



Board Resolution No. 2024-02-01
February 22, 2024

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: A. MacKinnon

Seconded by: D. Mastascusa

Bibbins – Yes

Doheny – Yes

Hall – Yes

Hefferon – Yes

Henry - Present

Hunt - Absent

MacKinnon – Yes

McGrath – Present*

Mastascusa – Yes

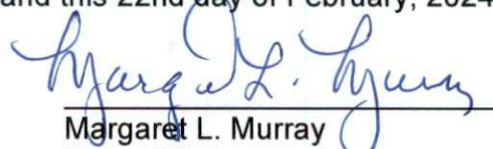
Murray – Yes

Virkler – Yes*

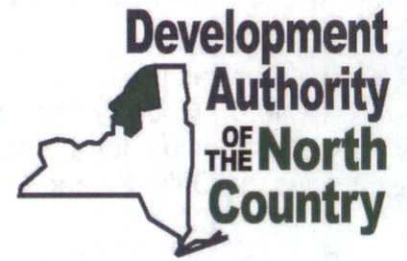
*- indicates attendance via videoconference.

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. 2024-02-01 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson

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



Subject: Disposition of Real Property Policy
Adopted: February 22, 2024
Resolution: 2024-02-01

DISPOSITION OF REAL PROPERTY POLICY

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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 (a) and (b) 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 (a) and (b) 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 process 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. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
- a. any personal property which has an estimated fair market value in of fifteen thousand dollars;
 - b. 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 (c) through (e) of this subparagraph;
 - c. 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;
 - d. 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
 - e. 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.
5. 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 Date	Resolution #
April 10, 2007	
March 27, 2008	
March 13, 2009	
March 22, 2012	2012-03-02
March 21, 2013	2013-03-02
March 20, 2014	2014-03-09
March 19, 2015	2015-03-31
March 31, 2016	2016-03-38
March 23, 2017	2017-03-28
March 28, 2018	2018-03-34
February 28, 2019	2019-02-03
May 28, 2020	2020-05-51
February 25, 2021	2021-02-34
February 23, 2023	2023-02-01
February 22, 2024	2024-02-01



Board Resolution No. 2024-02-02
February 22, 2024

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

Whereas, the Investment 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 Investment 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 Investment Policy, attached hereto and incorporated in this Resolution.

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

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

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

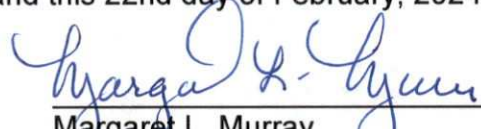
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

Murray – **Yes**
Virkler – **Yes***

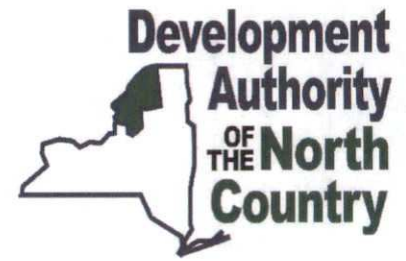
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DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

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. 2024-02-02 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country Governance Policies



Subject: Investment Policy
Adopted: February 22, 2024
Resolution: 2024-02-02

INVESTMENT POLICY

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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.

Revision Date	Resolution #
November 10, 2005	2005-02-01
April 10, 2007	2007-03-21
March 27, 2008	2008-03-11
March 31, 2009	2009-03-20
July 2, 2009	2009-07-06
October 25, 2010	2010-10-04
May 26, 2011	2011-05-04
March 22, 2012	2012-03-01
March 21, 2013	2013-03-01
March 20, 2014	2014-03-08
March 19, 2015	2015-03-30
March 31, 2016	2016-03-37
March 23, 2017	2017-03-24
March 28, 2018	2018-03-31
February 28, 2019	2019-02-01
May 28, 2020	2020-05-49
February 25, 2021	2021-02-35
February 23, 2023	2023-02-02
February 22, 2024	2024-02-02



Board Resolution No. 2024-02-03
February 22, 2024

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

Whereas, Public Authorities Law requires that the Procurement Policy of the Development Authority of the North Country be reviewed and approved annually, and

Whereas, the Procurement 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 minor updates to the Procurement Policy. The most notable change was to the Service Disabled Veteran Owned Business (SDVOB) law reference changed from Article 17-B of the Executive Law to Article 3 of the Veterans' Services Law.

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

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

Motion by: D. Mastascusa

Seconded by: M. Hall

Bibbins – Yes

Doheny – Yes

Hall – Yes

Hefferon – Yes

Henry - Present

Hunt - Absent

Mackinnon – Yes

McGrath – Present*

Mastascusa – Yes

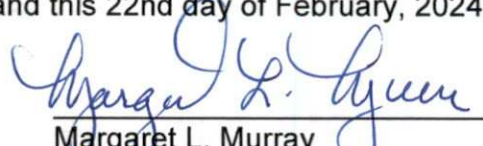
Murray – Yes

Virkler – Yes*

* - indicates attendance via videoconference.

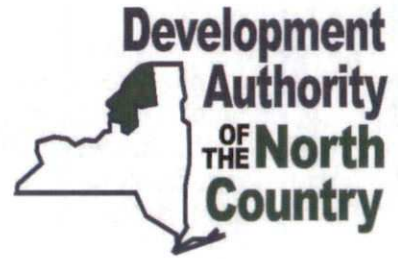
DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

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. 2024-02-03 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country

Subject: Procurement Policy
Adopted: February 22, 2024
Resolution: 2024-02-03



PROCUREMENT POLICY

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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 Administrative](#) 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 3 of the Veterans' Services Law](#) ~~Article 17-B of 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: <https://www.nyscr.ny.gov> 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:

- A. Solicit proposals from several firms known to be qualified in the area of the service to be provided;
- B. 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;
- C. Document the deliberative processes by which Contractors providing Professional Services are selected;
- D. 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.
- E. 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 3 of the Veterans' Services Law](#)[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 3 of the Veterans' Services Law](#)[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 3 of the Veterans' Services Law](#)[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, [Chapter V](#) 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, [Chapter V](#) 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~~ [Procurement Coordinator](#) 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 Date	Resolution #
September 13, 2011	2011-09-04
March 22, 2012	2012-03-03
March 21, 2013	2013-03-03
March 20, 2014	2014-03-10
March 19, 2015	2015-03-32
March 31, 2016	2016-03-39
March 23, 2017	2017-03-27
March 28, 2018	2018-03-33
February 28, 2019	2019-02-02
May 28, 2020	2020-05-50
February 25, 2021	2021-02-36
February 23, 2023	2023-02-03
February 22, 2024	2024-02-03



Board Resolution No. 2024-02-04
February 22, 2024

**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority's Fiscal Year 2025 Budget, as recommended by the Finance & Budget Committee, includes 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 2025, commencing April 1, 2024 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

Motion by: K. Bibbins

Seconded by: D. Mastascusa

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

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

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. 2024-02-04 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.

Margaret L. Murray
Board Chairperson



Board Resolution No. 2024-02-05
February 22, 2024

APPROVING FISCAL YEAR 2025 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 2025 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	\$50,900
Miscellaneous Accounting Services	<u>\$ 5,500</u>
	\$56,400

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 2025 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Administrative capital projects for the Fiscal Year 2025, 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 2025.**

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 Board of Directors on a timely basis.
4. The Fiscal Year 2025 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.

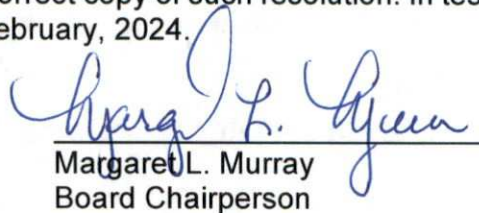
Motion by: A. MacKinnon
 Seconded by: D. Mastascusa

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

*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2024-02-05 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



 Margaret L. Murray
 Board Chairperson

**Administration
BUDGET FYE 2025
APPENDIX A**

	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Grant Revenue				
4183 NY State Grants	\$8,945.00	\$0.00	(\$257.50)	\$0.00
Total Grant Revenue	8,945.00	0.00	(257.50)	0.00
Other Income				
4164 Miscellaneous	151,309.57	191,100.00	139,200.08	283,200.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	151,309.57	191,100.00	139,200.08	283,200.00
4201 Gain on Sale of Assets	36,211.46	104,000.00	83,105.82	104,000.00
Interest Income				
4102 Investment Interest Income	155,353.26	228,580.00	187,849.70	301,595.00
420... Mark to Market Adjustment	(6,605.24)	0.00	34,002.90	0.00
Total Interest Income	148,748.02	228,580.00	221,852.60	301,595.00
Total Income	345,214.05	523,680.00	443,901.00	688,795.00
Salaries				
Administrative Wages	1,272,628.99	1,317,952.00	855,718.82	1,439,305.00
Engineering Wages	0.00	0.00	211.53	0.00
Telecom Wages	7,131.31	0.00	2,721.04	0.00
MMF Wages	1,007.13	0.00	0.00	0.00
500... Overtime Wages	645.77	1,000.00	294.97	1,000.00
Total Salaries	1,281,413.20	1,318,952.00	858,946.36	1,440,305.00
Fringe Benefits				
503... FICA Expense	87,977.58	87,897.00	64,638.12	94,153.00
503... Pension Expense	19,305.30	131,321.00	91,592.92	171,441.00
503... VDC Expense	8,295.72	8,446.00	5,855.24	9,067.00
503... Health Insurance	117,437.27	168,977.00	121,684.34	208,549.00
504... Retiree Health Insurance	104,701.66	122,409.00	71,176.96	114,141.00
503... Workers Comp	1,500.84	1,958.00	1,258.70	1,854.00
503... Disability Insurance	3,149.51	3,377.00	2,251.12	4,682.00
5036 Unemployment	19,727.94	10,000.00	4,540.00	10,000.00
504... Post Retire Overhead	(81,637.48)	80,730.00	53,235.39	86,229.00
5051 Benefit Admin. Fees	8,732.75	10,780.00	3,726.00	10,900.00
5054 Employee Physicals & Screening	897.00	1,990.00	978.50	1,028.00
Total Fringe Benefits	290,088.09	627,885.00	420,937.29	712,044.00
Operations & Maintenance				
5134 Maintenance Contracts	2,211.99	3,266.00	1,095.04	3,043.00
5403 Safety Equipment & Supplies	6,399.50	4,604.00	4,266.58	4,400.00
Total O & M	8,611.49	7,870.00	5,361.62	7,443.00
Office & Administrative				
5053 Misc Employee Costs	8,791.96	5,945.00	3,961.39	6,645.00
5102 Office Rent	120,032.43	120,006.00	88,242.10	119,940.00
5103 Lease ROU	(262,186.08)	0.00	0.00	(124,940.00)
6203 Interest Expense, Lease ROU	10,911.21	0.00	0.00	5,000.00
5104 Office Supplies	5,559.79	7,000.00	4,561.82	7,000.00
5110 Postage & Shipping	3,941.90	7,909.00	4,254.62	8,447.00
5112 Telephone	3,511.71	4,979.00	668.77	981.00
5114 Cellular Services	5,231.80	5,400.00	2,690.78	5,400.00
5118 Other Communications	10,381.79	9,720.00	5,388.34	16,300.00
5120 Dues & Subscriptions	4,217.08	7,000.00	5,299.04	6,600.00
5122 Public Info & Advertising	4,397.22	10,680.00	6,751.05	23,214.00
5123 Promotional Materials	3,554.38	4,500.00	3,949.48	8,000.00
5130 Office Equipment	20,498.70	5,000.00	1,995.74	16,893.00
5170 Other Office Expenses	1,049.77	806.00	378.24	1,306.00
5173 Credit Card Processing Fees	81.60	0.00	0.00	0.00
5202 Employee Mileage Reimbursement	4,827.90	4,225.00	3,911.73	5,000.00
5204 Empl. Meals & Incidental	1,579.92	500.00	205.16	500.00
5206 Empl. Lodging	0.00	500.00	196.00	500.00

**Administration
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	FYE	FYE	Actual	FYE
	3/31/2023	3/31/2024	11/30/2023	3/31/2025
	Actual	Amended Budget		Budget
5270 Travel & Meeting Expense	2,906.60	4,270.00	3,364.42	4,500.00
5312 Continuing Education	582.00	0.00	0.00	0.00
5370 Training & Development	1,231.14	8,148.50	7,558.24	12,800.00
5402 Employee Uniforms	704.96	1,425.00	514.00	1,500.00
5404 Safety Training	8,352.85	16,418.00	6,258.75	11,000.00
5508 Cleaning Services	10,710.00	11,830.00	6,370.00	10,920.00
6102 Board Member Travel & Expenses	93.60	1,200.00	0.00	875.00
6104 Sponsorships	4,750.00	4,150.00	1,470.00	4,620.00
Total Office & Admin	(24,285.77)	241,611.50	157,989.67	153,001.00
Professional Fees				
5924 Legal	23,904.00	32,255.00	20,773.75	34,000.00
5926 Investment Banking Fees	5,147.59	5,900.00	2,152.13	5,500.00
592... Accounting Fees	34,600.00	45,100.00	41,627.50	56,400.00
5970 Consulting	13,108.00	13,780.00	10,654.00	22,665.00
Total Professional Fees	76,759.59	97,035.00	75,207.38	118,565.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	6,041.43	1,961.50	1,827.07	837.00
5602 Auto/Light Truck Fuel	50.67	201.00	0.00	189.00
Total Automobile	6,092.10	2,162.50	1,827.07	1,026.00
Computer				
5124 Computer Equipment	17,057.29	40,640.00	14,113.11	38,340.00
5126 Computer Maintenance	0.00	5,809.00	0.00	15,000.00
5128 Programming & Software	138,096.00	161,299.00	116,180.11	200,804.00
5129 ECMS Expense	28,980.74	41,675.00	35,659.86	45,000.00
6108 Web Page Design & Maintenance	2,269.90	6,072.00	2,000.00	5,372.00
Total Computer	186,403.93	255,495.00	167,953.08	304,516.00
6114 Insurance	18,432.44	19,300.00	12,866.64	21,600.00
619... Admin Allocation	(2,051,632.37)	(2,405,187.00)	(1,619,193.32)	(2,534,259.00)
7032 Depreciation	194,086.67	285,800.00	164,395.05	307,400.00
7003 Amortization, Lease ROU	251,097.99	0.00	0.00	120,000.00
6901 Contingency	0.00	12,385.00	0.00	30,000.00
Total Expenses	237,067.36	463,309.00	246,290.84	681,641.00
Change in Net Position	108,146.69	60,371.00	197,610.16	7,154.00

**Administration
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 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				7,154.00
PLUS DEPRECIATION & AMORTIZATION				307,400.00
- 25... LESS PRINCIPAL PAYMENTS				(50,000.00)
RESERVE/CAPITAL REQUIREMENTS				
- 1440 ADMIN CAPITAL PROJECTS				(320,032.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(320,032.00)</u>
CASH FLOW				<u>(55,478.00)</u>

APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Fleet Vehicles	O	\$ 320,032	\$ 330,618	\$ 197,224	\$ 194,418	\$ 179,372
	Server Replacement	O	\$ 252,000	\$ -	\$ 12,400	\$ 5,000	\$ -
	Internet Redundancy	O	\$ 42,500	\$ -	\$ -	\$ -	\$ -
	GIS ESRI Software and Internet Mapping Application Upgrade	O	\$ 65,000	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE			\$ 679,532	\$ 330,618	\$ 209,624	\$ 199,418	\$ 179,372

Fund Description

O Operating Investments

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2025

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

Restricted Fund Balance:	Balance 3/31/2023	Estimated Balance 3/31/2024
Community Rental Housing Program	\$ 13,162,260	\$ 13,326,075
Community Development Loan Fund	\$ 9,702,563	\$ 10,144,409
Housing Loan Revolving Fund	\$ 22,360,403	\$ 22,635,361
Army Water & Sewer Repair Reserve	\$ 1,800,000	\$ 1,800,000
Regional Waterline	\$ 404,885	\$ 390,525
Wetlands Mitigation Reserve	\$ 321,895	\$ 324,911
MMF Replacement Reserve	\$ 5,183,355	\$ 4,147,811
MMF Liner Reserve **	\$ 11,832,163	\$ 17,675,187
MMF Closure/Post Closure Reserve	\$ 25,050,947	\$ 26,331,076
Telecom Repair & Replacement Reserve	\$ 6,950,830	\$ 4,433,843
	\$ 96,769,300	\$ 101,209,198

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 3/31/2023	Estimated Balance 3/31/2024
Administrative / Supplemental Insurance	\$ 4,000,000	\$ 4,000,000
Army Waterline Capital Reserve	\$ -	\$ -
Army Sewerline Administrative Support Reserve	\$ 749,985	\$ 749,985
Army Sewerline Infrastructure Development	\$ 223,107	\$ 223,107
Army Sewerline Capital Reserve	\$ 273,565	\$ 204,579
MMF Capital Reserve*	\$ 594,056	\$ -
MMF Tip Fee Stabilization Reserve **	\$ 4,836,638	\$ 1,676,043
MMF Landfill Gas Reserve	\$ 1,404,729	\$ 1,346,705
Economic Development Loan Fund	\$ 5,314,979	\$ 5,361,285
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
	\$ 20,397,059	\$ 16,561,704

* = With the completion of the Southern Expansion, and per Board Resolution 2023-02-06, funds in the MMF Capital Reserve were moved to the MMF Replacement Reserve. Current open project costs funded from the Capital Reserve (if any) will be funded from the Replacement Reserve.

** = After completion of the MMF reserve projections in December 2023, it was noted that additional funds were needed to properly fund upcoming cell construction costs. As such, management recommends moving \$1.9M from the Tip Fee Stabilization Reserve to the Liner Reserve as reflected in the 3/31/2024 balances.

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2025

	Budgeted FYE 3/31/24	Budgeted FYE 3/31/25	Increase or Decrease
Administrative Costs:			
Salaries & Fringes	\$ 1,818,203	\$ 2,032,369	\$ 214,166
Administrative Overhead	\$ 649,530	\$ 649,079	\$ (451)
Administrative Capital	\$ -	\$ 71,900	\$ 71,900
Total Administrative Costs	\$ 2,467,733	\$ 2,753,348	\$ 285,615

	Budgeted FYE 3/31/24	Budgeted FYE 3/31/25	Increase or (Decrease)
Administrative Allocation:			
Army Sewer	\$ 354,175	\$ 365,269	\$ 11,094
Army Water	\$ 183,063	\$ 230,106	\$ 47,043
Regional Water	\$ 16,798	\$ 17,445	\$ 647
Water Quality Contracts	\$ 38,626	\$ 41,821	\$ 3,195
Engineering	\$ 51,386	\$ 52,672	\$ 1,286
Materials Mgt	\$ 991,199	\$ 1,029,777	\$ 38,578
Telecommunications	\$ 605,606	\$ 629,714	\$ 24,108
Regional Development Contracts	\$ 22,957	\$ 22,945	\$ (12)
Affordable Housing Program	\$ 88,801	\$ 90,034	\$ 1,233
Community Development Loan Fund	\$ 4,251	\$ 4,385	\$ 134
Authority Economic Development Fund	\$ 57,342	\$ 58,270	\$ 928
Community Rental Housing Program	\$ 8,529	\$ 8,910	\$ 381
Internal Subsidy	\$ 45,000	\$ 202,000	\$ 157,000
Total	\$ 2,467,733	\$ 2,753,348	\$ 285,615



Board Resolution No. 2024-02-06
February 22, 2024

**APPROVING FISCAL YEAR 2025 ENGINEERING DIVISION
OPERATING BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Engineering Budget, said proposed Budget being 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 2025 Engineering 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**

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

Henry - **Present**

Hunt - **Absent**

MacKinnon – **Yes**

McGrath – **Present***

Mastascusa – **Yes**

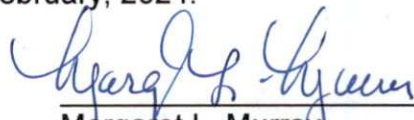
Murray – **Yes**

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. 2024-02-06 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

