

**APPROVED MINUTES**

**SARATOGACOUNTYSEWER COMMISSION No. 1  
MINUTES OF NOVEMBER 7, 2019  
9:15 A.M. at the COUNTY OFFICES**

**COMMISSIONERS PRESENT:** Howe, Bisnett, Cannon, Doyle, Fillion, Hotaling, Keegan and Thompson

**COMMISSIONERS EXCUSED:** Loewenstein

**ALSO PRESENT:** Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Assistant Chief Operator, Gene Hutchings; William Bills, Assistant Maintenance Manager; Andrew Marsden, Assistant Maintenance Manager; Chad M. Cooke P.E., Deputy County Administrator; Michael Hartnett, Assistant County Attorney

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

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Hotaling

**PUBLIC COMMENT:** None

**CHAIRMAN’S COMMENTS:** Chairman Howe thanked everyone for attending the Public Hearing.

**APPROVAL OF MINUTES of October 3, 2019.** *Commissioner Keegan made a motion to approve the minutes of October 3, 2019. Commissioner Doyle seconded the motion. No discussion. The minutes of October 3, 2019 were approved. 8 Ayes, 1 Absent, 0 Nays.*

**2020 SCALE OF CHARGES**

*Commissioner Doyle made a motion to forward the proposed Scale of Charges for 2020 to the Board of Supervisors for approval. Commissioner Hotaling seconded the motion. No discussion. The motion for approval of the proposed Scale of Charges for 2020 as presented at the Public Hearing held at 9:00 A.M. on November 7, 2019 and to be forwarded to the Board of Supervisors for approval passed: 8 Ayes, 1 Absent, 0 Nays.*

Executive Director Rourke introduced Andrew Marsden, the new Assistant Maintenance Manager. Chairman Howe said Andrew has been with the Sewer District for quite some time and this is a promotion for him. The Commission congratulated and welcomed him.

**2018 CAPITAL PROJECTS**

**Regional Biosolids Handling Facility** – Executive Director Rourke said there are a couple of tech memos that will be coming out in the next couple of weeks and he told the Commissioners he would keep them informed on the date and time. A tentative date is set for November 19, 2019 and the workshop will cover

sludge thickening technologies and cell lysis which is a process that allows for a better anaerobic digestion. Executive Director Rourke said he will send an email out regarding the upcoming workshop for those interested in attending.

**Ammonia Capacity Analysis and Aeration Upgrades/ Hudson River Sampling** – Executive Director Rourke gave an update. He said progress is being made and the pilot should arrive on site at the WWTP November 18, 2019. The preliminary engineering report for Ammonia Capacity Analysis is on schedule to be completed and submitted to NYSDEC by the end of the month. He said this will be the first date for our Consent Order and added he expects to have a more in depth discussion on the report, including cost and different technologies in December.

**Clifton Park Trunk Sewer Rehabilitation** – Executive Director Rourke reported that restoration should be completed by tomorrow or early next week. Once restoration is complete we will work on final financial closeout and this project will come off the agenda. Executive Director Rourke said this was a good project, it came in under budget, just about on time and there was a lot of communication with homeowners. The project was done well and the contractors did what they needed to do.

Chairman Howe inquired if weather caused any erosion issues. Executive Director Rourke said there were a couple of washouts in the top soil that was put down for restoration. He informed there are a couple of undersized culverts in that area and the Sewer District is working with the Town and the Town may be moving forward with some capital upgrades in those areas.

**Interceptor Rehabilitation Design** – Executive Director Rourke said we will be reviewing phase 2 of the design report in the next month or so. The contractor is currently working on phase 1 which is approximately 14,000.00 linear feet from Round Lake's trail head down to Coons Crossing. He said phase 2 will be approximately 9-10 more miles and is hoping to do that in one fell swoop which will require BANs and bonding, as well as reaching out to some municipalities to make them aware of the project that will be going on as it spans from Saratoga all the way down to Mechanicville. Executive Director Rourke said this is a big project and he hopes to have design done by May of 2020 with the project out to bid in the summer of 2020.

## **2019 CAPITAL PROJECTS**

**Knox Woods (HM) and Riverside #1 (ST) Pump Station Upgrades** – Executive Director Rourke reported we are still moving forward with design and the project is still on schedule to go to bid in the next 60 days. He said this Capital project was budgeted for 2019 and he is hoping to get pricing by December or January to roll funds over to the 2020 budget and get the project completed.

