MINUTES
FACILITIES COMMITTEE MEETING
Thursday, December 10, 2015 – 10:30 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, December 10, 2015.

Committee Members Present:
Richard Lucas
William Archer
James Hollenbeck

Committee Members Absent
Fredrick Carter, Chairman
Alfred Calligaris
Alex MacKinnon
Brian McGrath

Other Board Members Present
Mary Doheny

Staff Present:
Thomas Sauter, Deputy Executive Director
Michelle Capone, Dir of Regional Development
Carrie Tuttle, Director of Engineering
Richard LeClerc, Solid Waste Facility Mgr
Patricia Pastella, Water Quality Manager
Jan Oatman, Regional Recycling Coordinator
Nicholas Moulton, Administrative Assistant

1. R. Lucas called the meeting to order at 10:32 AM and turned the meeting over to T. Sauter.

2. C. Tuttle stated that Resolution No. 2015-12-119 is a resolution that relates to Authority services provided to the Town of Hermon in conjunction with the dissolution process and is for a not to exceed cost of $30,000 for a period of one year. The Authority administered dissolution study with Hermon over the last year with a vote occurring in October and the dissolution being effective December 31, 2016.

   Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-119, Technical Services Agreement for Municipal Dissolution Implementation with the Town of Hermon, was unanimously approved.

3. Resolution No. 2015-12-120 is a similar agreement for Authority services with the Village of Hermon. The scope of services include development of an asset management plan, assisting with other services such as working through IT integration with the Town, and matters dealing with real property that the Village owns but doesn’t presently use. The agreement is for a not to exceed amount of $20,000 for a period of one year. The Authority will be reimbursed through a Department of State grant.

   Upon a motion by J. Hollenbeck, and seconded by W. Archer, Resolution No. 2015-12-120, Technical Services Agreement for Municipal Dissolution implementation with the Village of Hermon, was unanimously approved.
4. Resolution No. 2015-12-121 is a Memorandum of Understanding detailing the support services that St. Lawrence County will provide to the Authority in the development of a Comprehensive Plan for a not to exceed cost of $7,000. M. Capone and C. Tuttle have been working with St. Lawrence County.

   Upon a motion by J. Hollenbeck, and seconded by W. Archer, Resolution No. 2015-12-121, Memorandum of Understanding with St. Lawrence County Planning for Assistance with Comprehensive Plan for the Town of Hermon, was unanimously approved.

5. Resolution No. 2015-12-122 is a resolution for a new Technical Services Agreement with the Village of Potsdam to conduct a water sewer study and make recommendations on how to modify their billing structure so that charges reflect the fixed fees in their budget. The contract is for a not to exceed amount of $7,000.

   Upon a motion by J. Hollenbeck, and seconded by W. Archer, Resolution No. 2015-12-122, Technical Services Agreement for Water/Sewer Rate Analysis with the Village of Potsdam, was unanimously approved.

6. Resolution No. 2015-12-123 is an amendment to the SCADA Services Agreement with the Town of Gouverneur. The Authority’s scope of work is for installing SCADA at the lift stations. There is no current contract with the Town of Gouverneur to do this work but the Authority has been asked for additional items to be tied into SCADA system. The amendment incorporates these changes and is for a contract amount not to exceed $34,500.

   Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-123, Amendment No. 1 to the SCADA Services Agreement with the Town of Gouverneur for the Water Pollution Control Facility Closure Project, was unanimously approved.

7. Resolution No. 2015-12-124 is an amendment to the GIS Hosting Agreement with St. Lawrence County. The Authority offered St. Lawrence County GIS hosting at no cost for one year. The fee based GIS hosting agreement for is for a period of five years at $1,200 a year with an increase to $1,400 a year in year five.

   Upon a motion by J. Hollenbeck, and seconded by W. Archer, Resolution No. 2015-12-124, Amendment No. 1 to the GIS Hosting Agreement with St. Lawrence County, was unanimously approved.

8. Resolution No. 2015-12-125 is an agreement with Lewis County for a free year of hosting of GIS services (similar to St. Lawrence County’s agreement last year). The program will be re-evaluated after one year.

   Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-125, Authorizing the Development Authority of the North Country to Enter into a Geographic Information System Hosting Agreement with Lewis County, was unanimously approved.

9. Resolution No. 2015-12-126 is a Technical Services Agreement to update an asset management plan with the Village of Antwerp for a not to exceed contract amount of $3,000.
Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-126, Technical Services Agreement for Asset Management Plan Update with the Village of Antwerp, was unanimously approved.

10. R. LeClerc stated Resolution No. 2015-12-131 authorizes the filing of an application for state assistance for reimbursement for household hazardous waste hosting throughout the year and is an annual resolution. J. Oatman stated the reimbursement is for 50% reimbursement. The total revenue for the events are at averaging $25,000-$30,000. R. Lucas asked if these are still viable events. R. LeClerc stated participation is about 100 participants at each event. J. Oatman noted the change is that there are excluded items from the program like the current e-waste law.

Upon a motion by J. Hollenbeck, and seconded by W. Archer, Resolution No. 2015-12-131, Authorizing the Filing of an Application for a State Assistance from the Household Hazardous Waste (HHW) State Assistance Program and Signing of the Associate State Master Grant Contract Under the Appropriate Laws of New York State, was unanimously approved.

11. Resolution No. 2015-12-132 offers additional incentives to counties that are interested in going to single stream recycling. The Authority is no longer offering recycling rebates and this provides additional incentives to counties that are interested in participating in single stream. The Development Authority will contribute 33% of capital investments by county to implement single stream recycling not to exceed $100,000 per county and $5/ton reimbursement for recyclable materials delivered to an Authority-approved single stream recycling processing facility. The program will operate on a trial basis for the next 15 months and will then be re-evaluated.

Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-132, Authorizing Financial Incentives for Single Stream Recycling Initiatives, was unanimously approved.

12. P. Pastella stated that Resolution No. 2015-12-133 is a new one year service operations/maintenance and administrative service agreement with the Route 3 Sewer Board for a total amount of $95,677.19.

Upon a motion by W. Archer, and seconded by J. Hollenbeck, Resolution No. 2015-12-133, Authorizing Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners, was unanimously approved.

13. R. Lucas adjourned the meeting at 10:49 AM.

Respectfully submitted,

[Signature]
Richard Lucas
Acting Chairman, Facilities Committee

*In the absence of Chairman Fredrick Carter*