



SARATOGA COUNTY WATER AUTHORITY

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES THURSDAY, NOVEMBER 27 2018 @ 3:30 P.M.

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

Chairman Lawler called the regular meeting to order at 3:30 p.m. and welcomed all in attendance. The meeting was held in the Board of Supervisors Meeting Room One.

Motion was made by Mr. O'Connor and seconded by Mr. Szczepaniak to adopt the draft minutes of the October 18, 2018 meeting minutes as the official minutes of that meeting. Chairman Lawler and Mr. Cumm abstained from voting. 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 2018 was 5.234 MGD. Rolling annual average was 5.88 MGD.

Financial: Mr. Hernandez discussed the financial reports through October 31, 2018. Revenues year-to-date were budgeted at \$4.37 million while actual revenues were \$5.27 million. Budgeted expenses through October 31, 2018 were \$1.58 million while actual expenses were \$1.44 million. Estimated cash available for operations at December 1, 2018 after the next debt service payment of \$103,000 is estimated at \$1.82 million.

Capital Projects:

Mr. Hernandez discussed the Halfmoon Project. He stated that the Authority was still awaiting a final response from the Town of Stillwater on their demands. Chairman Lawler inquired about the implications

of a lengthy approval process from Stillwater. Mr. Schachner and Mr. Hernandez responded. Chairman Lawler stated he would reach out to Supervisor Kinowski once again and inform the Board of the outcome.

Mr. Hernandez then discussed the Storage Building Project. The bid results have been received and Mr. Hernandez stated that a memo with a discussion of award was on the agenda.

Mr. Hernandez discussed the Phase II Expansion Project. He was pleased to inform the Board that the Authority was awarded a \$3.3 million grant for the project. Chairman Lawler congratulated Mr. Hernandez on acquiring the grant. Mr. Hernandez stated RFP's had gone by invitation to six different engineering firms for proposals. He expected those back by December 18th. They would be sent to the Engineering Committee for their review and recommendation. Chairman Lawler requested that Mr. Hernandez send him a pro forma with all anticipated debt service for all projects including this one. Discussion ensued regarding any other potential customers within Saratoga County.

Legal: Attorney Schachner discussed the Confidential Legal Memo sent to the Board as a privileged communication. He noted two topics his firm had worked on during the last month.

Motions & Resolutions:

Motion was made by Mr. Szczepaniak and seconded by Mr. Cumm to approve two budget transfers. The first moving \$3,500 from Insurance to Bank Fees and the second is moving \$5,000 from Contingency to Health Insurance. Motion carried unanimously. (2018-0048)

Motion was made by Ms. Daly and seconded by Mr. O'Connor to authorize the payment of the monthly vouchers at a cost of \$116,788.53 in operating costs and \$7,005.00 in Halfmoon Project Costs. Motion carried unanimously. (2018-0049)

The next motion was to set a date for a Public Hearing on the proposed water rate increase for 2019 for municipal and industrial customers. **Motion was made by Mr. Cumm and seconded by Ms. Daly to set the hearing for Thursday, December 20th at 11:00 a.m. Motion carried unanimously. (2018-0050)**

The next agenda item was a discussion of the Storage Building bids and subsequent award. Mr. Hernandez discussed the three bids received and the lowest bidder was Morton Buildings. He discussed the Alternate bids as well. Total cost for the low bid was \$182,267. **Motion was made by Mr. Szczepaniak and seconded by Mr. O'Connor to award the contract to Morton Buildings, Inc. in the amount of \$182,267.** Mr. Cumm inquired about the need for so many doors. Mr. Hernandez stated he had a subsequent change order to reduce the number of doors. **Motion carried unanimously. (2018-0051)**

Mr. Hernandez explained the proposed Change Order #1 for the Storage Building was to revise the width of the building to 88 feet and eliminating one side door and one overhead door. He reviewed the drawing with the Board. Mr. Cumm inquired about removing an exit door. Mr. Hernandez stated there

was a service door on the other side and the other doors. **Motion made by Mr. Cumm and seconded by Ms. Daly to approve Change Order #1 at a net cost of zero dollars. Motion carried unanimously. (2018-0052)**

Mr. Hernandez discussed the next matter which was the adoption of a new Sexual Harassment Policy issued by New York State. Mr. Schachner recommended removing some minor language relating to local protections. **Motion was made by Mr. Szczepaniak to adopt the 2018 Sexual Harassment Policy with the revisions indicated by counsel. Motion was seconded by Mr. O'Connor. Motion carried unanimously. (2018-0053)**

Next agenda item was to renew a security contract with Mahoney Notify for fire and security services. Mr. Hernandez discussed the proposed rate changes from Mahoney and stated it was a total of a 3% increase to Prevailing Wage rates only. **Motion was offered by Ms. Daly and seconded by Mr. Cumm to renew the security contract with Mahoney with the proposed rate changes. Motion carried unanimously. (2018-0054)**

The next matter was to set the Public Hearing for a proposed Eminent Domain action for easements required for the Halfmoon Project. **Motion was made by Ms. Daly and seconded by Mr. O'Connor to set the meeting for Thursday, December 20th at 11:10 a.m. Motion carried unanimously. (2018-0055)**

The final matter on the agenda was to authorize an appraisal of the two parcels involved in the potential Eminent Domain proceeding. **Motion was made by Mr. Szczepaniak and seconded by Mr. Cumm to hire ESAC Appraisal Services at a cost of \$3,500 for the two valuations. Motion carried unanimously. (2018-0056)**

New Business:

The next meeting of the Saratoga County Water Authority Board of Directors was scheduled for Thursday, December 20, 2018 at 11:15 a.m.

With no further action, motion to adjourn was made by Ms. Daly and seconded by Mr. Cumm. Motion passed and meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Carol A. Alden, Confidential Secretary