



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, March 25, 2021 – 9:30 AM**  
**State Office Building – Conference Room 1, 11<sup>th</sup> Floor**  
**Zoom Conference Call/Teleconference**  
**317 Washington Street, Watertown, New York**

The Development Authority of the North Country Board of Directors met in regular session via Zoom Conference Call/Teleconference and at the State Office Building, 11<sup>th</sup> Floor Conference Room, 317 Washington Street, Watertown, New York on Thursday, March 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  
Stephen Bohmer, Director of Information Technology  
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

Chairman Carter requested a moment of silence to honor the recent passing of the Honorable H. Douglas Barclay, and former Authority Board member George Intschert.

1. Chairman Carter called the meeting to order at 9:31 AM.

2. Chairman Carter requested a roll call.

- A quorum of voting and non-voting members was established.

J. Johnson stated that he could not hear each Board member in the room as they responded during the roll call. C. Farone responded this was in part due to the current microphone system.

C. Farone continued by announcing all of the microphones on the tables are off. He asked that when speaking to please turn on the microphone, and when finished please turn off the microphone. This is being done to make a better experience for the members participating on Zoom.

Today's meeting, due to the Coronavirus emergency restrictions, in compliance with Governor Cuomo's executive order, is being conducted in person as well as via teleconference with several members of the Board in attendance via teleconferencing. The meeting has no in-person public access, but is accessible through livestreaming on the Authority's website. The meeting is being recorded and will later be transcribed for posting to the Authority website. During this meeting, because it is being conducted in part via teleconferencing, it is asked that when speaking please state your name so you may be identified appropriately in the minutes.

3. Privilege of the Floor was offered

4. Upon a motion by T. Hefferon, and seconded by M. Murray, the minutes from the February 25, 2021 Board Meeting, were unanimously approved.

5. Chairman's Report

- a. Resolution No. 2021-03-70, recognizing the achievements of the Honorable H. Douglas Barclay for his exemplary leadership and dedication to the citizens of the North County, and the Development Authority of the North County.

This resolution was read aloud during the meeting by C. Farone.

Upon a motion by J. Johnson, and seconded by T. Hefferon, Resolution No. 2021-03-70, In Recognition of Achievements of the Honorable H. Douglas Barclay, was unanimously approved.

D. Mastascusa joined the meeting at 9:38 AM.

- b. George Intschert –

The following statement was read aloud during the meeting by C. Farone.

In recognition of George Intschert's contribution to the Development Authority of the North Country. Appointed by Jefferson County, George served on the Development Authority of the North Country Board of Directors from March 2000 to December 2007. During such time, the Authority made significant advancements in improving the telecommunication infrastructure in our service area, created the Community Rental Housing Program to create housing to assist with the 2005 expansion of Fort

Drum, and began development of the Landfill Gas to Energy Plant at the Materials Management Facility. Mr. Intschert passed away Sunday, March 7<sup>th</sup> surrounded by his family. As a very active and involved member of our community, he will be greatly missed.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, a statement in recognition of George Intschert's contribution to the Development Authority of the North Country, was unanimously approved.

F. Carter stated that during his experience representing labor, Doug Barclay and George Intschert were always there to help the people of Northern New York. Senator Barclay is going to be deeply missed when we look back at all the things that he's done. George Intschert was the same, always right there to listen to everyone's side and offer a solution.

## 6. Executive Director's Report – C. Farone

### Performance Measurements Report – FYE 2021

C. Farone reviewed the annual report of the performance measurements established last year, touching on how the measurements were met or exceeded. While reviewing each header, he pointed out the items printed in red indicating negative items. He reviewed each of these items because they are important and the Board should be aware.

- Service Disabled Veteran Owned business goal set for ourselves at 4%, currently we are at 1.87%. This will be prioritized in 2022.
- The Water Pollution Control facilities serving the Villages of Carthage, West Carthage, Clayton, and Malone had 20 violations over the past year. The Authority is assisting in making significant capital upgrades to reduce the number of violations moving forward.

