
Agenda

LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
July 20, 2022 at 8:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

June 15, 2022 – Regular Meeting

4. Reports

- a. Financial Report–June 2022
 - i. Approval of Financial Report
 - ii. Approval of Expenditures
- b. Operation/Capital Report
- c. Executive Director's Report

5. Other Business

- #2022-23 **RESOLUTION TO SET THE SALARY RANGE FOR THE UTILITY BILLING COORDINATOR POSITION**
- #2022-24 **RESOLUTION TO SET THE SALARY RANGE FOR THE CONFIDENTIAL SECRETARY TO THE EXECUTIVE DIRECTOR POSITION**
- #2022-25 **RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE TOWN OF LIMA AND LIVINGSTON COUNTY WATER AND SEWER AUTHORITY FOR THE TOWN OF LIMA WATER DISTRICTS No. 1, 2, 3 and 4**
- #2022-26 **SEQRA NOTICE OF INTENT TO SERVE AS LEAD AGENCY FOR THE LEICESTER/YORK REGIONAL WATER SUPPLY EXPANSION**

6. Communications

7. Adjournment

Next Regular Meeting: Wednesday, August 17, 2022 @ 8 am

All attachments and reports referenced above may be found at
<http://www.co.livingston.state.ny.us/lcwsa.htm>
Go to Board meetings tab / current agenda.



Members Attending: S. Beardsley, M. Falk, D. Higgins, M. McKeown, T. Saunders

Excused: D. Fanaro

Others attending: J. Molino (Executive Director), L. Monaghan (Executive Deputy Director), R. Lewis (Principal Account Clerk), C. Murphy (Secretary) and J. Campbell (Attorney)

Call to Order 8:00 a.m.

Approval of Agenda

Motion: T. Saunders moved, and S. Beardsley seconded to approve the agenda as presented. Carried unanimously.

Approval of Minutes:

May 18, 2022 - Regular Meeting

Motion: M. Falk moved, and T. Saunders seconded to approve the regular board meeting minutes dated May 18, 2022.

June 15, 2022 regular meeting minutes will be approved July 20, 2022

Financial Report – May 2022: R. Lewis reviewed the Financial Report with the Board (on file with Secretary).

Motion: S. Beardsley moved, and D. Higgins seconded to approve the May 2022 Financial Report. Carried unanimously.

Approval of Expenditures

Motion: S. Beardsley moved, and D. Higgins seconded to approve paying Total Capital & Operating expenditures of \$552,415.29. Carried unanimously.

Motion: M. Falk moved, and T. Saunders seconded to approve paying utilities & miscellaneous expenditures of \$185,206.62. Carried unanimously.

Operations and Capital Report

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

Motion: D. Higgins moved, and T. Saunders seconded to approve the Operations and Capital Report. Carried unanimously.

Other Business

#2022-21

RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE 2022-2023 NYS LOCAL GOVERNMENT EFFICIENCY GRANT PROGRAM THROUGH THE CONSOLIDATED FUNDING APPLICATION FOR THE PURCHASE OF A SHARED VACUUM TRUCK

Motion: M. Falk moved, D. Higgins seconded to approve resolution #2022-21, Authorizing the submission of an application to the 2022-2023 NYS Local Government efficiency grant program through the consolidated funding application for the purchase of a shared vacuum truck.

Communications/Executive Director Report

- a. Presentation on Leicester/York Water Supply Expansion Project

Executive Session

Submitted by: M. McKeown

The Board entered executive session at 10:20 am on a motion by S. Beardsley, seconded by T. Saunders. The purpose was for discussions concerning contractual and personnel issues. All in favor.

The Board exited executive session at 10:58am on a motion by D. Higgins, seconded by T. Saunders. All in favor.

*On a motion by D. Higgins, seconded by M. Falk the Board agreed to increase the salary for the Executive Director, J. Molino to \$145,000 per year effective July 1st, 2022. All in favor.
(See Board resolution, 2022-22)*



Board Financial Report
June 2022

ASSETS

<u>Operating Cash (Reserve)</u>	\$1,251,854	p. 3a	Cash Report p. 4
<u>Debt Reserve Bank Balance</u>	\$1,141,499	p. 3b	
<u>Restricted Cash:</u>	\$ 118,577	p. 3d	
<i>Town of Caledonia</i>	<i>(\$11,229)</i>		
<i>On Deposit M & T</i>	<i>(\$107,348)</i>		
<u>Accounts Receivable</u>	\$ 1,311,391	p. 3c	
Work-In-Progress (WIP Report Attached)	\$6,364,432	p. 4e	WIP Report p.5

LIABILITIES

<u>Current Liabilities</u>	\$ 7,207,776	p. 3f	
<i>Debt Payables, Retirement Accruals,</i>			
<i>Current WWTP Project (Short Term Debt)</i>			
7,161,505			
<i>Funds Held for Others</i>			
\$23,993	<i>Customer overpayments</i>		
\$22,278	<i>Compact of Towns</i>		
<u>Long Term Liabilities</u>	\$5,530.398	p. 3g	
Loans	\$3,577,775		
V. Livonia Lease	\$ 213,976		
Deferred Outflow-Pension	\$(683,081)		
Deferred Outflow-OPEB	\$(476,596))		
Deferred Inflow-OPEB	\$115,022		
Deferred Inflow-Pension	\$ 649,119		
Net Pension	\$ 2,225		
OPEB	\$2,094,564		
Compensated Absences	\$ 37,394		

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REVENUE

2022 Budget Revenue -\$3,460,268

p. 6a

June is not a billing month (Revenue reflects service period 11/1/21-4/30/22)

Year to Date Revenue

\$1,268,537

p. 6b

Increase of \$87,395 from last year same time period.

Retail Fees up \$179,837-Village of Livonia & DOCCS

O & M Service down \$84,483 -Village of Livonia

EXPENSES

2022 Budget Expenses -\$3,459,882

p. 7a

Year to Date Expenses

\$1,541,037 (approx..44.5% of Budget)

p. 7b

Increase of \$214,6531 from last year same time period

Increases

Wages & Salaries	\$103,787
Overtime	\$13,199
Health Insurance	\$34,506
Engineering	\$29,914
Project Engineering	\$17,710
Vehicle Expense	\$11,641

additional staff, wage increases
 Weekend Sewer Plant Staffing
 10% increase , additional staff
 transferred from WIP to expenses
 Phase 2 I & I, Avon WWTP Eval
 fuel increase(\$3,195), tires. \$2,995
 Reimbursed from insurance claim
 Methane tank removal, Office upgrades, WIP to
 Expenses (\$55,784) SCADA Comprehensive Eval

Outside O & M \$72,351

6 inch meter purchase

Customer Install \$18,593

Decreases

Legal Services	\$12,722
Plant Ops	\$68,444
Other Prof. Service	\$30,578
Purchased Water	\$28,621

Executive Director Search
 own staff
 Executive Director search
 \$14,000 Village of Mt. Morris, City Rochester up to
 April

Quarterly Debt Report

attached

Livingston County WSA
Balance Sheet
As of 6/30/2022
(In Whole Numbers)

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	Current Year	Prior Year	Current Year Change	Beginning Year Bal...	YTD Change
CURRENT ASSETS					
Operating Cash	1,251,854	1,127,773	124,081	1,567,214	(315,361)
Debt Reserve	1,141,499	985,217	156,282	1,012,560	128,939
Accounts Receivable	1,311,391	1,200,988	110,403	2,011,966	(700,575)
Capital Contributions Receivable	37,091	19,589	17,502	56,410	(19,319)
Inventory	22,937	38,726	(15,789)	41,875	(18,938)
Prepaid Expenses	46,383	(21,775)	68,158	127,325	(80,942)
Funds held for Others	46,270	29,718	16,553	35,637	10,633
Total CURRENT ASSETS	3,857,424	3,380,236	477,189	4,852,987	(995,563)
Total Current Assets	3,857,424	3,380,236	477,189	4,852,987	(995,563)
NON-CURRENT ASSETS					
Restricted Cash	118,577 ^d	667,371	(548,794)	118,568	9
Capital Contrib Receivable, net current	474,108	632,064	(157,956)	474,108	0
Property & Equipment, Net Deprec	33,471,143	23,027,224	10,443,918	33,099,956	371,187
Work-in-Progress	6,364,432	8,627,956	(2,263,524)	5,038,373	1,326,059
Total NON-CURRENT ASSETS	40,428,260	32,954,616	7,473,644	38,731,005	1,697,255
Total Non-Current Assets	40,428,260	32,954,616	7,473,644	38,731,005	1,697,255
TOTAL ASSETS	44,285,684	36,334,852	7,950,833	43,583,993	701,692
CURRENT LIABILITIES					
Accounts Payable	33,280	124,614	(91,334)	25,235	8,045
Current Portion Loans Payable	7,127,430	365,789	6,761,641	4,601,484	2,525,947
Other Current Liabilities	1,198	131,045	(129,847)	1,703,791	(1,702,592)
Funds held for others	45,867	29,718	16,149	35,637	10,230
Total CURRENT LIABILITIES	7,207,776	651,166	6,556,610	6,366,147	841,629
Total Current Liabilities	(7,207,776)	(651,166)	(6,556,610)	(6,366,147)	(841,629)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	5,530,398	3,961,225	1,569,173	5,570,398	(40,000)
Total NON-CURRENT LIABILITIES	5,530,398	3,961,225	1,569,173	5,570,398	(40,000)
Retained Earnings & Net Position					
Retained Earnings	(31,950,369)	(32,317,080)	366,711	(31,950,333)	(36)
Net Income	99,974	594,804	(494,830)	0	99,974
Total Retained Earnings & Net Position	(31,850,395)	(31,722,276)	(128,119)	(31,950,333)	99,938
Total Net Position	44,588,569	36,334,668	8,253,902	43,886,878	701,691