**Engineering
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings					
4001	Customer Billings	\$517,566.47	\$734,055.00	\$312,252.72	\$643,335.00
	Total Customer Billings	517,566.47	734,055.00	312,252.72	643,335.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
	Total Income	517,566.47	734,055.00	312,252.72	643,335.00
Salaries					
	Engineering Wages	269,131.07	367,950.00	144,876.88	312,257.00
	MMF Wages	21.32	0.00	0.00	0.00
	WQ Wages	682.85	0.00	202.52	12,099.00
	Total Salaries	269,835.24	367,950.00	145,079.40	324,356.00
Fringe Benefits					
503...	FICA Expense	19,789.26	23,818.00	11,198.84	21,920.00
503...	Pension Expense	4,590.03	38,956.00	14,686.69	37,358.00
503...	VDC Expense	7,792.17	3,683.00	1,385.24	0.00
503...	Health Insurance	49,044.50	56,601.00	21,500.84	37,817.00
503...	Workers Comp	2,054.27	1,481.00	902.37	2,024.00
503...	Disability Insurance	914.00	954.00	636.16	1,379.00
504...	Post Retire Overhead	16,529.28	22,812.00	11,094.60	22,934.00
5054	Employee Physicals & Screening	334.75	1,500.00	1,037.82	600.00
	Total Fringe Benefits	101,048.26	149,805.00	62,442.56	124,032.00
Operations & Maintenance					
5062	Third Party Temporary - O&M	0.00	3,500.00	0.00	0.00
5403	Safety Equipment & Supplies	1,041.19	1,000.00	747.70	1,000.00
5904	SCADA	17,009.04	21,750.00	2,024.28	21,750.00
8090	Purchases for Resale	53,891.24	104,000.00	35,849.01	97,000.00
	Total O & M	71,941.47	130,250.00	38,620.99	119,750.00
Office & Administrative					
5053	Misc Employee Costs	325.00	500.00	5.87	500.00
5102	Office Rent	1,869.96	1,870.00	1,246.64	1,870.00
5104	Office Supplies	905.87	1,000.00	284.23	1,000.00
5112	Telephone	2,375.16	1,969.00	187.18	327.00
5114	Cellular Services	4,749.05	5,000.00	2,650.65	6,200.00
5120	Dues & Subscriptions	248.00	1,000.00	0.00	1,000.00
5122	Public Info & Advertising	4,752.37	6,000.00	3,699.50	0.00
5130	Office Equipment	0.00	380.00	0.00	1,500.00
5202	Employee Mileage Reimbursement	5,634.72	8,000.00	6,146.65	8,000.00
5204	Empl. Meals & Incidental	44.62	750.00	289.92	1,000.00
5206	Empl. Lodging	0.00	1,400.00	455.55	2,000.00
5270	Travel & Meeting Expense	0.00	0.00	0.00	1,000.00
5370	Training & Development	2,902.88	6,000.00	2,630.00	6,000.00
5402	Employee Uniforms	684.98	900.00	54.00	1,100.00
	Total Office & Admin	24,492.61	34,769.00	17,650.19	31,497.00
Professional Fees					
5924	Legal	0.00	1,000.00	0.00	1,000.00
	Total Professional Fees	0.00	1,000.00	0.00	1,000.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	1,284.01	2,500.00	1,363.05	3,340.00
5602	Auto/Light Truck Fuel	4,551.48	4,000.00	2,497.61	4,000.00
5603	Auto/Light Truck Rental/Lease	6,700.00	12,500.00	8,333.36	14,000.00
5605	Vehicle Ins	2,366.25	2,500.00	1,666.64	3,100.00
	Total Automobile	14,901.74	21,500.00	13,860.66	24,440.00
Computer					
5124	Computer Equipment	5,827.81	4,000.00	2,606.42	5,000.00
5128	Programming & Software	0.00	2,370.00	914.65	1,000.00
5906	GIS	27,243.96	38,944.00	31,011.29	45,440.00

**Engineering
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	FYE 3/31/2023 <u>Actual</u>	FYE 3/31/2024 <u>Amended Budget</u>	Actual 11/30/2023	FYE 3/31/2025 <u>Budget</u>
Total Computer	33,071.77	45,314.00	34,532.36	51,440.00
6122 Bad Debt Expense	396.00	0.00	0.00	0.00
6114 Insurance	15,626.17	16,600.00	11,066.64	17,700.00
619... Admin Allocation	45,585.21	51,386.00	34,650.77	52,672.00
619... Engineering Allocation	(87,009.99)	(101,133.00)	(63,291.35)	(111,819.00)
6208 NYS Administrative Assessment	6,558.00	3,395.00	0.00	3,523.00
7032 Depreciation	8,343.06	8,400.00	5,562.04	0.00
Total Expenses	504,789.54	729,236.00	300,174.26	638,591.00
Change in Net Position	<u>12,776.93</u>	<u>4,819.00</u>	<u>12,078.46</u>	<u>4,744.00</u>



Board Resolution No. 2024-02-07
February 22, 2024

**APPROVING FISCAL YEAR 2025 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 2025 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 2025 in support of said Budget.

Whereas, upon review of required reserve contributions and projected operating expenditures, it is recommended that effective January 1, 2025, the tipping fee for municipal solid waste, construction and demolition waste, and ash be increased from \$54 per ton to \$57 per ton; for non-beneficial sludge, sewage sludge and industrial waste be increased from \$40 per ton to \$43 per ton; for beneficial sludge and non-hazardous petroleum contaminated soil be increased from \$24 per ton to \$27 per ton; and for friable asbestos-contaminated construction debris be increased from \$84 per ton to \$87 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 2025 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 2025, 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 2025.**

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, 2024 \$54.00 per ton
 - January 1, 2025 \$57.00 per ton

- **Non-beneficial use sludge, industrial waste and sewage sludge**
 - April 1, 2024 \$40.00 per ton
 - January 1, 2025 \$43.00 per ton

- **Non-hazardous petroleum contaminated soil and beneficial use sludge**
 - April 1, 2024 \$24.00 per ton
 - January 1, 2025 \$27.00 per ton

- **Friable asbestos (one ton minimum)**
 - April 1, 2024 \$200 per ton

- **Friable asbestos-contaminated construction debris or other waste that requires special handling protocol during disposal**
 - April 1, 2024 \$84.00 per ton
 - January 1, 2025 \$87.00 per ton

4. The Community Improvement Program and the Residential Cleanup Program shall be extended for Fiscal Year 2025 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:

Closure	\$ 4.50
Replacement	\$ 7.00
Liner	\$10.00

6. Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees of \$981,563 will be paid for the Fiscal Year 2025.

7. 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 Board of Directors in a timely manner.

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

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

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

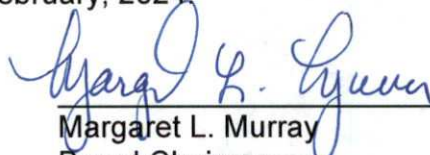
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-07 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

**Materials Management
BUDGET FYE 2025
APPENDIX A**

Account Description	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings				
4001 Customer Billings	\$7,170,619.11	\$7,100,663.00	\$4,384,829.84	\$7,149,532.00
4006 Replacement Reserve Tip Income	1,277,379.50	1,438,650.00	918,781.20	1,671,217.00
4007 Liner Reserve Tip Income	1,532,855.40	1,918,200.00	1,225,041.60	2,387,454.00
4008 Closure Reserve Tip Income	894,165.68	839,212.00	535,955.71	1,074,354.00
Total Customer Billings	10,875,019.69	11,296,725.00	7,064,608.35	12,282,557.00
Waste Diversion Revenue				
4050 RTS Revenue	98,543.93	0.00	0.00	0.00
4061 Recycling Revenue - Mattresses	90,337.00	0.00	0.00	0.00
Total Waste Diversion Revenue	188,880.93	0.00	0.00	0.00
Grant Revenue				
4183 NY State Grants	172,231.78	97,975.00	0.00	150,351.00
Total Grant Revenue	172,231.78	97,975.00	0.00	150,351.00
Other Income				
4164 Miscellaneous	17,855.87	10,000.00	4,999.38	10,000.00
4166 LFGTE Revenue	572,551.33	540,884.00	283,695.73	431,629.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	590,407.20	550,884.00	288,695.11	441,629.00
4201 Gain on Sale of Assets	29,911.20	120,000.00	130,272.03	45,000.00
4200 Gain on Trade-In of Assets	0.00	0.00	0.00	860,000.00
Interest Income				
410... Trustee Interest	39,255.28	15,756.00	48,744.48	69,631.00
4108 Reserve Interest	110,906.65	94,765.00	104,766.60	172,228.00
4116 Replace Reserve Interest Income	117,923.70	157,642.00	154,813.30	194,044.00
4117 Liner Reserve Interest Income	69,069.28	131,447.00	111,167.48	197,888.00
4118 Closure Reserve Interest Income	132,051.41	250,056.00	137,289.73	356,209.00
4119 Post Close Interest Income	56,593.45	188,639.00	56,076.08	145,494.00
4120 Wetlands Mitigation Interest Income	3,222.30	3,551.00	2,666.88	2,815.00
420... Mark to Market Adjustment	(519,072.63)	0.00	164,814.82	0.00
Total Interest Income	9,949.44	841,856.00	780,339.37	1,138,309.00
Total Income	11,866,400.24	12,907,440.00	8,263,914.86	14,917,846.00
Salaries				
Engineering Wages	196,423.63	180,507.00	167,411.20	242,731.00
Telecom Wages	4,333.37	0.00	0.00	0.00
MMF Wages	1,337,792.21	1,515,087.00	893,368.89	1,523,345.00
WQ Wages	55.20	0.00	0.00	0.00
500... Overtime Wages	93,749.86	33,260.00	38,489.11	31,338.00
5005 On-Call Stipend	7,800.00	7,800.00	5,400.00	7,800.00
Total Salaries	1,640,154.27	1,736,654.00	1,104,669.20	1,805,214.00
Fringe Benefits				
503... FICA Expense	121,003.01	112,177.00	83,460.88	117,064.00
503... Pension Expense	25,236.93	208,309.00	138,638.10	258,909.00
503... VDC Expense	950.38	3,051.00	1,019.10	0.00
503... Health Insurance	233,980.47	270,293.00	155,654.19	279,979.00
503... Workers Comp	63,786.75	73,296.00	46,703.05	69,495.00
503... Disability Insurance	5,632.40	5,673.00	3,781.92	7,640.00
504... Post Retire Overhead	125,299.14	135,620.00	85,820.61	140,689.00
5054 Employee Physicals & Screening	8,259.50	8,000.00	6,049.00	8,000.00
Total Fringe Benefits	584,148.58	816,419.00	521,126.85	881,776.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	18,506.88	8,093.39	7,656.12	0.00
5403 Safety Equipment & Supplies	6,709.51	14,000.00	9,733.87	20,933.00
5702 Large Equipment Parts	105,520.48	120,000.00	52,644.96	120,000.00
5703 Small Equipment	21,176.76	30,000.00	16,614.69	30,000.00
5704 O&M Supplies	17,515.36	20,000.00	13,037.57	20,000.00
5708 Fuels	470,504.15	450,000.00	196,396.60	450,000.00

**Materials Management
BUDGET FYE 2025
APPENDIX A**

		FYE 3/31/2023	FYE 3/31/2024	Actual 11/30/2023	FYE 3/31/2025
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		<u>Budget</u>
5710	Lubricants	12,969.79	15,000.00	9,811.30	15,000.00
5712	Purchased Maintenance & Repair	83,290.13	95,000.00	47,862.29	68,780.00
5716	Equipment Rental	0.00	6,490.00	0.00	15,000.00
5718	Tires	17,419.88	25,000.00	17,619.32	20,000.00
5770	Other Tool, Equip & O&M	3,680.44	73,000.00	0.00	5,000.00
5815	Chemicals	12,197.48	12,000.00	3,654.00	12,000.00
5818	Leachate System Expense	4,849.40	10,500.00	9,156.85	10,000.00
5820	LFG Maintenance	41,186.87	50,000.00	31,753.23	60,000.00
5870	Natural Habitat Enhancements	52,071.56	55,800.00	45,838.87	125,000.00
5932	Monitoring & Testing	130,209.48	187,000.00	92,873.04	191,490.00
6008	Contract Hauling	1,000.00	2,000.00	0.00	5,000.00
	Total O & M	998,808.17	1,173,883.39	554,652.71	1,168,203.00
Recycling Transfer Station					
500...	Material Reprocessing Wages	71,106.25	0.00	0.00	0.00
500...	Material Reprocessing OT	17,452.07	0.00	0.00	0.00
503...	FICA Expense	5,728.52	0.00	0.00	0.00
503...	Pension Expense	9,269.85	0.00	0.00	0.00
503...	Health Insurance	9,885.33	0.00	0.00	0.00
503...	Workers Comp	5,974.76	0.00	0.00	0.00
503...	Disability Insurance	633.77	0.00	0.00	0.00
504...	Post Retire Overhead	7,422.00	0.00	0.00	0.00
6300	RTS -Safety Equipment & Supplies	1,039.59	0.00	0.00	0.00
6305	RTS - Large Equipment Parts	4,988.43	0.00	0.00	0.00
6315	RTS - O&M Supplies	57.98	0.00	0.00	0.00
6320	RTS - Fuels	4,945.41	0.00	0.00	0.00
6325	RTS - Purchased Maintenance & Repair	219.00	0.00	0.00	0.00
6330	RTS - Contract Hauling	6,171.50	0.00	0.00	0.00
6345	RTS - Other Communications	1,516.51	0.00	0.00	0.00
6360	RTS - Employee Uniforms	434.52	0.00	0.00	0.00
6365	RTS - Gas & Electric	5,402.08	0.00	0.00	0.00
6370	RTS - Propane	2,279.68	0.00	0.00	0.00
6380	RTS - Site Supplies	741.42	0.00	0.00	0.00
6390	RTS - Site Maintenance & Repair	1,350.45	0.00	0.00	0.00
6395	RTS - Auto/Light Truck Rep. & Maint.	575.00	0.00	0.00	0.00
6400	RTS - Auto/Light Truck Fuel	312.11	0.00	0.00	0.00
	Total Recycling Transfer Station	157,506.23	0.00	0.00	0.00
Waste Diversion					
5125	Promotional Materials - RRR	8,488.50	10,435.50	4,537.38	30,000.00
6009	Household Hazardous Waste	128,389.84	146,480.00	90,854.19	170,000.00
6011	Recycling Incentive	57,852.50	0.00	0.00	0.00
6017	Book Debinding	7,500.00	7,500.00	3,750.00	7,750.00
6018	Mattress Recycling - All Counties	393,471.10	426,000.00	283,347.88	0.00
	Total Waste Diversion	595,701.94	590,415.50	382,489.45	207,750.00
6002	Sewage Treatment	459,763.35	650,000.00	339,544.86	600,000.00
601...	Closure & Post Closure Care	1,276,972.24	1,460,136.00	845,700.49	1,757,503.00
6006	Host Community Benefits	966,011.98	967,228.00	609,458.20	981,563.00
6007	LFGTE Revenue Sharing	55,612.78	61,720.00	0.00	0.00
Office & Administrative					
5053	Misc Employee Costs	1,360.70	1,900.00	1,030.39	1,500.00
5104	Office Supplies	4,377.01	5,000.00	2,740.45	5,000.00
5112	Telephone	7,443.77	7,279.00	3,733.18	5,061.00
5114	Cellular Services	8,498.49	9,700.00	5,521.99	11,000.00
5120	Dues & Subscriptions	2,251.00	2,500.00	585.00	1,500.00
5122	Public Info & Advertising	10,122.39	4,500.00	1,089.45	0.00
5123	Promotional Materials	1,822.08	9,020.00	8,471.56	0.00
5130	Office Equipment	4,786.86	4,000.00	496.77	4,000.00
5132	Office Equip Maintenance	648.06	1,200.00	0.00	1,200.00
5202	Employee Mileage Reimbursement	3,859.62	5,000.00	2,921.33	5,000.00
5204	Empl. Meals & Incidental	251.00	1,800.00	20.00	1,800.00
5206	Empl. Lodging	1,471.08	4,800.00	747.68	4,800.00

**Materials Management
BUDGET FYE 2025
APPENDIX A**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2023	3/31/2024	11/30/2023	3/31/2025
		Actual	Amended Budget		Budget
5312	Continuing Education	350.00	0.00	0.00	0.00
5370	Training & Development	3,130.00	8,500.00	2,979.26	17,000.00
5402	Employee Uniforms	13,957.88	15,000.00	8,344.84	15,725.00
5508	Cleaning Services	12,860.60	15,000.00	7,455.00	0.00
5570	Other General Expense	829.14	1,800.00	801.34	3,955.00
6210	Trustee Fees	7,000.00	7,500.00	7,000.00	7,500.00
	Total Office & Admin	85,019.68	104,499.00	53,938.24	85,041.00
	Utilities				
5802	Gas & Electric	48,988.22	50,000.00	21,614.14	50,000.00
5803	Propane	25,699.55	40,000.00	5,661.52	40,000.00
	Total Utilities	74,687.77	90,000.00	27,275.66	90,000.00
	Materials & Supplies				
5806	Building Supplies	3,769.30	7,000.00	1,600.59	7,000.00
5810	Site Supplies	23,439.83	32,000.00	14,305.07	30,000.00
5824	Sand, Gravel & Stone	252,394.05	250,000.00	130,179.03	255,000.00
5826	Seed & Mulch	40,812.60	41,510.00	36,069.25	41,500.00
	Total Materials & Supplies	320,415.78	330,510.00	182,153.94	333,500.00
	Professional Fees				
5924	Legal	9,311.20	5,845.00	691.25	7,500.00
5926	Investment Banking Fees	18,440.81	25,900.00	9,804.52	26,602.00
5970	Consulting	12,589.00	55,219.50	42,454.81	20,000.00
	Total Professional Fees	40,341.01	86,964.50	52,950.58	54,102.00
	Repairs & Maintenance				
5804	Building Maintenance & Repair	11,922.84	15,000.00	3,994.79	13,600.00
	Total Repairs & Maintenance	11,922.84	15,000.00	3,994.79	13,600.00
	Automobile				
5603	Auto/Light Truck Rental/Lease	4,200.00	13,800.00	11,533.36	27,800.00
	Total Automobile	4,200.00	13,800.00	11,533.36	27,800.00
	Computer				
5124	Computer Equipment	7,564.42	7,500.00	1,079.14	11,000.00
5128	Programming & Software	7,052.14	9,316.61	9,316.61	16,195.00
	Total Computer	14,616.56	16,816.61	10,395.75	27,195.00
6114	Insurance	224,918.79	241,500.00	161,000.00	255,500.00
619...	Admin Allocation	868,712.52	991,199.00	667,269.56	1,029,777.00
619...	Engineering Allocation	32,425.92	45,483.00	28,753.96	50,624.00
6208	NYS Administrative Assessment	47,887.00	54,539.00	0.00	54,216.00
890...	Water Quality Allocation	59.19	0.00	0.00	0.00
7032	Depreciation	5,157,995.95	5,819,000.00	3,439,357.61	6,121,400.00
6202	Interest Expense	564,820.67	603,663.00	363,987.04	582,200.00
6901	Contingency	0.00	7,000.00	0.00	30,000.00
	Total Expenses	14,182,703.22	15,876,430.00	9,360,252.25	16,156,964.00
	Change in Net Position	(2,316,302.98)	(2,968,990.00)	(1,096,337.39)	(1,239,118.00)

**Materials Management
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(1,239,118.00)
				6,121,400.00
6016				1,757,503.00
- 25...				(575,000.00)
4200				(860,000.00)
				(1,865,261.00)
- 40...				(2,585,342.00)
- 40...				(1,430,563.00)
- 40...				(145,494.00)
3151				0.00
4010				821,875.00
				<u>(5,204,785.00)</u>
				<u>0.00</u>

**APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
20212	Southern Expansion LFG Phase 1-2 Tie In and Main Flare Construction	LGR/R	\$ 3,130,000	\$ -	\$ -	\$ -	\$ -
	Additional Soil Borrow	R	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Waste Dozers	R	\$ 565,000	\$ -	\$ 726,594	\$ -	\$ -
	Equipment: Articulated Hauler	R	\$ 888,000	\$ -	\$ -	\$ -	\$ 1,168,921
	Equipment: Landfill Compactor	R	\$ 1,001,000	\$ -	\$ 1,788,380	\$ -	\$ -
20205	Closure Phase 5	C	\$ 6,673,000	\$ -	\$ -	\$ -	\$ -
	Design and Construction of Cell 14	LR	\$ 11,100,000	\$ -	\$ -	\$ -	\$ -
	Vector Control Plan	R	\$ 35,000	\$ -	\$ -	\$ -	\$ -
	Natural Resource Management FYE25	R	\$ 53,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Leachate Manhole and Side Riser Improvements	R	\$ 618,000	\$ -	\$ -	\$ -	\$ -
	Security Cameras	R	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Sand Storage Radiation Upgrades	R	\$ -	\$ 125,000	\$ -	\$ -	\$ -
	Storage 1 Improvements	R	\$ -	\$ 40,000	\$ -	\$ -	\$ -
	Equipment: Utility Vehicle	R	\$ -	\$ 40,000	\$ -	\$ -	\$ 44,000
	Equipment: Leachate Truck Tractors	R	\$ -	\$ 187,000	\$ -	\$ 205,700	\$ -
	Equipment: Plow Truck Replacement	R	\$ -	\$ 275,000	\$ -	\$ -	\$ -
	Equipment: Wheeled Loader Replacement	R	\$ -	\$ 495,000	\$ -	\$ -	\$ -
	Equipment: Mini Excavator	R	\$ -	\$ 65,000	\$ -	\$ -	\$ -
	Closure Phase 6	C	\$ -	\$ 3,650,000	\$ -	\$ -	\$ -
	Equipment: Flat Bed Utility Truck 4x4	R	\$ -	\$ -	\$ 105,000	\$ -	\$ -
	Equipment: Bale Mulcher	R	\$ -	\$ -	\$ 15,000	\$ -	\$ -
	Equipment: Shop Equipment Upgrade	R	\$ -	\$ -	\$ -	\$ 30,000	\$ -
	Equipment: Ag Tractor	R	\$ -	\$ -	\$ -	\$ 95,000	\$ -
	Cell 15 Design & Construction	LR	\$ -	\$ -	\$ -	\$ 16,000,000	\$ -
	Equipment: Loader, Bobcat Track	R	\$ -	\$ -	\$ -	\$ 105,235	\$ 108,392
	SCADA Control upgrade	R	\$ -	\$ -	\$ -	\$ -	\$ 150,000

TOTAL MMF \$ 24,143,000 \$ 4,927,000 \$ 2,684,974 \$ 16,485,935 \$ 1,521,313

Fund Description

- C Closure Reserve
- R Replacement Reserve
- LGR Landfill Gas Reserve
- LR Liner Reserve



Board Resolution No. 2024-02-08
February 22, 2024

**APPROVING FISCAL YEAR 2025
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Regional Development Budget, said proposed Budget being attached to this resolution as Appendix A.