C. Farone continued with highlights from each Authority division.

A. Calligaris asked about the details of the swap for the cable under telecommunications. D. Wolf responded that the Authority entered into a three-way agreement with New York State Electric and Gas. This was an IRU [Indefeasible Right of Use] that was bought from SLIC and resold to New York Electric and Gas. He further explained that if the Authority has a contract to build fiber to an end location and another entity has fiber installed then there is an IRU. Instead of the Authority incurring the construction costs, an IRU would be used costing much less granting the Authority two strands of fiber to provide activity to the end customer. In the instance mentioned within the Performance Measurements, SLIC owns the fiber and they are part of the deal in providing the connectivity to the end customer.

B. McGrath commented that C. Farone took over in the middle of a pandemic and from his view, the operations of the Authority are running as smooth as they could possibly be. He wanted to take a moment to commend C. Farone for the job he is doing with his team in a difficult year. C. Farone was appreciative, and commented that it is not one person but a team effort. He further stated many of the Authority staff are working harder this year because of the pandemic.

Upon a motion by A. Calligaris, and seconded by M. Murray, the Performance Measurements Report for the Fiscal Year ending March 31, 2021, were unanimously approved.

#### Mission Statement and Performance Measurements FYE 2022

C. Farone stated that the Board is to annually review the Authority Mission Statement and Performance Measurements. He then read the Mission Statement as it was displayed with no changes from the previous year. He followed that with the Performance Measurements which also remained unchanged.

Upon a motion by T. Hefferon, and seconded by A. MacKinnon, the Mission Statement Performance Measurements for the Fiscal Year ending March 31, 2022, were unanimously approved.

- a. MWBE Report Card –  
The Authority received an A+ rating with a score of 47 out of a possible 49. The Authority met the goal of 30% MWBE Utilization ending the fiscal year at 35.25%.
- b. City of Watertown – Leachate Agreement Executed –  
The leachate agreement with the City of Watertown has been executed resulting in a 20 year agreement.
- c. City of Watertown –
  1. Pamela – Water Allocation Request  
The Town of Pamela has requested an additional allocation of water from the Authority of 154,800 gallons per day, increasing their total from 166,000 to 321,000 gallons per day. The Standard Operating Procedure is that the town sends this request to the Authority; and it is reviewed to ensure it meets the requirements and that the capacity is available. The request is then submitted to the City of Watertown. The current city contract allocates the Authority 750,000 gallons per day. This request will increase Authority usage to 453,000 gallons per day, still well within our allocation. We are currently awaiting the city's approval. The Authority is paying the capital costs for the 750,000 gallons, and if this request is denied there will be an issue in that we are paying for something we are not receiving the benefit of.
  2. LeRay – Sewer Allocation Request  
LeRay is adding three projects totaling 33,605 gallons per day. When the town's allocated capacity was reviewed they were currently allocated 605,000 gallons per day. After engineering and water quality reviewed historical records it was recommended that the town reduce their capacity. They have agreed that even with the additional hookups, they will be reducing their capacity from 605,000 to 450,000 gallons per day.
- d. Recycling Transfer Station –
  1. Hauling Cost  
There has been a \$500,000 subsidy for the Recycling Transfer Station (RTS) in place for Lewis and St. Lawrence County. We have asked these counties to

pay the hauling costs from the RTS to their respective MRF, and they have agreed. This will be a savings to the Authority of about \$250,000 per year. Both counties are thankful for the effort the Authority has put into single stream recycling.

2. Fort Drum

C. Farone, P. Pastella, and C. Tuttle have had conversations with Fort Drum about single stream recycling. Fort Drum is currently practicing single stream and has their own compactor. The City of Watertown is entertaining the idea of bringing their recyclables to Fort Drum because they are closer than Harrisville. Fort Drum was excited to hear the Authority Board is evaluating a MRF. A big problem on post is that their staff come from across the country and recycling regulations vary greatly. Single stream would help simplify this.

e. Telecom – Department of Transportation Fees –

C. Farone reviewed a letter from the Authority attorney outlining the following current bills from the NYS Legislature; Assembly Bill 4197 and Senate Bill 1863, Assembly Bill 4373 and Senate Bill 2659, Senate Bill 3720, Senate Bill 3910, and Assembly Bill A6538. The current DOT fee structure prohibits investment in rural areas. An answer is anticipated within the next three months regarding the DOT fee.

