



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, May 28, 2026 – 10:30 AM**  
**Warneck Pump Station**  
**James W. Wright Conference Room**  
**23557 NYS Rt. 37, 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 Warneck Pump Station, 23557 NYS Rt. 37, Watertown, New York on Thursday, May 28, 2026 at 10:30 AM.

**Members Present**

Voting

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

Non-Voting

Travis Flint  
Stephen Hunt

\*Attended via videoconferencing.

**Members Absent**

Kenneth Bibbins  
Eric Virkler  
Brian McGrath

**Staff Present:**

Carl Farone, Executive Director  
Jennifer Staples, Chief Financial Officer  
Carrie Tuttle, Chief Operating Officer  
Stephen Bohmer, Director of Information Technology  
Michelle Capone, Director of Regional Development  
Thomas Haynes, Director of Engineering  
Dawn Loudon, Comptroller  
Brian Nutting, Director of Water Quality  
Mike Schenk, Director of Communications  
Shawn Thornton, Director of Materials Management  
Brian Zuris, Director of Telecommunications  
David Wolf, Telecommunications Strategic Advisor  
Angela Marra, Executive Assistant  
Tonya Watson, Administrative Associate

**Guests:**

Jennifer Granzow, Counsel, Wladis Law Firm

1. Chairperson Doheny called the meeting to order at 10:31 AM.
2. Chairperson Doheny 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 D. Mastascusa, the minutes from the March 26, 2026 Board Meeting were unanimously approved.
5. Chairperson's Report
  - a. M. Doheny thanked Ms. Murray for her leadership over the past four years, which was not only stellar, but improved each year while she was chair as shown through the Board Evaluation Packet. Ms. Doheny presented Ms. Murray with the gift of an engraved gavel, and thanked her for her service. Ms. Murray expressed her appreciation and stated it was her honor to serve.
  - b. M. Doheny thanked the Board for completing and returning the Confidential Evaluation of Board Performance, Executive Director's Annual Performance Review, and the Disclosure of Outside Interests documentation. It is appreciated.
  - c. Our next Board Meeting will be held on June 25<sup>th</sup> at 10:30 at the James W. Wright Conference Room. The purpose of this meeting is to review and accept the Fiscal Year 2026 Audit.
  - d. M. Doheny shared that Ms. Henry submitted her resignation to the Board, and we will be commemorating her at the next meeting.
6. Executive Director's Report
  - a. Performance Measurements –

C. Farone reviewed highlights of the state required Performance Measurements Report for FY 2025-2026. He explained that the Board adopts Performance Measures, and then reports to the Board what was and was not accomplished. He noted that items in red are considered a negative, and thankfully there are only a few. He continued with a review of noted accomplishments, such as the progress made by Next Move NY, the engineering division providing support to over \$198 million in projects, assisting municipalities in Jefferson, Lewis, St. Lawrence, and Franklin Counties to receive \$31 million in grant funding, the GIS system hosting 69 customers within a seven county region while receiving 10,000 hits each month, Household Hazardous Waste events collecting 100,000 pounds more waste than the previous year, and the landfill gas-to-energy project generating carbon credits. Following the achievements, he reviewed items listed in red the Authority fell short on, to include missing the established goals for the SDVOB and MWBE programs, and 23 environmental incident reports. The last section of the report focused on the skilled and credentialed workforce at the Authority, where 26 Water Quality staff received additional certifications this year.

A. MacKinnon commented that when you are in the garbage, sewage, and water business you cannot begin the grant application process when a problem happens. The response should be that the funds are already in place to fix the situation.

Upon a motion by M. Hall, and seconded by M. Murray, accepting the Fiscal Year End 2026 Performance Measurements Report, April 1, 2025 – March 31, 2026, was unanimously approved.

b. MMF – Cell 14 -

C. Farone reported on cell 14 as part of the southern expansion, and the areas that have been built with cells 12 and 13. The original sited landfill will be reaching capacity sometime this summer and engineering will begin to design the final capping enclosure. Cell 14 has been deemed environmentally sound, and will begin accepting waste as a critical component to extending the life of the landfill another 45 years.

