

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

**Meeting of:** November 26, 2019

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

**Present:** LaVerne Blik, Robert Hutteman, David Scudder, Mark Humbert, Donald Ross, Lori Furguson

**Absent:** Jean Johnson, Dan LaGasse, William Hammond

**Advisors Present:** Michael Howard, General Counsel

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

**Visitors:** None

Chairman LaVerne Blik called the meeting to order at 4:05 p.m. and led the Pledge of Allegiance.

**I. Chairman's Report**

**Adoption of Minutes** After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the October 29, 2019 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

**Correspondence:** None

**II. Treasurer's Report**

Ms. LaDelfa presented the warrant and bills. After due discussion and deliberation, Ms. Furguson 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: Vouchers 19-1951 to 19-2101 totaling \$1,061,859.29.

Mr. Humbert entered the meeting.

Ms. LaDelfa presented the Financial Statements for the month of October. After due discussion and deliberation, Ms. Furguson moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial statements for October 2019 be approved and accepted.

### **CD Renewal**

Ms. LaDelfa reported that a \$500,000 Certificate of Deposit at Lyons National Bank is up for renewal in two days, on November 28. Interest rates have dropped significantly. She recommended renewing it for a 9-month term at 0.8 % interest. After due discussion and deliberation, Mr. Ross moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the proceeds of the \$500,000 Certificate of Deposit maturing on November 28, 2019 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.8% simple interest rate for a term of nine months.

### **Roth IRA Inclusion**

Mr. Aman reported that a Roth IRA is not included among the New York State Deferred Compensation (403b) investment offerings for employees, and he would like the Board to authorize adding that option. There is no cost to the Authority. After due discussion and deliberation, Mr. Humbert moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Authority offer employees the option to set up a Roth IRA under the New York State Deferred Compensation Plan.

## **III. Agenda Items**

### **Western Regional WWTP Project Update**

Mr. Aman reported that while there has been no news on the Water Infrastructure Improvement Act (WIIA) Grant that would support inclusion of the Town of Walworth in the project, he has been busy working with the engineers from MRB Group to prepare information for the public. MRB is drafting a press release with assistance from him and Mr. Howard; it will be circulated to the supervisors first. Mr. Aman has met with Patty Holdraker from the Wayne Times to plan for an article in that paper on December 8; he expects it to be an upbeat article including a photo of the supervisors and perhaps town board members, emphasizing the cooperative aspect of this project. Also planned is a public informational meeting for December 18, information pamphlets for town halls to hand out, and possibly a meeting with landlords to address the impact to rental properties. The first tax bills to include costs for the project will go out in January for the original participating towns (Macedon, Marion and Palmyra.) The approximately \$600,000 included on these bills will be paid to the Authority later in 2020. Palmyra Village taxes go out in June; Walworth's participation is not definite yet, but would make up its initial Capital Cost contribution at the end of the repayment period, assuming the receipt of necessary funding commitments.

### **Regional Water Storage Tank Update**

Mr. Aman reported that progress has been made toward the final draft of the Service Agreement. It is modeled on the Service Agreement for the Western Regional Wastewater Plant Project, which has already been approved and is in effect. In the water tank project, only the capital charge will be billed to the towns; the Authority will be responsible for operation and maintenance costs. Mr. Howard distributed and reviewed the most recent draft of the agreement, noting that capital charges are directly payable to the Authority by the Towns as a component of the Service Fee. The towns, in turn, will add such charges to users' tax bills (subject to re-levy by the County in the event of non-payment). As such, the agreement is very protective of the Authority. The goal is to have the agreement in place by January 1, 2020 so that the Authority can begin the bonding process. Mr. Aman reported that there had been a good meeting to review the agreement the day before with all

the involved attorneys attending in person or on a conference call; their consensus was it should be possible for the Towns to seek approval of the agreement in December, provided that a final draft with all exhibits can be circulated and agreed upon soon. NYMIR, the Authority's insurance carrier, has approved the limits and indemnification provisions in the agreement. After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that, subject to the review and approval of Authority attorney, Michael Howard, the Executive Director be, and hereby is, authorized and directed to execute and deliver the Regional Water Storage System Improvements And Services Agreement with the Towns of Arcadia, Huron, Lyons, Marion, Sodus and Williamson in the form reviewed by the Authority Board.

