MINUTES
BOARD OF DIRECTORS MEETING
Thursday, March 23, 2017 – 10:30 AM
Dulles State Office Building
Conference Room 100, 1st Floor
Watertown, New York

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, March 23, 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

*Non-Voting*
James Hollenbeck
Mary Doheny
Stephen Hunt

*Members Absent*
John B. Johnson, Jr.
Brian McGrath

**Staff Present:**
James W. Wright, Executive Director
Michelle Capone, Director, Regional Development Division
Patricia Pastella, Manager, Water Quality Division
Carrie Tuttle, Director, Engineering and Environmental 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
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 10:31 AM.

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

- All Board Members were present except for Mary Doheny, John Johnson, Jr., and Brian McGrath. Chairman Turck confirmed there was not a quorum; therefore, all business not requiring a quorum would be conducted. Adoption of Resolutions, Mission Statement, Performance Measures, etc. would take place when M. Doheny arrives. J. Wright indicated Ms. Doheny's flight had been cancelled and she would arrive late.
3. Chairman Turck offered the Privilege of the Floor.

4. Chairman’s Report –

   a. Mission Statement – The Authority’s Mission Statement was reviewed with no changes noted. It is an annual requirement to maintain and ensure it reflects the Authority’s Mission.

   b. Performance Measures/Requirements – Annually, the Board is required to establish the Performance Measures and Requirements necessary to achieve the Mission. The following have been incorporated into the existing Performance Requirements:

   - MWBE initiatives have been incorporated with “regulatory requirements”
   - Utilizing new technology has been incorporated with “prudent and fiscally responsible”
   - Items in red indicate non-compliance

   c. Board Performance Review – Annually, the Board is required to conduct a confidential evaluation of the Board’s performance. In response to prior year concerns, the performance reporting document has been modified for easier interpretation. It was requested that the forms be completed and returned. Disclosure forms were also distributed for completion and were to be returned.

   F. Carter expressed concern regarding difficulties of achieving non-voting Board Member quorums for Authority Board business. J. Wright stated that Board Members are canvassed two weeks before the Board Meeting dates to confirm attendance and there was a quorum until the previous evening when a Board Member’s flight was cancelled. Additionally, there is a non-voting member position that has been vacant for several years. F. Carter requested J. Wright follow-up on the non-voting vacancy.

   M. Doheny entered the meeting at 10:48 am.

5. Upon a motion by F. Carter, and seconded by A. MacKinnon, the February 23, 2017 Meeting Minutes were unanimously approved.

6. Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, the Development Authority’s Mission Statement was unanimously approved.

7. Upon a motion by D. Mastascusa, and seconded by M. Murray, the Authority’s Performance Measures and Requirements were unanimously approved.

8. Executive Director’s Report –

   a. The EPA Title V will be forthcoming within 30 days and the preliminary work of the expansion will begin.

   b. Lewis County will host an open house of their new Recycling Facility on April 13, 2017 from 10:00-12:00. Lewis County has seen a 60% increase in recyclables.
c. Transfer Station Operators from the various towns attended a two hour training session presented by Jan Oatman, Authority Regional Recycling Coordinator. Thank you letters were sent out to respective Town Supervisors from the Authority. J. Wright acknowledged J. Oatman and her work in this endeavor.

d. Two Joint Land Use Study (JLUS) public hearings are being held in Evans Mills and Lowville, seeking input from the public.

F. Carter asked who sets the MWBE goals. J. Wright responded the Governor of New York State.

7. Finance – Comptroller’s Report –

a. C. Farone stated the Statement of Net Position is financially sound. Total Assets increased $1.9 million. Total Liability decreased by $1.9 million. There is a positive change in Net Assets of $3.8 million. C. Farone noted that Customer Billings are 12% over year-to-date budget and this was attributable to increased tonnages at the Materials Management Facility (MMF) and increased water purchases from Fort Drum. It was noted that the increase in tonnage at the MMF was from contaminated soil and construction and demolition projects.

