WAYNE COUNTY WATER AND SEWER AUTHORITY
BOARD MEETING MINUTES

Meeting of: May 26, 2020

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

Present: LaVerne Bliek

Participating via Conference Phone:
Robert Hutteman, Jean Johnson, David Scudder, Dan LaGasse, Mark Humbert, Donald Ross, Lori Furguson

Absent: William Hammond

Advisors Participating via Conference Phone:
Michael Howard, General Counsel

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

Visitors: None

Pursuant to the Governor's Executive Order No. 202 of March 7, 2020, declaring a State disaster emergency to address the threat that COVID-19 poses to the health and welfare of New York State residents and visitors, this meeting of the WCWSA Board of Directors was held via conference phone and recorded in accordance with the Public Officers Law, Article 7, Open Meetings Law, as amended.

Chairman LaVerne Bliek called the meeting to order at 4:00 p.m. and roll call was taken.

I. Chairman's Report

Adoption of Minutes: After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded, and all participating members, with the exception of Mr. Ross, who abstained, approved the following resolution:

> RESOLVED, that the minutes of the April 28, 2020 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: None

II. Treasurer's Report

Ms. Johnson invited questions on the warrant, which had previously been emailed to Board members for examination. After due discussion and deliberation, Ms. Furguson moved, Mr. Ross seconded and all participating members unanimously approved the following resolution:

> RESOLVED, that the following statements are hereby authorized and directed to the Treasurer for payment: Vouchers 20-720 to 20-877 totaling $1,077,884.66.

Ms. Johnson invited questions on the Financial Statements for the month of April, which had previously been emailed to the Board members. After due discussion and deliberation, Ms. Furguson moved, Mr. Ross seconded and all participating members unanimously approved the following resolution:

> RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for April 2020 be approved and accepted.

Mr. Aman reported that a Certificate of Deposit at Lyons National Bank would reach maturity next week on June 3. Ms. LaDelfa recommended reinvesting it for nine months at a rate of 0.65%. After due discussion and deliberation, Mr. Ross moved, Ms. Furguson seconded and all participating members unanimously approved the following resolution:

> RESOLVED, that the proceeds of the $500,000 Certificate of Deposit maturing on June 3, 2020 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.65% simple interest rate for a term of nine months.

III. Agenda Items

COVID-19 Update

Mr. Aman was pleased to report that Authority business was progressing much as usual, with the employees observing pandemic protocols when appropriate. Everyone is well. There was discussion about holding a face-to-face board meeting; Mr. Howard will continue to track the governor's orders and a decision will be made as the meeting date nears.

Mr. Humbert and Mr. Hutteman joined the meeting.

Employee Handbook Updates/Revisions

Mr. Aman reported that the Employee Handbook has been reviewed by David Hou at Boylan, Code, who made a number of recommendations to clarify the wording in the section on medical insurance for retirees. After due discussion and deliberation, Mr. Scudder moved, Mr. Ross seconded and all participating members unanimously approved the following resolution:

> RESOLVED, to adopt and approve, effective as of May 1, 2020, revisions to Section 312 of the Employee Handbook, Medical Insurance for Retirees, in the form attached hereto.

Mr. Howard reported that at the recommendation of the Authorities Budget Office (ABO) some technical changes were made in 2019 to the whistleblower policy. Now, following further review, Mr. Hou has recommended a number of technical revisions to incorporate those changes and to bring the policy current. After due discussion and deliberation, Mr. LaGasse moved, Ms. Furguson seconded and all participating members unanimously approved the following resolution:

> RESOLVED, to adopt and approve revisions to Section 712 of the Employee Handbook, Wrongful Conduct, Disclosure of Wrongful Conduct (Whistleblowing) & Protection from Reprisal, in the form attached hereto.

Mr. Howard reported that this change to the Employee Handbook necessitated a technical change to the Authority's Code of Ethics where it has a reference to the Whistleblower policy. After due discussion and deliberation, Ms. Johnson moved, Mr. Humbert seconded and all participating members unanimously approved the following resolution:

RESOLVED, to adopt and approve revisions to Section 1.5.1 of the Code of Ethics and Standards of Conduct in the form attached hereto to reference the updated changes to the Whistleblower Policy in the Employee Handbook.

In response to a question by Mr. Scudder, Mr. Aman confirmed that the requisite notice regarding the updated Whistleblower policy and anti-reprisal provisions would be posted in accordance with the policy. In addition, all employees will be notified in writing that the updated Handbook is available for download from the WCWSA website.

