

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

Meeting of: November 24, 2020

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

Present: LaVerne Blik, Jean Johnson, Lori Furguson

Participating via Conference Phone:
David Scudder, Dan LaGasse, Mark Humbert, William Hammond

Absent: Robert Hutteman, Donald Ross

Advisors Participating via Conference Phone:
Michael Howard, General Counsel

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

Visitors: None

Pursuant to the Governor's Executive Order No. 202 of March 7, 2020, declaring a State disaster emergency to address the threat that COVID-19 poses to the health and welfare of New York State residents and visitors, this meeting of the WCWSA Board of Directors was held via conference phone and recorded in accordance with the Public Officers Law, Article 7, Open Meetings Law, as amended.

Chairman LaVerne Blik called the meeting to order at 4:00 p.m. and roll call was taken. Mr. Blik led the meeting in the Pledge of Allegiance.

I. Chairman's Report

Adoption of Minutes: After due discussion and deliberation, Mr. Humbert moved, Ms. Johnson seconded, and all participating members unanimously approved the following resolution:

RESOLVED, that the minutes of the October 27, 2020 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: None

Mr. LaGasse entered the meeting remotely.

II. Treasurer's Report

Ms. Johnson invited questions on the warrant, which had previously been emailed to Board members for examination. After due discussion and deliberation, Ms. Furguson moved, Mr. Humbert seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the following statements are hereby authorized and directed to the Treasurer for payment: Vouchers 20-1679 to 20-1830 totaling \$961,828.15.

Ms. LaDelfa reported that a Certificate of Deposit at Lyons National Bank would reach maturity next month on December 3. Ms. LaDelfa recommended reinvesting it for nine months at a rate of 0.50%. After due discussion and deliberation, Mr. Scudder moved, Ms. Johnson seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the proceeds of the \$500,000 Certificate of Deposit maturing on December 3, 2020 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.50% simple interest rate for a term of nine months.

Ms. Johnson invited questions on the Financial Statements for the month of October, which had previously been emailed to the Board members. Ms. Furguson moved, Mr. Humbert seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for October 2020 be approved and accepted.

III. Agenda Items

COVID-19 Update

Mr. Aman reported that he continued to encourage and remind employees of the need to observe and comply with all recommended guidelines, requirements and protective measures that must be taken as COVID-19 infections are again increasing. A fixed-mount thermometer has been installed in the lobby to scan visitors entering the building.

Western Regional WWTP Project Update

Mr. Aman reported that Mr. Howard completed the draft of the Wastewater Collection System Improvements and Services Agreement to be entered into with Walworth and Macedon. Board members received the draft for review, and preliminary feedback has been received from Macedon. Mr. Howard is waiting for comments from the Walworth attorney, which he hopes to receive within the next few weeks. Once negotiations are complete, a resolution authorizing Mr. Aman to sign the agreement will be presented for Board consideration and approval. Mr. Howard remarked that the agreement is intended to continue the cost-sharing arrangement the two towns already have and provide an alternate funding mechanism for repairs to the collection system for the Walworth Service Area that could work in the absence of a formally established joint sewer district. Mr. Aman reported that engineering work continues. The property purchase agreement has been signed and received from the Village of Palmyra. In addition, the form of purchase agreement has been approved by counsel to Breen's. Some environmental test holes must be dug on the Breen's parcel and the additional Village parcel as part of a Phase II analysis recommended by LaBella before closing on those parcels can occur. Some regulatory meetings with the DEC have been scheduled and modifications to the originally designed sludge treatment have been discussed. The design has proceeded to the point where the basic footprint of the facility can be defined. Mr. Howard reported that the engineers have been leading discussions with NYSEG in regard to relocating the high voltage transmission lines that cross the property; NYSEG must approve the site design in relation to its standard set-backs and restrictions of record in order for the relocation to proceed. Mr. Aman reported that he had held one more public information meeting; it was a Zoom meeting based at the Walworth Town Hall.

Regional Water Storage Tank Update

Mr. Aman described the agreement with the Town of Williamson in regard to the easements Williamson must obtain to install the Williamson transmission improvements for the Regional Tank Project. It was agreed that the best procedure is for Williamson to obtain the easements and give the Authority a license to use the rights granted by the easements. A License Agreement prepared by Mr. Howard was emailed to the Board members in advance of the meeting. It was approved as to form by the Town Attorney and has been signed by the Town Supervisor. After due discussion and deliberation, Ms. Furguson moved, Mr. LaGasse seconded and all participating members unanimously approved the following resolution:

RESOLVED, that, subject to review and approval by the Authority attorney, the Executive Director be, and hereby is, authorized and directed to execute and deliver a License Agreement with the Town of Williamson for use of the Williamson Transmission Improvements, in the form presented to the Authority Board.

