MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, June 3, 2015 – 10:00 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 Wednesday, June 3, 2015.

Members Present:
Voting
Gary Turck, Chairman
John B. Johnson, Jr.
Fredrick Carter
Margaret Murray
Richard Lucas

Non-Voting
William Archer
William Shelly
Mary Doheny

Staff Present:
James W. Wright, Executive Director
Thomas Sauter, Deputy Executive Director
Carl Farone, Comptroller
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
Star Carter, GIS Analyst
Jo Anne T. Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

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

Members Absent:
Brian McGrath
Alex MacKinnon
Alfred Calligaris
Tom Hefferton
1. Chairman Turck called the meeting to order at 10:00 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 March 19, 2015 Board Meeting, were unanimously approved.

5. Chairman’s Report – None

6. Executive Director’s Report—
   a. Murray Center Ribbon Cutting was held on May 28, 2015 at Murray Trailhead in Rodman. The contractor is mobilizing on site and scheduled to work throughout the summer.

   b. The Authority is currently accepting non-hazardous waste from the Crown Cleaners Super Fund site in Herrings.

   c. Telecommunications has secured three new circuit contracts, through internet providers, for SUNY Canton, SUNY Potsdam, and St. Lawrence University. In all three instances, redundancy is provided with higher speeds.

   d. Efforts continue on the development of a Regional Plan for the Governor’s Upstate Revitalization Initiative and individual CFA project applications.

   e. The Lyons Fall Redevelopment project is continuing and Carrie Tuttle has been working with NYSDEC for a beneficial use determination. Material is being processed and crushed on site avoiding the cost of bringing in fill and eliminating the cost of transportation and disposal. The Authority is currently working with the County and LCIDC to find monies to complete demolition of the site.

   f. Manure Pit Impact – The Authority has been invited to participate in a meeting on June 4 with state and federal agencies to discuss the impact of a proposed manure pit in the Town of Rutland. There are concerns as the Authority takes water from City of Watertown and transports it to municipalities and Fort Drum, and the manure pit is located near the City of Watertown water intake point.

      W. Shelly asked if there was a NYSDEC process and public hearings to proceed. J. Wright stated no, there are exemptions and this is one of the items to be discussed at the meeting.

7. Finance –

   C. Farone reported The Bonadio Group completed audit testing during the first week of May and issued a Draft Audit for Authority review. The final audit report for FYE 2015 will be presented to the Board at its June 25th Board Meeting. The New York State Comptroller audit on procurement and loan portfolio is nearing completion. J. Wright stated a draft report has been reviewed and the Authority has responded to it and an exit conference is scheduled for later today.
C. Farone provided a high level review of the unaudited financial statement of the Authority for the one month ending April 30, 2015. He noted that there was little change from year-end to report. Statement of Net Position is operating within Board authorized budgets. Customer Billings are up due to OBPA billing. Operating Expenses are below budget. C. Farone noted that Accounts Receivable have increased by $800,000 and provided the Board with the detail of such increase.

Upon a motion by M. Murray, and seconded by F. Carter, the unaudited financial statements for the period ending April 30, 2015, were unanimously approved.

8. New Business – None

9. Governance Report –

a. Resolution No. 2015-06-44 authorizes the sale of SWMF System Revenue Bonds and execution of related documents. The resolution was drafted by Bond Counsel to satisfy Bond requirements and EFC applications, and reviewed the options. This gives authority to commence process and authorizes the Authority’s ability to utilize our own funds and replenish capital accounts and focuses on the leachate loadout, scale house and related roadways. Chairman Turck has designated the Governance Committee to act in this capacity. Once the RFP process is complete, it will be brought before the Board at the June 25th Board Meeting.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-44 Authorizing the Issuance and Sale of the Authority’s Solid Waste Management System Revenue Bonds Series 2015 in an Aggregate Principal Amount Not to Exceed $9,000,000 and the Execution of Related Documents, was unanimously approved.

b. Resolution No. 2015-06-45 affirms the Authority’s commitment to environmental stewardship, waste diversion, and a regionally focused Materials Management Program. J. Wright noted the Watertown and Rodman public hearing transcripts were attached to the read-ahead packet. A concern from the Rodman community was assurances for continued stewardship by the Authority. This resolution affirms the following:

   a. Open and accessible Authority Board meetings;
   b. Monthly meetings with the Rodman Town Board;
   c. Quarterly community compensation benefits;
   d. Annual community open house;
   e. Annual community informational letter;
   f. Employment of qualified local residents at the facility;
   g. Commitment to waste diversion including but not limited to recycling, reuse, and composting;
   h. Exclusion of out of region non-beneficial use waste; and
   i. Regional waste management plans and goals

W. Shelly asked if anything has been added to what is already set in place. J. Wright responded, no, the Authority is currently doing these things. F. Carter asked if a newsletter goes out to Rodman. J. Wright responded, yes.
Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-45, Affirming the Authority's Commitment to Environmental Stewardship, Waste Diversion, and a Regionally Focused Materials Management Program.

c. Resolution No. 2015-06-46 continues the shared services and technical assistance to municipalities the Authority has been providing such as water, wastewater, GIS, SCADA and community development and assisting local governments with operations, compliance and reporting. J. Wright stated there have been specific requests to provide financial services and IT services with opportunities in grant writing and planning procedures.

Upon a motion by R. Lucas, and F. Carter, Resolution No. 2015-06-46, Authorizing the Establishment of Shared Services Technical Assistance Initiatives for Local Governmental Finances, Information Technology, Planning, Grant Writing, and Policy and Procedure Development, was unanimously approved.

d. Resolution No. 2015-06-47 authorizes a Technical Services Agreement from the Village of Clayton to assist with financial services. The Authority will provide financial services and municipal accounting for an initial demonstration project of six months.

Upon a motion by M. Murray, and seconded by F. Carter, No. 2015-06-47, Authorizing a Technical Services Agreement with the Village of Clayton for Municipal Financial Services, was unanimously approved.

e. Resolution No. 2015-06-48 provides for combining the Value-Added Agricultural Fund into the Farmland Loan Program with the loans limited to the original state funding requirements including subsequent earnings and repayments totaling $182,244. The Program Descriptions previously authorized by the Board for the existing agriculture programs will continue to be utilized for these programs and the Executive Director is authorized to execute individual loan agreements as outlined by Resolution No. 2000-03-13 and Resolution No. 2011-12-08. The subsequent Authority funds of $200,000 to establish the Value-Added Agriculture Fund will be restored to the original source of the Community Development Loan Fund and is consistent with the Authorities Budget Office guidelines.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-48, Authorizing Combining Value-Added Agriculture Fund with Farmland Drainage Loan Fund, was unanimously approved.

f. Resolution No. 2015-06-49 amends the Universal Waste Management Plan with changes related to batteries, several deleted sections, and internally reporting by the Authority. Copies were distributed.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-49, Amending Universal Waste Management Plan, was unanimously approved.
10. Engineering –

   a. Resolution No. 2015-06-50 authorizes the Development Authority to enter into and negotiate a GIS Hosting Agreement with Jefferson County Soil and Water District for a not to exceed price up to $1,200 per year for data hosting.

       Upon a motion by M. Murray, and seconded by R. Lucas, Resolution No. 2015-06-50, Authorizing the Development Authority of the North Country to Enter into a GIS Hosting Agreement with Jefferson County Soil and Water Conservation District, was unanimously approved.

   b. Resolution No. 2015-06-51 authorizes a SCADA Services Agreement with the Town of LeRay to upgrade Remote Terminal Units at DOF and Route 342 water tank in Water District #2. Several of the sites have SCADA systems that have reached the end of their useful life. The contract is for a not to exceed amount of $11,250.

       Upon a motion by R. Lucas, and seconded by M. Murray, Resolution No. 2015-06-51, Authorizing Executive Director to Enter into a SCADA Services Agreement with the Town of LeRay to Upgrade Remote Terminal Units at DOF Water and Route 342 Water Tank in Water District #2, was unanimously approved.

   c. Resolution No. 2015-06-52 reaffirms the Technical Services Agreement with the Village of Clayton. The Development Authority provided assistance to the Village of Clayton to develop design documents for the Mary Street dock. The Village requested the Authority provide construction oversight and work to be completed by Memorial Day weekend. This resolution reaffirms an amendment for increased services for a contract amount not to exceed $6,500. J. Wright noted the project was completed on time and within budget.

       Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-52, Reaffirming the Technical Services Agreement Amendment No. 1 with the Village of Clayton for Mary Street Dock Electrical Improvements Project, was unanimously approved.

   d. Resolution No. 2015-06-53 authorizes a new agreement with the Village of Clayton to develop bid documents for their Wastewater Treatment Plant improvement project for a not to exceed amount of $10,000.

       Upon a motion by R. Lucas, and seconded by F. Carter, Authorizing the Development Authority of the North Country to Enter into a Technical Services Agreement with the Village of Clayton for Assistance with a Wastewater Treatment Plant (WWTP) Improvement Project, was unanimously approved.
e. Resolution No. 2015-06-54 authorizes Technical Services Agreements with the Village of Tupper Lake for engineering services and regional development services for the NCREDC priority project. The Authority currently has an agreement with the Village of Tupper Lake Municipal Power System to deploy broadband on the municipal poles establishing a Village network and a second agreement with The Wild Center in Tupper Lake to provide a location and support for the telecommunications Central Office. Tupper Lake has approached the Authority to contract for engineering and regional development services, including engineering technical assistance for sewer and water, regional development technical services for affordable housing, brownfield opportunities and grant preparation. J. Wright noted this is a project that will span multiple years.

W. Shelly asked if this project is located at Big Tupper. J. Wright responded yes and the Authority’s history with the Adirondack Park Association has been good. R. Lucas asked if staffing levels would need to increase. C. Tuttle responded the project would be completed in phases and can be managed with our current staff.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-54, Authorizing a Technical Services Agreements with the Village of Tupper Lake for Engineering Services and Regional Development Services for the NCREDC Priority Project, was unanimously approved.

11. Regional Development -

a. Resolution No. 2015-06-55 is an annual resolution accepting the annual report of the Creek Wood Housing Development Fund Company, waiving the annual meeting, and that the existing directors shall continue in office until the next annual meeting. The directors are: Thomas Hefferon, Alfred Calligaris, James Wright and Thomas Sauter. J. Wright noted the resolution would be edited to reflect the annual meeting is being waived by written consent. Creek Wood is at a 3% vacancy rate.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-55, Accepting the Annual Report of the Creek Wood Housing Development Fund Company, Inc. Waiving the Annual Meeting and Appointing Directors, was unanimously approved.

b. Resolution No. 2015-06-56 is an annual resolution accepting the annual report of the Creek Wood II Housing Development Fund Company, waiving the annual meeting, and that the existing directors shall continue in office until the next annual meeting. The directors are: Thomas Hefferon, Alfred Calligaris, James Wright and Thomas Sauter. J. Wright noted the resolution would be edited to reflect the annual meeting is being waived by written consent. Creek Wood II is at a 4% vacancy rate.

Upon a motion by M. Murray, and seconded by R. Lucas, Resolution No. 2015-06-56, Accepting the Annual Report of the Creek Wood II Housing Development Fund, Inc. Waiving the Annual Meeting and Appointing Directors, was unanimously approved.
c. Resolution No. 2015-06-57 authorizes an agreement between the Authority and the Village of Carthage to assist with infrastructure improvements associated with the re-use of the former Braman property for an in-fill housing project. The agreement is for the amount of $25,000 to be matched one-to-one by the Carthage Industrial Development Corporation. The Carthage Industrial Development Corporation and Development Authority funding commitments will go directly to the Village for the Habitat for Humanity project. J. Wright noted work has begun at the former Braman site.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-57, Entering into an Agreement with the Village of Carthage for Infrastructure Improvements Associated with the Re-use of the Former Braman Property for an In-Fill Housing Project in the Village of Carthage, was unanimously approved.

d. Resolution No. 2015-06-58 authorizes the Executive Director to enter into an agreement with Lewis County for a Brownfield Opportunity Area Grant for the Village of Lyons Falls. The agreement term is for three years with a not to exceed amount of $60,000. The funding is not related to demolition or clean-up of the site. C. Tuttle and M. Capone will be overseeing the project.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-58, Executive Director to Enter into a Technical Services Agreement with Lewis County for Project Management Services for Lyons Fall Brownfield Opportunity Area Grant, was unanimously approved.

e. Resolution No. 2015-06-59 authorizes the Executive Director to enter into an agreement with the Lewis County Industrial Development Agency for loan underwriting services for its various business programs and is similar to agreements with the St. Lawrence County Industrial Development Agency and Ogdensburg Growth Fund.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-59, Authorizing Executive Director to Enter into an Agreement with the Lewis County Industrial Development Agency for Loan Underwriting Services, was unanimously approved.

f. Resolution No. 2015-06-60 authorizes an agreement with City of Ogdensburg for a housing market analysis similar to the Authority's analysis for Lewis County a few years ago. The City is exploring redevelopment options for several brownfield properties that have been or are currently in the process of being cleaned-up. The analysis would provide data pertaining to market need, market rate, and affordable and senior housing needs.

