



# SARATOGA COUNTY WATER AUTHORITY

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## SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES WEDNESDAY, MAY 25, 2017 @ 3:00 P.M.

**PRESENT:** Chairman John Lawler, Treasurer Tom Cumm, Deputy Treasurer Tim Szczepaniak, Supervisor Art Johnson, Board Members Darren O'Connor and Jim Smith; Executive Director Ed Hernandez, General Counsel Mark Schachner, Esq. **ABSENT:** Vice Chair Anita Daly.

Chairman Lawler called the regular meeting to order at 3:00 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room One.

**Motion was made by Mr. Szczepaniak and seconded by Mr. Johnson to adopt the draft minutes of the April 27th, 2017 Meeting minutes as the official minutes of that meeting.** One correction was requested by counsel to reflect that Leah Everhart, Esq. was in attendance at that meeting. **Motion to adopt the revised minutes was adopted 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.)

**At 3:10 p.m., motion was offered by Supervisor Johnson and seconded by Chairman Lawler to adjourn to Executive Session to discuss privileged attorney client matters relating to a contractual matter. Unanimous.**

**At 3:50 p.m. motion was made by Mr. Smith and seconded by Mr. Cumm to return to open session. Unanimous.**

**Resolution was made by Mr. Cumm and seconded by Mr. Szczepaniak to authorize Adirondack Mountain Engineering to proceed with preparation of the EFC Inter-Municipal grant application related to the Halfmoon pipeline extension in an amount not-to-exceed \$2,000. Unanimous. (2017-0019)**

**Reports:**

**Production:** Mr. Hernandez reported that production data for the month of April 2017 was 5.07 MGD. Rolling annual average was 5.31 MGD.

**Financial:** Mr. Hernandez discussed the financial report through April 30, 2017. Revenues for the year were budgeted at \$1.7 million while actual revenues were \$1.65 million. Budgeted expenses through April 30th, 2017 were \$622,000 while actual expenses were \$489,000. Estimated cash available for operations at June 1, 2017 is \$2.95 million. Next scheduled debt service payment was \$181,000 on June 1 for the Series 2014 Bonds.

**Motions & Resolutions:**

**Motion was made by Mr. Johnson and seconded by Mr. Szczepaniak to authorize the payment of the monthly vouchers at a cost of \$87,303.13 in operating costs.** Mr. Cumm had one inquiry regarding a voucher payment to North Country Plumbing and Heating for replacement of HVAC in the parts room of the admin building. He inquired if this work was necessary and pre-authorized. Mr. Hernandez responded that the work was necessary as the existing unit was not functioning and would be costly to repair. He also stated that the SCWA Purchasing Policy was followed. Mr. Hernandez then discussed a potential plan to convert the existing meeting/storage/breakroom to a library/meeting room and move the lunch facilities to the existing parts room. He noted that nothing other than planning had been done to this point. Discussion ensued regarding non-essential projects and Board authorization for any type of expenditures of that nature. Mr. Hernandez suggested perhaps the Board could review the Procurement Policy for clarity. **Motion carried unanimously. (2017-0020)**

Mr. Hernandez then discussed the recent Water Treatment Chemical bids and outlined each bid response and the associated cost savings for each type of chemical as a result of the bidding. He stated a significant cost savings had resulted from the bidding. He reviewed his recommendations for award of the chemical contracts for Polyaluminum Chloride, Sodium Hypochlorite, Sodium Hydroxide and Citric Acid. He noted that he was not prepared to recommend award of the Ortho-polyphosphate contract until further testing and DOH approvals had been conducted. **Motion was made by Mr. Cumm and seconded by Mr. Johnson to award the following contracts for a term of one year with the option of renewal for up to three years:**

**Poyaluminum Chloride to Holland Chemical at \$1.07 per gallon.**

**Sodium Hypochlorite to Surpass Chemical at \$.767 per gallon.**

**Sodium Hydroxide 25% to Slack Chemical at \$.92 per gallon.**

**Citric Acid to Slack Chemical at \$4.95 per gallon.**

**Ortho-polyphosphate to Shannon Chemical contingent on necessary approvals.**

**Motion carried unanimously. (2017-0021)**

The next item on the agenda, a contract for underground location services presented by USIC Location Services of Indiana, f/k/a Premier Locating, was tabled at the recommendation of counsel due to some contractual language that was problematic.

**Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to adopt the Standard Work Day Resolution for RS2418 for all positions at the Authority at 8 hours per day.** This long form resolution was the result of a recent State Comptrollers recommendation, despite it being outlined in the SCWA Personnel Policy Manual. **Motion carried unanimously. (2017-0022)**

**Old Business:**

Mr. Schachner then discussed his interpretations of the recent communication from the NYS Dept. of Labor regarding the Public Work Enforcement Fund. He noted that there appeared to be some discrepancy as to the requirements and recommended tabling of the matter until further information was forthcoming.

Mr. Schachner discussed there was nothing further to report on the Saratoga County IDA Lease closeout documents at this time.

Mr. Hernandez requested that the Board authorize him to reach out to C. T. Male Associates to forward a proposed contract for Engineering Services for the Halfmoon Waterline Extension. C. T. Male Associates was the firm recommended by the Engineering Committee review conducted in 2016. After some discussion regarding the necessity to have this contract in place in order to proceed with the EFC grant application a **motion was made by Mr. O'Connor and seconded by Mr. Cumm to Award the Contract for Professional Engineering Services and to Authorize the Chairman to execute a contract with C. T. Male Associates in the amount of \$219,000 in a form acceptable to counsel. Unanimous. (2017-0023)**

**New Business:**

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, June 22, 2017 at 3:00 p.m.

Mr. Hernandez then discussed the Long Term Capital Plan items for 2018. The first item was the design and construction of a Storage Barn for material inventories, plows and other equipment currently exposed to the harsh weather conditions. He stated that an RFP for Professional Engineering Services had been sent out to two engineering firms to obtain proposals. He reviewed the results of the RFP with the Board. **A motion was made by Supervisor Szczepaniak and seconded by Supervisor Johnson to authorize the Chairman to execute an Agreement with Delaware Engineering for Professional Engineering**

**Services in the amount of \$39,500 in a form acceptable to counsel. Motion carried unanimously. (2017-0024)**

The next item for discussion was the Rehabilitation of the interior of the Luther Forest Water Tank in Stillwater. This project was also outlined in the 10 year Capital Plan and was slated for 2018. Mr. Hernandez stated that an RFP had been sent out to two engineering firms and then reviewed the results of same with the Board. Chairman Lawler inquired about the warranty on the interior painting of the tank as it had only been in use for six years. Mr. Hernandez stated that the typical warranty was one year, but that he would investigate that to be certain. Mr. Lawler requested that the matter be tabled until it was determined if the painting work warranty was still in effect. He noted his reluctance to award a contract to the firm responsible for the original design and oversight of the construction of the tank. Mr. Hernandez stated he would come back to the Board with his findings.

The final item discussed by Mr. Hernandez was to conduct pump evaluations of the 16 pumps at the water treatment plant and raw water pump station. Due to the extensive cost associated with replacement of these pumps, he noted that regular evaluations and maintenance be done. He stated he had sent out RFPs to several firms in the area but that only two had been returned complete. He recommended that the proposal from Siewert Equipment in the amount of \$26,440 be accepted for Hydraulic Performance Testing, Laser Shaft Alignment, Vibration Analyses, and O & M Maintenance Training for staff. **A motion was made by Mr. Cumm to authorize the contract with Siewert Equipment and was seconded by Supervisor Johnson. Motion carried unanimously. (2017-0025)**

**With no further action, motion to adjourn was made by Mr. Cumm and seconded by Mr. Szczepaniak. Motion passed and meeting was adjourned at 4:45 p.m.**

**Respectfully Submitted,**

**Carol A. Alden, Confidential Secretary**