MINUTES
FACILITIES COMMITTEE MEETING
Thursday, August 25, 2016 – 10:00 AM
Conference Room 100, 1st Floor
Dulles State Office Building, Watertown, New York

The Development Authority of the North Country Facilities Committee met in regular session in Conference Room 100, 1st Floor, Dulles State Office Building, Watertown, New York, on Thursday, August 25, 2016, at 10:00 AM.

Committee Members Present
Alfred Calligaris
James Hollenbeck
Alex MacKinnon
Stephen Hunt
Dennis Mastascusa

Committee Members Absent
Fredrick Carter, Chairman
Brian McGrath

Other Board Members Present
Gary Turck, Chairman, BOD
Thomas Heffernon
Margaret Murray
John Johnson, Jr.

Staff Present
James Wright, Executive Director
Thomas Sauter, Deputy Executive Director
Carrie Tuttle, Director of Engineering
Michelle Capone, Dir of Regional Development
David Wolf, Director of Technology
Richard LeClerc, Manager, SWMF
Brian Wohnsiedler, Materials Mgmt Coor
Patricia Pastella, Manager, Water Quality
Carl Farone, Comptroller
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

1. The Facilities Committee Meeting commenced at 10:00 AM. In Chairman Carter’s absence, C. Tuttle opened the Committee Meeting.

2. Resolution No. 2016-08-86 authorizes a Technical Services Agreement for a Municipal Dissolution Study with the Village of Harrisville for a total not to exceed contract amount of $25,000.

   Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2016-08-86, Technical Services Agreement for Municipal Dissolution Study with the Village of Harrisville, was unanimously approved.

3. Resolution No. 2016-08-87 authorizes a Technical Services Agreement for Crosstown Canal Project with the Village of Potsdam for a not to exceed contract amount of $30,000. The Authority has been requested to provide project management services, assistance with grant administration, create a bid package and oversee the construction phase services pertaining to the improvements.

   Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Technical Services Agreement for Crosstown Canal Project with the Village of Potsdam, was unanimously approved.
4. Resolution No. 2016-08-88 is an amendment to the Technical Services Agreement with the St. Lawrence County Industrial Development Agency for a total not to exceed contract amount of $58,300. The SLCIDA requested the Authority provide construction phase services during the Phase 1 project for the former Jones & Laughlin Ore Processing Facility. The services include part-time site inspection, reviewing contractor payment applications, reviewing scope of work, and related coordination and scheduling.

   Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2016-08-88, Amendment No. 1 to Technical Services Agreement with the St. Lawrence County Industrial Development Agency for Engineering and Redevelopment Planning Assistance for the Former Jones & Laughlin Ore Processing Facility, was passed with S. Hunt abstaining from the vote.

5. Resolution No. 2016-08-89 authorizes a Technical Services Agreement to develop a modified wastewater billing structure with the Villages of Carthage and West Carthage for a total not to exceed contract amount of $7,000. The Villages have requested the Authority provide additional services to develop a modified wastewater billing structure that incorporates equivalent dwelling units (EDUs).

   Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2016-08-89, Technical Services Agreement to Develop Modified Wastewater Billing Structure with the Villages of Carthage and West Carthage, was unanimously approved.

6. Resolution No. 2016-08-90 authorizes an agreement with the Village of Lowville for GIS Technical Services for a total not to exceed contract amount of $78,892. The Authority has been requested to develop a GIS data model; convert water, wastewater, and other infrastructure records to GIS format; and develop and host a web-based GIS.

   Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2016-08-90, Authorizing Executive Director to Enter into an Agreement with the Village of Lowville for GIS Technical Services, was unanimously approved.

7. Resolution No. 2016-08-91 is a second amendment to the Technical Services Agreement with the Town of Fine for engineering assistance with the Wanakena Footbridge Project for an additional cost of $5,000, bringing the not to exceed contract total to $27,500.

   Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2016-08-91, Amendment No. 2 to Technical Services Agreement with the Town of Fine for Engineering Assistance with the Wanakena Footbridge Project, was unanimously approved.

8. Resolution No. 2016-08-92 authorizes a Technical Services Agreement for the United Cerebral Palsy (UCP) Residential Facility in the Village of Lyons Falls for a not to exceed contract amount of $10,000. The Authority has been requested to provide project management, regulatory coordination, construction administrative, and inspection for the extension of the water main to serve the new UCP facility.
Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2016-08-92, Technical Services Agreement for United Cerebral Palsy Residential Facility Water Main Extension Project with the Village of Lyons Falls, was unanimously approved.

9. Resolution No. 2016-08-93 authorizes agreements with the US Northern Border Regional Commission (NBRC). The NBRC works with New York State Department of State (DOS) for the administration of projects and funding, utilizing a certified Local Development District (LDD). Jefferson, Lewis, St. Lawrence, and Franklin Counties are the only counties in New York State not included within an LDD and NYSDOS suggested the Authority serve as the region’s LDD. The Authority will report annually to the Board the municipal contracts that have been received and administered.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2016-08-93, Authorizing Agreements with US Northern Border Regional Commission New York State Department of State and Local Municipalities as a Local Development District, was unanimously approved.

