



To: Board Members Date: September 5, 2024

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, September 12, 2024 @ 9:00 a.m.  
Board Room, 475 Norris Drive**

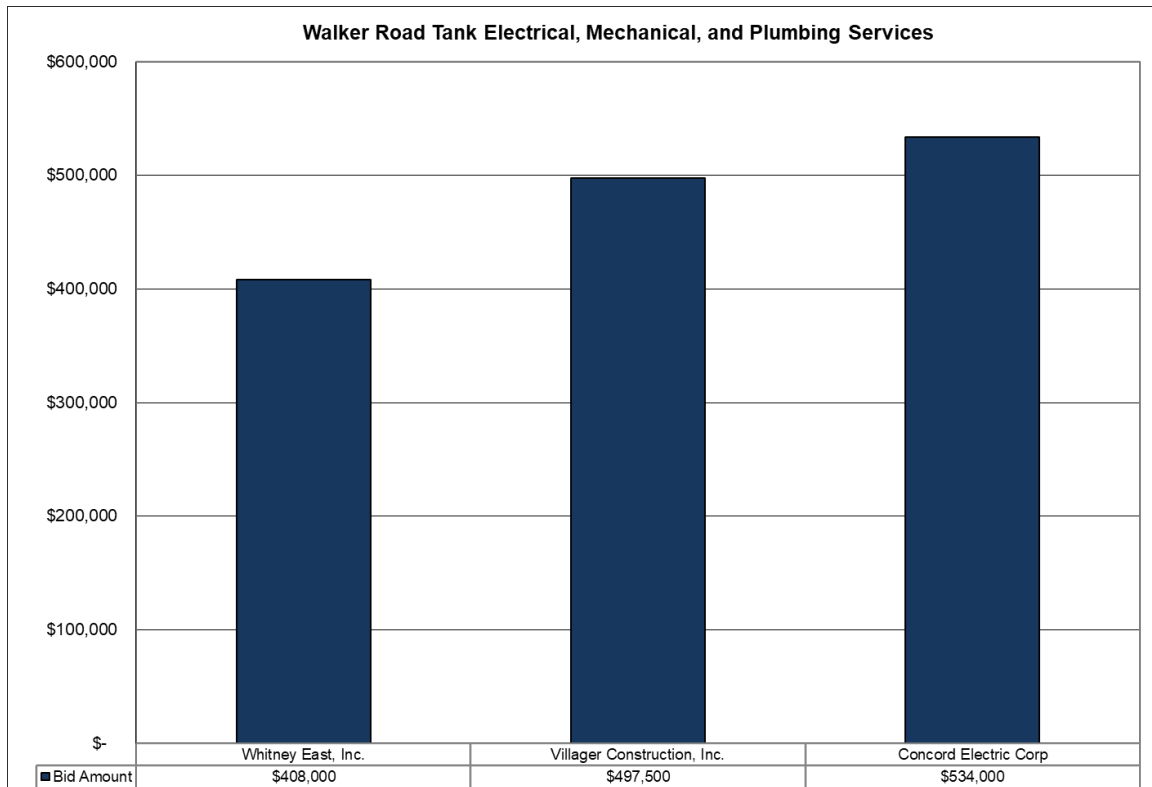
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## AGENDA ITEMS:

### 1. Personnel Items:

- Promotional Appointment of Joseph Attili to the title of Maintenance Mechanic III in the Facilities, Fleet and Operations Department. Mr. Attili has been with the Authority for over two years and he has been working in the Building and Grounds area. A recommendation memorandum is enclosed for Board review.
- Promotional Appointment of Eric Short to the title of Maintenance Mechanic III in the Facilities, Fleet and Operations Department. Mr. Short has been with the Authority for over three years and he has most recently been working out of title doing stakeouts. He possesses the skills and knowledge to fulfill this position. See memorandum enclosed.
- Appointment of Nicholas Johns to the title of Utility Worker in the Production/Transmission Department. Mr. Johns will be working as Water Treatment Plant Operator Trainee and possesses the skills and knowledge to fulfill this position. Mr. Johns has experience with the City of Austin Water. See memorandum enclosed.
- Promotional Appointment of Timothy Stevens to the title of Water Supply Design Engineer in the Engineering Department. This appointment is to fill a vacancy due a long-time employees retirement. Mr. Stevens is reachable on the Civil Service list for this title. See enclosed memorandum.
- Appointments of Faythe Graham and Melissa Marcellette to the title of Office Clerk IV in the Finance and Business Services Department, at an hourly rate of \$21.90. These appointments are to fill two current vacancies in Customer Service. The applicants interviewed favorably and were found to be well-suited for the position. See enclosed memorandums from Felicia Romagnolo.
- Promotional Appointment of Drey Piedmont to the title of Senior Network Technician in the Information Technology unit. Drey has been with the Authority for over three years and has been an excellent employee. See enclosed memorandum.

