

Members Attending: S. Beardsley, D. Fanaro, E. Gott, M. McKeown, D. Higgins

Excused: T. Anderson, T. Saunders

Absent:

Others attending: M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), T. Hockey (Account Clerk/Typist), E. Wies (Clark Patterson Lee), J. Campbell (Kruk & Campbell, P.C.) Via Phone Conference

Approval of Agenda

Motion: D. Fanaro moved and S. Beardsley seconded to approve the agenda as presented. Carried unanimously.

Eric Gott arrived at 8:02

Approval of Minutes – February 17, 2021 Regular Board Meeting
March 11, 2021 Special Meeting

Motion: E. Gott moved and D. Fanaro seconded to approve regular board meeting minutes dated February 17, 2021. Carried unanimously.

Motion: D. Higgins moved and S. Beardsley seconded to approve special board meeting minutes dated March 11, 2021. Carried unanimously.

Privilege of the Floor

Audit Report/Presentation – Randy Shepard, CPA (Bonadio & Co, LLP)

Financial report: R. Lewis reviewed the February 2021 Financial report with the Board (on file with Secretary).

Motion: D. Fanaro moved and S. Beardsley seconded to approve the Financial Report. Carried unanimously.

- **PARIS Submittals (Annual Rept, Procurement Rept, Investment Rept) – Review & Approval**
- **Annual Internal Controls Self-Assessment Results (Yr 2020) – Discussion**
- **LCWSA Acct 11942 (Livonia Veterinarian Hospital, 6005 Big Tree Road, Livonia NY 14487)**
The Board reviewed a letter from the property owner requesting that late penalties be removed from the above referenced account. The letter stated that “Billing for 8/1/20 through 11/30/21 was never received and therefore not paid”. LCWSA staff confirmed that they had communicated to the property owner that per LCWSA policies/procedures, penalties could not be forgiven. The Board agreed that removal of penalties in this situation would be inconsistent with LCWSA’s policies/procedures, and therefore there will be no adjustments to the charges on the account.
- **LCWSA Acct 10981 (John Davie, 6066 Millard Avenue, Livonia NY 14487)**
The Board reviewed a letter from the property owner requesting that late penalties be removed from the above referenced account. The letter stated that “I never received 8/1/20-10/30/20 bill most

likely do to post office that has often delivered to wrong boxes or left mail on ground”. LCWSA staff confirmed that they had communicated to the property owner that per LCWSA policies/procedures, penalties could not be forgiven. The Board agreed that removal of penalties in this situation would be inconsistent with LCWSA’s policies/procedures, and therefore there will be no adjustments to the charges on the account.

Bills: R. Lewis reviewed the monthly bills.

Motion: *E. Gott moved and D. Fanaro seconded to approve paying Total Operating & Projects expenditures of \$208,692.73. Carried unanimously.*

Motion: *S. Beardsley moved and D. Higgins seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$ 105,814.59. Carried unanimously.*

Operations and Capital Report

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary).

CPL Report

Eric Wies of CPL reported the following:

- A review of bids received the Phase 2 Lakeville WWTP Improvements was provided, but no recommendation was made for this project award. Discussion will be held with the apparent low bidders and an update provided to the Board.
- CPL is providing assistance with the MWBE reporting, required by the Empire State Development.
- A review of potential upcoming grant opportunities was provided, along with an update on grants that were recently applied for.
- An update of the Phase 1 and Phase 2A design was provided to the Board. Phase 1 will be submitted for final approval in the coming weeks. Phase 2A is close to being submitted for design review to the Health Department.
- An update was provided on the financial analysis related to the Village of Livonia water system.
- Discussion with the owner of the Pine Tree Mobile Home Park have resumed. A proposal is being prepared for their review.

Other Business

- Lakeville WWTP Upgrades (NYSEFC Project No C8-6449-05-00) – Phase 2 (Contract 1 & Contract 2)
 - CPL will continue with to evaluate bid results.
- **Declaring Certain Equipment Surplus (2008 John Deere 4052R Tractor, 2008 John Deere Front Loader Bucket)**
The Board reviewed the following draft resolution:

RESOLUTION NO. 2021-03 DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY: 2008 JOHN DEERE 4052R TRACTOR, 2008 JOHN DEERE FRONT LOADER BUCKET

WHEREAS, in accordance with Section 24 of the Livingston County Water & Sewer Authority (LCWSA)'s Purchasing and Disposition Policy (F20-000), the LCWSA Board hereby declares the following equipment as surplus:

Year	Description	Serial No/VIN #:
2008	John Deere 4052R Tractor	PWC6004015584
2008	John Deere Front Loader Bucket	BW15237

Motion: D. Fanaro moved and D. Higgins seconded to approve Resolution No. 2021-03 Declaring Certain Equipment as Surplus Property: 2008 John Deere 4052R Tractor, 2008 John Deere Front Loader Bucket. Carried unanimously.

- **Approving “Undertaking for the benefit of the New York State Department of Transportation in Connection with Work Affecting State Highways” (For Use by Utility and Public Utility Companies and Transportation Corporations) and Authorizing the Director of Operations to Sign Perm 2.**

The Board reviewed the following draft resolution:

RESOLUTION NO. 2021-04 APPROVING “UNDERTAKING FOR THE BENEFIT OF THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION IN CONNECTION WITH WORK AFFECTING STATE HIGHWAYS” (FOR USE BY UTILITY AND PUBLIC UTILITY COMPANIES AND TRANSPORTATION CORPORATIONS) AND AUTHORIZING THE DIRECTOR OF OPERATIONS TO SIGN PERM 2

- *Motion: D. Fanaro moved and S. Beardsley seconded to approve Resolution No. 2021-04 Approving “Undertaking for the benefit of the New York State Department of Transportation in Connection with Work Affecting State Highways” (For Use by Utility and Public Utility Companies and Transportation Corporations) and Authorizing the Director of Operations to Sign Perm 2. Carried unanimously.*

Communications

- Webster Szanyi Legal Alert dated March 14, 2021
 - On Friday March 12, 2021, Governor Cuomo signed legislation granting employees paid time off to receive a COVID-19 vaccination. The law is effective immediately.
- New York State Legislation § 159-c. Leave time for COVID-19 vaccination.

Executive Session

Motion: D. Fanaro moved and S. Beardsley seconded that the Board adjourn and reconvene in Executive Session at 9:38 am for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and that M. McKeown act as Chairman and R. Lewis act as Secretary. Carried unanimously.

Motion: D. Higgins moved and D. Fanaro seconded to end the Executive Session at 10:45 am. Carried unanimously.

The Board reconvened in regular session. The following report was presented.

REPORT OF EXECUTIVE SESSION

The Board of Livingston County Water & Sewer Authority having met in Executive Session for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, hereby reports as follows:

No action taken.

Dated: March 17, 2021

M. McKeown, Chairman

S. Beardsley, Secretary

Adjourn: Motion: D. Fanaro moved and S. Beardsley seconded to adjourn the Board meeting at 10:48 am. Carried unanimously.