

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

Meeting of: February 28, 2017

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

Present: LaVerne Bliet, Jean Johnson, Robert Hutteman, Dan LaGasse, Mark Humbert, Kelley Allen

Absent: Rick Stevens, David Scudder, William Hammond

Advisors Present: Michael Howard, General Counsel

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)

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

Mr. Aman introduced Kelley Allen of Sodus and welcomed him as a new member of the Board.

I. Election of Officers

Mr. Bliet turned the meeting over to Michael Howard, who reported that the Nominating Committee has recommended that David Scudder be elected Secretary for 2017. Mr. LaGasse moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that David Scudder be elected Secretary of the Wayne County Water & Sewer Authority for 2017.

Mr. Howard reported that the Nominating Committee has recommended that LaVerne Bliet be appointed Chairman and David Scudder be appointed as a member of the Finance Committee for 2017. Mr. Hutteman moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that LaVerne Bliet be appointed Chairman and David Scudder be appointed as a member of the Finance Committee of the Wayne County Water & Sewer Authority for 2017.

Mr. Howard reported that the Nominating Committee has recommended that Jean Johnson be appointed Chairman and Kelley Allen and William Hammond be appointed as members of the Audit Committee for 2017. Mr. LaGasse moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that Jean Johnson be appointed Chairman and Kelley Allen and William Hammond be appointed as members of the Audit Committee of the Wayne County Water & Sewer Authority for 2017.

Mr. Howard reported that the Nominating Committee has recommended that Vern Blik be appointed as a member of the Governance Committee and as Ethics Officer for 2017. Mr. Hutteman moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that LaVerne Blik be appointed as a member of the Governance Committee and as Ethics Officer of the Wayne County Water & Sewer Authority for 2017.

Mr. Howard turned the meeting over to Chairman Blik.

II. Chairman's Report

Adoption of Minutes: Mr. Hutteman moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the January 24, 2017 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

III. Treasurer's Report

Ms. Johnson presented the warrant and bills. Mr. Howard noted for the Board that the option deposit for the property on Brantling Hill had been paid to the land owner, Wilhelm Steinrotter. After due discussion and deliberation, Mr. LaGasse 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 17-179 to 17-374 totaling \$418,788.91.

Ms. Johnson presented the Financial Statements for the month of January. After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse 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 2017 be approved and accepted.

IV. Agenda Items

Port Bay Sewers Update

Mr. Aman reported that he attended a meeting with the Towns of Huron and Wolcott to discuss the status of easements. Approximately 70% of those needed have been obtained. If property owners do not sign the easements for their property, the cost of the grinder pump will not be included in the project and the owners will be individually responsible for the cost of pump and installation in the future. Engineering design is under way and the project is expected to go to bid in June with a start in the late fall of this year.

Village of Red Creek Sewers

Mr. Aman reported that the South Street project has not yet started.

Town of Sodus Discussion

Mr. Aman reported that the Sodus Town Board did resolve to move forward with signing the lease agreement with the Authority to operate the water system in the town, pending the completion of the permissive referendum period. The intended start date is April 1, 2017. There have been discussions with the town about locating the Authority operation in the town and disposition of various pieces of equipment.

Regional Wastewater Treatment Plant Feasibility Study

Mr. Aman reported that there have been several meetings with representatives and engineers (MRB Group and GHD) of the towns of Macedon and Marion and the Village of Palmyra about the feasibility of building a new wastewater plant to service the three municipalities instead of upgrading their existing aging facilities. All three boards have passed resolutions to pay a proportional share of the cost of a feasibility study facilitated by the Authority. Mr. Howard is of the opinion that a one-page Intermunicipal Agreement (IMA) between the Authority and the municipalities would be appropriate. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized, pending approval of the Authority's Counsel Michael Howard, to accept the Proposal for Engineering Services from MRB Group and GHD Engineering Study for Palmyra Regional WWTP on behalf of the Town of Macedon, Town of Marion and Village of Palmyra, at a cost of \$66,000 to be shared by the Towns and Village proportionally; and be it further

RESOLVED, that an InterMunicipal Agreement be drafted to spell out the terms under which the Authority will facilitate the Engineering Study and be repaid for the cost of the Study by the Town of Macedon, Town of Marion and Village of Palmyra.

Mr. Aman reported that State Senator Pamela Helming has been in contact with him about this project; she would like to include it on a state list of infrastructure projects for funding consideration.

