



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 24, 2022 – 10:00 AM
Dulles State Office Building
317 Washington Street, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session in person and via Zoom Videoconference at the Dulles State Office Building, 317 Washington Street, Watertown, New York on Thursday, February 24, 2022 at 10:00 am.

Members Present

Voting

Margaret Murray, Vice Chairperson
Dennis Mastascusa
Mary Doheny
Mark Hall
Thomas Hefferon
Alex MacKinnon
Eric Virkler

Non-Voting

Stephen Hunt
James Hollenbeck
Brian McGrath

Members Absent

Alfred Calligaris
Nancy Henry

Staff Present:

Carl Farone, Executive Director
Jennifer Staples, Chief Financial Officer
Carrie Tuttle, Chief Operating Officer
Stephen Bohmer, Director of Information Technology
Dawn Caccavo, Comptroller
Michelle Capone, Director of Regional Development
Kevin Feuka, Director of Engineering
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Director of Water Quality
Patricia Pastella, Director of Materials Management
David Wolf, Director of Telecommunications
Regina Rybka-Lagattuta, Director of Human Resources
Angela Marra, Executive Assistant
Katie Maitland, Administrative Assistant

Guests:

Jennifer Granzow, Counsel, Wladis Law Firm

1. Vice Chairperson Murray called the meeting to order at 10:02 AM.
2. Vice Chairperson Murray requested a roll call.

- A quorum of voting and non-voting members was established.
3. Privilege of the Floor was offered
J. Granzow stated that according to the Authority By-Laws, when there is an absence of a chairperson of the board, the vice chair steps in to run the meeting and today that will be M. Murray. J. Granzow asked that if there are any questions, please call her following the meeting.
 4. Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, the minutes from the December 16, 2021 Board Meeting, were approved.

M. Hall abstained as he was not in attendance.

5. Chairperson's Report

a. St. Lawrence County Appointments

M. Murray welcomed M. Hall, who has been recently appointed by St. Lawrence County to the Development Authority Board. She further announced that A. MacKinnon has been reappointed. Both Board positions are four year terms.

M. Hall offered his appreciation, and offered a brief introduction about himself and his experience. He has served on the Town of Fine Board for 13 years, 8 of those years he served as town supervisor. He has owned a contracting business, and been a water operator for the Star Lake water district in the Town of Fine since 2007. He is familiar with many services offered by the Development Authority, and is also a member of the St. Lawrence County IDA and the Adirondack Park Agency.

- b. Resolution No. 2022-02-01, formally conveying the Development Authority of the North Country's most sincere gratitude to Frederick J. Carter, Sr. for 17 years of dedicated service in advancing the interests of the North Country was read aloud in its entirety by C. Farone.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2022-02-20, Recognizing Frederick J Carter, Sr. Board of Directors, 2004 - 2022, was unanimously approved.

A. MacKinnon stated that he would like to thank Fred Carter for his service to the Development Authority. The process to decide where we are now was difficult but clean, and he welcomes M. Hall to the table.

- c. M. Murray appointed the following Board Members as the nominating committee of Board Officers for fiscal year ending 2023.
 - Alex MacKinnon
 - Tom Hefferon
 - Dennis Mastascusa
 - Jim Hollenbeck

6. Executive Director's Report

- a. COVID Update –
The Authority COVID team removed the mask mandate yesterday based on favorable trends within the counties and the Authority itself. 93% of our employees are vaccinated and 6 employees have exemptions making the Authority 100% compliant. Over the past two years the Authority's facilities have stayed 100% operational. We will continue to monitor COVID and as things change we may need to change the protocol again, but there appears to be a light at the end of the tunnel.

