

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

Meeting of: February 24, 2015

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

Present: David Lyon, Raymond Walvoord, LaVerne Blik, Jean Johnson, Mark Graf, David Scudder

Absent: Robert Hutteman, Rick Stevens

Advisors Present: Michael Howard, Boylan Code

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Demaris Verzulli, Secretary of the Meeting

Visitors: None

Chairman David Lyon called the meeting to order at 4:00 p.m.

I. Chairman's Report

Adoption of Minutes: Mr. Blik moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the January 27, 2015 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman reported that he has been informed via the Wayne County Board of Supervisors minutes that Gerald Fremouw, mayor of the Village of Clyde, has been appointed to fill the remaining year of Mr. Fabino's term on the Authority board. So far, Mr. Aman has been unable to connect with Mr. Fremouw, who is not officially a member until he signs the oath of office.

II. Treasurer's Report

Mr. Graf entered the meeting.

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Blik moved, Mr. Graf 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 15-106 to 15-200 totaling \$475,450.01.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for January 2015 be approved and accepted.

III. Agenda Items

Butler Correctional Facility Discussion

Mr. Aman had nothing new to report but reminded the board that the Authority has a pending grant application for replacement of equipment at the Regional Wastewater Treatment Plant.

Village of Wolcott Sewers Update

Mr. Aman reported that there has been some progress made in spite of the weather, and no decision has been made on what to do about bypassing flows if that becomes necessitated by construction.

Blind Sodus Bay Sewers Update

Mr. Aman reported that the bid for the project has been awarded to Marcellus Construction Co. of Adams, New York, and work should start when weather permits. The Town of Wolcott is working on a sewer ordinance. Mr. Scudder remarked that he hoped the towns of Wolcott and Huron would set the same rules for sewer use. Mr. Aman reported that it was now appropriate to set a sewer rate for the project area. It has been agreed upon in correspondence with the town. This is a benefit rate covering both operation and maintenance and treatment and based on a water use of 50,000 gallons per year at \$5.00 per thousand. This is a total of \$250 per year, billed on a quarterly basis of \$62.50 per quarter. While this is not the same rate charged in other areas, it is the same method of computing a rate. After due discussion and deliberation, Mr. Scudder moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that the initial sewer rate for the Blind Sodus Bay Sewer Service Area be set at \$250.00 per year, billed on a basis of \$62.50 per quarter, and this rate be added to the Sewer Rate Schedule of the Wayne County Water and Sewer Authority.

Port Bay Sewers Update

Mr. Aman reported that there has been an agreement drafted between the Towns of Wolcott and Huron and the Authority in regard to the Port Bay Sewer Improvements. Mr. Howard has reviewed this with Mr. Aman. It addresses payment and construction terms and conditions, SEQR, and other terms. The Authority's responsibilities spelled out in this agreement are minimal, including consent to Wolcott acting as lead agency for SEQR review, cooperation in obtaining approvals and permits, and that the Authority will have separate service agreements with the towns for operation, maintenance of the system and treatment of the wastewater. After due discussion and deliberation, Mr. Blik moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign the Agreement Regarding Port Bay Sanitary Sewer Improvements, with the Towns of Wolcott and Huron.

Marion Water Project – Marion Sodus Joint Owls Nest Area Project

Mr. Monroe reported that six bids were received on Thursday, February 19 for the materials for this construction project and other capital projects for the year. Bids were taken by the item, giving each bidder the opportunity to supply some of the materials. One low bid was rejected because the material did not meet specifications. The total of the low bid prices is \$134,623.68. After due discussion and deliberation, Mr. Graf moved, Mr. Blied 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 awardees have been found to be responsible; (ii) the proposed awardees have complied with the Authority's Procurement Policy; (iii) the proposed awardees have 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 bid for materials for the Marion Sodus Joint Owls Nest Area Project and other capital projects be awarded to the lowest responsible bidders whose materials meet the Authority's specifications as follows:

Blair Supply Corp.			Unit Price	Subtotal	
2-piece Valve Box with Lid	21	ea	\$75.75	\$1,590.75	
Hydrant Unit, from MJ Inlet to Bonnet	49	ea	\$1,629.00	\$79,821.00	
				\$81,411.75	Total

Vellano Corporation			Unit Price	Subtotal	
8" Mechanical Gasket Pack with 4" T-Bolts	256	ea	\$8.20	\$2,099.20	Total

Martisco Corporation			Unit Price	Subtotal	
1" SS Tapping Saddle for 8" PVC	29	ea	\$44.00	\$1,276.00	
Underground Warning Tape	35,000	ft	\$0.04	\$1,400.00	
				\$2,676.00	Total

Ti-Sales, Inc.			Unit Price	Subtotal	
6" Mechanical Gasket Pack with 4-1/2" T-Bolts	160	ea	\$8.67	\$1,387.20	Total

HD Supply Waterworks			Unit Price	Subtotal	
6" Gate Valve MJ x MJ	51	ea	\$455.00	\$23,205.00	
8" MJ Restraints for PVC	212	ea	\$28.75	\$6,095.00	
8" Mechanical Gasket Pack with 6" T-Bolts	12	ea	\$12.45	\$149.40	
6" x 3 ft Anchor Pipe	45	ea	\$115.00	\$5,175.00	
6" x 2 ft Anchor Pipe	3	ea	\$94.50	\$283.50	
1" Corporation Stop - Lead Free Brass	29	ea	\$34.75	\$1,007.75	
				\$35,915.65	Total

