

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF SEPTEMBER 25, 2013 3:00 PM at the Treatment Plant

COMMISSIONERS PRESENT: Davis, Bold, Doyle, Howe, Loewenstein, Marshall, Ostapczuk

COMMISSIONERS EXCUSED: Cannon and Rinaldi

ALSO PRESENT: Chad M. Cooke P.E., Executive Director; Anne Gorman, Confidential Secretary; Sue Duff, Chief Operator; Jim Bolduc, Assistant Chief Operator; Grant Eaton, Maintenance Manager; Robert Wilcox, Assistant County Attorney; Ryan Moore, Management Analyst; Harold Wessel, *The Express*; Stephen Williams, *Dailey Gazette*; and Dr. Salvatore J. Galluzzo for public comment.

PUBLIC COMMENT: – Dr. Salvatore J. Galluzzo, podiatrist and real estate owner in Clifton Park addressed the Commission regarding a recent sewer issue on his property at 950 Route 146 in Clifton Park. He felt the Sewer District should reimburse him for expenses he incurred for the repairs. He also felt he was being overcharged for sewer services at that location.

After some discussion, it was explained that the sewer line on Dr. Salvatore's property was a private line that did not belong to the Sewer District. Maintenance Manager, Grant Eaton indicated that SCSD No. 1 did not do maintenance on private lines and is only able to give guidance and suggestions for repairs. Mr. Eaton offered to provide Dr. Galluzzo with any information the Sewer District may have on file for the line that was installed on his property. In addition, Executive Director Cooke offered to send staff out to re-verify the number on units connected on the property and make any necessary adjustments to his sewer charges.

CHAIRMAN'S COMMENTS: None

APPROVAL OF MINUTES of August 28, 2013. *Commissioner Marshall made the motion to approve the minutes of August 28, 2013. Commissioner Bold seconded the motion. No discussion. The minutes of August 28, 2013 were approved. 6 Ayes, 1 Absent, 0 Nays.*

2011 CAPITAL PROJECTS:

McDonald Engineering – Saratoga Lake and 4&32.

A monthly status meeting was held on August 24, 2013 with the contractor. The 4 & 32 portion of the project is substantially complete. A Certificate of Substantial Completion was submitted with some minor punch list items. Some of the items, grass growth in particular, will not be completed until Spring of next year. The forcemain lines that were installed are now open and available for connections. Some property owners have been approved for grinder pump permits and will be connecting immediately.

Chairman Davis reported taking a ride around the lake. He said the project is going well and things look good out there. He encouraged the Commissioners to take a ride out and look around as well if they haven't already done so.

The lake portion of the project is approximately 61% complete. The contractor is actively working at all pump stations with the exception of Pump Station No. 2. Attorney Wilcox reported that the Sewer District now owns Pump Station No. 2 parcel and has acquired access to all properties for the Saratoga Lake and 4 & 32 project. However, he continues to work on a couple of easements for permanent access. The contractor continues with directional drilling of new forcemain as well as gravity sewer main along Route 9P. Substantial completion is scheduled for summer 2014.

2012 CAPITAL PROJECTS:

Non-Potable Water Pump Replacement – The project has been completed. The contractor, Avanti Control Systems, Inc., did not utilize all of the allowance funds in the contract and has requested a negative change order in the amount of \$6,588.30. The change order reduces the contract amount from \$459,900.00 to \$453,311.70.

Commissioner Doyle made a motion to approve the negative change order in the amount of \$6,588.30 from Avanti Control Systems, Inc. for unused allowance funds, reducing the contract amount from \$459,900.00 to \$453,311.70. Commissioner Loewenstein seconded the motion. No Discussion. Motion passed: 7 Ayes, 0 Nays.

Incinerator – The incinerator has been temporarily shut down due to an unusual amount of sand that was discovered in the wind box. Executive Director Cooke indicated that it may be related to the tuyeres as there is no longer a swirling motion in the wind box due to the deflector wall. Sludge is currently being hauled until a solution is developed. Executive Director Cooke stated that they may have found the solution to the problem already and would have more information to follow and report back to the Commission.