- b. Telecommunications Committee Update –
C. Farone reported and invited B. McGrath as the telecommunications committee chair to comment as well. The telecommunications committee has drafted a work-plan to retain a telecommunications consultant to evaluate current operations and business strategy of the Development Authority's Telecommunications Division and make recommendations for a five year strategic plan. The telecommunications committee has drafted a request for proposals (RFP), and will provide feedback to Authority staff. We hope to have the RFP released within the next week and can then hire the consultant and begin the process. C. Tuttle and D. Wolf's staff have done a great deal of work in gathering information about other entities that provide these services.

- c. Telecom – NCTP/ACTION Networks
These networks represent 82 rural hospitals and clinics. The Authority has been providing them with broadband services since 2009. We have been awarded a three year contract to continue providing reliable broadband services.

B. McGrath commented that in the process of working on the telecommunications committee, he needs to emphasize how lucky the Authority is to have D. Wolf's talents. He, along with C. Farone and C. Tuttle have been invaluable in helping us understand our network and the issues.

C. Farone stated that D. Wolf is the subject matter expert in this area and we are learning that people across the state are reaching out to D. Wolf for help. The Authority is extremely fortunate for D. Wolf and his entire team.

- d. Minority and Women Business Enterprise (MWBE) Report Card -
Each year we receive a report card rating our progress for meeting the MWBE goal. For quarters 1 and 2 of fiscal year 2021 we have received an A+ rating. This is a coordinated effort between J. Staples, our procurement coordinator L. Petrie, and all the division managers to ensure we are procuring goods and services from minority and women owned businesses when we can.

7. Finance Report – Chief Financial Officer

J. Staples reviewed the December 31, 2021 financial information. On the statement of net position under assets and liabilities there is a total decrease of \$3.7 million from March 31, 2021. Under assets, loan receivables decreased by \$3 million as a result of two loans under the affordable house program being paid in November. We also see investments decreasing by \$11.7 million due to money moving to the closure and liner reserves, which in turn increased the restricted assets. Under liabilities the liner

reserve and undesignated funds both show an increase. The closure pre-funding is currently showing under undesignated funds. In the January financials we'll see the money separated out under a line item for restricted funds. Capital reserve and wetland mitigation decreased reflecting the move to the liner and the closure pre-funding as approved by the Board in August of 2021.

Within the Change in Net Position, operating revenue is over by \$1 million, MMF customer billing is over by \$500,000, and telecom customer billing is over by \$387,000. MMF customer billing is over, due to the increased waste volume of 14,682 tons more than projected. MSW waste was over by 9,166 tons and asbestos was over by 3,616 tons. Telecom customer billings were over due to dark fiber billing. Under expenses we are running over budget in community benefits by \$84,000 because MMF is over in projected tons and we are paying more in community benefits to Rodman. The balance of community benefits is in regional development and paid in one lump sum. Under regional development this expense will be equal to the full budget at the end of the year. Under non-operating revenue, interest income continues to trend lower than budget as interest rates remain at low levels. The overall year to date change in net position is a positive \$340,000, as opposed to a budgeted loss of \$2.4 million,

Upon a motion by E. Virkler, and seconded by A. MacKinnon, Financials ending December 31, 2021, was unanimously approved.

8. Governance –

- d. Resolution No. 2022-02-01, approves the Disposition of Real Property Policy without modification.

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Resolution No. 2022-02-01, Approving Disposition of Real Property, was unanimously approved.

- e. Resolution No. 2022-02-02, approves the Investment Policy as modified.

C. Farone noted a small change within the policy adding the deputy comptroller or accountant I to track, reconcile, and record entities. Appropriate segregation of duties will continue but this duty is specifically split between the deputy comptroller and the accountant I and needed to be included in the policy.

Upon a motion by E. Virkler, and seconded by M. Hall, Resolution No. 2022-02-02, Approving Investment Policy, was unanimously approved.

- f. Resolution No. 2022-02-03, approves the Procurement Policy without modification.

Upon a motion by A. MacKinnon, and seconded by E. Virkler, Resolution No. 2022-02-03, Approving Procurement Policy, was unanimously approved.

