

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF JANUARY 4, 2018 3:00 PM at the Treatment Plant

COMMISSIONERS PRESENT: Howe, Bisnett, Cannon, Doyle, Hotaling, Keegan, Loewenstein, Ostapczuk and Thompson

COMMISSIONERS EXCUSED: None

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; Chad M. Cooke P.E., Deputy County Administrator; Robert Wilcox, Assistant County Attorney

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

PLEDGE OF ALLEGIANCE: Led by Commissioner Thompson

PUBLIC COMMENT: None

CHAIRMAN'S COMMENTS: Chairman Howe informed the Commissioners that the Board of Supervisors has decided to restructure the Sewer Commission by replacing (1) one of (2) two City of Saratoga Springs Commissioners with a new Commissioner for the Town of Stillwater. He said Saratoga Springs will be represented by George Cannon and Frank Bisnett has been appointed to represent the Town of Stillwater on the Sewer Commission. Chairman Howe introduced Commissioner Bisnett, a retiree from the NYS Department of Health, and he welcomed him to the Sewer Commission.

Chairman Howe advised that he was appointing a Capital Projects Committee for 2018. He said this Committee will be in charge of assisting Executive Director Rourke with implementing a Capital Plan and prioritize funding, scheduling and completion of ongoing projects. Chairman Howe said the Capital Projects Committee will consist of Commissioners Doyle, Keegan, Hotaling as well as himself. Chairman Howe said other Committees will be appointed throughout the year on an as needed basis.

APPROVAL OF MINUTES of December 7, 2017. *Commissioner Cannon made a motion to approve the minutes of December 7, 2017. Commissioner Thompson seconded the motion. No discussion. The minutes of December 7, 2017 were approved. 7 Ayes, 1 Abstain, 1 Absent, 0 Nays.*

2016 CAPITAL PROJECTS

Odor Control – Executive Director Rourke advised the project is still on hold until equipment is delivered for the boiler supply and return pipe lines. Expected delivery is scheduled for January 15, 2018. Once the equipment is received, the pipe can be relocated and the concrete work can commence for the biofilter. Executive Director Rourke said due to the delay it will likely push the schedule out past the February 22, 2018 deadline date and he will be reaching out to NYSDEC to ask for an extension.

2017 CAPITAL PROJECTS

Clifton Park Manhole Replacement – Executive Director Rourke reported the project is substantially complete. Flow has been restored, the bypass pumping has been shut down and restoration work will be completed in the spring.

Round Lake, Moe Road and MTP Pump Station Design – Contracts are currently in the process of being executed for J Squared Construction and Kahrs Construction. Executive Director Rourke indicated that he will have more to report, following a preconstruction meeting, in terms of scheduling, construction and anticipated completion.

Rate Analysis and Cost of Service Study – Executive Director Rourke said he is expecting a final financial plan report and model by the end of this month. The next portion of the study is the rate analysis. Executive Director Rourke said there will be workshops, which he thinks members of the Commission should be involved in as they will include discussion of the Sewer District's rate structure. All of the information needed for the rate design was finalized and sent to the consultant on Tuesday, January 2, 2018. Executive Director Rourke advised the completion schedule would be pushed out a couple of months due to the workshops that will need to be scheduled.

Commissioner Loewenstein inquired if the entire Commission would be involved with the workshops that were mentioned. Executive Director Rourke said the final workshop should include all of the Commissioners but some of the smaller workshops would most likely only involve the members of the Sewer Use Ordinance Committee. He said he would talk with Chairman Howe to see who should be involved and try to keep those that are interested included as well.

Joint Feasibility Study – Regional Biosolids Handling Facility – Executive Director Rourke said the sensitivity analysis is currently being finalized and is expected to be ready for a presentation to the full Commission in February. Executive Director Rourke said the next step moving forward, should the Commission find that the feasibility study's recommendations be implemented, will be discussions regarding an Inter Municipal Agreement (IMA) between Saratoga County Sewer District and Albany County Sewer District. Both the Albany County and Saratoga County Attorney's offices will be working together toward an agreement that will hopefully allow the project to move forward should all parties concur the direction is proper.

2018 CAPITAL PROJECTS

Ammonia Capacity Analysis and Aerations Upgrades – Executive Director Rourke reported the project is still progressing as planned. He informed that Global Foundries ammonia projections were found to be low and new projections are being generated based on current data.

MICELLANEOUS

Lab Testing Services – Executive Director Rourke requested a motion to renew an agreement with Adirondack Environmental Services to provide lab testing and wastewater analysis services in the amount of \$45,000.00 for the term of January 1st 2018 to December 31st 2018 to ensure compliance with the Sewer District's SPDES Permit. Executive Director Rourke said expenses for 11 months in 2017 were approximately \$33,000.00 and the proposed contract will include additional funds for required ammonia and other constituent testing.

Commissioner Hotaling asked if the ammonia limits would affect the lab testing. Executive Director Rourke said it would but the excess budgeted for the 2018 contract should cover any additional testing needed for the 2018 fiscal year.

