

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

Meeting of: February 26, 2019

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

Present: LaVerne Blik, Jean Johnson, David Scudder, Mark Humbert, William Hammond, Donald Ross, Lori Furguson

Absent: Robert Hutteman, Dan LaGasse

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Derek Ceratt, Technical Director
Jessica Freling, Administrative Assistant
Demaris Verzulli, Secretary of the Meeting
Sheryl LaDelfa, Accounting Manager (Financials portion only)

Visitors: None

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

I. Chairman's Report

Adoption of Minutes Mr. Scudder asked that a number of formatting and punctuation changes be made in the minutes. After due discussion and deliberation, Mr. Humbert moved, Mr. Scudder seconded and all members present, with the exception of Mr. Ross, who abstained, approved the following resolution:

RESOLVED, that the minutes of the January 22, 2019 meeting of the Wayne County Water and Sewer Authority be accepted with the suggested changes.

Correspondence: None

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Humbert moved, Mr. Hammond 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: Vouchers 19-179 to 19-430 totaling \$599,932.41.

Ms. LaDelfa reported that a \$500,000 Certificate of Deposit at Lyons National Bank would be up for renewal on February 28. Its current value is \$501,142.25. She recommended renewing it for a 9-month term at 1.9 % interest. She also reported that she and Mr. Aman had discussed investing \$500,000 presently in the Money Market account in another Certificate of Deposit in order to maximize interest income; this would be for three months and spread out the maturation dates of the

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

RESOLVED, that the proceeds of the \$501,142.25 Certificate of Deposit at Lyons National Bank maturing on February 28, 2019 be reinvested in a Certificate of Deposit at the interest rate of 1.9% for a term of nine months, maturing on November 28, 2019; and further

RESOLVED, that \$500,000 be taken from the Money Market account at Lyons National Bank and invested in a Certificate of Deposit with Lyons National Bank at the interest rate 1.2% for a term of three months, maturing on May 28, 2019.

Ms. Johnson presented the Financial Statements for the month of January. After due discussion and deliberation, Mr. Humbert moved, Ms. Furguson 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 2019 be approved and accepted.

III. Agenda Items

Finance Committee Report

Mr. Blik, Chairman of the Finance Committee, reported on the meeting of the Committee immediately preceding the board meeting. Mr. Howard described the changes the committee recommends making to the Investment Guidelines, adding a section which would reference a Federal Home Loan Bank Letter of Credit as an approved form of collateral for Authority deposits, to the extent authorized by law and confirmed by Mr. Howard, as counsel, and the Authority's auditors. After due discussion and deliberation, Mr. Humbert moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

WHEREAS, the Authority is required by Public Authorities Law §2925 to adopt and annually review and approve comprehensive investment guidelines which detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority; and

WHEREAS, the Authority has adopted comprehensive investment guidelines ("Investment Guidelines") and has reviewed the Investment Guidelines as required by statute; it is therefore

RESOLVED, to amend the Investment Guidelines to include reference to a Letter of Credit issued by the Federal Home Loan Bank as an approved form of collateral for Authority deposits, to the extent authorized by law and confirmed by the Authority's auditors and legal counsel; and it is further

RESOLVED, that the Guidelines are hereby ratified and approved in their amended form; and it is further

RESOLVED, that a copy of the Authority's Investment Guidelines adopted pursuant to Public Authorities Law §2925 be distributed to the Authority's officers, members and administrative staff as required by statute; and it is further

RESOLVED, that the Authority Staff are hereby authorized and directed to implement the Guidelines in accordance with their terms.

Mr. Howard described the changes the committee recommends making to the Procurement Policy, adding a reference to the Authority's obligation under Section 162 of the State Finance Law to

purchase certain products and services from "preferred sources" including veterans, not-for-profit organizations that serve and employ people who are blind and severally disabled, and the correctional industries program to DOCS. Mr. Howard noted that procurement from such preferred sources was an exception to the competitive bidding requirements otherwise applicable under GML §103. After due discussion and deliberation, Mr. Hammond moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

WHEREAS, the Authority is required by General Municipal Law §104b to adopt policies and procedures for purchases for which competitive bidding is not required by statute and to annually review such policies and procedures; and

