



SARATOGA COUNTY WATER AUTHORITY

JOHN E. LAWLER, CHAIRMAN
ED HERNANDEZ, P.E., EXECUTIVE DIRECTOR

260 BUTLER ROAD, GANSEVOORT, NY 12831
TELEPHONE: (518) 761-2058
FACSIMILE: (518) 792-4942
www.saratogacountywaterauthority.com

THOMAS K. CUMM
ANITA M. DALY
ARTHUR J. JOHNSON
DARREN O'CONNOR
JAMES M. SMITH
TIMOTHY SZCZEPANIAK

SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, JANUARY 24, 2019 @ 3:30 P.M.

PRESENT: Chairman John Lawler, Vice Chair Anita Daly, Supervisor Darren O'Connor, Supervisor Art Johnson, Jim Smith; also Jim Edwards, P.E. of C.T. Male Engineering, Executive Director Ed Hernandez and General Counsel Leah Everhart, Esq. **ABSENT:** Treasurer Tom Cumm and Deputy Treasurer Tim Szczepaniak.

Chairman Lawler called the regular meeting to order at 3:30 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room One.

Motion was made by Ms. Daly and seconded by Mr. Johnson to adopt the draft minutes of the December 20, 2018 meeting minutes as the official minutes of that meeting. Motion passed unanimously.

(As is the practice of the Board, the Board waived a reading of the draft minutes and the adopted minutes include the long form resolutions that were passed at said meeting and the Board waived the reading of the long form resolutions.)

Reports:

Production: Mr. Hernandez reported that production data for the month of December 2018 was 4.91 MGD. Rolling annual average was 5.86 MGD.

Financial: Mr. Hernandez discussed the financial reports through December 31, 2018. Revenues for the year were budgeted at \$5.25 million while actual revenues were \$6.16 million. Budgeted expenses for the year were \$1.93 million while actual expenses were \$1.72 million. Estimated cash available for operations at March 1, 2019 after the next debt service payment of \$809,272 is estimated at \$1.74 million.

Capital Projects:

Mr. Hernandez introduced Jim Edwards of C.T. Male, the contracted engineering firm for the Halfmoon Transmission Main Project. He thanked Mr. Hernandez and stated that the good news was the project had been put out to bid with a return date of February 25. He noted that he had worked with the Town Attorney and Stillwater Town engineering firm to resolve any final issues. He was hopeful that there would be a lot of interest in this project from contractors. Mr. Edwards stated that the target start date was April 15th with an end date for completion of November 15th. Chairman Lawler inquired if the Town of Stillwater issues had all been addressed. Ms. Everhart stated that the Stillwater Town Attorney was working on an Intermunicipal Agreement to resolve an easement issue with the Town. Chairman Lawler requested that Mr. Hernandez notify the Town of Halfmoon officials that the project was out to bid.

Motions & Resolutions:

Motion was made by Mr. Johnson and seconded by Mr. O'Connor to approve four budget transfers.

They are as follows:

- NYS Retirement Expense to Health Insurance \$6,500
- Payroll Tax Expense to NYS Disability Expense \$500
- Prof. Svces: Legal to Misc. Prof. Svces. \$2,000
- Postage Expense to Waste Removal \$200

Motion carried unanimously. (2019-0001)

Motion was made by Mr. O'Connor and seconded by Mr. Smith to authorize the payment of the monthly vouchers at a cost of \$127,858.73 in operating costs, \$12,055.56 in Halfmoon Project Costs and \$29,000 in Storage Building Project expenses. Ms. Alden addressed the Board that there was one late addition to the approved voucher list. A voucher to NYS Dept. of State for a building permit fee in the amount of \$811.20 for the Storage Building Project. **Motion carried unanimously. (2019-0002)**

Mr. Hernandez next requested the Board consider authorizing the Chairman to execute an easement from Luther Forest Tech Campus Economic Development Corporation. The purpose of the easement is for the Halfmoon Transmission Project. **Motion was made by Ms. Daly and seconded by Mr. O'Connor to authorize the Chairman to execute the Easement on behalf of the Water Authority. Motion carried unanimously. (2019-0003)**

The next agenda item to award the Phase II Expansion Project Engineering contract. Request for Proposals (RFPs) were sent to various engineering firms. The RFP, the selected engineering firms and the proposals received were reviewed by the engineering committee. Two firms submitted proposals. Darren O'Connor indicated that the engineering committee is recommending Delaware Engineering based on the qualifications presented in the proposals. **Motion was made by Ms. Daly and seconded**

by Mr. Smith to award the contract to Delaware Engineering at a cost of \$662,540. Motion carried unanimously. (2019-0004)

At this time, Ms. Everhart stated that at last month's meeting a Public Hearing was held for members of the public to make comment regarding the Authority acquiring permanent and temporary easements in relation to the Halfmoon Transmission Project. There was no one present from the public at that Hearing and the Chairman held the meeting open until today's meeting for any further comment. **Bearing no one present to comment and no written communications were received, Chairman Lawler recommended to close the Public Hearing at 3:57 p.m. on January 24, 2019. Motion was made by Mr. Smith and seconded by Mr. Johnson to close the Public Hearing. (2019-0005)**

The next matter before the Board was a **Resolution Approving the Appraisal Reports from Empire State Appraisal Consultants for two parcels the Authority is seeking four permanent easements and one temporary easement as part of the Halfmoon Project.** Ms. Everhart spoke regarding the complexities in acquiring these two easements and that the Authority may have to pursue an Eminent Domain action to accomplish that. Therefore, the two easements were appraised with a valuation of \$1,460 and \$15 respectively. Chairman Lawler inquired which direction would be most expedient to acquire the. She explained this would be the first step in moving forward with the Eminent Domain action. There were no objections at the Public Hearing held prior to this meeting. **Motion made by Mr. Cumm and seconded by Mr. O'Connor. Motion carried unanimously. (2019-0006)**

The next matter was a **Resolution Finding That Condemnation of Easement Rights Furthers a Public Purpose and Adopting a Statement of Determinations and Findings.** Ms. Everhart spoke regarding the procedures under way on condemnation. **Motion was offered by Mr. Johnson and seconded by Mr. O'Connor to approve the Resolution. Motion carried unanimously. (2019-0007)**

New Business:

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, February 28, 2019 at 3:30 p.m. Mr. Lawler stated he would not be available for that meeting and Mr. Cumm would not be as well. The Finance, Governance and Audit Committees will meet on March 28th, 2019 to review the 2018 Fiscal Audit, approve documents for posting to PARIS and approve documents for the SCWA website annual posting requirements.

Ms. Daly then spoke regarding her attendance at an Economic Development conference next week. She stated she had requested from the Executive Director a report on the facts and figures of the Water Authority since its inception. She distributed the report and stated how pleased she was with what he had produced for her.

With no further action, motion to adjourn was made by Mr. O'Connor and seconded by Mr. Johnson. Motion passed and meeting was adjourned at 4:08 p.m.

**Respectfully Submitted,
Carol A. Alden, Confidential Secretary**