

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

Meeting of: Tuesday, September 27, 2022

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

Present: LaVerne Blik, Robert Hutteman, Jean Johnson, David Scudder, Lori Furguson, William Hammond, Mark Humbert, Dan LaGasse, Donald Ross

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.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the August 23, 2022 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: None

II. Treasurer's Report

Ms. Johnson invited questions on the warrant, which had previously been distributed to the Board members for examination. After due discussion and deliberation, Ms. Furguson moved, Mr. Humbert 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 22-1474 to 22-1654 totaling \$902,480.32.

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

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

III. **Agenda Items**

Regional Water Storage Tank Project Update

Mr. Monroe reported that the construction crew had started the Huron Transmission Line part of the project and had installed approximately 3,900 feet of watermain on York Settlement Road in the last week and a half. Most of the section on Route 88 has been tested and approved, with a few minor directional drill tie-ins to complete. Progress is being made on the chlorination building at the tank site, and the tank is being used to service the area north of the tank. Mr. Aman reported that an aeration system and mixing equipment will be added, and Mr. Monroe remarked that in the meantime Authority personnel were periodically adding chlorine at the top of the tank. When complete, the chlorination building will provide real-time chlorine readings. Many service connections are being installed; there are a number of farms in the area with 2-inch connections. The electrical service at the Joy Road Pump Station awaits delivery of a meter socket; this equipment is currently hard to obtain.

Western Regional WWTP Project Update

Mr. Aman reported that since the last Board meeting, he has visited all the communities involved in the project, and each of the Participating Municipalities has approved and executed the Memorandum of Understanding (MOU) discussed at the prior Board meeting. Mr. Howard has subsequently drafted Addendum No. 1 to the Amended and Restated Services Agreement based on that MOU that is intended to allow the parties to continue to advance the Project assuming the receipt of an acceptable replacement funding package from EFC. Mr. Aman expects to hear about that grant application in early November, and he and Mr. Howard have suggested that the Participating Municipalities approve and execute the Addendum in advance of the award with the understanding that it would be held in escrow so that bids could be awarded once a new grant is announced. Although there are no guarantees, EFC has scored the project high in the past and is familiar with its importance to the region. Mr. Aman also reported that bids were opened on August 31 for the rebid of Contract #2, split into pump stations and forcemains. Villager Construction was the low bidder each time, but this time there was enhanced competition and the potential for a substantial saving over the prior bid, contingent on regulatory approvals from DEC and the Canal Corp. Email confirmation has been received from the low bidders on Contracts #1 and #3 that they will hold their bids until November 10. There was discussion of the increased cost to the users; Mr. Aman got the sense from his meetings that although the participants were not pleased with the cost increases, there is a recognition that such increases are not unusual given the current economic conditions.

Red Creek Area Disinfection Project

Mr. DiBenedetto displayed photos of the pole barn structure being built at the Red Creek plant. Mr. Aman reported that operator Seth Galek had asked that a fan and louver for mechanical ventilation be added to the project. Change orders are necessary from both contractors, Spensieri Diversified of Syracuse, the general contractor, and Concord Electric of Rochester, the electrical contractor. After due discussion and deliberation, Mr. Hutteman moved, Mr. Humbert seconded and all members participating unanimously approved the following resolution:

RESOLVED, that Change Order #1 to the Red Creek Area WWTP Disinfection Improvements Contract #1, General Construction, in the amount of \$7,220.44 for the addition of a fan and louver for ventilation be approved.

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

RESOLVED, that Change Order #1 to the Red Creek Area WWTP Disinfection Improvements Contract #2, Electrical, in the amount of \$1,987.42 for the addition of a fan and louver for ventilation be approved.

Mr. Humbert reported that the County has assembled a group of officials from the County and the towns in the area of the former Butler Correctional Facility (because of which the Red Creek plant was constructed) to discuss the possibility of approaching the state for local control of the Facility with the ultimate goal of getting the property back on the tax rolls.

Miscellaneous Water Projects

Mr. Aman reported that revised construction costs had been submitted to Arcadia and Huron, and they requested additional funding through USDA (Rural Development.) The Arcadia district of approximately 50,000 feet of 8-inch main will be a project in 2023. The Huron project will likely be in 2024.

