

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

**Meeting of:** March 24, 2015

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

**Present:** David Lyon, Jean Johnson, LaVerne Blied, Rick Stevens, Mark Graf, David Scudder

**Absent:** Raymond Walvoord, Robert Hutteman

**Advisors Present:** Michael Howard, Boylan Code

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

**Visitors:** None

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

**I. Chairman's Report**

**Adoption of Minutes:** Mr. Stevens moved, Mr. Graf seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the February 24, 2015 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** Mr. Aman reported that he, Mr. Monroe and Dan DeMay had a meeting this morning with representatives of E. J. Prescott, the Sensus meter distributor. Sensus has terminated EJP as the New York distributor, but the representatives assured the Authority that they will continue to support the Authority in the near future. Mr. Aman will be contacting Sensus for further information on this.

Mr. Howard received an email from Jackie Ponte at Rural Development in Washington, DC, from whom he has been awaiting information on the situation in Arcadia in regard to excluding village population from the town's application for funding. Her email gave him hope that the new administration that will take office in a few weeks will continue to be supportive of the effort to clarify the population questions.

**II. 2014 Year End Financial Reports**

Mr. Blied reported that the Audit Committee had reviewed the 2014 Financial Statements with Thomas Lauffer of Raymond F. Wager CPA and recommends that the Board accept the Statements. After due discussion and deliberation, Mr. Blied moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

RESOLVED, to accept the recommendation of the Audit Committee and approve the 2014 Financial Statements, including the Executive Summary and the Internal Control Communication as prepared by Raymond F. Wager CPA, and following such approval and certification by the Chief Executive Officer/Chief Financial Officer of the Authority, such

documents be filed with the Authority Budget Office and other designated recipients as required by the Public Authorities Accountability Act.

### **III. Treasurer's Report**

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Stevens 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 15-201 to 15-312 totaling \$407,304.83.

Ms. Johnson presented the Financial Statements for the month of February. After due discussion and deliberation, Mr. Stevens 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 February 2015 be approved and accepted.

Ms. LaDelfa reminded the board that Chase Bank is changing the way it handles municipal accounts and it is prudent for the Authority to transfer accounts to a different bank. She and Mr. Aman have been exploring options and have decided that Lyons National Bank is the best choice. Ms. Johnson reported that the Town of Walworth is also moving accounts to Lyons National. After due discussion and deliberation, Mr. Graf moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority transfer the majority of its banking accounts from Chase Bank to Lyons National Bank, making Lyons National Bank the Authority's primary bank.

### **IV. Agenda Items**

#### **Butler Correctional Update**

Mr. Aman reported that he has no new information. The Economic Transformation Program seems to be on hold.

#### **Village of Wolcott Sewers Update**

Mr. Aman reported that there was a meeting last Thursday with the Village of Wolcott engineer at the Regional Plant. The village is preparing to send bypass flows to the Plant; within the next few weeks about half of the flow will be diverted to the Plant. There is still a lot of work to be done at the village plant.

#### **Blind Sodus Bay Sewers Update**

Mr. Aman reported that MRB Group has obtained the last of the most critical easements for the system. There was a meeting to evaluate locations for the flowmeter, the contractor is ready to start, and a preconstruction meeting will be scheduled for late April. There are 142 potential units; approximately 100 have signed easements; a grinder will be installed along with the project for each

property for which there is an easement. The rest of the installation will be done by the property owner's private contractor. By mid to late summer properties may be hooking up.

### **Port Bay Sewers Update**

Mr. Aman reported that the Town of Wolcott has received word from the comptroller that the Port Bay Sewer project has been approved. It is moving toward the design phase with a probable construction start in early 2017.

### **Marion Water Project**

Mr. Aman reminded the board that last month they had approved of him signing an agreement for the construction of 28,000 feet of water main in the Marion - Sodus Joint Owls Nest Area project, and there is expected to be a preconstruction meeting in early May. Mr. Monroe reported that he received two bids on March 23 for the directional drilling work. The lower bid is from Burrows Brothers; the amounts of the bids are based on assumed measurements for drilling in earth and rock. After due discussion and deliberation, Mr. Scudder 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 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 bid for Directional Drilling for the Marion Sodus Joint Owls Nest Area Project be awarded to the lowest responsible bidder, Burrows Brothers, Inc. of Webster, for the price of \$74.00 per foot to bore and pull back approximately 600 linear feet of 8" HDPE in earth and for the price of \$164.00 per foot to bore and pull back approximately 300 linear feet of 8" HDPE in rock, for an assumed total of \$93,600.00.

