MINUTES
BOARD OF DIRECTORS MEETING
Thursday, October 26, 2017 – 10:00 AM
Dulles State Office Building Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session at the Dulles State Office Building Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York, on Thursday, October 26, 2017, at 10:00 AM.

Members Present:
Voting
Gary Turck, Chairman
Fredrick Carter, Vice Chairman
Thomas Hefferson
John B. Johnson, Jr.
Margaret Murray
Alfred Calligaris

Non-Voting
Stephen Hunt
Mary Doheny
James Hollenbeck

Members Absent:
Dennis Mastascusa
Brian McGrath

Staff Present:
James W. Wright, Executive Director
Michelle Capone, Director, Regional Development Division
David Wolf, Director, Technology Division
Carl Farone, Comptroller
Patricia Pastella, Manager, Materials Management Division
Brian Nutting, Manager, Water Quality Division
Carrie Tuttle, Director of Engineering
Laurie Marr, Director of Public Affairs and Communication
Hartley Schweitzer, Community Planner
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Guests:
Richard James, Authority Counsel, Mackenzie Hughes

1. Chairman Turck called the meeting to order at 10:00 AM.

2. Chairman Turck requested a roll call. All Board Members were present except for B. McGrath and D. Mastascusa. Chairman Turck confirmed there was a quorum.

3. Chairman Turck offered the Privilege of the Floor.

4. Upon a motion by F. Carter, and seconded by A. Calligaris, the Minutes of the August 24, 2017 Board Meeting, were unanimously approved.

5. Chairman’s Report –
   a. The December 14th Board Meeting is earlier in the month due to the holiday.
6. Executive Director’s Report –

a. Introduction of new Division Managers – Patti Pastella has accepted a promotion as the new Materials Management Division Manager. Brian Nutting accepted a promotion to the Water Quality Division Manager. J. Wright noted that Brian holds the highest level of waste water treatment license.

b. Regional Council – Watertown Downtown Revitalization Initiative (DRI) – Watertown has been chosen as a DRI winner and J. Wright has been asked to serve on local planning committee. The first meeting is scheduled this afternoon.

c. Harrisville Dissolution Study – (Editorial and Request of Village) – J. Wright spoke on the Watertown Daily Times editorial recognizing the Development Authority. J. Wright noted that the Authority is not advocating any position on consolidation but is a choice made by the local governments after a final review by a committee.

d. Regional Council –

  ➢ The annual Regional Council report is out and available online. It provides a list of what has been completed. All applications are pending with the state and are being reviewed. The State team will be in Plattsburgh next week to review project progress.

  ➢ A resolution has been adopted by the Regional Council at their last meeting and has been shared with the Lieutenant Governor. The resolution states the Regional Council supports Fort Drum as a regional economic development priority.

e. Joint Land Use Study Progress Report – H. Schweitzer stated the draft report from Matrix is being reviewed before the public comment period. Public meetings are being held in Lowville and Watertown. All comments will be included in an appendix in the draft report. J. Wright stated the report will be completed by end of the year and will contain recommendations. A. Mackinnon noted there were no public meetings held in St. Lawrence County. H. Schweitzer stated the JLUS study encompasses the area around Fort Drum and although no public meetings were held in St. Lawrence County, there were a number of St. Lawrence County residents who attended the Jefferson County public meetings. M. Capone stated that St. Lawrence County has been represented at the committee level as well.

7. Finance – C. Farone stated the Statement of Net Position is stable and has remained relatively unchanged since the March 31, 2017 audit. Accounts Receivable is at $2 million; Liabilities - Unearned Income is at $5.2 million and has increased due to payments received by Telecom for services to be provided in the future. Financials are in good shape and operating according to Board authorized budget.

   Upon a motion by F. Carter, and seconded by M. Murray, the Unaudited Financial Statements for the Period Ending September 30, 2017, were unanimously approved.
8. Governance –

a. Resolution No. 2017-10-101 - The Development Authority received state funding in September 2003 to contribute to closure of several cells at the Authority landfill. The terms of the Landfill Closure Grant required repayment of the state funding should the capped areas be re-opened for operation. The New York State Department of Environmental Conservation has issued a new landfill construction permit to the Development Authority and has agreed to defer the matter of repayment until, and if, the Authority initiates the overlaying of the closed section as planned. Resolution No. 2017-10-101 acknowledges this obligation and the Development Authority will include the $948,250 repayment to NYSDEC in future Closure Reserve Financial Assurance calculations.

Upon a motion by F. Carter, and seconded by J. Johnson, Jr., Resolution No. 2017-10-101, Landfill Closure Grant – Capital Reserve Funding, was unanimously approved.

9. Engineering –

a. Resolution No. 2017-10-102 authorizes a Technical Services Agreement with the Town of Tupper Lake to complete a feasibility study to implement improvements at the Town-owned Golf Club and Cross Country Ski Center. The scope of the Authority's services will consist of research and data acquisition; plan development; and presentation of results. The not to exceed contract cost is $20,000.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2017-10-102, Technical Services Agreement -- Town of Tupper Lake -- Golf Course and Cross Country Skiing Center Feasibility Project, was unanimously approved.

b. Resolution No. 2017-10-103 authorizes a Technical Services Agreement with St. Lawrence County Industrial Development Agency for requested Authority services to provide engineering and planning services for the phased redevelopment of the former Jones & Laughlin ore processing facility located in the Town of Clifton. The scope of the Authority’s services would consist of redevelopment planning; engineering services; and reporting for a not to exceed contract amount of $60,000.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-10-103, Technical Services Agreement -- St. Lawrence County Industrial Development Agency -- Engineering and Redevelopment Planning, was unanimously approved.

c. Resolution No. 2017-10-104 was withdrawn from the Agenda.

d. Resolution No. 2017-10-105 authorizes Technical Services Agreements for Northern Border Regional Commission Grant Administration by and between the Development Authority and the Ogdensburg Growth Fund Development Corporation and St. Lawrence County. The total amount of NBRC Award for both projects is $750,000 and the total Authority amount for both projects is $15,500.
Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2017-10-105, Technical Services Agreement – 2017 Northern Border Regional Commission – Local Development District Grant Administration, was unanimously approved.

10. Regional Development -

a. Resolution No. 2017-10-106 adopts a Subordination Policy for Community Development Block Grant program funds. The Development Authority has executed Subrecipient Agreements with the City of Ogdensburg, Village of Massena, and Town of WIlna to administer their Community Development Block Grant (CDBG) programs. The Subordination Policy is attached to the Resolution.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2017-10-106, Subordination Policy – CDBG Programs, was unanimously approved.

b. Resolution No. 2017-10-107 authorizes the Development Authority to commit a not to exceed amount of $575,000, which includes $125,000 as grants from the Community Rental Housing program, for the acquisition and renovation of two properties located in the City of Watertown. The resolution authorizes the Executive Director to execute all appropriate documents necessary to acquire and rehabilitate the properties.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-10-107, Community Rental Housing Program – NDC Program – Acquisition of Residential Properties in Watertown, was unanimously approved.

c. Resolution No. 2017-10-108 modifies a loan commitment in the amount of $320,000 ($160,000 loan/$160,000 grant) from the North Country Redevelopment Fund previously to Hole Brother’s Enterprises, LLC to How Kool, LLC, for 240 months at 1% interest. This is considered a Type II Action under the State Environmental Quality Review and is considered an exempt activity. J. Wright noted that Hartley Schweitzer of the Authority is not involved in this project but her husband is.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-10-108, Modifying Loan Issued – Hole Brother’s Enterprises, LLC – How Kool, LLC, was unanimously approved.

d. Resolution No. 2017-10-109 modifies the Term Sheet for the Regional Redevelopment Housing Program within the Community Rental Housing Program to reflect that the funds may be used for the acquisition of residential properties (single family and multi-family) and renovations including hazardous materials assessments and associated soft costs. The loan term is for 15 years for real estate or at the discretion of the Board of Directors.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2017-10-109, Community Rental Housing Program – Rental Redevelopment Housing Program – Term Sheet Amendment, was unanimously approved.
e. Resolution No. 2017-10-110 modifies a commitment to Cambray Court Apartments LP from the Affordable Rental Housing program to increase the amount of its loan from $500,000 to $750,000 for a 30 year term at an interest rate of 1%. It was noted that the Project Development Committee minutes from the June 25, 2017 meeting reflected the amount was increased to $750,000 and the resolution now conforms to this recommendation.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-10-110, Modifying Loan Commitment -- Affordable Rental Housing program -- Cambray Court Apartments LP, was unanimously approved.

11. Water Quality --

a. Resolution No. 2017-10-111 authorizes an Operations and Maintenance Service Agreement with the Town of LeRay Water Districts 1, 2, 3, and 4 and Sewer Districts 1, 2 and 4 for a term of five years for a total amount of $590,455.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2017-10-111, Operations and Maintenance Service Agreement -- Town of LeRay Water Districts 1, 2, 3, 4 and Sewer Districts 1, 2 and 4, was unanimously approved.

12. New Business --

a. L. Marr gave a brief report on the regional economic tracking survey received from Jefferson Community College. The study is done every two years and involves the three counties. The report will be available on the JCC website.

b. F. Carter spoke on his concerns about illegal dumping of CRT recyclables and tires. Mr. Carter asked about CRT and tire recycling programs. After a lengthy discussion, J. Wright stated that the Authority does not have any enforcement rights nor is the Authority interested in becoming a collection point for tires.

13. Next Meeting -- December 14, 2017

14. Upon a motion by F. Carter, and seconded by A. MacKinnon, the meeting was adjourned at 11:15 AM.

Respectfully submitted,

Thomas Hefferon
Secretary