



# SARATOGA COUNTY WATER AUTHORITY

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ED HERNANDEZ, P.E., EXECUTIVE DIRECTOR

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## SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, DECEMBER 28, 2017 @ 3:00 P.M.

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

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.

At this time, Chairman Lawler opened the Public Hearing on proposed water rates for 2018. The following Notice was read by Executive Director Ed Hernandez:

***"PLEASE TAKE NOTICE that the Saratoga County Water Authority ("SCWA") will meet at Saratoga County Municipal Complex, Building 1, 40 McMaster Street, Ballston Spa, NY 12020 (in the meeting room adjoining the Board of Supervisors meeting room) on December 21, 2017 at 3:00 p.m. for the purpose of conducting a public hearing relating to the proposal to increase the applicable municipal water charge under the subject contract by 1.5% from \$2.242 per 1,000 gallons to \$2.276 per 1,000 gallons and to increase the industrial/commercial water charge under the subject contract by 3% from \$3.095 per 1,000 gallons to \$3.188 per 1,000 gallons. At that time and place said SCWA Board will hear all persons interested in the subject thereof concerning the same. Any person may submit written views thereon in advance of said meeting in care of the SCWA at 260 Butler Road, Gansevoort, NY 12831, or may be heard in person at said meeting."***

Chairman Lawler inquired if there was anyone present who wished to speak. No persons requested to speak. Chairman Lawler requested if any written requests had been received. Mr. Hernandez stated none had been received. With no further comments, Chairman Lawler closed the Public Hearing at 3:11 p.m.

**Motion was made by Mr. Cumm and seconded by Mr. Johnson to adopt the draft minutes of the November 30, 2017 Meeting minutes as the official minutes of that meeting. Motion to adopt the minutes was unanimous.**

(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:**

At this time, Mr. Hernandez introduced Ed Vopelak, P.E. of C. T. Male Associates to discuss the status of the Engineering and Design of the Halfmoon Water Project Expansion. Mr. Vopelak discussed that his firm was currently working on easements as well as continuing design work. He noted that a draft of the specs had been completed and expected to have a final draft to Mr. Hernandez within a week. He reviewed the areas that were within existing utility easements. Mr. Hernandez inquired when he thought the project would be ready to go out to bid. Mr. Vopelak responded that his firm was expecting to be ready to bid the construction contract in late winter/early spring dependent upon acquiring all necessary easements and regulatory approvals. Chairman Lawler reiterated that the Board would prefer that all regulatory approvals be in place prior to the bid process.

**Production:** Mr. Hernandez reported that production data for the month of November 2017 was 5.09 MGD. Rolling annual average was 5.3 MGD.

**Financial:** Mr. Hernandez discussed the financial reports through November 30, 2017. Revenues year to date were budgeted at \$4.68 million while actual revenues were \$5.03 million. Year to date budgeted expenses through November 30, 2017 were \$1.75 million while actual expenses were \$1.46 million. Estimated cash available for operations at Mar. 1, 2018 after the next debt service payment is estimated at \$1.31 million. The next scheduled debt service payment is \$822,000 on March 1, 2018 for the Series 2016 Bonds.

**Legal:** Attorney Everhart stated the only item they handled for the Authority in the past month was the additional work by Adirondack Mountain Engineering for the funding applications for a potential plant expansion. Chairman Lawler inquired about the proceeds from Luther Forest EDC. Ms. Everhart stated she had nothing further on that subject.

**Motions & Resolutions:**

**Motion was made by Mr. Cumm and seconded by Mr. Szczepaniak to approve the following 2017 Budget Transfers:**

- Transfer: \$10,000 from Chemicals Expense to Equipment Parts: Plant
- Transfer: \$ 5,000 from Utilities: Electric to Plant Repairs & Maintenance
- Transfer: \$ 300 from Internet Services Expense to Training Expense

**Motion carried unanimously. (2017-0057)**

**Motion was made by Ms. Daly and seconded by Mr. O'Connor to authorize the payment of the monthly vouchers at a cost of \$132,955.44 in operating costs, \$1252.10 in Storage Barn Project Costs, and \$5,877.11 in Halfmoon Project Engineering Costs.** Mr. Cummm had one correction to the Voucher Listing Report, to correct the payment to Slack Chemical from \$5,363.64 to \$3,080.27 due to a typographical error. He stated the payment was made correctly. **Motion carried unanimously. (2017-0058)**

Mr. Hernandez discussed filling an existing water operator position open with an existing Trainee who passed the NYS DOH licensing program and now holds a 2A license, with an increase in salary of \$2,500. **Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to authorize filling the open Water Operator position and authorizing a \$2,500 increase in salary for that position. Motion carried unanimously. (2017-0059)**

