

MINUTES

**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**

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

Roll Call of the membership of the Board and determination that a quorum was present.
Members Present (4): S. Volpe, M. Fero, M. Van Vechten, J. Rulison

Absent (3): A. Bernstein, S. Nasca, R. Hurlbut

Staff present: N. Noce, Executive Director; 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; Kerry Sharp, Communication Aide

General Counsel present: Andrew Dean – Harter, Secrest & Emery

Monroe County Legislative Liaison present: Hon. Frank X. Allkofer

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 Vice Chairman Fero

9:02 a.m. Vice Chairman Fero requested a motion to recess the meeting for ten minutes.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing motion was put to a voice vote and unanimously carried. AYES: 4; NAYS: 0

9:12 a.m. Chairman Nasca ended the recess and 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, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison

Absent (1): A. Bernstein

Staff present: N. Noce, Executive Director; L. Magguilli, Assistant to the Executive Director, 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; Kerry Sharp, Communication Aide

General Counsel present: Andrew Dean – Harter, Secrest & Emery

Monroe County Legislative Liaison present: Hon. Frank X. Allkofer

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

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-001 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

- #22-002** Approve 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.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten the foregoing resolution #22-002 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

- #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.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten the foregoing resolution #22-003 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce noted that the Authority financials would be included next month.

Mr. Noce directed the Board to their folders for an employee memo regarding changes to mask requirements.

Mr. Noce provided the Board with an update on employee COVID absences and quarantines. Mr. Noce answered a follow-up question from a Board member.

#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
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.*

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-004 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-005, Mr. Trotta sought Board authorization in utilizing the Monroe County contract for as-needed collision repair work on MCWA vehicles and equipment. He stated that the Authority has done business with the awarded vendor, Hawk Frame and Axle, for many years and they have proven reliable.

- #21-005** 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.

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On a motion made by Mr. Hurlbut, seconded by Mrs. Van Vechten, the foregoing resolution #22-005 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-006, Mr. Trotta addressed the Board for authorization in the purchase of John Deere backhoe/loaders from Five Star Equipment utilizing the New York State Contract. Mr. Trotta stated that this purchase is included in the 2022 budget for vehicle replacements. He answered a follow-up question posed by a Board member.

#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.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #22-006 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-007, Mr. Savage requested Board authorization in awarding a unit price contract for a 30" butterfly valve to be installed on a substation located at English Road and Mt. Read Boulevard. He stated that this is a rebid and the initial valves were installed on a transmission main at Shoremont Water Treatment Plant.

#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.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #22-007 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-008, Ms. Molinari noted there were minor housekeeping changes to Purchasing and Procurement Guidelines.

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

On a motion made by Mr. Fero, seconded by Mr. Hurlbut, the foregoing resolution #22-008 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Items #22-009 and #22-010, Ms. Molinari stated that there were no edits to the two policies.

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

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #22-009 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

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

On a motion made by Mrs. Van Vechten, seconded by Mr. Hurlbut, the foregoing resolution #22-010 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, J. Rulison); NAYS: 0

For Item #22-011, Ms. Molinari requested Board authorization to participate in the NYS Low Income Household Water Assistance Program. Ms. Molinari outlined the program, designed to offer assistance to customers with unpaid water bills.

#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

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.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-011 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

#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.

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On a motion made by Mr. Hurlbut, seconded by Mr. Fero, the foregoing resolution #22-012 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

Mr. Savage gave a brief presentation on a proposed operations agreement with Industry Residential Center located in Rush, NY. Mr. Savage outlined the terms of the agreement, noting its differences from current Authority supply and exchange agreements. He explained that the agreement would entail system maintenance, with operation from The Authority's Shoremont Water Treatment Plant. Mr. Savage showed photos of the facility's water system and outlined The Authority's observations. He reviewed The Authority's solution, including a Capital Improvement project estimated to cost the facility \$135,000. He noted the proposed rate to the facility of \$20,000 per year. Mr. Savage responded to follow-up questions posed by Board members.

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In Board folders for review:

- 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 9:39 a.m.


Diane L. Hendrickson, Recording Secretary


Scott D. Nasca, Chairman