

APPROVED MINUTES

SARATOGA COUNTY SEWER COMMISSION No. 1 MINUTES OF SEPTEMBER 7, 2017 3:00 PM at the Treatment Plant

COMMISSIONERS PRESENT: Howe, Cannon, Hale, Hotaling, Loewenstein, Marshall and Ostapczuk

COMMISSIONERS EXCUSED: Doyle and Thompson

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; Phil Barrett, Town of Clifton Park Supervisor; Pete Schermerhorn, Clifton Park resident

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

PLEDGE OF ALLEGIANCE: Led by Executive Director Rourke

PUBLIC COMMENT: Clifton Park Town Supervisor, Philip Barrett, spoke briefly about a recent situation that occurred in the Robinwood Estates Neighborhood where the County has been working on clearing a right-of way (R.O.W.) easement to access the sewer pipe where a sink hole had occurred. He said some concerns were brought to his attention by residents in that area with regard to future access, restoration and flooding. He said he understands the Sewer District needs to be able to access the sewer system for emergency repairs and necessary maintenance, but a large amount of trees and brush have been removed near residents homes and he felt it would be prudent for the Commission to consider some additional planting and/or screening particularly back in those areas. He also mentioned the Bear Creek Brook that runs along the sewer line and said residents have concerns with possible flooding due to fewer trees and brush and he respectfully asked the Commission to consider that potential issue as well. Supervisor Barrett said Executive Director Rourke has been very helpful. He thanked Executive Director Rourke and the Commissioners for their time and great job they do in their positions throughout the year.

Peter Schermerhorn, resident on Bear Brook Court in the Robinwood Neighborhood, addressed the Commission and recapitulated the concerns with regard to restoration, mitigation of flooding and safe access for residents and children in the neighborhood. Mr. Schermerhorn said he understands access is needed for sewer maintenance purposes and long term remediation but he wanted to know if the required rehabilitation would include erosion control as well. He said he would like to see the area somewhat back to the way it was before with the appropriate restoration of trees and shrubs that would work in a flood plain area. He said gates were mentioned for sewer maintenance access and he suggested a wooden gate instead of a steel gate for a more aesthetic and pleasing look. Lastly, he asked the Commission to take into consideration installing a couple of culverts under the road on Bear Brook Court to mitigate flooding as that area tends to flood 2-3 times per year. He thanked the Commission for their time and said he looked forward to future dialogue as they complete the project.

Maintenance Manager Eaton gave an update to address some of the concerns that were mentioned. He said new ditch lines and culverts were installed, with PVC corrugated pipe, to help address the proper mitigation

of flooding. He also said he talked to Executive Director Rourke about planting some more trees and hydro seeding and they are also looking into installing wooden gates for maintenance access as requested.

CHAIRMAN’S COMMENTS: Chairman Howe thanked Executive Director Rourke for his initiative in displaying plaques in the conference room listing every Commissioner who has served as a member of the Sewer Commission. He also mentioned how nice the flowers looked out front near the main building entrance of the plant. He said Chief Operator, Sue Duff had the great idea for the garden this year and dedicating it to recently retired Commissioner Jim Bold.

Chief Operator Duff said Jim Bold was always about the beautification of the plant. He was involved from the very beginning with putting plants up by the sign, painting the buildings, planting the garden out front and doing extra mulching around trees and shrubs. She said dedicating the garden to him with a nice plaque would be a nice way to thank him for all his involvement. Chairman Howe thanked her for taking the initiative to do that for Jim Bold and all agreed it was a great idea.

Chairman Howe said there have been discussions about reviewing and amending the Sewer District’s Sewer Use Ordinance and with that, he said he would like to appoint a committee. Chairman Howe said the Sewer Use Ordinance Committee members will be Commissioner Hotaling, Commissioner Cannon, Commissioner Hale and himself as the Chairman. The Committee will work with Executive Director Rourke on this and a kick off meeting will be scheduled in the next couple of weeks. The Committee will review the Sewer Use Ordinance and propose amendments to the Commission.

APPROVAL OF MINUTES of August 3, 2017. *Commissioner Hotaling made a motion to approve the minutes of August 3, 2017. Commissioner Cannon seconded the motion. No discussion. The minutes of August 3, 2017 were approved. 7 Ayes, 2 Absent, 0 Nays.*

2015 CAPITAL PROJECTS

Bar Screen No. 3 and Mixer Project – Executive Director Rourke said the Bar screen No. 3 start-up is scheduled for next week, September 14, 2017. He said we are still working through some issues with the mixers and waiting for the manufacturer to come on site next week and help resolve those issues.

Bar Screen No. 1 and No. 2 Replacement – Executive Director Rourke said the project is substantially complete and we are still waiting for the FRP (Fiber Reinforced Plastic) doors to be delivered, once they are in place the project will be complete and ready for closeout.

2016 CAPITAL PROJECTS

Odor Control – Executive Director Rourke said a preconstruction meeting was held today, submittals have been approved by the engineer (GHD) and Notice to Proceed will be issued either this afternoon or tomorrow. In relation to that, Executive Director Rourke said the warning notice that we received from NYSDEC expired on August 22, 2017 and he has already sent a letter requesting an 180 day extension. The contract time frame is 168 days and the lead time for equipment is 12 weeks. He thinks that is definitely doable, but he has not yet heard anything back from NYSDEC regarding the extension.