### **Canandaigua Road Bridge Project - Macedon**

Mr. Aman reported that the operations crew relocated a section of water main out around and away from the planned new location of a culvert on the north side of the canal. Mr. Monroe reported that within the next few weeks, the crew will relocate a section of main on the south side of the canal and attach to it the water main that supplies the campground. Mr. Aman told the board that there will be a directional drill under the canal, but it is not necessary to go out to bid for that just yet.

### **Town/Village of Lyons Update**

Mr. Aman reported that he and Mr. Monroe attended a meeting last Wednesday with the Town of Lyons Highway Superintendent, town officials and village employees Mark Chadwick and Tom Gowan who would be transferring to the Authority. They discussed practical considerations of the dissolution of the village, including shared equipment and employees, equipment to be transferred, responsibility for pavement repairs and similar concerns. The county has a schedule of rates for equipment which will be used as a base to start. An agreement is being worked out for water and sewer, with a proposed start date of June 1, start of the new fiscal year for the village. He felt there was a good spirit of cooperation evident. Mr. Howard reported that the New York Secretary of State rendered a remarkably pragmatic opinion to the town that the dissolution vote is sufficient as approval for establishing a new town district with former village properties.

### **Conference and Seminar Approval**

Mr. Aman reported that the New York Section of AWWA annual conference will be held in Saratoga Springs from April 14 through 16, and he would like to attend the conference at a cost not to exceed \$850. The annual New York Rural Water Association Conference will be held at Turning Stone in May, and Mr. Monroe would like to attend; the cost for registration, room and meals should not exceed \$700. Both conferences have been budgeted for 2015. After due discussion and deliberation, Mr. Stevens moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to attend the annual New York Section of AWWA Conference in Saratoga Springs from April 14 through 16 at a cost not to exceed \$850 (eight hundred fifty dollars) and the Director of Operations be authorized to attend the annual New York Rural Water Conference at Turning Stone Resort & Conference Center from May 18 through 21, at a cost not to exceed \$700 (seven hundred dollars.)

### **Surplus Items**

Mr. Monroe reported that two pieces of equipment are not in working order, and should be recycled at Alpco: and Acer Flat Screen Monitor and an APC Battery Backup. Another piece of equipment, a TopCon GPS receiver purchased with grant money, has not proved to be compatible with other GPS equipment and thus has not been used. Its value would be better applied to the GIS program in some other way. Mr. Howard reported that the ABO issued an informal opinion that it is allowable to list surplus items in an eBay auction, which Mr. Monroe will do, with a reserve price set. After due discussion and deliberation, Mr. Scudder moved, Mr. Bliet seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following items be declared surplus and be disposed of in the most appropriate way: Acer Flat Screen Monitor, Serial No. 73G00572541 and APC Battery Backup, Serial No. 3B0727X26448; and that a TopCon GRS-1 GS Unit, Serial No. 599-00809; with batteries, battery charge and case be listed for auction on eBay, with a reserve price.

### **Miscellaneous Meetings and Projects**

Mr. Aman and Mr. Monroe reported that a vendor came in recently to present a no-dig alternative to replacing water mains. The process involves pigging the main to clean it, videographing the main to locate services, relining the main by dragging a poly-impregnated device through the main to line it with thermally activated materials, and drilling out the services.

### **Monthly Report**

Mr. Monroe presented his monthly report. In the Western Service Area, the Canandaigua Road water main replacement project has been started. There were three water service repairs during the past month, one related to corrosion holes in the copper service prior to the curb, one rotted quick tap and one an issue with a damaged curb box. There were three hit hydrants in Arcadia and Walworth, one struck by a town plow truck and one by a county plow, and one unknown. One main valve in Arcadia was repaired; the bolts had rotted off due to electrical charges in the ground. A Dresser coupling on a Jacobs Road water main connection had rotted steel bolts which were replaced by stainless bolts. There were two new water service installations in the western service area. Trench Safety, Confined Space and Traffic Control training was completed for the field staff. In the Eastern Service area, at the Regional Plant, in preparation for Village of Wolcott flows, the operators added sample ports to the influent tank, replaced the drive for the west aeration basin and changed all the fine diffuser membranes in the digester. Two E-One grinder pumps were repaired. In the Village of Palmyra there

were several frozen and broken water services, water production and wastewater treatment volumes were normal, and the filter at the water treatment plant has been rehabilitated. Mr. Aman remarked that the Authority was fortunate with the relatively small number of weather-related breaks and repairs, and that many other utilities had far more emergencies and repairs over this winter.

There being no further business to come before it, upon a motion by Mr. Stevens, seconded by Mr. Graf, the meeting was adjourned at 5:18 p.m.

Attachments to these minutes:

2014 Financial Statements, Executive Summary and Internal Control Communication

Respectfully submitted:

Demaris Verzulli, Secretary of the Meeting