A. MacKinnon asked if the Authority is paying the fee currently. C. Farone responded that the annual fee was calculated at \$1.6 million per year, but the Authority has not received a bill for all current fiber. We are receiving invoices for any new construction done within the New York State right of way. This current fee is about \$10,000 per year total. C. Farone further explained the impact is much more than just a fee. These projects are now taking much longer because a surveyor is required to certify the project is on a DOT right of way. The surveyors are costing the Authority up to \$20,000 to do this work and they are getting backed up resulting in the deployment of broadband being slowed down in rural New York State.

f. Annual Forms for Board Completion –

- Executive Director Evaluation
- Confidential Evaluation of Board Performance
- Ethics Policy – Disclosure of Outside Interests Form

C. Farone explained the above forms and stated that the Authority will mail them to each Board Member for completion with envelopes for their confidential return. He further requested the forms be completed and returned by April 30<sup>th</sup>. M. Murray will come to the office to process all returned envelopes to ensure confidentiality.

7. Financials through January 31, 2021 – CFO

J. Staples reviewed the Statement of Net Position. Overall assets and liabilities have decreased since March 31<sup>st</sup> of 2020 by just under \$4.5 million mainly due to the closure project at MMF.

In a closer review of larger changes within the balance sheet, loan receivables decreased by \$2 million due to a couple loan payoffs and one loan payment. 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 invoices. Funds held in trust

decreased by \$12 million to fund the southern expansion project. The funds held in trust was from bonding. Capital assets has increased by \$11 million as the construction and progress account grew, mainly from the southern expansion.

Under liabilities there is a decrease in the landfill closure and post-closure of \$2.8 million related to the closure 4 project at MMF. Board designated liabilities decreased in capital reserves of \$2.6 million, which was a reduction due to the southern expansion at MMF.

The change in net position for all units has a total operating revenue below budget by \$1.5 million mainly due to two areas, waste diversion revenue and grant revenue. Waste diversion revenue continues to be under budget as Lewis County and St. Lawrence County are invoiced directly from Oneida-Herkimer and Recycle America for recyclables. Offsetting this loss in revenue is the recycling transfer station expense, which is under budget by \$750,000. This is due to the recycling disposal costs the Authority is not paying, but instead are being 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 under budget by \$606,000, of that \$358,000 is in the MMF budget with \$160,000 of that as fuel. Until recently, fuel costs had remained low and fuel volume was lower than anticipated. Waste diversion is under budget by \$328,000 mainly due to the county capital recycling incentive. Non-operating revenue under interest income is below budget by \$572,000 due to poor CD interest rates. The average one-year CD rate is currently at .19%, and the average three-year CD rate is at .32%

Lastly, tonnage received in the month of February was 189,505, versus the projected 209,754. We are under in tons year-to-date by 20,249, mainly due to contaminated soil being under budget. Municipal solid waste was over by 6,095 tons versus projection.

A. Calligaris stated the budget seems to be under in all items for expenses, causing him to question the budget and if there is cushion built into it. C. Farone responded that historically the budgets of the Authority have been over budget. There are a number of things within this budget, such as the recycling incentives, which are demand based. If the counties choose to take part the money is there for them to use. Other items such as fuel were over budget because it could not be predicted that the actual cost would be so low. The recycling transfer station is under budget on a number of items because of the way the facility is running with the customer being billed directly instead of the Authority. Grant funding is another item based on people borrowing money which is hard to predict as well. This year's budget is being reviewed closely and fine-tuned.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, the financials ending January 31, 2021, were unanimously approved.

