

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING**

**THURSDAY, January 13, 2022 ~ 9:00 a.m.**

**Main Conference Room**

**General Offices, 475 Norris Drive, Rochester, New York**

Roll Call

Pledge of Allegiance

**#22-001** Approve minutes of the Authority's Regular Meeting, held on Thursday, December 9, 2021.

Moved By:

Seconded By:

Voice Vote:

**#22-002** Accept list of disbursements on check registers dated December 1, December 8, December 15, December 22 and December 29, 2021 which were forwarded to the Authority Members for their review.

Moved By:

Seconded By:

Voice Vote:

**#22-003** Accept Purchase Order List of materials and supplies for the period November 30, 2021 through December 31, 2021 in the amount of \$839,916.31.

Moved By:

Seconded By:

Voice Vote:

**COMMUNICATIONS/NOTIFICATIONS**

**#22-004**

**RESOLUTION #22-004**

**EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND  
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD  
TO JEFFREY J. COUSINS UPON HIS RETIREMENT**

*WHEREAS, Jeffrey J. Cousins, a longtime employee of the Water Authority,  
has retired as of December 10, 2021; and*

*WHEREAS, Jeffrey J. Cousins is a highly skilled and knowledgeable 31 year*

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*veteran of the Water Authority; and*

**WHEREAS**, *Jeffrey J. Cousins will be remembered for his dedicated service  
by his fellow employees and management of the Water Authority.*

**NOW, THEREFORE, BE IT RESOLVED**, *MCWA extends its appreciation  
and best wishes for a happy, fulfilling retirement; and*

**BE IT FURTHER RESOLVED**, *the Recording Secretary of the Board is  
hereby requested to forward a copy of this Resolution to  
Jeffrey J. Cousins, MCWA Retiree.*

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-005** Authorize the use of Monroe County Contract # 1102-21 – SAP Contract #7700000101, to awarded vendor **Hawk Frame and Axle** for **collision repair of MCWA vehicles and equipment** in an estimated amount of \$50,000 through the contract period ending December 31, 2022.

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-006** Authorize the purchase of two (2) new **2022 John Deere 310SL Backhoe/Loaders** from **Five Star Equipment, Inc.** in the amount of 220,000, utilizing New York State OGS Contract for Heavy Equipment – Contract #PC69403, Group #40625, Award #22792.

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-007** Authorize the award of a unit price contract for the **30” Butterfly Valve** Re-Bid to the low responsive, responsible bidder, **Upstate Valve & Control, Inc.** for the bid amount of \$11,600.

Moved By:  
Seconded By:  
Roll Call Vote:

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**#22-008** The Board hereby approves the Authority's **Purchasing and Procurement Guidelines**, as revised and presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-009** The Board hereby re-adopts the **Procurement Disclosure Policy**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-010** The Board hereby re-adopts the **Professional Services Policy and Procedures**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#22-011** **WHEREAS**, the NYS Office of Temporary and Disability Assistance (OTDA) is administering a Low-Income Household Water Assistance Program established through the Consolidated Appropriations Act of 2021, and the American Rescue Plan Act of 2021; and

**WHEREAS**, New York State will use these funds to assist low income households, particularly those with the lowest incomes that pay a high proportion of household income to drinking water and wastewater services; and

**WHEREAS**, Authority customers will be able to apply for up to \$2,500 in assistance for unpaid water bills through a portal on the OTDA website; and

**WHEREAS**, the OTDA will operationalize LIHWAP benefits in two phases; and

**WHEREAS**, phase one funding and outreach will target households with arrears for unpaid charges for drinking water and/or wastewater services; and

**WHEREAS**, phase two OTDA will reevaluate available funding and if feasible, focus on establishing a benefit to assist eligible households with current drinking water and/or wastewater bills; and

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**WHEREAS**, the anticipated launch date of the application process is January 13, 2022 and will continue through September 30, 2023 or until funding is exhausted; and

**WHEREAS**, as a condition of participation, the Authority must execute a New York State Low Income Household Water Assistance Program Vendor Agreement (the “Agreement”); and

**NOW, THEREFORE, BE IT RESOLVED:**

That the Board approves participating in the NYS Low Income Household Water Assistance Program; and be it further

**RESOLVED**, that the Executive Director is authorized to execute the Agreement on behalf of the Authority.

Moved By:  
Seconded By:  
Roll Call Vote

**#22-012** The Members of the Authority expressly make the following determination for all awards of Procurement Contracts made during this meeting: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee complied with the State Finance Law provisions regarding Permissible Contacts (as defined in the Authority's Procurement Disclosure Policy); (iii) the proposed awardee has (or will prior to the final award being effective) complied with the State Finance Law provisions that require disclosure of all information required to be in the Authority's Solicitation Materials (as such term is defined in the Authority's Procurement Disclosure Policy); and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy, and the Authority's Code of Ethics and Conflict of Interest Policies.

Moved By:  
Seconded By:  
Roll Call Vote: