Development Authority of the North Country

MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 26, 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 Thursday, February 26, 2015.

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

- Non-Voting
  - William Archer
  - William Shelly
  - Mary Doheny

Members Absent:
- Brian McGrath

Staff Present:
- James W. Wright, Executive Director
- Thomas Sauter, Deputy Executive Director
- Carl Farone, Comptroller
- Michelle Capone, Director of Regional Development
- David Wolf, Director of Telecommunications
- Patricia Pastella, Division Manager, Water Quality Division
- Carrie Tuttle, Director of Engineering and Environmental Division
- Richard LeClerc, Division Manager, Solid Waste Management Division
- Timothy Field, Director of Information Technology
- Laura Tousant, Deputy Comptroller
- Jo Anne T. Yaddow, Executive Assistant
- Angela Marra, Administrative Assistant II

Guests:
- Richard James, Authority Counsel - Mackenzie Hughes
- Ted Booker, Watertown Daily Times Reporter
1. Chairman Calligaris called the meeting to order at 10:07 AM.

2. Chairman Calligaris offered the Privilege of the Floor.

3. Upon a motion by R. Lucas, and seconded by G. Turck, the Minutes of the January 29, 2015 Board Meeting, were unanimously approved.

4. Chairman's Report –

   a. Two additional resolutions have been added to the agenda; one is Water Quality related and one is Telecommunications related. Copies were emailed to Board Members prior to the meeting.

   b. The Finance Committee will convene immediately after the Board Meeting today and all Board Members were invited to attend.

   c. The Annual Meeting is scheduled for March 19th. Budget adoption, election of officers, a series of ABO requirements, and regular business will be on the agenda.

   d. The Nominating Committee will be chaired by John Johnson, and will include Alex MacKinnon, Rick Lucas, and Mary Doheny.

   e. The Authority is a Watertown Chamber Business Award winner and a luncheon is being held on Thursday, March 5th at 11:30 AM at Savory Downtown. Anyone wishing to attend should inform JoAnne today.

   f. DEIS Public Hearings for the landfill expansion are being held on March 4th in Watertown, and on March 11th at the Town of Rodman offices. Informal workshops will be held at 6:00 PM and the formal hearings start at 7:00 PM.

5. Executive Director's Report –

   a. J. Wright recognized employees at the Solid Waste Facility and Water Quality for their efforts in working in cold weather conditions. P. Pastella, Water Quality Manager, and R. LeClerc, Solid Waste Manager, expressed appreciation and pride in their respective divisions' team work.

   b. A directive from the Authorities Budget Office regarding grants and loans has been received and all loan activity had stopped while Authority counsel reviewed the guidance. J. Wright noted that all of our loan programs were created from state funds and grants and that gives us ability to make loans. Staff is looking at Community Development Loan Funds to determine what Authority funds have been added to it over the years.

   c. Videoconferencing for Board Meetings is permitted as it allows for visual interaction between all parties. Additional information is forthcoming.

   d. The Authority had a second web bidding process of surplus and used items. The estimated items valued at $19,000 brought in $63,177.
e. Regional Development personnel are preparing a CDBG application for the City of Ogdensburg. J. Wright attended a Mayors Association Meeting at which Mayor Nelson spoke highly of Authority personnel turning the program around.

f. The Villages of Carthage and West Carthage are eligible for up to $6,090,000 in Clean Water State Revolving Fund interest-free financing for a term of up to 30 years for their proposed clean water project for the Water Pollution Control Facility Municipal Wastewater Improvements.

g. There will be a Public Rally and Listening Session at JCC to support Fort Drum on March 20th at 5:00 PM. Everyone is encouraged to attend this important event.

6. Finance –

a. C. Farone stated the New York State Comptroller’s staff of three have been on site for eight days over the past month and are expected back in mid-March to continue their audit process.

b. The Operating and Capital budgets for the ten months ending January 31, 2015 are all within budget for all Authority divisions. Total Assets have increased $11.3 million; Total Liabilities have increased $7.4 million; Customer Billings are up $1.5 million due to an increase in revenues at Solid Waste and Telecommunications. Operating expenses are in check with the budget.

   Upon a motion by A. MacKinnon, and seconded by M. Murray, the Unaudited Financial Statements for the Period Ending January 31, 2015, were unanimously approved.

7. Engineering –

a. Resolution No. 2015-02-08 is a third amendment to a Technical Services Agreement for the Town of Clifton. Prior Resolution No. 2013-08-05 authorized the Authority and the Town of Clifton to enter into a Technical Services Agreement for an amount not to exceed $15,000 related to the Town’s Newton Falls Sewer Project. The Town has requested the Authority expand the scope of services under this amendment to assist with startup services in the amount of $5,000. The total amount with all three amendments is not to exceed $45,000.

   Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-02-08, Amendment No. 3 to the Technical Services Agreement for Town of Clifton Newton Falls Sewer System Capital Project, was unanimously passed.

b. Resolution No. 2015-02-09 authorizes an agreement with the Villages of Carthage and West Carthage for SCADA services for the Water Street Pump Station replacement project and will integrate SCADA services with the Authority’s existing SCADA system. The not to exceed amount is $19,000.
Upon a motion by G. Turck, and seconded by M. Murray, Resolution No. 2015-02-09, Authorizing Executive Director to Enter into an Agreement with the Villages of Carthage and West Carthage for SCADA Services for the Water Street Pump Station Replacement Project, was unanimously approved.

c. Resolution No. 2015-02-10 is an agreement with the Villages of Carthage and West Carthage for Technical Services for their Water Pollution Control Facility capital improvement project for a not to exceed amount of $60,000. This is a separate contract from the agreement in Resolution No. 2015-02-09. J. Wright noted this is testimony to how the Authority and Villages’ relationship has positively evolved over time.