10. Resolution No. 2016-08-94 authorizes a Technical Services Agreement for a Sewer District Consolidation Study with the Town of Tupper Lake. The not to exceed contract amount is $35,000 for technical assistance.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-08-94, Technical Services Agreement for Sewer District Consolidation Study with the Town of Tupper Lake, was unanimously approved.

11. Resolution No. 2016-08-95 authorizes a Technical Services Agreement for a Water District Consolidation Study with the Town of Tupper Lake for a not to exceed contract amount of $35,000.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-08-95, Technical Service Agreement for Water District Consolidation Study with the Town of Tupper Lake, was unanimously approved.

12. Resolution No. 2016-08-102 declares the Authority as the lead agency for purposes of a coordinated SEQRA review and classifies the adoption of the Local Materials Management Plan (LMMP) as a Type 1 Action under SEQRA. The 30 day public comment period for the LMMP begins from the date of publication of the notice with the Authority accepting written comments during this 30 day period. Copies of the LMMP will be sent to all three counties and the Town of Rodman, and will be posted on both the Development Authority’s and NYSDEC’s website.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2016-08-102, Declaring Intent to Comply with the Requirements of the State Environmental Quality Review Act for the Environmental Impact Review of Proposed Local Materials Management Plan, to Act as Lead Agency for the Review, to Classify the Action, and Opening a Public Comment Period on the Plan, was unanimously approved.
13. Resolution No. 2016-08-103 authorizes the clear bag initiative reimbursement. The Development Authority will purchase surplus nontransparent bags from any municipality which is utilizing and distributing nontransparent bags in an effort to facilitate conversion to the municipalities’ use of clear bags. The Authority will issue payment to the municipality upon submission of an invoice and inventory, identifying the volume and costs of the nontransparent bags being redeemed.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2016-08-103, Authorization of Recycling – Clear Bag Initiative Reimbursement and Redemption for Municipalities, was unanimously approved.

14. Resolution No. 2016-08-104 authorizes the annual filing of an application for household hazardous waste state assistance. The Authority will fund the entire cost of the household hazardous waste program and receive reimbursement by New York State for the share of costs as indicated by the contract.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2016-08-104, Authorizing Filing of an Application for State Assistance Program and Signing of the Associated State Master Grant Contract Under the Appropriate Laws of New York State, was unanimously approved.

15. Resolution No. 2016-08-105 affirms the submission of a funding application under the Municipal Waste Reduction and Recycling Program for potential reimbursements for local recycling initiatives.

Upon a motion by D. Mastascusa, and seconded by A. Calligaris, Resolution No. 2016-08-105, Affirming Application for New York State Assistance Municipal Waste Reduction and Recycling, was unanimously approved.

16. Resolution No. 2016-08-106 amends the Telecommunications Capital Budget for Fiscal Year 2016-17 for an increase of $170,000 in capital for a project total of $520,000 for "Project 30607 – Wireless Tower Service" by transferring funding from the Telecommunications Repair and Upgrade Reserve.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2016-08-106, Amending the Telecommunications Capital Budget for Fiscal Year 2016-17, was unanimously approved.

17. Resolution No. 2016-08-107 amends the Telecommunications Capital and Operating Budgets for Fiscal Year 2016-17, increasing the Capital Project to $1,898,000 and amends the Telecommunications Operating Budget, increasing the New York State grant revenue to $1,898,000.

Upon a motion by D. Mastascusa, and seconded by A. Calligaris, Resolution No. 2016-06-107, Amending the Telecommunications Capital and Operating Budgets for Fiscal Year 2016-17 Public Emergency Grant Project, was unanimously approved.
18. Resolution No. 2016-08-108 authorizes establishment of a Telecommunications Capital Project for the Avangrid/Iberdrola Network Construction in the amount of $1,750,000 with funds coming from the Telecommunications Reserves. This resolution authorizes the Executive Director to enter into an agreement with Avangrid/Iberdrola USA.

Upon a motion by D. Mastascusa, and seconded by A. Calligaris, Resolution No. 2016-08-108, Authorizing Capital Project to Provide a 10 Gigabit Per Second Wavelength and Authorizing an Agreement for Avangrid/Iberdrola USA (NYSEG), was unanimously approved.

19. Resolution No. 2016-08-109 authorizes an Operations and Maintenance Service Agreement with the Village of Sackets Harbor for their wastewater treatment facilities. The contract amount is for a total of $190,121 and a term of five years.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-08-109, Authorizing Operations and Maintenance Service Agreement with the Village of Sackets Harbor Wastewater Treatment Facilities, was unanimously approved.

20. Resolution No. 2016-08-110 authorizes an Operations and Maintenance Service Agreement with the Village of Sackets Harbor for their water treatment facilities for a total amount of $140,604 and a term of five years.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-08-110, Authorizing Operations and Maintenance Service Agreement with the Village of Sackets Harbor Wastewater Treatment Facilities, was unanimously approved.

21. Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, the meeting was adjourned at 10:30 am.

Respectfully submitted,

[Signature]

Gary Turck
Acting Chairman, Facilities Committee (in the absence of F. Carter)