



Board Resolution No. 2025-10-56
October 23, 2025

**GREEN CLEANING PRODUCTS USE POLICY
APPROVING MODIFICATIONS**

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, pursuant to **Resolution No. 2011-02-03**, the Board approved the Authority's initial Green Cleaning Products Use Policy, and

Whereas, Executive Management has reviewed and recommends modification as reflected in the attached Green Cleaning Products Use Policy. Substantiative changes to the Policy are as follows:

<u>Section(s)</u>	<u>Change</u>
1.1	Updated to include the resolution number originally adopting this policy.
2.3	Updated to remove references to specific agencies and continue as part of 2.2.
6.0	Updated EPA hyperlink

Now, therefore be it

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

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

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon – **Yes**

Mastascusa – **Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry – **Absent**

Hunt – **Present**

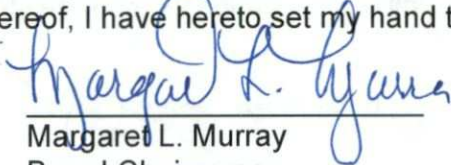
McGrath – **Present***

* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

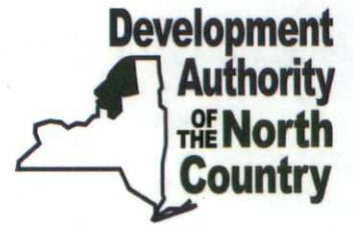
DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

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. 2025-10-56 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: Green Cleaning Products Use Policy

Adopted: 10/27/2025

Resolution: 2025-10-7956

GREEN CLEANING PRODUCTS USE POLICY

Table of Contents

SECTION 1.0 INTRODUCTION.....	2
SECTION 2.0 PURPOSE.....	2
SECTION 3.0 DEFINITIONS	2
SECTION 4.0 POLICY STATEMENT	2
SECTION 5.0 IMPLEMENTATION	3
SECTION 6.0 REFERENCES.....	3
SECTION 7.0 RECORD OF REVISIONS	3

SECTION 1.0 INTRODUCTION

1.1. Background

The Development Authority of the North Country (Authority), by Board Resolution No. 2009-10-04, adopted an Authority Environmental Policy Statement. This Environmental Policy Statement commits the Authority, and its employees, to act as responsible stewards of the environment. It further requires the integration of environmental protection and enhancement into planning, design, procurement, construction and operations. The Green Cleaning Products Use Policy was adopted by Board resolution 2011-02-03. The objective of this policy is to further strengthen the Authority's environmental stewardship by developing standard policies on the use of environmentally sound cleaning products.

SECTION 2.0 PURPOSE

- 2.1. If properly used, approved green cleaning products will minimize the adverse impacts on human health, property, and the environment.
- 2.2. New York State Office of General Services ~~promotes~~ promoting the implementation of green cleaning programs through its online program toolkit. The U.S. Environmental Protection Agency is also encouraging the use of green cleaning products through its Environmentally Preferable Purchasing Program.
- ~~2.3. Several federal and state agencies have implemented green cleaning programs to reduce the potential impacts on public health and the environment, including the NYS State Education Department, NYS Department of Labor, NYS Department of Health, NYS Department of Environmental Conservation, U.S. Department of Interior, and U.S. General Services Administration.~~

SECTION 3.0 DEFINITIONS

3.1. Cleaning Products

For purposes of this policy, cleaning products are defined as products such as general cleaners, floor finish, floor finish strippers, and hand soap. General cleaners include all purpose cleaners, restroom/toilet cleaner, glass cleaner, and carpet cleaners. Green products are defined as those that consider the content of heavy metals, ozone depleting chlorinated compounds, organic solvents, reactivity, corrosiveness, flammability, acute and chronic toxicity, substances that can bioaccumulate, volatile organic compounds, phosphorous and favor the use of reduction in packaging, biobased products, and biodegradability upon disposal.

3.2. Green Products

The Authority shall only use cleaning products that are on the NYS OGS approved list of cleaning products (<https://online2.ogs.ny.gov/greencleaning/>).

SECTION 4.0 POLICY STATEMENT

4.1. Green Cleaning Management

- A. The Authority's green cleaning product policy includes the following elements to reduce environmental impacts including:
 1. Education for employees to understanding the benefits of using green products.

2. Evaluation of effective options so products with the least risk to health and the environment can be selected.
3. Effective purchasing to ensure the use of green products.
4. Monitoring and inspection programs to ensure consistent adoption of this policy across all Authority facilities.

4.2. Exception

An exception to this policy may be exercised upon the recommendation of the Chief Operating Officer, following a determination that the use of preferred products is not appropriate or effective.

SECTION 5.0 IMPLEMENTATION

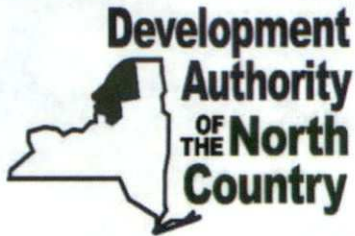
- 5.1. This policy is a continuation of the Authority's overall commitment to environmental stewardship.
- 5.2. This policy is applicable to all divisions, facilities, management, and employees of the Authority.
- 5.3. To the extent the Authority has the opportunity and the choice, it shall be applicable to all contractors of the Authority while operating at the Authority facilities.
- 5.4. Copies of the policy will be posted to the public website and made accessible electronically through the Authority's network.

SECTION 6.0 REFERENCES

- 1) <https://ogs.ny.gov/green-cleaning>
- 2) <https://www.epa.gov/greenerproducts/identifying-greener-cleaning-products>

SECTION 7.0 RECORD OF REVISIONS

Revision Number	Revision Date	Description of Changes
1	10/27/2022	Updated to reflect removal of Green Innovation Committee; updated approval process for exceptions to policy; updated reference to resolution number and updated hyperlinks.
2	10/18/2023	Updated to reflect EPA guidance on Environmentally preferable Purchasing Program being finalized.
3	10/8/2024	Document Formatting Updated, Hyperlink Updated.
4	10/23/25	Formatting updated, original resolution number included, simplified section 2.3 into 2.2 for efficiency, EPA hyperlink updated.



Board Resolution No. 2025-10-57
October 23, 2025

SOLID WASTE OPERATING PERMIT RULES & REQUIREMENTS POLICY
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 a permit processing fee to the Authority, and

Whereas, pursuant to **Resolution No. 2024-10-75** the Development Authority of the North Country's Operating Permit Rules and Requirements Policy was 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 3.6 to require permit application fee to be returned to the applicant if the application is not completed within 60 days of receipt;
- Section 7 several clarifications to the insurance requirements;
- Section 8.3 to clarify ASTM standard for shoes which includes a safety toe and puncture resistant sole or insole;
- Section 11.1 to define the requirements for acceptable Construction & Demolition waste;
- Section 11.2 to further define Green Waste;
- PERMIT APPLICATION FORM
 - Remove cash as an acceptable form of payment;
 - Part 1: add line to identify the type of permit;

- Part 5: add column for drop truck renewals;
- Part 6: added to obtain Driver information;
- Part 8: added recycling violation surcharge;
- Part 10: added Applicant Checklist
- Part 11: added Certificate of Insurance Checklist.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby approve the Solid Waste Operating Permit Rules and Requirements Policy, attached hereto and incorporated in this Resolution, and be it further

RESOLVED, that the Executive Director is hereby authorized to implement said rules, applications, permits and fees as documented in the Solid Waste Operating Permit Rules and Requirements Policy.

Motion by: M. Hall

Seconded by: A. MacKinnon

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa - **Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry – **Absent**

Hunt – **Present**

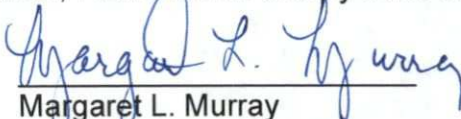
McGrath – **Present***

* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-57 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

MATERIALS MANAGEMENT FACILITY

Solid Waste Operating Permit Rules & Requirements Policy

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. October 24³, 2024⁵

Development Authority of the North Country

Subject: Solid Waste Operating Permit Rules & Requirements Policy

Adopted: October 24~~3~~, 2024-2025

Resolution: 2024~~5~~-10-75XX

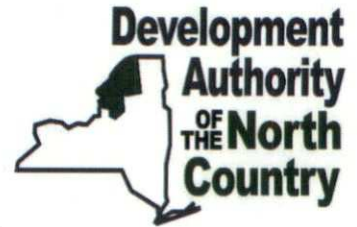


TABLE OF CONTENTS

SECTION 1.0 INTRODUCTION.....	3
SECTION 2.0 PERMIT TERMS AND CONDITIONS	3
SECTION 3.0 PERMIT PROCESS	4
SECTION 4.0 ENFORCEMENT	4
SECTION 5.0 APPROVED LANDFILL ROUTES.....	4
SECTION 6.0 RECYCLING	5
SECTION 7.0 INDEMNITY AND INSURANCE REQUIREMENTS.....	6
SECTION 8.0 MATERIALS MANAGEMENT FACILITY REQUIREMENTS	8
SECTION 9.0 MATERIALS MANAGEMENT FACILITY SITE RULES AND REGULATIONS	10
SECTION 10.0 SPECIAL CONDITIONS	11
SECTION 11.0 WASTE CATEGORIES.....	12
SECTION 12.0 UNLOADING ASSISTANCE/ DIG OUT POLICY	14
PERMIT APPLICATION	<u>161615</u>

These rules and regulations apply to the disposal of all solid waste at the Development Authority of the North Country's 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 (Authority) 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 reminder prior to the permit expiration date, as a courtesy, if the permittee remains in good standing. In the event a reminder is not sent/received, the account holder is the responsible party to obtain, complete, and return the renewal documentation which is available on the Authority's website. The renewal application must be completed and returned along with any required fees and documentation before February 15th of the expiration year 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. It is mandatory that all license plate changes are reported promptly. There will be no charge for modifications of that nature.
5. Permit application must be returned with a completed W-9 form.
- ~~5-6.~~ Any applications that have not been completed, and have not responded to requests for additional information, will be deemed incomplete after sixty days. Haulers with a previously incomplete application must restart the process if they wish to be permitted in the future. If the permit payment was submitted along with the application, those funds will be returned to the applicant via US Postal Service.

