MINUTES
FACILITIES COMMITTEE MEETING
Thursday, August 24, 2017 - 1:15 pm
Materials Management Conference Room
23400 NYS Route 177, Rodman, New York

The Development Authority of the North Country Facilities Committee met in regular session at the Materials Management Conference Room, 23400 NYS Route 177, Rodman, New York, on Thursday, August 24, 2017, at 1:15 pm.

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

Committee Members Absent
Alfred Calligaris
Brian McGrath
Gary Turck

Staff Present
James Wright, Executive Director
Carrie Tuttle, Director of Engineering
Michelle Capone, Dir of Regional Development
Richard LeClerc, Manager, MMF
Laurie Marr, Director of PR/Communications
Carl Farone, Comptroller
David Wolf, Director of Technology
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Other Board Members Present
John Johnson, Jr.
Thomas Hefferon
Margaret Murray
Mary Doheny

1. Chairman Carter opened the meeting at 1:35 pm and turned the meeting over to C. Tuttle

2. Resolution No. 2017-08-84 authorizes a second amendment to the Technical Services Agreement with the Village of Clayton for an additional amount of $20,000, bringing the not to exceed amount of the contract to $45,000, to cover the Authority’s expanded scope of services to include project management and fiscal coordination tasks related to the construction phase of the project.

   Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2017-08-84, Technical Services Agreement - Village of Clayton – Water Treatment System Improvement Project, was unanimously approved.

3. Resolution No. 2017-08-85 authorizes an amendment to the Technical Services Agreement with the Town of Tupper Lake for the Municipal Office Access Improvement Project for an additional cost of $9,800, bringing the not to exceed amount of the contract to $24,800. The Authority has been requested to develop architectural drawings of the proposed improvements to the Town Hall and to incorporate the scope of services into the Authority’s existing contract with the Town.
Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2017-08-85, Technical Services Agreement – Town of Tupper Lake – Municipal Office Access Improvement Project, was unanimously approved.

4. Resolution No. 2017-08-86 authorizes a SCADA Services Agreement with the Village of Antwerp for their Water Plant Controls Upgrade. The Village requested the Authority provide two proposals: Option A will update the Remote Terminal Unit and Touchscreen display at the Water Plant at a not to exceed cost of $14,500; Option B will update the RTU and Touchscreen display at the Water Plant, the RTU at the Water Tower, and integrate the Water Plant with the Village’s existing SCADA system used at the Wastewater Plant, at a not to exceed cost of $20,000.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2017-08-86, SCADA Services Agreement – Village of Antwerp – Water Plant Controls Upgrade, was unanimously approved.

5. Resolution No. 2017-08-87 is a third amendment to the Technical Services Agreement with the St. Lawrence County Industrial Development Agency for additional work requested of the Authority, resulting in additional expenses of $10,000, bringing the not to exceed amount of the contract to $76,000.

F. Carter asked who enforced the minority bid. C. Tuttle responded that if the customer is receiving outside funding then the project manager oversees that those requirements are maintained and tracked. It is in the Authority’s best interest that these stipulations are adhered to so that the Authority is paid.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2017-08-87, Technical Services Agreement – St. Lawrence County Industrial Development Agency – Engineering and Redevelopment Planning Assistance – Former Jones & Laughlin Ore Processing Facility, was approved, with S. Hunt abstaining from the vote.

6. Resolution No. 2017-08-88 authorizes a Technical Services Agreement with the Village of Heuvelton for a total not to exceed contract amount of $1,500 and involves the Authority’s assistance in the process of applying for funding through the Municipal Restructuring Fund by the Village.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2017-08-88, Technical Services Agreement – Village of Heuvelton – Wastewater Treatment Plant – Municipal Restructuring Fund, was unanimously approved.

7. Resolution No. 2017-08-89 authorizes Water Quality Management Services with the Village of Malone and entails providing a part-time Water Quality Supervisor to serve as the primary support for the contract with additional staff support from the Authority’s Project Engineers, Controls Engineers, and Operations staff. The term of the contract is five years with a Year 1 contract amount of $67,900 and Year 5 at $114,700.
Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2017-08-89, Management Services Agreement – Village of Malone – Wastewater Facilities, was unanimously approved.

8. J. Wright presented Resolution No. 2017-08-90 which authorizes the transfer of $200,000 from the Landfill Gas Reserve to Capital Project 20111 (Landfill Gas Development). The Executive Director and Comptroller are authorized to initiate the transfer and related adjustments to the reserve and capital projects.

Upon a motion by J. Hollenbeck, and seconded by S. Hunt, Resolution No. 2017-08-90, Capital Budget FYE 2018 – Materials Management Landfill Gas Reserve – Landfill Gas Well Development, was unanimously approved.

9. Resolution No. 2017-08-98 increases Capital Project 30614 of the Technology Division Capital Budget FYE 2018 by $530,000. The Development Authority received a request from Avangrid/Iberdrola USA to provide a 20 year IRU for a 10 Gigabit per second wavelength from Plattsburgh to Syracuse with access points throughout the North Country.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2017-08-98, Capital Budget FYE 2018 – Technology Division – Avangrid/Iberdrola USA (NYSEG) Agreement, was unanimously approved.

10. Resolution No. 2017-08-99 authorizes an Operations and Maintenance Service Agreement with the Village of Alexandria Bay for a total of $244,812 for a five year term for the Village’s sewer facilities, and weekend services for its water facilities.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2017-08-99, Operations and Maintenance Service Agreement – Village of Alexandria Bay – Wastewater Services, was unanimously approved.

11. The meeting adjourned at 1:49 pm.

Respectfully submitted,

Fredrick Carter
Chairman, Facilities Committee