The Development Authority of the North Country Board of Directors met in regular session at the Dulles State Office Building, Conference Room 100, 1st Floor, Watertown, New York, on Thursday, May 25, 2017, at 10:30 AM.

**Members Present:**
- **Voting**
  - Gary Turck, Chairman
  - Fredrick Carter, Vice Chairman
  - Thomas Hefferon
  - Alfred Calligaris
  - Margaret Murray
  - Alex MacKinnon
  - Dennis Mastascusa
  - John B. Johnson, Jr.
- **Non-Voting**
  - Stephen Hunt
  - Mary Doheny
  - Brian McGrath

**Members Absent**
- James Hollenbeck

**Staff Present:**
- James W. Wright, Executive Director
- Michelle Capone, Director, Regional Development Division
- Patricia Pastella, Manager, Water Quality Division
- David Wolf, Director, Technology Division
- Carl Farone, Comptroller
- Laura Tousant, Deputy Comptroller
- Richard LeClerc, Manager, Materials Management Division
- Laurie Marr, Director, Public Affairs and Communications
- Star Carter, GIS Supervisor
- Amy Austin, Director of Human Resources
- Mark Borte, Chief Technology Officer
- Jo Anne Yaddow, Executive Assistant
- Angela Marra, Administrative Associate

**Guests:**
- Richard James, Authority Counsel, Mackenzie Hughes

1. Chairman Turck called the meeting to order at 10:48 AM.

2. Chairman Turck requested a roll call by J. Yaddow.

   - All Board Members were present except for James Hollenbeck. Chairman Turck confirmed there was a quorum.
3. Chairman Turck offered the Privilege of the Floor –

   a. J. Wright recognized Mark Borte, Chief Technology Officer, who was selected by students at Syracuse University as an outstanding teacher, and was presented with the Jeffrey Katzer Professor of the Year Award for part-time faculty in the School of Information Studies at the University’s graduation ceremonies on May 13th. The Katzer Award is based on students’ evaluation of excellence in teaching, engagement and scholarship. M. Borte gave a brief speech acknowledging his gratitude and the impact his position at the Development Authority has on his students.

   b. J. Wright requested a moment of silence in remembrance of Susan Bush, wife of former Chairman of the Lewis County Board of Legislators.

4. Upon a motion by F. Carter, and seconded by T. Hefferon, the Minutes of the March 23, 2017 Board Meeting, were unanimously approved.

5. Chairman’s Report –

   a. Cyril Mouaiikel, RBC Wealth, presented an investment review.

      M. Doheny asked if FDIC insured banks hold the Authority’s investments. C. Mouaiikel responded yes.

6. Executive Director’s Report –

   a. Employee Recognition - Five of the Managers were nominated as a group for the New York State Senate’s Women of Distinction designation through New York State Senator Patti Ritchie’s office: Michelle Capone, Director of Regional Development; Carrie Tuttle, Director of Engineering; Amy Austin, Director of Human Resources; Patti Pastella, Water Quality Division Manager and; Laurie Marr, Director of Public Affairs and Communications. The group will be recognized at a reception in Alexandria Bay.

   b. Methane Reduction - The Authority will be required to be compliant at the landfill and this will likely impact diversion efforts. The efforts with Fort Drum and the composting project will assist in achieving requirements of the Authority’s compliance.

   c. NYSDEC Inspection – The Authority passed an unannounced inspection by New York State Department of Environmental Conservation at the landfill. Even with the litter fences down, there was acknowledgement regarding litter control. Employees at the landfill were recognized for their efforts.

   d. Telecommunications has just signed four new work orders for T Mobile towers in addition to the eight already in place. This amounts to an additional $227,000 in revenue over the next five years.

   e. Public Library Network Extension – The Authority is working with the North Country Library Network. They were being threatened with the loss of federal funds but were ultimately awarded an extension in their contract. Work will begin this summer on the project.
f. The Annual Regional Council has started the process for CFAs (Consolidated Funding Association). Hearings have been scheduled in Jefferson County on May 30th at 10:00 AM at the Dulles State Office Building and in Lewis County on May 30th at noon at the County Court House.