M. Hall asked how these numbers are determined and how do we know when a cell is full, if it is the height or the amount of waste.

C. Tuttle responded that the 3D area is surveyed when it is initially permitted, and surveyed again each year. This calculation is based upon the increased elevation resulting in how much space is left.

M. Hall asked if this is based on total elevation.

C. Tuttle responded that it is based off the total airspace of a unique area that is monitored by an annual survey of the volume within that space. She continued by stating the maximum elevation is at one point with different elevations below, resulting in the unique shape. They survey each year to see how much space has been used. They also know the number of tons that have come in, and the density of the waste in that airspace, and can convert this into the density of how compacted the waste is, how many actual tons that equals, and that results in a model for the remaining life of the landfill.

T. Haynes also stated that the geometric shape is why we have to build so many cells now to get the base footprint that carries the main elevation point. Once cell 15 is opened that will provide a large enough base that the next cell will not need to be opened for eight more years.

C. Farone concluded that Cell 14 has been constructed and DEC approved which is important as the landfill has to have, and that we are operating cells open at all times.

c. Telecom USAC Reimbursement –

C. Farone continued with the Universal Service Administrative Company, or USAC. As was discussed at the last Board meeting, the Authority is working with the Fort Drum Regional Health Planning Organization (FDRHPO) to provide services to the ACTION and NCTP hospital networks. There had been an issue with the Authority receiving repayment of \$500,000. FDRHPO has submitted a waiver request and USAC has approved so we are currently in the process of submitting our invoices for payment. M. Schenk reached out to Congresswoman Stefanik and Senator Schumer, and both were helpful in making this happen.

- d. Videoconferencing -  
C. Farone shared that the current legislation regarding videoconferencing was scheduled to sunset on July 1, 2026, however two days ago the Governor signed legislation that has passed through the Assembly and will extend this through July 1, 2028.
  
- e. Board Member Online Training –  
C. Farone stated that he sent an email yesterday to the Board as a reminder that there is training required by the Authorities Budget Office (ABO). This is not to be confused with the New York State Ethics Training, is very informational, and will take about 1.5 hours to complete.  
A. MacKinnon asked if they had to sign up to do something like that.  
C. Farone replied that they have to sign up and it has to be taken through the state in coordination with the ABO. They update their website monthly regarding offered trainings, but these do fill up. The current training dates available are June 10<sup>th</sup> and June 24<sup>th</sup>.  
A. MacKinnon asked if they needed to be at the Authority to do the training, and C. Farone replied they could be done anywhere, and further stated that if anyone has any issues, please call the office and we will assist you through the process.  
M. Murray asked how long they have to complete this training.  
C. Farone replied we would like to see this completed within the next three to four months.
  
- g. Staff Updates -  
C. Farone shared these recent staff updates:  
Rachel Chamberlain, Administrative Specialist – Operations, earned her Weighmaster License from NYS Ag & Markets.  
Emily McBath, Project Engineer, earned her MBS from Clarkson University, and is soon to be promoted to Assistant Director of Telecommunications.  
Scott McConnell, Water Quality Senior Operator, earned his 10-year longevity service award in April.  
New employees with the Authority are Joe Fisher, Materials Management, Maintenance Technician Assistant; and Robin Stephenson, Regional Development, Project Development Specialist.  
Matt Taylor will be retiring on June 12<sup>th</sup> after 20 years of service with the Authority; we wish him well and happy retirement.

## 7. Financials –

### a. Finance Report – Chief Financial Officer

J. Staples stated that the Authority's fiscal year ends on March 31, 2026. In April the finance team put together the necessary paperwork in preparation of turning over the trial balance sheet to the external auditors on May 6<sup>th</sup>. The auditors worked on site at the State Office Building the week of May 11<sup>th</sup> and are currently putting together the final audit documents for the finance team to review. The Audit Committee will then meet on June 18<sup>th</sup> to review the audit results in detail with Thomas Smith from EFPR. EFPR will then present the summary review of the audit results to the full Board at the June 25<sup>th</sup> Board

meeting. There will be a summary review of the financials, which will hopefully be approved for the fiscal year.