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 20% or more recyclable material, as determined by Authority staff, shall be subject to surcharges, fines, or rejection of the load. The surcharge will be double the tipping fee, with a minimum fee of \$500. Since many loads can be identified as containing excessive recyclable before they are tipped, a load that is rejected before it is tipped will be charged a \$250 surcharge.
2. Companies with repeat violations of excessive recyclables in their loads are subject to penalties including, but not limited to, monetary penalties and/or revocation of the permit holder's permit, as outlined below.
 - a. At the time of permit renewal, any hauler with more than six violations in the previous 12-months, will be assessed a \$1,000 surcharge for their permit renewal.
 - b. Haulers receiving excessive violations may have their permit suspended. Haulers shall be provided a written warning prior to permit suspension.
 - c. There will be a \$1,000 surcharge to reinstate a hauler's permit that has been suspended.
3. Permits will not be issued to waste haulers that collect solid waste and construction debris but do not offer recyclables collection.

4. Unacceptable wastes as defined in 11.2 of this section shall 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. Proof of insurance is not required when the permitted account is a "bill only" with no permitted trucks. Insurance proof is not required for accounts with billing customer typed labeled "Bill Only Accounts — No Trucks" if because no vehicles are not listed on the active permit.

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 regulated substances, regulated wastes and/or regulated materials, and the Permit Holder's vehicles are NOT registered/insured in New York State, then the 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). 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 All policies except~~ Workers Compensation, the 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, Pollution 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.

Proof of Insurance: Certificate of Insurance shall be issued in evidence of the aforementioned coverages showing Development Authority of the North Country as Certificate Holder.

The following endorsements and/or proof of coverage **must be included** with the Certificate of Insurance:

- Additional Insured endorsements/forms showing coverage is provided on a Primary & Non-Contributory Basis for all policies except Workers Compensation
- Waiver of Subrogation endorsement for all policies
- 30 Days' Notice of Cancellation for all policies
- Excess/Umbrella – Schedule of Underlying Policies and Forms

PERMITS WILL NOT BE GRANTED OR RENEWED UNTIL ALL DOCUMENTATION IS RECEIVED AND APPROVED

****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.
- Display of Authority issued decals are mandated on both sides of the truck. Replacements of lost, damaged, or illegible decals will be ordered at the hauler’s expense via debit memo to the account. Replacement cost is \$60 per decal set and \$20 per RFID.

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 includes a safety toe and puncture resistance sole or insole. ~~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. Untarp at the stop sign, prior to approaching the inbound scale. A spot check may be performed prior to scale in for excessive recyclables. Visual findings may result in scale in refusal and associated surcharges.~~

~~5-4. _____ No turnbuckles are to be undone prior to entering the staging area at the working face.~~

~~6-5. _____ The scale operator will direct traffic flow via a traffic light.~~

~~7-6. _____ 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.~~

~~8-7. _____ 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.~~

~~9-8.~~ 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.

~~10-9.~~ All loads are subject to inspection by MMF personnel. If directed, the hauler shall discharge his load in a designated area for verification purposes.

~~11-10.~~ 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.

~~12-11.~~ Prohibited materials found within the load may be returned to the hauler.

~~13-12.~~ Scavenging of dumped waste will not be permitted at any time.

~~14-13.~~ It is the driver's responsibility to be sure that their vehicle is on firm, level ground before dumping.

~~15-14.~~ Vehicles must be cleaned out in a designated area such that no debris leaves the vehicle outside the active landfill area.

~~16-15.~~ 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.

~~17-16.~~ 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.

C&D requirements:

- Concrete C&D should be no longer than 2' x 2' with no protruding rebar.
- Structural steel will only be accepted if there are no recycling options but must not exceed 8' lengths.
- Metal/PVC piping, dimensional wood, ties and poles should not exceed 8' lengths.
- Ties, poles, and any materials with contamination require analysis and completion of the Authority Special Waste Screening Profile Form located on our website.

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- including leaves, grass clippings, branches, limbs, tree stumps, or other landscaping materials or wastes
- 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)
- 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 at a level, greater than five times the background radiation levels, the system will alarm. 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 for ignitability, corrosivity, reactivity, or toxicity, or any waste, due to its composition or origin, that requires special handling for disposal **is considered special waste**. 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, along with our gate rates and other surcharges. The charge for the assistance will be assessed on the scale ticket for the associated transaction.
<https://www.danc.org/departments/materialsmanagement/LandfillFees>
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.

SECTION 13.0 ADDITIONAL FEES

~~An hourly research fee may apply for replacement of scale tickets and/or billing statements, and copies of waste manifests. The research fee will be charged by quarter hour increments for anything taking 15 minutes or longer. All research fees will be charged via debit memo to the account requesting replacements. All prepaid account holders will be required to prefund their account prior to commencement of account. The hourly fee is \$50.00 per hour.~~

PERMIT APPLICATION

Application Fee \$300.00

**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)

Permit Type: Bill Only – No Trucks Pre-Paid Hauler Hauler with Credit

Business Name _____:

Business Address: _____

County: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

Does applicant have a current NYS DEC Part 364 Permit, which is used for hauling regulated material? _____ 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):

Scale Ticket email address (if desired):

Frequency of tickets (select one): Daily, Weekly, Billing Period

Is a PO required on tickets for payment? Yes No

Contact Email for Materials Management Correspondence:

Additional Telephone Contacts:

Name	Phone Number	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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) | <input type="checkbox"/> Bulk Asbestos* |
| <input type="checkbox"/> Industrial Waste* | <input type="checkbox"/> Construction/Demolition Debris (C&D) |
| <input type="checkbox"/> Municipal / Industrial Sludge* | <input type="checkbox"/> Contaminated Soil* |
| <input type="checkbox"/> Asbestos* | <input type="checkbox"/> Other (specify): _____ |

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

For companies that haul MSW, industrial waste, and/or C&D 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:

The Authority is unable to accept recyclables unless contaminated and prior arrangements are made or with prior approval. Please list facility 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 (answer required for bill only accounts):

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: _____

***Required for all accounts that will be for billing only.**

Part 5: Vehicle Information ---\$35.00 charge for each newly registered power unit.

