



**Board Resolution No. 2023-10-77**  
**October 26, 2023**

**APPROVING ETHICS POLICY**

Whereas, the Development Authority of the North Country operates according to Board policies and administrative guidelines as may be amended from time to time, and

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

Whereas, executive management has reviewed and recommends approval of the Ethics Policy, as amended, and

Whereas, executive management directed a review of such amended policy by Authority counsel to ensure compliance, consistency, and compatibility New York State guidelines.

Now, therefore be it

**RESOLVED, that the Development Authority of the North Country does hereby approve the Ethics Policy, attached hereto and incorporated in this Resolution.**

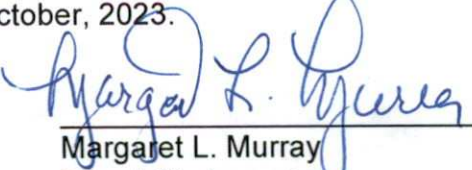
Motion by: A. MacKinnon  
Seconded by: D. Mastascusa

Bibbins – Yes	Hefferon – Yes	MacKinnon – Yes	Murray – Yes*
Doheny – Yes	Henry - Present	McGrath – Present*	Virkler – Yes
Hall – Yes	Hunt - Present	Mastascusa – Yes	

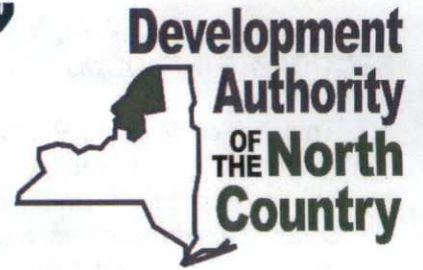
\*- indicates attendance via videoconference.

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

I, the undersigned, Chairperson 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. 2023-10-77 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.

  
Margaret L. Murray  
Board Chairperson

**Development Authority of the North Country  
Governance Policies**



**Subject: Ethics Policy**  
**Adopted: October 26, 2023**  
**Resolution: 2023-10-77**

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**ETHICS POLICY**

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## **SECTION 1.0 INTRODUCTION**

**1.1** This Ethics Policy ("Policy" or "Code of Ethics") of the Development Authority of the North Country ("Authority") applies to all Board Members and to all employees (including Officers) of the Authority, whether full time, part time, under contract, on probation, or temporary. This Policy serves as a guide for official conduct and is intended to enhance ethical and professional performance while preserving public confidence in the Authority's mission.

## **SECTION 2.0 RESPONSIBILITIES OF BOARD MEMBERS AND EMPLOYEES OF THE AUTHORITY**

- 2.1** Board Members and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgment, or prevent the proper exercise of official duties.
- 2.2** Board Members and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available to Board Members or employees through their official positions that could create any conflict between their public duties and interests and their private interests.
- 2.3** Board Members and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Authority.
- 2.4** Board Members and employees shall not use or attempt to use their positions with the Authority to secure unwarranted privileges for themselves, members of their families or others, including employment with the Authority or contracts for materials or services with the Authority.
- 2.5** Board Members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.
- 2.6** Board Members and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.
- 2.7** Board Members and employees shall manage all matters within the scope of the Authority's mission independent of any other affiliations or employment. Board Members, including ex officio Board Members, and employees employed by more than one government or governmental agency shall strive to fulfill their professional responsibility to the Authority without bias and shall support the Authority's mission to the fullest.
- 2.8** Board Members and employees shall not use Authority property, including, but not limited to, equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the course of their official duties in a manner which is inconsistent with State or local law or policy, or the Authority's mission, goals or policies.
- 2.9** Board Members and employees are prohibited from appearing or practicing before the Authority for two (2) years following employment with the Authority, consistent with the New York Public Officers Law.

## SECTION 3.0 IMPLEMENTATION OF THIS ETHICS POLICY

- 3.1 This Ethics Policy shall be provided to all Board Members and employees upon the commencement of employment or appointment and shall be reviewed annually by the Authority's ~~Governance Committee~~Board of Directors. Board Members and employees, from time to time, shall also be provided with additional information related to official conduct and professional/ethical performance as the Authority's Governance Committee or Ethics Officer deems appropriate.
- 3.2 The Authority has designated its Compliance Officer to serve as the Authority's Ethics Officer. The Authority's Ethics Officer reports to the Executive Director and the Authority's Governance Committee and has the following duties:
- Counsel in confidence with Authority Board Members and employees who seek advice about ethical or professional behavior.
  - Receive complaints, forward complaints to the Executive Director, and assist the Executive Director in the formal confidential investigation of complaints about ~~possible-alleged~~ ethics violations. In the instances where a complaint involves alleged conduct of the Executive Director, the complaint shall be forwarded by the Ethics Officer to the Authority's Governance Committee within the business day of receipt, and an investigation will commence with support from outside counsel, if appropriate., which shall conduct the investigation with the assistance of the Ethics Officer.
  - Prepare an investigative report of findings for referral to and action by the Executive Director (or, in instances where the complaint involves conduct of the Executive Director, send the formal summary of record to the Chair of the ~~by the~~ Authority's Governance Committee).
  - In conjunction with the Executive Director (or, in instances where a complaint involves alleged conduct of the Executive Director, in conjunction with the Governance Committee), dismissed complaints found to be without substance. Such dismissed complaints will be preserved by the Ethics Officer on a formal summary of record in an electronic confidential file.
  - Record the receipt of Gifts received by any Board Member or employee. Board Members and employees who receive Gifts shall notify the Ethics Officer within 48 hours of receipt of the Gift.

## SECTION 4.0 PENALTIES

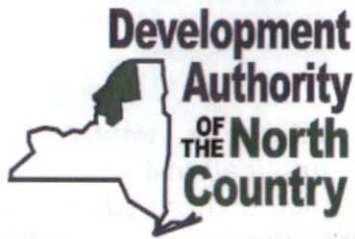
- 4.1 In addition to any penalty contained in any other provision of law, an Authority Board Member or employee who knowingly and intentionally violates any provisions of this Policy may be removed in the manner provided for in law, rules or regulations.

## SECTION 5.0 REPORTING UNETHICAL BEHAVIOR

- 5.1 Employees and Board Members are required to report possible unethical behavior by a Board Member or employee of the Authority to the Ethics Officer immediately or as soon as possible. Employees and Board Members may file ethics complaints anonymously and are protected from any form of retaliation by the policies adopted by the Authority, including the Authority's Whistleblower Policy and Procedures.

