



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 25, 2021 – 9:30 AM
Zoom Conference Call/Teleconference

The Development Authority of the North Country Board of Directors met in regular session via Zoom Conference Call/Teleconference on Thursday, February 25, 2021 at 9:30 am.

Members Present

Voting

Frederick Carter, Chairman
Margaret Murray
Thomas Hefferon
Dennis Mastascusa
Alfred Calligaris
John Johnson Jr.
Alex MacKinnon
Gary Turck

Non-Voting

Mary Doheny
James Hollenbeck
Stephen Hunt
Brian McGrath
Nancy Henry

Members Absent

Staff Present:

Carl Farone, Executive Director
Dawn Caccavo, Comptroller
Michelle Capone, Director, Regional Development Division
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Manager, Water Quality Division
Patricia Pastella, Manager, Materials Management Division
Regina Rybka-Lagattuta, Human Resources Director
Jennifer Staples, Chief Financial Officer
Carrie Tuttle, Chief Operating Officer
David Wolf, Manager, Telecommunications Division
Angela Marra, Executive Assistant

Guests:

Jennifer Granzow, Counsel, Wladis Law Firm

1. Chairman Carter called the meeting to order at 9:30 AM.
2. Chairman Carter requested a roll call.
 - A quorum of voting and non-voting members was established.
3. Privilege of the Floor was offered.

4. Chairman's Report

- a. Governor Cuomo Appointment to Authority Board of Directors –
F. Carter welcomed Ms. Nancy Henry. Upon the recommendation of the Speaker of the Assembly, Ms. Henry is the most recent appointee to fill a vacancy on the Authority Board of Directors, resulting in a full Board. Ms. Henry is a retired school teacher and currently owns and operates Garland City Beer Works in Watertown, NY.
- b. Nominating Committee –
F. Carter appointed the Nominating Committee:
 - a. Thomas Hefferon, Chairman
 - b. Alex MacKinnon
 - c. Mary Doheny
 - d. Dennis Mastascusa

The Nominating Committee will nominate officers at the March 25th Board meeting.

5. Executive Director's Report – C. Farone

Today's meeting, due to the Coronavirus emergency restrictions, in compliance with Governor Cuomo's executive order, is being conducted via teleconference. The meeting has no in-person access, but is accessible through livestreaming on the Authority's website. During this meeting, because it was done telephonically, it is asked that when speaking to please state your name so you may be identified appropriately in the minutes.

a. COVID Update -

From a personnel perspective the Authority has been fortunate with only three staff having tested positive for COVID. With the many protocols we have in place, we were able to keep the virus from spreading to additional Authority staff. There have been instances where staff were potentially exposed and quarantined to work from home. Currently 26% of Authority staff are productively working from home. This has put additional stress on IT with purchasing additional laptops, ensuring staff have broadband capability, and maintaining functional systems for staff at home. The Authority has continued to provide essential services to our customers and stayed 100% operational. Staff indicated that it would be helpful to hear from management more directly, so email updates were replaced with a face-to-face zoom meeting for 100% of staff to talk about COVID, safety, and what services the Authority provides for our staff under the stress of COVID.

From a financial perspective, the Authority has been very fortunate. Revenues and accounts receivable are closely monitored. Regional Development has been doing a wonderful job working with our loan recipients to set suitable repayment terms. Water Quality has set up several new contracts. Depending on how long this lasts, there will be significant decreases in interest income impacting the Authority's long term financial assurance projections within our closure, post-closure, liner and other various reserves at the materials management facility. Cleaning supply costs have increased due to COVID.

Overall the Authority has held up extremely well from a COVID perspective.

