

CCWSA BOARD MEETING **Minutes**  
**July 24, 2019 at 1:00pm**  
7413 County House Road, Auburn, NY

**Board of Directors Present:** Paul Dudley, Chair Robert Reohr, Vice-Chair Christie Waters, Francis Mitchell, Herbert Marshall, Mike Quill & Charles Ripley

**Non-Members Attending:** Jeanine Wilson (Director), Pat Baum (Senior Account Clerk), Karl Rindfleisch (Water Maintenance Operator), Joe Carson (Water Maintenance Person), Rick Galbato (Attorney), Jay Sawyer (CSD2 Cont), Doug Selby (Advisor) and Mark Colopy **Excused:** John Miller; **Absent:** Robert Cerza

Paul Dudley called the meeting to order at 1:00 p.m.

**A motion was made by Robert Reohr to approve the agenda as presented and seconded by Christie Waters. Unanimously approved and carried.**

**Motion made by Robert Reohr to approve the Meeting Minutes from June 19, 2019 as presented and seconded by Christie Waters. Unanimously approved and carried.**

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

**Reports**

**Water Operations and Maintenance** – Karl Rindfleisch stated that Joe and he repaired 8 or 9 curb stops this week. Joe installed a new chlorine injector pump that is working well. They have fixed a few leaks, added some customers and set a few grinder pumps in Springport. Twenty two valves have been installed for the Union Springs job and they have one more to do and then they will start the installations/replacements of hydrants. Karl had gotten 3 quotes and Martisco is the one he is more comfortable doing business with. There is only about a \$450.00 total difference between the lowest bid and Martisco. Karl stated that Martisco will deliver at no extra charge each week the number of hydrants they need and we won't have to worry about storing all hydrants. He believes in shipping or driving to get the parts and the man hours it will come out to be actually cheaper using Martisco since the lowest bid was from Rochester. Martisco proposal was around \$37,225 and Core & Main was at \$36,750. Rick asked for a few minutes to check into the Union Springs files to check the standardization of the hydrants and he will give his input in the legal section of the meeting.

Joe Carson said he has been working on hydrant maintenance. Paul stated that they are seeing that with smaller families and more efficient usage of water that less water is being used on a daily basis.

**County Sewer District 2** - Jay Sawyer, Sawyer Associates reported that the water is 4 inches down from peak. We are still an inch lower than the record peak of 2017. It will be mid August before it will get better. It rained on June 20<sup>th</sup>, 5 ½ inches in under 4 hours. Near the west side of Fair Haven Bay there were 8 grinder pumps in high level because they sucked in a lot of rain water from the river that was created over them. Down near Shady Shores there was 8 inches of water running over the quadplex grinder pump unit. All 4 Pump stations were at high level within 2 ½ hours. Pump Station 2 lost just (approx.) less than 3,000 gallons of untreated sewage in about 1 ½ hours. We took in a lot of rain water through the man holes and grinder pumps and 1 of the 60 horse power pumps had a bolt loose on the flush valve; the pump was only pumping at 1/3 of its capacity so that was part of the problem. DEC and the Health Department were notified. Jeanine added that we were lucky it went away from the bay and

not into the bay. As long as we report it we are good, it is when we don't report it that there could be a problem.

July 11<sup>th</sup>, Joe and Kevin Maine (NY Rural Water) came out to help with smoke testing on Main Street and Lake Street which found 12 issues. We had 8 clean outs with the covers broken or gone, we had a man hole that was hit by a mower that moved the rim and the cover over which created quite a gap and it was in the ditch which was part of an issue during the big rain event on the 19th. We had one resident with an "un-trapped" washing machine which filled his house up with smoke which is a good thing because it is a health risk to have sewer gas in your house. One restaurant kitchen was filled with smoke from an "un-trapped" dish washer. The next few weeks will attempt to continue more smoke testing.

Kevin showed CCWSA how to use our smoke machine which was very helpful. Tuesday morning, July 23, a pickup truck went off the road at the Pump Station 4 and it hit a tree on our property. No one was at the scene when authorities arrived. It did no damage to the pump house structure but said the truck had a lot of damage and every air bag in the truck had inflated. There was some damage done to the land and tree.

**County Infrastructure Report/Master Plan** - Doug Selby said he and Jeanine continue to promote the Master Plan. We have the preliminary report for the Honoco Road Sewer Grant Application ready and we are just waiting for a few more letters of support. They have several letters of support from property owners, Homeowners Association and the Department of Health.