**SECTION 6.0 RECORD OF REVISIONS**

<b>Revision Date</b>	<b>Resolution #</b>
February 24, 2005	2005-02-01
March 30, 2006	2006-03-07
April 10, 2007	2007-03-21
March 27, 2008	2008-03-11
March 13, 2009	2009-03-20
October 22, 2015	2015-10-102
October 26, 2023	2023-10-XX



**Board Resolution No. 2023-10-78**  
**October 26, 2023**

**ARMY WATER LINE PIPELINE REPLACEMENT PROJECT**  
**PHASE II**  
**OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION**  
**GRANT**

Whereas, the Development Authority of the North Country owns and operates an 11.2 mile 20 inch ductile iron water transmission main that provides water services to Fort Drum, and the Towns of Champion, LeRay and Pamela, known as the Army Water Line, and

Whereas, the Development Authority completed an integrity assessment of the Army Water Line and discovered that certain sections require replacement, and

Whereas, the integrity assessment identified sections of waterline requiring replacement as high (Phase I), medium (Phase II) and low (Phase III), and

Whereas, Phase I of the Army Water Line Pipeline Replacement Project has commenced and replacement of approximately 12,872 feet of pipe will be substantially completed by November 30, 2023, and

Whereas, Phase II of the Army Water Line Pipeline Replacement Project includes replacement of approximately 12,210 feet of 20 inch ductile iron water transmission main, and

Whereas, the estimated cost to complete professional engineering services for design, environmental services and permitting for Phase II is estimated to cost \$174,400, and

Whereas, the Authority is applying to the Office of Local Defense Community Cooperation (OLDCC), formerly known as the Office of Economic Adjustment (OEA), for funding for such professional engineering design services, and

Whereas, the total project to be submitted to OLDCC is approximately \$193,800 with \$174,400 being the grant amount requested from the OLDCC, and

Whereas, the grant requires a 10% match from the Development Authority of up to \$19,400 and

Whereas, the Development Authority will utilize staff time to fund the match, and

Whereas, it was determined by the Authority and OLDCC that the Director of Regional Development, as program administrator, should execute the appropriate agreements for said grant.

Now, therefore be it

**RESOLVED**, the Development Authority of the North Country does hereby authorize the Director of Regional Development to submit an application to the Office of Local Defense Community Cooperation for up to \$193,800 comprised of up to a \$174,400 grant and \$19,400 in matching funds, and be it further

**RESOLVED**, if awarded such grant, the Development Authority of the North Country does hereby authorize the Director of Regional Development to execute the grant agreement with the Office of Local Defense Community Cooperation and implement the grant, and be it further

**RESOLVED**, if awarded such grant, the Development Authority of the North Country does hereby authorize the Chief Financial Officer to establish a Phase II Army Water Line Pipeline Replacement Capital Project in the amount of \$193,800.

Motion by: D. Mastascusa

Seconded by: E. Virkler

Bibbins – Yes  
Doheny – Yes  
Hall – Yes

Hefferon – Yes  
Henry - Present  
Hunt - Present

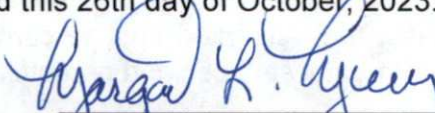
MacKinnon – Yes  
McGrath – Present\*  
Mastascusa – Yes

Murray – Yes\*  
Virkler – Yes

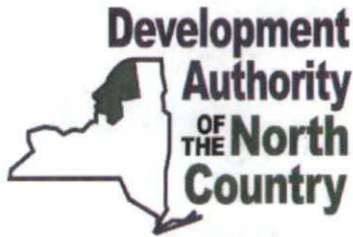
\*- indicates attendance via videoconference.

#### DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson 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. 2023-10-78 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.



Margaret L. Murray  
Board Chairperson



**Board Resolution No. 2023-10-79**  
**October 26, 2023**

**2023 HOME PROGRAM YEAR  
AUTHORIZING CONTRACTS**

Whereas, the Administrative Board for the North Country HOME Consortium met on March 9, 2023 and awarded funding from its 2023 Housing and Urban Development (HUD) HOME allocation in the amount of \$767,843, and

Whereas, the HOME awards will be made contingent upon a Release of Funds notice received by Jefferson County from HUD, and

Whereas, North Country Affordable Housing will receive \$361,422 in project and administration funds to assist approximately 11 eligible homeowners located in Jefferson County with home repairs, and

Whereas, Neighbors of Watertown will receive \$361,421 in project and administration funds to assist approximately 11 eligible homeowners located in the City of Watertown with home repairs, and

Whereas, the Development Authority of the North Country, as Grant Administrator, must enter into a contractual agreement with awardees in order to disburse HOME funding and provide ongoing monitoring of HOME projects on behalf of the Consortium.

Now, therefore be it

**RESOLVED, the Development Authority of the North Country does hereby authorize the Executive Director or Chief Financial Officer to execute contracts based upon awards made by the North Country HOME Consortium Administrative Board.**

Motion by: D. Mastascusa  
Seconded by: M. Doheny

Bibbins – Yes  
Doheny – Yes  
Hall – Yes

Hefferon – Yes  
Henry - Present  
Hunt - Present

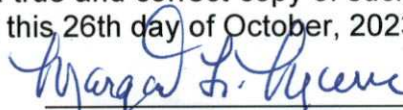
MacKinnon – Yes  
McGrath – Present\*  
Mastascusa – Yes

Murray – Yes\*  
Virkler – Yes

\*- indicates attendance via videoconference.

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

I, the undersigned, Chairperson 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. 2023-10-79 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.

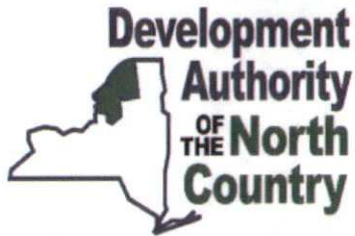
  
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Margaret L. Murray  
Board Chairperson

## 2023 HOME CONSORTIUM FUNDING AWARDS

*\*SUBJECT TO RELEASE OF FUNDS BY HUD*

<b>Organization</b>	<b>Amount</b>	<b>Use of Funds</b>
North Country Affordable Housing	\$361,422	Owner-occupied rehabilitation, Jefferson County
Neighbors of Watertown	\$361,421	Owner-occupied rehabilitation, City of Watertown
Development Authority of the North Country	\$35,000	Grant Administration
Jefferson County	\$10,000	Grant Administration

*\*There were no CHDO applicants/awards in 2023. \$135,502 will carry-forward to 2023.*



**Board Resolution No. 2023-10-80**  
**October 26, 2023**

**HOUSING REVOLVING LOAN FUND**  
**302 GLOBE LLC**  
**LOAN**

Whereas, 302 Globe LLC is requesting \$400,000 in permanent financing from the Housing Revolving Loan Fund to substantially renovate a building located at 302 Court Street, Watertown (formerly known as the Globe Mall) into 11 market rate apartments and first floor commercial space, and

Whereas, the Development Authority would provide an \$800,000 construction period loan to bridge a \$400,000 loan from the Watertown Local Development Corporation to be paid to the Development Authority upon project completion making the Authority's permanent loan \$400,000, and

Whereas, the development team renovating 302 Court Street also successfully renovated 259 JB Wise Place utilizing the Development Authority's North Country Redevelopment Fund, and

Whereas, the use of the funds meets the criteria for the Housing Revolving Loan Fund.

