MINUTES
BOARD OF DIRECTORS MEETING
Thursday, August 27, 2015 – 11:00 AM
Solid Waste Management Facility Conference Room
23400 NYS Route 177, Rodman, New York

The Development Authority of the North Country Board of Directors met in regular session in the Solid Waste Management Facility Conference Room, in Rodman, New York, on Thursday, August 27, 2015.

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

Non-Voting  
William Archer  
James Hollenbeck  
Mary Doheny  
Brian McGrath

Staff Present:  
James W. Wright, Executive Director  
Thomas Sauter, Deputy Executive Director  
David Wolf, Director of Telecommunications Division  
Timothy Field, Director of Information Technology  
Michelle Capone, Director of Regional Development  
Patricia Pastella, Division Manager, Water Quality Division  
Carrie Tuttle, Director of Engineering and Environmental Division  
Richard LeClerc, Division Manager, Solid Waste Management Division  
Amy Austin, Director of Human Resources  
Laura Tousant, Deputy Comptroller  
David Smith, GIS Technician  
Stephen Bohmer, IT Specialist  
E. Hartley Bonisteel-Schweitzer, Community Planner  
Jo Anne T. Yaddow, Executive Assistant  
Angela Marra, Administrative Assistant

Guests:  
William Shelly, former Board Member  
Richard James, Authority Counsel, Mackenzie Hughes  
Ted Booker, Watertown Daily Times Reporter
1. Chairman Turck called the meeting to order at 11:07 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 R. Lucas, the Minutes of the June 25, 2015 Board Meeting, were unanimously approved.

5. Chairman’s Report –

   a. Chairman Turck introduced newly appointed Board Member, James Hollenbeck, who is replacing William Shelly on the Board of Directors. J. Wright read Resolution No. 2015-08-86, Recognizing the Service of William M. Shelly to the Development Authority of the North Country.

      Upon a motion by R. Lucas, and seconded by A. MacKinnon, Resolution No. 2015-08-86, Recognizing the Service of William M. Shelly to the Development Authority of the North Country, was unanimously approved.

      Mr. Shelly was presented with a framed copy of Resolution No. 2015-08-86.

6. Executive Director’s Report –

   a. State Audit Findings – J. Wright reviewed the New York State Office of State Comptroller’s audit report and Authority’s response noting that both documents can be viewed in their entirety on the Authority’s website, www.danc.org.

   b. Drum Country Business Luncheon – The Authority hosted through Drum Country. Congresswoman Elise Stefanik addressed local businesses on August 25th in Watertown. The event was well attended by representatives of all three counties.

   c. New Vehicles – Photos of new Authority vehicles were displayed.

   d. Newly hired Authority employees were introduced: E. Hartley Schweitzer – Community Planner (Regional Development Division); Stephen Bohmer – Information Technology Specialist (Information Technology Division); and David Smith – Geographic Information Systems Technician (Engineering Division).

   e. Recycling Survey (Online) – J. Wright noted a recycling survey is being solicited across the region and is part of the Authority’s renewed recycling efforts.

   f. Watertown Daily Times Article – 30th Anniversary – Copies were distributed of the reprinted article from the Watertown Daily Times newspaper commemorating the Authority’s 30th anniversary.

8. Engineering –

a. Resolution No. 2015-08-87 authorizes the Executive Director to enter into a SCADA Services Agreement with the Village of Lyons Falls for a not to exceed amount of $31,500. The Village is upgrading the Dock Street Pump Station and has requested the Authority integrate the Pump Station and Wastewater Treatment Plan into the SCADA system. The Village has requested optional services to integrate the Cherry Street Pump Station into the SCADA system and that the Authority provide these services under a separate contract. C. Tuttle stated the Village had decided to scale the amount of the contract down to $15,000.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-08-87, Authorizing Executive Director to Enter into a SCADA Services Agreement with the Village of Lyons Falls to Integrate the Dock Street Pump Station and Wastewater Treatment Plant with SCADA and Optionally Integrate the Cherry Street Pump Station with SCADA, was unanimously approved.