Jun-22

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
	Act	Act	Actual	Estim	Estim									
Cash on hand 1st of each month	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 1,019
Cash Received														
Customer Billing	19.8	520	344.5	28	523.5	355	33.2	424	356.5	64.6	328.8	477.6		
Miscellaneous	24.8	1.7		0.2	5.5	3		2.4	1		0.6	0.2	25	340
Grant/Contributions/EF							143.8				845.9			
C Draws														
Billing Services/O & M		15.8	17		2.6	37			16.8	15		3.8		15
Services										250.5				
Relevy														
<u>Receipts</u>														
Cash Receipts														
Debt/Grant/Contrib														
Receipts								1048.3	404.2	655.8		125.6		
EFC					239.1	1163								
Cash Balance before expenditures	\$ 1,925	\$ 2,149	\$ 2,547	\$ 2,037	\$ 2,335	\$ 3,199	\$ 1,745	\$ 1,669	\$ 1,629	\$ 2,125	\$ 2,326	\$ 2,126	\$ 1,279	\$ 1,377
Vouchers	161.8	111.1	168.7	177	183.3	452	151	159.6	187.7	158.4	166	319.4	160	160
Operating Vouchers	151.9	164.8	88.5	134	180.7	108	83	79	88.8	77.3	93	95.7	90	90
Miscellaneous			121.8			96								
Project Vouchers	0.5	338.4	159	162	329.7	975	1317	580	213.3	738	548.7	456.7	10	10
<u>Expenditures</u>														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 1,019	\$ 1,117
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1174	1168	1150	1149	1037	931	887	918	728	759	707	707	697	687
Balance	\$ 437	\$ 366	\$ 859	\$ 415	\$ 604	\$ 637	\$ (693)	\$ (68)	\$ 411	\$ 392	\$ 812	\$ 547	\$ 322	\$ 430

10% of 2022 Budget Expenditures = \$345,988

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Project Code	Project Name	Expenditures		Budget		Expenses Budgeted	Funding	Financing		Date Began	End Date
		Assets	Expenses	Budget	Balance			Grant/Contributed	Reserve		
DEBT & REIMBURSABLE PROJECTS											
31131	WaterSystem Improvements (EFC WIJA)	2,778,750.87	7,000,000.00	4,221,249.13	WIJA Grant/Loan			\$ 3,000,000		7/12/2019	12/31/2024
31118	Conesus Outlet Water Main Re-Connection	9,212.50	120,000.00	110,787.50	WIJA Grant/Loan			\$ 120,000.00		8/23/2017	12/31/2022
31104	Lake Forest Water Main	8,855.09	212,000.00	203,144.91	WIJA Grant/Loan			\$ 212,000.00		1/1/2014	12/31/2022
31105	Slagel Park Water System Upgrade (Pine Tree)	18,428.58	212,000.00	193,571.42	WIJA Grant/Loan			\$ 212,000.00		1/1/2018	12/31/2022
	Water Sys Improv (Stone Hill-W5 Transfers)		84,000.00	84,000.00	WIJA Grant/Loan			\$ 84,000.00		1/1/2022	12/31/2022
	Spring St. Improvements		130,000.00	130,000.00	WIJA Grant/Loan			\$ 130,000.00		1/1/2022	12/31/2022
	Water SCADA		900,000.00	900,000.00	WIJA Grant/Loan			\$ 900,000.00		12/1/2017	12/31/2022
31142	Upgrade Lakeville Plant Phase 2	3,467,742.05	5,525,016.06	2,057,274.01	EFC Grant/Loan C8-6449-05-00			\$ 5,525,016.06		1/1/2022	12/31/2022
	Groveland Wastewater Treatment Plant Disinfection										
31132	Project	14,000.00	526,070.00	512,070.00	WQJP			\$ 367,576	\$ 158,494	1/1/2022	12/31/2023
31121	Lakeville WWTP Disinfection Phosphorus Removal	2,838.58	247,500.00	244,661.42	WQJP No. 111711			\$ 198,055	\$ 49,445	1/1/2022	12/31/2022
	Total Debt & Reimbursable Projects & Studies	6,299,827.67		8,656,758.39							
GENERAL RESERVE PROJECTS											
31112	Adams/Clay St-PS Upgrades	12,491.70	120,000.00	107,508.30	Reserve			\$ 120,000		1/1/2016	12/31/2022
31125	Technology Upgrades(Employee Transition)	20,228.00	21,299.73	1,071.73	Reserve			\$ 21,300		9/26/2018	12/31/2021
	IT Infrastructure Vulnerability & Risk Assessment,										
31139	Cybersecurity	9,273.00	15,000.00	5,727.00	Reserve			\$ 15,000		1/27/2020	2/28/2022
31148	SCADA System Wide Improvements (Phase 1)	17,703.50	370,000.00	352,296.50	Reserve			\$ 370,000		1/1/2022	12/31/2022
31141	Penemite Manhole Repaid	8,542.19	8,542.19								
31146	PS Heating & Vent Upgrades	4,907.99	28,700.00	23,792.01							
	Groveland Station										
	Total General Reserve Projects	64,604.19		498,937.73							
	Total WIP Expense (GL 1600)	6,364,431.86									
Studies/Non Capitalization											
	<i>Phase 2 Collection System Inflow & Infiltration Study</i>										
	<i>Project</i>										
	Avon <i>WWTP Evaluation -Study</i>	3,750.00	120,000.00	116,250.00	EPG No. 105113			\$ 100,000	\$ 20,000	1/1/2022	12/31/2023
	ERP Review (Billing/Accounting Software)	15,600.00	30,000.00	14,400.00	(V) Avon/ (T) Avon/ LC IDA			\$ 22,500.00	\$ 7,500.00	1/1/2022	12/31/2022
	Rate Study and Analysis		25,000.00	25,000.00				\$ 25,000	\$ 25,000	1/1/2022	12/31/2022
	Operation and Admin Bldg Assessment		20,000.00	20,000.00				\$ 20,000	\$ 20,000	1/1/2022	12/31/2022
			25,000.00	25,000.00				\$ 25,000	\$ 25,000	1/1/2022	12/31/2022
	Total Studies		7,500.00	7,500.00					\$ 7,500		
	Total Project Committed			707,087.73							

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Livingston County WSA

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 6/1/2022 Through 6/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
OPERATING REVENUE						
Fees						
4110	1,721.10	1,078,499.60	897,745.35	180,754.25	3,168,145.00	(2,089,645.40)
4120	64.00	13,060.66	306.00	12,754.66	180,000.00	(166,939.34)
4125	17,546.09	76,312.88	79,606.79	(3,293.91)	0.00	76,312.88
	19,331.19	1,167,873.14	977,658.14	190,215.00	3,348,145.00	(2,180,271.86)
Permit Fees						
4200	10,768.00	55,287.89	61,207.43	(5,919.54)	30,000.00	25,287.89
	10,768.00	55,287.89	61,207.43	(5,919.54)	30,000.00	25,287.89
O&M Services						
4130	0.00	15,000.00	99,483.00	(84,483.00)	15,000.00	0.00
	0.00	15,000.00	99,483.00	(84,483.00)	15,000.00	0.00
Other Income						
4140	9,002.77	19,631.31	22,537.59	(2,906.28)	50,623.00	(30,991.69)
4160	3,625.00	8,250.00	8,750.00	(500.00)	0.00	8,250.00
4410	0.00	2,494.79	11,505.79	(9,011.00)	16,500.00	(14,005.21)
	12,627.77	30,376.10	42,793.38	(12,417.28)	67,123.00	(36,746.90)
	42,726.96	1,268,537.13	1,181,141.95	87,395.18	3,460,268.00	(2,191,730.87)
OPERATING EXPENSE						
Wages & Fringes						
5010	68,958.71	403,653.77	299,866.56	103,787.21	1,011,098.00	607,444.23
5020	2,227.01	23,784.02	10,584.64	13,199.38	43,519.00	19,734.98
5030	5,500.18	32,036.81	22,259.33	9,777.48	80,678.00	48,641.19
5040	10,092.88	65,140.86	57,028.13	8,112.73	122,336.00	57,195.14
5048	0.00	8,490.62	18,727.50	(10,236.88)	34,928.00	26,437.38
5050	20,229.36	134,747.83	100,241.80	34,506.03	242,342.00	107,594.17
5060	0.00	19,419.19	21,378.76	(1,959.57)	20,141.00	721.81
5070	229.98	2,591.77	5,605.88	(3,014.11)	15,000.00	12,408.23
	107,238.12	689,864.87	535,692.60	154,172.27	1,570,042.00	880,177.13
Professional Services						
6110	0.00	5,746.00	18,467.92	(12,721.92)	25,349.00	19,603.00
6120	1,671.44	41,081.44	11,167.19	29,914.25	20,000.00	(21,081.44)
6125	0.00	17,710.00	0.00	17,710.00	0.00	(17,710.00)
6130	1,645.04	25,162.02	27,818.65	(2,656.63)	19,300.00	(5,862.02)
6140	359.96	9,196.07	7,342.14	1,853.93	30,300.00	21,103.93
6150	8,100.00	48,600.00	48,600.00	0.00	102,000.00	53,400.00
6160	0.00	0.00	68,444.00	(68,444.00)	0.00	0.00
6190	0.00	0.00	30,578.48	(30,578.48)	0.00	0.00
	11,776.44	147,495.53	212,418.38	(64,922.85)	196,949.00	49,453.47
Utilities						
6200	0.00	67.23	0.00	67.23	0.00	(67.23)

