

**MINUTES**

***DRAFT – Subject to and Pending Monroe County Water Authority Board approval.***

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING  
THURSDAY, February 8, 2024 @ 9:00 a.m.  
ESOC Board Room  
General Offices, 475 Norris Drive, Rochester, New York**

9:00 a.m. The Chairman called this Regular Meeting to order.

**Roll Call of the membership of the Board and determination that a quorum was present.**

**Members Present (6):** S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison

**Absent:** M. Fero

**Staff present:** N. Noce, Executive Director; L. Magguilli, Deputy Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; S. Trotta, Director of Operations, K. Sharp, Communications

**General Counsel present:** Megan Dorittie – Harter, Secrest & Emery

**Retired Board Member:** Robert Hurlbut

Packets containing detailed information on Agenda items were distributed in advance of the meeting date to each Member, Executive Staff, and Counsel for their prior review.

**Pledge of Allegiance** – Lead by Chairman Nasca

**#24-012** Approve minutes of the Authority's Regular Meeting held on Thursday, January 14, 2024.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #24-012 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

**#24-013** Approve list of disbursements on check registers dated January 3, January 10, January 17, and January 24, 2024, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten the foregoing resolution #24-013 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

**#24-014** Accept Purchase Order List of materials and supplies for the period December 30, 2023 through January 29, 2024 in the amount of \$16,955,553.53.

On a motion made by Mr. Rulison, seconded Mrs. Van Vechten, the foregoing resolution #24-014 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

**COMMUNICATIONS/NOTIFICATIONS**

Mr. Noce informed the Board that their folders contain the Authority's 2023 Customer Service Survey results. Surveys are e-mailed to customers following interactions with the MCWA Customer Service Department and after completion of work orders. He pointed out the exceptional results, noting mid to high 90s satisfaction ratings across the board. Mr. Noce and Ms. Sharp responded to a question posed by a Board member.

Mr. Noce reminded Board members that the March and April meetings will be held the first Thursday of each month. The remaining meetings for the year will be held as normal on the second Thursday of the month.

**#24-015**

**RESOLUTION #24-015  
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND  
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD  
TO ROGER J. MORAN UPON HIS RETIREMENT**

*WHEREAS, Roger J. Moran, a longtime employee of the Water Authority,  
has retired as of January 2, 2024; and*

*WHEREAS, Roger J. Moran is a highly skilled and knowledgeable 10 year  
veteran of the Water Authority; and*

*WHEREAS, Roger J. Moran 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  
Roger J. Moran, MCWA Retiree.*

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #24-015 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-016** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Provisional Appointment of Samuel D. Ford IV to the title of Electrical and Instrumentation Mechanic III, effective February 12, 2024 at an hourly rate of \$24.95.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-016 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-017** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Derek Enright to the title of Utility Worker, effective March 4, 2024 at an hourly rate of \$27.35.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-017 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-018**, Mr. Trotta sought Board authorization in the purchase of two 48" concrete pipe adapters to replace two adapters that were used to repair a leak on a 48" water main. He stated that three bids were received and Rangeline Pipeline Services was the low responsive, responsible bidder. Mr. Trotta noted that the Authority has worked with this vendor in the past and they have proven reliable.

**#24-018** Authorize the purchase of two (2) **48" Concrete Pipe Adapters** from the low responsive, responsible bidder, **Rangeline Pipeline Services** in the bid amount of \$18,988.00.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #24-018 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-019** Ms. Molinari requested authorization from the Board to award a unit price contract for meter couplings, valves and fittings from Core and Main, LP. She stated that five bids were received and Core and Main was the low responsible bidder. Ms. Molinari responded to a follow-up questions from a Board member.

**#24-019** Authorize a unit price contract for **Meter Couplings, Valves, Adapters and Fittings** to the low responsive, responsible bidder, **Core and Main, LP** in the amount of \$60,505.90. This is for one year with the option to renew for up to four additional one-year periods upon mutual consent.

On a motion made by Mr. Bernstein seconded by Mrs. Van Vechten, the foregoing resolution #24-019 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-020**, Ms. Molinari addressed the Board for authorization in a unit price contract for printing and mailing of customer bills, notices and meter read cards. Ms. Molinari stated that four bids were received and Metrix Imaging Solutions, LLC was the low responsive, responsible bidder.

**#24-020** Authorize a unit price contract for **Printing and Mailing of Customer Bills, Notices, and Meter Read Cards** from **Matrix Imaging Solutions, LLC (DBA Data Prose, LLC)**, the low responsive, responsible bidder in the amount of \$128,554 for an initial term of one year with the option to extend, upon mutual consent, for up to four additional one-year terms. The bid amount is based on estimated quantities.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-020 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-021 and #24-022**, Mr. Magguilli briefed the Board to execute a professional services agreement with Frontier Communications and Charter Communications, LLC for phone and internet services. He explained the purpose of having two contracts to ensure redundancy. Mr. Magguilli noted that at a slight increase in cost, internet speed will be faster.

**#24-021** Authorize the Executive Director to enter into a Professional Services Agreement for **Telecommunications and Internet Services** with **Frontier Communications** for an estimated annual amount of \$44,400 for an initial three-year term, and the option to renew for two additional one-year terms upon mutual agreement and in accordance with the terms of such firm's written proposal.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-021 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-022** Authorize the Executive Director to enter into a Professional Services Agreement for **Telecommunications and Internet Services** with **Charter Communications, LLC** for an estimated annual amount of \$26,400 for an initial three-year term, and the option to renew for two additional one-year terms upon mutual agreement and in accordance with the terms of such firm's written proposal.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-022 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-023**, Mr. Savage sought Board authorization to execute a professional services agreement with three firms for contract administration and inspection services. He stated that these services will be used to support the Engineering Department for inspection of projects performed by outside contractors, such as lawn and pavement restoration. Mr. Savage noted that four proposals were received, one of which was non-responsive. He recommended entering into professional services agreements with the remaining three.

**#24-023** Authorize the execution of Professional Services Agreements with the following firms for **Contract Administration and Inspection services: Christa Construction, Greenman-Pederson, Inc., and Le Chase Construction Services, LLC**. The Agreements will be for a term of three years, with the ability to extend up to two additional one year terms upon mutual written consent.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #24-023 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-024** 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.

On a motion made by Mr. Bernstein seconded by Mrs. Volpe the foregoing resolution #24-024 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**In Board folders for review:**

- 2023 Customer Service Survey Results

\* \* \*

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:15 a.m.

---

Diane L. Hendrickson, Recording Secretary

---

Scott D. Nasca, Chairman

DRAFT