

CCWSA BOARD MEETING  
**Minutes**  
**January 22, 2020 at 2:00pm**  
7413 County House Road, Auburn, NY

**Board of Directors**

Paul Dudley, Vice-Chair   Christie Waters, Treas.   \*John Miller   Charles Ripley  
Francis Mitchell   Herbert Marshall   Mike Quill   Robert Cerza

**Administration & Advisors**

Jeanine Wilson, Director; Pat Baum, Senior Acct Clerk; and Riccardo Galbato, Attorney  
Doug Selby, Advisor; Karl Rindfleisch, W/S; Seth Jensen, City of Auburn MU Dir.

**Approval of Agenda**

***A motion was made by Herb Marshall to authorize and approve the agenda. It was seconded by Christie Waters. Unanimously approved and carried.***

**Approval of Minutes** December 20, 2019

***A motion was made by Mike Quill to authorize and approve the minutes of 12/20/2019. It was seconded by Charlie Ripley. Unanimously approved and carried.***

**Welcome & Privilege of the Floor -None**

**Reports**

**Water Operations**

Joe Carson submitted a written report for the board to review.

Karl Rindfleisch reported that the Back Flow Preventers are old and Joe has gotten the materials and he is getting them rebuilt. We are setting up, with Jay's help, a station down at the garage on State Street, to fix grinder pumps. We may coordinate with Springport to bring pumps into our garage for repair. Most all the EOne systems are basically uniform in the different towns and will fit this EOne station and we have some in stock if we need to swap them out. We have used Wayne County's repair station in the past but this will allow us to do the work ourselves. Joe is good at detail work and has 10 or 12 years of experience at D & W working on alternators and he has a good eye for electrical work also which is going to be very good for us for the repair and rebuild work on the grinder pumps.

**County Sewer District 2**

Jay Sawyer – There are some items, tools and a press to press out bearings on the motor, a crowbar set, pneumatic drives and different bits that we do not have, including a bench vice totaling \$276 that we would like to get approval to purchase for the new grinder pump repair station. Fran pointed out that these particular items were not put into the budget. Jeanine stated that she had not seen that list yet.

***A motion was made by Fran Mitchell to authorize and approve the purchase of these items for the grinder repair station. It was seconded by Charlie Ripley. Unanimously approved and carried.***

(\*John Miller arrived)

Jay had another request for Fair Haven; when homeowners or contractors install the laterals for the e-one systems clean out covers because of economics brass cleanout covers have been installed. The normal metal detectors like the one owned by CCWSA do not detect nonferrous metals such as brass. We have to borrow a nonferrous metal detector at times, but we have found a metal detector that will detect ferrous and non-ferrous metals at Home Depot for \$152.95. I did make a request a metal detector with Fran in the budget but I found this one that is only half the price.

***A motion was made by Herb Marshall to authorize and approve the purchase of the metal detector as described and requested by Jay Sawyer. It was seconded by Fran Mitchell. Unanimously approved and carried.***

Herb asked if we have an inventory and Fran stated that we do have a physical inventory that we keep.

Jay reported that the Ontario Lake water levels should be about 18-20 inches lower right now than it is. This late in the year it will rise until the summer according to history. It has a great start at already being too high, *which is not good*. They left the shipping lanes open longer this year which was good for the ships and cargo but not for the shore line land owners. All the great lakes water is still very high everywhere.

## **County Infrastructure Report/Master Plan**

Doug Selby said that Jeanine and he have been working quite closely on the Master Plan. Good news the Water and Sewer Authority has the approval for a \$30,000 grant for the preliminary Engineering Report for a Honoco Road sewer project. That grant will be matched by this authority as the board made a previous commitment to match that 20% (\$6,000). We have a \$36,000 budget for the preliminary Engineering Report which will examine the options for installing public sewer into the Honoco Road alignment and look at possible extensions to adjacent communities along the Cayuga Lake shoreline. The report will look at the Aurora waste water treatment plant and determine its capacity to handle the extra flow. The report will provide a rate structure and assessment for the property along Honoco Road in terms of what they would ultimately have to pay or be assessed for the infrastructure.

The proposal that we received from our engineer for the basic report is \$24,900. I think it is a very reasonable price. There are some supplemental services in there and I suggest since we have the funding that Jeanine and I be able to negotiate with the consultants to add some of those services which would be beneficial for the final design as we go forward with that and it would also be beneficial to use for the report for a public waterline alignment. Certain environmental processes and mapping would apply to both water and sewer and since we have the funding we can arguably say we want to do a really enhanced sewer preliminary engineering report which would help us determine a lot about what we need to know about putting a water line in for the same area.

We want to determine the interest level for the work on Sunset Beach, Lake Shore Beach and eventually further down Honoco Road. We started with Honoco Road because they were the group that had the effective lobbying effort to ask for such. We are the owner of the study so it would be a "District" comprised of the village, the town Ledyard and the town of Genoa. The sewer is a separate plan, it would be a smaller district isolated to Aurora and possibly the lake shore community. We do not have a regional plan for sewer that extends to the north and further. The water plan is a full regional plan and it extends down to Aurora. What we would like to do is coordinate the water and sewer lines at the same time. Honoco Road and all of the lake shore is very narrow and it would be more cost effective and less destructive to install both pieces of infrastructure at the same time. This project would be identical to Fair Haven as we own, operate, and maintain/repair, bill and levy taxes for County Sewer District #2.

