MINUTES
BOARD OF DIRECTORS MEETING
Thursday, August 24, 2017 – 1:30 PM
Materials Management Conference Room
23400 NYS Route 177, Rodman, New York

The Development Authority of the North Country Board of Directors met in regular session at the Materials Management Conference Room, 23400 NYS Route 177, Rodman, New York, on Thursday, August 24, 2017, at 1:30 PM.

Members Present:
Voting
Gary Turck, Chairman
Fredrick Carter, Vice Chairman
Thomas Hefferon
John B. Johnson, Jr.
Margaret Murray
Dennis Mastascusa

Non-Voting
Stephen Hunt
Mary Doheny
James Hollenbeck

Members Absent
Brian McGrath
Alfred Calligaris

Staff Present:
James W. Wright, Executive Director
Michelle Capone, Director, Regional Development Division
David Wolf, Director, Technology Division
Carl Farone, Comptroller
Richard LeClerc, Manager, Materials Management Division
Carrie Tuttle, Director of Engineering
Laurie Marr, Director of Public Affairs and Communication
Amy Austin, Director of Human Resources
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Guests:
Richard James, Authority Counsel, Mackenzie Hughes
Celeste Werner, Matrix Design Group
Mike Hrapla, Matrix Design Group

1. Chairman Turck called the meeting to order at 1:50 PM.

2. Chairman Turck requested a roll call by J. Yaddow. All Board Members were present except for Alfred Calligaris and Brian McGrath. Chairman Turck confirmed there was a quorum.

3. Chairman’s Report –

   a. The Strategic Planning Session originally scheduled for September 28 is scheduled for September 21. The location and further details will follow. J. Wright noted it is not a mandatory meeting.
4. Chairman Turck offered the Privilege of the Floor –

5. Upon a motion by F. Carter, and seconded by T. Hefferon, the Minutes of the June 22, 2017 Board Meeting, were unanimously approved.

6. Presentation by Matrix Design Group – H. Schweitzer explained the Authority is currently involved in a Joint Land Use Study and facilitating the process between Fort Drum and the communities around Fort Drum. Matrix Design Group has been hired and is gathering information and bringing back a series of recommendations. Celeste Warner of Matrix Design Group stated this is an assessment for compatibility issues that impact military today and for future issues. Matrix will identify the impacts and balance community needs while developing recommendations and strategies. The wind turbines create vertical obstructions and this is important to Fort Drum and residents in terms of weather radar. Siting of the wind turbines is important as to the height of the tip of the very highest blade as it is turning. There is an impact to the air traffic controller radars and there is a cumulative effect if there is more than one. It was noted this is not a wind study and is just one component of the entire process. H. Schweitzer noted there are no regulatory aspects to this study.

    Alex MacKinnon stated wind issues can be contentious, even within families. J. Johnson stated it is not an issue about wind but about structures that impact the terrain at Fort Drum, specifically training, and the importance of protecting our major asset, Fort Drum. J. Wright stated the Authority doesn’t have to take a position but it is the local governments that will make the decision. The Authority is affiliated with the study as the administrator of the grant monies. H. Schweitzer stated the data is anticipated in December from Matrix.

7. J. Wright read and presented Resolution No. 2017-08-100 recognizing Richard R. LeClerc’s six year service as the General Manager of the Materials Management Division. A. MacKinnon and J. Hollenbeck both expressed kind words regarding Rich’s tenure, the reputation of the Division and the landfill, as a whole.

    Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-08-100, Recognition of Service – Richard R. LeClerc, was unanimously approved.