Now, therefore be it

**RESOLVED, the Development Authority of the North Country does hereby authorize a construction loan from the Housing Revolving Loan Fund to 302 Globe LLC in the amount of \$800,000 to be paid down to \$400,000 by the Watertown Local Development Corporation upon completion of the project subject to the attached Term Sheet, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents, and further be it**

**RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.**

Motion by: E. Virkler  
Seconded by: D. Mastascusa

Bibbins – **Yes**  
Doheny – **Yes**  
Hall – **Yes**

Hefferon – **Yes**  
Henry - **Present**  
Hunt - **Present**

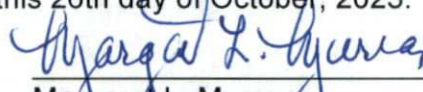
MacKinnon – **Yes**  
McGrath – **Present\***  
Mastascusa – **Yes**

Murray – **Yes\***  
Virkler – **Yes**

\*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson 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. 2023-10-80 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.

  
\_\_\_\_\_  
Margaret L. Murray  
Board Chairperson

## TERM SHEET

Borrower: 302 Globe LLC

Loan Fund: Housing Revolving Loan Fund

Amount: \$800,000 construction to be paid down to \$400,000 at project completion by Watertown Local Development Corporation

Loan Term: First twelve months interest only then P&I to amortize loan over remaining 228 months.

Loan Rate: ½ Wall Street Journal Prime plus 1 set 5 days prior to loan closing.

Guarantors: 5G Real Estate Group, 13G Real Estate Group, David M. Wilke

Collateral: Co-proportional second mortgage and assignment of leases and rents with Watertown Local Development Corporation on real estate located at 302 Court Street, Watertown, NY 13601. Lien on all machinery, equipment, furniture, fixtures, inventory, accounts receivable and general intangibles of business.

Conditions:

- Owner Cash Equity of \$254,200 documented by affidavit
- Watertown Savings Bank commitment of up to \$1,152,000
- Watertown Local Development Corporation loan of \$400,000
- Third party broker opinion or as completed appraisal with a minimum value of \$1,952,000.
- Recapture Provision over 10 years on grant portion
- Guarantees from 5G Real Estate Group LLC, 13G Real Estate Group LLC, and David M. Wilke
- Copies of invoices and cancelled checks or bank statements
- Loan will be disbursed as construction loan
- All required permits and approvals

Development Authority of the North Country  
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BORROWER: 302 Globe, LLC (Pennsylvania Corp.)

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BUSINESS ADDRESS: 1721 Cochran Road, Suite 200, Pittsburgh, PA 15220

PROJECT ADDRESS: 302 Court Street, Watertown, NY 13601 (parcel #7-03-201.000)

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OWNERSHIP: 5G Real Estate Group – 56.7% (owned by Rosedale Associates, LLC, 72.44%, and Rosedale Diesel, LLC, 27.56%)  
13G Real Estate Group- 33.3% (owned by Chetantya Holdings, 70%, and John Zihley, 30%)  
Dan Queri-10%

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PROGRAM: Housing Revolving Loan Fund

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AMOUNT REQUESTED: up to \$400,000 permanent (\$800,000 construction loan)

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LOAN TERM: 240 months

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INTEREST RATE/PAYMENTS: ½ Wall Street Journal Prime plus 1 set 5 days prior to loan closing; First twelve months interest only then P&I to amortize loan over remaining 228 months.

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PRIMARY COLLATERAL: Co-proportional second mortgage with Watertown Local Development Corporation on real estate located at 302 Court Street, Watertown, NY 13601. Lien on all machinery, equipment, furniture, fixtures, inventory, accounts receivable and general intangibles of business.

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GUARANTORS: 5G Real Estate Group, 13G Real Estate Group, David M. Wilke

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JOB:

Current:	0	<i>jobs will be created by</i>
Year 1:	1	<i>tenants</i>
Year 2:	1	
Year 3:	0	
Total New:	2	FTE (Project Manager, Finance Officer, additional management position, Leasing Staff)

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SOURCES:		USES:	
Development Authority of the North Country	\$400,000	Real Estate	\$ 285,000
Watertown Local Development Corp	\$400,000	Improvements*	\$2,625,000
Watertown Savings Bank	\$1,152,000	Working Capital	\$ 50,000
National Grid	\$100,000		
ESD Grant	\$558,000		
Owner Cash	<u>\$350,000</u>		
Total Sources	\$2,960,000	Total Uses	<u>\$2,960,000</u>

*\*Of the total budget for improvements, \$1,392,000 is for the housing component.*

Owner Cash/Equity - \$285,000 toward purchase of building, balance cash

Watertown Local Development Corp-Pending-20 years at 6%

Watertown Savings Bank-Pending-assumes 7.75% for 20 years.

National Grid-Grant-Verbal approval

**PROJECT OVERVIEW:**

Mr. Queri is investing in 302 Court Street, Watertown, also known as the former Globe Mall. The building was acquired on March 7, 2023. The 28,000 s/f vacant building is 3 stories on approximately .4 acres of land. The HLRF will provide funding for the construction of the 11 market rate apartments.

In addition, the Development Authority will provide a total of \$800,000 in construction financing to be paid down by proceeds from the Watertown Local Development Corporation upon completion of the project. WLDC currently has funds invested and cannot easily liquidate the cash in the short-term. In addition, by lending the funds, DANC (1) earns interest on the funds which will be invested short-term, and (2) will have less work to manage the construction funding than when it is a participation loan.

302 Globe, LLC is a real estate development company investing into qualified opportunity zones in New York, Pennsylvania, and other areas as defined by Management. The Company's objectives are to create apartments and commercial space and rehabilitate them into quality space, improving the communities where the property is located. The company was formed in Pennsylvania.

Mr. Queri recently completed a similar project at 259 JB Wise Place. DANC provided a North Country Redevelopment Loan/Grant of \$500,000. This project renovated a 3-story, 26,000 square foot vacant building on approximately .5 acres of land at 259 JB Wise Place. This location is adjacent to 302 Court Street. The project resulted in 13 market rate apartments of which 12 are leased. The Watertown Local Development Corporation located its offices in some of the commercial space. The work completed has substantially renovated the building and footprint of the building in the JB Wise area.

The proposed 11 units in 302 Court Street are all one bedroom/large studios that will include high-efficiency heating and air conditioning, LED lighting, fitness room, onsite storage, clubroom, rooftop patio, and onsite parking. Heat and electric will be included in the rents. Mr. Queri proposes that 4 units will be at \$1500/mo, 4 units at \$1600/mo, and 3 at \$1800/mo. As mentioned all will be one bedroom/large studios but of varying sizes.

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The commercial space is approximately 14,000 s/f. The applicant has a medical/professional firm committed to occupy 10,000 s/f at \$14 s/f. He will look to identify another firm to occupy the remaining 4,000 s/f. Proposed lease rate is \$14/sf.

The applicants began environmental remediation in March 2023. This included demolition and removal of materials including HVAC and lights. Phase Two demo will begin later this fall/early winter which will include removing the elevator. The asbestos remediation was completed under the previous ownership. He hopes to have the building buttoned-up before winter with windows. Mr. Queri hopes to have the project completed by August 2024.

