

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

**Meeting of:** February 23, 2016

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

**Present:** David Lyon, Raymond Walvoord, LaVerne Blied, Jean Johnson,  
David Scudder, Robert Hutteman, Dan LaGasse

**Absent:** Rick Stevens, Mark Graf

**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. Scudder moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the January 26, 2016 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** None

**II. Treasurer's Report**

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Scudder moved, Mr. Hutteman 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 16-150 to 16-279 totaling \$943,194.74.

Ms. Johnson presented the Financial Statements for the month of January. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blied 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 2016 be approved and accepted.

**III. Agenda Items**

**Marion Water Project – North Main Street Water Main Replacement**

Mr. Monroe reported that the crew has been working as weather has permitted, moving north toward Route 21. They are almost halfway through the project, just past the old gas station. He has obtained proposals for the directional drill, which may start within two weeks. The town has approved the overall budget; the town is paying for the materials and the Authority is supplying the labor for this cooperative project.

**Marion Water Project – Southeast Quadrant Project**

Mr. Aman reported that all of the pipe has been received and is stockpiled. While DOH approval is still pending, an early April construction start is still hoped for. The town has received the estimate of cost for the project.

Mr. Monroe reported that six bids were received on Thursday, February 18 for the materials for this construction project. Bids were taken by the item, giving each bidder the opportunity to supply some of the materials. One entire bid was rejected because the bidder did not include the addendum as required. Several low bids were rejected because the material did not meet specifications and other item bids were not deemed to be in the best interest of the Authority. The total of the acceptable low bid prices is \$303,171.46. 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 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 Southeast Quadrant Project be awarded to the lowest responsible bidders whose materials meet the Authority's specifications as follows:

<b>Martisco Corp.</b>			Unit Price	Subtotal	
1" SS Tapping Saddle for 8" PVC	75	ea	\$44.00	\$3,300.00	Total
<b>Blair Supply Corp.</b>			Unit Price	Subtotal	
Hydrant Unit, from MJ Inlet to Bonnet	90	ea	\$1,635.00	\$147,150.00	
1" Corporation Stop - Lead Free Brass	75	ea	\$34.00	\$2,550.00	
				\$149,700.00	Total
<b>EJ Prescott</b>			Unit Price	Subtotal	
8" Gate Valve MJ x MJ	68	ea	\$685.00	\$46,580.00	
6" Gate Valve MJ x MJ	90	ea	\$430.00	\$38,700.00	
8" MJ Plug	5	ea	\$33.50	\$167.50	
8" MJ Restraints for PVC	464	ea	\$27.05	\$12,551.20	
6" Mechanical Gasket Pack with 4-1/2" T-Bolts	280	ea	\$7.00	\$1,960.00	

1" Curb Stop - Lead Free Brass	75	ea	\$68.00	\$5,100.00	
1" Polyethylene CTS 200 psi Water Service Tubing	800	ft	\$0.29	\$232.00	
1" SS Insert	150	ea	\$1.05	\$157.50	
				<u>\$105,448.20</u>	Total

<b>HD Supply Waterworks</b>			Unit Price	Subtotal	
2-piece Valve Box with Lid	158	ea	\$101.89	\$16,098.62	
8" 22-1/2 degree MJ bend	10	ea	\$51.43	\$514.30	
8" 11-1/4 degree MJ bend	7	ea	\$46.65	\$326.55	
8" 45 degree MJ bend	18	ea	\$52.53	\$945.54	
8" 90 degree MJ bend	4	ea	\$64.65	\$258.60	
8" MJ x MJ Solid Sleeve	22	ea	\$65.76	\$1,446.72	
8" 4-way Cross	1	ea	\$102.49	\$102.49	
8" Mechanical Gasket Pack with 4" T-Bolts	500	ea	\$7.91	\$3,955.00	
8" Mechanical Gasket Pack with 6" T-Bolts	10	ea	\$11.22	\$112.20	
8" x 6" x 8" Anchor Tee	90	ea	\$92.94	\$8,364.60	
8" MJ x 8" MJ x 8" MJ Tee	14	ea	\$96.61	\$1,352.54	
6" x 3 ft Anchor Pipe	60	ea	\$113.22	\$6,793.20	
6" x 2 ft Anchor Pipe	20	ea	\$92.67	\$1,853.40	
6" x 1 ft Anchor Pipe	10	ea	\$74.45	\$744.50	
Underground Warning Tape	53,000	ft	\$0.04	\$1,855.00	
				<u>\$44,723.26</u>	Total