8. Executive Director’s Report –

    a. Authority’s new website will be featured at the Strategic Planning Session.

    b. Three awards have been received: Senator Ritchie awarded $100,000 to work on the library network linking 39 libraries of the region. Senator Ritchie also committed $50,000 for the Joint Land Use Study effort. Assemblyman Blankenbush awarded $100,000 to make improvements for the Route 3 sewer line to replace RTUs which have been in place for 17 years.

    c. Extension of the solid waste permit has been granted with an unlimited end time.

    d. Handouts were distributed which detailed the design and history of the newly hung barn quilts on the Materials Management Facility maintenance building.
e. The Authority has received a housing request from Sarah Purdy, Manager of the City of Ogdensburg. Interest was expressed to include Ogdensburg in the program for the acquisition of bank-foreclosed properties. Ms. Purdy thanked the Authority for working with the City of Ogdensburg with various projects.

f. There were three waterline breaks (Champion, Heuvelton, and Chaumont) in the last 12 hours starting last night that Water Quality personnel are currently working on these breaks.

9. Finance --

   a. C. Farone stated Defense Contract Agency Audit is progressing with their audit of the ASL and AWL and have interviewed staff. The expected completion is September 27th.

   b. C. Farone reviewed the financials, stating the Authority is in a strong financial position. Total Assets have increased from $222 million to $223 million; Total Liabilities have increased from $53.7 million to $54.8 million. Accounts Receivable (Assets) has increased from $3 million to $4 million. Unearned Income (Liabilities) has increased from $3.9 million to $5.5 million. Both the increase in Accounts Receivable and Unearned Income are attributable to a $1.4 million billing to Avangrid for services to be provided over 20 years.

      Upon a motion by F. Carter, and seconded by T. Hefferon, the Unaudited Financial Statements for the Period Ending June 30, 2017, were unanimously approved.

10. Governance --

   a. Resolution No. 2017-08-81 authorizes the Executive Director to implement a procedure to electronically sign and transmit documents rather than paper copies. A Business Assessment and Risk Analysis procedure will be prepared to convert hard copy documents to electronic storage on servers maintained by the Authority, consistent with ESRA, OFT Regulations, the Arts and Cultural Affairs Law, the NYS Archives Regulations including Schedule MI-1, Public Authorities Law and the Public Officers Law.

      Upon a motion by M. Murray, and seconded by D. Mastascusa, Resolution No. 2017-08-81, Policy - Electronic Signature Authorization and Electronic Storage of Documents, was unanimously approved.

   b. Resolution No. 2017-08-82 authorizes the amended Workplace Violence Prevention Policy. All references of Compliance Officer have been changed to Human Resources Director; all references to Health and Safety Committee have been changed to Safety Committee; addition of Appendix D - Workplace Violence Security Checklist; addition of Bomb Threat Instructions.
Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-08-82, Policy – Workplace Violence Prevention, was unanimously approved.

c. Resolution No. 2017-08-83 authorizes the Authority to serve as the region's lead agency for the receipt of a state grant and to contribute up to 24% of matching funds of the state grant, not to exceed $50,000. If the state grant is awarded, the contract is subject to Board authorization.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-08-83, Regional Lodging Feasibility Study Lead Agency – State Grant, was unanimously approved.

11. Engineering –

a. Resolution No. 2017-08-84 authorizes a second amendment to the Technical Services Agreement with the Village of Clayton for an additional amount of $20,000, bringing the not to exceed contract amount to $45,000, to cover the Authority's expanded scope of services which will include project management and fiscal coordination tasks related to the construction phase of the project.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2017-08-84, Technical Services Agreement - Village of Clayton – Water Treatment System Improvement Project, was unanimously approved.

b. Resolution No. 2017-08-85 authorizes an amendment to the Technical Services Agreement with the Town of Tupper Lake for the Municipal Office Access Improvement Project for an additional cost of $9,800, bringing the not to exceed amount of the contract to $24,800. The Authority has been requested to develop architectural drawings of the proposed improvements to the Town Hall and that the scope of services be incorporated into the Authority's existing contract with the Town.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-08-85, Technical Services Agreement – Town of Tupper Lake – Municipal Office Access Improvement Project, was unanimously approved.

c. Resolution No. 2017-08-86 authorizes a SCADA Services Agreement with the Village of Antwerp for their Water Plant Controls Upgrade. The Village requested the Authority provide two proposals: Option A will update the Remote Terminal Unit and Touchscreen display at the Water Plant at a not to exceed cost of $14,500. Option B will update the RTU and Touchscreen display at the Water Plant, the RTU at the Water Tower, and integrate the Water Plant with the Village's existing SCADA system used at the Wastewater Plant, at a not to exceed cost of $20,000.

