

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

Meeting of: December 22, 2020

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

Present: LaVerne Blik, Jean Johnson, Robert Hutteman, Dan LaGasse, Lori Furguson

Participating via Conference Phone:
David Scudder, Mark Humbert, William Hammond, 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
Demaris Verzulli, Secretary of the Meeting
Sheryl LaDelfa, Accounting Manager

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

RESOLVED, that the minutes of the November 24, 2020 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman sadly reported the early December unexpected passing of Charles Schachter of Harris Beach, PLLC, Bond Counsel for the Authority.

II. Treasurer's Report

Mr. Humbert entered the meeting remotely.

Ms. Johnson invited questions on the warrant, which had previously been emailed to Board members for examination. Mr. Aman reported that a late addition had been made to the warrant after the Board received copies. He reminded the Board that in October, the 2020 purchase of an E60 Bobcat Mini Excavator for \$63,862.58 had been approved. However, it happened that this equipment would not be available until 2021, but there was an option to exchange the E60 delivery for a similarly priced, currently available T740 Bobcat Skid Steer, which was budgeted for 2021. After due discussion and deliberation, Mr. LaGasse moved, Ms. Furguson seconded and all participating members unanimously approved the following resolution:

RESOLVED, to approve the purchase of a 2020 Bobcat T740 Skid Steer for \$59,046.54 out of the 2020 budget and include the invoice for this equipment on the December warrant.

After due discussion and deliberation, Mr. LaGasse moved, Ms. Furguson 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 20-1831 to 20-2001 totaling \$730,591.34.

Ms. Johnson invited questions on the Financial Statements for the month of November, which had previously been emailed to the Board members. After due discussion and deliberation, 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 November 2020 be approved and accepted.

III. **Agenda Items**

COVID-19 Update

Mr. Aman reported that 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. If necessary, shifts can be staggered. Mr. Howard has been providing updates on the priority for vaccinations and whether vaccinations can be mandated by public employers as a matter of law; several public authorities in the state are debating whether to require vaccinations. Mr. Aman reported that he has been asked to lobby for water and wastewater sector workers in the state to be more highly prioritized as essential workers. Mr. Howard will continue to track this evolving situation.

Western Regional WWTP Project Update

Mr. Aman reported that a SEQRA amendment is necessary due to a proposed change in the route of the forcemain. The new route is shorter, straighter, will minimize DOT interaction, and the verbal approval of the owners of property to be crossed has been obtained. Mr. Aman noted that LaBella Associates, DPC had been asked to review the project area associated with the cross-lots realignment in relation to the 2019 SEQRA documentation and provided suggested updated findings, as described in the November 19, 2020 Memo, a copy of which was shared with the Board members electronically in advance of the meeting. After due discussion and deliberation, Mr. Hutteman moved, Ms. Furguson seconded and all participating members unanimously approved the following resolution:

WHEREAS,

- 1) The WCWSA previously determined to undertake the construction of the Western Wayne County Regional Wastewater Treatment Plant ("Regional WWTP") which would accommodate current and future wastewater flows from multiple municipalities in order to coordinate the treatment of such wastewater flows on a regional basis in a more effective and efficient manner. The construction of the Regional WWTP would also allow for the decommissioning and removal of municipal wastewater treatment plants in the area that are outdated, deteriorating, or non-compliant.
- 2) With respect to the environmental review of the Regional WWTP, the Board of Directors of the WCWSA declared itself Lead Agency under State Environmental Quality Review Act (SEQRA), prepared a Full Environmental Assessment Form, and issued a Negative Declaration for the Project on August 22, 2017, upon finding no significant adverse

impact on the environment. This Negative Declaration was amended on February 26, 2019 to include some additional areas of sewer main installation and design changes for the Regional WWTP.