Livingston County WSA

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 6/1/2022 Through 6/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6210 Electricity	32,081.45	115,981.56	107,867.59	8,113.97	289,366.00	173,384.44
6220 Gas/Heating	5,067.71	16,900.35	6,173.77	10,726.58	20,304.00	3,403.65
6230 Telephone	2,091.84	10,877.31	10,552.92	324.39	23,007.00	12,129.69
Total Utilities	39,241.00	143,826.45	124,594.28	19,232.17	332,677.00	188,850.55
Vehicle Expense						
6420 Vehicle Repair	334.81	13,615.48	1,974.03	11,641.45	10,000.00	(3,615.48)
6430 Gasoline	0.00	8,415.57	5,221.09	3,194.48	30,604.00	22,188.43
Total Vehicle Expense	334.81	22,031.05	7,195.12	14,835.93	40,604.00	18,572.95
Purchased Water/Sewer						
6510 Purchased Water	27,495.28	106,424.43	135,045.91	(28,621.48)	537,500.00	431,075.57
6515 Purchased Water MCWA	32,312.34	76,312.22	79,422.79	(3,110.57)	0.00	(76,312.22)
6520 Purchased Sewer Treatment	18,196.14	28,263.72	21,385.47	6,878.25	85,000.00	56,736.28
Total Purchased Water/Sewer	78,003.76	211,000.37	235,854.17	(24,853.80)	622,500.00	411,499.63
Equipment Maintenance						
6610 Equipment Repair/Supply	305.59	867.07	3,695.73	(2,828.66)	11,275.00	10,407.93
6625 Small Equipment Purchase	1,185.45	6,277.44	7,053.14	(775.70)	59,955.00	53,677.56
6635 Equip Lease/Rental Contracts	0.00	0.00	815.00	(815.00)	21,580.00	21,580.00
Total Equipment Maintenance	1,491.04	7,144.51	11,563.87	(4,419.36)	92,810.00	85,665.49
Building Maintenance						
6300 Project Expense	0.00	4,501.20	0.00	4,501.20	0.00	(4,501.20)
6310 Outside O&M Services	34,225.77	160,216.60	87,865.99	72,350.61	289,618.00	129,401.40
6320 Laboratory Services	2,108.00	11,250.00	16,232.00	(4,982.00)	0.00	(11,250.00)
6350 Refuse Collection	649.66	4,874.64	3,178.38	1,696.26	0.00	(4,874.64)
6360 Cleaning Service	375.00	1,650.00	1,650.00	0.00	0.00	(1,650.00)
6620 Building Repair/Supply	2,255.44	47,731.90	39,871.57	7,860.33	170,810.00	123,078.10
6640 Customer Installation Supplies	4,820.22	54,124.68	35,532.05	18,592.63	26,232.00	(27,892.68)
Total Building Maintenance	44,434.09	284,349.02	184,329.99	100,019.03	486,660.00	202,310.98
Other Expenses						
6340 Uniforms/Clothing	138.00	1,924.16	1,190.22	733.94	4,700.00	2,775.84
6700 Permits, Fees & Inspections	1,323.00	2,063.00	3,169.83	(1,106.83)	24,010.00	21,947.00
6810 Postage & Freight	2,752.39	6,805.15	5,632.10	1,173.05	14,400.00	7,594.85
6820 Office Supplies	279.85	1,968.39	2,025.76	(57.37)	4,800.00	2,831.61
6830 Advertising	6,520.69	11,416.56	1,433.00	9,983.56	3,990.00	(7,426.56)
6840 Travel & Training	1,489.08	11,148.05	1,284.83	9,863.22	24,740.00	13,591.95
Total Other Expenses	12,503.01	35,325.31	14,735.74	20,589.57	76,640.00	41,314.69
Easements & Judgements						
6870 Easements & Landtaking	0.00	0.00	0.00	0.00	40,500.00	40,500.00
6880 Judgements & Claims	0.00	0.00	0.00	0.00	500.00	500.00
Total Easements & Judgements	0.00	0.00	0.00	0.00	41,000.00	41,000.00
Total OPERATING EXPENSE	295,022.27	1,541,037.11	1,326,384.15	214,652.96	3,459,882.00	1,918,844.89



Livingston County WSA

Statement of Revenues and Expenditures - Unposted Transactions Included in Report

From 6/1/2022 Through 6/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
GAIN/LOSS BEF DEPRECIATION	(252,295.31)	(272,499.98)	(145,242.20)	(127,257.78)	386.00	(272,885.98)
DEPRECIATION EXPENSE						
Deprec Expense-non contrib	(51,137.02)	(297,419.71)	(291,517.24)	(5,902.47)	0.00	(297,419.71)
Deprec Expense-contributed	(58,124.20)	(348,745.20)	(356,710.69)	7,965.49	0.00	(348,745.20)
Total DEPRECIATION EXPENSE	(109,261.22)	(646,164.91)	(648,227.93)	2,063.02	0.00	(646,164.91)
OPERATING GAIN/LOSS	(361,556.53)	(918,664.89)	(793,470.13)	(125,194.76)	386.00	(919,050.89)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
Retail Fees-Debt related	1,533.42	133,423.10	107,499.57	25,923.53	343,447.00	(210,023.90)
Restricted Revenue	2.22	7.89	11.09	(3.20)	0.00	7.89
Interest Income	1,733.23	10,786.96	13,721.67	(2,934.71)	0.00	10,786.96
Total Non-Operating Income	3,268.87	144,217.95	121,232.33	22,985.62	343,447.00	(199,229.05)
Non-Operating Expense						
Interest Expense	0.00	(10,409.78)	(10,683.91)	274.13	0.00	(10,409.78)
G/L on sale of Assets	0.00	0.00	38,302.19	(38,302.19)	0.00	0.00
Total Non-Operating Expense	0.00	(10,409.78)	27,618.28	(38,028.06)	0.00	(10,409.78)
Total NON-OPERATING REVENUE/EXPENSE	3,268.87	133,808.17	148,850.61	(15,042.44)	343,447.00	(209,638.83)
NET GAIN/LOSS BEF CONTRIB	(358,287.66)	(784,856.72)	(644,619.52)	(140,237.20)	343,833.00	(1,128,689.72)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
Grant & Donation Revenue	0.00	662,894.20	50,000.00	612,894.20	0.00	662,894.20
Total Grant Revenue	0.00	662,894.20	50,000.00	612,894.20	0.00	662,894.20
Total CAPITAL CONTRIBUTIONS	0.00	662,894.20	50,000.00	612,894.20	0.00	662,894.20
CHANGE IN NET ASSETS	(358,287.66)	(121,962.52)	(594,619.52)	472,657.00	343,833.00	(465,795.52)

8

	2021				2022			
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	Actual	Actual	Actual	Actual	Actual	Act	Est	Est
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
	Actual				Est			
Cash on hand as of 1st of each month	\$ 992,890	\$ 1,042,596	\$ 1,088,927	\$ 950,840	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,012,637
Cash Received - Customer Billing:	73,846	73,528	76,770	71,715	88,955	92,409	85,000	85,000
Cash Received - Miscellaneous	450	386	359	365	375	481	390	390
Cash Received - Reliev		23,095				22,042		
Cash Balance before expenditures	\$ 1,067,186	\$ 1,139,605	\$ 1,166,056	\$ 1,022,920	\$ 1,101,893	\$ 1,147,927	\$ 1,226,892	\$ 1,098,027
Admin Fees Paid	\$ 2,599	\$ 5,150			\$ 2,511	\$ 6,425		
<u>Debt Payments (Principal & Interest):</u>								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond	21,991		111,991		21,030		111,030	
EFC 2012 Sewer Bond (as of June 2012)		45,528		10,357	45,357			10,163
EFC Short Term C8-6449-05-00			71,500				71,500	
EFC Short Term D0 18746								
Cash Balance after expenditures	\$ 1,042,596	\$ 1,088,927	\$ 950,840	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,012,637	\$ 1,087,864
NYS EFC-Grov Sta Water - DO 17369:								
Beginning Balance	634,500	634,500	634,500	602,775	602,775	602,775	602,775	571,050
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	634,500	634,500	602,775	602,775	602,775	602,775	571,050	571,050
8/27/09->8/27/39 Sewer Bond (SL) C8-6449-04-								
Beginning Balance	2,060,000	2,060,000	2,060,000	1,970,000	1,970,000	1,970,000	1,970,000	1,880,000
Principal Payment	-	-	90,000	-	-	-	90,000	-
Ending Balance	2,060,000	2,060,000	1,970,000	1,970,000	1,970,000	1,970,000	1,880,000	1,880,000
6/21/12->11/1/42 Sewer Bond (SL) C8-6449-01-								
Beginning Balance	1,040,000	1,005,000	1,005,000	1,005,000	1,005,000	970,000	970,000	970,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	35,000	-	-	-	35,000	-	-	-
Ending Balance	1,005,000	1,005,000	1,005,000	1,005,000	970,000	970,000	970,000	970,000
Total Debt Balance	\$ 3,699,500	\$ 3,699,500	\$ 3,577,775	\$ 3,577,775	\$ 3,542,775	\$ 3,542,775	\$ 3,421,050	\$ 3,421,050
	EOY Balance \$ 1,012,563				EOY Balance \$ 1,087,864			
	12 mos pmts = \$	221,592	1.05% = \$	232,672	12 mos pmts = \$	219,305	1.05% = \$	230,270
Trustee Indenture requires 1.05% of annual payments on deposit	Over required balance by \$ 779,891				Over required balance by \$ 857,593			

