

MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 23, 2023 – 10:30 AM
Northern New York Community Foundation
Conference Room One and Zoom Videoconference
131 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 Northern New York Community Foundation, 131 Washington Street, Watertown, New York on Thursday, February 23, 2023 at 10:30 AM.

Members Present

Voting

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

Non-Voting

Nancy Henry *
James Hollenbeck *
Stephen Hunt
Brian McGrath *

*Attended via videoconferencing.

Members Absent

Staff Present:

Carl Farone, Executive Director
Jennifer Staples, Chief Financial 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
Regina Rybka-Lagattuta, Director of Human Resources
David Wolf, Director of Telecommunications
Angela Marra, Executive Assistant

Guests:

Jennifer Granzow, Counsel, Wladis Law Firm
Jillian Brodock, Wladis Law Firm

1. Chairperson Murray called the meeting to order at 10:30 AM.
2. Chairperson Murray requested a roll call.

- A quorum of voting and non-voting members was established.
3. Privilege of the Floor -
 4. Upon a motion by T. Hefferon, and seconded by K. Bibbins, the minutes from the December 15, 2022 Board Meeting, were approved. M. Hall abstained from this vote as he was absent from the meeting.
 5. Chairperson's Report
 - a. Appointment of the Nominating Committee:
 - Alex MacKinnon – Chair
 - Tom Hefferon
 - Dennis Mastascusa
 - Kenneth Bibbins
 - Jim Hollenbeck
 - b. The next Board Meeting will be held on March 23, 2023.
 6. Executive Director's Report
 - a. City of Watertown – Disinfection Byproducts Update –

C. Farone and C. Tuttle were invited by the Mayor to provide the council with the Authority's perspective on the city's issue at the Watertown City Council meeting last Monday. They also provided all historical documentation that we have compiled since 2009, documenting the city's process in dealing with the city's disinfection byproducts issue. Through this process, they were able to present that this was not a new issue. With the Authority now receiving an administrative order, C. Farone along with the Board of Directors would like to come to a resolution on this issue as quickly as possible. A formal request was made that the city acknowledge the issue and that they need to provide a resolution for the city residents as well as outside users. An engineering report was also requested to be completed in May or June of this year. This timeframe would allow the city to apply for various grant funds and potentially begin work by 2024. At the end of the meeting the city requested their consulting engineer provide an estimate for a holding tank instead of a coagulation basin and have a preliminary engineering report for the holding tank as well as granulated activated carbon in a May-June timeframe.
 - b. Harrisville (RTS) Update –

C. Farone announced that the Harrisville property has been sold and Geiter Done is now the owner. He further commented that our job here is not done in that we will continue to work through Regional Development to identify potential funding opportunities as the new owners will be investing potentially \$2 million for various equipment as they begin processing hard to recycle materials such as tires and mattresses. We have also heard they are already looking for staff at the location, which indicates that everything is moving in a positive direction.

- c. FCC Challenge –
C. Farone explained the FCC broadband availability map is a tool the FCC utilizes for a national broadband census. The FCC had asked for assistance in identifying any discrepancies within their map. Telecom, GIS, and Regional Development staff, along with the participating counties, have worked to identify various residences that the FCC said were served, but we deemed were not. In total, we believe 600 properties in Lewis County, 22 in Jefferson County, and 207 in St. Lawrence County have been identified. This is important because additional federal funding is based upon the number of documented anomalies.
- d. Spouse Employment Roundtable –
C. Farone shared that M. Capone was one of five people invited to attend the roundtable as a representative of local businesses during the First Lady's visit to Fort Drum on January 30th. Other area representatives were invited to observe the roundtable discussion with Dr. Biden, military spouses, and providers expanding on spouse employment. M. Capone had the opportunity to speak with Dr. Biden personally and talk about the Development Authority and the Drum Country New York Initiative.
- e. Staff Update -
C. Farone reported that the Authority is making progress and closing the gap on vacancies within Authority staffing with recent hirings. The following positions have recently been filled: recycling coordinator, water quality supervisor, MMF equipment operator, environmental health and safety manager, accounting associate, water quality technician, and a human resources specialist. There are only a few vacancies left, such as a GIS specialist, a water quality technician and operator, and a director for materials management.

