

APPROVED MINUTES**SARATOGA COUNTY SEWER COMMISSION No. 1
MINUTES OF FEBRUARY 9, 2017
3:00 PM at the Treatment Plant**

COMMISSIONERS PRESENT: Howe, Doyle, Hale, Hotaling, Loewenstein, Ostapczuk and Thompson

COMMISSIONERS EXCUSED: Cannon and Marshall

ALSO PRESENT: Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Sue Duff, Chief Operator; Jim Bolduc, Assistant Chief Operator; Grant Eaton, Maintenance Manager; William Bills, Assistant Maintenance Manager; Robert Wilcox, Assistant County Attorney; Joel Howard, Esq. of Couch White Esqs.; Paul Carr, Ph.D., P.E.; Will Walker, Assistant to Dr. Carr; Jack Minogue, Minogue's Beverage Center

Chairman Howe called the meeting to order and welcomed everyone in attendance.

PLEDGE OF ALLEGIANCE: Led by Commissioner Hale

PUBLIC COMMENT: Jack Minogue, owner of Minogue's Beverage Center, addressed the Commission regarding a 21,000 sq. ft. building he owns in the Town of Malta. He said the building houses a beverage center and some other leasable space. In 2013 he leased space to a restaurant/coffee shop business with 100 seats which went out of business one (1) year ago in February of 2016. Mr. Minogue said that since then, he has been paying for additional units that are not being used and he is seeking a credit on his sewer charges or some method of re-calculation for his situation until he can find another tenant.

Executive Director Rourke said the only way that the Sewer District's scale of charges currently allows a recalculation for sewer charges is with the installation of a flow meter on the sewer discharge. Chairman Howe said he has had some involvement with a landlord in the Town of Milton that felt he was paying for more sewer units than he should be. He said the landlord installed a flow meter, at his own cost, and as a result was able to reduce his sewer charges by the evidence of the flow meter data. Chairman Howe said this option is a long term method and does take time to retrieve data from the flow meter but it can result in an annual savings.

Mr. Minogue said he would be satisfied with a credit going forward, at least until he can find another tenant to lease the space. Chairman Howe said the Sewer District understands his situation and will try to find a way to remedy it. Mr. Minogue said a flow meter may be a good solution for him moving forward and asked for some information to explore that option. Grant Eaton, Maintenance Manager, said he can provide him with all the necessary information needed. Mr. Minogue thanked the Commission for their time.

CHAIRMAN'S COMMENTS: None

APPROVAL OF MINUTES of January 5, 2017. *Commissioner Hotaling made a motion to approve the minutes of January 5, 2017. Commissioner Doyle seconded the motion. No discussion. The minutes of January 5, 2017 were approved. 6 Ayes, 1 Abstain, 2 Absent, 0 Nays.*

EXECUTIVE SESSION

On a motion by Commissioner Loewenstein and seconded by Commissioner Hale, the Commission moved to go into Executive Session at 3:16 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2) for a discussion with Counsel regarding pending litigation regarding the 2008 plant expansion project.

On a motion by Commissioner Doyle and seconded by Commissioner Hotaling, the Commission moved to go out of Executive Session at 5:06 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2).

Executive Director Rourke brought up for discussion a joint venture with Albany County Sewer District for sludge disposal utilizing anerobic digestion. He said he would like to develop a Request for Proposal (RFP) for a New York State Energy Research and Development Authority (NYSERDA) Feasibility Study in collaboration with Albany County Sewer District. Executive Director Rourke said NYSERDA has agreed to fund a portion of the study, and Albany County and Saratoga County would equally share the remaining costs. Executive Director Rourke requested the Commission entertain a motion to authorize him to prepare an RFP with Albany County Sewer District for a NYSERDA Feasibility Study for a regional digester facility.

Commissioner Doyle made a motion to authorize Executive Director Rourke to develop an RFP with Albany County Sewer District for a NYSERDA Feasibility Study for a regional digester facility. Commissioner Hale seconded the motion. No Discussion. Motion passed: 5 Ayes, 2 Abstain, 2 Absent, 0 Nays

2015 CAPITAL PROJECTS

Bar Screen No. 3 and Mixer Project – Executive Director Rourke said the first mixer should be installed and ready for start up by February 27, 2017 and the next mixer will follow soon after.

