



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, June 22, 2017 – 10:30 AM
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, June 22, 2017, at 10:30 AM.

Members Present:

Voting

Gary Turck, Chairman
Fredrick Carter, Vice Chairman
Thomas Hefferon
Alfred Calligaris
Margaret Murray
John B. Johnson, Jr.
Dennis Mastascusa

Non-Voting

Stephen Hunt
Mary Doheny
James Hollenbeck

Members Absent

Brian McGrath
Alex MacKinnon

Staff Present:

James W. Wright, Executive Director
Michelle Capone, Director, Regional Development Division
Patricia Pastella, Manager, Water Quality Division
David Wolf, Director, Technology Division
Carl Farone, Comptroller
Richard LeClerc, Manager, Materials Management Division
Carrie Tuttle, Director of Engineering
Laurie Marr, Director, Public Affairs and Communications
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Guests:

Richard James, Authority Counsel, Mackenzie Hughes
Terrance Phillips, Bonadio Group

1. Chairman Turck noted there was not a quorum and other business would be conducted until M. Doheny arrives.
2. Chairman's Report –
 - a. J. Johnson has been reappointed to the Authority Board of Directors for another four year term. Mr. Johnson is the longest standing Board Member with over 30 years.
 - b. Independent Audit – Chairman Johnson stated the Audit Committee met on June 13th to review the audit findings with Bonadio. T. Phillips presented a high level review of the audit results in a PowerPoint presentation. Detailed results of the audit are available in the Audit Committee Meeting Minutes on the Authority's website.

M. Doheny entered the meeting.

J. Johnson commended the Authority and its management on another successful audit. J. Wright stated C. Farone and his Finance staff are to be commended on their hard work in keeping the books in order and this should provide great deal of assurance to the City and Counties.

F. Carter asked if the Audit Report goes to the partners. J. Wright responded yes, electronic copies of the audit and annual report will go to the chief elected officials, chief appointed officials, counties and City. F. Carter asked if copies of the audit report could be received ahead of the meeting. J. Wright stated copies were provided to the Audit Committee Members and it was included in the Read-Ahead packet for the Board Meeting.

3. Chairman Turck called the meeting to order at 10:35 AM.

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

5. Chairman Turck offered the Privilege of the Floor –

6. Upon a motion by D. Mastascusa, and seconded by T. Hefferon, the Minutes of the May 25, 2017 Board Meeting, were unanimously approved.

7. Executive Director's Report –

a. Authority Annual Report – J. Wright gave a high level review of the Annual Report. Some highlights:

- Dedication page was added this year for the IGA grocery store in Star Lake and is symbolic of what the Authority is all about, reflecting partnerships with the Counties.
- The Authority is entering into two agreements with Fort Drum for planning activities (Regional Development project and Materials Management project).
- Lewis County has made a significant commitment in their recycling efforts.
- The project at the landfill is proceeding. A bus tour after the Board Meeting will be provided.
- The Annual Report will be posted on the website and is a PARIS requirement.

F. Carter asked if there will be any elimination of staff with the new scale set-up. J. Wright stated no, but the new system will avoid adding personnel and consolidating scale and administrative staff, enhancing the work flow.

b. Landfill Expansion –

- The Authority has signed a Natural Resource Stewardship Program with NYSDEC
- There is an approved Aquatic Resource Mitigation Strategy for offsite wetlands in Ellisburg.

c. NYSDEC Closure Funding – There are ongoing discussions with the NYSDEC Commissioner related to repayment of the closure funding.

d. Water Quality has installed new exercise stations at the Calcium (Kanik) Trail.

e. Rich LeClerc will be retiring at the end of August. There will be a formal recognition at the August Board Meeting. R. LeClerc thanked Jim and the Board for their support during his six years at the Authority.

8. Finance –

a. C. Farone stated the filing of the PARIS Report is due by the end of June. The DCAA audit will be starting soon with a completion time of the end of September. C. Farone reviewed the Financial Statements for the period ending April 30, 2017.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, the Unaudited Financial Statements for the Period Ending April 30, 2017, were unanimously approved.

b. Resolution No. 2017-06-60 approves the Audited Financial Statements, Single Audit, Agreed upon Procedures, and Report on Investments for FY Ending March 31, 2017.

Upon a motion by J. Johnson, Jr., and seconded by F. Carter, Resolution No. 2017-06-60, Approving Audited Financial Statements, Single Audit, Agreed Upon Procedures, and Report on Investments for Fiscal Year Ending March 31, 2017, was unanimously approved.

c. Resolution No. 2017-06-61 approves the Assessment of the Effectiveness of Internal Controls for FY 2017.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-61, Approving the Assessment of the Effectiveness of Internal Controls of the Development Authority of the North Country for Fiscal Year 2017, was unanimously approved.

d. Resolution No. 2017-06-62 approves the Annual Bond Sales Report for FY Ending March 31, 2017. No bonds have been sold.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-62, Approving Annual Bond Sales Report for Fiscal Year Ending March 31, 2017, was unanimously approved.