7. Finance Report – Chief Financial Officer

J. Staples presented the December year-to-date financials.

The statement of net position shows a total change of assets and liabilities from March 31, 2022 through December 31, 2022 at just under \$2.5 million. Accounts receivable increased by \$1.2 million during this time due to funds we are waiting on from USAC and Westelcom. Westelcom is in the process of being sold and we will be paid once the sale is finalized, which is expected to take place in the next several months.

Capital Assets decreased by \$2.9 million, of which \$1.2 million is associated with the depreciation of cells 12 and 13 in the southern expansion. This increased depreciation is due to the expected life span of cells 12 and 13 being estimated at just five years.

Within the change in net position, summary of all units, J. Staples began with the total operating revenue being over budget \$330,000, however customer billings is under budget by \$407,000 of which \$213,000 of this is due to the Army sewer line. Revenue and wastewater treatment expense are both down due to a lack of rain during the summer months. Within operating expenses, J. Staples began with operation and maintenance being under budget by \$428,000 due to Telecom being

under budget in both off-net circuit leases and pole attachment fees. Off-net circuits were overestimated in the budget by \$72,000 because a circuit that was expected to be operational in August did not actually start until November. Pole attachments are under budget due to an invoice we are waiting to receive in the amount of \$168,000. Another item affecting operation and maintenance is waste diversion, which is over budget by \$30,000 due to mattress recycling increasing by 30% from the previous year. Wastewater treatment expense is under by \$451,000 for two reasons; customer billings is down and we finalized the FY22 true-up with the City of Watertown in November, which resulted in a \$247,000 credit from them. Closure and post-closure costs, along with community benefits are over budget, mainly associated with tonnage at the Materials Management Facility being over budget year-to-date by 29,727 tons. Water purchases are over budget by \$50,000 for three reasons: a drier summer resulting in higher water purchases, several water main breaks and a new town waterline brought into service, which needed to be filled. Materials and supplies is over budget by \$41,000 due to stone purchased at the landfill.

Under non-operating revenue, interest income is a negative \$558,000, but the actual interest earned from April through December is \$738,000 and the market adjustment is a negative \$103 million, bringing it to the negative \$558,000. J. Staples noted that in December of 2022 the actual interest earned is \$738,000, which is an improvement of 65% this year. She also noted that the market adjustment of a negative \$1.3 million is not a recognized loss on investments, but an accounting entry that would only be recognized if investments were cashed in early. There are no plans to cash investments in early.

Upon a motion by M. Hall, and seconded by K. Bibbins, Financials ending December 31, 2022, were unanimously approved.

M. Hall asked if storm water goes into the Army sewer line. C. Farone responded that yes, it does.

8. Governance –

- a. Resolution No. 2023-02-01, approves the Disposition of Real Property Policy, as attached to and incorporated in the resolution.

Upon a motion by M. Hall and seconded by K. Bibbins, Resolution No. 2023-02-01, Approving Disposition of Real Property Policy, was unanimously approved.

- b. Resolution No. 2023-02-02, approves the Investment Policy, as attached to and incorporated in the resolution.

Upon a motion by M. Hall and seconded by K. Bibbins, Resolution No. 2023-02-02, Approving Investment Policy, was unanimously approved.

- c. Resolution No. 2023-02-03, approves the Procurement Policy, as attached to and incorporated in the resolution.

Upon a motion by M. Hall and seconded by K. Bibbins, Resolution No. 2023-02-03, Approving Procurement Policy, was unanimously approved.

- d. Resolution No. 2023-02-04, 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.

Upon a motion by K. Bibbins and seconded by M. Hall, Resolution No. 2023-02-04, Approving the Adoption of the NYS Public Employer Health Emergency Plan, was unanimously approved.

B. McGrath asked that we ensure we were in compliance with quorum rules and procedures and that those Board Members participating via teleconference were utilizing the video option so the votes being taken were proper. J. Granzow confirmed that Board members participating by videoconference needed to show themselves using the video option. Technical adjustments were made and all Board Member videos were visual moving forward.

- e. Resolution No. 2023-02-05, authorizes the Executive Director to approve compensation adjustments, effective for the Fiscal Year 2023-2024 commencing April 2, 2023 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

Upon a motion by K. Bibbins and seconded by M. Hall, Resolution No. 2023-02-05, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved.

9. Finance -

- a. Resolution No. 2023-02-06, approves and adopts the Administrative Budget Fiscal Year 2023-2024 and line items contained therein, as proposed. This resolution also approves the Administrative capital projects for the Fiscal Year 2023-2024 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 2023-2024. 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 2023-2024 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. Hall, and seconded by K. Bibbins, Resolution No. 2023-02-06, Approving Fiscal Year 2023-2024 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved.