## 8. Governance –

- a. Resolution No. 2021-03-54, approves the Amended Emergency Response Plan and authorizes the Executive Director to make updates to the Plan as necessary to comply with federal, state, and local guidelines.

C. Farone explained that the Authority has had an Emergency Response Plan, however the state has introduced new legislation requiring a public employer health emergency plan to be effective by April 1<sup>st</sup>, 2021 to adequately protect workers due to communicable diseases such as COVID. Within the Emergency Response Plan

employee positions have been corrected and updated based on new titles and responsibilities. Section E has also been added for the New York State Employer Health Emergency Plan as per required by the state. The last noted change is under Section 6, an annual state of emergency drill.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-03-54, Adopting Amended Emergency Response Plan, was unanimously approved.

- b. Resolution No. 2021-03-55, approves the NYS Public Employer Health Emergency Plan and authorizes the Executive Director to make updates to the Plan as necessary to comply with federal, state, and local guidelines.

C. Tuttle explained this resolution will adopt the New York State Public Employer Health Emergency Plan as a new state requirement for all public employers. This plan follows a template supplied by the state. The document is intended to recognize there was a gap in that historical emergency response plans did not deal with communicable diseases. This plan addresses how the Authority would respond in the event of a situation that involves a state of emergency related to communicable disease, and defines the essential functions within the organization and critical positions that are crucial to sustaining operations.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2021-03-55, Approving Adoption of the NYS Public Employer Health Emergency Plan, was unanimously approved.

- c. Resolution No. 2021-03-56, approves the amended portions of the Personnel Policy as attached to the resolution.

C. Farone reviewed the recommended modifications to the Personnel Policy to incorporate changes to Appendix A, B, C, and D.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2021-03-56, Approving Modification to Personnel Policy, was unanimously approved.

- d. Resolution No. 2021-03-57, authorizes the Executive Director to utilize \$50,000 of the RTS Capital Budget to complete a Feasibility Study and Preliminary Engineering Report for a Materials Recovery Facility, and further authorizes the Executive Director to contract SCS Engineers to complete this project.

C. Farone explained this resolution is not requesting an additional appropriation, but requesting \$50,000 from the \$1,650,000 original appropriation be used to conduct an analysis for the effectiveness of a material recover facility (MRF) in Harrisville or an alternative site. This site would deal with single stream recyclables from Jefferson, Lewis, and St. Lawrence Counties, the City of Watertown, and Fort Drum. Authority staff have completed a 21 page analysis of the Harrisville site to review alternative ways to utilize the site. The main goal is to make better use of this investment. This resolution is not authorizing the development of a MRF, but the hiring of an engineering firm to review the compiled information and provide the Authority with an honest opinion.

A. MacKinnon stated that recycling is very important and is more of a cost issue, not an income issue. The goal is to find the most effective way to handle recyclables with

the least amount of cost for all partners. He felt the initial report was very thorough and that this evaluation will be too. He further stated we are headed in the right direction to make the facility as efficient as possible, and he supports this.

J. Johnson stated the concept of recycling has changed since the building of the materials waste facility. Recyclables are a commodity with no worldwide demand, and they have become increasingly more expensive. J. Johnson feels that part of the analysis going forward for the next generation will be to figure out who should be paying this cost. The ratepayers may need to pay more because there is no market for the recyclables. Another area recycling offers savings is in no further expansion of the landfill. A great deal of money has gone into the landfill expansion, and maybe some of that money should be diverted from the expansion to the care of recyclables. He further stated that until the government legislates a change to this consumer waste, nothing is going to happen other than costs will go up.

F. Carter stated that if this company hired to do the analysis gets halfway through the process and doesn't feel it is going to be a feasible option for the Authority, we will not be spending the whole \$50,000, which is one of the reasons this firm was selected.

C. Farone followed up by explaining this is a two phased project. Part one is preliminary feasibility, and if that looks promising we will continue with the second piece. C. Tuttle commented that phase two would be a preliminary engineering report defining the total project budget and the scope of improvements to build a MRF.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2021-03-57, Authorizing Professional Services Contracts, was unanimously approved.

