



# 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 25, 2018 @ 3:00 P.M.

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

Prior to the meeting being called to order the Oath of Office was given to Mr. Smith for the new term of office. Chairman Lawler and Mr. O'Connor had previously completed their oaths. Mr. Cumm was not in attendance.

Vice Chair Anita Daly called the regular meeting to order at 3:15 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room Two.

**Motion was made by Mr. Johnson and seconded by Mr. Szczepaniak to adopt the draft minutes of the December 28, 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:**

**Production:** Mr. Hernandez reported that production data for the month of December 2017 was 5.03 MGD. Rolling annual average was 5.35 MGD.

**Financial:** Mr. Hernandez discussed the financial reports through December 31, 2017. Revenues for the year were budgeted at \$5.11 million while actual revenues were \$5.47 million. Budgeted expenses through December 31, 2017 were \$1.94 million while actual expenses were \$1.69 million. Estimated cash available for operations at Mar. 1, 2018 after the next debt service payment is

estimated at \$1.37 million. The next scheduled debt service payment is \$822,000 on March 1, 2018 for the Series 2016 Bonds.

**Legal:** Attorney Schachner reviewed the items his firm had handled during the past month. The first matter was to be discussed in Executive Session as it pertained to potential litigation. The second item was the Draft Paid Family Leave Policy. He stated there was some language in the policy that the Board must determine before a final draft could be adopted. Mr. O'Connor stated they could review that later in the meeting.

**Motions & Resolutions:**

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

- Transfer: \$15,000 from Legal Expense to Misc. Prof. Services
- Transfer: \$ 200 from Computer Equipment to Equip. Parts: Distr.
- Transfer: \$ 3,000 from Computer Equipment to Equip. Parts: Plant
- Transfer: \$ 1,500 from Chemicals to Fuel
- Transfer: \$12,000 from Contingency to Plant Rep. & Maint.
- Transfer: \$ 1,000 from Brookfield Power Exp. To Plant Rep. & Maint.
- Transfer: \$ 1,000 from Brookfield Power Exp. To Sewer District Expense
- Transfer: \$ 50 from Telephone Expense to Training Expense
- Transfer: \$ 1,250 from Telephone Expense to Water Testing Expense

**Motion carried unanimously. (2017-0067)**

**Motion was made by Mr. Smith and seconded by Mr. Johnson to authorize the payment of the monthly vouchers at a cost of \$186,049.49 in operating costs, \$472.10 in Storage Barn Project Costs, and \$19,161.29 in Halfmoon Project Costs. Motion carried unanimously. (2017-0068)**

**Motion was made by Mr. O'Connor and seconded by Mr. Smith to authorize the purchase of a 2018 Ford F250 Utility Pickup Truck from Genesee Valley Ford at a cost of \$32,673.12 Motion carried unanimously. (2017-0069)**

Chairman Lawler joined the meeting at 3:25 p.m.

At this time, Chairman Lawler assigned members to the following committees for 2018:

- Governance – Lawler, Smith, and Szczepaniak
- Audit – Daley, Johnson and O'Connor
- Finance – Cumm, Johnson and Lawler
- Personnel – Cumm, O'Connor and Smith

- Smart Growth – Daly, Johnson and Szczepaniak.

The next matter was the discussion of the Draft NYS Paid Family Leave Policy created by counsel. Mr. Schachner outlined the language in the policy that required the Board’s review and decision. (A copy of the final policy is included as a scheduled item in the minutes.) **Motion was made by Mr. Szczepaniak and seconded by Ms. Daly to adopt the SCWA Paid Family Leave Policy in its final form and to commence payroll deductions upon employee notice. Motion carried unanimously. (2017-0070)**

**New Business:**

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, February 15, 2018 at 3:00 p.m. A Finance Committee meeting was also scheduled for that day, meeting at 2:45 p.m.

**At 3:35 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 4:00 p.m., motion was made by Mr. Szczepaniak and seconded by Mr. Smith 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 4:05 p.m.**

**Respectfully Submitted,**

**Carol A. Alden, Confidential Secretary**