- b. Resolution No. 2023-02-07, approves and adopts the Engineering Budget and line items contained therein, as proposed. Furthermore, capital funds that were previously approved, but not fully executed are carried forward for use in Fiscal Year 2023-2024. 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 E. Virkler, and seconded by T. Hefferon, Resolution No. 2023-02-07, Approving Fiscal Year 2023-2024 Engineering Division Operating Budget and Capital Projects, was unanimously approved.

- c. Resolution No. 2023-02-08, 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 2023-2024 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 2023-2024. This resolution also approves the tipping fees as follows:

Municipal solid waste, construction and demolition waste, and ash

April 1, 2023	\$50.00 per ton (Unchanged from FY 2023)
January 1, 2024	\$54.00 per ton

Non-beneficial use sludge, industrial waste and sewage sludge

April 1, 2023	\$36.00 per ton (Unchanged from FY 2023)
January 1, 2024	\$40.00 per ton

Non-hazardous petroleum contaminated soil and beneficial use sludge

April 1, 2023	\$20.00 per ton (Unchanged from FY 2023)
January 1, 2024	\$24.00 per ton

Friable asbestos (one ton minimum)

April 1, 2023	\$200 per ton (Unchanged from FY 2023)
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Friable asbestos-contaminated construction debris or other waste that requires special handling protocol during disposal

April 1, 2023	\$80.00 per ton (Unchanged from FY 2023)
January 1, 2024	\$84.00 per ton

This resolution extends the Community Improvement Program and the Residential Cleanup Program for Fiscal Year 2023-2024 at a discount of 25% off the published gate rate. Reserve requirements per ton as included in the tipping fees shall be \$6.00 for Replacement, \$3.50 for Closure, and \$8.00 for Liner. Pursuant to the Host Community Agreement with the Town of Rodman, the estimated host benefit fee is \$967,228 and gas-to-energy revenue sharing is \$61,720 for Fiscal Year 2023-2024. The resolution further delegates the authority to establish tipping fees, special condition fees, manage reserves, establish host community agreements and negotiate hauler contracts to the Executive Director to be reported to the Finance Committee in a timely manner.

Upon a motion by T. Hefferon, and seconded by E. Virkler, Resolution No. 2023-02-08, Approving Fiscal Year 2023-2024 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, Loan Ratification, was unanimously approved.

- d. Resolution No. 2023-02-09, approves and adopts the Regional Development Budget and line items contained therein, as proposed for Fiscal Year 2023-2024. 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 K. Bibbins, Resolution No. 2023-02-09, Approving Fiscal Year 2023-2024 Regional Development Budget, was unanimously approved.

- e. Resolution No. 2023-02-10, 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 2023-2024 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 2023-2024. Based on anticipated circuit volume, a tariff was filed with and accepted by the Public Service Commission on May 1, 2004 will remain in effect for Fiscal Year 2023-2024. This resolution also approves that reserves will be maintained on an on-going basis for the Fiscal Year 2023-2024. Previously authorized reserves have been created and capitalized as of December 31, 2022 in the following amounts, Operating \$989,311 and Repair and Upgrade \$5,903,859. The following reserves will be maintained on an on-going basis for Fiscal Year 2023-2024, 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 M. Doheny, and seconded by K. Bibbins, Resolution No. 2023-02-10, Approving Fiscal Year 2023-2024 Telecommunications Division Operating Budget, Capital Projects, Reserve Designations, and Tariff, was unanimously approved.

- f. Resolution No. 2023-02-11, 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 2023-2024 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 2023-2024. This resolution approves and adopts user charges for Water Quality Management for Fiscal Year 2023-2024 as proposed. This resolution also approves and adopts Water Quality Management user charges for Fiscal Year 2023-2024. 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 T. Hefferon, and seconded by M. Hall, Resolution No. 2023-02-11, Approving Fiscal Year 2023-2024 Water Quality Management Division Operating Budget, Capital Projects and User Charges, was unanimously approved.

- g. Resolution No. 2023-02-12, approves and adopts the Fiscal Year 2023-2024 North County Economic Development Fund Budget and line items contained therein, as proposed.

Upon a motion by K. Bibbins, and seconded by M. Hall, Resolution No. 2023-02-12, Approving Fiscal Year 2023-2024 North Country Economic Development Fund Budget, was unanimously approved.