J. Staples continued with a review of the highlights within the March year-to-date financials. Customer Billings came in \$913,000 below budget, with large shortfalls within both the Army Sewer and Army Water Line. All other divisions were close to what was budgeted under customer billings. We operate the Army Sewer and Army Water lines at a zero profit and perform a true-up by taking what was billed to the Army and netting it against our expense, our capital spends, and any loan costs. The net result is either a credit owed or a bill issued to the Army. At the end of FY26 the Authority owed the Army credits for both the water and sewer lines, which reduced customer billings and is shown as a negative difference between what was budgeted and what was billed. Grant Revenue was under budget by \$5.2 million, and that is associated with the Telecom NTIA Grant which fell short of projected revenue. This is due to the construction phase being pushed out as we waited for National Grid to complete the Make Ready. Other Income was higher than budgeted by \$568,000 due to insurance claims for damage to the Warneck Pump Station and Materials Management Facility following the flood in August of 2024. Some funds came in from these claims during Fiscal Year 26. The repairs and upgrades being done will be paid from the insurance claim and the funds from FEMA.

Operating and Depreciation Expense both came in under budget. Under Operating Expense, Fringe Benefits came in \$853,000 under budget with the majority of that amount caused by two GASB adjustments. The first is GASB 68 adjustment in the amount of \$335,000, and the second is GASB 75 for Other Post Employment Benefits (OPEB), in the amount of \$119,000. Each year we hire an actuary to provide us with the OPEB report. Based off this report, an adjustment entry is made to ensure we are properly claiming OPEB liability, with the difference going to the expense account under fringe benefits. Both were credits this year, resulting in fringe benefits being underbudget due to these adjustments. Bad Debt Expense was in the amount of \$315,000. In March two resolutions were approved by the Board to write off bad debt. The first resolution was for several Telecom customer accounts that the Authority did not receive reimbursements for from USAC, and the second was a loan under the North Country Transformational Community Tourism Revolving Loan Fund where we wrote-off a loan in the amount of \$195,000. In total, Operations netted a profit of \$152,000 in Fiscal Year 26. Interest earned on investments totaled \$3 million. The Market Adjustment came in at \$452,000, which is not a realized gain, but a necessary accounting entry to adjust investments to their current market value.

Pension Expense, which is paid physically to New York State, came in under budget at \$148,000. However, at Year End we are required to make an adjusting entry to comply with GASB 68, which is strictly an accounting entry, as part of our participation in the New York State Retirement Pension Plan. We are required to report our proportionate share of the State's overall pension liability and expense. This year's entry was a decrease to expenses in the amount of \$344,775. As an example of this calculation's fluctuation year-to-year, last year this entry was an increase to our expenses in the amount of

\$439,000. We do not pay this amount or receive these funds from the state, this is strictly an accounting entry required by GASB.

Waste Volumes within Materials Management were higher than projected by 12%, or just over 27,000 tons. These additional tons were associated with a number of special waste projects throughout the year. Host Community Benefits for Materials Management came in over budget by \$78,000, directly associated with sharing the landfill gas to energy revenue received from the sale of electricity per our Host Community Benefit Agreement the Authority has with Rodman.

Upon a motion by M. Hall, and seconded by A. MacKinnon, financials ending March 31, 2026, were unanimously approved.

## 8. Governance

- a. Resolution No. 2026-05-35, approves the Artificial Intelligence Policy as attached and incorporated to the resolution.

A. MacKinnon commented that the whole problem is potential spam calls, especially those coming from a place you know. This causes doubt, so it is assumed to be a lie unless proven otherwise.

C. Farone responded that Artificial Intelligence is a tool, and continued with a review of the policy to explain how it can be used to help gain efficiencies. There are many levels to how AI could be used, but this policy offers guidelines as to what the Authority will be using it for. Microsoft Dynamics 365, Google Gemini and ChatGPT are the authorized programs.

M. Murray asked if the Authority was going to subscribe to ChatGPT, and can anyone in the Authority use it or will it be assigned to an individual.