WHEREAS, the Authority has adopted a Procurement Policy in conformance with the state finance law ("Policy") and has reviewed the Policy as required by statute; it is therefore

RESOLVED, to amend the Procurement Policy by adding a reference to the Authority's obligation under State Finance Law Section 162 to purchase certain approved products and services from "preferred sources" provided they meet the Authority's needs for form, function and utility; and it is further

RESOLVED, that the Policy is hereby ratified and approved in its amended form; and it is further

RESOLVED, that a copy of the Authority's Procurement Policy adopted pursuant to State Finance Law §§ 139-j and 139-k be distributed to the Authority's officers, members and administrative staff as required by statute; and it is further

RESOLVED, that the Authority Staff are hereby authorized and directed to implement the Policy in accordance with its terms.

Western Regional WWTP Project Update

Mr. Aman reported that the project is moving along with the engineering progressing and the legal components being kept on schedule through the efforts of Mr. Howard, bond counsel and counsel to the Participating Municipalities. Toward that end there will be a meeting of the attorneys involved on February 27. Mr. Aman reported that there are two actions the board needs to take at today's meeting. First, the SEQRA Negative Declaration must be amended since the route of the sewer force main has been moved to along the canal. Mr. Aman described the planned routing of the various force mains to the treatment plant. The preferred route from Marion will be in the Route 21 corridor where there is more room for excavation and separation from other utilities. Mr. Aman circulated for Board consideration an updated environmental assessment and Memorandum Evaluating Certain Scope Changes prepared by LaBella, as SEQRA advisor and technical consultant. After due discussion and deliberation, Mr. Humbert moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS,

1. The WCWSA Board of Directors has previously determined that it would undertake the construction of the Western Wayne County Regional Wastewater Treatment Plant, sewer main installation, and relevant appurtenances (the "Project")
2. In 2017, the Board of Directors declared itself Lead Agency under State Environmental Quality Review Act (SEQRA) with respect to the environmental review of the Project, prepared a Full Environmental Assessment Form, and issued a Negative Declaration for the Project upon finding no significant adverse impact on the environment.
3. The Board of Directors updated the Project scope since then to encompass additional sewer main installation areas as a result of close consultation with NYS Canal Corporation and further engineering planning.

4. At the Board of Directors' request, LaBella Associates, DPC reviewed the additional project areas in relation to the 2017 SEQRA documentation and provided updated findings, as described in the February 2019 Memo attached to this Resolution. Specifically the updated Project was reevaluated in order to reanalyze those environmental resources potentially affected by the passage of time, to meet changing standards or concerns identified in recent years by agencies with review responsibilities, and to update and confirm the SEQRA findings based on the additional scope items. On January 25, 2019, a preliminary draft version of the Memo was circulated to involved and interested agencies for project scope change notification.
5. The Board of Directors has considered the Environmental Record prepared including the proposed Negative Declaration Amendment and comments received from agencies during the January 2019 circulation.

NOW THEREFORE BE IT RESOLVED,

The WCWSA Board of Directors as Lead Agency hereby accepts the updated Environmental Assessment and accompanying February 2019 Memo submitted by LaBella Associates, DPC.

The Board of Directors hereby declares that, based on the above-referenced updated Environmental Assessment and Memo, the Project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment. An amended Negative Declaration under SEQRA is therefore issued for the updated Project.

The second action concerns the bonding. The EFC is now requiring the Authority to have a debt service reserve fund in lieu of bond insurance as the approved form of credit enhancement for the project. EFC will allow the Authority to borrow the amount required for the fund (and utilize the fund for the final principal payment on the bonds), but this will require an increase to the bonding limit authorized in the Initial Bond Resolution, made in May, 2018 up to \$35,400,000.

On motion duly made by Ms. Furguson and seconded by Mr. Scudder, the following resolution was placed before the members of the Wayne County Water and Sewer Authority:

AMENDED AND RESTATED RESOLUTION TAKING OFFICIAL ACTION TOWARD AND AUTHORIZING THE ISSUANCE BY THE WAYNE COUNTY WATER AND SEWER AUTHORITY OF ITS WATER AND SEWER SYSTEM REVENUE BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$35,400,000.

