

# APPROVED MINUTES

## SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF MARCH 3, 2016 3:00 PM at the Treatment Plant

**COMMISSIONERS PRESENT:** Bold, Cannon, Doyle, Hale, Loewenstein, Marshall, Ostapczuk and Rinaldi

**COMMISSIONERS EXCUSED:** Chairman Howe

**ALSO PRESENT:** Dan Rourke P.E., Executive Director; Anne Gorman, Confidential Secretary; Sue Duff, Chief Operator; Grant Eaton, Maintenance Manager; William Bills, Assistant Maintenance Manager; Chad M. Cooke P.E., Deputy County Administrator; Robert Wilcox, Assistant County Attorney

**PUBLIC COMMENT:** None

**CHAIRMAN'S COMMENTS:** Vice Chairman Marshall filled in for Chairman Howe. He said seeing that the agenda minutes for January 7, 2016 and February 4, 2016 both needed Commissioner Doyle's vote for approval and in all fairness to both Commissioner Doyle and Commissioner Ostapczuk, he suggested holding off going over Capital Projects until their arrival. He then requested to pull the dedication up since it did not pertain to their particular Commission areas.

### DEDICATIONS

**Cardin Acres Phase III** – Town of Halfmoon – John Paul Builders, LLC requested dedication of the sanitary sewer infrastructure servicing Cardin Acres Subdivision Phase III in the Town of Halfmoon. *The motion to accept dedication of Cardin Acres Subdivision Phase III in the Town of Halfmoon consisting of (2) manholes, approximately 990 ft of 2" SDR -21 low pressure forcemain was made by Commissioner Bold and seconded by Commissioner Cannon. No discussion. Resolution SD 6-2016 accepting dedication of Cardin Acres Subdivision Phase III in the Town of Halfmoon passed: 6 Ayes, 3 Absent, 0 Nays.*

Vice Chairman Marshall asked if there had been any feedback on the new Quality Assurance rates. Maintenance Manager Eaton said there were still several contracts out under the old rate but once they renew, will be at the new rate. Executive Director Rourke said we have opened some new contracts, things are going well and there have been no complaints.

**APPROVAL OF MINUTES of January 7, 2016.** *Commissioner Doyle made a motion to approve the minutes of January 7, 2016. Commissioner Marshall seconded the motion. No discussion. The minutes of January 7, 2016 were approved. 5 Ayes, 3 Abstain, 1 Absent, 0 Nays.*

**APPROVAL OF MINUTES of February 4, 2016.** *Commissioner Doyle made a motion to approve the minutes of February 4, 2016. Commissioner Hale seconded the motion. No discussion. The minutes of February 4, 2016 were approved. 6 Ayes, 2 Abstain, 1 Absent, 0 Nays.*

Executive Director Rourke gave updates on the following projects:

### **2014 CAPITAL PROJECTS**

**Incinerator Alternatives Study** – As discussed at the last meeting, the finalized draft has been distributed to those Commissioners who requested a copy and Executive Director Rourke said there were still some available for those who would still like one. He said there was one item missing in the report and that was the cost of borrowing money. He has asked GHD to go back and look into that and provide a synopsis.

### **2015 CAPITAL PROJECTS**

**Bar Screen No.3 and Mixer Project** – Bids will open on Tuesday, March 8, 2016 for this project.

**Bar Screen No. 1 and No. 2 Replacement** – Executive Director Rourke said there were some additional tasks added to the scope of the project for the engineer to perform. These tasks included door replacements for the building, including an overhead door, sample pump and davit crane replacement, and electrical actuators for screen isolation gates. The cost to complete the additional work is \$8,900.0. The change order would amend GHD’s contract from \$89,000.00 to \$97,900.00 and is within 10% of the original contract amount and only requires Commission approval.

*Commissioner Loewenstein made a motion to approve Change Order No. 1 in the amount of \$8,900.00 for GHD Consulting Services, Inc., amending their contract from \$89,000.00 to \$97,900.00. Commissioner Doyle seconded the motion. No discussion. Motion passed: 6 Ayes, 3 Absent, 0 Nays.*

### **2016 CAPITAL PROJECTS**

**Long Term Hauling Bid** – Executive Director Rourke said there were some good bid prices received for the Long Term Hauling Bid. The low bidder was Gottado Contracting, LLC in the amount of \$74.66 per wet ton. Executive Director Rourke recommended awarding the contract to Gottado Contracting, LLC for a term of (1) one year, subject to a renewal for up to two (2) additional terms of one (1) year each.

*Commissioner Loewenstein made a motion to forward a recommendation to the Board of Supervisors to authorize a contract with Gottado Contracting, LLC in the amount of \$74.66/wet ton for long term sludge hauling from the WWTP. Commissioner Doyle seconded the motion. Discussion involved budget, cost and savings. Executive Director Rourke said the Sewer District will save approximately \$200,000.00 this year by changing from short term (emergency) hauling to long term hauling. Motion passed: 8 Ayes, 1 Absent, 0 Nays*

### **MISCELLANEOUS**

**Signing of Amendments for Major Contracts** – Executive Director Rourke and Commissioner Loewenstein had a recent discussion regarding moving the responsibility of signing contract amendments to the Executive Director. Commissioner Loewenstein mentioned that when he took over as Chairman of the Engineering Committee and was asked to sign contract amendments as a Commissioner, but not a Sewer District staff member, he felt that could potentially cause conflicts of interest for him. Executive Director Rourke said it has always been the practice to discuss contract amendments with the Engineering Committee

Chair prior to Commission approval and this practice will continue. Procedurally everything will remain the same except the Executive Director will be the signee. Both felt this would save time in processing by not having to mail out amendments for signature or having to hold off until the next Commission meeting to obtain a signature.

Attorney Wilcox added that it would be appropriate for the Executive Director to be able to sign off on this type of document as he is the head of day to day operations for the Sewer District. The Commission sets the policies and the Executive Director implements the policies and priorities of the Commission. The County executes contracts on behalf of the Sewer District and therefore, it makes sense to have a County employee sign these types of documents.

*Commissioner Marshall made a motion to authorize the Executive Director to execute contracts fitting within the 10% cap upon consultation with the Chairman of the Engineering Committee, Chairman of the Board or duly authorized representative. Commissioner Doyle seconded the motion. Discussion involved historical practices and procedures as well as amendments and field order changes that fall within the 10% contract amount. Motion passed: 8 Ayes, 1 Absent, 0 Nays.*

### **ATTORNEY REPORT**

Attorney Wilcox said there was not much to report in terms of the ongoing litigation as it is still in the early phases. He said Executive Director Rourke has communicated with him about collating documentation that has to be forwarded to the other parties. He said it is a time consuming process and all the parties are doing the same. He will try to have more of an update at the next Commission meeting.

### **COMMITTEES**

**Engineering Committee** – Commissioner Loewenstein apologized for not scheduling a meeting sooner for the hauling and sludge disposal options as he has had a busy work schedule. He would like to schedule a meeting the week of March 14<sup>th</sup> and will reach out to the Committee for scheduling.

**Growth Committee** – As discussed at last month’s meeting, the Growth Committee completed and submitted a letter of their findings and recommendations to Chairman Howe. Commissioner Hale thanked Commissioner Bold and Commissioner Marshall for helping out and contributing with the recommendations and he gave a brief summary of the letter. Commissioner Hale also offered to send a copy to the Commissioners for their feedback as well.

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

**NEXT COMMISSION MEETING**  
**Thursday, April 7, 2016**  
**3:00 P.M. at the Treatment Plant**