

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

Meeting of: June 29, 2021

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

Present: LaVerne Blik, David Scudder, Dan LaGasse, Mark Humbert, Lori Furguson, William Hammond

Participating via Conference Phone:
Robert Hutteman, Donald Ross

Absent: Jean Johnson

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
Jessica Freling, Administrative Assistant
Sheryl LaDelfa, Accounting Manager
Demaris Verzulli, Secretary of the Meeting

Visitors: None

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

Mr. Aman reported to the Board that Hunter DeRoo, a recently hired crew member, had unexpectedly passed away the previous week. A large group of employees will attend the calling hours the next day and donations are being collected. He asked for a moment of silence for Hunter and his family.

Mr. Aman reported that Board member Jean Johnson was absent from this meeting because her mother had passed away. A sympathy card was passed among the attendees for them to sign.

Mr. Aman also reported that the Town of Savannah had approached him to discuss the possibility of the Authority taking over operation of the town's water and sewer systems. The sewer system is basically community septic; the water system is spring water treated by a filtration plant. There is a meeting scheduled for July 8 to discuss this possibility.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the May 25, 2021 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Treasurer's Report

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

RESOLVED, that the following claims are hereby authorized and directed to the Treasurer for payment: Vouchers 21-927 to 21-1123 totaling \$1,455,566.93.

Ms. LaDelfa invited questions on the Financial Statements for the month of May, which had previously been emailed to the Board members for examination. 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 May 2021 be approved and accepted.

Next month Ms. LaDelfa will present the Income Statement in the current format, which she prepares in a spreadsheet, and the Income Statement as provided by Sage, the accounting software, so that the Board can consider a possible change in the reporting format.

Ms. LaDelfa left the meeting.

II. Agenda Items

COVID-19 Update

Mr. Aman reported that the Governor's Executive Order No. 202, allowing the Board meetings to be conducted via conference phone, expired on June 24, and this will be the last meeting in which the Authority will utilize Zoom for the Board meetings. Mr. Howard reported that the state has adopted the CDC guidance which advises that fully vaccinated individuals do not need to wear masks or be socially distanced, but unvaccinated individuals must continue to wear masks and be socially distanced in most settings in regard to the COVID pandemic. While it is permissible in New York to require proof of vaccination, an employer may also rely upon self-reporting and Mr. Aman is relying on the honor system.

Regional Water Storage Tank Update

Mr. Aman reported that there was a remote meeting today with representatives of the Department of Health, in which the timeline and construction aspects of the project were clarified and a chart prepared to visually illustrate the project schedule. Mr. Aman reported that bids for the remaining directional drilling on the Route 88 section of the project had been received, and they are much higher than was expected when the budget was prepared. The cost for 12-inch pipe is especially high, there is a section where the drilling will be in rock, and the total lowest bid for all the drilling exceeds \$532,000. The Authority has 60 days from the opening of the bids to award the bid, so the Board can re-visit this bid at the next meeting. In the meantime, a plan has been made to examine each drilling location to see if some footage can be reduced or eliminated. If the footage changes significantly, the Authority may have to re-bid the job. The hope is that perhaps in the early fall pipe prices will begin to decline as production ramps up. Discussion ensued and the issue was tabled. Mr. DiBenedetto displayed on the white board photos of the concrete work being done on the water tank, including the forming of the wall sections and the rebar nearly complete for the floor. The footings have all been poured and the floor is scheduled to be poured after the 4th of July.

Mr. Hutteman entered the meeting remotely.

Mr. Scudder asked about the status of pipe delivery. Mr. Aman reported that in response to certain force majeure conditions related to the unavailability of pipe material, the Authority was forced to accept a contract revision and associated price increase, but was able to secure delivery of 7,880 feet of 12-inch pipe at that price. Now, the manufacturer, J M Eagle, has instituted a second increase which the vendor cannot absorb. In order to avoid cancellation of the balance of the order under force majeure provisions, a second contractual amendment has been required. The Authority has been informed that J M Eagle will be manufacturing pipe and the Authority will receive the remaining 27,120 feet of pipe in the order at the second increased price.