#### 9. Finance –

- a. Resolution No. 2021-03-58, authorizes professional services contracts as per listed on the resolution.

C. Farone explained the professional services listed within the resolution are believed to be required for the Development Authority of the North Country. Each year the rates are reviewed and compared, and based on this review these firms are being recommended for continued utilization.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2021-03.58, Authorizing Professional Services Contracts, was unanimously approved.

- b. Resolution No. 2021-03-59, authorizes the standardization of computer software programs as per listed on the resolution.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-03-59, Authorizing Standard Computer Software Programs, was unanimously approved.

- c. Resolution No. 2021-03-60, finds the standardization for purchases of certain classes of equipment for use in the Materials Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority be it further determined this resolution shall take effect immediately.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-03-60, Standardizing Upon Certain Equipment for Use in Relation to the Material Management Division, was unanimously approved.

A. MacKinnon commented that as a farmer and equipment person, the idea that you have one type of equipment is huge. This is especially true today where everything is more computerized. This is a huge savings, even though you may have to pay more for the equipment to begin with. C. Tuttle added that even though a specific piece of equipment is standardized it is still put out for bid to maintain consistency and not duplicate equipment.

- d. Resolution No. 2021-03-61, finds the standardization for purchases of certain classes of telecommunications equipment for use in OATN as necessary for construction or operational activities will obtain economic and efficiency benefits, and therefore in the best interests of the Authority be it further determined this resolution shall take effect immediately.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2021-03-61, Standardizing Upon Certain Equipment for Use in Relation to the Telecommunications Network, was unanimously approved.

- e. Resolution No. 2021-03-62, finds the standardization for purchases of certain classes of equipment for use in the Water Quality Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and therefore in the best interests of the Authority be it further determined this resolution shall take effect immediately.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-03-62, Standardizing Upon Certain Equipment for Use in Relation to the Water Quality Management Division, was unanimously approved.

## 10. Engineering –

- a. Resolution No. 2021-03-63, authorizes the replacement of individual Board resolutions with a Technical Services Summary Report in a format consistent with the example attached to the resolution.

C. Tuttle explained that this resolution addresses comments from the last meeting by establishing the criteria for contracts meeting a threshold to not require a separate resolution. The two criteria identified were an annual contract amount less than \$100,000 or a renewal of an existing service, and the contract being for services that are requested within the Authority's Tri County area. The summary table was updated since the last meeting to reflect requested changes. The essential purpose is to consolidate the amount of paper being distributed to the Board.

Upon a motion by G. Turck, and seconded by A. MacKinnon, Resolution No. 2021-03-63, Authorizing Technical Services Summary Report, was unanimously approved.

- b. Resolution No. 2021-03-64, authorizes the Executive Director to negotiate the terms and conditions of GIS Agreements in the best interest of the Authority and to execute

such agreements. Such GIS Agreements will be reported to the Board in the Technical Services Summary Report as authorized pursuant to resolution 2021-03-63.

C. Tuttle explained that the GIS Services being requested are becoming more dynamic and more consistent with Technical Services Agreements. Essentially this eliminates the fixed schedule because we need to be more flexible to meet the specific requirements of the communities.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-03-64, Geographic Information Systems Agreements, FYE 22 Fee Basis, was unanimously approved.

- c. Resolution No. 2021-03-65, approves the SCADA Services Agreement between the Authority and the Village of Heuvelton for a total not to exceed contract amount of \$100,000. Furthermore, the resolution authorizes the Executive Director to execute said agreement.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2021-03-65, SCADA Services Agreement, Village of Heuvelton, NYS Rte 812 Sewer Corridor and Treatment Plant Consolidation, was unanimously approved.

F. Carter asked about this being along the 812 corridor right of way and if there would be a fee. C. Tuttle responded that no, at this time there is no fee for water and sewer lines to be installed in the New York State right of way.

