

**SENECA COUNTY WATER-SEWER AUTHORITY**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**JANUARY 22, 2026; 5:30p**  
**County Office Building; Heroes Conference Room**

**RECORD OF PROCEEDINGS**

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

Mr. Carroll called the meeting to order at 5:30p. All Board Members were present, except Mr. Nicholson, who was excused. Additionally, Corporate Counsel Mike Howard and David Hou; Advisor Matt Horn, and Executive Director Dan Schmalzel were all in attendance.

**II. Review / Approval of Minutes**

On motion from Mr. Shores, seconded by Mr. Dyson, the Board unanimously approved the minutes for December 18, 2025; and January 7, 2026.

**III. Nomination and Election of Officers**

- a. Chair – On motion from Ms. Walborn, seconded by Mr. Dyson, the Board unanimously confirmed Robert Carroll as Board Chair.
- b. Vice-Chair – On motion from Mr. Carroll, seconded by Mr. Shores, the Board unanimously confirmed Mr. Dyson as Vice-Chair.
- c. Secretary – On motion from Mr. Carroll, seconded by Mr. Dyson, the Board unanimously confirmed Mr. Biery as Secretary.
- d. Treasurer – On motion from Mr. Carroll, seconded by Mr. Shores, the Board unanimously confirmed Mr. Keefe as Treasurer.

**IV. Discuss Regarding Committees and Committee Assignments**

*On motions noted below, each authorized unanimously, the Board confirmed Board Members in the following Committees be extended through 2026 as follows:*

- a. *Audit (Motion by Mr. Dyson, Seconded by Mr. Keefe)*
  - i. *Curtis Biery*
  - ii. *Michael Shores*

- iii. Clara Walborn*
  - b. Finance (Motion by Mr. Biery, Seconded by Mr. Dyson)*
    - i. Brian Preston*
    - ii. Michael Shores*
    - iii. Clara Walborn*
  - c. Governance (Motion by Mr. Dyson, Seconded by Ms. Walborn)*
    - i. Curtis Biery*
    - ii. Greg Keefe*
    - iii. Damon Nicholson*

**V. Designation of Official Meeting Day / Time**

On motion by Mr. Biery, seconded by Mr. Keefe, the Board unanimously approved the meeting schedule for 2026. Meetings to occur on the 4<sup>th</sup> Thursday of each month, excepting November and December, which will occur on the 3<sup>rd</sup> Thursday. Meetings will be held at 5:30p.

**VI. Designation of Newspaper of Record**

On motion by Mr. Keefe, seconded by Mr. Preston, the Board unanimously confirmed the Finger Lakes Times as the Newspaper of Record

**VII. Designation of Michael Howard as Corporate Counsel**

On motion by Mr. Preston, seconded by Mr. Dyson, the Board unanimously confirmed Michael Howard as Corporate Counsel, and authorized Mr. Schmalzel to execute an agreement to effect that appointment.

**VIII. Designation of David Hou as Employment Law Counsel**

On motion by Mr. Preston, seconded by Mr. Dyson, the Board unanimously confirmed David Hou as Employment Counsel, and authorized Mr. Schmalzel to execute an agreement to effect that appointment.

**IX. Designation of MRB Group as Engineer-of-Record**

On motion by Mr. Preston, seconded by Mr. Dyson, the Board unanimously confirmed MRB Group as its Engineer-of-Record, and authorized Mr. Schmalzel to execute an agreement to effect that appointment.

**X. Review and Approval of Policies**

- a. Investment Guidelines – On motion from Ms. Walborn, seconded by Mr. Shores, the Board unanimously approved the Investment Guidelines as presented by Mr. Howard*
- b. Property Disposal Guidelines – On motion from Mr. Biery, seconded by Mr. Keefe, the Board unanimously approved the Property Disposal Guidelines, as presented by Mr.*

*Howard*

**XI. Review and Approval of Bookkeeping Proposal**

On motion by Mr. Dyson, seconded by Ms. Walborn, the Board moved to table this item to a future meeting.

**XII. Authorization to Engage with Bonadio Group**

On motion from Mr. Shores, seconded by Mr. Keefe, the Board authorized Mr. Shmalzel to execute a letter of engagement with Bonadio Group; such agreement only addressing a 2025 audit if explicitly required by the Authorities Budget Office.

**XIII. Consideration of Proposed Executive Session**

*On motion from Mr. Shores, seconded by Ms. Walborn, the Board moved 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.*

**XIV. Adjourn**

With no further business to come before the Authority, the Board adjourned at 7:03p.