Western Regional WWTP Project Update

Mr. Aman reported that it is necessary for the Board to approve a resolution supporting the Authority's application for funding from the Water Quality Improvement Project program. After due discussion and deliberation, Mr. Humbert moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

Resolution of Support from the WCWSA for the New York State Consolidated Funding Application, Water Quality Improvement Project Wastewater Treatment Improvements.

WHEREAS, the Board of the Wayne County Water & Sewer Authority (WCWSA) supports the submission of a 2021 Consolidated Funding Application (CFA) on behalf of the WCWSA, for the Water Quality Improvement Project (WQIP) program, for the proposed Western Wayne County Regional Wastewater Treatment Plant; and

WHEREAS, the New York State Department of Environmental Conservation provides a competitive statewide reimbursement grant program for local governments administered to directly address documented water quality impairments; and

WHEREAS, the Town of Macedon, Town of Walworth, Town of Marion, and Village of Palmyra each owns and operates a wastewater treatment facility that is in need of major capital improvements in the near or immediate future; and

WHEREAS, the WCWSA is planning to construct and operate a regional wastewater treatment plant (WWTP), located to the west of the existing Village of Palmyra WWTP, which would service all four communities in a collaborative effort to replace aged, failing infrastructure while sharing capital costs; and

WHEREAS, if funding is received, it will enable the WCWSA to provide improved infrastructure in a cost-effective manner, elevating water quality for each of the involved communities, supporting growth and development in the area for years to come;

NOW THEREFORE BE IT RESOLVED, it is anticipated that the WCWSA Board of Directors, on behalf of the Authority, will complete the necessary actions to authorize expenditures for the proposed project, as well as authorize the Executive Director to execute necessary documents relative to and as required for the application; and

BE IT FURTHER RESOLVED, the WCWSA Board of Directors does hereby accept that they shall provide at least 60% match of the total of any grant funding awarded as a local match in the form of in-kind services or cash contributions hereby appropriated and obligated from financing of the project with a SRF loan through NYS Environmental Facilities Corporation; and

BE IT FURTHER RESOLVED, that the WCWSA Board of Wayne County, recognizes and fully supports the submission of a 2021 CFA for WQIP on behalf of the Authority for a wastewater treatment improvements project.

Mr. Howard described the situation with the NYSEG easement agreement for the relocation of the electric transmission lines on the plant property. It is important that NYSEG examine and consent to the proposed location of the Authority improvements as shown on the plans for the entire site. A new easement will be created for the lines around the perimeter of the property, and at some subsequent point the old easement will be released. After due discussion and deliberation, Mr. Humbert moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that, subject to the review and approval by the Authority attorney, the Executive Director be, and hereby is, authorized and directed to execute and deliver an Easement Agreement with NYSEG, in the form presented to the Authority Board, incident to the relocation of the existing high voltage electric transmission lines at the site of the Western Regional Wastewater Treatment Plant.

Mr. Aman reported that since plans have changed to include a sludge dryer for the project, with the possibility of odors and dust, the need for an air quality permit will be evaluated. In addition, the Authority, as lead agency, will need to consider the potential environmental impacts of the proposed change in the project. As with prior changes as the project has evolved (including adding Walworth and changing the force main location), this will involve consideration of a memorandum (to be prepared by LaBella Associates) identifying potential environmental impacts and evaluating their significance. This will be circulated to all interested and involved agencies and will likely result in the adoption of an amendment to the most recent negative declaration. The DEC has asked that the Authority include a reference to prior SEQR documentation to facilitate its review and approval.