Al Calligaris asked how methane reduction is achieved. J. Wright responded that it is destruction rather than reduction as it has to be burned off at the landfill. A. Calligaris asked if it is better used at the landfill rather than used outside and recycling it rather than destroying it. J. Wright stated that's likely correct and may impact agriculture rather than us.

7. Finance – Comptroller’s Report –

a. Auditors from the Bonadio Group were on site from May 10-17 to complete field work for the FYE 2017 audit. The audit will be completed for the June 22 Board Meeting.

b. DCAA (Defense Contract Audit Agency) will be on site this summer to commence the AWL (Army Water Line) and ASL (Army Sewer Line) incurred cost audits for FYE 2014, 2015 and 2016. C. Farone stated he asked for the audit to be completed through 2017 as well.

J. Johnson asked if this audit also covers Authority providers. C. Farone stated yes.

B. McGrath asked for an explanation of the 47% increase in accounts payable for this year under liabilities. C. Farone explained that accounts payable increased due to a $1.2 million payable due to Fort Drum as a result of the internal reconciliation to actual cost incurred on the Army Water Line for FYE 2017.

A. MacKinnon asked if our balance was very close would that show an operating loss. C. Farone responded yes. It was further noted that the Authority reported in excess of $10 million in depreciation expense which is a non-cash expenditure.

F. Carter asked what the unfunded liability for the Authority is with New York State. C. Farone responded he will find out the answer.

Upon a motion by F. Carter, and seconded by A. MacKinnon, the Unaudited Financial Statements for the Period Ending March 31, 2017, were unanimously approved.

8. Engineering –

a. Resolution No. 2017-05-45 authorizes a SCADA Services Agreement for the Town of Fine’s water system improvement project for a not exceed contract amount of $11,000. The project is being done in two phases.

   Upon a motion by A. MacKinnon, and seconded by F. Carter, Resolution No. 2017-05-45, Authorizing SCADA Services Agreement for Water System Improvement Project with the Town of Fine, was unanimously approved.

b. Resolution No. 2017-05-46 authorizes a SCADA Services Agreement for Water District 2 controls system upgrades with the Town of LeRay, at a not exceed contract amount of $20,000.
Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2017-05-46, Authorizing SCADA Services Agreement for Water District 2 Controls System Upgrades with the Town of LeRay, was unanimously approved.

c. Resolution No. 2017-05-47 authorizes a GIS Hosting Agreement with the Town of Cape Vincent for a total not to exceed contract amount of $3,250.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2017-05-47, Authorizing GIS Hosting Agreement with the Town of Cape Vincent, was unanimously approved.

d. Resolution No. 2017-05-48 authorizes a Technical Services Agreement for a municipal office access improvement project with the Town of Tupper Lake, for a not to exceed contract amount of $15,000.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2017-05-48, Technical Services Agreement for Municipal Office Access Improvement Project with the Town of Tupper Lake, was unanimously approved.

9. Materials Management –

c. Resolution No. 2017-05-49 authorizes an agreement with the U.S. Army Garrison at Fort Drum for a composting facility. The Authority is interested in expanding composting and organic waste disposal to regional institutions, utilizing the Fort Drum site as a central location for further regional composting. The Executive Director is authorized to purchase any necessary equipment to support this effort from the existing appropriations.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-05-49, Authorizing an Agreement with U.S. Army Garrison at Fort Drum for Composting Operations, was unanimously approved.

10. Regional Development –


Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2017-05-50, Ratifying Agreement with the Franklin County Industrial Development Agency for Loan Underwriting Services, was unanimously approved.

b. Resolution No. 2017-05-51 ratifies a loan through the Regional Tourism Transformational Community Revolving Loan Fund, in the amount of $122,000 to J and L Lodging, LLC, for a term of 240 months at a rate of 1%.

