



Board Resolution No. 2023-02-01
February 23, 2023

APPROVING DISPOSITION OF REAL PROPERTY 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, Public Authorities Law requires that the Disposition of Real Property Policy of the Development Authority of the North Country be reviewed and approved annually, and

Whereas, the Disposition of Real Property 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 Disposition of Real Property Policy without modification.

Now, upon the recommendation of the Governance Committee, therefore be it

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

Motion by: M. Hall

Seconded by: K. Bibbins

Bibbins - **Yes**

Hefferon - **Yes**

Hunt - **Present**

Mastascusa* - **Yes**

Doheny - **Yes**

Henry* - **Present**

MacKinnon* - **Yes**

Murray - **Yes**

Hall - **Yes**

Hollenbeck* - **Present**


McGrath* - **Present**

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. 2023-02-01 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

Development Authority of the North Country Governance Policies



Subject: Disposition of Real Property Policy

Adopted: February 23, 2023

Resolution: 2023-02-01

ADOPTED PURSUANT TO SECTION 2896 OF THE PUBLIC AUTHORITIES LAW

SECTION 1. DEFINITIONS

- A. "Contracting officer" shall mean the officer or employee of the Development Authority of the North Country (hereinafter, the "Authority") who shall be appointed by resolution to be responsible for the disposition of property. The designated Contracting Officer for the Authority is the Chief Financial Officer.
- B. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.
- C. "Property" shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any addition or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 2. DUTIES

- A. The Authority shall:
 - 1. maintain adequate inventory controls and accountability systems for all property owned by the Authority and under its control;
 - 2. periodically inventory such property to determine which property shall be disposed of;
 - 3. produce a written report of such in accordance with subsection B herewith; and
 - 4. transfer or dispose of such property as promptly and practicably as possible in accordance with Section 3 below.
- B. The Authority shall:
 - 1. publish, not less frequently than annually, a report listing all real property owned in fee by the Authority. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Authority and the name of the purchaser for all such property sold by the Authority during such period; and
 - 2. such report shall be published on the Public Authorities Reporting Information System (PARIS) within 90 days from the end of the fiscal year.

SECTION 3. TRANSFER OR DISPOSITION OF PROPERTY

- A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the Authority. The Authority shall have the right to dispose of its property for any valid corporate purpose.
- B. Custody and Control. The custody and control of Authority property, pending its disposition, and the disposal of such property, shall be performed by the Authority or by the Commissioner of General Services when so authorized under this section.
- C. Method of Disposition. Unless otherwise permitted, the Authority shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Authority and/or Contracting Officer deems proper. The Authority may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

Should the Authority deem the property to have no market value, but another government entity would have use for the property, for example teaching purposes, the Authority would declare a surplus and sell the property for \$1.00.

- D. Sales by the Commissioner of General Services (the "Commissioner"). When the Authority shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Authority may enter into an agreement with the Commissioner who may dispose of property of the Authority under terms and conditions agreed to by the Authority and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the Contracting Officer shall be deemed to refer to such Commissioner.
- E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Authority, purporting to transfer title or any other interest in property of the Authority in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
- F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.
 - 1. Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Authority shall be made after publicly advertising for bids except as provided in subsection (3) of this Section F.

2. Whenever public advertising for bids is required under subsection (1) of this Section F:
 - a. the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 - b. all bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - c. the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and other factors considered; provided, that all bids may be rejected at the Authority's discretion.

3. Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (1) and (2) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:
 - a. the personal property involved is of a nature and quantity which, if disposed of under subsections (1) and (2) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - b. the fair market value of the property does not exceed fifteen thousand dollars;
 - c. bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - d. the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - e. the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the Authority, the state or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the authority's enabling legislation permits or other economic development initiatives), the purpose and the terms of such disposal are documented in writing and approved by resolution of the board of the Authority; or
 - f. such action is otherwise authorized by law.

4. A. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
 1. any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 2. any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (3) through (5) of this subparagraph;
 3. any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;
 4. any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or
 5. any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
- B. Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Authority making such disposal.

The Guidelines are subject to modification and amendment at the discretion of the Authority board and shall be filed annually with all local and state agencies as required under all applicable law.

Revision/Review Approval Date: April 10, 2007
Revision/Review Approval Date: March 27, 2008
Revision/Review Approval Date: March 13, 2009
Revision/Review Approval Date: May 26, 2011
Revision Date: March 22, 2012; Resolution No. 2012-03-02
Revision Date: March 21, 2013; Resolution No. 2013-03-02
Revision Date: March 20, 2014; Resolution No. 2014-03-09
Revision Date: March 19, 2015; Resolution No. 2015-03-31
Revision Date: March 31, 2016; Resolution No. 2016-03-38
Revision Date: March 23, 2017; Resolution No. 2017-03-28
Revision Date: March 28, 2018; Resolution No. 2018-03-34
Revision Date: February 28, 2019; Resolution No. 2019-02-03
Revision Date: May 28, 2020; Resolution No. 2020-05-51
Revision Date: February 25, 2021; Resolution No. 2021-02-34
Revision Date: February 23, 2023; Resolution No. 2023-02-01



Board Resolution No. 2023-02-02
February 23, 2023

APPROVING INVESTMENT 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, Public Authorities Law requires that the Investment Policy of the Development Authority of the North Country be reviewed and approved annually, and

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Whereas, executive management has reviewed and recommends approval of the Investment Policy without modification.

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Motion by: M. Hall

Seconded by: K. Bibbins

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Hefferon - **Yes**

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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. 2023-02-02 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.

Margaret L. Murray
Board Chairperson

Development Authority of the North Country Governance Policies



Subject: Investment Policy
Adopted: February 23, 2023
Resolution: 2023-02-02

Table of Contents

SECTION 1.0 TITLE.....	2
SECTION 2.0 PURPOSE	2
SECTION 3.0 DEFINITIONS.....	2
SECTION 4.0 PERMITTED INVESTMENTS	2
SECTION 5.0 SECURITY OF INVESTMENTS	3
SECTION 6.0 WRITTEN CONTRACTS AND PROCEDURES	4
SECTION 7.0 COLLATERAL, INSURANCE AND VALUATION OF COLLATERAL	4
SECTION 8.0 STANDARDS FOR DIVERSIFICATION OF INVESTMENTS	5
SECTION 9.0 STANDARDS FOR THE QUALIFICATION OF INVESTMENT BANKERS, BROKERS, AGENTS, DEALERS AND OTHER INVESTMENT ADVISORS AND AGENTS TRANSACTING BUSINESS WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY; CONFLICTS OF INTEREST....	6
SECTION 10.0 OPERATIONS AND MANAGEMENT	7
SECTION 11.0 ANNUAL AUDIT OF INVESTMENTS	8
SECTION 12.0 INVESTMENT MANAGER REPORTS	8
SECTION 13.0 PUBLIC AUTHORITY REPORTING INFORMATION SYSTEM REPORTING	9
SECTION 14.0 THIRD PARTY RIGHTS; VALIDITY OF CONTRACTS; ETC.	9
SECTION 15.0 EFFECTIVE DATE; ANNUAL REVIEW	10

GUIDELINES FOR INVESTMENTS
BY THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

SECTION 1.0 TITLE

The policy shall be known as the "Investment Policy by the Development Authority of the North Country", " or the "Investment Policy".

SECTION 2.0 PURPOSE

The purpose of the Investment Policy is to establish comprehensive guidelines which detail the operative policy and instructions to officers and staff of the Development Authority of the North Country regarding the investing, monitoring and reporting of Funds. Its purpose is to comply with Title VII of the New York Public Authorities Law, and to create a reasonable rate of return to the Development Authority in accordance with sound investment practices.

SECTION 3.0 DEFINITIONS

1. "Funds" means all monies and other financial resources available for investment by the Development Authority of the North Country on its own behalf or on the behalf of any other entity or individual. Funds shall not include pension funds, which are separately administered pursuant to State and Federal law.
2. "Board" means the Board of Directors of the Development Authority of the North Country.
3. "State" means the State of New York.

SECTION 4.0 PERMITTED INVESTMENTS

The following is a list of the permitted investments that may be made by the Development Authority of the North Country with the Funds, all of which investments must be made in a manner and upon such terms as are consistent with the appropriate provisions of law relating to the Development Authority of the North Country, Board policy directives, and the limitations contained in contracts with bond or note holders:

1. Obligations of the United States of America or the State;
2. Obligations, the principal and interest of which are guaranteed, or insured by the United States of America or the State;
3. Government Agency Bonds;

4. Bankers' acceptances of, or certificates of deposit or other interest bearing depository accounts issued by, or time deposits with, any bank or trust company or national banking association secured by obligations of the United States or the State, of a market value equal at all times to or greater than the amount of the investment;
5. Repurchase agreements with any bank or trust company, national banking association or government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then-current "List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve of Bank of New York"), which agreement is secured by obligations of the United States or the State of a market value equal at all times to the amount of the investment.
6. General obligation bonds or notes of a municipality issued pursuant to the New York State Local Finance Law. Investments will be limited to municipalities located within the Development Authority's service area as defined by statute and are participants in the Solid Waste Management Participation Agreement dated August 26, 1993 and as amended.

SECTION 5.0 SECURITY OF INVESTMENTS

The following procedures shall be followed in order to fully secure the Development Authority of the North Country's financial interest in investment:

1. Investments shall be guaranteed or insured by the United States of America or the State, or be secured with the securities of the same.
2. Investments may also be made with such security as may be permitted to be made by agencies and public benefit corporations of the State from time to time.
3. An investment of Funds may be less than fully secured in the event that any one of the following occurs:
 - a. in the opinion of the Board, the yield on the investment outweighs the risk of loss;
 - b. it involves an investment of less than \$25,000;
 - c. it is an investment with a duration of less than one (1) week
 - d. it involves the purchase of general obligation bonds or notes of a municipality issued pursuant to the New York State Local Finance Law approved by the Board.

SECTION 6.0 WRITTEN CONTRACTS AND PROCEDURES

The Development Authority of the North Country shall enter into written contracts pursuant to which investments are made, except if the Executive Director or Chief Financial Officer, shall determine that:

1. a written contract is not practical; or
2. there is no regular business practice of executing written contracts with respect to a particular investment or transaction.
3. In situations where there is no written contract for a particular investment, the Development Authority of the North Country shall follow such procedures as are appropriate to protect its financial interest.
4. Such written contracts or procedures shall include provisions so that:
 - a. The Development Authority of the North Country's financial interest in an investment or transaction is secured in an appropriate manner;
 - b. The use, type and amount of collateral or insurance is established;
 - c. There is an established method for valuation of collateral and procedures for monitoring such valuation on a regular basis;
 - d. There is an established mechanism for the monitoring, control, deposit and retention of investments and collateral including, in the case of a repurchase agreement, that obligations purchased be physically delivered for retention to the Development Authority of the North Country or its agent (which shall not be an agent of the party with whom the Development Authority of the North Country enters the repurchase agreement), unless such obligations are issued in book-entry form, in which case the Development Authority of the North Country shall take such other action as may be necessary to obtain title to, or a perfected security interest in, such obligations. "Open" or continuing agreements shall not be made.

SECTION 7.0 COLLATERAL, INSURANCE AND VALUATION OF COLLATERAL

1. The use, type and amount of collateral or insurance for each investment shall equal or exceed the amount of such Investment, except upon resolution by the Board.
2. Collateral held by the Development Authority of the North Country or its agent shall be valued either at its current value on regularly traded money market or stock market exchange and shall be one year or less in maturity. The valuation of such collateral shall be monitored on a regular basis, as determined by the Executive Director or Chief Financial Officer of the Development Authority of the North Country.

3. All investments and collateral shall be controlled and managed by the Executive Director, Chief Financial Officer or Comptroller of the Development Authority of the North Country and shall, if practicable, be deposited and secured in fire-proof or other safe locations.
4. Except where such an arrangement is impractical or not done in the ordinary course of business for investment transactions of that kind, payment of Funds should only be made against the delivery of collateral or other acceptable form of security, the delivery of government obligations when such obligations are purchased outright, or the delivery of the underlying securities when a repurchase agreement is involved. Custodians should be required to report periodically as appropriate on transactions involving the Development Authority of the North Country, and must have the written consent of the Development Authority of the North Country to transfer collateral. Telephonic communications should be confirmed in writing within a commercially acceptable period of time.
5. On a monthly basis, staff designated by the Executive Director or Chief Financial Officer shall verify the status of investments (and collateral if necessary) to determine that the financial interests of the Development Authority of the North Country are adequately protected.
6. Where appropriate, specific guidelines regarding margin maintenance should be established, taking into consideration (1) the size and terms of the transaction, (2) the type of underlying security, (3) the maturity of the underlying collateral, (4) the capitalization, financial status and type of purchaser and/or seller and (5) the method by which additional margin will be maintained.

SECTION 8.0 STANDARDS FOR DIVERSIFICATION OF INVESTMENTS

1. Investments of the Development Authority of the North Country shall be reasonably diversified, as shall the investment firms or banks with which the Development Authority of the North Country transacts investment business. This Section 8 shall not be construed so as to mandate absolute diversification in the event that the Board, Executive Director or Chief Financial Officer of the Development Authority of the North Country considers, in a certain instance, that diversification is not in the best interests of the Development Authority of the North Country.
2. In making permitted investments, selection of investment shall be competitively based except in the case of the purchase of general obligation bonds or notes issued by a municipality that are approved by the Board. A complete and continuous record of all bids or quotes, both solicited and unsolicited, shall be maintained. Not less than three (3), if possible, investment options with similar risk and term should be considered, and the investment should be made in the one offering the highest yield.

3. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented by the Executive Director, Chief Financial Officer or Comptroller of the Development Authority of the North Country. Telephonic communications must be confirmed in writing within a commercially acceptable period of time.

SECTION 9.0 STANDARDS FOR THE QUALIFICATION OF INVESTMENT BANKERS, BROKERS, AGENTS, DEALERS AND OTHER INVESTMENT ADVISORS AND AGENTS TRANSACTING BUSINESS WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY; CONFLICTS OF INTEREST

1. The Development Authority of the North Country shall transact business only with qualified, certified or licensed investment bankers, brokers, agents, dealers and other investment advisors and agents. The Development Authority of the North Country shall consider the quality, reliability, experience, capitalization, size and any other appropriate factors that, in the judgment of the Development Authority of the North Country, make an individual or firm qualified to transact business with the Development Authority of the North Country on investment matters.
2. Specifically, but without limitation, the following shall be considered qualified:
 - a. As investment bankers, brokers, agents and dealers: any bank or trust company organized under the laws of the State or the United States of America, or any government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then current "List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York").
 - b. As investment advisors: any bank or trust company organized under the laws of the State or the United States of America, and any person, firm or corporation that is: (a) Registered with the Securities and Exchange Commission under the Investment Advisor Act of 1940, (b) Registered with the Secretary of State as an Investment Advisor, and (c) A member in good standing of the Investment Counsel Association of America.
 - c. As Custodian: any bank or trust company organized under the laws of the State or the United States of America.
3. An approved list of dealers may be established by the Board.
4. Investment business may not be transacted with any institution or dealers of which a Board member, a senior Development Authority of the North Country officer, or any other officer or employee of the Development Authority of the North Country authorized to participate in the selection of such institutions or dealers is an officer, director, stockholders, member or partner, if such

transaction would violate the prohibitions of Section 73 of the New York Public Officers Law or other applicable provisions of law.

SECTION 10.0 OPERATIONS AND MANAGEMENT

1. Within the Development Authority of the North Country, the Executive Director approves, in writing, all investment transactions. Purchases of general obligation bonds or notes of a municipality issued pursuant to the New York State Finance Law must be approved in advance by the Board. The Chief Financial Officer or Comptroller executes the approved transactions. The Accountant I tracks, reconciles and records entries to the General Ledger on a monthly basis and reconciles the bank statements on a monthly basis. The Comptroller reviews in detail, the deposits and withdrawals of each of the reconciled bank statements and supporting documentation, on a monthly basis, and approves. Custodial functions shall be separately maintained. The Executive Director, Chief Financial Officer, and Comptroller are the management staff that has board authorization as bank signatories. The Chief Financial Officer and Comptroller do not have the board authorization to solely make investments.
2. All investment transactions, including (1) the disbursement of Funds for investment, (2) the delivery of securities, and (3) the corresponding receipt of securities or Funds, shall be approved in writing, by the Executive Director, and the actual, approved transfer, completed by the Chief Financial Officer or Comptroller.
3. The Investment Policy hereby prohibits any and all Third Party transactions from any of the Development Authority investment accounts. Inter-company transfers and bond indenture requirements will be permitted.
4. Testing of the investment practices and controls (including proper execution and completion of required documentation) shall be periodically done by the Comptroller, or designee and independent auditors.
5. Collateral should be verified monthly by the Chief Financial Officer or Comptroller, designated for such purpose by the Executive Director.
6. The Investment Policy or policies of the Development Authority of the North Country should be subject to continual review and revised as necessary to reflect changes in market conditions.
7. Review of compliance with Investment Policy and related procedures should be part of the annual certification by independent auditors. This should include confirmation letters from each bank verifying the obligations securing the Development Authority of the North Country deposits.
8. The Investment Manager is required to provide the Finance & Budget Committee with the actual costs associated with managing the Development

Authority of the North Country accounts upon request and no more frequently than annually.

9. The Investment Manager is required to disclose the turnover on the Development Authority of the North Country accounts on an annual basis.
10. The Investment Manager is required to provide the Chief Financial Officer with Benchmarks and Index comparisons on a quarterly basis. The Chief Financial Officer shall report such index comparisons to the Board of Directors yearly.
11. The Management Staff is required to complete an annual comparison of costs.
12. The Management Staff is required to review turnover to determine if there is excessive buying and selling which would increase costs.
13. An examination of the market is required every five years to determine if the costs associated with managing the Development Authority of the North Country's accounts is in line.

SECTION 11.0 ANNUAL AUDIT OF INVESTMENTS

The Development Authority of the North Country shall annually engage a firm qualified to conduct an independent audit of all investments. The results of the audit shall be made available to the Board within 90 days of the end of the fiscal year. The Development Authority's financial statements should contain note disclosures on deposits with financial institutions and investments, as required by Government Accounting Standards Board Statement No. 3, effective for financial statements for periods ending after December 15, 1986.

SECTION 12.0 INVESTMENT MANAGER REPORTS

Quarterly reports or reports covering such other period as may be approved by the Board shall be prepared by the Investment Manager and filed by the Executive Director or Chief Financial Officer with the Authority Treasurer and Finance Committee regarding:

1. The maximization/performance of investments
2. The inventory of existing investments (available upon request)
3. The selection of investment bankers, brokers, agents, dealers or auditors, if appropriate, since the last report.

On an annual basis, a formal presentation will be made to the Board by the Investment Manager as to the current Investment status.

SECTION 13.0 PUBLIC AUTHORITY REPORTING INFORMATION SYSTEM REPORTING

The Development Authority of the North Country shall prepare and submit an annual investment report as required under Public Authority law; which will include:

1. These Investment Guidelines as then currently amended.
2. A description of any amendments to these Investment Guidelines since the last annual investment report.
3. An explanation of these Investment Guidelines as amended.
4. The results of the annual independent audit.
5. The investment income of the Development Authority of the North Country for the previous year.
6. A list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and advisor that or who rendered investment associated services to the Development Authority of the North Country since the last annual investment report. The annual investment report may be a part of any other annual report that the Development Authority of the North Country is required to make.

Such report shall be submitted electronically in the Public Authority Information System within 90 days from the end of the Authority's Fiscal Year.

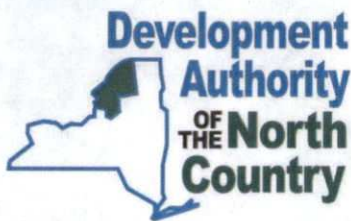
SECTION 14.0 THIRD PARTY RIGHTS; VALIDITY OF CONTRACTS; ETC.

1. The Investment Policy is intended for the guidance of the Board, officers and employees of the Development Authority of the North Country only, and nothing contained herein is intended or shall be construed to confer upon any person, firm or corporation any right, remedy, claim or benefit under, or by reason of any requirement or provision hereof.
2. Nothing contained in the Investment Policy shall be deemed to alter, affect the validity of, modify the terms of or impair any contract or agreement made or entered into in violation of, or without compliance with, the provisions of these Guidelines.
3. Where applicable Federal, State or local laws or regulations contain requirements that are in conflict with, or that impose greater obligations upon the Development Authority of the North Country than the Investment Policy, then such laws or regulations shall take precedence over those contained herein.

SECTION 15.0 EFFECTIVE DATE; ANNUAL REVIEW

The Investment Policy shall be effective as of the 1st day of January, 1986, may be amended from time to time, and shall be reviewed and approved on an annual basis by the Board.

Revised: November 10, 2005
Revision/Review Approval Date: April 10, 2007
Revision/Review Approval Date: March 27, 2008
Revision Date: March 31, 2009
Revision Date: July 2, 2009; Resolution No. 2009-07-06
Revision Date: October 25, 2010; Resolution No. 2010-10-04
Revision Date: May 26, 2011; Resolution No. 2011-05-04
Revision Date: March 22, 2012; Resolution No. 2012-03-01
Revision Date: March 21, 2013; Resolution No. 2013-03-01
Revision Date: March 20, 2014; Resolution No. 2014-03-08
Revision Date: March 19, 2015; Resolution No. 2015-03-30
Revision Date: March 31, 2016; Resolution No. 2016-03-37
Revision Date: March 23, 2017; Resolution No. 2017-03-24
Revision Date: March 28, 2018; Resolution No. 2018-03-31
Revision Date: February 28, 2019; Resolution No. 2019-02-01
Revision Date: May 28., 2020; Resolution No. 2020-05-49
Revision Date: February 25, 2021; Resolution No. 2021-02-35
Revision Date: February 23, 2023; Resolution No. 2023-02-02



Board Resolution No. 2023-02-03
February 23, 2023

APPROVING PROCUREMENT 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

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*- 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. 2023-02-03 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.