- d. Resolution No. 2021-03-66, approves the Technical Services Agreement between the Authority and the Town of Alexandria for a total not to exceed contract amount of \$7,000. Furthermore, the resolution authorizes the Executive Director to execute said agreement.

T. Hefferon asked if the IDA does any of this grant writing. C. Tuttle explained that we did not write this grant. These grants are very complicated with many administrative requirements to run through and we have a lot of expertise managing these. Many of these communities don't have the technical expertise in house to be able to administer something like this, and it can take years for these funds to be administered to the communities. This is not a profitable process, but more a public service to make sure the communities in the North Country are able to access these funds for their projects.

F. Carter asked if there are outside firms that can do this kind of work for the towns and villages. C. Tuttle responded that there may be, but these smaller contracts are not where the consulting firms are going to make money. A contract for a few thousand dollars that may span multiple years does not appear to be something they are interested in pursuing with the local governments that the Authority works with.

A. MacKinnon commented that it is important to note that this is just the grant administration, but that the work is quite often done by a private firm. From his own experience, the administration of the grant application is a great deal of work that would be discouraging to private firms. By the Authority taking care of the messy project, the private sector then can go in and complete the work resulting in a good partnership. This is especially true with these smaller grants.

T. Hefferon asked if this is just adding a Zamboni to the downtown streetscape improvement project. C. Tuttle responded that this is a separate project, in addition to the two existing projects the Authority has with the town. Within the other two projects they have engineers that are doing the work and the Authority is doing the grant administration. She cited the example of the downtown streetscape, which has Department of State funding, they are using an outside consulting firm for the design and construction administration and the Authority is doing the grant administration. C. Tuttle continued by explaining about the Redwood sewer project which also has a Sam grant. The Authority was brought into the project by the consulting engineer doing the project who went to the town and asked that they reach out to the Authority because they needed help with the red tape within the Sam grant. This often happens where the engineering consultants working with the community request that the town engage the Authority to help with the grant administration.

T. Hefferon asked if this project was now done. C. Tuttle responded the project won't be done until after construction season, but design is complete and the project is moving ahead.

B. McGrath asked if this grant is just to purchase a Zamboni, and why it costs \$7,000 to help a municipality purchase a Zamboni. C. Tuttle explained this is the not to exceed cost. Some of these grants may take multiple years to actually procure the funds and be able to close the grant. The amounts included in Authority contracts are not to exceed worst case scenario amounts. The Authority will only bill for time and material used based on our hourly rates with a not to exceed amount. B. McGrath thanked her for the explanation and expressed frustration in it taking multiple years to buy a Zamboni.

J. Johnson commented that a Sam Grant, previously called a member item, is administered through the Dormitory Authority of the State of New York because they had to rationalize in order to make that an efficient use of tax payer funds. This is a big, long, and complicated procedure from a variety of ways in order to get these funds. What seems like a good idea in the beginning can sometimes become a burden.

C. Tuttle stated that for these projects the requirements for a \$100,000 project are no different than a \$10 million project. Everything that needs to be done for a large construction project still needs to be done for a straight procurement. The amount of money spent on grant administration for a \$50,000 grant is typically not worth it as more money will be spent on grant administration.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-03-66, Technical Services Agreement, Town of Alexandria, Zamboni State and Municipal Facilities Program, Grant Administration, was unanimously approved.

- e. Resolution No. 2021-03-67, approves the Technical Services Agreement Amendment No. 2 between the Authority and the Town of Diana, and further authorizes the Executive Director to execute said Agreement Amendment.

Upon a motion by D. Mastascusa, and seconded by A. Calligaris, Resolution No. 2021-03-67, Technical Services Agreement Amendment No. 2, Town of Diana, Waster System Assessment Project, was unanimously approved.

- f. Resolution No. 2021-03-68, approves the Technical Services Agreement Amendment No. 4 between the Authority and the Village of Malone, and further authorizes the Executive Director to execute said Agreement Amendment.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-03-68, Technical Services Agreement No. 4, Village of Malone, Public Work Facility, was unanimously approved.

