

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
June 19, 2019

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

Non-Members Attending: Jeanine Wilson (Director), Rick Galbato (Attorney), Pat Baum (Senior Account Clerk), Joe Carson (Ops)

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

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

A motion by Christie Waters to approve the May 15, 2019 Meeting Minutes as presented. Seconded by Mike Quill. Unanimously approved. Carried.

Welcome - none

Privilege of the floor - none

Water Operation and Maintenance – Joe Carson

- Joe reported that we now have two new water customers with an additional application for another one later in the summer. Joe also reported that the Union Springs mainline valve project is approximately one-half completed.
- Joe worked with Jay in Fair Haven to clean out sewer district 2 air release valves during the last month.

County Sewer District 2 – Jay Sawyer

- Jay reported that the water continues to rise at Lake Ontario, Fair Haven. The water is higher than it was two years ago. We've had significant infiltration during the high rain events. "Smoke Testing" will be initiated with NY Rural Water representative on July 11 to find possible breaches in the system. One local residence had to be shut down due to the high water level. The water over took the basement so the grinder pump facilities had to be shut off.
- Jay stated that the normal seasonal population is low due to the lake water levels.
- The wet well was coated in June. The flush valve had to be shut off for a minimum of 24 hours. Jay shut it off for approximately 48 hours. There is one area that will need to be re-done but the sealant overall looks great and will provide the protection necessary. The invoice will not be paid until the repair/replacement of the sealant is completed.
- Jay stated that the Town of Sterling is finishing installation of a new water main. The public water supply will be from the Village of Fair Haven.
- Jay stated that CCWSA operational staff will be tapping the low pressure sewer line for a new customer on West Bay Road.

Master Plan and Report - Doug Selby (excused); report submitted

- Request formal vote on proceeding with the sewer project on Honoco Road, Ledyard, contingent upon securing necessary approvals and funding for construction. This documentation is necessary for submission with the grant application for preliminary engineering of this project. The engineering of the report is expected to cost between \$40,000 -50,000 with a local share component. Doug is working on letters of support.
- A presentation was given to the Association of Villages in Aurora on May 28.
- A meeting with Congressman Katco is being scheduled in July.
- The pre-application was submitted to DEC for a Cayuga Lake water intake. The meeting is being scheduled with the representatives at DEC, Syracuse.
- Request action of formal vote on proceeding with the Central Cayuga Water Project as outlined in the Master Plan; contingent upon securing necessary approvals and funding. We want to pursue Municipal Restructuring Funds, Boarder Commission Funds and any other grant funds we can identify.

DIRECTORS REPORT: Jeanine Wilson, **WATER/SEWER UPDATES:**

- Monthly and quarterly water quality testing and sampling throughout districts continues as mandated.

- A second 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. Springport/Fleming is researching upgrades to meter system.
- Contract with Town of Springport continues to be successful. New water and sewer installations are occurring. The Springport/Fleming and Springport Districts/public water systems are becoming more secure through locating and repairing service line leaks and monitoring the various metering systems throughout their districts.
- Contract work with Village of Union Springs has been steady and we will continue installing valves throughout their system to secure the water mains. To date – 15 valves have been installed. Once the valve installations are completed we will install new hydrants to replace the 14 that are bagged as out of service. The Village of Union Springs has requested an additional two (2), possibly three (3), valves to be installed. A quote for the work has been provided to the mayor and is awaiting approval. We currently have 20 installations approved in the project. Bob R. and Mike Q. asked about time and labor management of this project; we don’t want to risk staff. Jeanine stated that the staff has vacation scheduled along with regular operations but has agreed that the additional three installations can be worked into our schedule without negative consequence.

A motion by Mike Quill to authorize the Director to negotiate the request for additional two (2) or three (3) insertion valve installations for the Village of Union Springs. Second by Fran Mitchell. Unanimously approved. Carried.

