



Board Resolution No. 2021-03-54
March 25, 2021

**ADOPTING AMENDED
EMERGENCY RESPONSE PLAN**

Whereas, the Development Authority of the North Country operates according to policies that are adopted and/or amended by the Board of Directors, as necessary and appropriate, and

Whereas, the Authority's Emergency Response Plan addresses emergencies that have the potential to impact operations and deliver services to our partners, and

Whereas, the Authority adopted the original emergency response plan pursuant to **Resolution 2011-09-06**, and

Whereas, the Authority adopted amendments to the emergency response plan pursuant to **Resolution 2013-03-14**, and

Whereas, New York State has new legislation (S8617B/A10832) requiring that all public employers develop a Public Employer Health Emergency Plan by April 1, 2021, to adequately protect workers in the event of another state emergency involving a communicable disease, and

Whereas, the health and safety of our employees and customers is crucial to maintaining our mission essential operations, and

Whereas, the Authority Emergency Response Plan has been updated to incorporate by reference this newly required plan.

Now, therefore be it


RESOLVED, that the Development Authority of the North Country does hereby approve the Amended Emergency Response Plan and authorize the Executive Director to make updates to the Plan as necessary to comply with federal, state and local guidelines.

Motion by: A. MacKinnon
Seconded by: M. Murray

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-54 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

Development Authority of the North Country Governance Policies



Subject: **Emergency Response Plan**
Adopted: **March 25, 2021**
Resolutions: **2021-03-54**



EMERGENCY RESPONSE PLAN

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SECTION 1.0 PURPOSE

The purpose of this document is to describe the response procedure for a Development Authority of the North Country (Authority) state of emergency (SOE). This plan identifies the necessary steps to ensure that the Authority responds effectively to an Authority-wide SOE by establishing centralized command and control and reporting procedures. This procedure may be implemented in emergency situations that are isolated such as loss of power or severe damage to a single Authority facility. The operational divisions have specific emergency response procedures that apply to these situations.

SECTION 2.0 EMERGENCY DECLARATION

The Executive Director (ED) may issue an Emergency Declaration in response to a natural or manmade disaster that affects Authority facilities or operations. The Emergency Declaration may duplicate an emergency declaration issued by a local or county government, the State of New York, or the federal government. An Emergency Declaration may also be a standalone order without reference to any other governmental declaration. The ED will consult with the Authority Board Chairperson prior to such Emergency Declaration and will provide status updates to the Board Chairperson of such Emergency Declaration and subsequent emergency operations.

SECTION 3.0 RESPONSIBILITIES

At the declaration of an Authority-wide SOE by the ED, the Emergency Response Command Center (ERCC) shall be established. This would typically occur if a State or Federal emergency is declared and several Authority facilities have stopped normal operation causing the likelihood that Authority customers will not be served for an extended period of time, or if there is an imminent threat to public health and/or the environment as a result of lack of service.

The ERCC shall be structured by a chain of command shown in Appendix A. The following is a description of the roles and responsibilities of the ERCC Team members:

- **Executive Director (ED)** – The ED will be responsible for initiating the startup of the ERCC. The ED will have the overall responsibility of coordinating with federal, state and local agencies as well as directing the Authority resources and operations towards an effective and efficient recovery and return to normal operations. The ED will also designate when the ERCC will disband and normal operations will resume.
- **Chief Operating Officer (COO)** – Reporting to the ED, the COO will be responsible for communicating action items to the Operating Divisions of the Authority and for assisting the operating divisions with execution of their site specific emergency response plans. Operating Divisions include Materials Management, Telecommunications, Engineering and Water Quality. The COO will ensure completion of such action items by Division Directors and prepare an After Action Report (AAR) summarizing major events and the responses taken during the emergency. The AAR will include lessons learned and best management practices developed during the response which may result in modified procedures for future emergency actions.

The COO shall have the full authority and responsibilities of the ED, upon the EDs designation, absence or incapacitation.

- **Chief Fiscal Officer (CFO)** – Reporting to the ED, the CFO will be responsible for Administrative support and documentation of communications, timelines, actions taken during emergency, etc. Administrative support will include assistance with the procurement of goods and/or services

necessary to support staff and operations throughout the duration of the emergency. The CFO will maintain a record of the activities that have transpired over the course of the emergency and will designate administrative personnel to assist in this role, as necessary. The responsibilities may include maintaining an 'event tracking log', normal administrative activities such as receiving/directing phone calls and maintaining records, and other responsibilities the situation warrants in order to assist Management to effectively perform ERCC operations. Administrative employees may be from one or multiple divisions, but while a part of the ERCC Team, will report directly to the CFO or other divisions as assigned.

- **Director of Regional Development (DRD)** – Reporting to the ED, the DRD will assist the ED throughout the state of emergency. If the state of emergency is widespread and includes local or county government, the State of New York, or the federal government, the DRD shall develop options for Authority engagement to assist in relief efforts to be reviewed with the ED.
- **Director of Public Affairs & Communications (DPA&C)** – Reporting to the ED, the DPA&C will be responsible for managing public relations and community outreach efforts during the emergency. The DPA&C will ensure that accurate information is disseminated to the press and other affected entities that require updates regarding an emergency situation. The DPA&C will also coordinate with state, county, and local Public Information officers (PIOs), as necessary.
- **Director of WQM, Materials Management and Telecom Divisions (DDs) [Division Directors]** – Reporting to the COO, DDs will have the responsibility of directing their division's personnel and equipment to achieve recovery and return to normal operations. This will include directing when and where their employees report to work and what responsibilities shall be assigned to them. These Managers will be responsible for giving status reports to the COO on their personnel, facilities, equipment, and recovery effort. These Managers will also recommend response and recovery priorities to the COO for incorporation into the AAR.
- **Director of Engineering (DE)** – Reporting to the COO, the DE will have the primary responsibility of providing engineering and environmental advice and direction to Division Managers and Executive Management. Due to the potentially unique and very challenging circumstances an Authority-wide SOE may pose, the focus of the DE's efforts will be to recommend actions to limit risks of damage to the environment and the Authority's facilities and equipment, and may also communicate directly with regulatory agencies regarding public health and environmental compliance matters. The DE will direct Engineering staff when and where they shall report to work and what responsibilities shall be assigned to them.
- **Director of Information Technology (DIT)** – Reporting to the CFO, the DIT will have the responsibility of directing technology personnel to restore systems, if any, affected by an Authority-wide SOE. DIT will work closely with the other Division Directors to identify their immediate technology needs and work with them to achieve their restoration goals. The DIT will provide a report to the CFO to include details of restoration operations and status of personnel.
- **Human Resources Director** – Reporting to the CFO, the Human Resources Director will assist in ensuring that statutory personnel obligations are met during an emergency and for addressing personnel related questions that may arise during an emergency situation. The Human Resources Director will also assist the CFO as needed with administrative functions related to documentation of the emergency event.

SECTION 4.0 RESPONSE PROCEDURES

4.1 General

When the ED declares a SOE, he or she will activate the ERCC and establish a time for which ERCC operations will begin. The ED will coordinate with the COO and the CFO to assemble the ERCC Team. The ERCC Team shall assemble at a location to be determined by the ED to begin response efforts. The ERCC will serve as the centralized command and control center to direct Authority personnel and resources to most effectively respond to the emergency. The Dulles State Office Building will be the primary ERCC as the utilities serving this facility are primarily underground and the building is likely to maintain communication links during an emergency. Back-up locations will include the Warneck Pump Station, Materials Management Facility, and County command centers, or other location as deemed appropriate by the ED given the nature and extent of the emergency situation.

The primary goals of the emergency response shall be:

- 1. Determine the Scope of Damage:** Each division, at the direction of its Director, shall assess the extent of damage to its facilities, equipment, impact on operational capabilities, and environmental impacts. Timeliness of completing this is important so that emergency response priorities can be set.
- 2. Public Health and Environmental Protection:** The operational Division Directors shall eliminate or limit the risk of damage to public health and the environment. For example, an extended loss of power to the Warneck Pump Station, without the use of emergency back-up systems, would cause a major environmental problem and, consequently, a public health incident.
- 3. Sustain and Recover:** The Authority shall strive to sustain the services it is able to provide and work towards recovering service capability for those it has lost. Services that are vital to immediate public health and protection of the environment shall take priority.

4.2 Existing Emergency Response Plans

The Authority currently has several emergency response plans for its individual facilities and one for public health emergencies. Facility plans may be useful in an Authority-wide SOE as they give instruction on the recovery of specific facilities. Hard copies of the site-specific plans will be maintained at the respective facilities and Division Directors are encouraged to maintain copies of documents in a format that could be accessed in the event an emergency that prevents access to the Authority's network (i.e., hardcopy, flash drive, etc.). Additionally, Emergency Response Plans will be stored electronically on Sharepoint. These plans will be reviewed annually and modified as warranted by changes in procedures, organization, etc. Plans are summarized below.

A. Open Access Telecom Network Plan

OATN Emergency Response Plan (Revised October 22, 2020): This plan was developed as a guideline for the OATN staff to utilize in the event of an emergency. The primary purpose for developing the plan is to minimize disruption of service to our customers in the event of an emergency. Proper documentation and planning will help minimize customer downtime.

B. Information Technology Plan

Information Technology Emergency Response Plan (Revised October 9, 2020): This plan was developed as a guideline for the Information Technology (IT) staff to utilize in the event of an emergency. The primary purpose for developing the plan is to minimize disruption of IT services to the Authority in the event of an emergency. Proper planning and documentation will best prepare IT for the unknown.

C. Materials Management Facility Plans

Solid Waste Management Contingency Plan (Revised October 2020): This plan is required by the Facility's Part 360 Permit and includes specific procedures that will be taken by the Materials Management Facility and the Recycling Transfer Station to address emergency situations that could impact the hauling of leachate to our primary treatment facility, etc.

D. Water Quality Plans

1. Authority-Owned Facility ERPs

Army Sewer Line - Sewer Collapse and Overflow Response Plan (SCORP) (Revised October 2019): This plan was developed as a guideline for the Authority by O'Brien & Gere to minimize disruption to customers and provide environmental and public health protection and safety in the event of a sewer collapse or overflow.

Army Water Line Emergency Response Plan (Revised October 28, 2020): This plan was developed as a guideline for Authority personnel to respond to potential emergencies that could impact the City of Watertown to Fort Drum Waterline and includes specific Department of Health requirements for notification of emergency, current spare parts that may be needed during an emergency, contact information during a public health emergency, etc.

Western Jefferson County Regional Water Line Emergency Response Plan (Revised October 28, 2020): This plan was developed as a guideline for Authority personnel to respond to potential emergencies that could impact the Regional Waterline and includes specific Department of Health requirements for notification of emergency, current spare parts that may be needed during an emergency, contact information during a public health emergency, etc.

2. Contract Operated Facility ERPs

- a. City of Ogdensburg Wastewater Emergency Responses Plan (Revised September 21, 2020)
- b. Route 3 Sewer Corridor Emergency Response Plan (Revised October 28, 2020)
- c. Town Clifton - Newton Falls WWTP Emergency Response Plan (Revised October 28, 2020)
- d. Village of Carthage Wastewater Emergency Response Plan (Revised September 17, 2020)
- e. Village of Clayton Wastewater Emergency Response Plan (Revised October 26, 2020)
- f. Village of Clayton Water Emergency Response Plan (Revised September 23, 2020)
- g. Village of Heuvelton Wastewater Emergency Response Plan (Revised October 28, 2020)
- h. Village of Heuvelton Water Emergency Response Plan (Revised October 11, 2020)
- i. Town of LeRay Water District #2/4 Emergency Response Plan (Revised October 28, 2020)

E. NYS Public Employer Health Emergency Plan

NYS Public Employer Health Emergency Plan: This plan is required by the amended New York State Labor Law 27-C. This plan is intended to provide guidance for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provisions of personal protective equipment, and protocols for supporting contract tracing.