Regional Water Storage Tank Update

Mr. Aman reported that the option for the property on Brantling Hill has been signed and filed along with the necessary paperwork. The purchase offer must be signed within twelve months of the filing. Mr. Aman will compose a narrative about the rationale of offering more than the appraised value; it is because of the need for elevation. The next meeting of the participants will be March 16 to coordinate the requests for funding on both the state and federal levels. MRB Group is working on a proposal to complete the next steps including preliminary design. That and preliminary work will be done in 2017, with the actual construction hopefully to be done in 2018.

Arcadia Water District #12 Construction Project

Mr. Aman reported that he met today with Chuck Bastian, MRB and Kathy Dear of Labella Associates at Stuart Brown's office to review the funding, which has been approved. The preconstruction meeting is tentatively scheduled for April 14, with construction to start approximately May 1. Mr. Howard remarked that it would be nice to invite some of the representatives of Rural Development, especially Jackie Ponti, to come and see the work on the project, since RD was so involved in moving the project forward. After due discussion and deliberation, Mr. Hutteman moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign any necessary agreements, notices, approvals or other documents necessary for this project to proceed, pending the approval of the Authority's Counsel, Michael Howard.

Mr. Monroe reported that he had opened seven bids for the materials for the Arcadia 12 project and the prices are in line with those of last year. He reminded the board that the pipe was bid and purchased last year because of favorable prices. Almost half of this project is 12-inch pipe, different than the usual 8-inch water main projects. He requested authorization to award to the four lowest responsible bidders. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hutteman 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 bids for materials for the 2017 Construction Season be awarded to the lowest responsible bidders as follows:

Ti Sales, Inc.			Unit Price	Subtotal	
6" Gate Valve MJ x MJ	57	ea	\$408.74	\$23,298.18	
8" Gate Valve MJ x MJ	22	ea	\$650.27	\$14,305.94	
12" Gate Valve MJ x MJ	18	ea	\$1,283.06	\$23,095.08	
				\$60,699.20	Total

Martisco Corporation			Unit Price	Subtotal	
8" 11-1/4 degree MJ bend	2	ea	\$45.00	\$90.00	
8" 22-1/2 degree MJ bend	2	ea	\$49.65	\$99.30	
8" 45 degree MJ Bend	6	ea	\$50.75	\$304.50	
8" 90 degree MJ Bend	2	ea	\$62.45	\$124.90	
12" 11-1/4 degree MJ bend	4	ea	\$90.80	\$363.20	
12" 22-1/2 degree MJ bend	12	ea	\$96.85	\$1,162.20	
12" 45 degree MJ bend	6	ea	\$110.70	\$664.20	
8" MJ x MJ Solid Sleeve	7	ea	\$63.50	\$444.50	
12" MJ x MJ Solid Sleeve	10	ea	\$102.00	\$1,020.00	
12" MJ Tapped Cap	4	ea	\$64.20	\$256.80	
12" MJ Cap	4	ea	\$53.55	\$214.20	
8" MJ x 8" Swivel x 8" MJ Tee	1	ea	\$136.85	\$136.85	
12" MJ x 8" Swivel x 12" MJ Tee	5	ea	\$209.50	\$1,047.50	
12" x 8" MJ x MJ Reducer	1	ea	\$63.50	\$63.50	
8" x 6" x 8" Anchor Tee	31	ea	\$89.75	\$2,782.25	
12" x 6" x 12" Anchor Tee	22	ea	\$129.50	\$2,849.00	
1" SS Tapping Saddle for 8" PVC	16	ea	\$44.30	\$708.80	
1" SS Tapping Saddle for 12" PVC	14	ea	\$55.20	\$772.80	
				\$13,104.50	Total

HD Supply Waterworks				Unit Price	Subtotal
Hydrant Unit, from MJ Inlet to Bonnet	57	ea	\$1,563.00	\$89,091.00	
6" x 3 ft Anchor Pipe	39	ea	\$126.40	\$4,929.60	
6" x 2 ft Anchor Pipe	14	ea	\$103.56	\$1,449.84	
1" Polyethylene CTS 200 psi Water Service Tubing	300	feet	\$0.29	\$87.00	
					\$95,557.44 Total

