MINUTES
BOARD OF DIRECTORS MEETING
Thursday, December 10, 2015 – 11:00 AM
Conference Room, 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, December 10, 2015.

**Members Present:**
- Voting
  - Gary Turck, Chairman
  - John B. Johnson, Jr.
  - Fredrick Carter
  - Richard Lucas
  - Tom Hefferon
  - Alfred Calligaris
  - Margaret Murray

- Non-Voting
  - William Archer
  - James Hollenbeck
  - Mary Doheny

**Members Absent**
- Alex MacKinnon
- Brian McGrath

**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, Division Manager, Solid Waste Management Division
- Carl Farone, Comptroller
- Jan Oatman, Regional Recycling Coordinator
- Jo Anne T. Yaddow, Executive Assistant
- Nicholas Moulton, Administrative Assistant

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

1. Chairman Turck called the meeting to order at 11:02 AM.

2. Chairman Turck confirmed there was a quorum.

3. Chairman Turck offered the Privilege of the Floor.

4. Upon a motion by F. Carter, and seconded by A. Calligaris, the Minutes of the October 22, 2015 Board Meeting, were unanimously approved.
5. Chairman’s Report – F. Carter recommended a resolution recognizing John M. McHugh’s service at October’s Board Meeting. J. Wright read Resolution No. 2015-12-116 in its entirety. Resolution No. 2015-12-116 recognizes the service of the John M. McHugh, who retired November 1, 2015 from his position as Secretary of the Army. Mr. McHugh was a staunch advocate for the North Country, Fort Drum, and the 10th Mountain Division and was a sponsor of the state enabling legislation which created and established the powers of the Development Authority of the North Country.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2015-12-116, Recognizing the Service of the Honorable John M. McHugh and His Contributions to the North Country, was unanimously approved.

6. Executive Director’s Report –

a. Insurance RFP’s – The RFP process has been completed with the result in a change of providers. Eastern Short Associates is the new agent. J. Wright commended C. Farone, L. Tousant, and T. Sauter for their work during the process.

b. Authority Services Meeting with Newly Elected Officials - Newly elected officials were invited to a meeting at the Authority where presentations were made by the Division Managers highlighting services that are provided by the Development Authority. Individuals from all three counties were in attendance.

c. City of Watertown Budget – Reconciliations of last year’s budget were completed. The City has projected an increase in rates for next year. A meeting with the City of Watertown has been requested to discuss the increase.

d. OEA Grant Submission – At the June board meeting, the OEA grant submission was approved. There is a Resolution pending that requests a match of $100,000 over a two year period, resulting in a three county effort for joint land use grant beneficial for Fort Drum’s ACUB program.

e. Murray Center – A photo of the interior of the Murray Center was displayed. Barn wood from the original farm site was used for the interior walls and was installed by Michael Blackwell and Edward Barker. Historical pictures from Rodman will be on display in the Center and will soon be open for use.

f. Toy Swap – The Development Authority, Northeast Recycling Council, and Carthage Central School District have partnered for a toy swap at the Carthage High School to be held on December 12, 2015. Gently used toys may be brought in and swapped for other toys. J. Wright acknowledged J. Oatman for her work on this project.

g. Adopt-A-Platoon – The Development Authority has adopted a platoon and is accepting cash donations for shipping and goodies/supplies for the platoon. The Development Authority can no longer match funds so it is an employee effort.
7. Finance Report –

   a. C. Farone stated The Bonadio Group will be on site next month to begin the audit process. Four to five Bonadio staff members will be conducting testing at the Authority.

   b. All line items on the financial statements are within Board-authorized budgets. The Authority closed on bonds for the Leachate Loadout Control Facility which are reflected in the financial statements.

      Upon a motion by R. Lucas, and seconded by F. Carter, the Unaudited Financial Statements for the Period Ending October 31, 2015, were unanimously approved.

   c. Resolution No. 2015-12-117 authorizes the submission of the Public Authorities Reporting Information System (PARIS) Five Year Budget and Financial Plan for FYE2017. This is an annual requirement and the plan will be posted to the Development Authority’s website.

      Upon a motion by M. Murray, and seconded by R. Lucas, Resolution No. 2015-12-117, Authorizing Submission of the Public Authorities Reporting Information System (PARIS) Five Year Budget and Financial Plan for FYE 2017, was unanimously approved.

