



MINUTES

FACILITIES COMMITTEE MEETING

Thursday, February 28, 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 Thursday, February 28, 2019 at 10:00 am.

Committee Members Present

Fred Carter, Chairman
Al Calligaris
James Hollenbeck
Stephen Hunt
Alex MacKinnon
Dennis Mastascusa

Committee Members Absent

Brian McGrath

Other Board Members Present

Mary Doheny
Tom Hefferon
Margaret Murray

Staff Present

Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Brian Nutting, Manager, Water Quality
Patricia Pastella, Manager, Materials Management
Jennifer Staples, Director of Information Services
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
James Wright, Executive Director
Laurie Marr, Director of Communications and Public Affairs
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Guests

1. Chairman Carter opened the meeting 10:06 AM. F. Carter then turned the meeting over to C. Tuttle.
2. Resolution No. 2019-02-07, approving the SCADA Services Agreement, between the Authority and the Town of Brownville, for a total not to exceed contract amount of \$7,500. This resolution further authorizes the Executive Director to execute this Agreement.

Upon a motion by D. Mastascusa, and seconded by S. Hunt, Resolution No. 2019-02-07, Approving the SCADA Services Agreement, Town of Brownville, THM SCADA Integration, was unanimously approved by the Facilities Committee.

3. Resolution No. 2019-02-08, approving the Technical Services Agreement Amendment No. 2, between the Authority and the Village of Carthage. This resolution further authorizes the Executive Director to execute this Agreement.

C. Tuttle stated this is an existing technical services agreement with the Village of Carthage. This pertains to their ongoing waste water treatment plant improvement project. The project had been delayed due to the contractor.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-02-08, Approving Technical Services Agreement Amendment, Village of Carthage, Water Pollution Control Facility, was approved by the Facilities Committee. S. Hunt recused himself from the vote.

M. Doheny entered the meeting at 10:09 AM.

4. Resolution No. 2019-02-09, approves the Technical Services Agreement Amendment No. 5, between the Authority and the Town of Fine. The Executive Director is authorized and directed to execute said Agreement Amendment.

C. Tuttle stated the Town of Fine has an ongoing water system improvement project with which they have also had delays waiting for permits from the DEC and the Department of Health.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2019-02-09, Approving Technical Services Agreement Amendment, Town of Fine, Water System Improvement Project, was unanimously approved by the Facilities Committee.

5. Resolution No. 2019-02-10, approves the Technical Services Agreement Amendment No. 1, by and between the Authority and the Village of Malone. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated this resolution pertains to the study the Village of Malone is doing to evaluate the new public works facility. The Village Board decided to look at some additional alternatives and this will increase the scope of services from the Authority.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-02-10, Approving Technical Services Agreement Amendment, Project Management Agreement, Village of Malone, Public Works Facility, was unanimously approved by the Facilities Committee.

6. Resolution No. 2019-02-11, approves the Technical Services Agreement Amendment No. 1, between the Authority and the St. Lawrence County Industrial Development Agency. This resolution further authorizes the Executive Director to execute this Agreement.

C. Tuttle stated this resolution is for the phase 2 J&L Redevelopment Project. Bids for this project came in lower than our engineer's estimate resulting in additional buildings being added to the demolition list.

Upon a motion b A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2019-02-11, Approving Technical Services Agreement Amendment, St. Lawrence County Industrial Development Agency, Phase 2- Technical Services Agreement for Engineering and Redevelopment Planning, was unanimously approved by the Facilities Committee.

7. Resolution No. 2019-02-12, approves the Technical Services Agreement by and between the Authority and the Town of Alexandria, for a total not to exceed contract amount of \$11,500. The Executive Director is hereby authorized and directed to execute said Agreement.

C. Tuttle stated the Authority is currently doing an asset management plan for the Village of Alexandria Bay, and when the Town became aware of this work they requested a proposal for the Authority to provide them with similar services. This will be an asset management plan that will deal specifically with their water and waste water assets.