Mr. Aman reported that David Doyle of MRB Group had intended to attend today's meeting to present a proposal for engineering up to and including the bidding process, but this presentation has been postponed until the December meeting.

### **Red Creek Regional Plant Disinfection Improvements**

Mr. Aman reported that Bill Davis of MRB Group had made an inspection of the Red Creek Regional Plant and determined that the existing channel where disinfection was planned from the beginning will need to be enlarged to accommodate the more redundant capabilities now required. The target year for completion of the disinfection addition is 2022.

### **Workforce Management Software Report**

Mr. Ceratt reviewed the search for a suitable software package for the Authority's various needs, such as accounting, utility billing, inventory tracking, and workflow management. No right-sized, complete package has yet been found. He and his committee have come to the decision to address the most urgent need, which appears to be workflow management. The Authority's current work order system is manual and consists of all paper records with no database or tracking capability. A software solution was presented which offers a utility-oriented software suite of applications that can be implemented separately. The Mobile Work Management software module is GIS-centric, interfaces with ESRI and enables field crews to manage assignments. Additional equipment and hardware components will enable Authority staff to locate assets, capture GPS positions and complete jobs using a handheld device. This software is hosted in the cloud and can be utilized with a cell or wireless connection, or in a batch mode. Mr. Ceratt recommends starting with six users, three administrative and three in the field, covering meter settings, stakeouts and the current Port Bay sewer project. A license for one year for six users, a one-time set up and training fee, and three tablets and ancillary equipment with GPS capability should not exceed \$20,000. The ultimate number of users is yet to be determined, but not every worker will need to have a tablet or access to the system. After due discussion and deliberation, Ms. Furguson moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Authority enter into a contract with [VENDOR<sup>1</sup>] for a one-year license to use the Mobile Work Management software for six users including a setup and training fee and the purchase of three tablets with ancillary equipment with GPS capability, for a total cost not to exceed \$20,000.

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<sup>1</sup> The vendor's name has been redacted as a security precaution on the advice of the New York State Comptroller's Office.

### **Port Bay Sewers Update**

Ms. Furguson reported that her sewer connection was made today. The project is moving forward with work now focused on the east side of the bay. There was discussion of which customers received a postcard notifying them it was okay to connect; this only applies to the west side, but not all residents there appear to have received a postcard. Mr. Monroe reported that about eight customers are hooked up as of today. A private contractor does the work but Authority personnel must make the inspection and approve the connection.

### **Miscellaneous Water Projects**

Arcadia WD 16: Mr. Monroe reported that the asphalt plants are now closed, but the pavement repairs made have at least a good binder layer. All the roadsides have been rough graded, and work will continue on the sloped area on Route 31. All the pipe has been installed but the portion on Route 31 may stay dry during the winter, since there is the danger of the test services freezing and there has been little interest from the residents there to connect to the water main.

### **Monthly Operations Report**

Mr. Monroe presented a verbal monthly report. The focus has been on restoration and repair of road cuts in anticipation of snow removal needs. Restoration is also the focus in the Lyons lead replacement project as well. Some projects are planned at the Operations Center, such as protective bollards around outside equipment. Work will commence on a couple of wastewater pump station projects in Macedon and replacement of a section of sewer force main.

### **Confirm December 17 Board Meeting**

Since the December Board meeting would fall on Christmas Eve, December 17 was proposed as an alternative. After due discussion and deliberation, Mr. Humbert moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the December meeting of the Board of the Wayne County Water and Sewer Authority be scheduled for 4 p.m. on Tuesday, December 17, 2019, and a notice of this be published in the Authority's legal newspapers.

### **Miscellaneous**

Mr. Monroe invited the Board members to the Authority Christmas lunch and open house on Monday, December 23. Lunch will be served at noon.

Mr. Aman remarked how successful the Friday, November 22 tour of Authority facilities was, and that he was particularly pleased that the wastewater plant operators conducted informative and comprehensive tours of their own facilities.

There being no further business, upon a motion by Ms. Furguson, seconded by Mr. Hutteman, the meeting was adjourned at 5:16 p.m.

Respectfully submitted by:



Demaris Verzulli, Secretary of the Meeting