8. Governance Report –

   a. Resolution No. 2015-12-118 amends the Personnel Policies Manual, specifically Section 4, Benefits, and is related to health insurance. Effective January 1, 2016, employees will continue to contribute a fixed amount of employee contribution as established annually by the Authority’s Governance Committee. The rate of retired employees’ individual coverage contributions will be established as a fixed amount of contribution as established by the Authority’s Governance Committee. If family coverage is elected instead, the Authority will pay for such costs up to the dollar amount provided for individual coverage.

      Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2015-12-118, Amending the Personnel Policies Manual, was unanimously approved.

      J. Johnson left the meeting.

9. Engineering -

   a. Resolution No. 2015-12-119 authorizes a Technical Services Agreement for the municipal dissolution implementation with the Town of Hermon. The Village of Hermon voters approved a Dissolution Implementation Plan at a public referendum held October 27, 2015 with the dissolution taking effect January 1, 2017. The Town has requested technical services from the Development Authority to proceed with implementation including the development of a Comprehensive Plan, funding agency coordination and assistance, coordination with Village consultants to assist with implementation tasks related to water/sewer/lighting district formation, records management, and local law consolidation. The not to exceed contract amount is $30,000.
Upon a motion by R. Lucas, and seconded by M. Murray, Resolution No. 2015-12-119, Technical Services Agreement for Municipal Dissolution Implementation with the Town of Hermon, was unanimously approved.

b. Resolution No. 2015-12-120 authorizes a Technical Services Agreement for development of an Asset Management Plan, funding agency coordination and assistance, coordination with Village consultants to assist with implementation tasks related to records management, Information Technology integration, real property disposition and local law consolidation. The Village of Hermon voters approved a Dissolution Implementation Plan at a public referendum held October 27, 2015. The Village will dissolve effective January 1, 2017. The Development Authority and Village of Hermon entered in a prior Agreement dated February 11, 2014 for a not to exceed amount of $7,000 to provide technical services related to the Village’s Dissolution Study. The total cost for these services shall not exceed $20,000.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-12-120, Technical Services Agreement for Municipal Dissolution Implementation with the Village of Hermon, was unanimously approved.

c. Resolution No. 2015-12-121 is a Memorandum of Understanding (MOU) with St. Lawrence County Planning for assistance with the Comprehensive Plan for a not to exceed contract amount of $7,000. The MOU details the support services that the County will provide to the Development Authority in the development of the plan.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-12-121, Memorandum of Understanding with St. Lawrence County Planning for Assistance with Comprehensive Plan for the Town of Hermon, was unanimously approved.

d. Resolution No. 2015-12-122 authorizes a Technical Services Agreement (TSA) with the Village of Potsdam for additional technical services not provided in a previous TSA related to the wastewater treatment plant capital improvement project. This project will involve research and data acquisition of existing water/sewer historical billing practices, water consumption data, and budget actual revenues and expenditures, development of an equivalent dwelling-based billing model, delivery of a letter report summarizing recommendations for the Village to alleviate highly variable annual water and sewer revenues, and attendance at meetings to discuss the recommendations to modify current Village water and sewer billing. The contract amount is for a not to exceed contract amount of $7,000.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2015-12-122, Technical Services Agreement for Water/Sewer Rate Analysis with the Village of Potsdam, was unanimously approved.

e. Resolution No. 2015-12-123 is an amendment to the SCADA Services Agreement with the Town of Gouverneur for the Water Pollution Control Facility Closure Project and provides additional work involving a Remote Terminal Unit (RTU) Control Panel at the Village’s WPCF. This scope of work will result in an additional cost of $9,500, bringing the not to exceed amount to $34,500.
Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2015-12-123, Amendment No. 1 to the SCADA Services Agreement with the Town of Gouverneur for the Water Pollution Control Facility Closure Project, was unanimously approved.

f. Resolution No. 2015-12-124 is an amendment to the GIS Hosting Agreement with St. Lawrence County. The Development Authority and St. Lawrence County entered into an Agreement effective January 1, 2015 to provide GIS Hosting Services on the Authority’s Internet Mapping Application at no fee for one year to determine the level of effort required to manage and maintain their GIS. St. Lawrence County has determined the Development Authority is qualified to perform these services and desires to continue GIS Hosting Services. The contract spans five years for a total of $6,400.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-12-124, Amendment No. 1 to the GIS Hosting Agreement with St. Lawrence County, was unanimously approved.

g. Resolution No. 2015-12-125 authorizes a GIS Hosting Agreement with Lewis County for a one year term beginning January 1, 2016 through December 31, 2016 at no cost, on an evaluation basis similar to St. Lawrence County. The addition of Lewis County data layers to the Authority’s Internet Mapping Application will provide benefits to the Authority’s existing municipal St. Lawrence County GIS customers.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2015-12-125, Authorizing the Development Authority of the North Country to Enter into a Geographic Information System Hosting Agreement with Lewis County, was unanimously approved.

h. Resolution No. 2015-12-126 is a Technical Services Agreement with the Village of Antwerp for an Asset Management Plan to conduct an update to their asset inventory as a result of the recently completed $3.6M wastewater capital improvement capital improvement project. The project will involve research and data acquisition of new wastewater treatment plant equipment, an update to the existing electronic asset inventory and a review of asset inventory.

Upon a motion by R. Lucas, and seconded by A. Calligaris, Resolution No. 2015-12-126, Technical Services Agreement for Asset Management Plan Update with the Village of Antwerp, was unanimously approved.

10. Regional Development -

a. Resolution No. 2015-12-127 establishes a Project Review Committee for the North Country Redevelopment Fund. The Project Review Committee will be comprised of a representative from Empire State Development, a representative from the North Country Regional Economic Development Council, and a representative from the Development Authority Board.

Upon a motion by M. Murray, and seconded by R. Lucas, Resolution No. 2015-12-127, Establishing Project Review Committee for the North Country Redevelopment Fund, was unanimously approved.
b. Resolution No. 2015-12-128 authorizes the Executive Director to submit an application to the Empire State Development in the amount of $100,000 to support local government planning and coordination with Fort Drum authorities. Additionally, the Executive Director is authorized to sign the Grant Agreement accepting the funds.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-12-128, Authorizing Empire State Development Grant for Fort Drum Base Retention Economic Support, was unanimously approved.

c. Resolution No. 2015-12-129 authorizes a contract with Gruber Phillips to conduct a targeted marketing campaign to recruit Value Added Aluminum companies to St. Lawrence County. An additional $18,000 will be appropriated to the Regional Development Budget for the retention of the consulting firm facilitated through an amendment to the FY 2015-2016 budget.

Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-12-129, Authorizing a Targeted Business Recruitment Effort for Massena Redevelopment, was unanimously approved.

d. Resolution No. 2015-12-130 authorizes participation with the St. Lawrence County Industrial Development Agency Local Development Corporation in the Alcoa Vendor Diversification Program. Funds in the amount of $36,000 will be authorized from the Regional Development budget.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-12-130, Authorizing Participation with St. Lawrence County Industrial Development Agency Local Development Corporation in the Alcoa Vendor Diversification Program, was unanimously approved.

11. Solid Waste –

a. Resolution No. 2015-12-131 authorizes the annual filing of an application for household hazardous waste state assistance. The municipality agrees that it will fund the entire cost of the household hazardous waste program and the Authority will receive reimbursement by New York State for the share of costs as indicated by the contract.

Upon a motion by R. Lucas, and seconded by A. Calligaris, Resolution No. 2015-12-131, Authorizing the Filing of an Application for a State Assistance from the Household Hazardous Waste (HHW) State Assistance Program and Signing of the Associated State Master Grant Contract Under the Appropriate Laws of New York State, was unanimously approved.

b. Resolution No. 2015-12-132 authorizes financial incentives for single stream recycling initiatives to encourage its municipal partners to pursue a similar goal. The Development Authority will contribute 33% of capital investments by county to implement single stream recycling not to exceed $100,000 per county and $5/ton reimbursement for recycling materials delivered to an Authority-approved single stream recycling processing facility. The program will operate on a trial basis with a re-evaluation at the end of the 15 month trial period.
Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2015-12-132, Authorizing Financial Incentives for Single Stream Recycling Initiatives, was unanimously approved.

12. Water Quality –

a. Resolution No. 2015-12-133 authorizes an Operations/Maintenance and Administrative Agreement Service Agreement with the Route 3 Sewer Facilities Board of Commissioners. The Agreement is for one year for a total amount of $55,677.19.

Upon a motion by R. Lucas, and seconded by M. Murray, Resolution No. 2015-12-133, Authorizing Operations/Maintenance and Administrative Service Agreement for the Route 3 Sewer Facilities Board of Commissioners, was unanimously approved.

12. Program Update – Solid Waste Audit Findings – R. LeClerc presented a Powerpoint display detailing the results of the solid waste audit.

13. New Business – None


15. Upon a motion by F. Carter, and seconded by R. Lucas, Chairman Turck adjourned the meeting at 12:20 AM.

Respectfully submitted,

Thomas Hefferon
Secretary