



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, MAY 28, 2020 @ 3:30 P.M.

PRESENT: Chairman John E. Lawler, Vice Chair Anita Daly, Treasurer Tim Szczepaniak, Deputy Treasurer Todd Kusnierz, Supervisor Phil Barrett (joined at 3:46 p.m. due to prior commitment), Supervisor Todd Kusnierz, Supervisor Darren O'Connor and Board Member Art Johnson; also, Executive Director Ed Hernandez and General Counsel Mark Schachner, Esq. **ABSENT:** None

Chairman Lawler welcomed all to the meeting and inquired if there were any changes, additions or deletions to the April 23, 2020 meeting minutes. **On a motion by Mr. Szczepaniak and a second by Mr. Johnson the minutes of the April 23, 2020 meeting were adopted. Unanimous.**

Reports:

Operations: Mr. Hernandez reported water sales for April were 6.17 mgd and rolling annual average was 6.08 mgd.

Financial: Mr. Hernandez read the Administrative Summary as of April 30, 2020. Budgeted water revenues through April 30, 2020 were \$2.1 mil and actual revenues were \$2.09 mil. Budgeted expenses through April 30, 2020 were \$669k and actual expenses were \$496k. The next Bond payment was due June 1st, 2020 for \$186,000. Cash available for operations after that payment were estimated at \$1.83 million.

Capital Projects: Mr. Hernandez reported he Plant Expansion Project was out to bid and due on June 5. He indicated at least 6-8 contractors came to the site for advanced review. He had nothing further to report.

Legal: Mr. Schachner stated there were no legal activities required during the previous month.

Motions & Resolutions:

Motion was made by Ms. Daly and seconded by Mr. Kusnierz to authorize the payment of the monthly vouchers at a cost of \$83,265.10 in operating costs and \$2,992 in Phase II Expansion costs. Motion carried unanimously. (2020-0014)

The next agenda item was to review and approve the Emergency Contingency Plan for Administrative Positions. Mr. Hernandez reviewed the details of the plan for the Executive Director and the Confidential Secretary. Chairman Lawler reiterated that he felt it is critically important to have a formal plan in place for these important positions. Chairman Lawler inquired if there were any comments. **Motion was made by Ms. Daly to adopt the Emergency Contingency Plan and was seconded by Mr. O'Connor. Motion carried unanimously. (2020-0015)**

Chairman Lawler moved on to the recent Water Treatment Chemical Bids. Mr. Hernandez stated the Authority typically puts water treatment chemicals out to bid every three years. He indicated in 2017 the bids were very good. This time, however, prices increased substantially. He directed the board to the bid tabulation and the total increase overall which would affect the budget for the year. He indicated that for the first time there was a tie between two low bids. He stated he consulted with legal counsel for direction for award. The following bid awards were recommended:

1. Polyaluminum Chloride to Holland Company, Inc.
2. Sodium Hypochlorite to Surpass Chemical Co., Inc.
3. Sodium Hydroxide to Surpass Chemical Co., Inc.
4. Citric Acid to Surpass Chemical Co., Inc.
5. Ortho-Polyphosphate to Slack Chemical Co.

Mr. Johnson inquired what Mr. Hernandez thought the increase was attributed to. Mr. Hernandez stated it felt it was timing due to the economy. He stated he issued an addendum to revise the contracts to one-year contracts with the ability to renew annually. Mr. Szczepaniak inquired if the contracts could be written for less than one year. He indicated it would have to be rebid if the Board wished to change it. Mr. Schachner indicated there was no public bidding requirement to make the contracts for one-year terms. Mr. Szczepaniak then inquired if they could cancel the contract with notice if they found a cheaper vendor. Mr. Schachner stated that it was bid as a one-year contract, so the Authority was contractually obligated to honor those contracts. Mr. Hernandez then noted that these chemicals have differences between each manufacturer, especially the Polyaluminum Chloride. He indicated that the Authority must go through a lengthy piloting program in order to get NYS DOH approvals to change it. **Motion was made by Ms. Daly to award the contracts as listed. Motion was seconded by Mr. Kusnierz. Motion carried unanimously. (2020-0016)**

New Business:

Chairman Lawler then requested that Mr. Kusnierz discuss the next agenda item for a contract with the Village of South Glens Falls for an emergency supply of 800,000 gpd for a term of six months. Mr. Kusnierz indicated that the Village is currently supplied by underground wells near the Hudson River. At different times of the year the NYS Dept. of Health has indicated concerns with the capacity of those wells to supply Village residents. He indicated that the Village had reached out to the Town of Moreau who is currently supplied by both the Authority and the Town of Queensbury. He indicated he was requesting a short term inter-municipal agreement for the additional supply the village needed. Mr. Hernandez stated he could not guarantee the additional water without jeopardizing the current contracted customers. He indicated that he had no issue with supplying additional water to the Town of Moreau who currently had a contract with the Authority. Mr. Kusnierz indicated that he would also reach out to Queensbury as well, but that he wanted to give the opportunity to Saratoga County. He stated he would come back to the Authority after those discussions. Chairman Lawler reiterated that Clifton Park has a contract with the Authority as well but purchases well above the contractual minimum during the hot, summer months. Mr. Lawler indicated that it may be time to consider a draft RFP to explore an additional pipeline for the Authority to supply the southern customers in the County. Mr. Hernandez indicated that his firm was currently working on an engineering report for the funding of an additional tank at Luther Forest. He suggested that a pumping station mid-way in the distribution system may also be possible in order to increase system capacities in southern Saratoga County. Chairman Lawler inquired if the Board had a comfort level with exploring capacities. Mr. Hernandez stated he would proceed with the preparation of a draft RFP (Request for Proposals) to have consultants evaluate increasing the capacity of the pipeline and would forward the same to the Engineering Committee.

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, June 25, 2020 at 3:30 p.m. Chairman Lawler requested that the Board consider in person meetings and that if anyone had a discomfort with that to please reach out to him.

At 4:08 p.m., with no further business, a motion was made by Mr. O'Connor and seconded by Mr. Johnson to adjourn. Motion carried unanimously.

Respectfully Submitted,

**Carol A. Alden,
Confidential Secretary**