Margaret L. Murray
Board Chairperson

Development Authority of the North Country

Subject: Procurement Policy
Adopted: February 23, 2023
Resolution: 2023-02-03



PROCUREMENT POLICY

Table of Contents

SECTION 1.0 PURPOSE.....	2
SECTION 2.0 DEFINITION OF TERMS	2
SECTION 3.0 COMPETITIVE PROCUREMENT METHODS.....	3
SECTION 4.0 NON-COMPETITIVE PROCUREMENT METHODS.....	5
SECTION 5.0 MONETARY PURCHASING THRESHOLDS	6
SECTION 6.0 PUBLICATION REQUIREMENTS FOR SOURCE SELECTION METHODS	6
SECTION 7.0 REQUIREMENTS REGARDING THE SELECTION OF PROCUREMENT CONTRACTORS	7
SECTION 8.0 STANDARD PROVISIONS FOR PROCUREMENT CONTRACTS.....	11
SECTION 9.0 REPORT ON PROCUREMENT CONTRACTS.....	12
SECTION 10.0 MISCELLANEOUS PROVISIONS	12

Procurement Policy

SECTION 1.0 PURPOSE

It is the policy of the Development Authority of the North Country ("the Authority") to procure goods and services in a manner which assures: (i) compliance with all applicable provisions of law governing procurements by the Authority; (ii) the acquisition of quality goods and services which meet the Authority's needs; (iii) fairness and open competition; (iv) the wise and prudent use of the resources of the Authority; (v) opportunities for certified Minority and Women-Owned Business Enterprises in accordance with law; and (vi) the avoidance of favoritism, extravagance, fraud and corruption.

The Authority shall maintain written procedures consistent with this Policy concerning the solicitation, evaluation and selection of Contractors. These procedures shall among other things, provide for the utilization of certified Minority and Women-Owned Business Enterprises, Service-Disabled Veteran Owned Businesses, New York State Business Enterprises, New York State Residents and Small Businesses. Such procedures shall be developed by the Finance Division and recommended to the Executive Director for approval.

This Policy is adopted in accordance with the Act (as defined below); applicable provisions of Public Authorities Law; and applicable Federal and State laws.

SECTION 2.0 DEFINITION OF TERMS

The following terms shall, for purposes of this Policy, have the following meanings unless the context shall clearly indicate otherwise:

1. "Act" shall mean the Development Authority of the North Country Act found at Title 29, Article 8 of the New York State Public Authorities Law.
2. "Authority" shall mean the Development Authority of the North Country.
3. "Competitive Basis" shall mean the utilization of any of the competitive procurement methods enumerated in Section 3.1 of this Policy.
4. "Contract for Professional Services" shall mean any written agreement for services involving the exercise of discretion, knowledge or expertise that are performed for fee, commission or other compensation by persons or organizations, not providing such services in their capacities as an Officer or employee of the Authority. Professional Services include, but are not limited to, legal, accounting, management consulting, investment banking, financial services, insurance, planning, training, statistical research, public relations, architectural, engineering, surveying or any other services of a consulting, technical or professional nature.

5. "Contractor" shall mean any contractor, consultant or vendor who enters into a Procurement Contract to provide goods, materials, equipment or services to the Authority.
6. "Exempt Contracts" shall mean any written agreement for goods or services for which a procurement process is impractical and may be awarded on other than a competitive basis. Such exempt contracts may include services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.
7. "Minority-Owned Business Enterprise" shall have the same meaning ascribed thereto by [Article 15-A of the Executive Law](#), as same may be amended.
8. "New York State Business Enterprise" shall mean a business enterprise, including a sole proprietorship, partnership, or corporation, which offers for sale or lease or other form of exchange, goods which are substantially manufactured, produced or assembled in New York State, or services which are substantially performed within New York State. For purposes of construction services, a New York State Business Enterprise shall mean a business enterprise, including a sole proprietorship, partnership or corporation, which has its principal place of business in New York State.
9. "New York Resident" shall mean a natural person who maintains a fixed, permanent and principal home located within New York State and to which such person, whenever temporarily located elsewhere, always intends to return.
10. "Officer" shall mean any person so defined in the By-Laws of the Authority.
11. "Procurement Contract" shall mean any written agreement to which the Authority is a party for the acquisition of goods or services of any kind, including construction and public works.
12. "Procurement Policy" shall mean the Procurement Policy of the Authority that is developed and authorized by the Board of Directors of the Authority.
13. "Service-Disabled Veteran-Owned Business" shall have the same meaning ascribed thereto by [Article 17-B of the Executive Law](#), as same may be amended.
14. "Small Business" shall have the same meaning ascribed thereto by [Article 15-A of the Executive Law](#), as same may be amended, and shall include a business which has a significant business presence in the State of New York, is independently owned and operated, not dominant in its field and employs, based on its industry, a certain number of persons as determined by the Director of the Division of Minority and Women's Business Development, but not to exceed three hundred, taking into consideration factors which include, but are not limited to, Federal small business administration standards pursuant to 13 CFR part 121 and any amendments thereto.
15. "Women-Owned Business Enterprise" shall have the same meaning ascribed thereto by [Article 15-A of the Executive Law](#) as same may be amended.

SECTION 3.0 COMPETITIVE PROCUREMENT METHODS

- 3.1 All procurements of goods and services shall be made by the Authority on a Competitive Basis except as otherwise provided in this Policy. The competitive methods used to make procurements shall include:

- A. **Centralized Contracts**. Services, goods or materials may be obtained through contracts or other arrangements of the New York State Office of General Services or the United States General Services Administration or contracts or other arrangements of local government provided that the procurement complies with applicable procurement laws, regulations and guidelines for the use of such contracts.
 - B. **Comparative Pricing**. Solicitation and compilation of qualified potential contractor quotes and comparative analysis of the cost of each good, material or service required.
 - C. **Sealed Competitive Bid**. Solicitation of sealed price bids by invitation and advertising for specified services (other than Professional Services), goods, materials, to be awarded to the lowest responsible bidder after the submission of a responsive bid.
 - D. **Requests for Proposals**. Solicitation of specific proposals for services and materials to determine the proposer's understanding of identified financial, organizational, logistical and technical requirements. Request for Proposals may also be used when there are problems detailing elements of performance including techniques and procedures as well as prices. Award of a Procurement Contract using this method is made on the basis of a formal evaluation of the qualifications of the proposers and the characteristics, quality and cost of such proposals.
 - E. **Other Competitive Method**. Any other competitive method of procurement that is consistent with the purposes of this Policy.
- 3.2 For every contract awarded pursuant to sealed competitive bids, the Authority shall maintain procedures designed to ensure that the contract is awarded to the lowest responsible bidder submitting a bid that meets the specifications. In determining responsibility, staff shall consider factors such as financial responsibility, reliability, skill, past performance by the contractor on Authority projects, judgment and integrity. The written procedures shall further require, among other things, that: (i) to the extent required by law, there be separate specifications for major categories for work; (ii) all advertisements for sealed bids be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; and (iii) the rationale for awarding the contract to other than the apparent low bidder be documented and retained in the procurement file.
- 3.3 For every contract awarded pursuant to a request for proposal process, the Authority shall maintain procedures governing the solicitation, evaluation and selection of consultants and contractors designed to ensure that the contract is awarded to a responsible contractor evidencing proven experience with projects of the scope, magnitude and complexity of the type that are the subject of the contract and that the contractor has the ability to perform all work required in a professional and timely manner. The written procedures shall require, among other things, that: (i) there be a written request for proposals setting forth the criteria and standards upon which the award is to be based; (ii) the notice of request for proposals be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; (iii) the rationale for awarding the contract be documented and retained in the procurement file; and (iv) any competitive negotiations with a proposer be in the best interests of the procurement and documented in the procurement file.
- 3.4 The Authority shall, in addition to the procedures required above, maintain written procedures for any other method of competitive procurement to be used by the Authority. These procedures shall, among other things: (i) identify the category of procurement to which the procedure relates; (ii) ensure reasonable competition given the cost and type of procurement; and (iii) require written documentation of the rationale for awarding the procurement.

- 3.5 The Authority shall implement and maintain a procedure for reviewing inquiries from unsuccessful bidders and proposers. Such process shall ensure that unsuccessful bidders and proposers are treated in a fair and equitable manner.

SECTION 4.0 NON-COMPETITIVE PROCUREMENT METHODS

- 4.1 The Authority, subject to the provisions of Section 4.2 of this Policy, shall not be required to use a competitive method of procurement in the following instances:
- A. Emergency Purchase. In the case of an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting property or other interests of the Authority, or the life, health or safety of persons require immediate action, the Executive Director or his or her designee may authorize the procurement on other than a competitive basis. For each such procurement, there shall be a written record setting forth the basis for concluding that there was an emergency and the methods used to identify the selected contractor.
 - B. Discretionary Purchases - SB/MWBE/SDVOB. In accordance with New York State Procurement Guidelines, the Executive Director, or designee, of the Authority may authorize the purchase of commodities or services from Small Business concerns, certified Minority or Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, or commodities or technology that are recycled or remanufactured, in an amount not exceeding the threshold established per State Finance Law §163-6 without a formal competitive process.
 - C. Discretionary Purchases – Small Purchases. The Authority may purchase commodities or services costing less than fifteen thousand dollars (\$15,000), in the aggregate during the fiscal year, without requiring competitive quotations.
 - D. Preferred Sources. Goods or materials may be obtained from any provider which has been afforded Preferred Source status in accordance with Section 162 of the State Finance Law, such as the New York State Department of Correctional Services Division of Industries-Corcraft, Industries of the Blind of New York State, New York State Industries for the Disabled and New York State Office of Mental Health, which, by law, are exempt from competitive bidding or similar requirements.
 - E. Single Source: A procurement in which, even though two or more firms can supply the required commodities or services, the Executive Director, or designee, upon written findings setting forth the material and substantial reasons therefore, may award the contract to one offerer over the other. For each such procurement, there shall be documented in the procurement record the circumstances leading to the selection of the vendor, including the alternatives considered, the rationale for selecting the specific vendor, and the basis upon which it determined the cost was reasonable (State Finance Law § 163(h)).
 - F. Sole Source. A procurement in which only one offerer is capable of supplying the required commodities or services (State Finance Law § 163 (g)). The Executive Director, or designee, may authorize the award of a contract for that commodity or service on other than a competitive basis. A written record shall be made of the facts supporting such a sole source determination.
 - G. Exempt Contracts. Other types of goods or services for which a competitive procurement process is impractical may be solicited on other than a competitive basis. Such exempt contracts may include; services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.

4.2 All procurements made pursuant to this Section shall be done in accordance with law and in furtherance of the purposes enumerated in Section 1.0 of this Policy. In addition, even if procurements need not be made on a competitive basis under this Policy, the Authority will seek competition to the maximum extent practicable under the circumstances.

SECTION 5.0 MONETARY THRESHOLDS FOR PROCUREMENT METHODS

The table below represents the minimum procurement methods that must be utilized with the associated monetary thresholds for purchases, unless using a non-competitive procurement method per Section 4.1

Estimated Amount of Purchase	Procurement Method
Discretionary Purchases – Small Purchase: aggregate purchase < \$15,000	Non – Competitive Procurement
Medium Purchase: aggregate purchase: ≥\$15,000 and <\$50,000	Written Quote(s)
Large Purchase: aggregate ≥ \$50,000.00	Formal Bid, Request for Proposals, Centralized Contract, Preferred Source

SECTION 6.0 PUBLICATION REQUIREMENTS FOR PROCUREMENT METHODS

6.1 The following publication requirements shall apply to solicitations for Procurement Contracts:

A. **Methods of obtaining Bids and Proposals.** The solicitation of bids, proposals or submissions of qualification data or offers for Procurement Contracts shall be made by the Authority in a manner determined by the Authority to be the most cost effective or providing reasonable competition. For Procurement Contracts that must be awarded on a Competitive Basis, the requirements may include advertisement in appropriate newspapers or trade journals and may also include direct mailings to firms considered qualified and such other outreach mechanisms as are consistent with this Policy, including the Minority and Women-Owned Business Enterprise and Service-Disabled Veteran-Owned Business Enterprise provisions herein.

B. **New York State Contract Reporter – Contracts \$50,000 or More.** In the case of Procurement Contracts in the actual or estimated amount of fifty thousand dollars (\$50,000) or more, the Authority will place a notice of all such opportunities in the New York State Contract Reporter. Procurement Contracts under \$50,000 may be posted to New York State Contract Reporter if deemed beneficial to the Procurement.

The link to the NYS Contract Reporter is: www.nyscr.org

C. **Exemptions from Publication Requirement** - The requirements above, relative to publications in the Contract Reporter, shall not apply to Procurement Contracts awarded pursuant to; 1) Centralized Contracts, 2) Emergency Contracts, 3) Exempt Contracts, 4) Preferred Sources, 5) Single Source, or 6) Sole Source.

SECTION 7.0 REQUIREMENTS REGARDING THE SELECTION OF PROCUREMENT CONTRACTORS

7.1 Contracts for Professional Services. The Authority shall award Contracts for Professional Services on a Competitive Basis unless the Procurement Contract is an Exempt Contract or is awarded using any of the non-competitive Source Selection Methods. Before entering into a Procurement Contract for Professional Services, the Authority should consider whether the contemplated services are best provided by Authority staff or external consultants. Capacity, expertise and cost shall be considered in making the determination. In addition, the Authority shall assure that the award of such contract is made to a Procurement Contractor evidencing proven experience with projects of the scope, magnitude and complexity that are the subject of the contract and that such contractor has the ability to perform all work required in a professional and timely manner. The Authority shall also consider factors such as financial responsibility, reliability, skill, past performance on Authority projects, judgment and integrity. As part of the competitive process, the Authority shall:

1. Solicit proposals from several firms known to be qualified in the area of the service to be provided;
2. Evaluate those proposals received on the basis of the proposers' qualifications and other appropriate factors recited in the Request for Proposals. Contract price and fee may be the subject of Competitive Negotiation;
3. Document the deliberative processes by which Contractors providing Professional Services are selected;
4. Maintain written procedures to be used in connection with Requests for Proposals and Competitive Negotiations that are consistent with this Policy and that contain provisions relating to the solicitation, evaluation and selection of service contractors to which Procurement Contracts for Professional Services are to be awarded.
5. Document the deliberative process in which the Procurement Contractor was determined to be Responsive and Responsible. Request contractors to submit completed New York State Vendor Responsibility Questionnaires.

7.2 Contracts for Construction. The award of construction contracts by the Authority will require contracts to be awarded pursuant to Competitive Bids. The award of separate contracts for the major categories of work, i.e., general contracting; plumbing; electrical, and heating, ventilating, and air conditioning, may be required. The Authority shall select its construction contractors competitively unless the Procurement Contract is an Exempt Contract or is made using any of the following Source Selection Methods: Emergency Contract or Sole Source. In addition, all Public Works Contracts will require compliance by contractors and subcontractors with the provisions of the Labor Law requiring the payment of prevailing wage rates.

Any method of procurement employed for any construction contract shall assure that the work is done by qualified and experienced Contractors at the lowest price to the Authority. If a contract is awarded on a Competitive Basis, the Authority shall assure that the award of such contract is made to a Contractor evidencing proven experience with projects of the scope, magnitude and complexity that are the subject of the contract and that such contractor has the ability to perform all work required in a professional and timely manner. In addition, the Authority shall consider factors such as financial responsibility, reliability, skill, past performance on Authority projects, judgment and integrity.

The Authority shall document the deliberative process in which the Contractor was determined to be responsive and responsible, and shall request contractors to submit completed New York State Vendor Responsibility Questionnaires.

The Authority shall maintain written procedures that are consistent with this Policy concerning the solicitation, evaluation and selection of Contractors to which Procurement Contracts for construction services are to be awarded. These procedures shall also provide for, among other things, the promotion of Minority and Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, New York State Business Enterprises, New York State Residents and Small Businesses.

- 7.3 Procurement Contracts for Goods and Materials.** The Authority shall award Procurement Contracts for goods, materials, fixtures, furnishings, equipment and service contracts such as maintenance services and waste disposal (other than for Professional Services and construction) on a Competitive Basis (including Competitive Bids) unless the Procurement Contract is an Exempt Contract or is made using one of the following Source Selection Methods: Centralized Contracts, Emergency Contracts, Preferred Source, Discretionary Purchases, Single Source or Sole Source.

The Authority shall maintain written procedures that are consistent with this Policy concerning the solicitation, evaluation and selection of vendors and suppliers to which Procurement Contracts for goods and materials shall be awarded. These procedures shall also provide for, among other things, the promotion of Minority and Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, New York State Business Enterprises, New York State Residents and Small Businesses.

- 7.4 Standardization.** Where the Authority has determined that it is in its best interests to standardize on a particular make, manufacturer, model or licensed product for the efficient operation of its business, the Board may resolve to standardize on the specified make, manufacturer, model or licensed product for purchase. In that event any competitive procurement will identify in the bid or proposal's specifications the standardized items that must be provided by the vendor, or source.

- 7.5 Bidder Debriefing.** In the event that an unsuccessful bidder or proposer requests the Authority to review the award of a Contract, the Authority shall afford the unsuccessful bidder or proposer the opportunity to review its bid or proposal with the Authority and provide the unsuccessful bidder or proposer with the basis for decision and award of the Procurement Contract. In the process of reviewing the bid or proposal of an unsuccessful bidder or proposer the Authority shall treat each bidder or proposer in a fair and equitable manner.

- 7.6 Promotion of Minority and Women-Owned Business Enterprises.** It is the goal of the Authority to (a) promote and assist participation by Certified Minority and Women-Owned Business Enterprises in competition for Procurement Contracts and to (b) award a fair share of Procurement Contracts to Certified Minority and Women-Owned Business Enterprises. It is also the Authority's goal to award contracts to those contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment. The Authority recognizes that this goal may be achieved by awarding Procurement Contracts to those firms who have demonstrated that they do not discriminate in employment. Furthermore, if a Contractor utilizes a subcontractor(s) in the performance of any Procurement Contract, said Procurement Contract, where required pursuant to [Article 15-A of the Executive Law](#), shall require the Contractor to act affirmatively to secure participation by Certified Minority and Women-Owned Business Enterprises in such subcontract and to report the nature and extent of such efforts to the Authority. All Procurement Contracts, where required, shall be in compliance with [Article 15-A of the Executive Law](#), as same may be amended.

A. In furtherance of the above, and to promote the use of Certified Minority and Women-Owned Enterprises in Procurement Contracts, the Authority shall:

1. Establish appropriate goals for participation of Minority and Women-Owned Business Enterprises in Procurement Contracts and for the utilization of Minority and Women-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with Article 15-A of the Executive Law, as same may be amended.
2. Solicit offers from Minority and Women-Owned Business Enterprises known to have experience in the area of the goods or service to be provided on Procurement Contracts in accordance with Article 15-A of the Executive Law, as same may be amended.
3. Provide notice of any procurement to appropriate professional organizations that serve Minority and Women-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.
4. Consult any list maintained by any State agency or department known to the Authority, including the Department of Economic Development, which identifies Minority and Women-Owned Business Enterprises by area of expertise and shall contact appropriate Certified Minority and Women-Owned Business Enterprises listed therein to solicit their offers.
5. Designate appropriate staff to oversee the Authority's programs established to promote and assist: (i) participation by certified Minority or Women-owned Business Enterprises in the Authority's procurement opportunities and facilitation of the award of procurement contracts to such enterprises; (ii) the utilization of certified Minority and Women-Owned Business Enterprises as subcontractors and suppliers by entities having procurement contracts with the Authority; and (iii) the utilization of partnerships, joint ventures or other similar arrangements between certified Minority and Women-Owned Business Enterprises and other entities having procurement contracts with the Authority. Such staff shall be familiar with the procurement of the types of construction, financial, legal or professional services utilized by the Authority either directly or through their designees participation in the procurement process.
6. Establish requirements to conduct procurements in a manner that will enable the Authority to achieve the maximum feasible portion of the goals established pursuant to subsection A.1 above and that eliminates barriers to participation by Minority and Women-Owned Business Enterprises on Procurement Contracts.

7.7 Promotion of Service-Disabled Veteran-Owned Business Enterprises. It is the goal of the Authority to (a) promote and assist participation by Certified Service-Disabled Veteran-Owned Business Enterprises in competition for Procurement Contracts and to (b) award a fair share of Procurement Contracts to Certified Service-Disabled Veteran-Owned Business Enterprises. All Procurement Contracts, where required, shall be in compliance with Article 17-B of the Executive Law, as same may be amended.

A. In furtherance of the above, and to promote the use of Certified Service-Disabled Veteran-Owned Business Enterprises in Procurement Contracts, the Authority shall:

1. Establish appropriate goals for participation with Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with Article 17-B of the Executive Law, as same may be amended.

2. Solicit offers from Service-Disabled Veteran-Owned Business Enterprises known to have experience in the area of goods or service to be provided on Procurement Contracts in accordance with Article 17-B of the Executive Law, as same may be amended.
3. Provide notice of any procurement to appropriate professional organizations that serve Service-Disabled Veteran-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.
4. Consult any list maintained by any State agency or department known to the Authority, including the Office of General Services, which identifies Service-Disabled Veteran-Owned Business Enterprises by area of expertise and shall contact appropriate Certified Service-Disabled Veteran-Owned Business Enterprises listed therein to solicit their offers.
5. Designate appropriate staff to oversee the Authority's programs established to promote and assist: (1) participation by Service-Disabled Veteran-Owned Business Enterprises in the Authority's procurement opportunities and facilitation of the award of procurement contracts to such enterprises; (2) the utilization of certified Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having procurement contracts with the Authority; and (3) the utilization of partnerships, joint ventures or other similar arrangements between certified Service-Disabled Veteran-Owned Business Enterprises and other entities having procurement contracts with the Authority. Such staff shall be familiar with the procurement of the types of construction, financial, legal or professional services utilized by the Authority either directly or through their designees participation in the procurement process.
6. Establish requirements to conduct procurements in a manner that will enable the Authority to achieve the maximum feasible portion of the goals established pursuant to subsection A.i above.

7.8 Promotion of New York State Business Enterprises and New York State Residents. It is the goal of the Authority to promote the participation of New York State Business Enterprises and New York State Residents in Procurement Contracts. Accordingly, the following procedures shall apply:

- A. The Authority shall collect and consult the specifications of New York State Business Enterprises in developing specifications for any Procurement Contract for the purchase of goods where possible, practicable, feasible and consistent with open bidding.
- B. The Authority shall include in all bid documents provided to potential bidders a statement that information concerning the availability of New York State subcontractors and suppliers is available from the New York State Department of Economic Development and it is the policy of New York State to encourage the use of New York State subcontractors and suppliers.

7.9 Approval and Annual Review of Certain Contracts. The Authority may enter into Procurement Contracts for Professional Services for periods of longer than one year in accordance with this Policy provided such contractors are presented to the Board of the Authority for approval and reviewed annually as part of the approval of the Annual Report on Procurement Contracts. Such Procurement Contracts may also be terminated by the Board of the Authority.