Upon a motion by D. Mastascusa, and seconded by F. Carter, Resolution No. 2017-08-86, SCADA Services Agreement – Village of Antwerp – Water Plant Controls Upgrade, was unanimously approved.
d. Resolution No. 2017-08-87 is a third amendment to the Technical Services Agreement with the St. Lawrence County Industrial Development Agency for additional work requested of the Authority related to the former Jones and Laughlin Ore Processing Facility, resulting in additional expenses of $10,000, bringing the not to exceed amount of the contract to $76,000.

Upon a motion by A. MacKinnon, and seconded by F. Carter, Resolution No. 2017-08-87, Technical Services Agreement – St. Lawrence County Industrial Development Agency – Engineering and Redevelopment Planning Assistance – Former Jones & Laughlin Ore Processing Facility, was unanimously approved.

C. Tuttle noted there is still a funding gap but it is closing. J. Johnson asked if there is any indication when visible changes would be seen on the property. C. Tuttle stated there are several buildings that have already been demolished but the largest eye sore is not on the property owned by the County and is the Benson Trust. C. Tuttle noted the contractor is finishing up the first phase.

e. Resolution No. 2017-08-88 authorizes a Technical Services Agreement with the Village of Heuvelton for a total not to exceed contract amount of $1,500 and involves the Authority’s assistance in the process of applying for funding through the Municipal Restructuring Fund by the Village to evaluate the potential for consolidating their wastewater treatment plant with the City of Ogdensburg wastewater treatment plant to maximize efficiencies and promote an economic development corridor between the City and the Village.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-08-88, Technical Services Agreement – Village of Heuvelton – Wastewater Treatment Plant – Municipal Restructuring Fund, was unanimously approved.

J. Johnson asked if this study will include examination of the decommissioning to ensure there are no residual issues. C. Tuttle stated yes.

f. Resolution No. 2017-08-89 authorizes Water Quality Management Services with the Village of Malone and entails providing a part-time Water Quality Supervisor to serve as the primary support for the contract with additional staff support from the Authority’s Project Engineers, Controls Engineers, and Operations staff. The term of the contract is five years with a first year contract amount of $67,900, ending with a five year contract amount of $114,700.

Upon a motion by T. Hefferon, and seconded by D. Mastascusa, Resolution No. 2017-08-89, Management Services Agreement – Village of Malone – Wastewater Facilities, was unanimously approved.
12. Materials Management -

   a. Resolution No. 2017-08-90 authorizes the transfer of $200,000 from the Landfill Gas Reserve to Capital Project 20111 (Landfill Gas Development). The Executive Director and Comptroller are authorized to initiate the transfer and related adjustments to the reserve and capital projects.

   Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-08-90, Capital Budget FYE 2018 – Materials Management Landfill Gas Reserve – Landfill Gas Well Development, was unanimously approved.

13. Regional Development -

   a. Resolution No. 2017-08-91 ratifies a loan in the amount of $33,000 from the Regional Tourism Transformational Community Revolving Loan Fund to St. Regis Canoe Outfitters, Inc., for a term of 120 months at a 1% loan rate. This is considered a Type II Action under the SEQRA and is considered an exempt activity requiring no action.

   Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-08-91, Regional Tourism Transformational Community Revolving Loan Fund – St. Regis Canoe Outfitters, Inc. Loan, was unanimously approved.

   b. Resolution No. 2017-08-92 modifies a loan in the amount of $2,000,000 from the Community Rental Housing Program to COR Arsenal Street Company LLC for a term of 240 months at a 4% loan rate. This is considered a Type II Action under the SEQRA and is considered an exempt activity requiring no further action.