Rosedale Associates, LLC is owned by Bernard T. Wilke, 20%, Bernard E. Wilke, 20%, Dennis F. Wilke, 20%, Chetanya Holdings, Inc., 20%, and MMBJL August 2019 Family Trust, 20%. 13G Real Estate Group is owned by Chetantya Holdings, 70%, and John Zbihley, 30%. Mr. Queri and his investors look to invest in properties located in Qualified Opportunity Zones, or QOZ. The QOZ program was created by the 2017 Tax Cuts and Jobs Act to encourage economic growth in underserved communities through tax incentives for investors who utilize "Opportunity Funds" to invest in the Zones.

**MANAGEMENT:**

302 Globe, LLC was formed to redevelop 302 Court Street. Although this is a newly formed LLC, the members have successfully developed projects in Watertown, 259 JB Wise Place, and Syracuse, NY. Queri-Genesee, LLC owns and manages The Bradford in Syracuse, NY; a 23 unit apartment project that opened in 2009 and 437 Partners, LLC successfully developed a 2 apartment and 2,500sf project in 2019. Individually Daniel Queri has developed and owns multiple projects in Syracuse, NY and served as the development consultant to the Near Westside Initiative, Inc. developing space for public broadcasting station, non-profits and literacy organizations, for profit business, 200 seat performance space and apartments. 5G Real Estate Group LLC has successfully invested in multiple projects in Pittsburgh and regionally in the United States. The LLC will initially employ 2 people; Project Manager and Finance Officer and at the completion of the project will add management and leasing staff.

Managing Partner/Guarantor-David Wilke is the Founder and Managing Partner of Wilke & Associates, CPA and Small Business Advisors. His entire career has been dedicated to being an advocate for privately held businesses and Certified Public Accounting. His skills have been proven in tax planning, business planning and business consulting. David earned his Bachelor of Science in Business Administration with a concentration in Accounting and Finance and his Master in Business Administration from Duquesne University. Since the founding of Wilke & Associates, David has grown the client base from 1 to over 2,000 clients and his staff has grown from 1 to over 40 employees. David has been nominated as Entrepreneur of year and Accountant Advocate of the year by the SBA. David currently serves on the Board of Light of Life Rescue Mission of Pittsburgh.

Member, 10%- Dan Queri has 25 years of experience in the development and management of real estate in the office, retail, shopping center, theme park and apartment businesses. He chose this type of business as an extension of his construction background which is where he learned all of the facets of development and management. Many years with The Pyramid Companies and The Disney Companies offered the best direct and indirect work experience and education and provided the freedom for professional and personal growth.

The organizational structure is consistent with most real estate LLC's. David Wilke will be Manager of the LLC and Dan Queri will be a member of the LLC. A standard and tailored Operating Agreement is in place which defines the roles, responsibilities and structure of the

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organization. The time devoted will vary as the project is built and goes through lease-up. The initial year after completion will require extensive time securing leases and placing tenants in apartments as well as securing and placing the commercial tenant(s). Once fully stabilized the management team will have daily monitoring of the property to insure a safe and healthy work and living environment.

**FINANCIAL ANALYSIS:**

FYE December 31	Projected	Projected	Projected
<b>302 Globe LLC</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Revenues	\$114,333	\$378,667	\$389,920
Gross Profit	\$114,333	\$378,667	\$389,920
Expenses	\$43,542	\$92,500	\$93,970
Other Income (Expense)	(\$34,435)	\$371,277	(\$184,643)
<b>Net Income Before Interest</b>	<b>\$36,356</b>	<b>\$657,444</b>	<b>\$111,307</b>
Add: Depreciation	\$31,090	\$74,616	\$74,616
Add: Interest	\$53,345	\$112,107	\$110,027
Total Cash Available for Debt	\$120,791	\$844,167	\$295,950
DANC HLRF	\$33,312	\$33,312	\$33,312
Watertown Local Development	\$34,389	\$34,389	\$34,389
Watertown Savings Bank	\$113,487	\$113,487	\$113,487
Total Debt	\$181,188	\$181,188	\$181,188
Debt Service Coverage Ratio	.67	4.66	1.63

Sales Growth	----	231%	3%
Gross Profit Ratio	100%	100%	100%
Expenses to Revenue Ratio	38%	24%	24%
Income Ratio	32%	174%	29%

HLRF-20 years @ ½ WSJ Prime plus 1 assumes full principal and interest payments above of \$2,776.03/mo.

Watertown Local Development-20 years at 6%, assumes full principal and interest payments above of \$2,865.72/mo.

Watertown Savings Bank-20 years @ 7.75%, assumes full principal and interest payments above of \$9,457.33/mo.

- The projections were prepared by Wilke CPAs & Advisors LLP for the applicant.
- Revenues in Year One include \$56,000 in gross residential rents and \$58,333 in gross commercial rent. Rents assume 10 units at \$1,600 per month. In year one this assumes rents collected over 3.5 months. Commercial rent assumes 14,000 s/f at \$14 s/f. Year one assumes commercial rents collected over 3.5 months. Residential Revenues in Year Two are for a full year with 100% occupancy, however Commercial Revenue assumes a 5% vacancy. Residential Revenues in Year Three are expected to increase by 1%, while commercial rents are expected to be at 100% occupancy. As of

Development Authority of the North Country  
October 18, 2023

today, he has a tenant for 10,000 s/f at \$14 s/f. Projections assumed 10 market rate units, however the application references 11 market rate units.

- Primary expenses will be depreciation of \$74,616 annually, management fees of around \$19,000 annually, leasing fees of around \$14,000 annually, repairs and maintenance of around \$5,000 annually, insurance of around \$11,700 annually, and professional and legal fees of around \$10,000 annually. Real estate taxes are projected at \$4,000. This might be low. The rate per thousand in the City last year was around \$27.60.
- Other Income in Year One includes the National Grid grant, while Year Two includes the Empire State Development grant of \$558,000. Year Three is the first year with stabilized operations.

**Cashflow**

- Year One assumes full principal and interest payments would be paid, however DANC/WLDC construction loan will be interest-only until it converts to permanent financing.
- If projections hold true there would be more than sufficient cash flow to repay debt. Even if they do not, the guarantor has personal assets to inject into the operations.

FYE December 31	Actual	Actual	Actual
5G Real Estate Group	2020	2021	2022
Revenues	\$6,818	\$20,911	\$7,161
Gross Profit	\$6,818	\$20,911	\$7,161
Expenses	\$28,869	\$51,127	\$46,762
Other Income (Expense)	\$0	(\$4,551)	(\$2,330)
<b>Net Income Before Interest</b>	<b>(\$22,051)</b>	<b>(\$34,767)</b>	<b>(\$41,931)</b>

- Above reflects the ordinary business income (loss) of 5G Real Estate Group. The \$7,161 was interest income. In 2022 the business had net rental real estate loss of \$102,087, ordinary business loss of \$41,931, and net section 1231 gain of \$278,949. \$278,949 was from the sale of 437 Partnership interest. The loss from rental real estate was for three properties including 259 JB Wise Partners.
- Primary expenses are legal and professional of \$45,577 in 2022, and bank charges of \$1,185. In 2021, legal and professional was \$13,500.