4.3 Employee Accountability Reporting

An Authority-wide SOE may require that previously approved vacations be rescinded, employees work more or less hours, or even different hours than would be the case for normal operations. Furthermore, during a SOE the ED may waive or supersede Authority policy for the period of the declaration. Supervisors are responsible for ensuring that statutory obligations are met for their employees and records of the employee work hours are maintained throughout the emergency. Division Managers may determine their own procedures; however, the key is adequate training of personnel prior to an emergency situation. Division Directors shall ensure that updated employee contact lists are made available via hard copy at their facilities and disseminated to key personnel.

SECTION 5.0 END OF EMERGENCY OPERATIONS

The ED may declare an end to the Authority-wide SOE at his or her own discretion. At that point Managers will transition their personnel to normal operations.

SECTION 6.0 ANNUAL STATE OF EMERGENCY DRILL

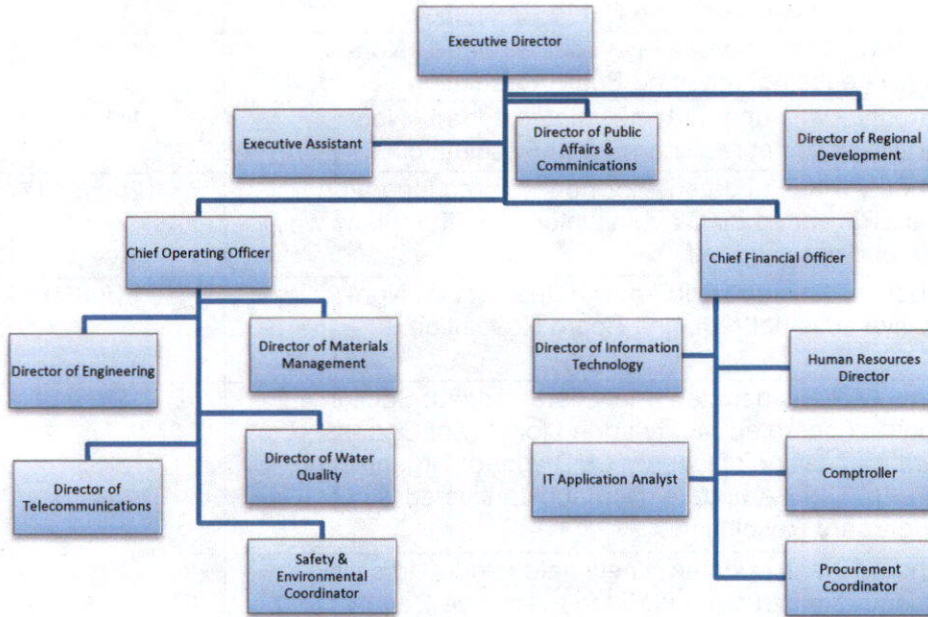
On an annual basis, the COO shall conduct a State of Emergency (SOE) drill to ensure preparedness for a SOE. Such drill shall ensure that Authority staff understand the roles and responsibilities during a SOE and that the Authority has the appropriate resources available to address a SOE.

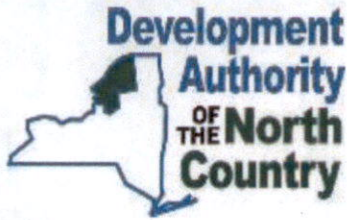
SECTION 7.0 PLAN UPDATES

<u>Change Number</u>	<u>Subject</u>	<u>Date Authorized</u>
0	Document Created	09/13/2011 Resolution 2011-09-05
1	All Authority Plans updated –new dates added.	03/21/2013 Resolution 2011-03-14
2	All Authority Plans updated –new dates added. Non-substantive edits not requiring Board Resolution	10/31/2014
3	All Authority Plans updated –new dates added. Non-substantive edits not requiring Board Resolution	11/19/2015
4	All Authority Plans updated –new dates added. Non-substantive edits not requiring Board Resolution.	11/04/2016
5	All Authority Plans updated –4.2-new contract operated facilities ERP added for Clayton water. All other plans were updated and dates added.	12/08/2017
6	All Authority Plans updated –new dates added. Non-substantive edits not requiring Board Resolution.	11/08/18
7	All Authority Plans updated –new dates added; Section 4.2 – new contract operated facility added for City of Ogdensburg wastewater; position of Deputy CEO added; Organization Chart in Appendix A update; Non-substantive edits not requiring Board Resolution.	12/06/19
8	All Authority Plans updated – new dates added to division plans; command structure updated to remove Deputy CEO and add Chief Operating Officer; replace Chief Executive Officer with Executive Director; Organization Chart in Appendix A updated; annual drill added.	12/18/2020
9	Added reference to the NYS Public Employer Health Emergency Plan.	3/25/21

APPENDIX A

Emergency Response Command Center (ERCC)





Board Resolution No. 2021-03-55
March 25, 2021

**ADOPTION OF THE
NYS PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

Whereas, New York State has issued new legislation (S8617B/A10832) requiring that all public employers develop a Public Employer Health Emergency Plan by April 1, 2021, to adequately protect workers in the event of another state emergency involving a communicable disease, and

Whereas, the health and safety of our employees and customers is crucial to maintaining our mission essential operations, and

Whereas, the Authority adopted the amended Emergency Response Plan to address area-wide emergencies pursuant to **Resolution No. 2013-03-14**, and

Whereas, the Authority Emergency Response Plan has been updated to incorporate by reference this newly required plan pursuant to Resolution No 2021-03-54.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby approve the NYS Public Employer Health Emergency Plan and authorize the Executive Director to make updates to the Plan as necessary to comply with federal, state and local guidelines.

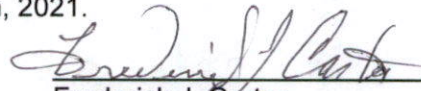
Motion by: A. Calligaris

Seconded by: A. MacKinnon

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-55 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

Development Authority of the North Country Governance Policies

Subject: NYS Public Employer Health Emergency Plan

Adopted: March 25, 2021

Resolution: 2021-03-55



NYS PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

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APPENDIX A - COVID-19 Operational Facility Procedures

Section 1.0 Generation Requirements

1.1 Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement. This plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

1.2 Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

1.3 Scope

This plan was developed exclusively for and is applicable to the Development Authority of the North Country, also referred to as "Authority". This plan is pertinent to a declared public health emergency in the State of New York which may impact Authority operations; and it is in the interest of the safety of our Authority employees and contractors, and the continuity of our operations that we have promulgated this plan.

1.4 Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to access and

use the most recent CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Implement personal protective equipment appropriate to the work task and as recommended by the CDC, the State Department of Health, or County Public Health officials. PPE could include but is not limited to the following:
 - Masks
 - Face shields, goggles, or safety glasses
 - Gloves
 - Disposable gowns, aprons, or coveralls
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

1.5 Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations

- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Section 2.0 Operations

The Executive Director (ED) of the Authority, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the ED and under guidance from the Authority's existing Emergency Response Plan.

Upon the determination of implementing this plan, all employees and contractors of the Authority shall be notified by each respective Supervisor giving a brief overview of the plan and where it shall be located.

Other interested and affected parties, such as vendors, will be notified by phone and/or email as necessary. Roles and responsibilities are defined in the Emergency Response Plan Section 3. The ED with the assistance of the Director of Public Affairs & Communications, or their designees will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The ED, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, or the Emergency Declaration as defined in the ERP, the ED, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Section 3.0 Essential Functions

When confronting events that disrupt normal operations the Authority is committed to ensuring that essential functions will be continued even under the most challenging circumstances. The Authority has prepared a COVID-19 Operation Facilities Procedures that directly addresses essential functions and can be found as **Appendix A**.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Authority

The Authority has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

The essential functions for Authority have been identified in Table 1 below:

Table 1

Essential Function	Description
Administration	Provides back-office support to including finance, human resources, procurement and information technology services.
Engineering	Provides internal technical support to the Authority's operating divisions and to municipal customers.
Material Management Operation	Provides all functions to safely operate the Materials Management Facility and Recycling Transfer Facility.

Regional Development	Administration of business funding and housing programs.
Telecom	Provides oversight and maintains the Authority's telecommunications network.
Water Quality Operation	Provides operation and maintenance of the Authority-owned and contract operated municipal water and wastewater system.

3.1 Essential Positions

Each essential function identified above may require certain positions on-site to effectively operate. Table 2 below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Table 2

Division	Essential Positions Titles	Justification for Each
Administration	Administrative Assistant 1 Accounting Associate	Performs record keeping and other daily tasks that are essential to the ongoing operation of the Authority. To include processing payroll, accounts payables and accounts receivables.
Engineering	Water Quality Supervisors	Performs operations oversight, monitoring of controls and maintains all associated records related to the safe and legal operation of water treatment facilities, water pollution control facilities and wastewater collection systems in Authority contracted locations.
Materials Management	Assistant Landfill Superintendent Equipment Operators Truck Drivers Maintenance Technicians Environmental Technicians Customer Service Coordinator (Licensed Weighmaster)	Performs the functions related to the proper and legal operation of the Material Management Facility and the Recycling Transfer Facility, including operations oversight, operation of heavy equipment, facility and equipment maintenance, and environmental compliance.
Water Quality	Lead Operator, Water Quality Technician Water Quality Operator	Performs functions related to the safe and legal operation of water treatment facilities, water distribution systems, waste water treatment facilities and waste water collection systems for Authority-owned and contracted locations. Duties includes operation oversight, sampling, monitoring of controls and maintenance of equipment.

Section 4.0 Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation. The Authority has prepared a COVID-19 Operation Facilities Procedures that directly addresses reducing risk through remote work and separation in facilities to reduce exposures and can be found in **Appendix A**.

4.1 Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The ED, Directors and Division Managers will approve the assignment of remote work and ensure staff have the necessary equipment according to the COVID-19 Operation Facilities Procedures.

4.2 Staggered Shifts

Implementing staggered shifts is not possible given the nature of the Authority's operations.

Section 5.0 Personal Protective Equipment, Cleaning and Disinfection

5.1 Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields, goggles, or safety glasses
- Gloves
- Disposable gowns, aprons, or coveralls

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Site specific procedures and employees responsible for maintaining necessary PPE and disinfectant cleaning supplies have been identified in Section 3 of the COVID-19 Operational Facility Procedures which can be found in **Appendix A**.

A Division specific summary of positions that will be responsible for maintaining necessary PPE and disinfectant cleaning supplies is shown in Table 3 below. These employees also have been designated to clean any common high-touch surfaces are disinfected at least twice a day as sited in Section 5.2 Cleaning and Disinfection.

Table 3

Division	Position
Administration/Regional Development	Administrative Assistant I or Executive Assistant
Engineering	GIS Supervisor
Material Management Facility	Lead Maintenance Technician or Maintenance Technician I
Recycling Transfer Station	Equipment Operator II
Telecom	Telecom Administrative Specialist or Division Manager
Water Quality	WQ Lead Operator or WQ Division Manager

A minimum of an eight-week supply will be kept on hand by the Authority at all times whenever possible. The Authority will coordinate with the Jefferson County Fire and Emergency Offices if required PPE becomes unavailable.

5.2 Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. The Managers are responsible to designate an employee for cleaning common areas in their area of management, and the frequency of such. The positions listed in Table 3 have been designated by Divisions to clean any common high-touch surfaces and disinfect at least twice a day.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Section 6.0 Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

1. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question. As possible, these employees will be permitted to work remotely during this period of time if they are not ill. The Employee's Supervisor and Human Resources Department must be notified and will be responsible for ensuring these protocols are followed in their respective areas of management. See Section 8.0 Documentation of Work Hours and Locations for additional information on contact tracing

CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission. In-person interactions with the subject employee or contractor will be limited as much as possible. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. If at any time they exhibit symptoms, refer to Section 6.2. The Authority has designated a Committee that includes the Executive Director, Chief Financial Officer, Chief Operating Officer, Director of Human Resources, and Director of Communication to make decisions in these circumstances. Managers and supervisors are responsible for ensuring these protocols are followed.

2. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician. Employees and contractors who exhibit symptoms outside of work should stay home and notify

Human Resources and their supervisor. It is also recommended that the individual contact their physician.