Upon a motion by D. Mastascusa, and seconded by S. Hunt, Resolution No. 2019-02-12, Approving Technical Services Agreement, Town of Alexandria, Asset Management Plant, was unanimously approved by the Facilities Committee.

8. Resolution No. 2019-02-13, approves the Technical Services Agreement by and between the Authority and the Town of Diana, for a total not to exceed contract amount of \$5,500. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated that the Town of Diana is working with the Authority presently as part of the Village of Harrisville Dissolution. Harrisville dissolved on December 31, 2018 and as part of that implementation plan, the town has some work that needs to be done within the former village water area.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2019-02-13, Approving Technical Services Agreement, Town of Diana, Water System Assessment Project, was unanimously approved by the Facilities Committee.

9. Resolution No. 2019-02-14, approves the Technical Services Agreement by and between the Authority and the Village of Clayton, for a total not to exceed contract amount of \$50,000. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated this resolution is for a new agreement on a new project that the Village of Clayton is pursuing for their waste water system improvements. This agreement will address some of the continuing issues with combined sanitary sewer overflows at the Riverside Dry Pump Station and the East Union Pump Station. This will expand their waste water treatment plant to be able to handle wet weather flows. The Village of Clayton did receive a significant grant award through the last round of the consolidated funding applications, and they will be pursuing additional funding. This project may not move forward to construction for another year, but this resolution will allow the Authority to provide services in the interim while they are working through design.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2019-02-14, Approving Technical Services Agreement, Village of Clayton, Wastewater System Improvement Project, was unanimously approved by the Facilities Committee.

10. Resolution No. 2019-02-15, approves the Operator of Record and Water Quality Management Services Agreement between the Authority and the Villages of Carthage and West Carthage. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated this renewal to provide water quality management services for their water pollution control facility will be a five year contract.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-02-15, Water Quality Management Services Agreement, Villages of Carthage and West Carthage, Water Pollution Control Facility, was unanimously approved by the Facilities Committee.

11. Resolution No. 2019-02-16, approves the Technical Services Agreement by and between the Authority and the Village of Alexandria Bay. The Executive Director is hereby authorized and directed to execute said Agreement.

C. Tuttle stated the Village of Alexandria Bay does have funding in place, they do have a completed design, and they are ready to go to bid. The Village does need assistance with project management and grant administration.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2019-02-16, Approving Technical Services Agreement, Village of Alexandria Bay, Church Street Water System Improvement, was unanimously approved by the Facilities Committee.

12. Resolution No. 2019-02-20, authorizes a telecommunications economic development commitment of \$100,000 from capital fund #30568 for the Jefferson Community College to purchase the technology equipment for the college's technology enhancement. The Executive Director is hereby authorized to enter into the appropriate telecommunications agreements between the college and the Authority.

J. Wright stated that back in 2010 the Authority made investments in the JCC technology system. At that time JCC was providing distance learning and utilizing our network. This funding will be for JCC to assist in linking up with the Lewis County Education Center. The Authority will again be providing the distance learning connections, which is already connected. This resolution is to upgrade some of the capabilities on the JCC end, and to facilitate communications to the Lewis County end.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2019-02-20, Telecommunications Technology Initiative, Educational Economic Development, Jefferson Community College, was unanimously approved by the Facilities Committee.

13. Resolution No. 2019-02-21, authorizes the increase to capital project #30630 for Customer Network Construction of \$100,000, an Authority appropriation total of \$700,000. The Comptroller is further authorized to transfer said additional appropriations from the Telecommunications Reserve Fund.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2019-02-21, Customer Network Construction, Telecommunications, Capital Budget Amendment, was unanimously approved by the Facilities Committee.

14. Resolution No. 2019-02-22, approves the Technical Services Agreement between the Authority and the Town of Pamela. The Executive Director is hereby authorized to execute the required and necessary agreements.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-02-22, Technical Services Agreement, Town of Pamela, Underground Utilities Location Services Agreement, was unanimously approved by the Facilities Committee.

The meeting adjourned at 10:17 AM.

Respectfully submitted,


Fredrick Carter
Chairman, Facilities Committee