BOCES Co-Op Bid (Electricity)

Mr. Aman reported that it was time to consider renewing participation in the BOCES electricity bid as the Authority has since 2015. In response to a question from Mr. Hutteman, Mr. Aman advised that the Authority's equitable share of costs for the cooperative procurement was $1,300. Thereafter, after due discussion and deliberation, Mr. Hutteman moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

Cooperative Electricity Bid WFL 2021-12

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.

Western Regional WWTP Project Update

Mr. Aman reported that he had hoped for a positive update after a planned call with the EFC last week, but the call has been postponed until this Thursday. Because of the COVID-19 emergency, certain of the state's funding programs have been put on hold, although the impact of this to the project is not yet clear. Only a few items remain to be addressed in order to get on the EFC closing list; the IMA has been submitted and MRB has responded to a number of questions needed to secure DEC approval of the Preliminary Engineering Report. Meetings with attorneys and engineers are continuing, in order to keep the project on pace. Mr. Howard reminded the Board that most of the project costs are intended to be funded via EFC financing and that grants would come later in the program in any case. Mr. Aman will have a report next month.

Regional Water Storage Tank Update

Mr. Aman reported there has been another meeting with the attorneys involved concerning formation of the Article 12C improvement areas which will allow the towns to impose capital charges as a component of the 2021 real property tax bills of those properties benefitting from the tank project. Both Arcadia and Lyons have updated their lease agreements with the Authority to comply with funding agency requirements that agreements extend for the same duration as the financing. Mr. Aman reminded the Board that the tank itself is not scheduled to be built until next year, but in July the crew will begin installing water main in Arcadia.

Port Bay Sewers Update

Mr. Aman reported that just before the holiday weekend, the contractor, Blue Heron, failed to fully reopen a valve it had closed during a grinder pump installation. This caused a backup and over-pressure situation in one area. Ms. Furguson reported that otherwise the project is progressing reasonably well. Most of the connection notification postcards have gone out to residents and she believes restoration work is starting.

NLC Service Insurance Presentation / Discussion

Mr. Aman welcomed Ashley Shiwarski of HomeServe to the meeting to make a presentation of the National League of Cities-sponsored service line warranty program. The Onondaga County Water Authority has partnered with this organization to offer this program to their customers and reports that their volume of unaccounted-for water has decreased as a result. There is no cost to the Authority for this program, which could provide a revenue stream to the Authority. Costs to home owners range from $5.75 to $9.95 per month depending on coverage chosen; there is a 30 day waiting period and the coverage can be cancelled at any time. Mr. Howard remarked that it would be necessary to go through an RFP process to participate in this program since competitive bidding requirements have been held to apply to even "an indirect expenditure" of public funds in which a contract provides for a lesser income to a governmental unit than a competing contract might provide.

Mr. Ross exited the meeting.

Village of Palmyra Water Supply Contract

Mr. Aman reported that Mr. Howard has prepared a draft of an updated water supply contract with the Village of Palmyra. While the expiring agreement had included the Town of Palmyra, there is no need to continue to include the Town. Additionally, the expiring contract had included an increase of

1 million gallons per year as a requirement, up to 40 million. The new agreement will include the purchase of a minimum of 40 million gallons per year with no future guarantee of increases. The price will be at the blended rate, which is a weighted average of the rates from Monroe County Water Authority and the Towns of Ontario and Williamson. After due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all participating members unanimously approved the following resolution:

> RESOLVED, that the Executive Director be authorized to execute and deliver a twenty-year Water Supply Agreement with the Village of Palmyra for the purchase of 40 million gallons per year at a rate defined as the Blended Average, subject to the approval of the Authority's General Counsel Michael Howard.

Brown-Wadsworth Water District Project

Mr. DiBenedetto presented a slide show of progress on the project, while Mr. Monroe reported that up to the day before, 11,415 feet of pipe had been installed out of the 20,000 feet in the project.

Miscellaneous Water Projects

Mr. Monroe reported that pipe for the Regional Water Tank Project has been received and the bids for the appurtenances and directional drills are being prepared.

Monthly Operations Report

Mr. Monroe reported that the WCWSA portions of 79 lead water service replacements have been finished in the former Village of Lyons. Depending on the cost of the remaining private parts of the services, there could be funds available to replace a few more. Pavement restoration can be done now. In Sodus, the county is replacing a bridge on Ridge Road over Salmon Creek. The Authority accommodated the county by repairing a valve and adding a hydrant. Operation of old valves in the area in the context of this project caused valve leaks that are being addressed. Eastern crews are inspecting grinder pump installations in the Port Bay project. Mr. Ceratt reported that the annual hydrant maintenance program has started with the summer help. He has purchased a new brand of hydrant paint recommended by some other utilities and it seems to be working well.

