

Members Attending: H. Stewart, T. Anderson, S. Beardsley, P. Brooks, D. Kriewall, F. Miller, D. LeFeber

Excused Absent: None

Others attending: C. VanHorne, J. Campbell

**Annual Meeting** – see attached.

**Succession Plan**

P. Brooks updated the Board that the Committee had met and selected the top six candidates. Interviews will be held on February 14<sup>th</sup> and 15<sup>th</sup>. The committee will then recommend 3-4 candidates for the Board to interview and make an offer. C. VanHorne stated that she is working with PayChex to have in place the administration to hire the Executive Director.

The Board approved D. Kriewall to substitute for P. Brooks on the Succession Plan Committee while P. Brooks is away on vacation.

**Other Business** – none

**Adjourn:** *Motion: T. Anderson moved and D. LeFeber seconded to adjourn the board meeting. Carried unanimously.*



Annual Meeting Minutes  
January 4, 2017

**Members Attending:** H. Stewart, T. Anderson, P. Brooks, D. Kriewall, F. Miller, S. Beardsley, D. LeFeber

**Excused:** none

**Others Attending:** C. VanHorne, J. Campbell

The Secretary called the meeting to order, took roll call, and opened nominations for a temporary chairman.

#### **TEMPORARY CHAIRMAN**

The Secretary of the Board called for other nominations. (Hearing none, the Secretary declared the nominations closed.)

***Motion: S. Beardsley moved and P. Brooks seconded to nominate T. Anderson for temporary chairman.***

The vote for T. Anderson for temporary chairman was unanimous.

The Secretary declared T. Anderson temporary chairman.

#### **CHAIRMAN**

The Temporary Chairman called for nominations for Chairman of the Board.

***Motion: F. Miller moved and P. Brooks seconded to nominate H. Stewart for Chairman of the Board.***

The temporary Chairman of the Board called for other nominations. (Hearing none, the temporary Chairman declared the nominations closed.)

The vote for H. Stewart for Chairman of the Board was unanimous.

The Temporary Chairman declared H. Stewart the Chairman of the Board.

#### **VICE CHAIRMAN**

The Chairman of the Board called for nominations for Vice Chairman of the Board.

***Motion: P. Brooks moved and S. Beardsley seconded to nominate T. Anderson for Vice Chairman of the Board.***

The Chairman of the Board called for other nominations. (Hearing none, the Chairman declared the nominations closed.)

The vote for T. Anderson for Vice Chairman of the Board was unanimous.

The Chairman of the Board declared T. Anderson the Vice Chairman of the Board.

#### **TREASURER**

The Chairman of the Board called for nominations for Treasurer of the Board.

*Motion: T. Anderson moved and F. Miller seconded to nominate S. Beardsley for the Treasurer of the Board.*

The Chairman of the Board called for other nominations. (Hearing none, the Chairman declared the nominations closed.)

The vote for S. Beardsley as Treasurer was unanimous.

The Chairman of the Board declared S. Beardsley Treasurer of the Board.

#### **SECRETARY**

The Chairman of the Board called for nominations for Secretary of the Board.

*Motion: P. Brooks moved and D. Kriewall seconded to nominate the Executive Director as Secretary of the Board.*

The Chairman of the Board called for other nominations. (Hearing none, the Chairman declared the nominations closed.)

The vote for the Executive Director for Secretary of the Board was unanimous.

The Chairman of the Board declared the Executive Director, Secretary of the Board.

#### **DEPUTY TREASURER**

The Chairman of the Board called for nominations for Deputy Treasurer of the Board.

*Motion: T. Anderson moved and P. Brooks seconded to nominate D. Kriewall as Deputy Treasurer of the Board.*

The Chairman of the Board called for other nominations. (Hearing none, the Chairman declared the nominations closed.)

The vote for D. Kriewall for Deputy Treasurer of the Board was unanimous.

The Chairman of the Board declared D. Kriewall Deputy Treasurer of the Board.

#### **MEETINGS**

The Chairman of the Board requested suggestions for setting the meeting days and times for 2017. (see attached draft minutes schedule)

*Motion: T. Anderson moved and P. Brooks seconded to approve the draft schedule as presented with the November meeting to be held on the 22<sup>nd</sup> and the December meeting to be held on the 20<sup>th</sup>. Carried unanimously.*

#### **OFFICIAL NEWSPAPER**

The Chairman of the Board requested suggestions for selecting official newspapers for 2017.

*Motion: T. Anderson moved and F. Miller seconded that the Genesee Express and the Livingston County News would be the Livingston County Water and Sewer Authority's official newspapers for 2017. Carried unanimously.*

#### **BANK**

The Chairman of the Board requested suggestions for selecting the official bank for 2017.

*Motion: T. Anderson moved and F. Miller seconded that Five Star Bank would be the official bank for the Livingston County Water and Sewer Authority for 2017 for daily deposits and transactions; however, the Board may utilize other Livingston County Banks as necessary. Carried unanimously.*

*Motion: S. Beardsley moved and F. Miller seconded that the Chairman, Vice Chairman, or Treasurer have the power to authorize the Principal Account Clerk to utilize any other bank or financial institution. Carried unanimously.*

#### **PAYMENT OF BILLS**

*Motion: F. Miller moved and S. Beardsley seconded to authorize any officer of the Board to approve any payment of bills to either take advantage of discounts or avoid penalties, and further those payments shall be brought to the attention of the Board at the next meeting. Carried unanimously.*

#### **BOARD COMMITTEES**

*Motion: P. Brooks moved and T. Anderson seconded to appoint D. LeFeber, F. Miller, and D. Kriewall to the Governance Committee, and T. Anderson, S. Beardsley, and P. Brooks to the Audit and Finance Committee, and H. Stewart and the Executive Director to the Joint Water Works Committee. Carried unanimously.*

*Adjourn: S. Beardsley moved and F. Miller seconded to adjourn the annual meeting. Carried unanimously.*



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Catherine Van Horne

Executive Director

**NOTICE IS HEREBY GIVEN**, that the Livingston County Water & Sewer Authority has established the following schedule for Board meetings throughout 2017, with notice to be given at a later date for the November and December meetings. Meetings are held at the Geneseo Town Hall, 4630 Millennium Drive, Geneseo, NY. **PLEASE SAVE THIS NOTICE** as only changes and/or special meetings will be advertised in the future.

### Regular Meeting Schedule for 2017

| Date     | Time |
|----------|------|
| 01/25/17 | 8 AM |
| 02/22/17 | 8 AM |
| 03/22/17 | 8 AM |
| 04/26/17 | 8 AM |
| 05/24/17 | 8 AM |
| 06/28/17 | 8 AM |
| 07/26/17 | 8 AM |
| 08/23/17 | 8 AM |
| 09/27/17 | 8 AM |
| 10/25/17 | 8 AM |
| 11/22/17 | 8 AM |
| 12/20/17 | 8 AM |