B. McGrath asked what additional measures has the Authority taken to enhance cyber security with staff working remotely. C. Farone responded the Authority has always used a VPN, and a multi-factor identification has been put in place for staff accessing the system remotely. From a banking perspective, the Authority is locked down so that no banking transactions can occur outside our office. IT security continues to be evaluated. Due to a recent SCADA breach reported in Florida, we went through our SCADA protocol as compared to FBI requirements and believe we have appropriate controls in place.

b. FY 2022 Budgets -

Budgets are typically approved in March. The Budget and Finance Committee met on February 5th and they have recommended the budget to the Board for approval this month. Being one month ahead of schedule allows the Authority to file information in PARIS, and allows the Authority to communicate with our partners prior to the beginning of April.

c. Leachate Agreement - City of Watertown -

A 20 year agreement has been reached and will be presented in a resolution today.

d. Recycling Transfer Station (RTS) – MRF Quotes -

Over the last 8 eight months there have been discussions about how to optimize the RTS (regional transfer station) in Harrisville, and how to make it most cost effective for our partners. Lewis County is currently bringing their recyclables to a MRF (material recovery facility) in Herkimer. St. Lawrence County is utilizing the transfer station in Harrisville. Jefferson County is selling their recyclables on their own. The current recommendation is to evaluate if a material recovery facility (MRF) would be feasible in Harrisville. An outside consultant with MRF experience would be contracted to put together a preliminary cost estimate for what it would take to develop a MRF. This information would then be shared with our partners to see if a three county plan to manage recyclables could be put in place.

An RFP has been issued and quotes were received from three vendors. SCS Engineering would be recommended by Authority staff to move forward with the MRF analysis. Because this is a new topic, and was not included in the agenda, it was suggested during the Governance Committee that this be included as a resolution brought before the Board at the March meeting.

A. MacKinnon stated this is very important because we have a huge facility in Harrisville with a number of buildings that are in good condition and meet the basic needs of a MRF. It is very important that the utilization is carefully explored of something we already have, whether it is needed or not.

C. Farone commented that the Authority brings a substantial amount of recyclables to Recycle America, and Recycle America has been shut down a number of times over the past month leaving the Authority to store recyclables from St. Lawrence County while trying to figure out what to do in the interim while Recycle America is shut down.

J. Johnson stated that he thinks the idea of a MRF is excellent on the surface, however he does have concerns about a government agency exposing itself to increased market risk by the fluctuations in a market that has no added value. The supply of recyclables is almost infinite, but the demand is not. We need to evaluate the market risk to the Authority as this is more a function of free enterprise than the government.

C. Farone commented that as part of SCS' quote they included looking at alternatives of who would actually own and operate the facility.

6. Upon a motion by T. Hefferon, and seconded by A. Calligaris, the minutes from the January 28, 2021 Board Meeting, were unanimously approved.

7. Financials through December 31, 2020 – CFO

J. Staples reviewed the Statement of Net Position. Overall assets and liabilities have decreased since March of 2020 by just under \$5.7 million.

Under assets, loan receivables decreased by \$2 million due to two loan payoffs and one loan payment. Other investments decreased by \$3 million due to moving money out of the capital reserves account for MMF and transferring it to cash to pay for the southern expansion. Funds held in trust, which holds the project fund for a bonding that was done for the southern expansion, decreased because bond funds were moved to cash in order to pay southern expansion costs. Capital assets has increased due to the construction in progress account, and this is for the southern expansion as well.

Under liabilities there is a decrease in the landfill closure and post-closure due to the closure for the project at MMF. Board designated liabilities show a decrease in capital reserves of just under \$2 million, which was a reduction in reserves for the construction of the southern expansion. Most changes in the balance sheet are due to the southern expansion and the closure project at MMF.

In net position for all units the year-to-date operating revenue is below \$1 million. This is due to two areas, waste diversion revenue and grant revenue. Waste diversion revenue remains under budget as Lewis County and St. Lawrence County are being invoiced directly from Oneida-Herkimer and Recycle America for recyclables. Under operating expenses, the recycling transfer station is under budget by \$679,000 due to the recycling disposal costs the Authority is not paying and are paid directly by the counties. Grant revenue is below budget in the community development loan fund due to lack of loan closings. Operating and maintenance expenses are below budget by \$582,000. MMF is below budget for this line by \$340,000, of which half is attributed to fuels being under budget. Fuel costs have remained low, and they have not used as much fuel as was anticipated. Waste diversion is under budget by \$246,000, and of that \$100,000 is unspent money for the county capital recycling incentive. Non-operating revenue under interest income is below budget by \$575,000 due to poor CD interest rates.