Employees who test positive for COVID should not return to work until they have met the criteria to discontinue home isolation per public health guidance. The Authority will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so. The Authority does require the public health release from isolation documentation before returning to work. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

Human Resources, or their designees, must be informed in these circumstances and are responsible for ensuring these protocols are followed.

3. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

Apply the steps identified in item 1, above, as applicable. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately in accordance with Section 5.2.

Identification of potential employee and contractor exposures will be conducted. If an employee or contractor is confirmed to have the disease in question, Human Resources should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA). Apply the steps identified in Section 6.1 above, as applicable, for all potentially exposed personnel.

The Supervisor, Division Manager, and Human Resources must be notified in these circumstances and are responsible for ensuring these protocols are followed. The Authority recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Authority will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Section 7.0 Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Authority is committed to reducing the burden on our employees and contractors.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Section 8.0 Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by the Authority to support contact tracing within the organization and may be shared with local public health officials.

Employees traveling to any alternate non-Authority work location will maintain their Outlook calendar to show the location of the alternate work location for contact tracing should an exposure occur; and they will complete the Alternate Work Location Form and submit to their supervisor in advance of travel. Forms will be routed by the supervisor through the management chain of command, and filed with HR. This form is not required for field work that does not involve meeting with customers, vendors, or other personnel. A copy of the Alternate Work Location form is found in **Appendix A**.

Employees will keep a written or electronic log tracking their hours worked and specific work locations. Only essential access of the Authority owned buildings and facilities by essential employees or contractors will be allowed. Any employee or contractor that does not routinely work at a given Authority facility on a daily basis, or is designated to temporarily work remotely, will sign the facility log when entering and exiting the facility daily. A sign in sheet containing the date, time of entry, and time of exit will be maintained at each facility or building. Other health screening questions may also be included on the sign-in sheet depending on the specific public health emergency and in accordance with applicable federal and state guidelines. The Facility Manager will be responsible for maintaining these records in their area of management to assist with contract tracing if required.

Section 9.0 Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have

essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Authority's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Authority will coordinate with the Jefferson County Fire and Emergency, Lewis County Fire and Emergency Management or the St. Lawrence County Office of Emergency Services to help identify and arrange for these housing needs. The ED or their designee are responsible for coordinating this.

Section 10.0 Plan Updates

Change Number	Description of Changes	Date Authorized
0	Original Document Created	3/25/2021

APPENDIX A - COVID-19 Operational Facility Procedures

Development Authority of the North Country
COVID-19 Operational Facility Procedures

1.0 PURPOSE

The purpose of this procedure is to document the site specific safety precautions implemented to minimize the risk of employee exposure to COVID-19 and to ensure that essential Authority services are maintained operational. This procedure is not intended to replace or supersede Authority-wide COVID-19 guidance but rather provide supplemental documentation of the site specific protocols in place at the Authority's operating facilities to ensure consistency and effective communication.

2.0 GENERAL PROCEDURES

2.1 All staff have been classified as either Level 1, 2 or 3 based on the nature of their position, facilities available at home for the employee to productively work remotely, and employee performance.

Summary	Description
Level 1	Nature of position readily allows for remote work, employee typically performs office functions, facilities available to work from home
Level 2	Preferable to business needs to work onsite; if risks increase Level 2 employees may be requested to work from home
Level 3	Nature of position requires work to be performed onsite, remote work only as last resort

2.2 Employees classified as Level 1 will be transitioned to working remotely beginning the week of November 16, 2020 through April 30, 2021. At this time, Level 2 and 3 employees will continue to remain working at their assigned location. After April 30, 2021, the Authority's Executive Director will evaluate whether an extension of the temporary remote work guidelines are necessary or transition employees back to their primary assigned work locations.

2.3 Level 1 employees that will be working onsite will obtain approval from their supervisor and facility manager in advance. Approval requests should be submitted by email and include the purpose of the site visit, the location that the employee plans to be working (i.e., specific office, conference room, shop, etc.), and the time the employee plans to be onsite.

2.4 Any employee that does not routinely work at a given Authority facility on a daily basis, or is designated to temporarily work remotely, will sign the facility log when entering and exiting the facility daily. Employees traveling to any alternate non-Authority work location will maintain their Outlook calendar to show the location of the alternate work location for contact tracing should an exposure occur; and they will complete the Alternate Work Location Form and submit to their supervisor in advance of travel.

Forms will be routed by the supervisor through the management chain of command, and filed with HR. This form is not required for field work that does not involve meeting with customers, vendors, or other personnel. A copy of the Alternate Work Location form is found in Attachment A.

3.0 SITE SPECIFIC PROCEDURES

3.1 MATERIALS MANAGEMENT FACILITY (MMF)

3.1.1 All MMF employees classified as Level 2 or 3 employees on the COVID Employee Roster will be grouped into two teams (Team North and South). The North Team staff will utilize the north end of the MMF facility. This section of the facility will include the Main Conference Room for lunch and breaks, and the north end restrooms. South Team staff will utilize the south end of the MMF facility restrooms and the existing lunch room. Teams have been denoted on the Employee Roster.

3.1.2 The Customer Service Coordinator and the Administrative Assistant II are both Licensed Weighmasters at the MMF and share operational duties in the scale house. The Customer Service Coordinator is working onsite on a daily basis with the Administrative Assistant working remotely. The Administrative Assistant can come onsite as needed to fill in for the Customer Service Coordinator.

3.1.3 The Lead Maintenance Technician or the Maintenance Technician I are responsible for ensuring that high-touch surfaces are disinfected at least twice a day. In addition, he/she will also keep track of disinfectant, paper towel and mask inventory. An inventory report will be provided to Procurement on a regular basis so that appropriate supplies can be ordered in a timely manner.

3.2 RECYCLING TRANSFER STATION (RTS)

3.2.1 Recycling Transfer Station employees will not congregate and will stagger lunch/break times. There are three, Level 3 employees at the facility. The facility is large enough so that restrooms do not need to be shared.

3.2.2 The Equipment Operator II will be responsible for ensuring that high-touch surfaces are disinfected at least twice a day. In addition, he/she will also keep track of disinfectant, paper towel and mask inventory. An inventory report will be provided to Procurement on a regular basis so that appropriate supplies can be ordered in a timely manner.

3.3 WATER QUALITY

- 3.3.1 All WQ employees classified as Level 3 employees on the COVID Employee Roster will avoid working out of the Warneck Pump Station (WPS) to minimize contact with other employees. If Level 3 employees are required to come to the WPS to perform certain tasks or pick up equipment, they will contact their supervisor to obtain approval in advance.
- 3.3.2 WQ Level 3 employees will be grouped into teams. The teams will work together if there are certain tasks that require two employees to perform. Teams have been denoted on the Employee Roster. Separating employees into teams will minimize the number of staff that may be in contact with one another should a potential exposure occur that requires quarantining, thereby ensuring maintenance of essential services.
- 3.3.3 Level 2 employees in WQ include the Division Manager and the Admin Assoc. Each employee has a separate office to work within.
- 3.3.4 The WQ Lead Operator or WQ Division Manager are responsible for ensuring that high-touch surfaces are disinfected at least twice a day. In addition, he/she will also keep track of disinfectant, paper towel and mask inventory. An inventory report will be provided to Procurement on a monthly regular basis so that appropriate supplies can be ordered in a timely manner.

3.4 ENGINEERING

- 3.4.1 All Engineering employees classified as Level 3 employees on the COVID Employee Roster are working remotely at wastewater treatment plants that require onsite supervision. These employees have separate office spaces in which they perform their work when they are not outside or inspecting their facilities.
- 3.4.2 Level 2 employees include Project Engineers that are assisting the WQ Supervisors and obtaining contact hours for their licensing. Each employee has a separate office to work within.
- 3.4.3 There are no Authority-owned Engineering facilities that require disinfection. Municipal employees (i.e., operators) working within their respective municipal water/wastewater treatment plants are responsible for disinfecting high-touch surfaces and this is overseen by the Authority's WQ Supervisors. The Assistant Director of Engineering is responsible for coordinating with other Engineering staff to ensure a proper inventory of masks and disinfectant are available. An inventory report will be provided to Procurement on a monthly basis so that appropriate supplies can be ordered.

3.5 TELECOM

3.5.1 All Telecom staff are classified as Level 1 with the exception of the Administrative Associate, which is classified as Level 2. The Administrative Associate will be the only Telecom employee working in the offices and will therefore only have exposure to Level 1 employees that are periodically working onsite.

3.5.2 The Telecom Administrative Specialist or Division Manager are responsible for ensuring that high-touch surfaces are disinfected at least twice a day. In addition, he/she will also keep track of disinfectant, paper towel and mask inventory. An inventory report will be provided to Procurement on a monthly basis so that appropriate supplies can be ordered.

3.6 ADMINISTRATION/REGIONAL DEVELOPMENT

3.6.1 All Administration employees classified as Level 3 on the COVID Employee Roster are working at the Dulles State Office Building (DSOB). Due to the nature of their positions, they will not be able to work remotely. Each employee has a separate cubicle area with plexiglass separation.

3.6.2 Level 2 employees in Administration and Regional Development working from either the DSOB or WPS have a separate office to work within or a cubicle with plexiglass to mitigate potential exposure.

3.6.3 The Administrative Assistant I or Executive Assistant are responsible for ensuring that high-touch surfaces are disinfected at least twice a day. In addition, he/she will also keep track of disinfectant, paper towel and mask inventory. An inventory report will be provided to Procurement on a monthly basis so that appropriate supplies can be ordered in a timely manner.

3.7 RECORD OF REVISION

This procedure will be updated periodically to reflect changes in federal, state or local requirements with respect to COVID-19 safety precautions.

Revision No.	Description	Date
0	Document Created	12/2/2020
1	Incorporated Alternate Work Location Form and updated effective date for remote work for Level 1 employees	2/4/2021

Attachment A

Request for Approval at Alternate Non-Authority Owned Work Location

Due to COVID-19 Precautions

Employee(s) Name:

Employee's normal assigned work location:

Location of alternate work location or meeting attendance:

Date(s) of request for work at alternate location:

How will employees be traveling to alternate work location (i.e., personal vehicle or company car)?

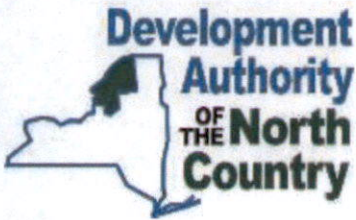
If taking company car disinfection prior to and after use is required.

What is the purpose of the travel to alternate work location?

Will employee be meeting with any other non-Authority personnel (i.e., municipal/county staff)? If so, please specify.

Is attending remotely an option?

What COVID-19 protocols are in place at the location of alternate work location (i.e., Town protocols for distancing, masks, disinfecting high-touch surfaces, etc.)?



**Board Resolution No. 2021-03-56
March 25, 2021**

APPROVING MODIFICATIONS TO PERSONNEL POLICY

Whereas, the Development Authority of the North Country operates according to Board policies that are adopted and/or amended by the Board of Directors, as appropriate, and

Whereas, the Personnel Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, Executive Management has recommended modifications to the Personnel Policy to incorporate the changes contained in the adopted budget for FYE 2022 as reflected in:

- Appendix A – Employees' Standard Work Day
- Appendix B – Report of Personnel Changes
- Appendix C – Non-Exempt Pay Grade Chart
- Appendix D – Organization Chart

Now, therefore be it


RESOLVED, that the Development Authority of the North Country does hereby approve the attached amended portions of the Personnel Policy.

