

CCWSA BOARD MEETING  
**MINUTES**  
**October 21, 2020 at 1:00 pm**  
7413 County House Road, Auburn, NY

**Board of Directors**

Paul Dudley, Chair (1:10) Mike Quill, Vice-Chair John Miller Francis Mitchell Herb Marshall  
Peter Adams Andrew Rindfleisch (1:10) Absent: Charlie Ripley Christie Waters, Treasurer.

**Administration & Advisors**

Jeanine Wilson, Director; Patty Schoonmaker, Senior Clerk; Elaine Bona, Typist, Rick Galbato, Attorney; Doug Selby, Advisor (virtual); Jay Sawyer, CSD2 (virtual); Mark Colopy, Financial Advisor (virtual); Tim Carpenter, MRB Engineering (virtual)

**Approval of Agenda**

**Herb Marshall made the motion to accept the agenda and Fran Mitchell 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Approval of Minutes September 16, 2020**

**Fran Mitchell made the motion to accept the minutes for September 16, 2020 as presented. Herb Marshall 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Welcome**

Jeanine Wilson introduced our newest employee - Senior Clerk, Patty Schoonmaker.

**Reports**

**Water Operation (Rindfleisch/Carson)**

Jeanine reported that Karl and Joe could not make meeting but attached to these minutes is their report. She noted that everything was running smoothly with the water and sewer operations.

**County Sewer District 2 (Sawyer)**

Jay reported that overall operations are running very smoothly in Sewer District #2. He reported that the new Wet Well Wizard was delivered at Pump Station 2, and that Joe and Jay will prepare plumbing for WWW. Mike Quill asked Jay if he could explain exactly how the WWW operates. Jay described the unit and expectations of the operation of the WWW. Jay also noted that he is hoping for a good winter. See additional notes in Jay's report which was presented prior to the meeting.

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

Doug gave an update regarding the IDA sewer project noting that it is moving along and making good progress on the Aurelius low pressure sewer project which is being designed and built by the county IDA to serve the industrial park. A lengthy discussion was held about the need for it to be operational by March 2021 to meet the new discharge amount from the Cayuga Milk facility that is going to be discharged into the system due to the Milk Plant's new addition. See attached report from Doug.

Doug also reported that work in continuing on the formation of the proposed new regional water district including working with Jeanine and Tim from MRB Group on developing materials for the first Steering Committee which was held on September 29, 2020 from 3-5 pm at the CCWSA office. Minutes from that meeting are attached. Tim noted that there was good participation and good questions asked. Most towns and villages want to know what's in it for them.

Rick Galbato updated the board on his research as to who can vote noting that they must be a qualified voter and a resident in the district and not just a landowner or a seasonal resident. It is where you are registered to vote. A discussion was held as to who would be considered a qualified voter. Mike asked if we know yet how many eligible voters there are in the district. Tim noted that they are working on getting that number and will be able to report on that at a future meeting.

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

Jeanine reported that we received a Dig Safely alert noting that the thruway is working on installing cashless toll meters and are moving our water hydrant because they are redesigning the “tandem” parking area. Jeanine notified the Thruway that they cannot move our hydrant without getting authorization from CCWSA. Jeanine worked with the engineer and contractor on it and they will move the hydrant next week. There will be a new meter pit to monitor water usage and a lock on the hydrant to prevent contractors from taking the water before requesting use by the Authority.

Jeanine reported that she has asked the County Legislature for a replacement on our board for Charlie Ripley. Mike asked if we could make a recommendation to the legislature and Jeanine said we could, but they usually want a legislator on our Board. Mike noted that with everything going on in the south end of the county it should be someone from there.

**Mike Quill made a motion that this board recommend a liaison on our board to the legislature for someone from the south end of the county to serve as a board member because of the proposed partial water district in the south of the county. Peter Adams 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

Peter Adams asked Jeanine and Doug for an update on the funding for the projects. Doug noted that the two things missing in the funding applications were the economic benefits for the project and who will be matching the funds for the project. Jeanine and Doug are working on correcting these shortcomings in future applications.

Jeanine’s report was presented prior to the meeting.

**Financial** (Fran Mitchell (Audit Cmte. Chair)

Fran asked for a motion to pay bills. He noted that Mr. Galbato sent in his bill late making it necessary to add it to the bills to be paid. His bill changed the totals to be paid. For sewer the new total is \$21,198.49. For water the new total is 61,343.58. Bills paid total is \$10,245.29. John Miller asked why we separate water from sewer and Fran explained that they are two separate products water and sewer. Herb asked how long a period Rick Galbato’s bill was and Rick stated through the quarter and Fran added through the 20<sup>th</sup> of this month.

**Herb Marshall made a motion to pay the bills for a total of \$92,787.36. Fran Mitchell 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Fran Mitchell, Audit Chairman made the motion to approve the reconciliation report(s) on the Cayuga Lake National Bank accounts for September 30, 2020, he found no exceptions. Herb Marshall 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

Fran reported that he changed his report format this year for the 3<sup>rd</sup> Quarter Budget vs. actual report and the 2021 water and sewer budget which needs to be approved this month to meet the mandated timeline. He noted that the 2021 budget has been discussed since last month with no changes since last meeting. He also noted that the Finance Committee reviewed it with no changes. After a discussion, Fran asked for a motion to adopt the 2021 Budget. At this point Herb asked if budget can be changed to include an extra \$10,000 for consultant’s fees (Doug Selby). Herb noted that someone from this Board should be working with Jeanine and Doug to be driving our projects at the Legislature meetings or it will not be moved ahead. Fran noted that there

is \$30,000 in depreciation that can be used to increase the line item in the amount of \$10,000 - allocating \$5,000 from water and \$5,000 from sewer for consultant fees. Fran noted that he needs to research this to see if it would be better coming from the operating fund or depreciation. It was left up to Fran where the increase will come from.

**Herb Marshall made a motion to increase funds available for the project consultant, from \$30,000 to \$40,000, with \$5,000 allocated from water and \$5,000 from sewer. Fran 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Fran Mitchell made a motion to adopt the 2021 Budget as amended. Andrew Rindfleisch 2<sup>nd</sup>. The motion was unanimously approved and carried.**

**Legal** (Rick Galbato, Attorney)

Rick noted that he has already reported on the County Water District voting on projects reporting that voters must be residents of the district and qualified voters in the district.

Rick also reported on the County Sewer District 2 vacant parcel classification. He referred to the petition sign by the owners of vacant parcels disputing having to pay for sewer on a parcel that is not developed.

He reported that with the information he received from Jeanine he was able to compose a letter to the state comptroller from review and opinion.

#### **New Business/Old Business Updates**

Herb asked if we could have a meeting with the Personnel Committee to work on changing Karl Rindfleisch's job description. Jeanine stated that she will work on setting that up when we schedule a project committee meeting.

Peter Adams asked for an update on the water and sewer project for the Milk Plant. He wanted to know who would be financing it. Jeanine reported that the Authority will need to bear the cost of the O&M and find a way to get this reimbursed through the rates within the industrial park. Peter asked how many customers will be billable within the park. Jeanine stated that right now it is just the Milk Plant but any new customers in the Industrial Park will be added.

**A motion to adjourn by Herb Marshall at 2:20 pm. Seconded by Fran Mitchell.**

#### **Next Meeting**

**November 18, 2020, 7413 County House Road at 1 pm.**

Respectfully Submitted,

Elaine Bona  
Typist