



MINUTES

FACILITIES COMMITTEE MEETING

Monday, December 16, 2019 – 10:00 AM

State Office Building – Conference Room 100, 1st Floor

317 Washington Street, Watertown, New York

The Development Authority of the North Country Facilities Committee met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Monday, December 16, 2019 at 10:20 am.

Committee Members - Present

Dennis Mastascusa, Chairman
Alfred Calligaris
Alex MacKinnon
James Hollenbeck
Steve Hunt
Gary Turck

Committee Members - Absent

Brian McGrath

Other Board Members Present

Frederick Carter
Mary Doheny
Thomas Hefferon
John Johnson, Jr.
Margaret Murray

Staff Present:

James W. Wright, Executive Director
Carl Farone, Deputy Executive Director, Chief Financial Officer
Michelle Capone, Director, Regional Development Division
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Manager, Water Quality Division
Patricia Pastella, Manager, Materials Management Division
Jennifer Staples, Director of Information Systems
Carrie Tuttle, Director, Engineering and Environmental Division
David Wolf, Director, Technology Division
Angela Marra, Executive Assistant
Melissa Durant, Administrative Associate
Nicholas Moulton, IT Analyst

1. Chairman Mastascusa opened the meeting 10:20 AM.
2. J. Wright called the roll to determine a quorum was present.

3. Resolution No. 2019-12-119 approves the Technical Services Agreement for the REDI Improvement Project between the Authority and the Village of Alexandria Bay. Executive Director is authorized and directed to execute said agreement.

C. Tuttle explained that the Village of Alex Bay was awarded funding to proceed with some work related to their docks and boat launches as a result of the flooding damage that happened.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2019-12-119, approving the Technical Services Agreement, Village of Alexandria Bay, REDI Improvement Project, was approved by the Facilities Committee. S. Hunt recused himself from the vote.

4. Resolution No. 2019-12-120, approves the Technical Services Agreement for the REDI Improvement Project between the Authority and the Village of Clayton. The Executive Director is authorized and directed to execute this agreement.

C. Tuttle explained this is a similar resolution to 2019-12-119, but for the Village of Clayton.

Upon a motion by G. Turck, and seconded by J. Hollenbeck, Resolution No. 2019-12-120, approving the Technical Services Agreement, Village of Clayton, REDO Improvement Project, was approved by the Facilities Committee. S. Hunt recused himself from the vote.

5. Resolution No. 2019-12-121, approves the Technical Services Agreement Amendment No. 3, between the Authority and the Village of Clayton. The resolution authorizes the Executive Director to execute this agreement amendment.

C. Tuttle stated that this amendment is related to several factors, such as the DOT schedules for completion being extended as they are doing the work over a two year period now instead of the one year originally planned. There are also additional water and sewer issues that they have run into once the excavation was started.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2019-12-121, Technical Services Agreement Amendment No. 3, Village of Clayton, New York State Department of Transportation Road 970L, Electrical & Sewer Lateral Improvements Project, was approved by the Facilities Committee. S. Hunt recused himself from the vote.

6. Resolution No. 2019-12-122, approves the Technical Services Agreement Amendment No. 4 between the Authority and the Village of Carthage. The resolution further authorizes and directs the Executive Director to execute the agreement.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2019-12-122, approving the Technical Service Agreement Amendment No. 4, Village of Carthage, Water Pollution Control Facility, was approved by the Facilities Committee. S. Hunt recused himself from the vote.

7. Resolution No. 2019-12-125, authorizes an increase to capital project 30640 for Customer Network Construction of \$175,000, for a total appropriation of \$600,000. This resolution further authorizes the Comptroller to transfer said additional appropriation from the Telecommunications Reserve Fund.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2019-12-125, authorizing the Customer Network Construction, Telecommunication Division. Capital Project Amendment FYE 2020, was unanimously approved by the Facilities Committee.

8. Resolution No. 2019-12-126, authorizing the Authority to enter into an Operations and Maintenance Service Agreement with the Town of Diana. This resolution further authorizes the Executive Director to execute all necessary agreements.

Upon a motion by G. Turck, and seconded by A. Calligaris, Resolution No. 2019-12-126, approving the Operations and Maintenance Service Agreement, Town of Diana Water District, was unanimously approved by the Facilities Committee.

9. Resolution No. 2019-12-127, authorizing the Authority to enter into an Operations and Maintenance Service Agreement with the County of Jefferson. This resolution further authorizes the Executive Director to execute all necessary agreements.

Upon a motion by J. Hollenbeck, and seconded by G. Turck, Resolution No. 2019-12-127, approving the Operations and Maintenance Service Agreement, County of Jefferson, Water and Sewer Facilities, was unanimously approved by the Facilities Committee.

10. Resolution No. 2019-12-128, authorizes the Authority to enter into an Operations/Maintenance and Administrative Service Agreement with the Route 3 Sewer Facilities Board of Commissioners. This resolution further authorizes the Executive Director to execute all necessary agreements.

Upon a motion by G. Turck, and seconded by A. Calligaris, Resolution No. 2019-12-128, approving the Operations and Maintenance Service Agreement, Town of Diana Water District, was unanimously approved by the Facilities Committee.

11. Resolution No. 2019-12-129, approves the Technical Services Agreement Amendment between the Authority and the Village of Gouverneur. The resolution further authorizes and directs the Executive Director to execute the agreement.

C. Tuttle explained this resolution is related to the municipal hydroelectric mobility study that we have been working on with the village and town cooperatively. They have asked the Authority to continue to participate in the project now that they are going to be hiring a contractor to work as a community choice aggregate administrator.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2019-12-129, Technical Services Agreement Amendment, Village of Gouverneur, Regional Municipal Hydroelectric Feasibility Study, was unanimously approved by the Facilities Committee.

12. Resolution No. 2019-12-130, approves the Technical Services Agreement Amendment No. 3 between the Authority and the Village of Potsdam. The resolution further authorizes the Executive Director to execute the agreement amendment.

C. Tuttle stated that at the completion of the base scope of services there was \$1 million remaining in the project contingency, so the village requested additional services be provided by the contractor. This will extend the duration of the contract thru the summer of 2020, and increase the Authority's scope of services.

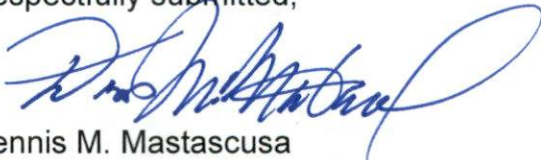
Upon a motion by G. Turck, and seconded by A. MacKinnon, Resolution No. 2019-12-130, approving the Technical Services Agreement Amendment, Village of Potsdam, Wastewater Treatment Plant Improvement Project, was unanimously approved by the Facilities Committee.

13. Resolution No. 2019-12-131, authorizes the Water Quality Division to enter into a contract with Brymak and Associates to provide wastewater services to the U.S. Customs Service. This resolution further authorizes the Executive Director to enter into all necessary and appropriate contracts for the provision of said services.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2019-12-131, authorizing the Maintenance Service Agreement, U.S. Customs Service, Brymak and Associates, was unanimously approved by the Facilities Committee.

The meeting adjourned at 10:29 AM.

Respectfully submitted,



Dennis M. Mastascusa
Chairman, Facilities Committee

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Development Authority of
the North Country