Motion by: A. Calligaris
Seconded by: M. Murray

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-56 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

APPENDIX A
DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY EMPLOYEES' STANDARD WORK DAY
(Effective April 1, 2021 – March 31, 2022)

Administration/Regional Development Titles	Work Location	Work Day	FLSA
Executive Director	SOB	8.0 Hours	Exempt
Chief Financial Officer	SOB	8.0 Hours	Exempt
Chief Operating Officer	SOB	8.0 Hours	Exempt
Director of Public Affairs & Communications	SOB	8.0 Hours	Exempt
Executive Assistant	SOB	8.0 Hours	Non-Exempt
Administrative Assistant I	SOB	8.0 Hours	Non-Exempt
Comptroller	SOB	8.0 Hours	Exempt
Deputy Comptroller	SOB	8.0 Hours	Exempt
Procurement Coordinator	SOB	8.0 Hours	Exempt
Accountant I	SOB	8.0 Hours	Exempt
Accounting Associate	SOB	8.0 Hours	Non-Exempt
Director of Human Resources	SOB	8.0 Hours	Exempt
Human Resources Assistant	SOB	8.0 Hours	Non-Exempt
Director of Information Technology	SOB	8.0 Hours	Exempt
IT Application Analyst	SOB	8.0 Hours	Exempt
IT Technician	SOB	8.0 Hours	Non-Exempt
Director of Regional Development	SOB	8.0 Hours	Exempt
Senior Project Development Specialist	SOB	8.0 Hours	Exempt
Project Development Specialist	SOB	8.0 Hours	Exempt
Community Planner	SOB	8.0 Hours	Exempt
Housing Code Inspector	SOB	8.0 Hours	Non-Exempt
GIS Technician II (PT)	SOB	8.0 Hours	Non-Exempt
Engineering Titles	Work Location	Work Day	FLSA
Director of Engineering	Warneck Pump Station	8.0 Hours	Exempt
Project Engineer	Ogdensburg	8.0 Hours	Exempt
Project Engineer	Malone	8.0 Hours	Exempt
Project Engineer II	Ogdensburg	8.0 Hours	Exempt
Controls Engineer II	Warneck Pump Station	8.0 Hours	Exempt
Controls Engineer Trainee	Warneck Pump Station	8.0 Hours	Exempt
GIS Supervisor	Warneck Pump Station	8.0 Hours	Exempt
GIS Specialist	Warneck Pump Station	8.0 Hours	Exempt
Water Quality Supervisor I	Clayton	8.0 Hours	Exempt
Water Quality Supervisor I	Carthage	8.0 Hours	Exempt
Water Quality Supervisor I	Malone	8.0 Hours	Exempt
Water Quality Supervisor II	Ogdensburg	8.0 Hours	Exempt
Materials Management Facility Titles	Work Location	Work Day	FLSA
Director of Materials Management	Materials Management	8.0 Hours	Exempt
Landfill Superintendent	Materials Management	8.0 Hours	Exempt
Assistant Landfill Superintendent	Materials Management	8.0 Hours	Exempt
Recycling Coordinator	Materials Management	8.0 Hours	Exempt
Safety & Environmental Coordinator	Materials Management	8.0 Hours	Exempt
Administrative Assistant II	Materials Management	8.0 Hours	Non-Exempt
Administrative Associate – MMF	Materials Management	8.0 Hours	Non-Exempt

APPENDIX A
DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY EMPLOYEES' STANDARD WORK DAY
(Effective April 1, 2021 – March 31, 2022)

Customer Service Coordinator	Materials Management	8.0 Hours	Non-Exempt
Environmental Assistant	Materials Management	8.0 Hours	Non-Exempt
Environmental Specialist	Materials Management	8.0 Hours	Non-Exempt
Environmental Technician I	Materials Management	8.0 Hours	Non-Exempt
MMF Equipment Operator I	Materials Management	8.0 Hours	Non-Exempt
MMF Equipment Operator II	Materials Management	8.0 Hours	Non-Exempt
MMF Lead Equipment Operator	Materials Management	8.0 Hours	Non-Exempt
MMF Lead Maintenance Technician	Materials Management	8.0 Hours	Non-Exempt
MMF Lead Truck Driver	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician Assistant	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician I	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician II	Materials Management	8.0 Hours	Non-Exempt
MMF Truck Driver	Materials Management	8.0 Hours	Non-Exempt
Recycling Compliance Officer	Materials Management	8.0 Hours	Non-Exempt
RTS Coordinator	Harrisville	8.0 Hours	Non-Exempt
RTS Equipment Operator I	Harrisville	8.0 Hours	Non-Exempt
RTS Maintenance Technician Assistant	Harrisville	8.0 Hours	Non-Exempt
RTS Truck Driver	Harrisville	8.0 Hours	Non-Exempt
Telecommunications Titles			
	Work Location	Work Day	FLSA
Director of Telecommunication	120 Washington Street	8.0 Hours	Exempt
Director of Network Facilities	120 Washington Street	8.0 Hours	Exempt
Telecom Chief Technology Officer	120 Washington Street	8.0 Hours	Exempt
Director of Network Architecture and Engineering	120 Washington Street	8.0 Hours	Exempt
Director of Network Management and Security	120 Washington Street	8.0 Hours	Exempt
Telecommunications Business Development Representative	120 Washington Street	8.0 Hours	Exempt
Senior Telecom Specialist	120 Washington Street	8.0 Hours	Exempt
Telecom Specialist	120 Washington Street	8.0 Hours	Exempt
Telecom Specialist – Network Engineering	120 Washington Street	8.0 Hours	Exempt
Telecom Specialist – Facilities	Keeseville	8.0 Hours	Exempt
Administrative Specialist	120 Washington Street	8.0 Hours	Non-Exempt
Telecom Specialist (PT)	120 Washington Street	8.0 Hours	Non-Exempt
Water Quality Titles			
	Work Location	Work Day	FLSA
Director of Water Quality Management	Warneck Pump Station	8.0 Hours	Exempt
Administrative Associate	Warneck Pump Station	8.0 Hours	Non-Exempt
Lead WQ Operator	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Operator I	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Operator V	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Project Engineer	Warneck Pump Station	8.0 Hours	Exempt
WQ Technician I	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Technician II	Warneck Pump Station	8.0 Hours	Non-Exempt

REPORT OF PERSONNEL CHANGES – DEFINITION OF TERMS

(Continuation of APPENDIX B)

Changes to be completed by Human Resources:

Employee Name: First Name, Middle Initial, Last Name

Division: Name of Division where employee currently works

Employee Status: Full-Time (FT), Part-Time (PT), Temporary (TEMP)

Job Title: Title of position

Position ID: ID number for job title from "Employee Position ID Roster" (approved budgetary number)

Supervisor: Name of direct manager (e.g.: the person who does the performance appraisal)

Pay Type: Non-Exempt (Hourly) or Exempt (Salary)

Hourly Rate: Dollar and cents paid to employee per hour

Salary Rate: Salary paid to employee annually

Overtime Rate (for non-exempt [hourly] employees only): 1-½ times hourly rate for all hours worked over 40 hours in a work week

Pay Grade/Step: For hourly employees only; refer to Appendix C, Pay Grade Chart, and Personnel Policy

Address: Street, PO Box, City, State, Zip Code

Phone: Home or Cell Telephone Number

Job Description: Job description was reviewed, updated and approved for employee's signature

Changes to be completed by Finance:

Employee ID: Payroll ID

Employee Status: Active or Inactive status in payroll timesheets, calculations and check printing

Expense Sub & GL Subaccount: Employee's payroll expense to be charged to the employee's assigned Division

Pay Group ID: Employee's Pay Group within the accounting systems.

Labor Class: Employee's labor class within the accounting systems.

Health Insurance Family: Health insurance option in accounting systems (e.g.: employee/spouse, employee/child (ren), or family coverage)

Health Insurance Single: Health insurance option in accounting systems (e.g.: individual coverage)

Health Stipend: Bi-weekly dollar amount in accounting systems based on Authority's approved annual dollar amount for health insurance stipend. [Note: Cash stipend is taxable compensation.]

Benefit ID: Code that distinguishes benefit accruals based on hire date and length of service

Reasons for Changes:

New Hire – State Date: Date of new employee's first day of work

New Hire – First Pay Date: Date of new employee's first paycheck

Leave of Absence: Date Leave of Absence from work was approved for a specified period of time

Rehired: Rehiring a former Authority employee

Merit Increase: Hourly rate or salary increase. (e.g.: annual performance evaluation or for performance)

Performance Evaluation: Performance evaluation of employee (e.g.: 6-month New Hire Review or Annual Performance Evaluation)

Promotion: An employee's advancement within the Authority (in a different position, new role and responsibilities)

Reclassification: Re-evaluation of existing job

Transfer: An employee's work location change.

Longevity Service Award: A single, non-recurring payment upon completion of five, ten, fifteen, twenty and twenty-five years of continuous service with the Authority

Pay Grade / Step Increase: Increase in pay grade due to training, certification or annual review

REPORT OF PERSONNEL CHANGES – DEFINITION OF TERMS

(Continuation of APPENDIX B)

Demotion: Change in Pay Grade or position

Termination: Last day worked

Resignation: Employee's voluntary removal from Authority employment

Retirement: Employee's voluntary removal from Authority employment and eligible to retire

Suspension without Pay: Time off without pay due to violation of Authority policy and procedures within the Department of Labor's (DOL) guidelines.

APPENDIX B
Development Authority of the North Country
317 Washington Street, Suite 414, Watertown, NY 13601
(315) 661-3200
REPORT OF PERSONNEL CHANGES

Employee Name (First, MI, Last)	Division

CHANGES (Section completed by Human Resources.)			
	FROM	TO	Effective Date
Employee Status (FT, PT, Temp)			
Job Title			
Position ID			
Supervisor			
Pay Type (Hourly/Salary)			
Hourly Rate			
Salary Rate			
Overtime Rate (if Applicable)			
Pay Grade/Step (HR, Step 1, JR)			
Address			
Phone			
Job Description Reviewed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

CHANGES (Section completed by Finance.)			
Employee ID			
Employee Status (Active/Inactive)			
Expense Sub & GL Subaccount			
Pay Group ID			
Labor Class			
Health Insurance Family			
Health Insurance Single			
Health Stipend			
Benefit ID			

REASONS FOR CHANGES

- New Hire: Start Date _____ First Pay Date _____ Bi-Weekly thereafter.
- Leave of Absence: Start Date _____ End Date _____
- Rehired
- Merit Increase Pay Grade/Step Increase
- Performance Evaluation Demotion
- Promotion Termination: Effective Date _____
- Reclassification Resignation: Effective Date _____
- Transfer Retirement: Effective Date _____
- Longevity Service Award Suspension without Pay
- Other _____

AUTHORIZATION (appropriate signature)

Employee Signature	Date
Director Signature	Date
Executive Director Signature	Date

APPENDIX C
NON-EXEMPT PAY GRADE CHART
Effective April 4, 2021

GRADE	Hire Rate (Step 1)		Training Rate (Step 2)		Job Rate (Step 3)	
	Annual	Hrly	Annual	Hrly	Annual	Hrly
4	\$ 36,403.85	\$ 17.50	\$ 37,652.47	\$ 18.10	\$ 38,771.93	\$ 18.64
5	\$ 38,449.01	\$ 18.49	\$ 39,676.10	\$ 19.08	\$ 40,903.20	\$ 19.67
6	\$ 40,515.70	\$ 19.48	\$ 41,915.02	\$ 20.15	\$ 43,142.11	\$ 20.74
7	\$ 42,776.14	\$ 20.57	\$ 44,175.46	\$ 21.24	\$ 45,488.66	\$ 21.87
8	\$ 45,101.16	\$ 21.68	\$ 46,651.18	\$ 22.43	\$ 48,028.97	\$ 23.09
9	\$ 47,598.41	\$ 22.88	\$ 49,191.48	\$ 23.65	\$ 50,698.44	\$ 24.37
10	\$ 50,224.82	\$ 24.15	\$ 51,925.54	\$ 24.96	\$ 53,454.02	\$ 25.70
11	\$ 52,958.88	\$ 25.46	\$ 54,724.18	\$ 26.31	\$ 56,381.83	\$ 27.11
12	\$ 55,929.74	\$ 26.89	\$ 57,759.62	\$ 27.77	\$ 59,460.34	\$ 28.59
13	\$ 58,965.19	\$ 28.35	\$ 60,924.24	\$ 29.29	\$ 62,450.96	\$ 30.02
14	\$ 61,915.36	\$ 29.77	\$ 63,822.10	\$ 30.68	\$ 65,386.05	\$ 31.44
15	\$ 64,871.87	\$ 31.19	\$ 66,714.34	\$ 32.07	\$ 68,685.34	\$ 33.02