Please list all vehicles that you wish to permit. Please mark if you would like an RFID Tag for each vehicle. 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.

Check this box if no vehicles will be added to the permit

	Vehicle Type*	Vehicle Year & Make	License Plate	Company Assigned Truck #	RFID Tag VIN#	Drop Truck renewals only	DANC ID# Internal use only
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

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

Part 6: Driver Information

Please list all drivers that are currently hauling material for you. Each driver is issued a 4-digit pin unique to them. You are welcome to select the pins, however some of them may already be in use. If the pin is in use a different one will be issued.

Check this box if no drivers will be added to the permit

	<u>Driver Pin</u>	<u>Driver Name</u>	<u>Remove Driver</u> <u>renewals only</u>
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
<u>5</u>			
<u>6</u>			
<u>7</u>			
<u>8</u>			
<u>9</u>			
<u>10</u>			
<u>11</u>			
<u>12</u>			
<u>13</u>			
<u>14</u>			
<u>15</u>			
<u>16</u>			
<u>17</u>			
<u>18</u>			
<u>19</u>			
<u>20</u>			

Part 67: UNLOADING ASSISTANCE/ DIG OUT AUTHORIZATION

Please report your intentions to authorize unloading assistance/dig outs when requested by the drivers of your company vehicles. ~~Unless unloading assistance is~~ Unless unloading assistance is NOT specifically declined, the account will automatically be authorized for dig out services when this section is signed.

~~Unloading assistance Authorized~~ _____ Unloading assistance declined

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 78: Application Fees

Renewal Fee without recycling violations \$ 0.00

Renewal with recycling violations surcharge (\$1,000) \$
(See Section 6 of Policy)

New/Reopen Permit Fee (includes credit application processing):
initial \$ 300.00 \$ _____

New Vehicle Registration Fee:
Number of Vehicles _____ at \$35.00 per vehicle \$ _____
(Vehicles previously registered no charge unless
new decals and/or RFID are issued)

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. Documents with zero fees due may be returned via USPS mail or returned electronically via mmfservices@danc.org.

Incomplete applications will not be processed. All required documents and fees must be submitted with the application.

Part 89: 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.

Part 10: Applicant Checklist :

- Application Completed
 - Truck list complete
 - Registration copies provided
 - Unloading assistance completed
 - Drivers listed
- Commercial General Liability
- Automobile Liability
- Commercial Umbrella Policy
- Workers Compensation Certificate
- Disability Certificate
- NYS DEC Part 364 Permit (if applicable)
- Payment
- Credit application (if applicable)

Part 11: Certificate of Insurance Checklist

DANC MMF PERMIT HOLDER: _____

Permit will not be approved for renewal or issued until the minimum insurance requirements are met.

PLEASE SEND THIS DOCUMENT TO YOUR INSURANCE AGENT.

General Liability:

1. Bodily Injury & Property Damage \$1,000,000 per occurrence
2. General aggregate \$2,000,000
3. Additional Insured Endorsement(s) - **Forms must be attached**
4. **Additional Insured is Primary & Non-Contributory – Form must be attached**
5. Waiver of Subrogation – **Form must be attached**
6. Copy of GL policy forms and Endorsements are required

Commercial Auto:

1. Combined Single Limit \$1,000,000
2. Hired and Non-Owned Auto Liability \$1,000,000
3. Additional Insured – **Form must be attached**
4. **Additional Insured is Primary & Non-Contributory – Form must be attached**
5. Autos **NOT** registered or insured in NY state must have CA9948 Endorsement or provided Transportation Pollution coverage – Pollution Declaration Page and Schedule of Forms & Endorsement must be attached.
6. Waiver of Subrogation Form must be attached

Commercial Umbrella:

1. Limit \$1,000,000 per occurrence
2. Provide Scheduled Underlying coverage verifying General Liability, Auto Liability & Workers Compensation/Employers Liability
3. Additional Insurer Endorsement(s) – **Form must be attached ***
4. **Additional Insured Primary & Non-Contributory form must be attached-***
5. Waiver of subrogation – **Form must be attached ***

"This policy is subject to the same representations and warranties as are contained in the application for any controlling underlying insurance, and the insurance provided under this Coverage Form will follow the same terms, conditions, agreements, exclusions, definitions and limitations that are contained in the applicable controlling underlying insurance, unless otherwise directed by this insurance." This is NOT a follow form Excess/Umbrella Policy that mirrors the Underlying.