Lastly, tonnage received in the month of December was 163,245, versus the projected 179,492. We are under in tons year-to-date by 16,247 tons mainly due to contaminated soil being off by 15,314 tons. Municipal solid waste was over by 5,573 tons versus projection.

Upon a motion by M. Murray, and seconded by A. MacKinnon, the financials ending December 31, 2020, were unanimously approved.

8. Governance –

- a. Resolution No. 2021-02-34, approves the unchanged Disposition of Real Property Policy as attached to the resolution.

C. Farone stated the annual review of this policy is required through public authority law. This policy has been reviewed by Authority staff and is being proposed to the Board without modification. This policy is also posted to the Authority website.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-02-34, Approving the Disposition of Real Property Policy, was unanimously approved.

- b. Resolution No. 2021-02-35, approves the Investment Policy as amended and attached to the resolution.

C. Farone stated the annual review of this policy is required through public authority law. This policy has been reviewed by Authority staff and is being proposed to the Board with minor changes. The document has been left in the track changes mode so all changes can be easily seen. Accountant I is being changed to Comptroller throughout the document. Collateral has been verified monthly by the chief financial officer or comptroller as designated by the Executive Director. The policy is being changed from reading annually to monthly as has been the past practice. The last change is to read that the investment manager provides the CFO with benchmarks and index comparisons on a quarterly basis. This is then reviewed and presented to the Board annually. This policy is also posted to the Authority website.

Upon a motion by T. Hefferon, and seconded by A. MacKinnon, Resolution No. 2021-02-35, Approving the Investment Policy, was unanimously approved.

- c. Resolution No. 2021-02-36, approves the unchanged Procurement Policy as attached to the resolution.

C. Farone stated the annual review of this policy is required through public authority law. This policy has been reviewed by Authority staff and is being proposed to the Board without modification. This policy is also posted to the Authority website.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2021-02-36, Approving the Procurement Policy, was unanimously approved.

- d. Resolution No. 2021-02-37, approves the Leachate Treatment Agreement by and between the Authority and the City of Watertown, and authorizing the Executive Director to execute said agreement for a period of 20 years.

C. Farone provided a brief overview. The City of Watertown requested a renegotiation of the leachate treatment agreement, leachate being the liquid that comes from the materials management facility that we take to the City of Watertown treatment facility. There has been a 20 year agreement between the city and the Authority, of which

there is 9.5 years remaining. Part of this agreement is the city would bring ash and grit to the Authority as a byproduct of their processing. The city has since changed their processing and no longer produce ash or grit and therefore felt they had a loss in consideration pursuant to our contract. The City came to the Authority requesting an increase from our current 1.64 cents per gallon to the 6 cents per gallon that all other materials management facilities are currently paying. Negotiations began, and a solution was reached for another 20 year agreement at the rate of 3.015 cents per gallon based on 20 million gallons of leachate a year. A piece that was integral within the contract was that the City of Watertown will take all leachate generated by the Authority's solid waste management facility. Throughout the remainder of the agreement, the intent was to keep it as similar as possible to the previous agreement. The agreement begins effective April, 1, 2021 so as to line up with our fiscal year. The previous agreement increased by consumer price index (CPI), ranging from 1.25% to 2.50% each year. For simplicity, the city requested the Authority pay an additional 2% increase each year. Through negotiations, the City Manager agreed that a 1% increase would meet their needs. While the rate per gallon will increase 1% each year, it is never to exceed 80% of the city's per gallon rate. An analysis was also done to calculate what the Authority will be paying 20 years showing that at the current rate of 3 cents, in 2041 we will be paying 3.64 cents per gallon or \$728,000. If the city costs increase by 15% they can reopen this agreement, but that requires proving the increase with documents and evidence to be shared.

