

CCWSA BOARD MEETING  
**MINUTES - March 16, 2022 at 1:00 pm**  
7413 County House Road, Auburn, NY

**Board of Director**

Ben Vitale, Chair    David Schenck, Vice-Chair    Christie Waters, Treas.    John Miller  
Francis Mitchell    Herbert Marshall    Andrew Rindfleisch    Robert Shea (Absent)

**Administration & Advisors**

J. Wilson, Dir.; S. Phillips Admin. Assistant; P. Schoonmaker, Sr. Clerk; K. Rindfleisch, Wtr/Swr Ops.; Riccardo Galbato, Attorney; Doug Selby, Advisor; Mark Colopy, Financial Advisor -Remote; Brian Dahl (pending BOD appointment); Tim Carpenter, MRB Engineering; Seth Jensen, City of Auburn Director of municipal utilities-Remote; Patrick Jordan, Lead Auditor with Insero; Chris Plate and Conrad, Insero accountants (remote)

**Approval of Agenda- A motion was made by Christie Waters to approve the agenda, David Schenck 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Approval of Minutes February 16, 2022- A motion was made by Herbert Marshall to accept the minutes for February 16,2022, Francis Mitchell 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Privilege to the floor**- Weedsport Speedway, Mohawk Northeast not in attendance as expected.

Ben Vitale stated that he received a call from the Weedsport Speedway requesting to have discussions about their water line leak at their property. Ben told them about the meeting today but did not call and remind them. Ben stated that he will recommend a meeting with the project committee. Hopefully the project committee can bring back a recommendation in April and we can move on from there. Jeanine provided a brief of the status of the water service to the Speedway facilities. She stated that when the service line was installed years ago it wasn't done properly. Several years ago, CCWSA installed meter pits and segregated the service areas to know where the water was going to the many different areas of the complex. They had a major leak about four years ago to the office building. We told them about it, they decided to keep the water running. It was during race season, and they decided that they would fix the leak once the races were over for the season. Jeanine and her crew advised the maintenance team there that water was still going through the meter. We have a policy where we can discount one time and we did that. They have not paid for that water bill, so it was placed on the county tax as a "relevy" item. They want to come to the board or project committee to negotiate. Jeanine previously spoke with Ben about the history of their complaint and the board at one point said no, that it ran through the meter, so it is their responsibility, knowing that a discount for unintended water loss was given and that there had been an opportunity to repair the leak collaboratively. Ben stated that his point of view on this is that this is not a director's decision. The only people that can decide and/or negotiate this is the board. I told them we would give them 10 minutes to hear them out and then we would decide in April. Riccardo Galbato stated that there was an agreement made with Jeanine and them and the Village of Weedsport. It was improvements of water and sanitary sewer that never got built out.

**FY2021 Financial Report-Insero, CPA's; Audit-** Patrick Jordan stated that Insero is comfortable with this main report that is to satisfy the commitment with the public authority submission that is due on the 31<sup>st</sup>. No difficulty was had performing our audit. There were no problems, we were able to access everything needed.

Ben Vitale- "I would like to make a statement. I think that this board has a lack of knowledge as to where the money is, what the money is and what it is assigned for. We had some great discussions in the audit committee meeting. We discussed some areas in where we are lacking and I believe it is the intention of the audit committee to make some suggested changes to the board, so we as a board have a better understanding of our finances." Discussion also included future internal auditing processes.

**A motion was made by Francis Mitchell to approve the FY21 Finance Report as presented. Herbert Marshall 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

Brian Dahl asked if he could suggest a change be made to past and future minutes to his title change. It was listed next to his name CC Emergency Mgmt., and he is not a member of the board in that capacity in any form.

**Herbert Marshall made the motion to eliminate a "title" for Brian Dahl, that he is not representing CC Emergency Management on this board. Andrew Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Financial-** Christie Waters (Treasurer) & Francis Mitchell (Audit Cmte. Chair)  
Christie Waters stated that there are two additions to the unpaid bills. One is maintenance field supplies from Core and Main for \$1824.00; and the second is for Mr. Fletcher for \$184.00. I look for a motion to pay the bills.

**A motion was made by Andrew Rindfleisch to pay the bills as presented with the addition of the Core/Main and Fletcher invoices. Herbert Marshall 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

Francis Mitchell- I completed the reconciliation of the checking accounts for February 28<sup>th</sup>, 2022, and there were no exceptions taken to any of those accounts or transactions.