- 7.10 Budget.** The Authority Board of Directors shall approve budgets on an annual basis. The Authority shall not enter into a Procurement Contracts where budgeted funds are not available.
- 7.11 Limitations on Contracts with Former Officers and Employees.** The Authority shall not enter into a Procurement Contract with a former Officer or employee of the Authority or any entity in which such Officer or employee has an interest (including a position of employment with such entity) unless there has been compliance with the applicable provisions of the Public Officers Law.

SECTION 8.0 STANDARD PROVISIONS FOR PROCUREMENT CONTRACTS

- 8.1 Procurement Contracts for Professional Services.** Procurement Contracts for Professional Services shall detail the scope of services to be performed and the time frame for performance, the monitoring or reviewing of that performance by Authority personnel and, where appropriate, any permitted use of Authority supplies, facilities or personnel. Such contracts shall also state the compensation for the services, the schedule of payment, the pre-conditions for receiving payment from the Authority, procedures for termination of the contract and any other provisions deemed necessary or appropriate for each particular Contract.
- 8.2** All Procurement Contracts which require a formal competitive solicitation (Competitive Bid, Request for Proposal) under this Policy shall include the current Authority's "Standard Terms, Conditions and Mandatory Clauses".
- 8.3 Compliance with State Finance Law §§ 139-j and 139-k (the Procurement Lobbying Law).** In order to comply with the Procurement Lobbying Law, the Authority has established Policy and Procedures pertaining to contacts regarding Procurement Contracts. Consistent with the Procurement Lobbying Law and the Authority's Policies and Procedures, the Authority shall designate one or more persons who may be contacted by Contractors regarding a given procurement and shall require disclosure from Contractors of persons or organizations designated, retained or employed to attempt to influence the procurement process. The Authority shall incorporate a summary of the Policy and Procedures in all solicitation of proposals, bid documents or specifications. Procurement Contracts must contain a certification by the Contractor that all information provided to the Authority with respect to the Procurement Lobbying Law is complete, true and accurate, and a provision authorizing termination of the Procurement Contract where it is found that the Contractor intentionally violated the Procurement Lobbying Law. The Authority shall consider as part of its determination of responsibility of a Contractor whether there has been past or present non-compliance with the Procurement Lobbying Law.
- 8.4** Pursuant to Public Authorities Law (PAL) section 2879-a and Title 2 of New York Code of Rules and Regulation (NYCRR) Part 206, the Comptroller of the State of New York, at his or her discretion and upon notification to a public Authority, is authorized to review and approve such Authority's contracts in excess of one million dollars (\$1,000,000) which are awarded noncompetitively or which are to be paid in whole or part from monies appropriated by the State of New York. The Comptroller of the State of New York has provided official notification to the Authority that such statutory authority is being exercised and that all contracts meeting the requirements specified in Public Authorities Law (PAL) section 2879-a and Title 2 of New York Code of Rules and Regulation (NYCRR) Part 206 shall be subject to prior approval by the Comptroller of the State of New York.

SECTION 9.0 REPORT ON PROCUREMENT CONTRACTS

- 9.1 Within ninety (90) days after the end of its fiscal year, the Authority shall prepare a report on Procurement Contracts pursuant to Public Authority Law 2879. Such a report may be a part of any other annual report that the Authority is required to make, such as the Public Authorities Reporting Information System (PARIS) report. The Authority Chief Financial Officer and Compliance Officer are responsible for completing and submitting the PARIS report to the Office of the State Comptroller and the Authority Budget Office. The report shall include:
- a. A copy of the Procurement Policy of the Development Authority of the North Country,
 - b. An annual report on procurement contracts which is available to the public.
 - c. An annual report explaining this Policy on Procurement Contracts and any amendments hereto.
 - d. Any other reports required by law.
- 9.2 **Availability to Public.** Copies of the annual report on Procurement Contracts shall also be available to the public on the Authority's website or upon reasonable request at the Authority's main office.
- 9.3 Pursuant to PAL 2879-a and NYCRR 206.3, the Authority is required to submit a report to the Office of the State Comptroller annually within 30 days prior to the end of its fiscal year. The report will include a description of every eligible contract and eligible contract amendment which the Authority reasonably anticipates awarding in the following fiscal year. This requirement relates specifically to Authority contracts in excess of one million dollars (\$1,000,000) which are awarded noncompetitively or which are to be paid in whole or part from monies appropriated by the State of New York.

SECTION 10.0 MISCELLANEOUS PROVISIONS

- 10.1 **Amendment of Policy.** Any modification or amendment of this Policy may be made by a Supplemental Resolution adopted at any duly constituted meeting of the Board of the Authority; provided, however, that no such modification or amendment shall abrogate the rights and duties of existing Authority contracts, the terms of which were established pursuant to this Policy.
- 10.2 **No Recourse under this Policy.** No provision contained solely in this Policy shall be the basis for any claim against any member, Officer or employee of the Authority or the Authority itself.
- 10.3 **Effect of Noncompliance of Policy.** Nothing contained solely in this Policy shall be deemed to alter, invalidate, modify, or impair the terms of any contract or agreement made or entered into in violation of, or not in compliance with, the provisions of this Policy.
- 10.4 In furtherance of this Policy, the Board of the Authority shall annually review this Policy, and may amend same at its pleasure.
- 10.5 The Authority shall utilize Executive Order No. 4, Establishing a State Green Procurement and Agency Sustainability Program, which directs state agencies, public authorities and public benefit corporations to green their procurements and implement sustainability initiatives.

Revision/Review Approval Date: September 13, 2011
Revision Date: March 22, 2012; Resolution No. 2012-03-03
Revision Date: March 21, 2013; Resolution No. 2013-03-03
Revision Date: March 20, 2014; Resolution No. 2014-03-10
Revision Date: March 19, 2015; Resolution No. 2015-03-32
Revision Date: March 31, 2016; Resolution No. 2016-03-39
Revision Date: March 23, 2017; Resolution No. 2017-03-27
Revision Date: March 28, 2018; Resolution No. 2018-03-33
Revision Date: February 28, 2019; Resolution No. 2019-02-02
Revision Date: May 28, 2020; Resoution No. 2020-05-50
Revision Date: February 25, 2021; Resolution No. 2021-02-36
Revision Date: February 23, 2023; Resolution No. 2023-02-03



Board Resolution No. 2023-02-04
February 23, 2023

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

Whereas, New York State issued legislation (S8617B/A10832) as a result of the COVID-19 pandemic that required 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 Authority adopted a Public Health Emergency Response Plan pursuant to **Resolution 2021-03-55**, and

Whereas, executive management has reviewed and recommends approval of the NYS Public Employer Health Emergency Plan with non-substantive edits.

Now, upon the recommendation of the Governance Committee, 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.

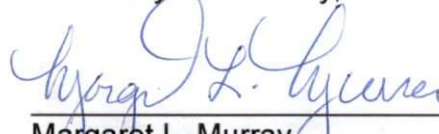
Motion by: K. Bibbins
Seconded by: M. Hall

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-04 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: NYS Public Employer Health Emergency Plan

Adopted: February 23, 2023

Resolution: 2023-02-04

NYS PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

Table of Contents

Section 1.0	Generation Requirements	2
1.1	Promulgation	2
1.2	Purpose	2
1.3	Scope	2
1.4	Overview	2
1.5	Assumptions	3
Section 2.0	Operations	3
Section 3.0	Essential Functions.....	4
3.1	Essential Positions	5
Section 4.0	Reducing Risk Through Remote Work and Staggered Shifts	6
4.1	Remote Work Protocols	6
4.2	Site Specific Procedures	7
4.3	Staggered Shifts.....	8
Section 5.0	Personal Protective Equipment, Cleaning and Disinfection.....	8
5.1	Personal Protective Equipment	8
5.2	Cleaning and Disinfecting	9
Section 6.0	Staff Exposures	9
Section 7.0	Employee and Contractor Leave	10
Section 8.0	Documentation of Work Hours and Locations.....	11
Section 9.0	Housing for Essential Employees	11
Section 10.0	Plan Updates	11

Section 1.0 Generation Requirements

1.1 Promulgation

The Development Authority of the North Country's New York State Health Emergency Plan was developed, approved, and placed in full effect in accordance with S8617B/10832. Such section 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. No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Development Authority or our valued employees under any law, rule, regulation, or collectively negotiated agreement.

1.2 Purpose

This plan 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 best practices in reducing the spread of communicable disease. 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 (PPE) 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 Authority 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 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 (ERP) 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. 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:

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
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 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 Associate- ADMIN 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.
Materials Management	Landfill Superintendent Assistant Landfill Superintendent Equipment Operators Maintenance Technicians Environmental Specialist Environmental Technician Customer Service Coordinator Administrative Associate	Performs the functions related to the proper and legal operation of the Material Management Facility, including operations oversight, operation of heavy equipment, facility and equipment maintenance, and environmental compliance.
Water Quality	Water Quality Supervisor – Operations, Water Quality Supervisor – Mgmt Services Water Quality Senior Operator Water Quality Operator Water Quality Technician	Performs functions related to the safe and legal management, operation and maintenance 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, the Authority can decrease crowding and density at work sites and on public transportation.

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

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. The ED and Division Directors will approve the assignment of remote work and ensure staff have the necessary equipment.

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

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.

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.

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.

4.2 Site Specific Procedures

1. MATERIALS MANAGEMENT FACILITY (MMF)

All MMF employees classified as Level 2 or 3 employees 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 lunchroom. Teams have been denoted on the Employee Roster.

The Customer Service Coordinator and Administrative Associates, that are Licensed Weighmasters at the MMF, will work onsite on a rotational basis to ensure the scale is staffed.

2. WATER QUALITY

All WQ employees classified as Level 3 employees 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.

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.

Level 2 employees in WQ include the Division Manager and the Admin Assoc. Each employee has a separate office to work in.

3. ENGINEERING

All Engineering staff are classified as Level 1.

4. TELECOM

All Telecom staff are classified as Level 1 with the exception of the Administrative Associate, which is classified as Level 2.

5. ADMINISTRATION/REGIONAL DEVELOPMENT

All Administration employees classified as Level 3 on the 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.

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.

4.3 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 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 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 of 2020 demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, the Authority is 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

A facility specific summary of positions that will be responsible for maintaining necessary PPE and disinfectant cleaning supplies is shown in Table 3 below. These employees have also 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

Facility	Position
Dulles State Office Building	Administrative Associate - ADMIN or Executive Assistant
Canton Office	Director of Public Affairs and Communications, if office is staffed
Material Management Facility	Maintenance Technician
Water Quality	WQ Supervisor - Operations

A minimum of an eight-week supply will be kept on hand by the Authority, 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 positions listed in Table 3 have been designated 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 managed in accordance with current CDC guidelines. Guidelines change periodically, and it is important to reference current protocols

1. If an employee tests positive or experiences symptoms of COVID-19 or other communicable disease that is the subject of the public health emergency, they shall immediately notify their Supervisor, Division Director and Human Resources.
2. The CDC recommends other precautions to minimize the spread such as isolation, masking, and avoiding contact with people who are at high risk of getting very sick. Isolation is used to separate people with confirmed or suspected COVID-19 or other communicable disease that is the subject of the public health

emergency from those without the disease.

3. If you have COVID-19 or another communicable disease that is the subject of the public health emergency, see additional information on treatments that may be available to you.
4. 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 take a COVID 19 test, or other communicable disease test as recommended by the CDC. 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 a communicable disease 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.

Human Resources 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. 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 Director, 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. Refer to Section 4.1 for specific procedures.

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
1	Revised document to reflect changes in job titles, CDC protocol, consolidated duplicative sections, and made plan more general to address non-COVID19 public health emergencies	2/23/2023

Attachment A

Request for Approval at Alternate Non-Authority Owned Work Location

Due to Public Health Emergency

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 public health emergency 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. 2023-02-05
February 23, 2023

**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority Budget was adopted reflecting appropriations for compensation and benefits, and

Whereas, consistent with the provisions of the personnel policies manual adopted by the Board an annual adjustment pool has been established as a percentage of anticipated base salaries for the provision of annual adjustments, reclassifications, promotions, longevity, merit for performance, and

Whereas, the aggregate of adjustments will not exceed the pool established by the Board.

Now, upon recommendation of the Governance Committee, therefore be it

RESOLVED, the Development Authority herewith authorizes the Executive Director to approve compensation adjustments, effective for the Fiscal Year 2023-2024, commencing April 2, 2023 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

Motion by: K. Bibbins

Seconded by: M. Hall

Bibbins - **Yes**

Hefferon - **Yes**

Hunt - **Present**

Mastascusa* - **Yes**

Doheny - **Yes**

Henry* - **Present**

MacKinnon* - **Yes**

Murray - **Yes**

Hall - **Yes**

Hollenbeck* - **Present**

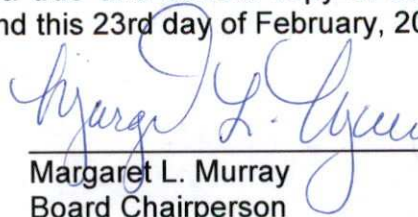
McGrath* - **Present**

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. 2023-02-05 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2023-02-06
February 23, 2023

**APPROVING FISCAL YEAR 2023-2024 ADMINISTRATIVE BUDGET,
CAPITAL PROJECTS, ADMINISTRATIVE ALLOCATIONS
AND AUDIT COMMITTEE BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the Fiscal Year 2023-2024 Administrative Budget detailed by the attached Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule as Appendix B, and

Whereas, it is necessary for the Development Authority of the North Country to restrict certain funds, as detailed by the attached Appendix C, and to, upon request, receive legislative initiatives to administer, and

Whereas, the Development Authority of the North Country allocates gross administrative charges to operating companies as detailed by the attached Appendix D, and

Whereas, the Audit Committee retains Certified Public Accountants to perform audits of the financial statements and internal controls and requires a budget for such services as follows:

Financial Audit	\$39,600
Miscellaneous Accounting Services	<u>\$ 5,500</u>
	\$45,100

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2023-2024 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, is hereby approved and adopted.**
- 2. The Administrative capital projects for the Fiscal Year 2023-2024, as set forth in Appendix B, are hereby approved and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting, therefore, on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2023-2024.**

3. The Schedule of Restricted / Board Designated Reserves, as proposed and set forth in Appendix C, is hereby approved and adopted. Further, to enhance the Authority's ability to manage such reserves, the Authority to create and manage reserves is hereby delegated to the Executive Director who shall report such actions to the Finance Committee on a timely basis.
4. The Fiscal Year 2023-2024 Administrative Allocations as proposed and set forth in Appendix D are hereby approved and adopted.
5. The Audit Committee Budget, as proposed and set forth, is hereby approved and adopted.
6. The Executive Director is authorized to receive legislative initiatives on behalf of the Authority and to execute grant agreements and related documents with grant recipients as appropriate.

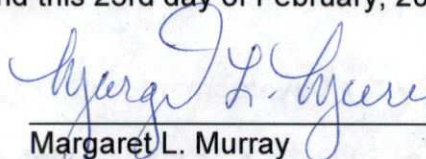
Motion by: M. Hall
 Seconded by: K. Bibbins

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-06 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



 Margaret L. Murray
 Board Chairperson

**Administration
BUDGET FYE 2024
APPENDIX A**

Account Description		FYE	FYE	Actual	FYE
		3/31/2022	3/31/2023	12/31/2022	3/31/2024
		Actual	Amended Budget		Budget
Grant Revenue					
4183	NY State Grants	3,952.50	5,000.00	8,945.00	0.00
	Total Grant Revenue	3,952.50	5,000.00	8,945.00	0.00
Other Income					
4164	Miscellaneous	197,541.54	191,700.00	144,734.55	191,100.00
	Total Other Income	197,541.54	191,700.00	144,734.55	191,100.00
4201	Gain on Sale of Assets	5,300.00	35,000.00	13,200.00	104,000.00
Interest Income					
4102	Investment Interest Income	81,065.19	79,219.00	88,938.70	228,580.00
4202 +	Mark to Market Adjustment	(72,695.00)	0.00	(36,986.84)	0.00
	Total Interest Income	8,370.19	79,219.00	51,951.86	228,580.00
	Total Income	215,164.23	310,919.00	218,831.41	523,680.00
Salaries					
	Administrative Wages	1,182,517.09	1,246,830.00	951,281.46	1,317,952.00
	Telecom Wages	0.00	0.00	2,791.77	0.00
	MMF Wages	0.00	0.00	1,678.17	0.00
5002 -	Overtime Wages	428.95	2,500.00	515.75	1,000.00
	Total Salaries	1,182,946.04	1,249,330.00	956,267.15	1,318,952.00
Fringe Benefits					
5031 -	FICA Expense	82,039.66	86,036.00	67,715.43	87,897.00
5032 -	Pension Expense	70,567.53	107,372.00	83,683.25	131,321.00
5038 -	VDC Expense	13,160.64	8,102.00	6,435.06	8,446.00
5033 +	Health Insurance	118,178.49	122,173.00	99,331.06	168,977.00
5041 +	Retiree Health Insurance	74,048.52	95,162.00	62,737.74	122,409.00
5034 +	Workers Comp	1,760.75	1,836.00	1,453.36	1,958.00
5035 -	Disability Insurance	2,695.77	3,377.00	2,532.77	3,377.00
5036	Unemployment	0.00	13,000.00	12,146.90	10,000.00
5042 -	Post Retire Overhead	(55,398.36)	80,685.00	59,379.21	80,730.00
5051	Benefit Admin. Fees	12,136.48	9,800.00	4,900.46	10,780.00
5054	Employee Physicals & Screening	547.75	1,842.00	430.00	1,990.00
	Total Fringe Benefits	319,737.23	529,385.00	400,745.24	627,885.00
Operations & Maintenance					
5134	Maintenance Contracts	2,269.43	2,800.00	1,310.59	3,266.00
5403	Safety Equipment & Supplies	5,470.13	7,110.00	3,899.50	4,604.00
	Total O & M	7,739.56	9,910.00	5,210.09	7,870.00
Office & Administrative					
5053	Misc Employee Costs	3,176.60	6,520.00	1,125.87	4,545.00
5102	Office Rent	121,901.95	122,127.00	99,383.59	120,006.00
5104	Office Supplies	5,895.00	9,000.00	4,659.84	6,000.00
5110	Postage & Shipping	6,624.00	6,908.00	2,855.49	7,909.00
5112	Telephone	3,429.55	4,169.00	1,591.36	4,979.00
5114	Cellular Services	5,029.35	5,100.00	3,923.84	5,400.00
5118	Other Communications	9,042.45	9,720.00	7,596.48	9,720.00
5120	Dues & Subscriptions	2,045.08	4,415.00	2,455.08	5,500.00
5122	Public Info & Advertising	2,546.52	4,680.00	848.35	4,680.00
5123	Promotional Materials	1,583.78	5,500.00	1,975.63	4,500.00
5130	Office Equipment	10,000.38	19,000.00	16,541.68	2,000.00
5170	Other Office Expenses	3,520.86	1,518.00	907.93	1,306.00
5173	Credit Card Processing Fees	523.60	82.00	81.60	0.00

**Administration
BUDGET FYE 2024
APPENDIX A**

		FYE 3/31/2022	FYE 3/31/2023	Actual 12/31/2022	FYE 3/31/2024
Account Description		Actual	Amended Budget		Budget
5202	Employee Mileage Reimbursement	1,948.24	3,200.00	3,015.20	3,200.00
5204	Empl. Meals & Incidental	42.00	1,500.00	1,489.92	500.00
5206	Empl. Lodging	0.00	1,320.00	0.00	500.00
5270	Travel & Meeting Expense	3,388.00	4,000.00	2,906.60	4,000.00
5312	Continuing Education	0.00	2,200.00	582.00	0.00
5370	Training & Development	5,158.65	9,440.00	1,231.14	12,400.00
5402	Employee Uniforms	1,084.86	1,425.00	77.00	1,425.00
5404	Safety Training	7,020.00	13,000.00	3,359.35	11,718.00
5508	Cleaning Services	11,440.00	12,860.00	7,280.00	11,830.00
6102	Board Member Travel & Expenses	646.35	1,200.00	93.60	1,200.00
6104	Sponsorships	5,000.00	7,080.00	3,750.00	4,150.00
	Total Office & Admin	211,047.22	255,964.00	167,731.55	227,468.00
Professional Fees					
5924	Legal	27,352.50	30,104.00	16,254.00	32,255.00
5926	Investment Banking Fees	6,572.98	6,000.00	3,883.42	5,900.00
5928 +	Accounting Fees	37,700.00	44,100.00	31,600.00	45,100.00
5970	Consulting	56,745.00	16,100.00	450.00	10,050.00
	Total Professional Fees	128,370.48	96,304.00	52,187.42	93,305.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	379.57	6,017.55	5,926.48	1,929.00
5602	Auto/Light Truck Fuel	15.88	1,425.00	50.67	201.00
	Total Automobile	395.45	7,442.55	5,977.15	2,130.00
Computer					
5124	Computer Equipment	23,369.65	38,320.00	11,633.00	45,640.00
5126	Computer Maintenance	1,080.00	8,500.00	0.00	8,500.00
5128	Programming & Software	145,787.87	162,590.00	109,140.76	154,474.00
5129	ECMS Expense	28,974.75	29,000.00	22,980.74	41,000.00
6108	Web Page Design & Maintenance	4,800.00	6,002.00	2,204.95	6,072.00
	Total Computer	204,012.27	244,412.00	145,959.45	255,686.00
6114	Insurance	18,996.75	18,500.00	13,875.03	19,300.00
6190 +	Admin Allocation	(2,104,877.09)	(2,321,707.00)	(1,672,432.08)	(2,405,187.00)
7032	Depreciation	226,395.86	254,100.00	143,552.28	285,800.00
6901	Contingency	0.00	20,621.45	0.00	30,000.00
	Total Expenses	194,763.77	364,262.00	219,073.28	463,209.00
	Change in Net Position	20,400.46	(53,343.00)	(241.87)	60,471.00

**Administration
BUDGET FYE 2024
APPENDIX A**

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				60,471.00
PLUS DEPRECIATION & AMORTIZATION				285,800.00
- 2501: LESS PRINCIPAL PAYMENTS				(50,000.00)
RESERVE/CAPITAL REQUIREMENTS				
- 1440 ADMIN CAPITAL PROJECTS				(324,042.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(324,042.00)</u>
CASH FLOW				<u>(27,771.00)</u>

APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
	Fleet Vehicles	O	\$ 324,042	\$ 296,183	\$ 223,103	\$ 247,112	\$ 403,041
	Server Replacement	O	\$ -	\$ 122,000	\$ 12,000	\$ 12,400	\$ 12,400
	GIS ESRI Software and Internet Mapping	O	\$ -	\$ 50,000	\$ -	\$ -	\$ -
	Financial Software System Replacement	O	\$ -	\$ 500,000	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE			\$ 324,042	\$ 968,183	\$ 235,103	\$ 259,512	\$ 415,441

Fund Description

- O Operating Investments
- AR Administrative Reserve

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2024

The Development Authority of the North Country recognizes the following restricted reserves as detailed below,

Restricted Fund Balance:	Balance 3/31/2022	Estimated Balance 3/31/2023
Community Rental Housing Program	\$ 13,143,287	\$ 13,665,990
Community Development Loan Fund	\$ 9,787,358	\$ 9,733,451
Housing Loan Revolving Fund	\$ 22,469,243	\$ 22,234,207
Army Water & Sewer Repair Reserve	\$ 1,800,000	\$ 1,800,000
Regional Waterline	\$ 442,508	\$ 442,508
Wetlands Mitigation Reserve	\$ 318,673	\$ 320,979
MMF Replacement Reserve	\$ 5,681,048	\$ 4,269,797
MMF Liner Reserve	\$ 10,302,779	\$ 11,934,602
MMF Closure/Post Closure Reserve	\$ 15,427,610	\$ 25,471,345
Telecom Repair & Replacement Reserve	\$ 6,839,012	\$ 6,804,329
	<u>\$ 86,211,518</u>	<u>\$ 96,677,208</u>

Further, it is necessary for the Development Authority of the North Country to designate a portion of its fund balance for the purposes detailed below,

Board Designated Reserves:	Balance 3/31/2022	Estimated Balance 3/31/2023
Administrative / Supplemental Insurance	\$ 4,000,000	\$ 4,000,000
Army Waterline Capital Reserve	\$ -	\$ -
Army Sewerline Administrative Support Reserve	\$ 749,985	\$ 749,985
ASL Infrastructure Development	\$ 223,107	\$ 223,107
MMF Capital Reserve*	\$ 1,209,525	\$ -
MMF Tip Fee Stabilization Reserve	\$ 4,392,849	\$ 4,384,586
MMF Landfill Gas Reserve	\$ 1,616,502	\$ 1,337,071
Economic Development Loan Fund	\$ 5,360,596	\$ 5,303,181
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
	<u>\$ 20,552,564</u>	<u>\$ 18,997,930</u>

* = Upon completion of the Southern Expansion, any funds remaining in the MMF Capital Reserve will be moved to the MMF Replacement Reserve. Current open project costs funded from the Capital Reserve will be funded from the Replacement Reserve.

