MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, June 21, 2018 – 9:45 am
State Office Building – Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Project Development Committee met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Thursday, June 20, 2018 at 9:45 am.

Committee Members Present
Alex MacKinnon, Chairman
Mary Doheny
James Hollenbeck
Stephen Hunt

Committee Members Absent
Tom Hefferon
Margaret Murray

Other Board Members Present
Dennis Mastascusa
Brian McGrath

Staff Present
Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Brian Nutting, Manager, Water Quality
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Guests
Richard James (Authority Counsel)

1. Chairman MacKinnon opened the meeting at 9:49 AM. As there was no quorum established at this time, A. MacKinnon suggested the committee review the resolutions as presented and forward them on to the full board unless there is opposition expressed by a member. A. MacKinnon then turned the meeting over to M. Capone.

2. Resolution No. 2018-06-84 authorizing Executive Director to execute Home Contracts for 2018 Housing and Urban Development (HUD) HOME program, based upon awards made by the North Country HOME Consortium Administrative Board.

M. Capone stated this is typically an annual or bi-annual resolution. This is an allocation which is received from the federal government. This year our allocation was slightly higher, but our applications were down as a result of the housing agencies that we work with within the three counties have more money available to them. There are also only two or three organizations within the three counties which can apply for the CHDO money.

B. McGrath entered the meeting at 9:56 AM.

3. Resolution No. 2018-06-85 approves Technical Services Agreement between the Authority and the Town of Gouverneur to complete up to two (2) housing grant applications to New York State, for an amount not to exceed $3,500.
M. Capone further stated that the Town of Gouverneur has not submitted a housing application with a housing program within the past 20 years. The Village of Gouverneur has run housing programs through Phil Smith with Avalon Associates, however he has retired recently. The Authority was approached by the Village. M. Capone met with them to go over what we are doing within other communities. The reason why this is only for the grant writing is because, as mentioned within the resolution we would be asked to provide the program delivery and administrative services for this grant, however each grant is different with different requirements.

B. McGrath commented that for reasons he has communicated to Chairman Turck, Mr. McGrath believes this resolution should be tabled. This is subject matter that will be dealt with in Executive Session. In his opinion it is wholly improper to even entertain this option at this time.

A MacKinnon stated that in the absence of a quorum we cannot take any action on this at this time. Mr. McGrath stated that he understood this, but is giving this committee the heads up that this resolution has been requested to be withdrawn with portions of it being discussed in Executive Session. He has requested the Chairman obtain counsel from our outside counsel, Mr. James, and this is to be communicated both in the formal Board Meeting as well as in Executive Session.

No other issues or objections were noted from the committee.

M. Capone pointed out that Town of Gouverneur approved this at their last board meeting.

M. Capone commented on HUD research that had been requested by A. MacKinnon at the May Board Meeting. M. Capone was able to follow up with the Town of Gouverneur as well as work with them on some of the documentation. It is correct that statements were mailed to all communities across the State with NY State CDBG programs requesting that by March of 2019 they turn over all of their uncommitted income back to the Office of Community Renewal. This seems to be a result of a review done by HUD in which it was found that the State was not monitoring the program income well. Instead of attempting to correct the program, they are taking the money back. The Town of Gouverneur has until March of next year to commit all of these funds within their bank account and this is what they are looking to do. Any funds that come in after this are subject to being returned back to the state. Each community that has received HUD funds has had to comply with this.

4. Resolution No. 2018-06-86 authorizing Technical Services Agreement between the Authority and the Town of Wilna to provide grant administration and oversight of its RESTORE NY grant, for an amount not to exceed $40,000 to provide grant administration services and project oversight..

M. Capone stated that the Town of Wilna approached us when they lost their Community Planner when she left their employment. They have a Restore NY Grant and will need some assistance in administering that. The Town has already approved this resolution. M. Doheny arrived at 9:57, establishing a quorum.

Due to Empire State Development handling the Restore NY Grant, S. Hunt has abstained from the vote.
M. Capone will review Resolutions No 2018-06-84 thru 2018-06-86 for voting purposes now that a quorum has been established.

 Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-06-84, the Development Authority of the North Country does hereby authorize Executive Director to execute contracts based upon awards made by the North Country HOME Consortium Administrative Board, was unanimously approved.

B. McGrath again requests that Resolution No. 2018-06-85 be pulled pending separate inquiries. Mr. McGrath feels it would be inappropriate for the board to take committee action or formal Board action on it at this time.

A MacKinnon feels this should be passed along to the full board so they may have their input as to what they wish to do.

 Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-06-85, Technical Service Agreement — Town of Gouverneur — NYS Housing Grant Applications, was unanimously approved. Opposition was noted by B. McGrath, not at a committee member, but as a member of the board.

 Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-86, Technical Services Agreement — Town of Wilna — RESTORE NY Grant Administration and Project Oversight, was unanimously approved.

5. Resolution No. 2018-06-87 ratifies a loan in the amount of $233,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Anthony F. Audino, or new company to be formed. This resolution further authorizes the Executive Director to execute all documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

One of the contingencies is that the person who owned the land subordinate their lease hold mortgage to us. He did not want to do this. It was then determined that Anthony Audino would actually purchase the land. This change secures our first mortgage position on the real estate as well as having the land with it.

 Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-06-87, Regional Tourism Transformational Community Revolving Loan Fund — Anthony F. Audino — For Trailhead Resort, Newcomb (Essex County), was unanimously approved.

The meeting was adjourned at 10:15 AM.

Respectfully submitted,

[Signature]
Alex MacKinnon
Chairman, Project Development Committee