Upon a motion by M. Murray, and seconded by D. Mastascusa, Resolution No. 2017-05-51, Ratifying Loan Issued Through the Regional Tourism Transformational Community Revolving Loan Fund, was unanimously approved.
B. McGrath asked who was on the Committee. J. Wright responded – Gary DeYoung, Steve Hunt and Tom Hefferon. B. McGrath stated this is not Authority money and we are administering it on behalf of the Regional Council. J. Wright responded yes.


Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2017-05-52, Approving Subrecipient Agreement Between the Development Authority of the North Country and Jefferson County for Administration of the HOME Program, was unanimously approved.

d. Resolution No. 2017-05-53 authorizes the Executive Director to execute HOME contracts for the 2017 program year based upon awards made by the North Country HOME Consortium Administrative Board.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-05-53, Authorizing Executive Director to Execute HOME Contracts for 2017 Program Year, was unanimously approved.

e. Resolution No. 2017-05-54 approves a loan from the Community Development Loan Fund to the Lodge at Ives Hill in the amount of $139,608.62 for a term of 180 months, with a balloon at the end of 60 months at a fixed 5% interest rate.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2017-05-54, Approving a Loan from the Community Development Loan Fund to the Lodge at Ives Hill, Inc., was unanimously approved.

B. McGrath asked if the original interest rate is 5%. J. Wright responded yes.

f. Resolution No. 2017-05-55 accepts the Annual Report of the Creek Wood Housing Development Fund Company, Inc., and waives the annual meeting. The existing directors of the Creek Wood Housing Development Fund Company, Inc. shall continue in office until the next annual meeting.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-05-55, Accepting the Annual Report of the Creek Wood Housing Development Fund Company, Inc., Waiving the Annual Meeting and Appointment Directors, was unanimously approved.

g. Resolution No. 2017-05-56 accepts the Annual Report of the Creek Wood II Housing Development Fund Company, Inc., and waives the annual meeting. The existing directors of the Creek Wood II Housing Development Fund Company, Inc. shall continue in office until the next annual meeting.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-05-56, Accepting the Annual Report of the Creek Wood II Housing Development Fund Company, Inc., Waiving the Annual Meeting and Appointing Directors, was unanimously approved.
h. Resolution No. 2017-05-57 authorizes an agreement with the North Country Procurement Technical Assistance Center and the Watertown Chamber of Commerce to provide economic and business development activities and authorizes the Executive Director to execute all necessary contracts.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2017-05-57, Authorizing Agreement with North Country Procurement Technical Assistance Center, was unanimously approved.

11. Technology –

a. Resolution No. 2017-05-58 authorizes an agreement with the New York State Education and Research Network (NYSERNET) for the expansion of the telecommunications network to provide additional access for research and development vehicles.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-05-58, Authorizing an Agreement with the New York State Education and Research Network (NYSERNET), was unanimously approved.

12. Water Quality –

a. Resolution No. 2017-05-59 authorizes a second amendment to the Operations and Maintenance Service Agreement for the Village of Alexandria Bay for an additional $3,692 for additional operations and maintenance services to include their water treatment plant on weekends and holidays.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-05-59, Amendment No. 2 to Operations and Maintenance Service Agreement for Village of Alexandria Bay, was unanimously approved.

13. Progress Report – St. Lawrence County – J. Wright gave a brief review of the presentation given to the St. Lawrence County Legislators on May 15th.

Alex MacKinnon stated the presentation was impressive and shows that the Authority is heavily invested into St. Lawrence County. J. Wright stated the main goal was to make municipal partnerships happen.


Chairman Turck stated the Executive Director’s evaluation forms would be mailed out.

B. McGrath stated he was not on the Governance Committee Meeting and would like to know what transpired during the executive session. J. Wright stated it was about personnel transactions that are pending. B. McGrath asked if it will be reported to the Board soon. J. Wright responded, ultimately, yes.

15. Upon a motion by F. Carter, and seconded by D. Mastascusa, the meeting was adjourned.

Respectfully submitted,

Thomas Hefferon
Secretary