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 2025 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: D. Mastascusa
Seconded by: A. MacKinnon

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

*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2024-02-08 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



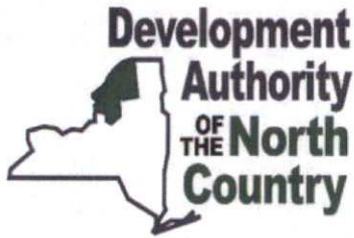
Margaret L. Murray
Board Chairperson

**Regional Development
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$277,247.39	\$279,279.00	\$159,384.31	\$254,660.00
	Total Customer Billings	277,247.39	279,279.00	159,384.31	254,660.00
Grant Revenue					
4181	Federal Grant Income	0.00	91,000.00	44,472.81	0.00
4183	NY State Grants	373,605.93	411,000.00	385,565.88	154,000.00
	Total Grant Revenue	373,605.93	502,000.00	430,038.69	154,000.00
4104	Loan Interest Income	445,800.97	428,760.00	223,671.72	541,839.00
Other Income					
4162	Processing Fees	28,879.00	19,300.00	33,445.00	19,825.00
4164	Miscellaneous	9,563.83	5,772.00	3,829.39	4,000.00
4185	Grant Recapture	4,480.00	0.00	0.00	0.00
	Total Other Income	42,922.83	25,072.00	37,274.39	23,825.00
Interest Income					
4102	Investment Interest Income	238,499.50	365,800.00	337,568.01	453,700.00
420...	Mark to Market Adjustment	(258,380.35)	0.00	130,214.13	0.00
	Total Interest Income	(19,880.85)	365,800.00	467,782.14	453,700.00
	Total Income	1,119,696.27	1,600,911.00	1,318,151.25	1,428,024.00
Salaries					
	Administrative Wages	9,280.56	12,414.00	8,219.77	12,568.00
	Engineering Wages	7,250.38	3,059.00	813.99	3,255.00
	Telecom Wages	21,433.55	32,880.00	9,445.08	0.00
	Regional Development Wages	278,359.36	280,115.00	183,361.94	282,826.00
	Total Salaries	316,323.85	328,468.00	201,840.78	298,649.00
Fringe Benefits					
503...	FICA Expense	22,348.51	21,567.00	15,008.84	19,337.00
503...	Pension Expense	7,084.02	46,321.00	30,169.31	50,602.00
503...	Health Insurance	45,608.10	46,539.00	30,664.62	45,876.00
503...	Workers Comp	415.13	580.00	303.48	398.00
503...	Disability Insurance	858.14	794.00	529.28	925.00
504...	Post Retire Overhead	18,482.55	18,985.00	11,543.31	17,012.00
	Total Fringe Benefits	94,796.45	134,786.00	88,218.84	134,150.00
Operations & Maintenance					
6110	Marketing	5,000.00	5,000.00	0.00	5,000.00
8090	Purchases for Resale	20,862.50	14,000.00	12,870.00	30,000.00
	Total O & M	25,862.50	19,000.00	12,870.00	35,000.00
6006	Host Community Benefits	148,234.32	183,809.18	183,809.18	207,526.00
Office & Administrative					
5120	Dues & Subscriptions	625.00	625.00	500.00	625.00
5122	Public Info & Advertising	643.01	1,650.00	72.28	1,250.00
5172	Filing Fees	653.25	700.00	650.00	700.00
5202	Employee Mileage Reimbursement	3,791.26	8,050.00	3,740.08	5,000.00
5204	Empl. Meals & Incidental	0.00	1,150.00	547.50	1,150.00
5206	Empl. Lodging	0.00	1,057.00	257.00	2,800.00
5270	Travel & Meeting Expense	0.00	510.00	46.00	1,500.00
5370	Training & Development	350.00	1,000.00	25.00	1,700.00
5570	Other General Expense	1,618.93	2,199.82	623.18	2,300.00
	Total Office & Admin	7,681.45	16,941.82	6,461.04	17,025.00
Professional Fees					
5924	Legal	3,465.38	9,883.00	1,483.00	8,500.00
5926	Investment Banking Fees	8,839.31	10,595.00	4,083.10	10,721.00
5970	Consulting	36,733.59	61,000.00	7,453.71	16,000.00
	Total Professional Fees	49,038.28	81,478.00	13,019.81	35,221.00

**Regional Development
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
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	5,847.25	0.00	14,223.54	0.00
6120	Grants	507,984.90	154,000.00	0.00	200,000.00
619...	Admin Allocation	144,586.76	164,334.00	110,428.94	167,455.00
619...	Engineering Allocation	1,629.95	547.00	209.28	419.00
	Total Expenses	1,302,735.71	1,084,114.00	631,081.41	1,096,195.00
	Change in Net Position	(183,039.44)	516,797.00	687,069.84	331,829.00



Board Resolution No. 2024-02-09
February 22, 2024

**APPROVING FISCAL YEAR 2025 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 2025 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 2025 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 2025 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 2025, 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 2025.
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 2025.
4. Reserves previously authorized have been created and capitalized as of December 31, 2023 in the following amounts:

Operating	\$1,030,006
Repair and Upgrade	\$3,403,837

For Fiscal Year 2025, reserves will be maintained on an on-going basis as follows:

Operating	16.7% of Revenue
Repair & Upgrade	11% of OSP Replacement Cost

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.

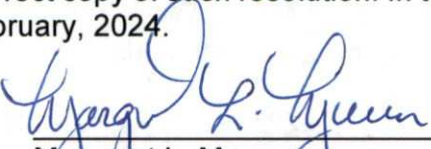
Motion by: T. Hefferon
Seconded by: D. Mastascusa

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

*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2024-02-09 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

**Telecommunications
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$5,595,511.77	\$5,541,823.00	\$3,712,483.58	\$5,762,549.00
4004	Dark Fiber Billings	664,650.61	707,234.00	588,671.23	771,154.00
	Total Customer Billings	6,260,162.38	6,249,057.00	4,301,154.81	6,533,703.00
Grant Revenue					
4181	Federal Grant Income	222,313.84	225,000.00	36,136.75	2,450,000.00
4183	NY State Grants	720,330.54	1,081,303.00	1,236,801.68	0.00
	Total Grant Revenue	942,644.38	1,306,303.00	1,272,938.43	2,450,000.00
Other Income					
4164	Miscellaneous	9,884.03	12,000.00	6,920.28	12,000.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
	Total Other Income	9,884.03	12,000.00	6,920.28	12,000.00
Interest Income					
4102	Investment Interest Income	25,293.08	70,153.00	48,905.08	70,153.00
4108	Reserve Interest	120,928.57	192,703.00	160,296.08	199,244.00
420...	Mark to Market Adjustment	(9,109.85)	0.00	34,981.54	0.00
	Total Interest Income	137,111.80	262,856.00	244,182.70	269,397.00
	Total Income	7,349,802.59	7,830,216.00	5,825,196.22	9,265,100.00
Salaries					
	Engineering Wages	39,200.63	39,344.00	46,982.30	88,136.00
	Telecom Wages	1,415,096.35	1,449,768.00	908,766.23	1,571,746.00
	Regional Development Wages	0.00	0.00	2,365.20	13,135.00
	MMF Wages	354.24	22,198.00	1,123.20	20,309.00
500...	Overtime Wages	2,307.89	5,460.00	1,170.83	5,460.00
	Total Salaries	1,456,959.11	1,516,770.00	960,407.76	1,698,786.00
Fringe Benefits					
503...	FICA Expense	105,305.35	105,279.00	73,976.30	116,903.00
503...	Pension Expense	28,216.01	177,887.00	116,384.63	233,972.00
503...	VDC Expense	279.75	1,052.00	585.09	0.00
503...	Health Insurance	121,339.27	135,109.00	83,859.33	165,175.00
503...	Workers Comp	3,245.61	6,597.00	4,221.72	6,265.00
503...	Disability Insurance	2,867.83	3,259.00	2,172.32	4,616.00
504...	Post Retire Overhead	80,859.21	77,908.00	55,175.91	84,732.00
5054	Employee Physicals & Screening	424.00	500.00	0.00	500.00
	Total Fringe Benefits	342,537.03	507,591.00	336,375.30	612,163.00
Operations & Maintenance					
5133	Equipment Maintenance Contracts	266,443.07	258,594.00	177,277.62	293,094.00
5134	Maintenance Contracts	139,845.39	154,700.00	119,039.37	209,507.00
5135	Underground Locating	56,812.53	61,400.00	39,727.16	68,000.00
5403	Safety Equipment & Supplies	631.87	1,200.00	677.00	1,600.00
5704	O&M Supplies	4,373.23	5,500.00	1,654.89	5,500.00
5712	Purchased Maintenance & Repair	38,642.30	60,000.00	34,378.50	57,000.00
5720	Offnet Circuit Lease	760,940.72	950,715.50	677,010.52	774,216.00
5770	Other Tool, Equip & O&M	7,106.81	11,500.00	2,365.09	8,000.00
5830	Collo Expense	193,907.14	211,260.00	127,942.00	210,840.00
5832	Emergency Restoration	88,821.46	95,000.00	29,691.23	90,000.00
5834	Permitting	0.00	5,000.00	0.00	5,000.00
5835	NYS DOT Fee	6,557.00	0.00	0.00	0.00
5836	Pole Attachment Fees	342,266.96	316,717.00	273,070.06	367,127.00
5838	Conduit Lease	12,201.38	27,407.00	18,126.92	20,907.00
	Total O & M	1,918,549.86	2,158,993.50	1,500,960.36	2,110,791.00
Office & Administrative					
5053	Misc Employee Costs	1,075.55	2,000.00	610.49	2,000.00
5102	Office Rent	13,440.00	1,740.00	1,160.00	1,740.00
5104	Office Supplies	718.70	1,200.00	123.24	1,200.00
5110	Postage & Shipping	872.46	1,500.00	553.62	1,600.00

**Telecommunications
BUDGET FYE 2025
APPENDIX A**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2023	3/31/2024		
		Actual	Amended Budget	11/30/2023	Budget
5112	Telephone	11,470.60	13,000.00	6,531.13	13,000.00
5114	Cellular Services	6,154.75	7,000.00	3,487.15	8,200.00
5118	Other Communications	1,423.95	1,600.00	1,035.63	1,600.00
5122	Public Info & Advertising	2,407.17	4,980.50	0.00	2,000.00
5123	Promotional Materials	1,407.87	1,500.00	0.00	1,500.00
5130	Office Equipment	2,129.28	1,900.00	0.00	1,900.00
5170	Other Office Expenses	2,163.04	3,000.00	1,546.58	3,000.00
5202	Employee Mileage Reimbursement	1,135.55	3,766.00	2,792.97	3,654.00
5204	Empl. Meals & Incidental	2,464.69	3,000.00	2,556.31	5,000.00
5206	Empl. Lodging	3,841.13	4,000.00	3,600.72	6,000.00
5270	Travel & Meeting Expense	0.00	500.00	0.00	500.00
5370	Training & Development	1,887.92	9,300.00	7,985.00	8,520.00
5402	Employee Uniforms	1,207.84	1,225.00	52.92	1,300.00
5570	Other General Expense	737.61	2,000.00	507.57	14,525.00
	Total Office & Admin	54,538.11	63,211.50	32,543.33	77,239.00
	Utilities				
5802	Gas & Electric	5,841.82	6,000.00	2,935.72	5,500.00
	Total Utilities	5,841.82	6,000.00	2,935.72	5,500.00
	Professional Fees				
5924	Legal	14,217.50	24,000.00	0.00	15,000.00
5926	Investment Banking Fees	3,939.56	4,689.00	1,894.53	5,383.00
5970	Consulting	0.00	60,900.00	7,091.64	20,000.00
	Total Professional Fees	18,157.06	89,589.00	8,986.17	40,383.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	10,074.12	12,000.00	4,477.08	15,360.00
5602	Auto/Light Truck Fuel	21,367.73	22,000.00	11,934.62	20,000.00
5603	Auto/Light Truck Rental/Lease	44,900.00	38,300.00	25,533.36	36,200.00
5605	Vehicle Ins	7,351.96	13,400.00	8,933.36	16,200.00
	Total Automobile	83,693.81	85,700.00	50,878.42	87,760.00
	Computer				
5124	Computer Equipment	9,146.26	8,000.00	4,391.27	8,800.00
5128	Programming & Software	20,852.23	30,214.00	28,595.25	30,765.00
	Total Computer	29,998.49	38,214.00	32,986.52	39,565.00
6122	Bad Debt Expense	70,142.42	0.00	(23,194.41)	0.00
6114	Insurance	156,016.35	179,000.00	119,333.36	193,400.00
619...	Admin Allocation	528,998.15	605,606.00	407,712.89	629,714.00
619...	Engineering Allocation	13,860.81	12,690.00	10,724.60	18,555.00
6208	NYS Administrative Assessment	33,417.00	30,901.00	0.00	29,991.00
7032	Depreciation	3,923,526.27	4,734,400.00	2,605,627.68	4,393,100.00
6901	Contingency	0.00	25,000.00	0.00	25,000.00
	Total Expenses	8,636,236.29	10,053,666.00	6,046,277.70	9,961,947.00
	Change in Net Position	(1,286,433.70)	(2,223,450.00)	(221,081.48)	(696,847.00)

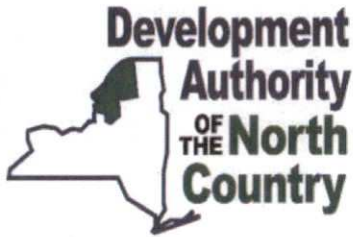
**Telecommunications
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 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				(696,847.00)
PLUS DEPRECIATION & AMORTIZATION				4,393,100.00
RESERVE/CAPITAL REQUIREMENTS				
- 3143 TELECO REPAIR/UPGRADE RESERVE				463,747.00
- 14?? TELECOM CAPITAL PROJECTS				<u>(4,160,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				<u>(3,696,253.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	DWDM (Dense Wave Division Multiplexing) Equip.	R	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	Customer Network Construction	R	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Ethernet Core Network Upgrade	R	\$ 350,000	\$ 350,000	\$ 350,000	\$ 250,000	\$ 250,000
	Wireless Tower Service	R	\$ 375,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Central Office Enhancements	R	\$ 215,000	\$ 150,000	\$ 135,000	\$ 135,000	\$ 135,000
	Fiber Augments	R	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	3 GIS - Enghouse Replacement	R	\$ 120,000	\$ -	\$ -	\$ -	\$ -
	Test Equipment	R		\$ 60,000	\$ 22,000		

TOTAL TELECOMMUNICATIONS			\$ 1,710,000	\$ 1,510,000	\$ 1,457,000	\$ 1,335,000	\$ 1,335,000
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Board Resolution No. 2024-02-10
February 22, 2024

**APPROVING FISCAL YEAR 2025 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 2025 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 Water Quality Management for the Fiscal Year 2025 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 2025 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 2025, 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 2025.
3. The user charges for Water Quality Management for Fiscal Year 2025, 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: K. Bibbins
Seconded by: M. Hall

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

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

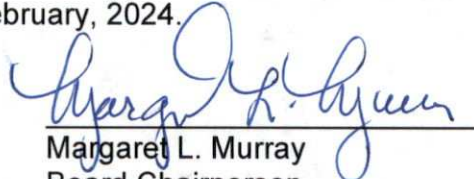
Mackinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-10 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

Account Description		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$3,171,903.23	\$3,367,992.40	\$2,082,738.26	\$4,033,530.00
	Total Customer Billings	3,171,903.23	3,367,992.40	2,082,738.26	4,033,530.00
Other Income					
4164	Miscellaneous	4,391.78	3,610.00	2,406.65	3,610.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
	Total Other Income	4,391.78	3,610.00	2,406.65	3,610.00
4201	Gain on Sale of Assets	0.00	0.00	772.00	0.00
Interest Income					
4108	Reserve Interest	17,757.46	30,900.00	23,692.95	39,800.00
420...	Mark to Market Adjustment	(8,759.92)	0.00	6,522.36	0.00
	Total Interest Income	8,997.54	30,900.00	30,215.31	39,800.00
	Total Income	3,185,292.55	3,402,502.40	2,116,132.22	4,076,940.00
Salaries					
	Engineering Wages	73,104.80	75,985.00	75,110.28	94,571.00
	MMF Wages	3,398.56	7,399.00	1,017.60	15,515.00
	WQ Wages	375,533.68	373,607.00	256,255.44	434,369.00
500...	Overtime Wages	31,761.00	17,798.00	24,496.12	18,416.00
5005	On-Call Stipend	3,120.00	3,840.00	3,180.00	3,840.00
	Total Salaries	486,918.04	478,629.00	360,059.44	566,711.00
Fringe Benefits					
503...	FICA Expense	34,417.30	29,905.00	26,995.94	35,886.00
503...	Pension Expense	8,972.88	52,124.00	41,402.87	75,877.00
503...	VDC Expense	591.01	1,368.00	1,052.63	0.00
503...	Health Insurance	67,984.16	87,712.00	55,927.55	97,623.00
503...	Workers Comp	24,302.40	22,400.00	20,450.22	23,313.00
503...	Disability Insurance	1,195.60	1,517.00	1,011.52	2,281.00
504...	Post Retire Overhead	37,097.37	36,275.00	26,298.87	42,001.00
5054	Employee Physicals & Screening	8,906.97	11,581.25	7,056.75	7,500.00
	Total Fringe Benefits	183,467.69	242,882.25	180,196.35	284,481.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	5,752.02	6,485.28	4,722.56	14,000.00
5706	Shop Tools	6,221.95	24,717.00	7,881.43	10,000.00
5815	Chemicals	48,274.50	119,362.06	65,611.84	135,000.00
	Total O & M	60,248.47	150,564.34	78,215.83	159,000.00
6002	Sewage Treatment	1,203,597.32	1,388,486.00	876,019.67	1,419,087.00
6004	Water Purchases	4,295.00	4,500.00	1,453.00	4,500.00
Office & Administrative					
5053	Misc Employee Costs	0.00	203.02	173.90	100.00
5104	Office Supplies	3,614.55	3,321.00	2,352.62	4,500.00
5110	Postage & Shipping	841.89	607.50	265.00	750.00
5112	Telephone	8,997.29	8,000.00	4,700.34	8,000.00
5114	Cellular Services	15,232.27	21,420.00	10,948.27	25,600.00
5120	Dues & Subscriptions	801.00	1,215.00	465.00	1,500.00
5122	Public Info & Advertising	8,672.45	6,070.86	3,920.24	0.00
5130	Office Equipment	198.56	856.68	729.75	7,900.00
5202	Employee Mileage Reimbursement	1,583.38	3,750.21	3,482.04	3,500.00
5204	Empl. Meals & Incidental	1,101.09	6,049.74	5,489.24	8,500.00
5206	Empl. Lodging	3,576.00	7,772.00	5,042.00	10,000.00
5270	Travel & Meeting Expense	0.00	405.00	112.66	500.00
5370	Training & Development	16,568.25	13,908.94	10,881.94	23,500.00
5402	Employee Uniforms	7,658.58	12,900.00	5,390.57	7,900.00
5508	Cleaning Services	26,400.00	17,700.00	11,800.00	0.00
5570	Other General Expense	110.76	10,000.00	215.15	2,717.00
	Total Office & Admin	95,356.07	114,179.95	65,968.72	104,967.00

