



## MINUTES

### FACILITIES COMMITTEE MEETING

Thursday, September 19, 2019 – 9:30 AM

Thousand Islands Bridge Authority  
Conference Room

43530 Interstate 81, Collins Landing, Alexandria Bay  
New York 13607

The Development Authority of the North Country Facilities Committee met in regular session at the Thousand Islands Bridge Authority Conference Room, 43530 Interstate 81, Collins Landing, Alexandria Bay, New York on Thursday, September 19, 2019 at 9:30 am.

#### **Committee Members - Present**

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

#### **Committee Members - Absent**

Steve Hunt  
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, Information Technology Technician

1. Chairman Mastascusa opened the meeting 9:31 AM.
2. Resolution No. 2019-09-90, authorizing the Executive Director to enter into a GIS hosting agreement in accordance with the terms of the contract with the Village of Alexandria Bay.

C. Tuttle stated this resolution was originally part of a prior Operations and Maintenance (O&M) agreement, but the O&M portion is being cancelled, so now the GIS portion is separate.

A. Calligaris asked if they were still not using the Authority for Water Quality. J. Wright responded that in consolidating, they also consolidated operators and no longer required the Authority's Water Quality O&M services. C. Tuttle added that this situation sometimes comes full circle, as we now have Morristown, having been consolidated in 2018, requesting a proposal for O&M Services.

Upon a motion by G. Turck, and seconded by A. Calligaris, Resolution No. 2019-09-90, GIS Hosting Agreement, Village of Alexandria Bay, was unanimously approved by the Facilities Committee.

3. Resolution No. 2019-09-91, authorizing the Executive Director to enter into the standardized GIS hosting agreements in accordance with the terms of the contracts.

C. Tuttle stated the Authority assisted this group of communities last year with a New York State Archives Grant. That work was completed on June 30<sup>th</sup> of this year in accordance with the grant. When these such projects are completed, they then convert into GIS Hosting Agreements.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2019-09-91, GIS Hosting Agreements, Town of Malone, Town of Belmont, Franklin County, was unanimously approved by the Facilities Committee.

4. Resolution No. 2019-09-92, approves the standard Technical Services Agreement between the Authority and the Town of Alexandria, for a total not to exceed contract amount of \$50,000. The resolution further authorizes and directs the Executive Director to execute the agreement.

J. Wright commented that this resolution references a standardized GIS Hosting Agreement, the same happens on the previous agreement where the agreement is attached. This was the first recommendation by the new deputy executive, that we simply reference the standardization and stop reprinting all the subsequent contracts that are identical to the previous one. If the contract is unique, you will receive a copy, and otherwise if it is a standard one this will be stated with the others.

C. Tuttle explains a bit of backstory for this resolution. This is a situation where the town had applied for some grant money several years ago. They received a significant grant in the amount of \$618,000 that required a 50% match. They had been struggling to put together a plan with the Village to execute this project and asked the Authority for help. The Authority stepped in, facilitated some meetings with the Village and the town to figure out exactly what was going to be needed, and began to put together a plan for them to move forward with this project utilizing the grant funding. At this point they were basically being threatened by the funding agency that if they didn't get this plan together quickly they were going to lose this money. The Authority put together an inter-municipal agreement between the two communities because the Village and the town have a history of not being able to agree on

things. Since this agreement was done, the Authority has completed about \$10,000 worth of work, and the Village decided to back out of the agreement and give the grant money away. The town is going to make us whole. This project is going to end because the Village is unwilling to come up with the 25% share that would be required to get the \$618,000 grant plus the 25% match from the town. All the work was going to be done in the Village, including new sidewalks, dock improvements, and streetscape improvements. Unfortunately when this went before their board, they backed out stating they didn't want to put the money on the table. They wanted the town to put all the match up and the village to not contribute anything, which the town would not agree to.

J. Johnson commented that this also resulted in a burned bridge with the Department of State for the communities, because if they try to go back and apply for money, they now have a reputation of not delivering on projects that are funded.

J. Wright stated that this is the Village that a couple years ago found a million dollars in fund balance they didn't know they had, and were begging the State to replace their docks.