10. Technical Services Summary Report –

a. Non-Lewis County Contracts –

- I. Village of Clayton, TSA, Wastewater System Improvement Project Amendment 1, Total Agreement Amount \$55,000, 1/28/19 – 12/31/23, Jefferson County
- II. Village of Heuvelton, TSA, Water System Improvements Amendment 5, Total Agreement Amount of \$86,250, 2/1/23 – 12/31/23, St. Lawrence County
- III. Brymak & Associates, O&M, Operation & Maintenance Service Agreement (US Customs & Boarder Protection), Total Agreement Amount of \$28,000, 1/15/23 – 1/14/2026, Jefferson County
- IV. Town of Wilna, O&M, Operations and Maintenance Service Agreement, Total Agreement Amount of \$116,328, 3/1/23 – 12/31/27, Jefferson County

Upon a motion by E. Virkler, and seconded by M. Hall, the contracts included on the Technical Services Summary Table for the month of February were unanimously approved.

11. Engineering –

- a. Resolution No. 2023-02-13, approves the Technical Services Agreement for additional grant administration services by and between the Authority and the Historic Saranac Lake. Furthermore, the Executive Director is authorized and directed to execute said Agreement.

Upon a motion by T. Hefferon, and seconded by M. Hall, Resolution No. 2023-02-13, approving Technical Services Agreement, Historic Saranac Lake, Non-NBRC Grant Administration, was unanimously approved.

12. Telecommunications –

- a. Resolution No. 2023-02-14, amends the FYE 2023 Telecommunications Division Capital Budget for Project 30683 (NYPA Fiber to the Premise), to increase the budget from \$1,400,000 to \$1,900,000, to be funded from

Telecom Capital Reserves and reimbursed by the New York State Power Authority.

Upon a motion by T. Hefferon, and seconded by K. Bibbins, Resolution No. 2023-02-14, approving Telecommunications Division, FY 2022-2023 Capital Project Budget Amendment, New York Power Authority Fiber to the Premise, was unanimously approved.

13. Regional Development –

a. Loan Report –

M. Capone reported that the Bateman housing project is \$700, or two months past due, however she is confident they will pay with no issues. The Marcy LP is behind \$93,000, which is due at the end of March, she is under the impression they will be paying this loan in full. Matt Martin is two months past due on his Value Added Ag loan, however this is due to when he is making his payments and she knows he is good for this money.

All other loans are being paid as agreed.

M. Capone further reported on the Home American Rescue Plan (Home ARP) that we were engaged by Jefferson County to put together on behalf of the North Country Home Consortium. \$2.9 million has been received for the HOME program to be administered to provide funding for homeless housing initiatives. This is currently in the allocation plan phase. The plan has been put together and is out for public comment from February 13th through the 27th. A public hearing was held yesterday, no one from the public attended.

M. Doheny asked who was running the proposal. M. Capone replied that Jefferson County is the lead municipality for the North Country Home Consortium. All of the money comes into Jefferson County, but the consortium is comprised of municipalities from Jefferson, Lewis and St. Lawrence Counties and will be used to combat the homelessness in all three counties. Projects for permanent supportive housing are being proposed in Jefferson, Lewis and St. Lawrence Counties, along with warming centers, which Jefferson has already implemented.

- b. Resolution No. 2023-02-15, authorizes the Executive Director or Chief Operating Officer to execute the Memorandum of Understanding with area economic development agencies for development and implementation of a regional marketing program for workforce and business attraction purposes known as Drum Country NY.

Upon a motion by T. Hefferon, and seconded by K. Bibbins, Resolution No. 2023-02-15, approving Memorandum of Understanding, Economic Development Fund, Drum Country NY, was approved. As a member of the St. Lawrence County IDA Board, M. Hall abstained from the vote.

- c. Resolution No. 2023-02-16, approves the request by Tug Hill Vineyards, LLC to subordinate its existing \$300,000 loan from the North Country Value Added Agriculture Fund to an additional \$100,000 in debt to Farm Credit

East with total mortgages not to exceed \$1,270,000, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

B. McGrath asked what the new valuation is based upon. M. Capone responded that it is based upon the total collateral valuation of \$1,603,100 from an appraisal that was completed two years ago on the real estate and machinery and equipment assets.

Upon a motion by T. Hefferon, and seconded by M. Hall, Resolution No. 2023-02-16, approving North Country Value Added Agriculture Revolving Loan Fund, Tug Hill Vineyards, LLC, Loan Subordination, was unanimously approved.