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Utilities				
5802 Gas & Electric	80,003.10	65,000.00	28,520.16	65,000.00
Total Utilities	80,003.10	65,000.00	28,520.16	65,000.00
Professional Fees				
5924 Legal	1,331.00	1,657.80	0.00	3,000.00
5926 Investment Banking Fees	1,015.17	1,151.00	444.63	1,156.00
Total Professional Fees	2,346.17	2,808.80	444.63	4,156.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	10,335.64	15,000.00	7,155.07	15,000.00
5808 Site Maint & Repair	16,493.04	22,064.50	16,872.09	25,000.00
5812 Pipeline Maintenance	96,516.52	25,127.00	21,604.44	45,000.00
Total Repairs & Maintenance	123,345.20	62,191.50	45,631.60	85,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	18,372.35	19,500.00	16,755.36	29,820.00
5602 Auto/Light Truck Fuel	84,687.72	91,561.56	47,179.24	93,000.00
5603 Auto/Light Truck Rental/Lease	94,500.00	159,450.00	93,800.00	205,200.00
5605 Vehicle Ins	26,823.31	39,270.00	24,400.00	51,100.00
Total Automobile	224,383.38	309,781.56	182,134.60	379,120.00
Computer				
5124 Computer Equipment	20,884.47	24,000.00	19,010.08	10,000.00
5128 Programming & Software	5,716.00	7,926.00	7,926.00	13,716.00
Total Computer	26,600.47	31,926.00	26,936.08	23,716.00
6114 Insurance	52,045.00	52,800.00	35,200.00	59,600.00
619... Admin Allocation	255,344.81	354,175.00	238,507.17	365,269.00
619... Engineering Allocation	11,318.15	14,729.00	9,240.92	14,975.00
6208 NYS Administrative Assessment	15,892.00	15,728.00	0.00	15,922.00
890... Water Quality Allocation	(221,016.18)	(304,659.00)	(128,398.52)	(389,068.00)
7032 Depreciation	332,241.52	581,900.00	216,607.89	570,300.00
6202 Interest Expense	0.00	173,500.00	309.57	439,938.00
7170 Debt Issuance Costs	0.00	2,280.00	42,780.00	50,000.00
Total Expenses	2,936,386.21	3,741,402.40	2,259,827.11	4,222,674.00
Change in Net Position	248,906.34	(338,900.00)	(143,694.89)	(145,734.00)

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 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				(145,734.00)
PLUS DEPRECIATION & AMORTIZATION				570,300.00
- 25... LESS PRINCIPAL PAYMENTS				(386,566.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? ASL CAPITAL PROJECTS				(38,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(38,000.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

<u>Account Description</u>		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$2,240,677.29	\$2,147,895.00	\$1,338,797.56	\$3,006,989.00
	Total Customer Billings	2,240,677.29	2,147,895.00	1,338,797.56	3,006,989.00
Grant Revenue					
4181	Federal Grant Income	179,430.00	0.00	0.00	0.00
4183	NY State Grants	0.00	0.00	0.00	5,000,000.00
	Total Grant Revenue	179,430.00	0.00	0.00	5,000,000.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
Interest Income					
4108	Reserve Interest	9,685.83	16,900.00	12,923.43	21,700.00
420...	Mark to Market Adjustment	(4,778.13)	0.00	3,557.64	0.00
	Total Interest Income	4,907.70	16,900.00	16,481.07	21,700.00
	Total Income	2,425,014.99	2,164,795.00	1,355,278.63	8,028,689.00
Salaries					
	Engineering Wages	79,208.26	75,985.00	71,590.84	94,571.00
	MMF Wages	455.52	7,399.00	1,211.52	15,515.00
	WQ Wages	301,967.86	362,862.00	210,285.34	435,586.00
500...	Overtime Wages	8,142.93	6,649.00	5,370.95	8,770.00
5005	On-Call Stipend	3,120.00	3,840.00	3,180.00	3,840.00
	Total Salaries	392,894.57	456,735.00	291,638.65	558,282.00
Fringe Benefits					
503...	FICA Expense	27,832.09	28,545.00	22,290.12	35,352.00
503...	Pension Expense	7,245.78	49,700.00	35,930.12	74,741.00
503...	VDC Expense	856.43	1,368.00	1,040.26	0.00
503...	Health Insurance	59,809.59	83,602.00	49,291.68	96,165.00
503...	Workers Comp	7,163.09	21,125.00	5,874.34	22,884.00
503...	Disability Insurance	1,187.21	1,442.00	961.76	2,245.00
504...	Post Retire Overhead	24,605.25	34,490.00	19,279.08	41,343.00
	Total Fringe Benefits	128,699.44	220,272.00	134,667.36	272,730.00
Operations & Maintenance					
5706	Shop Tools	3,289.79	16,418.00	50.72	5,000.00
5902	Lab Fees	3,913.09	5,000.00	1,983.00	5,000.00
	Total O & M	7,202.88	21,418.00	2,033.72	10,000.00
6004	Water Purchases	743,121.13	817,052.00	534,128.13	769,630.00
Office & Administrative					
5053	Misc Employee Costs	26.39	300.00	0.00	0.00
5122	Public Info & Advertising	172.22	500.00	0.00	500.00
5202	Employee Mileage Reimbursement	760.79	2,295.80	2,290.56	3,000.00
5570	Other General Expense	44.65	12,000.00	2,807.77	964.00
	Total Office & Admin	1,004.05	15,095.80	5,098.33	4,464.00
Utilities					
5802	Gas & Electric	24,027.61	25,000.00	12,176.26	25,000.00
	Total Utilities	24,027.61	25,000.00	12,176.26	25,000.00
Professional Fees					
5924	Legal	81.00	1,000.00	0.00	1,000.00
5926	Investment Banking Fees	546.62	741.00	239.42	744.00
5970	Consulting	680.00	0.00	0.00	0.00
	Total Professional Fees	1,307.62	1,741.00	239.42	1,744.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	4,688.52	3,954.20	2,914.71	5,000.00
5808	Site Maint & Repair	6,706.85	13,750.00	6,941.50	30,000.00
5812	Pipeline Maintenance	29,969.89	20,000.00	15,117.12	20,000.00
	Total Repairs & Maintenance	41,365.26	37,704.20	24,973.33	55,000.00

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
6114 Insurance	36,432.46	38,700.00	25,800.00	38,700.00
619... Admin Allocation	160,857.95	183,063.00	123,220.62	230,106.00
619... Engineering Allocation	10,724.76	14,117.00	9,074.73	14,363.00
6208 NYS Administrative Assessment	11,121.00	10,973.00	0.00	10,308.00
890... Water Quality Allocation	61,757.76	97,424.00	39,808.64	112,125.00
7032 Depreciation	419,768.23	626,300.00	277,137.70	779,500.00
6202 Interest Expense	0.00	225,500.00	90,798.55	230,268.00
7170 Debt Issuance Costs	20,000.00	0.00	50,500.00	50,000.00
Total Expenses	<u>2,060,284.72</u>	<u>2,791,095.00</u>	<u>1,621,295.44</u>	<u>3,162,220.00</u>
Change in Net Position	<u>364,730.27</u>	<u>(626,300.00)</u>	<u>(266,016.81)</u>	<u>4,866,469.00</u>

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 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				4,866,469.00
PLUS DEPRECIATION & AMORTIZATION				779,500.00
- 25... LESS PRINCIPAL PAYMENTS				(645,969.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? AWL CAPITAL PROJECTS				0.00
4183 AWL GRANT FUNDING				(5,000,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(5,000,000.00)</u>
CASH FLOW				<u>0.00</u>

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$100,733.03	\$118,497.00	\$75,024.09	\$129,572.00
4005	Capital Billings	275,812.04	271,130.00	180,753.38	286,518.00
	Total Customer Billings	376,545.07	389,627.00	255,777.47	416,090.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
Interest Income					
4102	Investment Interest Income	9,167.55	15,900.00	15,046.15	22,700.00
	Total Interest Income	9,167.55	15,900.00	15,046.15	22,700.00
	Total Income	385,712.62	405,527.00	270,823.62	438,790.00
Salaries					
	Engineering Wages	13,473.34	9,553.00	10,922.81	10,462.00
	WQ Wages	15,716.49	21,646.00	11,960.38	21,156.00
500...	Overtime Wages	1,014.93	1,519.00	2,401.53	1,836.00
5005	On-Call Stipend	1,560.00	1,920.00	1,590.00	1,920.00
	Total Salaries	31,764.76	34,638.00	26,874.72	35,374.00
Fringe Benefits					
503...	FICA Expense	2,272.88	2,164.00	1,946.26	2,246.00
503...	Pension Expense	566.11	3,870.00	2,961.33	4,775.00
503...	VDC Expense	130.22	0.00	146.94	0.00
503...	Health Insurance	5,665.77	6,354.00	3,784.17	6,016.00
503...	Workers Comp	746.43	1,494.00	719.79	1,300.00
503...	Disability Insurance	94.22	109.00	73.04	139.00
504...	Post Retire Overhead	2,170.20	2,617.00	1,587.78	2,557.00
	Total Fringe Benefits	11,645.83	16,608.00	11,219.31	17,033.00
Operations & Maintenance					
5815	Chemicals	2,700.00	3,300.00	1,865.70	3,200.00
5902	Lab Fees	3,350.84	4,830.00	3,084.00	3,600.00
6010	Cape Vincent Reserve	700.00	700.00	0.00	1,700.00
	Total O & M	6,750.84	8,830.00	4,949.70	8,500.00
6004	Water Purchases	125,533.29	118,497.00	88,809.07	129,572.00
Office & Administrative					
5202	Employee Mileage Reimbursement	235.51	250.00	144.76	250.00
5570	Other General Expense	0.00	0.00	0.00	130.00
	Total Office & Admin	235.51	250.00	144.76	380.00
Utilities					
5802	Gas & Electric	31,406.98	30,000.00	14,011.67	30,000.00
	Total Utilities	31,406.98	30,000.00	14,011.67	30,000.00
Professional Fees					
5924	Legal	0.00	500.00	0.00	500.00
	Total Professional Fees	0.00	500.00	0.00	500.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	7,171.18	5,702.59	2,500.53	9,000.00
5808	Site Maint & Repair	3,451.44	3,500.00	1,204.65	3,500.00
5812	Pipeline Maintenance	17,592.34	34,922.41	32,248.41	20,000.00
	Total Repairs & Maintenance	28,214.96	44,125.00	35,953.59	32,500.00
6114	Insurance	5,794.16	6,200.00	4,133.36	6,900.00
619...	Admin Allocation	14,674.29	16,798.00	11,334.36	17,445.00
619...	Engineering Allocation	2,130.94	2,492.00	1,103.05	2,258.00
6208	NYS Administrative Assessment	2,092.00	1,765.00	0.00	1,870.00
890...	Water Quality Allocation	5,407.44	6,201.00	2,612.58	5,795.00
7032	Depreciation	134,907.18	139,000.00	89,938.12	151,000.00
7002	Amortization	30,456.19	30,400.00	21,063.76	31,596.00
6202	Interest Expense	54,107.28	51,302.00	8,532.99	48,456.00

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Total Expenses	485,121.65	507,606.00	320,681.04	519,179.00
Change in Net Position	<u>(99,409.03)</u>	<u>(102,079.00)</u>	<u>(49,857.42)</u>	<u>(80,389.00)</u>

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 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				(80,389.00)
PLUS DEPRECIATION & AMORTIZATION				182,596.00
- 25... LESS PRINCIPAL PAYMENTS				(84,707.00)
RESERVE/CAPITAL REQUIREMENTS				
3151 RWL CAPITAL RESERVE				(17,500.00)
- 14?? RWL CAPITAL PROJECTS				0.00
TOTAL RESERVE/CAPITAL REQUIRED				<u>(17,500.00)</u>
CASH FLOW				<u>0.00</u>

**Water Sewer Contracts
BUDGET FYE 2025
APPENDIX A-4**

<u>Account Description</u>		FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings					
4001	Customer Billings	\$1,612,245.89	\$1,921,277.00	\$1,228,720.44	\$1,967,643.00
	Total Customer Billings	1,612,245.89	1,921,277.00	1,228,720.44	1,967,643.00
Other Income					
4164	Miscellaneous	0.00	0.00	1,797.60	0.00
4185	Grant Recapture	0.00	0.00	0.00	0.00
	Total Other Income	0.00	0.00	1,797.60	0.00
Total Income		1,612,245.89	1,921,277.00	1,230,518.04	1,967,643.00
Salaries					
	Engineering Wages	76,317.93	19,700.00	37,060.24	22,183.00
	MMF Wages	963.78	7,399.00	161.28	6,770.00
	WQ Wages	717,917.78	978,895.00	568,645.48	958,625.00
500...	Overtime Wages	110,061.87	23,419.00	76,646.34	25,108.00
5005	On-Call Stipend	7,800.00	7,800.00	5,400.00	7,800.00
	Total Salaries	913,061.36	1,037,213.00	687,913.34	1,020,486.00
Fringe Benefits					
503...	FICA Expense	64,312.76	63,835.00	50,158.38	64,591.00
503...	Pension Expense	16,782.94	114,268.00	79,673.90	138,261.00
503...	VDC Expense	435.41	0.00	380.51	0.00
503...	Health Insurance	128,019.52	192,997.00	108,451.67	176,160.00
503...	Workers Comp	41,407.38	58,378.00	37,128.03	50,278.00
503...	Disability Insurance	2,573.15	3,532.00	2,141.36	4,294.00
504...	Post Retire Overhead	67,539.00	84,428.00	52,380.75	79,091.00
	Total Fringe Benefits	321,070.16	517,438.00	330,314.60	512,675.00
Operations & Maintenance					
5706	Shop Tools	0.00	29,383.00	1,065.49	0.00
8090	Purchases for Resale	20,933.36	46,000.00	26,731.20	50,000.00
	Total O & M	20,933.36	75,383.00	27,796.69	50,000.00
Office & Administrative					
5118	Other Communications	0.00	2,000.00	0.00	0.00
5202	Employee Mileage Reimbursement	5,304.40	5,000.00	2,548.01	5,000.00
5204	Empl. Meals & Incidental	39.50	0.00	0.00	0.00
5270	Travel & Meeting Expense	3.25	0.00	0.00	0.00
	Total Office & Admin	5,347.15	7,000.00	2,548.01	5,000.00
6114	Insurance	35,668.14	37,300.00	24,866.64	46,400.00
619...	Admin Allocation	32,872.68	38,626.00	26,069.01	41,821.00
619...	Engineering Allocation	14,919.46	11,075.00	4,184.81	10,625.00
6208	NYS Administrative Assessment	5,033.00	7,749.00	0.00	9,221.00
890...	Water Quality Allocation	153,791.79	201,034.00	85,977.30	271,148.00
	Total Expenses	1,502,697.10	1,932,818.00	1,189,670.40	1,967,376.00
Change in Net Position		109,548.79	(11,541.00)	40,847.64	267.00

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Security Cameras	Rev	\$ 38,000	\$ -	\$ -	\$ -	\$ -
	Army Sewer Line (ASL) Alternate Source for Wastewater Treatment	Rev	\$ -	\$ 500,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Remote Terminal Unit (RTU) Replacement	Rev	\$ -	\$ 12,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Washer Compactor and Panel Replacements	Rev	\$ -	\$ -	\$ 5,000	\$ 93,000	\$ -
	Warneck Pump Station 12" By-Pass Pump Replacement	Rev	\$ -	\$ -	\$ 5,000	\$ 207,510	\$ -
	Vacuum Trailer Replacement	Rev	\$ -	\$ -	\$ 116,000	\$ -	\$ -
	Closed Circuit Television (CCTV) Sewer Camera Replacement	Rev	\$ -	\$ -	\$ -	\$ 211,000	\$ -
	Utility Trailer Replacements	Rev	\$ -	\$ -	\$ -	\$ 12,000	\$ -
	Pump 3 VFD Replacement	Rev	\$ -	\$ -	\$ -	\$ -	\$ 12,000

TOTAL ARMY SEWER LINE \$ 38,000 \$ 512,000 \$ 126,000 \$ 523,510 \$ 12,000

ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Army Water Line (AWL) Alternate Source for Water Supply	Rev	\$ -	\$ 530,450	\$ -	\$ -	\$ -
	Army Water Line (AWL) Acoustic Testing of AWL	Rev	\$ -	\$ 50,000	\$ -	\$ -	\$ -
	City of Watertown Remote Terminal Unit (RTU) Replacement	Rev	\$ -	\$ -	\$ 12,000	\$ -	\$ -
	Army Water Line (AWL) Pipeline Replacement - Phase 2	Bonding/Grant	\$ -	\$ -	\$ 14,815,000	\$ -	\$ -
	Army Water Line (AWL) Bridge Crossing Inspection	Rev	\$ -	\$ -	\$ -	\$ 30,000	\$ -

TOTAL ARMY WATER LINE \$ - \$ 580,450 \$ 14,827,000 \$ 30,000 \$ -

REGIONAL WATER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
43-113	Regional Water Line (RWL) Perch River Bridge Crossing Improvements	Debt	\$ 110,000	\$ -	\$ -	\$ -	\$ -
	Town of Cape Vincent (TOCV) Water Meter Replacement	Debt	\$ 15,000	\$ -	\$ -	\$ -	\$ -
	Town of Cape Vincent (TOCV) Pump Station Remote Terminal Unit (RTU) and Human Machine Interface (HMI) Upgrade	CR	\$ -	\$ 19,000	\$ -	\$ -	\$ -
	Regional Water Line Pump	CR	\$ -	\$ 45,000	\$ -	\$ -	\$ -
	Regional Water Line (RWL) Air Relief Valves & Meter Replacement	CR	\$ -	\$ -	\$ 30,000	\$ -	\$ -
	Regional Water Line (RWL) Limerick Booster Pump Station (LBPS) Genset Replacement	CR	\$ -	\$ -	\$ -	\$ 151,000	\$ -
	Regional Water Line (RWL) Pumps & Surge Relief Valves	CR	\$ -	\$ -	\$ -	\$ 70,000	\$ -
	Regional Water Line (RWL) Bridge Inspections	CR	\$ -	\$ -	\$ -	\$ -	\$ 60,000
	Regional Water Line (RWL) LBPS Controls Improvements	CR	\$ -	\$ -	\$ -	\$ -	\$ 63,000

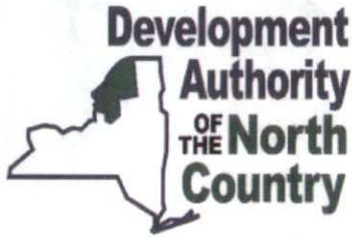
TOTAL REGIONAL WATER LINE \$ 125,000 \$ 64,000 \$ 30,000 \$ 221,000 \$ 123,000

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2024-2025 User Charges Schedule

	2023-2024	2024-2025	Change
<u>Army Sewer</u>	6.09	7.45	1.35
<u>Army Water</u>	6.67	9.91	3.24
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	3.59	3.86	0.27
Town of Pamela SD9	3.63	3.91	0.27
Town of LeRay - North Entry	3.59	3.86	0.27
Town of Leray SD 4	4.00	4.27	0.27
Town of Pamela SD3	3.59	3.86	0.27
Route 3 Sewer	3.63	3.91	0.28
Route 12	3.59	3.86	0.27
<u>Water Connection Rates:</u>			
Pamelia District #2, LeRay District #1	3.33	3.64	0.32
Pamelia District #1	3.42	3.75	0.33
Pamelia District #4 & #5	3.50	3.85	0.35
LeRay District #2	3.86	4.21	0.35
Champion	4.53	4.96	0.43

Regional Water Line (COST COMPARISON FY24/ FY25)

Municipality	FY 2024		FY 2025	
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,361.09	\$ 2.29	\$ 1,438.34	\$ 2.50
Lyme (incl Bus Garage)	\$ 11,569.31	\$ 2.29	\$ 12,225.92	\$ 2.50
Chaumont	\$ 10,888.76	\$ 2.29	\$ 11,506.75	\$ 2.50
Dexter	\$ 8,847.12	\$ 2.29	\$ 9,349.23	\$ 2.50
T/Brownville (incl GBHS)	\$ 16,741.46	\$ 2.29	\$ 17,691.63	\$ 2.50
V/Brownville	\$ 18,374.78	\$ 2.29	\$ 19,417.64	\$ 2.50



Board Resolution No. 2024-02-11
February 22, 2024

APPROVING FISCAL YEAR 2025
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2025 North Country Economic Development Fund Budget, said proposed Budget being attached to this resolution as Appendix A, and

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 FY 2025 Budget at its meeting on February 9, 2024, and

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2025 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

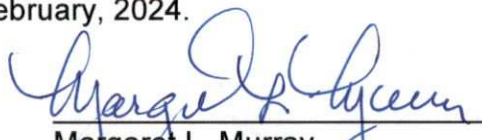
Motion by: D. Mastascusa
Seconded by: K. Bibbins

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

*- indicates attendance via videoconference.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

I, the undersigned, Chairperson of the Board of Directors of the Development Authority of the North Country, do hereby certify that I have compared the foregoing copy of Resolution No. 2024-02-11 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson

**North Country EDF
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2023 <u>Actual</u>	FYE 3/31/2024 <u>Amended Budget</u>	Actual 11/30/2023	FYE 3/31/2025 <u>Budget</u>
4104	Loan Interest Income	\$0.00	\$90,000.00	\$72,879.18	\$160,000.00
	Other Income				
4185	Grant Recapture	0.00	0.00	0.00	0.00
4190	Recovery of Bad Debts	0.00	3,600.00	0.00	3,600.00
	Total Other Income	0.00	3,600.00	0.00	3,600.00
	Interest Income				
4102	Investment Interest Income	0.00	151,600.00	111,885.76	129,700.00
420...	Mark to Market Adjustment	0.00	0.00	7,352.50	0.00
	Total Interest Income	0.00	151,600.00	119,238.26	129,700.00
	Total Income	0.00	245,200.00	192,117.44	293,300.00
	Professional Fees				
5924	Legal	0.00	1,000.00	0.00	1,000.00
5926	Investment Banking Fees	0.00	4,171.00	1,519.04	3,983.00
5970	Consulting	0.00	8,000.00	8,000.00	8,000.00
	Total Professional Fees	0.00	13,171.00	9,519.04	12,983.00
	Total Expenses	0.00	13,171.00	9,519.04	12,983.00
	Change in Net Position	0.00	232,029.00	182,598.40	280,317.00



Board Resolution No. 2024-02-12
February 22, 2024

TECHNICAL SERVICES AGREEMENT
TOWN OF LONG LAKE
JENNINGS POND PARK INFRASTRUCTURE IMPROVEMENTS

Whereas, the Town of Long Lake (Town) has been in contract with the Development Authority since December 2016 to develop and provide GIS hosting and maintenance services for municipal infrastructure, and

Whereas, the Town experienced a flash flood on July 11, 2023 that caused significant damage throughout the Town to several roads and ultimately eroded a section of the earthen embankment that damaged the existing spillway on Jennings Park Pond. The Pond has been a local landmark since it was built in 1933. The Town declared a state of emergency in response to this damage, and

Whereas, the Federal Emergency Management Agency was subsequently contacted to assist with the replacement of the embankment and dam on Jennings Park Pond. The Engineering firm of CHA was contracted to provide an initial assessment of the damage and an estimated replacement cost for the embankment and dam, in order to restore Jennings Park Pond. The construction costs including engineering were estimated to be \$3.4 Million, and

Whereas, the Town is desirous of undertaking the project of restoring the spillway and dam to restore Jennings Park Pond, and

Whereas, the Town of Long Lake has determined the Development Authority is qualified and equipped to provide technical assistance and project management services and desires to engage the Development Authority to assist with planning and management for an infrastructure capital improvement project, and

Whereas, it is the intent of the Town to retain an engineering firm and bid the construction work, with the Development Authority working in an advisory capacity to the Town Supervisor and Board, and

Whereas, the total cost of the services to be provided by the Development Authority through completion of the funding, design, and bid phase of the project shall not exceed \$15,000.

