

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

**Meeting of:** September 22, 2020

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

**Present:** LaVerne Blik, Jean Johnson, David Scudder, Lori Furguson

**Participating via Conference Phone:**  
Mark Humbert, Dan LaGasse, Donald Ross, William Hammond

**Absent:** Robert Hutteman

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

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

**Visitors:** Via Conference call: unidentified participant

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 Blik called the meeting to order at 4:00 p.m. and roll call was taken. Mr. Blik led the meeting in the Pledge of Allegiance.

**I. Chairman's Report**

**Adoption of Minutes:** After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded, and all participating members unanimously approved the following resolution:

RESOLVED, that the minutes of the August 25, 2020 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** Mr. Aman reported that he and Mr. Howard had received notice that the State Comptroller approved the Authority's financing through EFC and the closing scheduled for this Thursday, September 24 can proceed.

**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. Scudder 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 20-1339 to 20-1472 totaling \$541,940.89.

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

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

### **III. Agenda Items**

#### **COVID-19 Update**

Mr. Aman reported that Authority employees continue to take appropriate precautions and there have been no recent instances of infection in employees or their families. Mr. Ceratt reported that a shipment of KN95 masks donated by Xylem Inc. to New York WARN participants was distributed by the Authority with his assistance to larger authorities across the state. Mr. Aman reported that recently passed state legislation is requiring public entities to have a plan and protocols to handle situations like the current pandemic; this plan must be prepared within 150 days.

#### **Western Regional WWTP Project Update**

Mr. Aman reported that the biggest news is the closing on the short-term borrowing this coming Thursday. This will be a BAN of just under \$37 million, with half at a zero interest rate and half with a very favorable interest rate of 0.33%. He has been attending project meetings on a biweekly basis and he and Mr. Howard have been fine-tuning the proposed agreement with Walworth and Macedon to address the issue of the lack of a joint district. Within a few days it should be ready for those town attorneys to review. Tomorrow evening, Wednesday, September 23, the Authority is hosting a public information presentation via Zoom, targeted toward the sewer customers who currently receive service from the Walworth treatment plant. Mr. Scudder inquired about the status of land purchases for the project; Mr. Aman reported that the Village of Palmyra has discussed the Authority's preferred parcel configuration and purchase price with its board, and Mr. Howard remarked that there would be a purchase agreement for the Board to consider at the next meeting.

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

Mr. Aman reported that crews continue to install pipe in the project, although this has progressed slowly due to the close proximity of buried cable and phone lines. He has met with the engineers to discuss pump station details and chlorination, mixing and aeration to remove THMs. All the participating municipalities have completed the establishment of the Article 12-C improvement areas.

#### **Port Bay Sewers Update**

Ms. Furguson reported that construction of Phase 1 is complete and construction on Phase 2 continues. There was discussion of odor control; with low flows this is a problem. Mr. Aman described two initiatives to help solve this problem. First, sampling equipment can be purchased with surplus reserve funds and this would enable timely sampling of the key points in the system. Second, mixing at the pump stations is very important and the original plans have changed to allow purchase of more effective mixing equipment.

### **Miscellaneous Water Projects**

Brown-Wadsworth Project: Mr. Monroe reported that restoration is virtually complete and the request for final payment was submitted to and approved by the Town of Wolcott so the project can be closed out.

Arcadia 16 Project: Mr. Monroe reported that the last paving restoration has been completed. He is in the process of documenting the additional work the DOT requested so this project can be closed out. Mr. Scudder inquired if the location of newly installed improvements and mapping thereof was considered to be part of the close out of the project. Mr. Monroe replied that it is part of the contract the town has with MRB Group and not considered part of the Authority's Construction Agreement.

Regional Tank Project: Mr. Monroe reported that a combination of 8-inch and 12-inch pipe has been laid for a total of 7,000 feet. Two of the sixteen directional drills in the project have also been completed by the contractor. He and Mr. DiBenedetto have been working with the Town of Williamson to expedite and coordinate the installation of the 16-inch main in that town.

### **Monthly Operations Report**

Mr. DiBenedetto displayed photos for the Board as Mr. Monroe reported on the monthly operations. Crews have been installing six to eight water services each week. A crew worked with the Wayne County Highway Department and the Village of Palmyra to relocate the Village's raw water main, around which a culvert had been assembled, leaving a section of main exposed inside the culvert pipe under Johnson Road. The main was moved to underneath the culvert. The relocation of the 10-inch water main in the contaminated area in the former Village of Lyons has been completed, as well as restoration in that project and at various locations where the lead water services were replaced.

### **Miscellaneous Meetings**

Mr. Aman reported that there was a meeting today with Baldwin-Richardson Foods to discuss the need for enhanced pre-treatment due to the strength and composition of their wastewater, which presents a challenge for the Walworth Wastewater Treatment Plant now and the Western Regional Plant in the future.

### **Set Audit Committee Meeting**

Mr. Aman reminded the Board that the Audit Committee meets in October with representatives of the Authority's auditors to review the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash and to review and discuss Audit procedures and audit and non-audit services. After due discussion and deliberation, Ms. Furguson moved, Mr. Scudder seconded and all participating members unanimously approved the following resolution:

RESOLVED, that a meeting of the Audit Committee of the Wayne County Water and Sewer Authority be scheduled for 3:30 p.m. prior to the October 27, 2020 meeting of the full board.

### **Set Finance Committee Meeting**

Mr. Aman reminded the Board that the Finance Committee typically meets in the week before the October board meeting to review the budget for the following year. After due discussion and deliberation, Ms. Furguson moved, Ms. Johnson seconded and all participating members unanimously approved the following resolution:

RESOLVED, that a meeting of the Finance Committee of the Wayne County Water and Sewer Authority be scheduled for 10 a.m. on Thursday, October 22, 2020.

There being no further business, upon a motion by Mr. Ross, seconded by Ms. Furguson, the meeting was adjourned at 4:43 p.m.

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