- g. Resolution No. 2022-02-04, authorizes the Executive Director to approve compensation adjustments effective for the Fiscal Year 2022-2023, commencing April 3, 2022 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

Upon a motion by D. Mastascusa, and seconded by E. Virkler, Resolution No. 2022-02-04, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved.

9. Water Quality –

a. Army Water Line Pipeline Integrity Analysis Results Presentation – COO

C. Tuttle reviewed the results of the pipeline integrity analysis for the Board. She explained the tools that were used, how the assessment was done, and what the findings were.

C. Tuttle provided a background of the Army Water Line in stating it was constructed in 1990 for Fort Drum, but also provides service to the towns of Champion, LeRay, and Pamelaia. The line consists of 11.2 miles of 20 inch iron pipe with two booster pump stations. During a project being done in 2019, pitting and deterioration was noticed in some of the pipe that caused concern. The noted damage resulted in an evaluation done in 2020 to assess the integrity of the water line. M. Capone and her staff were successful in applying for funding from the Office of Local Defense Community Cooperation in the amount of \$1.2 million for the Authority to complete this evaluation.

The first step was to evaluate and determine which option would be used to perform the assessment. A newer technology option was selected that allowed the line to stay in service during the evaluation. A free swimming ultrasonic scanning tool that measures pipe wall thickness, identifies defects from the interior of the pipe, and keeps services online was selected. Pictures were projected to show the actual pipe diver.

A. Mackinnon asked if the water needed to be shut off to insert the device, or if there was a locking mechanism. C. Tuttle responded they were able to close some valves and insert the pipe diver in a location where those valves had been replaced with no disruption at all. A. MacKinnon asked if it worked like a loch, and propelled itself by the water movement. C. Tuttle responded yes.

C. Tuttle explained there is a small section between the City of Watertown's water treatment plant and booster pump station one where we did not have an access point. She continued by reviewing a map showing the majority of the line they were able to assess, and reviewed the results. Out of roundness was found to be greater than 3% only in 3 pipes out of the 3,181 total pipes. Pipe wall loss, or the measuring of the pipe thickness, was found to be a more significant item of concern as this will result in water line breaks. 667 pipes were found to have wall loss ranging from 15% to 95% which is very concerning and needs to be addressed. To verify these results, six locations that reported significant corrosion were dug up so we could see if the pipe condition matched the evaluation's results. In every situation the data was confirmed.

M. Hall asked if the data that was provided to us was so specific that we could go to that exact point. C. Tuttle responded yes, the equipment used a GPS locator that would tell us the location down to 1/10th of a foot.

C. Tuttle further explained that we also wanted to look at why this is happening in these locations as this pipe should last much longer than it has. Soil samples were pulled to check for corrosive soil conditions or salt contamination. The areas where we have significant pipe loss also show corrosive soil conditions which would match why the pipe is deteriorating at an accelerated rate.

J. Hollenbeck asked if the pipes were bolted or welded together. C. Tuttle replied they are typically welded on straight line connections, and bolted where there are joints or bends.

C. Tuttle stated that based on the evaluation results we have put together a prioritization system. High priority would be where we have widespread and significant pipe corrosion located in corrosive soils. Medium priority is where we have areas of pipe corrosion located in moderately corrosive soils. Low priority would be those areas with few areas of pipe corrosion located in non-corrosive soils. Using the prioritization and evaluation data we identified the section along Patterson Road as high priority. Most other identified sections are medium priority, and if not identified on the map they are considered in good condition. Capital projects were defined based on the phases to be done in order of importance. Phase one will be accessing the section we weren't able to look at to determine the condition through more traditional methods, and replacing the high priority section along Patterson Road which is estimated at \$9.1 million. Phase two is the replacement of the medium priority sections and is estimated at \$10 million.

D. Mastascusa asked if soil samples were done on the section we couldn't get through. C. Tuttle explained they haven't done any exploration of that section, and they will be starting from scratch. An RFP has been issued to find a consultant to help us figure out the best way to do that assessment.