Now, therefore be it

RESOLVED, that the Technical Services Agreement, by and between the Development Authority of the North Country and the Town of Long Lake, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement.

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

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

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

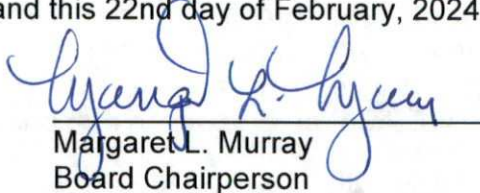
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-12 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
ENGINEERING TECHNICAL SERVICES AGREEMENT FOR
JENNINGS PARK POND INFRASTRUCTURE IMPROVEMENT PROJECT**

**WITH THE
TOWN OF LONG LAKE**

This Agreement entered into this ____ day of _____, 20__, by and between:

TOWN OF LONG LAKE, a municipal corporation of the State of New York having an office building and principal place of business located at 1130 Deerland Road, Long Lake, New York 12847, herein after referred to as "Town",

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

1. The Town has been in contract with the Authority since December 2016 to develop and provide GIS hosting and maintenance services for municipal infrastructure.
2. The Town experienced a flash flood on July 11, 2023 that caused significant damage throughout the Town to several roads and ultimately eroded a section of the earthen embankment that damaged the existing spillway on Jennings Park Pond. The Pond has been a local land mark since it was built in 1933. The Town declared a state of emergency in response to this damage.
3. The Federal Emergency Management Agency was subsequently contacted to assist with the replacement of the embankment and dam on Jennings Park Pond. The Engineering firm of CHA was contracted to provide an initial assessment of the damage and an estimated replacement cost for the embankment and dam, in order to restore Jennings Park Pond. The construction costs including engineering were estimated to be \$3.4 Million.
4. The Town is desirous of undertaking the project of restoring the spillway and dam to restore Jennings Park Pond.
5. The Town has requested technical assistance from the Authority to assist the Town with this project.
6. At its board meeting held on _____, 20__, the Town Board selected the Authority to assist the Town by providing these services. A copy of this Resolution is attached as Exhibit A.

7. This Agreement is authorized under Section 2704(17) of the Public Authorities Law.

Agreement

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

1. The scope of services that will be performed by the Authority in two phases. Phase 1 consists of five tasks: a) Project Management; b) Design Phase Services; and c) Funding Assistance. Phase 2 consists of two tasks: d) Construction Administration; and e) Project Close-Out. A description of each of these tasks follows.

Phase 1

a. Project Management:

The Authority will coordinate aspects of the project during each phase. This task will include coordinating with the Town's project engineer-of-record, communicating with the Town Board, attending Town Board meetings (as requested) to report on project status, coordinating with Town staff prior to and during the project, and coordinating with the Town's funding and legal consultants and regulatory agencies throughout the project to assist in obtaining proper approvals.

b. Design Phase:

The Authority will serve as the Town's technical representative to review engineering design and bidding documents for compliance with operational needs of the municipality. Conduct and lead project progress meetings including the various professional service representatives, as required.

c. Funding Assistance:

The Authority will work with Town Staff and their Engineering Consultant to provide assistance with budgets, financial report preparation, progress reports, MWBE reporting, preparation of drawdown requests, review of supporting documentation, and other mandatory funding agency requirements.

Phase 2 – Project Implementation

d. Construction Administration:

The Authority will provide assistance to the Town Supervisor, Clerk/Treasurer, and Board members with various project related tasks including coordination with legal and bond counsel, engineers, funding agencies, regulatory agencies, fiscal consultants and other interested parties for the compilation of required documentation, submittal of disbursement requests, maintenance of project budgets, compilation and submittal of M/WBE reports, and generally facilitate Town reimbursement in accordance with the terms of their funding agreements.

e. Project Close-Out:

The Authority will provide assistance to coordinate the conversion of short-term/interim financing to long-term financing and administrative project close-out

2. The Authority will conduct work under the sole direction of a single, primary point of contact of the Town
3. The Town 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 below. The Authority reserves the right to update the hourly rates annually effective April 1, i.e. the beginning of the Authority's fiscal year. The Authority will provide an updated rate table at that time; noting however, the total cost of these services through completion of Phase 1 shall not exceed \$15,000. Should the Town elect to proceed with additional services related to Phase 2, the Authority will provide an amendment to this agreement with a not to exceed estimate for those services. The Authority shall submit monthly invoices properly itemized and supported. The Town shall make payment thereof within 30 days of receipt of each invoice.

TABLE 1 – FYE 2024 HOURLY RATES

Employee Wage Rate	Standard	Overtime
Director of Engineering	\$132	NA
Assistant Director of Engineering	\$100	NA
Controls Engineer	\$95	NA
Project Engineer	\$85	NA
GIS Supervisor	\$85	NA
GIS Analyst	\$78	NA
Director of Water Quality Management	\$110	NA
Assistant Director of Water Quality Management	\$105	NA
Water Quality Supervisor - Operations	\$87	NA
Water Quality Supervisor - Management Services	\$83	NA
Water Quality Senior Operator	\$70	\$89
Water Quality Coordinator	\$70	NA
Water Quality Operator	\$63	\$80
Administrative Specialist	\$62	\$80
Water Quality Technician	\$55	\$71

4. The Authority will complete the work specified in Phase 1 twelve months after authorization to proceed, with an estimated completion date of March 28, 2025; however, the Authority reserves the right to request an amendment for justifiable causes outside of the Authority's control requiring additional services.
5. The Town shall provide the reasonable support services of its attorney, clerk and other staff as appropriate to assist in implementing the project.

6. The Town 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. The Authority shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Town as additional insured on the liability policy.
7. The Town 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, intentional or negligent acts or omissions, of the Town, its officers, 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 Town 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.
8. The Authority shall use reasonable diligence to provide the services herein required, but shall not be liable to the Town 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 Town 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.
9. 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 Town. 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.
10. 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 Town 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 Town arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
11. The Authority is an independent contractor with the Town 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.

12. No waiver by Town 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.
13. 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.
14. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
15. 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 to the addresses indicated above.
16. The Town and/or Authority may terminate this Agreement with or without cause upon 30 days prior written notice provided however, that the Town shall pay the Authority all costs incurred by the Authority to the date of termination.

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

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

TOWN OF LONG LAKE

By: _____
Carl E. Farone, Jr.
Executive Director

By: _____
Clay Arsenault
Supervisor

Date: _____

Date: _____



Board Resolution No. 2024-02-13
February 22, 2024

WATER QUALITY DIVISION
REGIONAL WATER LINE
FY 2024 OPERATING BUDGET AMENDMENT

Whereas, the Development Authority of the North Country adopted an Operating Budget for the Regional Water Line for FY 2024 pursuant to **Resolution No. 2023-02-11**, and

Whereas, the budget authorized expenditures of \$118,497 for the purchase of approximately 51,000 kgallons of water, and

Whereas, an increase in the cost per kgallon of water from the Village of Cape Vincent is estimated to increase the budget for Water Purchases from \$118,497 to \$125,000, and

Whereas, the additional expenses for Water Purchases will be paid from Regional Waterline Reserves; as customer rates will not be adjusted until April 1, 2024.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country hereby amend the FY 2024 Regional Water Line Budget as follows:

	<u>Current Budget</u>	<u>Amended Budget</u>
Water Purchase	\$ 118,497	\$ 125,000

BE IT FURTHER RESOLVED, that such additional expenditures be funded from Regional Waterline Reserves.

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

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

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

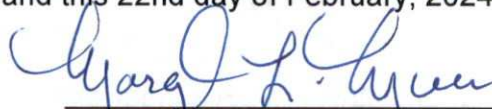
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-13 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2024-02-14
February 22, 2024

ECONOMIC DEVELOPMENT FUND
REGIONAL WATER LINE
LOAN

Whereas, the Development Authority owns and operates a 22 mile water pipeline which provides potable water to municipalities between Cape Vincent and the Village of Glen Park (Regional Water Line), and

Whereas, the Development Authority purchases potable water from the Village of Cape Vincent to sell to the towns of Cape Vincent, Lyme and Brownville, and the Villages of Chaumont, Dexter and Brownville. The Regional Water Line serves these municipal residents in a cost effective manner and provides the means for the municipalities to pursue growth opportunities, and

Whereas, the FY 2025 Budget for the Regional Water Line includes two capital projects at a total estimated cost of \$125,000. The two projects are the Perch River Bridge Crossing Improvements (\$110,000) and the Water Meter Replacement in the Town of Cape Vincent (\$15,000), and

Whereas, to minimize rate impact, the Authority proposes to lend the Regional Waterline \$125,000 to complete such projects and amortize the repayments at 2% interest for a term of 10 years.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve the use of \$125,000 from the Economic Development Fund in the form of a loan at the attached Terms and Conditions for improvements to the Regional Water Line, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

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

Bibbins – Yes
Doheny – Yes
Hall – Yes

Hefferon – Yes
Henry - Present
Hunt - Absent

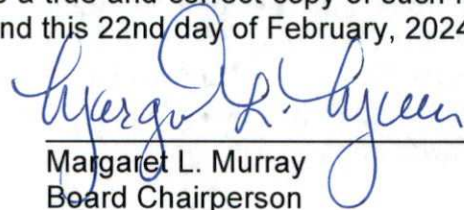
MacKinnon – Yes
McGrath – Present*
Mastascusa – Yes

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. 2024-02-14 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower:	Development Authority of the North Country (Internal Loan)
Loan Fund:	Economic Development Fund
Loan Amount:	\$125,000.00
Term:	10 years
Rate:	2%
Payment:	Annual principal and interest payments



Board Resolution No. 2024-02-15
February 22, 2024

AFFORDABLE RENTAL HOUSING PROGRAM
DGGL PROPERTIES LLC
CONIFER BATEMAN ASSOCIATES
LOAN EXTENSION #2

Whereas, **Resolution No. 2021-06-94** approved a \$1,000,000 loan to DGGL Properties LLC to acquire and renovate the property of Conifer Bateman Associates ("The Bateman") in Lowville and Woodcreek Villages in Gouverneur. Additionally, **Resolution No. 2021-06-94** authorized the assumption of the existing loans of Conifer Bateman Associates to DGL Properties LLC, and

Whereas, **Resolution No. 2023-08-66** extended the term of the Conifer Bateman Associates loans for an additional 6 months to March 1, 2024, and

Whereas, **Resolution No. 2023-09-73** extended the term of the DGGL Properties LLC loan for an additional six months to March 1, 2024, and

Whereas, there are two loans to Conifer Bateman Associates of which one has a balance of \$70,000 and the other a balance of \$755,090.43, and

Whereas, DGGL Properties has been unable to convert to permanent financing until they reach 95% occupancy, and

Whereas, the projects met 95% occupancy in late December 2023 and requires three months of stabilized operations achieving a 1.05 debt service coverage ratio until it can convert to permanent financing, and

Whereas, staff recommends an additional 6 months of interest only on these loans in order to convert to permanent financing, and

Whereas, all other terms and conditions of the loans will stay the same.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby extend the term of the DGGL Properties LLC loan for an additional 6 months to September 1, 2024, or upon conversion to permanent financing, whichever occurs first subject to the existing terms and conditions, and further be it

RESOLVED, the Development Authority of the North Country does hereby extend the terms of the two existing Conifer Bateman Associates loans for an additional 6 months to September 1, 2024, or upon conversion to permanent financing, whichever occurs first subject to the existing terms and conditions.

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

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

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

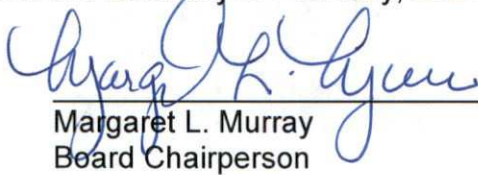
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-15 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson



Board Resolution No. 2024-02-16
February 22, 2024

**ECONOMIC DEVELOPMENT FUND
HAND IN HAND EARLY CHILDHOOD CENTER INC.
LOAN**

Whereas, Hand In Hand Early Childhood Center Inc. is requesting up to \$250,000 in a revolving line of credit to bridge a Northern Border Regional Commission (NBRC) Catalyst grant in order to increase the number of early childhood daycare slots in Lewis County, and

Whereas, Hand In Hand was awarded \$2,966,422.80 from NBRC to add childcare slots within the Harrisville and South Lewis Central School Districts, as well as to extend their existing childcare center in Lowville to add two classrooms, and

Whereas, Lewis County is a childcare desert meaning that it does not have enough early childcare slots to meet demand and this project will help address this issue, and

Whereas, the Authority is the Local Development District for the NBRC grant and Regional Development staff is providing technical services to Hand In Hand to implement the grant.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a revolving line of credit of \$250,000 to the Hand In Hand Early Childhood Center Inc. from the Economic Development Fund at the attached terms and conditions, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents, and be it further

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

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

Bibbins – Yes
Doheny – Yes
Hall – Yes

Hefferon – Yes
Henry - Present
Hunt - Absent

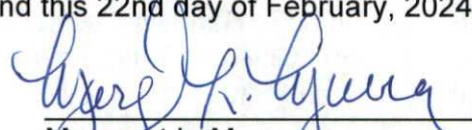
MacKinnon – Yes
McGrath – Present*
Mastascusa – Yes

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. 2024-02-16 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Hand In Hand Early Childhood Center Inc.

Loan Fund: Economic Development Fund

Loan Amount: Revolving line of credit-\$250,000.00

Term: 24 months

Rate: ½ Wall Street Journal Prime plus 1 set at closing

Payment: Monthly interest payments

Collateral: Assignment of payments from Northern Border Regional Commission Grant

Conditions: Northern Border Regional Commission grant

Economic Development Fund

BORROWER: Hand In Hand Early Childhood Center, Inc.

BUSINESS LOCATION: 5780 Brookside Circle, Lowville, NY 13367

PROJECT LOCATION: 5780 Brookside Circle, Lowville, NY 13367

OWNERSHIP: 501 C 3 not for profit

OFFICERS:

Amanda Eaves	President
Tricia Burker	Vice President
Rachel Brown	Treasurer
Christine Clemens	Secretary

AMOUNT: \$250,000.00 (principal outstanding will never exceed \$250,000 at any given time)

TERM: Revolving line of credit, 24 months

RATE: ½ Wall Street Journal Plus 1 fixed at closing (5.25% as of 1/31/2024)

PAYMENTS: Interest Only

COLLATERAL: Assignment of Grant Proceeds

GUARANTORS: None

USE OF FUNDS:

SOURCES OF FUNDS

NBRC Catalyst Grant	\$2,996,422
Total Sources	<u>\$2,996,422</u>

USES OF FUNDS

Personnel/Fringes	\$ 874,972
Classroom Supplies	\$ 26,200
Admin/Legal	\$ 15,000
A/E	\$ 115,000
Construction	\$1,915,250
Equipment	<u>\$ 50,000</u>
Total Uses	<u>\$2,996,422</u>

DANC EDF loan will provide bridge funding for the grant.

PROJECT:

Hand In Hand Early Childhood Center, Inc. (HIH) is a not-for-profit corporation providing high quality care and early education for all children in Lewis County. HIH was the recipient of a

Hand In Hand Early Childhood Center Inc.

Economic Development Fund

Northern Border Regional Commission Catalyst Grant of \$2,996,422.80 to grow childcare slots in Lewis County. The project is as follows:

- Renovate space within Harrisville Central School District and South Lewis Central School District to accommodate approximately 16 infant, 20 toddler, and 28 pre-school slots between the two locations. The school satellite locations are expected to add 12 full-time teaching positions and 6 part-time teaching positions. The grant has funding for teaching salaries for the first 3 years, as well as for improvements, supplies, and playground equipment. The Harrisville facility should be operational by April 2024, the South Lewis facility will likely be operational by June 2026. The South Lewis facility is interwoven with a capital improvement project.
- 1,546 s/f addition to the Lowville HIH childcare campus which will add 2 classrooms to accommodate 10 toddler and 14 preschool slots. This project should add 4 full-time teaching positions and 1 part-time teaching position. This project should be completed by end of 2024/early 2025.
- 2,160 s/f addition to the Lowville HIH parking lot to accommodate 8 new spots.

DANC is the LDD for the NBRC grant. Regional Development staff is assisting HIH through a technical services agreement with implementing the project, along with Lewis County Planning Office staff. In regard to the NBRC grant, HIH will be able to make monthly draws from NBRC for eligible costs. There is no match requirement for this grant. The request for \$250,000 in the form of a revolving line of credit seems reasonable considering the ability to make monthly draws.

Hand In Hand Early Childhood Center has been in existence since 1993 and has provided a developmentally appropriate program which enriches and enhances the individual physical, cognitive, emotional, and creative needs of the child at his/her developmental level. HIH is licensed by the New York State Office of Children and Family Services (OCFS). The Center is inspected annually by the Fire Department and the Department of Health. The Office of Children and Family Services formally inspects the Center every two years and makes quarterly surprise inspections.

In Lewis County, HIH provides:

- An after-school program for elementary and middle school students at Lowville Academy and South Lewis Central School;
- A childcare program for children ages six weeks to school age in Lowville;
- A school age after school child care program for elementary school children at Lowville Academy, Glenfield Elementary School, Port Leyden Elementary School, and at their Lowville site;
- A summer care program for school age children.

The grant must be expended by September 30, 2026, however it may be extended upon approval by NBRC. The loan will be repaid from grant proceeds.

Hand In Hand Early Childhood Center Inc.