**Balance Sheet**

	At Closing
Current Assets	\$50,000
Fixed Assets	\$2,910,000
Total Asset	\$2,960,000
Current Liabilities	\$0
Long Term Liabilities	\$1,695,800
Total Liabilities	\$1,695,800
Equity	\$504,200
Total Equity and Liabilities	\$2,200,000

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- \$50,000 for working capital including closing costs.
- \$285,000 of the fixed assets was for land. The Borrower acquired the property using cash.
- There are no current liabilities showing as the first year will be interest only payments during construction. Full principal and interest payments are not expected until the second full year.
- Equity includes the owner's cash contribution as well as the National Grid grant.
- The debt to equity ratio is 3.36 which is a good ratio. The equity contribution positions the project for success. In addition, the managing member has the personal ability to bring cash/equity to the project as needed.

<b>5G Real Estate Group</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Current Assets	\$285,947	\$191,486	\$164,786
Fixed Assets	\$0	\$0	\$0
Other Assets	\$4,462,494	\$3,551,760	\$3,616,663
Total Asset	\$4,748,441	\$3,743,246	\$3,781,449
Current Liabilities	\$1,007,083	\$100,501	\$3,773
Long Term Liabilities	\$0	\$0	\$0
Total Liabilities	\$1,007,083	\$100,501	\$3,773
Equity	\$3,741,3358	\$3,642,745	\$3,777,676
Total Equity and Liabilities	\$4,748,441	\$3,743,246	\$3,781,449

- As a reminder, 5G Real Estate Group was incorporated in 2020 in Pennsylvania. The 2020, 2021 and 2022 information is from the IRS Form 1065.
- In 2022, current assets included cash of \$103,786 and accounts receivable of \$61,000.
- In 2022, they showed \$3,616,663 in other investments. Other investments are investments and loans into partner companies.
- The liability of \$3,773 in 2022 is due to Rosedale Associates.

**MANAGEMENT:** Mr. Wilke lists assets of \$16.5 million and liabilities of \$1,046,000. Primary assets are in cash and investments, majority investment interests in privately held companies including Wilke & Associates, LLP, \$6.5 million, real estate, \$2 million, and other assets. His primary liabilities are mortgage on personal residence, \$800,000, and mortgage on rental property, \$256,000.

5G Real Estate Group, LLC is a relatively new company, having just been incorporated in 2020. The Logic Score is low at 25 as a result, with a High Risk Business Failure Assessment. There are no days beyond terms reported, either currently, or historically. It has no derogatory public records, collection accounts, or pending lawsuits. It has no trade lines, thus the inability to provide any days beyond terms information. As mentioned, it was incorporated in 2020 in the state of PA, is active, for profit, has 2 employees, and annual sales of \$631,000.00. It has no UCC filings, and no OFAC records were found.

13G Real Estate Group, LLC was started in June 2022. It showed no income or expenses on the IRS Form 1065 for 2022. It reported cash of \$39,500 and other investments of \$675,500. There were no liabilities. The \$675,000 was QOZ (qualified opportunity zone) stock or partnership interest.

Development Authority of the North Country  
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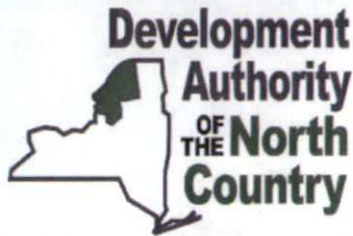
**COLLATERAL:**

	<b>Cost</b>	<b>Discount (70%)</b>
302 Court Street with improvements	\$2,625,000	\$1,837,500
Less: Watertown Savings Bank	\$1,152,000	\$1,152,000
Collateral Available after First Mortgage	\$1,473,000	\$685,500
Development Authority of the North Country	\$400,000	\$400,000
Watertown Local Development Corporation	<u>\$400,000</u>	<u>\$400,000</u>
Total Debt	\$800,000	\$800,000
 LTV:	 54.3%	 117%

- *HLRF will require a third party broker opinion or as completed appraisal with a minimum value of \$1,952,000 to have a 1:1 LTV with the grant portion.*
- *2023 assessed value of \$141,400, full market value of \$170,400 [City of Watertown tax records]*

**CONDITIONS:**

- Owner Cash Equity of \$254,200 documented by affidavit
- Watertown Savings Bank commitment of up to \$1,152,000
- Watertown Local Development Corporation loan of \$400,000
- Third party broker opinion or as completed appraisal with a minimum value of \$1,952,000.
- Recapture Provision over 10 years on grant portion
- Guarantees from 5G Real Estate Group LLC, 13G Real Estate Group LLC, and David M. Wilke
- Copies of invoices and cancelled checks or bank statements
- Loan will be disbursed as construction loan
- All required permits and approvals



**Board Resolution No. 2023-10-81**  
**October 26, 2023**

**REGIONAL TOURISM TRANSFORMATIONAL COMMUNITY  
REVOLVING LOAN FUND  
RAVEN ACRES LLC  
LOAN RATIFICATION**

Whereas, **Resolution No. 2013-08-12** establishes the Regional Tourism Transformational Community Revolving Loan Fund, and

Whereas, the Regional Loan Review Committee has the authorization to commit loans of up to \$250,000 with the Authority Board ratifying the loan at its next meeting, and

Whereas, the Regional Loan Review Committee met October 16, 2023 to review an application from Raven Acres, LLC requesting \$250,000.00 from the Regional Tourism Transformational Community Revolving Loan Fund in order to construct a RV campground and cabins located at 7346 Brantingham Road, Brantingham, NY (Lewis County), and

Whereas, the Regional Loan Committee felt that the new facility meets the objectives of the Fund, and

Whereas, the Regional Loan Review Committee approves a commitment of \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund at the terms and conditions attached.

Now, therefore be it

**RESOLVED**, Development Authority of the North Country does hereby ratify a loan in the amount of \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Raven Acres LLC at the terms and conditions outlined on the attached Term Sheet, and further authorizes the Executive Director or the Chief Financial Officer to execute all documents necessary to make the loan, and further be it

**RESOLVED**, that the Development Authority of the North Country accepts the action of the Town of Greig Planning Board taken under the State Environmental Quality Review (SEQRA) and affirms a Negative Declaration for this project.

Motion by: D. Mastascusa  
Seconded by: M. Hall

Bibbins – **Yes**  
Doheny – **Yes**  
Hall – **Yes**

Hefferon – **Yes**  
Henry - **Present**  
Hunt - **Present**

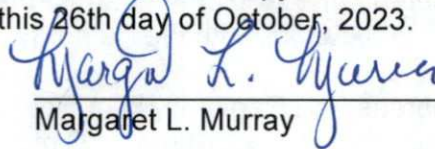
Mackinnon – **Yes**  
McGrath – **Present\***  
Mastascusa – **Yes**

Murray – **Yes\***  
Virkler – **Yes**

\*- indicates attendance via videoconference.

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

I, the undersigned, Chairperson 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. 2023-10-81 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.