S. Hunt remarked that declining MSW tonnage is offset by special projects. J. Wright stated the tip fee stabilization fund mitigates this issue.

A. MacKinnon asked if the recycling will stabilize. J. Wright responded yes.

T. Hefferon asked what the life expectancy is of the landfill. J. Wright responded the life expectancy is good through 2024-2027. T. Hefferon asked about flow control. J. Wright responded that St. Lawrence and Lewis Counties have flow control but Jefferson County does not. Fort Drum, which is in Jefferson County, is an exception as their waste usually goes to Seneca Meadows.

Upon a motion by A. Calligaris, and seconded by F. Carter, the Unaudited Financial Statements for the Period Ending February 28, 2017, were unanimously approved.

b. The Finance Committee met prior to the Board Meeting to review and approve the Budget Modifications of the tentative budget (handouts were distributed). J. Wright reviewed the information and asked if there were any questions. There were none.

Upon a motion by A. Calligaris, and seconded by F. Carter, the Budget Modifications for FY 2017-2018, were unanimously approved.

9. Annual Budget-

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-03-14, Approving Fiscal Year 2017-2018 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved.


Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-03-15, Approving Fiscal Year 2017-2018 Engineering Division Operating Budget and Capital Projects, was unanimously approved.


Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2017-03-16, Approving Fiscal Year 2017-2018 Regional Development Budget, was unanimously approved.

d. Resolution No. 2017-03-17 approves the Materials Management Facility Operating Budget, capital projects, reserve requirements, and tipping fees for Fiscal Year 2017-2018.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2017-03-17, Approving Fiscal Year 2017-2018 Materials Management Facility Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, was unanimously approved.

e. Resolution No. 2017-03-18 approves the Technology Division operating budget, capital projects, reserve designations, and tariff for Fiscal Year 2017-2018.

Upon a motion by F. Calligaris, and seconded by T. Hefferon, Resolution No. 2017-03-18, Approving Fiscal Year 2017-2018 Technology Division Operating Budget, Capital Projects, Reserve Designations, and Tariff, was unanimously approved.

f. Resolution No. 2017-03-19 approves the Water Quality Management Division operating budget, capital projects and user charges for Fiscal Year 2017-2018.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2017-03-19, Approving Fiscal Year 2017-2018 Water Quality Management Division Operating Budget, Capital Projects and User Charges, was unanimously approved.

g. Resolution No. 2017-03-20 authorizes the Executive Director to implement the Compensation Plan effective for the Fiscal Year 2017-2018, commencing April 9, 2017, within the budgetary authorizations and Authority personnel policies, authorized by the Board.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-03-20, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-03-21, Approving Fiscal Year 2017-2018 North Country Economic Development Fund Budget, was unanimously approved.

i. Resolution No. 2017-03-22 authorizes Professional Services Contracts for legal services; architectural and engineering services; financial services; computer services, consulting services, and security services.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-03-22, Authorizing Professional Services Contracts, was unanimously approved.

F. Carter asked if a Request for Proposal is done for law firms. J. Wright responded yes; the original term for Mackenzie-Hughes was five years and with an authorized two year extension.

j. Resolution No. 2017-03, 23 authorizes continuation of a $500,000 line of credit for the Technology Division.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-03-23, Authorizing Continuation of a $500,000 Line of Credit for the Technology Division, was unanimously approved.

10. Governance Report –

a. Resolution No. 2017-03-24 is an annual resolution that approves the Investment Policy. The Policy modification replaces “Deputy Executive Director” with “Deputy Comptroller” in Section 10.0, Operations and Management.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2017-03-24, Approving Investment Policy, was unanimously approved.

b. Resolution No 2017-03-25 is an annual resolution that approves modifications to the Personnel Policy. Resolution No. 2017-03-25 approves modifications to the Personnel Policy and is an annual resolution. Changes have been made to the organization chart, Appendix A – Standard Work Day, and Appendix C – Non-Exempt Pay Chart and consist of updates; new or modified positions; exempt and nonexempt pay grade chart; adjusted pay rates; and the elimination of Grades 1 and 2.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-03-25, Approving Modifications to Personnel Policy, was unanimously approved.

