

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** **Robert Carroll, Chair**
- II. **Review / Approval of Minutes** **Robert Carroll, Chair**
 - a. *May 28, 2026*
- III. **Discussion/Approval– 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 this meeting.
- IV. **Discussion/Approval – Job Descriptions** **Matt Horn, MRB Group**

Mr. Horn will overview draft job descriptions for the initial hires – Executive Director, Supervisor and Laborer. Board Members may consider approval at this meeting.
- V. **Resolution Authorizing Funding Agreement - Seneca County** **Mike Howard, Counsel**

The Seneca County Board of Supervisors has authorized a multi-year funding agreement, inclusive of grant and loan funds. This resolution authorizes the Executive Director to execute this agreement.
- VI. **Resolution Authorizing Operations Agreement - Town of Tyre** **Mike Howard, Counsel**

The Town of Tyre has requested Authority Support in operations and maintenance of their Town Water Districts. This resolution authorizes the Executive Director to execute an agreement to support the Town in this effort.

**VII. Resolution Authorizing Operations Agreement - Mike Howard, Counsel
Town of Fayette**

The Town of Fayette has requested Authority Support in operations and maintenance of their Town Water Districts. This resolution authorizes the Executive Director to execute an agreement to support the Town in this effort.

VIII. Resolution Authorizing Payment of Invoices Dan Schmalzel, Executive Director

IX. Executive Director Update Dan Schmalzel, Executive Director

X. Other Business Board Members / Staff

XI. 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."

XII. 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 July 23rd.