Commissioner Ostapczuk made a motion to forward a recommendation to the Board of Supervisors to authorize a renewal agreement with Adirondack Environmental Service, Inc. in the amount of \$45,000.00 to provide lab testing and wastewater analysis service to ensure compliance with the Sewer District's SPDES permit, for the term of January 1, 2018 to December 31, 2018. Commissioner Hotaling seconded the motion. Discussion involved inquiry of the contract being an extension of the previous agreement or a new agreement. Executive Director Rourke confirmed this would be a new agreement. He advised that the County Attorney's Office found the services to be professional services that did not need to go out to bid but pricing was obtained. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

Executive Director Rourke said he wanted to mention something briefly that was not on the agenda in case any action needs to be taken. He said there is a subdivision close to Saratoga Lake called Interlaken that has been trying to dedicate its sewer infrastructure to the Sewer District since the 1990's. Executive Director Rourke said he was bringing this to the Commission's attention because policies have changed with regard to SCSD owning infrastructure on private property and private roads. He advised he would be generating a letter to the Interlaken Home Owners Association (HOA) stating that if it meets all the Sewer District's Rules and Regulations and provides all the necessary easements, the Sewer District will accept dedication.

Maintenance Manager Eaton gave a brief summary on the subject. He said the HOA is looking to get out of the business of handling wastewater. While there are no issues that he is aware of and the area does not have a history of being a trouble spot, the lines would need to be jetted, televised and reviewed before accepting dedication. Executive Director Rourke said if the Sewer District does take dedication, a \$50 collector fee would be collected to maintain pipes from each property owner.

Commissioner Lowenstein inquired about the recent transaction between Waste Management and Finch Paper, LLC for the property adjacent to County owned property in Northumberland. Deputy County Administrator Cooke said the Sewer District's interests are protected by the County contract.

ATTORNEY REPORT – Attorney Wilcox said he has been working on obtaining Ballston Lake Sewer easements but other than that there was nothing significant to report.

EXECUTIVE SESSION

On a motion by Commissioner Cannon and seconded by Commissioner Ostapczuk, the Commission moved to go into Executive Session at 3:25 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. Motion passed: 8 Ayes, 1 Absent, 0 Nays.

*Commissioner Doyle entered the meeting during Executive Session

On a motion by Commissioner Cannon and seconded by Commissioner Ostapczuk, the Commission moved to go out of Executive Session at 3:45 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2). Motion passed: 9 Ayes, 0 Nays.

Commissioner Loewenstein made a motion to forward a recommendation to the Board of Supervisors to authorize settlement with Jett Industries, Inc., by way of a credit in the amount of \$230,000.00 applied against amounts owed to Jett for work done on the project, regarding litigation to recover damages resulting from deficiencies in the construction of certain infrastructure included within the 2008-2012 expansion of Saratoga County Sewer District No. 1's Wastewater Treatment Plant. Commissioner Ostapczuk seconded the motion. No discussion. 8 Ayes, 1 Abstain, 0 Nays.

DEDICATIONS

Five Mile Square – 1491 Saratoga Road, LLC requested dedication of the sanitary sewer infrastructure servicing the Five Mile Square Apartments located at 1491 NY Route 50 in the Town of Ballston. A motion to accept Resolution 1-2018 dedication of Five Mile Square Apartments was made by Commissioner Doyle and seconded by Commissioner Cannon. Discussion involved conditions for acceptance. Resolution 1-2018 accepting dedication of Five Mile Square Apartments consisting of (2) manholes, approximately 75 ft of 2" low pressure force main, 170 ft of 3" PE 4710 IPS DR-11 force main and 170 ft of 3" PE 4710 IPS DR-11 force main for future use in the Town of Ballston passed **conditioned upon receipt of an original Letter of Credit and corrected Title Commitment**: 9 Ayes, 0 Nays.

Sonoma Grove Subdivision – Sonoma Grove, LLC requested dedication of the sanitary sewer infrastructure servicing Sonoma Grove Subdivision located in the Town of Wilton. A motion to accept Resolution 2-2018 dedication of Sonoma Grove Subdivision was made by Commissioner Ostapczuk and seconded by Commissioner Hotaling. Discussion involved conditions for acceptance. Resolution 2-2018 accepting dedication of Sonoma Grove Subdivision consisting of (14) manholes, approximately 6,125 ft of 2"-3" DR-11 low pressure force main and 520 ft of 1.5" HDPE low pressure forcemain in the Town of Wilton passed **conditioned upon installation of a 100kw generator at the existing Floral Estates pump station and failing timely installation by 3/15/18 (70 days), the ability of SCSD to draw funds from the Letter of Credit to have such generator installed**: 9 Ayes, 0 Nays.

COMMITTEES:

CAPITAL PROJECTS COMMITTEE

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

NEXT COMMISSION MEETING
Thursday, February 8, 2018
3:00 P.M. at the Treatment Plant