2013 CAPITAL PROJECTS:

Incinerator / Sludge Thickener – Contracts are still in the process of being finalized with Blue Heron and Avanti Electric for the thickener work. BDP Industries is currently fabricating the gravity belts and construction is expected to start later this fall.

Milton Pump Station Upgrade – The consultant, EDP, is still working on preliminary plans for the pump station upgrades and the project is anticipated to go out for bid later this year.

MISCELLANEOUS

RFP for WWTP & Saratoga Springs Pump Station Studies – Five (5) proposals were received for the WWTP and Saratoga Springs Pump Station studies. Executive Director Cooke had proposal packets for each Commissioner that wanted a set to review. Commissioner Doyle scheduled an Engineering Committee meeting for Thursday, October 3rd at 3:00 p.m. to go over the proposals.

Proposed staffing changes for 2014 – Chairman Davis announced that the Sewer District would like to request staff changes for 2014. He felt it was long overdue and stated that he endorsed the proposal. It was discussed that the Sewer District recently changed the job specifications for the Instrumentation Mechanic to

include both high voltage work and work with electrical systems. The most recently hired person for that position has experience with both areas. Executive Director Cooke indicated that abolishing specialized positions that have been vacant for a significant length of time and creating positions that provide additional maintenance support would result in saving the Sewer District approximately \$100,000 in salary that could be utilized for Capital Projects. The proposed staff changes would result in maintaining the same number of normally staffed positions and would also fill in the gap with our expanding system. Chairman Davis stated that he appreciated the staff making this recommendation and researching manpower needs for the District.

Chairman Davis moved the following resolution, seconded by Commissioner Loewenstein:

RESOLUTION NO. SD 37-2013

WHEREAS, The Sewer District requests staffing changes for the 2014 budget year to abolish specialized positions that have been vacant for a significant length of time and create positions in order to provide additional maintenance support; and

WHEREAS, the Executive Director of the Sewer District proposes a plan to abolish four (4) positions including the Electrician position, the Assistant Instrumentation Mechanic position, the Electrician Helper position, and the Instrumentation Helper position; and

WHEREAS, the Executive Director proposes to add two (2) Maintenance Helper positions; and

WHEREAS, the abolishment of the four (4) positions noted above and the creation of the two (2) positions noted above will result in salary and benefit savings that can be readily applied to Sewer District Capital Projects; now, therefore, be it

RESOLVED, that the Saratoga County Sewer Commission supports and recommends that the Board of Supervisors in concert with the Director of Personnel consider the proposed personnel changes in the best interest of the County and the Sewer District. Discussion involved the question of the availability of these specialized positions such as the Instrumentation Mechanic and if there was a license requirement for the Electrician position. Executive Director Cooke indicated that there were a number of qualified resumes to choose from when interviewing for the Instrumentation Mechanic position and it was a competitive position that required Civil Service testing. The Electrician position did not require testing or a license. Resolution passed: 7 Ayes, 0 Nays

Proposed Capital Projects for 2014

The proposed Capital Projects for 2014 include: Interceptor relining, easement clearing, upgrade Moe Road Pump Station, repair access road to Birchwood Pump Station in Halfmoon, replace one (1) bar screen at the plant and also replace mixers that are original to the plant.

Commissioner Bold indicated that the Town of Halfmoon is still actively pursuing a new trail along the canal. He indicated that once the plans are finalized the Sewer District will coordinate easements for the plant emergency exit.

ATTORNEY REPORT: None

DEDICATIONS: None

COMMITTEES:

FUTURE PLANT #2 COMMITTEE – Commissioner Ostapczuk

ENGINEERING COMMITTEE – Commissioner Doyle thanked the Engineering Committee for the upcoming meeting scheduled for Thursday, October 3, 2013 to go over the proposals for the WWTP and Saratoga Springs Pump Station studies. He also welcomed any other Commissioners that would like to attend.

A motion to adjourn the meeting was made by Commissioner Bold and seconded by Commissioner Marshall. No discussion. The motion passed.

**NEXT COMMISSION MEETING
Wednesday, October 23, 2013
3:00 P.M. at the Treatment Plant**