9. Engineering –

a. Resolution No. 2017-06-63 authorizes a Technical Services Agreement for Bartlett Point Sewer Pump Station Relocation Project with the Village of Clayton. The relocation of the existing Pump Station will be 100 feet from the existing Low Lift Station Wet Well. The scope of the Authority's services will consist of: project management; assistance with SEQR and NYS Historical Preservation Office reviews; development of bid documents; bid oversight; and construction oversight. The contract is for a not to exceed amount of \$10,000.

Upon a motion by D. Mastascusa, and seconded by J. Johnson, Jr., Resolution No. 2017-06-63, Technical Services Agreement for Bartlett Point Sewer Pump Station Relocation Project with the Village of Clayton, was unanimously approved.

b. Resolution No. 2017-06-64 authorizes an agreement with the Town of Tupper Lake for GIS Technical Services to develop a GIS data model; convert water, wastewater and other infrastructure records to GIS format; develop and host a web-based GIS for a not to exceed contract amount of \$79,268.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-64, Authorizing Executive Director to Enter into an Agreement with the Town of Tupper Lake for GIS Technical Services, was unanimously approved.

F. Carter asked if the Villages of Carthage and West Carthage have GIS. J. Wright responded that Resolution No. 2017-06-65 addresses this question. C. Tuttle clarified that West Carthage is not included in this Agreement as they opted out.

c. Resolution No. 2017-06-65 authorizes GIS Hosting Agreements with the Lowville regional GIS project municipalities: Village of Carthage; Village of Lowville; Village of Turin; Town of Watson; and Lewis County.

F. Carter asked if these agreements are done through grants. J. Wright responded yes.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2017-06-65, Authorizing GIS Hosting Agreements with the Lowville Regional GIS Project Municipalities, was unanimously approved.

10. Materials Management -

a. Resolution No. 2017-06-66 authorizes additional capital funding for landfill gas well development in the MMF capital budget FYE 2018 by transferring \$100,000 from the sand storage barn to landfill gas development. The sand storage barn relocation is substantially complete, making a project balance available. The Authority is preparing to bid a capital project for a landfill gas conveyance upsizing, and it would be beneficial to bid the work for additional wells in conjunction with this project.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-06-66, Authorizing Additional Capital Funding for Landfill Gas Well Development in the Materials Management Capital Budget FYE 2018, was unanimously approved.

11. Regional Development -

a. Resolution No. 2017-06-67 modifies a loan issued through the North Country Redevelopment Loan Fund to MCM DevCo Malone, LLC to allow for a co-proportional first mortgage position on real estate with the Franklin County Local Development Corporation for a term of 240 months at 1% interest.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2017-06-67, Modifying a Loan Issued Through the North Country Redevelopment Loan Fund, was unanimously approved.

b. Resolution No. 2017-06-68 ratifies a grant/loan commitment in the amount of \$320,000 (\$160,000 loan/\$160,000 grant) issued through North Country Redevelopment Loan Fund for Hole Brother's Enterprises, LLC for a term of 240 months at 1% interest. J. Wright stated that one of the principles is a spouse of a Development Authority employee but had no dealings related to this transaction. It was noted there is a change in the attachment language which will require as a condition that the testing be completed prior to loan closing in order to verify the budget.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2017-06-68, Ratifying Loan Issued Through North Country Redevelopment Loan Fund for Hole Brother's Enterprises, LLC, was unanimously approved.

c. Resolution No. 2017-06-69 ratifies a loan through the Regional Tourism Transformational Community Revolving Loan Fund to Windwater Enterprises, LLC in the amount of \$75,000 for a term of 240 months at 1% interest to purchase Hotel Whiteface in Wilmington.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-06-69, Ratifying Loan Issued Through the Regional Tourism Transformational Community Revolving Loan Fund, was unanimously approved.

d. Resolution No. 2017-06-70 approves a six month extension for an Affordable Rental Housing Program Loan to Jefferson LeRay LLC, at 4.5% interest and \$9,105.58 per month.