M. Hall asked if we knew why the soil was so corrosive in that section. C. Tuttle stated we don't know for sure, but it could be because it is along a road way. She further stated that sometimes the natural soil conditions are just corrosive.

C. Tuttle continued to explain the project funding. Fiscal year end 23 has a total of \$437,289 budgeted for debt service payments, which are for the last payment associated with the valve replacement project and \$100,000 in interest expense for the estimated phase one project. The total project budget for phase one is over \$9 million. We have two possible scenarios for funding this phase. The best case would be to receive a grant of \$400,000 through the OLDCC for engineering, which M. Capone and her staff have already applied for. This money would be used to progress the design and bid portion of the project. Another potential federal funding source could be DCIP, who could provide up to \$6.1 million. Conversations with Fort Drum and the funding agencies have all been positive and they think this is a great project, leaving us hopeful that we will receive some funding through these agencies. The balance that is not covered by a grant could be funded with subsidized state funding, such as New York State Environmental Facilities Corporation. They offer a subsidized rate and finance up to 30 years giving us an annual payment of \$124,000, which is much less than we have budgeted this year. The worst case scenario consists of no grant funding and all loan making our payment

about \$430,000, which is very close to what is budgeted for fiscal year end 2023.

J. Hollenbeck asked if that would be for just the 13,000 feet in phase one. C. Tuttle replied yes, this is only for the high priority phase one. The plan for phase two would be to pursue the same funding, however we have heard that \$10 million tends to be the cap for these grants. Phase two would be another \$10 million project, and we would pursue that after we work through this process. Ultimately we are trying to maximize the amount of grant funding that we can obtain so we can minimize the impact on our users.

The recommendation is to authorize utilization of approximately \$430,000 from the \$900,000 repair reserve to commence project engineering this month allowing us to proceed with the development of design and bid documents to replace 13,000 feet of iron pipe with HDPE that is not subject to corrosion. The reserve fund would be replenished from grant loan proceeds. We will also complete the assessment of section one and then proceed with construction which will progress through the fall of 2023.

C. Farone added a key element to this process is that we have reviewed this presentation with Fort Drum and they were complimentary about our proactive assessment. While no one wants to spend \$9.1 million, they understand the importance of having water and they support the project. They also support utilizing the \$900,000 Fort Drum reserve to commence this project.

M. Hall asked if any research has been done on pipe availability because there have been recent supply chain issues with HDPE pipe. C. Tuttle replied that we have not, and the prices are very volatile with the fuel pricing which is why we are progressing this as quickly as we can. The estimates are recent so it is the best information we have. With recent current events there could be impacts on this and we are not sure how that is going to play out. It will also depend on where the pipe is and what contractors have on hand.

- b. Resolution No. 2022-02-05, authorizes the establishment of a new capital project, Army Water Line Pipeline Replacement Phase 1 Design and Bidding with an established budget of \$429,328. It is further resolved that the Authority authorizes the use of the Army Water Line Replacement Reserve to immediately commence the project.

Upon a motion by M. Hall, and seconded by A. MacKinnon, Resolution No. 2022-02-05, Capital Project, Army Water Line Pipeline Replacement, Phase 1 Design and Bidding, was unanimously approved.

- c. Resolution No. 2022-02-06, authorizes the Director of Regional Development to submit an application to the Office of Local Defense Community Cooperation for up to \$429,328 comprised of up to a \$386,395 grant and \$42,933 in matching funds. It is further resolved to authorize the Director of Regional Development to execute the grant agreement with the Office of Local Defense Community Cooperation, if funded, and implement the grant.

Upon a motion by M. Hall, and seconded by E. Virkler, Resolution No. 2022-02-06, Army Water Line Pipeline Replacement Project, Office of Local Defense Community Cooperation, Grant, was unanimously approved.