NYS requires us to provide several things in order to get the grant money for the sewer project. Rick prepared two resolutions. The first one is "**Authorization for representative to execute grant agreement**" which is a form resolution that the state wanted us to authorize the Chairman and/or the Director to execute a grant agreement with the NYS Environmental Facilities Corporation and be able to sign any and all documents for this grant agreement.

***A motion was made by Herb Marshall to authorize and approve the resolution, authorizing a representative of CCWSA to execute the grant resolution, as presented by Attorney Galbato. It was seconded by Christie Waters. Unanimously approved and carried.***

The second resolution is the "**Authorization and Appropriation of Local Match Engineering Planning Grant (EPG) Program**" which is our 20% match of the \$30,000.00 EPG grant, which is \$6,000, I assume comes out 50% Water Funds and 50% of Sewer Funds. The Authority would fund the 20% match and then it could be reimbursed by the districts. The total estimated cost of the project is \$36,000.

***A motion was made by Herb Marshall to authorize the CCWSA local share of 20%, being \$6,000, to be funding from CCWSA Water and Sewer Funds at 50% each as stated. It was seconded by Bob Cerza. Unanimously approved and carried.***

Robert Cerza addressed a concern that Herb Marshall brought up about a water line that was a result of a prior Paine Creek project that ran parallel to Route 90 and ran along the shore line onto Sunset Beach property. A hydrant had been installed at the end of that water line to service Sunset Beach Road. The 36 property owners wanted it removed and the line cut back and capped because they did not want to be charged for water. There was a resolution to vote on this and there were 4 or 5 properties that they had no way of contacting the owners because these are cottages that have been handed down. So in the end the hydrant was removed and the water line was capped. The President of the Sunset Beach Association told them to not come back to them with another proposal. This all took place about 3 years ago.

We need have the right approach to get the property owners to see the projects in a positive means. The fact is that the property values will increase with public water and/or sewer; that they will not be able to sell their property without a passing septic system because no one will be able to get a mortgage to buy it. The homes/cottages will smell better, people could swim in the water and would be able to use the camps year round and not worry about if their holding tanks could handle it. Doug stated that not a month goes by that he does not get a call from the HOA at Honoco Road for updates on these projects. Once we provide them with all the numbers hopefully there will be 51% of the property owners who will support the project and they will grant us the proper easements. If the property owners continue to be negative regarding a project, we will talk to the lawyers that have dealt with these types of property issues before. There is a fire lane and everyone owns the right away and we can get a court order to go across

their properties and compensate them for the disruption of property. We can't really go ahead until we address that. (voting process for approval must be 51% each person named on the deeds or trustees gets 1 vote; a corporate name gets 1 vote.)

***A motion was made by Bob Cerza to authorize Jeanine Wilson and Doug Selby to sign a contract with MRB Engineering, up to and not to exceed the grant funding agreement at \$36,000.00. It was seconded by Mike Quill. Unanimously approved and carried.***

We did not solicit this but MRB offered, as a supplemental to the sewer proposal, to perform a preliminary report for the water on Honoco Road at the same time which would be an additional \$14,000. The water project would coincide with the sewer project that we already discussed. This would be economically good because both pipes can be put in the same trench, with approval of the Dept. of Health. Both of these studies could be done, hopefully, by June 2020. Herb would like Jeanine and Doug to get with the engineers and get a more solid number on how much the water project will cost us since that is not covered by the grant.

These studies need to be done by a July deadline. We need this board to request the legislature to consider the creation of a regional water district and the funding of the study necessary to move forward. In addition there has been some discussion that the county would be best equipped to conduct an environmental analysis called the SEQR and whatever else might be required because of this being a multi jurisdictional project. Mike Quill asked if they had thought about funding from shared services. Jeanine said that we have to calculate the savings using the shared services so we could submit it. We cannot depend on this funding it is not a fast return.

***A motion was made by Herb Marshall to authorize and approve Jeanine or the chairman to put in a formal request in to the county legislature for funding support to do the necessary studies for the potential creation of the regional water district. It was seconded by Mike Quill. Unanimously approved and carried.***

Mike Quill requested a tour of Honoco Road. Jeanine said they would make it very soon before April and tour the area for water and sewer in Aurora.

#### **Current Activities/Project Updates – Jeanine Wilson, Director**

Jeanine has submitted her written report. On the morning of 2/12 Doug and her are attending and presenting at the Round Table at Hilton Garden and on 2/27<sup>th</sup> at 5:00 p.m. they are presenting at the Auburn Council meeting at 5:00 p.m.

John Miller requested a calendar put together of meetings that the Authority is attending so if a board member wanted to attend they would have that information. Jeanine stated that not all meetings are known long times in advance. Jeanine also stated that the upcoming meetings known are documented on her report provided to the members each month.

