



SARATOGA COUNTY WATER AUTHORITY

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SARATOGA COUNTY WATER AUTHORITY BOARD OF DIRECTORS OFFICIAL MEETING MINUTES WEDNESDAY, FEBRUARY 28, 2024 @ 3:30 P.M.

PRESENT: Chairman Tim Szczepaniak, Treasurer Phil Barrett (by phone) Supervisor Tom Richardson, Supervisor Kevin Tollisen, Mr. Michael Mooney, and Ms. Jennifer Weaver. Also in attendance: Executive Director Ed Hernandez, Confidential Secretary Carol Alden, General Counsel Leah Everhart. Absent: Vice Chairman Robert Wilcox,

Chairman Szczepaniak opened the meeting and welcomed all in attendance.

Chairman Szczepaniak inquired if there were any changes, additions or deletions to the January 24, 2024, meeting minutes. **On a motion by Supervisor Tollisen and a second by Mr. Mooney the minutes of the January 24, 2024, meeting was adopted. (2024-0012)**

Reports:

Operations:

Mr. Hernandez reported average daily water flows for January 2024 were 6.74 mgd. The rolling annual average was 7.8 mgd.

Financials:

Mr. Hernandez reviewed the Administrative Summary as of January 31, 2024. Budgeted water revenues through January 31, 2024, were \$618k. Actual revenues through January 31, 2024, were \$602k. Budgeted expenses through January 31, 2024, were \$249k and actual expenses were \$211k. The next Debt Service payment is due March 1st, 2024, for \$889,780.15 for the 2022 EFC Bond and the 2016 Unrefunded Bond. Cash available for operations after that payment is estimated at \$3.06 mil.

Legal:

Ms. Everhart reviewed the legal memo her firm supplied for the month's activity. She reviewed the matter of condemnation of our easements by Champlain Hudson Power Express (CHPE). She noted that a condemnation hearing was scheduled for February 16th, without any notification from CHPE to the Authority as an affected party. She reviewed her appearance and that hearing, and that Director Hernandez testified on behalf of the Authority. She indicated the Judge scheduled another hearing on Friday, March 1st for the Authority and CHPE to begin work on an agreement. She indicated she would advise the Board

on the outcome of the hearing on March 1st. She also informed the Board that the updated water sale agreement with Northwood Water Company was sent and was awaiting comment or signature.

Motions & Resolutions:

A motion was made by Supervisor Tollisen and seconded by Supervisor Richardson to authorize the payment of the monthly vouchers at a cost of \$149,102.23 in operating costs and \$18,521.36 in Cordero Drive Project costs. Motion carried unanimously. (2024-0013)

The next matter was to approve an updated Water Sale Agreement with the Town of Moreau and authorize the Chairman to execute same. **Motion was made by Supervisor Tollisen to authorize the new contract with the Town of Moreau and authorize the Chairman to execute with a second from Supervisor Richardson. Motion carried unanimously. (2024-0013)**

The next matter was to authorize filling the position of Water Operator Trainee with a candidate of the Director's choosing. Mr. Hernandez stated he had interviewed several applicants and was making a recommendation to hire William Mooney as a full-time Water Operator Trainee. **On a motion by Supervisor Tollisen and a second by Mr. Mooney, the Board authorized the hiring of William Mooney. Motion carried unanimously. (2024-0014)**

Item 4D on the agenda was to reinvest CD funds that have reached maturity. Mr. Hernandez reviewed the offers from three area banks and recommended the Board consider the 12-month CD from TD Bank. After some discussion with the Board, Treasurer Barrett recommended going with the 7-month CDE at 5.02% with TD Bank. **On a motion by Supervisor Tollisen and a second by Supervisor Richardson, the Board directed staff to reinvest the \$523k CD funds with TD Bank as recommended by Treasurer Barrett. Motion carried unanimously. (2024-0015)**

Item 4E on the agenda was a motion to approve the purchase of a new Ford F250 at a cost of \$56,000. Mr. Hernandez ran through the issues the Authority had with an OGS vehicle marketplace bid that was awarded in December of 2022 to a dealer in Rochester. He explained that there have been many delays with delivery and that staff had discussed the issue with OGS. He rebid the vehicle and received one bid from Saratoga Ford. **On a motion by Supervisor Richardson and a second by Chairman Szczepaniak the Board authorized the Director to purchase the vehicle at a cost of \$56,000. Motion carried unanimously. (2024-0016)**

Item 4F – A proposal from Alpha Geoscience was provided for the Board's review. Mr. Hernandez reviewed the purpose of the proposal to explore a Phase I hydrogeologic investigation of the Cordero Drive property as a potential water source. **Motion was made by Supervisor Tollisen with a second by Chairman Szczepaniak to authorize acceptance of the proposal at a cost of \$14,100. Motion carried unanimously. (2024-0017)**

Item 4G – Motion to approve the 2023 Procurement Report as recommended by the Finance Committee. Mr. Hernandez reviewed the Report with the Board regarding total purchases over \$5,000. He noted that the largest expenses were for water treatment chemicals. **The motion was made by Mr. Mooney with a second by Supervisor Tollisen. Motion carried unanimously. (2024-0018)**

Item 4H – Motion to approve the 2024 Investment Report as recommended by the Finance Committee. Mr. Hernandez reviewed the income from investments for the year. He stated the CDs were returning good rates of return. **On a motion by Mr. Mooney with a second by Supervisor Richardson, the Board approved the 2024 Investment Report and authorized same for posting to PARIS. Motion carried unanimously. (2024-0019)**

A final matter on the agenda was **to authorize an additional \$55k up to a maximum of \$230,000 for additional items necessary to complete the installation of a new raw water pump.** Mr. Hernandez explained that he had excluded these costs initially, but a full review had now been completed and additional equipment was required. **On a motion by Supervisor Tollisen with a second by Mr. Mooney the Board authorized the additional funds up to the total cost of the project at \$230,000. Motion carried unanimously. (2024-0020)**

New Business:

Chairman Szczepaniak set the next meeting of the Authority Board for March 27, 2024 at 3:30 p.m. in the Blue meeting room of the Board of Supervisors. There will also be an Audit Committee meeting prior to that for annual ABO reporting approvals and review of the 2023 Financial Statements. Members of that Committee are Mooney, Richardson, and Wilcox.

With no further business, the meeting was adjourned at 4:15 p.m. by Supervisor Tollisen with a second by Supervisor Richardson. Motion carried and meeting was adjourned.

Respectfully submitted,

Carol A. Alden, Confidential Secretary