The Watertown City Council has yet to review this agreement, but the mayor and city manager are on board. They will be sending the Leachate Agreement out with their read ahead packet today and should be voting on it at the beginning of March.

F. Carter asked if the reopener is just for the city, or if the Authority is included in that as well. C. Farone replied that the Authority did not deem the need to have a reopener as the agreement requires the city to take all of the Authority's leachate. The Authority is also required by permit to have another source, so it is not required that 100% of our leachate goes to the city.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2021-02-37, Authorizing the Leachate Treatment Agreement, City of Watertown, was unanimously approved.

- e. Resolution No. 2021-02-38, authorizes the Executive director to approve compensation adjustment, effective for the fiscal year 2021-2022 commencing April 4, 2021 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

C. Farone stated the Authority budget was reviewed on February 5th with the Finance and Budget Committee.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2021-02-38, Authorizing the Executive Director to Implement Compensation Plan, was unanimously approved.

9. Finance –

C. Farone stated the budget in its entirety was reviewed on February 5th with the Finance and Budget Committee. The full Board was invited to attend, and all were provided a full budget packet prior to the meeting date.

- a. Resolution No. 2021-02-39, approves and adopts the Administrative Budget Fiscal Year 2021-2022 and line items contained therein, as proposed. This resolution also approves the Administrative capital projects for the Fiscal Year 2021-2022 and authorizes the Executive Director to undertake and pay for such projects, including contracting. The Schedule of Restricted / Board Designated Reserves are also approved in this resolution, as well as the ability to create and manage such reserves is delegated to the Executive Director who shall report such actions to the Finance Committee on a timely basis. The Fiscal Year 2021-2022 Administrative Allocations are approved and adopted, as well as the Audit Budget. This resolution authorizes the Executive Director to receive legislative initiatives on behalf of the Authority and to execute grant agreements and related documents with grant recipients as appropriate.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2021-02-39, Approving Fiscal Year 2021-2022 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved.

- b. Resolution No. 2021-02-40, approves and adopts the Engineering Budget and line items contained therein, as proposed. This resolution also approves the Engineering capital projects for the Fiscal Year 2021-2022 and authorizes the Executive Director to undertake and pay for such projects, including contracting. This resolution further delegates the Executive Director to negotiate contracts and report such actions to the Board of Directors in a timely manner.

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2021-02-40, Approving Fiscal Year 2021-2022 Engineering Division Operating Budget, Capital Projects and Reserve Designation, was unanimously approved.

- c. Resolution No. 2021-02-41, approves and adopts the Materials Management Division Budget and line items contained therein, as proposed. This resolution also approves the Materials Management capital projects for the Fiscal Year 2021-2022 and authorizes the Executive Director to undertake and pay for such projects, including contracting. This resolution also approves the tipping fees at \$46.00 per ton for municipal waste, construction and demolitions, and ash; \$36 per ton for non-beneficial use sludge, industrial waste and sewage sludge; \$18 per ton for nonhazardous petroleum, contaminated soil; \$17.50 per ton for beneficial use sludge; \$200 per ton for friable asbestos (one ton minimum); \$80 per ton for friable asbestos-contaminated construction debris or other waste that requires special handling protocol. This resolution extends the Community Improvement Program for Fiscal Year 2021-2022 at \$31.50 per ton up to 15,000 tons, and the Residential Cleanup Program shall be extended for Fiscal Year 2021-2022 at \$36 per ton up to 2,500 tons. The resolution further delegates the authority to establish tipping fees, special condition fees, manage reserves, establish host community agreements and negotiate multi-year hauler contracts to the Executive Director to be reported to the Facilities Committee in a timely manner.