- d. Resolution No. 2023-02-17, authorizes the ratification of a loan in the amount of up to \$225,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Highland Turin Lodge, LLC at the terms and conditions outlined in the term sheet attached to the resolution. It further authorizes the Executive Director or Chief Financial Officer to execute all documents necessary to make the loan. Furthermore, this resolution affirms the decision by the Village of Turin that the project will not have a significant effect on the environment and affirms the Negative Declaration adopted by the Village of Turin on February 15, 2022.

B. McGrath requested a re-explain of the negative declaration, as it was confusing the last time it came up. M. Capone explained that with new construction projects the State Environmental Quality Review Act (SEQRA) is required. In this case, the Village of Turin was the lead entity that reviewed the SEQRA process for the applicant. When this is done, the lead entity has to make a declaration, and a negative declaration means there is not going to be any significant environmental impact caused by this project. Rather than do our own SEQRA, we are affirming the decision of the lead entity.

Upon a motion by T. Hefferon, and seconded by E. Virkler, Resolution No. 2023-02-17, approving Regional Tourism Transformational Community Revolving Loan Fund, Turin Highland Lodge LLC, Loan Ratification

14. Additional Resolution –

- a. Resolution No. 2023-02-18, approves the replacement of vehicle #00045 (Telecommunications – 2018 Ford F-150) with a like vehicle in an amount not to exceed \$43,935.50 utilizing insurance proceeds of \$25,685.72 and the Administrative Funding of \$18,249.78.

Upon a motion by M. Hall, and seconded by K. Bibbins, Resolution No. 2023-02-18, approving Capital Budget Amendment 2022-23, Administrative Division, Vehicle Replacement, Loan Ratification

M. Murray extended her appreciation to the Authority staff for all the time, effort and hard work put into the budget. She further explained that the Finance and Budget Committee met previously to review the budget, and the staff was very thorough in their explanation.

15. Executive Session for the purpose of:

- a. Discussion regarding proposed, pending or current litigation; and
- b. Discussion regarding the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Upon a motion by M. Hall, and seconded by K. Bibbins, the committee moved into Executive Session at 11:41 AM.

Upon a motion by M. Hall, and seconded by K. Bibbins, the committee moved out of Executive Session at 12:41 AM.

No action was taken during Executive Session.

16. Telecommunications Update –

D. Wolf reviewed a PowerPoint presentation regarding the Telecommunications Division's role during the 2023 World University Games that took place in Lake Placid. These games are played every two years with over 2,500 athletes from over 50 countries participating. The Authority received a call over a year ago from the Governor's office because they were concerned about the connectivity for the games. We were already at most of the venues and we could provide the diversity they were looking for on this project. Internet was brought in from Montreal through Plattsburgh to Lake Placid, and on the other side from New York City to Albany, to Syracuse, to Elizabethtown helping to serve the primary facilities from two different physical equipment locations. We distributed all Wi-Fi traffic for all who attended and took care of all the internal controls, which was important because timing and broadcasts were done over our network. We also provided connectivity to Gore Mountain, Whiteface and the Saranac Lake Civic Center. Five cell towers were upgraded between Lake Placid and Gore Mountain and we provided services to a new small cell on Mount VanHovenberg. An Authority staff member was onsite for the entire event. While they were able to attend a few events and even meet the Governor, the European Timing Commission, and a tour of the ESPN production trailer, the main focus remained on work. Due to a large amount of proper planning there were no outages during the entire event. By the fifth day, we were hearing there had been 34.5 terabytes of data downloaded, the equivalent to 23,000 full-length movies, and over one million people connected to the site. There were also roughly 26,000 attacks per day trying to get through the firewalls. Overall, the Authority's task was to bring fiber into the venue and then hand a couple of real big pipes to the event staff for their people to use, specifically for timing and Wi-Fi. Additionally, the World Cup Ski Jumping Championships were held in Lake Placid on February 10, and all of this was able to be utilized during these events as well. The whole Telecommunications team worked hard and was very involved, and the local community was very appreciative.


17. Next Board Meeting –

- a. Next Board Meeting Date – March 23, 2023, location is to be determined.

18. Adjourn -

- b. Upon a motion by T. Hefferon, and seconded by M. Hall, the meeting was adjourned at 12:51 PM.

Respectfully submitted,



Dennis Mastascusa
Board Secretary