Upon a motion by A. MacKinnon, and seconded by R. Lucas, Resolution No. 2015-02-10, Authorizing Executive Director to Enter into an Agreement with the Villages of Carthage and West Carthage for Technical Services for Water Pollution Control Facility Capital Improvement Project, was unanimously approved.

d. Resolution No. 2015-02-11 authorizes a contract for technical services with the Village of Clayton for a not to exceed amount of $3,000 for technical matters related to the Mary Street Dock electrical upgrades.

Upon a motion by G. Turck, and seconded by A. MacKinnon, Resolution No. 2015-02-11, Authorizing the Development Authority of the North Country to Enter into a Technical Services Agreement with the Village of Clayton for Mary Street Dock Electrical Upgrades Project, was unanimously approved.

e. Resolution No. 2015-02-12 authorizes an agreement with the Village of Hermon for technical services to provide project management and grant administration for West Main Street Bridge improvements in an amount not to exceed $5,000. The Authority is currently under contract with the Village to provide assistance with a Dissolution Study.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-02-12, Authorizing Executive Director to Enter into an Agreement with the Village of Hermon for Technical Services for West Main Street Bridge Improvement Project, was unanimously approved.

f. Resolution No. 2015-02-13 authorizes a GIS hosting agreement with Westelcom. Westelcom has been utilizing the Authority’s GIS services and asked the Authority to develop a system for them. The contract authorizes the Executive Director to negotiate hosting and data development for a not to exceed price up to $9,000 per year for data hosting and up to $27,900 for data development.

Upon a motion by R. Lucas, and seconded by M. Murray, Resolution No. 2015-02-13, Authorizing the Development Authority of the North Country to Enter into a GIS Hosting Agreement with Westelcom, was unanimously approved.
8. Regional Development –

a. Resolution No. 2015-02-14 authorizes professional services for hydropower engineering. Previous Resolution No. 2013-08-18 authorized an agreement in relation to project development for restoration of the Croghan Dam and authorized $70,000 in funds.

Upon a motion by R. Lucas, and seconded by A. MacKinnon, Resolution No. 2015-02-14, Authorizing Professional Services for Hydropower Engineering and New York State Engineer Research and Development Authority Micro Grid Application, was unanimously approved.

b. Resolution No. 2015-02-15 ratifies a loan issued through the Regional Tourism Transformational Community Revolving Loan Fund for Swan Bay Developers, LLC in the amount of $500,000. The Regional Loan Review Committee met February 17, 2015 to review Swan Bay Developer’s application to create a high-end RV park in Alexandria Bay (Jefferson County). Empire State Development also approves of the proposed loan. The term of the loan is 240 months at 1%.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2015-02-15, Ratifying Loan Issued Through Regional Tourism Transformational Community Revolving Loan Fund for Swan Bay Developers, LLC, was unanimously approved.

9. Water Quality –

a. Resolution No. 2015-02-16 authorizes a temporary wastewater operator services agreement with the Village of Lyons Falls. The Authority will provide a certified operator of record to perform and oversee the required operative and permit required tests and process observation of the Lyons Falls Wastewater Treatment Plant until such time as their regular operator passes the licensing exam.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2015-02-16, Authorizing Temporary Wastewater Operator Services Agreement with the Village of Lyons Falls, was unanimously approved.

b. Resolution No. 2015-02-17 amends the Operations and Maintenance Services Agreement with the Town of Gouverneur while their wastewater treatment plant is decommissioned and wastewater flows are directed to the Village of Gouverneur. The contract term will be amended to extend it from March 1- December 31, 2015 at which time the parties will complete an agreement for water distribution and wastewater collection services. Additionally, the Authority will extend the contract pricing in effect from March 1, 2014 to February 28, 2015 to the time period March 1, 2015 to December 31, 2015.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2015-02-17, Amending Operations and Maintenance Services Agreement with Town of Gouverneur, was unanimously approved.
10. Additional Resolutions —

   a. Resolution No. 2015-02-18 authorizes submission of a competitive proposal for the provision of services to the ACTION Telemedicine Network and amends existing contracts for the provision of the telemedicine services for the ACTION Network. The Executive Director is authorized to enter into contracts with the ACTION Network and the service providers of the Development Authority, if selected and approved as the awardee.

   Upon a motion by R. Lucas, and seconded by F. Carter, Resolution No. 2015-02-18, ACTION Telemedicine Network Proposal and Contract Amendment Authorization, was unanimously approved.

   b. Resolution No. 2015-02-19 amends the Water Quality capital budget by reappropriating $7,800 which remains of the $20,000 originally authorized for replacement of Remote Terminal Units on the Regional Waterline. The funds would be for the purchase of one Variable Frequency Drive at the Cape Vincent Pump Station which has reached the end of its useful life.

   Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2015-02-19, Water Quality Division Capital Budget Amendment for Variable Frequency Drive Replacement at the Cape Vincent Pump Station on the Regional Waterline, was unanimously approved.

11. Next Meeting is the Annual Board Meeting on March 19, 2015

12. Upon a motion by F. Carter, and seconded by M. Murray, Chairman Calligaris adjourned the meeting at 10:50 AM.

Respectfully submitted,

Fredrick J. Carter
Secretary