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COUNTY OF SARATOGA
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REGIONAL BIOSOLIDS FACILITY

DANIEL P. MCCOY
COUNTY EXECUTIVE

EDWARD D. KINOWSKI
CHAIR, BOARD OF SUPERVISOR

DIRECTORS

JOHN W. BISHOP, JR.
GEORGE CANNON
WAYNE A. HOWE
DENNIS RIGOSU

TIMOTHY S. MURPHY
CHAIR

DANIEL ROURKE
VICE-CHAIR

Board Meeting Minutes
October 18, 2018
4:30 pm

On Thursday, October 18, 2018, at 4:30 p.m., a quorum being present, a meeting of the Board of Directors of the Albany/Saratoga Joint Regional Biosolids Board (JRBB) was held in the conference room at the Albany County Water Purification District (ACWPD) North Plant, Albany, New York 12204.

Board members present at the meeting were:

Timothy S. Murphy, Chair
Daniel Rourke, Vice-Chair
John W. Bishop, Jr., Director (Arrived at 5:15)
Dennis Rigosu, Director
George Cannon, Director
Wayne A. Howe, Director

Also present:

Angelo Gaudio, Project Developer ACWPD
Tyler Masick, Superintendent of Operations ACWPD

The Chair called the meeting to order at 4:34 p.m.

The Chair opened the meeting with the pledge of allegiance.

A roll was taken and all members were present except for Director Bishop who was delayed on arrival due to traffic. The Chair conferenced called Director Bishop so he could monitor the meeting.

The following topics were discussed and/or acted upon:

1. Public Comment None

2. **Chair Comments**

The Chair took a moment to introduce Angelo Gaudio, Project Developer for ACWPD, to the Saratoga directors. The Chair informed the directors that Mr. Gaudio was hired to become the Executive Director for the ACWPD on March 29, 2019.

3. **Adoption of the By-laws for the Albany/Saratoga IMA Commission**

The Chair introduced the By-laws that were sent to the Board of Directors for review. Prior to the meeting the Vice-Chair had indicated two corrections that needed to be made:

Article III.

A. Membership –

1. The members of the Board of Directors for Albany shall be appointed by the Chair of the Albany County Water Purification District Board of Commissioners.

2. The members of the Board of Directors for Saratoga shall be appointed by the Chair of the Saratoga County Sewer Commission.

B. 6. Compensation –

Each Director for Albany County shall be compensated \$50 (fifty dollars) per meeting while serving in the official capacity. Each Director for Saratoga shall be compensated for mileage at the prevailing federal rate. Chair and Vice-Chair are not paid for meeting attendance.

The Vice Chair recognized the arrival of Director Bishop at 5:15 p.m. The By-laws were further discussed during the meeting with Director Bishop raising the question regarding Article IV Meetings of the Board of Directors. After a brief discussion it was agreed upon that Article IV Section E will read as follows; *All meetings shall be open to the public, except when closed by executive session.*

Director Bishop raised the question; whether or not the Board has the ability to enter into executive session to discuss proposals to let contracts? The Chair and Vice-Chair indicated that both would discuss this concern and language with their respective counsel and responses will be presented to the Directors at the next meeting.

The Chair called for a vote. Director Cannon made a motion to accept the By-laws with incorporated recommendations. The motion was seconded by Director Howe; the motion carried unanimously.

4. **Meeting location and meeting schedule**

The Chair made the recommendation to alternate between meeting at the Albany North plant and the Saratoga plant unless a situation deems it necessary to be at either of the other plants. Additionally, the Vice Chair suggested scheduling meetings on the third Wednesday of every month for scheduling purposes. The Chair or Vice Chair will notify the Board during the first week of the month whether a meeting is necessary for that month. The Chair will issue an agenda at least one week prior to a scheduled meeting. The meeting dates, time and location will be posted on the Albany County Water Purification District website and the Saratoga County calendar. The Board agreed unanimously.

5. RFP for Design of the Regional Biosolids Facility

Mr. Gaudio presented the Board with the draft design RFP for the Regional Biosolids Facility. There were numerous minor corrections and additions that Mr. Gaudio walked the Board through that were made to the original draft. The Board was fully engaged with discussions regarding liability insurance levels, necessity to insure the subcontractors or just the primary, review of the front end and back end standard documents for the contract and the method of scoring. The Board felt that the RFP was well written however, Director Bishop suggested that consideration should be given to have the contract reviewed by Walter Breakell of Breakell Law Firm, prior to issuance. Mr. Breakell specializes in construction contracts. Director Howe agreed that with a project of this magnitude the Districts should protect themselves primarily on the professional liability end should there be a failure of performance due to a design flaw. The Board recommended allowing the Chair and Vice Chair to reach out to Mr. Breakell to get a price quote from him for review of the RFP and design contract (after it is developed by the County department of law) and before it is issued for execution by the chosen firm. Director Rigosu made a motion to release the RFP for design of a Regional Biosolids Facility on October 25, 2019. The motion was seconded by Director Cannon; the motion carried unanimously.


6. Update on grants and future schedule for project submittals

The Chair informed the Board that all grant applications have been submitted according to schedule and deadlines and award notice should be made in early November. The Chair presented the anticipated schedule moving forward with the intent of having an executed design contract in place by April 2019.

The Chair requested that a motion be made to adjourn the meeting. A motion was made by Director Bishop and seconded by Director Cannon. The motion passed unanimously. The meeting was adjourned by the Chair at 5:55 p.m.

I certify that the foregoing is a true and correct transcript of the minutes of the meeting of the Board of Directors of the Albany/Saratoga, JRBB of Directors held on October 18, 2018, and whole therefore, that all items requiring Board approval contained in the above minutes were approved by a quorum.

10-30-18
Date


Chair

12-19-18
Date Minutes Approved by Board