Upon a motion by M. Murray, and seconded by D. Mastascusa, Resolution No. 2017-06-70, Approving Additional Six Month Extension for Affordable Rental Housing Program (ARHP) Loan to Jefferson LeRay LLC, was unanimously approved.

e. Resolution No. 2017-06-71 authorizes an application to be submitted through the NYS CFA Application Round Seven in partnership with the seven-county Cornell Cooperative Extension offices.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-71, Authorizing Application to be Submitted Through the New York State Consolidated Funding Application Round Seven, was unanimously approved.

f. Resolution No. 2017-06-72 approves a North Country Value Added Agriculture Loan to the Ausable Brewing Company LLC, in the amount of \$64,500 for a term of 120 months at 3% interest.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-72, Approving a North Country Value Added Agriculture Loan to Ausable Brewing Company LLC, was unanimously approved.

g. Resolution No. 2017-06-73 approves a North Country Value Added Agriculture Loan to For and Ever Wild LLC in the amount of \$37,200 for a term of 120 months at 3% interest.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2017-06-73, Approving a North Country Value Added Agriculture Loan to For and Ever Wild LLC, was unanimously approved.

12. Technology –

a. Resolution No. 2017-06-74 authorizes a cell tower partnership with the U.S. Army Garrison at Fort Drum. Cell tower activities would include the analysis of the proper location and height of tower to maximize coverage, construction and ongoing tower management and delivering telecommunications service to the tower. The programs would benefit the Authority in its regional effort to improve 4G coverage and communications services in the area.

Al Calligaris asked if the Authority would build the cell towers. J. Wright responded no, the Authority would own them.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2017-06-74, Authorizing a Cell Tower Partnership with the U.S. Army Garrison at Fort Drum, was unanimously approved.

b. Resolution No. 2017-06-75 authorizes an amendment to the Technology Division FYE 2018 capital budget to include a new project for \$550,000 for the construction of the North Country Library System (NCLS) network which would enhance services to the Library System consisting of 39 libraries and the NCLS headquarters building.

Upon a motion by F. Carter, and seconded by D. Mastascua, Resolution No. 2017-06-75, Authorizing the Amendment of the Technology Division FYE 2018 Capital Budget to Include a New Project to Construct Fiber and Equipment to 40 Locations Within the North Country Library System (NCLS), was unanimously approved.

c. Resolution No. 2017-06-76 authorizes a secondary SCADA support contract with Aqualogics Systems, Inc. for maintenance support and project specific SCADA services to monitor and manage internal and municipal water treatment and wastewater treatment facilities as well as several operations at the Materials Management Facility.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2017-06-76, Authorizing a Secondary SCADA Support Contract for Emergency Support Services and Potential Project Specific Solutions, was unanimously approved.

13. Water Quality –

a. Resolution No. 2017-06-77 authorizes an Operations and Maintenance Agreement with the Town of Clifton – hamlet of Newton Falls Wastewater Treatment Facilities for a period of five years for a total amount of \$102,470.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-06-77, Authorizing Executive Director to Enter into Operations and Maintenance Agreement with the Town of Clifton – Hamlet of Newton Falls Wastewater Treatment Facilities, was unanimously approved.

b. Resolution No. 2017-06-78 authorizes an Operations and Maintenance Agreement with the Town of Clifton – hamlet of Newton Falls Water Treatment Facilities for a period of five years, for a total amount of \$129,691.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-06-78, Authorizing Executive Director to Enter into Operations and Maintenance Agreement with the Town of Clifton – Hamlet of Newton Falls Water Treatment Facilities, was unanimously approved.

c. Resolution No. 2017-06-79 authorizes an Operations and Maintenance Agreement with the Town of Clifton – Woodhaven Water Plant for a period of one year for the total amount of \$5,928.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-06-79, Authorizing Executive Director to Enter into Operations and Maintenance Agreement with the Town of Clifton – Woodhaven Water Plant, was unanimously approved.

d. Resolution No. 2017-06-80 authorizes an Operations and Maintenance Agreement with the Town of Pamela – Sewer District No. 9 for a period of one year for a total amount of \$2,772.

Upon a motion by M. Murray, and seconded by D. Mastascusa, Resolution No. 2017-06-80, Authorizing Operations and Maintenance Service Agreement with the Town of Pamela – Sewer District No. 9, was unanimously approved.

14. New Business – D. Wolf presented a review on the Last Mile discussion.

M. Doheny asked if cell towers need to be built in order to increase internet speed. J. Wright responded yes and it is not prohibitive when competition is involved as prices tend to go down. F. Carter asked what purpose the Cranberry Lake Verizon tower serves. D. Wolf responded cell phone service.

15. Executive Session –

Upon a motion by T. Hefferon, and seconded by J. Hollenbeck, the Board Members went into Executive Session to discuss personnel matters.

No action was taken during Executive Session.

16. Next Meeting – August 24, 2017 – Rodman
August 24, 2017 – Rodman – Ribbon Cutting
August 24, 2017 – Rodman – Open House

17. Upon a motion by T. Hefferon, and seconded by M. Murray, the meeting was adjourned.

Respectfully submitted,

Thomas Hefferon
Secretary