LCWSA OPERATIONS REPORT

July 20, 2022

Water and Sewer Work Program

Customer Work Orders	Staff completed 96 workorders; up 8 from last month.
UFPO	Staff completed 151 stakeouts; up 28 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing were completed. We had a Total coliform sample at the Niver Rd Tank site. We are resampling. We wil get results back Tuesday afternoon.

Water Work Program

Water taps	Staff completed 5 water taps. We have 5 on the schedule to do.
Water License	Trevor Frazier went to Morrisville for his class D license . He past the course. Know he will need 6- months of training to complete the requirements .
Hydrant Repair	Staff repaired 1 hydrant on East Lake Rd.
Meter Replacement Program	Staff have started meter replacement program. Appointments at this time are being scheduled for Friday's.As of August 1st we will be going to 5- days a week. 46 meters have been replaced.

Sewer Work Program

Sewer Taps and Repairs	Fineline Pipeline did 2 sewer taps. Our staff repaired a sewer lateral on East Lake Rd.
Sewer Cleaning and Televising	Staff have been cleaning and televising in the Lakeville area. The sewer camera is down at this time and sent back for repair.

LCWSA CAPITAL PROJECTS REPORT

June 15 , 2022

31085 DOCCS WSP

No change- still averaging between 110,000 and 135,000 gpd.

31131 Countywide Water System Improvements - Phase 1 (ARS Water Main Ext + Grov. Sta Inter)

Still waiting on a few electrical components and chlorine items at this time.

31138 Comprehensive SCADA System Evaluation

Staff and GHD went to a few sites to determine the best location on the lake for a repeater station.

31140 I&I Study (Smoke Testing + San Sewer Cleaning & Televising)

Smoke testing has started. Livonia Center is completed. Found numerous cleanouts broke also a manhole that will need some patching.

31142 Lakeville WWTP Upgrades - Phase 2 + UV

Blue Heron has been completed the restoration around the UV building and the new manhole that was installed. They have installed the new gas piping for the flame arrestor. They also have been working on the window replacement. The new drives for the main pumps have been set in place. Pump replacement is scheduled for the 1st week in August. The gutters and soffits have been installed on the sludge storage building.

Livingston County Water & Sewer Authority Workplan Snapshot – Q2

Capital Projects			
Countywide Water System Improvements – Phase 1	<i>Completed & operational. Waiting for final electrical work to be completed.</i>	Jan. 2022	
SCADA System Wide Improvements – Phase 1	<i>Engaged with engineer; meeting weekly. Sept/Oct. for design comp.</i>	July 2022 (Oct. 2022)	
Lakeville WWTP Upgrades – Phase 2	<i>Work progressing; delay in equipment, longer lead times.</i>	Sept. 2022	
I/I Study – Phase 2	<i>Project awarded in March. Smoking started 7/11,</i>	Sept. 2022	
Adams/Clay St. Pump Station Upgrades	<i>Needs more evaluation and discussion.</i>		
Countywide Water System Improvements – Phase 2-4	<i>Projects awarded. Working on Notices to Proceed.</i>	Dec. 2024	
Lakeville Wastewater Treatment Plant Phosphorus Removal	<i>Completed pilot study on chemical. Design has not started. Chemical treatment will start 8/1.</i>	Aug. 2022, Aug. 2023	
Groveland Wastewater Treatment Plant Disinfection Project	<i>Design submitted to DEC for review.</i>	May 2022, May 2023, May 2024	
Conesus Lake Pump Station Improvements Project	<i>Project was awarded.</i>	Dec. 2024	

Administrative Priorities			
Organize e-Filing System	<i>Likely to be delayed to Dec. 2022.</i>	June 2022 (Dec. 2022)	
Procurement Policy Review	<i>Starting to review policy. Completion Dec. 2022.</i>	June 2022 (Dec. 2022)	
Utility Tracking and Record Keeping	<i>Spread sheets are being updated.</i>	Dec. 2022	
Website Development and Launch	<i>Current website has been updated with information. Refresh will be worked on Q3 & Q4.</i>	Dec. 2022	
Billing/Accounting Software Assessment	<i>Will start review Q4.</i>	June 2023	



On Target



Below Target



On hold

Livingston County Water & Sewer Authority Workplan Snapshot – Q2

Operational Initiatives			
Groveland Station WWTP Assessment	<i>Conducting review with UV design process. Will submit for WIIA funds.</i>	May 2022	
Complete Rate Study & Analysis	<i>Collected preliminary information. Starting analysis June 2022.</i>	July 2022	
Lakeville & Avon WWTP Capacity Assessments	<i>Delay in receiving information request from Village. Oct. 2022 completion.</i>	June 2022 (Oct. 2022)	
Countywide Leak Detection Survey & Repairs	<i>County awarded contract; NYS DOS extended grant. Waiting NYS OSC approval.</i>	Dec. 2022	
Develop Water Loss Management Strategy	<i>Attended Northeast Water Loss Conference. Start to develop Q3.</i>	Dec. 2022	
Space Needs Assessment	<i>Start Q4.</i>	April 2023	
Develop an Infiltration & Inflow (I/I) Program	<i>Start with I/I committee meeting late summer.</i>	April 2023	
County Wide Water Supply	<i>Meeting with muni's for IMA approval.</i>	Sept. 2022	

Personnel Initiatives			
Hiring Staff	<i>Deputy starts 5/9. Maint. Workers start 7/5 & 10/1. WWTP operator starts 8/15.</i>	Ongoing	
Grade "D" Water Operator's Certification Course	<i>4 staff completed D course.</i>	Dec. 2022	



On Target



Below Target



On hold



RESOLUTION NO. 2022-23

RESOLUTION TO SET THE SALARY RANGE FOR THE UTILITY BILLING COORDINATOR POSITION

WHEREAS, on December 18, 2020, the Livingston County Water and Sewer Authority (Authority) Board identified a need to create three (3) new positions involving responsibility for supervising the business and customer service operation of the Authority; and

WHEREAS, the Authority Resolution No. 2020-30 created three (3) "Utilities Billing Supervisor" positions; and

WHEREAS, after further review of the job description and title, the position title has been changed to Utility Billing Coordinator; and

WHEREAS, due to an expected retirement in April 2023, filling the Utility Billing Coordinator position promptly will ensure continuity of operations and provide overlap and knowledge transfer for the position; and

WHEREAS, the Utility Billing Coordinator will be a full-time, forty (40)-hour per week, non-union position, and it will be classified as non-exempt consistent with the Fair Labor Standards Act (FLSA), and now therefore be it,

RESOLVED, that the Livingston County Water and Sewer Authority Board hereby sets the salary range for the Utility Billing Coordinator between \$24.04 - \$28.85 per hour based on 2080 hours annually.

July 20, 2022
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES: 0
NAYS: 0

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: July 13, 2022

Subject: Set Salary Ranges for New Positions

1. Action Requested:

Action from the Board to approve two resolutions setting the salary range for two new positions: Utility Billing Coordinator and Confidential Secretary to the Executive Director.

2. Background:

In December 2020 the Board approved the creation of different positions throughout the organization to prepare for future growth and succession planning. Two positions created were the Utilities Billing Supervisor and Administrative Secretary.

Utilities Billing Supervisor (Utility Billing Coordinator)

Currently the Senior Account Clerk/Typist title is responsible for the processing of utility billings for water/sewer services and overseeing the business and customer service operations for the Authority. This position handles all matters related to billing for services, managing the meter reading hardware and software, accounts receivable related to water/sewer billing and most customer service calls. The title is generic and does not reflect the full scope of the position, nor does not generate significant interest from a recruitment perspective. The title Utilities Billing Supervisor was created with the expectation of eventually replacing the Senior Account Clerk/Typist position.

We recently received notification that the current incumbent in the Senior Account Clerk/Typist is intending to retire in April 2023. After further review of the existing Utilities Billing Supervisor job description and title, it was determined that the title of the position should change to Utility Billing Coordinator, which is more reflective of the duties assigned to the position and limited supervision of other staff at the present time. There was minimal change to the duties and responsibilities of the position (see attached job description).