Margaret L. Murray

Board Chairperson

## TERM SHEET

Borrower: Raven Acres LLC

Loan Fund: Regional Tourism Transformational Community Revolving Loan Fund [Empire State Development Funds]

Amount: \$250,000.00

Loan Term: 20 years

Loan Rate: 1%

Loan Payment: 6 months interest-only, monthly principal and interest to term out loan over 234 months

Collateral: Third mortgage and assignment of rents and leases on 7346 Brantingham Road, Brantingham, NY 13312;

3rd lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable, and general intangibles of Raven Acres LLC.

Conditions:

- Cash equity of a minimum of \$250,000 has been committed to project.
- Labor peace does not apply as it will have less than 15 FTE.
- Personal Guaranty of Michael Dolhof, Larry Dolhof, Donna Dolhof.
- Appraisal demonstrating, at a minimum, a 1:1 loan to value of \$2,269,000.
- All required permits and approvals, if any additional needed.
- Watertown Savings Bank and Pursuit SBA 504 loans have been committed to the project.

**TRANSFORMATIONAL TOURISM FUND**

**Borrower:** Raven Acres, LLC

**Project Location:** 7346 Brantingham Road, Brantingham, NY 13312  
(parcel # 276.00-01-19.000)

**Borrower Address:** 7940 Stone House Lane, Brantingham, NY 13312

**Ownership:** Michael Dolhof-100%

**Loan Amount:** up to \$250,000.00

**Term:** 20 years

**Rate:** 1%

**Payments:** 6 months interest-only, Monthly principal and interest thereafter to amortize over remaining 234 months

**Guarantor:** Michael Dolhof, Larry Dolhof, Donna Dolhof

**Use of Funds:** Improvements

**Collateral:** Third mortgage and assignment of leases and rents

**Jobs:** Existing: 0 FTE  
Years 1-3: 3.5 FTE

**Total Project Costs**

<i>Sources of Funds</i>		<i>Uses of Funds</i>	
<i>Tourism Loan Fund</i>	\$ 250,000.00 6.7%	Land	\$ 75,000.00
Watertown Savings Bank	\$ 1,250,000.00	Improvements	\$ 2,259,284.00
Pursuit SBA 504	\$ 769,000.00	Contingency	\$ 125,000.00
Cash Equity	\$ <u>250,000.00</u>	Professional fees	\$ <u>59,716.00</u>
Total	\$2,519,000.00	Total	\$2,519,000.00

Watertown Savings Bank – Assumes 8%, 20 years

Pursuit SBA 504-assumes 7.65% rate over 25 years

Cash equity-Cash contributed by applicant

**Description of Project**

Michael Dolhof is proposing to build Raven Acres, Cabins and RV Resort in Brantingham, NY (Lewis County). It will have cabins and provide recreational vehicle accommodations in a comfortable and enjoyable outdoor recreational experience for individuals and families. The property is 18.8 acres located directly adjacent to the Adirondack Park. Raven Acres will offer a range of amenities and

d/b/a Raven Acres, LLC

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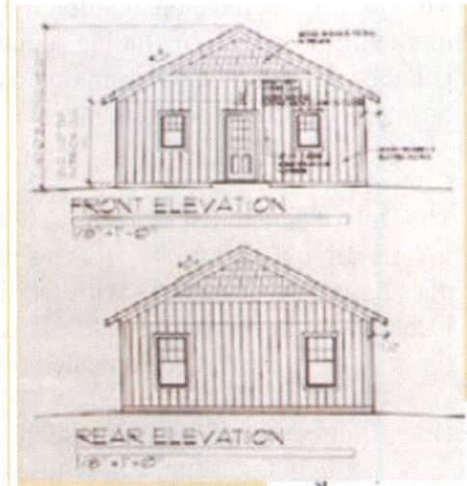
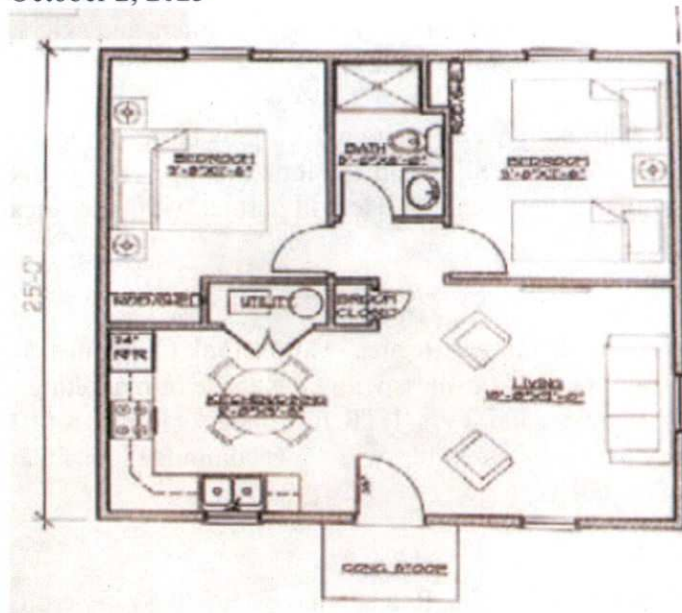
services to cater to the diverse needs of its customers and to take advantage of the many recreational activities adjacent to the location like hiking, fishing, boating, and wildlife observation, as well as trails for all-terrain vehicles, horses and snowmobiles.

Brantingham Lake is a thriving and popular area with seasonal and long-term residents. There are several restaurants in Brantingham including the Pine Tree Tavern, The Coachlight, and the Brantingham Inn and Motel. It is also home to an 18-hole golf course. There are more than 400 seasonal cottages nearby.

### Proposed Project



The project proposes to create 4 single bedroom and 8 double bedroom cabins with kitchenettes, a bathroom, comfortable furnishings, and individual parking spaces. They will be heated with ambient floor heating, and have potable water throughout.



Mr. Dolhof also proposes 20 RV sites with hook-ups for water, electricity, and sewer. The sites will accommodate travel trailers, fifth wheelers, lightweight RV's and class A, B, and C recreational vehicles. Power and water hook-ups are provided on easily accessed sites. A bath house adjacent to the pool will provide bathroom and shower facilities.

The park will feature common facilities such as a large heated pool, a pavilion that will house an activities center, a nature education area, laundry facilities that are situated near the road for local

public use as well, out-door gathering spaces, picnic areas, playgrounds, and recreational facilities. The park will also provide amenities like Wi-Fi and a convenience store to enhance the guest experience. Mr. Dolhof will also look to increase experiences for the campers by provided guided nature walks, fishing trips, sightseeing boat trips, and other outdoor activities including fire pits, horseshoes, and live entertainment, among other ideas.

The applicant has stated that all permits have been obtained and that SEQRA has been completed. A negative declaration was issued by the Town Planning Board on June 3, 2021. He proposes to have the projected completed by June 2024. A significant amount of the site work has been completed.

**Market** *(Attached to the write up is additional market information.)*

Mr. Dolhof's marketing strategy for accommodations hinges on appealing to two similar markets within the broader category of lodging-RV sites and cabins. He will also take advantage of the location's access to nearby recreational activities and amenities for out of town visitors, and compatibility with the lake community of Brantingham. Seasonal demand is variable, but based around outdoor activities. During the winter months, the area receives an average of 150 inches of snow making Brantingham a popular destination for winter enthusiasts. The winter accommodations,

d/b/a Raven Acres, LLC

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especially cabins, generally sell out in the area during snow season for snowmobilers and skiers. In summer, accommodations on the lake are scarce and highly priced.