The next matter was the discussion of NYS Paid Family Leave. Mr. Hernandez explained that because the Authority already carries a NYS Disability policy and also provides a voluntary FMLA policy for employees, that we can offer an optional PFL coverage for employees. He explained that the coverage is funded by employees through payroll deductions. Each employee's deduction is based upon salary and could not commence until a PFL policy had been adopted by the Board and notification provided to employees. He also explained that because the Authority is a government organization, it was exempt from the state mandate but it was available if the Board wished to provide it. He noted that an informal polling of employees stated that they were in favor of the coverage, with the exception of one employee, and understood the coverage would be funded by them. Mr. O'Connor inquired about how the Authority could function if they lose an employee for 8 to 12 weeks. Mr. Hernandez responded that the Authority already granted this leave as unpaid time through FMLA and that this simply grants a reduced salary while that employee is out caring for sick family or a new child. Mr. Hernandez stated it could potentially cost the Authority money in temporary help and overtime for existing staff if necessary. Ms. Everhart explained the three scenarios that applied to this coverage. Mr. Lawler inquired about how the premiums were set and who regulates the premiums and how they would be controlled. **Motion was made by Mr. Johnson and seconded by Mr. Szczepaniak to authorize legal counsel to draw up a draft Paid Family Leave policy for adoption by the Board. Motion also included one month of premiums not to exceed \$50 paid by the Authority until employees authorize the payroll deduction. Motion carried unanimously. (2017-0060)**

**Motion was made by Ms. Daly and seconded by Mr. O'Connor to authorize the purchase of a 2018 Ford F250 from Genesee Valley Ford in the amount of \$32,673.12.** Mr. Hernandez stated that the Authority sent a Request for Bid to the NYS OGS Vehicle Marketplace and the results were received as shown. Chairman Lawler had some concerns relating to the descriptions of the vehicles being equal. Mr. Hernandez noted that a vehicle spec had been submitted with the Request for Bid. Chairman Lawler requested that Mr. Hernandez go back to the bidders and insure that all vehicles bid were equal. Mr. Hernandez stated he would do so. **Motion was withdrawn at this time.**

**Motion was made by Ms. Daly and seconded by Mr. Johnson to approve a proposal from Hartgen Archaeological Associates for a Phase 1A Literature Review relating to the SCWA-Halfmoon Connection Project at a cost not to exceed \$3,165.00. Mr. Hernandez discussed the necessity of this review relating to the project. Motion carried unanimously. (2017-0061)**

**Motion was offered by Ms. Daly and seconded by Mr. Szczepaniak to authorize a Cyber Insurance Policy with Lloyds of London at a cost of \$5,250 for \$3 million in liability coverage. Chairman Lawler discussed the necessity of this coverage and his experiences with same. Motion carried unanimously. (2017-0062)**

The next item on the agenda was a **motion by Mr. Johnson and seconded by Mr. Szczepaniak to authorize 2% salary increases for eligible employees effective January 1, 2018. Motion carried unanimously. (2017-0063)**

**Motion was made by Mr. Cumm and seconded by Mr. O'Connor to approve the 2018 water rates to \$2.276 per thousand gallons for municipal customers and \$3.188 per thousand gallons for commercial/industrial customers. Motion carried unanimously. (2017-0064)**

**Motion was made by Mr. Szczepaniak to accept a proposal from Jefferson Solutions to perform a two year actuarial study for Post-Employment Benefit Reporting at a cost not to exceed \$3,600. Motion carried unanimously. (2017-0065)**

**New Business:**

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, January 25, 2018 at 3:00 p.m.

Mr. Hernandez then discussed the funding application and preliminary design work to be completed by his firm. Ms. Everhart confirmed that this work was acceptable within the language of the original contract with Adirondack Mountain Engineering. **Motion was made by Ms. Daly and seconded by Mr. Johnson to authorize preliminary design and funding applications for plant expansion at a cost not to exceed \$15,000. Motion carried unanimously. (2017-0066)**

**At 4:30 p.m., motion was made by Mr. Johnson and seconded by Ms. Daly to adjourn to Executive Session for privileged attorney/client discussions regarding a contractual matter. Unanimous.**

**At 4:50 p.m., motion was made by Mr. Szczepaniak and seconded by Mr. Cumm to return to open session. Unanimous.**

**With no further action, motion to adjourn was made by Mr. O'Connor and seconded by Ms. Daly. Motion passed and meeting was adjourned at 4:51 p.m.**

**Respectfully Submitted,**

**Carol A. Alden, Confidential Secretary**