Bar Screen No. 1 and No. 2 Replacement – Executive Director Rourke said the project is taking a little longer than expected. There was an issue with the sample pump that was needed for installation as part of the bypass pumping and that pump needed to be returned to the factory for replacement. He said this will put the project a little behind schedule but the contractor has all of the equipment and is anticipated to be on site in the next thirty (30) days.

Incinerator Alternatives Study – Executive Director Rourke said he should have the finalized report from GHD by next Wednesday, February 15, 2017 and will distribute copies to the Commissioners. He said the report will be utilized for whatever path is chosen moving forward.

2016 CAPITAL PROJECTS

Odor Control – Executive Director Rourke said a meeting was held with the design engineer, GHD Consulting Services, Inc., last Tuesday, January 31, 2017 and a path forward was decided. The option chosen was an engineered media concrete biofilter. Executive Director Rourke said he felt this was the best option with the lowest Operation and Maintenance (O&M) cost moving forward. The Capital cost is approximately \$1.1M which is similar to the pricing that was discussed at last month’s meeting. Executive Director Rourke said he was able to budget for this cost in the 2017 budget and he hopes to have design complete by the end of March.

Interceptor Relining Phase VI – Executive Director Rourke said contracts are currently in the process of being executed. We are waiting on some insurance documents and bonds and are hoping to issue a notice to proceed in the next thirty (30) days.

2017 CAPITAL PROJECTS

Round Lake, Moe Road and MTP Pump Station Design – Six (6) proposals were received with fees ranging from \$133,500.00 to \$234,000.00. Executive Director Rourke provided a cost breakdown and scoring sheet for each proposer. He said MJ Engineering’s proposal was well thought out, offering different options from the outset, and the balance of design and inspection fees made sense to him because of the difficult task of sequencing that will need to take place during construction to keep the stations fully operational. Chairman Howe entertained a motion to award a contract to MJ Engineering and Land Surveying, P.C. for the design for the improvements to Round Lake, Moe Road and Martindale Trailer Park (MTP) Pump Stations in the amount of \$148,050.00.

Commissioner Doyle made a motion to forward a recommendation to the Board of Supervisors to award a contract to MJ Engineering and Land Surveying, P.C. for design and construction services for Saratoga County Sewer District No.1’s planned upgrades to its Round Lake, Moe Road and Martindale Trailer Park pump stations in the amount of \$148,050.00. Commissioner Thompson seconded the motion. No discussion. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

Rate analysis/Cost of Service Study RFP – Executive Director Rourke said he sent out a draft Request for Proposal (RFP) for the Rate analysis/Cost of Service Study that has been discussed at the last couple of meetings. He received some comments and is hoping to have a finalized version back and ready to go out to bid in the next 10–14 days, with an award to go to contract in March.

BUDGET REAPPROPRIATIONS

Executive Director Rourke requested the re-appropriation of capital funds from the 2016 budget to the 2017 budget for construction costs and professional services associated with projects that were not completed in 2016. This includes the bar screen project, the mixer replacement project, the interceptor relining and the odor control project. The total request for re-appropriation is \$4,993,448.00.

Commissioner Loewenstein made a motion to approve the request to the Saratoga County Board of Supervisors for re-appropriation of Capital Project Funds in the amount of \$4,993,448.00 from the 2016 to 2017 Capital Project Funds. Commissioner Doyle seconded the motion. No discussion. Motion passed: 7 Ayes, 2 Absent, 0 Nays.

ATTORNEY REPORT

Attorney Wilcox said he has been working on Church Hill Road Sewer District and receiving easements. He asked Executive Director Rourke if he had a census of that area and requested a copy for his file.

DEDICATIONS:

Malta Sewer District #1 – Town of Malta – The Town of Malta requested dedication of the sanitary sewer infrastructure known as Malta Downtown Sewer District #1 a/k/a Malta Sewer District #1 servicing Black Smith Drive in the Town of Malta. *The motion to accept dedication of Malta Sewer District #1 consisting of (11) manholes and approximately 2,425 ft of 8” gravity main was made by Commissioner Loewenstein and seconded by Commissioner Ostapczuk. Discussion involved if all documents were in order for dedication. Attorney Wilcox said the upgrades are complete, all documentation is in order and ready to for dedication. Resolution SD 1-2017 accepting dedication of Malta Downtown Sewer District #1 a/k/a Malta Sewer District #1 in the Town of Malta passed: 7 Ayes, 2 Absent, 0 Nays.*

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

**NEXT COMMISSION MEETING
Thursday, March 9, 2017
3:00 P.M. at the Treatment Plant**