Grade 4

Customer Service Assistant
MMF Maintenance Technician Assistant
RTS Maintenance Technician Assistant

Grade 5

Accounting Assistant
Administrative Assistant I
Environmental Assistant

Grade 6

Administrative Assistant II

Grade 7

Accounting Associate
Administrative Associate
Administrative Associate MMF
Environmental Technician I
Human Resources Assistant
MMF Equipment Operator I
MMF Maintenance Technician I
MMF Truck Driver
Recycling Compliance Officer
RTS Equipment Operator I
RTS Truck Driver
WQ Technician I

Grade 8

Administrative Specialist
Customer Service Coordinator
Recycling Technician
WQ Operator I
WQ Technician II

Grade 9

Environmental Technician II
IT Technician
MMF Equipment Operator II
MMF Landfill Gas Technician
MMF Maintenance Technician II
Recycling Specialist
RTS Coordinator
WQ Operator II

Grade 10

Housing Code Inspector
MMF Lead Equipment Operator
MMF Lead Truck Driver
WQ Operator III

Grade 11

Environmental Specialist
Executive Assistant
MMF Lead Maintenance Technician
WQ Operator IV

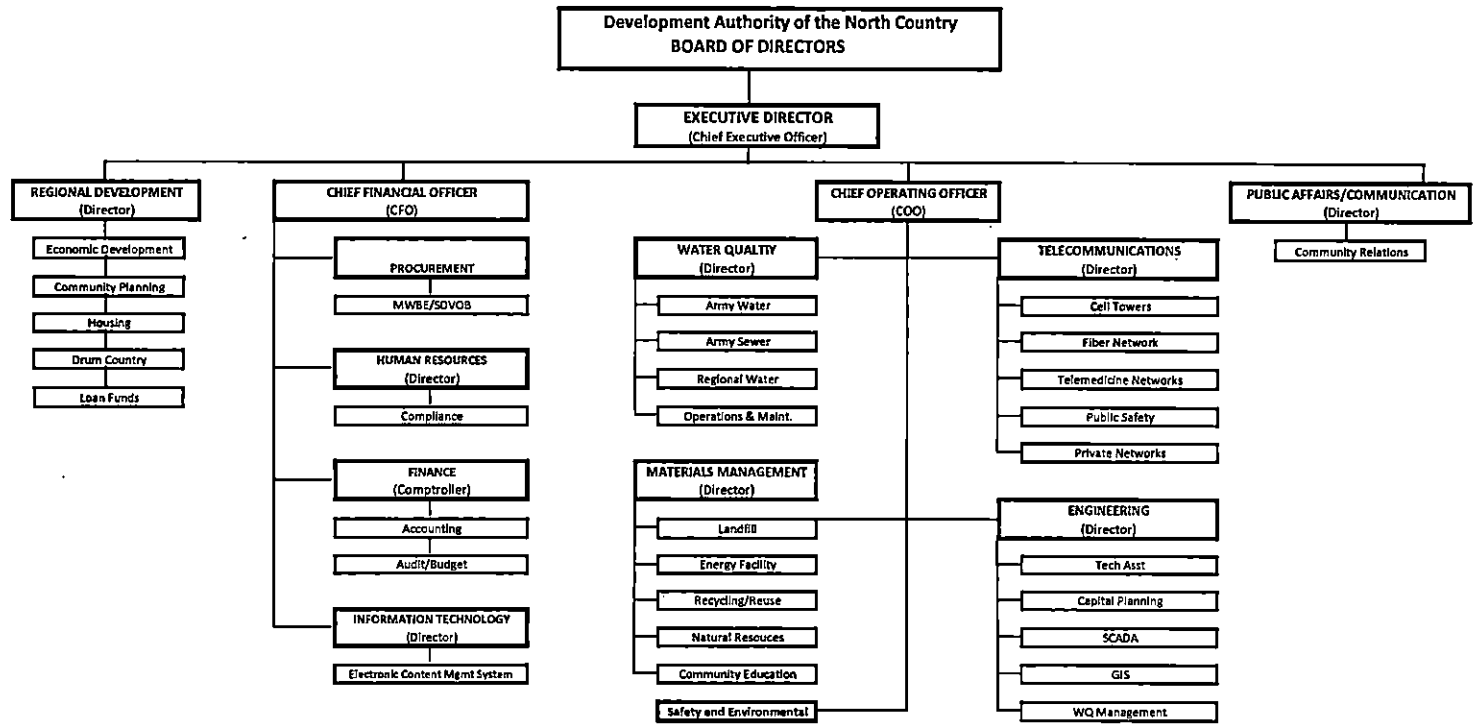
Grade 12

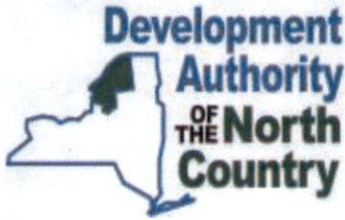
WQ Operator V

Grade 15

Lead WQ Operator

**APPENDIX D
ORGANIZATION CHART**





Board Resolution No. 2021-03-57
March 25, 2021

**AUTHORIZING A FEASIBILITY STUDY
AND PRELIMINARY ENGINEERING REPORT
MATERIALS RECOVERY FACILITY**

Whereas, pursuant to **Resolutions Nos. 2019-03-26 and 2019-02-05**, the Board of Directors of the Development Authority of the North Country authorized the Materials Management Capital budget of \$1,650,000 to be utilized for the purchase of property and establishment of a Recycling Transfer Station (RTS) to help reduce the costs of processing and transporting recyclables for Authority partners, and

Whereas, the original intent of the RTS was to provide for a centralized location to process single stream recyclables for our three county service area, and

Whereas, the Development Authority of the North Country is interested in evaluating the feasibility of constructing a Materials Recovery Facility (MRF) as a potential option to reduce the overall cost of processing, transporting, and disposing of single stream recyclables, and

Whereas, the Development Authority of the North Country has conducted a competitive search for the selection of a consulting firm to complete a feasibility study and preliminary engineering report in accordance with the Authority's Procurement Policies, and

Whereas, a staff comprised Evaluation Committee reviewed the three proposals received in response to the Request for Proposal, and determined that SCS Engineers' proposal was most aligned with the goals of the project and the scoring criteria defined in the Request for Proposal, and

Whereas, the cost of the project is budgeted to be \$50,000 which is within the prior capital authorizations for the RTS.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby authorize the Executive Director to utilize \$50,000 of the RTS Capital Budget to complete a Feasibility Study and Preliminary Engineering Report for a Materials Recovery Facility, and be it further

RESOLVED, the Executive Director is authorized to execute a contract with SCS Engineers to complete this project.

Motion by: M. Murray
Seconded by: A. Calligaris

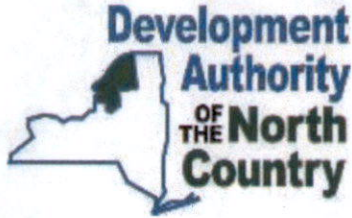
Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	Mackinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-57 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-58
March 25, 2021

AUTHORIZING PROFESSIONAL SERVICES CONTRACTS

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the Development Authority of the North Country maintains professional service contracts with firms that provide specialized expertise, skills, and knowledge to the Authority, and

Whereas, the professional services firms listed below have direct experiential knowledge of the specialized operations of the Authority, the needed expertise, and a proven record of performance, such that a continued relationship will be a benefit to the Authority, and

Whereas, the fees or rates charged by the professional services firms listed below are commensurate with those charged for such services in their respective professions in this locale, and

Whereas, the Development Authority of the North Country's Procurement Policy requires Board authorizations for professional services contracts on an annual basis,

Now, therefore, be it

RESOLVED, that the Development Authority of the North Country does hereby authorize professional services contracts, as follows:

Legal Services

Hage and Hage LLC
Bond, Schoeneck & King
Victoria A. Ramundo
Germano & Cahill, PC
Wladis Law
Schwerzmann & Wise PC
Barclay Damon

Architectural & Engineering Services

Barton & Loguidice, PC

Financial Services

The Bank of New York
Comerica
RBC Dain Rauscher
Community Bank

Media Production Services

Fourth Coast Productions

Computer/Network/Telephone Services

SVA Consulting
Optimization Technology
VHB Engineering
Waypoint Technology Group
RTB/Continuum Systems
Scadatek
NexGen
Paradigm Software
Evo Studios
IV4
HACH
WEI
Verizon
Westelcom
Creg Systems

Consulting Services

Converse Laboratories
CC Environmental & Planning
DataVal
Davey Resource Group

Security Services

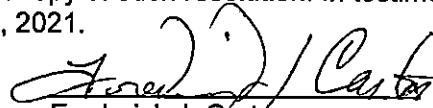
AllTech Integrations, Inc
Day Automation

Motion by: A. Calligaris
Seconded by: T. Hefferon

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	Mackinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-58 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-59

March 25, 2021

AUTHORIZING STANDARDIZED COMPUTER SOFTWARE PROGRAMS

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the Development Authority of the North Country utilizes a variety of computer software programs to provide for efficient operations across multiple Authority Divisions. Such programs track and manage critical data to provide for continuity of operations across the multiple divisions of the Authority, and

Whereas, maintaining standardized software programs provides for economy of scale and is deemed cost effective by 1) assuring compatibility with existing technology and operations, (2) reducing downtime in the event of IT system failure, and 3) providing for common platform for training staff, and

Whereas, the computer software programs listed below provide for a common IT infrastructure across Authority Divisions. The software contains historical data, such that a continued use and upgrades will be a benefit to the Authority, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services.

Now, therefore, be it

RESOLVED, that the Development Authority of the North Country does hereby authorize the standardization of computer software programs, as follows:

DESCRIPTION

Accounting Software
Purchase Requisition Software
Office Suite Applications
Network Security Software
Antivirus Software
SCADA Alarm Software
SCADA Software/RTU

SOFTWARE PROGRAM

Microsoft Dynamics SL
eRequester (Paperless Business Systems)
Microsoft Office, Adobe Professional
OpenDNS
Webroot
Specter Instruments: WIN-911
GE Intelligent Platforms: IFIX and Historian
SyTech: XLReporter
Emerson Process Mgmt/Bristol: OpenBSI Suite

GIS Software	ESRI
MMF Scale & Billing Software	CompuWeigh (Paradigm Software)
Water & Sewer Data Collection Software	WIMS/Claros (HACH)
Pipeline Inspection Software	PipeLogix
Fiber Management Software	NetDesigner/Enghouse
Fiber Assignment Software	FileMaker
GPS Compaction Software	Geologic Orion
Asset Management Software	NexGen Utility Management
Electronic Content Management System	OnBase (Hyland)
Loan Portfolio Management Software	PIDC
IT Management and Imaging Software	Desktop Central
Network Alarm Software	PRTG Network Monitoring
3-D Draw & Design Software	AutoCad
E-mail Phishing Software	KnowBe4
Two-Factor Authentication Software	Duo
HR Software	Bamboo HR
File Sharing Software	Drop Box and ShareBase
Network Web Filter Software	Barracuda
Backup & Disaster Recovery Appl	Barracuda
Remote Access Software	Team Viewer
E-mail Spam Filter Software	Titan HQ
Video Conferencing Software	Zoom
VPN	Cisco Anyconnect
Amortization Software	Time Value
Server Monitoring Software	Uptime Robot
Email Filtering Software	ORF Fusion
Internet and Intranet Web Host	EVOGOV
Radiation Detection Software	RadComm Controller
Password Management Software	Keeper

Motion by: T. Hefferon
Seconded by: A. Calligaris

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-59 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-60
March 25, 2021

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE IN
RELATION TO THE MATERIALS MANAGEMENT DIVISION**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, Development Authority of the North Country's Materials Management Division utilizes sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the Materials Management Division has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of certain classes or items of Materials Management Division equipment based upon the following reasons: (1) to assure the best compatibility with the existing technology and operation, and (2) to realize economic benefits through the ability to provide for consistent trouble shooting, the ease of maintaining back-up inventory, and the ease of providing common training for staff, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services and

