

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

Meeting of: November 23, 2021

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

Present: LaVerne Blik, Robert Hutteman, David Scudder, Jean Johnson, Dan LaGasse, Mark Humbert, Donald Ross

Participating via Conference Phone:
Lori Furguson

Absent: William Hammond

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Derek Ceratt, Technical Director
Sheryl LaDelfa, Accounting Manager
Demaris Verzulli, Secretary of the Meeting

Visitors: None

Chairman LaVerne Blik called the meeting to order at 4:00 p.m. and led the meeting in the Pledge of Allegiance.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the October 26, 2021 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence

Mr. Aman announced that on November 11, Tom Gowan, who came to the Authority with the Village of Lyons water system, retired, and as of Monday, November 29 Dan DeMay will retire from the Authority as well. Mr. Aman noted that Dan has been a key part of the Authority for most of its established life and as a system operator has been an integral player in monitoring water quality and keeping Authority water safe throughout the years. After due discussion and deliberation, Mr. Ross moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority formally recognizes the 26 plus years of dedicated service by Dan DeMay to this Authority and hereby thanks him or his many contributions to the growth and success of the Authority.

Be it further RESOLVED, that the WCWSA board extends its wishes to Dan for a wonderful retirement.

II. Treasurer's Report

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

RESOLVED, that the following claims are hereby authorized and directed to the Treasurer for payment: Vouchers 21-1795 to 21-1959 for a total of \$1,314,567.93.

Ms. LaDelfa reported that since the last meeting Authority payments seem to be getting through the mail better. She thanked Mr. Howard for his helpful information. Mr. Aman remarked that even so, over thirty customers called after receiving payment reminders, reporting that they had actually mailed checks.

Ms. Johnson invited questions on the Financial Statements for the month of October, which had previously been emailed to the Board members for examination. After due discussion and deliberation, Mr. Hutteman moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for October 2021 be approved and accepted.

Ms. LaDelfa reported that a Certificate of Deposit at Lyons National Bank would reach maturity next month on December 4. Mr. Aman added that this would be a good time to transfer some funds into reserve, and add that to this Certificate. After due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all participating members unanimously approved the following resolution:

RESOLVED, to transfer funds in the amount of \$500,000 from operating funds into the Capital Reserve account.

Ms. LaDelfa reported that the bank had offered a rate of 0.20% for three-, six- and nine-month certificates. Discussion ensued. After due discussion and deliberation, Mr. LaGasse moved, Ms. Johnson seconded and all participating members unanimously approved the following resolution:

RESOLVED, that \$500,000 from the Capital Reserve account plus the proceeds of the \$500,000 Certificate of Deposit maturing on December 4, 2021 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.20% simple interest rate for a term of nine months.

III. Executive Session

Mr. Blik requested that the Board adjourn into an Executive Session. At 4:23 p.m. Mr. LaGasse moved, Mr. Hutteman seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the Board enter into Executive Session for discussion with counsel in regard to the employment history of particular persons.

Mr. Humbert entered the meeting at 4:25 p.m.

At 5:04 p.m. Mr. Scudder moved, Mr. Humbert seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the Board return to Open Session.

IV. Agenda Items

Regional Water Storage Tank Update

Mr. Aman reported that bids were received for spray foam insulation for the Sodus Pump Station Building. Mr. DiBenedetto described the bidding process; eleven potential bidders were contacted and ultimately four bids were received. The low bidder, Eco-Tec, has completed projects all over western New York. Discussion of spray foaming ensued. After due discussion and deliberation, Mr. Hutteman moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS, the Members of the Authority, in accordance with Article 8 of the Authority's Procurement Policy, make the following determinations: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority's Procurement Policy; (iii) the proposed awardee has disclosed all information required by the Authority's Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority's Procurement Policy;

THEREFORE, BE IT RESOLVED, that the Sodus Pump Station Building Spray Foam Insulation Bid be awarded to Eco-Tec Insulation Technologies, 6 Fernly Park, Fairport, New York 14450 for the amount of \$48,345.00.

Mr. Aman reported that the testing of the water in the tank came back with high chloroform levels, likely because the water had been super chlorinated. Now that the tank has been vented, new samples will be taken. Mr. Monroe is researching suitable mixing equipment. The main installation crew hopes to begin breaking rock on Route 88 after Thanksgiving, with rented equipment.

Western Regional WWTP Project Update

Mr. Aman reported that Mr. Howard has had a number of meetings with the surveyors and engineers to finalize the description of the Walworth pump station parcel the Authority will be leasing. This will hopefully be finalized in December. He reported that he got a call from Will Saar from the DEC reporting that its maps had been re-drawn from the current census data, and a portion of the Village of Palmyra is now in an Environmental Justice Area. A Public Participation Plan must be submitted for this limited area, but a possibility is that this designation could be a foundation for grants in the future. Mr. Aman has not yet received word on the DEC review of the plans and specifications. He advised the Board that the Authority's plant operators would need to be certified at a 4A level, which requires passing an examination and completing practical experience in a 4A level plant. The Village of Newark plant is a 4A and Mr. Aman and Mr. Hutteman have discussed Authority operators spending time in that plant. Mr. Hutteman initiated a discussion about easements held by the towns involved in the project. Mr. Aman reported that the funding for the Records Management grant the Authority received has come through, and that project will include cataloging of all archived easements. Mr. Howard reported that in his meetings with the engineers, the location of necessary utilities and easements required both for operation of the Walworth pump station and retained town property have been defined and shown on the survey. In addition, required appurtenant easements required for the ongoing

operation of the pump station have been included in the legal description. This should facilitate review and approval by the town attorney. Mr. Aman reported that there will be an informational meeting held at the Walworth Town Hall on November 30 for all the municipalities involved, which should be particularly helpful to update the newly elected board members and the incoming Walworth Supervisor.

Red Creek WWTP Improvement Project

Mr. Aman reported that the pre-construction meeting had been held with Spensieri Diversified and Concord Electric, the contractors. This project will probably begin in March, 2022. There is a long lead time on the UV equipment.

Huron Water District #8

Mr. Monroe reported that the final walk-throughs were successfully completed and the final cleanup will be done in the spring.

Miscellaneous Meetings

Mr. Aman reported that there have been multiple meetings about new water districts. Arcadia District 15 is progressing, Huron 9 representatives are working to obtain the required number of signatures and Wolcott Blind Sodus Bay has enough signatures. That will not be an Authority project; in 2022 the Authority will focus on water main installation on Route 88, some smaller projects and possibly a 1600-foot Palmyra raw water main project.

Monthly Operations

Mr. Monroe reported that operations focused on restoration, with blacktop and seeding. Mr. DiBenedetto showed photos of a valve change out in Sodus and a complicated water service installation in the Walworth hamlet where the record maps had not been updated when a section of water main was replaced and abandoned. The new sewer crawler camera was utilized successfully to explore the abandoned main and discern its extent. Mr. Monroe is prepared to utilize the camera and the newly purchased used trailer to look at some problematic sewer areas. He reported that the motor of the Authority's hydroseeder had blown a rod, disabling it and necessitating borrowing equipment from Wayne County Soil and Water to complete the restoration. Fortuitously, David Bodak explored an online auction and placed a successful bid for an 800-gallon unit at approximately one-tenth of the cost of new equipment. Mr. Ceratt reported that at a future Board meeting he will give the Board a report on progress with the GIS project.

There being no further business, upon a motion by Mr. Scudder, seconded by Mr. Hutteman, the meeting was adjourned at 5:42 p.m.

Respectfully submitted by: 
Demaris Verzulli, Secretary of the Meeting