

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION NO. 1
MINUTES OF December 8, 2010
3:00 PM Treatment Plant

COMMISSIONERS PRESENT: Davis, Bold, Crowley, Doyle, Loewenstein, Nelson. Commissioner Ostapczuk arrived after the dedication of Sheldon Hills.

COMMISSIONERS EXCUSED: Cannon, Kearney

ALSO PRESENT: James DiPasquale, Executive Director; Linda MacNeal, Administrative Assistant; Stephen Dorsey, 1st Assistant Saratoga County Attorney; Spencer Hellwig, Management Analyst; Sue Duff, Chief Operator; Grant Eaton, Collection System Manager; Jim Bolduc, Sr. Operator, Steve Williams, *Daily Gazette*; Harold Wessell, *Express*

PUBLIC COMMENT - None

CHAIRMAN’S COMMENTS – Chairman Davis commented that 2010 has been a difficult year, but a lot has been accomplished; the plant expansion is substantially completed under bid and completion of issuance of the RFP for engineering service for upgrades of Saratoga Lake and Routes 4 & 32 sewer line. Chairman commented on his appreciation to the staff and Commissioners for their cooperation and overcoming difficulties during the expansion of the Treatment Plant, including the additional time spent by the committees.

Chairman Davis stated that his objectives beginning next year are for the Sewer District to be County wide, which is the first step toward building a second Treatment Plant. He explained that if this is not accomplished in the next 10 years, no new connections would be accepted as he anticipates the current Treatment Plant to be at full capacity by then.

APPROVAL OF MINUTES of November 3, 2010. *Commissioner Doyle made the motion to approve the minutes of November 3, 2010. Commissioner Loewenstein seconded the motion. No discussion; 6 Ayes, 0 Nays. The minutes of November 3, 2010 was approved.*

TREATMENT PLANT EXPANSION - Delaware Engineer, Ed Hernandez stated that the final Monday morning update meeting was held 12/6/2010. The project is substantially complete; a punch list includes items that will be completed in the Spring. The majority of the construction contracts are coming in under their contract price. Hernandez brought the new expanded parking lot to the attention of the Commissioners.

A change order has been requested for Merit Plumbing; a credit of \$15, 212.75 to the original contract of \$199,478.00, making the final total to be \$184,265.25. *Commissioner Doyle made the motion to approve the change order for the contract with Merit Plumbing for a credit of \$15,212.75, reducing the contract to \$184,265.25 from \$199,478.00, Commissioner Crowley seconded. Commissioner Lowenstein asked the reasons for the change, Ed Hernandez responded that it was an unused quantity of allowances. The motion passed to approve the change order for a credit of \$15,212.75 to Merit Plumbing; 6Ayes, 0Nays.*

EPA FUNDING – Saratoga County Sewer District received a grant of \$6,627,200.00 from EPA this Fall that has been actively pursued over the past two and one half years. This will reduce the amount of long term debt service, reducing the burden on the users. To complete the application, Delaware Engineering was contracted to provide required technical information in the amount of \$9,500. The EPA requested additional information and reports which Delaware provided above the original contract Delaware Engineering offered to respond to the additional requests and agreed to bill for additional expenses only on receipt of the Grant. Delaware Engineering is requesting a contract in the amount of \$14,491.34 to cover the additional expenses. *Commissioner Doyle made a motion to forward a recommendation to the Saratoga County Board of Supervisors awarding a contract to Delaware Engineering for \$14,491.34 for preparing and submitting information to the EPA for the \$6,627.200.00 Grant, Commissioner Nelson seconded. No discussion. The motion to forward a recommendation to the Board of Supervisors for awarding the contract to Delaware Engineering for \$14,491.34 passed; 6 Ayes and 0 Nays.*

CAPITAL PROJECTS FOR UPGRADES:

2010 CAPTIAL PROJECTS- The Contract for the relining project has been distributed to the County for execution.

ENGINEERING SERVICES Bids for professional engineering services for the design, construction administration and inspection of the 4 & 32 sewer line and upgrades of the Saratoga Lake System were received on October 7, 2010 and reviewed by the Engineering Committee. Nine proposals were received varying from approximately \$790,000 to \$1.4 million. The engineering committee interviewed 4 firms on 10/27/10. During the review process, several clarifications of information in the proposals were considered. Commissioner Doyle stated that he consulted the Saratoga County Attorneys to the legality of accepting the adjusted proposals after corrections were made and was directed that adjustments for omissions and additions was acceptable. *Commissioner Doyle made the motion to recommend awarding the contract to the firm with the lowest proposal; McDonald Engineering of Schenectady for \$789,300. Commissioner Bold seconded the motion. Discussion included a review of the corrections made to the original bids by the two lowest firms. Commissioner Bold stated that in the future, rather than rigidly awarding contracts to the lowest proposal perhaps a revaluation of the process should be considered. Commissioner Bold cautioned that additional consideration should be exercised in evaluating the proposal to determine if they have a potential of necessitating additional expenses with Change Orders. Commissioner Bold stated that these thoughts are not a reflection of this contract and he has confidence that Commissioner Doyle made the correct recommendation. The motion to forward a recommendation to award the contract to McDonald Engineering for \$789,300.00 to Saratoga County Law & Finance on 12/15/10 and to the Saratoga County Board of Supervisors on 12/21/10 passed: 5 Ayes, 0 Nays, Commissioner Loewenstein abstained.*

COLLECTION SYSTEM INFORMATION:

GLOBALFOUNDRIES DISCHARGE PERMIT- Updated information on scheduled discharges from the site is being received. SCSD is noticing that sporadic discharge activity is increasing. Monthly reports are issued and billing based on the discharge is being submitted for payment.