Mr. Dolhof will develop an attractive and user-friendly website and will employ targeted digital marketing strategies, including social media advertising, SEO, and email marketing. He will also collaborate with local tourism boards and online travel agencies. He will partner with other local businesses to cross-promote businesses.

### Competitors

Mr. Dolhof stated that there are few campsites in his immediate area. Cold Brook Campsites is a 15 minute drive from his site. It is a small, owner operated business with no website or marketing. It does have high occupancy with facilities for campers and RV's. HTR Adirondacks Campground is locate 45 minutes from his site. This facility has many amenities with 75 accommodations including for RVs and cabins, and is located on the Moose River.

Other indirect competitors include:

- Ridgeview Hotel-Lowville-30 minute drive from site, Rates range from \$80-\$175 per night depending on # of people and room type when available.
- The Edge Hotel- Lyons Falls-20 minute drive from site, \$119 per night (2 double beds) when available (est. 80% annual occupancy rate), Jacuzzi rooms \$169 per night plus taxes, event center, restaurant.
- Brantingham Inn & Motel-Small, dated facility.

Air BnB, VRBO, private home and room rentals are also options for visitors to the community. Per Mr. Dolhof, many of these types of reasonably located accommodations that have access to the Brantingham Lake market are priced above \$250 per night giving Raven Acres a competitive price advantage. VRBO occupancy across all available properties estimates with 30 day notice for August 2023 is 80%. VRBO occupancy for 1BR, 1 Bath properties in August 2023 was 92%. It is expected that demand for winter occupancy is similar, but supply is lower since many of the properties are seasonal.

### Management -

Michael Dolhof is a lifelong resident of Lewis County with a degree in Construction Management from SUNY Canton in 2005. He has extensive experience supervising federal construction projects and managing Dolhof Construction, which has built many quality homes in Lewis County. Dolhof Construction netted \$11,808 in 2022 and \$17,628 in 2021 per the Schedule C of his tax return. He is also a small, partial owner in Dolhof Hardware Store.

### Financial Review

Raven Acres

	Year One	Year Two	Year Three
Sales	670,555	737,611	811,372
Gross Profit	651,655	716,821	788,503
Expenses	469,659	480,130	491,155
Other Income/(Exp)	0	0	0
Net Income (Loss) before Taxes	181,996	236,691	297,348

Add Back:			
Depreciation	23,697	23,697	23,697
Interest	110,794	108,043	105,092
Cash for Debt Service	316,487	368,431	426,137
Tourism Fund	14,116	14,116	14,116
Watertown Savings Bank	125,527	125,527	125,527
Pursuit SBA 504	69,097	69,097	69,097
Total Debt	208,740	208,740	208,740
Debt Service Coverage	1.52	1.77	2.04

Sales Inc (Dec.)	---	10%	10%
Gross Profit	.97	.97	.97
Expenses	.70	.65	.61
Profit Ratio	.27	.32	.36

Tourism Fund-\$1,176.37/mo

Watertown Savings Bank-\$10,460.62/mo

Pursuit SBA 504-\$5,758.08/mo

- The projections were completed with assistance from the Small Business Development Center.
- Year One is assumed to begin with July 2024. Peak seasons appear to be July and August, and January and February, although it is projecting year-round revenue. His plan is for the project to have short term rentals (ie daily rentals) versus long-term rentals, however there may be a few long-term rentals.
- Income in Year One is driven by the 2-bedroom cabin rentals of which there are 8 units, \$255,958. The RV sites (20 sites) account for \$245,485, followed by the 1-bedroom cabin rentals (4 units), \$105,732. Other income is from the laundry facility, convenience store, and commission on referrals.
- Lease rates at start-up are:

	Est. Occupancy	Rented Days	Per Night Price
(4) 1-bdrm cabins	52%	190	\$139
(8) 2-bdrm cabins	52%	190	\$169
20 RV Sites	52%	190	\$65

- Cost of goods sold are for the convenience store only.
- Employee wages, taxes and benefits total \$157,760 in Year One. Other primary expenses in Year One are insurance, \$25,200, credit card and banking fees, \$20,112, taxes, \$21,996, and utilities, \$62,400, in addition to debt service.
- Sales are projected to increase by 10% in Year Two over Year One, and by another 10% in Year Three over Year Two.
- Expenses in Year Two appeared low on the projections. After further review, it appears that the employee wages for July 25 and July 26 were incorrect. The underwriter adjusted the projections above to reflect the correct amount. Expenses only increase by 2% in Year Two over Year One, and again by 2% in Year Three over Year Two. This is extremely conservative as they will likely increase by at least 3% annually, if not more in the short term.

d/b/a Raven Acres, LLC

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Cashflow

- Cash flow is based upon projections holding true.

	<b>At Closing</b>
<b>Assets</b>	
Current	184,716
Fixed	2,334,284
Other	0
<b>Total Assets</b>	<b>2,519,000</b>
<b>Liabilities</b>	
Current	42,876
Long Term	2,226,124
<b>Total Liabilities</b>	<b>2,663,000</b>
<b>Equity</b>	<b>250,000</b>
<b>Total Liabilities &amp; Equity</b>	<b>2,913,000</b>
<b>Working Capital</b>	<b>\$141,840</b>
<b>Current Assets</b>	<b>4.3</b>
<b>Debt to Equity</b>	<b>10.65</b>

- Cash includes the \$125,000 for contingency and \$59,716 in professional/closing fees. The contingency is really cash until spent for improvements, if necessary.
- Fixed assets based on cost of land and improvements.
- Liabilities include bank, Pursuit 504, and DANC loans.

**Personal Credit:**

Mike reports assets of \$1,329,500 and liabilities of \$144,503. Primary assets in cash and other retirement accounts of \$177,000, accounts receivable, \$175,000, real estate, \$705,000, and other personal property, \$149,500. The real estate assets include other properties that Mike owns combined with the Raven Acres property. The accounts receivable are monies owed to Mike from his work through Dolhof Construction. These funds have been reinvested into Raven Acres. He noted that he has spent \$630,000 in Raven Acres to date. Primary liabilities are accounts payable, \$123,000, and installment accounts with balances of \$21,502. He owes \$108,000 to Dolhof True Value Hardware and \$15,500 to TTS Engineering, all expenses related to the current project. He receives income from Dolhof Construction. Mike has a TransUnion credit score of 797. He has no derogatory comments on record. He lists open balances of \$20,086.