Economic Development Fund

FINANCIALS:

Historical (Without donor restrictions)

	2022	2023	11/30/2023
Support & Revenue	\$878,477	\$1,036,710	\$534,603
Expenses			
Payroll & Payroll Taxes	\$737,968	\$894,526	\$518,486
Employee Benefits	\$25,713	\$28,175	\$0
Insurance	\$10,461	\$9,611	\$4,035
Occupancy	\$18,141	\$18,171	\$9,349
Interest	\$1,502	\$5,938	\$0
Office Expense	\$5,510	\$6,544	\$803
Telephone and Internet	\$3,799	\$3,990	\$1,686
Program Expense	\$20,549	\$22,714	\$6,261
Tuition Assistance	\$7,245	\$0	\$0
Conferences, Training, Travel	\$3,864	\$2,944	\$598
Food Purchases	\$34,309	\$40,751	\$16,486
Advertising	\$800	\$809	\$230
Professional Fees	\$4,965	\$5,115	\$555
Contract Fees	\$4,113	\$1,633	\$6,223
Repairs and Maintenance	\$6,779	\$20,129	\$4,154
Bank and Credit Card Fees	\$4,492	\$2,283	\$2,085
Bad Debts	\$561	\$3,488	\$0
Miscellaneous	\$8,207	\$1,951	\$1,334
Depreciation	\$15,999	\$12,724	\$0
Amortization	\$145	\$869	\$0
Total Expenses	\$915,122	\$1,082,365	\$572,285
Increase in Net Assets	(\$36,645)	(\$45,655)	(\$37,682)
Add back: Depreciation/Amort	\$16,144	\$13,593	\$0
One Time Income/(Expense)	<u> </u>	<u> </u>	<u> </u>
Cash Available for Debt	(\$20,501)	(\$32,062)	(\$37,682)

- The historical financial information for 2022 and 2023 was from the independent audit. The interim financial information was internally prepared by the applicant.
- Fiscal year-end is 6/30.
- The major sources of income are Tuition and Registration Fees, \$570,134 in 2022 and \$644,221 in 2023, and Grant Revenue, \$285,430 in 2022 and \$370,632 in 2023. Fundraising Income was \$9,105 in 2022 and \$9,539 in 2023. Weekly tuition is currently: \$295 for infants, \$275 for toddlers and \$253 for 3-5 years. Tuition Assistance may be available for those that qualify.
- Primary expenses are Payroll and Payroll Taxes, Employee Benefits, Food Purchases, and Program Expenses. The Occupancy Expense includes utilities, landscape, and rent.
- HHH will have sufficient cash flow to make monthly interest only payments. It is unlikely that it will need to draw the full amount of the loan down, and if it does, it will be for a

Economic Development Fund

short period of time. DANC staff will work with them to minimize the amount and duration of funds drawn at any given time to reduce the amount of interest that they need to pay.

Balance Sheet

	2022	2023	11/30/2023
Current Assets	\$124,535	\$43,425	\$47,555
Fixed Assets	\$322,907	\$324,616	\$332,290
Other Assets	\$8,542	\$7,673	\$0
Total Assets	\$455,984	\$375,714	\$379,845
Current Liabilities	\$92,101	\$62,644	\$135,049
Long-Term Liabilities	\$139,733	\$134,575	\$134,575
Total Liabilities	\$231,834	\$197,219	\$269,624
Net Assets	\$224,150	\$178,495	\$110,221
Total Liabilities & Net Assets	\$455,984	\$375,714	\$379,845

- 2022 and 2023 information from FYE 2023 audit. 11/30/2023 information was internally prepared.
- Cash decreased by \$88,300 in 2023 over 2022, while accounts receivable increased by \$6,041. Other Assets are amortization of closing costs.
- Accrued Payroll and Related Expenses increased in 2023 over 2022 by \$6,834, deferred revenue decreased by \$37,344 over the same time. Deferred Revenue is income from grants received in advance and recognized over the periods to which the grants relate.
- Long-term liabilities did not change between 11/30/2023 and 6/30/2023. This appears to be an internal accounting issue, as HIH is making regular monthly payments on the mortgage. Per the audit, they will reduce principal by \$3,510 in 2024.
- Net Assets are entirely without donor restrictions-undesignated. They decreased by \$45,655 in 2023 over 2022.

Credit:

The Logic Score is a high risk score of 55, with a warning business failure assessment. There are no days beyond terms reported either currently, or historically. It has no derogatory public records, collection accounts, or pending lawsuits.

STAFF RECOMMENDATION:

Staff recommends a revolving line of credit loan not to exceed \$250,000 in outstanding principal at any time to Hand In Hand Early Childhood Center, Inc. at the terms and conditions listed above.



Board Resolution No. 2024-02-17
February 22, 2024

HOUSING REVOLVING LOAN FUND
BROWNSTONE LODGE LLC
LOAN

Whereas, Brownstone Lodge LLC is requesting up to \$600,000 in construction financing and \$300,000 in permanent financing in funds from the Housing Revolving Loan Fund to make improvements to properties in downtown Chaumont, Jefferson County, and

Whereas, Brownstone Lodge is the recipient of a RESTORE NY grant of \$994,172 to make improvements to four properties in the Village of Chaumont, and

Whereas, the project will create 7 market rate rental housing units and new commercial space in Chaumont, and

Whereas, the developer has significant experience in redeveloping historic, blighted buildings, including the former Lewis and Clinch property in Watertown utilizing funding through the North Country Redevelopment Fund, and

Whereas, the funds will be used for market rate rental housing units which meets the criteria of the Housing Revolving Loan Fund.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a \$600,000 construction loan to be paid down to a \$300,000 permanent loan from the Housing Revolving Loan Fund to Brownstone Lodge LLC at the attached terms and conditions, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents, and be it further

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

Motion by: T. Hefferon
Seconded by: D. Mastascusa

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

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

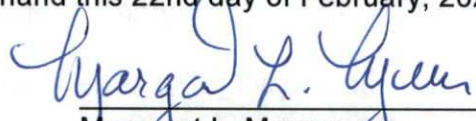
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-17 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Brownstone Lodge LLC

Loan Fund: Housing Revolving Loan Fund

Loan Amount: Construction loan \$600,000.00, paid down to \$300,000 upon conversion to permanent financing

Term: 18 months construction; 240 months term/360 month amortization upon conversion to permanent financing

Rate: ½ Wall Street Journal Prime plus 1 set at closing

Payment: Interest only payment during construction; then monthly principal and interest payments

Collateral:

- Assignment of payments from RESTORE NY grant to pay construction loan down to \$300,000.
- Second mortgage on 12119 NYS Route 12E, 27428 Mill Street, White Building, and Woodshop Building in Chaumont, NY 13622 behind Watertown Savings Bank.
- Assignment of Leases and Rents
- Second lien on all assets associated with projects.

Conditions:

- Watertown Savings Bank financing of \$1,000,000 during construction and \$600,000 permanent financing.
- Owner equity of \$294,172 during construction phase.
- 1% processing fee paid on \$600,000 loan due at construction loan closing.
- All required permits and approvals
- As completed appraisal with a minimum value of \$900,000 for a 1:1 LTV.
- Copy of RESTORE NY Award letter
- Lease between hardware store and Brownstone Lodge LLC
- Personal Guaranty of Reginald Schweitzer Jr.

HOUSING REVOLVING LOAN FUND

BORROWER: Brownstone Lodge LLC

BORROWER ADDRESS: 12166 NYS Route 12E, Chaumont, NY 13622

PROJECT LOCATIONS: 12119 NYS Route 12E, Chaumont, NY 13622 (#61.43-1-7)
 27428 Mill Street, Chaumont, NY 13622 (#61.51-1-26)
 (White Bldg) Mill St., Chaumont, NY 13622 (#61.51-1-27.1)
 (Workshop) Mill St., Chaumont, NY 13622 (#61.51-1-27.2)

OWNERSHIP: Reginald Schweitzer-100%

AMOUNT: \$600,000 – construction loan
 \$300,000-permanent loan

TERM: Construction loan of up to 18 months to convert to permanent loan with term of 20 years/amortized over 30 years

RATE: ½ Wall Street Journal Prime plus 1 fixed at loan closing

CONSTRUCTION PAYMENTS: Monthly interest payments

PERMANENT PAYMENTS: Monthly principal and interest payments

COLLATERAL: Second mortgage position on real estate

USE OF FUNDS: Improvements to facilities

SOURCES OF FUNDS

Development Authority-New	\$ 300,000.00
Watertown Savings Bank	\$ 600,000.00
RESTORE NY	\$ 994,172.00

USES OF FUNDS

Acquisition	\$ 160,000.00
Partner Buy-Out	\$ 200,000.00
Architect/Engineer	\$ 85,215.00
Site Imprv/Infrast.	\$ 120,700.00
Construction	\$1,170,433.00
Contingency	\$ 132,824.00
Soft Costs	\$ 25,000.00
Total Uses	\$1,894,172.00

Total Sources	<u>\$1,894,172.00</u>
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Construction Financing:

Watertown Savings Bank	\$1,000,000
DANC-	\$ 600,000
Owner Equity-	\$ 294,172
Total Construction Financing	\$1,894,172

PROJECT:

Brownstone Lodge LLC is the recipient of a RESTORE NY grant in the amount of \$994,172 to renovate several properties in Chaumont. The Applicant owns the buildings with the exception of 12119 NYS Rte 12E. As part of the project, Mr. Schweitzer will utilize \$200,000 in bank financing to pay-out his partner in the hardware store. The property would then be transferred to Brownstone

HOUSING REVOLVING LOAN FUND

Lodge LLC. Upon permanent financing, the bank will also be providing equity to Mr. Schweitzer of \$160,000 which was used to purchase the Mill St. corner property.



Projects:

Upon completion, the project will result in 1 efficiency, 5 one-bedroom, and 1 two-bedroom units in Chaumont. These would all be new, upper level apartments. It will also result in 5,776 s/f of commercial space, as well as site improvements to all 4 parcels. One of the commercial spaces is committed to be a new café/bistro which is ready to operate.

The applicant proposes to renovate the existing historic facades of each of the parcels in consultation with NYS SHPO. The project will have a positive impact on the village of Chaumont with the redevelopment of three parcels which have largely sat vacant for decades. The new business located in the corner white building will offer a different dining experience than is currently in the area, however with an entrepreneur with many years of experience and commitment to the community. The apartment units are a welcome addition and a positive way to utilize the upper floors of the subject buildings.

The following outlines each project and estimated construction budget with work to be completed. Mr. Schweitzer feels it is likely that the budget will be higher and he is prepared to put his own resources into the project.

White Building Café and Apartments-Parcel #61.51-1-27.1-Est. construction budget, \$604,113

- \$60,000- Foundational aspects, demolition, site work, and utilities including the removal of extant partitions, site paving, and the installation of new water and sanitary services.



HOUSING REVOLVING LOAN FUND

- \$16,530- Concrete component, a linchpin in construction, will facilitate the installation of a new kitchen slab and mechanical pads. Contrarily, masonry has no allocation, indicating its non-requirement for this project.
- \$1,200-Metals, specifically miscellaneous steel materials, for structural reinforcement.
- \$31,055-General carpentry with a scope that includes: miscellaneous rough carpentry, the final cleaning, the punch list, and the installation of cabinets, vanities, and countertops. Wood stairs connecting the first and second floors of the apartments are also factored into this budget.
- \$67,682-Exterior finishes cover the imperative aspects of thermal and moisture protection, notably the installation of EPDM roofing and new clapboard siding. Insulation work extends from wall and ceiling insulation to fire separation insulation, supplemented by miscellaneous caulking.
- \$72,650-Fenestration, encompassing doors and windows, entails a wide range of elements, from commercial storefront entries to residential interior doors.
- \$164,183-Interior finishes covering framing, gypsum wallboard installations, flooring for residential and commercial spaces, and painting.
- \$46,813- Additional components like stair treads, toilet accessories, and equipment such as residential appliances and commercial hoods.
- \$2,000-Pre-construction costs consist solely of the building permit.
- \$34,000- Heating, ventilation, and air conditioning systems.
- \$26,000- Plumbing systems.
- \$48,500- Sprinkler system
- \$33,500-Electrical installations, including security cameras.

The Woodshop Building-Parcel #61.51-1-27.2, Est. Construction Budget, \$52,354

- \$8,000-Demolition and site work, chiefly for public sidewalks and curbs.
- \$4,500-Masonry work, focused on exterior wall repairs.
- \$3,000-Carpentry tasks.
- \$8,422-Thermal and moisture protection
- \$6,900-Doors and windows
- \$12,782-Interior finishes
- \$250- Pre-construction permit
- \$4,500-HVAC
- \$4,000-Electrical systems



Hardware Building-Parcel #61.43-1-7-Est. Construction Budget, \$401,378

- \$38,700-Demolition, site work, and utilities. This phase will see the removal of existing original wall partitions and the renovation of entry areas. New public sidewalks, a tenant parking lot, and new water service utilities will be established.



HOUSING REVOLVING LOAN FUND

- \$5,550-Concrete work involves miscellaneous floor cuts and patching in the basement, specifically for sanitary rerouting. Mechanical pads will also be installed under this heading.
- \$300-Masonry work, metals, chiefly miscellaneous steel material,
- \$30,010-Carpentry work encompassing rough carpentry, cabinets, vanities, countertops, wood stairs, final cleaning, and punch list items.
- \$44,580-Exterior finishes, thermal and moisture protection. Here, new clapboard siding and various types of insulation, such as wall, ceiling, and fire separation, are significant components.
- \$29,820-Doors and windows covering interior doors and hardware, windows, and specialty doors like access doors and residential entrances.
- \$151,625-Interior finishes covering framing and drywall, flooring, and painting.
- \$1,493-Specialties, such as stair treads and toilet accessories
- \$5,800-Equipment costs, mainly for appliances.
- \$2,000- Pre-construction costs like building permits.
- \$26,000-HVAC
- \$12,000-Plumbing
- \$35,000-Sprinkler system
- \$18,500-Electrical work

The work scope is designed to transform the existing hardware store into a multifunctional space featuring apartments, requiring a complex blend of aesthetic, functional, and safety considerations. The budget allocates resources judiciously across these various needs to ensure a cohesive and successful project completion.

Silver Building-Parcel #61.51-1-26-Est. construction budget, \$233,289

Specifically, the renovation of the Silver George Brothers Building, colloquially known as “the Silver Building,” involves multiple considerations due to its historic nature. Built in 1899 and listed in the National Registry of Historic Places, the Silver Building serves as an emblematic example of a bygone architectural era. Therefore, the budget for its renovation is not merely a financial plan but a blueprint for the preservation of historical, architectural, and cultural heritage.



- \$26,000-Demolition, sitework, and utilities includes tenant parking, new public sidewalks and curbs, and essential utilities like water and sanitary services. This allocation ensures the building’s surrounding environment is conducive to residential and commercial use while respecting and complementing its historical context.
- \$12,330-Carpentry budget to cover miscellaneous rough carpentry, final cleaning, and the installation of cabinets, vanities, and countertops.
- \$45,260-Exterior Finishes, including EPDM roofing, siding, and insulation. These are crucial for ensuring the building's longevity and enhancing its aesthetic appeal.
- \$28,900-Doors and Windows for renovating various types of doors and windows, crucial for functional and aesthetic considerations.

HOUSING REVOLVING LOAN FUND

- \$56,820-Interior finishes for framing, walls, and flooring, among others. This particular allocation serves the dual purpose of making the apartments aesthetically pleasing while also ensuring they are structurally sound.
- \$63,979-Specialties, Equipment, Pre-construction, HVAC, Plumbing, Sprinkler, and Electrical. These elements include essential services and finishing touches, such as installing a new rear deck, appliances, building permits, and an HVAC system, all contributing to making the space livable and in line with contemporary standards.

MANAGEMENT: Reginald Schweitzer Jr. has over 20 years of experience in redeveloping residential and commercial properties. He is also the Executive Director of Neighbors of Watertown, a Neighborhood Preservation Corporation. Privately, Mr. Schweitzer has been responsible for redeveloping over 100 residential apartment units, of which he still owns and operates 39 units among 15 properties. In addition, Mr. Schweitzer, along with various partners, is also responsible for the development of several commercial properties/businesses, including Chaumont Hardware (2008); Maggie’s on the River (2010), a 9,000 sq ft restaurant in a three-story historic building; How Kool, LLC (2017) a redevelopment of an 8,000 sq ft machine shop into Garland City Beer Works; Maggie’s on the Mountain (2018), a restaurant on Fort Drum military base; and Brownstone Lodge, LLC (2014-present), which has acquired/is acquiring three of the four properties for this application.

Brownstone Lodge LLC registered with NYS on September 9, 2013. Reg Schweitzer Jr. is 100% owner of LLC. The entity owns 21 properties in Jefferson County, of which 14 are rentals, 6 are vacant properties/land, and one is a hunting camp. The total value of the properties is \$3,586,000 with mortgages totaling \$1,548,600.

If funded, prior to the loan closing, Mr. Schweitzer would use bank financing to pay-out his partner in the Chaumont Hardware Store. The property would then be free and clear of the mortgage on it and the property would be transferred to Brownstone Lodge LLC.

FINANCIALS:

Brownstone Lodge LLC

	2021	2022
Rents Received	\$186,811	\$224,311
Expenses	\$129,727	\$230,067
Other Income/(Expense)	\$0	\$0
Total Income	\$57,084	(\$5,756)
Depreciation	\$19,078	\$26,075

- 2021 and 2022 figures from the IRS form 1065 and 2023 information internally prepared. 2023 tax information was not available.
- In 2022 rents received were \$224,311. Primary expenses were cleaning and maintenance, \$91,730, mortgages, \$31,085, utilities, \$26,064, and taxes, \$24,006.

HOUSING REVOLVING LOAN FUND

- As mentioned, there are 21 properties in the LLC. All are rolled into the financials for Brownstone Lodge. This is reported on Mr. Schweitzer's personal tax return under Schedule E Supplemental Income and Loss.

George Brothers Projects

	Year One	Year Two	Year Three
Sales	\$128,852	\$131,429	\$134,058
Gross Profit	\$128,852	\$131,429	\$134,058
Expenses	\$128,367	\$129,575	\$130,818
Other Income/(Expense)	\$0	\$0	\$0
Total Income	\$485	\$1,854	\$3,240
Add: Debt Service	\$77,329	\$77,329	\$77,329
Total Cash for Debt	\$77,814	\$79,183	\$80,569
DANC	\$19,879	\$19,879	\$19,879
WSB	\$58,003	\$58,003	\$58,003
Total Debt	\$77,882	\$77,882	\$77,882
DSC Ratio	1.0	1.02	1.03

DANC Loan-\$1,656.61/month

WSB Loan-\$4,833.56/month

- Projections prepared by the Applicant.
- Year one revenues assume 1 studio at \$800/month; 5 one-bedrooms at \$850/month; 1 two-bedroom unit at \$1000/month. He assumes a 10% vacancy rate. Net rental income in year one is \$65,340.
- Commercial revenues in Year One assumes the following: Hardware Store, \$6/SF @ 4300 SF; Café Bakery Space, \$14/SF @ 1435 SF; Corner Building space, \$12/SF @ 770 SF; Garage/Woodshop space, \$5/SF @ 1218 SF; and Silver Building space, \$9/SF @ 1500 SF. He assumes a 15% vacancy rate. Net commercial income in year one is \$63,512. The hardware store and café are leased or will be leased. There is no potential tenant at this time for the other two commercial spaces.
- Revenues projected to increase by 2% in years two and three.
- Primary operating expenses in year one are: debt service, \$77,882, real estate taxes, \$17,245, insurances, \$12,400, and utilities, \$4,280. He is also capitalizing a Replacement Reserve with \$2,000 annually and an Operating Reserve with \$1,000 annually.
- Expenses are projected to increase by 1% annually. This seems low.

Cashflow

- The Applicant provided the projections for the specific buildings that WSB/DANC will have mortgages on even though they are going to be part of the larger Brownstone Lodge LLC. Based on the operations of these buildings, there will be sufficient cash flow to repay debt. Looking at the tax returns, it looks like each property owned by Brownstone is operated separately with net income/loss rolled into the income/loss of the LLC.

HOUSING REVOLVING LOAN FUND

Balance Sheet-Brownstone Lodge LLC

	At Closing
Current Assets	0
Fixed Assets	3,586,000
Other Assets	0
Total Assets	3,586,000
Current Liabilities	0
Long Term Liabilities	2,448,600
Total Liabilities	2,448,600
Equity	1,137,400
Total Liabilities and Equity	3,586,000

- The other assets are the market values for all of the properties held by Brownstone Lodge LLC.
- There are no current liabilities as they will not be paying principal during the construction phase.
- Long term debt is comprised of mortgage balances on properties plus the new \$900,000 long term debt.

CREDIT ANALYSIS:

Mr. Schweitzer shows total assets of \$6.4 million and total liabilities of \$2.2 million. Primary assets are in IRA and Other Retirement Accounts, \$538,000, and real estate, \$5,551,000. His primary liabilities are in mortgages on real estate, \$2,256,836. He reports a salary of \$135,000, real estate income, \$98,991, and other income, \$20,000. Mr. Schweitzer has a TransUnion credit score of 730. He has outstanding balances of \$673,165 primarily in mortgages, \$636,795. He has one derogatory comment showing a 30 days late in 2019 on a closed account with no loss. There were no comments on public record.

Brownstone Lodge LLC has a Logic Score of 55 which is a medium risk score, with a warning of business failure assessment. There are no days beyond terms reported, either current, or historical. It has no derogatory public records, collection accounts, or pending lawsuits.

COLLATERAL ANALYSIS (Upon Permanent Financing):

- Second mortgage on 12119 NYS Route 12E, 27428 Mill Street, White Building, and Woodshop Building in Chaumont, NY 13622 behind Watertown Savings Bank.
- Assignment of Leases and Rents
- Second lien on all assets associated with projects.