c. Resolution No. 2017-03-26 is an annual resolution approving the Travel and Miscellaneous Expense Policy. The changes modify the in-service travel area from a 35 mile radius of employees’ official work station to a 100 mile radius; electronic receipts for meals must be submitted for reimbursement. The Governance Committee has reviewed the recommendations.
Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2017-03-26, Approving Travel and Miscellaneous Expense Policy Revisions, was unanimously approved.

d. Resolution No. 2017-03-27 is an annual resolution that approves the Procurement Policy. There are no changes to the Procurement Policy.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2017-03-27, Approving Procurement Policy, was unanimously approved.

e. Resolution No. 2017-03-28 is an annual resolution that approves the Disposition of Real Property. There are no changes to the Policy.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2017-03-28, Approving Disposition of Real Property, was unanimously approved.

f. Resolution No. 2017-03-29 is an annual resolution that approves the Fleet Management Policy. Authority employees using their personal vehicle for work are required to provide written documentation of insurance coverage to the Authority. This was a recommendation from the Authority's insurance carrier.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2017-03-29, Amending Fleet Management Policy, was unanimously approved.

11. Engineering –

a. Resolution No. 2017-03-30 approves a GIS Hosting Agreement for Cornell Cooperative Extension of Jefferson County for a data development fee of a not to exceed contract amount of $11,300. GIS datasets will be developed pertaining to identified farms and food producers in Jefferson, Lewis, St. Lawrence, and Oswego Counties, for a not to exceed fee of $5,000 and host GIS datasets on the Internet Mapping Application.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2017-03-30, GIS Hosting Agreement for Cornell Cooperative Extension of Jefferson County, was unanimously approved.

b. Resolution No. 2017-03-31 authorizes a Technical Services Agreement for a Wastewater Treatment Plant capital improvement project with the City of Ogdensburg for general administrative and technical support services, for a total not to exceed contract amount of $80,000.

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2017-03-31, Authorizing Technical Services Agreement for Wastewater Treatment Plant Capital Improvement Project with the City of Ogdensburg, was unanimously approved.
c. Resolution No. 2017-03-32 authorizes a SCADA Services Agreement for the City of Ogdensburg's Wastewater Treatment Plant Capital Improvement Project to provide monitoring, control, trending, and alarming for the Water Pollution Control Facility for a not to exceed total of $100,000.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-03-32, Authorizing SCADA Services Agreement for Wastewater Treatment Plan Capital Improvement Project with the City of Ogdensburg, was unanimously approved.

d. Resolution No. 2017-03-33 authorizes a Technical Services Agreement Amendment with the City of Ogdensburg for management services for their Water Treatment Services Facilities for a period of four years, incrementally increasing each year from $40,000 to $43,000 by year 4.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-03-33, Amendment No. 1 to Technical Services Agreement with the City of Ogdensburg for Management Services for Water Treatment System Facilities, was unanimously approved.

e. Resolution No. 2017-03-34 authorizes a Technical Services Agreement for a water system capital improvement project with the Village and Town of Tupper Lake, for a total not to exceed cost of $25,000.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-03-34, Authorizing Technical Services Agreement for Water System Capital Improvement Project with the Village and Town of Tupper Lake, was unanimously approved.

f. Resolution No. 2017-03-35 authorizes Water Quality management services with the Village of Clayton for an additional five years.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-03-35, Authorizing Water Quality Management Services with the Village of Clayton, was unanimously approved.

g. Resolution No. 2017-03-36 authorizes a Water Quality management services with the Village of Potsdam for a five year period and provides for a full time Water Quality Supervisor that would be exclusively assigned and dedicated to the Potsdam facilities.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-03-36, Authorizing Water Quality Management Services with the Village of Potsdam, was unanimously approved.