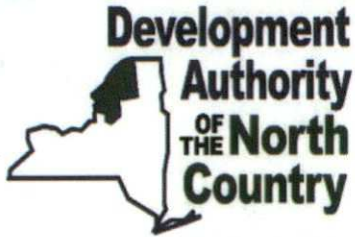
*"Follow Form" language is not sufficient evidence of coverage in lieu of endorsements. Provide evidence of Additional Insured Primary Non-Contributory and Waiver of Subrogation with in the forms or endorsements will be required. Please direct us to the evidence of coverage by highlighting where coverage is provided in the policy form.

Workers Compensation:

1. Proof of coverage: Form C-105.2, Form U-26.3, Form SI-12 or form GSI-105.2
2. Exemption Form CE-200
3. Waiver of Subrogation Form must be attached

NY State Disability & Paid Family Leave:

1. Proof of Coverage Form DB-120.1, Form DB-155
2. Exemption Form CE-200



Board Resolution No. 2025-10-58
October 23, 2025

FISCAL YEAR 2026 CAPITAL BUDGET AMENDMENT
CUSTOMER NETWORK CONSTRUCTION
TELECOMMUNICATIONS DIVISION

Whereas, pursuant to **Resolution No. 2025-02-09** the Development Authority of the North Country (Authority) established a \$300,000 capital project budget for network construction related to new customer installations (Project 30-776) for the Telecom division, and

Whereas, increased requests for new service orders, and increased costs of make-ready and fiber construction have resulted in an increase in the cost to complete requested new services, and

Whereas, as of October 8, 2025, \$272,015.82 has been spent or committed, and

Whereas, customer requested service orders in progress require estimated additional capital in the amount of \$230,000 to complete, and

Whereas, potential new service orders this fiscal year may require additional capital and is estimated to be approximately \$47,984.18, and

Whereas, the revenue generated from sales associated with Customer Network Construction service orders will cover the capital and operating costs for the term of the new orders.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country hereby amends the capital budget for Customer Network Construction FY26 (Project 30-776) from \$300,000 to \$550,000.

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

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon – **Yes**

Mastascusa – **Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry – **Absent**

Hunt – **Present**

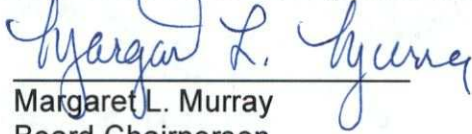
McGrath – **Present***

* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-58 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2025-10-59
October 23, 2025

FISCAL YEAR 2026 CAPITAL BUDGET AMENDMENT
WIRELESS TOWER SERVICE
TELECOMMUNICATIONS DIVISION

Whereas, pursuant to **Resolution No. 2025-02-09** the Development Authority of the North Country (Authority) established a \$300,000 capital project budget for network construction related to new wireless tower service (Project 30-778) for the Telecom division, and

Whereas, increased requests for new service orders, and increased costs of make-ready and fiber construction have resulted in an increase in the cost to complete requested new services, and

Whereas, as of October 8, 2025, \$290,023.16 has been spent or committed, and

Whereas, customer requested new wireless tower service orders in progress require estimated additional capital in the amount of \$460,500 to complete, and

Whereas, potential new service orders this fiscal year may require additional capital and is estimated to be approximately \$149,476.84, and

Whereas, the revenue generated from sales associated with Wireless Tower service orders will cover the capital and operating costs for the term of the new orders.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country hereby amends the capital budget for Wireless Tower Service FY26 (Project 30-778) from \$300,000 to \$900,000.

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

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon – **Yes**

Mastascusa – **Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry – **Absent**

Hunt – **Present**

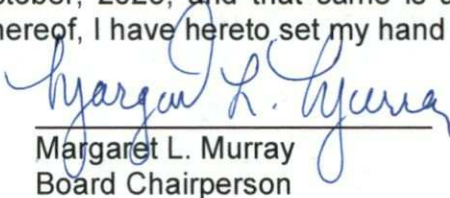
McGrath – **Present***

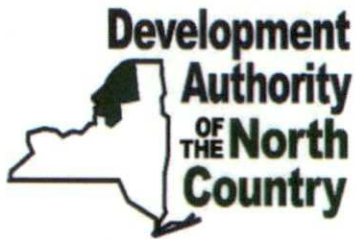
* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-59 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.


Margaret L. Murray
Board Chairperson



Board Resolution No. 2025-10-60
October 23, 2025

**ARMY SEWER PIPELINE REHABILITATION PROJECT
ADDITIONAL IMPROVEMENTS
SEQRA TYPE II ACTION
NO SIGNIFICANT IMPACT ON THE ENVIRONMENT**

Whereas, pursuant to **Resolution No. 2023-05-40** adopted May 25, 2023, the Development Authority of the North Country (the "Authority") previously authorized certain improvements to the Army Sewer Line (ASL), including the rehabilitation of approximately 16,650 linear feet (LF) of the Army Sewer Line with Cured-In-Place Pipe (CIPP) between the Warneck Pumping Station and the Calcium Nature Trail entrance; which also included the rehabilitation of select concrete manholes, and the improvements to existing easement right of way areas (the "Original Project"), and

Whereas, pursuant to **Resolution No. 2023-05-39**, the Authority complied with the New York State Environmental Quality Review Act ("SEQRA") with respect to the Original Project and determined it to be a Type II action, requiring no further action under SEQRA, and

Whereas, the Authority now desires to authorize the following additional improvements to the ASL and related facilities: (i) repairs to the 24 and 36-inch portions of the ASL; (ii) Warneck Pump Station building improvements; (iii) replacements of manhole frame and cover and addition of bollards for an existing manhole; and (iv) improvements within the Authority's existing permanent easement along Kelsey Brook in order to provide maintenance access to the 36-inch section of the ASL (the "Additional Improvements"), as described in the Engineering Report Supplement, prepared by Environmental Design & Research, Landscape Architecture, Engineering, & Environmental Services, D.P.C., dated September 18, 2025, and

Whereas, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-b of the Consolidated Laws of New York, as amended and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations"), the Authority desires to determine whether the Additional Improvements may have a significant effect on the environment and therefore require the preparation of an Environmental Impact Statement.

