Management. Mr. Aman asked that the Board approve a resolution allowing him to sign any documentation to support the application. After due discussion and deliberation Mr. Hammond moved, Mr. Humbert seconded, and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority fully supports the submission of a Local Government Records Management Improvement Fund grant application to New York State Archives through the category of Inactive Records for improved management of water and sewer records; and

WHEREAS, this competitive grant provides funds to help local governments establish records management programs, a priority for the Wayne County Water & Sewer Authority, which will assume primary responsibility for the ongoing support of this program, managing the identified records on a long-term continuing basis; and

WHEREAS, the Wayne County Water & Sewer Authority recognizes and maintains Jessica Freling as the appointed Records Management Officer, and utilizes the appropriate Records and Retention Disposition Schedule MI-1, which the Authority has adopted as well as follows; and

WHEREAS, the Authority, if awarded funding, will contract with a consultant to perform a records inventory, identify retention requirements for records, and establish and implement a Records Management Plan and related procedures;

NOW, THEREFORE BE IT RESOLVED, that Marin J. Aman, Executive Director of the Wayne County Water & Sewer Authority, is hereby authorized and directed to file an application with New York State Archives for a Local Records Management Improvement Fund Grant, and upon grant award, is directed to fulfill agency requirements with the State, implement the Records Management Plan, and maintain the results of the grant project over the long term by allocating Authority resources for continued comprehensive management of such records; and

BE IT FURTHER RESOLVED, that the Authority recognizes and fully supports the submission of a Local Records Management Improvement Fund grant application.

**Miscellaneous**

Mr. Aman stated he had a brief phone conference with State Senator Pamela Helming to thank her for supporting our projects. They also spoke about Butler Correctional and the two regional projects and emerging contaminants. State Assemblyman Brian Manktelow came in on Thursday, December 12 and discussed the same agenda items with Mr. Aman.

Mr. Bliet asked if there could be a plaque to acknowledge past board members over the years. Mr. Aman said there would be a discussion on putting this together and he would report back to the Board at a future Board meeting.

There being no further business, upon a motion by Ms. Ferguson, seconded by Mr. Hutteman, the meeting was adjourned at 5:08 p.m.

Respectfully submitted by:

  
\_\_\_\_\_  
Jessica Freling, Secretary of the Meeting