C. Farone stated that this budget was created based on current operations, and does not consider the MRF. This budget is also the first year that dual faces will be

operating. Information has been included to support dual operations. Tip fees at materials management facility are being held consistent. Staff will begin looking at the tip fee structure, especially the closure and post closure reserve requirements. There is no closure or post closure requirements for the southern expansion until the first piece of waste enters the facility. Projections are currently being run through 2074 for the closure, post closure, liner and various other reserves to ensure that the system will be sufficient over the long term. It is anticipated that by June we will have a potential rate increase effective January 1, 2022 to present to the Board to ensure we meet all DEC requirements for the new liner. Funds invested in the replacement reserve and closure reserve will be reduced due to the operating costs increasing because of the new liner system in the southern expansion leaving less to invest in reserves. Based on projected tonnages and the projected rate per ton paid to Rodman for hosting the landfill, \$763,000 will be paid to the Town of Rodman as a host community benefit.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-02-41, Approving Fiscal Year 2021-2022 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, was unanimously approved.

- d. Resolution No. 2021-02-42, approves and adopts the Regional Development Budget and line items contained therein, as proposed. This resolution also delegates the authority to negotiate contracts to the Executive Director who will report to the Board of Directors in a timely manner.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2021-02-42, Approving Fiscal Year 2021-2022, Regional Development Budget, was unanimously approved.

- e. Resolution No. 2021-02-43, approves and adopts the Telecommunications Division Budget and line items contained therein, as proposed. This resolution also approves the Telecommunications Division capital projects for the Fiscal Year 2021-2022 and authorizes the Executive Director to undertake and pay for such projects, including contracting. This resolution also approves that reserves will be maintained on an ongoing basis for the Fiscal Year 2021-2022. This resolution also delegates the authority to create and manage reserves, establish agreements, and negotiate contracts to the Executive Director who shall report such action to the Board of Directors in a timely manner.

J. Johnson asked where in the budget is the DOT tax that we may be obligated to pay. C. Farone responded that only \$10,000 was included for existing commitments. The potential is \$1.6 million and we have asked the DOT about this amount but they have yet to confirm and have even indicated we are very off with our estimate. What is included in this budget are fees that have already been incurred.

F. Carter commented that this has been moved from the DOT to the finance division. C. Farone concurred this has been moved to the Division of Budget. He further stated that we have not heard from the Division of Budget other than to say our figure is off, leaving us hopeful that the fee will not be in the \$1.6 million range.

A. Calligaris stated there is a contingency out there and we do not know the amount. C. Farone responded yes, and the DOT and DOB do not seem to know the amount either but are trying to figure it out.

F. Carter stated they are calling it a fee, as it is not a tax. If it were a tax the Authority would be exempt. C. Farone agreed that this is a fee. There are also many carriers upset about this and it may result in changing the industry.

A. Calligaris commented that this cost passed on to the businesses will be another reason for them to move out.

J. Johnson stated this is money coming out of people's pockets and going to the government and is a tax, how they collect it is the big question. Just like with the power companies, phone companies, and railroad lines, this was controlled by the state. Since we are on power poles, and National Grid pays a property tax across the area for those, has there been any discussion for when we will begin having to pay that tax? C. Farone responded that there has not been any discussion about the Authority paying that tax, and if it were a tax hopefully the Authority would be exempt.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-02-43, Approving Fiscal Year 2021-2022 Telecommunications Division Operating Budget, Capital Projects, Reserve Designations, and Tariff, was unanimously approved.

- f. Resolution No. 2021-02-44, approves and adopts the Water Quality Division Budget and line items contained therein, as proposed. This resolution also approves the Water Quality Division capital projects for the Fiscal Year 2021-2022 and authorizes the Executive Director to undertake and pay for such projects, including contracting. This resolution approves and adopts user charges for Water Quality Management for Fiscal Year 2021-2022 as proposed. This resolution also delegates the ability to manage reserves for the Army Waterline and Sewerline, and Regional Waterline projects consistent with contractual requirements. This resolution authorizes and directs the Executive Director to manage reserves for the Army Waterline and Sewerline, and Regional Waterline projects consistent with contractual requirements. Furthermore, to enhance the Authority's ability to respond promptly to customer requirements, the Authority's ability to negotiate contracts is delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.