**Port Bay Sewers Update**

Mr. Aman reported that the Facilities Agreement between the Authority and the Towns of Huron and Wolcott has been signed and the Operating Agreements between the Authority and each of the towns have also been signed.

**Canandaigua Road Bridge Replacement Project Update**

Mr. Aman reported that the crew had begun watering up the main today. Mr. Monroe reported that work the contractor had done had buried the main valves and some hand digging needed to be done. The main has been watered to the point of line pressure, then will be tested under pressure, and then disinfection will be done.

**Town of Lyons Update**

Mr. Aman reported that the previous month has been frustrating since water loss has crept up in the former village area. While a number of small leaks have been repaired, no large leaks have been found. The issue of clearing hydrants was discussed. The village DPW used to do it and a new plan is needed. In regard to a records management grant to assist in dealing with the many boxes of documents that came to the town and the Authority from the former village, Mr. Aman has been advised that the dissolution alone would not be an urgent enough situation to secure a good grant application. To engage Stuart Brown's office to submit a more promising shared services application with the Town of Lyons would cost approximately \$1500 for the Authority's share. A single applicant

grant application would cost \$2500. Mr. Aman is waiting for an opinion from Stuart Brown's office on the feasibility of a grant application this year. After due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to engage Stuart I. Brown Associates to prepare an individual or a shared services records management grant application, if that office recommends doing one or the other, for a cost not to exceed \$2,500 (two thousand, five hundred dollars.)

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

Mr. Aman reported that he and Mr. Lyon met with Laurie Crane and Lynn Chatfield, the supervisors of Huron and Wolcott and Village Mayor Chris Henning to review the wastewater contract with those towns and the Village of Wolcott, since the situation has recently changed with Blind Sodus Bay sewer customers coming on line. There is a meeting scheduled with the Village of Wolcott on March 7 to discuss the need for bioxide and the oversizing of the forcemain from the village to the Regional Plant. The wholesale water rate is also a point of discussion with the village. The contract calls for increases to be tied to the cost of living of Social Security. Since there has been no increase in Social Security, Mr. Aman suggested that the Authority consider a slight rate increase in an effort to improve relations with the village.

### **Town and Village of Macedon**

Mr. Aman reported that in his opinion there has been some progress made this month. Both the Authority and the Town of Macedon have signed the operations contract. It was modified slightly to include a clause that signing the contract would not bind the town to drop its litigation with the village. The town officials are willing to drop the litigation when the Authority is operating the wastewater plant. The contract contains a deadline of February 25 for the village to sign or the contract is null and void. Only a majority of the village board needs to sign for the contract to be valid. There were several meetings at the town, with the public invited to discuss an update of the Environmental Facilities Corporation (EFC) financing of proposed upgrades to the Macedon Wastewater Treatment Facility. The town clarified that it could be a co-applicant with the village. There was also a meeting to devise a strategy to properly charge Bakewise, an industrial user of the sewer system. Mr. Aman also met with Kim Leonard, the current town bookkeeper who is retiring; the new bookkeeper; Chuck Bastian from Bernard Donegan's office; Councilman Paul Kenyon and Supervisor Sandy Pagano to review financial reports. It is evident that sewer rates will need to be raised and the town is willing to inform the public of the reasons. Mr. Howard is of the opinion that there is an enhanced level of trust developing between the town officials and the Authority.