The current Senior Account Clerk/Typist position is a full-time, forty (40)-hour per week, union position and salary range is \$21.43-\$23.66 per hour, or \$44,000-\$49,000 annually. The Utility Billing Coordinator position is a full-time, forty (40)-hour per week, non-union position, and it will be classified as non-exempt consistent with the Fair Labor Standards Act (FLSA). The

proposed salary range for the Utility Billing Coordinator is between \$24.04 - \$28.85 per hour, or \$50,000-\$60,000 annually. Filling the Utility Billing Coordinator position promptly will ensure continuity of operations and provide overlap and knowledge transfer for the position.

After reviewing similarly listed positions in the private sector the proposed salary range (and benefits package) of the new position is comparable to other positions with similar duties, responsibilities, education, and experience requirements.

Administrative Secretary (Confidential Secretary)

Originally, the Administrative Secretary position was created to provide general support to the office of the Executive Director due to the increasing complexities and growth of Authority operations.

In December 2021, the Board approved Resolution No. 2021-31 establishing the system wide meter replacement program and making the appropriate adjustments to the 2022 budget to account for incoming grant funding to support the hiring of additional staff to complete the meter replacement program. Attached please find a memorandum to the Board outlining the strategy for completing the program with Authority staff. The proposed approach for an in-house system wide meter replacement program was to hire two (2) Water/Wastewater Maintenance Workers and one (1) Account Clerk/Typist.

Currently, the Authority is committing one day a week to meter replacements as the notification procedures, meter installation and data collection processes are refined. One Maintenance Worker has been hired and another will start October 1st. We are expecting to transition to two staff members full-time for meter replacements by September/October 1st. Once the transition is made to two full time meter installers the additional customer scheduling and account management will require the additional full-time administrative commitment. We reviewed the job duties and expectations needed to support the system wide meter replacement program as well as the longer-term needs of the organization. As a result, it was determined that the Authority would be better served by not filling the Account Clerk/Typist position, and instead hiring under the Administrative Secretary position. This will provide the short-term support needed for meter replacement program as well as the organizational needs long-term.

While reviewing the existing Administrative Secretary job description and title, it was determined that the title of the position should change to Confidential Secretary to the Executive Director, which is more reflective of the organization's long-term needs. Some of the duties would include handling personnel files, insurance matters, act as the records management officer, serve as the Secretary to the Board and represent the Executive Director as needed, etc. (see the attached job description).



Livingston County Water & Sewer Authority
1997 D'Angelo Drive
PO Box 396
Lakeville, NY 14480
Phone: (585) 346-3523
Fax: (585) 346-0954
TTY NY: (800) 662-1220

Executive Director
Jason Molino

The position is a full-time, forty (40)-hour per week, non-union position, and it will be classified as non-exempt consistent with the Fair Labor Standards Act (FLSA). The proposed salary range for the position is between \$24.04 - \$28.85 per hour, or \$50,000-\$60,000 annually.

3. Financial Implications:

The salary for the Utility Billing Coordinator is slightly higher than the current position. However, a new employee will likely have lower health insurance and retirement costs. In total, the change in total personnel costs should have minimal impact on the budget.

The Confidential Secretary is a new position. The remaining 2022 and most of 2023 expenditures will be covered by the WIIA funding for the meter replacement project. This includes health insurance and retirement costs. With the current growth in customer base that is expected within the next 18 months, the additional personnel expenditures will be able to be covered by the start of the 2024 fiscal year.

It is requested that the Board set the salary range for both positions.

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: November 9, 2021

Subject: System-wide meter replacement program

1. Action Requested:

Consensus from the Board to move forward with developing a meter replacement program utilizing in-house staff. Additional staff to be hired in 2022 would provide a focused effort to complete all LCWSA customer meter replacements over a 10-12-month period. Additional staff would include two (2) Water/Wastewater Maintenance Works and one (1) Account Clerk/Typist.

2. Background:

As part of the County Wide Water System Improvement project replacing all hand-held read water meters with radio read water meters will provide lower loss water and enhance revenue due to better performing meters. Replacing water meters with radio read meters will also significantly reduce staff time needed to read meters, providing for a net gain of ~1 FTE.

Currently the Authority has approximately 1,690 meters that have to be replaced with radio read meters. With the addition of the Village of Livonia water system this summer, there are an additional 409 meters. Also, the Authority should consider partnering with the Town of Leicester to change out an additional 250 meters through an intermunicipal agreement. In total, approximately 2,400 could be replaced through the upcoming County Wide Water System Improvement project.

3. Financial Implications:

Two options that have been evaluated when considering how to approach replacing 2,400 meters: contracting out versus in-house forces.

Meter costs are generally the same regardless of installation approach. 2,400 meters at a unit price of \$200 is approximately \$470,000. After speaking with CPL, estimates for a private contractor, based on past experiences, to coordinate, schedule and install meters is estimated at \$250-\$300 per meter. In total, estimated costs for a private contractor to install 2,400 water meters is ~\$1,000,000.

If the Authority were to install all meters in-house it would require the hiring of additional field and administrative staff, with additional expenditures for vehicles and equipment. The attached spreadsheet is a breakdown of estimated costs associated with installing 2,400 water meters.

The NYS Environmental Facilities Corporation (EFC) has confirmed that all costs related to in-house meter installations, including personnel, vehicles and equipment, can be reimbursed through the grant/loan financing for the project. In total, estimated costs for an in-house installation of 2,400 water meters is ~\$840,000.

It is unclear how long it would take a private contractor to install all meters, but timeframe to complete all installations may impact cost. Regardless of if a contractor installing meters, some Authority staff support will be needed both in the field and administratively. Based on the Authority's experience in changing out water meters, it takes on average 30-60 minutes per meter installation, in addition to travel time to locations, etc. It is estimated that it would take 10-12 months to install 2,400 water meters in-house.

From a cost perspective, changing out the remaining water meters in the Authority's water system would be best achieved by hiring three additional employees and creating an in-house meter installation program.

There are however, additional benefits to creating an in-house program versus contracting out for services:

- **I/I Program** - Authority staff can conduct I/I inspections at residences during the water meter install. Being able to inspect any Authority sewer customer, especially along Conesus Lake, would greatly advance the Authority's efforts to lower I/I in the sewer system. Also, being able to install a water meter and conduct the I/I inspection in the same visit will cut down on staff time to accomplish both tasks as well as minimize resident disruption with one visit to each residence rather than two. This would be an additional cost if a private contractor were tasked with this activity.
- **Succession Planning** - Within the next 7 years, 75% of the Authority's current workforce will be eligible to retire. Currently it is expected that a maintenance worker will retire each year between 2023 and 2026. It is also possible that the current administrative staff will retire within that same time frame.

It is realistic to assume that by the time the Authority will need absorb the cost of the additional staff following EFC funding, vacancies from retirements will need to be backfilled. Staff hired due to the meter program will provide more than a 12-month overlap with existing staff to assist with training, institutional knowledge transfer and field experience. In short, bringing on extra staff in the

short-term for the meter program, can result in preparing staff for the transition and overlap of upcoming retirements.

- **Customer Growth** – With growth in new customers, adding additional staff will be inevitable to maintain services. Currently the Authority is working with several municipalities regarding the creation or transfer of water and sewer services to the Authority. In total the Authority could see ~250-500 new water and/or sewer customers within the next 12-24 months. The Authority is also intricately involved with the County wide water discussions that could bring water to western, central and southern part of the County within the next 5-10 years.

Based on the financial and operational benefits of establishing an in-house meter replacement program, as stated above, it is recommended that the Board approve this approach and I will prepare the appropriate budget amendments for consideration at the December Board meeting.



RESOLUTION NO. 2022-24

**RESOLUTION TO SET THE SALARY RANGE FOR THE CONFIDENTIAL SECRETARY
TO THE EXECUTIVE DIRECTOR POSITION**

WHEREAS, on December 18, 2020, the Livingston County Water and Sewer Authority (Authority) Board identified a need to create two (2) new positions involving the independent performance of difficult secretarial work entailing a high degree of responsibility, discretion and confidentiality of the Authority; and

WHEREAS, the Authority Resolution No. 2020-27 created two (2) "Administrative Secretary" positions; and

WHEREAS, after further review of the job description and title, the position title has been changed to the Confidential Secretary to the Executive Director; and

WHEREAS, due to the increased complexity in Authority operations including the addition of multiple capital projects, including the Regional Water Supply Expansion Project, and the Authority's increased role in the operation and maintenance of municipal water and sewer systems, the functions of the Authority can be performed more economically and efficiently by filling the Confidential Secretary to the Executive Director position; and

WHEREAS, the Confidential Secretary to the Executive Director will be a full-time, forty (40)-hour per week, non-union position, and it will be classified as non-exempt consistent with the Fair Labor Standards Act (FLSA), and now therefore be it,

RESOLVED, that the Livingston County Water and Sewer Authority Board hereby sets the salary range for the Confidential Secretary to the Executive Director between \$24.04 - \$28.85 per hour based on 2080 hours annually.