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2024

	Budgeted FYE 3/31/23		Budgeted FYE 3/31/24		Increase or Decrease
Administrative Costs:					
Salaries & Fringes	\$ 1,672,167	\$	1,818,203	\$	146,036
Administrative Overhead	\$ 665,296	\$	649,530	\$	(15,766)
Total Administrative Costs	\$ 2,337,462	\$	2,467,733	\$	130,270

	Budgeted FYE 3/31/23		Budgeted FYE 3/31/24		Increase or (Decrease)
Administrative Allocation:					
Army Sewer	\$ 280,052	\$	354,175	\$	74,123
Army Water	\$ 175,835	\$	183,063	\$	7,228
Regional Water	\$ 16,606	\$	16,798	\$	192
Water Quality Contracts	\$ 37,200	\$	38,626	\$	1,426
Engineering	\$ 51,586	\$	51,386	\$	(200)
Materials Mgt	\$ 990,621	\$	991,199	\$	578
Telecommunications	\$ 606,187	\$	605,606	\$	(581)
Regional Development Contracts	\$ 21,365	\$	22,957	\$	1,592
Affordable Housing Program	\$ 88,780	\$	88,801	\$	21
Community Development Loan Fund	\$ 4,135	\$	4,251	\$	116
Authority Economic Development Fund	\$ 56,815	\$	57,342	\$	527
Community Rental Housing Program	\$ 8,281	\$	8,529	\$	248
Internal Subsidy	\$ -	\$	45,000	\$	45,000
Total	\$ 2,337,463	\$	2,467,733	\$	130,270



Board Resolution No. 2023-02-07
February 23, 2023

APPROVING FISCAL YEAR 2023-2024 ENGINEERING DIVISION OPERATING BUDGET AND CAPITAL PROJECTS

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2023-2024 Engineering Budget, attached to this Resolution as Appendix A, and

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

1. The Fiscal Year 2023-2024 Engineering Budget and line items contained therein, as proposed and set forth in Appendix A, is hereby approved and adopted.
2. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2023-2024.
3. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.

Motion by: E. Virkler

Seconded by: T. Hefferon

Bibbins - **Yes**

Hefferon - **Yes**

Hunt - **Present**

Mastascusa* - **Yes**

Doheny - **Yes**

Henry* - **Present**

MacKinnon* - **Yes**

Murray - **Yes**

Hall - **Yes**

Hollenbeck* - **Present**

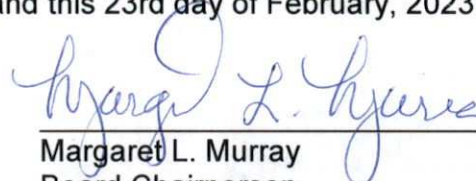
McGrath* - **Present**

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. 2023-02-07 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.


Margaret L. Murray
Board Chairperson

**Engineering
BUDGET FYE 2024
APPENDIX A**

Account Description	FYE	FYE	Actual	FYE
	3/31/2022	3/31/2023	12/31/2022	3/31/2024
	Actual	Amended Budget		Budget
Customer Billings				
4001 Customer Billings	1,086,412.10	704,490.00	422,225.96	734,055.00
Total Customer Billings	1,086,412.10	704,490.00	422,225.96	734,055.00
Total Income				
	1,086,412.10	704,490.00	422,225.96	734,055.00
Salaries				
Engineering Wages	639,314.30	373,117.00	215,098.20	367,950.00
Telecom Wages	1,452.00	0.00	0.00	0.00
MMF Wages	0.00	0.00	21.32	0.00
WQ Wages	4,464.50	0.00	977.21	0.00
Total Salaries	645,230.80	373,117.00	216,096.73	367,950.00
Fringe Benefits				
5031 - FICA Expense	44,953.84	23,905.00	17,197.92	23,818.00
5032 - Pension Expense	45,377.02	35,476.00	19,442.32	38,956.00
5038 - VDC Expense	3,945.90	5,072.00	6,619.09	3,683.00
5033 + Health Insurance	92,477.20	60,627.00	36,980.06	56,601.00
5034 + Workers Comp	24,427.51	1,709.00	2,233.76	1,481.00
5035 - Disability Insurance	1,555.64	979.00	735.02	954.00
5042 - Post Retire Overhead	45,484.65	23,399.00	13,526.49	22,812.00
5054 Employee Physicals & Screening	999.75	1,000.00	334.75	500.00
Total Fringe Benefits	259,221.51	152,167.00	97,069.41	148,805.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	0.00	0.00	0.00	12,000.00
5403 Safety Equipment & Supplies	935.15	1,100.00	1,041.19	1,000.00
5904 SCADA	12,627.91	20,200.00	12,346.15	21,750.00
8090 Purchases for Resale	45,547.58	75,500.00	34,974.24	104,000.00
Total O & M	59,110.64	96,800.00	48,361.58	138,750.00
Office & Administrative				
5053 Misc Employee Costs	0.00	500.00	150.00	500.00
5102 Office Rent	5,388.96	1,870.00	1,402.47	1,870.00
5104 Office Supplies	990.90	1,500.00	905.87	1,000.00
5112 Telephone	2,988.60	3,121.00	1,591.26	1,969.00
5114 Cellular Services	6,324.44	4,700.00	3,560.32	5,000.00
5120 Dues & Subscriptions	662.00	1,000.00	248.00	1,000.00
5122 Public Info & Advertising	1,913.00	4,500.00	1,145.18	2,000.00
5130 Office Equipment	836.00	1,800.00	0.00	1,500.00
5202 Employee Mileage Reimbursement	11,681.30	7,250.00	3,111.68	4,000.00
5204 Empl. Meals & Incidental	3,737.13	1,500.00	44.62	750.00
5206 Empl. Lodging	6,351.40	1,000.00	0.00	1,400.00
5370 Training & Development	10,201.60	7,250.00	1,054.00	6,500.00
5402 Employee Uniforms	1,167.94	800.00	326.00	900.00
Total Office & Admin	52,243.27	36,791.00	13,539.40	28,389.00
Professional Fees				
5924 Legal	2,255.00	1,000.00	0.00	1,000.00
Total Professional Fees	2,255.00	1,000.00	0.00	1,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	1,914.47	2,500.00	871.30	2,500.00
5602 Auto/Light Truck Fuel	3,549.72	4,000.00	3,176.36	4,000.00
5603 Auto/Light Truck Rental/Lease	6,700.00	6,700.00	5,024.97	12,500.00
5605 Vehicle Ins	2,727.02	2,300.00	1,725.03	2,500.00

**Engineering
BUDGET FYE 2024
APPENDIX A**

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
Total Automobile	14,891.21	15,500.00	10,797.66	21,500.00
Computer				
5124 Computer Equipment	5,685.86	6,000.00	5,335.27	4,000.00
5128 Programming & Software	613.80	1,250.00	0.00	1,250.00
5906 GIS	25,080.87	29,200.00	20,893.96	38,944.00
Total Computer	31,380.53	36,450.00	26,229.23	44,194.00
6122 Bad Debt Expense	0.00	0.00	396.00	0.00
6114 Insurance	26,810.36	16,600.00	12,449.97	16,600.00
6190 + Admin Allocation	50,348.12	51,586.00	37,128.04	51,386.00
6191 + Engineering Allocation	(75,947.20)	(86,534.00)	(64,283.46)	(101,133.00)
6208 NYS Administrative Assessment	6,995.00	3,861.00	0.00	3,395.00
8901 + Water Quality Allocation	1,436.30	0.00	0.00	0.00
7032 Depreciation	12,608.16	11,400.00	6,257.29	8,400.00
Total Expenses	1,086,583.70	708,738.00	404,041.85	729,236.00
Change in Net Position	(171.60)	(4,248.00)	18,184.11	4,819.00

**Engineering
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				4,819.00
PLUS DEPRECIATION & AMORTIZATION				8,400.00
CASH FLOW				<u>13,219.00</u>



Board Resolution No. 2023-02-08
February 23, 2023

**APPROVING FISCAL YEAR 2023-2024 MATERIALS MANAGEMENT
DIVISION OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE REQUIREMENTS, AND TIPPING FEES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2023-2024 Materials Management Budget based on anticipated waste volumes, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary, as set forth on the capital projects' schedule attached as Appendix B, and

Whereas, it is necessary to establish reserve requirements, tipping fees and related understandings for Fiscal Year 2023-2024 in support of said Budget.

Whereas, upon review of required reserve contributions and projected operating expenditures, it is recommended that effective January 1, 2024, the tipping fee for municipal solid waste, construction and demolition waste, and ash be increased from \$50 per ton to \$54 per ton; for non-beneficial sludge, sewage sludge and industrial waste be increased from \$36 per ton to \$40 per ton; for beneficial sludge and non-hazardous petroleum contaminated soil be increased from \$20 per ton to \$24 per ton; and for friable asbestos-contaminated construction debris be increased from \$80 per ton to \$84 per ton.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2023-2024 Materials Management Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Materials Management capital projects for the Fiscal Year 2023-2024, as set forth in Appendix B, are hereby approved, with the stated cost thereof to be charged against indicated reserves, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2023-2024.**

3. Based upon receipt at the Facility of anticipated waste volumes, the tipping fee shall be:

- **Municipal solid waste, construction and demolition waste, and ash**
 - April 1, 2023 \$50.00 per ton (Unchanged from FY 2023)
 - January 1, 2024 \$54.00 per ton

- **Non-beneficial use sludge, industrial waste and sewage sludge**
 - April 1, 2023 \$36.00 per ton (Unchanged from FY 2023)
 - January 1, 2024 \$40.00 per ton

- **Non-hazardous petroleum contaminated soil and beneficial use sludge**
 - April 1, 2023 \$20.00 per ton (Unchanged from FY 2023)
 - January 1, 2024 \$24.00 per ton

- **Friable asbestos (one ton minimum)**
 - April 1, 2023 \$200 per ton (Unchanged from FY 2023)

- **Friable asbestos-contaminated construction debris or other waste that requires special handling protocol during disposal**
 - April 1, 2023 \$80.00 per ton (Unchanged from FY 2023)
 - January 1, 2024 \$84.00 per ton

4. The Community Improvement Program and the Residential Cleanup Program shall be extended for Fiscal Year 2023-2024 at a discount of 25% off the published gate rate.

5. Reserve requirements for such year (included in the tipping fees) shall be, per ton:

Replacement	\$6.00
Closure	\$3.50
Liner	\$8.00

Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees of \$967,228 and gas to energy revenue sharing of \$61,720, will be paid for the Fiscal Year 2023-2024.

6. To enhance the Authority's ability to respond promptly to changing conditions in the competitive solid waste disposal market, the authority to establish tipping fees, special condition fees, manage reserves, establish host community agreements and negotiate hauler contracts is hereby delegated to the Executive Director who shall report such actions to the Finance Committee in a timely manner.

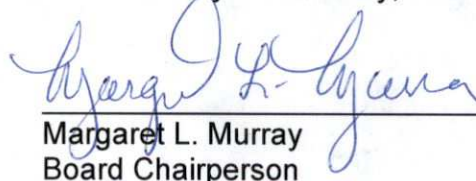
Motion by: T. Hefferon
Seconded by: E. Virkler

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-08 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

Materials Management
BUDGET FYE 2024
APPENDIX A

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
Customer Billings				
4001 Customer Billings	7,942,876.21	7,200,606.00	5,551,189.03	7,100,663.00
4006 Replacement Reserve Tip Income	417,202.19	1,173,150.00	1,030,343.20	1,438,650.00
4007 Liner Reserve Tip Income	287,499.60	1,407,780.00	1,236,411.84	1,918,200.00
4008 Closure Reserve Tip Income	656,160.88	821,205.00	721,240.26	839,212.00
Total Customer Billings	9,303,738.88	10,602,741.00	8,539,184.33	11,296,725.00
Waste Diversion Revenue				
4050 RTS Revenue	89,211.54	93,600.00	90,245.97	0.00
4061 Recycling Revenue - Mattresses	111,561.50	95,000.00	88,587.00	0.00
Total Waste Diversion Revenue	200,773.04	188,600.00	178,832.97	0.00
Grant Revenue				
4183 NY State Grants	43,946.70	74,108.00	147,357.76	97,975.00
Total Grant Revenue	43,946.70	74,108.00	147,357.76	97,975.00
Other Income				
4164 Miscellaneous	7,442.13	25,000.00	14,057.18	10,000.00
4166 LFGTE Revenue	546,831.81	577,180.00	456,272.03	540,884.00
4190 Recovery of Bad Debts	314.52	0.00	0.00	0.00
Total Other Income	554,588.46	602,180.00	470,329.21	550,884.00
4201 Gain on Sale of Assets	8,200.00	95,000.00	83,325.00	120,000.00
Interest Income				
4106 + Trustee Interest	11,563.33	191.00	19,492.68	15,756.00
4108 Reserve Interest	65,833.81	67,282.00	73,415.37	94,765.00
4116 Replace Reserve Interest Income	52,823.67	31,319.00	60,346.31	157,642.00
4117 Liner Reserve Interest Income	17,478.34	60,770.00	48,032.95	131,447.00
4118 Closure Reserve Interest Income	85,499.79	90,037.00	99,065.23	250,056.00
4119 Post Close Interest Income	57,354.92	67,922.00	42,456.51	188,639.00
4120 Wetlands Mitigation Interest Income	7,868.97	95.00	2,305.66	3,551.00
4202 + Mark to Market Adjustment	(914,547.97)	0.00	(817,927.23)	0.00
Total Interest Income	(616,125.14)	317,616.00	(472,812.52)	841,856.00
Total Income	9,495,121.94	11,880,245.00	8,946,216.75	12,907,440.00
Salaries				
Engineering Wages	174,139.38	172,363.00	150,155.93	180,507.00
Telecom Wages	0.00	0.00	4,333.37	0.00
MMF Wages	1,264,454.67	1,523,735.00	1,028,136.58	1,515,087.00
WQ Wages	1,766.20	0.00	55.20	0.00
5002 - Overtime Wages	35,220.03	35,898.00	81,436.47	33,260.00
5005 On-Call Stipend	7,500.00	7,800.00	6,000.00	7,800.00
Total Salaries	1,483,080.28	1,739,796.00	1,270,117.55	1,736,654.00
Fringe Benefits				
5031 - FICA Expense	105,129.18	111,085.00	93,595.82	112,177.00
5032 - Pension Expense	113,523.50	190,361.00	141,167.02	208,309.00
5038 - VDC Expense	367.50	2,029.00	540.25	3,051.00
5033 + Health Insurance	220,002.90	252,547.00	166,031.35	270,293.00
5034 + Workers Comp	78,174.87	85,020.00	64,596.87	73,296.00
5035 - Disability Insurance	4,503.16	6,195.00	4,645.52	5,673.00
5042 - Post Retire Overhead	124,471.20	142,574.00	95,934.33	135,620.00
5054 Employee Physicals & Screening	6,610.65	9,029.50	6,169.80	8,000.00
Total Fringe Benefits	652,782.96	798,840.50	572,680.96	816,419.00
Operations & Maintenance				

Materials Management
BUDGET FYE 2024
APPENDIX A

Account Description	FYE	FYE	Actual 12/31/2022	FYE
	3/31/2022 Actual	3/31/2023 Amended Budget		3/31/2024 Budget
5062 Third Party Temporary - O&M	0.00	17,527.68	17,527.68	23,520.00
5403 Safety Equipment & Supplies	14,594.27	14,000.00	4,097.04	14,000.00
5702 Large Equipment Parts	115,059.31	110,000.00	89,576.96	120,000.00
5703 Small Equipment	3,381.26	25,000.00	14,462.56	30,000.00
5704 O&M Supplies	15,335.39	20,000.00	13,069.00	20,000.00
5708 Fuels	296,470.09	486,000.00	373,665.02	450,000.00
5710 Lubricants	11,526.02	19,000.00	11,030.61	15,000.00
5712 Purchased Maintenance & Repair	63,953.40	85,000.00	53,321.35	90,000.00
5716 Equipment Rental	14,933.34	0.00	0.00	20,000.00
5718 Tires	14,039.30	18,368.00	13,410.14	20,000.00
5770 Other Tool, Equip & O&M	3,245.99	5,000.00	2,916.18	5,000.00
5815 Chemicals	8,274.46	12,197.42	8,407.28	12,000.00
5818 Leachate System Expense	14,775.50	12,500.00	4,011.92	10,000.00
5820 LFG Maintenance	54,052.37	50,000.00	31,576.32	50,000.00
5870 Natural Habitat Enhancements	47,676.00	52,216.00	46,291.80	55,800.00
5932 Monitoring & Testing	161,473.91	178,982.50	101,348.18	180,000.00
6008 Contract Hauling	918.00	1,768.72	1,000.00	15,000.00
Total O & M	839,708.61	1,107,560.32	785,712.04	1,130,320.00
Recycling Transfer Station				
5001-2 Material Reprocessing Wages	186,106.63	113,029.00	68,155.51	0.00
5002-2 Material Reprocessing OT	11,223.84	0.00	17,319.66	0.00
5031-2 FICA Expense	13,764.01	7,384.00	5,554.62	0.00
5032-2 Pension Expense	24,441.72	12,370.00	8,958.55	0.00
5033-2 Health Insurance	21,708.96	16,503.00	9,597.28	0.00
5034-2 Workers Comp	15,974.47	8,920.00	5,800.38	0.00
5035-2 Disability Insurance	413.12	479.00	359.27	0.00
5042-2 Post Retire Overhead	21,077.25	11,441.00	7,275.00	0.00
6300 RTS - Safety Equipment & Supplies	2,020.63	1,039.59	1,039.59	0.00
6305 RTS - Large Equipment Parts	3,893.17	4,988.43	4,988.43	0.00
6310 RTS - Small Equipment	670.83	434.00	0.00	0.00
6315 RTS - O&M Supplies	1,238.14	57.98	57.98	0.00
6320 RTS - Fuels	5,752.00	5,000.00	4,284.38	0.00
6325 RTS - Purchased Maintenance & Repair	5,053.71	219.00	219.00	0.00
6330 RTS - Contract Hauling	11,572.50	6,171.50	0.00	0.00
6335 RTS - Office Supplies	233.55	0.00	0.00	0.00
6345 RTS - Other Communications	1,639.60	1,750.00	1,575.20	0.00
6350 RTS - Office Equipment Maintenance	0.00	375.00	0.00	0.00
6360 RTS - Employee Uniforms	1,438.98	750.00	434.52	0.00
6365 RTS - Gas & Electric	10,218.91	5,831.00	3,945.73	0.00
6370 RTS - Propane	8,255.43	4,000.00	1,167.68	0.00
6375 RTS - Building Supplies	67.46	0.00	0.00	0.00
6380 RTS - Site Supplies	0.00	165.63	0.00	0.00
6390 RTS - Site Maintenance & Repair	2,360.00	1,350.45	1,240.45	0.00
6395 RTS - Auto/Light Truck Rep. & Maint.	0.00	575.00	575.00	0.00
6400 RTS - Auto/Light Truck Fuel	573.73	375.00	312.11	0.00
Total Recycling Transfer Station	349,698.64	203,208.58	142,860.34	0.00
Waste Diversion				
5125 Promotional Materials - RRR	52,350.30	12,568.37	3,620.00	30,000.00
6009 Household Hazardous Waste	75,498.80	129,067.71	50,757.08	100,000.00
6011 Recycling Incentive	56,589.30	57,852.55	51,753.10	0.00
6012 Recycling Incentive-County Capital	130,604.57	0.00	0.00	0.00
6017 Book Debinding	3,060.00	7,500.00	3,750.00	7,500.00
6018 Mattress Recycling - All Counties	363,346.70	360,000.00	319,753.15	300,000.00
Total Waste Diversion	681,449.67	566,988.63	429,633.33	437,500.00