	<u>Market Value</u>	<u>Discount</u>
12119 NYS Rte 12E	\$181,862	
Discounted @ 70%		\$127,303
27428 Mill St.	\$68,924	
Discounted @ 70%		\$48,247
White Bldg	\$92,866	

HOUSING REVOLVING LOAN FUND

Discounted @ 70%		\$65,006
Woodshop	\$18,742	
Discounted @ 70%		\$13,120
Improvements	\$1,291,133	
Discounted @ 70%		\$903,793
Total Collateral	\$1,653,527	\$1,157,469
Watertown Savings Bank	\$600,000	\$600,000
Collateral Available	\$1,053,527	\$557,469
DANC	\$300,000	\$300,000
LTV	.28	.54

Market value from the County's tax records. Improvements totaling \$1,291,133 added to valuation. With the improvements, there would be sufficient loan to value to cover the Authority's loan in a second mortgage position. An as completed appraisal with a minimum value of \$900,000 needed for a 1:1 loan to value. During construction, the Authority will have a mortgage on the properties as well as an assignment on grant proceeds behind the bank.

CONDITIONS:

- Watertown Savings Bank financing of \$1,000,000 during construction and \$600,000 permanent financing.
- Owner equity of \$294,172 during construction phase.
- 1% processing fee paid on \$600,000 loan due at construction loan closing.
- All required permits and approvals
- As completed appraisal with a minimum value of \$900,000 for a 1:1 LTV.
- Copy of RESTORE NY Award letter
- Lease between hardware store and Brownstone Lodge LLC
- Personal Guaranty of Reginald Schweitzer Jr.

STAFF RECOMMENDATION:

Staff recommends a construction loan of \$600,000 at ½ Wall Street Journal Prime plus 1 for up to 18 months to be paid down to \$300,000 when converted to permanent financing over a term of 240 months/amortized over 360 months, with the above conditions.



Board Resolution No. 2024-02-18
February 22, 2024

**NORTH COUNTRY VALUE ADDED AGRICULTURE
REVOLVING LOAN FUND
TUG HILL VINEYARDS, LLC
LOAN SUBORDINATION #2**

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, **Resolution No. 2023-02-16** approved subordinating the Authority loan of \$300,000 to an additional \$100,000 from Farm Credit East increasing its line of credit from \$170,000 to \$270,000, and

Whereas, Tug Hill Vineyards, LLC is requesting to increase their line of credit with Farm Credit East from \$270,000 to \$370,000 in order to complete improvements to the facility and provide for working capital, 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

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 \$1,370,000, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

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

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

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

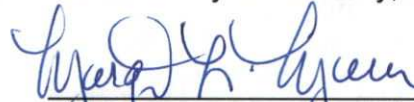
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-18 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson

TO: Board of Directors
FROM: Michelle Capone
DATE: February 2, 2024
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%

Resolution No. 2023-02-16 approved a subordination of the DANC loan to an additional \$170,000 from Farm Credit East to Tug Hill Vineyards bringing the total line of credit to \$270,000.

Tug Hill Vineyards has recently asked Farm Credit East to increase their line of credit by an additional \$100,000 for improvements to the facility and for working capital. This would bring the line of credit to \$370,000. They will use \$50,000 for an outdoor pavilion area to host group events. This will allow for additional revenue, as at full-capacity they will be able to host 2 groups and still operate the first floor restaurant. The other \$50,000 will be available for working capital as the business is growing.

Updated Collateral Analysis

	<u>Market</u>	<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)	(\$1,370,000)	(\$1,216,000)
Collateral Available to DANC	\$233,100	\$387,100
N.C. Value Added Ag Fund	(\$300,000)	(\$266,620)
Loan to Value	129%	68.9%

Farm Credit's current balance owed on the line of credit is \$247,000 and its outstanding indebtedness on the mortgage is \$846,000. Assuming they draw the entire \$370,000 line of credit plus the \$846,000 mortgage, they could, in theory, have \$1,216,000 in total debt. The balance on the DANC loan is \$266,620. 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 68.9% based on the declining principal balances on the senior and DANC mortgages.

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 \$370,000.



Board Resolution No. 2024-02-19
February 22, 2024

COMMUNITY DEVELOPMENT LOAN FUND
NORTH COUNTRY ALLIANCE
GRANT

Whereas, the North Country Alliance Local Development Corporation (NCA) applied for and was awarded a \$750,000 loan from the U.S. Department of Agriculture's Intermediary Relending Loan Program, and

Whereas, the NCA is required to provide \$50,000 in non-federal funds as match in order to close with USDA, and

Whereas, the NCA has received commitments of \$40,000 toward the \$50,000 match requirement leaving a gap of \$10,000, and

Whereas, the NCA has limited funds to lend until it closes on its loan with USDA, and

Whereas, the NCA Revolving Fund is a significant source of gap financing for businesses in Jefferson, Lewis and St. Lawrence Counties, and

Whereas, providing \$10,000 as match will leverage \$790,000 in other public funds for gap financing for area businesses, and

Whereas, the NCA is considered a public authority by the Authorities Budget Office and complies with the Public Authorities Accountability Act.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a grant of \$10,000 to the North Country Alliance Local Development Corporation from the Community Development Loan Fund, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents.

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

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

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

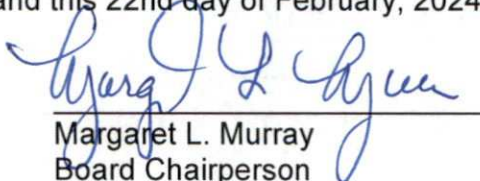
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-19 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2024-02-20
February 22, 2024

OPERATING PERMIT RULES AND REQUIREMENTS
MATERIALS MANAGEMENT FACILITY
REVISION

Whereas, the Development Authority of the North Country operates the Materials Management Facility, a regional landfill, under New York State Department of Environmental Conservation Operating Permit #6.225/00007/00006, and

Whereas, the Operating Permit issued to the Authority requires the establishment of operating rules and requirements applicable to entities which utilize the regional landfill, and

Whereas, to obtain access and utilization of the regional landfill requires the user to possess a valid access permit issued by the Authority upon the user certification of their understanding and acceptance of all applicable rules, local laws, State and Federal requirements, and

Whereas, to obtain an access permit, the user shall complete an application provided by the Authority, provide adequate proof of insurance and pay an annual permit processing fee to the Authority, and

Whereas, pursuant to **Resolution No. 2023-08-63** the Development Authority of the North Country's Solid Waste Landfill Rules were last revised, and

Whereas, it is necessary for Executive Management to periodically review and update said permit requirements, rules and fees, to accurately reflect current requirements, and

Whereas, modifications have been made to Section 3.0 to clarify permitting requirements for leased vehicles, Section 11.2 to remove mattresses from the list of prohibited materials, and edits have been made to simplify the Permit Application to ensure regulatory compliance with the Authority's 6 NYCRR Part 360 Operating Permit.

Now, therefore be it

RESOLVED, that the Authority Executive Director is hereby authorized to implement said rules, applications, permits and fees attached hereto and incorporated into this Resolution.

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

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

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

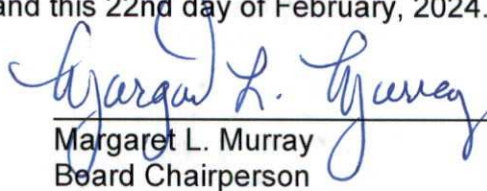
MacKinnon – **Yes**
McGrath – **Present***
Mastascusa – **Yes**

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. 2024-02-20 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 22nd day of February, 2024, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 22nd day of February, 2024.


Margaret L. Murray
Board Chairperson

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

MATERIALS MANAGEMENT FACILITY

Solid Waste Disposal Permit Requirements, Permit Application & Landfill Site Rules

NYSDEC Operating Permit # 6-2252/00007/00006



DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY

23400 NYS RT 177

RODMAN, NY 13682

PHONE: (315) 661-3230 FAX: (315) 661-3231

www.danc.org

www.northcountryrecycles.org

Rev. February 2024

Development Authority of the North Country Governance Policies



Subject: Solid Waste Disposal Permit Requirements,
Permit Application and Landfill Site Rules
Adopted: February 22, 2024
Resolution: 2024-02-20

SOLID WASTE DISPOSAL PERMIT REQUIREMENTS, PERMIT APPLICATION AND LANDFILL SITE RULES

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These rules and regulations apply to the disposal of all solid waste at the Development Authority of the North Country's (the Authority) Materials Management Facility (MMF), Rodman, NY. In addition, the provisions of Local Law 1 of 2014 for Jefferson County, Local Law 3 of 2015 for Lewis County and Local Law 2 of 1997 amending Local Law 5 of 1991 for St. Lawrence County (Local laws) shall be applicable to all permits issued hereunder and must be fully complied with by the permit holder.

SECTION 1.0 INTRODUCTION

All companies, haulers, municipalities or other entities shall obtain a permit issued by the Development Authority of the North Country authorizing the permit holder to dispose of solid waste at the Authority's regional landfill in Rodman, NY.

1. Any permit issued by the Authority shall be subject to the terms, conditions, rules and regulations set forth hereunder, in the Local Laws, as well as any other applicable laws, statutes, ordinances, rules, regulations and procedures.
2. The Authority reserves the right to deny a permit to any hauler, company, partnership, municipality or other entity that it deems unfit based on prior activities, information submitted in the permit application or obtained from reliable sources.
3. The Authority reserves the right to revoke any permit for failure to comply with the terms, conditions, rules and regulations set forth hereunder and/or set forth in the Local Laws, as well as any other applicable laws, statutes, ordinances, rules, regulations and procedures.
4. The Authority reserves the right to refuse to renew a permit in the event the permit holder has failed or is failing to comply with terms, conditions, rules and regulations set forth hereunder, and/or set forth in the Local Laws, as well as any other applicable laws, statutes, ordinances, rules, regulations and procedures.
5. Failure to comply with the terms, conditions, rules and regulations, and requirements of a permit issued hereunder and/or failure to comply with the Local Laws, shall subject any such permit holder to penalties, including, but not limited to, monetary penalties and/or revocation of the permit holder's permit.

SECTION 2.0 PERMIT TERMS AND CONDITIONS

1. This permit shall be renewed in accordance with the provisions set forth in these procedures.
2. The permit holder must comply with all applicable Federal, State, County, municipal and Authority requirements, statutes, laws ordinances, rules and regulations.
3. Permit holders shall respond to any information requests from the Authority in the method and timeframe specified therein.
4. All loads of solid waste must be covered upon arrival at the Materials Management Facility. Failure to tarp, or cover, loads arriving at the landfill may result in penalties including, but not limited to, monetary fines and revocation of permits.
5. The permit holder shall use only the routes designated in the permit application for delivery of solid waste to the Authority's Landfill. (See Section 5.0)
6. Solid waste and recyclables shall not be co-mingled at any time. (See Section 6.0)
7. The permit holder shall procure and maintain vehicle and general liability insurance throughout the term of the Permit. (See Section 7.0)
8. Only waste originating from Jefferson, Lewis, and St. Lawrence Counties shall be accepted at the facility without prior authorization from the Authority. Authorization shall be determined by the Director of Materials Management based on beneficial use, and need for the proposed waste. Beneficial use waste from outside the tri-county area shall require approval from the Executive Director.

SECTION 3.0 PERMIT PROCESS

1. Companies, haulers, municipalities or other entities must apply for and be granted a MMF Waste Disposal Permit. Permits are valid for a period of one year, from April 1st through March 31st. Permit applications received after April 1st, but before March 31st, will be valid only through March 31st and will not be prorated. The permit application form must be filled out completely and submitted along with the appropriate fees and required documentation or it will be returned or denied at the Authority's discretion. Applicants shall supply a Certificate of Insurance (See Section 7) to the Authority at the time their application is submitted.
2. Upon receipt of the permit application, Authority staff shall review the application for completeness and accuracy. If information presented by the applicant appears accurate and complete, and applicant deemed fit to be issued a permit, the permit will be granted.
3. The Authority will send a permit renewal application prior to the permit expiration date, if the permittee remains in good standing. The renewal application must be completed and returned along with any required fees and documentation before the expiration of the current permit. Failure to submit the renewal application or provide the required fees and documentation will result in the expiration of the hauler's permit. A new and complete application must then be submitted for reinstatement.
4. Upon issuance of a permit, the hauler will be given an identification decal for each vehicle that has been registered on the permit application and for which the registration fee has been submitted. The decal is specific to the vehicle and shall not be affixed to any other vehicle for any reason. The decal must be affixed to the appropriate vehicle prior to entry in the landfill. The hauler must complete the vehicle registration form and remit the appropriate fee for any vehicle that the hauler wishes to add to the permit. Only vehicles registered or leased to the applicant may be added to the applicant's permit. A copy of any lease agreements must be submitted with the application. The form may also be used to update any information about existing permitted vehicles, such as license plate changes. There will be no charge for modifications of that nature.

SECTION 4.0 ENFORCEMENT

Failure to comply with any provision of relevant Federal, State or Local laws or these Rules and Regulations, may subject the permit holder to penalties including, but not limited to, monetary penalties and/or revocation of the permit holder's permit, reporting to regulatory agencies or any other action deemed appropriate by the Authority. The Authority reserves the right to assess monetary penalties for violations of these permit rules and regulations that escalate with repeat offenses.

SECTION 5.0 APPROVED LANDFILL ROUTES

A condition of a permit to use this facility requires that you and/or your employees use the following main routes for delivery of any solid waste to the Materials Management Facility, located at 23400 NYS Rt. 177, Rodman, NY.

From points north: Interstate 81 South or US Rt. 11 South to NYS Rt. 177 East

From points south: Interstate 81 North or US Rt. 11 North to NYS Rt. 177 East

From points east: NYS Rt. 12 or County Rt. 194 to NYS Rt. 177 West

Waste hauling vehicles should not use County Rt. 69, County Rt. 68 (Zoar Rd.), County Rt. 155 (Dry Hill Road) or Fuller Road. The only exception is if you are coming directly from a designated customer on those roads. Waste haulers that are reported to be traveling these roads may be asked for verification of the load origin and may be subject to penalties including, but not limited to, monetary penalties and/or revocation of the Permit holder's permit.

SECTION 6.0 RECYCLING

Recycling is mandated by New York State General Municipal Law § 120-aa. Under this law, municipalities are required to enact local recycling laws. Please refer to the local laws of the counties that you service for specific requirements. The Authority prohibits the commingling and disposal of recyclables with solid waste. In order to qualify for a waste disposal permit at the Authority's landfill, a hauler of solid waste **must**:

1. Offer customers recycling services in addition to solid waste disposal.
2. Inform customers that they are strictly prohibited from disposing of recyclable materials in their solid waste.
3. Provide information to customers about what materials are collected for recycling in this region and what is prohibited from being disposed of in the trash.
4. Provide updates to customers as new recycling laws are enacted or as new items are accepted for recycling at recycling facilities.
5. Spot check customer loads for compliance with recycling.
6. Disclose to the Authority how recyclables are collected, where the collected recyclables are disposed of and provide annual tonnages of recyclables collected on the recyclable report form that is sent to the permit holder annually at the beginning of the year for the previous year's activities.

Additionally:

1. Loads containing 30% or more recyclable material, as determined by Authority staff, may be subject to surcharges, fines or rejection of the load. Surcharge will be double the tipping fee rate at a minimum.
2. Companies with repeat violations of excessive recyclables in their loads may be subject to penalties including, but not limited to, monetary penalties and/or revocation of the permit holder's permit.
3. Permits will not be issued to waste haulers that collect solid waste but do not offer recyclables collection.
4. Unacceptable wastes as defined in 11.2 of this section may be returned to the hauler for proper disposal if the unacceptable waste is still intact and may be safely returned to the hauler's vehicle, preferably by mechanical means.

SECTION 7.0 INDEMNITY AND INSURANCE REQUIREMENTS

To the fullest extent permitted by law, the Permit Holder shall defend and indemnify the Authority, all of its officers, agents, and employees from and against all liability, claims, damages or losses in any way arising out of or resulting from the transporting or dumping of waste or the operation of the permit holder's vehicles or equipment whether or not such claim, damage, loss or expense is based in whole or in part [or solely] upon any negligent act or omission of the Authority or any of its officers, employees or agents.

Please submit a current certificate of insurance with this application. Do not send under separate cover.

The "Certificate(s) of Insurance" to be filed with the application shall be acceptable by the Authority and executed by the representatives of an insurance company duly licensed, authorized and qualified to do business in the State of New York, evidencing that said insurance company has issued liability and property damage insurance policies. The Authority must be listed as certificate holder as listed below and cover the following:

Development Authority of the North Country
Materials Management Facility
23400 New York State Route 177
Rodman, New York 13682

1. Commercial General Liability

- Commercial General Liability with Limits of Insurance not less than \$1,000,000 each Occurrence and \$2,000,000 Aggregate, \$2,000,000 Products & Completed Operations Aggregate (“Completed Operations Coverage”).
- No deductibles allowed.
- CGL coverage shall be written on ISO Occurrence Form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, Products & Completed Operations coverage, and personal and advertising injury and contractual liability. Copy of General Liability schedule of forms and endorsements may be requested for further review.

2. Automobile Liability

- Business Auto Liability with limits of at least \$1,000,000 Combined Single Limit.
- Business Auto Liability must provide coverage for all owned, non-owned and hired/borrowed automobiles.
- If the Work involves transportation of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Permit Holder shall provide pollution auto coverage equivalent to that provided under the ISO pollution liability-broadened coverage for covered autos endorsement (CA 99 48), and the Motor Carrier Act endorsement (MCS 90). Any statutorily required “No-Fault” benefits and uninsured/underinsured motorist coverage shall be included.

3. Workers Compensation/Employers Liability

- Workers Compensation and Employers Liability shall be maintained for the State of New York and the Authority for all employees with coverage meeting the required statutory limits for this insurance.
- The Permit Holder must obtain ONE of the following forms as proof of Workers’ Compensation coverage:
 - **Form C-105.2** – Certificate of Workers’ Compensation Insurance issued by private insurance carriers, or
 - **Form U-26.3** issued by the State Insurance Fund; or
 - **Form SI-12**– Certificate of Workers’ Compensation Self-Insurance; or
 - **Form GSI-105.2** Certificate of Participation in Workers’ Compensation Group Self-Insurance; or
 - **CE-200**– Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage.
- On forms where a certificate holder can be indicated, the name of the Development Authority of the North Country shall be entered in this field, as the insurance carrier will notify the certificate holder if a policy is canceled.

4. Commercial Umbrella Policy

- Umbrella Limits must be \$1,000,000. Umbrella policy must follow form on the Commercial General Liability, Automobile Liability and Workers Compensation/Employers Liability.

5. New York State Disability/Paid Family Leave

- Coverage must be statutory for all employees in New York State.

- Proof of Disability Benefits Coverage:
- To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the Development Authority of the North Country (Authority). For each new contract or contract renewal, the Authority must obtain ONE of the following forms from the Contractor to prove the Contractor has appropriate disability benefits insurance coverage:
 - **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
 - **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
 - **CE-200** – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage

Primary Coverage: All insurance policies shall provide that the required coverages shall apply on a primary and not on an excess or contributory basis to any other valid and collectible insurance that may be available to any Additional Insureds. Any insurance maintained by any Additional Insureds shall be excess of and shall not contribute with the Permit Holder's insurance regardless of any "other insurance" clauses contained in any Additional Insureds policies.

Additional Insureds: Except Workers Compensation Permit Holder shall name the Development Authority of the North Country, the State of New York, as additional insureds with respect to all operations at the Landfill. The additional insured status shall be on a primary and non-contributing basis over all other valid and collectible insurance. Attached to each applicable certificate of insurance shall be copies of the Additional Insured Endorsements.

Cancellation. The Insurance *shall remain in effect for the term of the permit* and all policies shall be endorsed to provide that written notice shall be given to the Development Authority of the North Country at least thirty (30) days prior to any change in the conditions of the certificate or any expiration or cancellation thereof.

Waiver of Subrogation: Waivers of subrogation applies in favor of the Authority to the extent damages are covered by Commercial General Liability (including Products & Completed Operations Coverage), Automobile Liability, Commercial Property/Inland Marine, Commercial Umbrella, Workers Compensation/ Employers Liability, and any other insurance or self-insurance of the Permit Holder. Permit Holder waive all rights against the Authority, the State of New York. The policies shall provide such waivers of subrogation by endorsement or otherwise. The waivers of subrogation shall be effective even though the Authority, the State of New York would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premiums directly or indirectly, and whether or not any of them had an insurable interest.

****Important****

It is the responsibility of the permitted hauler to ensure that a current certificate of insurance is sent to the Materials Management Facility upon renewal of your insurance policy. This may or may not coincide with the renewal date of your permit. Haulers will not be allowed to enter the facility if their certificate(s) have expired, if the Authority is not listed as certificate holder or additional insured where required or if a cancellation notice is received without being followed by a reinstatement notification.

SECTION 8.0 MATERIALS MANAGEMENT FACILITY REQUIREMENTS

1. Materials Management Facility Information

The Materials Management Facility is located at 23400 NYS Rt. 177, Rodman, NY. Waste receiving hours are Monday through Friday, from 7:15 AM to 3:00 PM. The facility is closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Tipping fees are based on weight as determined by the Authority's scales. Rates are determined annually by the Authority Board of Directors. Gate rates and any other applicable charges can be found on the Authority's website, www.danc.org.