b. Resolution No. 2015-08-88 authorizes the Executive Director to enter into Geographic Information System (GIS) Hosting Agreements with the Towns of Alexandria, Lisbon, Louisville, Massena; Villages of Alexandria Bay, Hammond, Massena, Waddington; and City of Ogdensburg. All contracts began on July 1, 2015 and monthly fees vary from $50-$100.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2015-08-88, Authorizing Executive Director to Negotiate and Enter into GIS Hosting Agreements, were unanimously approved.

c. Resolution No. 2015-08-89 authorizes a third amendment to a Technical Services Agreement with the Town of Fine for a not to exceed total contract amount of $50,000. The amendment fully defines the scope of the project and funding, costs have increased due to delays in obtaining funding, increases in hourly rates from 2013, and a project schedule that includes a two phased approach with projected construction completion in 2017. Amendment 3 is for an additional note to exceed amount of $25,000.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2015-08-89, Authorizing the Amendment No. 3 to the Technical Services Agreement with the Town of Fine, was unanimously approved.

d. Resolution No. 2015-08-90 authorizes the Executive Director to enter into an Agreement with the Villages of Carthage and West Carthage for SCADA Services for the Water Pollution Control Facility (WPCF). The Villages are undertaking a capital improvement project at the WPCF that include upgrades to all areas of the treatment plant and have requested the Authority provide SCADA services for a not to exceed amount of $50,000.

Upon a motion by R. Lucas, and seconded by A. Calligaris, Resolution No. 2015-08-90, Authorizing Executive Director to Enter into an Agreement with the Villages of Carthage and West Carthage for SCADA Services for Water Pollution Control Facility Capital Improvement Project, was unanimously approved.
9. Regional Development –

a. Resolution No. 2015-08-91 authorizes the execution of an Empire State Development Grant Award Agreement for the North Country Redevelopment Fund and establishes an Imprest Account for holding New York State funds in the amount of $5 million. Authorized signatories on the account are the Chairman, Treasurer, Executive Director, Deputy Executive Director, and Comptroller of the Development Authority.

   Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-08-91, Authorizing the Execution of Empire State Development Grant Award Agreement for the North Country Redevelopment Fund and Establishing an Imprest Account for Holding New York State Funds, was unanimously approved.

b. Resolution No. 2015-08-92 authorizes a Technical Services Agreement with the Village of Tupper Lake for the preparation of a Community Block Development Grant Application and is an extension of the Authority’s work with Tupper Lake. The Agreement is for a not to exceed amount of $4,200.

   Upon a motion by R. Lucas, and seconded by A. Calligaris, Resolution No. 2015-08-92, Authorizing Technical Services Agreement with the Village of Tupper Lake for the Preparation of a Community Block Development Grant Application and Administration of Housing Rehabilitation Program, was unanimously approved.

   F. Carter asked if the Authority is involved with the contractors when the contract is bid out. M. Capone responded affirmatively and that the Authority’s Project Engineer is involved. C. Tuttle added that it is a good opportunity to target smaller contractors on these projects. M. Capone stated it is a struggle to get contractors to respond to these projects.

c. Resolution No. 2015-08-93 approves a subrecipient agreement between the Development Authority and the City of Ogdensburg to implement a Community Development Block Grant Program. The Development Authority wrote a grant application on behalf of the City to the New York State Office of Community Renewal’s Community Development Block Grant Program to assist income-eligible homeowners with rehabilitation of their single family homes along New York Avenue in the City. The City was notified in July that the application in the amount of $400,000 was funded.

