

**SENECA COUNTY WATER-SEWER AUTHORITY**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**April 16, 2026; 5:30p**  
**County Office Building; Heroes Conference Room**

**RECORD OF PROCEEDINGS**

**I. Call to Order**

Chairman Carroll called the meeting to order at 5:30p. All Board members were present, with the exception of Mr. Nicholson; as were Executive Director (Interim) Dan Schmalzel, Attorneys David Hou and Michael Howard, and advisor Matt Horn.

**II. Review / Approval of Minutes**

On motion by Mr. Dyson, seconded by Mr. Keefe the minutes for the regular Board meeting of March 26, 2026 were approved unanimously.

**III. Resolution Authorizing Operating Agreement – County Sewer Districts #3 and #4**

Mr. Horn overviewed the process by which the County sought Authority support for Operations and Maintenance in Sewer Districts 3 and 4. Mr. Howard overviewed the details of the Seneca County Sewer Districts 3 and 4 operating agreement. The Board was advised that the County Board of Supervisors has approved the agreement as presented.

On motion by Mr. Shores, seconded by Ms. Walborn the Board unanimously approved the Operating Agreement with Seneca County for County Sewer Districts 3 and 4.

**IV. Resolution Authorizing Sub-Agreement – County Sewer Districts #3 and #4**

Mr. Schmalzel overviewed the Request for Proposals process for operations and maintenance of pump stations in Sewer Districts 3 and 4. After careful consideration, staff recommends award of the agreement to Siewert Equipment. Mr. Howard

overviewed the sub-agreement, and provided a resolution and statement of findings supporting award (attached).

On motion by Mr. Kampfer, seconded by Mr. Keefe the Board unanimously approved the sub-agreement for operations.

**V. Overview of Multi-Year Operating Support Approach - Seneca County Board of Supervisors Support**

Mr. Horn overviewed forecasted financial requirements for long-term Authority operations, including options for County support. The contemplated five-year forecast includes general operating support from the County in the amount of \$250,000 per year, plus the costs associated with an executive director. Additionally, the Authority would require a \$2 million line of credit to assist with cash flow of operations.

The Board directed staff to pursue discussions with the County on this matter.

**VI. Resolution Authorizing Payment of Invoices**

Mr. Schmalzel presented the following invoices for consideration of payment:

Vendor	Invoice Date	Amount
Bonadio	3/31/2026	\$ 1,100.00
Michael Howard	4/1/2026	\$ 13,782.00
Total		\$ 14,882.00

On motion from Mr. Shores, seconded by Mr. Preston the Board unanimously approved payment of these invoices.

**VII. Adjourn**

With no further business before the Board, the meeting was adjourned.

**SENECA COUNTY WATER AND SEWER AUTHORITY  
(SENECA COUNTY SEWER DISTRICTS 3 & 4)  
AWARDING CONTRACT TO OPERATOR**

**WHEREAS**, the Seneca County Water And Sewer Authority (“Authority”) was recently formed at the request of Seneca County (“County”) pursuant to action by the State Legislature and is in the process of securing funding and accomplishing various administrative tasks required for it to fully commence operations; and

**WHEREAS**, the County has requested and the Authority has agreed to undertake certain operations and maintenance activities with respect to County Sewer Districts No. 3 and 4 by entering into that certain Interim Operations And Maintenance Agreement by and between the Authority and the County, dated and effective as of April 17, 2026 (“Primary Agreement”); and

**WHEREAS**, until the Authority is fully up and running, the Authority intends to provide such support to the County on an interim basis by entering into a contract (“Sub-Agreement”) with an experienced private sector company, on even date with the Primary Agreement; and

**WHEREAS**, the Authority has the statutory authority pursuant to Section 1149-d (4) of the Public Authorities Law to enter into contracts to provide for the operation and maintenance of water and sewer systems or facilities within Seneca County; and

**WHEREAS**, following a review and evaluation of the qualifications, experience, and capacity to undertake and perform the work of each of the bidders in light of the critical nature of the pump stations in terms of maintaining public health and safety within Sewer Districts 3 and 4, and upon the advice of the Authority’s engineer and the Authority’s attorney, the Authority hereby adopts the attached Statement of Findings and determines that it is in the best interest of the Authority that the contract be awarded to the second lowest bidder, Cummins-Wagner-Siewert LLC DBA Siewert Equipment (“Siewert Equipment”); and

**WHEREAS**, the Members of the Authority, in accordance with Article 8 of the Authority’s Procurement Policy, make the following determinations: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority’s Procurement Policy; (iii) the proposed awardee has disclosed all information required by the Authority’s Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority’s Procurement Policy; and

**NOW, THEREFORE, BE IT RESOLVED**, that the bid for operation and maintenance of the pump stations located within Seneca County Sewer Districts 3 and 4, as more particularly described in the Authority’s Request for Proposals/2026PSM, be awarded to Siewert Equipment for a total base contract amount not to exceed \$113,700 (contingent upon execution of the Primary Agreement with the County); and be it further

**RESOLVED**, that the Interim Executive Director be and hereby is authorized and directed to take such further action as is necessary to implement the intention of these resolutions including execution and delivery of the Sub-Agreement.

## STATEMENT OF FINDINGS

- As the sole distributor in Seneca County for Gorman-Rupp stations/pumps/parts and related OmniSite monitoring services, Siewert has a unique depth of knowledge/experience to provide service for vital components of the County's pump stations.
- The Siewert RFP response represents the best value to the Seneca County Water and Sewer Authority as the proposal with the lowest responsible cost of best qualified respondents.
- The size and depth of the Siewert organization affords the best chance of providing comprehensive service in the event of needed simultaneous repairs to multiple pump station locations.
- Failure of apparent low bidder to timely provide required evidence of insurance meeting the requirements of the RFP (including inclusion of the County as an additional insured/30 day notice of cancellation, etc.)