Now, therefore, be it

RESOLVED, that the Authority hereby finds and determines that Additional Improvements meet the following "Type II" classifications under Section 617.5(c) of the Regulations: (1) maintenance or repair involving no substantial changes in an existing structure or facility, (2) replacement, rehabilitation or reconstruction of

a structure or facility, in kind, on the same site, and (3) street openings and right-of-way openings for the purpose of repair or maintenance of existing utility facilities, and be it further

RESOLVED, that the Authority hereby determines that the Additional Improvements are a Type II Action under SEQRA and will not have a significant adverse impact on the environment and, therefore, no Environmental Impact Statement needs to be prepared and no further action with regard to SEQRA is required.

Motion by: M. Hall

Seconded by: A. MacKinnon

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa -**Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry –**Absent**

Hunt – **Present**

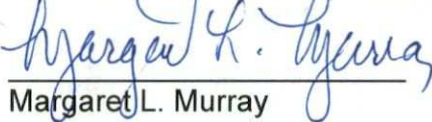
McGrath – **Present***

* - indicates attendance via videoconference.

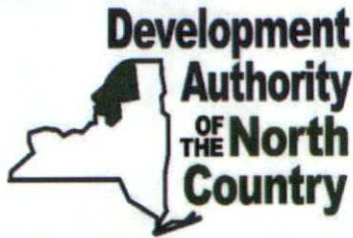
* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-60 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2025-10-61
October 23, 2025

**AMENDED AND RESTATED RESOLUTION AUTHORIZING
RECONSTRUCTION FINANCING
FORT DRUM SEWER LINE
ISSUANCE AND SALE OF AUTHORITY BONDS, NOTE(S) OR OTHER OBLIGATIONS**

Whereas, the Development Authority of the North Country (the "Authority") constructed and has operated, since 1986, a sewer line and related facilities between Fort Drum and the City of Watertown Sewer Treatment Plant, and

Whereas, on May 25, 2023, the Authority adopted Board Resolution No. 2023-05-40, entitled "RECONSTRUCTION FINANCING FORT DRUM SEWER LINE ISSUANCE AND SALE OF AUTHORITY BONDS, NOTE(S) OR OTHER OBLIGATIONS" (the "Original Resolution"), and

Whereas, the Original Resolution, among other things, authorized the Authority to (i) undertake the rehabilitation of approximately 16,650 linear feet (LF) of the Army Sewer Line with Cured-In-Place Pipe (CIPP) between the Warneck Pumping Station and the Calcium Nature Trail entrance; which also included the rehabilitation of select concrete manholes, and the improvements to existing easement right of way areas (the "Original Project") and (ii) issue and execute, sell and deliver its bonds, notes or other evidences of indebtedness (the "Obligations") having a maturity not to exceed thirty years to finance costs thereof, in an original aggregate amount not to exceed \$11,000,000, and

Whereas, pursuant to **Resolution No. 2023-05-39**, the Authority complied with the New York State Environmental Quality Review Act ("SEQRA") with respect to the Original Project and determined it to be a Type II action, requiring no further action under SEQRA, and

Whereas, the Authority now desires to authorize the following additional improvements to the Army Sewer Line and related facilities: (i) repairs to the 24 and 36-inch portions of the Army Sewer Line; (ii) Warneck Pump Station building improvements; (iii) replacements of manhole frame and cover and addition of bollards for an existing manhole; and (iv) improvements within the Authority's existing permanent easement along Kelsey Brook in order to provide maintenance access to the 36-inch section of the Army Sewer Line (the "Additional Improvements", as described in the Engineering Report Supplement, prepared by Environmental Design & Research, Landscape Architecture, Engineering, & Environmental Services, D.P.C., dated September 18, 2025, and, together with the Original Project, the "Project"), and

Whereas, pursuant to Title 29 of the Public Authorities Law (the "Act"), the Authority now desires to amend and restate the Original Resolution to authorize the Agency to finance the cost of the Project, including the Additional Improvements, at an estimated aggregate principal amount not to exceed \$11,000,000, and

Whereas, pursuant to Resolution No. 2025-10-60, the Authority has heretofore complied with SEQRA with respect to the Additional Improvements and determined the Additional Improvements to be a Type II action, requiring no further action under SEQRA.

Now, therefore be it

RESOLVED, by the Development Authority of the North Country that the Original Resolution is hereby amended and restated, in its entirety, as follows:

Section 1.

The Authority hereby finds and determines that:

- a) By virtue of the Act, the Authority has been vested with all the powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act, and
- b) The Project constitutes one of the Authority's corporate purposes under the Act, for which Obligations of the Authority may be issued.
- c) It is desirable and in the public interest for the Authority to issue its Obligations in an aggregate original principal amount not to exceed \$11,000,000 to pay costs of the Project.

