The Development Authority of the North Country Board of Directors met in regular session at the Murray Trail Center, 23086 NYS Route 177, Rodman, New York, on Thursday, October 27, 2016, at 10:30 AM.

**Members Present:**

*Voting*
- Gary Turck, Chairman
- John B. Johnson, Jr.
- Fredrick Carter
- Thomas Hefferon
- Dennis Mastascusa
- Margaret Murray
- Alfred Calligaris
- Alex MacKinnon

*Non-Voting*
- Mary Doheny
- James Hollenbeck
- Stephen Hunt

**Members Absent**
- Brian McGrath

**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

1. Chairman Turck called the meeting to order at 10:38 AM.

2. Chairman Turck requested a roll call by J. Yaddow.
   - All Board Members were present, with the exception of B. McGrath.

3. Chairman Turck confirmed there was a quorum.

4. Chairman Turck offered the Privilege of the Floor.
5. Upon a motion by F. Carter, and seconded by D. Mastascusa, the Minutes of the August 25, 2016 Board Meeting, were unanimously approved.

6. Executive Director’s Report –
   
a. The Governance Committee adopted the Health Insurance Premiums for Calendar Year 2017, effective January 1, 2017. C. Farone and A. Austin’s efforts were recognized.
   
b. Notice of Complete Application was approved by NYSDEC and the landfill southern expansion process continues to move forward.
   
c. A fire in Star Lake burned a section of the Authority’s fiber optic line. D. Wolf stated a section of the network line was replaced with 100% service restored.
   
d. Organic greens grown in Hounsfield (Agbotics) are now being sold in Wegman’s in Syracuse.
   
e. Expenditures related to CRT Costs; Single Stream Reimbursements; and Household Hazardous Waste were shown. There is a decline in the household hazardous waste events.
   
f. Photo of the new John Deere dozer was displayed; the old model was traded in.
   
g. Photo of the Lyons Falls water tower was shown; Demolition is set for the beginning of November.
   
h. Aerial photo of the landfill was displayed; tour for Board Members and staff is scheduled for 11:15.

7. Finance Report –
   
a. C. Farone reviewed the Financial Statements for the four months ending September 30, 2016. The budget process begins next month.

     Upon a motion by A. Calligaris, and seconded by D. Mastascusa, the Unaudited Financial Statements for the Period Ending August 25, 2016, were unanimously approved.

     b. Resolution No. 2016-10-111 authorizes an Agreement for Audit Services. After soliciting competitive proposals for the fiscal year ending 2017 through 2021 for audit services, the Authority used an evaluation process which compared audit approach, firm experience, partner experience, and cost. The Audit Committee reviewed the proposals and recommended the Authority award the audit services contract to The Bonadio Group for five years ending March 31, 2021.

     Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-10-111, Authorizing Executive Director to Enter into an Agreement for Audit Services, was unanimously approved.
c. Resolution No. 2016-10-112 amends the FY 2017 Army Water Line Operating Budget for an increase for Water Purchases from $732,140 to $1,001,880, and increase Customer Billings from $1,870,606 to $2,141,346 due to well fields taken off line by the U.S. Army at Fort Drum.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2016-10-112, Approving Amendment to the FY 2017 Army Water Line Operating Budget for Water Purchase Costs, was unanimously approved.

d. Resolution No. 2016-10-113 amends the FY 2017 Solid Waste Management Division Capital Budget to include the purchase of a Ford F350 Flat Bed Truck that was previously authorized in the Administrative Budget. Due to the savings generated from the purchase of a Grader, the Ford F350 Flat Bed Truck will be purchased from Project 20142 (Grader). The Comptroller is authorized to make the necessary budget adjustments.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-10-113, Approving Amendment to the FY 2017 Solid Waste Management Division Capital Budget for Flat Bed Truck Acquisition, was unanimously approved.

e. Resolution No. 2016-10-114 amends the FY 2017 Army Sewer Capital Plan, transferring $30,000 from the Emergency Back-Up Generator Project to the CCTV Equipment Project.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-10-114, Approving Amendment to the FY 2017 Army Sewer Capital Plan for CCTV Equipment, was unanimously approved.

f. Resolution No. 2016-10-115 amends the FY 2017 Army Water Capital Plan for Mainline Valve Replacement, to include water meter replacements. The Water Meter for Booster Pump Station 2 will be purchased from within the $150,000 Mainline Valve Replacement Project.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-10-115, Approving Amendment to the FY 2017 Army Water Capital Plan for Water Meter Replacement, was unanimously approved.

8. Engineering Report –


Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2016-10-116, Technical Services Agreement for 2016 Northern Border Regional Commission Local Development District Grant Administration, was unanimously approved.
b. Resolution No. 2016-10-117 is a Technical Services Agreement for Clifton-Fine Water Improvement Project for a total not to exceed contract amount of $25,000.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-10-117, Technical Services Agreement for Clifton-Fine Water Improvement Project Phase 2 – Newton Falls Interconnect with the Town of Clifton, was unanimously approved.

c. Resolution No. 2016-10-118 authorizes a SCADA Services Agreement for the Village of Potsdam’s Wastewater Treatment Plant Capital Improvement Project for a total not to exceed contract amount of $50,000.

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2016-10-118, SCADA Services Agreement for Wastewater Treatment Plant Capital Improvement Project with the Village of Potsdam, was unanimously approved.

d. Resolution No. 2016-10-119 authorizes a SCADA Services Agreement with the Village of Sackets Harbor for the Main Street Pump Station Remote Terminal Unit (RTU) upgrade for a total not to exceed contract amount of $6,500.

Upon a motion by T. Hefferon, and seconded by D. Mastascusa, Resolution No. 2016-10-119, SCADA Services Agreement for Main Street Pump Station Remote Terminal Unit (RTU) Upgrade with the Village of Sackets Harbor, was unanimously approved.

e. Resolution No. 2016-10-120 authorizes a Technical Services Agreement for a Municipal Dissolution Study with the Village of Morristown for a total not to exceed contract amount of $25,000.

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2016-10-120, authorizes a Technical Services Agreement for Municipal Dissolution Study with the Village of Morristown, was unanimously approved.

9. Regional Development –

a. Resolution No. 2016-10-121 authorizes use of $1 million in funding from the Community Development Loan Fund to bridge North Country Redevelopment Funds until proceeds are received from the Empire State Development associated with Project Number Z940.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2016-10-121, Authorizing Use of Funds from the Community Development Loan Fund to Bridge North Country Redevelopment Funds until Proceeds Received from Empire State Development, was unanimously approved.
b. Resolution No. 2016-10-122 ratifies a loan issued through North Country Redevelopment Loan Fund for Rickey L. Hamelin. Mr. Hamelin proposes to renovate the former Slavin Building located in downtown Massena into two 4,000 square foot commercial spaces and three upper mid-level 1,300 square foot apartments. The Village of Massena is submitting a RESTORE NY grant to the state in the amount of $500,000 for this project and the Regional Loan Committee is recommending a commitment of $205,000, comprised of a $102,500 loan and a $102,500 grant consistent with program guidelines.

F. Carter asked if the Authority moved to first position on the loan, would it mean the Authority could be a landlord. M. Capone responded yes if the mortgage were executed in the event of a bank foreclosure.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2016-10-122, Ratifying Loan Issued Through North Country Redevelopment Loan Fund for Rickey L. Hamelin, was unanimously approved.

c. Resolution No. 2016-10-123 authorizes an application to the New York State Job Development Authority to administer a North Country Agribusiness Loan Program in the amount of $2 million. The Regional Development staff will administer the Program.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2016-10-123, Authorizing Application to the New York State Job Development Authority to Administer a North Country Agribusiness Loan Program, was unanimously approved.

d. Resolution No. 2016-10-124 approves a loan from the Affordable Rental Housing Program to the West Carthage Housing Authority in the amount of $21,500 to purchase two accessibility lifts for the William Dalton Estates. The West Carthage Housing Authority will utilize $21,500 in cash from the projects' reserve accounts to match the Authority's funding.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2016-10-124, Approving Loan from Affordable Rental Housing Program to West Carthage Housing Authority, was unanimously approved.

e. Resolution No. 2016-10-125 authorizes an Empire State Development Grant for Fort Drum Base Retention Economic Support in the amount of $50,000 to support local government planning and coordination with Fort Drum authorities. The Executive Director is authorized to sign the Grant Agreement and all associated documentation.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-10-125, Authorizing Empire State Development Grant for Fort Drum Base Retention Economic Support, was unanimously approved.

10. Solid Waste Management –

a. Resolution No. 2016-10-126 relates to the proposed Local Materials Management Plan and is subject to a SEQRA. A negative declaration has been issued and the Executive Director of the Authority will complete and sign the "Determination of Significance" certification section of Part 3 of the FEAF (Full Environmental Assessment Form).
Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-10-126, Determining Significance Under the State Environmental Quality Review Act of Proposed Local Materials Management Plan, was unanimously approved.

b. Resolution No. 2016-10-127 approves the Local Materials Management Plan (LMMP) that was considered by the Authority at the August 25, 2016 meeting. A copy will be provided to NYSDEC for their review approval, along with this approved Resolution and the Full Environmental Assessment Form (FEAF) relating to the LMMP.

J. Wright recognized R. LeClerc and the Solid Waste Management team's efforts.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-10-127, Approving Local Materials Management Plan, was unanimously approved.

11. Water Quality –


Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-10-128, Authorizing Operations and Maintenance Services for U.S. Customs and Border Protection Wastewater Facilities in Wellesley Island, was unanimously approved.

12. Added Resolution – Resolution No. 2016-10-129 was added after the Board packet was sent out. This resolution ratifies a loan to MCM DevCo Malone LLC issued through the North Country Redevelopment Loan Fund for $500,000 ($250,000 loan/$250,000 grant) for a term of 240 months at a 1% interest rate.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-10-129, Ratifying Loan Issued Through North Country Redevelopment Loan Fund for MCM DevCo Malone LLC, was unanimously approved.

13. New Business – J. Wright stated T. Sauter will be retiring effective December 31, 2016 and will be recognized at the December Board Meeting.


15. Upon a motion by F. Carter, and seconded by A. MacKinnon, the meeting was adjourned at 11:16 AM.

Respectfully submitted,

Thomas Heffron
Secretary