#### Summary of Technical Services Report –

C. Tuttle shared the Summary of Technical Services report that will be provided to the Board to show what this will look like for the resolution package going forward.

#### 11. Project Development –

##### Loan Report – M. Capone

The Authority responded to a letter of interest from St. Lawrence County to provide program delivery and grant administration for their housing programs. The Authority was selected by the county to provide the program delivery and grant administration for their next CDBG grant after they interviewed several interested parties. St Lawrence County is currently in the process of applying for \$600,000 to provide homebuyer assistance and rehabilitation to 15 eligible projects.

The Authority was notified that the Village of Tupper Lake was awarded \$400,000 through an affordable housing corporation grant that was applied for in 2019. This award will assist 12 eligible homeowners with property repairs. A technical services agreement contract will be presented at a future board meeting. Village code enforcement will be utilized to provide program delivery, much like what is currently being done in the Town of Gouverneur.

M. Capone reported to the Board that a loan approved in Resolution Number 2020-05-63 for the West Carthage Housing Authority in the amount of \$166,350 from the community rental housing program is moving to closing. When the write up was initially provided to the Board the Authority it was noted to be in the second mortgage position, however we are actually in the third position. There are no other changes and the loan to value is still the same.

Within the current loan portfolio, all loans are being paid as agreed.

As mentioned at the February Board meeting, the North Country Economic Development Fund had decided to write off the loan for ProSport Trailer Manufacturing. \$8,000 has since been recovered.

A. Calligaris asked if the open bid was against other private companies. M. Capone responded that St. Lawrence County sent a letter of interest to multiple firms. At the recommendation of the Project Development Committee, the Authority submitted our information as being able to provide these services. A. Calligaris asked if these were private companies. M. Capone responded yes, they are not for profit. A. Calligaris stated he is talking about the companies that were bid against. M. Capone responded that these services have traditionally been provided by rural preservation corporations or neighborhood preservation corporations, not by private entities.

A. MacKinnon stated that the administration of these grants, whether a \$5 or \$50 million grant, the work involved is the same. This is not worth the amount of work if it is not a large grant to be profitable for many. The Authority can provide the expertise, and the staff has the experience to manage the grant. A. MacKinnon further stated that he believes those responsible for the grant look at the ability of the applicant to manage the grant, not the construction project, which in turn makes their task much easier. The Authority in the management role is a plus for the communities who need to get awarded these grants.

## 12. Additional Resolution -

- a. Resolution No. 2021-03-69, authorizes the Executive Director to enter into an Operations and Maintenance Service Agreement with the Town of Parishville, and further authorizes the Executive Director to execute the required and necessary agreements.

J. Hollenbeck commented that he understood the Town of Parishville was advertising for a replacement operator. C. Farone and C. Tuttle commented that we had not heard they were advertising for the position, but we had been told they had offered the position internally to other staff and no one had wanted the position. When no one internally accepted the position, they reached out to the Authority asking for one year worth of service. The existing staff have agreed to cover weekend rounds to keep the cost down for the town.

J. Hollenbeck further stated this may be a violation of their current labor agreement. This agreement would be subcontracting, and the previous operator was a member of the bargaining unit. C. Tuttle commented that it is our understanding that the position is going to be replaced, but not to do these services. The town is planning to backfill the superintendent position with another union position that will be responsible for the recreation department. The agreement is for a one year contract, and if they determine they can fill this position differently they have the potential to do that.

J. Hollenbeck stated he wouldn't want the Authority to be involved in any labor agreement disputes.

C. Tuttle added that this contract does include GIS services and asset management planning service, which the town has indicated they are concerned about because they have a very aged system and need to begin planning for the future replacement as they become closer to the end of their useful life.