2. Vehicle Requirements

- Hauler vehicles must be tandem axle or larger and "self-unloading".
- Vehicles must be equipped with front and rear tow hooks.
- All loads must be tarped per DEC Law Enforcement Regulations and in a manner such that it contains the waste in the vehicle and does not allow escaping litter.
- Vehicles must be in good repair such that leachate does not discharge from the vehicle except within the active landfill area.
- All vehicles must be equipped with a functioning audible back up alarm. All vehicles must be equipped with a functioning CB radio.

Note: The MMF has the right to refuse entry to any vehicle that it determines not to be in compliance with these requirements.

3. Safety Requirements

- Drivers and other personnel must wear approved reflective, high visibility safety attire at all times while outside their vehicles in the active landfill area. Approved apparel is a minimum of a safety vest. All outer garments (safety vest, t-shirt, sweatshirt, jacket if the outermost layer of clothing) must meet or exceed ANSI/ISEA 107-2020, Class II standards, with no obstructions and in a condition such that the reflectivity or visibility is not compromised.
- Drivers and other personnel are required to wear an **approved** hardhat, meeting a minimum of ANSI/ISEA Z89.1-2014, Class C, Type I or Type II standard at all times while outside their vehicles in the active landfill area. Bump caps do not satisfy this requirement.
- Drivers and other personnel are required to wear **appropriate** footwear while outside their vehicle in the active landfill area. Approved footwear must meet ASTM F2413-18 (PR) standards, which has steel toes and are puncture resistant.
- The use of safety glasses while outside the vehicle in the active landfill area is required.
- All vehicles are required to have a working CB radio set on Channel 2 to enable communication with MMF operations personnel and will be required to make contact with MMF staff before proceeding up to the working face. MMF personnel monitor Channel 2. No cursing or other foul language will be tolerated on CB or MMF radios.
- Backup alarms are required and must be in working condition.
- When entering the active landfill area, drivers will stop at the point where indicated by signage. The driver **will not** proceed to the tipping floor until he has been notified by MMF operations personnel (on the CB radio) to do so.

- **The use of cell phones, ear buds, company radios or any other non-authorized audio equipment while operating any motor vehicle is prohibited on Authority property.** CB use is permitted in the active landfill area for communication with operators ***only when the vehicle is not moving.***
- **No smoking** is allowed in the active landfill area or within 25 feet of any building at any time.
- Drivers must remain with their vehicle while at the MMF. No person under the age of 16 is permitted outside the vehicle.
- Spacing between vehicles while dumping is a minimum of 15 feet on either side. Dump trailers should have a minimum of 25 feet on each side of the truck.
- Drivers should not stand near the rear of the vehicle while unloading. Unless required to operate vehicle unloading controls, drivers should remain in their vehicle at all times at the working face. If necessary to exit the vehicle, drivers should make eye contact with landfill equipment operators or any other vehicle operator and wait for direction before approaching.
- The Authority reserves the right to detain any waste hauling vehicle and its driver on site for any reason deemed appropriate until the matter that warranted the detention is resolved.

4. Stormwater Pollution Prevention

The facility permit prohibits non-stormwater discharges. The term non-stormwater discharges includes: vehicle fluids, drained free liquids from dumpsters and leachate. In an effort to minimize stormwater pollution the following items are required:

- Vehicles must be in good repair such that liquids or materials do not discharge from the vehicle except within the active landfill area.
- Prior to leaving the working face a vehicle walk-around shall be completed to ensure there are no fluid leaks from the vehicle. If leaks are identified, do not leave the landfill, notify the Operators using CB channel 2 for further direction.
- Vehicles must be cleaned out in a designated area at the working face such that no debris leaves the vehicle outside the active landfill area. If there is not a designated area, ask the Operators on CB channel 2 where the cleanout should be performed.

SECTION 9.0 MATERIALS MANAGEMENT FACILITY SITE RULES AND REGULATIONS

1. The landfill site speed limit is 15 mph. The access road to the landfill site speed limit is 30 mph. Drivers exceeding the posted speed limit will be issued a verbal warning for the first offense. For additional offenses, the driver's company may be notified and/or the driver may be barred from the facility.
2. The speed limit while entering and exiting the scale is 5 mph.
3. All waste hauling vehicles must weigh in and weigh out. The driver will stop and wait at the spot that is designated by signage until the scale clears.
4. No untarping or turnbuckles are to be undone prior to entering the staging area at the working face. Drivers must remain in their vehicles while waiting in line at the scales.
5. The scale operator will direct traffic flow via a traffic light.
6. When requested, the hauler will supply the scale operator with all the required information about the load that is to be disposed of. This includes the material type, the county from which the waste is coming, and any other information that the scale operator requests. Our automated system currently allows driver to enter this information at the kiosk before entering the active landfill. Tipping fees will be billed to the hauling firm unless alternate arrangements have been approved. Drivers unable to supply the required information about their load will not be allowed to dump until the information can be obtained.

7. All manifests, bills of lading or other written documents about the load will be presented to the scale operator during the inbound process before the driver leaves the scale.
8. Any hauler willfully misrepresenting required information about their load or attempting to deliver other than acceptable waste as defined herein by the MMF, may be subject to penalties including, but not limited to, monetary penalties and/or revocation of the permit holder's permit.
9. All loads are subject to inspection by MMF personnel. If directed, the hauler shall discharge his load in a designated area for verification purposes.
10. The MMF reserves the right to reject any load containing unacceptable or unauthorized waste, including recyclables. Additionally, MMF personnel may hold the driver, the vehicle and its contents until representatives of the N.Y.S. Department of Environmental Conservation, or other regulatory agency, has inspected the material. The MMF may also take any corrective action it deems appropriate, but not limited to, excavating, loading, transporting and disposing the unacceptable waste at proper facilities, all at the cost to the hauler. The hauler agrees to assist the MMF or other legally constituted enforcement agency in efforts to identify the origin of the unacceptable waste.
11. Prohibited materials found within the load may be returned to the hauler.
12. Scavenging of dumped waste will not be permitted at any time.
13. It is the driver's responsibility to be sure that their vehicle is on firm, level ground before dumping.
14. Vehicles must be cleaned out in a designated area such that no debris leaves the vehicle outside the active landfill area.
15. If a hauling vehicle becomes stuck in the landfill, the MMF will provide assistance under the following conditions:
 - The driver must request assistance.
 - The driver must attach the towing device (chain/cable) to the front or rear tow hooks on his vehicle.
 - The driver shall remain in his vehicle during the retrieval process and apply slight power as the tow devices start to pull,
 - The Authority shall not be liable for damages resulting from the retrieval process.
 - The Authority reserves the right to refuse assistance and require the hauler to obtain professional towing service.
 - Stuck vehicles will not be pushed by Authority personnel under any circumstances.
16. There is absolutely no overnight staging of waste on landfill property outside the active landfill area.

SECTION 10.0 SPECIAL CONDITIONS

1. Receiving time restrictions may apply to certain materials as deemed necessary by the Authority.
2. Approved friable asbestos loads, or any other material that may require special handling and must be scheduled 24 hours in advance. Asbestos that is manifested as friable, will be handled and billed as friable asbestos.
3. All asbestos containing material (non-friable) must be identified as such to the scale operator. Although legally transported on the roadway as construction debris, non-friable asbestos will be tracked and handled differently at the landfill.

4. Dig out/unloading assistance for loads that cannot be discharged will be available by MMF operations. Hauling companies must first complete the Unloading Assistance/Dig Out Authorization Form (included in this document). (See Unloading Assistance/Dig Out Policy-included in this document- for additional information.) A fee for this service may apply. The driver will be required to request the assistance. Any charges incurred for this service will be indicated on the scale ticket.
5. Materials that require special handling and loads containing excessive recyclable materials may be subject to surcharges and/or fines.
6. A fee for an environmental cleanup may be assessed to the hauler that causes a spill or other incident requiring a cleanup. Such incidents include, but are not limited to, hydraulic oil, brake fluid or fuel leak or spill, leachate discharge other than at the working face, loss of contents from the hauler's load other than at the working face or any other action that requires a cleanup of materials or contents. The fee will be determined by the number of MMF employees needed to perform the cleanup, the length of time the cleanup took and the equipment and/or materials needed to properly cleanup the area(s). This fee will be assessed to the hauler's account. Failure to pay the associated charges may result in penalties including, but not limited to, monetary penalties and/or revocation of the permit holder's permit.

SECTION 11.0 WASTE CATEGORIES

1. Acceptable Waste

The Authority will accept the following for disposal:

Non-hazardous solid waste, including municipal solid waste, commercial waste, industrial waste, construction, and demolition debris, non-hazardous petroleum contaminated soil and municipal and industrial sludges as approved by Authority staff.

2. Unacceptable Waste

The Authority will not accept the following for disposal:

- Septic tank pumping
- Liquid wastes
- Industrial or commercial liquids, sludges, slurries which are less than 20 % solid or contain free liquids
- Large dead animals
- Explosives
- Pesticides
- Herbicides
- Hot ashes
- Sealed containers
- Clean containers 5 gallons or larger shall not be disposed of unless the ends have been cut off and container crushed
- Hazardous wastes as identified in 6NYCRR 360-1.5(b) or Part 371
- Any empty drums or containers which previously contained hazardous waste
- Fluids/Liquids produced from oil or gas production
- Ferrous and non-ferrous scrap metal (including motor vehicles)
- Waste oils
- Green waste

- Waste Tires - except solid rubber tires (non-pneumatic)
- Infectious waste and untreated regulated medical waste
- Lead acid batteries (including motor vehicle batteries)
- Source-separated rechargeable batteries
- White goods (refrigerators, stoves, air conditioners, etc.)
- Source-separated mercury containing products
- Mercury-added consumer products as defined in ECL section 27-2101 or mercury added thermostats as defined in ECL section 27-2901
- Source-separated household hazardous waste
- Any other source separated items that are subject to legislatively enacted product stewardship programs in New York State
- Low level radioactive waste, processed and concentrated naturally occurring radioactive material (NORM) waste.
- Source-separated electronic waste (computers, monitors, TV, computer peripherals, etc.)
- Source-separated recyclable materials (as noted on the list of acceptable recyclables(see www.NorthCountryRecycles.org)
- ~~Mattresses and mattress foundations/box springs~~
- Waste from Designated Food Scrap Generators as defined by the New York State Food Scraps Recycling Law

3. Radiation Detection

The facility is equipped with a Radioactive Waste Detection System as is required by NYSDEC and in compliance with 6NYCRR Part 363 requirements. Vehicles entering the landfill will be scanned by the radiation detection unit located at the southern end of the scales. The goal is to minimize exposure to radiation for our employees and customers and its potential to cause serious effects for human health and environmental impacts.

The radiation monitoring system continuously measures background levels, and is activated when a vehicle passes through the system. The system issues a radiation alarm if the reading from a vehicle is 5 times the background level or more, and a speed alarm if the vehicle was moving faster than 5 mph. If radiation is detected the system will indicate whether it's a level 1, 2 or 3 alarm depending on how many times above background level. At this point the driver will be notified by customer service that their vehicle has triggered a radiation alarm and will receive further instructions. It may be necessary for the load to pass through the sensor array three times before proceeding to the next step.

Following the confirmation of radiation levels, the driver may be directed to a staging area to await further testing. Additional screenings may be required to determine if the load can be safely returned to the site of generation, or if it is ineligible for further transportation. The Authority's policy is to immediately notify the NYSDEC and provide haulers with the information and permit application required to allow the expedient return of the waste to the site of generation. Once returned, haulers and generators must work in coordination with the NYSDEC and hire a licensed contractor to segregate the source of radiation and ensure its disposal at a licensed facility.

In the event that the radiation originating from the container is severe enough to prohibit removing the vehicle from the site, the Authority will instruct the driver where to stage the container to await the safe removal of the source of radiation. Handling and disposal of radioactive materials requires licensed companies and facilities. The Authority shall contract with eligible service providers to have a contingency plan to respond to such instances on an emergency basis. All fees related to the segregation, packaging, shipment, and final disposal of radioactive materials shall be billed directly to the responsible hauler. Failure to reimburse the Authority for these expenses will result in the revocation of the hauler's permit.

4. Special Waste

Any waste that is composed of a material that has the potential to exhibit any characteristic of a hazardous waste as defined in NYCRR Part 371, Section 371.3 and 40 CFR Section 261; ignitibility, corrosivity, reactivity, or toxicity or any waste, due to its composition or origin, requires special handling for disposal. Examples of special waste include, but are not limited to: non-hazardous petroleum contaminated soil, industrial and sewage sludges, industrial wastes and asbestos. The Authority will require analytical testing, Safety Data Sheets (SDS), profile forms or manifests as a condition of acceptance of such wastes.

Construction and demolition debris with the exception of un-painted wood, metal, concrete, and stone are considered suspect materials for hazardous materials. All building materials which are not generated from a private residence or associated structures must receive prior approval from the special waste screening program.

Special wastes require prior approval by the Authority. The Special Waste Profile Form must be completed in its entirety, signed by the owner or representative of the property where the waste was created, and signed by the licensed individual who performed the testing which is being used for the screening process.

The Special Waste Screening Form can be found on the Development Authority's website at: <https://www.danc.org/media/Operations/Materials%20Management/LandfillPermits/SpecialWasteScreeningFillableForms>

It is the responsibility of all parties handling hazardous materials to understand their regulatory roles and responsibilities. This process is designed to ensure that the Authority maintains compliance with its operating permits and regulatory requirements. The Special Waste Screening process is not a comprehensive representation of, or replacement for, the hauler and generator's responsibilities under applicable state and federal regulations.

SECTION 12.0 UNLOADING ASSISTANCE/ DIG OUT POLICY

All vehicles entering the facility to dispose of waste are required to be **self-unloading**. When a specific need requires it, assistance to release the load will be provided by Authority staff under the following conditions:

1. The permit holder must have a signed *Unloading Assistance/Dig Out Authorization* form on file with the Authority.
2. The driver must request the assistance after exhausting all reasonable efforts to self unload.
3. The permit holder assumes full liability for any damage to the vehicle or any of its parts during the dig out assistance that is not due to gross negligence on the part of Authority staff performing the dig out.
4. Dig out will only be performed from the rear of the vehicle and any waste not removed from this procedure will be the responsibility of the hauler.
5. The driver will remain in the vehicle during the dig out process.
6. The dig out assistance will be performed in accordance with the working face traffic. Managing traffic flow and tipping floor conditions takes precedence over digging out loads.

7. Dig out assistance is not a substitute for vehicles that are in disrepair and cannot self-unload. Any hauler vehicle for which repeated requests are made for unloading assistance due to a mechanical problem may be denied until the vehicle is repaired and in good working order.
8. There will be a charge for unloading assistance/dig out services for loads that do not self-unload. Those charges can be found on our website, www.danc.org along with our gate rates and other surcharges. The charge for the assistance will be assessed on the scale ticket for the associated transaction.
9. There will be no charge for dig out assistance for frozen loads on days that Authority staff declares a weather day, for which one can reasonably expect incoming loads to be frozen.
10. The Development Authority of the North Country reserves the right to refuse unloading/dig out assistance at its discretion.

PERMIT APPLICATION

Application Fee \$100.00

Renewal \$50.00

**Development Authority
of the North Country
Materials Management Facility**

Waste Disposal Permit Application

Official Use Only	
Permit Number	_____
Rec'd Date:	_____ Completed Date: _____
Check No.	_____ Cash _____
Total Fee:	_____

Part 1: Applicant Information:

(Please type or print legibly)

Business Name : _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

Does applicant have a current NYS DEC Part 364 Permit? _____ Yes _____ No

If yes, please attach a copy to this waste disposal permit application

Part 2: Organizational Profile

Legal Name of Company : _____

Taxpayer ID Number: _____

Type of Business: _____ Corporation _____ Partnership _____ Proprietorship

_____ LLC _____ Municipality _____ Other (please specify) _____

Billing statement/invoice email address(es):

Part 3: Waste Identification

Please identify all types of material or waste for which you are requesting to be permitted for disposal:

- | | |
|--|---|
| <input type="checkbox"/> Municipal Solid Waste (MSW)-Residential | <input type="checkbox"/> MSW -Commercial |
| <input type="checkbox"/> Industrial Solid Waste* | <input type="checkbox"/> Construction/Demolition Debris |
| <input type="checkbox"/> Municipal / Industrial Sludge* | <input type="checkbox"/> Contaminated Soil* |
| <input type="checkbox"/> Asbestos* | <input type="checkbox"/> Ash* |
| <input type="checkbox"/> Other (specify): _____ | <input type="checkbox"/> Bulk Asbestos* |

**Authorization is required on a per case basis for these materials.*

For companies that haul municipal, commercial or industrial solid waste, please indicate how recyclables are collected:

- | | |
|---|--|
| <input type="checkbox"/> source separated | <input type="checkbox"/> dual stream |
| <input type="checkbox"/> single stream | <input type="checkbox"/> other (specify) |

For companies that haul construction & demolition debris, please describe what measures are taken at construction sites to provide for recyclable materials:

Please list where collected recyclables are taken to be disposed of (please list specific site locations)

Please indicate the counties that you service (and from which you will be disposing of solid waste at the Authority's landfill):

- | | | |
|--|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Lewis | <input type="checkbox"/> St. Lawrence |
| <input type="checkbox"/> Other-Requires Pre-Authorization (please Specify) _____ | | |

Hauling Company Name: _____

Part 4: Industrial Waste Identifications (if applicable)

Industrial waste means solid waste generated by manufacturing or industrial processes. (See 6NYCRR Part 360-1.2(b)(87) for examples of such wastes.)

Please identify all industrial customers for which you provide waste disposal services. Include a description of the industrial wastes generated by each customer. A completed industrial waste profile form must be approved and on file for each generator. Analytical testing and/or Safety Data Sheets (SDSs) may be required for approval.

Generator Name: _____

Description of Waste: _____

Generator Name: _____

Description of Waste: _____

Generator Name: _____

Description of Waste: _____

Generator Name: _____

Description of Waste: _____

Generator Name: _____

Description of Waste: _____

Generator Name: _____

Description of Waste: _____

A Special Waste Profile is available for download from our website, <https://www.danc.org/media/Operations/Materials%20Management/LandfillPermits/SpecialWasteScreeningFillableForms>

A completed profile and any requested SDS or analytical testing must accompany the profile in order to consider the material for disposal. All industrial waste must be pre-approved prior to disposal.

Hauling Company Name: _____

Part 5: Vehicle Information ---\$10.00 charge for each registered power unit.

Please list all vehicles that you wish to permit. Vehicles must be registered **or leased** to the applicant. An identification decal will be issued for all listed vehicles and must be affixed to that vehicle prior to entry to the landfill. Include a current copy of each vehicle's registration with your submittal.

	Vehicle Type*	Vehicle Year & Make	License Plate #	Capacity (Cu Yds)	VIN#	DANC ID# Internal use only
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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30						

*Vehicle Type Dump truck (DT) Rolloff (R/O) Frontload(FL) Rearload(RL) Sideload(SL) Tractor(TR)

Part 6: UNLOADING ASSISTANCE/ DIG OUT AUTHORIZATION

Please complete if you wish to authorize unloading assistance/dig outs when requested by the drivers of your company vehicles.

Acting as owner/agent/authorized representative of the above named organization, do hereby acknowledge the requirements of the Development Authority of the North Country as specified in the Solid Waste Disposal Permit Requirements, Permit Application and Landfill Site Rules to perform unloading assistance/dig outs at the Authority's Materials Management Facility. Furthermore, I will inform our drivers of this agreement and authorize them to initiate the unloading assistance as they deem necessary. I understand that there will be a charge for this service unless told otherwise. This organization holds harmless and releases the Development Authority of the North Country and any agent acting on their behalf, from all liability for any damage caused by the action of providing the unloading assistance. I realize that the personnel performing the assistance will take reasonable precaution to prevent any damage.

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title

Part 7: Application Fees

Permit Fee (includes credit application processing):
initial \$ 100.00 / annual renewal \$50.00 \$ _____

Vehicle Registration Fee:
Number of Vehicles _____ at \$10.00 per vehicle \$ _____

Total Fees Due: \$ _____

Please make check payable to "Development Authority of the North Country" and submit with completed application to 23400 NYS Rt. 177, Rodman, NY 13682.

Incomplete applications, applications submitted without permit fee and applications submitted without required certificates of insurance will not be processed.

Part 8: Certification

In compliance with the Terms and Conditions of the Development Authority of the North Country's Solid Waste Disposal Permit Requirements, Permit Application and Landfill Site Rules

I, _____, acknowledge that I have read and am familiar with:

___ The Authority's Permit Requirements, Application and Site Rules.

___ The Local Laws of the Counties from which I have applied to haul waste from.

___ Flow control legislation in the applicable Counties

I hereby agree to operate in accordance with such requirements in the event a permit is issued. I also affirm that the statements made on the permit application form including any attached papers are true, and that I am aware that knowingly filing false statements is subject to persecution under the Penal Law.

Accepted and Agreed to:

By: _____
Principal or Owner (Print Name)

Signature

Title

Date

Approval of this information does not relieve the applicant of responsibility of complying with any other applicable Local, State or Federal Regulations.