MINUTES
FACILITIES COMMITTEE MEETING
Thursday, June 21, 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, June 21, 2018, at 9:30 AM.

Committee Members Present
Alex MacKinnon, Acting Chairman
James Hollenbeck
Stephen Hunt
Dennis Mastascusa

Staff Present
Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Brian Nutting, Manager, Water Quality
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Committee Members Absent
Al Calligaris
Fred Carter
Brian McGrath

Other Board Members Present

Guests

1. Acting Chairman A. MacKinnon opened the meeting at 9:34 AM. As there was no quorum established at this time, A. MacKinnon suggested the committee review the resolutions as presented and forward them on to the full board unless there is opposition expressed by a member.

2. Resolution No. 2018-06-79, approves the Technical Services Agreement Amendment No. 3, by and between the Authority and the Village of Clayton, regarding the Water Treatment System Improvement Project, for a total not to exceed contract amount of $55,000.

D. Mastascusa arrived at 9:36, establishing a quorum for the committee.

3. Resolution No. 2018-06-80 approves the Technical Service Agreement between the Authority and the Town of Diana, regarding Village of Harrisville Municipal Dissolution Implementation, for a total not to exceed amount of $25,000.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-06-80, Approving Technical Service Agreement – Town of Diana – Village of Harrisville Municipal Dissolution Implementation, was unanimously approved.

4. Resolution No. 2018-06-81 approves the Technical Service Agreement Amendment No. 4, between the Authority and the Town of Fine, regarding Water System Improvement Project for a total not to exceed amended amount of $60,000.
Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-81, Approving Technical Service Agreement, Amendment No. 4 – Town of Fine – Water System Improvement Project, was unanimously approved.

5. Resolution No. 2018-06-82 approves the Technical Services Agreement between the Authority and the Village of Heuvelton for Wastewater Improvement Project, for a total not to exceed contract amount of $25,000.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-06-82, Approving Technical Services Agreement – Village of Heuvelton – Wastewater Improvement Project, was unanimously approved.

6. Resolution No. 2018-06-83 approves the Technical Service Agreement between the Authority and the Village of Malone for the purpose of assisting the Village in construction of a new public works facility.

C. Tuttle stated this is an emergency situation where the roof is damaged with rain leaking into the building, interfering with the electrical system. A staff member was actually shocked as a result. They have had to vacate the building and are trying to find temporary facilities to house their equipment. They have reached out to us to see if we can help them write an RFP to hire an engineering firm to evaluate alternatives and build a new DPW building. This is very time sensitive. Based on preliminary estimates, this order should be about $12,000.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-83, Approving Technical Service Agreement – Village of Malone – Assisting in construction of public works facility, was unanimously approved.

7. Resolution No. 2018-06-88 approves amendment to FY 2019 Army Sewer Capital Plan for the Bar Screen Replacement, Project 41054. The Development Authority of the North Country approves that $50,000 be transferred to Project 41054 (Bar Screen Replacement) from Army Sewer Capital Projects in the amounts as follows:

- WPS Improvement Project (45050) $10,000
- Portable Pump (41055) $19,500
- Chlorine Alternative Impl. (41051) $20,500
- Total $50,000

A MacKinnon asked what the bar screen actually is. B. Nutting responded this is a set of racks that will take out any large debris that would come into the pump station such as rags, sticks, rocks and debris; things you would not want going through the pumps. It is cleaned by an automated mechanism on a timer.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-88, Approving Capital Budget FY 2019 – Water Quality Division – Transfer $50,000 to Project 41054 Bar Screen Implementation, was unanimously approved.

8. Resolution No. 2018-06-89 authorizes the Development Authority of the North Country, herewith authorizes the Water Quality Division, to enter into a contract with Brymak and Associates to provide wastewater services to the U.S. Customs Service, for the period July 1, 2018 – January 14, 2019, for a fee of service in the amount of $4,230.00 for said period.
A MacKinnon asked where specifically this is located. B. Nutting responded that it is on Wellesley Island. This is the already established facility which we have already had a contract with.

Upon a motion by D. Mastascusa and seconded by J. Hollenbeck, Resolution No. 2018-06-89, Wastewater Maintenance Service Agreement, U.S. Customer Service - Brymak and Associates, was unanimously approved.

9. REVISIT - Resolution No. 2018-06-79, approves the Technical Services Agreement Amendment No. 3, by and between the Authority and the Village of Clayton, regarding the Water Treatment System Improvement Project, for a total not to exceed contract amount of $55,000.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-79, Approving the Technical Services Agreement Amendment No. 3 – Village of Clayton – Water Treatment System Improvement Project, was unanimously approved.

The meeting adjourned at 9:48 AM.

Respectfully submitted,

Alex MacKinnon
Acting Chairman, Facilities Committee