**A motion was made by Francis Mitchell to approve the reconciliations as presented today. Andrew Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Reports--- Current Activities/ Project updates-** No discussion took place

**Water Operations & County Sewer District 2, Operations** (Jeanine Wilson, Karl Rindfleisch, Jay Sawyer)-  
No discussion took place

**County Infrastructure Report/Master Plan (Doug Selby, Tim Carpenter, MRB; Mark Colopy, FA)**  
**Map plan and report-** Tim Carpenter stated that the regional water project's map plan and report was prepared and approved several months ago. The report was forwarded to the Cayuga County Legislator

and approved by them to move forward. The next step would be the adjudication of the SEQRA process. When that is complete then the county or the authority would be able to apply for funding for this project. MRB has been pursuing the SEQRA process, the next step that was needed was the preparation of the part one, which is a description of the project and many other things. It includes environmental things, water, and air and traffic omissions that might go along with the project. It is a 13-page document that we need to send to all the interested agencies that may be involved in the project. We stand ready to send them out to all agencies that may be involved. It is a part of the SEQRA process that these materials be available for full review and contemplation. We may get some of the agencies that come back and ask questions, or they may not respond at all. That would mean they have agreed that the authority can be lead agency and start to evaluate the environmental effects that this project could have. I would like to review part one at the next meeting. Then we will find out what questions we may have received from the various agencies. We will assemble responses to those and consider it with this board. We will determine if we have a positive declaration meaning that it needs more work to figure out if it is going to be an environmental problem, or a negative declaration in that it will indicate that we think it will be ok. We are looking for a resolution that the board is intent on being the lead agency. We have asked that they return their comments by May 25<sup>th</sup>, 2022.

Riccardo Galbato stated that there is a resolution that he worked on with Tim. We are indicating and representing that there is a proposed project, he cited specific paragraphs and the phases. The resolution indicates that this board intends to be lead agency under the SEQRA, it authorizes Jeanine Wilson as Director of Operations, to sign part 1 of the environmental assessment form, it authorizes our consultant engineer to send the packet with May 25, 2022, deadline. It identifies all the involved state, county agencies, as well as interested agencies. This is the first part officially of the board of the SEQRA process.

John Miller asked What is phase two? What happens after May? Tim Carpenter responded that It seems likely that the authority will want to propose this for funding and to make an application. Its time now to talk with Mark on how an application can be brought forward to the various funding agencies. John Miller asked - and there are multiple applications Mark? Mark Colopy stated that for this time of the year there are no more that I can think of than 3. Herbert Marshall asked if there is any way we can have the deadline changed to match with our May board meeting? Tim Carpenter stated that we need to give them a minimum of 30 days by law. With the delays in this time, we have allowed 60 days. Ben Vitale- If we delay our meeting by a week, it would be the correct amount of time needed. Tim Carpenter stated that he will modify the dates to be the Friday before the next meeting, which would be May 20, 2022.

**A motion was made by Herbert Marshall to authorize the resolution as presented indicating that CCWSA intends to be lead agency under the SEQRA, it authorizes the Director of Operations to sign part 1 of the environmental assessment form, authorizing MRB as our consultant engineer to send the packet with May 25, 2022, deadline. It identifies all the involved state, county agencies, as well as interested agencies. This is the first part officially of the board of the SEQRA process. John Miller 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Aurora sewer treatment plant analysis-**

Tim Carpenter stated that he has been evaluating the Village of Aurora's sewer treatment plant. He completed the field evaluation; now writing the report. It will be ready for our next meeting in April. In general, the wastewater treatment plant in Aurora has the capacity to receive the Honoco Rd. sewers as has been demonstrated by past flow. But the physical condition of the plant is problematic. Just like we have heard from the department of health; they wouldn't allow for new water to be withdrawn from the Aurora water treatment plant because of the upgrades that need to happen. With the Aurora waste treatment plant there are some physical problems with the plant, which would have to be repaired before a large new addition of flow like Honoco Rd could be added to it. It is probably a \$4-5 million project to get the plant up to the standard that it should be.

#### **Finance/Project Mgmt. Committee Report (Herbert Marshall, Chair)**

##### **Throop Waterline Project (Centerport, Sine, Reyer Rds.)**

Herbert Marshall stated that CCWSA has met with Throop, and we have been passed the SEQR and it is now in their field to apply for the funding for it. Jeanine Wilson stated that she has reached out to the Town of Throop twice and has not received anything back. Ben Vitale stated that he will be attending the Throop meeting tonight.