12. Materials Management –

a. Resolution No. 2017-03-37 establishes a Community Improvement Project Demolition Incentive Program for municipalities to facilitate the affordability of demolition of residences.
Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2017-03-37, Establishing Community Improvement Project Demolition Incentive Program for Beneficial Use, was unanimously approved.

b. Resolution No. 2017-03-38 approves a Materials Management partnership with Fort Drum and the commitment of Authority funds not to exceed $400,000 to support the effort relative to facilities and equipment with funds coming from the Carbon Credit Reserve Fund. The Executive Director will negotiate a Memorandum of Understanding, subject to Authority Board ratification.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-03-38, Approving a Materials Management Partnership with the U.S. Army Garrison at Fort Drum and Appropriations Relative to the Program, was unanimously approved.

13. Regional Development –

a. Resolution No. 2017-03-39 ratifies a loan for Canexsys Networks Inc. through the North Country Redevelopment Loan Fund in the amount of $500,000 ($250,000/loan and $250,000/grant) for a term of 120 months at 1% interest rate for the renovation of a vacant building at 100 Patterson Street in Ogdensburg.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2017-03-39, Ratifying Loan Issued Through North Country Redevelopment Loan Fund for Canexsys Networks Inc., was unanimously approved.

b. Resolution No. 2017-03-40 authorizes a Community Development Loan to the Tug Hill Tomorrow Land Trust to bridge a New York State grant for the Army Compatible Use Buffer Program, in the amount of $396,000 for a term of 9 months, or upon receipt of the state funds, whichever occurs first.

Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2017-03-40, Authorizing Loan from the Community Development Loan Fund to the Tug Hill Tomorrow Land Trust to Bridge a New York State Grant for the Army Compatible Use Buffer Program, was unanimously approved.

14. Technology –

a. Resolution No. 2017-03-41 authorizes a capital project and associated agreements to construct new central offices in Adams and Carthage due to the expanding customer base in Jefferson, Lewis, and St. Lawrence Counties.

Upon a motion by D. Mastascusa, and seconded by T. Hefferon, Resolution No. 2017-03-41, Authorizing Capital Project and Associated Agreements to Construct New Central Offices in Adams and Carthage, New York, was unanimously approved.
15. Standardization Resolutions –

   a. Resolution No. 2017-03-42 is an annual resolution that standardizes equipment in the Materials Management Division.

       Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2017-03-42, Standardizing Upon Certain Equipment for Use in Relation to the Materials Management Division, was unanimously approved.

   b. Resolution No. 2017-03-43 is an annual resolution that standardizes equipment in the Open Access Telecommunications Network.

       Upon a motion by A. MacKinnon, and seconded by F. Carter, Resolution No. 2017-03-43, Standardizing Upon Certain Equipment for Use in Relation to the Open Access Telecommunications Network, was unanimously approved.

   c. Resolution No. 2017-03-44 is an annual resolution that standardizes equipment in the Water Quality Management Division.

       Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2017-03-44, Standardizing Upon Certain Equipment for Use in Relation to the Water Quality Management Division, was unanimously approved.

J. Wright recognized C. Farone and the Finance staff for their efforts in the preparing the budget.

16. New Business –

   a. Report of the Nominating Committee – A. MacKinnon, Chairman of the Nominating Committee reported that the Committee nominated the current officers. All officers were contacted and accepted the nominations for another term: G. Turck, Chairman; F. Carter, Vice Chairman; M. Murray, Treasurer; T. Hefferson, Secretary. A. MacKinnon asked if there were any nominations from the floor. There were none.

       Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, the nominations of officers, was unanimously approved.

   b. Adoption of the Meeting Schedule –

       Upon a motion by F. Carter, and seconded by D. Mastascusa, the Meeting Schedule for FYE 2018, was unanimously approved.

17. Next Meeting – May 25, 2017

18. The meeting was adjourned at 11:54 AM.

Respectfully submitted,

[Signature]

Thomas Hefferson
Secretary