MINUTES
BOARD OF DIRECTORS MEETING
Thursday, December 15, 2016 – 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, December 15, 2016, at 10:30 AM.

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

Non-Voting
Mary Doheny
James Hollenbeck
Stephen Hunt

Members Absent
Brian McGrath
Dennis Mastascusa

Staff Present:
James W. Wright, Executive Director
Thomas Sauter, Deputy 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
Richard LeClerc, Manager, Solid Waste Division
Jo Anne T. Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Guests:
Richard James, Authority Counsel, Mackenzie Hughes – Excused absence due to weather conditions.

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 Dennis Mastascusa, Brian McGrath and Mary Doheny (whose attendance was expected but she was running late).

3. Chairman Turck stated there was not a quorum of nonvoting members so other agenda items would be addressed until M. Doheny arrived.
4. Chairman Turck offered the Privilege of the Floor.

5. Executive Director’s Report –
   
a. The Local Solid Waste Management Plan has been approved and signed off by New York State, and is the first Local Plan approved since the 1980’s. Jefferson, Lewis, and St. Lawrence Counties have been included in one plan and is valid through 2025. J. Wright acknowledged R. LeClerc and his staff for their work on the Plan.

   b. J&L site aerial photo was displayed. Eleven buildings will be demolished. A support letter has been signed for the Environmental Protection Agency for additional funds for site cleanup. Future updates will be provided to the Board.

Alex MacKinnon asked how much of the demolition material was going to the landfill. C. Tuttle responded that concrete block and masonry material from the site will be crushed and used for fill and all remaining material will go to the landfill.

   c. J. Wright reviewed highlights of the Regional Economic Development Council's (REDC) Awards.

Mary Doheny entered the meeting.

   d. Hartley Schweitzer, Authority’s Community Planner, was recognized as one of the Northern New York Business Journal’s 6th Annual 20 Under 40.

   e. The Authority’s recycling education effort is ongoing. New recycling signs have been provided for each of the three counties’ transfer sites; photos were displayed.

   M. Murray asked for clarification of disposal battery recycling. R. LeClerc stated some of the transfer sites dispose of the batteries as refuse and other transfer sites separate the batteries for metal recycling.

   f. Photos of the landfill gas pumps at the Materials Management Facility were displayed. R. LeClerc provided an explanation of the pump parts and their operation.

A. MacKinnon asked how the methane is extracted from the liquid. R. LeClerc stated the methane is extracted by using a vacuum process to minimize water/moisture in the well. A. MacKinnon asked how many wells there are. R. LeClerc responded there are 139 wells. F. Carter asked how long the pumps stay in the wells. R. LeClerc answered they stay in place until the pump stops functioning. F. Carter asked if the pumps are reusable. R. LeClerc responded yes, they are repaired and reused as part of ongoing maintenance.

6. Chairman Turck stated a quorum was achieved with the arrival of M. Doheny.

   Upon a motion by A. Calligaris, and seconded by A. MacKinnon, the Minutes of the October 27, 2016 Board Meeting, were unanimously approved.
7. Finance Report –


      Upon a motion by A. Calligaris, and seconded by A. MacKinnon, the Unaudited Financial Statements for the Period Ending October 31, 2016, were unanimously approved.

8. Governance Report -

   a. Resolution No. 2016-12-130 authorizes submittal of the Public Authorities Reporting Information System (PARIS) five year budget and financial plan for FYE 2018. The plan will be posted to the Authority’s website.

      Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-12-130, Authorizing the Submission of the Public Authorities Reporting Information System (PARIS) Five Year Budget and Financial Plan for FYE 2018, was unanimously approved.

   b. Resolution No. 2016-12-131 authorizes and adds the Deputy Comptroller, along with the Chairman, Treasurer, Executive Director, and Comptroller as authorized signatories on Development Authority bank accounts. Additionally, the Accountant I and Accounting Associate are authorized representatives for the purpose of initiating electronic transfers of Authority funds when authorized by the designated Authority Officers.

      Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-12-131, Authorizing Depository Account Resolutions and Check Signing Authorization, was unanimously approved.

   c. Resolution No. 2016-12-132 establishes the position of Water Quality Supervisor Trainee in the Engineering Division, position number 60-013, at an annual salary of $48,006.40. The Engineering Budget will be increased by a prorated share of wages and benefits for the remainder of the fiscal year, offset by an equal amount of revenues, with adjustments to be determined by the Authority Comptroller.

      Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2016-12-132, Establishing the Position of Water Quality Supervisor Trainee in Engineering Division, was unanimously approved.

   d. Resolution No. 2016-12-133 codifies the responsibilities of the Authority’s divisions and specifically changes the name of the “Solid Waste Management Facility” to “Materials Management Facility.”

      Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2016-12-133, Resolution Establishing Operating Divisions, was unanimously approved.

9. Regional Development –

   a. Resolution No. 2016-12-134 authorizes the Executive Director to execute a Grant Agreement with Empire State Development for recapitalization of the North Country Transformational Tourism Fund.
Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-12-134, Authorizing Executive Director to Execute Grant Agreement with Empire State Development for Recapitalization of the North Country Transformational Tourism Fund, was unanimously approved.

b. Resolution No. 2016-12-135 approves a Professional Services Agreement with the Village of Massena to implement an Affordable Housing Corporation (AHC) Program for an amount not to exceed $40,000. The Authority will provide grant administration and program delivery services.

Upon a motion by A. MacKinnon, and seconded by T. Hefferson, Resolution No. 2016-12-135, Approving Professional Services Agreement Between the Development Authority of the North Country and the Village of Massena to Implement an Affordable Housing Corporation (AHC) Program, was unanimously approved.


Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2016-12-136, Authorizing a Memorandum of Understanding with Area Economic Development Agencies for Development and Implementation of a Regional Marketing Program for Business Attraction Purposes “Drum Country Business,” was unanimously approved.

d. Resolution No. 2016-12-137 approves a six month extension for Affordable Rental Housing Program (ARHP) Loan to Jefferson LeRay LLC at a 4.5% interest rate. The balloon amount is $1,567,168.44, with monthly payments of $9,105.58.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-12-137, Approving Six Month Extension for Affordable Rental Housing Program (ARHP) Loan to Jefferson LeRay LLC, was unanimously approved.

e. Resolution No. 2016-12-138 ratifies a loan issued through the Regional Tourism Transformational Community Revolving Loan Fund in the amount of $30,600 for a term of ten years at a 1% loan rate.

Upon a motion by M. Murray, and seconded by T. Hefferson, Resolution No. 2016-12-138, Ratifying Loan Issued Through Regional Tourism Transformational Community Revolving Loan Fund, was unanimously approved.

10. Water Quality –

a. Resolution No. 2016-12-139 authorizes an Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners for the period of one year for a total of $97,590.73.

Upon a motion by A. MacKinnon, and seconded by T. Hefferson, Resolution No. 2016-12-139, Authorizing Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners, was unanimously approved.
b. Resolution No. 2016-12-140 is an amendment to the FY 2017 Regional Water Line Operating Budget increasing Water Purchases from $128,192 to $144,920 and increasing Customer Billings from $421,052 to $437,780. The additional cost of water will be offset by Increased Revenue of $16,728.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-12-140, Approving Amendment to the FY 2017 Regional Water Line Operating Budget for Water Purchase Costs, was unanimously approved.

11. New Business – Thomas R. Sauter’s retirement and service of 28 plus years to the Development Authority of the North Country was recognized with presentation of Resolution No. 2016-12-141, Recognition of Service — 1988-2016.


13. Executive Session –

Upon a motion by T. Hefferon, and seconded by A. MacKinnon, the Board went into Executive Session to discuss “…employment history of a particular person or corporation, or matters leading to the appointment, employment,….of a particular person.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, the Board came out of Executive Session.

Chairman Turck noted no action was taken.

Upon a motion by A. Calligaris, and seconded by F. Carter, the retirement plan for T. Sauter was unanimously approved.

14. The meeting was adjourned at 11:45 AM.

Respectfully submitted,

[Signature]

Thomas Hefferon
Secretary