- d. Resolution No. 2022-02-07, approves the relocation of and adjustment to Authority owned water mains and appurtenances and the work performed on the project and shown on the contract plans relating to the project and that the Development Authority of the North Country will maintain or cause to be maintained the adjusted facilities performed as stated within the resolution and shown on the contract plans. It is further resolved that the Executive Director has the authority to sign, with the concurrence of the Board of Directors, any and all documentation that may become necessary as a result of this project as it relates to the Development Authority of the North Country. Furthermore the Development Authority of the North Country is directed to transmit five (5) certified copies of this resolution to the New York State Department of Transportation.

Upon a motion by A. MacKinnon, and seconded by M. Hall, Resolution No. 2022-02-07, Regional Water Line, Granting the State of New York Authority to Perform Water Line Relocation/Adjustment and agreeing to Maintain Facilities Adjusted via State-Let Contract, Chaumont Bridge Crossing, was unanimously approved.

10. Finance –

- C. Farone stated that the finance and budget committee met last week and reviewed the budget for all divisions in detail. Much time was spent going over the O & M Budgets, capital projects and various budget elements.
- a. Resolution No. 2022-02-08, approves and adopts the Administrative Budget Fiscal Year 2022-2023 and line items contained therein, as proposed. This resolution also approves the Administrative capital projects for the Fiscal Year 2022-2023 and authorizes the Executive Director to undertake and pay for such projects, including contracting. Furthermore capital funds that were previously approved but not fully executed are carried forward for use in Fiscal Year 2022-2023. The Schedule of Restricted / Board Designated Reserves are also approved in this resolution, as well as the ability to 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 2022-2023 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 E. Virkler, and seconded by D. Mastascusa, Resolution No. 2022-02-08, Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved.

- b. Resolution No. 2022-02-09, 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 2022-2023 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 A. MacKinnon, and seconded by M. Hall, Resolution No. 2022-02-09, Approving Fiscal Year 2022-2023 Engineering Division Operating Budget, Capital Projects and Reserve Designation, was unanimously approved.

- c. Resolution No. 2022-02-10, 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 2022-2023 and authorizes the Executive Director to undertake and pay for such projects, including contracting. Furthermore capital funds that were previously approved but not fully executed are carried forward for use in Fiscal Year 2022-2023. This resolution also approves the tipping fees at \$47.00 per ton for municipal waste, construction and demolitions, and ash and increasing to \$50.00 per ton effective January 1, 2023; \$36 per ton for non-beneficial use sludge, industrial waste and sewage sludge; \$18 per ton for nonhazardous petroleum, contaminated soil increasing to \$20.00 per ton effective January 1, 2023; \$17.50 per ton for beneficial use sludge increasing to \$20.00 per ton effective January 1, 2023; \$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 2022-2023 at \$31.50 per ton up to 15,000 tons of demolition waste, and the Residential Cleanup Program shall be extended for Fiscal Year 2022-2023 at \$36.00 per ton up to 2,500 tons. Reserve requirements per ton as included in the tipping fees shall be \$5.00 for Replacement, \$3.50 for Closure, and \$6.00 for Liner. Pursuant to the Host Community Agreement with the Town of Rodman, estimated host benefit fees and gas to energy revenue sharing for Fiscal Year 2022-2023 total \$872,964. 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.

Upon a motion by A. MacKinnon, and seconded by E. Virkler, Resolution No. 2022-02-10, Approving Fiscal Year 2022-2023 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, was unanimously approved.

A. MacKinnon asked when the last tip fee increase was. C. Farone replied that there was an increase this past year, and prior to that there was an increase in 2012.

A. MacKinnon commented that when our landfill operation is compared to others he has seen, it is a perfectly maintained operation. He offered his complements to those who run it and further stated pricing will be a challenge, but ours is still the least costly of all the landfills.

C, Farone stated that from a staff perspective, a tiered approach was the right approach so we can continue to evaluate and become more efficient. If we find things that can improve our cost we will do that in an effort to keep the rates from increasing.

