

PUBLIC WORKS COMMITTEE MEETING MINUTES
NOVEMBER 30, 2021

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Skellie, Campbell, Haff, Hicks, Shaw, Ferguson, Wilson

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Rozell, Fedler

SUPERVISORS: Hall, Henke, Ward, O'Brien, Clary, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Deborah Donohue, Supt. Public Works

Joe Brilling, Exec. Director SD#2

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – October 26, 2021
3. Department Reports/Requests:
 - A. Public Works
 - 1) Auction List – 2002 Gradall/2008 Trailblazer
 - 2) Internship Request - Shop
 - B. Sewer District
 - 1) Introduction Executive Director Trainee
 - 2) Budget Amendment Requests
 - a) \$4,255 to GB.8000.8110.2097-Purchase Office Furniture
 - b) \$2,800 from GB.8000.8130.2285 to GB.8000.8130.4305-Small Tools
 - 3) Discuss Deputy Director Position
 - 4) Contract Extensions – Solids Building/Admin Building Roof & HVAC Projects
4. Other Business
5. Adjournment

Chairman Skellie called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the October 26, 2021 meeting was moved by Mr. Ferguson, seconded by Mr. Shaw, and adopted.

DEPARTMENT OF PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works, addressed the following items with the committee:

- Auction List - Requesting permission to declare two vehicles surplus, a 2002 Gradall and 2008 Trailblazer (Public Health vehicle) both with frame issues. A motion to declare two vehicles surplus, a 2002 Gradall and 2008 Trailblazer was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted.
- Internship Request – DPW Shop – The DPW Superintendent is requesting permission for a Saratoga BOCES student, Dustin Ruggles, to intern in the DPW Shop. Anticipated to intern this semester and next, Monday through Thursday between four and six hours a day. He will learn the dynamics of the shop and the maintenance and repair of heavy equipment. Supervision of the intern will be shared among the mechanics in the DPW Shop to allow as much exposure to the elements of the industry as possible. A motion to approve internship request for DPW Shop was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted.
- Surplus bid results will be forwarded to all Supervisors.

SEWER DISTRICT: Joe Brilling, Executive Director, Sewer District, address the following items:

- Discuss Deputy Director of the Sewer District Position, job description attached. – The current Executive Director upon his retirement is requesting to return as the Deputy Director of

the Sewer District to help train the new Executive Director. The County Administrator stated this is a temporary part time position and the Sewer District Board of Commissioners have agreed on a wage of \$52.00 per hour with a maximum of \$35,000 for the year. A motion to move Deputy Director of the Sewer District position to the Personnel Committee for consideration was moved by Mr. Ferguson and seconded by Messrs. Hicks and Wilson. Discussion. Mr. Haff asked if this position was for the year, 2022, and the County Administrator confirmed that it was for the year and if the position was to go beyond that it would need to come back to committee. There are no benefits associated with this position. Mr. Brilling's last full-time day of work is December 22, 2021. This position will commence January 1, 2022. A motion to move Deputy Director of the Sewer District position to the Personnel Committee for consideration was moved by Mr. Ferguson, seconded by Messrs. Hicks and Wilson, and adopted.

- Budget amendments:
 - Need to reallocate funds from small tools to contractual. A motion to amend budget to increase GB.8000.8130.4305 \$2800 and decrease GB.8000.8130.2285 and forward to the Finance Committee was moved by Mr. Ferguson, seconded by Mr. Campbell, and adopted.
 - Office Furniture from Corcraft – A motion to amend budget to decrease fund balance and increase GB.8000.8110.2097 to purchase office furniture in the amount of \$4,255 and forward to the Finance Committee was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.
- Contract Extensions – Solids Building/Admin Building Roof & HVAC Projects – Bids were issued, received, and awarded for these contracts but due to procurement issues cannot meet the completion deadline of December 1, 2021 on the contract. Requesting to amend the contracts for a June 2022 construction finish date. A motion to amend the contacts for Solids Building/Administration Building roof and HVAC Projects to a construction finish date of June 2022 was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted.
- Introduced newly hired Executive Director Trainee Jason Denno.

OTHER BUSINESS: Mr. Haff asked Mr. Brilling if he had any knowledge or experience of residential wastewater treatment systems. Mr. Haff stated he also planned to address this type of system with Code Enforcement. Mr. Brilling stated he has done a little work with these system when he was at DEC; on site treatment network. He stated these systems are popular around water bodies. It takes more effort on the part of the homeowner to maintain them than a normal septic would. They are straight forward and not too complicated but you need the right kind of soil to have these systems work correctly. Mr. Haff stated these systems are already engineered and his question for Code Enforcement is if you have an engineered system do you need an engineer to plan that system because that is over burdensome. Mr. Denno stated these systems are regulated under two thresholds: up to a thousand gallons per day for residential is under Article 75A Department of Health and anything greater than a thousand to ten thousand is handled under DEC.

The meeting adjourned at 10:40 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

DEPUTY DIRECTOR, WASHINGTON COUNTY SEWER DISTRICT #1 and #2

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position provides administrative and technical assistance to the Executive Director, Washington County Sewer District #1 and #2. The incumbent provides advice and counsel to clientele and assists in the supervision and hiring of all personnel at Sewer District facilities. He/she will exercise independent judgment in areas of roles and responsibilities and acts as Executive Director in his/her absence. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Interfaces with local, state, federal officials in all sewer district matters, including planning, permitting, legal, design, contracts (terms and conditions) construction, and financing:

Assists with grant applications preparation by coordinating resolutions, budgets, executed professional service agreements, MWBE/SDVOB compliance, regulatory approvals, including permits;

Assists in the development and implementation of the annual sewer district budget and manages its administrations;

May review vouchers submitted to the Board for reimbursement and recommends payments;

May attend meetings and conferences to assist in formulating policy;

Assists in public relations activities and may help resolves customers and clients grievances;

Assists in solicitation of competitive bids on construction projects for various phases of the system;

May assists legal counsel in developing contracts and sewer use ordinances for the district and ensures compliance;

May assists local communities in water pollution control matters, such as the creation of collection districts and coordinates construction with municipalities and public utilities;

May make personal inspections of construction in progress and other activities to expedite completion;

May assist in developing standard operating procedure manual for engineering, operations, maintenance, personnel, safety, purchasing, etc.;

Follows local state and federal laws, rules, and regulations;

Assists in the management of the operation and maintenance of the waste and treatment facility as well as the collections system;

Assists in the preparation of a wide variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, and equipment and safety precautions involved in the

DEPUTY DIRECTOR, WASHINGTON COUNTY SEWER DISTRICT #1 and #2

construction and maintenance of a sewer collection and interceptor system;

Good knowledge of the principles of hydraulics as they relate to sewage collection systems;

Good knowledge of report preparation, budget preparation, and expenditure control;

Good knowledge of local government structure and interagency relationships;

Ability to plan, assign, and review the work of others;

Ability to understand and carry out complex oral and written instructions;

Ability to deal effectively with the public, public officials, and the media;

Ability to work from plans and blueprints;

Good judgment and resourcefulness in solving complex administrative problems;

Dependability.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in civil engineering, environmental engineering or related technical degree; OR

(b) Graduation from a regionally accredited or New York State registered college with an associate degree in construction, engineering, or related technical degree and two (2) years of engineering and/or operations experience in the field of water pollution construction, wastewater and/or sewer engineering.