July 20, 2022
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES: 0
NAYS:0



RESOLUTION #2022-25

RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE TOWN OF LIMA AND LIVINGSTON COUNTY WATER AND SEWER AUTHORITY FOR THE TOWN OF LIMA WATER DISTRICTS No. 1, 2, 3 and 4

WHEREAS, the Livingston County Water and Sewer Authority (the "Authority") was created by state legislation (NYS Public Authorities Law §1199-CCCC) for the express purpose of providing water and sewer services within Livingston County, New York; and

WHEREAS, the Authority has expertise in the operation of water distribution systems and sewer treatment and distribution systems; and

WHEREAS, Town of Lima (the "Town") currently owns various water distribution systems within the jurisdictional limits of the Town, which include water transmission mains, fire hydrants, valves, water services, and water meters that comprise cumulatively the water distribution improvements located within the Town of Lima Water Districts No. 1, 2,3 and 4 (the "System"); and

WHEREAS, the Town has determined that it is in the best interest of its residents to lease the System to the Authority, so that the Authority can operate and maintain such improvements and provide water delivery services for the benefit of the Town residents; and

WHEREAS, the Town has the legal standing to lease the System to the Authority pursuant to NYS Town Law §198 12. (b); and

WHEREAS, the Authority has determined that it is in furtherance of its legislative purpose, to provide water and sewer services within Livingston County, to lease the System from the Town and to operate and maintain such improvements for the benefit of the residents of the Town and the other customers of the Authority; and

WHEREAS, the Authority has the power to acquire leasehold interest in, and to operate the Town's System pursuant to NYS Public Authorities Law §1199-DDDD; and

WHEREAS, the Town and the Authority desire to enter into a long-term agreement, wherein the Authority will lease, maintain, operate, repair and replace the facilities of the System, and will supply water directly to customers served by the System, under the terms and conditions specified in this Agreement;

WHEREAS, the Authority Attorney and Executive Director have reviewed the lease agreement, now therefore be it

RESOLVED, the Livingston County Water and Sewer Authority Board approves the lease agreement between the Town of Lima and the Authority contingent upon the approval of the Town of Lima Board, and further be it

RESOLVED, the Executive Director is authorized and directed to sign the agreement.

July 20, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS:

LEASE AGREEMENT
between the
LIVINGSTON COUNTY WATER AND SEWER AUTHORITY
and the
TOWN OF LIMA

This Agreement entered into as of July __, 2022, by and between the **Livingston County Water and Sewer Authority**, a public benefit corporation (the "Authority"), having an office at 1997 D'Angelo Drive, Lakeville, New York and the Trustees of the **Town of Lima**, a municipal corporation on its own behalf (the "Town"), having an office at 7329 East Main Street, Lima New York.

WHEREAS, the Authority was created by state legislation (See NYS Public Authorities Law §1199-CCCC) for the express purpose of providing water and sewer services within Livingston County, New York; and

WHEREAS, the Authority has expertise in the operation of water distribution systems and sewer treatment and distribution systems; and

WHEREAS, the Town currently owns various water distribution systems within the jurisdictional limits of the Town, which include water transmission mains, fire hydrants, valves, water services, and water meters that comprise cumulatively the water distribution improvements located within the Town of Lima Water Districts No. 1, 2,3 and 4 (the "System"). The detailed improvements that comprise the System are set forth in Exhibit "A" which is attached hereto and made a part hereof; and

WHEREAS, the Town has determined that it is in the best interest of its residents to lease the System to the Authority, so that the Authority can operate and maintain such improvements and provide water delivery services for the benefit of Town residents; and

WHEREAS, the Town has the legal standing to lease the System to the Authority pursuant to NYS Town Law §198 12. (b); and

WHEREAS, the Authority has determined that it is in furtherance of its legislative purpose (to provide water and sewer services within Livingston County) to lease the System from the Town and to operate and maintain such improvements for the benefit of the residents of the Town and the other customers of the Authority; and

WHEREAS, the Authority has the power to acquire leasehold interest in, and to operate the Town's System pursuant to NYS Public Authorities Law §1199-DDDD; and

WHEREAS, the Town and the Authority desire to enter into a long-term agreement, wherein the Authority will lease, maintain, operate, repair and replace the facilities of the System, and will supply water directly to customers served by the System, under the terms and conditions specified in this Agreement.

NOW THEREFORE, in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, including the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

1. Lease of Facilities; Commencement Date.

- 1.1 Beginning on the Commencement Date and continuing through the remainder of the Term as defined below, the Town hereby leases to the Authority, subject to the terms and conditions of this Agreement, the entire System, together with any replacements, additions, betterments and improvements that may hereafter be furnished and installed during the Term of this Agreement and including any interests in real property.
- 1.2 For purposes of this Agreement the "Commencement Date" shall be August 1, 2022, unless a different date is mutually agreed upon in writing by the Town and the Authority.

2. Rights and Obligations of the Authority. The Authority shall have the following rights and obligations with respect to the System as of the Commencement Date:

- 2.1 The Authority shall have the right to use the System for the transmission of water to serve its current and future wholesale and retail customers within the Authority water delivery infrastructure, including but not limited to the System, without the imposition of any rental or other charges by the Town.
- 2.2 The Authority shall have the right to provide for the connection of users to the System during the term of the Agreement. All connection and other fees paid by users who are connected to the System shall be paid to and be the property of the Authority, except as otherwise provided herein.
- 2.3 The Authority shall operate, maintain, repair and replace the System, and any portions or extensions thereof, at its own cost and expense and at its own discretion.
- 2.4 The Authority shall sell water to the customers of the System in accordance with the current Town rate schedules (for each individual district), including the unit basis, through 2022. The only exceptions include wholesale water increases from the City of Rochester and/or Monroe County Water Authority, if any. After December 31, 2022, the Authority shall be free to charge the customers of the System within the Town in keeping with the Authority Rate Schedule then in effect.
- 2.5 Pursuant to §1199-MMMM of the NYS Public Authorities Law and §406 of the NYS Real Property Tax Law (to the extent applicable pursuant to §89-L of the NYS Public Service Law), the Authority shall not be required to pay taxes or assessments upon any properties, replacements, additions, betterments and improvements made or acquired by it or upon the System,

since the use of the System is a public use.

- 2.6 The Authority shall have the right, at its own cost, to install additional or replacement facilities within the System as the Authority deems necessary or advisable to better serve its customers. Legal title to any facilities installed by the Authority, including any replacements to the System, shall be and remain in the Authority.
- 2.7 The Authority shall at all times maintain casualty and liability insurance coverage on the System and shall at the request of the Town, add the Town as an additional insured with regard to such insurance coverage.

3. Rights and Obligations of the Town. The Town shall have the following rights and obligations pursuant to this Agreement:

- 3.1 The Town shall not at any time be obligated, without its consent, to make or pay for replacements, addition betterments or improvements to the System.
- 3.2 The Town shall not resell or redistribute water supplied from the Authority or through the System to any other municipality or any water districts or water customers, whether wholesale or retail, without the prior written consent of the Authority. In an emergency, the Authority will not unreasonably withhold such consent.
- 3.3 The Town shall assign to the Authority the benefit of all construction and/or service warranties that the Town may have from recent projects, except that the Town may retain a joint right to enforce any such warranties.
- 3.4 Town customers will be responsible for expenses related to future capital improvement projects made to the System.
- 3.5 The Town shall remain responsible for payment of all existing or pending debt service associated with the System (and each individual Water District within the System. This includes any debt associated with the following:
 - 2017/2018 Pump Station project for the pump station located at the Monroe County and Livingston County Line. Such project has a pending Member Item Payment award that has not yet been received, of which the Town shall be entitled to keep its portion as received from the Village of Lima; and
 - 2021/2022 Village of Lima Water Improvement Project.
- 3.6 The Town will be responsible for any future debt associated with its proportionate share of the proposed 2024/2025 Village of Lima improvements to the pump station effluent pipe, which shall be a joint obligation of Water District No. 2 and Water District No. 4.

4. Supply of Water

- 4.1 It is understood and agreed that the Authority makes no guarantee as to pressure, quantity or continuity of water service, and shall not, under any circumstances, be held liable for loss or damage from a deficiency or failure in the supply of water, whether caused by shutting off of water in case of accident or emergency, or for alterations, extension, connections or repairs, or for any cause other than for such loss, damage, deficiency or failure caused by the carelessness, fault or neglect of the Authority, agents, servants, employees, contractors, sub-contractors, and/or assigns. In the event of an emergency or other necessity, the Authority shall have the right to shut off or reduce the flow of water for such periods as are necessary, in the Authority's sole discretion. In all cases, other than emergencies, the Authority shall give the Town written notice 48 hours prior to any shut-off or flow reduction. The Authority shall restore service and make water available as soon as it can reasonably do so.
- 4.2 It is expressly understood and agreed that the furnishing of water and the performance of services by the Authority to the Town and its customers shall be in accordance with and governed in all respects by this Agreement and the Authority's rules and regulations for the sale of water, and any charges, amendments or revisions thereof.