Section 2.

The Authority is hereby authorized to undertake the Project and to issue and execute, sell and deliver the Obligations having a maturity not to exceed thirty years to finance costs thereof, in an original aggregate amount not to exceed \$11,000,000, pursuant to the Act, provided that:

- a) The Obligations shall be issued solely for the purpose of financing costs of the Project, and paying costs associated with the issuance of the Obligations.
- b) The Obligations and the interest on them are not and shall never be a debt of the State of New York, the Counties of Jefferson, Lewis or St.

Lawrence, New York or of the City of Watertown, New York and neither the State of New York, the Counties of Jefferson, Lewis or St. Lawrence, New York nor the City of Watertown, New York shall be liable thereon.

- c) The Obligations, together with interest payable on them, shall be general obligations of the Authority payable out of any moneys, assets or revenues of the Authority, or special obligations payable solely out of revenues and other moneys derived from operation of the Project, as determined by an Authorized Representative.
- d) Notwithstanding any other provision of this Resolution, with respect to any Obligations which may be issued as tax-exempt obligations under the Code, the Authority covenants that it will make no use of the proceeds of such obligations or of any other funds which, if that use had been reasonably expected on the date of the issue of such Obligations, would cause the Obligations to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986 as amended (the "Code").

Section 3.

The Authorized Representatives of the Authority (as defined in Section 5 hereof) are each authorized, in the name and on behalf of the Authority, to negotiate, execute, deliver and/or approve the following and any other documents necessary to issue the Obligations (collectively, the "Financing Documents"):

- a) The bonds, notes or other Obligations, including, without limitation, the authority to determine and carry out the following:
 - 1. the sale of the Obligations at public or private sale;
 - 2. the principal amount of Obligations to be issued, not to exceed \$11,000,000 in the aggregate original principal amount;
 - 3. the issuance of the Obligations, or a portion thereof, as tax-exempt obligations under the Code or as taxable obligations;
 - 4. the date or dates, maturity date or dates and principal amount of each maturity of the Obligations;
 - 5. the interest rate or rates of the Obligations, the date or dates from which interest on the Obligations shall accrue and the first interest payment date or dates therefor;

6. the denomination or denominations of and the manner of naming, numbering and lettering the Obligations;
 7. the paying agent or paying agents for the Obligations, the place or places of payment of the principal, redemption price of and interest on the Obligations;
 8. the redemption price or redemption prices, if any, and the redemption terms, if any, for the Obligations;
 9. the provisions for the sale or exchange of the Obligations and for the delivery thereof;
 10. the issuance of the Obligations as general obligations of the Authority payable out of any moneys, assets or revenues of the Authority, or special obligations payable solely out of revenues and other moneys derived from operation of the Project, as determined by an Authorized Representative; and
 11. any other provisions deemed advisable by an Authorized Representative of the Authority, not in conflict with the provisions hereof.
- b) All such further instruments, agreements, certificates, evidence of indebtedness, powers of attorney and other documents as are necessary or appropriate to complete the acquisition, construction, renovation, operation and equipping of the Project and the issuance of Obligations.

Section 4.

The Authorized Representatives of the Authority (as defined in Section 5 hereof) are further authorized to sell all or a portion of the obligation to the New York State Environmental Facilities Corporation ("EFC") in the form prescribed in one of more loan agreements or similar agreements (the "Loan Agreements") between the Authority and EFC; to execute and deliver on behalf of the Authority one or more Loan Agreements, Project Financing Agreements, and Letters of Intent with EFC and to accept the definitive terms of one or more Loan Agreements from EFC by executing and delivering one or more Terms Certificates; and to execute such other documents, and take such other actions as are necessary or appropriate to obtain a loan or loans from EFC for all or a portion of the costs of the Project, and performing the Authority's obligations under its bonds delivered to EFC, the Project Financing Agreements and the Loan Agreements.

Section 5.

The Chairperson, Vice Chairperson and Executive Director of the Authority are each hereby designated Authorized Representatives of the Authority and the Chairperson may in a writing designate additional Authorized Representatives. Each of the Authorized Representatives are hereby each authorized and directed to do or cause to be done all such other acts and things, to make all payments required pursuant to the Financing Documents, and to execute all such documents, certificates and instruments, including without limitation, the creation of new banking accounts and the pledge of any accounts, whether new or existing, as in his or her judgment may be necessary or advisable in order to carry out the Financing Documents and the transactions contemplated thereby or desirable or proper to effectuate the purposes of this Resolution and to cause compliance by the Authority with all of the terms, covenants and provisions of the Financing Documents binding upon the Authority. None of the officers, employees or agents of the Authority, however, shall have any personal liability under the Obligations or the Financing Documents.

Section 6.

Notwithstanding any other provision of this Resolution, the person executing the Financing Documents on behalf of the Authority is hereby authorized to agree to such changes, insertions, omissions and modifications of the Financing Documents as he or she may approve. The execution of the Financing Documents by any such person shall be deemed to be complete and with full approval of any such changes, insertions, omissions and modifications by the members of Authority.

Section 7.

This Resolution shall constitute a declaration of the Authority's "official intent" to reimburse expenditures for the Project authorized by this Resolution with proceeds of the Obligations as required by Treasury Regulation Section 1.150-2, it being intended to use available funds of the Authority pending issuance of such Obligations.