Materials Management
BUDGET FYE 2024
APPENDIX A

Account Description	FYE	FYE	Actual	FYE
	3/31/2022	3/31/2023	12/31/2022	3/31/2024
	Actual	Amended Budget		Budget
6002 Sewage Treatment	322,478.14	594,918.00	316,501.59	650,000.00
6016 + Closure & Post Closure Care	798,347.34	1,157,483.00	1,019,374.18	1,460,136.00
6006 Host Community Benefits	795,855.61	872,964.00	775,521.57	967,228.00
6007 LFGTE Revenue Sharing	37,809.53	0.00	61,105.62	61,720.00
Office & Administrative				
5053 Misc Employee Costs	0.00	1,500.00	1,360.70	1,000.00
5104 Office Supplies	3,597.14	4,960.84	2,353.08	5,000.00
5112 Telephone	7,691.05	7,448.00	5,015.10	7,279.00
5114 Cellular Services	6,882.07	7,930.00	6,152.73	9,700.00
5120 Dues & Subscriptions	2,839.00	3,000.00	1,451.00	3,000.00
5122 Public Info & Advertising	1,229.85	11,206.00	6,970.15	5,000.00
5123 Promotional Materials	0.00	2,000.00	1,595.56	5,000.00
5130 Office Equipment	787.33	6,000.00	4,786.86	6,000.00
5132 Office Equip Maintenance	568.32	1,209.66	648.06	1,200.00
5202 Employee Mileage Reimbursement	6,421.98	7,500.00	2,938.54	5,000.00
5204 Empl. Meals & Incidental	140.13	1,800.00	251.00	1,800.00
5206 Empl. Lodging	357.00	2,300.00	1,287.00	4,800.00
5270 Travel & Meeting Expense	0.00	143.10	0.00	0.00
5312 Continuing Education	3,535.00	350.00	350.00	0.00
5370 Training & Development	8,245.50	6,500.00	1,705.00	8,500.00
5402 Employee Uniforms	11,726.70	15,000.00	10,160.71	15,000.00
5508 Cleaning Services	12,320.00	15,000.00	8,600.60	15,000.00
5570 Other General Expense	0.00	0.00	0.00	1,800.00
6210 Trustee Fees	7,000.00	7,500.00	7,000.00	7,500.00
Total Office & Admin	73,341.07	101,347.60	62,626.09	102,579.00
Utilities				
5802 Gas & Electric	49,881.46	54,000.00	33,042.29	50,000.00
5803 Propane	35,417.35	30,000.00	7,966.82	40,000.00
Total Utilities	85,298.81	84,000.00	41,009.11	90,000.00
Materials & Supplies				
5806 Building Supplies	4,862.84	7,000.00	2,177.48	7,000.00
5810 Site Supplies	25,990.46	30,522.13	17,148.84	30,000.00
5824 Sand, Gravel & Stone	219,838.49	250,000.00	234,501.67	250,000.00
5826 Seed & Mulch	36,228.00	41,087.60	40,812.60	40,000.00
Total Materials & Supplies	286,919.79	328,609.73	294,640.59	327,000.00
Professional Fees				
5924 Legal	4,798.75	14,815.00	8,888.70	7,500.00
5926 Investment Banking Fees	17,529.52	25,145.00	13,666.62	25,900.00
5970 Consulting	40,998.22	32,081.00	6,108.50	35,000.00
Total Professional Fees	63,326.49	72,041.00	28,663.82	68,400.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	10,891.94	15,000.00	6,632.57	15,000.00
Total Repairs & Maintenance	10,891.94	15,000.00	6,632.57	15,000.00
Automobile				
5603 Auto/Light Truck Rental/Lease	10,100.00	13,500.00	10,125.00	17,300.00
Total Automobile	10,100.00	13,500.00	10,125.00	17,300.00
Computer				
5124 Computer Equipment	18,511.67	7,567.04	3,998.73	7,500.00
5128 Programming & Software	5,296.85	7,700.00	7,052.14	9,290.00
Total Computer	23,808.52	15,267.04	11,050.87	16,790.00

**Materials Management
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
6114 Insurance	180,341.22	195,500.00	146,625.03	241,500.00
6190 + Admin Allocation	875,834.65	990,621.00	713,626.77	991,199.00
6191 + Engineering Allocation	29,912.74	32,661.00	24,032.25	45,483.00
6208 NYS Administrative Assessment	49,900.00	49,684.00	0.00	54,539.00
8901 + Water Quality Allocation	392.83	0.00	0.00	0.00
7032 Depreciation	4,218,072.45	5,204,200.00	3,868,089.52	5,819,000.00
6202 Interest Expense	583,939.41	623,994.00	424,428.03	603,663.00
6901 Contingency	0.00	832.45	0.00	30,000.00
Total Expenses	12,453,290.70	14,769,016.85	11,005,056.83	15,682,430.00
Change in Net Position	(2,958,168.76)	(2,888,771.85)	(2,058,840.08)	(2,774,990.00)

**Materials Management
BUDGET FYE 2024
APPENDIX A**

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(2,774,990.00)
PLUS DEPRECIATION & AMORTIZATION				5,819,000.00
6016 PLUS CLOSURE & P. CLOSURE COSTS				1,460,136.00
- 2501: LESS PRINCIPAL PAYMENTS				(560,000.00)
RESERVE/CAPITAL REQUIREMENTS				
- 4006 REPLACEMENT RESERVE				(1,596,292.00)
- 4007 LINER RESERVE				(2,049,647.00)
- 4008 CLOSURE RESERVE				(1,089,268.00)
- 4009 POST CLOSURE RESERVE				(188,639.00)
3151 MMF CAPITAL RESERVE				(15,756.00)
4010 TIP FEE STABILIZATION				995,456.00
TOTAL RESERVE/CAPITAL REQUIRED				(3,944,146.00)
CASH FLOW				<u>0.00</u>

**APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
	Equipment: Hydraulic Excavator	R	\$ 688,600	\$ -	\$ -	\$ -	\$ -
20196	Equipment: Leachate Tanker Trailer	R	\$ 105,000	\$ 110,000	\$ 115,000	\$ -	\$ -
	Equipment: Mower/ Snow Blower Replacement	R	\$ 17,930	\$ -	\$ -	\$ -	\$ -
	Equipment: Backhoe Loader	R	\$ 220,000	\$ -	\$ -	\$ -	\$ -
	Access Control Upgrade	R	\$ 68,000	\$ -	\$ -	\$ -	\$ -
20206	MMF Maintenance Shop Upgrade	R	\$ 572,000	\$ -	\$ -	\$ -	\$ -
	Site Development C14-20	R	\$ 250,000	\$ -	\$ -	\$ -	\$ -
	Southern Expansion Landfill Gas Phase 1 & 2 Tie In and main Flare Construction	LGR	\$ 600,000	\$ 500,000	\$ -	\$ -	\$ -
	Natural Resource Management Improvements	R	\$ 70,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Equipment: Waste Dozer	R	\$ -	\$ 600,000	\$ -	\$ 650,000	\$ -
	Equipment: Articulated Hauler	R	\$ -	\$ 800,000	\$ -	\$ -	\$ -
	Equipment: Water Truck	R	\$ -	\$ 140,000	\$ -	\$ -	\$ -
	Equipment: Landfill Compactor	R	\$ -	\$ 750,000	\$ -	\$ 1,000,000	\$ -
20205	Closure 5 Design & Construction	C	\$ -	\$ 3,324,265	\$ -	\$ -	\$ -
	Cell 14 Design & Construction	LR	\$ -	\$ 10,454,882	\$ -	\$ -	\$ -
	Equipment: Leachate Tractor	R	\$ -	\$ -	\$ 187,000	\$ -	\$ 187,000
	Equipment: Plow Truck / Sander	R	\$ -	\$ -	\$ 275,000	\$ -	\$ -
	Equipment: Wheel Loader	R	\$ -	\$ -	\$ 495,000	\$ -	\$ -
	Equipment: Mini Excavator	R	\$ -	\$ -	\$ 65,000	\$ -	\$ -
	Closure 6 Design & Construction	C	\$ -	\$ -	\$ 6,025,589	\$ -	\$ -
	Equipment: Flat Bed Truck	R	\$ -	\$ -	\$ -	\$ 70,000	\$ -
	Equipment: Bale Mulcher	R	\$ -	\$ -	\$ -	\$ 12,000	\$ -
	Equipment: Shop Equip Upgrade	R	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	Equipment: Ag Tractor	R	\$ -	\$ -	\$ -	\$ -	\$ 95,000
	Cell 15 Design & Construction	LR	\$ -	\$ -	\$ -	\$ -	\$ 14,852,980

TOTAL MMF	\$ 2,591,530	\$ 16,729,147	\$ 7,212,589	\$ 1,782,000	\$ 15,214,980
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- Fund Description**
- C Closure Reserve
 - CC Carbon Credit Reserve
 - CAP Capital Reserve
 - R Replacement Reserve
 - LGR Landfill Gas Reserve
 - LR Liner Reserve



Board Resolution No. 2023-02-09
February 23, 2023

**APPROVING FISCAL YEAR 2023-2024
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2023-2024 Regional Development Budget, detailed by the attached Appendix A.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, that the Development Authority of the North Country that:

- 1. The Fiscal Year 2023-2024 Regional Development Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

Motion by: M. Hall

Seconded by: K. Bibbins

Bibbins - **Yes**

Hefferon - **Yes**

Hunt - **Present**

Mastascusa* - **Yes**

Doheny - **Yes**

Henry* - **Present**

MacKinnon* - **Yes**

Murray - **Yes**

Hall - **Yes**

Hollenbeck* - **Present**

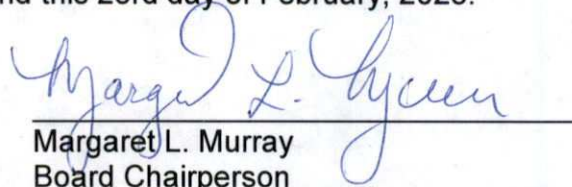
McGrath* - **Present**

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. 2023-02-09 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.


Margaret L. Murray
Board Chairperson

**Regional Development
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
Customer Billings					
4001	Customer Billings	\$115,073.91	\$238,820.00	\$155,158.55	\$279,279.00
	Total Customer Billings	115,073.91	238,820.00	155,158.55	279,279.00
Grant Revenue					
4181	Federal Grant Income	163,482.86	88,523.00	656.00	91,000.00
4183	NY State Grants	1,378,465.69	286,570.00	341,943.83	411,000.00
4184	Other Grants	33,486.00	0.00	0.00	0.00
	Total Grant Revenue	1,575,434.55	375,093.00	342,599.83	502,000.00
4104	Loan Interest Income	516,852.69	433,000.00	354,105.40	428,760.00
Other Income					
4162	Processing Fees	34,530.00	23,000.00	27,379.00	19,300.00
4164	Miscellaneous	17,696.13	8,000.00	9,315.65	5,772.00
4185	Grant Recapture	13,440.00	0.00	4,480.00	0.00
	Total Other Income	65,666.13	31,000.00	41,174.65	25,072.00
Interest Income					
4102	Investment Interest Income	75,270.87	103,300.00	144,185.43	365,800.00
420...	Mark to Market Adjustment	(432,194.69)	0.00	(398,429.88)	0.00
	Total Interest Income	(356,923.82)	103,300.00	(254,244.45)	365,800.00
	Total Income	1,916,103.46	1,181,213.00	638,793.98	1,600,911.00
Salaries					
	Administrative Wages	13,230.91	12,017.00	6,840.12	12,414.00
	Engineering Wages	7,733.14	4,110.00	4,073.17	3,059.00
	Telecom Wages	2,466.19	37,440.00	16,760.51	32,880.00
	Regional Development Wages	292,240.85	295,012.00	211,193.49	280,115.00
	WQ Wages	0.00	0.00	(69.00)	0.00
	Total Salaries	315,671.09	348,579.00	238,798.29	328,468.00
Fringe Benefits					
503...	FICA Expense	21,942.20	23,412.00	17,255.43	21,567.00
503...	Pension Expense	29,090.04	39,988.00	30,106.60	46,321.00
503...	Health Insurance	45,487.79	42,551.00	32,049.30	46,539.00
503...	Workers Comp	506.48	538.00	394.97	580.00
503...	Disability Insurance	1,050.79	919.00	690.08	794.00
504...	Post Retire Overhead	20,408.22	19,265.00	14,210.67	18,985.00
	Total Fringe Benefits	118,485.52	126,673.00	94,707.05	134,786.00
Operations & Maintenance					
6110	Marketing	5,000.00	5,000.00	0.00	5,000.00
8090	Purchases for Resale	3,806.41	12,000.00	5,775.00	10,000.00
	Total O & M	8,806.41	17,000.00	5,775.00	15,000.00
6006	Host Community Benefits	133,411.46	148,234.00	148,234.32	183,809.00
Office & Administrative					
5114	Cellular Services	431.68	300.00	0.00	0.00
5120	Dues & Subscriptions	625.00	625.00	500.00	625.00
5122	Public Info & Advertising	714.50	1,150.00	292.27	1,650.00
5172	Filing Fees	0.00	653.25	653.25	700.00
5202	Employee Mileage Reimbursement	965.17	4,050.00	3,114.07	7,050.00
5204	Empl. Meals & Incidental	0.00	1,150.00	0.00	1,150.00
5206	Empl. Lodging	0.00	2,000.00	0.00	2,000.00
5270	Travel & Meeting Expense	97.17	1,250.00	0.00	1,250.00
5370	Training & Development	4,000.00	1,700.00	350.00	1,700.00

**Regional Development
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
5570	Other General Expense	1,142.00	2,146.75	629.99	2,200.00
	Total Office & Admin	7,975.52	15,025.00	5,539.58	18,325.00
	Professional Fees				
5924	Legal	2,075.00	7,000.00	3,195.38	8,500.00
5926	Investment Banking Fees	7,321.67	8,045.00	6,664.26	10,595.00
5970	Consulting	174,480.21	91,500.00	26,034.63	65,000.00
	Total Professional Fees	183,876.88	106,545.00	35,894.27	84,095.00
	Computer				
6108	Web Page Design & Maintenance	750.00	750.00	0.00	750.00
	Total Computer	750.00	750.00	0.00	750.00
6122	Bad Debt Expense	184,385.82	0.00	1,799.91	0.00
6120	Grants	296,215.05	366,000.00	429,517.23	154,000.00
619...	Admin Allocation	148,305.11	163,620.00	117,906.41	164,334.00
619...	Engineering Allocation	1,829.89	747.00	577.56	547.00
	Total Expenses	1,399,712.75	1,293,173.00	1,078,749.62	1,084,114.00
	Change in Net Position	516,390.71	(111,960.00)	(439,955.64)	516,797.00

**Regional Development
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
Customer Billings				
4001 Customer Billings	\$115,073.91	\$238,820.00	\$155,158.55	\$279,279.00
Total Customer Billings	115,073.91	238,820.00	155,158.55	279,279.00
Grant Revenue				
4181 Federal Grant Income	163,482.86	88,523.00	656.00	91,000.00
4183 NY State Grants	1,378,465.69	286,570.00	341,943.83	411,000.00
4184 Other Grants	33,486.00	0.00	0.00	0.00
Total Grant Revenue	1,575,434.55	375,093.00	342,599.83	502,000.00
4104 Loan Interest Income	516,852.69	433,000.00	354,105.40	428,760.00
Other Income				
4162 Processing Fees	34,530.00	23,000.00	27,379.00	19,300.00
4164 Miscellaneous	17,696.13	8,000.00	9,315.65	5,772.00
4185 Grant Recapture	13,440.00	0.00	4,480.00	0.00
Total Other Income	65,666.13	31,000.00	41,174.65	25,072.00
Interest Income				
4102 Investment Interest Income	75,270.87	103,300.00	144,185.43	365,800.00
420... Mark to Market Adjustment	(432,194.69)	0.00	(398,429.88)	0.00
Total Interest Income	(356,923.82)	103,300.00	(254,244.45)	365,800.00
Total Income	1,916,103.46	1,181,213.00	638,793.98	1,600,911.00
Salaries				
Administrative Wages	13,230.91	12,017.00	6,840.12	12,414.00
Engineering Wages	7,733.14	4,110.00	4,073.17	3,059.00
Telecom Wages	2,466.19	37,440.00	16,760.51	32,880.00
Regional Development Wages	292,240.85	295,012.00	211,193.49	280,115.00
WQ Wages	0.00	0.00	(69.00)	0.00
Total Salaries	315,671.09	348,579.00	238,798.29	328,468.00
Fringe Benefits				
503... FICA Expense	21,942.20	23,412.00	17,255.43	21,567.00
503... Pension Expense	29,090.04	39,988.00	30,106.60	46,321.00
503... Health Insurance	45,487.79	42,551.00	32,049.30	46,539.00
503... Workers Comp	506.48	538.00	394.97	580.00
503... Disability Insurance	1,050.79	919.00	690.08	794.00
504... Post Retire Overhead	20,408.22	19,265.00	14,210.67	18,985.00
Total Fringe Benefits	118,485.52	126,673.00	94,707.05	134,786.00
Operations & Maintenance				
6110 Marketing	5,000.00	5,000.00	0.00	5,000.00
8090 Purchases for Resale	3,806.41	12,000.00	5,775.00	10,000.00
Total O & M	8,806.41	17,000.00	5,775.00	15,000.00
6006 Host Community Benefits	133,411.46	148,234.00	148,234.32	183,809.00
Office & Administrative				
5114 Cellular Services	431.68	300.00	0.00	0.00
5120 Dues & Subscriptions	625.00	625.00	500.00	625.00
5122 Public Info & Advertising	714.50	1,150.00	292.27	1,650.00
5172 Filing Fees	0.00	653.25	653.25	700.00
5202 Employee Mileage Reimbursement	965.17	4,050.00	3,114.07	7,050.00
5204 Empl. Meals & Incidental	0.00	1,150.00	0.00	1,150.00
5206 Empl. Lodging	0.00	2,000.00	0.00	2,000.00
5270 Travel & Meeting Expense	97.17	1,250.00	0.00	1,250.00
5370 Training & Development	4,000.00	1,700.00	350.00	1,700.00

**Regional Development
BUDGET FYE 2024
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
5570	Other General Expense	1,142.00	2,146.75	629.99	2,200.00
	Total Office & Admin	7,975.52	15,025.00	5,539.58	18,325.00
	Professional Fees				
5924	Legal	2,075.00	7,000.00	3,195.38	8,500.00
5926	Investment Banking Fees	7,321.67	8,045.00	6,664.26	10,595.00
5970	Consulting	174,480.21	91,500.00	26,034.63	65,000.00
	Total Professional Fees	183,876.88	106,545.00	35,894.27	84,095.00
	Computer				
6108	Web Page Design & Maintenance	750.00	750.00	0.00	750.00
	Total Computer	750.00	750.00	0.00	750.00
6122	Bad Debt Expense	184,385.82	0.00	1,799.91	0.00
6120	Grants	296,215.05	366,000.00	429,517.23	154,000.00
619...	Admin Allocation	148,305.11	163,620.00	117,906.41	164,334.00
619...	Engineering Allocation	1,829.89	747.00	577.56	547.00
	Total Expenses	1,399,712.75	1,293,173.00	1,078,749.62	1,084,114.00
	Change in Net Position	516,390.71	(111,960.00)	(439,955.64)	516,797.00



Board Resolution No. 2023-02-10
February 23, 2023

**APPROVING FISCAL YEAR 2023-2024 TELECOMMUNICATIONS DIVISION
OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE DESIGNATIONS, AND TARIFF**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2023-2024 Telecommunications Division Budget based on anticipated circuit demand, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule attached as Appendix B, and

Whereas, it is necessary to ratify tariff pricing and establish reserve requirements for the Fiscal Year 2023-2024 in support of said Budget.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

1. The Fiscal Year 2023-2024 Telecommunications Division Budget and the line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.
2. The Telecommunications Division capital projects for the Fiscal Year 2023-2024, as set forth in Appendix B, are hereby approved, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2023-2024.
3. Based upon anticipated circuit volume, a tariff was filed with and accepted by the Public Services Commission (May 1, 2004) and will remain in effect for Fiscal Year 2023-2024.
4. Reserves previously authorized have been created and capitalized as of December 31, 2022 in the following amounts:

Operating	\$ 989,311
Repair and Upgrade	\$5,903,859

For Fiscal Year 2023-2024, reserves will be maintained on an on-going basis as follows:

Operating	16.7% of Revenue
Repair & Upgrade	20% of OSP Replacement Cost
	100% of Equipment Replacement Cost - Largest CO

5. To enhance the Authority's ability to respond promptly to changing conditions in the competitive telecommunications market, the authority to create and manage reserves, establish agreements and negotiate contracts is hereby delegated to the Executive Director who shall report such actions to the Board of Directors on a timely basis.

