

APPROVED MINUTES

**SARATOGA COUNTY SEWER COMMISSION No. 1
MINUTES OF JANUARY 22, 2014
3:00 PM at the Treatment Plant**

COMMISSIONERS PRESENT: Davis, Bold, Cannon, Doyle, Howe, Loewenstein, Ostapczuk, and Rinaldi

COMMISSIONERS EXCUSED: Marshall

ALSO PRESENT: Chad M. Cooke P.E., Executive Director; Anne Gorman, Confidential Secretary; Jim Bolduc, Assistant Chief Operator; Grant Eaton, Maintenance Manager; Robert Wilcox, Assistant County Attorney; Ryan Moore, Management Analyst and Ed M. Hernandez P.E., Delaware Engineering.

PUBLIC COMMENT: None

CHAIRMAN’S COMMENTS: Chairman Davis wished everyone a year of success in all their future endeavors.

APPROVAL OF MINUTES of December 18, 2013. *Commissioner Doyle made the motion to approve the minutes of December 18, 2013. Commissioner Cannon seconded the motion. No discussion. The minutes of December 18, 2013 were approved. 8 Ayes, 1 Absent, 0 Nays.*

2011 CAPITAL PROJECTS:

McDonald Engineering – Saratoga Lake and 4&32. A monthly status meeting was held with the contractor on January 21, 2014. The project is 71% complete. The contractor is actively working on directional drilling along Route 9P and at all pump stations around the lake with the exception of pump stations No. 2 and No. 4 which they will work on in the Spring. The gravity sewers that were installed were recently televised and the contractor will be working on some minor issues that were found. Presently, the project is still slated for substantial completion in June of 2014.

2013 CAPITAL PROJECTS:

Sludge Thickener – The first DAF unit was removed and the contractor is in the process of installing the first new gravity belt thickener. Both new thickeners will be installed by the end of May and the contractor will need to perform some miscellaneous pump work. The project is slated for completion in July of this year.

Milton Pump Station Upgrade – The consultant, EDP, is currently wrapping up final plans and the project will go out for bid in February. Executive Director Cooke will report back to the Commission after the bids are received.

2014 CAPITAL PROJECTS:

Proposed projects for 2014

Replacement of the VFD's for Main Sewage Pumps.
Replacing the mixers in the sludge storage tanks
Replacing the odor control system on the 2nd floor
Replacing bar screen No. 1
Next phase of interceptor relining- Phase V
Re-establish and clear easements and access for offsite sewers
Birchwood Pump Station access

BUDGET REAPPROPRIATIONS:

Executive Director Cooke indicated that the Sewer District is actively working on capital projects that were not completed by the end of 2013. The total request for re-appropriation from 2013 Capital Funds to the 2014 Budget Year is \$3,752,714.00 for the following projects:

Land Purchase for Pump Station No. 2
Interceptor Relining Phase IV
Milton Pump Station
Incinerator Upgrades
Sludge Thickener Work
Non-Potable Water Pump
Saratoga Lake & Routes 4 & 32
O'Brien & Gere - Engineer Evaluation Study
Minor contracts for sewer use ordinance and Birchwood Pump Station access

Commissioner Doyle made a motion to approve the re-appropriation of Capital Project Funds in the amount of \$3,752,714.00 from 2013 to 2014 Capital Project Funds. Commissioner Loewenstein seconded the motion. No discussion. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

COLLECTION SYSTEM:

Chairman Davis stated that the construction around Saratoga Lake will be finished in July. He had a discussion with Executive Director Cooke and suggested writing a letter to the mayor of Saratoga Springs and the planning boards regarding lifting the moratorium in areas around Saratoga Lake.

Chairman Davis made a motion to write a letter to the Mayor of Saratoga Springs and the Planning Boards lifting the moratorium effective August 1, 2014. Commissioner Doyle seconded the motion. Discussion involved positive feedback from the Commissioners regarding the status of the project and the anticipation of lifting the moratorium once the project is substantially complete in June of 2014. All agreed that the project

was moving along nicely. However, it was decided to hold off sending a letter until a Certificate of Substantial Completion has been received from the engineer. Motion was tabled: 8 Ayes, 1 Absent, 0 Nays.

MISCELLANEOUS:

At last month's meeting there was a request to change the flow information on the monthly agenda to a rolling monthly average as opposed to the maximum month on record. Executive Director Cooke provided capacity tables for discussion.

Ed M. Hernandez P.E., Delaware Engineering made some comments and gave a summary on the agenda's flow information. There was a discussion on how these numbers affect our reserve capacity. It was indicated that the maximum monthly flow being reported for September 2011 was during a hurricane when Saratoga Lake flooded and since then the Sewer District has upgraded all the grinder pumps around the lake. After further discussion, the Commissioners decided to remove the flow information from the monthly agenda as the numbers being reported may no longer be valid under current conditions.

Executive Director Cooke offered to have the flow information available when needed. The Commissioners agreed to make it part of the agenda when there is a change in the plant's capacity at which time it can be evaluated and discussed.

ATTORNEY REPORT:

Attorney Wilcox reported that the Ambrozak resolution for Pump Station No. 2 would be forthcoming. Settlement documents have been exchanged with the attorneys and he anticipates finalizing things before the end of the month. He was informed that the deed for Pump Station No. 7 had been circulated and he was going to attempt to pick it up on Friday, January 24, 2014.

Attorney Wilcox informed the Commission that his office lost two (2) attorneys as of last week. He stated that things would very busy and we may not see him from time to time as everyone will be filling in depending on workloads.

DEDICATIONS: None

COMMITTEES:

FUTURE PLANT #2 COMMITTEE – Commissioner Bold

ENGINEERING COMMITTEE – Commissioner Doyle – There was a brief discussion regarding the disposition of a trailer adjacent to Pump Station No. 2.

Chairman Davis asked if there was anything else that needed to be addressed.

Executive Director Cooke brought up vacancy review procedures for discussion. He indicated that when an employee at the plant retires or resigns, a form is sent to personnel requesting a vacancy review and it goes before a committee to determine whether or not the vacancy can be filled. He stated that this becomes an

issue when a shift operator retires or resigns because the District pays additional overtime to another operator to fill that shift. The vacancy review process takes at least thirty (30) days in most cases and it becomes very expensive paying an additional thirty (30) days of overtime to cover that shift. Executive Director Cooke had a discussion with John J. Kalinkewicz, Director of Personnel regarding a recommendation from the Commission to waive the thirty (30) day review process specifically for a shift operator.

Chairman Davis made a motion to send a recommendation to the Director of Personnel to waive the thirty (30) day review process for vacancy reviews specifically for shift operators due to excessive costs incurred. Commissioner Bold seconded the motion. Discussion involved the County's practice on vacancy reviews and other possible solutions. Ryan Moore, Management Analyst indicated that the purpose of the vacancy review is to save money but in this case the county is wasting money, therefore he suggested the Commission make the recommendation based on the Executive Director Cooke's conversation with the Director of Personnel. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

A status update was requested for the Saratoga Springs Pump Station Studies, Capacity Analysis, and WWTP Study. Executive Director Cooke reported that a meeting was held on January 13, 2014 with O'Brien & Gere/Barton & Loguidice. He is working on locating some data they have requested in order to exchange information and offered to make that information available to the Engineering Committee.

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

**NEXT COMMISSION MEETING
Wednesday, February 26, 2014
3:00 P.M. at the Treatment Plant**