

SENECA COUNTY WATER-SEWER AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING
May 28, 2026; 5:30p
County Office Building; Heroes Conference Room

AGENDA

- I. **Call to Order / Pledge of Allegiance** **Robert Carroll, Chair**
- II. **Review / Approval of Minutes** **Robert Carroll, Chair**
a. April 16, 2026
- III. **Overview – Proposed Employee Handbook** **David Hou, Counsel**
Mr. Hou will provide an overview of elements of the draft employee handbook. Board Members may consider approval at the June Board meeting.
- IV. **Overview – Draft Job Descriptions** **Matt Horn, MRB Group**
Mr. Horn will overview draft job descriptions for the initial two technical hires – Supervisor and Laborer. Board Members may consider approval at the June Board meeting.
- V. **Resolution Authorizing Payment of Invoices** **Dan Schmalzel, Executive Director**
- VI. **Executive Director Update** **Dan Schmalzel, Executive Director**
- VII. **Other Business** **Board Members / Staff**
- VIII. **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.”
- IX. **Next Steps / Next Meeting** **Matt Horn, MRB Group**
Mr. Horn will overview action items to be completed between now and the next Board meeting. The next Board meeting is scheduled for June 25th.