EJ Prescott			Unit Price	Subtotal
8" MJ x 8" MJ x 8" MJ Tee	2	ea	\$112.71	\$225.42
8" 22-1/2 degree MJ bend	10	ea	\$60.00	\$600.00
8" 11-1/4 degree MJ bend	10	ea	\$54.43	\$544.30
8" 45 degree MJ bend	10	ea	\$61.29	\$612.90
6" 45 degree MJ bend	2	ea	\$42.00	\$84.00
8" MJ x MJ Solid Sleeve	14	ea	\$76.71	\$1,073.94
6" MJ Restraints for PVC	10	ea	\$20.26	\$202.60
8" x 6" x 8" Anchor Tee	50	ea	\$108.43	\$5,421.50
6" x 6" x 6" Anchor Tee	1	ea	\$86.57	\$86.57
6" x 1 ft Anchor Pipe	2	ea	\$75.43	\$150.86
1" Curb Stop - Lead Free Brass	29	ea	\$68.47	\$1,985.63
1" Polyethylene CTS 200 psi Water Service Tubing	290	ft	\$0.29	\$84.10
1" SS Insert	58	ea	\$1.07	\$62.06
				\$11,133.88
				Total

Mr. Aman reported that David Doyle from MRB Group had called this day and told him that the USDA and NYSDOH had approved the plans for the project. He asked the board to give him authority to prepare a construction proposal and to sign any agreements or documents concerning the project. After due discussion and deliberation, Mr. Walvoord moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to prepare a construction proposal and enter into and sign the documents for a cooperative agreement with the Towns of Marion and Sodus for the construction of Marion Sodus Joint Owls Nest Area Project; and be it further

RESOLVED, that the Executive Director be authorized to execute any bonds, sureties or other documents as required for this project.

Canandaigua Road Bridge Replacement Project

Mr. Aman remarked about an article in the current issue of the Wayne Times reporting that the bridge replacement will start in 2015 as planned, but would not be completed until 2016. The Authority has submitted an application for a permit from the DEC allowing the Authority to cross a ditch in the wetlands. It is appropriate for the Authority to review the SEQR process to determine if there is an environmental impact. Since this project involves in kind replacement of an existing water main, it has been determined that this project is a Type II action requiring no further action. After due discussion and deliberation, Mr. Scudder moved, Mr. Bliet seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority is preparing to replace a water main under the Erie Canal in conjunction with the Canandaigua Road Bridge Replacement Project; and

WHEREAS, the Authority has examined the project under the New York State Environmental Quality Review (SEQR) review process; and

WHEREAS, in accordance with SEQR regulations the WCW&SA has determined that the proposed action is a Type II action under 6 NYCRR Part 617.5(c)(2) with no significant environmental impact and no further action is required; therefore let it be

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

Town/Village of Lyons Update

Mr. Aman reported that he had received a draft of an agreement between the town and village allowing for a transfer of ownership of the water distribution system and wastewater treatment plant and collection system. The Authority is referenced in this agreement only because the Authority is planning to hire current village employees to operate these systems. The eventual operations agreement with the Town of Lyons will be drafted in the near future and the Town will retain ownership of the facilities.

Schedule Governance Committee Meeting

Mr. Aman reminded the board that the ABO requires an assessment of the board by its members to be filed by the end of March. This is a duty of the Governance Committee. Mr. Howard is of the opinion that a meeting is not necessary to compile this assessment, but there is some new ABO Guidance to discuss with the committee, and it is the duty of the committee to review the Code of Ethics and other policies. A meeting later in the year would be appropriate, after the new board member Mr. Fremouw takes the oath of office and is appointed to the vacancy in the committee. It was the consensus of the board that the Governance Committee meeting should be scheduled for 3:15 p.m. before the regular board meeting in May.

Mr. Aman reminded the members of the Audit Committee of the meeting scheduled at 3:30 p.m. before the regular board meeting March 24, 2015.

Ongoing Projects and Miscellaneous Meetings

Mr. Aman reported that tomorrow he and Mr. Monroe would meet with the Wayne County Highway Department to review projects planned for this year.

Monthly Report

Mr. Monroe presented his monthly report. The Operations Group has been busy with vehicle and equipment maintenance and keeping the tank sites and pumps stations clear of snow. There were three water service leaks in the past month, and three hydrants hit by motor vehicles. There were no new water service installations. The crews have also been busy with frozen water services; the Village of Palmyra has been especially hard hit. Over one weekend the Authority supplied the Village of Wolcott with water from the Town of Rose while the Village intake in Lake Ontario was experiencing issues with ice. Conversations with operators of Authority suppliers have revealed similar issues with ice at their intake facilities, but none that have impacted supplying the Authority's operating areas. Mr. Aman reported that notices asking residents to clear out the hydrants near their homes were published in the Authority's legal papers and on the web site as well.

There being no further business to come before it, upon a motion by Mr. Walvoord, seconded Mr. Graf, the meeting was adjourned at 5:05 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting