MINUTES
BOARD OF DIRECTORS MEETING
Thursday, October 22, 2015 – 10:30 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, October 22, 2015.

Members Present:

Voting
Gary Turck, Chairman
John B. Johnson, Jr.
Fredrick Carter
Richard Lucas
Alex MacKinnon
Tom Hefferon
Alfred Calligaris

Non-Voting
William Archer
James Hollenbeck
Mary Doheny

Members Absent
Margaret Murray
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
Timothy Field, Network Analyst
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 10:33 AM.

2. Chairman Turck confirmed there was a quorum.

3. Chairman Turck offered the Privilege of the Floor.

4. Upon a motion by R. Lucas, and seconded by A. MacKinnon, the Minutes of the August 27, 2015 Board Meeting, were unanimously approved.
5. Chairman’s Report – None

6. Executive Director’s Report –

   a. Bond closing/signing was completed on October 21, 2015 with proceeds to be wired on October 22, 2015. J. Wright acknowledged C. Farone for his work during this process.

   b. J. Wright briefed the Watertown City Council on October 13, 2015. Highlights were the Mercy site demolition and Maple Courts project. Board Members J. Johnson and T. Hefferon were in attendance.

   c. Engineering’s GIS, Starr Carter, and Christina Illingworth, are being recognized at the NYSGIS Conference for their work and effort on the Authority’s GIS IMA implementation.

   d. Wastewater Operator 2A Certifications have been achieved by Brian Mantle and Jerame Roux.

   e. Solid Waste Management Facility received a satisfactory rating for permitting compliance and recordkeeping during a DEC inspection.

   f. Demolition has begun at the J & L site.

   g. Progress photos were displayed of the two above-ground leachate tanks, Leachate Loadout Facility, and new access roadwork at the Solid Waste Management Facility.

   h. Alternate sites are being considered for the manure lagoon in LeRay.

   i. Lewis County Development Corporation has repaid a $500,000 loan.

   j. Photos of the new Caterpillar 730C articulated hauler were displayed. The new hauler has a push bar feature which is safer than the traditional dump box.

   k. M. Capone gave an update on the AUSA Annual Conference she attended on October 11-14, 2015. M. Capone thanked the Board for the opportunity to attend.

7. Finance Report –

   a. C. Farone stated the Authority’s divisions are operating pursuant to Board approved budgets. Assets have decreased by $883,000; Total Liabilities decreased by $3.1 million; Accounts Receivable increased to $2.5 million which is due to a delay in USAC reimbursements.

   A. Calligaris asked why Customer Billings had increased. C. Farone stated it was due to a slight increase in tonnages due to demolition projects. A. MacKinnon asked if the recycling program was impacting the waste tonnage. R. LeClerc stated tonnages were within projected calculations. R. Lucas asked if there are locations for recycling textiles. R. LeClerc stated Jefferson and Lewis Counties have recycling bins located within their Counties, although St. Lawrence County’s location proves to be challenging.
Upon a motion by F. Carter, and seconded by A. Calligaris, the Unaudited Financial Statements for the Period Ending September 30, 2015, were unanimously approved.

8. Governance Report –

   a. J. Wright stated the first three resolutions are policy-related. They were presented to the Governance Committee were all recommended for Board approval. The policies are recommended by the Authorities Budget Office (ABO) as best practice and have been reviewed by Authority counsel for conformity and consistency.

   Upon a motion by A. Calligaris, and seconded by R. Lucas, Resolution No. 2015-10-101, Adopting a Conflict of Interest Policy, was unanimously approved.

   Upon a motion by A. MacKinnon, and seconded by F. Carter, Resolution No. 2015-10-102, Adopting a Revised Ethics Policy, was unanimously approved.

   Upon a motion by A. Calligaris, and seconded by R. Lucas, Resolution No. 2015-10-103, Amending Whistleblower Policy, was unanimously approved.

9. Engineering –

   a. Resolution No. 2015-10-104 amends the Technical Service Agreement with the Village of Clayton for the Water Treatment System Improvement Project for a not to exceed total contract amount of $25,000. The Village completed a final Preliminary Engineering Report and has executed an agreement with O’Brien & Gere to proceed with the design phase of the project. The Village has asked the Authority to expand the scope of services to include project management tasks related to the design phase of the project.

   Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-10-104, Amendment No. 1 to the Technical Services Agreement with the Village of Clayton for the Water Treatment System Improvement Project, was unanimously approved.

   b. Resolution No. 2015-10-105 authorizes the Executive Director to enter into an Agreement with the Town of Adams for GIS Technical Services for a not to exceed contract total amount of $72,934. A GIS Needs Assessment was conducted in January 2015 recommending development of a web-based GIS for the Town of Adams and partnering communities of the: Towns of - Ellisburg, Lacona, Mannsville, and Sandy Creek.

   Upon a motion by A. MacKinnon, and seconded by R. Lucas, Resolution No. 2015-10-105, Authorizing Executive Director to Enter into an Agreement with the Town of Adams for GIS Technical Services, was unanimously approved.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2015-10-106, Authorizing Executive Director to Enter into an Agreement with the Village of Potsdam for GIS Technical Services, was unanimously approved.

d. Resolution No. 2015-10-107 authorizes a Technical Services Agreement with the Town of Fine for to assist with engineering oversight and grant implementation related to reconstruction of the Wanakena Footbridge Project for a not to exceed amount of $15,000.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-10-107, Authorizing Executive Director to Enter into an Agreement with the Town of Fine for Technical Services for Wanakena Footbridge Project, was unanimously approved.

10. Regional Development -

a. Resolution No. 2015-10-108 approves an Affordable Rental Housing Program Loan to assist in rehabilitation of the properties known collectively as Black River Apartments. Six properties consisting of 115 units of affordable rental housing located throughout the City of Watertown will be rehabilitated. Evergreen Partners LLC will form a new corporation to own the properties and will act as the managing partner to invest approximately $67,474 per unit in improvements as part of a $15.8 million project which includes acquisition of the properties. Rehabilitating existing affordable rental housing units in the greater Fort Drum market is a priority of the community to ensure long-term quality, affordable community housing.

Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-10-108, Approving Affordable Rental Housing Program Loan to Assist Rehabilitation of Properties Known Collectively as Black River Apartments, was unanimously approved.

b. Resolution No. 2015-10-109 establishes the Neighbors of Watertown (NOW), Development Authority of the North Country, and City of Watertown (NDC) Housing Rehabilitation Program within the Community Rental Housing Program (CRHP). From 1997-2010, the NDC Program invested in 11 units within the City, resulting in an increase in home values by $298,000. The Authority is committing $200,000 from the CRHP to NOW to bridge financing during rehabilitation of identified homes. The Executive Director is authorized to enter into a Memorandum of Understanding with NOW and the City of Watertown outlining the roles and responsibilities of the NDC Program partners.
Upon a motion by R. Lucas, and seconded by A. Calligaris, Resolution No. 2015-10-109, Establishing the Neighbors of Watertown, Development Authority of the North Country, and City of Watertown (NDC) Housing Rehabilitation Program Within the Community Rental Housing Program, was unanimously approved.

c. Resolution No. 2015-10-110 authorizes a loan from the Community Development Loan Fund to the St. Lawrence County Industrial Development Agency to bridge a New York State grant for the Newton Falls Rail Project. The loan is in the amount of $750,000 for 36 months at a 1.5% interest rate.

Upon a motion by A. MacKinnon, and seconded by F. Carter, Resolution No. 2015-10-109, Establishing the Neighbors of Watertown, Development Authority of the North Country, and City of Watertown (NDC) Housing Rehabilitation Program Within the Community Rental Housing Program for the Newton Falls Rail Project, was unanimously approved.

d. Resolution No. 2015-10-111 modifies a loan commitment to Traditional Arts in Upstate New York (TAUNY) from the Community Development Loan Fund in the amount of $30,000 for five years at a 3% interest. Resolution No. 2014-12-11 approved a loan in the amount of $30,000 to TAUNY to construct a kitchen in its facility located at 53 Main Street in Canton. Subsequent to closing, it was determined that there is an existing second mortgage on the facility. This request would move the Authority into a third mortgage position. There is sufficient collateral with the equipment. The terms and conditions of Resolution No. 2014-12-11 will remain the same.

Upon a motion by R. Lucas, and seconded by A. MacKinnon, Resolution No. 2015-10-111, Modifying Loan Commitment to Traditional Arts in Upstate New York from Community Development Loan Fund, was unanimously approved.

e. Resolution No. 2015-10-112 amends a Technical Services Agreement with the Village of Tupper Lake for an additional not to exceed amount of $2,000 for the application of a Community Development Block Grant Application and administration of the Housing Rehabilitation Program. The Village has asked the Authority to be the sub-recipient of these HOME funds in order to administer the program, if funded.

Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-10-112, Amending Technical Services Agreement with the Village of Tupper Lake for the Application of a Community Development Block Grant Application and Administration of Housing Rehabilitation Program, was unanimously approved.

f. Resolution No. 2015-10-113 authorizes a Technical Services Agreement with the Village of Tupper Lake for Regional Development Division and Engineering Division services for a Brownfield Opportunity Grant in an amount not to exceed $63,000.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2015-10-113, Authorizing Executive Director to Enter into a Technical Services Agreement with the Village of Tupper Lake for Regional Development and Engineering Services for Brownfield Opportunity Area Grant, was unanimously approved.
g. Resolution No. 2015-10-114 designates the Authority as the lead agency for a Natural Resources Management Plan and is a SEQR Type I Action with no significant adverse environmental impact.

Upon a motion by A. Calligaris, and seconded by R. Lucas, Resolution No. 2015-10-114, Designating the Development Authority of the North Country as Lead Agency Under the State Environmental Quality Review Act for the Consideration of a Natural Resources Management Plan 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. 2015-10-115 authorizes a Memorandum of Agreement with the Town of LeRay for Water District #1. The Town has secured an alternate source of water supply for Water District #1 due to high levels of disinfection byproducts in the Authority’s water supply. The Authority and Town are evaluating options for addressing the disinfection byproducts and restoring water service to Water District #1.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2015-10-115, Authorizing Memorandum of Agreement with Town of LeRay for Water District #1, was unanimously approved.

12. Program Update – Tim Field provided an update on the Authority’s Information Technology security.

13. New Business – Upon a motion by F. Carter, and seconded by R. Lucas, it was unanimously approved that a Resolution be drafted to recognize John McHugh’s service to the North Country.


15. Upon a motion by A. Calligaris, and seconded by R. Lucas, Chairman Turck adjourned the meeting at 11:45 AM.

Respectfully submitted,

[Signature]

Thomas Heffron
Secretary