Now, therefore, be it

RESOLVED, that the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of equipment for use in the Materials Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2021-03-xx

Schedule A

MATERIALS MANAGEMENT DIVISION EQUIPMENT STANDARDIZATION

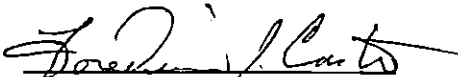
CLASSIFICATION	MANUFACTURER/MODEL
Remote Terminal Units (RTU)	Emerson Process Management/Bristol
Spread Spectrum RTU Radios	GE-MDS, LLC
Surgebuster Swing Check Valves	Val-Matic Valve & Manufacturing Corp.
GPS Locating Equipment	Trimble
Compaction GPS Hardware	Geologic Orion
Variable Frequency Drives	ABB
Full Flow Pipe Flow Meters	Endress-Hauser, Inc.
Open Channel Flow Meters	ISCO, Inc.
Landfill Compactor	Caterpillar (836)
Articulated Hauler (Ejector)	Caterpillar (740)
LFG Wellheads	QED Environmental Systems
LFG Well Pumps	QED Environmental Systems
HDPE Fusion Equipment	McElroy Manufacturing

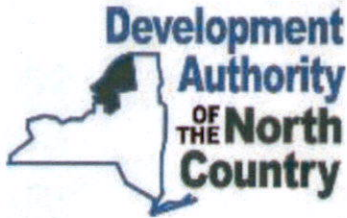
Motion by: A. MacKinnon
Seconded by: M. Murray

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-60 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-61
March 25, 2021

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE IN RELATION
TO THE OPEN ACCESS TELECOMMUNICATIONS NETWORK**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the construction of the Open Access Telecommunications Network (OATN) by the Development Authority of the North Country involved the use of sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the OATN has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of telecommunications equipment for use in the OATN based upon the following reasons: 1) to assure compatibility with our existing network technology and operation; in addition to being able to transmit data across the network, all network elements must also have the capability to exchange signaling and alarm information, interoperate with similar protocols and features, create data transfer sessions, have a common network management platform, require remote access for diagnostic information, and must be able to interoperate with adjacent nodes, and 2) provide consistent troubleshooting for more rapid repair of customer troubles and 3) to enable replacement of like parts in the event of an equipment failure, and 4) to enable a more efficient upgrade of our network, and 5) to reduce the cost of having multiple vendor maintenance fees, and 6) for providing the most cost-effective means of maintaining spare inventory, and 7) for providing common training for staff and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services.

Now, therefore, be it

RESOLVED, that the Board of the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of information technology and telecommunications equipment for use in the OATN as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2021-03-xx

Schedule A

**OPEN ACCESS TELECOMMUNICATIONS NETWORK
EQUIPMENT STANDARDIZATION**


CLASSIFICATION	MANUFACTURER/MODEL
Transport/Data/Media Conversion	Cisco Systems Ciena Adtran Juniper Advantage Optics Precision Optics
Monitoring	DPS Telecom Orion/SolarWinds
Electrical/Optical Cross Connect	ADC FIS Multilink Fiberone
Power	TSI Power Vertiv
Superstructure	Moreng Telecom
DWDM	Infinera
GPS Locating Equipment	Trimble
Fiber Panels	Clearfield FDP (CO) FiberOne (Customer Site) Multilink
Splice Case	Comscope Multilink

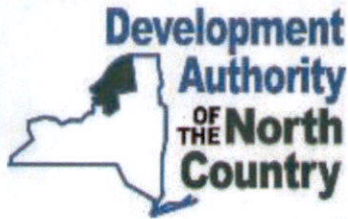
Motion by: A. MacKinnon
Seconded by: A. Calligaris

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-61 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-62
March 25, 2021

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE
IN RELATION TO THE WATER QUALITY MANAGEMENT DIVISION**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, Development Authority of the North Country's Water Quality Management Division utilizes sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the Water Quality Management Division has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of certain classes or items of water/wastewater equipment based upon the following reasons: (1) to assure the best compatibility with the existing technology and operation, and (2) to realize economic benefits through the ability to provide for consistent troubleshooting, the ease of maintaining back-up inventory, and the ease of providing common training for staff, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services and

Now, therefore, be it

RESOLVED that the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of equipment for use in the Water Quality Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2021-03-xx

Schedule A

WATER QUALITY MANAGEMENT DIVISION EQUIPMENT STANDARDIZATION

CLASSIFICATION	MANUFACTURER/MODEL
Air Relief Valves	A. R. I. Flow Control Accessories
Chemical Feed Pumps (diaphragm)	Liquid Metronics Incorporated (LMI)
Chemical Feed Pumps (peristaltic)	Blue-White Industries, Ltd.
Chlorine Analyzers	HACH Company
Grinder Pumps	Environmental One Corp. (E-ONE)
Full Flow Pipe Flow Meters	Endress-Hauser Inc.
Open Channel Flow Meters	ISCO, Inc.
pH Analyzers	HACH Company
Pressure Transmitters	Invensys Foxboro
Remote Terminal Units (RTU)	Emerson Process Management/Bristol
Surgebuster Swing Check Valves	Val-Matic Valve & Manufacturing Corp.
Variable Frequency Drives	ABB
Spread Spectrum RTU Radios	GE-MDS, LLC
Regional Water Line Compound Flow Meters	Master Meter, Inc.
Regional Water Line Control Valves	Ross Valve Manufacturing Company, Inc.
GPS Locating Equipment	Trimble
Open Channel Flow Meters	HACH Company

Motion by: T. Hefferon
Seconded by: A. Calligaris

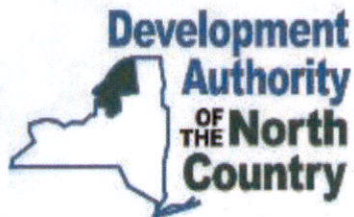
Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-62 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-63
March 25, 2021

AUTHORIZING TECHNICAL SERVICES SUMMARY REPORT

Whereas, the Development Authority of the North Country provides a variety of technical services to municipalities within the North Country, and

Whereas, these services are detailed in inter-municipal agreements between the Authority and the municipalities with standard contractual language, and

Whereas, it has been past practice to provide copies of these agreements and associated resolutions for individual board approval, and

Whereas, to provide a more efficient board review process, staff will replace individual resolutions and agreements with a Technical Services Summary Report as attached as Appendix A for contracts meeting the following criteria:

- 1) Annual Contract amount is less than \$100,000 or renewal of an existing service; and
- 2) Service requested is within the Authority's tri-county area, and

Whereas, technical services contracts that do not meet the defined criteria above will continue to be brought to the board for review by individual resolution.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby authorize the replacement of individual board resolutions with a Technical Services Summary Report in a format consistent with that provided as Appendix A.

Motion by: G. Turck
Seconded by: A. MacKinnon

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-63 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

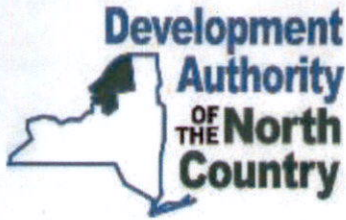
APPENDIX A

Development Authority of the North Country
 Board Contract Summary
 DATE

Company	Customer	Contract Type	Description of Services/Contract Title	Current Agreement (\$)	New Agreement / Amendment (\$)	Total Agreement	Start Date	End Date	County
60	Town of Diana	TS	AMENDMENT NO. 2 FOR WATER SYSTEM ASSESSMENT	\$ 9,500.00	\$ 20,500.00	\$ 30,000.00	3/25/2021	3/31/2022	Lewis

Contract Types

- TS - Technical Services
- GIS - GIS Services
- SCADA - SCADA Services
- MS - WQ Management Services
- O&M - WQ Operations & Maintenance



Board Resolution No. 2021-03-64
March 25, 2021

**GEOGRAPHIC INFORMATION SYSTEMS AGREEMENTS
FYE22 FEE BASIS**

Whereas, the Development Authority of the North Country has been providing Geographic Information Systems (GIS) services to multiple municipalities since 2011 in conjunction with previously authorized service agreements, and

Whereas, these services are provided in conjunction with Water Quality Operation and Maintenance or Management Services agreements; or through individual GIS agreements, and

Whereas, the Authority periodically evaluates the cost to deliver these services and adjusts its fees accordingly, and this resolution will supersede prior resolutions **No. 2020-08-93** and **No. 2013-05-01**, and

Whereas, GIS service contracts are based on the needs of the customer and could include data development, field work, map development/cartography services, GIS software support services, and/or data hosting services on the Internet Mapping Application; and is based on the type of GIS service requested, staff time to deliver services, and the amount and type of data that the Authority is hosting, and will vary by customer.

Now, therefore, be it

RESOLVED, that the Development Authority of the North Country does hereby authorize the Executive Director to negotiate the terms and conditions of GIS Services Agreements if in the best interest of the Authority and to execute such agreements. Such GIS Agreements will be reported to the Board in the Technical Services Summary Report as authorized pursuant to resolution 2021-03-63.

Motion by: T. Hefferon
Seconded by: A. Calligaris

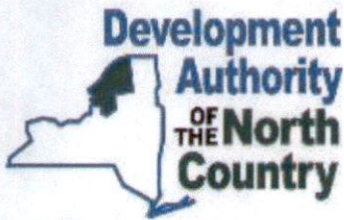
Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	Mackinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-64 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-65
March 25, 2021

SCADA SERVICES AGREEMENT
VILLAGE OF HEUVELTON
NYS RTE 812 SEWER CORRIDOR AND TREATMENT PLANT CONSOLIDATION

Whereas, pursuant to **Resolution No. 2019-09-105**, the Development Authority of the North Country provides Operation & Maintenance services for the Village's Water and Sewer systems, and

Whereas, the Authority has designed, installed, and maintained the Village's existing SCADA (Supervisory Control and Data Acquisition) system, and

Whereas, the Village is desirous of receiving SCADA services in conjunction with their NYS RTE 812 Sewer Corridor and Treatment Plant Consolidation, and

Whereas, the total cost to deliver these services shall not exceed \$100,000.

Now, therefore, be it

RESOLVED, that the **SCADA Services Agreement**, by and between the **Authority and the Village of Heuvelton**, for a total not to exceed contract amount of **\$100,000**, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement.


Motion by: T. Hefferon

Seconded by: A. Calligaris

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-65 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
SCADA SERVICES AGREEMENT FOR
NYS RTE 812 SEWER CORRIDOR AND TREATMENT PLANT CONSOLIDATION**

WITH THE

VILLAGE OF HEUVELTON

This Agreement entered into this ____ day of _____ 2021, by and between:

VILLAGE OF HEUVELTON, a municipal corporation of the State of New York having an office building and principal place of business located at 51 State Street, Heuvelton, New York 13652, herein after referred to as "Village",

And

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 317 Washington Street, Watertown, New York 13601, hereinafter referred to as "Authority".

Recitals

- A. The Village has completed a preliminary engineering report and is currently finalizing the design for a project to install a sewer pipeline to the City of Ogdensburg Wastewater Treatment Plant (WWTP) and closure of the Village WWTP.
- B. The Village is pursuing USDA Rural Development, NYS Environmental Facilities Corporation, and other agency funding.
- C. The Village has requested Supervisory Control and Data Acquisition (SCADA) services for their sewer corridor project. At its board meeting held on _____, 2021 the Board selected the Authority to provide SCADA services. **A copy of this Resolution has been attached as Exhibit A.**
- D. This Agreement is authorized under Section 2704(17) of the Public Authorities Law.

Agreement

In consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. The scope of services to be performed by the Authority consists of the purchase, construction, programming and integration of SCADA equipment and software in the new pump station, chemical feed building and existing WWTP office as follows:
 - A. Purchase materials and construct the Pump Station Control Panel (PLC-PSCP) to include Bristol Babcock Remote Terminal Unit (RTU), fiber communications switch, power supply, battery backup and 10-inch Red

Lion Human Machine Interface (HMI) display. Configuration and programming of RTU and HMI will also be done in accordance with EDR specifications and drawings. Mounting of panel at the site and installation of conduit and wiring to the panel will be done by others. The Authority will terminate wires inside the panel to the RTU.