EJ Prescott, Inc.				Unit Price	Subtotal
2-piece Valve Box with Lid	93	ea	\$62.50	\$5,812.50	
8" PVC Bell-Spigot Joint Restraint	8	ea	\$47.95	\$383.60	
12" Bell-Spigot Joint Restraint	16	ea	\$91.20	\$1,459.20	
8" MJ Restraints for PVC	162	ea	\$28.70	\$4,649.40	
12" MJ Restraints for PVC	151	ea	\$57.10	\$8,622.10	
6" Mechanical Gasket Pack with 4-1/2" T-Bolts	165	ea	\$8.25	\$1,361.25	
8" Mechanical Gasket Pack with 4" T-Bolts	114	ea	\$8.25	\$940.50	
8" Mechanical Gasket Pack with 4-1/2" T-Bolts	49	ea	\$8.95	\$438.55	
8" Mechanical Gasket Pack with 6" T-Bolts	4	ea	\$9.25	\$37.00	
12" Mechanical Gasket Pack with 4" T-Bolts	62	ea	\$11.80	\$731.60	
12" Mechanical Gasket Pack with 4-1/2" T-Bolts	89	ea	\$12.50	\$1,112.50	
12" Mechanical Gasket Pack with 6" T-Bolts	8	ea	\$12.75	\$102.00	
1" Corporation Stop - Lead Free Brass	30	ea	\$34.15	\$1,024.50	
1" Curb Stop - Lead Free Brass	30	ea	\$68.25	\$2,047.50	
1" SS Insert	60	ea	\$1.05	\$63.00	
Underground Warning Tape, 1000 ft roll	35	rolls	\$34.00	\$1,190.00	
					\$24,162.70 Total

Operations Center Building Expansion

Mr. Aman reported that Mr. LaGasse and Mr. Bliet had helped give feedback on the design of the building expansion. It was discussed that a second means of egress is important for the basement safe room/storage room. Discussions and review of the design identified other additional needs such as safety and security, telephone and audio visual systems, septic system redesign, and a site plan. These items are beyond the original scope of work as contracted with MRB Group. MRB has presented a Proposal for Additional Services for these additional items, at a cost not to exceed \$20,000.

Mr. Humbert entered the meeting.

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

RESOLVED, that the Executive Director be authorized to accept and sign the Additions and Renovations Proposal for Additional Services from MRB Group, at a cost not to exceed \$20,000.

Hiring of New Employee

Mr. Aman reported that he and Mr. Monroe had taken to heart the suggestion of the board to add an employee to assist them in some of their increasing administrative tasks. They, Mr. Bliet and Mr. LaGasse have met with a prospective employee, Derek Ceratt, who has a background that includes expertise in asset management, fleet management, procurement, spreadsheet use and organization. They have discussed with him potential initial tasks, including handling procurement, fleet management, supervising the summer crews and setting up a water loss factor study. Mr. Aman reminded the board that all employees are hired with a six month probationary period. Mr. Howard reminded the board that the Authority's employees are all in the civil service exempt class by legislation. Mr. Aman would like to extend a formal offer of employment to Mr. Ceratt and have him start in the first week in April. After due discussion and deliberation, Mr. Hutteman moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to extend an offer of employment to Derek Ceratt for a full-time administrative position to start the first week in April, 2017, and to amend Schedule A with the agreed-upon salary for the position.

Miscellaneous

Mr. Aman reported that Paula Stewart, who with her sister-in-law has been doing the cleaning of the operations center, has told him she will be giving up that job at the end of March.

Schedule March Audit Committee Meeting

Mr. Aman reminded the board that the auditors come in March to present the results of the audit to the Audit Committee. This meeting is scheduled before the regular board meeting. After due discussion and deliberation, Mr. Humbert moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Audit Committee meeting to review the 2016 audit be scheduled at 3:15 p.m. on March 28, 2017 before the regular board meeting.

Monthly Report

Mr. Monroe presented his monthly report. Crews have continued with equipment maintenance and have started some of the site preparation for the building expansion. In the Eastern Service Area the focus has been on leak detection and several leaking hydrants were repaired. Annual blower maintenance was done at the Regional Plant. In Macedon, a mixer was installed in the Cedar Creek Pump Station to improve waste quality and the primary influent pumps at the treatment plant were rebuilt. In Lyons, plans are being made with the highway superintendent for summer road projects, two malfunctioning valves were replaced, and the master meter into the former village was replaced since it is important to monitor water loss. There were three new residential water services installed; two water main breaks, both in Lyons; and three service leaks, in Gananda, Lyons and Macedon.

There being no further business to come before it, upon a motion by Mr. Hutteman, seconded by Mr. LaGasse, the meeting was adjourned at 5:27 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting