

MINUTES**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING****THURSDAY, June 8, 2023 @ 9:00 a.m.****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; D. Hendrickson, Director of Human Resources; L. Magguilli, Deputy Executive Director; A. Molinari, Director of Finance & Business Services; S. Savage, Director of Engineering; C. LaManna, Director of Production & Transmission; S. Trotta, Director of Operations; K. Sharp, Communications Aide

**General Counsel present:** Matthew Eldred – Harter, Secrest & Emery

**Other Attendee:** Douglas Zimmerman, EFPR Group

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

**#23-110** Approve minutes of the Authority's Regular Meeting held on May 11, 2023.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-110 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

**#23-111** Approve list of disbursements on check registers dated May 3, May 10, May 17, and May 24, 2023, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #23-111 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

**#23-112** Accept Purchase Order List of materials and supplies for the period April 29 through May 30, 2023 in the amount of \$2,539,022.37.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #23-112 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

**COMMUNICATIONS/NOTIFICATIONS**

Mr. Noce informed the Board that their folders contained RFP's for phone maintenance and auditing services, Authority financial statements, the Spill employee newsletter, and 2022 Annual Water Quality Report.

**#23-113** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Richard Alexander to the title of Maintenance Mechanic III, effective June 12, 2023 at an hourly rate of \$33.01.

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING – June 8, 2023**

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-113 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

- #23-114** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of Daniel Austin to the title of Maintenance Mechanic III, effective June 12, 2023 at an hourly rate of \$25.05.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-114 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

- #23-115** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Provisional Appointment of Peyton O'Shea to the title of Electrical and Instrumentation Mechanic III, effective June 26, 2023 at an hourly rate of \$22.85.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #23-115 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

- #23-116** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Provisional Appointment of Kristopher Kwak to the title of Programmer Analyst, effective June 26, 2023 at an annual salary of \$96,165.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #23-116 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

- #23-117** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Provisional Appointment of Carlo Mastrodonato to the title of Research Assistant, effective June 12, 2023 at an annual salary of \$67,434.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-117 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 Items #23-118**, Mr. Savage sought authorization from the Board to award a unit price contract for the demolition of the Pavilion water storage tank. He explained that the Water Authority has been working with the town to construct a new tower on York Road in Pavilion. The new tower is now complete and in service, so the next step is to demolish and dispose of the old one. Mr. Savage recommended Durable Demolition, LLC to perform this work as the low responsive, responsible bidder.

- #23-118** Authorize the award of a unit price contract for the **Pavilion Water Storage Tank Demolition** project to the low responsive, responsible bidder, **Durable Demolition, LLC.**, in the bid amount of \$30,000.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING – June 8, 2023**

#23-118 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 #23-119**, Mr. Savage requested Board authorization to increase the budget for professional services provided by Arcadis of New York for the Service Line Material Inventory Services Project. He stated that the funds will be used for predictive modeling to calculate the likelihood that unknown services are lead or galvanized, as well as the creation of a customer self-reporting web page. These are the next steps in achieving compliance with the Revised Lead and Copper Rule by the deadline of October 2024.

**#23-119** Authorize an increase of \$125,000 to the budget for the Service Material Inventory Services Project.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #23-119 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 #23-120**, Mr. LaManna addressed the Board for authorization in the as-needed purchase of industrial and commercial supplies from Hillyard, Inc. He noted this will be a new PO based on the New York State contract, to be shared with the Facilities, Fleet and Operations Department for the purchase of janitorial and cleaning supplies.

**#23-120** Authorize the purchase of **Industrial and Commercial Supplies and Equipment**, to be ordered as needed, utilizing New York State Contract Group 39000, Award 23262, Contract PC70042, from vendor **Hillyard, Inc.**, for an estimated total annual cost of \$50,000 through the initial contract period ending March 21, 2024. This contract may be extended for up to four additional 12-month periods through March 21, 2028 in accordance with the terms and conditions of the NYSOGS.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-120 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

**AUDIT COMMITTEE REPORT – Presented by Mr. Rulison, Committee Chairperson**

Mr. Rulison gave a briefing on the Audit Committee meeting held June 1, 2023 at 8:00 a.m., at which the first item on the Agenda was a review of the Deferred Compensation Audit. He stated that Mr. Douglas Zimmerman of EFPR Group gave an overview of the audited financial statements as of December 31, 2022 for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority. Following the review and some discussion, a motion was made by Mr. Fero, seconded by Mrs. Mason, and passed unanimously to accept the audited financial statements for the Deferred Compensation Plan and to forward to the full Board for its approval.

The next item on the agenda was the review and approval of the Accounting Policies & Procedures Manual. Mr. Rulison said that Amy Molinari, Director of Finance and Business Services, reviewed the recommended revisions, primarily housekeeping in nature, and the Committee voted unanimously to approve the Accounting Policies & Procedures Manual, as revised and presented, and to forward to the full Board for its approval.

Mr. Rulison concluded his report by stating that the next Audit Committee meeting was confirmed for Thursday, August 3<sup>rd</sup>, at 8:00 a.m. and the minutes of the June 1<sup>st</sup> meeting will be posted on the MCWA website.

**For Item #23-121**, Ms. Molinari introduced Douglas Zimmerman of EFPR Group, who gave an overview of the Independent Auditor's Report on the Financial Statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority. Mr. Zimmerman stated that it was a clean audit and commended Authority staff for excellent recordkeeping and the cooperation they provided during the Audit. He answered a follow-up question posed by a Board member.

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING – June 8, 2023**

**#23-121** The Board hereby accepts the **Independent Auditor's Report** on the financial statements for the **Deferred Compensation Plan for the Employees** of the Monroe County Water Authority for year ending December 31, 2022.

On a motion made by Mr. Bernstein seconded by Mrs. Van Vechten, the foregoing resolution #23-121 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 #23-122**, Ms. Molinari sought Board approval in the revised Accounting Policies and Procedures Manual, incorporating minor housekeeping updates along with a new requirement that all vendors will be required to submit a W-9 form.

**#23-122** Upon recommendation of the Monroe County Water Authority's Audit Committee, the Board hereby approves the **Accounting Policies and Procedures Manual**, as revised and presented.

On a motion made by Mr. Rulison seconded by Mrs. Mason, the foregoing resolution #23-122 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 #23-123**, Ms. Molinari stated that the Board previously granted authorization for Arthur J Gallagher (formally M & T Insurance Agency, Inc.) to obtain quotations for Excess Liability Insurance per resolution #23-106.

**#23-123** Approve the proposal as submitted by **Arthur J Gallagher** (formerly M & T Insurance Agency, Inc.) for renewals of **Excess Liability Insurance Coverage** policies for an estimated cost of \$230,000. The term for insurance coverage is July 1, 2023 through June 30, 2024.

On a motion made by Mr. Bernstein seconded by Mrs. Van Vechten, the foregoing resolution #23-123 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 #23-124**, Mr. Noce sought authorization from the Board to renew the Authority's membership with Greater Rochester Enterprise (GRE). Mr. Noce, Mr. Rulison, and Mr. Nasca commended GRE's continued advocacy of the area's water supply, most recently with attracting Coca-Cola™ plant to Webster.

**#23-124** Approve the Monroe County Water Authority **membership renewal** with the **Greater Rochester Enterprise** (GRE) at the annual membership rate of \$29,000 per year.

On a motion made by Mr. Rulison seconded by Mrs. Van Vechten, the foregoing resolution #23-124 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

**#23-125** 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

**MONROE COUNTY WATER AUTHORITY**  
**REGULAR MEETING – June 8, 2023**

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. Mason, seconded by Mr. Fero, the foregoing resolution #23-125 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

**EXECUTIVE SESSION**

**#23-ES** 09:20 a.m. – Chairman Nasca requested a motion to enter Executive Session pursuant to Section 105 (l) (e) of the New York Public Officers Law in order for the Board to discuss Collective Bargaining Negotiations.

Moved by Mr. Fero, seconded by Mrs. Van Vechten, and put to a roll call vote, the Board unanimously agreed to enter Executive Session. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

09:30 a.m. – Motion to conclude Executive Session: Moved by Mr. Rulison, seconded by Mr. Fero, the Board upon voice vote unanimously agreed to conclude Executive Session. No formal action was taken.

Chairman Nasca called this Regular Meeting back in open session.

\* \* \*


**In Board folders for review:**

- Routine monthly informational updates
- 2022 Annual Water Quality Report
- Monroe County Directory
- The Spill, Employee Newsletter

\* \* \*

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:33 a.m.

  
 Diane L. Hendrickson, Recording Secretary

  
 Scott D. Nasca, Chairman