WHEREAS, by Title 8-E of Article 5 of Chapter 43-A of the Consolidated Laws of the State of New York, as amended, (hereinafter collectively called the "Act"), the Wayne County Water and Sewer Authority (hereinafter called the "Authority") was created with the authority and power to acquire, construct and develop water supply systems, water distribution systems, sewerage treatment facilities and sewerage disposal systems, and to own, operate, maintain, repair, improve, reconstruct, enlarge and extend such water supply systems, water distribution systems, sewerage treatment facilities and sewerage disposal systems in the manner and subject to the limitations imposed by said act and to borrow money and issue negotiable bonds or notes for its corporate purposes and to fix and collect rates and charges for the use of the facilities of or services rendered by the Authority as authorized by the Act; and

WHEREAS the Authority has previously entered into a certain Indenture of Trust, dated as of March 1, 2001, (the "Original Indenture") originally with HSBC Bank USA, as trustee and currently with U.S. Bank National Association, as successor trustee thereunder (the "Trustee"), pursuant to which the Authority may provide for the issuance, from time to time, of its Water and Sewer System Revenue Bonds and Bond Anticipation Notes to finance or refinance the acquisition, construction, reconstruction and installation of certain additional improvements to the Authority's water and sewer system facilities, and

WHEREAS, the Authority has previously issued multiple series of its Water and Sewer System Revenue Bonds pursuant to the Original Indenture, as supplemented from time to time by Supplemental Indentures entered into in accordance with Article II of the Original Indenture between the Authority and the Trustee (such Indenture of Trust, as amended, modified and supplemented from time to time by one or more Supplemental Indentures, being hereinafter referred to as the "Indenture"); and

WHEREAS, the Authority now proposes to undertake certain capital improvements (the "Original Project") consisting of the construction of a new western regional wastewater treatment plant (the "WWTP") to be located in the Village of Palmyra with a projected capacity of up to 1.75 million gallons per day (MGD), to serve all or portions of the Towns of Macedon and Marion and the Village of Palmyra, including certain "out-of-Village users" within the Town of Palmyra currently receiving wastewater services from the Village of Palmyra, including (i) the acquisition of certain parcels of land on which the WWTP and certain pump stations and other improvements are to be located; (ii) the acquisition from the Towns of Macedon and Marion and the Village of Palmyra of specified portions of their respective existing wastewater facilities and equipment; (iii) the construction of the WWTP, to include, among other things, an influent building, a sequencing batch reactor ("SBR") system or similar activated sludge treatment system, a disinfection system, sludge digesters, a sludge dewatering system, a process building, a chemical facility, associated aeration systems and an outfall pipe to the Erie Canal for discharge of treated effluent; (iv) the installation of approximately 65,000 linear feet of gravity and pressure sewer conveyance mains, (v) the construction of two new pump stations and related improvements at the locations of the existing Marion and Macedon wastewater treatment facilities, (vi) the decommissioning and demolition of specified portions of the existing wastewater treatment facilities in the Towns of Marion and Macedon and the Village of Palmyra, including the rehabilitation of certain portions of such existing facilities, such as replacement of existing influent pumps, screenings and grit removal equipment and associated electrical and control systems, and (vii) all ancillary and appurtenant improvements, costs and expenses related to the foregoing and the financing thereof; and

WHEREAS, by resolutions of the Authority adopted on May 23, 2017, and August 22, 2017 (collectively, the "Original SEQRA Proceedings"), the Authority (i) determined that the Original Project constituted a Type I Action within the meaning of the State Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation promulgated thereunder (collectively, "SEQRA"), (ii) assumed "lead agency" status for the purpose of conducting a coordinated review under SEQRA with respect to the Original Project; and (iii) determined that the Original Project will not have a significant adverse impact on the environment and issued a Negative Declaration under SEQRA to such effect; and

WHEREAS, in order to provide for the financing of the cost of the Original Project, the Authority adopted an Initial Bond Resolution on May 22, 2018 (the "Original Initial Bond Resolution") authorizing the issuance, pursuant to the Indenture, of up to \$34,200,000 aggregate principal amount of its Water and Sewer System Revenue Bonds in one or more series and in anticipation of the issuance of such bonds, the issuance, in one or more series, of up to \$34,200,000 aggregate principal amount of its Water and Sewer System Revenue Bond Anticipation Notes (the specific terms, interest rates and actual principal amounts of each such series of such bonds or notes to be approved by subsequent resolutions of this Board and determined pursuant to supplemental indentures to the Indenture to be executed in connection therewith); and

