

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
May 15, 2019

Board of Directors: Paul Dudley, Francis Mitchell, Herbert Marshall, Mike Quill, John Miller (excused at 2:50pm), Robert Reohr, Charlie Ripley, Robert Cerza (absent), Christie Waters (absent).

Non-Members Attending: Jeanine Wilson (Director), Doug Selby (Master Plan project Advisor) Janice Sarnicola (Senior Clerk), Rick Galbato (Attorney), Pat Baum (Senior Account Clerk), Seth Jensen (Director of Municipalities for the City of Auburn)

Paul Dudley called the meeting to order at 2:00 pm.

A motion by Fran Mitchell to approve the agenda as presented. Seconded by Mike Quill. Unanimously approved. Carried.

A motion by Fran Mitchell to approve the April 17, 2019 Meeting Minutes as presented. Seconded by Bob Reohr. Unanimously approved. Carried.

Welcome

Introductions by all attendees to Pat Baum, CCWSA Senior Account Clerk effective May 13, 2019.

Privilege of the floor -none

Water Operation and Maintenance – Karl Rindfleisch/Joe Carson

- Jeanine stated Joe and Karl are installing working with Ontario Water Tap to install the insertion valves in and for the Village of Union Springs. Three valves have been installed to date.
- Jeanine stated a continuous water leak in Springport has been located and repaired. Water District 2 (Springport/Fleming) has had major water losses for over a year and CCWSA is happy to report with repairs made, Water District 2 is now able to put this loss behind them. The sewer problem that Springport experienced last year is under control. Maintenance and flushing is being done on a regular basis.

County Sewer District 2 – Jay Sawyer

Jay stated the water levels in the Fair Haven area are expected to be equivalent to the flood levels seen in 2017. This is impacting the sewer grinder pumps in the district which would require vulnerable pumps to be snorkeled to eliminate failure. Jeanine stated when she attended the Public Works meeting yesterday she was notified that sand bags and pumps are available to CCWSA as needed.

Advisor (Regional Master Plan) Doug Selby

Doug stated he and Jeanine have met with Barton and Loguidice (Engineering Consultants) and the report for the Master Plan is complete. Doug stated a good work product has come from this report. Doug and Jeanine are continuing to meet with state and county officials to educate and learn what might be available for funding. A meeting with Mark Colopy (Financial Consultant) is expected soon to develop a financial strategy to structure a plan on what is needed for possible grants, bonds and assessments. Doug stated he will be attending a conference where funding agencies will be present. Jeanine stated Mark Colopy and Bill Marquardt (bond attorney) attended the Citizen Advisory Committee Meeting and provided input.

Attorney – Rick Galbato

Rick and Jeanine reviewed a draft of an Intermunicipal agreement between the Town of Sterling and CCWSA that was presented to the Board of Directors for approval. Rick stated the agreement would allow a shared services environment based on a per request basis. The Chairman of the Board or the Director of Operations would need to be approved to sign the agreement prior to any shared services being performed. There is no insurance clause or rate clause because it is not project specific. This Intermunicipal agreement has been and could be used between CCWSA and other towns also.

A motion by Herb Marshall to authorize and approve Paul Dudley and/or Jeanine Wilson to sign any inter-municipal agreements in order to share services as needed. Seconded by Charlie Ripley. Unanimously approved. Carried.

Rick stated Cayuga Lake National Bank has a standard resolution regarding authorized personnel to sign for banking transactions. Adding Pat Baum as CCWSA Senior Clerk would require a motion to have this resolution signed to allow Pat to complete banking transactions. Internal policy is set for two signatures on checks. One signature of approved Board member (Treasurer, Chair or Vice Chair) and one staff member (Director or Senior Clerk). The Senior Account Clerk does not have check signing approval.

A motion by Bob Reohr to authorize and approve the signing of Cayuga Lake National Bank standard resolution to allow Pat Baum, CCWSA Senior Account Clerk, to execute bank transactions with Cayuga Lake National Bank. Seconded by Fran Mitchell. Unanimously approved. Carried

Rick stated on April 29, 2019 he received an e-mail from Ben Vitale's attorney regarding the future water line on North Street from Turnpike Road to the north on Route 34. The previous agreement stated payment to Vitale for any future connections to the water line within the first three years following completion. The e-mail received by Mr. Vitale's lawyer requested payment to Vitale for any future connections for the next ten years. CCWSA is postponing this project at this time and under advisement by the Director, Rick will not act on any further transactions for this project until further notice.