2. There is an item on the agenda to authorize the use of the NYS contract for the purchase of gas and diesel fuel utilizing Wex Bank Fuel Card Services.
3. There is an item on the Agenda to authorize a blanket purchase order for various parts, supplies and repairs for the Authority's John Deere backhoes and loaders.
4. There is an item on the agenda to authorize a blanket order for the purchase of sodium chloride from Compass Minerals for use in the treatment process at the Corfu Water Treatment Plant for an estimated total cost up to \$28,000 for the term ending December 31, 2024.
5. There is an item on the agenda for the New York State Department of Transportation's (NYSDOT's) project on I-590 over NYS Route 31 Bridge Replacements and I-590 over Allens Creek Road Bridge Deck Replacements in the Town of Brighton. The Agreement with NYSDOT will allow their contractor to make adjustments to water system facilities as necessary to accommodate the work associated with their project. NYSDOT's work will be completed at no cost to the Water Authority.
6. There is an item on the agenda to authorize a change order to a Contract with Matrix Imaging Solutions (Matrix). Under the existing Agreement Matrix provides the services associated with printing and mailing of customer bills, notices, and meter read cards. The 2021 Lead and Copper Rule Revisions (LCRR) requires water systems to provide people with specific information about their service lines. This requirement begins October 16, 2024 and will be required annually. The Change Order will add an item to the contract for printing and mailing the public notification component of the LCRR.
7. There is an item on the Agenda to award a contract for the Walker Road Tank Electrical, Mechanical, and Plumbing Services project in the Town of Pavilion. The project involves performing electrical, mechanical, and plumbing services associated with the Walker Road tank. There were three bids submitted. Our recommendation is to award this work to the lowest, responsible, responsive bidder Whitney East, Inc. in the bid amount of \$408,000.



9. There is an item on the Agenda to 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 initial term of one year with the option of four one-year renewal terms upon mutual consent.

10. The Authority's standard procurement compliance resolution.

**There may be additional items placed on the Agenda not finalized for this mailing.**

### **BOARD DISCUSSION/NOTIFICATION ITEMS**

- In Board Folders for Review:
  - Routine Monthly Informational Reports and/or Updates
  - Notification of Emergency Purchase Order for Towing

**There may be additional items presented for discussion and/or notification.**

NN/dlh

Enclosures

cc: Executive Staff



# Memorandum

To: Nicholas A. Noce, Executive Director

Date: September 3, 2024

From: Stephen T. Trotta, Director of Operations

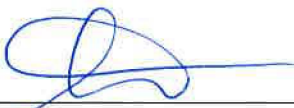
Subject: Recommendation for Promotion

Copies: D. Hendrickson  
File

I would like to recommend the promotion of Joseph Attili to the position of Maintenance Mechanic III in the Operations Department working in the Building and Grounds area. Joe has been working in the Facilities Department for over two years.

Joe is a responsible, conscientious employee and has been doing a great job for the Authority.

Joe's appointment will be effective September 12, 2024 at an hourly rate of \$26.16.

~~(Dis)~~Approved:  9-3-24  
Director Date

~~(Dis)~~Approved:  9/3/24  
Deputy Executive Director Date

~~(Dis)~~Approved:  9/4/24  
Executive Director Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas A. Noce, Executive Director

Date: September 3, 2024

From: Stephen T. Trotta, Director of Operations

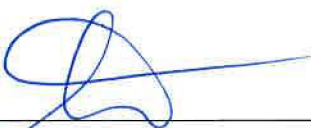
Subject: Recommendation for Promotion

Copies: D. Hendrickson  
File


I would like to recommend the promotion of Eric Short to the position of Maintenance Mechanic III in the Operations Department. Eric has been working in the Operations Department for over three years, most recently he has been doing stakeouts.

Eric is a responsible, conscientious employee and has been doing a great job for the Authority.

Eric's appointment will be effective September 12, 2024 at an hourly rate of \$27.35.

~~(Dis)~~Approved:  9-3-24  
Director Date

~~(Dis)~~Approved:  9/3/24  
Deputy Executive Director Date

~~(Dis)~~Approved:  9/3/24  
Executive Director Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas A. Noce

From: Christopher J. LaManna, P.E. *CL*

Subject: Recommendation for Appointment  
Utility Worker/Water Treatment Plant  
Operator Trainee

Date: August 29, 2024

File: Personnel

Copies: D. Hendrickson  
L. Magguilli  
C. King

I recommend the appointment of Nicholas Johns to the position of Utility Worker/Water Treatment Plant Operator Trainee in the Production and Transmission Department. The Department has a need for this position due to a recent retirement. Three external candidates were interviewed for this position. Mr. Johns has applicable experience and was selected as the best fit for this position. If approved at the September 12, 2024 Board meeting, Mr. Johns' appointment to Utility Worker/Water Treatment Plant Operator Trainee will be effective September 30, 2024 at an hourly rate of \$28.63.

