MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, February 25, 2016 – 9:50 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, February 25, 2016.

Committee Members Present
Thomas Hefferon, Acting PDC Chairman
Margaret Murray
Alex MacKinnon
James Hollenbeck
Stephen Hunt

Committee Members Absent
Mary Doheny

Other Board Members Present
John B. Johnson, Jr.
Margaret Murray
Alfred Calligaris

Staff Present
James Wright, Executive Director
Michelle Capone, Director, Regional Development
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

1. J. Wright appointed T. Hefferon as Acting Chairman of the Project Development Committee until a Chairman is appointed. The meeting was called to order at 9:55 am turned over to M. Capone.

2. Resolution No. 2016-02-09 approves a Housing Revolving Loan Fund Program loan modification for Riverview Plaza LLC to extend the loan term for an additional five years. The total term is 15 years at 5% interest. Interest-only payments were made from October 2015 through January 2016. Regular principal and interest payments began on February 15, 2016.

   Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2016-02-09, Approving Housing Revolving Loan Fund Program Loan Modification for Riverview Plaza LLC, was unanimously approved.

3. Resolution No. 2016-02-10 authorizes use of Housing Loan Revolving Funds for the City of Ogdensburg Community Development Block Grant Program (CDBG) administration for up to $100,000. The funds would be used to bridge grant payments from the New York State Office of Community Renewal for the City of Ogdensburg’s CDBG.

   Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2016-02-10, Authorizing Use of Housing Loan Revolving Funds for City of Ogdensburg CDBG Program Administration, was unanimously approved.
4. Resolution No. 2016-02-11 authorizes submission of an application for funds from the US. Office of Economic Adjustment for the Fort Drum Joint Land Use Study. M. Capone, Director of Regional Development, will be the program administrator and will submit the application to OEA for review.

Upon a motion by J. Hollenbeck, and seconded by A. MacKinnon, Resolution No. 2016-02-11, Authorizing Submission of the Application for Funds from the United States Office of Economic Adjustment for the Fort Drum Joint Land Use Study, was unanimously approved.

5. Resolution No. 2016-02-12 authorizes submission of application for funds from the U.S. Office of Economic Adjustment for Force Reduction Funding due to the loss of troops at Fort Drum through the Programmatic Environmental Assessment and the Supplemental Programmatic Environmental Assessments of 2014 and 2015. The City of Watertown is eligible to apply for Force Reduction Funding through OEA and provided written approval for the Authority to apply on its behalf. The Authority is considering purchasing economic modeling software.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2016-02-12, Authorizing Submission of the Application for Funds from the U.S. Office of Economic Adjustment for Force Reduction Funding, was unanimously approved.

6. Resolution No. 2016-02-13 amends the Technical Services Agreement with Lewis County for project management services for the Lyons Falls Brownfield Opportunity Area Grant to include the addition of the Community Planner position. The wage schedule will not impact the overall total not to exceed total of $60,000.

Upon a motion by J. Hollenbeck, and seconded by M. Murray, Resolution No. 2016-02-13, Authorizing Amendment No. 1 to the Technical Services Agreement with Lewis County for Project Management Services for the Lyons Falls Brownfield Opportunity Area Grant, was approved, with S. Hunt abstaining from the vote.

7. Resolution No. 2016-02-14 establishes the Regional Redevelopment Housing Program by setting aside $1 million from the Community Rental Housing Program per approval by Empire State Development.

Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2016-02-14, Establishing the Regional Redevelopment Housing Program, was approved, with S. Hunt abstaining from the vote.

J. Johnson asked for clarification on the term “units” versus “homes.” M. Capone clarified that units are living units.

8. Resolution No. 2016-02-15 adopts criteria for the Community Rental Housing Program (CRHP). The CRHP Interagency Review Committee met on February 18, 2016 to review the Program Criteria and Guidelines and is recommending adoption by the Development Authority Board.
Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2016-02-15, Adopting Criteria for the Community Rental Housing Program, was unanimously approved.

9. Updates for the Committee:

a. M. Capone gave an update on a Farmland Drainage Loan modification for Clark Decker. Due to low milk prices, a 2015 loan payment has not been made. An interest only payment will result in a balloon payment of $7,340.57 on October 1, 2016. The loan modification would allow for an interest only payment on October 1, 2015 with the balance to be owed October 1, 2016. The loan modification does not require Board approval.

Upon a motion by A. MacKinnon, and seconded by M. Murray, the Clark Decker loan modification was unanimously approved.

b. M. Capone distributed copies of the Loan Summary Report and provided an overview of the loan portfolio.

10. The meeting adjourned at 10:10 am.

Respectfully submitted,

Thomas Hefferon
Acting Chairman, Project Development Committee