

SENECA COUNTY WATER-SEWER AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING
February 26, 2026; 5:30p
County Office Building; Heroes Conference Room

RECORD OF PROCEEDINGS

I. Call to Order / Pledge of Allegiance

Chairman Carroll called the meeting to order at 5:30 p.m. All members were present, as were Interim Director Daniel Schmalzel, Corporate Counsel Michael Howard, Employment Counsel David Hou, and Authority Advisor Matt Horn.

II. Review / Approval of Minutes

On motion from Mr. Dyson, seconded by Mr. Shores, the minutes of the January 22nd regular meeting and January 27th special meeting were approved unanimously.

III. Review and Approval of Procurement Policy

Corporate Counsel Michael Howard overviewed updates to the procurement policy, which focused on guidance from the state that prohibit piggybacking of procurement processes for construction activity. On motion from Mr. Biery, seconded by Ms. Walborn, the policies were approved unanimously.

IV. Discussion of Bookkeeping Services

Mr. Horn advised the Board that he continues to seek bookkeeping proposals from firms located in Seneca County. Despite several contacts, no County-based firm has come forward with a proposal. Mr. Horn reminded the Board of the proposal from Pro Nexus, LLC, and suggested that if the Board is seeking additional prices, an ad could be placed on the State Contract Reporter.

It was suggested that the County Finance Department may be able to assist as part of

their normal course of duties. The Board asked Mr. Horn to confer with Chairman Enslow as to whether this would be appropriate. If so, the Board suggested that we proceed with County support in the near term.

**V. Discussion Regarding O&M Services –
SD#3 and SD#4**

Mr. Schmalzel overviewed the suggested scope of services for operations and maintenance of County Sewer Districts 3 and 4. The bulk of the services include monitoring and maintenance of associated pump station and related infrastructure. Mr. Schmalzel suggested re-issuing a request for proposals for these services.

On motion from Mr. Dyson, seconded by Ms. Walborn, the Board authorized a Request for Proposals to be released.

VI. Consideration of Proposed Executive Session

On motion from Ms. Walborn, seconded by Mr. Nicholson, the Board unanimously moved to enter into 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".

On motion from Mr. Shores, seconded by Ms. Walborn, the Board unanimously moved to exit executive session and to adjourn the meeting.