MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 25, 2016 – 10:15 AM
Conference Room 100, 1st Floor
Dulles State Office Building, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session in Conference Room 100, 1st Floor, Dulles State Office Building, Watertown, New York, on Thursday, February 25, 2016.

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

- Non-Voting
  - Stephen Hunt
  - James Hollenbeck
  - Brian McGrath

**Members Absent**
- Mary Doheny
- Dennis Mastascusa
- Fredrick Carter

**Staff Present:**
- James W. Wright, Executive Director
- Thomas Sauter, Deputy Executive Director
- David Wolf, Director of Telecommunications Division
- Michelle Capone, Director of Regional Development
- Carrie Tuttle, Director of Engineering and Environmental Division
- Richard LeClerc, Manager, Solid Waste Management Division
- Carl Farone, Comptroller
- Jo Anne T. Yaddow, Executive Assistant
- Angela Marra, Administrative Assistant

**Guests:**
- Richard James, Authority Counsel, Mackenzie Hughes
- Ted Booker, Watertown Daily Times Reporter

1. Chairman Turck called the meeting to order at 10:15 am.

2. Chairman Turck confirmed there was a quorum.

3. Chairman Turck offered the Privilege of the Floor.

4. Upon a motion by T. Hefferon, and seconded by M. Murray, the Minutes of the December 10, 2015 Board Meeting, were unanimously approved.
5. Chairman’s Report –

   a. Alfred Calligaris and Margaret Murray have both been reappointed to four year terms by the Jefferson County Legislature.

   b. Dennis Mastascusa has been appointed to a four year term by the Lewis County Legislature, filling Richard Lucas’ vacancy. Mr. Mastascusa is appointed to the Facilities Committee and Audit Committee. It was noted that T. Hefferon will be appointed to the Finance Committee, replacing Richard Lucas. A. MacKinnon is appointed as Chairman of the Project Development Committee, replacing Richard Lucas. Mr. Mastascusa is absent due to car problems.

   c. The Finance Committee will meet following the Board Meeting to receive the 2016-2017 Budget. All Board Members were invited to attend the Finance Committee.

6. Executive Director’s Report –

   a. The Development Authority received a thank you letter from JCC for Water Quality Division’s contribution to the 9th Annual Super Science Saturday. Brian Nutting and Rob Stevenson from Water Quality participated in an interactive demonstration for kids.

   b. Creekwood II had their closing and have gone to permanent financing.

   c. MWBE Campaign – The ad for the Authority’s MWBE campaign was displayed. The ad is an effort to recruit women-owned businesses and getting them MWBE certified.

   d. Ogdensburg tour – C. Tuttle and representatives from the City of Ogdensburg’s Administration, City Council and management group had a tour of Clayton and Carthage. The City of Ogdensburg is considering entering into a contract with the Authority; positive feedback was received.

7. Finance Report –

   a. C. Farone stated there will be an upgrade to the 2015 SL Dynamics accounting system during the first week of March.

   b. The Development Authority is operating pursuant to Board-authorized budgets. Total Assets at the beginning of the year increased to $216 million; Customer Billings are above projected levels due to overages on solid waste tonnage projections; Operating expenses are underperforming due to a decrease in fuel costs and maintenance contracts.

      Upon a motion by A. Calligaris, and seconded by M. Murray, the Unaudited Financial Statements for the Period Ending January 31, 2016, were unanimously approved.
8. Engineering -

a. Resolution No. 2016-02-01 amends a Technical Service Agreement for the Water Pollution Control Facility with the Villages of Carthage and West Carthage for a not to exceed contract amount of $76,500. The scope of the Authority's original services has changed because the Villages have passed separate bonding authorizations and are required by their funding agencies to track their costs and manage project budgets separately.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2016-02-01, Amendment No. 1 to Technical Services Agreement for Water Pollution Control Facility with the Villages of Carthage, was unanimously approved.

b. Resolution No. 2016-02-02 is a Technical Services Agreement for a municipal dissolution study with the Village of Richville for a not to exceed amount of $15,000. The Village wants a study done to quantify the potential benefits of dissolution.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2016-02-02, Technical Services Agreement for Municipal Dissolution Study with the Village of Richville, was unanimously approved.

J. Johnson suggested that brief updates on results of the dissolution studies would be helpful. J. Wright stated updates could be scheduled.

c. Resolution No. 2016-02-03 is a fourth amendment to a Technical Services Agreement for Newton Falls Sewer System Capital Project with the Town of Clifton. Amendments 1 through 3 increased the total not to exceed contract cost to $45,000. Due to project costs exceeding the budget, and the need to obtain additional grant funding from USDA Rural Development to complete the project, the Town has requested additional technical oversight from the Authority. The additional expense of $3,000 brings the total not to exceed cost to $48,000.