- B. Purchase materials and construct the Chemical Feed Station Control Panel (PLC-CHEM) to include Bristol Babcock RTU, fiber communications switch, power supply, battery backup and 10-inch Red Lion HMI display. Configuration and programming of RTU and HMI will also be done in accordance with EDR specifications and drawings. Mounting of panel at the site and installation of conduit and wiring to the panel will be done by others. The Authority will terminate wires inside the panel to the RTU.
 - C. Purchase materials and construct the Chemical Fill Station Alarm Panel (FSAP) to include power supply, battery backup, audible and visual alarm indicators and two tank level displays. Configuration and programming of level displays and alarms will also be done in accordance with EDR specifications and drawings. Mounting of panel at the site and installation of conduit and wiring to the panel will be done by others. The Authority will terminate wires inside the panel.
 - D. Purchase materials to upgrade and improve existing SCADA system to include new server and software to collect real-time and historical data as well as communicate alarm information to personal. Configuration and programming of server and software will also be done. This will include integration of existing sewer pump stations and water supply system that is not part of current project.
 - E. Modify existing Lab RTU Control Panel to incorporate a fiber communications switch and eliminate unused I/O wiring as a result of existing WWTP demolition. Modify RTU programming to eliminate communications with the Blower and Headwork RTU interface of existing WWTP. Program interfaces to new PLC-PSCP and PLC-CHEM RTUs.
2. The Village shall pay the Authority for such services at the labor hour burdened rate for the specific job classification performing the services as indicated in Table 1; provided, however, that the total cost of such services shall not exceed \$100,000. Rates will be reviewed and may be adjusted on an annual basis consistent with the Authority's fiscal year (April 1st of the present year to March 31st of the following year) to account for cost of living adjustments. This agreement will terminate when the scope of services is completed or at which time the Village elects to discontinue services. The Authority shall bill monthly upon invoices properly itemized and supported, and payment thereof shall be made by the Village within 30 days of receipt of each invoice.

TABLE 1

Employee Wage Rate	Standard	Overtime
Engineering Director	\$132	NA
Assistant Director of Engineering	\$85	NA
GIS Supervisor	\$85	NA
Controls Engineer II	\$85	NA
Controls Engineer Trainee	\$85	NA
Project Engineer	\$85	NA
GIS Specialist	\$55	NA

3. The Village shall provide the reasonable support services of its attorney, Clerk and other staff as appropriate to assist in implementing the project and shall assign a person as point of contact with the Authority.
4. The Authority shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Village as additional insured on the liability policy.
5. The Village shall carry general liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Authority as additional insured on the liability policy.
6. The Village will at all times indemnify and save harmless the Authority against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance or negligent acts or omissions of the Village, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement. The Authority will at all times indemnify and save harmless the Village against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance or negligent acts or omissions of the Authority, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement.
7. The Authority shall use reasonable diligence to provide the services herein required, but shall not be liable to the Village for damages, breach of contract, or otherwise, for failure, suspension, diminution, or other variations of service occasioned by any cause beyond the control of the Authority. The Village will not be liable in the event of a breach beyond their control. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in its sovereign or contractual capacity, fires, floods, epidemics, riots,

strikes, civil disturbance, quarantine, restrictions, or inability to obtain equipment or supplies.

8. All accounts, reports and other records generated by the Authority or required under this Agreement, in the performance hereof, shall be open to inspection and audit at all reasonable times by the Village. Such records shall be retained by the Authority for a minimum of seven years following the expiration or earlier termination of this Agreement or an extended agreement.
9. The parties acknowledge that the Authority has undertaken and may undertake various projects unrelated to this Agreement. It is the intent of the parties that this Agreement, the service provided hereunder and all payments, accounts receivable and equipment resulting from or required by such service shall be separate from and independent of all unrelated projects and activities of the Authority. The Village shall have no right to, or claim upon, the assets, insurance proceeds or income of the Authority other than those associated with the performance of this Agreement, in satisfaction of any claim by the Village arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
10. The Authority is an independent contractor with the Village and this Agreement does not create and shall not be construed as creating a relationship of principal and agent, landlord and tenant, or employer and employee.
11. No waiver by Village or Authority of any breach of any term, covenant or condition contained in this Agreement shall operate as a waiver of such term, covenant or condition itself, or of any subsequent breach thereof.
12. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. If any provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.
13. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
14. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid.

All of the above is established by the signatures of the authorized representatives of the parties.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

VILLAGE OF HEUVELTON

By: _____

By: _____

Carl E. Farone, Jr.
Executive Director

Barbara Lashua
Mayor

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) ss:
COUNTY OF ST. LAWRENCE)

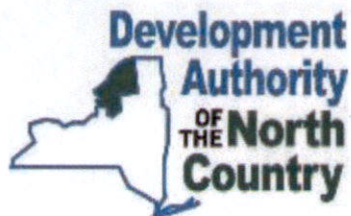
On this ____ day of _____, 2021, before me personally came Barbara Lashua, who being duly sworn, did dispose and says that she resides in Heuvelton, New York; that she is the mayor of the Village described herein, and which executed the foregoing instrument; and that she signed her name thereto by order of said Village.

NOTARY PUBLIC

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this ____ day of _____, 2021, before me personally came Carl E. Farone, Jr., who being duly sworn, did dispose and says that he resides in Watertown, New York; that he is the Executive Director of the Development Authority of the North Country, the Authority described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said Authority.

NOTARY PUBLIC



Board Resolution No. 2021-03-66
March 25, 2021

**TECHNICAL SERVICES AGREEMENT
TOWN OF ALEXANDRIA
ZAMBONI STATE AND MUNICIPAL FACILITIES PROGRAM
GRANT ADMINISTRATION**

Whereas, pursuant to **Resolution No. 2019-09-92** project management and grant administration services for their Downtown Streetscape Improvements Project, and

Whereas, pursuant to **Resolution No. 2019-10-111** the Development Authority of the North Country is providing grant administration services for the Town of Alexandria State and Municipal Facilities Program (SAM) Grant to purchase replacement grinder pumps, and

Whereas, the Town requested additional technical services from the Authority to provide grant administration services to purchase a new ice resurfacer, more commonly known as a Zamboni, and

Whereas, the Town was awarded a \$100,000 grant from SAM to purchase a replacement ice resurfacer, and

Whereas, the Agreement is for an amount not to exceed \$7,000.

Now, therefore be it

RESOLVED, that the Technical Services Agreement, by and between the Authority and the Town of Alexandria, for a total not to exceed contract amount of \$7,000, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

Motion by: A. MacKinnon
Seconded by: M. Murray

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-66 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
TECHNICAL SERVICES AGREEMENT FOR
ZAMBONI STATE AND MUNICIPAL FACILITIES PROGRAM GRANT ADMINISTRATION**

WITH

TOWN OF ALEXANDRIA

This Agreement entered into this 24 day of February 2021, by and between:

TOWN OF ALEXANDRIA (TOWN), a municipal corporation in the State of New York having an office building and principal place of business located at 4632 County Route 1, Alexandria Bay, New York 13607, herein after referred to "Grantee";

And

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 317 Washington Street, Watertown, New York 13601, hereinafter referred to as "Authority".

Recitals

- A. The Town is seeking to purchase a new ice resurfacers, more commonly known as a Zamboni, to replace their existing unit that is past its useful life. The Grantee was awarded a \$100,000 grant from the State and Municipal Facilities Program (SAM) to purchase a replacement ice resurfacers.
- B. The Authority is currently under contract to provide grant administration services for the Town's SAM Grant #19215 to purchase replacement grinder pumps.
- C. The Grantee has requested the Authority provide technical services for the administration of SAM grant #12974 for its Project. At its Board meeting held on 02/24, 2021, the Board selected the Authority to assist the Town with this task. **A copy of this Resolution has been attached as Exhibit A.**
- D. This Agreement is authorized under Section 2704(17) of the Public Authorities Law.

Agreement

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. The scope of services that will be performed by the Authority consists of the follows:

- Preliminary Application: Ensure that the preliminary application is completed and formally submitted to the Dormitory Authority of the State of New York (DASNY).
- Procurement Assistance: Provide guidance to grantee on procuring new ice resurfer in accordance with local and state procurement policy.
- Reimbursement Requests: Provide guidance to grantee on filing reimbursement requests and ensure that reimbursement requests are accurate, within approved budget and contain all the necessary documentation to provide evidence of match and reimbursements that are expected to be paid by SAM Grant.
- Final Reporting: Ensure that the grantee has filed their final report and financial report in a timely manner after the project is complete.
- General Assistance: Be available to provide guidance to the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Have a general knowledge base about grant programs, specifically SAM.

NOTE: The Authority's scope of work does not include conducting bid processes and assessing bid documents for completion, interviewing potential consultants or other procurement processes. The Authority's scope of work also does not include administration of other grants related to the same project. If the municipality wishes to engage the Authority in additional services beyond SAM grant administration, a separate contract would be executed with the municipality.

2. The Grantee shall pay the Authority for such services at the labor hour burdened rate for the specific job classification performing the services as indicated in Table 1 and for mileage to attend meetings, perform site visits etc. at the federal reimbursement rate; provided, however, that the total cost of such services shall not exceed \$7,000. Rates will be reviewed and may be adjusted on an annual basis consistent with the Authority's fiscal year (April 1st of the present year to March 31st of the following year) to account for cost of living adjustments. This agreement will terminate automatically upon completion by the contract date as listed within the Grantee's Contract between the Grantee and DASNY or the completion of the project, whichever comes first. The Authority shall bill monthly upon invoices properly itemized and supported, and payment thereof shall be made by the Grantee within 30 days of receipt of each invoice.

TABLE 1

Employee Wage Rate	Standard	Overtime
Engineering Manager	\$132	NA
Assistant Director of Engineering	\$85	NA
Project Engineer	\$85	NA
Controls Engineer	\$85	NA
GIS Specialist	\$55	\$69
Administrative Associate	\$62	\$76

3. The Grantee shall provide the reasonable support services of its attorney, and other staff as appropriate to assist in implementing the project and shall assign a person as point of contact with the Authority.
4. The Authority shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Grantee as additional insured on the liability policy.
5. The Grantee shall carry general liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Authority as additional insured on the liability policy.
6. The Grantee will at all times indemnify and save harmless the Authority against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance or negligent acts or omissions of the Grantee, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement. The Authority will at all times indemnify and save harmless the Grantee against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance or negligent acts or omissions of the Authority, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement.
7. The Authority shall use reasonable diligence to provide the services herein required, but shall not be liable to the Grantee for damages, breach of contract, or otherwise, for failure, suspension, diminution, or other variations of service occasioned by any cause beyond the control of the Authority. The Grantee will not be liable in the event of a breach beyond their control. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in its sovereign or contractual capacity, fires, floods, epidemics, riots, strikes, civil disturbance, quarantine, restrictions, or inability to obtain equipment or supplies.
8. All accounts, reports and other records generated by the Authority or required under this Agreement, in the performance hereof, shall be open to inspection

and audit at all reasonable times by the Grantee. Such records shall be retained by the Authority for a minimum of seven years following the expiration or earlier termination of this Agreement or an extended agreement.

9. The parties acknowledge that the Authority has undertaken and may undertake various projects unrelated to this Agreement. It is the intent of the parties that this Agreement, the service provided hereunder and all payments, accounts receivable and equipment resulting from or required by such service shall be separate from and independent of all unrelated projects and activities of the Authority. The Grantee shall have no right to, or claim upon, the assets, insurance proceeds or income of the Authority other than those associated with the performance of this Agreement, in satisfaction of any claim by the Grantee arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
10. The Authority is an independent contractor with the Grantee and this Agreement does not create and shall not be construed as creating a relationship of principal and agent, landlord and tenant, or employer and employee.
11. No waiver by Grantee or Authority of any breach of any term, covenant or condition contained in this Agreement shall operate as a waiver of such term, covenant or condition itself, or of any subsequent breach thereof.
12. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. If any provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.
13. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
14. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid.