**Interceptor Rehabilitation Phase VIIA** – Executive Director Rourke informed this Phase VIIA portion of the project is the first section that we moved forward with and shifted funds due to the ammonia project getting pushed back. He reported the project is moving forward and the bypass system is being set up. He also mentioned there were some nice pictures in the Daily Gazette a couple of weeks ago with a caption "Project to upgrade the Sewer District's large interceptor line." Executive Director Rourke said once the bypass system is running the contractor will start CCTV inspections and relining and then continue on with the next phase of the project.

## **2020 CAPITAL PROJECTS**

**Environmental Benefit Project (EBP) Service Agreement** – Executive Director Rourke said this is a motion to execute a Master Service Agreement. He informed the Commission that the Consent Order with NYSDEC provided the Sewer District the opportunity to do an Environmental Benefit Project in lieu of payment of a fine. The Environment Benefit Project is a solar energy system that will be put on site at the Sewer District's WWTP. Executive Director Rourke said in order to move forward with this project relatively quickly, there is a contracting mechanism through National Grid where if you are a customer of National Grid, they can be the project manager. National Grid subcontracts out to another company called SmartWatt Energy Inc. to design and install the solar energy system. Executive Director Rourke said there was a letter from SmartWatt attached the agenda packet showing the costs with savings associated with the project as well as a project schedule. Executive Director Rourke said there will be three (3) resolutions needed to complete the project: (1) resolution with National Grid to manage the project, (2) a second resolution for an IGA (Investment Grade Audit) of our system and (3) a third resolution to authorize payment for the costs associated to implement the project. Executive Director said he was only looking for a motion to execute the (MSA) Master Service agreement with National Grid subject to the approval of the County Attorney.

After hearing Executive Director Rourke's recommendation, Chairman Howe entertained a motion to move the recommendation.

*Commissioner Cannon made a motion to forward a recommendation to the Board of Supervisors for approval to execute a Master Agreement for Energy Conservation and Management Services with National Grid for managing the Sewer District's construction of the solar energy system Environmental Benefit Project pursuant to the Consent Order by SCSD #1 with NYSDEC. Commissioner Bisnett seconded the motion. Discussion involved saving for the Sewer District's electric bill as well as adding to its electrical capacity. The motion to forward a recommendation to the Board of Supervisors to approve a Master Agreement with National Grid for the solar energy system Environmental Benefit Project passed: 8 Ayes, 1 Absent, 0 Nays.*

**BAN/Bond Issuance Contract** – Executive Director Rourke said in order to move forward with three (3) capital projects that we have been discussing; the interceptor relining (\$25M), the Joint Regional Biosolids Facility Project (\$25M), and our Ammonia Capacity Upgrades (\$30-\$35M). He informed we need advisors to assist with financing and issuing BANs and bonds. Executive Director Rourke referenced a rate schedule attached to the agenda packet and said this contract is a professional service with Fiscal Advisors & Marketing, Inc. He said he ran some rough numbers based on estimated project costs and over the course of the next 2-3 years the total cost to issue the bonds is approximately \$150,000.00 to \$160,000.00 spread out over a period of time. The costs are dependent upon if we receive an EFC loan or if we go out for bonding on our own, this will allow us to get all of our financing in order for those (3) large projects and move forward. Fiscal Advisors recommended we start this process 6 months before the funds are needed and this contract will allow us to start that process.

*Commissioner Hotaling made a motion to forward a recommendation to the Board of Supervisors to authorize an agreement with Fiscal Advisors & Marketing, Inc. for financial advisor services associated with bans/bonds and financing for some of the Sewer District's various capital projects. Commissioner Thompson seconded the motion. No discussion. The motion to forward a recommendation to the Board of Supervisors to approve an agreement with Fiscal Advisors & Marketing, Inc. for financial advisor services passed: 8 Ayes, 1 Absent, 0 Nays.*

Chairman Howe thanked Executive Director Rourke for keeping the Commission well informed on these things.

**2020 RFP's** – Executive Director Rourke said typically each year he requests a motion to approve RFP's for upcoming projects. He said he did not think he needed formal approval on these but wanted to keep them informed and he gave a brief summary of the proposed projects listed for 2020.