Upon a motion by A. MacKinnon, and seconded by T. Hefferon, Resolution No. 2016-02-03, Amendment No. 4 to Technical Services Agreement for Newton Falls Sewer System Capital Project with the Town of Clifton, was unanimously approved.

d. Resolution No. 2016-02-04 is a Technical Services Agreement for a water tank improvement project with the Village of Potsdam for a not to exceed contract total of $10,000.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2016-02-04, Technical Services Agreement for Water Tank Improvement Project with the Village of Potsdam, was unanimously approved.

e. Resolution No. 2016-02-05 amends the Technical Services Agreement for the wastewater treatment plant improvement project with the Village of Potsdam for a not to exceed contract total of $60,000. J. Wright noted this resolution's total was amended at the Facilities Committee to $60,000 from $70,000 due to an error. Services include general administrative, technical assistance design phase, and technical assistance construction phase.
Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2016-02-05, Amendment No. 2 to Technical Services Agreement for Wastewater Treatment Plan Improvement Project with the Village of Potsdam, was unanimously approved.

f. Resolution No. 2016-02-06 amends the Technical Services Agreement for New York State Department of Transportation State Road 970L related to electrical and sewer lateral improvements with the Village of Clayton. The additional expenses of this amendment are $45,000 bringing the not to exceed contract total to $50,000.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2016-02-06, Amendment No. 1 to Technical Services Agreement for New York State Department of Transportation State Road 970L Electrical and Sewer Lateral Improvement Project with the Village of Clayton, was unanimously approved.

g. Resolution No. 2016-02-07 authorizes a GIS hosting agreement with Franklin County for a term of five years with incremental increases each year.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2016-02-07, Authorizing GIS Hosting Agreement with Franklin County, was unanimously approved.

h. Resolution No. 2016-02-08 authorizes GIS data integration and a hosting agreement with the Village of Saranac Lake for a five year term. The Authority would provide services to integrate the existing Village GIS data into the Development Authority’s database and provide hosting services within their Internet Mapping Application.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-08, Authorizing GIS Data Integration and Hosting Agreement with the Village of Saranac Lake, was unanimously approved.

9. Regional Development –

a. Resolution No. 2016-02-09 approves a Housing Revolving Loan Fund Program loan modification for Riverview Plaza LLC to extend the loan term for an additional five years. The total term is 15 years at 5% interest. Interest-only payments were made from October 2015 through January 2016. Regular principal and interest payments began on February 15, 2016.

B. McGrath asked if the Authority requested personal financial statements or a broker opinion of the real estate. M. Capone said no.

Upon a motion by J. Johnson, Jr., and seconded by A. Calligaris, Resolution No. 2016-02-09, Approving Housing Revolving Loan Fund Program Loan Modification for Riverview Plaza LLC, was unanimously approved.

b. Resolution No. 2016-02-10 authorizes use of Housing Loan Revolving Funds for the City of Ogdensburg Community Development Block Grant Program (CDBG) administration for up to $100,000. The funds would be used to bridge grant payments from the New York State Office of Community Renewal for the City of Ogdensburg’s CDBG.
Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2016-02-10, Authorizing Use of Housing Loan Revolving Funds for City of Ogdensburg CDBG Program Administration, was unanimously approved.

c. Resolution No. 2016-02-11 authorizes submission of an application for funds from the U.S. Office of Economic Adjustment for the Fort Drum Joint Land Use Study. M. Capone, Director of Regional Development, will be the program administrator and will submit the application to OEA for review.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-11, Authorizing Submission of the Application for Funds from the United States Office of Economic Adjustment for the Fort Drum Joint Land Use Study, was unanimously approved.

d. Resolution No. 2016-02-12 authorizes application submission for funds from the U.S. Office of Economic Adjustment for Force Reduction Funding due to the loss of troops at Fort Drum through the Programmatic Environmental Assessment and the Supplemental Programmatic Environmental Assessments of 2014 and 2015. The City of Watertown is eligible to apply for Force Reduction Funding through OEA and provided written approval for the Authority to apply on its behalf. The Authority is considering purchasing economic modeling software.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2016-02-12, Authorizing Submission of the Application for Funds from the U.S. Office of Economic Adjustment for Force Reduction Funding, was unanimously approved.

e. Resolution No. 2016-02-13 amends the Technical Services Agreement with Lewis County for project management services for the Lyons Falls Brownfield Opportunity Area Grant to include the addition of the Community Planner position. The wage schedule will not impact the overall not to exceed total of $60,000.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-13, Authorizing Amendment No. 1 to the Technical Services Agreement with Lewis County for Project Management Services for the Lyons Falls Brownfield Opportunity Area Grant, was unanimously approved.

f. Resolution No. 2016-02-14 establishes the Regional Redevelopment Housing Program by setting aside $1 million from the Community Rental Housing Program per the approval of Empire State Development.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-14, Establishing the Regional Redevelopment Housing Program, was unanimously approved.