5. Collection of Water Charges

- 5.1 As of the Commencement Date, the Authority shall be responsible for providing water to the former customers of the Town, and such customers shall be considered customers of the Authority from the Commencement Date forward.
- 5.2 As of the Commencement Date, the Authority shall be entitled to collect all fees, charges, assessments and claims related to the former customers of the Town being served by the System.
- 5.3 The parties acknowledge that as of the Commencement Date there are certain charges for water delivered to Town Customers prior to the Commencement Date that have not been paid by such customers and that would historically be collected through the Town's right to re-levy against the property taxes of such customers. The Authority agrees that on or before December 31, 2022, it will reimburse the Town for all unpaid water charges of Town customers for the period August 1, 2021 through July 31, 2022. Subject to such reimbursement to the Town, the Authority shall have the right to keep all monies collected through re-levy. Any re-levy for funds not paid, that become due for water charges incurred after July 31, 2022, shall be the property of the Authority and the Town shall have no right to any credit, off-set or reimbursement for the same.

6. Term of Agreement

- 6.1 The Term of this Agreement will be for a period of 40-years from the Commencement Date.
- 6.2 Upon the expiration of the Term, unless the parties agree otherwise, the Authority shall return to the Town the System leased to it, including any warranty information. In addition, the Town shall have the right, if it determines it to be in the public interest, to acquire from the Authority any additional facilities installed pursuant to Sections 2.6 herein during the lease Term by the Authority at its sole cost and expense for the sole benefit of the System hereby leased. The value of such additional facilities shall be determined based on the actual cost of such improvements or the fair market value determined by a panel of three qualified appraisers, one chosen by the Authority, one chosen by the Town and the third to be chosen by the two appraisers engaged by the Authority and Town, whichever is less. If the Town desires to obtain such improvements, the Town shall pay the Authority in full for the determined value of the additional facilities at the termination of the lease Term.
- 6.3 Notwithstanding the provisions of Section 6.2, the Town shall not have the right to acquire from the Authority any water delivery infrastructure and appurtenant improvements owned by the Authority if such infrastructure and appurtenant improvements are used by the Authority to provide water services to other municipalities and/or customers, unless adequate provisions are made for continuing service to such municipalities and/or customers consistent with the Authority's contractual obligations. In the event this Agreement has terminated, and in the event that Town and Authority are not able to agree as to the price for such infrastructure and appurtenant improvements to be acquired by the Town, the Authority agrees to pay to the Town a reasonable fee (as determined by the Authority and the Town) for transmission through the System from such infrastructure and appurtenant improvements.
- 6.4 In the event that this Agreement terminates and the Town takes back the System leased hereunder, the Authority and the Town agree to negotiate in good faith to reach a mutually acceptable arrangement (such as, but not limited to, the lease or sale of facilities to the other or the entering into of rights for the joint use of facilities) whereby the Town will be able to operate its water delivery system and provide water services to its residents and the Authority will be able to use the facilities owned by the Town to meet the Authority's obligations to furnish water services to its customers. Such arrangement will address, as necessary, the rights of the Town and Authority to use the other's facilities, and the terms for such use. If the parties have failed to reach agreement six months before the date when the System is to be returned to the Town, the Authority and the Town agree to use non-binding alternative dispute resolution procedures, such as mediation or voluntary arbitration, to assist in the negotiations.

7. Miscellaneous

- 7.1 It is expressly understood and agreed that the furnishing of water and the performance of services by the Authority to the Town shall be in accordance with and governed in all respects by Subpart 5-1, Public Water Supplies of the New York State Sanitary Code, and any other applicable laws, rules or regulations, including reasonable rules and regulations of the Authority.
- 7.2 No party may assign its rights or obligations under this agreement, unless the written consent of all other parties hereto is obtained.
- 7.3 This agreement may be amended or modified only by a subsequent written document executed by and parties hereto.
- 7.4 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 7.5 The Town represents and warrants to the Authority that it has taken all actions necessary or required to be taken by it, including any referendum necessary, and that the Town has full power and authority necessary to execute this agreement and perform in accordance with its terms.
- 7.6 The Town represents and warrants that there are no liens, judgments, claims or other liabilities associated with the System that would impede or affect the leasehold interest of the Authority as created hereunder.
- 7.7 The Town hereby agrees to indemnify and hold the Authority harmless from any and all claims, liabilities, damages, suits, cause of action or other costs (including reasonable attorney fees) resulting from any action or failure to act or in any way associated with the System that arose prior to the Commencement Date.
- 7.8 The Authority hereby agrees to indemnify and hold the Town harmless from any and all claims, liabilities, damages, suits, cause of action or other costs (including reasonable attorney fees) resulting from any action or failure to act or in any way associated with the System that arises after the Commencement Date and during the Term of this Agreement.
- 7.9 If any term or terms of this Agreement shall be held invalid, illegal or against public policy by any court, governmental agency or other body having appropriate jurisdiction, the parties agree to promptly and in good faith take any reasonable necessary action and negotiate, adopt, execute and deliver such amends hereto so as to correct any invalidity or illegality in a manner consistent with the intent thereof, and the remaining terms of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be executed by its duly authorized officers as of the day and year first above written.

**LIVINGSTON COUNTY WATER
AND SEWER AUTHORITY**

TOWN OF LIMA

By: _____
Jason Molino, Executive Director

By: _____
Michael J. Falk, Supervisor

Date: _____

Date: _____

SCHEDULE A

DESCRIPTION OF LEASED IMPROVEMENTS



RESOLUTION #2022-26

SEQRA NOTICE OF INTENT TO SERVE AS LEAD AGENCY FOR THE LEICESTER/YORK REGIONAL WATER SUPPLY EXPANSION

WHEREAS, the Livingston County Water & Sewer Authority has proposed a regional water project designed to supply potable water to the communities impacted by the Retsof Salt Mine collapse, including the Towns of Mt. Morris, Leicester, Geneseo, and York. The project will also have the ability to provide potable water to the Villages of Mt. Morris and Leicester; and

WHEREAS, the project includes the following primary components:

- Installation of a new pump station in the Town of Lima that will connect to the City of Rochester transmission mains.
- Installation of a new water storage tank in the Town of Livonia.
- Installation of new water transmission mains in the Towns of Lima, Livonia, Avon, and Geneseo, running east to west from the City of Rochester transmission main to the Genesee River.
- Installation of new water transmission mains running along River Road in the Towns of York and Leicester.
- Installation of a new water booster pump station in the Town of York.
- Installation of a new water storage tank in the Town of Leicester.
- Installation of new transmission mains along Rt 36 in the Towns of Groveland and Mt. Morris.
- Upgrades to the Maple Beach pump station in the Town of Groveland; and

WHEREAS, in accordance with the provisions of 6 NYCRR Part 617 (SEQRA), the Livingston County Water and Sewer Authority intends to serve as Lead Agency for SEQRA review of this Type 1 Action and will determine if the proposed action will have a significant effect on the environment; and

WHEREAS, the Lead Agency will undertake a coordinated review of this proposed action, and now therefore be it,

RESOLVED, that the Livingston County Water and Sewer Authority hereby designates its intention to serve as Lead Agency for the proposed action and will circulate Lead Agency Notice along with Part 1 of the Long Form Environmental Assessment Form and any other supporting documentation to all Involved Agencies. These agencies shall be given 30 days from the mailing of the Lead Agency Notice to consent. Interested Agencies will be given notice, but not required to consent pursuant to 6 NYCRR Part 617.6.

July 20, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS:

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: July 13, 2022

Subject: SEQRA – Leicester/York Regional Water Supply Expansion

1. Action Requested:

Action from the Board to approve the SEQRA resolution declaring the Authority as lead agency Leicester/York Regional Water Supply Expansion project to start the environmental review process.

2. Background:

As part of the environmental review process for advancing the Leicester/York Regional Water Supply Expansion project, the Authority Board needs to declare itself as lead agency and provide interested and involved parties with its intent to do so.

The Proposed Action, or Leicester/York Regional Water Supply Expansion project, are improvements to the County water systems in order to supply water to areas of the Town of Leicester and York affected by the Retsof Salt Mine collapse, as well as to address growing demands in the County. The project includes the construction of a new pump station, new transmission main and water storage, as well as upgrades to existing pump stations in the Authority water system.

The Authority should be designated as the Lead Agency for the coordinated environmental review of the Proposed Action, and as a result, notification will be sent to all involved / interested agencies (see attached list), with involved agencies being asked to consent to the Authority serving as Lead Agency for this Proposed Action.

All involved/interested agencies will receive a copy of Part 1 of the Environmental Assessment Form (EAF) which has been prepared for this project (see attached). The EAF documentation will be utilized to make a determination of environmental significance for the Proposed Action.

CPL will be the point of contact for any questions from involved/interested parties.

Completing the environmental review process will be needed prior to submitting a funding application to the WIIA program September 9th.

3. Financial Implications:

There are no financial impacts for completing the environmental review process.