   Upon a motion by T. Heffron, and seconded by M. Murray, Resolution No. 2017-08-92, Community Rental Housing Program – Loan Agreement – COR Arsenal Street Company, was unanimously approved.

   c. Resolution No. 2017-08-93 rescinds Resolution No. 2006-02-04 establishing the Community Rental Housing Program Authorization Process and, in turn, dissolves the Interagency Review Committee. The Authority extends its appreciation to those individuals who have served and successfully managed the program. Consistent with Resolution No. 2006-01-05, all loans through the Community Rental Housing Program will be reviewed by the Project Development Committee and authorized by the Development Authority of the North Country Board of Directors.

   Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2017-08-93, Community Rental Housing Program – Rescinding Authorization Process, was unanimously approved.
d. Resolution No. 2017-08-94 modifies the Regional Redevelopment Housing program within the Community Rental Housing Program, setting-aside $1 million to be utilized for the acquisition of bank-foreclosed properties and hazardous materials assessments and related soft costs for a term up to 15 years at a 1% loan rate or at the discretion of the Board of Directors. The existing Memorandum of Understanding between the Authority, Neighbors of Watertown, and City of Watertown for the NDC Program is amended to include the Watertown Housing Authority and the Thousand Islands Habitat for Humanity and will constitute a new interagency committee for the purpose of community input to the Project Development Committee. The Project Development Committee will work with staff to negotiate purchase agreements and options on behalf of the Board, with final approval by the Board of Directors.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2017-08-94, Community Rental Housing Program – Acquisition of Bank-Foreclosed Residential Properties – The NDC Program Amendment, was unanimously approved.

e. Resolution No. 2017-08-95 ratifies the grant/loan commitment in the amount of $500,000 ($250,000 loan/$250,000 grant) from the North Country Redevelopment Fund to Essex County for a term of 10 years at a 1% interest rate. This is considered a Type II Action under the SEQRA and is considered an exempt activity requiring no further action. It was noted the Term Sheet was edited to delete the "Recapture Provision over 10 years on grant portion" per a discussion at the Project Development Committee.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2017-08-95, North Country Redevelopment Loan Fund -- Essex County, was unanimously approved.

f. Resolution No. 2017-08-96 authorizes a Technical Services Agreement for Loan Underwriting Services with the Village of Canton for the Canton Microenterprise Loan Fund.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-08-96, Technical Services Agreement – Village of Canton – Loan Underwriting Services, was unanimously approved.

g. Resolution No. 2017-08-97 establishes the North Country Agribusiness Loan Program with funding from the New York State Job Development Authority. The Chairman, Treasurer, Executive Director, Comptroller, and Deputy Comptroller of the Development Authority of the North Country are named as authorized signatories on the account. The Staff Accountant and Accounting Assistant are designated as authorized representatives for the purposes of executing transfers. It was noted the original Resolution that was sent out in the read-ahead was edited to include only Jefferson, Lewis, and St. Lawrence Counties.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-08-97, North Country Agribusiness Loan Program, was unanimously approved.
14. Technology –

   a. Resolution No. 2017-08-98 increases Capital Project 30614 of the Technology
Division Capital budget FYE 2018 by $530,000. The Development Authority received a
request from Avangrid/Iberdrola USA to provide a 20 year IRU for a 10 Gigabit per
second wavelength from Plattsburgh to Syracuse with access points throughout the
North Country.

   Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-08-
98, Capital Budget FYE 2018 – Technology Division – Avangrid/Iberdrola USA
(NYSEG) Agreement, was approved, with D. Mastascusa abstaining from the vote.

15. Water Quality –

   a. Resolution No. 2017-08-99 authorizes an Operations and Maintenance Service
Agreement with the Village of Alexandria Bay for a total of $244,812 for a five year term
for the Village’s sewer facilities, and weekend services for its water facilities.

   Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-
08-99, Operations and Maintenance Service Agreement – Village of Alexandria Bay –
Wastewater Services, was unanimously approved.

16. New Business – None

17. Next Meeting – The Strategic Planning Session will be held on September 21, 2017,
not on the 28th as originally scheduled. The location is yet to be determined.

18. Upon a motion by F. Carter, and seconded by M. Murray, the meeting was
adjourned.

Respectfully submitted,

[Signature]

Thomas Hefferon
Secretary