C. Farone commented that the Authority has met with Fort Drum and they were very pleased with the results of the budget and the rates. The Authority has also met with the Regional Waterline Board of Commissioners, and they had no comment as well.

C. Farone discussed the municipal services and the Authority goal to break even rather than make a profit. The Authority is only looking to do what is best for our municipal partners and to cover our costs.

C. Farone explained the capital project listed as alternative water source is allocating funds to research alternative water and sewer services on the Army Water and Army Sewerline; such as, could the Army Water Line be connected to the Regional Waterline and is there sufficient capacity. The Authority wants to be fully aware of all options moving forward, with the intent of maintaining a long-term partnership with the City of Watertown.

Under outside user rates, C. Farone explained the Army Sewer rate is increasing 73 cents due the city and the Authority having increased capital costs. The Army also

does not prefer to amortize over five years and instead chooses to pay in the year the charges occur.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2021-02-44, Approving Fiscal Year 2021-2022 Water Quality Management Division Operating Budget, Capital Projects and User Charges, was unanimously approved.

- g. Resolution No. 2021-02-45, approves and adopts the Fiscal Year 2021-2022 North County Economic Development Fund Budget and line items contained therein, as proposed

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2021-02-45, Approving Fiscal Year 2021-2022, North Country Economic Development Fund Budget, was unanimously approved.

10. Engineering –

C. Tuttle reviewed a Contract Summary Proposal that has been discussed with Chairman Carter in regards to limiting the number of resolutions being brought before the Board. The summary table includes Company 60 (Engineering) and Company 44 (Water Quality Service Contracts) projects and resolutions that would typically be brought to the Board each month. The first column defines the company, the second column defines the customer, the third column is the contract type, followed by the fourth column with a description of services. The fifth column is the total amount of the contract service, followed by the start and end date for these contracts. This process would streamline a significant amount of information into a one page report.

C. Farone followed up in saying this would list all of the different agreements and the Authority COO could then review the table with the Board, in turn reducing the number of resolutions for each contract. From a Board perspective, different customers and dollar amounts could quickly and easily be reviewed.

B. McGrath commented that there should be a materiality threshold or a duration threshold, that if it exceeds either a dollar amount or number of years it be separated out and treated in the normal course in which we previously considered resolutions. C. Farone agreed and further stated that anything considered not to be the normal course of business would be brought to the Board. These thresholds can be established.

F. Carter asked if there is a way to identify areas outside our partners on the summary table. C. Farone responded that a county column can be added.

C. Farone concluded that going forward this is what will be presented. Parameters will be established as far as what will be presented to the Board based on thresholds. There will be an engineering report listing the different agreements instead of having specific resolutions. Due to this process being new, C. Tuttle will still review the resolutions today.

- a. Resolution No. 2021-02-46, approves the Management Services Agreement between the Authority and the City of Ogdensburg, and further authorizes the Executive Director to execute said agreement amendment.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2021-02-39, Approving Management Services Agreement Amendment 2, City of Ogdensburg, Water and Wastewater Facilities, was unanimously approved.

- b. Resolution No. 2021-02-47, approves the Technical Services Agreement between the Authority and the Village of Chaumont, and further authorizes the Executive Director to execute said agreement.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2021-02-47, Approving Technical Services Agreement, Village of Chaumont, Asset Management Plan, was unanimously approved.

- c. Resolution No. 2021-02-48, approves the Technical Services Agreement between the Authority and Cornell Cooperative Extension of Jefferson County, and further authorizes the Executive Director to execute said agreement.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2021-02-48, Approving Technical Services Agreement, Cornell Cooperative Extension Jefferson County, Geographic Information Systems, was unanimously approved.