Name	Affiliation	Address	Salu
John Helgren, P.E. State Engineer	USDA Rural Development	441 South Salina Street, Suite 357 Syracuse, NY 13202	Dear Mr. Helgren:
Mark Grove	Livingston County Department of Health	2 Murray Hill Drive Attn: Environmental Health Mt Morris, NY 14510	Dear Mr. Grove:
Scott Sheeley Regional Permit Administrator	NYSDEC, Region 8	6274 East Avon-Lima Road Avon, NY 14414-9519	Dear Mr. Sheeley:
	United States Army Corps of Engineers	Buffalo District 1776 Niagara Street Buffalo, NY 14207-3199	To Whom It May Concern:
Angela Ellis Planning Director	Livingston County Department of Planning	Livingston County Govern- ment Center 6 Court Street, Room 305 Geneseo, NY 14454	Dear Ms. Ellis:
Kevin Bush Regional Director	NYSDOT Region 4	1530 Jefferson Road Rochester, NY 14623-3161	Dear Mr. Bush:
Jason Wolfanger Highway Superintendent	Livingston County Highway Department	4389 Gypsy Lane Mt. Morris, NY 14510-9764	Dear Mr. Wolfanger:
Jennifer Walkowski	NYS Office of Parks, Recrea- tion & Historical Preservation	Peebles Island Resource Center P.O. Box 189 Waterford, NY 12188-0189	Dear Ms. Walkowski:
Jason Mulford Farmland Protection Manager	NYS Department of Agricul- ture and Markets	10B Airline Drive Albany, NY 12235	Dear Mr. Mulford:
	NYS Department of Health	Erastus Corning Tower Room 1135 Albany, NY 12237	To Whom It May Concern:
Elizabeth Ricci Manager, Western Projects	NYSEFC	625 Broadway Albany, NY 12207	Dear Ms. Ricci:
Ben Mattison Community Developer	New York State Homes & Community Renewal	Hampton Plaza 38-40 State Street, 4 South Albany, NY 12207-2804	Dear Mr. Mattison:

Michael J. Falk Town Supervisor	Town of Lima	7329 East Main Street Lima, NY 14485	Dear Mr. Falk:
Eric Gott Town Supervisor	Town of Livonia	35 Commercial Street Livonia, NY 14487	Dear Mr. Gott:
Calvin Lathan Mayor	Village of Livonia	36 Commercial Street Livonia, NY 14487	Dear Mr. Lathan:
Will Wadsworth Town Supervisor	Town of Geneseo	4630 Millennium Drive Geneseo, NY 14454	Dear Mr. Wadsworth:
David LeFeber Town Supervisor	Town of Avon	23 Genesee Street, Avon, NY 14414	Dear Mr. LeFeber:
Gerald Deming Town Supervisor	Town of York	2668 Main Street PO Box 187 York, New York 14592	Dear Mr. Deming:
Dave Fanaro Town Supervisor	Town of Leicester	2714 Cuylerville Road Leicester NY 14481	Dear Mr. Fanaro:
Barry Briffa Mayor	Village of Leicester	52 South Parkway Leicester NY 14481	Dear Mr. Briffa:
David DiSalvo Town Supervisor	Town of Mount Morris	103 Main Street, Mount Morris NY 14510	Dear Mr. DiSalvo:
Joel W. Mike Mayor	Village of Mount Morris	117 Main Street Mount Morris, NY 14510	Dear Mr. Mike:
William Devine Town Supervisor	Town of Groveland	4955 Aten Road Groveland, NY 14462	Dear Mr. Devine:
Donald Wester Town Supervisor	Town of Conesus	6210 S Livonia Rd, Conesus, NY 14435	Dr. Mr. Wester:

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <ul style="list-style-type: none"> <li data-bbox="121 829 1485 861">i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="121 892 1485 924">ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="121 924 1485 955">iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No 		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source.

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

• Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No
 If Yes:
 i. Estimate methane generation in tons/year (metric): _____
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No
 If Yes:
 i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
 ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
 iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
 iv. Does the proposed action include any shared use parking? Yes No
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____
 vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No
 If Yes:
 i. Estimate annual electricity demand during operation of the proposed action: _____
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
 iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.
 i. During Construction:
 • Monday - Friday: _____
 • Saturday: _____
 • Sunday: _____
 • Holidays: _____
 ii. During Operations:
 • Monday - Friday: _____
 • Saturday: _____
 • Sunday: _____
 • Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres</p>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing (endangered or threatened): _____ _____ _____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing: _____ _____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____</p>	

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</p> <p style="margin-left: 20px;">ii. Name: _____</p> <p style="margin-left: 20px;">iii. Brief description of attributes on which listing is based: _____</p>
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe possible resource(s): _____</p> <p style="margin-left: 20px;">ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify resource: _____</p> <p style="margin-left: 20px;">ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p style="margin-left: 20px;">iii. Distance between project and resource: _____ miles.</p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify the name of the river and its designation: _____</p> <p style="margin-left: 20px;">ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

F. Additional Information

Attach any additional information which may be needed to clarify your project.

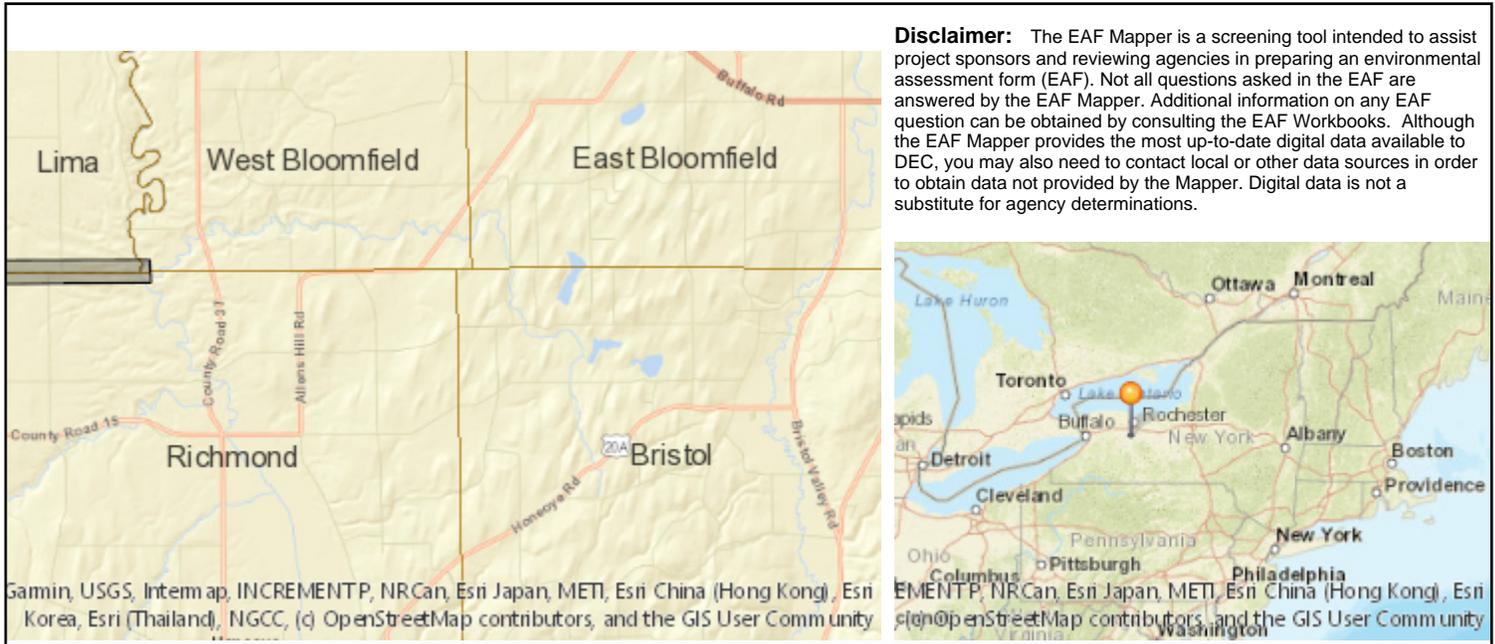
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____



Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.

B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	Yes
E.1.h.iii [Within 2,000' of DEC Remediation Site - DEC ID]	826007
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Yes
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.iv [Surface Water Features - Stream Name]	821-197, 821-191, 821-2, 821-192, 821-195, 821-193, 821-176, 821-177, 821-116, 821-126, 821-122, 821-109, 821-123
E.2.h.iv [Surface Water Features - Stream Classification]	C
E.2.h.iv [Surface Water Features - Wetlands Name]	Federal Waters, NYS Wetland
E.2.h.iv [Surface Water Features - Wetlands Size]	NYS Wetland (in acres):38.4, NYS Wetland (in acres):53.9

E.2.h.iv [Surface Water Features - DEC Wetlands Number]	LV-9, LV-2
E.2.h.v [Impaired Water Bodies]	Yes
E.2.h.v [Impaired Water Bodies - Name and Basis for Listing]	Name - Pollutants - Uses:Jaycox Creek and tribs – Nutrients;Silt/Sediment – Aquatic Life
E.2.i. [Floodway]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.j. [100 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.k. [500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.l. [Aquifers]	Yes
E.2.l. [Aquifer Names]	Principal Aquifer
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Short-eared Owl, Bald Eagle, Northern Harrier, Green Gential, Upland Sandpiper, Henslow's Sparrow
E.2.p. [Rare Plants or Animals]	Yes
E.2.p. [Rare Plants or Animals - Name]	Red-headed Woodpecker
E.3.a. [Agricultural District]	Yes
E.3.a. [Agricultural District]	LIVI001, LIVI002, ONTA001
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Yes - Digital mapping data for archaeological site boundaries are not available. Refer to EAF Workbook.
E.3.e.ii [National or State Register of Historic Places or State Eligible Sites - Name]	Westerly
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No