### **Sewer Use Rules**

Mr. Aman distributed a list of the entities that contribute wastewater to the Regional Plant and the municipally-owned and Authority-operated wastewater plants. Mr. Howard is working with him and MRB Group to develop a model ordinance that applies in all cases. Mr. Howard reported that the DEC has a model sewer use ordinance, which MRB recently worked with the Town of Farmington to bring up to date with EPA requirements. The goal is to have one set of rules that would apply not only to the Authority's Regional Plant but to those the Authority operates. Technical limits that would apply to each separate facility would be attached as annexes to the rules. The Authority must also address significant industrial users in each facility's service area. Towns and villages should have complimentary sets of rules (ordinances.) Permits would be issued to each industrial user. Mr. LaGasse suggested, and the members agreed, that the Authority create a protocol to present to any entity that might want the Authority to operate its wastewater plant or system, defining the Authority's requirements for doing so.

### **Regional Water Tank Update**

Mr. Aman reported that the new supervisor of Williamson, Anthony Verno, requested a meeting to discuss a regional water tank. Representatives from the towns of Ontario, Arcadia, Williamson, Lyons and Sodus, WCWSA and David Doyle from MRB Group attended. Williamson needs more storage; the southern zone south of Ridge Road has no storage. Sodus, Arcadia and Lyons have no storage. Mr. Doyle has met with the USDA to discuss possible assistance. Mr. Aman will contact Nick Noce of MCWA to schedule a meeting with him, Mr. Verno, John Smith of Ontario and Steve LeRoy, Chair of the Wayne County Board of Supervisors, to discuss that authority's future plans for the new large plant just over the county line. The initial thinking is to buy land sufficient for two tanks, but perhaps build only one 2 million gallon tank at first. The length of storage time in the tank is an important consideration in sizing a tank. There will be another regional water meeting on April 8. Mr. Aman also reported that the Town of Arcadia is having a meeting on March 1 to find out what areas in that town are interested in forming water districts.

### **Authorization to Attend 2016 Conferences**

Mr. Aman distributed a list of conferences that he would like the board to authorize himself and Mr. Monroe to attend. The cost of attendance at these conferences is part of the approved 2016 Authority budget. Mr. Aman would like to attend the New York State Section AWWA Spring Meeting in Saratoga, the AWWA National Conference in Chicago (where he will be presiding over some events) and the NYS AWWA Tiffit Symposium in Buffalo. Mr. Monroe would like to attend the New York Rural Water Association Annual Conference May 16-19 in Lake Placid. After due discussion and deliberation, Mr. Scudder moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, that Mr. Aman be authorized to attend the New York State Section AWWA Spring Meeting April 11 to 14 in Saratoga, the AWWA National Conference June 20 -23 in Chicago and the NYS AWWA Edwin C Tiffit Water Supply Symposium September 20 – 22 in Buffalo; and Mr. Monroe be authorized to attend the New York Rural Water Association Annual Conference May 16-19 in Lake Placid, for a total amount not to exceed \$3,500 (three thousand five hundred dollars.)

### **March Audit Committee Meeting**

Mr. Blik, Chairman of the Audit Committee, reminded the board that the committee would hold a meeting at 3:30 p.m. before the regular March 22 board meeting, to receive and review the draft annual audit report and management letter from the Authority's auditors.

### **Annual Evaluation of Board Performance**

Ms. Verzulli distributed the annual Confidential Evaluation of Board Performance forms to the board members and explained that this is a requirement of the Authorities Budget Office. She will collect them at the March board meeting and submit the report to the ABO as required.

### **Monthly Report**

Mr. Monroe presented his monthly report. In the last week and a half there have been seven leaks. These are largely due to steel hardware, installed before stainless bolts were required in the late 1990's, rotting away in the ground. In spite of winter weather, ten new services were installed. Crews spent the balance of the time on maintenance of equipment. Mr. Monroe remarked that on

February 6, the Town of Williamson opened bids for 8-inch water pipe in a lesser footage than the Authority's recent bid, and the price was eight cents higher per foot

At 5:47 p.m., after due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adjourn into Executive Session for discussion with counsel in regard to salaries of particular persons.

At 6:16 p.m., after due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board return to Open Session.

There being no further business to come before it, upon a motion by Mr. Scudder, seconded Mr. LaGasse, the meeting was adjourned at 6:17 p.m.

Respectfully submitted: \_\_\_\_\_  
Demaris Verzulli, Secretary of the Meeting