Mr. Aman reported that two long term employees, Ken Huff and Jim Halsey, are retiring this month. He would like the minutes to include a thanks for their many years of contributions to the Authority's operations.

There being no further business, upon a motion by Mr. Scudder, seconded by Mr. Humbert, the meeting was adjourned at 5:23 p.m.

Attachments to these minutes:
1. Section 312 of the Employee Handbook: Medical Insurance for Retirees
2. Section 712 of the Employee Handbook: Wrongful Conduct, Disclosure of Wrongful Conduct (Whistleblowing) & Protection from Reprisal
3. Section 1.5.1 of the Code of Ethics and Standards of Conduct

Respectfully submitted by: Demaris Verzulli
Demaris Verzulli, Secretary of the Meeting

Effective Date: 10-01-04
Revision Date: 05-01-20

312 MEDICAL INSURANCE FOR RETIREES

Full time employees who have reached the age of 59½ and retire from the Authority after 25 or more years of continuous service with the Authority or after 25 or more years of combined continuous service with the Authority and a municipality that joins the Authority (with at least the last 5 years of those combined years spent working for the Authority), and who are retiring in accordance with the NYS Retirement System eligibility requirements, may elect to continue to be covered by the health insurance plan(s) offered to current employees.

If the retiring employee elects to continue coverage under the Authority's plan, the Authority will pay up to a maximum of $250.00 per month toward the premium for the former employee and spouse who is covered by an Authority plan at the time of the employee retirement, provided that the retired employee pays the balance of the premium due by the first day of the month of coverage. If the former employee fails to pay his or her share of the premium when due, the Authority reserves the right to cancel the coverage without notice. Once the retired employee is no longer covered by the Authority's health insurance plan, whether because the retired employee does not elect to maintain coverage, or the retired employee does not pay his or her share of the premium when due, then the retired employee's right to this benefit shall terminate and may only be reinstated by the action of the Board of the Authority, in its sole discretion. This benefit shall also terminate upon the death of the retired employee, when the retired employee is no longer eligible for coverage under the terms of the Authority's health insurance plan, or when the retired employee becomes eligible for other coverage (excluding Medicare).

Provided that the retired employee is then covered by the Authority plan, at age 65, the retired employee may continue the benefit, but must switch from regular coverage to Medicare Supplement coverage. Several different Medicare Supplement policies are available. It is the retired employee's responsibility to apply for Medicare Parts A and B, so he or she is eligible for a Medicare Supplement policy. After the retired employee has applied for such coverage, the Authority will continue to pay up to a maximum of $250.00 per month toward the cost of any approved supplemental insurance policy which covers the former employee and any spouse who is covered by an Authority plan at the time of the employee retirement from the Authority.

This contribution toward supplemental Medicare coverage shall continue until the death of the former employee and shall at that point cease in its entirety.

Proof of approved ongoing supplemental insurance coverage and the actual cost thereof shall be provided in written form to the Authority on a semi-annual basis, or as otherwise required by the Authority to verify continuing coverage.

The Authority reserves the right to modify or terminate any or all of these retirement benefits at any time with or without notice.

Effective Date: 11-23-10
Revised Date: 05-26-20

712 WRONGFUL CONDUCT, DISCLOSURE OF WRONGFUL CONDUCT (WHISTLEBLOWING) & PROTECTION FROM REPRISAL

Overview

This policy is intended to instruct WCWSA Board members and employees in wrongful conduct (theft of money / property / resources, fraud, harmful / protected actions, etc.), their responsibility to disclose wrongful conduct, their responsibility to investigate alleged wrongful conduct, and the protection of any employee who engages in good faith disclosure of alleged wrongful conduct as provided by this policy. More specifically it:

- encourages employees to disclose serious breaches of conduct covered by WCWSA policies, administrative regulations, or violations of law (theft, fraud, etc.),
- informs employees how allegations of wrongful conduct can be disclosed,
- protects employees from reprisal by adverse employment action as a result of having disclosed wrongful conduct, and
- provides individuals who believe they have been subject to reprisal a fair process to seek relief from retaliatory acts.