- D&R Pump station Upgrade and Riverside #1 Pump Station
- Saratoga Springs Pump Station Upgrade Design
- HVAC/Roof Upgrade Design

## **MISCELLANEOUS**

**North Plant Property (Town of Northumberland)** – Letter to Supervisor Peck – Executive Director Rourke said the North Plant Committee determined that a sale of the property may make sense and they wanted to inform Supervisor Peck of the possibility of the sale of the North Plant property. Chairman Howe wrote a letter to Supervisor Peck and a copy of that letter was attached to the agenda packet. Executive Director Rourke said the letter was received positively and the next step will be to discuss this more with County Administrator's office as well as the County Attorney's office regarding requirements for a real property land sale transaction.

Commissioner Cannon inquired relative to possible alternative uses for the North Plant location. Executive Director Rourke noted that the plant we have now can handle 30 years of growth but if an industrial user wanted to move in with unique constituents, it would make more sense to put it closer to that industry than building new pipe to another location. Chairman Howe noted that with the North Plant location all product from Wilton going north would have to be forced to the plant which would require substantial financial investment. Chairman Howe also noted that the North Plant property is in a location that would require a significant amount of infrastructure that would need to go through privately held property to make a connection to the Hudson River. Chairman Howe added that a municipal sale cannot take place until it is determined that a property is found obsolete for its uses. Attorney Hartnett confirmed that a determination by the Board of Supervisors that the property is no longer necessary for public use is required before any county owned property can be sold.

**Englemore Court Reimbursement** – Executive Director Rourke said he has received a reimbursement request from a homeowner located on Englemore Court in Clifton Park regarding a grinder pump. He said there was some confusion on whether the Sewer District owned the grinder pump. He said the repair is less than \$1,000.00 and although he does not need Commission approval he wanted to make them aware of a possible reimbursement. He said that he has discussed the claim with Attorney Hartnett and Attorney Hartnett is going to research the ownership issue and within the next 30 days a decision will be made on the reimbursement request.

**Unappropriated Fund Balance Transfer** – Executive Director Rourke said as discussed previously in the year, we had an unexpected increase in sludge hauling costs from \$92/ton to \$129/ton and because of that, funds were not budgeted to cover us from June until the end of this year. He said after trending the increase costs, it looks like we will be short approximately \$500,000.00 and will need to increase the budget by that amount. The starting unappropriated fund balance was \$14,245,443.00 and will go down to \$13,745,443.00. Executive Director Rourke requested a motion to approve the transfer of funds to continue to make payments and not go over budget in 2019.

*Commissioner Doyle made a motion to forward a recommendation to the Board of Supervisors to approve the transfer of funds in the amount of \$500,000.00 from the Sewer District's unappropriated fund balance to cover the 2019 budget. Commissioner Cannon seconded the motion. No discussion. The motion passed: 8 Ayes, 1 Absent, 0 Nays.*

## **ATTORNEY REPORT**

Attorney Hartnett had nothing to report at this time other than the two (2) dedications.

## **DEDICATIONS**

**Kelley Farms Phase 2 TND** – Town of Ballston – Kelley Farms, LLC requested dedication of the sanitary sewer infrastructure servicing Kelley Farms PH 2 TND Subdivision in the Town of Ballston. *A motion to accept Resolution 12-2019 dedication of Kelley Farms Phase 2 TND Subdivision was made by Commissioner Doyle and seconded by Commissioner Hotaling. No Discussion. Resolution 12-2019 accepting dedication of Kelley Farms PH 2 TND Subdivision consisting of (2) manholes and approximately 660 ft of 2" HDPE DR-11 26 low pressure force main in the Town of Ballston passed: 8 Ayes, 1 Absent, 0 Nays.*

**Saratoga Pointe Phase 2A** – Town of Stillwater – Mason Street, LLC requested dedication of the sanitary sewer infrastructure servicing Saratoga Pointe PPD Phase 2A Subdivision in the Town of Stillwater. *A motion to accept Resolution 13-2019 dedication of Saratoga Pointe PPD Phase 2A Subdivision was made by Commissioner Bisnett and seconded by Commissioner Fillion. No Discussion. Resolution 13-2019 accepting dedication of Saratoga Pointe PPD Phase 2A Subdivision consisting of (11) manholes and approximately 1,362 ft of 8" SDR-26/35 gravity main in the Town of Stillwater passed: 8 Ayes, 1 Absent, 0 Nays.*

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

**Next meeting December 5, 2019  
3:00 P.M. meeting at the Treatment Plant**