All of the above is established by the signatures of the authorized representatives of the parties.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

By: _____

Carl E. Farone, Jr.
Title: Executive Director

TOWN OF ALEXANDRIA

By:  _____

Brent Sweet
Title: Supervisor

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this 25 day of FEBRUARY, 2021, before me personally came Brent Sweet, who being duly sworn, did dispose and says that he resides in ALEXANDRIA BAY, New York; that he is the dually authorized representative of the Town described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said Town.

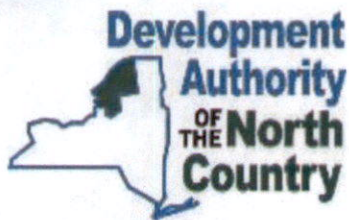
JESSICA L. HUDON
Notary Public, State of New York
No. 01HU6220377
Qualified in Jefferson County
My Commission Expires April 12, 22

Jessica Hudon
NOTARY PUBLIC

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this ___ day of _____, 2021, before me personally came Carl E. Farone, Jr., who being duly sworn, did dispose and says that he resides in Watertown, New York; that he is the Executive Director of the Development Authority of the North Country, the Authority described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said Authority.

NOTARY PUBLIC



Board Resolution No. 2021-03-67
March 25, 2021

TECHNICAL SERVICES AGREEMENT AMENDMENT NO. 2
TOWN OF DIANA
WATER SYSTEM ASSESSMENT PROJECT

Whereas, pursuant to **Resolution No. 2019-02-13**, the Development Authority of the North Country (Authority) and the Town of Diana (Town) entered into an Agreement dated February 12, 2019 for an amount not to exceed \$5,500 to preform services related to the development of a request for proposal and facilitation of selection process for an engineer to prepare a preliminary engineering report pertaining to the Town's Water System Improvement Project, and

Whereas, pursuant to **Resolution No. 2020-03-40**, the Authority entered into Amendment 1 dated March 10, 2020 to expand the Authority's scope of services to include project management and fiscal coordination task for the preliminary engineering design phase of the project, resulting in additional expenses of \$4,000, bringing the not to exceed amount of the contract to \$9,500, and

Whereas, the Town has completed a Preliminary Engineering Report, has passed a Bond Resolution and completed SEQR; and is pursuing state funding to minimize user fees to complete the necessary infrastructure improvements, and

Whereas, the Town has requested the Authority to provide project management and fiscal coordination task related to the design phase of the project. As the exact extent of the construction schedule is not yet defined, construction phase services are not included in the Authority's scope of work at this time and would be authorized per a separate amendment. These additional requested services will increase the Authority's level of effort resulting in additional expenses of \$20,500, bringing the not to exceed amount of the contract to \$30,000.

Now, therefore be it

RESOLVED, that the Technical Services Agreement Amendment No. 2, by and between the Authority and the Town of Diana, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

Motion by: D. Mastascusa
Seconded by: A. Calligaris

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-67 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.



Frederick J. Carter
Board Chairman

**AMENDMENT NO. 2
TO TECHNICAL SERVICES AGREEMENT FOR WATER SYSTEM ASSESSMENT BETWEEN
TOWN OF DIANA
AND
THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

WHEREAS, The Development Authority of the North Country (Authority) and the Town of Diana (Town) entered into an Agreement dated February 12, 2019 for an amount not to exceed \$5,500 to preform services related to the development of a request for proposal and facilitation of selection process for an engineer to prepare a preliminary engineering report pertaining to the Town's Water System Improvement Project. These services are detailed in Section 1 of the original agreement; and

WHEREAS, The Town authorized Amendment 1 on March 10, 2020 to expand the Authority's scope of services to include project management and fiscal coordination task for the preliminary engineering design phase of the project for an additional expense of \$4,000, and

WHEREAS, The Town has completed a final Preliminary Engineering Report (Water System Assessment, June 2020), has passed a Bond Resolution and completed SEQR; and is pursuing state funding to minimize user fees to complete the necessary infrastructure improvements, and

WHEREAS, The Town has requested the Authority to provide project management and fiscal coordination tasks related to the design phase of the project. As the exact extent of the construction schedule is not yet defined, construction phase services are not included in the Authority's scope of work at this time and would be authorized per a separate amendment, and

WHEREAS, this additional work will increase the Authority's level of effort, resulting in additional expenses of \$20,500, bringing the not to exceed amount of the contract to \$30,000.

NOW, THEREFORE, the Authority and the Town agree to amend the agreement to \$30,000.

The return of one signed copy of the Amendment, together with the formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for the Authority to proceed with contract services up to the amount agreed upon.

All of the above is established by the signatures of the authorized representatives of the parties.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

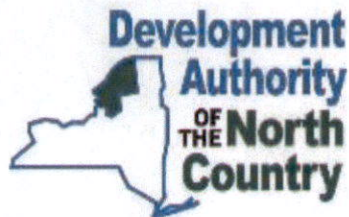
TOWN OF DIANA

By: _____ Date: _____

By: _____ Date: _____

Carl E. Farone, Jr.
Title: Executive Director

David Parow
Title: Town Supervisor



Board Resolution No. 2021-03-68
March 25, 2021

TECHNICAL SERVICES AGREEMENT AMENDMENT NO. 4
VILLAGE OF MALONE
PUBLIC WORKS FACILITY

Whereas, pursuant to **Resolution No. 2018-06-83**, the Development Authority of the North Country (Authority) and the Village of Malone (Village) entered into an Agreement dated June 25, 2018 for an amount not to exceed \$12,000 to provide Technical Assistance and Project Management tasks related to the construction of a new Department of Public Works Facility, and

Whereas, pursuant to **Resolution No. 2019-02-10**, the Authority entered into Amendment 1 dated February 25, 2019 as substantially completion date was extended to March 31st, 2019, resulting in additional expenses of \$5,000, bringing the not to exceed amount of the contract to \$17,000, and

Whereas, pursuant to **Resolution No. 2020-02-07**, the Authority entered into Amendment 2 dated January 21, 2020 as a result of a scope change that involved evaluating an alternative project design to be located at the Wastewater Treatment Plant property located on Lane Street, resulting in additional expenses of \$3,500, bringing the not to exceed amount of the contract to \$20,500, and

Whereas, pursuant to **Resolution No. 2020-05-56**, the Authority entered into Amendment 3 dated May 28, 2020 for additional services to include grant administration, maintaining project budgets, submittal of disbursement requests, compiling and submitting MWBE reports, and coordination between all involved parties through the current estimated project completion of June 30, 2022; resulting in additional expenses of \$39,500, bringing the not to exceed amount of the contract to \$60,000, and

Whereas, due to projected delays in material delivery that were identified during the bidding process, the construction phase of the project will be extended an additional 3 months, resulting in additional expenses of \$7,500, bringing the not to exceed amount of the contract to \$67,500.

Now, therefore, be it

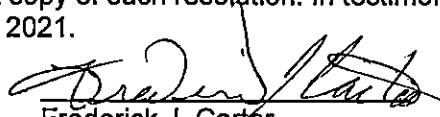
RESOLVED, that the Technical Services Agreement Amendment No. 4, by and between the Authority and the Village of Malone, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

Motion by: A. MacKinnon
Seconded by: M. Murray

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Héfferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-68 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman

AMENDMENT 4

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
TECHNICAL SERVICES AGREEMENT
PUBLIC WORKS PROJECT**

WITH THE

VILLAGE OF MALONE

WHEREAS, the Development Authority of the North Country (Authority) and the Village of Malone (Village) entered into an Agreement dated June 25, 2018 for an amount not to exceed \$12,000 to provide Phase 1 tasks to include: project coordination, development of a request for proposal and retention of an architectural firm, report on project status, and assisting the Village with the development of funding strategy and completion of funding applications; and

WHEREAS, the project delays, and additional requested services increased the Authority's level of effort resulting in additional expenses of \$5,000 in accordance with Amendment No. 1 approved on February 25, 2019, and

WHEREAS, the continued project delays, and additional requested services increased the Authority's level of effort resulting in additional expenses of \$3,500 in accordance with Amendment No. 2, approved January 21, 2020, and

WHEREAS, the Phase 2 services listed in the original Agreement dated June 25, 2018 to include grant administration, maintaining project budgets, submittal of disbursement requests, compiling and submitting MWBE reports, and coordination between involved parties through the current estimated project completion of June 30, 2022 for design, bidding and construction phase of this project will result in additional expenses of \$39,500 in accordance with Amendment No. 3, approved May 28, 2020, and

WHEREAS, due to projected delays in material delivery that were identified during the bidding process, the construction phase of the project will be extended an additional 3 months, resulting in additional expenses of \$7,500, bringing the not to exceed amount of the contract to \$67,500.

NOW, THEREFORE, the Authority and the Village agree to amend this agreement to \$67,500.

The return of one signed copy of this Amendment, together with the formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for the Authority to proceed with contract services up to the amount agreed upon.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

By: _____

Date: _____

Carl E. Farone, Jr.
Executive Director

VILLAGE OF MALONE

By: _____

Date: _____

Andrea Dumas
Mayor



Board Resolution No. 2021-03-69
March 25, 2021

**OPERATIONS AND MAINTENANCE SERVICE AGREEMENT
TOWN OF PARISHVILLE
WATER DISTRICT**

Whereas, the Development Authority of the North Country is qualified and equipped to provide contract operator services for municipal water facilities, and

Whereas, the Town of Parishville desires to enter into a new one (1) year Operations and Maintenance Service Agreement with the Development Authority of the North Country for a total amount of \$17,500, and

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby authorize and direct the Executive Director to enter into an Operations and Maintenance Service Agreement with the Town of Parishville, and be it further

RESOLVED, the Executive Director is hereby authorized to execute the required and necessary agreements.


Motion by: A. Calligaris

Seconded by: A. MacKinnon

Calligaris - Yes	Henry - Present	Johnson - Yes	Mastascusa - Yes
Carter - Yes	Hollenbeck - Present	MacKinnon - Yes	Murray - Yes
Doheny - Present	Hunt - Present	McGrath - Present	Turck - Yes
Hefferon - Yes			

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-69 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman



Board Resolution No. 2021-03-70
March 25, 2021

IN RECOGNITION OF ACHIEVEMENTS
HONORABLE H. DOUGLAS BARCLAY

Whereas, former New York State Senator H. Douglas Barclay (1932-2021) was a leading voice for the creation of the Development Authority of the North Country in the mid-1980s, and

Whereas, Senator Barclay understood the need for a locally controlled entity with broad authority and the capacity to raise money from capital markets to meet the current and future infrastructure needs associated with the activation of the Army's 10th Mountain Division (Light Infantry) at Fort Drum, and

Whereas, through his legacy of service and commitment to the citizens of the North Country, the Development Authority of the North Country provides infrastructure, programs and services to enhance the mission at Fort Drum and to improve the quality of life for the residents in the North Country, and

Whereas, also under Senator Barclay's strategic leadership he created the Tug Hill Commission and St. Lawrence Eastern Ontario Commission to improve the quality of life for his constituents, and

Whereas, the North Country is a better place due to the vision, dedication, and leadership of H. Douglas Barclay.

Now, therefore be it

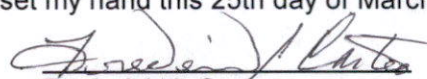
RESOLVED, that the Development Authority of the North Country does hereby recognize the achievements of the Honorable H. Douglas Barclay for his exemplary leadership and dedication to the citizens of the North Country, and the Development Authority of the North Country.

Motion by: J. Johnson
Seconded by: T. Hefferon

Calligaris - Yes	Henry - Present	MacKinnon - Yes	Turck - Yes
Carter - Yes	Hollenbeck - Present	McGrath - Yes	
Doheny - Present	Hunt - Present	Mastascusa - Yes	
Hefferon - Yes	Johnson - Yes	Murray - Yes	

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairman of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2021-03-70 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 25th day of March, 2021, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 25th day of March, 2021.


Frederick J. Carter
Board Chairman