Mr. Aman reported that installation of the section of the transmission main west of Route 88 has been completed and final testing is being done on the part connecting to Route 88. The installation has been challenging because of the proximity to a fiber optic cable. The next section to be installed will be from the tank site on Brantling Hill Road south to the connection with the existing water main on Heidenreich Road. This connection will enable filling of the tank for testing and stabilization of the structure.

Mr. Aman described the location of the project's proposed Joy Road pump station at the corner of Joy Road and Route 88. The original intent was for a simple block structure for the pumps and some storage. However, it is also an ideal location for a mid-county operations facility which will eventually be necessary to better serve Arcadia and Lyons. The current leased location at the Sodus town highway barns is cramped and impinges on the Highway Department operations. Mr. Aman presented on the white board plans for a proposed 60-foot by 80-foot steel or pole barn building to include the pump station, an office, two drive-through truck bays and room for storage. Scott Johnson, the landowner, is willing to sell to the Authority a one-and-a-half to two-acre parcel on the southwest corner. An appraisal is being pursued to determine the fair market value of the land to be acquired. The location of the building would be impacted by a buried cable well off the road. Mr. Monroe and Scott Snyder have been evaluating the parcel area, and some test holes to plan for a small leach system have been dug. The building would face Joy Road, avoiding the necessity for a DOT permit to have an entrance on State Route 88. Some of the work can be done by Authority crews, saving costs. MRB will prepare a site plan and it is anticipated that the successful bidder will provide approved, stamped drawings for the building. Mr. Monroe described the time line as building the shell with the pumps in the coming spring and building the interior walls, installing insulation and completing other finishing tasks next winter.

Port Bay Sewers Update

Mr. Aman reported that Contract 1, installation of the collection system, is complete. The contractor, Blue Heron, is submitting the final paperwork. Contract 2, the construction of an equalization tank and related improvements at the former Village of Wolcott wastewater treatment plant site, is complete except for site restoration, which will occur in the spring. The office of Bernard Donegan is preparing the final financial arrangements.

Miscellaneous Water Projects

Mr. Aman reported that he and Mr. Ceratt had participated in a virtual meeting with the Towns of Wolcott and Huron, Rural Development, and David Doyle of MRB Group, to discuss the prospective water districts these towns are contemplating. RD is possibly going to begin using 2014 census data to determine eligibility for grants and low interest financing, and changes in the incomes of Huron residents may make the town ineligible for assistance on future projects. Wolcott will still fall under

the poverty level. Fortunately, some proposed districts have progressed to the point where they may still be eligible for funding under the current guidelines; these include Blind Sodus Bay and Huron Water District 8. Arcadia also has an approximately 50,000-foot project in process that should still be eligible for aid under the existing guidelines.

Miscellaneous Meetings

Mr. Aman reported that he met with the owners of Merrell Farms, whose farm is in the Town of Butler south of Route 104 just east of Whiskey Hill Road. They need a water supply for their large dairy herd and could possibly use up to 200,000 gallons of water per day. The water system in that area is north of Route 104, within Wolcott, and has very poor fire flow. There have been many inquiries over the years about extending the water supply to south of Route 104 in that area, where development has been hindered because of the lack of water. The most advantageous route for a water main would be from Ridge Road east of the Village of Wolcott, west in the right-of-way along the north side of Route 104, past the Route 89 overpass and Whiskey Hill Road and connecting to the existing Limekiln Road 8-inch line west of Whiskey Hill Road. A 12-inch main and a crossing under Route 104 is estimated to cost in the neighborhood of \$1.5 million. Neither the Authority nor the Town of Butler has the funds to build this line at this time; however, when the Butler Prison was closed, a fund was established by the state to assist businesses in that area in dealing with the economic impact. The Wayne County Economic Development Department and Assemblyman Brian Manktelow have both been approached to see if there are funds still available from the state that could be used for this water main. There is little risk to the Authority in pursuing this solution.

Monthly Operations Report

Mr. Monroe reported that most of the monthly operations have been installing water services, investigating sewer backups, installing transmission main, and a lot of pavement restoration. Old sewer connections in Lyons have been replaced at the home owner's expense; they are now the Authority's responsibility since they are now up to code. Mr. DiBenedetto displayed photos for the Board as he and Mr. Monroe described the planned upgrade of Pump Station 4 in Macedon. This involved replacing a hatch-accessed underground submersible pump chamber with an above-grade building. Trench boxes were rented because of the expected 14-foot depth of the trenches, but the pipes could not be buried that deeply due to the high water table and instability of the sandy loam soil. A bypass was also constructed, which would be used with a portable pump if the pump station was out of commission. Macedon is utilizing funds from its capital reserve fund for this upgrade. Mr. DiBenedetto showed photos of the successful wet tap conducted this day in Williamson, part of the Regional Water Tank Project.

There being no further business, upon a motion by Ms. Furguson, seconded by Ms. Johnson, the meeting was adjourned at 5:08 p.m.

Respectfully submitted by: 
Demaris Verzulli, Secretary of the Meeting