MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, May 25, 2017 – 10:15 AM
Dulles State Office Building – CR 100, 1st Floor
Watertown, New York

The Development Authority of the North Country Project Development Committee met in regular session at the Dulles State Office Building, Conference Room 100, 1st Floor, Watertown, New York on Thursday, May 25, 2016 at 10:15 AM.

Committee Members Present
Alex MacKinnon, Chairman
Mary Doheny
James Hollenbeck
Stephen Hunt
Thomas Hefferon
Margaret Murray

Other Board Members Present
Gary Turck
John Johnson, Jr.
Fred Carter
Al Calligaris

Committee Members Absent
Jim Hollenbeck

Staff Present
Michelle Capone, Director, Regional Development
Rich LeClerc, Manager, Materials Management Facility
Laurie Marr, Director, Public Affairs and Communication
Dave Wolf, Director, Technology
Carl Farone, Comptroller
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

1. Chairman MacKinnon opened the meeting at 10:15 AM and turned the meeting over to M. Capone.


      Upon a motion by M. Murray, and seconded by S. Hunt, Resolution No. 2017-05-50, Ratifying Agreement with the Franklin County Industrial Development Agency for Loan Underwriting Services, was unanimously approved.

   b. Resolution No. 2017-05-51 ratifies a loan through the Regional Tourism Transformational Community Revolving Loan Fund, in the amount of $122,000 to J and L Lodging, LLC, for a term of 240 months at a rate of 1%.
Upon a motion by S. Hunt, and seconded by M. Murray, Resolution No. 2017-05-51, Ratifying Loan Issued Through the Regional Tourism Transformational Community Revolving Loan Fund, was unanimously approved.


Upon a motion by S. Hunt, and seconded by M. Murray, Resolution No. 2017-05-52, Approving Subrecipient Agreement Between the Development Authority of the North Country and Jefferson County for Administration of the HOME Program, was unanimously approved.

d. Resolution No. 2017-05-53 authorizes the Executive Director to execute HOME contracts for the 2017 program year based upon awards made by the North Country HOME Consortium Administrative Board.

Upon a motion by M. Murray, and seconded by S. Hunt, Resolution No. 2017-05-53, Authorizing Executive Director to Execute HOME Contracts for 2017 Program Year, was unanimously approved.

e. Resolution No. 2017-05-54 approves a loan to the Lodge at Ives Hill from the Community Development Loan Fund in the amount of $139,608.62 for a term of 180 months, with a balloon at the end of 60 months at a fixed 5% interest rate.

Upon a motion by S. Hunt, and seconded by M. Murray, Resolution No. 2017-05-54, Approving a Loan from the Community Development Loan Fund to the Lodge at Ives Hill, Inc., was unanimously approved.

f. Resolution No. 2017-05-55 accepts the Annual Report of the Creek Wood Housing Development Fund Company, Inc., and waives the annual meeting. The existing directors of the Creek Wood Housing Development Fund Company, Inc. shall continue in office until the next annual meeting.

Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2017-05-55, Accepting the Annual Report of the Creek Wood Housing Development Fund Company, Inc., Waiving the Annual Meeting and Appointment Directors, was unanimously approved.

g. Resolution No. 2017-05-56 accepts the Annual Report of the Creek Wood II Housing Development Fund Company, Inc., and waives the annual meeting. The existing directors of the Creek Wood II Housing Development Fund Company, Inc. shall continue in office until the next annual meeting.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-05-56, Accepting the Annual Report of the Creek Wood II Housing Development Fund Company, Inc., Waiving the Annual Meeting and Appointing Directors, was approved with S. Hunt abstaining from the vote.
h. Resolution No. 2017-05-57 authorizes an agreement with the North Country Procurement Technical Assistance Center and the Watertown Chamber of Commerce to provide economic and business development activities and authorizes the Executive Director to execute all necessary contracts.

Upon a motion by S. Hunt, and seconded by M. Murray, Resolution No. 2017-05-57, Authorizing Agreement with North Country Procurement Technical Assistance Center, was unanimously approved.

S. Hunt stated it was an excellent program and a benefit to businesses in the region. S. Hunt asked what the agreement is for. J. Wright stated it is a $10,000 commitment for one year. J. Wright stated he is on the Greater Watertown Chamber of Commerce board and funding goes to PTAC separately.

2. The meeting was adjourned by Chairman MacKinnon.

Respectfully submitted,

Alex MacKinnon
Chairman, Project Development Committee