WHEREAS, following the completion of the Original SEQRA Proceedings, the Authority determined to update and modify the routing and alignment of certain of the sewer mains to be installed as part of the Original Project to include additional installation areas (the Original Project, as so updated and modified, being hereinafter referred herein as the "Project"); and

WHEREAS, by resolution of the Authority adopted on February 26, 2019 (the "Amended SEQRA Resolution") adopted immediately prior to the consideration of this resolution, the Authority amended the Original SEQRA Proceedings, by determining that the Project, as so updated and modified, will not have a significant adverse impact on the environment and issued an amended Negative Declaration under SEQRA to such effect; and

WHEREAS, the Authority has learned that, in connection with the issuance of one or more series of its Water and Sewer System Revenue Bonds to provide permanent financing for the Project, it may be necessary to fund a Debt Service Reserve Account for each such series of bonds out of the proceeds of such bonds, and as a result thereof there is a need to increase the authorized aggregate principal amount of Water and Sewer System Revenue Bonds to be issued for the Project by \$1,200,000; and

WHEREAS, in view of the adoption of the Amended SEQRA Resolution and the need to increase the authorized aggregate principal amount of Water and Sewer System Revenue Bonds to be issued to finance the Project, the Authority has determined to amend and restate the Original Initial Bond Resolution in its entirety, in accordance with the terms of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Wayne County Water and Sewer Authority that the Original Initial Bond Resolution is hereby amended and restated in its entirety as follows:

Section 1. (a) It is desirable and in the public interest of the Authority, and, subject to compliance with subsection (b) of this Section 1, the Authority is hereby authorized, to issue and sell its Water and Sewer System Revenue Bonds in one or more series, in accordance with the Indenture, in the aggregate principal amount of up to \$35,400,000 (the "Bonds") for the purposes of financing the cost of the Project, and in anticipation of the issuance of the Bonds, to issue its Water and Sewer System Revenue Bond Anticipation Notes, in one or more series under the Indenture, in the aggregate principal amount of up to \$34,200,000 (the "Notes") with the specific terms, interest rates and actual principal amount of each such series of Bonds or Notes to be approved by subsequent resolutions of this Board and determined pursuant to supplemental indentures to the Indenture to be executed in connection therewith.

(b) Notwithstanding anything set forth in this resolution to the contrary, no Bonds or Notes shall be issued under the authority of this resolution unless and until the following conditions have been satisfied:

- (i) the Authority has entered into an agreement (the "Improvement and Service Agreement") with the Towns of Macedon and Marion (or special improvement districts that the Town of Macedon and/or the Town of Marion have formed in accordance with the Town Law) and the Village of Palmyra (collectively, the "Participating Municipalities"), in such form and substance as shall hereafter be approved by this Board, pursuant to which the Authority agrees to undertake the Project and provide waste water treatment services (the "Services") for the benefit of the Participating Municipalities (which in the case of the Village of Palmyra, includes certain out-of-Village service areas located in the Town of Palmyra that currently receive wastewater services from such Village) and the Participating Municipalities agree to contribute to the capital cost of the design and construction of the Project (including debt service costs associated with the Bonds and Notes), and to the operation and maintenance costs of the Project by paying to the Authority periodic service fees based on each of the Participating Municipalities' respective *pro rata* share of the costs of Project and the Services (the "Service Fees"); and
- (ii) the Town of Palmyra (or one or more sewer districts that the Town of Palmyra has formed or extended in accordance with the Town Law) has entered into an

agreement (either by becoming a party to the Improvement and Service Agreement or by entering into a separate agreement with the Village of Palmyra) with respect to the out-of-Village service areas located in the Town of Palmyra that are currently receiving wastewater services from such Village or may in the future receive such services, pursuant to which, among other things, the Town of Palmyra agrees to (I) collect the capital charge component of the Service Fees attributable to such out-of-Village service areas by assessing, levying and collecting such charges from the several lots and parcels of land within such out-of-Village service areas, and (II) pay such capital charge components to the Village of Palmyra (or to the Authority, if required by the Improvement and Service Agreement) for the right to receive wastewater services from the Project.

