



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, NOVEMBER 21, 2019 @ 3:30 P.M.

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

Chairman Lawler welcomed all to the meeting and inquired if there were any requests for changes or deletions to the meeting minutes of October 17, 2019. Secretary Alden had one request to change the attendance of General Counsel from Mark Schachner to Leah Everhart.

Motion was made as amended by Mr. O'Connor and seconded by Mr. Johnson to adopt the draft minutes of the October 17, 2019 meeting minutes as the official minutes of that meeting. Motion passed.

Motion was made by Chairman Lawler and seconded by Mr. Johnson to adopt the draft minutes of the October 17, 2019 Governance committee meeting minutes as the official minutes of that meeting. Motion passed.

Motion was made by Mr. Johnson and seconded by Ms. Daly to adopt the draft minutes of the October 17, 2019 Strategic Planning meeting minutes as the official minutes of that meeting. Motion passed.

(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 October was 5.39 MGD. Rolling annual average was 5.72 MGD.

Financial: Mr. Hernandez discussed the financial reports through October 31, 2019. Revenues for the year were budgeted at \$4.8 Million while actual revenues were \$5.24 Million. Budgeted expenses for the year were \$1.66 million while actual expenses were \$1.52 million. Estimated cash available for operations at March 1, 2020 is \$1 million after the next debt service payment of \$793,000 and a second debt repayment to the county of \$1 million.

Capital Projects: The Halfmoon Project is now 99% complete and Halfmoon has commenced taking water. They are slowly ramping up usage and Mr. Hernandez expected to see full supply in 2020. He noted the project came in under budget and the SCWA portion would be completed with grant and 0% interest funds.

The Water Plant Expansion Project was continuing with the engineering work. Mr. Hernandez expected an EFC closing sometime in January 2020. He expected the project to go out to bid in late winter.

Legal Update: Mr. Schachner reported the items the firm had worked on in the past month. The first being a form contract for emergency related repair work to the pipeline. The second matter was the configuration of the Board and its members, which he recommended be discussed in Executive Session under attorney/client privilege. Mr. Schachner also discussed the review of the current water agreements and the requested changes to that contract. The final item his firm was working on was a draft Addendum to the Town of Malta contract to revise the minimum purchase obligation and whether the Board wished to impose same.

Motions & Resolutions:

Motion was made by Mr. Johnson and seconded by Mr. Cumm to authorize the payment of the monthly vouchers at a cost of \$177,468.37 in operating costs, \$2,121.67 in Halfmoon Project Costs, \$31,372.50 in Phase II Expansion costs, and \$13,690.00 in Storage Building Project costs. Motion carried unanimously. (2019-0045)

The next matter was a **Motion made by Mr. Cumm and seconded by Mr. O'Connor to set a Public Hearing date for 2020 Proposed Municipal/Commercial/Industrial water rates for December 19, 2019 at 3:30 p.m. Motion carried unanimously. (2019-0046)**

The next agenda item was to consider an Addendum to the agreement with Adirondack Mountain Engineering for the supply of a Preliminary Engineering Report and funding applications for the installation of a new 5 million gallon tank to be located at Cordero Drive in Luther Forest. **Motion was made by Ms. Daly and seconded by Mr. Smith to authorize the Addendum #2 with AME to prepare grant applications, funding applications and a preliminary engineering report for a sum not to exceed \$15,000. Motion carried unanimously. (2019-0047)**

At this time Chairman Lawler discussed the Strategic Planning meeting held on October 17th and that one of the outcomes of that meeting was to create an Outreach Committee for public relations for the Authority. Chairman Lawler appointed Ms. Daly, Mr. Szczepaniak and Mr. O'Connor. **Motion was made by Chairman Lawler and seconded by Ms. Daly to create the Outreach Committee. Unanimous. (2019-0048)**

The next matter was a report by the Personnel Committee at a meeting held prior to this meeting. Mr. Cumm discussed that salary recommendations were made by Mr. Hernandez for the upcoming year 2020. The first recommendation was a 2% COLA adjustment and some wage adjustments in the interest of competition and retention of experienced operators. **Motion was made by Mr. Smith and seconded by Mr. Cumm to authorize the recommended salaries for the year 2020. Unanimous. (2019-0049)**

The next matter for discussion was to authorize the payment of the Authority credit card statement up to \$2,000 upon receipt to reduce any late fees due to the scheduling of Board meetings. Mr. Hernandez discussed that

the card charges would be paid upon receipt and the voucher would still go through the approval process as normal. Minor discussion ensued that other organizations had run up against this and it was more efficient to do so. **Motion was made by Mr. O'Connor and seconded by Ms. Daly to authorize paying the monthly credit card statement upon receipt up to \$2,000, which was the current limit on the card. Motion carried unanimously with a note from the Chairman to strictly follow that procedure. Unanimous. (2019-0050)**

Mr. Hernandez then discussed the proposed rate increase from Mahoney Alarms which provided security and fire alarm protections for the Authority. The proposed rate increase of 3.36% was for Prevailing Wage work. Mr. Hernandez indicated the firm did a good job and he was recommending the Board approve that increase. **Motion was made by Mr. Johnson and seconded by Mr. Cumm to approve the rate increase from Mahoney Alarms for the year 2020. Motion carried unanimously. (2019-0051)**

The final matter was a discussion of the proposal from Marshall & Sterling Insurance Agency for commercial package and cyber protection. The proposed cost for 2020 was \$53,146.57 with an additional \$281 per year for the addition of the new Storage Building structure. There was also a proposal for Supplemental Spousal Liability Coverage for \$210 per year. Discussion ensued regarding employees taking vehicles home. Mr. Hernandez stated it was rare that vehicles were authorized to be taken home. Mr. O'Connor stated that regardless of the diligence of restricting use, it could happen that a spouse was in a company vehicle and it might be advisable to have the coverage. **Motion was made by Ms. Daly and seconded by Mr. Cumm to accept the proposal from Marshall & Sterling at a total cost of \$53,637.57 for commercial/cyber pro coverage for the year 2020. Motion carried unanimously. (2019-0052)**

New Business:

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, December 19, 2019 at 3:30 p.m.

With no further action, motion to adjourn at 4:10 p.m. to Executive Session for privileged attorney/client discussion was made by Mr. Johnson and seconded by Mr. O'Connor. Motion carried.

At 4:30 p.m. motion was made to return to open session. At this time, with no further business a motion was made by Mr. Smith and seconded by Ms. Daley to adjourn. Motion carried unanimously.

Respectfully Submitted,

Carol A. Alden, Confidential Secretary