J. Hollenbeck asked if we will be having the Open House this year. C. Farone stated that we hope to have one this year. J. Hollenbeck stated that he encourages people in his area to attend because it is very impressive and professionally done.

- d. Resolution No. 2022-02-11, approves and adopts the Regional Development Budget and line items contained therein, as proposed for Fiscal Year 2022-2023. 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. Hall, and seconded by E. Virkler, Resolution No. 2022-02-11, Approving Fiscal Year 2022-2023 Regional Development Budget, was unanimously approved.

- e. Resolution No. 2022-02-12, 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 2022-2023 and authorizes the Executive Director to undertake and pay for such projects, including contracting, on such terms and conditions as he shall determine. Furthermore, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2022-2023. Based on anticipated circuit volume, a tariff filed with and accepted by the Public Service Commission on May 1, 2004 will remain in effect for Fiscal Year 2022-2023. This resolution also approves that reserves will be maintained on an on-going basis for the Fiscal Year 2021-2022. Previously authorized reserves have been created and capitalized as of December 31, 2021 in the following amounts, Operating \$981,701 and Repair and Upgrade \$5,857,109. The following reserves will be maintained on an on-going basis for Fiscal Year 2022-2023, Operating 16.7% of Revenue, Repair & Upgrade 20% of OSP Replacement Cost and 100% of Equipment Replacement Cost for the largest CO. 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.

Upon a motion by A. MacKinnon, and seconded by E. Virkler, Resolution No. 2022-02-12, Approving Fiscal Year 2022-2023 Telecommunications Division Operating Budget, Capital Projects, Reserve Designation, and Tariff, was unanimously approved.

A. MacKinnon asked if we sent the Telecommunications RFP to ourselves. C. Farone replied it has not yet been sent to anyone as the committee is still reviewing it, but we will not be sending it to ourselves. The point of this process is to have an outside firm give us their perspective. It also appears that the public-private partnership will be the future for rural areas but it is definitely prudent to take a look at it now. A. MacKinnon agreed.

- f. Resolution No. 2022-02-13, 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 2022-2023 and authorizes the Executive Director to undertake and pay for such projects, including contracting. Capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2022-2023. This resolution approves and adopts user charges for Water Quality Management for Fiscal Year 2022-2023 as proposed. This resolution also delegates the ability to manage

reserves for the Army Waterline and Sewer Line, and Regional Waterline projects consistent with contractual requirements. This resolution authorizes and directs the Executive Director to manage reserves for the Army Waterline and Sewer Line, 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.

Upon a motion by M. Hall, and seconded by A. MacKinnon, Resolution No. 2022-02-13, Approving Fiscal Year 2022-2023 Water Quality Management Division Operating Budget, Capital Projects, and User Charges, was unanimously approved.

- g. Resolution No. 2022-02-14, approves and adopts the Fiscal Year 2022-2023 North County Economic Development Fund Budget and line items contained therein, as proposed

Upon a motion by E. Virkler, and seconded by A. MacKinnon, Resolution No. 2022-02-14, Approving Fiscal Year 2022-2023 North Country Economic Development Fund Budget, was unanimously approved.

M. Hall asked if he should abstain from this vote because he sits on the St. Lawrence County IDA board and they have received some of these funds. M. Capone responded no, the IDA has money from the Power Authority but it is a separate entity. It was also stated that Patrick Kelly is a representative of the North Country Alliance as well as Steve Hunt who represents Empire State Development.