County Sewer District 2

- As Lake Ontario water levels continue to rise, the public sewer system in the Village of Fair Haven/Town of Sterling is continuing to be secure. Monitoring continues and preventative measures to secure the system will continue throughout these emerging high water events. Sawyer Associates (Jay) will continue to monitor. One grinder pump is underwater, but continues to work properly with preventative apparatus installed. One grinder pump is shut down due to home being flooded and unoccupied at this time.
- Sewer transmission main flushing continues due to high percentage of seasonal properties – varying degrees of usage throughout the district.
- Maintenance of air relief valves continues on an annual basis.
- Pump Station 3 wet well has been re-sealed. Previous high hydrosulfate levels deteriorated the original sealant/finish on the wet well. This condition is under control and the wet well continues to be in excellent working condition. Jay reported that there is an issue in one section of the resurfacing application that will be remedied by the company. The invoice will not be paid until this is completed.

Master Regional Plan and Report

- The Master Plan has been approved by the Water and Sewer Authority. 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. Meetings with regulatory agencies are being scheduled.
- CCWSA advisor was guest speaker at CC Association of Villages mtg in May.
- Met with Assemblyman Finch to update on progress of Master Plan and second source initiative.
- Will meet with Congressman Katko and/or representatives as soon as his schedule allows.
- County Attorney and CCWSA Attorney to schedule meeting to discuss County Resolution approving/adopting Master Plan concept and initiatives.

Miscellaneous:

- 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 3rd Wed. each month in Hotaling Conference Rm., County House Rd.

Outreach/meetings: May 24 – Met with Assemblyman Finch to update him and his staff on the progress of the Cayuga County Master Plan; May 28 – Association of Villages meeting in the Village of Aurora. Doug spoke to the group about Water/Sewer Master Plan recommendations and potential savings; June 6 – Civil Service Training (online system mandate begins August 1); June 10 – Town of Springport meeting; June 11 – CCPUSA meeting; June 11 – Public Works meeting; June 18 – CCIDA meeting

Future*:*scheduled: June 27 – MWBE conference at CCC, Auburn; July 8 – Town of Springport; July 9 – Public Works, CCPUSA; July 10 – Sexual Harassment Training (State Mandate); July 16 – Civil Service Training; July 16 - CCIDA

Financial Reports

The accounts payable report for CCWSA Operations and Capital was presented Pat Baum and Christie Waters for payment.

A motion 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. Second by Herb Marshall. Unanimously approved. Carried

Audit Chairman - Fran Mitchell

Fran reviewed the bank reconciliation for May 31, 2019. There were no exceptions.

A motion by Fran Mitchell was made to accept and approve the reconciliation reports as presented for May 31, 2019. Seconded by Herb Marshall. Unanimously approved. Carried

Attorney – Rick Galbato

- Rick will meet with County Attorney Christopher Palermo to discuss a resolution of support for the concept of the final Master Plan. We will also discuss a county water district plan as recommended by the Master Plan. Jeanine will also attend this meeting.
- CCWSA received a FOIL request. Rick requested Executive Session to discuss possible litigation.

A motion by Mike Quill to move to Executive Session to discuss possible litigation. Second by Bob Reohr. Unanimously approved at 2:35pm

A motion by Mike Quill to move to Regular Session. Second by Bob Reohr. Unanimously approved. Carried. Regular Session commenced at 2:45. No decisions made.

New Business:

- Request for support of applications for funding to move forward with the projects as recommended by the Master Plan.

A motion by Herb Marshall to proceed with the Central Cayuga Water Project as outlined in the Master Plan, contingent on securing necessary approvals and funding. Second by Charlie Ripley. Unanimously approved. Carried.

A motion by Charlie Ripley to proceed with the project for sewer on Honoco Road contingent on securing necessary approvals and funding for construction. Second by Bob Reohr. Unanimously approved. Carried.

- Consideration to fill vacant PT Typist (non-competitive)

A motion by Herb Marshall to approve the Director to fill a vacant PT Typist position, if desired as necessary for work load, due to current medical leave of the Senior Clerk, as long as it stays within the current staffing budget. This position will be vacated upon return of the Senior Clerk. Second by Charlie Ripley. Unanimously approved. Carried.

A motion by Herb Marshall to adjourn at 2:55pm. Seconded by Charlie Ripley. Unanimously approved. Carried.

Respectfully submitted,

Jeanine Wilson, Director