MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, February 23, 2017 – 10:00 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, December 15, 2016 at 10:00 AM.

Committee Members Present
Alex MacKinnon, Chairman
Mary Reidy Doheny
James Hollenbeck
Stephen Hunt

Other Board Members Present

Committee Members Absent
Thomas Hefferon
Margaret Murray

Staff Present
Michelle Capone, Director, Regional Development
Carrie Tuttle, Director, Engineering
Angela Marra, Administrative Associate
Nicolas Moulton, IT Technician

1. Chairman MacKinnon opened the meeting at 10:08 AM and turned the meeting over to M. Capone.

2. Resolution No. 2017-02-08 approves a Sub-Recipient Agreement with the Village of Massena to Implement CDBG Program. The Authority will provide grant administration and program delivery services.

M. Doheny asked what account these funds come out of. M. Capone replied these grant funds come thru the NYS Community Renewal’s, Community Development Block Grant program. The monies do not come out of the city’s coffers. A. MacKinnon commented that the CDBG Grants are usually written by the St. Lawrence County Planning office. M. Capone agreed, however in this instance we wrote it for the Village of Massena as part of our program administration services. As part of this program, we also stated we would administer the grant.

Upon a motion by J. Hollenbeck, and seconded by M. Doheny, Resolution No. 2017-02-08, Approving Sub-Recipient Agreement Between the Development Authority of the
North Country and the Village of Massena to Implement CDBG Program, was unanimously approved.

3. Resolution No. 2017-02-09 approves a Sub-Recipient Agreement with the Town of Wilna to Implement CDBG Program. The Authority will provide grant administration and program delivery services. We were again asked to write the application for them and we will be delivering the program and processing the grant administration.

   Upon a motion by J. Hollenbeck, and seconded by M. Doheny, Resolution No. 2017-02-09, Approving Sub-Recipient Agreement Between the Development Authority of the North Country and the Town of Wilna to Implement CDBG Program, was unanimously approved.

4. Resolution No. 2017-02-10 approves a Loan Modification for Clark Decker. Mr. Decker is requesting an additional nine months in order to pay the balance of his loan as he works through cash flow issues associated with low milk prices.

   S. Hunt asked what the project was for Mr. Decker. M. Capone responded this is our Farmland Drainage Program out of our Community Development Loan Fund Program. This program was established in 2000 and has never had a write off.

   Upon a motion by M. Doheny, and seconded by J. Hollenbeck, Resolution No. 2017-02-10, Approving Loan Modification for Clark Decker was unanimously approved.

5. Resolution No. 2017-02-11 approves a Loan to Neighbors of Watertown, Inc. from the Community Rental Housing Program to renovate property located at 825 Academy Street, Watertown. The Authority will provide a construction loan through the NDC Program in the amount of $68,934, a construction loan through the Regional Redevelopment Housing Program in the amount of $41,533, and will provide a grant subsidy from the Regional Redevelopment Housing Program in the amount of $41,533. The Authority will be repaid its loans upon the sale of the property.

   M. Doheny asked who owns the property today. M. Capone replied the City of Watertown.

   A MacKinnon commented that there is no shortage of properties like this. There are going to be fewer and fewer people willing to go into these properties. The foreclosure process is so slow, that by the time the property is settled it has deteriorated even more. Even once it is fixed up, how will it work with the values in the neighborhood? M. Capone stated that the grant subsidy will assist in making the property affordable in the neighborhood.

   M. Doheny asked if the $41,000 will be written off at the end of the project. M. Capone responded yes, that it is a grant with no expectation it is to be repaid.

   M. Doheny asked who the grant will go to. M. Capone replied the grant will go to Neighbors of Watertown.

   Upon a motion by J. Hollenbeck, and seconded by S. Hunt, Resolution No. 2017-02-11, Approving Loan to Neighbors of Watertown, Inc. from Community Rental Housing
Program to Renovate Property Located at 825 Academy Street, Watertown, was unanimously approved.

6. Resolution No. 2017-02-12 authorizes a Memorandum of Understanding between the Development Authority of the North Country and Fort Drum for community planning coordination and communication. Fort Drum and the Authority would like to formally recognize the role of the Authority’s Community Planner as a liaison between Fort Drum and the surrounding communities.

   Upon a motion by M. Doheny, and seconded by J. Hollenbeck, Resolution No. 2017-02-12, Authorizing a Memorandum of Understanding Between the Development Authority of the North Country and Fort Drum for Community Planning Coordination and Communication, was passed, with S. Hunt recusing himself from the vote.

7. The meeting was adjourned at 10:20 AM.

Respectfully submitted,

Alex MacKinnon
Chairman, Project Development Committee