MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 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, February 23, 2017, at 10:30 AM.

Members Present:
Voting
Fredrick Carter, Vice Chairman
John B. Johnson, Jr.
Thomas Hefferon
Alfred Calligaris
Margaret Murray
Alex MacKinnon

Non-Voting
Mary Doheny
James Hollenbeck
Stephen Hunt

Members Absent
Gary Turck, Chairman
Alfred Calligaris
Brian McGrath
Dennis Mastascusa

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
Laura Tousant, Deputy Comptroller
Richard LeClerc, Manager, Solid Waste Division
Laurie Marr, Director, Public Affairs and Communication
Angela Marra, Administrative Associate
Nicolas Moulton, IT Technician

Guests:
Richard James, Authority Counsel, Mackenzie Hughes

1. Vice Chairman Carter called the meeting to order at 10:30 AM.

2. Vice Chairman Carter requested a roll call by A. Marra.

   • All Board Members were present except for Gary Turck, Alfred Calligaris, Dennis Mastascusa, and Brian McGrath.

3. Vice Chairman Carter confirmed there is a quorum.
4. Vice Chairman Carter reminded everyone that our next meeting is scheduled for March 23rd. This is our Annual Meeting, if there are any conflicts please be sure to let the proper staff know.

5. Vice Chairman Carter offered the Privilege of the Floor.

6. Upon a motion by M. Murray, and seconded by A. MacKinnon, the Minutes of the December 15, 2016 Board Meeting, were unanimously approved.

7. Vice Chairman Carter announced on behalf of Chairman Turck that a nominating committee has been appointed to nominate our new officers. The chairman of the nominating committee is going to be John B. Johnson Jr. Alex MacKinnon and Dennis Mastascusa will be committee members.

8. Executive Director’s Report –

   a. The Transmittal of Validated Department of the Army Permit No. 1989-98111, New York State Department of Environmental Conservation review no. 6-2252-00007 has been received, letting the Authority know we have finally completed the wetlands process. There is a pink laminated sign to post at the project. Well done to Materials Management Division, without this permit DEC cannot and will not complete their review. This is a critical step one completed.

   b. We have received the insurance settlement in the amount of $106,544.38 for the replacement of the netting and poles that we lost in the high winds at the Materials Management Facility. Our estimated cost was $145,000. Depreciation calculated along with our $10,000 deductible results in the settlement amount. This check has been received and will be going into the capital fund. We have an estimate of $80/linear foot. Not all to be repaired/replaced at this time is due to the high wind damage; some was part of the landfill construction plan. This is to be Phase I of repairs. The Executive Director has authorized this is an emergency purchase. First to be replaced will be the critical boundary area and that behind it for a total of 1100 feet. Every day this portion of the fence is down is a violation of our DEC permit.

   M. Doheny asked if there was a grace period to allow for repairs. J. Wright responded there is not. R. LeClerc added that during our latest inspection the DEC made a note and did not indicate this as a violation so long as we are actively working toward the repairs.

   c. This has been covered in the media, but I wanted to make certain the board was aware of it. The comprehensive housing analysis for the City of Watertown has been completed. The Authority paid for that, as it has for similar studies in St. Lawrence and Lewis County. This report has been turned over to the city. We have chosen not to comment on the report. It is not our report, it belongs to the city we just facilitated it. This report provides third party confirmation of what was already identified as the problem.

   d. We are partnering with the St. Lawrence County IDA on the Newton Fall Rail Project. The board has authorized funding on various parts of the project while they are awaiting state reimbursement. They have received a $3.7 million reimbursement check from ESD. They anticipate paying off the remaining Authority loan later this year. The IDA is thanking us for
our help, and requested that their appreciation be passed along to board members and staff for the Authority’s assistance in getting this project underway.

e. The comptroller documented that NYS’s water systems could use roughly $40 billion in repairs. There is discussion at the federal level in terms of significant infrastructure money. Typically these projects would be included in that funding.

    J. Johnson asked if we have an internal priority list of water facilities to identify the most challenging. J. Wright responded that we do not have a formal list, but could quickly create one. There are only about a half dozen that we are working on with various people. The funding sources will typically be dependent upon the municipalities submitting the applications.

7. Finance Report –


        Upon a motion by J. Johnson, and seconded by T. Hefferson, the Unaudited Financial Statements for the Period Ending January 31, 2017 were unanimously approved.