C. Farone stated that Microsoft Copilot is an Authority wide subscription through Microsoft 365.

S. Bohmer explained that we do not subscribe to ChatGPT, but if an individual staff wanted to, they could. He further explained that he prefers to stay signed out of it because if you have a profile and are signed into it, it will keep a history of everything you have told it.

C. Farone continued with a review of the acceptable and unacceptable general uses.

M. Doheny stated that she appreciates the work that went into developing this policy because we are in a changing environment and this is a very good starting point.

Upon a motion by D. Mastascusa and seconded by A. MacKinnon, Resolution No. 2026-05-35, Approving the Artificial Intelligence Policy, was unanimously approved.

## 9. Finance

- a. Resolution No. 2026-05-36, amends the capital project budget for Enterprise Resource Planning System Replacement (Project 10-035) from \$500,000 to \$1,400,000, and furthermore awards the professional services contract to Crowe in the amount of \$997,125 to implement Microsoft Dynamics 365.

Following J. Staples review of the resolution, C. Farone explained that when the initial budget for this was set, we did not have a good idea what the budget was going to be. The current system is over 30 years old and unfortunately, we do not have a choice at this time but to go to a different platform because the current platform is no longer supported. Under the Authority there are over 15 operating divisions, which we feel is customary practice, but have learned is very complicated. The original RFP received six responses, and then another four or five, but we only had two respond who could do what we needed, and the company selected at \$1.4 million was the lowest 10-year cost of ownership. The Authority finance team has put a great deal of time and effort into finding a solution that will help us meet current and future operating requirements, which this system should be able to do.

M. Doheny asked for an explanation to the Board for what Crowe does and why there will be almost a year of implementation. J. Staples explained they will evaluate the current process and determine how it is going to fit into the new system. They will also be making decisions about continuing current processes or doing things differently than we do today. The current system will need to be integrated into existing systems so that information can flow back and forth into our new system, such as Compuweigh that is used at the landfill. A third-party system will need to be used for payroll and that will need to integrate into the new system. They are then going to come in and review the process they have created with us before beginning training with the support staff. Following training our current information will be integrated and validated before going live. They will provide post support to ensure everything has been covered as needed. We are anticipating this to be a 12-month process, but will reevaluate based on any issues or challenges we encounter within the process.

M. Hall stated that it sounds like the existing system has been customized over 30 years, and all of that is being woven into a new system in one year.

J. Staples commented that we are trying to make sure we can still do all those processes while achieving the end result.

A. MacKinnon noted that in the document that had been sent to the Board it compared Microsoft's initial price of \$1 million to some of the others that were half of that. But when the whole process was looked at with a number of additions that would come over time it becomes more competitive.

M. Doheny stated this is a major project and asked when we will be starting on this. J. Staples responded that once approved, they can begin June 1.

Upon a motion by M. Hall and seconded by M. Murray, Resolution No. 2026-05-36, Fiscal Year 2027 Capital Budget Amendment, Enterprise Resource Planning System Replacement, Administrative Division, was unanimously approved.

## 10. Technical Services Summary Report –

### a. Non-Lewis County Contracts –

- I. Town of Henderson, Technical Services Agreement, Sewer District No. 1 Project Amendment No. 1, Total Agreement Amount of \$42,000, 11/13/24 – 12/31/27, Jefferson County  
  
T. Haynes commented that there will be a vote at the end of August, and if the vote doesn't pass this project will not be done.
- II. Village of Carthage/West Carthage, SCADA Services Agreement, Blower Replacement Project SCADA Services, Total Agreement Amount of \$35,000, 6/1/26 – 12/31/26, Jefferson County
- III. Village of Carthage/West Carthage, Technical Services Agreement, Influent Flow Meter Relocation, Total Agreement Amount of \$10,000, 5/28/26 – 12/31/26, Jefferson County
- IV. Town of Champion, SCADA Services Agreement, Champion and Carthage Water Connection Flow Control SCADA Services, Total Agreement Amount of \$30,000, 5/28/26 – 12/31/26, Jefferson County
- V. Lewis County Development Corporation, Technical Services Agreement, Loan Underwriting Services, Total Agreement Amount of “Time & Materials”, 5/28/26 – “Open Ended. Termination with 30 days notice.”, Lewis County

Upon a motion by D. Mastascusa, and seconded by A. MacKinnon, Board Contract Summary Table items numbered I through V for the month of May were unanimously approved.