11. Technical Services Summary Report –

C. Tuttle reviewed the contracts listed individually, and the table was approved with two motions. These items are within our service area, and under \$100,000 annually.

a. Jefferson / St. Lawrence County / Municipalities of Lewis County -

- I. St. Lawrence County, Subrecipient Agreement, 2021 CDBG Housing Rehabilitation Program, Total Agreement Amount of \$104,800, 12/9/21-12/9/23, St. Lawrence County
- II. Thousand Islands – Rift Camp/AMEX Station, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$35,561, 3/1/22 – 2/28/27, Jefferson County
- III. Thousand Island Bridge Authority Boldt Castle, Operation & Maintenance Agreement, Water and Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$199,414, 3/1/22 – 2/2/27, Jefferson County
- IV. Town of Parishville, Operation & Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount of \$92,892, 4/1/22 – 3/31/27, St. Lawrence County

- V. Village of Castorland, Operation and Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount \$51,621, 3/1/22 – 2/28/27, Lewis County
- VI. Village of Castorland, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$1007,489, 3/1/22 – 2/28/27, Lewis County
- VII. Village of Sackets Harbor, Operation & Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount of \$159,712, 6/1/21 – 5/31/26, Jefferson County
- VIII. Village of Sackets Harbor, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$215,956, 6/1/21 – 5/31/26, Jefferson County
- IX. City of Ogdensburg, Technical Services Agreement, Ogdensburg Main St. Pump Station NBRC Grant Admin, Total Agreement Amount \$14,000, 2/24/22 – 3/31/23, St. Lawrence County
- X. City of Ogdensburg, SCAADA Services Agreement, Ogdensburg Main St. Pump Station Controls Upgrades, Total Agreement Amount \$45,000, 2/24/22 – 12/31/22, St. Lawrence County
- XI. Town of Gouverneur, Technical Services Agreement, East/West Side Water District Ross Valve Upgrades, Total Agreement Amount \$10,800, 2/24/22 – 12/31/22, St/ Lawrence County
- XII. Village of Clayton, Technical Services Agreement, FEMA Flood Damage Project Amendment 1, Total Agreement Amount \$10,000, 2/24/22 – 12/31/22, Jefferson County
- XIII. Village of Potsdam, Technical Services Agreement, Pine Street Funding Strategy, Total Agreement Amount \$10,000, 2/24/22 – 12/31/22, St. Lawrence County

Upon a motion by A. MacKinnon, and seconded by E. Virkler, Board Contract Summary Table items numbered I through XIII for the month of February, was unanimously approved.

b. Lewis County -

- I. Lewis County, Village of Turin Comprehensive Plan, Total Agreement Amount of \$3,000, 1/1/22 – 5/31/22, Lewis County

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Board Contract Summary Table item numbered I for the month of February, was approved.

E. Virkler abstained from this vote due to being the Treasurer of Lewis County.

12. Materials Management –

- a. Resolution No. 2022-02-15, authorizes the Executive Director to enter into a Memorandum of Understanding with NCLS to recycle hardcover books. Furthermore, the Development Authority of the North Country will transfer operation of the book debinding machine to NCLS in exchange for hardcover book recycling services provided pursuant to the Memorandum of Understanding.

Upon a motion by E. Virkler, and seconded by D. Mastascusa, Resolution No. 2022-02-15, Materials Management Facility, North Country Library Systems, Memorandum of Understanding, was unanimously approved.

E. Virkler asked if we envision having to transport books to them from our facilities. C. Tuttle responded we will, as we already do. She further stated that we had a meeting with the partners from all three counties and reviewed this. It shouldn't be a significant change for them versus taking them to Harrisville or bringing them to a location in Watertown.

13. Regional Development -

- b. Loan Report –

M. Capone reported that there are two loans that are 30 days past due, but she is currently working with them regarding receipt of payments. Otherwise, all loans are being paid as agreed.

Legal pursuit is continuing with MCM Development of Malone.

- c. Resolution No. 2022-02-16, approves the loan modification for Cambray Housing Corporation for a term of 30 years and authorizes the Executive Director or Chief Financial Officer to execute all necessary documentation.

Upon a motion by M. Hall, and seconded by E. Virkler, Resolution No. 2022-02-16, Affordable Rental Housing Corporation, Cambray Housing Corporation, Loan Modification, was unanimously approved.

