MINUTES
FACILITIES COMMITTEE MEETING
Thursday, February 25, 2016 – 9:30 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, February 25, 2016.

Committee Members Present
Alex MacKinnon
James Hollenbeck
Alfred Calligaris
Stephen Hunt

Committee Members Absent
Fredrick Carter, Chairman
Brian McGrath

Other Board Members Present
Gary Turck, Chairman BOD
Thomas Hefferon
John B. Johnson, Jr.

Staff Present
James Wright, Executive Director
Carl Farone, Comptroller
Michelle Capone, Dir of Regional Development
Richard LeClerc, Solid Waste Facility Manager
Patricia Pastella, Water Quality Manager
Laura Tousant, Deputy Comptroller
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

1. As Acting Facilities Committee Chairman, A. MacKinnon called the meeting to order at 9:38 am and turned the meeting over to C. Tuttle.

2. C. Tuttle stated that Resolution No. 2016-02-01 amends a Technical Service Agreement for the Water Pollution Control Facility with the Villages of Carthage and West Carthage for a not to exceed contract amount of $76,500. The scope of the Authority’s original services changed because the Villages have passed separate bonding authorizations and are required by their funding agencies to track costs and manage separate project budgets.

   Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-01, Amendment No. 1 to Technical Services Agreement for Water Pollution Control Facility with the Villages of Carthage and West Carthage, was approved, with S. Hunt abstaining from the vote.

3. Resolution No. 2016-02-02 is a Technical Services Agreement for a municipal dissolution study with the Village of Richville for a not to exceed amount of $15,000. The Village wants a study to quantify the potential benefits of dissolution of the Village.

   Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-02, Technical Services Agreement for Municipal Dissolution Study with the Village of Richville, was unanimously approved.
4. Resolution No. 2016-02-03 is a fourth amendment to a Technical Services Agreement for Newton Falls Sewer System Capital Project with the Town of Clifton. Amendments 1 through 3 increased the total not to exceed cost of the contract to $45,000. Due to project costs exceeding the budget and the need to obtain additional grant funding from USDA Rural Development to complete the project, the Town has requested additional technical oversight from the Authority. The additional technical oversight increases the contract by $3,000, bringing the not to exceed total to $48,000.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-03, Amendment No. 4 to Technical Services Agreement for Newton Falls Sewer System Capital Project with the Town of Clifton, was unanimously approved.

5. Resolution No. 2016-02-04 is a Technical Services Agreement for a water tank improvement project with the Village of Potsdam for a not to exceed contract total of $10,000.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-04, Technical Services Agreement for Water Tank Improvement Project with the Village of Potsdam, was unanimously approved.

6. Resolution No. 2016-02-05 amends the Technical Services Agreement for the wastewater treatment plant improvement project with the Village of Potsdam. C. Tuttle noted the not to exceed total in the resolution should be $60,000 (not $70,000). Services include general administration, and design and construction technical assistance.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-05, Amendment No. 2 to Technical Services Agreement for Wastewater Treatment Plan Improvement Project with the Village of Potsdam, was unanimously approved.

7. Resolution No. 2016-02-06 amends the Technical Services Agreement for New York State Department of Transportation State Road 970L related to electrical and sewer lateral improvements with the Village of Clayton, for a not to exceed contract amount of $50,000. The additional expenses of this amendment are $45,000.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-06, Amendment No. 1 to Technical Services Agreement for the New York State Department of Transportation Station Road 970L Electrical and Sewer Lateral Improvement Project with the Village of Clayton, was approved, with S. Hunt abstaining from the vote.

G. Turck entered the meeting.

8. Resolution No. 2016-02-07 authorizes a GIS hosting agreement with Franklin County for a five year term with incremental increases beginning in the second year.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-07, Authorizing GIS Data Integration and Hosting Agreement with the Village of Saranac Lake, was unanimously approved.
9. Resolution No. 2016-02-08 authorizes a Geographic Information System (GIS) data integration and hosting agreement with the Village of Saranac Lake for a five year term. The Authority would provide services to integrate the existing Village GIS data into the Development Authority’s database and provide hosting services within the Internet Mapping Application.

   Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-08, Authorizing GIS Data Integration and Hosting Agreement with the Village of Saranac Lake, was unanimously approved.

10. Resolution No. 2016-02-16 amends the FY 2015-2016 Solid Waste Management Facility Capital Budget by transferring $20,000 from the Repair/Expand Entrance Turn-Around project it to the Relocation Entrance Gate project.

   Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-16, Amending FY 2015-2016 Solid Waste Management Facility Capital Budget, was unanimously approved.

11. Resolution No. 2016-02-17 designates the Development Authority as Lead Agency under the SEQR Act for consideration of conducting a timber sale. This is classified as a Type I Action having no adverse environmental impact. The Executive Director will file and publish the Negative Declaration for the project and take whatever steps are necessary to carry out the Resolution.

   Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-17, Designating the Development Authority of the North Country as Lead Agency Under the State Environmental Quality Review Act for the Consideration of Conducting a Timber Sale Classifying the Project as a Type I Action, Determining That the Project Will Not Have a Significant Adverse Environmental Impact and Taking Action on the Project, was unanimously approved.

   A. Calligaris asked how much revenue is expected from the timber sale. R. LeClerc responded the estimate is around $35,000.

12. Resolution No. 2016-02-18 amends the Operations and Maintenance Service Agreement for Sewer District No. 2 with the Town of Champion. The Town of Champion will compensate the Development Authority over a two year period for a total amount of $15,293.

   Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-18, Amendment No. 1 to Operations and Maintenance Service Agreement for Sewer District No. 2 with Town of Champion, was unanimously approved.

13. Resolution No. 2016-02-19 authorizes a Sewer Service Agreement with Town of Pamela for the Town of Pamela Sewer District No. 9. The Town would like to connect its Sewer District No. 9 to the Authority’s Fort Drum to City of Watertown Sewer Line.

   Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-19, Authorizing Sewer Service Agreement with Town of Pamela for Town of Pamela Sewer District No. 9, was unanimously approved.
14. Resolution No. 2016-02-20 authorizes an Operations and Maintenance Service Agreement with the Town of Pamela Sewer District No. 9 for a total amount of $2,600 for one year.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-20, Authorizing Operations and Maintenance Service Agreement with Town of Pamela Sewer District No. 9, was unanimously approved.

15. Resolution No. 2016-02-21 amends the Operations and Maintenance Service Agreement for Sewer District No. 4 with the Town of LeRay for two years in the amount of $7,405.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-21, Amendment No. 1 to Operations and Maintenance Service Agreement for Sewer District No. 4 for Town of LeRay, was unanimously approved.

16. Resolution No. 2016-02-22 authorizes an Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners for a term of one year in the amount of $95,677.19.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2016-02-22, Authorizing Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners, was unanimously approved.

17. Resolution No. 2016-02-23 authorizes an Operations and Maintenance Service Agreement with the Town of Gouverneur for a term of five years for a total amount of $111,538.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2016-02-23, Authorizing Operations and Maintenance Service Agreement with the Town of Gouverneur, was unanimously approved.


Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-24, Authorizing the Executive Director to Execute a Water Service Agreement Extension for Village of Chaumont, was unanimously approved.

19. The meeting adjourned at 9:54 am.

Respectfully submitted,

[Signature]

Alex MacKinnon
Acting Chairman, Facilities Committee

In the absence of Chairman Fredrick Carter