## 11. Engineering –

- a. Resolution No. 2026-05-37, approves the Technical Services Agreement by and between the Authority and Village of Tupper Lake. Furthermore, the Executive Director is authorized and directed to execute said agreement.

C. Tuttle reported that the Village has approved a resolution to proceed with this project. The Town is meeting today at 2:00 PM. The Village has requested that the Town contribute \$25,000 toward the cost of the study. A portion will also be paid by a grant from the Department of State, which the Authority will also administer on behalf of the Village. This study will take about one year and is rather involved since the Village offers several services, including a village police department and municipal electric.

Upon a motion by A. MacKinnon and seconded by M. Murray, Resolution No. 2026-05-37, Technical Assistance Services Agreement, Village of Tupper Lake, Municipal Efficiency Study, was unanimously approved.

## 12. Materials Management –

- a. Resolution No. 2026-05-38, approves the Leachate Treatment Agreement Amendment 1, by and between the Development Authority of the North Country and the City of Ogdensburg. Furthermore, the Executive Director is authorized and directed to execute said agreement.

Upon a motion by A. MacKinnon and seconded by M. Murray, Resolution No. 2026-05-38, Leachate Treatment Agreement Amendment 1, City of Ogdensburg, was unanimously approved.

- b. Resolution No. 2026-05-39, amends the capital project budget for Cell 15 Design and Construction (Project 20-239) from \$16,000,000 to \$17,000,000.

C. Farone explained that is it good practice to increase the bond by \$1 million at the suggestion of the fiscal adviser to be safe. This is not an increase in the budget through the capital costs, but is purely to fund any costs associate with bonding. That money will come back to the Authority once the loans have been repaid.

Upon a motion by D. Mastascusa and seconded by A. MacKinnon, Resolution No. 2026-05-39, Fiscal Year 2027 Capital Budget Amendment, Cell 15 Design and Construction, Materials Management Division, was unanimously approved.

- c. Resolution No. 2026-05-40, determines within Sections 1 – 9 of the resolution that the Authority has been vested with all the powers necessary and convenient to carry out the purposes and provisions of Title 29 of Article 8 of the Public Authorities Law. The Authority is to issue its bonds in one or more series in an aggregate principal amount not to exceed \$17,000,000. The Authority is authorized to issue and execute, sell and deliver the bonds in one or more series in an aggregate principal amount not to exceed \$17,000,000 pursuant to the Act. The Authorized Representatives are each authorized, in the name and on behalf of the Authority to negotiate, execute, deliver, and/or approve the financing documents and any other documents necessary to issue the bonds. The authorized representatives are further authorized to apply to the EFC for a loan as they deem advisable to be used solely for the purpose of financing the cost of the project, and to negotiate and execute loan documents, notes, and other documents to obtain a loan from EFC for all or a portion of the cost of the project. Each of the Authorized Representatives are authorized and directed to ensure all acts be completed to make all required payments pursuant to the Financing Documents, and to execute all documents, certificates and instruments in order to carry out the Financing Documents and completed transactions to complete the purposes of this Resolution and maintain compliance with all terms, covenants and provisions of the Financing Documents. The person executing the Financing Documents is authorized to agree to changes, insertions, omissions and modification as they may approve. This resolution shall constitute a declaration of the Authority’s “official intent” to reimburse expenditures for the project. This resolution shall take effect immediately.

Upon a motion by A. MacKinnon and seconded by T. Hefferon, Resolution No. 2026-05-40, Solid Waste Management System, Issuance and Sale of Authority Revenue Bonds, was unanimously approved.

d. Establish Bond Issuance Evaluation Committee

C. Farone stated that following the motion being passed for Resolution 2026-05-40, the Authority Bond Policy requires that the Board Chair shall establish an Evaluation Committee that will be part of working with staff to evaluate an RFP for underwriter services for the issuance of bonds. The Evaluation Committee will create an RFP to be sent out to underwriters, and then staff will receive the responses. The Evaluation Committee will review those response, report to the Board, and make a recommendation.

