

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

**Excused:** T. Anderson

**Absent:**

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

### **Approval of Agenda**

**Motion:** *E. Gott moved and D. Fanaro seconded to approve the agenda as presented. Carried unanimously.*

**Approval of Minutes** – January 20, 2021 Regular Board Meeting  
January 22, 2021 Special Meeting

**Motion:** *T. Saunders moved and S. Beardsley seconded to approve regular board meeting minutes dated January 20, 2021. Carried unanimously.*

**Motion:** *D. Higgins moved and S. Beardsley seconded to approve special board meeting minutes dated January 22, 2021. Carried unanimously.*

**Privilege of the Floor** – None.

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

**Motion:** *E. Gott moved and D. Fanaro seconded to approve the Financial Report. Carried unanimously.*

**Bills:** R. Lewis reviewed the monthly bills.

**Motion:** *S. Beardsley moved and E. Gott seconded to approve paying Total Operating & Projects expenditures of \$105,314.89. Carried unanimously.*

**Motion:** *D. Fanaro moved and T. Saunders seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$ 156,790.88. Carried unanimously.*

### **Operations and Capital Report**

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

**Motion:** *D. Fanaro moved and E. Gott seconded to approve the Operations and Capital Report. Carried unanimously.*

### **Other Business**

#### **LCWSA Staffing: Seasonal Laborers – Establish 2021 Salary and Authorize to Fill Two (2) Positions**

2020 was the third year that LCWSA hired seasonal laborers directly, in lieu of contracting out the mowing to a private contractor. In addition to mowing of all the sites, the seasonal laborers have also been able to complete miscellaneous maintenance activities at various sites. Therefore, LCWSA staff recommends that we continue to

utilize two (2) seasonal laborers to assist our Building Maintenance Person during the Spring/Summer/Fall season. The Board discussed establishing the hourly wage rate for the two (2) positions for the 2021 season. In 2021, the hourly rate was established as \$13.50/hour. The hourly rate for any returning seasonal laborer was established at \$14.00/hour.

***Motion: E. Gott moved and D. Fanaro seconded to establish the Seasonal Laborer wage rate for 2021 at \$13.50/hour and returning seasonal laborer at \$14.00/hour, and to authorize the Director of Operations to fill the two (2) positions. Carried unanimously.***

**Authorize to fill one (1) Building Maintenance Person Position (Full-Time)**

LCWSA's existing Building Maintenance Person will be retiring in July 2021. The Board authorized filling an additional Building Maintenance Person position during the January 20, 2021 board meeting. The goal would be to fill the position in Spring 2021, which will enable a new hire to shadow the existing employee for a few months prior to the July 2021 retirement date.

**Unity Task Force Update**

Unity Task Force (Joint Village of Livonia/LCWSA Committee) Meeting was held virtually on Monday, January 25, 2021 at 5:30 pm regarding proposed water system improvements at intersection of Big Tree Rd/Shelly Road. Next meeting date will be determined.

**Communications**

**Extension of Village of Mount Morris Water Agreement**

1-year extension of Village of Mount Morris Water Agreement was signed by Board Chairman Mark McKeown.

***Executive Session***

***Motion: S. Beardsley moved and T. Saunders seconded that the Board adjourn and reconvene in Executive Session at 9:02 am for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and that M. McKeown act as Chairman and R. Lewis act as Secretary. Carried unanimously.***

***Motion: S. Beardsley moved and D. Higgins seconded to end the Executive Session at 9:45 am. Carried unanimously.***

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

**REPORT OF EXECUTIVE SESSION**

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

No action taken.

Dated: February 17, 2021  
M. McKeown, Chairman  
R. Lewis, Secretary

**Authorization to fill one (1) Clerk Position (Part-time/Temporary)**

The position will last for the duration of approximately 3-4 months to assist the office staff until a new Executive Director is appointed.

*Motion: S. Beardsley moved and T. Saunders seconded to fill the position of one (1) Clerk (Part-time/Temporary). Carried unanimously.*

**Authorization to Approve a Clothing and Boot Allowance**

An annual clothing and boot allowance of up to \$200.00 per field employee.

*Motion: S. Beardsley moved and D. Higgins seconded the approval of an annual allowance of up to \$200.00 per field employee. Carries unanimously.*

*Adjourn: Motion: S. Beardsley moved and D. Higgins seconded to adjourn the Board meeting at 10:00 am. Carried unanimously.*