B. McGrath asked if this was a new construction project. J. Wright responded no, it is a rehabilitation project.

g. Resolution No. 2016-02-15 adopts criteria for the Community Rental Housing Program (CRHP). The CRHP Interagency Review Committee met on February 18, 2016 to review the Program Criteria and Guidelines and is recommending adoption by the Development Authority Board.
Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2016-02-15, Adopting Criteria for the Community Rental Housing Program, was unanimously approved.

10. Solid Waste –

a. Resolution No. 2016-02-16 amends the FY 2015-2016 Solid Waste Management Facility Capital Budget by transferring $20,000 from the Repair/Expand Entrance Turn-Around project to the Relocation Entrance Gate project.

Upon a motion by T. Hefferson, and seconded by M. Murray, Resolution No. 2016-02-16, Amending FY 2015-2016 Solid Waste Management Facility Capital Budget, was unanimously approved.

b. Resolution No. 2016-02-17 designates the Development Authority as Lead Agency under the SEQRA for consideration of conducting a timber sale. This is classified as a Type I Action and has no adverse environmental impact. The Executive Director will file and publish the Negative Declaration for the Project and take whatever steps are necessary to carry out the Resolution.

Upon a motion by M. Murray, and seconded by T. Hefferson, Resolution No. 2016-02-17, Designating the Development Authority of the North Country as Lead Agency Under the State Environmental Quality Review Act for the Consideration of Conducting a Timber Sale Classifying the Project as a Type I Action, Determining That the Project Will Not Have a Significant Adverse Environmental Impact and Taking Action on the Project, was unanimously approved.

11. Water Quality –

a. Resolution No. 2016-02-18 amends the Operations and Maintenance Service for Sewer District No. 2 with the Town of Champion. The Town of Champion will compensate the Development Authority over a two year period for a total of $15,293.

Upon a motion by T. Hefferson, and seconded by A. MacKinnon, Resolution No. 2016-02-18, Amendment No. 1 to Operations and Maintenance Service Agreement for Sewer District No. 2 with Town of Champion, was unanimously approved.

b. Resolution No. 2016-02-19 authorizes a Sewer Service Agreement with Town of Pamela for the Town of Pamela Sewer District No. 9. The Town desires to connect its Sewer District No. 9 to the Authority’s Fort Drum to City of Watertown Sewer Line.

Upon a motion by T. Hefferson, and seconded by A. MacKinnon, Resolution No. 2016-02-19, Authorizing Sewer Service Agreement with Town of Pamela for Town of Pamela Sewer District No. 9, was unanimously approved.

c. Resolution No. 2016-02-20 authorizes an Operations and Maintenance Service Agreement with the Town of Pamela Sewer District No. 9 for a total of $2,600 for a one year term.
Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2016-02-20, Authorizing Operations and Maintenance Service Agreement with Town of Pamela Sewer District No. 9, was unanimously approved.

d. Resolution No. 2016-02-21 amends the Operations and Maintenance Service Agreement for Sewer District No. 4 for the Town of LeRay for a total of $7,405. for a two year term.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2016-02-21, Amendment No. 1 to Operations and Maintenance Service Agreement for Sewer District No. 4 for Town of LeRay, was unanimously approved.

e. Resolution No. 2016-02-22 authorizes and Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners for a term of one year for a total of $95,677.19.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-22, Authorizing Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners, was unanimously approved.

f. Resolution No. 2016-02-23 authorizes an Operations and Maintenance Service Agreement with the Town of Gouverneur for a term of five years for a total of $111,538.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2016-02-23, Authorizing Operations and Maintenance Service Agreement with the Town of Gouverneur, was unanimously approved.

g. Resolution No. 2016-02-24 authorizes a Water Service Agreement Extension for the Village of Chaumont for a term of 41 years.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-02-24, Authorizing the Executive Director to Execute a Water Service Agreement Extension for Village of Chaumont, was unanimously approved.

12. New Business – None

13. Next Meeting – March 24, 2016 (Annual Meeting)

14. Upon a motion by A. Calligaris, and seconded by T. Hefferon, the meeting adjourned at 10:50 am.

Respectfully submitted,

Thomas Hefferon
Secretary