Section 2. (a) Each Series of the Bonds and Notes shall be issued solely for the purpose of providing funds to finance the Project and pay certain costs incidental to the issuance thereof.

(b) The Bonds and Notes and the interest thereon are not and shall never be a debt of the State of New York or Wayne County, New York, and neither the State of New York nor Wayne County, New York shall be liable thereon.

(c) The Bonds and Notes, together with interest payable thereon, shall be special obligations of the Authority, payable solely from the revenues and receipts derived from operation of the Authority's water and sewer system facilities and from the enforcement of the security provided by the Indenture.

Section 3. The Authority is hereby authorized to expend current funds of the Authority on the capital costs of the Project and to reimburse such expenditures with the proceeds of the Bonds or the Notes. This Resolution shall constitute the adoption of "official intent" (within the meaning of the United States Treasury Regulations Section 1.150-2(d)) with respect to issuance of the Bonds or Notes and the original expenditures which are reasonably expected to be reimbursed from the proceeds of the Bonds or Notes.

Section 4. It is hereby found and determined that all formal actions of the Authority concerning and relating to the adoption of this resolution were adopted in an open meeting of the Authority; and that all deliberations of the Authority and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

Section 4. This resolution shall take effect immediately.

Section 6. All prior resolutions or parts thereof inconsistent with this resolution are hereby repealed to the extent of such inconsistency.

After due deliberation and discussion, the question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Ms. Furguson	VOTING	Aye
Ms. Johnson	VOTING	Aye
Mr. Ross	VOTING	Aye
Mr. Humbert	VOTING	Aye
Mr. Hammond	VOTING	Aye
Mr. Scudder	VOTING	Aye
Mr. Bliet	VOTING	Aye

The Resolution was thereupon declared duly adopted.

Mr. Aman also advised the Board that the Authority is working with bond counsel, financial advisors and its auditor to evaluate compliance with the Additional Indebtedness Test, Rate Covenant and other financial covenants under the Authority's Indenture in light of EFC's requirement for a Debt Service Reserve Fund.

Cavanaugh Associates Update (Non-Revenue Water Management)

Mr. Aman reported that Tory Wagoner from Cavanaugh & Associates spent two days at the Authority offices, interviewing all the various departments and gathering data for Phase 1a of the water audit project. He expects to have the report for the March meeting, but Mr. Wagoner while he was here suggested some starting points for better water accountability. These included testing large customer meters; there are plans for purchasing meter testing equipment for this purpose. Mr. Aman described the AWWA formatted procedure that Cavanaugh follows, which ultimately ends in a cost benefit analysis. He feels the work that has been done so far is already of benefit and hopes the Authority will have better direction when Phase 1 is completed.

Regional Water Storage Tank Update

Mr. Aman reported that the meeting that was scheduled for the prior week has been postponed to allow more discussion of the participants' proportional shares.

Port Bay Sewers Update

Ms. Furguson reported that the contractor continues to work as weather permits. The pump station on West Port Bay Road has been installed. She hopes to have more information for the next board meeting.

Canada Street, Red Creek, Sewer Project Bids

Mr. Aman reported that this is the third bidding for this project, and this time the bids came in under budget. The winning bidder is a contractor with which the Authority has not worked, but engineers associated with MRB have worked with the firm successfully. This new service area is in the Authority's operational jurisdiction.

Miscellaneous Water Projects

Arcadia WD 17: Mr. Aman reported that there was a successful meeting today with the participants, regarding project status and requirements. It is necessary to approve an addendum to the lease agreement with the town in order to satisfy Rural Development requirements. After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to execute and deliver Addendum No. 2 to the Amended and Restated Lease Agreement with the Town of Arcadia, effective as of February 1, 2019, and subject to the approval of Michael Howard, as counsel.

Mr. Monroe reported that the crew is currently staging materials and MRB anticipates scheduling a pre-construction meeting in mid-March, with the hope of construction beginning by April first. It would be good to have the drilling out of the way before then in order not to have conflicts.