F. Carter stated that he was under the impression that the new rule down on the second floor in Albany was they've got money, and they've got grants, but they've got to put the money up and then get reimbursed for it. J. Wright replied that this is correct. The town, being the lead agency, was actually going to bond for the entire amount of \$1.236 million, and the Village would have had roughly two (2) years to repay the town. C. Tuttle stated that there were many options on the table for the Village. They didn't have to come up with the cash right away, but they still didn't want to do it.

J. Wright further commented that the irony is there are not many small towns that have leadership that would take the lead to benefit their Village directly. However, the Authority still needs to contract with the town to receive our \$10,000 for services already provided.

Upon a motion by A. MacKinnon, and seconded by G. Turck, Resolution No. 2019-09-92, Technical Service Agreement, Town of Alexandria, Downtown Streetscape Improvement Project, was unanimously approved by the Facilities Committee.

5. Resolution No. 2019-09-93, approves the standard Technical Services Agreement between the Authority and the Village of Gouverneur, for a total not to exceed contract amount of \$94,310. The resolution further authorizes and directs the Executive Director to execute the agreement.

C. Tuttle presented this resolution stating this is part of the next round of archives grant project funding that has been awarded. This resolution is the data development piece that is 100% funded by New York State archives. The communities included in this grant are The Village of Gouverneur as the lead, the Village of Rensselaer Falls, and the Town of Madrid. The work will have to be completed by June 30<sup>th</sup>, 2020, and then these communities will convert into GIS hosting agreements.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2019-09-93, Technical Service Agreement, Village of Gouverneur, GIS Services, was unanimously approved by the Facilities Committee.

6. Resolution No. 2019-09-94, approves the Technical Services Agreement No. 1, by and between the Authority and the Village of Lyons Falls. The resolution further authorizes and directs the Executive Director to execute the agreement.

Upon a motion by G. Turck, and seconded by J. Hollenbeck, Resolution No. 2019-09-94, Technical Services Agreement Amendment, Village of Lyons Falls, Phase 4 Engineering and Redevelopment Planning, was unanimously approved by the Facilities Committee.

7. Resolution No. 2019-09-95, approves the Technical Services Agreement by and between the Authority and the Route 3 Sewer Facilities Board of Commissioners, for a total not to exceed contract amount of \$10,000. The resolution further authorizes and directs the Executive Director to execute the agreement.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2019-09-95, Technical Services Agreement, Rt. 3 Sewer Facilities Board of Commissioners, Asset Management Plan Project, was unanimously approved by the Facilities Committee.

8. Resolution No. 2019-09-96, authorizes the Executive Director to enter into a five year agreement (2020-2024) with the Tug Hill Tomorrow Land Trust, to be consistent with budgeted funds.

J. Wright explained this to be a renewal of an existing contract between the Authority and the Tug Hill Tomorrow Land Trust (THTLT). In 2011 when the landfill plan was beginning to expand, the Authority approached the THTLT to retain their services as a third party independent contractor that would verify our compliance with those requirements to the Federal Government, to both Fish and Wildlife and the Army Corp of Engineers. The THTLT has been providing these services for the past five (5) years. As the contract is set to expire they are interested in renewing, as is the Authority. This is a direct advantage to the Authority in that someone other than the Authority is reporting to the local community that the things being done are what the Authority said it was going to do, we are adhering to requirements, and complying with the Federal government as well as DEC. At the cost of \$3500 per year the Authority is receiving credibility within the community.

Upon a motion by A. MacKinnon, and seconded by G. Turck, Resolution No. 2019-09-96, Independent Stewardship Services, Tug Hill Tomorrow Land Trust, Materials Management Division, was unanimously approved by the Facilities Committee.

9. Resolution No. 2019-09-105, authorizes the Executive Director to enter into an Operations and Maintenance Service Agreement with the Village of Heuvelton. The resolution further authorizes the Executive Director to execute the required and necessary agreements.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2019-09-105, Operations and Maintenance Service Agreement, Village of Heuvelton, Water and Sewer Districts, was unanimously approved by the Facilities Committee.

The meeting adjourned at 9:47 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dennis Mastascusa", written over the printed name.

Dennis Mastascusa  
Chairman, Facilities Committee

*[Faint, illegible handwritten text]*