Approved:

*Christopher J. LaManna*  
\_\_\_\_\_  
Director of Production and Transmission

*8/29/24*  
\_\_\_\_\_  
Date

(Dis)Approved:

*Nicholas A. Noce*  
\_\_\_\_\_  
Executive Director

*9/6/24*  
\_\_\_\_\_  
Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas Noce Date: August 28, 2024

From: Stephen M. Savage, PE 

Subject: Recommendation for promotion  
Water Supply Design Engineer Copies: D. Hendrickson  
L. Magguilli

I respectfully request you obtain the Board’s approval to promote Tim Stevens from Senior Project Engineer – Water Distribution to Water Supply Design Engineer in the Engineering Department to be effective September 16, 2024.

Tim has been managing the Design Section within the Engineering Department for the past two years. He started with the Water Authority as a co-op student in 2008 and was permanently hired in 2011 after graduating from RIT with a Bachelor’s Degree in Civil Engineering Technology. He has recently obtained his NYS Professional Engineering License and is reachable on the civil service list for this title. In the title of Water Supply Design Engineer, Tim will have the added responsibility of stamping and signing the design documents prepared by the Design Section in addition to the other duties related to this position. He has done an excellent job in his current position and I believe he will do a great job with these added responsibilities. It is my recommendation that he be promoted at this time.

The salary for this position is \$106,725.

~~(Dis)Approved:~~  9/4/24  
Executive Director Date

~~(Dis)Approved:~~  9-4-24  
Deputy Executive Director Date

Board Resolution: \_\_\_\_\_





# Memorandum

To: Amy Molinari, Director of Finance & Business Services

Date: 8/29/24

From: Felicia Romagnolo, Manager of Customer Services

Subject: Recommendation to Hire


Copy: D. Hendrickson

I would like to recommend the appointment of Faythe Graham to the position of Office Clerk IV in the Finance/Business Services Department, Customer Service Unit.

Faythe is reachable on the Civil Service list. She has customer service experience, working as a hostess, a To-Go Specialist, and a trainer at Olive Garden. Faythe interviewed favorably with Amy Molinari, Felicia Romagnolo, and Christina Bojko.

I recommend that Faythe be appointed to the title of Office Clerk IV at a rate of \$21.90 per hour effective September 23, 2024.

~~(Dis)Approved:~~  9/3/24  
 Director of Finance/Business Services Date

~~(Dis)Approved:~~  9/4/24  
 Executive Director Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Amy Molinari, Director of Finance & Business Services

Date: 8/29/24

From: Felicia Romagnolo, Manager of Customer Services

Subject: Recommendation to Hire

Copy: D. Hendrickson

I would like to recommend the appointment of Melissa Marcellette to the position of Office Clerk IV in the Finance/Business Services Department, Customer Service Unit.

Melissa is reachable on the Civil Service list. She has customer service experience, working in the registration office for West Irondequoit Central School District. Melissa interviewed favorably with Felicia Romagnolo and Christina Bojko.

I recommend that Melissa be appointed to the title of Office Clerk IV at a rate of \$21.90 per hour effective September 23, 2024.

~~(Dis)Approved:~~  9/3/24  
 Director of Finance/Business Services Date

~~(Dis)Approved:~~  9/4/24  
 Executive Director Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas Noce, Executive Director      Date: September 4, 2024

From: <sup>JMM</sup> Justin Moore, Manager of Information Technology


Subject: Recommendation for Promotion      Copies: D. Hendrickson

I would like to recommend the promotion of Drey Piedmont to the position of Senior Network Technician in the Information Technology Department. Mr. Piedmont recently took the civil service exam for this job title and is reachable on the list.

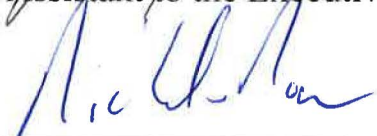
Mr. Piedmont has been working in the Information Technology Department as a Technician for nearly 3.5 years. He has been doing exceptional work, while taking on more responsibility over time, and as a result is deserving of this promotion.

The annual salary for this position will be \$86,798.00

Mr. Piedmont's appointment will be effective September 16, 2024.