Arcadia WD 16: Mr. Monroe has spoken with Sheryl Robbins at the Department of Health to gauge the anticipated approval of this project along with others. She is hopeful that her review will be complete within the next month but has many other plans that take precedence.

Huron WD 8: Mr. Aman reported that the project is under design, the SEQRA process has been completed and the district has been approved. It will be a 2020 project.

Mill Street, Marion: Mr. Monroe intends to have a second construction crew work on this project in the spring. Authority representatives will meet with Wayne County Highway Department personnel to coordinate with county work on the street. These plans for the water main replacement also await DOH approval.

Lyons: Mr. Aman reported that the town received a grant of approximately \$580,000 to replace lead water services. The Authority will replace the service from the main to the curb box, and bids will be opened tomorrow for the private sections from the curb box into the building. It is anticipated that there is enough funding for 60 to 80 service replacements. Mr. Monroe hopes to be able to replace two or three a day; the difficulty is digging in the street.

Town of Rose Water Supply Contract

Mr. Aman reported that he met with Supervisor Keenan Baldrige and Councilman Scott Converse from the Town of Rose to discuss the 2017 draft contract for purchase of water. There is currently no signed contract. The town bills the Authority for water on a retail water basis; Mr. Aman is pressing for a wholesale (or "supplier") rate.

Village of Palmyra Water and Wastewater Operation and Maintenance Agreement

Mr. Aman reported that the latest Addendum No. 3 to the operations agreement with the Village of Palmyra expired on December 31, 2018 and needs to be updated for the next two years. After due discussion and deliberation, Mr. Humbert moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to execute and deliver Addendum No. 4 to the Water and Wastewater Operation and Maintenance Agreement between the Wayne County Water & Sewer Authority and the Village of Palmyra, pending approval by the Authority's Legal Counsel Michael Howard.

Miscellaneous Meetings Report

Mr. Aman remarked that most of the meetings held in the month had been reported under the various agenda subjects. Mr. Blik suggested that a meeting be held with the towns and village involved in the Western Regional Wastewater Plant Project; Mr. Aman felt that was a good idea that could be acted on when the EFC requirements are finalized.

Schedule Audit Committee Meeting

Mr. Aman reported that the auditors had finished working at the office and will be presenting the 2018 Financial Audit to the Audit Committee in March. After due discussion and deliberation, Mr. Hammond moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that an Audit Committee meeting be scheduled for March 26, 2019, at 3:30 p.m. before the regular board meeting.

Monthly Report

Mr. Monroe presented a verbal monthly report. Maintenance is continuing as well as progress on evaluating both project-specific and general Authority inventory. His focus is to improve efficiency and right-size inventories at the Operations Center as well as at the satellite locations.

There were eight "main-break-type" repairs done in the month, including a couple of shear breaks and some service problems. The crew has found frost in every excavation. Only two new services were installed. There has been a lot of preparation for the Arcadia 17 project.

An increased emphasis has been placed on cross-training during the non-construction season, including alternating staff members dedicated to the operation of the sanitary sewer collection systems in an effort to achieve a more standardized approach in routine operations.

Of the new vehicles ordered, one pickup truck has been received, another will be delivered tomorrow, and the service truck is expected in late summer.

The use of trench boxes has been reviewed with the intent of expanding the Authority's inventory. Two hydraulic trench shields with end panels have been ordered and the purchase of a steel trench box like the previously purchased one is being evaluated further; this should be adequate for two crews. If needed, additional equipment can be rented.

The Macedon Town Board approved expenditures to accommodate Authority-recommended capital improvements and repairs to their sewer collection system. The Authority will be replacing a section of sewer force main and will arrange for any outside contractors necessary to complete the project.

Operations in the Village of Red Creek have been routine, but tomorrow there will be a repair of a 1916 water service.

Ms. Freling reported that the Records Management Grant application was submitted on January 28 and she has executed the action items from the January board meeting, publishing the Authority's meeting schedule and designation of legal newspapers in those papers.

Mr. Aman remarked that DOCCS continues to remain current on its payments to the Authority.

There being no further business, upon a motion by Mr. Scudder, seconded by Mr. Humbert, the meeting was adjourned at 5:27 p.m.

Respectfully submitted by:



Demaris Verzulli, Secretary of the Meeting