##### **West Genesee St. Waterline connection, Engineering Proposal**

Ben Vitale stated that last month CCWSA passed a resolution, and it was brought to his attention to bring it back up due to a possible problem. Herbert Marshall stated that we passed a motion to do that project. Herb stated that he had understood that Tim had started the work. Tim stated that he did not get permission to start it yet. Tim has submitted a proposal with CCWSA for him to start the work for \$80,000 to complete the engineering for the project.

**A motion was made by Ben Vitale to reconsider the previous decision to move forward with construction of a new waterline on Genesee Street since I don't think we had all the information in hand. There was no 2<sup>nd</sup> for this motion.**

**A motion was made by Herbert Marshall to approve a proposal for engineering services presented to the board by Tim Carpenter, MRB, to begin the engineering work and to get the proposals for surveying and whatever else is necessary to move forward with the project to install a new connection and waterline on Genesee Street to connect to the CCWSA waterline on Experimental Road. Andrew Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

##### **IDA, Aurelius- low pressure sewer project (Herbert Marshall)**

Herbert Marshall- I don't think we are any further along applying for the grant than we (IDA) were before. It has been sent in, but we were told that the Authority must be a Co-applicant. We were also told at the meeting that it was proposed and would be voted on the 22<sup>nd</sup> of this month that the county would give over 2 million dollars to agriculture projects within the county and those agriculture people chose the sewer line as their most important project.

Christie Waters stated that we must make sure that whatever we do with the IDA's project that it is the same as we would do with any other entity. We had previously decided to keep it the same for all. If we make an exception there should be a good reason for it and we should have a paper trail stating in the minutes, why we are making an exception to our policy.

**A motion was made by Andrew Rindfleisch that we are the co-applicant with the understanding that the cost is all taken care of by the Cayuga County IDA including the current bill of approximately \$4,500 for reimbursements of services to their sewer project. Christie Waters 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Legal-** Attorney Galbato stated that everything he had has been addressed here today already.

**Personnel Committee Report- (David Schenck, Chair)**

David Schenck stated that the personnel committee was reviewing the job descriptions of the Director and the mechanics. He stated that he had a meeting with the current director to see what her plans are and what she was planning to do and requested that she would decide on a time frame. We agreed she wants to stay on as Director until August and then stay on in some capacity until March. David reported that information to the personnel committee, and they wanted to present that to the full board. And for the other job description we wanted it fit what Karl was doing and to have Herbert Marshall check with Civil Service, so we do it right. Herbert Marshall stated that his resources recommend that we have his title as a working foreperson. We could also add to his job description when it goes through Civil Service to be approved. We don't have to advertise his position as it would be non-competitive.

Jeanine Wilson stated that Civil Service will receive this resolution by the board to create a position at the Authority as a Working Foreperson and to add to the job description.

**A motion was made by David Schenck to accept the personnel report and to move forward with the creating the new position of Working Foreperson, the motion was 2<sup>nd</sup> by Christie Waters. The motion was voted 6 to approve and 1 to abstain. The motion was approved and carried.**

**New Business/Old Business Updates**

Francis Mitchell requested that the end of year reports, Actual vs Budget through Dec. 31, 2021 be approved at the next meeting.

**A motion was made by Herbert Marshall for Jeanine Wilson to move forward with Paris to complete all the reports, David Schenck 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

City of Auburn Rates- Jeanine Wilson stated that it was brought to her attention that there was a presentation with the city council regarding increased water rates and two year projections. Jeanine reached out to Seth Jensen regarding the presentation and indication that the water rate was to be increased. Jeanine sent the presentation to the full board for review, and was advised that there will be a motion on April 7<sup>th</sup> with the city council and to go retroactive to April 1<sup>st</sup> for an increase to all their customers.

Ben Vitale stated that he thinks we should send out a notice to our customers letting them know an increase is to happen soon. I would ask if it would be ok for me to meet with the Mayor about this. Jeanine is going to send out notices and I will ask the mayor for a three-month time before this happens.

Herbert Marshall stated that the two new board members will be assigned - Robert Shea will be on Audit and Personnel committees and Brian Dahl will be on the Finance and Project Management committee. That makes our committees whole. (no motion or vote presented)

**A motion was made by Herbert Marshall to adjourn the meeting, the motion was 2<sup>nd</sup> by Christie Waters. Motion was unanimously approved and carried.**

**Next Meeting April 20, 2022 at 1:00 pm, 7413 County house Road**

Respectfully Submitted: Susan Phillips, Administrative Assistant