~~(Dis)~~Approved:       9/4/24  
Supervisor      Date

~~(Dis)~~Approved:       9-4-24  
Assistant to the Executive Director      Date

~~(Dis)~~Approved:       9/4/24  
Executive Director      Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas Noce, Executive Director Date: August 30, 2024

From: Stephen M. Savage, P.E., Director of Engineering File: 24-008 #3

Subject: September 12, 2024 Board Meeting - Agenda Item Copies: D. Hendrickson  
 Walker Road Tank Electrical, Mechanical, and Plumbing Services T. Stevens, P.E.  
 Town of Pavilion T. Ferguson, P.E.  
J. Sullivan

Attached are the results of the bid opening on August 27, 2024 for the above project. The project involves performing electrical, mechanical and plumbing services at the Walker Road Tank site, located at 7683 Walker Road in the Town of Pavilion. Three contractors submitted bids ranging from \$408,000 to \$534,000; the Engineer's estimate was \$500,000.

There were two minor informalities which did not change the bid results as noted in the attached bid tabulation sheet.

Whitney East, Inc. submitted the lowest responsive bid of \$408,000. Staff has conducted a thorough review of the bid package including experience, financial status, references, and other related items as required, indicating that they are capable of completing the work.

Based on staff review of Whitney East, Inc.'s qualifications, it is my recommendation that the Board authorize the Executive Director to award this lump sum contract to the lowest responsive, responsible bidder Whitney East, Inc. in the bid amount of \$408,000.

Approved by: Samuel Niff 9/4/24  
 Purchasing Date

Approved by: Nicholas Noce 9/4/24  
 Executive Director Date

Attachments: Bid Tabulation Sheet

**Walker Road Tank, Electrical, Mechanical, and Plumbing Services**

I certify that this Tabulation is a true representation of bids received on Tuesday, August 27, 2024 at 10:00 a.m. for this contract.

Engineering No.: 24-008  
 Authorization No.: 214-100  
 Bid Opening: Tuesday, August 27, 2024 at 10:00 a.m.

By: Justin Sullivan  
 Date: 8/30/2024

Engineer's Estimate				Whitney East, Inc. 1504 Scottsville Road Rochester, NY 14623 (585) 328-7100 <a href="mailto:builders@whitneyeast.com">builders@whitneyeast.com</a>		Villager Construction, Inc. 425 Old Macedon Center Road Fairport, NY 14450 (585) 223-7697 <a href="mailto:flawless@villagercicom">flawless@villagercicom</a>		Concord Electric Corp 305 Pinewild Drive, Suite 4 Rochester, NY 14606 (585) 436-6870 <a href="mailto:bwood@concordelectriccorp.com">bwood@concordelectriccorp.com</a>			
Item No.	Description	Estimated Quantity	Unit	Unit Cost	Estimated Cost	Unit Cost	Estimated Cost	Unit Cost	Estimated Cost	Unit Cost	Estimated Cost
1.0	Walker Road Tank, Electrical, Mechanical, and Plumbing Services	1	LS	\$ 500,000.00	\$ 500,000.00	\$ 408,000.00	\$ 408,000.00	\$ 497,500.00	\$ 497,500.00	\$ 534,000.00	\$ 534,000.00
<b>Total Bid Price</b>				<b>\$</b>	<b>500,000.00</b>	<b>\$</b>	<b>408,000.00</b>	<b>\$</b>	<b>497,500.00</b>	<b>\$</b>	<b>534,000.00</b>

1st Low Bidder

2nd Low Bidder

3rd Low Bidder

**Bid Informalities:**

- Whitney East, Inc. 1.) Bid Documents are bound but are not in the original binding. This informality does not change the Bid results.
- Concord Electric Corp 1.) Section 7 Bid pages submitted as unbound single sided copies. This informality does not change the Bid results.



**Monroe County Water Authority**

# Memorandum

**To:** Scott Nasca, Chairman  
MCWA Board Members

**Date:** September 4, 2024

**From:** Amy A. Molinari, Director of Finance and Business Services  **Copies:** N. Noce

**Subject:** 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 RFQ/P

A Request for Qualifications/Proposals (RFQ/P) was distributed on July 11, 2024 to eight vendors 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. In addition to the RFQ/P was posted on the Monroe County Water Authority's website.

The Monroe County Water Authority received seven Qualification Proposals. On August 8, 2024, members of the RFQ/P Selection Committee met to review and score the proposals received. The Selection Committee selected the following top three qualified firms to submit a Scope of Work Proposal.

- Convergent
- IK Systems, Inc.
- R-Options, Inc.

All three firms submitted a Scope of Work Proposal. On September 3, 2024, members of the RFQ/P Selection Committee met to review and score the proposals received. At the conclusion of the meeting, IK Systems, Inc. received the highest score from the selection committee. Therefore, it is recommended to the Board to accept the proposal received from IK Systems, Inc. for an initial term of one year with the option of four additional 1-year renewal terms and to forward to the full Board for its approval.

Should you have any questions or comments, feel free to contact me.