9. Engineering -

    a. Resolution No. 2017-02-01 approves Amendment No. 2 to Technical Services Agreement with the St. Lawrence County Industrial Development Agency for Engineering and redevelopment planning assistance for the former Jones and Laughlin Ore Processing Facility. This amendment is related to Authority services required to assist the SLCIDA with contractor change order requests for unforeseen asbestos/concrete block disposal issues. St. Lawrence County owns the site. The county delegated authority to the IDA, and the IDA contracted with us to manage the project. The county and county attorney are taking the lead on negotiations with the contractor.

        Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-02-01, Amendment No. 2 to Technical Services Agreement with the St. Lawrence County Industrial Development Agency for Engineering and Redevelopment Planning Assistance for the Former Jones and Laughlin Ore Processing Facility was unanimously approved.

    b. Resolution No. 2017-02-02 approves a Technical Services Agreement for Town of Fine Waterfront Revitalization Project Planning and Grant Administration. The contract is with the Town of Fine, which is the lead agency on this project. The scope of the Authority’s involvement would consist of grant administration, project management, design phase services and construction phase services with a total cost not to exceed $35,000.

        Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-02-02, Technical Services Agreement for Town of Fine Waterfront Revitalization Project Planning and Grant Administration was unanimously approved.

    c. Resolution No. 2017-02-03 approves a Technical Services Agreement for Asset Management Plan with the Village of Canton. The Authority’s services would consist of research and data acquisition, plan development and presentation of results with a total cost not to exceed $14,500.
Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-02-03, Technical Services Agreement for Asset Management Plan with the Village of Canton was unanimously approved.

d. Resolution No. 2017-02-04 approves a Technical Services Agreement for Groundwater Treatment and Distribution System Improvement Project with the Village of Heuvelton. The Village has selected the Authority to assist with the Village’s water system improvement project. The total cost of this project is not to exceed $25,000.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2017-02-04, Technical Services Agreement for Groundwater Treatment and Distribution System Improvement Project with the Village of Heuvelton was unanimously approved.

e. Resolution No. 2017-02-05 approves a SCADA Services Agreement for Groundwater Treatment and Distribution System Improvement Project with the Village of Heuvelton. The total cost of these services shall not exceed $20,000.

Upon a motion by T. Hefferon, and seconded by A. M. Murray, Resolution No. 2017-02-05, SCADA Services Agreement for Groundwater Treatment and Distribution System Improvement Project with the Village of Heuvelton was unanimously approved.

10. Materials Management —

Resolution No. 2017-02-06 authorizes Regional Recycling Recognition of Waste Diversion Municipal Projects with effective recycling results. The Authority is achieving results through cooperative efforts with its county partners and municipalities by increasing the volume of recyclables being diverted from the landfill. It is recommended that these three municipalities be recognized for significant efforts in the past year to advance the recycling results and advance waste diversion.

Lewis County has been tracking data since the beginning and have done an excellent job with decision making and conversion. They are generating revenues within their contract with Oneida Herkimer to process their recycling. Lewis County Government is to be acknowledged for their conversion to clear bags, changing to single stream recycling and constructing a single stream transfer station.

The Village of Massena in St. Lawrence County is being recognized for converting to clear bags further enhancing their single stream recycling efforts.

In Jefferson County, the Village of Black River converted to a single stream program from the four component separation that Jefferson County requires.

Upon a motion by T. Hefferon, and seconded by J. Johnson Jr., Resolution No. 2017-02-06, Regional Recycling Recognition of Waste Diversion Municipal Projects with Effective Recycling Results was unanimously approved.

a. Resolution No. 2017-02-07 approves an Amendment to the FY 2017 Materials Management Division Capital Budget for a used forklift. The savings from the purchase of the new waste dozer which was under budget by $117,427 will fund the purchase of the used forklift. The cost is not to exceed $30,000.
Upon a motion by A. MacKinnon, and seconded by T. Hefferon, Resolution No. 2017-02-07, Approving Amendment to the FY 2017 Materials Management Division Capital Budget for Used Forklift was unanimously approved.

11. Regional Development –

a. Resolution No. 2017-02-08 approves a Sub-Recipient Agreement between the Development Authority of the North Country and the Village of Massena to implement CDBG Program. Regional Development and Engineering will work together with Village staff to administer this program. The Authority is a sub-recipient of CDBG funds on behalf of the Village in administering and delivering their 2016 CDBG award.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-02-08, Approving Sub-Recipient Agreement Between the Development Authority of the North Country and the Village of Massena to Implement CDBG Program was unanimously approved.

b. Resolution No. 2017-02-09 approves a Sub-Recipient Agreement between the Development Authority of the North Country and the Town of Wilna to implement CDBG Program. Regional Development and Engineering will work together with Town staff to administer this program. The Authority is a sub-recipient of CDBG funds on behalf of the Town in administering and delivering their 2016 CDBG award.