**Collateral:**

- Third mortgage on real estate and all improvements behind Watertown Savings Bank and Pursuit 504 loans on 7346 Brantingham Road, Brantingham, NY 13312 (parcel # 276.00-01-19.000)
- Assignment of Leases and Rents
- Third lien on all assets of Raven Acres LLC

	<u>Cost</u>	<u>Discount</u>
Real Property (70%)	\$2,334,284	\$1,633,998
Collateral Available	\$2,334,284	\$1,633,998
Watertown Savings Bank	\$1,250,000	\$1,250,000
Pursuit SBA 504	<u>\$769,000</u>	<u>\$769,000</u>
Total Senior Debt	\$2,019,000	\$2,019,000
Collateral Available-DANC	\$315,284	(\$385,002)
Tourism Fund	\$250,000	\$250,000
<b>Loan to Value</b>	<b>79%</b>	<b>(65%)</b>

Would require an appraisal with a minimum loan to value of \$2,269,000 to satisfy a 1:1 LTV for all lenders. Current fair market value for the land from the Lewis County Tax records is \$44,000.

**Contingencies:**

- Cash equity has been committed to the project
- Watertown Savings Bank and Pursuit SBA 504 loan have been committed to project
- Appraisal demonstrating at a minimum 1:1 loan to value of \$2,269,000
- All required permits and approvals, if any additional are needed
- Labor Peace does not apply as it is has less than 15 FTE employees
- Personal guaranty of Michael Dolhof, Larry Dolhof, and Donna Dolhof



**Board Resolution No. 2023-10-82**  
**October 26, 2023**

**AMENDMENT 1**  
**VILLAGE OF MALONE**  
**WATER QUALITY MANAGEMENT SERVICES**

Whereas, pursuant to **Resolution No. 2021-12-131**, the Development Authority of the North Country (Authority) and the Village of Malone (Village) entered into an agreement to provide Management Services for the Village's Water and Wastewater Treatment Facilities, and

Whereas, the Village has requested the Authority to expand the scope of services to include Water Quality Management Services for the Village's Water and Sewer department, including management of two additional Village employees and the assets and infrastructure associated with the Village's water transmission/distribution and sewer collection systems, and,

Whereas, the scope of services provided by the Village's Water and Sewer department will include operation and maintenance tasks associated with the Village's water transmission/distribution and sewer collection systems, and through this amendment the Authority will provide additional Management Services for the Water and Sewer departments, and

Whereas, the Authority's Water Quality Supervisor will assume responsibility for all regulatory reporting requirements associated with the Water and Sewer departments, and

Whereas, the additional annual cost for the Authority to provide Water Quality Management Services for the Village's facilities shall be as follows:

Year 1 (November 1, 2023 – May 31, 2024) - \$10,208  
Year 2 (June 1, 2024 - May 31, 2025) - \$17,763  
Year 3 (June 1, 2025 - May 31, 2026) - \$18,029  
Year 4 (June 1, 2026 - May 31, 2027) - \$18,299

Now, therefore be it

**RESOLVED**, that the **Water Quality Management Services Agreement**, 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.

Motion by: M. Hall  
Seconded by: E. Virkler

Bibbins – **Yes**  
Doheny – **Yes**  
Hall – **Yes**

Hefferon – **Yes**  
Henry - **Present**  
Hunt - **Present**

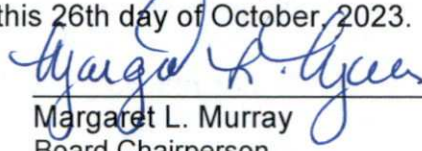
MacKinnon – **Yes**  
McGrath – **Present\***  
Mastascusa – **Yes**

Murray – **Yes\***  
Virkler – **Yes**

\*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson 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. 2023-10-82 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 26th day of October, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of October, 2023.

  
\_\_\_\_\_  
Margaret L. Murray  
Board Chairperson

## AMENDMENT 1

### DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY TECHNICAL SERVICES AGREEMENT MANAGEMENT SERVICES FOR WATER TREATMENT SYSTEM FACILITIES

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 1, 2022 to provide Management Services for the Village's Waste Water Treatment Facilities, Water Treatment Facilities, and

WHEREAS, the Village has requested the Authority expand the scope of services to include Water Quality Management Services for the Village's water transmission/distribution and sewer collection systems, including management of two additional Village employees and the assets described below, and,

- Approximately 50 miles of water transmission lines
- Approximately 297 hydrants, 574 valve, 6 pressure reducing valves, 3 air relief valves, 2500 service connections
- Approximately 44 miles of sanitary sewer collection lines
- Approximately 755 sanitary sewer manholes
- 1 sanitary sewer lift station
- 3 sanitary sewer siphons
- 1 Sewer Jet Truck
- 1 Trojan Vactor Trailer
- 1 Water Truck (White F250)
- 1 Sewer Truck (Green F250)
- Associated leak detection equipment
- Associated sewer camera equipment

WHEREAS, the scope of services provided by the Village's Water and Sewer department are as described in the table below, and through this amendment the Authority will provide additional Management Services to oversee the completion of these tasks, and

<b>Sewer Department Tasks</b>	<b>Frequency</b>
<u>Daily Maintenance</u> - UDIG-NY requests - Siphon cleaning	7/Week
<u>Weekly Maintenance</u> - Siphon and Lift Station Inspection	1/Week
<u>Monthly Maintenance</u> - Equipment Maintenance	1/Month
<u>Quarterly Maintenance</u> - High pressure sewer jet "problem areas"	4/Year
<u>Annual/Semi-Annual Maintenance</u> - Manhole inspections - CCTV inspection - Sanitary Sewer line flushing	1-2/Year
<u>Reporting &amp; Additional Tasks</u> - NYALERT notifications - Sewer main repairs - Emergency sewer flushing	As necessary

<b>Water Department Tasks</b>	<b>Frequency</b>
<u>Daily Maintenance</u> - UDIG-NY Requests - Water service on/off requests - Water meter installations	7/week
<u>Weekly Maintenance</u> - Inspection of air release valves - Inspection of pressure reducing valve	1/Week
<u>Monthly Maintenance</u> - Hydrant replacements - Valve box replacements - Corporation installation	1/Month
<u>Semi-Annual/Annual Maintenance</u> - Valve exercising and hydrant flushing - Hydrant painting and maintenance - Hydrant Winterization	1-2/Year
<u>Additional Tasks</u> - Oversight of Water main repairs - Valve box cleaning/plug installation - Emergency water call-ins	As necessary

WHEREAS, the Water Quality Supervisor will assume responsibility for all regulatory reporting requirements associated with the water transmission/distribution and sewer collection systems, and

WHEREAS, the additional annual cost for the Authority to provide Water Quality Management Services for the Village's water transmission/distribution and sewer collections systems shall be as follows:

Year 1 (November 1, 2023 – May 31, 2024) – \$10,208  
Year 2 (June 1, 2024 - May 31, 2025) - \$17,763  
Year 3 (June 1, 2025- May 31, 2026) - \$18,029  
Year 4 (June 1, 2026- May 31, 2027) – \$18,299

NOW, THEREFORE, the Authority and the Village agree to amend the Water Quality Management Services Agreement.

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 as agreed upon.

**DEVELOPMENT AUTHORITY  
OF THE NORTH COUNTRY**

By: \_\_\_\_\_  
Carl E. Farone, Jr.  
Executive Director

Date: \_\_\_\_\_

**VILLAGE OF MALONE**

By: \_\_\_\_\_  
Andrea Dumas  
Mayor

Date: \_\_\_\_\_