NATIONAL GRID- An easement request has been submitted for relocation of electrical service, serving the Travers Meadow Pump Station. First Assistant County Attorney, Stephen Dorsey prepared resolution SD 12-2010 of which a copy was distributed to the Commissioners. At the request of national Grid, the easement will be conveyed to Niagara Mohawk Power Corporation. *Commissioner Bold made the motion to approve Resolution SD12-2010 granting an easement to National Mohawk Power Corporation for relocation of an overhead electrical service serving the Travers Meadow Pump Station over the pump station's parcel, Commissioner Loewenstein seconded. No discussion. Resolution SD 12-2010, approving the easement to National Mohawk Power Corporation for lines serving Travers Meadow Pump Station along East High Street in the Town of Malta passed; 6 Ayes, 0 Nays.*

DEDICATIONS:

Fairway Woods, Phase 4, Town of Clifton Park- Masullo Brothers Builders, Inc has requested dedication of Phase 4 of the 101 lot subdivision off MacElroy Road and 146A in Clifton Park. Saratoga County Sewer District has previously accepted Phases 1, 2 and 3. *Commissioner Doyle made the motion to accept dedication of Fairway Woods Phase 4 in the Town of Clifton Park from Masullo Brothers Builders, Inc consisting of 2 sanitary manholes and 475 feet of 8 inch sewer line, Commissioner Crowley seconded. Resolution 13-2010 SD passed; 6 Ayes, 0 Nays.*

Sheldon Hills, Phase 3A, Town of Halfmoon – A&M Holdings, LLC has requested dedication of Phase 3A of Sheldon Hills in the Town of Halfmoon, the total project consisting of 133 single family homes and 84 duplexes. Saratoga County Sewer District has previously accepted dedication of Phases 1 and 2. *Commissioner Bold made the motion to accept dedication of Sheldon Hills, Phase 3A, and Commissioner Doyle seconded. No discussion. Resolution 14-2010 SD, accepting dedication of Sheldon Hills, Phase 3A subdivision off NYS Route 146 and Vosburgh Rd. serving 67 lots and units; consisting of 8 sanitary manholes and 1,432 feet of 8 inch sewer line passed; 6 Ayes, 0 Nays.*

Gurba Estates Phase 1 – Town of Stillwater – The Town of Stillwater has requested dedication of Phase 1 of Gurba Estates off Kellogg Road. The Town of Stillwater as part of their long term plan has previously upgraded SCSD's Riverside 2 Pump Station and the Gurba Estates Pump Station which was previously dedicated and now proposes dedication of the 8 inch sewer lines serving Phase 1 of Gurba Estates. Portions of the system were upgraded to meet SCSD Standards. *Commissioner Doyle made the motion to accept dedication of sewer lines serving Gurba Estates Phase 1, Commissioner Nelson seconded. No discussion. Resolution 15-2010 SD, accepting dedication of 8 inch PVC sewer lines serving Phase 1 of Gurba Estates consisting of 10 sanitary manholes and 2,800 feet of 8 inch PVC sewer line passed; 7 Ayes, 0 Nays.*

ATTORNEY REPORT: First Assistant County Attorney, Stephen Dorsey gave an update concerning Central Halfmoon Sewer Corporation's status. He stated that as of today, he is still waiting return of the bills of sale sent to Central Halfmoon Sewer Corporation for signature on 11/5/2010.

EARLY RETIREMENT INCENTIVE – Executive Director, James DiPasquale stated that Assistant Chief Operator Bernard Gurtler retired November 18, 2010 with 30 years of service and the interview process for his replacement was conducted. The Assistant Chief Operator position will be filled by Jim Bolduc effective Friday 12/10/10. Jim has been with the County 22 years, starting as an Operator trainee in 1988. Jim is currently licensed as a 4A Operator, which is a requirement of SCSD's SPDES Permit for the position of Assistant Chief Operator. Jim offers a great deal of knowledge and experience of the Plant's operations and the changes involved with the current expansion. Several of the Commissioners are familiar with Jim with his involvement in the expansion project.

Executive Director, James DiPasquale, announced that six employees took advantage of the early retirement incentive, including the Assistant Chief Operator position, taking with them a total of approximately 175 years of experience. The first positions to be filled will be the Operators, as they are necessary for maintaining 24 hour coverage. Interviews will begin tomorrow for Operators, filling one current vacancy immediately and three will be filled as soon as possible. The interview process has been facilitated with the assistance of Chairman Davis and the County Personnel Committee of the Board of Supervisors.

COMMITTEES:

SEWER DISTRICT COUNTY WIDE COMMITTEE - Commissioner Nelson stated that 1st Assistant County Attorney Stephen Dorsey sent information to Commissioners Doyle and Crowley. The next step will be drafting a letter to the Towns.

FUTURE PLANT #2 COMMITTEE – Commissioner Crowley reported there is nothing new to report at this time.

ENGINEERING COMMITTEE - Commissioner Doyle stated that the RFP has been drafted for Engineering Services for evaluating possible locations and cost projections for a second Treatment Plant. Commissioners Bold and Crowley need to review before release.

A motion to adjourn the meeting was made by Commissioner Doyle. Commissioner Crowley seconded the motion. No discussion. The motion was passed; 7Ayes, 0 Nays.

NEXT COMMISSION MEETING
Wednesday, January 26, 2010
3:00 P.M. at Treatment Plant