Bob Reohr sked if homeowners were against this project and said they may own the road in front of their house and would not let you run it past their house wouldn't that propose a problem? Doug said that the Village of Aurora said the road on Sunset Beach has been parceled out between the property owners but we do not believe that is the case on Honoco Road. Paul stated that it would be a little costly and time consuming but you can gain access.

Doug stated that Mark Colopy, CCWSA financial advisor, is here and we have been talking to him about a financial plan in particularly for the Central Cayuga Water Project which will support the water system in Aurora and will be the back bone system to supply a secondary water source to a lot of customers. We are working on how to break up how much we might get from grants or low interest loans and how much we will need for assessments and fees, and how much we would be requesting the county to support through a program such as Sales Tax Revenue, or some other source of assessment that the county might be able to provide. We need to be able to tell the funding agencies which portions of the funding we need from them and where we are getting the rest of the funds. We have grant funds left for the financial analysis from the current grant.

Mark Colopy spoke on Preliminary Bond Resolution which will cover any technical, administrative, legal bond counsel preconstruction costs. He suggested that CCWSA have Bill Marquardt prepare a preliminary report for the committee to approve. Approval is necessary before proceeding past the preliminary stage. We would like to have some preliminary meetings with the funding agencies to come up with some realistic projections and work on how much is the maximum we can comfortably come up with and work on bringing subsidizing financing rates down to offset the and see what funding we can get from Cayuga County. The time frame depends on Funding Agencies but it should be just a couple of months.

Paul asked Karl since there was a lot of rock on Honoco Road that would make it much more expensive as opposed to going through a field of dirt. Karl said it was mostly shale rock not limestone and some of the contractors are set up for that type of work so it would not be a problem. It is an old rail road bed but it does not have much depth. They will probably grind through it. Doug stated that because of the difficulties there we can get the funding to do both the water and sewer together it would be cheaper and easier on the property owners on Honoco Road. Jeanine stated that Mark was just talking about the financial plan for the whole central water district which Honoco Road is separate, but part of it. So we will be talking to the funding agencies about the financing of the over all project.

**Current Activities/Project Updates** - Jeanine Wilson, Director said she distributed her report. We have meetings coming up with County Attorney, and also with Senator Helming about the Master Plan. Jeanine spoke about the Geologist Andrew Kozlowski regarding his presentations on Great Gully. He has been studying glacial formations and geology in Cayuga County. He has conducted deep core samples near Cayuga Lake and it led to the discovery of another buried finger lake between Owasco and Cayuga Lake. She announced that he is speaking again on August 20<sup>th</sup>. Robert Reohr and Mike Quill showed interest in attending.

Janice is still out of the office but Elaine has been providing extra clerical hours to help out. Fran and Jeanine will be working on the budget soon as we are getting into the new cycle.

**Financial** – Christie Waters (Treasurer); Fran Mitchell (Audit Cte Chair)  
July 24, 2019, Accounts Payable Reports and Pre-approved payment report; Operations and Capital

**A motion was made by Christie Waters to authorize and approve payments of the Accounts Payable report as presented. Pre-approved payments which were time sensitive were paid before subject to penalty accrual. Motion was second by Mike Quill. Unanimously approved and carried.**

Jeanine added the liability and casualty insurance invoices that had just came in from R.G. Wright for \$14,194.53. She had polled some of the board members to get consensus and recommended to stay with the R. G. Wright Agency.

**A motion was made by Herb Marshall to separate the Insurance bills from the others. Second by Robert Reohr. Unanimously approved. Carried.**

Jeanine stated the total coverage for the three different addendums was \$14,194.53 for liability and casualty insurance. We have had great customer service with Glatfelter and have been with them for 3 years now. We were with Trident but they changed and were no longer insuring Authorities. Glatfelter was the only company that would even give us a proposal. We have had 3 incidents that we had to report and work with them on and they were efficient and easy to work with. The flood insurance was \$750,000 of coverage with a \$50,000 deductible and the other was \$50,000 coverage with a \$5,000 deductible. We do not need any more than \$50,000 coverage which is only an \$850 difference in total cost.

**A motion was made by Herb Marshall and second by Charlie Ripley for staying with R.G. Wright – Glatfelter. Unanimously approved and carried.**

Jeanine stated that Mike Quill works with NYMIR and we might be able to in the future. For full disclosure it was noted that Mike Quill is on the NYMIR Board. Mike Quill stated that he does not

receive any stipend from NYMIR. The board approved the current policy with R.G. Wright but next time would like to have this brought to them earlier before they had to vote on it.