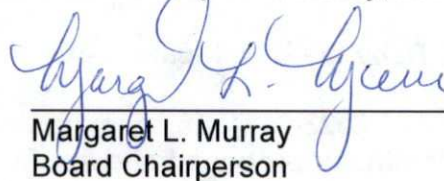
Motion by: M. Doheny
Seconded by: K. Bibbins

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-10 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

**Telecommunications
BUDGET FYE 2024
APPENDIX A**

Account Description		FYE	FYE	Actual 12/31/2022	FYE
		3/31/2022 Actual	3/31/2023 Amended Budget		3/31/2024 Budget
Customer Billings					
4001	Customer Billings	5,609,952.58	5,667,789.00	4,153,264.76	5,541,823.00
4004	Dark Fiber Billings	560,768.33	744,397.00	463,110.61	707,234.00
Total Customer Billings		6,170,720.91	6,412,186.00	4,616,375.37	6,249,057.00
Grant Revenue					
4181	Federal Grant Income	0.00	0.00	163,863.25	225,000.00
4183	NY State Grants	0.00	0.00	228,293.42	1,081,303.00
Total Grant Revenue		0.00	0.00	392,156.67	1,306,303.00
Other Income					
4164	Miscellaneous	7,191.16	47,050.00	8,684.30	12,000.00
Total Other Income		7,191.16	47,050.00	8,684.30	12,000.00
Interest Income					
4102	Investment Interest Income	9,970.99	9,821.00	7,545.18	70,153.00
4108	Reserve Interest	52,306.86	49,895.00	69,644.95	192,703.00
4202 +	Mark to Market Adjustment	(14,395.00)	0.00	(15,485.99)	0.00
Total Interest Income		47,882.85	59,716.00	61,704.14	262,856.00
Total Income		6,225,794.92	6,518,952.00	5,078,920.48	7,830,216.00
Salaries					
	Engineering Wages	43,048.13	39,583.00	30,047.80	39,344.00
	Telecom Wages	1,212,596.42	1,375,098.00	1,073,240.82	1,449,768.00
	MMF Wages	16,434.92	0.00	354.24	22,198.00
5002 -	Overtime Wages	1,658.86	2,500.00	1,872.69	5,460.00
Total Salaries		1,273,738.33	1,417,181.00	1,105,515.55	1,516,770.00
Fringe Benefits					
5031 -	FICA Expense	93,102.14	99,049.00	82,403.73	105,279.00
5032 -	Pension Expense	103,186.45	150,906.00	121,586.49	177,887.00
5038 -	VDC Expense	0.00	507.00	2.41	1,052.00
5033 +	Health Insurance	91,738.09	120,046.00	87,074.37	135,109.00
5034 +	Workers Comp	3,407.96	3,067.00	2,703.45	6,597.00
5035 -	Disability Insurance	2,143.95	3,075.00	2,306.25	3,259.00
5042 -	Post Retire Overhead	73,440.06	78,988.00	62,081.25	77,908.00
5054	Employee Physicals & Screening	0.00	500.00	424.00	500.00
Total Fringe Benefits		367,018.65	456,138.00	358,581.95	507,591.00
Operations & Maintenance					
5133	Equipment Maintenance Contracts	187,191.39	306,594.00	241,320.37	290,594.00
5134	Maintenance Contracts	148,501.27	146,600.00	109,978.21	154,400.00
5135	Underground Locating	48,830.85	60,000.00	46,645.82	62,000.00
5403	Safety Equipment & Supplies	94.94	900.00	350.00	1,200.00
5704	O&M Supplies	4,081.18	4,500.00	4,373.23	5,500.00
5712	Purchased Maintenance & Repair	27,150.35	48,000.00	21,027.00	57,000.00
5720	Offnet Circuit Lease	640,974.15	842,564.00	506,547.08	965,696.00
5770	Other Tool, Equip & O&M	2,958.22	7,500.00	6,142.54	7,500.00
5830	Collo Expense	138,672.90	192,580.00	146,008.93	211,260.00
5832	Emergency Restoration	0.00	95,000.00	55,088.25	95,000.00
5834	Permitting	4,622.99	5,000.00	0.00	5,000.00
5835	NYS DOT Fee	11,761.00	10,000.00	6,557.00	0.00
5836	Pole Attachment Fees	290,706.43	306,117.00	83,054.60	291,717.00
5838	Conduit Lease	19,695.88	20,907.00	11,024.66	20,907.00
Total O & M		1,525,241.55	2,046,262.00	1,238,117.69	2,167,774.00

Telecommunications
BUDGET FYE 2024
APPENDIX A

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
Office & Administrative				
5053 Misc Employee Costs	0.00	2,000.00	409.11	2,000.00
5102 Office Rent	29,820.00	26,420.00	13,005.00	1,740.00
5104 Office Supplies	485.86	1,200.00	664.68	1,200.00
5110 Postage & Shipping	136.46	900.00	720.38	1,500.00
5112 Telephone	11,926.47	11,650.00	7,722.61	11,900.00
5114 Cellular Services	5,295.12	5,500.00	4,608.13	7,000.00
5118 Other Communications	1,443.40	1,600.00	1,035.60	1,600.00
5120 Dues & Subscriptions	408.32	0.00	0.00	0.00
5122 Public Info & Advertising	375.00	2,000.00	1,977.82	2,000.00
5123 Promotional Materials	0.00	1,500.00	1,407.87	1,500.00
5130 Office Equipment	34.11	2,000.00	0.00	2,000.00
5170 Other Office Expenses	500.89	2,850.00	1,535.22	3,000.00
5172 Filing Fees	(130.91)	0.00	0.00	0.00
5202 Employee Mileage Reimbursement	3.36	1,740.00	363.51	1,566.00
5204 Empl. Meals & Incidental	2,086.21	6,000.00	1,336.82	3,000.00
5206 Empl. Lodging	3,974.25	7,500.00	2,103.00	4,000.00
5270 Travel & Meeting Expense	0.00	500.00	0.00	500.00
5370 Training & Development	849.00	9,300.00	1,138.92	9,300.00
5402 Employee Uniforms	618.00	1,225.00	53.00	1,225.00
5570 Other General Expense	0.00	0.00	0.00	2,000.00
Total Office & Admin	57,825.54	83,885.00	38,081.67	57,031.00
Utilities				
5802 Gas & Electric	6,243.89	6,000.00	4,114.82	6,000.00
Total Utilities	6,243.89	6,000.00	4,114.82	6,000.00
Professional Fees				
5924 Legal	9,870.00	22,500.00	14,130.00	25,000.00
5926 Investment Banking Fees	4,589.51	5,392.00	3,024.28	4,689.00
5970 Consulting	68,550.00	67,500.00	0.00	75,000.00
Total Professional Fees	83,009.51	95,392.00	17,154.28	104,689.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	8,985.05	12,000.00	8,617.12	12,000.00
5602 Auto/Light Truck Fuel	18,016.80	22,000.00	15,908.83	22,000.00
5603 Auto/Light Truck Rental/Lease	58,000.00	44,900.00	33,675.03	26,600.00
5605 Vehicle Ins	11,468.17	12,200.00	9,150.03	13,400.00
Total Automobile	96,470.02	91,100.00	67,351.01	74,000.00
Computer				
5124 Computer Equipment	5,668.97	9,500.00	6,969.65	8,000.00
5128 Programming & Software	26,693.72	22,045.00	20,271.22	24,214.00
Total Computer	32,362.69	31,545.00	27,240.87	32,214.00
6122 Bad Debt Expense	27,796.96	0.00	79,639.96	0.00
6114 Insurance	134,520.43	155,500.00	116,624.97	179,000.00
6190 + Admin Allocation	536,858.51	606,187.00	436,672.02	605,606.00
6191 + Engineering Allocation	13,354.51	12,252.00	8,417.48	12,690.00
6208 NYS Administrative Assessment	34,051.00	34,671.00	0.00	30,901.00
7032 Depreciation	3,624,999.96	3,710,100.00	2,956,068.86	4,734,400.00
6901 Contingency	0.00	25,000.00	0.00	25,000.00
Total Expenses	7,813,491.55	8,771,213.00	6,453,581.13	10,053,666.00
Change in Net Position	(1,587,696.63)	(2,252,261.00)	(1,374,660.65)	(2,223,450.00)

**Telecommunications
BUDGET FYE 2024
APPENDIX A**

Account Description	FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(2,223,450.00)
PLUS DEPRECIATION & AMORTIZATION				4,734,400.00
RESERVE/CAPITAL REQUIREMENTS				
- 3143 TELECO REPAIR/UPGRADE RESERVE				(600,000.00)
- 14?? TELECOM CAPITAL PROJECTS				(1,723,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				(2,323,000.00)
CASH FLOW				<u>187,950.00</u>

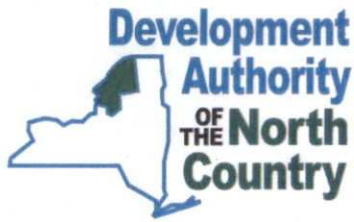
**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
	DWDM Upgrade (Dense Wave Division Multiplexing)	R	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 100,000
	Customer Network Construction	R	\$ 350,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Ethernet Core Equipment	R	\$ 300,000	\$ 300,000	\$ 350,000	\$ 200,000	\$ 100,000
	Wireless Tower Service	R	\$ 300,000	\$ 270,000	\$ 200,000	\$ 200,000	\$ 200,000
	Central Office Enhancements	R	\$ 140,000	\$ 130,000	\$ 135,000	\$ 135,000	\$ 135,000
	Fiber Augments	R	\$ 225,000	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000
	DOT Road Projects	R	\$ 48,000	\$ -	\$ -	\$ -	\$ -
	Ciena MCP	R	\$ 60,000	\$ -	\$ -	\$ -	\$ -

TOTAL TELECOMMUNICATIONS			\$ 1,723,000	\$ 1,285,000	\$ 1,285,000	\$ 1,135,000	\$ 935,000
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Fund Description

R Repair & Replacement Reserve



Board Resolution No. 2023-02-11
February 23, 2023

**APPROVING FISCAL YEAR 2023-2024 WATER QUALITY MANAGEMENT
DIVISION OPERATING BUDGET, CAPITAL PROJECTS
AND USER CHARGES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2023-2024 Water Quality Management Budgets, attached to this Resolution as Appendices A(1) – A(4), and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary to be undertaken for the continued efficient operation of the Facilities, as set forth on the Capital Projects Schedule attached to this Resolution as Appendix B, and

Whereas, it is necessary to establish outside user charges for use of Water Quality Management for the Fiscal Year 2023-2024 as proposed in the User Charges Schedule set forth in Appendix C, and

Whereas, it is necessary to maintain required reserves for the Army Waterline and Sewer Line, and Regional Waterline projects.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2023-2024 Water Quality Management Budgets and line items contained therein, as proposed and set forth in Appendices A(1)-A(4), are hereby approved and adopted.**
- 2. The Water Quality Management's capital projects for the Fiscal Year 2023-2024, as proposed and set forth in Appendix B are hereby approved. The Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2023-2024.**
- 3. The user charges for Water Quality Management for Fiscal Year 2023-2024, as proposed and set forth in Appendix C, are hereby approved and adopted.**
- 4. The Executive Director is authorized and directed to manage reserves for the Army Waterline and Sewer Line, and Regional Waterline projects consistent with contractual requirements. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

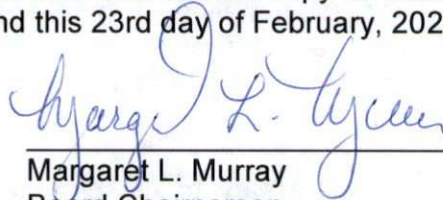
Motion by: T. Hefferon
Seconded by: M. Hall

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-11 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

**Army Sewer
BUDGET FYE 2024
APPENDIX A-1**

<u>Account Description</u>		<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
Customer Billings					
4001	Customer Billings	\$3,260,725.61	\$3,263,715.00	\$2,234,514.07	\$3,301,270.00
	Total Customer Billings	3,260,725.61	3,263,715.00	2,234,514.07	3,301,270.00
Other Income					
4164	Miscellaneous	7,988.94	3,610.00	3,406.47	3,610.00
	Total Other Income	7,988.94	3,610.00	3,406.47	3,610.00
Interest Income					
4108	Reserve Interest	15,946.62	15,700.00	11,154.60	30,900.00
420...	Mark to Market Adjustment	(40,793.31)	0.00	(16,647.56)	0.00
	Total Interest Income	(24,846.69)	15,700.00	(5,492.96)	30,900.00
	Total Income	3,243,867.86	3,283,025.00	2,232,427.58	3,335,780.00
Salaries					
	Engineering Wages	53,459.97	75,037.00	50,053.37	75,985.00
	Regional Development Wages	259.37	0.00	0.00	0.00
	MMF Wages	10,540.81	0.00	3,398.56	7,399.00
	WQ Wages	354,836.67	322,466.00	284,706.44	373,607.00
500...	Overtime Wages	24,346.88	35,259.00	27,563.80	17,798.00
5005	On-Call Stipend	3,120.00	3,840.00	2,400.00	3,840.00
	Total Salaries	446,563.70	436,602.00	368,122.17	478,629.00
Fringe Benefits					
503...	FICA Expense	31,772.12	26,988.00	26,123.43	29,905.00
503...	Pension Expense	34,901.13	42,995.00	37,494.73	52,124.00
503...	VDC Expense	275.61	1,014.00	398.19	1,368.00
503...	Health Insurance	62,174.25	70,809.00	46,473.45	87,712.00
503...	Workers Comp	29,781.74	23,928.00	24,434.49	22,400.00
503...	Disability Insurance	1,128.60	1,282.00	961.48	1,517.00
504...	Post Retire Overhead	36,661.71	32,949.00	29,806.83	36,275.00
5054	Employee Physicals & Screening	3,214.50	8,476.50	5,926.92	5,000.00
	Total Fringe Benefits	199,909.66	208,441.50	171,619.52	236,301.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	6,504.62	6,015.75	4,594.10	7,000.00
5706	Shop Tools	8,934.03	8,091.00	603.90	10,000.00
5815	Chemicals	59,675.00	58,700.00	43,774.50	60,000.00
	Total O & M	75,113.65	72,806.75	48,972.50	77,000.00
6002	Sewage Treatment	1,369,025.91	1,435,662.00	755,094.54	1,388,486.00
6004	Water Purchases	4,246.30	4,500.00	2,246.25	4,500.00
Office & Administrative					
5053	Misc Employee Costs	0.00	100.00	0.00	100.00
5104	Office Supplies	4,422.80	4,228.50	1,663.92	4,500.00
5110	Postage & Shipping	222.86	1,000.00	841.89	750.00
5112	Telephone	7,803.04	10,000.00	6,766.04	8,000.00
5114	Cellular Services	14,187.73	17,100.00	11,226.37	20,700.00
5120	Dues & Subscriptions	1,366.00	1,500.00	801.00	1,500.00
5122	Public Info & Advertising	1,159.50	10,646.75	6,271.65	4,000.00
5130	Office Equipment	972.61	1,000.00	19.53	1,000.00
5202	Employee Mileage Reimbursement	711.11	1,250.00	901.47	1,000.00
5204	Empl. Meals & Incidental	1,057.70	3,519.94	839.88	4,500.00
5206	Empl. Lodging	3,661.00	6,200.00	2,890.00	5,500.00
5270	Travel & Meeting Expense	0.00	500.00	0.00	500.00
5370	Training & Development	6,256.50	10,343.25	6,333.25	11,750.00
5402	Employee Uniforms	7,324.15	7,900.00	2,208.16	7,900.00

**Army Sewer
BUDGET FYE 2024
APPENDIX A-1**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2022	3/31/2023	12/31/2022	3/31/2024
		Actual	Amended Budget		Budget
5508	Cleaning Services	13,020.00	26,400.00	19,800.00	26,400.00
5570	Other General Expense	0.00	0.00	0.00	10,000.00
	Total Office & Admin	62,165.00	101,688.44	60,563.16	108,100.00
	Utilities				
5802	Gas & Electric	70,677.07	54,980.00	40,216.98	65,000.00
	Total Utilities	70,677.07	54,980.00	40,216.98	65,000.00
	Professional Fees				
5924	Legal	3,699.75	3,000.00	1,331.00	3,000.00
5926	Investment Banking Fees	1,068.97	1,152.00	764.52	1,151.00
	Total Professional Fees	4,768.72	4,152.00	2,095.52	4,151.00
	Repairs & Maintenance				
5804	Building Maintenance & Repair	12,862.08	15,000.00	7,524.42	15,000.00
5808	Site Maint & Repair	18,662.78	18,440.00	14,308.78	25,000.00
5812	Pipeline Maintenance	31,106.37	134,492.00	25,060.69	45,000.00
	Total Repairs & Maintenance	62,631.23	167,932.00	46,893.89	85,000.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	17,239.05	19,000.00	14,622.75	19,000.00
5602	Auto/Light Truck Fuel	70,000.28	81,000.00	59,748.59	90,000.00
5603	Auto/Light Truck Rental/Lease	110,300.00	126,600.00	94,950.00	134,700.00
5605	Vehicle Ins	20,835.32	33,653.00	25,239.78	36,600.00
	Total Automobile	218,374.65	260,253.00	194,561.12	280,300.00
	Computer				
5124	Computer Equipment	12,369.36	21,320.81	15,250.89	21,000.00
5128	Programming & Software	5,410.00	5,716.00	3,216.00	5,700.00
	Total Computer	17,779.36	27,036.81	18,466.89	26,700.00
6114	Insurance	43,540.72	48,000.00	36,000.00	52,800.00
619...	Admin Allocation	295,247.60	280,052.00	201,695.30	354,175.00
619...	Engineering Allocation	10,460.43	13,645.00	7,992.29	14,729.00
6208	NYS Administrative Assessment	13,075.00	15,403.00	0.00	15,728.00
890...	Water Quality Allocation	(190,795.04)	(238,889.00)	(120,593.93)	(272,319.00)
7032	Depreciation	302,259.55	334,900.00	249,837.77	581,900.00
6202	Interest Expense	0.00	0.00	0.00	173,500.00
	Total Expenses	3,005,043.51	3,227,165.50	2,083,783.97	3,674,680.00
	Change in Net Position	238,824.35	55,859.50	148,643.61	(338,900.00)

**Army Sewer
BUDGET FYE 2024
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(338,900.00)
PLUS DEPRECIATION & AMORTIZATION				581,900.00
RESERVE/CAPITAL REQUIREMENTS				
- 14?? ASL CAPITAL PROJECTS				<u>(243,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				<u>(243,000.00)</u>
CASH FLOW				<u>0.00</u>

**Army Water Line
BUDGET FYE 2024
APPENDIX A-2**

<u>Account Description</u>		<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
Customer Billings					
4001	Customer Billings	\$1,849,744.82	\$2,276,905.00	\$1,768,281.64	\$2,136,477.00
	Total Customer Billings	1,849,744.82	2,276,905.00	1,768,281.64	2,136,477.00
Grant Revenue					
4181	Federal Grant Income	843,987.50	0.00	126,450.00	0.00
	Total Grant Revenue	843,987.50	0.00	126,450.00	0.00
Interest Income					
4108	Reserve Interest	8,698.23	8,500.00	6,084.33	16,900.00
420...	Mark to Market Adjustment	(22,250.89)	0.00	(9,080.49)	0.00
	Total Interest Income	(13,552.66)	8,500.00	(2,996.16)	16,900.00
	Total Income	2,680,179.66	2,285,405.00	1,891,735.48	2,153,377.00
Salaries					
	Engineering Wages	63,011.30	75,037.00	63,450.84	75,985.00
	Regional Development Wages	220.30	0.00	0.00	0.00
	MMF Wages	9,173.75	0.00	455.52	7,399.00
	WQ Wages	275,083.68	325,121.00	187,183.22	362,862.00
500...	Overtime Wages	6,486.14	16,724.00	5,059.40	6,649.00
5005	On-Call Stipend	3,120.00	3,840.00	2,400.00	3,840.00
	Total Salaries	357,095.17	420,722.00	258,548.98	456,735.00
Fringe Benefits					
503...	FICA Expense	25,371.49	26,806.00	18,874.15	28,545.00
503...	Pension Expense	27,736.52	42,706.00	28,649.32	49,700.00
503...	VDC Expense	358.07	1,014.00	625.14	1,368.00
503...	Health Insurance	52,532.33	70,321.00	38,011.63	83,602.00
503...	Workers Comp	12,937.33	23,718.00	6,382.61	21,125.00
503...	Disability Insurance	1,018.26	1,273.00	954.73	1,442.00
504...	Post Retire Overhead	28,365.00	32,708.00	16,573.05	34,490.00
5054	Employee Physicals & Screening	2,049.00	0.00	0.00	0.00
	Total Fringe Benefits	150,368.00	198,546.00	110,070.63	220,272.00
Operations & Maintenance					
5706	Shop Tools	1,069.96	4,800.00	3,289.79	5,000.00
5902	Lab Fees	3,684.00	5,000.00	2,770.34	5,000.00
	Total O & M	4,753.96	9,800.00	6,060.13	10,000.00
6004	Water Purchases	557,468.34	679,914.00	552,819.61	817,052.00
Office & Administrative					
5053	Misc Employee Costs	0.00	300.00	26.39	300.00
5122	Public Info & Advertising	465.00	981.00	0.00	500.00
5202	Employee Mileage Reimbursement	69.03	450.00	298.80	1,000.00
5570	Other General Expense	0.00	0.00	0.00	12,000.00
	Total Office & Admin	534.03	1,731.00	325.19	13,800.00
Utilities					
5802	Gas & Electric	22,200.78	21,250.00	15,045.19	25,000.00
	Total Utilities	22,200.78	21,250.00	15,045.19	25,000.00
Professional Fees					
5924	Legal	371.25	1,500.00	81.00	1,000.00
5926	Investment Banking Fees	575.59	742.00	411.66	741.00
5970	Consulting	5,800.00	850.00	0.00	0.00
	Total Professional Fees	6,746.84	3,092.00	492.66	1,741.00

**Army Water Line
BUDGET FYE 2024
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
Repairs & Maintenance				
5804 Building Maintenance & Repair	2,629.50	4,328.52	1,748.52	4,000.00
5808 Site Maint & Repair	5,988.57	7,000.00	4,866.85	15,000.00
5812 Pipeline Maintenance	17,638.84	30,000.00	19,017.10	20,000.00
Total Repairs & Maintenance	26,256.91	41,328.52	25,632.47	39,000.00
6114 Insurance	30,586.76	34,900.00	26,174.97	38,700.00
619... Admin Allocation	149,390.80	175,835.00	126,603.11	183,063.00
619... Engineering Allocation	11,238.13	13,080.00	8,996.17	14,117.00
6208 NYS Administrative Assessment	11,179.00	11,169.00	0.00	10,973.00
890... Water Quality Allocation	65,963.54	87,927.00	33,017.44	97,424.00
7032 Depreciation	349,490.75	565,600.00	315,164.89	626,300.00
6202 Interest Expense	0.00	88,821.48	0.00	225,500.00
Total Expenses	1,743,273.01	2,353,716.00	1,478,951.44	2,779,677.00
Change in Net Position	936,906.65	(68,311.00)	412,784.04	(626,300.00)

**Army Water Line
BUDGET FYE 2024
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(626,300.00)
PLUS DEPRECIATION & AMORTIZATION				626,300.00
- 25... LESS PRINCIPAL PAYMENTS				0.00
RESERVE/CAPITAL REQUIREMENTS				
- 14?? AWL CAPITAL PROJECTS				<u>0.00</u>
TOTAL RESERVE/CAPITAL REQUIRED				<u>0.00</u>
CASH FLOW				<u><u>0.00</u></u>

