MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, August 23, 2018 – 10:15 AM
Materials Management Facility
Conference Room
Rodman, New York

The Development Authority of the North Country Project Development Committee met in regular session at the Materials Management Facility, Conference Room, Rodman, New York, on Thursday, August 23, 2018, at 10:12 AM.

Committee Members Present
Alex MacKinnon, Chairman
Tom Hefferson
James Hollenbeck
Stephen Hunt
Margaret Murray

Committee Members Absent
Mary Doheny

Other Board Members Present
Al Calligaris
Fred Carter
John Johnson Jr.
Dennis Mastascusa
Gary Turk

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

Guests
Victoria A. Ramundo
Virginia Robbins

1. Chairman MacKinnon opened the meeting at 10:12 AM. A. MacKinnon then turned the meeting over to M. Capone.

2. Resolution No. 2018-08-99, approves the loan modification for 51-53 Market Street, L.P. to extend the interest for an additional 148 months at 1% at the monthly payment amount of $708.33 to begin with July 1, 2018 payment.

M. Capone stated that they will be coming out of their first 15 year tax credit compliance in the next two (2) years and they look at other refinancing options at that time. At this point in time, rather than to extend it, it makes more sense to amortize the loan.

   Upon a motion by A. Calligaris, and seconded J. Hollenbeck, Resolution No. 2018-08-99, Community Development Loan Fund, 51-53 Market Street, L.P., Loan Modification, was unanimously approved by the Project Development Committee.
3. Resolution No. 2018-08-100, ratify the grant/loan commitment in the amount of up to $500,000 ($250,000 loan/$250,000 grant) from the North Country Redevelopment Fund to 624 Camp Avenue LLC at the terms and conditions outlined on the attached Term Sheet, consistent with the Empire State Development program requirements. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

M. Capone stated this is the former Wind and Wire Building, 75 Public Square in Watertown. This could prove significant impact on the revitalization of downtown Watertown. A. MacKinnion asked if this was contingent on all of the lending. M. Capone responded yes.

Upon a motion by A. Calligaris, and seconded by S. Hunt, Resolution No. 2018-08-100, North Country Redevelopment Loan Fund, 624 Camp Avenue LLC, Ratifying Loan and Grant, was unanimously approved by the Project Development Committee.

4. Resolution No. 2018-08-101, approves the loan modification for AYDM Associates, LLC for six months of interest-only payments beginning with the August 1, 2018 payment and ending with the January 1, 2019 payment with the loan re-amortizing to be repaid over the remaining term.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2018-08-101, Housing Loan Revolving Fund, AYDM Associates, LLC, Loan Modification, was unanimously approved by the Project Development Committee.

5. Resolution No. 2018-08-102 approves the loan modification for MCM Development Malone, LLC for an additional three months of interest-only payments beginning with the October 1, 2018 payment and ending with the December 1, 2018 payment with the loan re-amortizing to be repaid over the remaining term, and authorizes the Executive Director to execute all necessary documentation.

Upon a motion by A. Calligaris, and seconded by S. Hunt, Resolution No. 2018-08-102, North Country Redevelopment Loan Fund, MCM Development Malone, LLC, Loan Modification, was unanimously approved by the Project Development Committee.

6. Resolution No. 2018-08-103 ratifies the grant/loan commitment in the amount of up to $400,000 ($200,000 loan/$200,000 grant) from the North Country Redevelopment Fund to North American Forest Group, Inc. at the terms and conditions outlined on the attached Term Sheet, consistent with the Empire State Development program requirements. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2018-08-103, North Country Redevelopment Loan Fund, North American Forest Group Inc., Acquire and Redevelop Building at 263 Acco Drive, Ogdensburg, Ratifying Loan, was unanimously approved by the Project Development Committee.

7. Resolution No. 2018-08-104 authorizes the Executive Director to enter into a Technical Services Agreement with the Town of Wilna to provide Grant Administration and Project Oversight for its NYS Office of Parks Recreation and Historic Preservation grant.
Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2018-08-104, Technical Services Agreement, Town of Wilna, Grant Administration, was unanimously approved by the Project Development Committee.

8. Resolution No. 2018-08-105, subordinates its UCC filing to a loan made by M&T Bank in an amount not to exceed $750,000, and authorizes the Executive Director to execute all necessary documentation.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2018-08-105, Community Development Loan Fund, Meadowbrook Terrace Inc., Loan Subordination, was unanimously approved by the Project Development Committee.

9. Resolution No. 2018-08-106, authorizes an additional $2500 to the contract with the North Country PTAC, not to exceed $12,500, and further authorizes the Director of Regional Development to execute any and all necessary contracts and agreements.

J Wright disclosed that he is a member of the Watertown Chamber of Commerce Board of Directors.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2018-08-106, Procurement Technical Assistance Center (PTAC), Funding Contractual Agreement, was unanimously approved by the Project Development Committee.

10. Discussion – Loan Modification - Eastern Tourism Fund

Eastern Resort Tourism Fund, which is the owner of Snow Ridge Ski Area, is past due on their payments to the Authority. They have two loans with the Authority. The monthly loan payment is 114 days past due. The annual loan is 175 days past due. They have made a $1000 payment to bring the balance down on the annual loan. What they have told us is they are waiting to sell land, and once that sale goes through they are going to make their loans current. M. Capone is concerned that this is getting extended way out. M. Capone would like to recommend that on the monthly loan we do interest only for six (6) months, retroactive to May 1, 2018 through November 11, 2018. Then when the land is sold, M. Capone will encourage them to put an amount on the principle to being that more in line. We could let this go until the land sells, but that would result in another month or two and they are already six months behind. On the annual loan which is 175 days past due, they have made a good faith effort of putting $1000 down. M. Capone doesn’t feel this should be adjusted at this point because it is an annual payment. This committee has the ability to make loan modifications without issuing a formal resolution.

A MacKinnion stated that based on M. Capone’s report we would need a motion then to modify this loan.

S. Hunt asked as they are trying to sell land, are they working with a perspective buyer already? M. Capone responded yes, supposedly the closing is currently held up in the legal process.

A MacKinnion expressed concern that this resolution is not written. At J. Wright’s suggestions, M. Capone will write this amendment up and email the members of the Project Development Committee. A. MacKinnion agreed with this course.
Upon a motion by F. Carter, and seconded by T. Hefferon, a Loan Modification for Eastern Tourism Fund, adjusting their monthly loan to six months at interest only, was unanimously approved by the Project Development Committee.

11. Resolution No. 2018-08-108, authorizes the Executive Director to enter into a Technical Services Agreement with the Village of Carthage to provide loan underwriting services.

Upon a motion by T. Hefferon, and seconded by S. Hunt, Resolution No. 2018-08-108, Technical Services Agreement, Village of Carthage, Loan Underwriting, was unanimously approved by the Project Development Committee.

The meeting was adjourned at 10:29 AM.

Respectfully submitted,

[Signature]

Alex MacKinnon
Chairman, Project Development Committee