

CCWSA BOARD MEETING  
**MINUTES**  
**April 21, 2021 at 1:00 pm**  
7413 County House Road, Auburn, NY

**Board of Directors**

Paul Dudley, Chair      Mike Quill, Vice-Chair      Christie Waters, Treas.-Virtual      John Miller-Virtual  
Francis Mitchell      Herbert Marshall      Peter Adams-excused      Andrew Rindfleisch-Virtual      Ben Vitale

**Administration & Advisors**

Jeanine Wilson, Dir.; Patty Schoonmaker, Sr. Clerk; Pat Baum, Sr. Acct. Clerk; Karl Rindfleisch, Wtr/Swr Ops; Joe Carson, Wtr. Maint. Person; Rick Galbato, Attorney; Doug Selby, Advisor; Jay Sawyer, CSD2 Contractor-remote; Mark Colopy, Financial Advisor; and Tim Carpenter, MRB Engineering

**Approval of Agenda**

**Herb Marshall made the motion to accept the agenda as presented with the addition of an Executive Session for Personnel discussion. Fran Mitchell seconded the motion. The motion was unanimously approved and carried.**

**Approval of Minutes, March 17, 2021**

**Herb Marshall made the motion to accept the minutes for March 17, 2021 as presented. Ben Vitale seconded the motion. The motion was unanimously approved and carried.**

**Reports**

**Water Operations** (Rindfleisch/Carson)

Karl Rindfleisch reported that things are quiet as usual with operation and maintenance and he has been spending more time with Jay Sawyer in Fair Haven. Karl noted that Rick Galbato and Jeanine put advertisements out for bids for the Centerport Road water line upgrade. Only one bid. The price of pipe has gone up considerably and the availability of materials is getting to be a problem. Herb Marshall stated that he is opposed to doing the Centerport Road project because we have not sat down with the Town of Throop Supervisor to discuss the project. He stated that unless we talk to the Town there should not be a project. Jeanine reported that there are reasons why she has not talked to Town yet. She noted that the Town Supervisor is aware of the project, but we cannot give them a date because we are not at full O&M crew. The Board did agree that because of rising costs of pipe we should purchase the materials and keep them ready.

**Ben Vitale made a motion to approve purchase of the materials for the Centerport Road project. Fran Mitchell seconded the motion. The motion was unanimously approved and carried.**

**County Sewer District 2** (Sawyer)

Jay Sawyer reported that overall operations are running smoothly in SD#2. Lake levels are holding incredibly low. Storm sewer project on West Bay Road has been a little bit bumpy but manageable. A couple of times customers have been out of service for a short time, but it was the middle of the day when there was low flow, so it worked out well.

Jay reported that Jeanine, Karl, and Joe visited a construction site with him last Monday at Colloca Vineyard. Colloca's will be extending the existing kitchen and needs an additional sewer grinder pump and a new tapped connection to CCWSA force main on West Bay Rd. CCWSA will have a cost quote for the winery by the end of this week for parts and labor. The crew is scheduling cleaning the system with some flushing on Fancher Ave and West Bay Rd. Jay noted that his busy season will start around Memorial Day.

**County Infrastructure Report/Master Plan** (Selby & Carpenter, MRB)

IDA, Aurelius low pressure sewer project (Doug Selby)

Doug reported that we continue to provide support for the IDA Industrial Park Sewer Project that will eventually be transferred to CCWSA for ownership and operation. Doug noted that the IDA finished with design. It has been approved for construction and had a preconstruction meeting today. The financial part of it has not yet been set for the full project. Jeanine and Mark Colopy have been working with Tracy Verrier, IDA, about financing for the project. The IDA board went over Doug's proposal for a 20 year loan on the project. The loan would be about a third of the cost. IDA is

supposed to put in 10%. We would have an agreement by each property and any late sewer bills would be collected on their county taxes. They are looking into our eligibility going into this project. Jeanine needs to find a bank that does guaranteed loans. We need to have the SEQR done then there is an approximate 30 day turn around with the OneRD program. Ben noted that the IDA would have to pay the portions of any vacant properties until the properties are sold. If the Milk Plant was to go out the IDA would have to pay for their share. A memorandum of understanding between CCWSA and IDA must happen. Herb stated that, on the advice of the financial officer this is the best way to finance the portion of the project that has a funding gap. Rick will work with Doug to draft MOU. The board will authorize Jeanine, Doug and financial advisor, Mark Colopy to work on filling the funding gap for the project. They will proceed to get the balance of the financing for the project. In the end, the IDA will turn the sewer line over to CCWSA.