Statement of Policy

The WCWSA has developed policies and procedures for standards of conduct and behavior. Additionally, Board members and employees are expected to abide by applicable state and federal laws. A Board member and employee cannot be compelled by a supervisor or official to violate a WCWSA policy, regulation, an applicable law, or public policy. In the interest of the WCWSA, a Board member, or employee who has particular knowledge of specific acts which he or she reasonably believes constitute wrongful conduct shall disclose the conduct to the appropriate WCWSA official or appointee defined under this policy in a prompt and timely manner. If an adverse employment action is taken against a WCWSA employee in knowing retaliation for his or her good faith disclosure of information to a designated WCWSA official or appointee concerning alleged wrongful conduct, as defined under this policy, and if the employee's work performance or behavior did not warrant the adverse action, then the WCWSA shall take remedial action for the employee and corrective action against the supervisor.

The Executive Director may devise additional administrative regulations and procedures for handling disclosures and responding to complaints of reprisal or retaliation, as long as such procedures conform with the guidelines detailed below. This policy, and other relevant regulations and procedures shall be discussed with employees at the time of their hiring, published in employee handbooks, posted in employee lounges and workspaces, and a copy given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis.

It is recommended that the WCWSA Board periodically evaluate the effectiveness of this policy and procedures. The designees and appointees responsible for implementation of this policy should be part of this process.

Wrongful Conduct

Wrongful conduct is defined in this policy to be:

- theft of WCWSA money, property, resources, or authority, or fraud, or the use of WCWSA money, property, resources, or authority for personal gain or other non WCWSA related purpose except as provided under WCWSA policy

- corruption, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information or abuse of authority
- a serious violation of WCWSA policy, regulation, and/or procedure
- a violation of applicable state and federal laws

Disclosure and Disclosure Investigation (Whistle Blowing)

- The WCWSA has policies, regulations, and procedures for maintaining standards of conduct, many of which are set forth in the Employee Handbook. Examples include policies on sexual and other unlawful harassment, policies on drug and alcohol use, policies prohibiting discrimination, and policies for the protection of WCWSA money, resources and services. When feasible, the procedures set out in the applicable policy should be followed to disclose violations.

In matters relating to wrongful conduct as defined in the section above, mismanagement of WCWSA resources, or an abuse of authority which is not covered by specific WCWSA policy, then disclosure of the violation should be made to the Executive Director, unless the Executive Director is the person violating the policy or engaging in wrongful conduct, in which case disclosure of the violation should be made to the Chairman of the WCWSA Board. It shall be the responsibility of the Executive Director and/or Chairman, as applicable, to receive such disclosures and to ensure that there is an investigation of the alleged disclosure of wrongful conduct (hereinafter referred to as a "disclosure investigation").

The Executive Director (unless the disclosure is against actions of the Executive Director) or WCWSA Board Chairman (the "Investigating Officer") who receives an alleged disclosure of wrongful conduct shall:

1) keep confidential the identity of the person making the disclosure,

2) maintain a written record of the allegation,

3) and conduct an investigation or ensure that the appropriate unit (auditors, police, etc.) investigates the disclosure in a timely and reasonable manner, and

4) notify the Board and appropriate Board members at a time considered to be appropriate by the Investigating Officer.

In matters of disclosure, the Investigating Officer will make all reasonable attempts to maintain the identity of the employee making the disclosure in a confidential manner, as long as such maintaining this confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action. In the event that the identity of the employee making the disclosure is known, upon the conclusion of the investigation the Investigating Officer will notify, in writing, the employee or employees who made the disclosure of the determination and retain a copy of that notification. Similarly, where an individual has knowledge that he or she is being investigated for wrongful conduct, that individual should be notified of the determination of the disclosure investigation at a time considered to be appropriate by the Investigating Officer so that any notice would not compromise any further actions deemed appropriate by the Investigating Officer.

It should be noted that a disclosure warranting a disclosure investigation is not the same as making a complaint of reprisal for disclosure. A complaint of reprisal for disclosure requires an adverse employment action as a result of the disclosure before it can be pursued as a complaint of reprisal.

Anti-Reprisal Provisions

Pursuant to Public Authorities Law Section 2857, as amended, the WCWSA shall not retaliate against any whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority, nor shall the WCWSA interfere with the right of any employee by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are

strictly prohibited and:

1) No employee who in good faith discloses potential violations of this Whistleblower Policy or other instances of potential wrongdoing, shall suffer harassment, discrimination, retaliation or adverse personnel action such as a denial of promotion, denial of benefits, demotion, suspension or discharge.

2) All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by this WCWSA.

3) Any employee who retaliates against or had attempted to interfere with any individual for having in good faith disclosed potential violations of this Whistleblower Policy or other instances of potential wrongdoing is subject to discipline, which may include termination of employment.

4) Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

Complaints of Reprisal

1. An employee who has been subjected to an adverse employment action based on his or her prior disclosure of an alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Chairman of the WCWSA. The Chairman, or his or her designee, will review the complaint expeditiously to determine:
   - Whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken
   - Whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee
   - Whether the complainant has in fact suffered an adverse employment action after having made the disclosure
   - Whether the complainant alleges that adverse employment action occurred as a result of the disclosure

2. Within 30 days from the receipt of the complaint, if the Chairman (or designee) determines that all of the above elements are present, the Chairman should appoint a review officer or panel to investigate the claim and make a recommendation to the WCWSA Board.

3. At the time of appointing a review officer or panel, the Chairman should inform, in writing, the complaining party and responding party of:
   - the intent to proceed with an investigation,
   - the specific allegations to be investigated,
   - the appointment of the review officer or panel, and
   - allowing each party the written opportunity to support or respond to the allegations.

4. In situations where impartiality of the review officer or panel is questioned and there are sufficient factual basis to support external review, the Chairman could call for review by an external party. In this case, the costs should be incurred by the WCWSA.

5. The WCWSA Board can define the standards for the review process.

6. Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the Chairman of its completion. From the date of that notice, the review officer has thirty (30) days to report his or her findings and make any recommendation he or she deems appropriate to the Chairman. The Chairman, in conferral with the appropriate administrator should issue a letter of findings to both the complainant and the respondent.

7. A decision at this stage is appealable to the full WCWSA Board on procedural grounds only.

8. Nothing in this policy is intended to interfere with legitimate employment decisions.

Other Legal Rights Not Impaired

This Whistleblower Policy and the procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

1. Specifically, these Whistleblower Policy and Procedures are not intended to limit any rights or remedies that an individual may have under the laws of the State of New York, including but not limited to the following provisions: Civil Service Law § 75-b, Labor Law § 740, State Finance Law § 191 (commonly known as the "False Claims Act"), and Executive Law § 55(1).

2. With respect to any rights or remedies that an individual may have pursuant to Civil Service Law § 75-b or Labor Law § 740, any employee who wishes to preserve such rights shall prior to disclosing information to a government body, have made a good faith effort to provide the Executive Director or his or her designee the information to be disclosed and shall provide the Executive Director or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety. (*See* Civil Service Law § 75-b[2][b]; Labor Law § 740[3]).

WAYNE COUNTY WATER & SEWER AUTHORITY ADMINISTRATIVE REGULATION

WRONGFUL CONDUCT, DISCLOSURE OF WRONGFUL CONDUCT (WHISTLE BLOWING) AND PROTECTION FROM REPRISAL NOTICES

Date adopted: November 23, 2010
Last revised: May 26, 2020

To make clear the WCWSA Board's position on wrongful conduct, disclosure of wrongful conduct (whistle blowing), and protection from reprisal, the following message in a format of an 8 ½ inch by 11 inch printed notice shall be:

- Inserted as a page in all employee manuals;
- Posted in all employee lounges and break rooms;
- Discussed with all new employees at their orientation; and
- Posted in all WCWSA offices, and Executive Director's Office

STOP
THEFT and FRAUD

We urge employees to report theft or fraud (or suspected theft or fraud) of WCWSA money, equipment, resources, materials, or supplies, or the use of WCWSA paid work time for personal gain or profit, to authorities or police authorities. It is against the law to steal from the WCWSA or use WCWSA money, equipment, materials, or supplies, or paid work time for personal gain or profit. Every employee has a responsibility to protect what rightfully belongs to the public.

REPORT

By WCWSA policy you can report theft or fraud (or suspected theft or fraud) of money, equipment, resources, materials, or supplies, or the use of WCWSA paid work time for personal gain or profit to the following Board Officers or Appointees. They must strive to keep your identity confidential:

Martin J. Aman, Executive Director
Wayne County Water and Sewer Authority
3377 Daansen Road
Walworth, New York 14568
(315) 986-1929

LaVerne Bliek, Authority Chairman
5126 Steurrys Road
Marion, N.Y. 14505
(315) 597-2324

Place a telephone call, or send a note or letter

YOU ARE PROTECTED

By WCWSA policy you are protected from any job reprisals as a result of your reporting or disclosure of theft or fraud (or suspected theft or fraud).

CODE OF ETHICS

1.5.1 Section 2824(e) of the New York Public Authorities Law requires the Board to adopt written policies and procedures protecting employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or Board Member of the Authority. To that end, the Authority has adopted the Whistleblower Policy And Procedures ("Whistleblower Policy"), dated November 23, 2010 and last revised May 26, 2020.