MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, May 26, 2016 – 10:00 am
Conference Room 100, 1st Floor
Dulles State Office Building, Watertown, New York

The Development Authority of the North Country Project Development Committee met in regular session in Conference Room 100, 1st Floor, Dulles State Office Building, Watertown, New York on Thursday, May 26, 2016.

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

**Committee Members Absent**
Stephen Hunt

**Other Board Members Present**
Gary Turck, BOD Chairman
Dennis Mastascusa
Fredrick Carter
Alfred Calligaris

**Staff Present**
James Wright, Executive Director
Michelle Capone, Director, Regional Development Division
Carrie Tuttle, Director, Engineering Division
Richard LeClerc, Manager, Solid Waste Management Division
Patti Pastella, Manager, Water Quality
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

**Guest**
Richard James, Authority Counsel

1. A. MacKinnon opened the meeting at 10:12 am and turned the meeting over to M. Capone.

2. Resolution No. 2016-05-58 approves modifications of a loan to Swan Bay Development, LLC and agrees to subordinate its loans to an additional $459,300 in lending from Watertown Savings Bank. The Development Authority agrees to consolidate the two loans into one mortgage totaling $800,000 to be filed in a third position on the real estate.

   Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2016-05-58, Approving Modifications of Loan to Swan Bay Development, LLC, to incorporate Phase II Financing, was unanimously approved.
3. Resolution No. 2016-05-59 accepts the annual report of the Creek Wood Housing Development Fund Company, Inc., and waives the annual meeting. The existing directors of the HDFC will continue in office until the next annual meeting.

   Upon a motion by M. Murray, and seconded by J. Hollenbeck, Resolution No. 2016-05-59, Accepting the Annual Report of the Creek Wood Housing Development Fund Company, Inc., Waiving the Annual Meeting and Appointing Directors, was unanimously approved.

4. Resolution No. 2016-05-60 accepts the annual report of the Creek Wood II Housing Development Fund Company, Inc., and waives the annual meeting and the existing directors of the HDFC will continue in office until the next annual meeting.

   Upon a motion by J. Hollenbeck, and seconded by T. Hefferson, Resolution No. 2016-05-60, Accepting the Annual Report of the Creek Wood II Housing Development Fund Company, Inc. Waiving the Annual Meeting and Appointing Directors, was unanimously approved.

5. Resolution No. 2016-05-61 was withdrawn as the Development Authority is in discussion with Lewis County to change the scope of the project. The resolution will go back to the Project Development Committee for future review.

6. Resolution No. 2016-05-62 authorizes an agreement with the Village of Massena to provide housing office administration and program delivery services.

   Upon a motion by J. Hollenbeck, and seconded by M. Murray, Resolution No. 2016-05-62, Authorizing Executive Director to Enter into an Agreement with the Village of Massena to Provide Housing Office Administration and Program Delivery Services, was unanimously approved.

7. Resolution No. 2016-05-63 authorizes a loan from the Affordable Rental Housing Program to the North Country Affordable Housing to bridge funding through New York State Affordable Housing Corp., in the amount of $132,000 at a 0% interest rate.

   Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2016-05-63, Authorizing Loan from Affordable Rental Housing Program to North Country Affordable Housing to Bridge Funding Through New York State Affordable Housing Corporation, was unanimously approved.

   J. Johnson entered the meeting.

8. Resolution No. 2016-05-64 authorizes an agreement with the Town of Wilna to provide grant writing and project delivery and grant administration services. The Authority's Regional Development and Engineering Divisions staff will continue to work together to deliver housing programs for communities.
Upon a motion by J. Hollenbeck, and seconded by M. Murray, Resolution No. 2016-05-63, Approving Professional Services Agreement Between the Development Authority of the North Country and the Village of Tupper Lake to Implement HOME Program, was unanimously approved.

9. Resolution No. 2016-05-65 approves a Professional Services Agreement between the Development Authority and the Village of Tupper Lake to implement a New York State HOME program and administer HOME funds. The Executive Director is authorized to execute all appropriate and necessary documents.

Upon a motion by M. Murray, and seconded by T. Hefferon, Resolution No. 2016-05-65, Approving Professional Services Agreement Between the Development Authority of the North Country and the Village of Tupper Lake to Implement HOME Program, was unanimously approved.

10. Resolution No. 2016-05-66 authorizes a Technical Services Agreement between the Development Authority and the Village of Tupper Lake for the preparation of a Community Development Block Grant application and administration of housing rehabilitation program. The Agreement provides for grant writing, project delivery and grant administration and authorizes the Executive Director to execute all appropriate documents necessary to execute the agreement.

Upon a motion by J. Hollenbeck, and seconded by M. Murray, Resolution No. 2016-05-66, Authorizing Technical Services Agreement with the Village of Tupper Lake for the Preparation of a New York State Main Street Application and Administration and Project Delivery of Grant, was unanimously approved.

11. Updates –

a. The Authority is working with Neighbors of Watertown regarding the Bugbee Building and the Olympic property. The Committee is requesting Board approval of sale of the property after the loan is paid in full. J. Johnson stated he is the President of Bugbee Housing and that both properties are 30 years old and dilapidated. J. Johnson endorsed these projects.

b. The napkin folder equipment at Florelle has been sold. The Development Authority will receive 43% of the proceeds.

12. The meeting adjourned at 10:25 am.

Respectfully submitted,

Alex MacKinnon
Chairman, Project Development Committee