Upon a motion by R. Lucas, and seconded by M. Murray, Resolution No. 2015-06-60, Authorizing Agreement with City of Ogdensburg for a Housing Market Analysis, was unanimously approved.
g. Resolution No. 2015-06-61 appoints representatives to the North Country Value-Added Agriculture Program Loan Committee. Based on their expertise with farms and agriculture, M. Murray and A. MacKinnon are being presented for appointment to the loan committee to represent the Development Authority.

Upon a motion by F. Carter, and seconded by R. Lucas, Resolution No. 2015-06-61, Appointing Representatives to North Country Value-Added Agriculture Program Loan Committee, was unanimously approved.

h. Resolution No. 2015-06-62 authorizes the Executive Director to submit an application in the amount of $66,261.37 to the U.S. Department of Agriculture Rural Business Development Grant Program to purchase equipment for three businesses located in the Village of Canton. The Resolution also authorizes the Executive Director to enter into an agreement with the Village of Canton to administer program income in an amount not to exceed $53,009 over seven years.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-62, Authorizing Application to be Submitted to U.S. Department of Agriculture Rural Business Development Grant Program, was unanimously approved.

12. Solid Waste Management -

a. Resolution No. 2015-06-63 authorizes acceptance of the Environmental Impact Statement for FEIS and is the last step before submitting final papers which requires Board acceptance. It was noted the date on the second page needed to be changed to June 3 from May 28.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-63, Authorizing Acceptance of Final Environmental Impact Statement for the Proposed Southern Expansion of Existing Solid Waste Management Facility Pursuant to the New York State Environmental Quality Review Act, was unanimously approved.

b. Resolution No. 2015-06-64 amends the Solid Waste Management Capital Plan. The approximately $3.9 million in SWMF 2005 EFC Bond Reserves and SWMF 1997 Bond Reserves will be deposited in the SWMF Replacement Reserve. The Landfill Compactor ($975,000), Hydraulic Excavator ($450,000), Articulated Hauler ($425,000), Grader ($400,000), and a Dump Truck ($250,000), will be paid for through the Replacement Reserve resulting in the budget for the Landfill Compactor decreasing by $30,000 from $975,000 to $945,000. The budget for the Articulated Hauler will increase by $30,000 from $425,000 to $455,000.

W. Shelly asked if the equipment would be ordered once it is approved. J. Wright responded, yes.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-64, Amending FY 2015-2016 Solid Waste Management Facility Capital Plan, was unanimously approved.
13. Telecommunications -

a. Resolution No. 2015-06-65 is a Telecommunications resolution to designate Primelink as a sole source for maintenance of services for the northern end of the telecommunications network. Primelink will respond to fiber network outages in the Plattsburgh area, rather than dispatching a repair crew from Watertown.

a. Upon a motion by M. Murray, and seconded by R. Lucas, Resolution No. 2015-06-65, Authorizing the Telecommunications Division to Designate a Sole Source for Maintenance Services, was unanimously approved.

14. Water Quality –

a. Resolution No. 2015-06-66 authorizes an amendment to provide operations and maintenance services for the Newton Falls Water Wastewater Treatment Plant and Pump Station. This amendment allows for an extension of the agreement for an amount of $46,341. The contract has a first year cost of $22,800 and is limited to two years, as they are evaluating consolidation.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-06-66, Town of Clifton Operations and Maintenance Agreement for the Hamlet of Newton Falls and Woodhaven Water Systems – Amendment No. 1, was unanimously approved.

b. Resolution No. 2015-06-67 authorizes operations and maintenance services with the Town of Edwards for a contract total of $212,622 for a five year period. The Town has been under contract with the Development Authority since 2005.

Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-06-67, Authorizing Operations and Maintenance Service Agreement with the Town of Edwards, was unanimously approved.


J. Johnson asked if there is an opportunity for the Authority to provide specific data for users of the system. C. Tuttle responded, yes; specific data such as safety information, snowmobile trail information, hydrant information, and intersection data are all provided. R. Lucas asked if LIDAR is available for this area. S. Carter responded, not for this area but there is a possibility in the future through FEMA. R. Lucas asked if there is a possibility of grant funding. J. Wright stated the state has been approached but it has not been embraced, but the question would continue pursue it. W. Shelly asked how appraisers sign onto the GIS site. S. Cater stated it is password protected by the hosting entity and they determine who it is shared with. W. Shelly asked if this creates any safety concerns for the Authority. C. Tuttle stated the community completes the form and specify what is seen by the public.

14. Upon a motion by F. Carter, and seconded by R. Lucas, Chairman Turck adjourned the meeting at 11:26 AM.

Respectfully submitted,

[ signature ]

Thomas Heffernon
Secretary