**Regional Water Line
BUDGET FYE 2024
APPENDIX A-3**

<u>Account Description</u>		FYE 3/31/2022 <u>Actual</u>	FYE 3/31/2023 <u>Amended Budget</u>	Actual 12/31/2022	FYE 3/31/2024 <u>Budget</u>
Customer Billings					
4001	Customer Billings	\$95,046.62	\$90,415.00	\$82,773.53	\$118,497.00
4005	Capital Billings	278,586.76	275,812.00	206,859.03	271,130.00
	Total Customer Billings	373,633.38	366,227.00	289,632.56	389,627.00
Interest Income					
4102	Investment Interest Income	2,100.48	1,400.00	5,131.24	15,900.00
	Total Interest Income	2,100.48	1,400.00	5,131.24	15,900.00
	Total Income	375,733.86	367,627.00	294,763.80	405,527.00
Salaries					
	Engineering Wages	10,599.79	9,661.00	13,522.56	9,553.00
	WQ Wages	17,996.01	19,715.00	12,051.06	21,646.00
500...	Overtime Wages	131.24	1,624.00	648.29	1,519.00
5005	On-Call Stipend	1,560.00	1,920.00	1,200.00	1,920.00
	Total Salaries	30,287.04	32,920.00	27,421.91	34,638.00
Fringe Benefits					
503...	FICA Expense	2,143.29	2,099.00	1,970.99	2,164.00
503...	Pension Expense	2,303.43	3,415.00	2,924.98	3,870.00
503...	VDC Expense	183.75	0.00	130.22	0.00
503...	Health Insurance	4,853.02	5,484.00	4,581.69	6,354.00
503...	Workers Comp	1,016.78	1,729.00	697.33	1,494.00
503...	Disability Insurance	88.36	101.00	75.77	109.00
504...	Post Retire Overhead	2,475.75	2,596.00	1,819.20	2,617.00
	Total Fringe Benefits	13,064.38	15,424.00	12,200.18	16,608.00
Operations & Maintenance					
5815	Chemicals	1,378.00	2,700.00	2,700.00	2,000.00
5902	Lab Fees	3,384.00	3,600.00	2,358.59	3,600.00
6010	Cape Vincent Reserve	700.00	700.00	700.00	700.00
	Total O & M	5,462.00	7,000.00	5,758.59	6,300.00
6004	Water Purchases	98,328.57	122,800.00	100,550.35	118,497.00
Office & Administrative					
5202	Employee Mileage Reimbursement	28.56	250.00	170.01	250.00
	Total Office & Admin	28.56	250.00	170.01	250.00
Utilities					
5802	Gas & Electric	28,930.76	31,500.00	24,032.49	30,000.00
	Total Utilities	28,930.76	31,500.00	24,032.49	30,000.00
Professional Fees					
5924	Legal	0.00	66.36	0.00	500.00
	Total Professional Fees	0.00	66.36	0.00	500.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	2,401.55	9,000.00	2,742.62	9,000.00
5808	Site Maint & Repair	2,312.06	3,500.00	2,875.51	3,500.00
5812	Pipeline Maintenance	1,609.09	19,733.64	13,450.95	20,000.00
	Total Repairs & Maintenance	6,322.70	32,233.64	19,069.08	32,500.00
6114	Insurance	5,678.98	6,200.00	4,650.03	6,200.00
619...	Admin Allocation	15,727.92	16,606.00	12,041.52	16,798.00
619...	Engineering Allocation	2,040.86	2,465.00	1,926.70	2,492.00
6208	NYS Administrative Assessment	1,939.00	2,016.00	0.00	1,765.00

**Regional Water Line
BUDGET FYE 2024
APPENDIX A-3**

<u>Account Description</u>		FYE	FYE	Actual	FYE
		3/31/2022	3/31/2023	12/31/2022	3/31/2024
		<u>Actual</u>	<u>Amended Budget</u>		<u>Budget</u>
890...	Water Quality Allocation	4,894.07	6,208.00	2,937.39	6,201.00
7032	Depreciation	135,586.10	141,600.00	101,180.42	139,000.00
7002	Amortization	26,943.00	30,400.00	22,764.47	30,400.00
6202	Interest Expense	56,806.13	54,107.00	8,780.46	51,302.00
	Total Expenses	432,040.07	501,796.00	343,483.60	493,451.00
	Change in Net Position	(56,306.21)	(134,169.00)	(48,719.80)	(87,924.00)

**Regional Water Line
BUDGET FYE 2024
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(87,924.00)
PLUS DEPRECIATION & AMORTIZATION				169,400.00
- 25... LESS PRINCIPAL PAYMENTS				(81,476.00)
RESERVE/CAPITAL REQUIREMENTS				
3151 RWL CAPITAL RESERVE				20,000.00
- 14?? RWL CAPITAL PROJECTS				(20,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>0.00</u>
CASH FLOW				<u>0.00</u>

**Water Sewer Contracts
BUDGET FYE 2024
APPENDIX A-4**

<u>Account Description</u>		<u>FYE 3/31/2022 Actual</u>	<u>FYE 3/31/2023 Amended Budget</u>	<u>Actual 12/31/2022</u>	<u>FYE 3/31/2024 Budget</u>
Customer Billings					
4001	Customer Billings	\$932,587.64	\$1,608,062.00	\$1,208,577.08	\$1,751,910.00
	Total Customer Billings	932,587.64	1,608,062.00	1,208,577.08	1,751,910.00
Total Income					
		<u>932,587.64</u>	<u>1,608,062.00</u>	<u>1,208,577.08</u>	<u>1,751,910.00</u>
Salaries					
	Engineering Wages	17,050.71	31,689.00	66,959.03	19,700.00
	MMF Wages	0.00	0.00	675.96	7,399.00
	WQ Wages	335,047.12	768,477.00	565,944.79	896,226.00
500...	Overtime Wages	89,755.79	100,000.00	84,253.54	21,126.00
5005	On-Call Stipend	7,800.00	7,800.00	6,000.00	7,800.00
	Total Salaries	449,653.62	907,966.00	723,833.32	952,251.00
Fringe Benefits					
503...	FICA Expense	32,060.70	55,354.00	52,033.90	59,225.00
503...	Pension Expense	35,410.41	87,035.00	73,568.21	105,875.00
503...	VDC Expense	108.37	507.00	401.96	0.00
503...	Health Insurance	59,180.17	131,667.00	92,085.52	178,072.00
503...	Workers Comp	27,641.93	61,169.00	41,373.92	53,692.00
503...	Disability Insurance	1,479.00	2,760.00	2,069.27	3,212.00
504...	Post Retire Overhead	36,834.00	72,033.00	52,626.75	76,789.00
	Total Fringe Benefits	192,714.58	410,525.00	314,159.53	476,865.00
Operations & Maintenance					
8090	Purchases for Resale	16,492.53	46,800.00	12,680.25	50,000.00
	Total O & M	16,492.53	46,800.00	12,680.25	50,000.00
Office & Administrative					
5202	Employee Mileage Reimbursement	723.05	4,500.00	4,195.62	3,000.00
5204	Empl. Meals & Incidental	0.00	100.00	39.50	0.00
5270	Travel & Meeting Expense	0.00	100.00	3.25	0.00
	Total Office & Admin	723.05	4,700.00	4,238.37	3,000.00
6114	Insurance	19,605.69	35,400.00	26,550.00	37,300.00
619...	Admin Allocation	33,164.38	37,200.00	26,758.91	38,626.00
619...	Engineering Allocation	7,110.64	11,684.00	12,341.01	11,075.00
6208	NYS Administrative Assessment	4,861.00	8,246.00	0.00	7,749.00
890...	Water Quality Allocation	118,108.30	144,754.00	84,639.10	168,694.00
	Total Expenses	842,433.79	1,607,275.00	1,205,200.49	1,745,560.00
Change in Net Position		<u>90,153.85</u>	<u>787.00</u>	<u>3,376.59</u>	<u>6,350.00</u>

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
41-064	Warneck Pump Station (WPS) Pump, Flow Meter and Controls Upgrade	Revenue	\$ 243,000	\$ -	\$ -	\$ -	\$ -
41-065	Army Sewer Line (ASL) Pipeline Rehabilitation	TBD	\$ 9,800,000	\$ -	\$ -	\$ -	\$ -
41-062	Army Sewer Line (ASL) Alternate Source for Wastewater Treatment	Revenue	\$ -	\$ 500,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Remote Terminal Unit (RTU) Replacement	Revenue	\$ -	\$ -	\$ 13,113	\$ -	\$ -
	Warneck Pump Station (WPS) Washer Compactor and Panel Replacements	Revenue	\$ -	\$ -	\$ -	\$ 5,000	\$ 92,742
	Warneck Pump Station By-Pass Pump Replacement	Revenue					\$ 89,177
	Vacumn Trailer Replacement	Revenue					\$ 115,927
	Closed Circuit Television (CCTV) Sewer Camera Replacement	Revenue					\$ 210,084

TOTAL ARMY SEWER LINE \$ 10,043,000 \$ 500,000 \$ 13,113 \$ 5,000 \$ 507,930

ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
42-043	Army Water Line (AWL) Booster Pump Station (BPS) 1 and 2 Pump & SCADA Improvements	Revenue	\$ -	\$ 481,000	\$ -	\$ -	\$ -
	Army Water Line (AWL) Alternate Source for Water Supply	Revenue	\$ -	\$ 530,450	\$ -	\$ -	\$ -
	Army Water Line (AWL) Acoustic Testing of AWL Section 1	Revenue	\$ -	\$ -	\$ 50,000	\$ -	\$ -
	City of Watertown Remote Terminal Unit (RTU) Replacement	Revenue				\$ 10,927	
	Army Water Line (AWL) Pipeline Replacement - Phase 2	Bonding/Grant	\$ -	\$ -	\$ -	\$ 14,506,106	\$ -
	Army Water Line (AWL) Bridge Crossing Inspection	Revenue	\$ -	\$ -	\$ -	\$ -	\$ 28,982

TOTAL ARMY WATER LINE \$ - \$ 1,011,450 \$ 50,000 \$ 14,517,033 \$ 28,982

REGIONAL WATER LINE

Project Number	Project Description	Fund	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028
	RWL Bridge Crossing Inspections	Capital Reserve	\$ 20,000	\$ -	\$ -	\$ -	\$ -
	Town of Cape Vincent (TOCV) Pump Station Remote Terminal Unit (RTU) and Human Machine Interface (HMI) Upgrade	Capital Reserve	\$ -	\$ -	\$ 18,576	\$ -	\$ -
	Regional Water Line Pump	Capital Reserve			\$ 43,709		
	Regional Water Line (RWL) Air Relief Valves & Meter Replacement	Capital Reserve	\$ -	\$ -	\$ -	\$ 29,488	\$ -
	Regional Water Line (RWL) Limerick Booster Pump Station (LBPS) Genset Replacement	Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 150,706
	Regional Water Line Pumps & Surge Relief Valves	Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 69,046

TOTAL REGIONAL WATER LINE \$ 20,000 \$ - \$ 62,285 \$ 29,488 \$ 219,752

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2023-2024 User Charges Schedule

	2022-2023	2023-2024	Change
<u>Army Sewer</u>	5.73	6.09	0.37
<u>Army Water</u>	7.40	6.67	-0.73
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	3.40	3.59	0.18
Town of Pamela SD9	3.45	3.63	0.18
Town of LeRay - North Entry	3.40	3.59	0.18
Town of Leray SD 4	3.82	4.00	0.18
Town of Pamela SD3	3.40	3.59	0.18
Route 3 Sewer	3.44	3.63	0.19
Route 12	3.42	3.59	0.16
<u>Water Connection Rates:</u>			
Pamelia District #2, LeRay District #1	3.02	3.33	0.31
Pamelia District #1	3.09	3.42	0.33
Pamelia District #4 & #5	3.15	3.50	0.35
LeRay District #2	3.40	3.86	0.46
Champion	3.88	4.53	0.65

Regional Water Line (COST COMPARISON FY23/ FY24)

Municipality	FY 2023		FY 2024	
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,384.60	\$ 1.81	\$ 1,361.09	\$ 2.29
Lyme (incl Bus Garage)	\$ 11,769.09	\$ 1.81	\$ 11,569.31	\$ 2.29
Chaumont	\$ 11,076.79	\$ 1.81	\$ 10,888.76	\$ 2.29
Dexter	\$ 8,999.89	\$ 1.81	\$ 8,847.12	\$ 2.29
T/Brownville (incl GBHS)	\$ 17,030.56	\$ 1.81	\$ 16,741.46	\$ 2.29
V/Brownville	\$ 18,692.08	\$ 1.81	\$ 18,374.78	\$ 2.29



Board Resolution No. 2023-02-12
February 23, 2023

APPROVING FISCAL YEAR 2023-2024
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2023-2024 North Country Economic Development Fund Budget, detailed by the attached Appendix A.

Whereas, **Resolution No. 2014-08-12** authorizes the execution of Program Agreement to establish the North Country Economic Development Fund with \$10 million that the New York Power Authority (NYPA) received from Alcoa, and

Whereas, pursuant to **Resolution No. 2014-08-14**, the Authority Board authorized the creation of a new Authority Division in order to budget and account for North Country Economic Development Funds accordingly, and

Whereas, the North Country Economic Development Fund Board ratified the budget at its meeting on February 2, 2023, and

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2023-2024 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

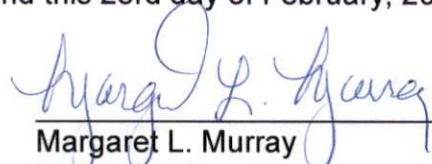
Motion by: K. Bibbins
Seconded by: M. Hall

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-12 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

**North Country EDF
BUDGET FYE 2024
APPENDIX A**

Account Description		FYE 3/31/2022 Actual	FYE 3/31/2023 Amended Budget	Actual 12/31/2022	FYE 3/31/2024 Budget
4104	Loan Interest Income	\$0.00	\$60,000.00	\$47,984.84	\$90,000.00
	Other Income				
4164	Miscellaneous	0.00	0.00	0.01	0.00
4190	Recovery of Bad Debts	0.00	0.00	2,100.00	3,600.00
	Total Other Income	0.00	0.00	2,100.01	3,600.00
	Interest Income				
4102	Investment Interest Income	0.00	42,400.00	60,400.00	151,600.00
420...	Mark to Market Adjustment	0.00	0.00	(1,835.00)	0.00
	Total Interest Income	0.00	42,400.00	58,565.00	151,600.00
	Total Income	0.00	102,400.00	108,649.85	245,200.00
	Professional Fees				
5924	Legal	0.00	1,000.00	0.00	1,000.00
5926	Investment Banking Fees	0.00	4,145.00	2,462.13	4,171.00
5970	Consulting	0.00	8,000.00	8,000.00	8,000.00
	Total Professional Fees	0.00	13,145.00	10,462.13	13,171.00
	Total Expenses	0.00	13,145.00	10,462.13	13,171.00
	Change in Net Position	0.00	89,255.00	98,187.72	232,029.00



**Board Resolution No. 2023-02-13
February 23, 2023**

**TECHNICAL SERVICES AGREEMENT
HISTORIC SARANAC LAKE
NON-NBRC GRANT ADMINISTRATION**

Whereas, the Development Authority has been designated by the Northern Border Regional Commission (NBRC) as the Local Development District (LDD) for Jefferson, Lewis, St. Lawrence, and Franklin Counties, and

Whereas, the Historic Saranac Lake, a non-profit corporation, has received an NBRC grant for the 2022 funding cycle and contracted with the Authority, under a separate agreement, to provide NBRC grant administration services for the not to exceed fee of \$7,000 by agreement executed November 7, 2022, and

Whereas, the Historic Saranac Lake has requested the Authority provide additional grant administration services for five other grants in conjunction with the rehabilitation of the historic Trudeau Building project including the NEIWPC Lake Champlain Basin Program CVNHP Grant, Downtown Revitalization Initiative Program Grant, New York State Office of Parks & Historic Preservation Grant, Northeast Heritage Economy Program Grant, and New York Main Street Grant for a not to exceed fee of \$2,500.

Now, therefore be it

RESOLVED, that the Technical Services Agreement for additional grant administration services by and between the Authority and the Historic Saranac Lake, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement.

Motion by: T. Hefferon
Seconded by: M. Hall

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-13 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.

Margaret L. Murray
Board Chairperson

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
TECHNICAL SERVICES AGREEMENT FOR
GRANT ADMINISTRATION**

**WITH THE
HISTORIC SARANAC LAKE**

This Agreement entered into this _____ day of _____ 2023, by and between:

HISTORIC SARANAC LAKE, a non-profit corporation in the State of New York having an office building and principal place of business located at 89 Church Street, Suite 2, Saranac Lake, New York 12983, herein after referred to as "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 the "Authority".

Recitals

- A. The Grantee intends to carry out a project to rehabilitate the historic Trudeau Building in Saranac Lake to create an accessible history museum campus in the downtown to create jobs and drive economic development in the Adirondack North Country. The Grantee was awarded six grants from seven separate entities.
- B. The Authority is designated as the Local Development District (LDD) for Jefferson, Lewis, St. Lawrence and Franklin counties by the NBRC. The NBRC has designated the LDDs as the preferred entity to administer NBRC grants.
- C. The Grantee has entered into an agreement with the Authority to provide technical service for the administration of NBRC grant (NBRC22GNY05).
- D. The Grantee has requested additional grant administration for the five other grants in conjunction with this project including the NEIWPCC Lake Champlain Basin Program CVNHP Grant, Downtown Revitalization Initiative Program Grant, New York State Office of Parks & Historic Preservation Grant, Northeast Heritage Economy Program Grant, and New York Main Street Grant.
- E. 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 the services that will be performed by the Authority consists of the following:

- Reimbursement Assistance: Provide guidance to the Grantee in the form of preparing a spreadsheet that will assist the Grantee with tracking project monies, including all the grants and their respective required match amounts. The spreadsheet will assist the Grantee in preparing reimbursement requests, within the approved budget and a means of tracking necessary documentation to ensure evidence of match has been collected
- General Assistance: Be available to provide guidance to the Grantee with reimbursement requests and other issues such as what their responsibilities are regarding procurement of goods and services and contractors.

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 Grantee wishes to engage the Authority in additional services beyond grant administration of the five programs identified above, a separate contract would be executed with the Grantee.

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; provided, however, that the total cost of such services shall not exceed \$2,500. This assumes 20 hours of support from a project engineer and 6 hours of support from the Engineering Director. This agreement will terminate automatically upon completion by the contract date of August 2024 as listed within the Grantee's Contract with the NBRC 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 Director	\$132	N/A
Assistant Director of Engineering	\$100	N/A
Controls Engineer	\$85	N/A
Project Engineer	\$85	N/A
GIS Supervisor	\$85	N/A
GIS Analyst	\$60	N/A

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 the 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.
Executive Director

Date: _____

HISTORIC SARANAC LAKE

By: Amy Jones

Amy Jones
President

Date: 2/1/2023



Board Resolution No. 2023-02-14
February 22, 2023

TELECOMMUNICATIONS DIVISION
FY 2022-2023 CAPITAL PROJECT BUDGET AMENDMENT
NEW YORK POWER AUTHORITY FIBER TO THE PREMISE

Whereas, pursuant to **Resolution No. 2022-02-12** the Development Authority of the North Country established a \$1,400,000 capital project budget for the construction of a fiber to the premise network in the towns of Diana and Pitcairn, and

Whereas, the project was funded by the New York Power Authority (NYPA) as part of the New York State ConnectAll Pilot Program and consists of connecting approximately 290 unserved homes in Lewis and St. Lawrence Counties, and

Whereas, the initial project budget was established prior to design of make-ready construction, and

Whereas, the cost of make ready construction and procurement of fiber optic cable are projected to exceed initial estimates by \$500,000, and

Whereas, the New York Power Authority has concurred with such cost increases and agreed to pay the additional \$500,000 to complete the project, and

Whereas, the additional capital costs will not increase ongoing operations and maintenance costs of the NYPA Fiber to the Premise capital project, and

Whereas, the project will generate sufficient revenue over the contract term to pay all current and future maintenance costs associated with the capital project.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby amend the FYE 2023 Telecommunications Division Capital Budget for Project 30683 (NYPA Fiber to the Premise), to increase the budget from \$1,400,000 to \$1,900,000, to be funded from Telecom Capital Reserves and reimbursed by the New York State Power Authority.

Motion by: T. Hefferon
Seconded by: K. Bibbins

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-14 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2023-02-15
February 23, 2023

**MEMORANDUM OF UNDERSTANDING
ECONOMIC DEVELOPMENT FUND
DRUM COUNTRY NY**

Whereas, **Resolution No. 2010-10-11** authorized a memorandum of understanding with area economic development agencies for development and implementation of a regional marketing program for business attraction purposes known as Drum Country Business, and

Whereas, subsequent resolutions in 2014, 2016, and 2020 extended the memorandum of understanding for an additional three calendar years each, and

Whereas, in 2021, the initiative was rebranded to Drum Country NY with a focus not only on business attraction but workforce attraction and retention, and

Whereas, the Development Authority of the North Country, St. Lawrence County Industrial Development Agency, Lewis County Office of Economic Development, and Jefferson County Local Development Corporation agree to commit \$5,000 annually to support the regional marketing initiative, and

Whereas, the public funds are leveraged through applications to National Grid for additional funding to support the efforts of the three-counties, and

Whereas, the partnering agencies wish to continue this three-county regional marketing program for workforce and business attraction for an additional three years- 2023, 2024, and 2025.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby authorize the Executive Director or Chief Operating Officer to execute the Memorandum of Understanding with area economic development agencies for development and implementation of a regional marketing program for workforce and business attraction purposes known as Drum Country NY.

Motion by: T. Hefferon
Seconded by: K. Bibbins

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Abstained	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-15 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

**“DRUM COUNTRY NY”
Regional Marketing Initiative**

Memorandum of Understanding

I. Background: In 2007, the Fort Drum Regional Liaison Organization, Development Authority of the North Country, St. Lawrence County Industrial Development Agency, Jefferson County Local Development Corporation, and the Lewis County Economic Development/IDA [hereinafter collectively referred to as the “Partnering Agencies”], entered into a Memorandum of Understanding each committing to contribute \$5,000 annually to undertake a unique three-county regional marketing initiative known as Drum Country Business. In 2019, the IP address for Drum Country Business was sold and a new brand was created, Drum Country NY.

Drum Country NY is a three-county marketing initiative to attract businesses to the region recognizing Fort Drum as the economic impetus. The primary focus of this marketing campaign is on promoting the region to site selectors and developers; the primary people responsible for locating businesses. To accomplish this, the Partnering Agencies have met regularly; leveraged their financial contributions with private funds from National Grid; and have engaged a highly respected marketing firm to further this marketing initiative. To date, the Partnering Agencies have:

1. Developed the brand, Drum Country NY, and the associated website, www.drumcountryny.com.
2. Updated logo, website, and branding. Created marketing banners.
3. Attended national trade shows on behalf of Drum Country NY.
4. Social media and digital marketing campaign to promote three-county region, targeted marketing effort to Soldier and families and veterans to grow economic activity in three counties.

The Partnering Agencies have identified additional tasks it must undertake to move this initiative forward. The list is not limited to these tasks alone.

1. Continue to advertise and market the region externally to site selectors, CEOs, and developers to attract workforce and businesses.
2. Continue to promote the campaign within the three counties to increase awareness and usage of the materials, and to grow economic activity.
3. Continue to enhance the Drum Country NY website to be a regional asset for attracting/retaining workers and business to the region.
3. Work with Empire State Development, National Grid, and others to utilize resources to attract businesses to Drum Country.

The most effective and efficient way to continue to move this regional marketing initiative forward is by a Memorandum of Understanding with the Partnering Agencies.