Aeration Tank #7 Repair – Executive Director Rourke said the entire floor slab has been demolished and a couple more dewatering wells were installed in the tank to keep it dry. The Contractor is currently installing rebar and the tank is on schedule to be operational by mid October. Executive Director Rourke said our goal is to have it operational by October 16, 2017 as requested in a letter from NYSDEC.

2017 CAPITAL PROJECTS

Round Lake, Moe Road and MTP Pump Station Design – Executive Director Rourke said M.J. Engineering is still on track for final design completion in early October. The goal is to have the project out to bid by late October and to award a contract at our December Commission meeting.

Rate Analysis and Cost of Service Study – Arcadis of New York, Inc. and Raftelis Financial Consultants have completed setup of the financial planning model, including inputs of basic assumptions as well as a cash flow forecast for the future with some revenue and costs as well. Executive Director Rourke expects to have a meeting in the next 30 days to go over the capital plan.

Joint Feasibility Study – Regional Biosolids Handling Facility– Executive Director Rourke said the study is still moving along and there is a technical work shop scheduled for Monday, September 11, 2017 to go over technologies to produce class A biosolids, as well as design criteria for the digesters.

2018 CAPITAL PROJECTS

Ammonia Capacity Analysis and Aerations Upgrades – Executive Director Rourke said we are currently out to RFP for an analysis and aeration upgrade. The proposals are due September 19, 2017 and we will be looking to award a contract at our next Commission meeting in October. Executive Director Rourke said the design schedule is very crucial to meeting the ammonia limit requirement moving forward and will play a significant role in proposal scoring as the upgrade is needed sooner rather than later.

MISCELLANEOUS

Schedule of Scale of Charges Approval – Executive Director Rourke said the November Sewer Commission meeting has been moved to November 9, 2017.

Procedure for Approving Proposed Scale of Sewer Charges

- Date of Commission meeting to approve 2018 Proposed Scale of Charges and schedule Public Hearing 10/5/17
- Publication of Notice of Public Hearing 10/31/17 – 11/3/17
- Date/time of Public Hearing 11/9/17 at 9:00 a.m.
- Date Commission Approves 2018 Scale of Charges 11/9/17 at 9:15 a.m.
- Publication of 2017 Scale of Charges 11/9/17 – 11/27/17

Church Hill Road Sewer District – Executive Director Rourke said SCSD #1 has not officially accepted the title to the Church Hill Road Sewer District infrastructure by resolution of the Sewer Commission. There are 14 easements still needed and Executive Director Rourke said he has a letter from the Town Supervisor that they will continue to work on getting those easements. Executive Director Rourke also said

NYSDEC sent the Town of Halfmoon a letter stating that if the CHRSD was dissolved, the infrastructure would have to be owned by an approved district in order to meet the Sewage Pollution Right to Know Act (SPRTKA), a law that requires discharges of untreated and partially treated sewage discharges to be reported. Executive Director Rourke said we have a resolution today to officially accept the title to the Church Hill Road Sewer District infrastructure.

Commissioner Loewenstein moved the following resolution, seconded by Commissioner Ostapczuk:

RESOLUTION NO. SD 10-2017

WHEREAS, the Churchill Road Sewer District (CHRSD), pursuant to the terms of contract executed between it and the Sewer District in 19__ wishes to relinquish title of the infrastructure owned by CHRSD located in the Town of Halfmoon; and

WHEREAS, Saratoga County Sewer District #1 has contractually agreed to take title of the CHRSD infrastructure; and

WHEREAS, the timing of the transfer of title is in keeping with the terms of the above mentioned contract; now, therefore, be it

RESOLVED, that the Saratoga County Sewer District #1 is hereby authorized to accept, and does accept, the infrastructure of the Church Hill Road Sewer District servicing the Church Hill Road area located in the Town of Halfmoon, as defined in an agreement executed between said parties. Resolution passed: 6 Ayes, 1 Abstain, 2 Absent, 0 Nays

ATTORNEY REPORT

Attorney Wilcox had nothing to report other than one (1) dedication that was ready for the Town of Malta.

EXECUTIVE SESSION

On a motion by Commissioner Cannon and seconded by Commissioner Marshall, the Commission moved to go into Executive Session at 3:50 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: 7 Ayes, 2 Absent, 0 Nays.

On a motion by Commissioner Cannon and seconded by Commissioner Hale, the Commission moved to go out of Executive Session at 4:05 p.m. in accordance with the Open Meetings Law (Public Officers Law § 105(1)(2). Motion passed: 7 Ayes, 2 Absent, 0 Nays.

DEDICATIONS:

Cedar Pointe Subdivision – Town of Malta – Abele Builders, Inc. requested dedication of the sanitary sewer infrastructure servicing the Cedar Pointe Subdivision located in the Town of Malta. *A motion to accept dedication of Cedar Pointe Subdivision sewer system consisting of (13) manholes, approximately 1,594 ft of 8” SDR 26/35 gravity main, approximately 1,000 ft of 3” DR-9 force main and approximately 840 ft of 2” DR-9 force main in the Town of Malta was made by Commissioner Loewenstein and seconded by Commissioner Hotaling. Discussion involved conditions for acceptance. Resolution SD 11-2017 accepting dedication of Cedar Pointe Subdivision in the Town of Malta **conditioned upon receipt of an original Letter of Credit (LOC)** passed: 7 Ayes, 2 Absent, 0 Nays.*

COMMITTEES:

ENGINEERING COMMITTEE – No report

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

**NEXT COMMISSION MEETING
Thursday, October 5, 2017
P.M. at the Treatment Plant**