

BOARD OF COMMISSIONERS

WASHINGTON COUNTY SEWER DISTRICT MEETING ROGERS ISLAND VISITORS CENTER September 12, 2023

MEMBERS PRESENT: Ed Carpenter, Matt Traver, Mike Fiorillo, Dan Washburn, James Maskell, Tim Fisher

MEMBERS ABSENT: None

OTHERS PRESENT: Kevin Gorman; Executive Director
Joseph Brilling; Deputy Director
Leah Whaley; Administrative Assistant
Matthew Fuller; Meyer, Fuller & Stockwell

Mr. Traver called the meeting to order at 3:40 pm. Roll call was taken. Mr. Traver asked if there were any additions or corrections to the minutes of 08/08/23. A motion to accept the minutes as written was made by Mr. Fiorillo, seconded by Mr. Carpenter, all in favor and the motion carried.

Mr. Gorman advised the board that the district has received five RFQ's for the HF-1A Sewer Separation project, they have been reviewed and scored by Mr. Gorman and Mr. Brilling. Mr. Gorman is asking for two commissioners to volunteer to review and score the RFQ's. Mr. Washburn and Mr. Traver volunteered.

A grant was rewarded for the Capital Improvement Project in the amount of \$55,000, leaving the district with a cost of \$55,000. This will be for a firm to come in and evaluate the sewer system and lay out a recommended plan for up to 25 years. The RFP just went out and will be received in October.

A notice was given to the district by Mr. Fuller from the State of New York Public Service Commission regarding the requirement for municipalities to permit users of water/and or sewer service to designate a preferred name/pronoun. A form has been provided on the county sewer district website for these purposes.

Mr. Gorman discussed sending a notice letter to SD#1 users regarding the changes to the sewer bills. These changes are due to the extension and the change in the SUO. The letter would explain the changes/increases they will see on their bills. A letter will be drafted to go out before the next billing in February.

Mr. Gorman is looking for approval for a \$4,000 amendment for Wright-Pierce engineering firm for changes to the original agreement regarding the SD#1 consolidation project. The map, plan and report needed to be updated to include all the parcels. A motion to accept the \$4,000 amendment was made by Mr. Fisher, seconded by Mr. Fiorillo, all in favor and the motion carried.

There are currently four OOD SD#2 users in Queensbury with unpaid sewer bills that have gone unpaid for two years. Mr. Fuller suggested sending shut off notices for water/sewer to these users in an attempt to get payment. Mr. Fuller will work with the district on following up on this issue.

An update on Irving Tissue was provided by Mr. Gorman. The district has sent a conditional approval letter and Irving has satisfied these conditions. Irving has agreed to pay for the district engineering costs for inspections and reviews. Mr. Gorman inquired about ways to receive this money. It was decided that an escrow account be set up, have Irving pay the escrow and the district will pay the consulting engineers out of that escrow account. The estimated total cost being \$45,000-\$50,000. The district will reach out to Irving to discuss the escrow account and will coordinate with the county treasurer.

Mr. Gorman next provided an update on the WWTP Capital Construction Project which is 63% complete. Work has primarily been focused on the digesters and the finishing up of smaller items in the preliminary building. The plan is to get one of the digestions completely done and to complete all the exterior work by winterization. The construction crew will likely wrap up in November and return in the spring for finishing up for the project. Substantial completion is estimated for next summer.

The property for purchase in SD#1 was discussed. It was decided that the district would like to sell the parcel at the assessed value and to set a purchase minimum. The commissioners all agreed going out to bid would be the best plan. Mr. Gorman will reach out to the county treasurer regarding this.

There was a discussion regarding the out of district Dean Rd property development. The board have all agreed that certain inspections are necessary. Mr. Fuller to follow up.

Copies of the 2024 Budget worksheet report were provided by Mr. Gorman. Mr. Gorman explained that there have not been any significant changes since last year's budget. The district is still budgeting positions in an attempt to get back to a full staff. The requested budget reflects a 5% rate increase for 2024, whereas 2023's adopted budget had a 9% increase.

Motion to adjourn the meeting, made by Mr. Maskell, seconded by Mr. Washburn, all in favor and the meeting was adjourned at 4:50pm.

Respectfully Submitted,
Leah Whaley