Huron Water District #8

Mr. Aman reported that the Directional Drill bid for the Huron project came in at a high price like the Regional Tank Project bid, but because of the commitment to the Town of Huron, the Authority will have to accept the low bid. This project had already been examined with the purpose of drilling only the necessary areas. Rock is not expected to be encountered. The low bidder is Burrows Brothers, who have done good work for the Authority before. After due discussion and deliberation, Mr. Humbert moved, Mr. Scudder 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 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 Huron Water District 8 Directional Drill Bid be awarded to the lowest responsible bidder, Burrows Bros, Inc., 656 Basket Road, Webster, New York, as follows: The unit prices of \$152.00 per linear foot to bore and pull back 421 linear feet of 12-inch HDPE pipe in earth and \$315.00 per linear foot in rock should it be encountered; \$87.00 per linear foot to bore and pull back 579 linear feet of 8-inch HDPE pipe in earth and \$210.00 per linear foot in rock should it be encountered.

Miscellaneous Water Projects

Mr. Monroe reported that the installation crew has been focused on the Regional Water Tank Project. The loop around Brantling Hill Road to Route 88 has been completed and tied in to a drill along Route 88. Installation south on Route 88 is proceeding. To date over 27,000 feet have been installed with 3,500 still to be installed along Route 88 to Austin Road. He also reported that the site plan for the pump station / operations building on Joy Road is being completed and some of the trees on the site have been removed. The farmer will spray the remaining trees along with the rest of the orchard. The Authority will be obtaining the building permit and the contractor should be able to start in the middle

of August. Site preparation will proceed; the topsoil that will be removed may be stockpiled for future use.

Monthly Operations

Mr. Ceratt reported on the work of the summer help. They have serviced and painted hydrants in Sodus and the northern part of Marion. Next will be some key areas in Macedon. He displayed on the white board a map with the information that can be gathered and reported by the new workflow software. Mr. Monroe reported that Authority staff has been coordinating with the contractor in the Town of Macedon who is replacing the sewer main in backlots in the Victor Road area. The town accepted bids under an emergency situation since the sewer pipe had collapsed after degrading over the years. Mr. DiBenedetto displayed photos of the final grading and seeding around Macedon Pump Station 4. Mr. Monroe also reported that a crew has recently been replacing aging sewer laterals in Lyons. Soil and seeding restorations and water services are caught up to date with asphalt restoration being scheduled for this month. He has been rescheduling personnel in order to be able to train replacements for those employees retiring later this year, and new employees are being sought as well.

Mr. Scudder asked where the situation with community solar stood. Mr. Aman reported that the consultant had been given the green light to seek proposals from one or more developers for consideration by the Authority, and now better understands the necessity for the Authority to follow its procurement procedures. Mr. Aman feels it would be a good idea to renew the Authority's contract with BOCES since the solar project might not work out. After due discussion and deliberation, Mr. Scudder moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

Cooperative Electricity Bid WFL 2022-12

WHEREAS, the Wayne County Water & Sewer Authority desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity; and

WHEREAS, the Wayne County Water & Sewer Authority is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o; and

WHEREAS, the Wayne County Water & Sewer Authority has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the appropriate agency of New York State and making recommendations thereon;

THEREFORE, BE IT RESOLVED, that the Wayne County Water & Sewer Authority and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director on behalf of the Wayne County Water & Sewer Authority hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Mr. Scudder asked for an update on the possibility of having an electric vehicle charging station at the Operations Center. Mr. Aman reported that he had heard nothing further from Jim Colacino on the subject.

Mr. DiBenedetto reported that bids are going to be solicited for a sewer crawler camera, which will hopefully be mostly funded by a grant. He has seen a number of demos of various types of equipment in order to learn the best fit for the Authority's needs.

Mr. Howard presented in both paper and digital form the closing documents for the Western Regional Wastewater Treatment Plant site.

There being no further business, upon a motion by Mr. Ross, seconded by Mr. Humbert, the meeting was adjourned at 5:25 p.m.

Respectfully submitted by:


Demaris Verzulli, Secretary of the Meeting