- 3) Later in 2019, the Town of Walworth was added to the service area of the Western Wayne Regional WWTP. With regard to the Walworth Service Area addition, the Board of Directors of the WCWSA declared itself Lead Agency under SEQRA, prepared a Full Environmental Assessment Form, and issued a Negative Declaration for the Project on September 12, 2019, based upon finding no significant adverse impact on the environment.
- 4) Since that time, project planning has continued and a change in the route of the sanitary forcemain has been proposed along the segment connecting the Town of Walworth with the Town of Macedon. The proposed realignment would proceed across private property along easements (a cross-lots alignment), rather than along the road right-of-way. The affected segment would proceed between the westerly bend of O'Neil Road and the Macedon Center Road/Scott Road intersection and would include the installation of approximately 5,100 linear feet of forcemain, primarily within sections of privately-owned property.
- 5) At the Board of Directors' request, LaBella Associates, DPC reviewed the project area associated with the cross-lots realignment in relation to the 2019 SEQRA documentation and provided updated findings, as described in the November 19, 2020 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 November 20, 2020, a preliminary draft version of the Memo was circulated to involved and interested agencies for project scope change notification.
- 6) The Board of Directors has considered the Environmental Record, including the proposed Negative Declaration Amendment and comments received from agencies during the 30 day comment period associated with the November 20, 2020 circulation.

NOW THEREFORE BE IT RESOLVED,

The WCWSA Board of Directors as Lead Agency hereby accepts the updated Environmental Assessment and accompanying November 2020 Memo submitted by LaBella Associates, DPC.; and

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.

Mr. Aman reported that the engineering team continues to meet virtually, discussing with NYSEG its proposed contractual requirements for moving the electric transmission lines which currently bisect the site. A NYSEG project manager has recently been designated to work with the project engineers to finalize those requirements and to expedite required approvals to relocate those lines to the perimeter of the site. It is necessary to have both those parameters and NYSEG's consent to the proposed Authority improvements in writing so there will be no confusion that the facility can be built and operated as proposed. Mr. Aman is reasonably happy with the progress being made with the regulatory agencies, but noted that resolution of the NYSEG issues was a condition precedent to closing on the site with the Village of Palmyra and Breen's. He hopes the bids for the facility will be on the street in the late spring of 2021.

Regional Water Storage Tank Update

Mr. Aman reported that two competitive bids were received for the tank, which was expected since there are only two companies in the region constructing this type of prestressed concrete tank. DN Tanks was the high bidder at \$1,899,410. The low bidder was Preload, LLC, at a total of \$1,712,000. While this will be one of their first tanks constructed in this part of New York, they have numerous successful projects in other states. MRB Group vetted Preload carefully, made them aware of the MWBE requirements and other applicable technical and legal requirements, and recommends accepting their bid. After due discussion and deliberation, Mr. Humbert moved, Mr. Hutteman seconded and all participating members 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 awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority's Procurement Policy; (iii) the proposed awardee has 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 the 2.0 MG Brantling Hill Storage Tank in the Wayne County Regional Water Storage Project be awarded to the lowest responsible bidder, Preload, LLC, 4000 Tower Road, Louisville, KY 40219 for \$1,651,000 Base Bid Lump Sum, \$50,000 Base Bid Contingency Allowance, and \$11,000 Add Alternate No.1 (tank logo) for a total contract amount of \$1,712,000.00 (One million, seven hundred and twelve thousand dollars.)

Mr. Aman reported that an appraisal is necessary for the property on Joy Road that the Authority needs to purchase for the Route 88 pump station and the proposed satellite operations building. He received a proposal from Midland Appraisal Associates for \$2,800 to perform an appraisal of a 1.5-to-2.0-acre parcel. After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to execute and deliver the Proposal/Engagement Letter from Midland Appraisal Associates, Inc. for an Appraisal Report of an approximate 1.5-to-2.0-acre portion of the existing parcel at the southwest corner of Joy Road and Route 88 in the Town of Sodus, for an amount not to exceed \$2,800.

Port Bay Sewers Update

Ms. Furguson reported that the project is essentially complete and the next report will be in the spring when Phase 2 is closed out.