M. Doheny stated that it is her understanding that in the past this has always been the Governance Committee. With no objections, this will stay consistent with past practices and the Governance Committee will serve as the Evaluation Committee.

13. Telecommunications –

- a. Resolution No. 2026-05-41, amends the FY 2027 Telecommunications operating budget by decreasing Underground Coating (GL 5135) by \$88,000 and Contingency (GL 6901) by \$24,600, and increasing Permitting (GL 5834) by \$112,600.

C. Tuttle explained a correction made to the resolution, in the originally sent packet the Underground Locating was indicated to reflect \$98,000 and was corrected for the projection to read \$108,000. Additionally, the amount available for use for CSX permitting fees was incorrect reflecting \$98,000 and was corrected for the projection to read \$88,000.

Upon a motion by T. Hefferon and seconded by M. Murray, Resolution No. 2026-05-41, FYE 2027 Operating Budget Amendments, Telecommunications Division, CSX Crossing Encroachment Fees, was unanimously approved.

- b. Resolution No. 2026-05-42, determines that the Project is a Type II Action and will not have significant adverse impact on the environment, and therefore, no Environmental Impact Statement needs to be prepared and no further action with regards to SEQRA is required.

C. Farone asked C. Tuttle to further explain NEPA. C. Tuttle explained that NEPA is the National Environmental Protection Act, and basically the federal version of SEQRA while being more restrictive with more requirements. Because it is more restrictive than SEQRA it is typically accepted for this process. However, with this being a unique situation, and going through DEC permitting, DEC has come back and requested the SEQRA in addition to the NEPA. This is an administrative action to check this box and complete the permit application.

Upon a motion by A. MacKinnon and seconded by M. Murray, Resolution No. 2026-05-42, NTIA Middle Mile Capital Project, SEQRA Type II Action, No Significant Impact on the Environment, was unanimously approved.

- c. Resolution No. 2026-05-43, authorizes the Executive Director to enter into the Termination and Release Agreement with Hamilton County attached to the resolution. Furthermore, upon execution of said Termination and Release Agreement, the Authority Board of Directors authorizes the Chief Financial Officer to pay Hamilton County \$56,588.87 for the fiber optic cable purchased in contemplation of the Project and is hereby directed to take all actions necessary and appropriate to record the payment and termination of the Agreement in accordance with applicable accounting standards.

C. Farone stated this agreement was drafted by Wladis Law Firm, reviewed by staff, and accepted by Hamilton County as a signed agreement was received yesterday. Once the Authority Board approves the termination release agreement, we will be able to move forward.

M. Doheny asked if Hamilton County has approved this. C. Farone stated that he unexpectedly received the executed agreement from Hamilton County yesterday. M. Doheny stated that over the last several months a lot of work has gone into this on behalf of Authority staff, and while it is unfortunate the project is not moving forward, this appears to be the best resolution given all the discussions.

A. MacKinnon asked if they are just not going to build the line and will get by without it. C. Farone confirmed this is correct.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2026-05-43, Termination & Release Agreement, Hamilton County Telecommunications Project, Telecommunications Division, was unanimously approved.

#### 14. Regional Development –

##### a. Loan Report –

M. Capone reported on past due loans:

- Windwater Enterprises, a tourism loan, is currently 147 days past due. M. Capone has spoken with the owner and they are currently looking to sell the property, but we will continue to work with them to receive payments until the sale goes through.
- Sally Port View, a tourism loan, is currently 5 months past due. We have received a couple payments from them.
- Johnson Newspapers, A North Country Economic Development Fund Loan, or New York Power Authority funds, is currently 11 months past due, and we will continue to keep the Board updated.

