

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

Meeting of: Monday, April 25, 2022

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

Present: Robert Hutteman, Jean Johnson, David Scudder, Dan LaGasse, William Hammond, Mark Humbert

Participating via Conference Phone:
Donald Ross

Absent: LaVerne Bliek, Lori Furguson

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

In the absence of Chairman LaVerne Bliek, Vice-Chairman Robert Hutteman called the meeting to order at 4:00 p.m. and led the meeting in the Pledge of Allegiance.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the March 22, 2022 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Mr. Ross entered the meeting remotely.

Correspondence: Mr. Aman reminded the members that he would be traveling to Washington, DC the next day with other leaders in the public water sector to advocate for water infrastructure needs.

Treasurer's Report

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

RESOLVED, that the following claims are hereby authorized and directed to the Treasurer for payment: Vouchers 22-499 to 22-716 totaling \$969,249.85.

Mr. Humbert entered the meeting.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for March 2022 be approved and accepted.

II. **Agenda Items**

Western Regional WWTP Project Update

Mr. Aman reported that the Project had gone out to bid, with the bid opening to be May 19, 2022. The DEC had been giving comments on the plans up until Good Friday. Mr. Aman named the various contractors who had registered as bidders and reported that MRB will contact others who might be interested, to be sure they are aware of the bid. There will be a pre-bid meeting on May 3 to visit the plants that will be converted to pump stations, the routes of the force mains, and the Palmyra site of the new plant. There will be a general contract for the treatment plant, a general contract for the pump stations and mains, and an electrical contract for both the plant and the pump stations. The first flows will be from Palmyra, with those from the other towns later. He warned the Board that the bids would likely be high given current market conditions, but remarked that there is some latitude under the Services Agreement which authorizes the project to proceed provided that project costs do not exceed 110% of the original estimate (\$53.5 Million). In addition, he noted that the actual number of EDUs has been increasing, and large townhome and subdivision projects planned in Walworth and Macedon will further increase the number of units contributing to the project. There was discussion of allowing the winning bidders to proceed sooner than the usual 60 to 90 days needed to arrange insurance and other items, because prices are so volatile and vendors are unwilling to hold prices for any length of time. Mr. Howard reported that he has received some preliminary comments from the various attorneys on the IMA, but is still waiting to receive comments on the lease for the Walworth Service Area.

Regional Water Storage Tank Update

Mr. Aman reported that the rock that was broken and dug from the water main route on Route 88 had been removed. The crew is waiting for the directional driller to drill under Feiock Road, but it may be necessary to skip past that site and go on. The tank has been partially drained and refilled and samples have been taken today; Mr. Aman hopes for them to pass and the tank to be on line before Memorial Day. The construction crew is continuing to install pipe on Route 88; fortuitously, enough pipe and materials were purchased for the current year's projects, because pipe prices have continued to rise. The 2022 directional drilling bid for the project, including the drilling under the Erie Canal, is on the street and is scheduled to be awarded at the May Board meeting. The goal is to have the substantial elements of the project in place by the end of the year.

Miscellaneous Water Projects

Mr. Aman reported that Huron is contemplating a very large project consisting of about 120,000 feet of water main on several of the remaining roads that don't have water. The probability is that when the new census figures are used, that will move the town out of the favorable funding window, so Huron is moving on this now. Huron 9, Arcadia 15, and Blind Sodus Bay projects are still at the Comptroller's office.

Miscellaneous Meetings

Mr. Aman reported that he has been to several Canandaigua Lake Watershed meetings, since Palmyra takes its water from that lake. There have been meetings in Walworth regarding sewer upgrades needed for potential projects and in Macedon regarding a project adjacent to the marina area on Canandaigua Road.

Open Meetings Law Update

Mr. Howard reported that the state legislature has adopted a new approach to video conferencing as an option for open meetings. The new law will take effect on June 8, 2022 and remain in effect until June 2024. If an organization wishes to utilize that type of meeting, it must adopt a policy, record the meetings and make the recordings available, and follow other requirements. In any case, a quorum must be physically present. The current law allowing virtual participation will be in effect for the May Board meeting.

Credit Card Discussion

Mr. Aman and Ms. Freling described the difficulties encountered when making hotel reservations and obtaining meals associated with employee training. It is becoming a greater problem for some employees to use their own credit and be reimbursed. Discussion of the elements of an appropriate policy ensued. Mr. Hutteman will submit the Village of Newark's policy and Mr. Howard will assist in drafting one for the Authority consistent with guidance provided by the Comptroller.

Monthly Operations

Mr. Monroe reported that most of the cleanup and restoration of various excavation sites in the Western Service Area has been completed. In the Regional Tank Project, approximately 1,050 feet of 12-inch water main has been installed on Route 88, plus water lines on the tank site. The driveway was extended and other site work done. Installation of new water services has remained steady. Mr. DiBenedetto displayed photos of a 15-inch clay pipe sewer in the former Village of Lyons before and after jetting. The line had been obstructed by roots and grease, causing an emergency in the night. The next day, two hundred feet of the line was jetted by the DEKRA vactor and flush truck in about four hours. Mr. Humbert was complimentary about the work of Authority employees Brett Cottrell, Matt Synyard, and Mark Chadwick during the emergency and subsequent line jetting. Mr. Aman reported that MRB is preparing an inflow and infiltration study for Lyons, and the sewer camera will be used regularly in conjunction with the study.

Mr. DiBenedetto then displayed photos of the rock material on Route 88, before and after the cleanup. He also showed photos of the office and restroom at the Joy Road facility. A ribbon-cutting ceremony will be planned for some time in May, to which the Board is invited.

Mr. Scudder asked about the status of the Low Income Household Water Assistance Program. Ms. Freeling reported that the Authority has received over \$16,000 in payments so far, but it is still a struggle dealing with landlord/tenant arrangements.

Schedule Governance Committee Meeting

It is necessary to schedule a Governance Committee meeting in May to review the Code of Ethics, Whistleblower Policy, and Employee Handbook and have Mr. Howard report on governance trends. It was the consensus of the Board to schedule a meeting of the Governance Committee of the Wayne County Water and Sewer Authority for Tuesday, May 22, 2022 at 3:30 p.m. before the regular Board meeting.

Mr. Aman remarked that the staff has been very busy reviewing third party payment services to replace Paymentus for accepting customer payments on line.

There being no further business, upon a motion by Mr. Humbert, seconded by Mr. Scudder, the meeting was adjourned at 5:04 p.m.

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