Upon a motion by T. Hefferon, and seconded by A. MacKinnon, Resolution No. 2017-02-09, Approving Sub-Recipient Agreement Between the Development Authority of the North Country and the Town of Wilna to Implement CDBG Program was unanimously approved.

c. Resolution No. 2017-02-10 approves a loan modification for Clark Decker. This is the Farmland Drainage Program. The loan was to balloon in October. Mr. Decker has been making interest only payments. Mr. Decker is requesting an additional nine months in order to pay the balance of his loan as he works through cash flow issues associated with low milk prices.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-02-10, Approving Loan Modification for Clark Decker was unanimously approved.

d. Resolution No. 2017-02-11 approves a loan to Neighbors of Watertown, Inc. from Community Rental Housing Program to renovate property located at 825 Academy Street, Watertown. The Authority will provide a construction loan through the NDC Program in the amount of $68,934, a construction loan through the Regional Redevelopment Housing Program in the amount of $41,533 and a grant subsidy from the Regional Redevelopment Housing Program in the amount of $41,533. The Authority will be repaid its loans upon the sale of the property. The loan amount is not to exceed $110,467. The grant amount is not to exceed $41,533.

F. Carter asked the question that it looks like we are going to put $123,000 into this home. The total appraised value of the house looks to be $123,000. When this house is completed and the program is done what will this house sell for?

M. Capone responded that they would like to keep it in the $123,000 range. Sometimes with these projects, because they are affordable housing projects, there is the risk that you could
take a loss. The expectation is that we will get paid back the $110,467 in loan money from the sale of the home.

F. Carter asked if with this rehabilitation project, would it then make the other homes more valuable.

M. Capone replied that it will increase the value of this home as well as the whole neighborhood. Hopefully it will lead to future investments by other people in the neighborhood as well.

J. Wright also commented that we have encouraged the city to pursue their efforts on a neighborhood basis so they are directing city resources into the same areas, causing a contagious effect on the neighborhoods.

Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2017-02-11, Approving Loan to Neighbors of Watertown, Inc. from Community Rental Housing Program to Renovate Property Located at 825 Academy Street, Watertown was unanimously approved.

e. Resolution No. 2017-02-12 authorizes a Memorandum of Understanding between the Development Authority of the North Country and Fort Drum for Community Planning Coordination and Communication. Fort Drum and the Authority would like to formally recognize the role of the Authority’s Community Planner as a liaison between Fort Drum and the surrounding communities. This is the first of what we anticipate will be a series of agreements where we partner with Fort Drum. This is a new planning role for us, and fills a need/void that Fort Drum has working with a series of agreements going forth.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-02-12, Authorizing a Memorandum of Understanding Between the Development Authority of the North Country and Fort Drum for Community Planning Coordination and Communication was unanimously approved.

12. Water Quality –

a. Resolution No. 2017-02-13 authorizes a Grant of Easement to Niagara Mohawk Power Corporation for natural gas service installation at Development Authority of the North Country Army Water Line Booster Pump Station No. 1 for use in relation to the Water Quality Management Division emergency generator upgrades. The diesel generator at this station will be replaced with a natural gas generator, thereby eliminating the underground bulk petroleum storage tank. The resolution also approves coordination to secure an easement with the SPCA on their property to allow National Grid to install the gas main to reach Booster Pump Station No. 1. This is located on Route 3 outside the City of Watertown.

Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2017-02-13, Grant of Easement to Niagara Mohawk Power Corporation for Natural Gas Service Installation at Development of the North Country Army Water Line Booster Pump Station No. 1 for Use in Relation to the Water Quality Management Division Emergency Generator Upgrades was unanimously approved.

13. New Business –

F. Carter commented that he has spoken with J. Wright about a possible conflict with that date.

J. Johnson Jr. stated that he has a problem with that date and had already told J. Wright.

J. Wright explained that the problem we have with not meeting our quorum, we cannot schedule for the next day. We have a seven day notification requirement making the earliest we could meet is exactly one week later. With our fiscal year ending March 31, the next meeting will be our Annual Meeting and we will have deadlines in which we have reports that will need to be filed with the state.

16. The meeting was adjourned at 11:10 AM.

Respectfully submitted,

[Signature]

Thomas Hefferon
Secretary