

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

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, January 9, 2025 @ 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, D. Young, T. Barbeta, M. Van Vechten

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

General Counsel present: John Jennings – 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

#25-001 Approve minutes of the Authority's Regular Meeting held on Thursday, December 12, 2024.

On a motion made by Mr. Fero, seconded by Mrs. Mason, the foregoing resolution #25-001 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#25-002 Approve list of disbursements on check registers dated December 4, December 11, December 18, and December 30, 2024, which were forwarded to the Authority Members for their review.

On a motion made by Mrs. Van Vechten, seconded by Mr. Fero, the foregoing resolution #25-002 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#25-003 Accept Purchase Order List of materials and supplies for the period December 2, 2024 through December 30, 2024 in the amount of \$1,939,778.77.

On a motion made by Mr. Fero, seconded Mrs. Van Vechten, the foregoing resolution #25-003 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce notified the Board that an RFQ will be distributed for environmental engineering services, as included in their folders. He shared that Board folders also contained a list of 26 Water Authority employees who did not use any sick time in 2024, the schedule of 2025 Board meetings and committee meetings, routine financials and an employee separation

memo. Mr. Noce updated the Board on a roundtable event the Authority will host on Friday, January 10th. The Authority will welcome elected officials and executives from neighboring water authorities to get acquainted and discuss funding barriers surrounding drinking water.

#25-004 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Tyler Zinck to the title of Maintenance Mechanic III, effective January 13, 2025 at an hourly rate of \$32.67.

On a motion made by Mr. Fero, seconded by Mrs. Mason, the foregoing resolution #25-004 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

#25-005 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Sean Connell to the title of Utility Stakeout Technician – Water Authority, effective January 27, 2025 at an hourly rate of \$34.56.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #25-005 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

#25-006 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional Appointment of Casey Bauch to the title of Skilled Laborer, effective January 13, 2025 at an hourly rate of \$27.11.

On a motion made by Mrs. Mason, seconded by Mrs. Volpe, the foregoing resolution #25-006 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

For Item #25-007, Mr. Trotta sought Board authorization to purchase four new Ford vans utilizing the Onondaga County Contract. He stated this purchase is part of the 2025 budget for vehicle replacement and will replace four cargo vans used by the Authority's Production Department.

#25-007 Authorize the purchase of four (4) **New 2025 Ford Transit 350 AWD Van**, medium roof long wheel base with Adrian Steel Cargo Management System from **Van Bortel Ford** in the amount of \$303,388.12, utilizing Onondaga County Contract for Police and Administrative Vehicles Bid Ref. #0010808.

On a motion made by Mrs. Volpe, seconded by Mr. Fero, the foregoing resolution #25-007 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

For Item #25-008, Mr. Trotta addressed the Board for authorization to purchase one new Ford truck with a plow package utilizing the Onondaga County Contract. He noted this truck is also part of the 2025 budget for vehicle replacement and will replace a vehicle used by the Production Department that has 130,000 miles on it. Mr. Trotta answered a question posed by a Board member.

#25-008 Authorize the purchase of one (1) **New 2025 Ford F-350 XL Extended Cab 4x4 with Reading Service Body and Western Pro Plow** from **Van Bortel Ford** in the amount of \$85,840.63, utilizing the Onondaga County Contract for Police and Administrative Vehicles Bid Ref. #0010808.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #25-008 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-009. Mr. LaManna requested Board authorization to award a contract for a scrubber installation at the Webster Water Treatment Plant. He outlined the project, which entails the installation of a new scrubber for the emergency chlorine gas disinfection system. He stated that two responsive bids were received Mr. LaManna, responded to a follow-up question posed by a Board member.

#25-009 Authorize the award of the **Scrubber Installation, Webster Water Treatment Plant** contract to low responsive, responsible bidder, **John W. Danforth Company** for the bid amount of \$278,700.

On a motion made by Mr. Fero, seconded by Mrs. Van Vechten, the foregoing resolution #25-009 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-010. Mr. LaManna briefed the Board for authorization to purchase 18 Cisco switches and accessories using the New York State Contract. He explained these will be utilized for two projects; one to implement improvements to the Authority's supervisory control and data acquisition (SCADA) system remote facilities communication network and the other to create a new fiber optic loop inside the Shoremont Water Treatment Plant, which will increase resiliency and redundancy. Mr. LaManna and Mr. Magguilli responded to a Board member question regarding the life expectancy of this equipment.

#25-010 Authorize the purchase of 18 **Cisco switches** and accessories from **CDW Government LLC** utilizing New York State Office of General Services Group #73600, Award #22802, Contract #PM20800 for improvements to the Authority's SCADA system communication network for an estimated amount of \$74,100.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #25-010 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-011. Mr. LaManna sought authorization from the Board to award a unit price contract for an estimated 170 tons of salt for the Corfu Water Treatment Plant. Mr. LaManna shared past bidding challenges due to the quantity of the salt required. He stated the last contract was bid in 2018 and the Authority has attempted to bid this project five times in the last 18 months. The proposed contract entails a significant price increase. Mr. LaManna noted the Authority will rebid in one year.

#25-011 Authorize the award of the **Salt Supply for Corfu WTP** unit price contract to the low responsive, responsible bidder, **Midwest Salt, LLC** for the bid amount of \$89,250 (\$525.00/ton) with the option to extend the contract for up to four additional one-year terms upon mutual consent.

On a motion made by Mrs. Volpe, seconded by Ms. Van Vechten, the foregoing resolution #25-011 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-012. Mr. LaManna requested authorization from the Board for the as-needed purchase of industrial supplies and equipment from MSC Industrial Supply Company for items that are not included on the New York State Contract.

#25-012 Authorize a Blanket Purchase Order for the purchase of **Industrial and Commercial Supplies and Equipment** not included on New York State Contract, to be ordered as needed from **MSC Industrial Supply Company**, for an estimated total cost of \$5,000 for the term ending December 31, 2025.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Volpe, the foregoing resolution #25-012 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-013. Mr. Savage addressed the Board for authorization in permitting the Executive Director to enter into agreements with the New York State Department of Transportation regarding projects that impact Monroe County Water Authority's water system. Historically, all NYDOT projects that required adjustment to the water system were brought before the Board for approval. The NYDOT amended its process this year to establish one resolution granting permission to the Executive Director to approve such projects. These projects typically entail the relocation of mains, valves, and other water system components at no cost to the Water Authority. Mr. Savage responded to a follow-up question posed by a Board member.

#25-013 WHEREAS, the New York State Department of Transportation proposes to undertake projects to construct, reconstruct, or improve various components of the State's transportation system in 2025; and

WHEREAS, pursuant to Section 10, Subdivision 24, of the State Highway Law, the State will include as part of its construction, reconstruction or improvement projects the relocations of and adjustments to, the facilities of Monroe County Water Authority that are in conflict with proposed improvements; and

WHEREAS, the relocations of or adjustments to facilities of Monroe County Water Authority will meet the requirements of the owner and will be completed at the expense of the State, as shown on contract plans, Utility Special Notes, and as addressed in an HC-140, having a copy of this Resolution attached; and

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

WHEREAS, the Monroe County Water Authority wishes to enact a single resolution to cover all applicable instances of construction, reconstruction, or improvement for the Calendar Year 2025.

NOW, THEREFORE,

BE IT RESOLVED: That the Monroe County Water Authority approves the relocation of and adjustment to their water facilities and related appurtenances and the work performed by the State and that the Monroe County Water Authority will maintain or cause to be maintained the adjusted water facilities; and

BE IT FURTHER RESOLVED: That this resolution is approved beginning January 1, 2025, and will remain in effect through December 31, 2025; and

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 clerk of the Monroe County Water Authority is hereby directed to transmit (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #25-013 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeta, M. Van Vechten); NAYS: 0

For Item #25-014, Ms. Molinari sought Board authorization to enter into agreements with Arthur J. Gallagher & Co. and USI Insurance Services to serve as brokers of record for general insurance policies. She stated the Authority posted the RFQ in November and two proposals were received. Ms. Molinari noted both firms were qualified and as such it is recommended to enter into agreements with both. Ms. Molinari responded to a follow-up question from a Board member.

#25-014 WHEREAS, in November 2024, the Monroe County Water Authority (the “Authority”) sent a Request for Qualifications (“RFQ”) to numerous insurance brokerage firms with the intent to choose one or more firms as a **Broker of Record** for one or more of the Authority’s insurance coverages; and

WHEREAS, two firms responded to the RFQ; and

WHEREAS, the Authority has found both firms qualified to serve as Broker of Record.

NOW THEREFORE, it is

RESOLVED, the Authority hereby appoints **Arthur J Gallagher & Co.** and **USI Insurance Services** to serve as **Brokers of Record for general insurance policies** maintained by the Authority including, but not limited to, the following types of insurance: General Liability, Public Officials Liability, Employment Practices Liability, Property, Equipment Breakdown, Inland Marine, Automobile, Crime, DIC-Excess Flood & Earthquake, Pollution, Owners & Contractors Protective (OCP), Employee Protection-Travel Accident (AD&D), Cyber, Umbrella/Excess Liability.

FURTHER RESOLVED, all appointments for Broker of Record shall be for an initial term of three years with the option for the Authority to extend any such appointment for up to two additional one-year renewal terms.

FURTHER RESOLVED, regardless of the initial Broker of Record appointments, the Authority reserves the right to modify at any time during the initial term or renewal term, in its sole discretion, one or all of the appointments (including, but not limited to, adding additional firms).

FURTHER RESOLVED, the Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all such further acts and things as may be necessary, or in the opinion of the person so acting, desirable and proper to effect the purposes of the foregoing resolution.

On a motion made by Mrs. Van Vechten, seconded by Mr. Fero, the foregoing resolution #25-014 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

For Item #25-015, Mr. Jennings from Harter, Secrest & Emery informed the Board the Prohibited Contractor List was updated to reflect Board member changes.

#25-015 Resolved hereby to adopt the Monroe County Water Authority **Prohibited Contractor List**, updated December 6, 2024, as issued by the Monroe County Water Authority Ethics Board.

On a motion made by Mr. Fero, seconded by Mrs. Volpe, the foregoing resolution #25-015 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

#25-016 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 Mrs. Volpe, seconded by Mrs. Van Vechten, the foregoing resolution #25-016 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

In Board folders for review:

- Proposed Recipients of RFQ for Environmental Engineering Services
- Board and Committee Meeting Schedules for 2025
- Financial Statements for November 2024
- List of Employees who used no sick time for 2024
- Employee Separation
- Routine monthly informational updates

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There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:20 a.m.

Diane L. Hendrickson, Recording Secretary

Scott D. Nasca, Chairman