II. Statement of Understanding: In order to continue the Drum Country NY Marketing Initiative, the parties agree as follows:

1. The Chief Executive Officers (or equivalent), or their designees, of the St. Lawrence County Industrial Development Agency, the Lewis County Office of Economic Development, the Jefferson County Local Development Corporation, the Development Authority of the North Country, and the Fort Drum Regional Liaison Organization shall comprise the Committee.
2. All members of the Committee will participate. It is agreed that initial prospectus and lead management will emphasize the three County region, not individual counties or municipalities inside the region. Initial lead management will be undertaken by the Development Authority of the North Country on behalf of Partnering Agencies.
3. Each Partnering Agency (DANC, JCLDC, SLCIDA, and LCIDA) will obtain a commitment of \$5,000 annually for the 2023, 2024 and 2025 calendar years, to be paid no later than February 15 to the FDRLO. The intent of this agreement is to extend the Drum Country NY Regional Marketing Initiative an additional three years.
4. The FDRLO will be the administrative partner in the effort. All funding arrangements between the Partnering Agencies, and the Partnering Agencies and any vendors or consultants will be managed by FDRLO, unless otherwise agreed upon by the Committee.
5. The marketing tasks and strategies undertaken by the Committee will be agreed upon by the members of the Committee by general consensus or a simple majority vote as required.
6. The Committee utilizes professional marketing services to develop the Drum Country NY Marketing Initiative and intends, to the extent possible, to continue to use these services to maximize the results of the initiative.
7. It is the intent of the Partnering Agencies to leverage local annual funding commitments with outside grants or other public dollars to maximize the results of the Drum Country NY Marketing Initiative.
8. Additional Partners may be added to the Committee upon a majority vote by the Partnering Agencies to this Agreement.

9. A report will be provided annually to the Partnering Agencies on the accomplishments of the initiative during the year. The first report will be due to partners no later than 30 days after the calendar year end, 12/31.

Fort Drum Regional Liaison Organization

Jefferson County Local Development
Corporation

St. Lawrence County Industrial
Development Agency

Lewis County IDA

Development Authority of the North
Country



Board Resolution No. 2023-02-16
February 23, 2023

**NORTH COUNTRY VALUE ADDED AGRICULTURE
REVOLVING LOAN FUND
TUG HILL VINEYARDS, LLC
LOAN SUBORDINATION**

Whereas, **Resolution No. 2020-10-118** approved a loan from the North Country Value Added Agriculture Fund in the amount of \$300,000 to Tug Hill Vineyards, LLC, and

Whereas, Tug Hill Vineyards, LLC is requesting to increase their line of credit with Farm Credit East from \$170,000 to \$270,000 in order to complete improvements to the facility, and

Whereas, upon completion of an updated collateral analysis, based on the current mortgage amounts and the increase to the line of credit, the loan-to-value is favorable to the Development Authority and has improved since the loan closed in February 2021, and

Whereas, the Borrower is exceeding all operating projections and is current on its loan with the Development Authority, and

Whereas, there are no changes to the existing terms and conditions for the loan.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve the request by Tug Hill Vineyards, LLC to subordinate its existing \$300,000 loan from the North Country Value Added Agriculture Fund to an additional \$100,000 in debt to Farm Credit East with total mortgages not to exceed \$1,270,000, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

Motion by: T. Hefferon
Seconded by: M. Hall

Bibbins - **Yes**
Doheny - **Yes**
Hall - **Yes**

Hefferon - **Yes**
Henry* - **Present**
Hollenbeck* - **Present**

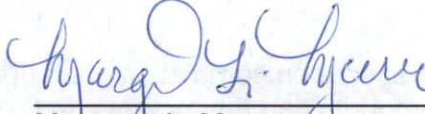
Hunt - **Present**
MacKinnon* - **Yes**
McGrath* - **Present**

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. 2023-02-16 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson



ADMINISTRATION and REGIONAL DEVELOPMENT DIVISION
 Dulles State Office Building • 317 Washington Street, Suite 414 • Watertown, New York 13601 • Telephone (315) 661-3200 • TDD (800) 662-1220

WATER QUALITY DIVISION
 Warneck Pump Station
 23557 NYS Route 37
 Watertown, New York 13601

Telephone (315) 661-3210
 Emergency Telephone (315) 786-4000

TELECOMMUNICATIONS DIVISION
 Dulles State Office Building
 317 Washington Street, Suite 406
 Watertown, New York 13601

Telephone (315) 661-3200
 Emergency Telephone (866) 669-3262

MATERIALS
 MANAGEMENT DIVISION
 Solid Waste Management Facility
 23400 NYS Route 177
 Rodman, New York 13682

Telephone (315) 661-3230

ENGINEERING DIVISION
 Warneck Pump Station
 23557 NYS Route 37
 Watertown, New York 13601

Telephone (315) 661-3210

TO: Project Development Committee
FROM: Michelle Capone
DATE: January 25, 2023
SUBJECT: Tug Hill Vineyards LLC-Subordination Request #2

Resolution No. 2020-10-118 approved a loan of \$300,000 to Tug Hill Vineyards, LLC. The Authority was in a second position behind \$1,100,000 in debt from Farm Credit East. When the appraisal came in less than what was needed to have a 1:1 loan to value, the Authority took a second mortgage on personal property at 10663 St. Route 126, Castorland and 10646 State Route 126, Castorland as well. With this additional collateral, DANC had a loan to value of 62.3%

Tug Hill Vineyards has recently asked Farm Credit East to increase their line of credit by \$100,000 for improvements to the facility. This would bring the line of credit to \$270,000. They will use the funds to expand the dining room area and expand the kitchen. This will allow them to handle larger weddings or meetings. It will also allow them to serve lunch while catering weddings. Last year, they expanded a patio area for larger, outside weddings. The proposed changes this year will take away the weather factor for larger groups if they want to be housed inside. They have a steady booking of weddings and the facility is near full usage for weekends in the coming year. The business has been growing increasing inventories, making changes to the property and adding more fruits for picking. Future plans also include adding apples and strawberries for you pick.

Updated Collateral Analysis

	Market	<u>Current Mortgage Balances</u>
Commercial Property	\$1,000,000	\$1,000,000
M&E Assets	\$238,100	\$238,100
10663 St. Rte. 126, Castorland	\$240,000	\$240,000
10646 St. Rte. 126, Castorland	\$125,000	\$125,000
Total Collateral Available	\$1,603,100	\$1,603,100
Farm Credit East (+\$100,000)	(\$1,270,000)	(\$1,150,980)
Collateral Available to DANC	\$333,100	\$452,120
N.C. Value Added Ag Fund	(\$300,000)	(\$279,360)
Loan to Value	90%	61.7%

Farm Credit's current balance owed on its outstanding indebtedness is \$1,050,980 and the balance on the DANC loan is \$279,360. They have always paid as agreed. The business is performing extremely well and far exceeding historical operations.

Based on the revised collateral analysis, DANC still has a good loan to value at 90% and this is improved as the principal balances on the debt have also been paid down.

Staff Recommendation: Staff recommends that DANC subordinate to the additional \$100,000 on the line of credit for a new line of credit not to exceed \$270,000.



Board Resolution No. 2023-02-17
February 23, 2023

**REGIONAL TOURISM TRANSFORMATIONAL COMMUNITY
REVOLVING LOAN FUND
TURIN HIGHLAND LODGE 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 January 24, 2023 to review an application from Turin Highland Lodge, LLC requesting up to \$225,000 from the Regional Tourism Transformational Community Revolving Loan Fund in order to build a 6-room single story motel in the Village of Turin, Lewis County, and

Whereas, the applicant proposes to target recreational enthusiasts on the Tug Hill, and

Whereas, the Regional Loan Review Committee approves a commitment of up to \$225,000 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 up to \$225,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Highland Turin Lodge 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, Development Authority of the North Country does affirm the decision by the Village of Turin that the project will not have a significant effect on the environment and affirms the Negative Declaration adopted by the Village of Turin on February 15, 2022.


Motion by: T. Hefferon
Seconded by: E. Virkler

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-17 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Turin Highland Lodge, LLC

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

Amount: up to \$225,000.00

Loan Term: 20 years

Loan Rate: 1%

Loan Payment: 12 months interest-only, then monthly principal and interest payments to fully amortize the loan over 228 months

Collateral: Co-proportional second mortgage and assignment of rents and leases on 4098 West Road, Turin, NY 13473

Co-proportional 2nd lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable, and general intangibles of Turin Highland Lodge, LLC

Conditions:

- Cash equity of a minimum of \$150,000 demonstrated at closing by bank statement.
- Community Bank financing of \$375,000
- Labor peace does not apply as it is an existing business with less than 15 full time equivalent employees
- Personal Guaranty of Kaitlyn Matthews, Robert B. Matthews, Bonny Lou Mahar, and Timothy J. Mahar
- Satisfactory third party broker opinion or appraisal with a minimum value of at least \$600,000 for a 1:1 LTV
- Copies of invoices, and cancelled checks or bank statements
- Disbursed as construction loan
- All required permits and approvals

TRANSFORMATIONAL TOURISM FUND

Borrower: Turin Highland Lodge LLC

Project Location: 4098 West Road, Turin, NY 13473

Borrower Address: 4098 West Road, Turin, NY 13473

Ownership: Kaitlyn Matthews – 41%
Bonny Lou Mahar – 41%
Timothy Mahar – 9%
Robert Matthews – 9%

Loan Amount: up to \$225,000.00

Term: 20 years

Rate: 1%

Payments: 12 months interest-only, Monthly principal and interest thereafter to amortize over remaining 228 months

Guarantor: Kaitlyn Matthews, Robert B. Matthews, Bonny Lou Mahar, and Timothy J. Mahar (bank requiring Robert and Timothy guarantees)

Use of Funds: New Construction

Collateral: Second mortgage and assignment of leases and rents on new facility located in Village of Turin.

Jobs: Existing: 0
Years 1-3: 3 FTE (1 Manager, 2 Maintenance)
(Year 1 will primarily be Kaitlyn and Bonnie staffing the facility)

Total Project Costs

Sources of Funds

Tourism Loan Fund	\$225,000.00
Community Bank	\$375,000.00
Cash Equity	\$150,000.00
Total	<u>\$750,000.00</u>

Uses of Funds

Construction	\$ 657,238.00
Furniture/Fixtures	\$ 30,000.00
Equipment	\$ 5,000.00
Working Capital/Conting.	<u>\$ 57,762.00</u>
Total	\$ 750,000.00

Community Bank –21 years; 5 yr T-Bill plus 2.5 adjusted at every 5th anniversary, floor of 5%. There is a prepayment penalty if loan refinanced in first 5 years. No penalty for applying extra payments toward principal.

d/b/a Turin Highland Lodge

Page 2

January 17, 2023

Cash equity-Cash contributed by applicants, \$75,000, and an additional \$75,000 from selling an apartment house. They are in the final stages of the sale.

Description of Project



Ms. Matthews and Ms. Mahar (Applicants) are proposing to construct a single-story motel with 6 rooms at 4285 State Route 26, Turin, NY. The physical address will likely change as this parcel will be subdivided for the business. They will name the business Turin Highland Lodge and will form a separate corporation to operate the business.

The Applicants propose that each room will offer 2 queen beds, full bath, and small kitchenette (small oven, refrigerator, freezer, microwave) and a sleeper sofa.



The facility will also provide full laundry service, continental breakfast for all guests and a wash bay for guests and public to wash their snowmobiles and ATV/UTVs. They will offer garbage drop-off for guests and other people that stay in the area that don't have an option for their garbage after they leave the area. All rooms will be handicap accessible. Customers will book online and each room will have a programmed key pad lock. The customer will get a passcode to enter their room.

Quotes were provided by their architect/engineer. They plan to complete much of the work on their own with the exception of concrete. They also have a contractor on board to complete any work that they cannot.

The facility will target recreational enthusiasts especially snowmobilers and ATV/UTV riders. The facility is located on a much-used trail system and the Turin Highlands Golf and Snow Ridge Ski Resort are nearby. Top competitors include the Towpath Inn, West Wind Motel and The Edge Motel.

The rates and fee structure are proposed as follows, the rates are plus tax:

- 1+ nights \$190 per night off-season
- 1+ nights \$200 per night during peak season
- Require 72-hour notice of cancellation of reservation, otherwise the person will be charged for a 1-night stay.
- Free parking and storage of trailers for guests
- Charged parking for non-guests of \$20 per day (includes security of all vehicles left at the property)

d/b/a Turin Highland Lodge

Page 3

January 17, 2023

- Charging \$10 for non-guests to use wash bay
- Charging \$10 per bag for garbage/recycling drop off

The underwriter went to competitor websites to obtain information.

1. Towpath Lodge-4217 West Road, Turin-Eight hotel style rooms with wifi, refrigerator, coffee maker and TV.
2. West Wind Motel & Townhouses- 4725 State Route 26, Turin- Motel has 6 units with all rooms equipped with double beds, private bath, TV, refrigerator, coffee maker, wifi, and air conditioning.
3. The Edge Motel-3952 State Route 12, Lyons Falls-Hotel with 65 rooms with restaurant and events center.

The Applicants hope to differentiate themselves from their competitors through their vast array of offerings especially targeting snowmobilers and ATVs/UTVs.

Management -

The applicants formed a domestic limited liability company. The owners of Turin Highland Lodge are Kaitlyn Matthews and Bonny Lou Mahar. Both have a lot of experiences in business. Kaitlyn Matthews has over 10 years of experience with managing and running a breeding program with local farms. During this time she has had to manage all of the billing receipts, keep all of her farms stocked in products, and manage different programs for the farms. She also currently works at Madison Oneida BOCES doing accounting and payrolls for 25 different districts.

Bonny has over 20 years of experience running and operating her own business with Ridgeview Stables. She manages all clients coming in from the ARC to do therapeutic riding, clients coming to do trail rides, and all the bills with products she needed for the farm.

Kaitlyn and Bonnie will be running the motel as a team. Kaitlyn will be managing all of the computer needs with the website and bills. Bonny will be helping with the cleaning and grounds. Kaitlyn will continue her job at BOCES, and Bonny will be available to work at the business during the day as she is retired. They will take a draw of \$24,000 in year 1, however they have other income to support them if they need to keep the funds in the business.

Financial Review

	Year One	Year Two	Year Three
Sales	149,000	163,900	180,290
Gross Profit	149,000	163,900	180,290
Expenses	95,460	96,289	96,808
Other Income/(Exp)	0	0	0
Net Income (Loss) before Taxes	53,540	67,611	83,482
Add Back:			
Depreciation	12,825	12,825	12,825
Interest	22,828	22,462	21,760

d/b/a Turin Highland Lodge

Page 4

January 17, 2023

Cash for Debt Service	89,193	102,898	118,067
Tourism Fund	13,007	13,007	13,007
Community Bank	32,239	32,239	32,239
Total Debt	45,246	45,246	45,246
Debt Service Coverage	1.97	2.27	2.61

Sales Inc (Dec.)	----	10%	10%
Gross Profit	----	----	----
Expenses	64%	59%	54%
Profit Ratio	36%	41%	46%

Community Bank-assumes 6% rate at closing, \$2686.62/mo

Tourism Fund-assumes 1%, \$1083.97/mo.

- Prepared with assistance from the Small Business Development Center. Year one ends December 31, 2022.
- Year one revenues assume the following:
 - Average approximately 5-6 rooms every weekend (3 nights) during peak season (November-March) earning approximately \$60,000-\$72,000.
 - Average approximately 2-4 rooms every weekend (3 nights) during off season (April-October) earning approximately \$30,240-\$60,480.
 - Assumes week day rents for the year would average around 1-3 rooms (3 nights earning roughly \$29,640-\$88,920 for the year.
 - Their rates will be \$190 off season and \$200 peak season.

As a comparison, Tow Path Inn is \$125/night for 2 full size beds, \$125 for 1 full/1 twin, and \$135 for 1 king. However, it does not have a kitchenette or the additional amenities of Turin Highland Lodge. West Mind Motel starts at \$114 per night with a 2 night minimum. The Townhouses come with fully equipment kitchens, sleeps 4-6, dining and living room, full bath, and wifi and start at \$250 per night with tax. The Edge Hotel offers standard/king rooms starting at \$119 per night plus tax. Their Jacuzzi suite room is \$189 per night plus tax. It seems the applicants are pricing themselves higher than the market. This is concerning especially as they are a start-up business.

- Occupancy rates for lodging in Lewis County averaged around 53% in 2021 (from February 2021-March 2022). The peak occupancy was in July and August at 72% and 71% respectively. Source is DOMO. At best, occupancy during the months of November-March, as identified as the peak months for this business, is around 47%, while it is around 57% from April-October. Clearly the applicants are targeting the winter recreational enthusiasts, but the market might trend more to the spring/summer enthusiasts. The Lewis County Chamber did reaffirm the need for lodging in the County.
- Primary expenses are as follows: taxes of \$2,040 (which seem low), insurance, \$6,000, bank and credit card fees, \$3,759, interest, depreciation, \$12,825, and utilities, \$12,000. They have

budgeted \$24,000 for owner's salary in year 1, \$24,480 in year 2, and \$24,970 in year 3. Supplies are budgeted at \$1,800 and advertising at \$1,200.

- There is sufficient excess cash flow based on the projections for an increase in expenses.

Cashflow

- As this is a start-up business, cash flow is based upon projections holding true.

	At Closing
Assets	
Current	57,762
Fixed	692,238
Other	0
Total Assets	750,000
Liabilities	
Current	0
Long Term	600,000
Total Liabilities	600,000
Equity	150,000
Total Liabilities & Equity	750,000

Working Capital	\$57,762
Current Assets	---
Debt to Equity	4

- Current assets comprised of cash for closing costs and working capital of approximately \$57,762.
- There is no current-portion of long-term debt as both loans will be interest only during construction.
- The applicant is in the final stages of selling an apartment house which will help to capitalize the \$150,000 cash contribution into the project.

Personal Credit:

Kaitlyn reports total assets of \$700,414 and liabilities of \$92,724. Primary assets are in automobiles, \$105,000, and other personal property, \$500,000. Other personal property includes an inherited family farm with no liens. She reports income of \$37,526. This does not include her husband's income. Kaitlyn has a TransUnion credit score of 696. She has 3 derogatory comments on her account. None show a charge-off and four are closed. All of the comments are for past due payments in 2018 and 2019 and all have 0 balances. Kaitlyn shows \$259,254 in open debt primarily in a mortgage, \$114,176, and installment loans, \$138,809.

Bonnie reports assets of \$820,016 and liabilities of \$80,006. Primary assets are real estate, \$126,000, automobiles, \$89,000, and other personal property, \$500,000. Other personal property includes unencumbered farmland (same as Kaitlyn's), and other vehicles/UTVs. Primary liabilities are installment loans, \$10,347, and mortgages on real estate, \$68,077. Bonnie reports income of \$23,287 which does not include her husband's income. Bonnie has a TransUnion Credit Score of 800. She

d/b/a Turin Highland Lodge

Page 6

January 17, 2023

shows open credit of \$147,671 primarily in mortgage, \$68,456, and installment, \$78,319, loans. She has one derogatory comment on her report for a revolving credit with one 30 day, and one 60 days past due in 2018. The account was closed with no write-off. All other accounts are paid as agreed.

Collateral:

	<u>Cost</u>	<u>Discount</u>
Land (70%)	\$37,557	\$26,290
Real Property (70%)	\$657,238	\$460,067
F&FE (20%)	<u>\$35,000</u>	<u>\$7,000</u>
Collateral Available	\$729,795	\$493,357
Community Bank Loan	\$375,000	\$375,000
Total Senior Debt	<u>\$375,000</u>	<u>\$375,000</u>
Collateral Available-DANC	\$460,160	\$118,357
Tourism Fund -\$225,000		
Loan to Value	49%	190%

Total parcel is 57.3 acres and has a full market value of \$107,600. It is classified as a dairy farm. The full market value is per the Lewis County tax records. They will be subdividing the parcel and taking approximately 20 acres for the business. Based upon the information above, this would have a value of about \$37,557.

The Bank will require a certified appraisal verifying no more than a 70% LTV of the "as completed" appraised value. I have told the applicant that the Authority would require an as completed appraisal with a minimum value of \$600,000 in order to support our loan.

Contingencies:

- Cash equity of up to \$150,000 into the project documented by copies of cancelled checks and invoices, disbursement statement or bank statements.
- Community Bank financing
- As completed appraisal with minimum value of at least \$600,000 to have a 1:1 LTV
- All required permits and approvals
- Labor Peace does not apply as it has less than 15 FTE employees.
- Personal guarantees of Kaitlyn Matthews, Robert B. Matthews, Bonny Lou Mahar, and Timothy J. Mahar
- Copies of invoices, and cancelled checks or bank statements
- Will be disbursed as construction loan



Board Resolution No. 2023-02-18
February 23, 2023

CAPITAL BUDGET AMENDMENT FY 2022-23
ADMINISTRATIVE DIVISION
VEHICLE REPLACEMENT

Whereas, the Development Authority of the North Country manages its over the road fleet vehicles through the Administrative Division which leases such vehicles to the operating Divisions of the Authority, and

Whereas, vehicle #00045 (Telecommunications - 2018 Ford F-150) was involved in an accident which resulted in a total loss of said vehicle, and

Whereas, the original purchase price of vehicle #00045 was \$31,000.00 with the Authority receiving an insurance settlement in the amount of \$25,685.72 as a result of the vehicle being identified as a total loss, and

Whereas, the purchase price of a like replacement vehicle is \$43,935.50, and

Whereas, Executive Management recommends that vehicle #00045 (Telecommunications - 2018 Ford F-150) be replaced with a like vehicle in an amount not to exceed \$43,935.50 utilizing insurance proceeds of \$25,685.72 and Administrative Funding of \$18,249.78, and

Now, therefore be it

RESOLVED, by the Development Authority of the North Country that vehicle #00045 (Telecommunications - 2018 Ford F-150) be replaced with a like vehicle in an amount not to exceed \$43,935.50 utilizing insurance proceeds of \$25,685.72 and Administrative Funding of \$18,249.78.

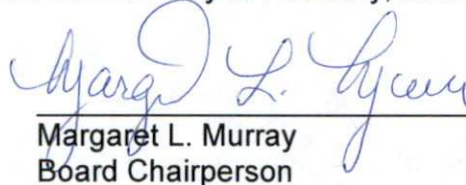
Motion by: M. Hall
Seconded by: K. Bibbins

Bibbins - Yes	Hefferon - Yes	Hunt - Present	Mastascusa* - Yes
Doheny - Yes	Henry* - Present	MacKinnon* - Yes	Murray - Yes
Hall - Yes	Hollenbeck* - Present	McGrath* - Present	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. 2023-02-18 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 23rd day of February, 2023, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of February, 2023.



Margaret L. Murray
Board Chairperson