

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

Meeting of: Tuesday, August 22, 2023

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

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

Absent: None

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Derek Ceratt, Technical Director
Peter DiBenedetto, Operations Assistant
Jessica Freling, Executive 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. Hammond moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the July 25, 2023 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 emailed to the Board members for examination. After due discussion and deliberation, Mr. LaGasse moved, Ms. Furguson 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 23-1379 to 23-1551 for a total of \$4,698,269.04.

Ms. Johnson invited questions on the Financial Statements for the month of July, which had previously been emailed to the Board members for examination. Ms. LaDelfa drew the Board's attention to notes on the Cash Balance Report which concerned several necessary transfers from restricted funds that were discussed at the last Board meeting. After due discussion and deliberation, Ms. Furguson

moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that monies be transferred back into the LNB Money Market Fund from the LNB Revenue Fund and the WWTP EFC Construction Fund for a combined amount of \$600,000.

After due discussion and deliberation, Ms. Furguson moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for July 2023 be approved and accepted.

III. Agenda Items

Western Regional WWTP Project Update

Mr. Aman reported that construction of the WWTP was going well. Much time and effort had been put into negotiating the terms of the proposed Easement Agreement with Garlock, including the proposed route of the force main, acquisition costs and the terms of the Excavation Work Plan and Health and Safety Plan—both of which require approval by DEC in accordance with the Site Management Plan. He advised the Board that after a lot of negotiation, the Authority and Garlock have reached an agreement in principle, subject to approval by each of the respective Boards. This is key in terms of timing, because it will allow the Authority to notify the Canal Corporation which has been holding off on issuing final permits pending a decision on the route of the force main. (Mr. Hutteman left the meeting.) At 4:06 p.m., after due discussion and deliberation, Ms. Furguson moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adjourn into Executive Session for discussion with counsel in regard to (i) the proposed acquisition of an interest in real property and (ii) the employment history, compensation and potential promotion of particular employees.

(During the Executive Session, Mr. Hutteman re-entered the meeting.)

At 4:22 p.m., Mr. Scudder moved, Ms. Furguson seconded and all members participating unanimously approved the following resolution:

RESOLVED, that the Board return to Open Session.

Mr. Ceratt displayed on the white board an image of the Garlock property with the proposed permanent and temporary easements and staging and spoils storage areas; Mr. Aman described these elements. Discussion ensued. After due discussion and deliberation, Ms. Furguson moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be, and hereby is, authorized and directed to execute and deliver the Sanitary/Industrial Sewer Main Permanent Easement Agreement for the Garlock property in substantially the form presented to this meeting with such changes, variations, omissions and insertions (including payment of an acquisition fee in the amount of \$75,000) as the Executive Director may approve with the advice of the Authority attorney; and

BE IT FURTHER RESOLVED, that the Executive Director be authorized and directed to take such further action and execute such additional documents and agreements as are necessary to effect the intention of these Resolutions.

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

RESOLVED, that the Board adopt Revised Schedule A, the Authority salary schedule for 2023, a copy of which shall be placed in the office of the Executive Director.

Regional Water Storage Tank Update

Mr. Monroe reported that the gate for the tank site fence is ready to be picked up and installed. The Town of Williamson has installed two of the four pressure control vaults that are its responsibility. The plan for the aeration spray system for the tank is at the Department of Health for approval, and the mixing equipment is operating in the tank.

Civil Service Position Titles

Mr. Aman reported that it is necessary to keep the County current with the positions existing at the Authority. Three new positions need to be reported; job descriptions for each were circulated to the Board members in advance of the meeting. By statute, all positions in the Authority are within the exempt class of civil service, requiring no examinations or lists to use in hiring. (Mr. Humbert entered the meeting.) After due discussion and deliberation, Mr. Humbert moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, to adopt and create, within the exempt class of the civil service applicable to the Authority pursuant to PAL §1199-dd(3), the following positions each having the duties and responsibilities as set forth in the job descriptions attached hereto: Director of Engineering and Compliance; Technical Director; and Operations Assistant; and be it further

RESOLVED, to take such further action as is necessary to effect the intent of these Resolutions.

Service Line Insurance Discussion

Mr. Aman reported that Ashley Shiwarski of National League of Cities continues to contact him regarding a service line warranty program. Although there is no cost or benefit to the Authority, it could be an opportunity for some of the customers with older water and sewer services, the former Village of Lyons in particular. The Onondaga County Water Authority has partnered on a program like this for its customers and reports that customers are fixing water leaks they might not have fixed without this help. Mr. Aman recommended that the Board initiate an RFP process based on a set of requirements that would be specific to the Authority. The Authority would have the right to reject any and all proposals. Discussion ensued regarding the need for privacy and data security protections for customer information, as well as the right to pre-approve the manner in which the program would be communicated to customers. Thereafter, after due discussion and deliberation, Ms. Furguson moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to prepare and issue an RFP for a service line warranty program to be offered to the water and sewer customers of the WCWSA.

Miscellaneous

Mr. Aman reported that the Authority held a briefing with the DEC to apprise them of the progress on obtaining the Garlock easement. It is important to move forward with the permitting process so that the contractor can complete the work in good weather and not need an extension of the contract.

Monthly Operations

Mr. Monroe reported that there was a major repair in Lyons, with Burrows Bros. contracted to drill a new line under Black Brook where a leak had been discovered the previous month. Mr. DiBenedetto displayed photos of the progress on the Arcadia 15 watermain project; 20,100 feet of main have been installed and nine of the ten drills in the project have been done. The low flow meter in the water meter vault on Route 31 west of the former Village of Macedon was changed out; this metering is used to track water through the former village. The crew in Sodus recently found some old drawings and used them to successfully locate a 1970's main line valve in a thick hedgerow in Sodus. The 16-inch water main on Gananda Parkway was repaired following damage done by the County Highway Department while replacing a culvert. The presentation also included photos of the progress at the Western Regional WWTP Influent Building, as well as progress at the Marion, Macedon and Walworth pump stations. Mr. Monroe reported that the Bobcat Mini Excavator surplused at last month's meeting was on the online auction site with bidding proceeding.

Replying to a question from Mr. Scudder, Mr. Aman reported that Jim Colacino had not provided any further information about EV charging stations at Authority sites.

There being no further business, upon a motion by Mr. LaGasse, seconded by Mr. Hammond, the meeting was adjourned at 5:03 p.m.

Respectfully submitted by:


Demaris Verzulli, Secretary of the Meeting