Fran Mitchell, Audit Chairman

- Reconciliation report(s)
- Actual vs Budget report (Jan-June 30, 2019)

**A motion was made by Francis Mitchell to accept the reconciliation reports and Herb Marshall second the motion. Unanimously approved and carried.**

Fran Mitchell stated that he has presented the separate 6 month actual vs budget report for Water and Sewer for review, questions and hopefully to approve at the next meeting.

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

Rick stated that the Village of Union Springs project, the Village Board of Trustees 1/15/19 passed a standardization resolution to adopt for the village Eller Super Ceneterin 250 fire hydrants, 5 ¼ inch main valve openings with 3 discharge nozzles. Under procurement policy and General Municipal Law section #106 policy states that for purchase contracts we need to go out for bid anything over \$20,000.00 even if there is standardization for that product.

The safer way to do it is to advertise for bids and your 3 suppliers can re-date and reenter their bids and that gives everyone a chance. If you opted not to go out for bid you could go with what you have which was due to the good faith efforts of your staff. You have 3 suppliers in the area that Karl knows of and you got quotes from each of them. You could get challenged legally even though the risk is slim. Karl likes the middle offer but it can be considered the lower offer once you compare all the details. The lower bidder on paper is not really the lower bid because of storage and delivery charge. The 3 suppliers that we have quotes from are not on State bid but they seem to be the only suppliers in the area that we are aware of. Karl agreed to go out to bid and Rick said he would get the ad in the paper by Friday. If it is put in the paper, it needs to be in the public for 7-10 days. Once the bids are in you could authorize Jeanine to accept one of the bids.

Mike asked is there some way that this bid can cover us if we need to get more hydrants. Rick stated that we need to make this bid specifically for the Union Springs job and it will not cover other jobs.

**Herb Marshall made a motion to publically bid immediately for the hydrants for the Village of Union Springs and authorize Jeanine Wilson, Karl Rindfleisch and Paul Dudley to make the final decision without having to come back to the board for approval so they can order the hydrants due to the time constraint on this job. Robert Reohr seconded the motion. Unanimously approved and carried.**

Rick said that the Foil Request that Jeanine answered had gotten out to the Town Attorney Aurelius last Monday. These were delivered by hand and we asked for payment of \$0.25 per page for the copies.

**(Christie and Karl were excused at 2:00 to leave the meeting.)**

**New Business/Old Business Updates**

**Discussion and Action Items**

Office Space – Lease Agreement

CCWSA office space lease is up for renewal. It is a 1 year lease with a 4 year option for \$20,000/yr. We have a 3 year agreement that ends on August 1<sup>st</sup>. They project for the next two years, right now it is \$16 per sq. ft. for next two years then in August 2021 it will be \$16.25 per sq. ft. We are paying \$5,084 quarterly which is \$20,336 annually and in 2 years from now it will be \$20,653.75 annually for 1,274 Sq ft. with utilities, snow plowing and maintenance is included. There is an early 60 day release if we sign the lease.

**A motion was made by Charlie Ripley and second by Herb Marshall that we renew the lease for CCWSA Office space at 7413 County House Road in Auburn, NY. Unanimously approved and carried.**

2020 Budget process - discussion

In the past few years Francis Mitchell and Jeanine Wilson worked on the Preliminary Draft Budget and brought it to the committee and then it would be presented to the full board when it has been updated. Paul Dudley agreed that this process would be fine to continue.

Liability and Casualty Insurance – Glatfelter (new: NYMIR)

Robert Reohr asked if Bob Cerza is still on the board. Jeanine stated that she has not been seen Bob Cerza since approximately last November; and John Miller has been called to NYC. Paul stated that we can suggest to the county that we need to replace board members. Jeanine stated that if a board member is absent too many times we can recommend removal. She recently had been advised that civil service can place an ad on their web site to recruit a new board member. Paul stated that he usually likes to wait until the board members term is up before replacing them and to remember that Tucker Whitman wants even representation throughout the county, we also do not want everyone from the same part of the county; it should be evenly spread out. John Miller, Herb Marshall and Robert Cerza terms end in December. Paul has some good leads that he is checking out and is open for more possible candidates.

Mike Quill asked if we have an inventory list to keep track of our equipment. He thought about it when we talked about the smoke machine. Jeanine assured the board that we do track inventory.

**A motion was made by Herb Marshall to adjourn and Mike Quill seconded the motion. Unanimously approved and carried.**

Meeting ended at 3:13 p.m.

**Next Meeting, August 28, 2019; 1pm, 7413 County House Road**

**Adjourn**

Respectfully submitted by

Patricia Baum  
Senior Account Clerk