M. Capone also shared with the Board that the North Country HOME Consortium, which is comprised of municipalities from Jefferson, Lewis and

St. Lawrence Counties with Jefferson being the lead entity, has been administered by the Authority for 32 years. Jefferson County has decided that they would like to take the HOME Consortium in a different direction and take the program in-house into Jefferson County. This subrecipient agreement with the Authority will expire on September 30, 2026. The Authority has been very successful in getting this program and HOME ARP up and going, and most HOME ARP projects are completed with the exception of the project on Commerce Drive in Watertown. We assisted over 2,000 units in the amount of \$36 million, and are very proud of what we accomplished. This program is not going away, and this move will allow Regional Development to provide services using HOME funds, which we were unable to do when we were administering the funds.

- b. Resolution No. 2026-05-44, accepts the Annual Report with the Authority as the sole member of the Creek Wood Housing Development Fund Company (HDFC), and waives by written consent the Annual Meeting of the HDFC. Furthermore, effective May 28, 2026 the existing directors of the HDFC will continue in office until the next Annual Meeting. These directors are as follows, Thomas H. Hefferon (Chair), Dennis Mastascusa (Vice Chair), Carl E. Farone, Jr. (Treasurer), and Michelle L. Capone (Secretary).

M. Capone stated that the tax returns were files in 2025, and this project occupancy is at 93.75%.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2026-05-44, Annual Report, Creek Wood Housing Development Fund Company, Inc., Waiving the Annual Meeting, Appointing Directors, was unanimously approved.

- c. Resolution No. 2026-05-45, accepts the Annual Report with the Authority as the sole member of the Creek Wood II Housing Development Fund Company (HDFC), and waives by written consent the Annual Meeting of the HDFC. Furthermore, effective May 28, 2026 the existing directors of the HDFC will continue in office until the next Annual Meeting. The directors are as follows, Thomas H. Hefferon (Chair), Dennis Mastascusa (Vice Chair), Carl E. Farone, Jr. (Treasurer), and Michelle L. Capone (Secretary).

M. Capone stated that this project occupancy is at 95.19%.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2026-05-45, Annual Report, Creek Wood II Housing Development Fund Company, Inc., Waiving the Annual Meeting, Appointing Directors, was unanimously approved.

- d. Resolution No. 2026-05-46, establishes the North Country Housing Capital Loan Fund Committee comprised of representation from the Authority, Empire State Development, and the North Country Regional Economic Development Council. Furthermore, authorizing the North Country Housing Capital Loan Fund Committee to commit loans of up to \$250,000 on behalf of the Board to be ratified at the next Board Meeting.

Upon a motion by D. Mastascusa and seconded by A. MacKinnon, Resolution No. 2026-05-46, North Country Housing Capital Revolving Loan Fund, Establish Regional Committee, was unanimously approved.

- d. Resolution No. 2026-05-47, approves the loan modification to extend the revolving line of credit of \$250,000 to the Hand In Hand Early Childhood Center Inc. from the Economic Development Fund at the terms and conditions as attached to the resolution, to mature no later than October 1, 2027, or upon receipt of the final grant disbursement, whichever comes first.

Upon a motion by D. Mastascusa and seconded by A. MacKinnon, Resolution No. 2026-05-47, Economic Development Fund, Hand In Hand Early Childhood Center Inc., Loan Modification, was unanimously approved.

15. Executive Session –

- a. To discuss matters pertaining to the employment history of a particular person.
- b. To discuss the proposed sale of real property where the value could be significantly affected by public disclosure.

Upon a motion by M. Murray and seconded by A. MacKinnon, the Board moved into Executive Session at 11:58 AM.

Upon a motion by M. Hall and seconded T. Hefferon, the Board moved out of Executive Session at 12:51 PM.

No action was taken.

16. Next Board Meeting Date – June 25, 2025 (Required for Audit Approval)

A. MacKinnon stated he would be out of the area on that date.

M. Doheny also stated there will be a meeting of the Audit Committee the week before the Board meeting. She also shared that she spoke with the auditors when they were in the office, and they said everything is on track and looks good.

17. Adjourn -

- a. Upon a motion by D. Mastascusa and seconded by A. MacKinnon, the meeting was adjourned at 12:52 PM.

Respectfully submitted,



Dennis Mastascusa  
Board Secretary