- d. Resolution No. 2021-02-49, approves the Technical Services Agreement between the Authority and the Town of Louisville, and further authorizes the Executive Director to execute said agreement amendment.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-02-49, Approving Technical Services Agreement, Town of Louisville, Water System Improvement Project, was unanimously approved.

- e. Resolution No. 2021-02-50, approves the SCADA Services Agreement Amendment No. 1, between the Authority and the Route 3 Board of Commissioners, and further authorizes the Executive Director to execute said agreement amendment.

Upon a motion by M. Murray, and seconded by G. Turck, Resolution No. 2021-02-50, Approving SCADA Services Agreement Amendment 1, Route 3 Board of Commissioners, Pump Stations RTU Upgrades, was unanimously approved.

11. Project Development –

Loan Report –

M. Capone reported that all Development Authority loans are being paid as agreed.

The North Country Economic Development Fund Board met at the beginning of February and agreed to write off a loan to ProSport Trailer Manufacturing for accounting purposes, however they are still working to collect on that loan.

Yesterday, the Project Development Committee approved three additional months of interest only payments to the Trailhead Resort located in Newcomb. The Trailhead Resort is a start-up restaurant and glamping facility that opened their doors at the beginning of the pandemic. M. Capone has requested they put together a cash flow projection for the coming year.

- a. Resolution No. 2021-02-51, approves a loan in the amount of up to \$190,000 to the Heuvelton Historical Association based on the term sheet attached to the resolution, and further authorizes the Executive Director or Chief Financial Officer to execute all documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2021-02-51, Approving Community Development Loan Fund, Community Rental Housing Program, Heuvelton Historical Association Loan, was unanimously approved.

- b. Resolution No. 2021-02-52, approves a loan in the amount of up to \$220,000 to from the Community Rental Housing Program to Pink Palace Properties, LLC based on the term sheet attached to the resolution, and further authorizes the Executive Director or Chief Financial Officer to execute all documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2021-02-52, Approving Community Rental Housing Program, Pink Palace Properties, LLC, Loan #2, was unanimously approved.

Water Quality –

- a. Resolution No. 2021-02-53, authorizes and directs the Executive Director to enter into an Operations and Maintenance Service Agreement with the Village of Castorland, and further authorizes the Executive Director to execute the required and necessary agreements.

B. Nutting stated the Authority was approached by the Village of Castorland a few weeks ago because their operator was leaving to find a job and they needed a certified operator to operate the water and sewer system.

C. Farone commented this is the Authority's first water and sewer agreement in Lewis County.

F. Carter asked if they had one person at that facility doing this work, and that person retired and the Authority is taking over that person's position. B. Nutting replied that they had a certified operator and he retired. They had hired someone to replace him, but he could not pass his certifications. The retiree was still allowing his name to be used on the paperwork, but his certifications would lapse soon. Their new hire found a new job and left employment with the village. The Authority is now doing the job of the water and wastewater operator. If the Authority was not able to pick up this work, the Village of Castorland would have been in violation because the Department of Health and DEC both require a certified operator. They actually had a few violations with the previous operator that the Authority has been helping them work through with the DEC, EPA, and Department of Health. We seem to have the violations settled, but this could have been an issue because they are required by the state to have a certified operator at these facilities.

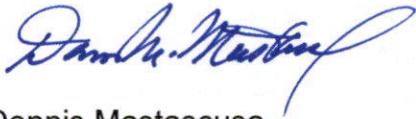
Upon a motion by D. Mastascusa, and seconded by A. Calligaris, Resolution No. 2021-02-53, Authorizing Operations and Maintenance Service Agreement, Village of Castorland, Water and Sewer Districts, was unanimously approved.

12. Next Meeting(s) –

Board Meeting / Annual Meeting – March 25, 2021 at 9:30 AM via Zoom.

13. Upon a motion by T. Hefferon, and seconded by M. Murray, the meeting was adjourned at 11:06 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dennis Mastascusa", written in a cursive style.

Dennis Mastascusa
Board Secretary