#### **Financial – Christie Waters (Treasurer); Fran Mitchell (Audit Cte Chair)**

January 22, 2020, Accounts Payable Reports and Pre-approved payment report;

Christie Waters requested more information or a summary to back up the \$4,000 payment to Mark Colopy. She asked if this cost was in the Master Plan budget. This invoice encompasses everything from 2018 through now. He sent us an itemized spreadsheet with the invoice explaining his charges. He is doing the tracking. This expense, Jeanine said, will all be reimbursed all but general services at \$840.00 by the Department of State. A contract was set up with him 2 years ago for this work. John Miller requested to see a written report of what he has done for us and what his findings are. Herb Marshall stated that we appreciate Mark's help and he has gotten us through the Fair Haven project and he is highly professional. The board members are requesting an open the line of communication with him. Jeanine stated that the line of communication has always been available. She will invite Mark to attend in the future, when appropriate to communicate project information.

**Robert Cerza made a motion to pull Mark Colopy invoice until next meeting to get further review and information on this invoice. It was seconded by Mike Quill. Unanimously approved and carried.**

**Christie Waters made a motion to approve for payment the amended list of Accounts Payables which does not include the Mark Colopy's current invoice. It was seconded by Mike Quill. Unanimously approved and carried.**

Fran Mitchell, Audit Chairman

- Reconciliation report(s)

***Fran Mitchell said the reconciliations were reviewed and nothing appeared to be out of the ordinary or incorrect so he made a motion to approve the reconciliations. It was seconded by Robert Cerza. Unanimously approved and carried.***

- 4th Qtr/Final FY19 Budget v Actual Financial Report

Fran Mitchell said the updated Year End Report is presented in their binders. Water show a \$292,000 profit and Sewer shows a \$384,000 loss but cash flow for both is a positive. Christie Walters requested a review of the budget to make sure we have the cash

flow needed for all our projects. We need to get a better understanding of the cash flow and if we are within our budget. Christie, Fran and Jeanine will review this and get back to the board at the next meeting.

***Herb Marshall made a motion to approve the Year End Report. It was seconded by Christie Waters. Unanimously approved and carried.***

**Legal** – Attorney Riccardo Galbato, Galbato Law Firm – Updates

The agreement with the Vitale Company for the water line on North Street and the five easements are all signed, executed and recorded. Ben Vitale is working with Jeanine and our engineer and there is a bond or a cash equivalent that needs to be submitted and a preconstruction meeting to be scheduled.

**New Business/Old Business Updates**

Discussion and/or Action Items

Waterline Agreement (Vitale), Rte. 34 & Montross Lane, Sennett – Riccardo Galbato discussed the Vitale project under Legal.

Chairman, Vice-Chairman - Nominations

***A motion was made by Herb Marshall to nominate Paul Dudley as Chairman and Mike Quill as Vice Chairman. It was seconded by Charlie Ripley. No other nominations were made. Unanimously approved and carried.***

Mike Quill talked to the City's Attorney and CCWSA's Attorney and there is not conflict with him being Vice Chair.

There was a discussion on if the Chairman should redo his Oath of Office. The question was brought up if they start a new term or if you take a different position with the board do you need to redo your oath? Rick is going to double check with the County Clerk.

Herb Marshall pointed out that any Board Member or the Board Chairman can be removed if they miss three consecutive meetings.

Reaffirmation: Project Advisor – Doug Selby

***Robert Cerza made the motion to reaffirm Doug Selby as Project Advisor and Herb Marshall seconded the motion. Unanimously approved and carried.***

TRW, Union Springs – Discussion regarding DEC Brownfield Cleanup Program

TRW moved out of the village approximately 15yrs ago. This issue of contamination goes back three or four companies ago. The damage has caused miles of contaminated wells. A lot of environmental work has to be done, thousands of tons of material need to be trucked out of there and clean refill brought in or the old contaminated soil needs to be cleaned and put back if at all possible. They may be able to screen and aerate the soil to make it reusable.

Board Committees - membership: Audit, Governance, Personnel, Finance/Project Mgmt.

Jeanine stated that the Cayuga County Legislators reviewed the two recommendation provided by CCWSA and they are going to recommend Peter Adams to our board. Please think about what committees you would like to be on this year. Our departing board member, Bob Reohr, was the chair on two committees and usually we do not have the new members be the chair of a committee, so please keep that in mind. We have four committees; please e-mail Jeanine what committees you are interested in being a part of so we have it for the next meeting.

***Herb Marshall made the motion to adjourn the meeting and to go into executive session and John Miller 2<sup>nd</sup> the motion. No decision made in executive session.***

***A motion by Herb Marshall to move Karl Rindfleisch from Part-time Water and Sewer Maintenance Mechanic to full-time status, hourly with benefits appropriate to position time in service. Second by Fran Mitchell. Unanimously approved. Carried***

***A motion by Herb Marshall to adjourn at 3:30pm. Second by Fran Mitchell. Unanimously approved. Carried. Adjourn.***

**Next Meeting: February 19, 2020, 7413 County House Road at 2pm**

***Respectfully submitted,***

***Patricia Baum***

***Senior Account Clerk***