J. Hollenbeck asked if this decision could be tabled at this time.

B. Nutting commented that the town currently does not have a certified water operator, which is required by the Department of Health in order to operate the system. The town has indicated that they voted at their meeting last night that they would like the Authority to begin on April 1<sup>st</sup>. B. Nutting stated we could reach back out to the town supervisor for more information, but they do need a certified water operator to run their system to be in compliance with the Department of Health regulations.

J. Johnson stated that this resolution should be approved, subject to the town resolving any labor issues they have. The Development Authority is not party to labor issues, but we have an obligation to make sure people have safe drinking water and we do not want to turn our backs on this issue. It is the obligation of the town to resolve the labor issue to the satisfaction of all parties.

F. Carter stated that he agrees with J. Johnson on this particular issue. If there is a violation of any agreement which they have involving their employees and the collective bargaining agreement, that is between the town and the organization that represents the employees. At this time, F. Carter feels the resolution should be moved and approved.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2021-03-69, Operations and Maintenance Service Agreement, Town of Parishville, Water District, was unanimously approved.

F. Carter further stated that there is a caveat that any time a town or village wants to cancel an agreement we have in place they only need to notify the Authority and we will move away.

### 13. City of Ogdensburg – Request for Services

C. Farone stated the Authority received a letter from the manager of the City of Ogdensburg requesting a proposal from the Development Authority of the North Country for the operation and maintenance of their water and wastewater treatment plants. The city has proposed an inter-municipal agreement, consistent with other existing municipal agreements for water and wastewater services. The Authority currently provides management services for the City of Ogdensburg's water and wastewater facilities, as well as for several other municipal facilities. The city's request differs from these contracts because it requires the Authority to assume the responsibility for the operation and maintenance of the city's water and wastewater facilities which are substantially larger and more complex than other entities the Authority is currently servicing. What the city is requesting is a service the Authority currently does not offer to any other municipality of this scope and size. This request is a much greater level of effort and would require the addition of multiple Authority staff. Because this would be a significant change from the current business model, C. Farone recommended that the Authority take no action on this request at this time. The Authority has an agreement with the city to provide management services through the end of this year, and during that time we will work with staff to define operational and cost efficiencies under the current structure. The Authority has to be careful in that if this service is provided for one, we would be open to provide for all. The Authority's main focus must remain in ensuring that our municipal partners are able to provide water and wastewater services in a cost effective and environmentally sound manner that meets all federal and state regulations.

C. Farone stated there is no resolution needed at this time as this is a point of information for the Board.

### 14. Report of the Nominating Committee

T. Hefferon presented as the chair of the nominating committee, consisting of T. Hefferon, A. MacKinnon, M. Doheny, and D. Mastascusa.

The committee nominated the following officers for Fiscal Year Ending 2022:

Chair – Frederick Carter  
Vice Chair – Margaret Murray  
Secretary – Dennis Mastascusa  
Treasurer – Thomas Hefferon

Upon a motion by A. Calligaris, and seconded by G. Turck, the nomination of officers for the Fiscal Year 2021-2022 was unanimously approved.

F. Carter extended his appreciation and is looking forward to a successful year.

#### 15. Authority Board Meeting Dates – FYE 2022

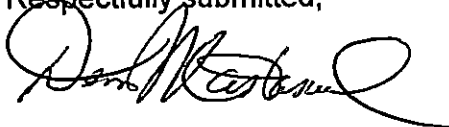
C. Farone presented the board meeting dates. Typically these dates would occur on the fourth Thursday of the month. An exception was made for May due to the conflict with the Memorial Day weekend. Following this schedule, the next Board meeting would be May 20, 2021. An email will be sent to all Board members and Authority managers with the meeting date schedule attached.

F. Carter stated that the January meeting was moved back to December. He further stated that we will continue to meet via Zoom as long as the governor allows us to do so.

Authority Board Meeting Dates for Fiscal Year 2021-2022 were unanimously accepted.

16. Upon a motion by T. Hefferon, and seconded by A. Calligaris, the meeting was adjourned at 11:25 PM.

Respectfully submitted,



Dennis Mastascusa  
Board Secretary