

**SENECA COUNTY WATER-SEWER AUTHORITY**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**June 25, 2026; 5:30p**  
**County Office Building; Heroes Conference Room**

**AGENDA**

**I. Call to Order / Pledge of Allegiance**

Mr. Carroll called the meeting to order. All members were present. Additionally, David Hou (Employment Counsel), Michael Howard (Corporate Counsel), Matt Horn (Advisor), Elly Beatty (Bookkeeper), and Daniel Schmalzel (Interim Director) were all present.

**II. Review / Approval of Minutes**

On motion from Mr. Dyson, seconded by Mr. Keefe, the minutes from the May regular meeting were approved.

**III. Discussion/Approval– Proposed Employee Handbook**

Mr. Hou provided an overview of the draft employee handbook. The members discussed a range of options relative to holidays and leave. Ms. Barton moved to approve the handbook with the following amendments:

- i. Eliminate Christmas Eve and Election Day as paid holidays
- ii. Consolidate non-holiday leave to a bank of XXX hours of paid time off

The motion was seconded by Mr. Biery, and carried by a vote of 6-1, with Mr. Keefe voting no.

**IV. Discussion/Approval – Job Descriptions**

Mr. Horn overviewed draft job descriptions for the initial hires – Executive Director, Supervisor and Laborer. Mr. Dyson moved to approve the job descriptions with amendments to the Supervisor and Laborer positions to require a CDL within one year of appointment. Mr. Keefe seconded the motion, which was unanimously approved.

**V. Resolution Authorizing Funding Agreement -  
Seneca County**

Mr. Howard overviewed a multi-year funding agreement, inclusive of grant and loan funds, which was recently approved by the Board of Supervisors. Mr. Preston moved to approve a resolution authorizing the Executive Director to execute the agreement. Mr. Keefe seconded the motion, which was approved unanimously.

**VI. Resolution Authorizing Operations Agreement -  
Town of Tyre**

Mr. Howard overviewed an agreement with the Town of Tyre for Authority Support in operations and maintenance of their Town Water Districts. Mr. Keefe moved a resolution authorizing the Executive Director to execute an agreement to support the Town in this effort. Ms. Wilborn seconded the motion, which passed unanimously.

**VII. Resolution Authorizing Operations Agreement -  
Town of Fayette**

Mr. Howard overviewed an agreement with the Town of Fayette for Authority Support in operations and maintenance of their Town Water Districts. Mr. Nicholson moved a resolution authorizing the Executive Director to execute an agreement to support the Town in this effort. Mr. Dyson seconded the motion, which passed unanimously.

**VIII. Resolution Authorizing Agreement for  
Bookkeeping Services**

Mr. Horn overviewed a proposal for bookkeeping and payroll services from Eleanor Beatty of Waterloo. Mr. Keefe moved a resolution authorizing an agreement for these services. Mr. Dyson seconded the motion, which carried unanimously.

**IX. Resolution Authorizing Payment of Invoices**

Mr. Schmalzel overviewed invoices for the prior period. On motion from Mr. Keefe, seconded by Mr. Dyson, the Board unanimously authorized payment.

**X. Executive Session**

On motion from Mr. Biery, seconded by Mr. Dyson, the Board unanimously consented to enter executive session, pursuant to 105(1)(f) of Article 7 of the New York State Public Officers Law: "...matters leading to the appointment of a particular person or corporation."

The Board exited executive session at 9:10, and adjourned without further action.