   Upon a motion by T. Hefferon, and seconded by F. Carter, Resolution No. 2015-08-93, Approving Sub-Recipient Agreement Between the Development Authority of the North Country and the City of Ogdensburg to Implement Community Development Block Grant Program, was unanimously approved.

d. Resolution No. 2015-08-94 accepts a modification to the Rural Business Enterprise Grant to Agbotic Incorporated’s scope of work. Different equipment is being purchased than originally submitted in the initial application.

   Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2015-08-94, Accepting Modification to Rural Business Enterprise Grant to Agbotic Incorporated, was unanimously approved.
e. Resolution No. 2015-08-95 authorizes a loan from the Community Development Loan Fund to the Lewis County Development Corporation to bridge phase II of a New York State Grant for the redevelopment of Lyons Falls Paper Mill in the amount of $250,000 for a term of 24 months at an interest rate of 1.5%.

Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-08-95, Authorizing Loan from Community Development Loan Fund to Lewis County Development Corporation to Bridge Phase II of a New York State Grant for Redevelopment of Lyons Falls Paper Mill, was unanimously approved.

10. Solid Waste –

a. Resolution No. 2015-08-96 is the last resolution for the SEQR process and authorizes the findings and conclusion of the final submission of the written findings statement, declaring the documents to be accurate, that filing has been completed and the relocation of an easement that has no implications and gives New York State Department of Environmental Conservation access to State-owned property.

Upon a motion by A. Calligaris, and seconded by R. Lucas, Resolution No. 2015-08-96, Authorizing Issuance of Findings Statement Pursuant to the New York State Environmental Quality Review Act and Approval to Undertake the Proposed Southern Expansion of Existing Solid Waste Management Facility, was unanimously approved.

a. Resolution No. 2015-08-97 amends the Solid Waste Management Programs Capital Plan and Capital Budget. Two qualified proposals were received that exceed the authorized budget for the specified projects and since activities are being performed on behalf of the partner counties to prepare the data for the regional solid waste plan and landfill expansion permit, the following amendments are proposed:

- Waste Composition Study increases to $100,000 from $50,000;
- Organic Diversion decreases to $30,000 from $92,000;
- Recycling Alternatives Evaluation increases to $62,000 from $50,000

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2015-08-97, Amending the Capital Plan and Capital Budget for the Solid Waste Management Programs, was unanimously approved.

11. Added Resolution – Resolution No. 2015-08-100 authorizes the Executive Director to retain professional services to conduct a position classification and compensation review to evaluate the present Authority schedule and compare them to regional and industry standards. The authorized amount for the Admin Capital Project (10020) is $60,000. The findings and recommendations from the study will be reported to the Governance Committee.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2015-08-100, Authorizing the Executive Director to Retain Professional Services for Conducting a Position Classification and Compensation Review, was unanimously approved.

a. Resolution No. 2015-08-98 recognizes John B. Johnson, Jr. for his 30 years of continuous service as a member of the Development Authority Board of Directors.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-08-98, 30th Anniversary Recognition of Service—John B. Jonson, Jr.—1985-2015, was unanimously approved.

b. Resolution No. 2015-08-99 recognizes Amy B. Austin for her 29 years of service as the longest-serving employee at the Development Authority of the North Country.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-08-99, 30th Anniversary—Recognition of Service—Amy B. Austin—2986-2015, was unanimously approved.

30 Year Anniversary commemorative coins, lapel pins, and brochures were distributed to all the Board Members.

13. Executive Session –

Upon a motion by F. Carter, and seconded by M. Murray, the Board retired into Executive Session to discuss "matters leading to the appointment, employment...of a particular person or corporation..." Upon a motion by R. Lucas, and seconded by J. Johnson, the Board came out of Executive Session. Chairman Turck stated there was no action taken during Executive Session.

14. Next Meeting – September 24, 2015, Strategic Board Meeting

15. Upon a motion by F. Carter, and seconded by M. Murray, Chairman Turck adjourned the meeting.

Respectfully submitted,

\[\text{Signature}\]

Thomas Hefferson
Secretary