MINUTES
FACILITIES COMMITTEE MEETING
Thursday, February 22, 2018 – 9:30 AM
Dulles State Office Building Conference Room 100, 1st Floor
317 Washington Street, New York

The Development Authority of the North Country Facilities Committee met in regular session at the Dulles State Office Building Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York, on Thursday, February 22, 2018, at 9:30 AM.

**Committee Members Present**
Alex MacKinnon
Stephen Hunt
James Hollenbeck
Dennis Mastascusa (10:05 AM)

**Staff Present**
Carrie Tuttle, Director of Engineering
Patricia Pastella, Manager, MMF
Michelle Capone, Dir of Regional Development
David Wolf, Manager, Technology
Brian Nutting, Manager, Water Quality
Michelle Capone, Dir of Regional Development
Angela Marra, Administrative Associate

**Committee Members Absent**
Fredrick Carter
Alfred Calligaris
Brian McGrath

1. A. MacKinnon, as Acting Committee Chairman, opened the meeting at 9:40 AM as Chairman Carter was in the Governance Committee Meeting. A. MacKinnon suggested that due to the lack of a quorum and in the issue of time that the members in attendance review the resolutions with the presenting division managers, but take no action until a quorum is present. Once a quorum is established, a motion will be made at the close of the meeting to approve the Facilities Committee Agenda be presented to the Board for approval as written. J. Hollenbeck and S. Hunt agreed, and turned the meeting over to C. Tuttle.

2. Resolution No. 2018-02-03 authorizes an increase in the revenue and expense account of the Engineering division to continue pass-through expenditures amending the FYE 2018 budget resulting in a $40,000.00 increase for the categories of Customer Billings and Resale Parts and Materials.

3. Resolution No. 2018-02-04 authorizes a Technical Services Agreement for GIS Services between the Authority and the Village of Malone, for a total not to exceed contract amount of $98,102 and authorizes the Executive Director to execute said agreement.

4. Resolution No. 2018-02-05 authorizes the Technical Services Agreement between the Authority and the Town of Tupper Lake for a contract to complete a sewer district consolidation implementation, and authorizes the Executive Director to execute said agreement. The cost of the contract is not to exceed $15,000.
5. Resolution No. 2018-02-06 authorizes the Technical Services Agreement between the Authority and the Town of Tupper Lake for a contract to complete a Town Water District Consolidation Study, and authorizes the Executive Director to execute said agreement. The cost of the contract is not to exceed $15,000.

6. Resolution No. 2018-02-07 authorizes the Technical Services Agreement by and between the Authority and the Village of Tupper Lake undertaking a study to identify the sources of infiltration and inflow within the sanitary sewer collection system so they can develop projects that will enhance the capacity of the system to handle new developments within the Village and expanded sewer service to the Town, for a total not to exceed amount of $10,000. This resolution also authorizes the Executive Director to execute said agreement.

7. Resolution No. 2018-02-08 authorizes the Technical Services Agreement between the Authority and the Village of Tupper Lake for the Authority to provide support for the current wastewater system improvement project through the design and construction phase, for a total cost not to exceed $25,000. The Authority has been providing technical assistance for this project pursuant thru a separate contract and previous Resolution, 2015-06-54. This resolution also authorizes the Executive Director to execute said Agreement.

8. Resolution No. 2018-02-09 authorizes the Technical Services Agreement between the Authority and the Town of Fine to complete a project to study the feasibility of implementing improvements to the deteriorated Town of Fine Little River Bridge. The total cost to deliver these services shall not exceed $5,000. The Executive Director is authorized and directed to execute this agreement.

9. Resolution No. 2018-02-10 authorizes Technical Services Agreement Amendment No. 1 between the Authority and the St. Lawrence County Industrial Development Agency (SLCIDA). SLCIDA has requested that the Authority provide redevelopment planning, engineering and administrative services, and reporting during the next and final phase of the project. The additional work will result in additional expenses, resulting in an increase of $40,000 bringing the not to exceed amount of the contract to $100,000. The Executive Director is authorized and directed to execute this agreement amendment.

10. Resolution No. 2018-02-11 is authorizing a FYE 2018 Capital Budget Amendment under the Materials Management Division for the Landfill Gas Conveyance Upsizing whereas the comptroller will transfer funds from two existing accounts into a single landfill gas account simplifying future transactions. This transfer will provide a combined capital appropriation remaining balance of $852,028 under account 20147.

11. Resolution No. 2018-02-12 authorizes a FYE 2018 Operating Budget Amendment for the Materials Management Division to increase the budget for Leachate Disposal from $270,000 to $387,500. The additional leachate volume is due to the combination of increased precipitation and an increase in uncapped acreage.

12. Resolution No. 2018-02-15 is authorizing a Technical Services Agreement with the City of Ogdensburg for an IT and telecommunications service project in the amount of $65,000. These services are to be funded from the Telecommunications Repair and Upgrade Reserve.
A McKinnon asked if companies like Spectrum access our cable?

D. Wolf responded that they do not generally access our cable. Generally the majority of the people we work with have us construct cable to the customer, we put in the electronics, and then we bring that circuit back to them and then they connect that circuit to their equipment for voice, internet, and data storage. It is rare that someone would be accessing our cable.

A MacKinnon asked how then does Time Warner get to the internet...from my house?

D. Wolf replied they would do the same thing we do. They bring it back to the nearest “head end”, then route it back down to their nearest connection point.

D. Mastascusa arrived at the meeting at 10:05 AM, establishing a quorum.

13. Resolution No. 2018-02-16 authorizes an increase to capital project 30620 for Customer Service Network Construction in the amount of $75,000 to be funded from the Repair and Upgrade Reserve. This increase is a result of the significant increases in new circuit installs based on orders from several service providers resulting in the addition of over 100 circuits to date in FYE 2018.

14. Resolution No. 2018-02-17 authorizes the SCADA Services Agreement between the Authority and the Town of Champion to upgrade the RTUs in ten pump stations along the Route 3 Sewer Corridor. The total for this agreement is not to exceed $100,000. The Executive Director is authorized to execute the agreement.

15. Resolution No 2018-02-18 is authorizing an Operation and Maintenance Service Agreement with the Town of Pamela to provide contract operator services for municipal water and wastewater facilities. The Town of Pamela desires to continue a new two year O&M Service Agreement with the Authority for a total amount of $8,464. The Executive Director is authorized to execute the required and necessary agreements.

16. Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, the Facilities Committee Agenda was unanimously approved to be submitted as written to the Board of Directors for approval.

17. The meeting adjourned at 10:15 AM.

Respectfully submitted,

Fredrick Carter
Chairman, Facilities Committee