Replacement of Original HVAC Units at the Authority Operations Center

Mr. Aman reported that there are sufficient funds remaining in the bond proceeds for the Operations Center expansion to replace the original 1998 HVAC units, which are showing some signs of degradation and for which parts and materials for repair are now unavailable. Mr. Ceratt reported that in conformance with the Authority's procurement policy he solicited three quotes, the lowest of which, for \$17,650, was from Leo J. Roth, the company which currently provides preventive maintenance on the Authority's HVAC equipment. The quote is for two furnaces and two AC systems, complete installation and start up. Mr. Ceratt recommends including some additional funds for incidentals if needed. After due discussion and deliberation, Ms. Furguson moved, Ms. Johnson seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the Procurement Officer be authorized to accept the quote from Leo J. Roth Corporation for removal of the Authority's two original 1998 Furnaces and 5-ton A/C systems and replacement with two 95% efficient propane furnaces, two York 410A split A/C systems, including installation, venting, piping, drains, power and control wiring, and start-up and operational check of the system, for an amount not to exceed \$19,000.

Miscellaneous Water Projects

Mr. Monroe reported that during the last month the installation crew focused on the Arcadia/Sodus portion of the Regional Tank Project. The western part, Fairville Maple Ridge Road, Austin Road and Buffalo Road, has been completed, tested and approved, and one customer has been connected. Approximately 1800 feet of main has been installed, but not yet tested, on Heidenreich Road, where a few design changes had to be made while work was in progress. He hopes that the directional drill contractor will be able to complete a number of road crossings so that if there is a stretch of good weather, and the Town of Arcadia Highway Department agrees, more main can be installed. If not, work can be done at the tank site.

Miscellaneous Meetings

Mr. Aman reported that after this meeting he is expecting to attend a meeting in Sodus in regard to a proposed water district to possibly include Bond, Buerman, and Barclay Roads. Mr. Howard reported that the Western Regional WWTP project is making progress with necessary title work, surveys and mapping of the facility site and is getting closer to closing on the properties involved.

Mr. Aman reported that there have been a number of personnel changes recently. Brian Whipple, a wastewater plant operator at the Regional Plant, left to work for the Town of Ontario. His position will be filled at some point. Tabitha Davis, one of the two customer service representatives working at the front desk, also resigned. Since Paula Stewart, the Billing Manager, will retire in August, and Karen DeSain, the Assistant, will move into the Manager position, an assistant position will be open. Kendra Root, the second customer service representative, is interested in moving into that position. Consequently, an advertisement was placed with Indeed.com, an online job search site, and within a half a day, sixteen responses were received, and many more within days. Several candidates were interviewed by phone, four were interviewed in person, and offers were made to two candidates, both of whom have customer service experience. Anastasia (Stacy) Psomiadis will start on January 4, 2021, and Samantha LoBello will start on or about February 1, 2021. In addition, Tom Gowan, water system operator in Lyons, announced that he will retire in November 2021. Discussion ensued about less experienced employees moving into open positions, the difficulty of obtaining interested or qualified employees for plant operator positions, and the efforts Mr. Aman and Mr. Monroe have made over the years visiting job fairs, high school guidance counselors, and Wayne-Finger Lakes BOCES. The Authority offers paid training toward licenses and certifications, but response has been sparse; the difficulty in getting plant operators is a state-wide problem.

Monthly Operations Report

Mr. Monroe reported that the operations crew focused on the Macedon Pump Station 4 upgrade. Mr. Ceratt displayed on the white board photographs of the project. The original pumps were in a 17-foot deep dry well where problems began in July of 2019 when a sump pump line failed, water backed up from the wet well into the dry well and burned out the pumps. Temporary repairs were made and an above-ground station was planned. This past month a concrete building was installed, the pumps were installed inside, controls were installed by Colacino, and a preliminary start up is planned before the permanent electrical cut over occurs. The project is being paid for by Town of Macedon capital funds.

Mr. Aman announced that the next meeting would be the organizational meeting on January 26, 2021.

There being no further business, upon a motion by Ms. Furguson, seconded by Mr. LaGasse, the meeting was adjourned at 5:09 p.m.

Respectfully submitted by: Demaris Verzulli
Demaris Verzulli, Secretary of the Meeting