

## MINUTES

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING  
THURSDAY, September 12, 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 (7):** S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison

**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 Dorritie– Harter, Secrest & Emery

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

**#24-154** Approve minutes of the Authority's Regular Meeting held on Thursday, August 8, 2024.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #24-154 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

**#24-155** Approve list of disbursements on check registers dated July 31, August 7, August 14, August 21, and August 28, 2024, which were forwarded to the Authority Members for their review.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #24-155 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

**#24-156** Accept Purchase Order List of materials and supplies for the period July 29, 2024 through September 2, 2024 in the amount of \$681,861.40.

On a motion made by Mr. Rulison, seconded by Mrs. Mason, the foregoing resolution #24-156 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

### **COMMUNICATIONS/NOTIFICATIONS**

Mr. Noce notified the Board that their folders contained a notification of an upcoming RFP/Q for a broker of record for General Insurance, an Emergency Purchase Order for towing services, July financials, the Fall Spill employee newsletter, memo listing separations from employment, and the Preliminary 2025 Budget.

**#24-157** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of Joseph Attili to the title of Maintenance Mechanic III, effective September 16, 2024, at an hourly rate of \$26.16.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #24-157 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-158** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of Eric Short to the title of Maintenance Mechanic III, effective September 16, 2024 at an hourly rate of \$27.35.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #24-158 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-159** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Nicholas Johns to the title of Utility Worker, effective September 30, 2024, at an hourly rate of \$28.63.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-159 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-160** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of Timothy Stevens to the title of Water Supply Design Engineer, effective September 16, 2024, at an annual salary of \$106,725.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #24-160 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-161** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Faythe Graham to the title of Office Clerk IV, effective September 23, 2024, at an hourly rate of \$21.90.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #24-161 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-162** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Melissa Marcellette to the title of Office Clerk IV, effective September 23, 2024, at an hourly rate of \$21.90.

On a motion made by Mr. Fero, seconded by Mrs. Van Vechten, the foregoing resolution #24-162 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-163** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Drey Piedmont to the title of Senior Network Technician, effective September 16, 2024, at an annual salary of \$86,798.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #24-163 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-164**, Mr. Trotta requested Board authorization to utilize the New York State contract for the purchase of gas and diesel fuel using Wex Bank Fuel Card Services. He stated that the Authority has been using Wex since 2015 and is pleased with their service.

**#24-164** Authorize the use of New York State OGS Contract, Group #79008, Award #23310, Contract #PS70422 for **Wex Bank Fuel Card Services** to be used for the purchase of **gas and diesel fuel** for MCWA vehicles for an annual estimated amount of \$600,000, through contract period ending December 31<sup>st</sup>, 2025. This may be extended annually as long as this contract remains in effect.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #24-164 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-165**, Mr. Trotta sought authorization from the Board for the as-needed purchase of various parts, supplies and repairs for the Authority's John Deere backhoes and loaders. He stated Five Star Equipment is the sole source for John Deere parts in Monroe County. Mr. Trotta noted the Authority has worked with this vendor in the past and they have proven reliable.

**#24-165** Authorize a Blanket Purchase Order from **Five Star Equipment** for the purchase of various parts, supplies and repairs, as needed for the **maintenance and repair of the Authority's John Deere backhoes and loaders** for an annual estimated amount of \$50,000. Five Star Equipment is the sole source for John Deere parts for Monroe County.

On a motion made by Mr. Fero, seconded by Mr. Bernstein the foregoing resolution #24-165 was put to a roll call vote and unanimously carried. AYES: 7(S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-166**, Mr. LaManna briefed the Board for authorization of a blanket purchase order for the purchase of sodium chloride to be used in the water treatment process at the Corfu Water Treatment Plant. Mr. LaManna explained challenges surrounding finding a bidder for this product due to the quantity needed. Mr. LaManna responded to a follow-up question posed by a Board member regarding cost.

**#24-166** Authorize a Blanket Purchase Order for the purchase of **sodium chloride** from **Compass Minerals** for an estimated total cost up to \$28,000 for the term ending December 31, 2024.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #24-166 was put to a roll call vote and unanimously carried. AYES: 7(S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-167**, Mr. Savage addressed the Board for authorization of an agreement to allow the New York State Department of Transportation to relocate a cast iron water main

to accommodate construction work on I-590 in Brighton. He stated the project is expected to begin in spring of 2025. Mr. Savage noted the work will be completed at no cost to the Authority.

**#24-167** WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of **I-590 Over NYS Route 31 Bridge Replacements and I-590 over Allens Creek Road Bridge Deck Replacements, Town of Brighton, Monroe County, P.I.N. 4590.04**, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the **relocation of one (1) 12" cast iron water main**, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans and Utility Special Note relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and/or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans and Utility Special Notes, relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the **Monroe County Water Authority** approves of the adjustment to water line valve boxes and the above-mentioned work performed on the project and shown on the contract plans relating to the project and that the **Monroe County Water Authority** will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that the **Executive Director** has the authority to sign, with the concurrence of the **Monroe County Water Authority Board of Directors**, any and all documentation that may become necessary as a result of this project as it relates to the **Monroe County Water Authority**, and

BE IT FURTHER RESOLVED: That the **Monroe County Water Authority** is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #24-167 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-168**, Mr. Savage requested authorization from the Board to increase a contract with Matrix Imaging Solutions for printing and mailing of letters required for compliance with the Lead and Copper Rule Revisions. These letters will be sent after the Authority publishes its service line material inventory in October. He noted the exact number of letters is contingent on a determination from the Monroe County Department of Health.

**#24-168** Authorize an increase of \$100,000 to the authorized Contract Change Order amount to the Agreement with **Matrix Imaging Solutions (Matrix) for Printing & Mailing of Customer Bills, Notices, and Meter Read Cards** to provide annual Public Notifications as required by the Lead and Copper Rule Revisions.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-168 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-169**, Mr. Savage sought Board authorization to award a contract for electrical, mechanical, and plumbing services for the Walker Road Tank in the Town of Pavilion. Mr. Savage stated three bids were received. Whitney East, Inc. was the lowest responsible, responsive bidder.

**#24-169** Authorize the award of a lump sum contract for the **Walker Road Tank Electrical Mechanical, and Plumbing Services** to the low, responsive, responsible bidder, **Whitney East, Inc.** in the bid amount of \$408,000.

On a motion made by Mr. Fero, seconded by Mr. Bernstein, the foregoing resolution #24-169 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**For Item #24-170**, Ms. Molinari requested Board authorization to approve the proposal for Axis security upgrades. She noted the selection committee chose the top three proposals, of which IK Systems, Inc. scored the highest. Ms. Molinari responded to a follow-up question posed by a Board member.

**#24-170** Approve the proposal as submitted by **IK Systems, Inc.** for **Axis Communications Network Video Cameras, Hardware & Accessories, Axis Communications Camera Station Pro VMS, Axis Communications Value Add Reseller of Record and Axis Communications Security Video System Service Calls** for an estimated amount of \$1,800,000 and an initial term of one year with the option of four one-year renewal terms upon mutual consent.

On a motion made by Mr. Fero, seconded by Mrs. Mason, the foregoing resolution #24-170 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**#24-171** 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. Rulison, seconded by Mrs. Mason, the foregoing resolution #24-171 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**In Board folders for review:**

- RFP/Q notification for a Broker of Record for General Insurance
- July Financials
- Emergency Purchase Order for towing services
- The Fall Spill employee newsletter
- Memo listing separations from employment
- Preliminary 2025 Budget

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:22 a.m.

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Diane L. Hendrickson, Recording Secretary

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Scott D. Nasca, Chairman