**Herb Marshall made a motion at the recommendation of our financial officer, to authorize Jeanine, Doug, and Mark to work on securing CCWSA financing for the IDA sewer project. Andy Rindfleisch seconded the motion. The motion was unanimously approved and carried.**

It was noted that the IDA has hired a field inspector for the construction of the sewer line. There were three bids and they selected one.

#### **County Water District project (Selby & Carpenter)**

Doug reported on the continued work on the formation of the proposed new Regional Water District. Work included participating in videoconference set up by K. Batman to engage the Village of Aurora in discussion of how they view the CCWSA proposed phasing plan. Doug reviewed the presentation given to the Aurora Village Board by their engineer on how they could proceed with their own water treatment plant. Ben Vitale noted that CCWSA goal is to present the best possible plan for the Community to vote on, but we need to educate them before voting. We also need to finish map planning. Tim needs to get the Map, Plan and Report completed with the guidance provided by the board and steering committee. CCWSA needs to approve it possibly in May. Then legislators need to get the SEQR completed. Ben noted that we need to have the legislators approve steps as we go to keep them interested and involved to move forward. Rick suggested Tim should take the lead on the SEQR with all agencies by an engagement letter for him to get going on the SEQR ASAP. Herb noted that five towns and two villages are not as opposed as they originally were and that the more municipalities that are involved the better. Jeanine noted that once the Master Plan project is packaged they can go back to the funding agencies with a timeline. Mike Quill said that he is getting a lot of push back regarding the lake and comments made. Honoco Road is our biggest problem and there is no supervision over the quality of Cayuga Lake compared to Owasco Lake. He is concerned about the quality of both Owasco and Cayuga Lakes.

#### **Current Activities/Project Updates (Wilson, Director)**

Jeanine reported on water and sewer updates, County Sewer District 2, Master Regional Plan and Report and several miscellaneous items all detailed in her attached report.

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

Christie Waters presented the April 21, 2021 Accounts Payable reports and pre-approved report for approval.

**Christie Waters made a motion to approve the invoices for payment and Herb Marshall seconded the motion. The motion was unanimously approved and carried.**

Fran Mitchell presented the Reconciliation reports with no reservations.

**Fran Mitchell made a motion to approve the Reconciliation reports for March 31<sup>st</sup> bank accounts and Ben Vitale 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

Fran also reported on the annual Budget vs Actual comparison reports presented is for the 1<sup>st</sup> three months of this year and asked the Board to please review it to vote on at the next meeting.

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

Rick reported that it was time to formally appoint Matt Fletcher as special counsel for personnel issues on an as needed basis. He started prior to a resolution therefore before he can submit an invoice he needed to be approved by the board. This position can be renewed on an annual basis during the agency's organizational meeting.

**Ben Vitale made a motion to appoint Matt Fletcher as special counsel for personnel issues and Fran Mitchell seconded the motion. The motion was unanimously approved and carried.**

Herb Marshall submitted Matt Fletcher's invoice to Fran Mitchell for payment.

**Fran Mitchell made a motion to add Matt's invoice in the amount of \$3,082.52 to the monthly unpaid bills and Herb Marshall seconded the motion. The motion was unanimously approved and carried.**  
**New Business/Old Business Updates-**

It was noted the Centerport Road project and the Project Management Committee recommendations were already discussed including the Regional Water Project Map, Plan and report support information, Wells College water treatment plant's impracticality and beginning to process sewer district for Honoco Road so we can start submitting for funding. One of the issues is a lack of controlling the runoff into Cayuga Lake. The Preliminary Engineer Report (PER) for the Honoco Road sewer project is complete. Jeanine has it and will send it to all the board. WWIA usually funds this and they will hopefully fund a portion of it when we submit application. We talked about sewer and water separate because the funding is in separate sources. We need to apply for funding then form District if we agree to the funding. Applications to request funding for projects normally begin in June. A lot of funding agencies want to see a resolution once they review the plan.

**Next Meeting**

**May 19, 2021 at 1:00 pm, 7413 County House Road**

Respectfully Submitted:  
Elaine Bona  
Clerk, Typist