- d. Resolution No. 2022-02-17, approves a loan up to \$750,000 to S&J Properties of Watertown, LLC with \$400,000 from the Community Rental Housing Program and \$350,000 from the Watertown Local Development Corporation subject to the terms and conditions cited in the term sheet. Furthermore this resolution authorizes the Executive Director or Chief Financial Officer to execute all necessary documents. The Development Authority of the North Country does hereby subordinate its existing debt to an additional \$500,000 in debt by Watertown Savings Bank for construction financing. This is a Type II Unlisted Action taken under the State Environmental Quality Review (SEQRA).

B. McGrath asked about the litigation with this contract. M. Capone stated that on the side of the building there was a required stairwell as another form of egress from the building. The original contractor did the work, the architect/engineer signed off on it and it was paid. They later found out that it was not up to code so the whole stairwell has to be redone resulting in additional cost to the project. The owner is currently litigating the contractor for costs associated with the poor or lack

of performance. It is believed to have a June hearing date. The outcome is still to be seen but the work has been completed up to code now and there is a very nice egress from the building.

B. McGrath asked if they are unsuccessful in their litigation, are there any concerns on the financial underpinnings of the project that would increase our risk on the loan. M. Capone replied no, because the funds have already been expended and it is part of the financing that is already part of the underwriting with us and would not change the underwriting.

S. Hunt also stated that ESD is involved with this project with regard to a Restore New York grant. This project was part of the city of Watertown's downtown revitalization initiative plan (DRI). It did not receive an award from the DRI because they received a Restore New York grant instead.

Upon a motion by D. Mastascusa, and seconded by M. Hall, Resolution No. 2022-02-17, Community Rental Housing Program, S&J Properties of Watertown LLC, Loan, was unanimously approved.

- e. Resolution No. 2022-02-18, approves the loan modification for the Jefferson County Historical Society for an additional four months beginning January 1, 2022 and ending May 1, 2022. Furthermore this resolution authorizes the Executive Director or Director of Regional Development to execute all necessary documentation.

Upon a motion by D. Mastascusa, and seconded by E. Virkler, Resolution No. 2022-02-18, Economic Development Fund, Jefferson County Historical Society, Loan Modification #2, was approved.

M. Doheny abstained due to her husband being a member of the Jefferson County Historical Society Board.

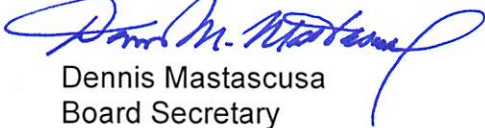
- f. Resolution No. 2022-02-19, authorizes the HDFC to enter into an agreement, claim for payment – purchase of land or property voucher, affidavit of title, assignments of claim and release, payment authorization and any and all other documents, to which it is a party to be entered into with respect to the taking of the Condemned Property by the State. Furthermore the Development Authority of the North Country is authorized to enter into an assignment of claim and release and any and all other documents, to which it is a party to be entered into with respect to the taking by the State of the Condemned Property. The Development Authority of the North Country authorizes Carl E. Farone, Jr., the Executive Director or Jennifer Staples, Chief Financial Officer on behalf of the HDFC, to enter into an agreement, claim for payment – purchase of land or property voucher, affidavit of title, assignments of claim and release, payment authorization and any and all other documents to which the HDFC is a party to be entered into with the respect to taking by the State of the Condemned Property. As holder of a mortgage on the Property, the Development Authority of the North Country authorizes its Executive Director or Chief Financial Officer to enter into an assignment of claim and release and any and all other documents, to which it is party to be entered into with respect to the taking by the State of the Condemned Property.

Upon a motion by M. Hall, and seconded by D. Mastascusa, Resolution No. 2022-02-19, Creek Wood Housing Development Fund Company Inc., Condemned Portion OF Property, Authorization to Execute Documents, was unanimously approved.

14. Next Board Meeting Date – March 24, 2022

15. Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, the meeting was adjourned at 11:41 AM.

Respectfully submitted,



Dennis Mastascusa
Board Secretary