Peterbilt Truck Proposal

Mr. Aman reported that David Bodak has been working with Utica General Truck Co. toward the purchase of a six-wheel Peterbilt dump truck. Current market conditions have pushed production into late 2023, and build slots are being filled quickly. If the Authority wants a dump truck built, the letter of acceptance of the price and intention to purchase must be submitted before September 30. The total cost would be \$194,180; a second truck, chassis only, will be available at a cost of \$132,580, assuming 2023 production. Mr. Monroe advised that the procurement could proceed on the basis of a State bid. After due discussion and deliberation, Mr. Humbert moved, Mr. Hutteman seconded and all members participating unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign and deliver a letter of intent to Utica General Truck Co., Inc. for the purchase of a Peterbilt 6-wheel dump truck to be built in 2023 at a cost of \$194,180, and an additional Peterbilt truck, chassis only, at a cost of \$132,580.

Mr. Aman reported that new federal training requirements for obtaining a Commercial Driver License (CDL) have made it more difficult to get a CDL. He is working with the Authority's insurance provider, NYMIR, to provide training for Authority employee David Bodak to be a registered training provider.

Hazard Mitigation Plan

Mr. Aman reported that George Bastedo, the County's Director of Disaster Preparedness, has requested that the Authority adopt the County's Hazard Mitigation Plan. After due discussion and deliberation, Ms. Furguson moved, Mr. LaGasse seconded and all members participating unanimously approved the following resolution:

WHEREAS, the Wayne County Water and Sewer Authority (WCWSA), with the assistance from Bold Planning, has gathered information and prepared the Wayne County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Wayne County Multi-Jurisdictional Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the WCWSA is a New York State public benefit corporation legislatively created to further public interests; and

WHEREAS, WCWSA has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors that the WCWSA adopts the Wayne County Multi-Jurisdictional Hazard Mitigation Plan as the Authority's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

Monthly Operations

Mr. DiBenedetto displayed photos of a major water main leak located on Walworth Road near Pond Road in Walworth. The Town of Ontario had reported that they were having trouble keeping up with the demand for water, and tank levels went down. Todd Guerin began shutting down valves to isolate the several hundred gallon per minute leak. It was finally located in a section of very deep main that had been replaced when the County replaced a culvert. Fortunately, it could be isolated on either side of the creek there so that no customer is out of water and the repair can be made in a non-emergency manner. Mr. Aman commended Mr. Guerin for his efforts in locating this leak. Mr. DiBenedetto also displayed photos of work on the Huron Transmission Line project and replacement of a lead gooseneck in Lyons.

Mr. Ceratt reported that two new employees have started; Carrie Butler as a customer service representative and Aaron Blanchard as a general laborer out of the Sodus facility. A job offer has also been made to Jake Keller, one of the summer crew. Mr. Ceratt reminded the Board that Mitel, the Authority's phone system provider, is no longer being supported. He has considered four replacement options and will be having a meeting the next day for more details. He hopes to have a recommendation for the Board at the October meeting.

Mr. Ceratt reported that Ken Huff, who retired in 2021 after many years with the Authority, had rather suddenly passed away September 12, and a number of employees visited the funeral home as a group.

Mr. Monroe reported that a boil water advisory in the Village of Red Creek, caused by a malfunction of the chlorinator, affirmed the Authority's position as the operator of the Red Creek water system. The Village has now signed the updated Water System Operations Agreement. He also reported that there is a lot of restoration still to be done and the construction crew is pushing hard to install water main while the weather is still good.

Ms. Freling reported that the second half of the record management grant has been received. She wanted the Board to know how well Caitlyn Wicks handled the front desk operation after the sudden departure of Samantha LoBello in mid-August. The regular rotation of water turn-offs has been reinstated after COVID necessitated no turn-offs for non-payment. There has been a record number of door hanger turn-off notices; Mr. Monroe reported that all the employees involved in this process have done a great job.

Schedule Audit Committee Meeting for October

It is necessary to schedule an Audit Committee meeting in October to discuss audit firm proposals and review the Statement of Forecasted Sources and Uses of Cash report. After due discussion and deliberation, Mr. Hutteman moved, Ms. Furguson seconded and all members participating unanimously approved the following resolution:

RESOLVED, that a meeting of the Audit Committee of the Wayne County Water & Sewer Authority be scheduled at 3:30 p.m. ahead of the regular October 25, 2022 Board meeting.

Schedule Finance Committee Meeting for October

It is necessary to schedule a Finance Committee meeting in October to review the 2023 Annual Budget and fee schedule. After due discussion and deliberation, Mr. Hutteman moved, Mr. Humbert seconded and all members participating unanimously approved the following resolution:

RESOLVED, that a meeting of the Finance Committee of the Wayne County Water & Sewer Authority be scheduled at 10:00 a.m. Friday, October 21, 2022.

There being no further business, upon a motion by Mr. LaGasse, seconded by Mr. Scudder, the meeting was adjourned at 5:34 p.m.

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