DIRECTORS REPORT: Jeanine Wilson

WATER/SEWER UPDATES:

- Seasonal cleanup will be ongoing through May 2019.
- Ongoing water quality testing and sampling throughout districts.
- Springport sewer district seasonal preventative maintenance is underway. Flushing of the low pressure lines is necessary to prevent blockage and stagnation from seasonal vacancies throughout the districts. Completing flushing throughout prevented major failure last year and has satisfied the fluidity of the system so far in 2019.
- Contract executed with the Village of Union Springs to provide services throughout. Three (3) insertion valves were installed to date.
- Town of Springport water (service) line repaired. CCWSA operational personnel assisted. Ongoing use of Springport "listening" device is crucial to find and stop leaks throughout the area. Springport water operator will continue on a systematic basis to find and repair issues.

County Sewer District 2

- Preventative maintenance, testing and daily operations standard throughout spring season.
- Collaboration with Village of Fair Haven to install manhole risers on Fancher Avenue Spring 2019. Paving has been completed.
- Ongoing collaboration with town assessor, village code enforcement and county real property staff.
- Preparation for spring opening of Fair Haven State Park and seasonal use homes/cottages and various public camping parks and marinas.
- Sewer main flushing is scheduled the week of May 13 and will continue throughout May weather permitting. Jay and Joe pulled and repaired air release valves in the sewer system. More to follow.
- Reminder: Fancher Avenue is the final road to be paved since sewer district installed. Per CCWSA agreement with Village-CCWSA purchased manhole risers and electric hand hole risers will be re-fitted properly via contract with Derby Construction and oversight by Sawyer Associates. One time only for paving in the district.
- SPRING FLOODING HAS BEGUN. Sawyer Associates (Jay) will continue to monitor. CCWSA met with Bruce Natalie (Cayuga County Environmentalist) on May 2 to determine needs, identifiers and assistance by the County.

Master Regional Plan and Report

- The Master Plan has been approved by the Water and Sewer Authority. Meetings with municipalities are continuing to schedule the processes necessary to achieve the purpose of the plan will continue.

Miscellaneous:

- Meetings and discussions continue to set a roadmap to provide safe, secure water and sewer services to benefit various areas of the county. Assistance from the County Legislature continues to be a necessary part of this process.
- **CCWSA has opportunities for growing our agency's service area; therefore, we are continuing to search for a more efficient office environment, preferably with a building for operations. If anyone has suggestions please contact the director to discuss.**

- Board of Director's meetings held the third Wednesday of each month in Hotaling Conference Rm., County House Rd.

Outreach/meetings:

- ✚ April 18 – County Sewer District 2, Fair Haven; Citizen Advisory Committee
- ✚ May 1 – IDA/City of Auburn/CCWSA
- ✚ May 2 – B. Natalie, Environmentalist, Cayuga County
- ✚ May 9 – Barton/Loguidice, Syracuse
- ✚ May 13 – Galbato Law Office; Town of Springport
- ✚ May 14 – Public Works

Future:

- ✚ May 20 – NYS Comp Alliance*
- ✚ May 22 – Pre-Retirement Meeting, Camillus*
- ✚ May 23 – MWBE Conference/Meeting, Rochester*
- ✚ June 10 – Town of Springport*
- ✚ June 11 – Public Works*
- ✚ June 18 – NYS Records Management, Fair Haven*

*scheduled

Jeanine stated she is also scheduled to attend meeting on May 15 regarding the drafted Watershed Regulations. Jeanine also welcomed Pat Baum to the CCWSA team.

Financial Reports

The accounts payable report for CCWSA Operations and Capital was presented by Jeanine Wilson for payment. It was noted that CCWSA purchased tools that are needed. Ontario Water Tap is the vendor CCWSA will be paying related to the insertion valves and hydrant project in Union Springs.

A motion by Herb Marshall to authorize and approve payments of the Accounts Payable report as presented. Seconded by Fran Mitchell. Unanimously approved. Carried

Audit Chairman - Fran Mitchell

Fran reviewed the bank reconciliation for April 30, 2019 and found only one exception of a deposit for \$119.86 on the water account checking deposit with no explanation. This is being looked into and Fran will follow up. There were no exceptions on all other accounts.

A motion by Fran Mitchell was made to accept and approve the reconciliation reports as presented for April 30, 2019. Seconded by Herb Marshall. Unanimously approved. Carried

Fran stated the first quarter report for 2019 was distributed to Board Members at the April 17, 2019 meeting for review.

A motion by Fran Mitchell was made to accept and approve the first quarter report for 2019 as presented. Seconded by Mike Quill. Unanimously approved. Carried.

New Business:

Seth Jensen (Director of Municipalities, City of Auburn) stated that Auburn is in the process of commissioning an engineering firm to study all CSO (combined sewer overflow) locations and come up with multiple alternatives. Possibly making steps to eliminate CSO's and cross connections between storm and sanitary discharge.

A motion by Herb Marshall to adjourn at 3:30pm. Seconded by Charlie Ripley. Unanimously approved. Carried.

The next regular scheduled meeting will be held on Wednesday, June 19, 2019 at 2:00pm in the Hotaling Room.

Respectfully submitted,

Janice Sarnicola, Senior Clerk, CCWSA