Section 8.

This Resolution shall take effect immediately and the Obligations are hereby ordered to be issued in accordance with this Resolution. A copy of this Resolution, together with its attachments, shall be placed on file in the office of the Authority where the same shall be available for public inspection during business hours.

Section 9.

The Authority has previously determined that this Project is considered a Type II Action under SEQRA and requires no further action under SEQRA.

Section 10.

This Resolution amends, restates and replaces the Original Resolution, in its entirety.

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

Voting:

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

Hefferon – **Yes**
MacKinnon - **Yes**
Mastascusa -**Yes***

Murray – **Yes**
Virkler – **Absent**

Non-Voting:

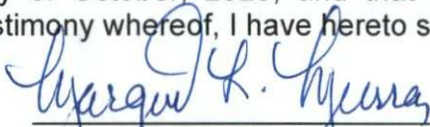
Henry –**Absent**
Hunt – **Present**
McGrath – **Present***

* - indicates attendance via videoconference.

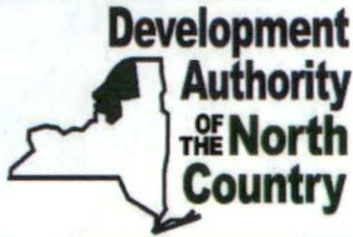
* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-61 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2025-10-62
October 23, 2025

COMMUNITY DEVELOPMENT LOAN FUND
TUG HILL ARTISAN ROASTERS LLC
LOAN 2

Whereas, Tug Hill Artisan Roasters LLC is requesting \$130,000 from the Community Development Loan Fund for cost overruns associated with the rehabilitation of their building located at 7514 S. State Street, Lowville, also known as the Old Jail, and

Whereas, the Village was the recipient of a \$900,000 RESTORE NY grant to Tug Hill Artisan Roasters for the rehabilitation of their building, and

Whereas, **Resolution No. 2023-09-75** approved a \$200,000 revolving line of credit from the Community Development Loan Fund to bridge the RESTORE NY grant along with a \$200,000 revolving line of credit from the North Country Alliance, and

Whereas, the improvements are complete and the project came in over budget, and

Whereas, the RESTORE NY funds will pay-off the North Country Alliance loan and pay-down the existing Community Development Loan Fund loan from \$200,000 to \$130,000, and

Whereas, the project meets the criteria of the Community Development Loan Fund and the project was beneficial to downtown Lowville.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a loan of \$130,000 from the Community Development Loan Fund to Tug Hill Artisan Roasters, LLC subject to the attached Terms and Conditions Sheet, and further authorizes the Executive Director or the Chief Financial Officer to execute all documents necessary to make the loan, and further be it

RESOLVED, 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: A. MacKinnon

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon – **Yes**

Mastascusa – **Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry – **Absent**

Hunt – **Present**

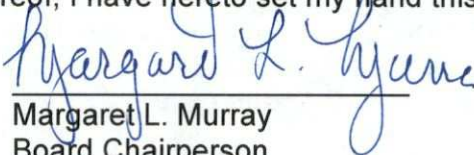
McGrath – **Present***

* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-62 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Tug Hill Artisan Roasters LLC

Loan Fund: Community Development Loan Fund

Loan Amount: \$130,000.00

Term: 180 months amortization/60 months term

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

Payment: Monthly principal and interest payments

Collateral: First mortgage and assignment of leases and rents

Conditions: Pay down existing loan to \$130,000
Personal guarantees of Scott Gilbert and Vanessa Gilbert

Community Development Loan Fund

BORROWER: Tug Hill Artisan Roasters LLC

BUSINESS LOCATION: 7514 S. State Street, Lowville, NY 13367

OWNERSHIP: Scott Gilbert-50%
Vanessa Gilbert-50%

AMOUNT: \$130,000

TERM: 180-months amortization/60-months term

RATE: ½ Wall Street Journal Prime plus 1 set 5 days prior to closing (currently 4.625%)

PAYMENTS: Monthly principal and interest payments

COLLATERAL: First mortgage and assignment of leases and rents

GUARANTORS: Scott Gilbert and Vanessa Gilbert

EMPLOYEES: Current: 4.5 FTE
Years 1-3: 4 FTE
Total: 8.5 FTE

SOURCES OF FUNDS-UPDATED

RESTORE NY	\$ 900,000.00
Cash	\$ 38,005.00
CDLF Permanent Loan	\$ <u>130,000.00</u>
Total Sources	\$1,068,005.00

USES OF FUNDS-UPDATED

Improvements	\$1,064,005.00
Closing Costs	\$ 4,000.00
Total Uses	<u>\$1,068,005.00</u>

RESTORE NY-committed \$900,000.

DANC CDLF-\$200,000 revolving loan closed on 3/22/2024. Current outstanding balance is \$192,611.48. Paid as agreed.

NCA-\$200,000 revolving loan closed on 3/22/2024. Current outstanding balance is \$126,339.79. Paid as agreed.

PROJECT:

Tug Hill Artisan Roasters is seeking a permanent loan of \$130,000 from the Community Development Loan Fund. It previously received a bridge loan of \$200,000 from the Community Development Loan Fund in order to help bridge a RESTORE NY grant. They currently have an outstanding balance of \$192,611.48 with DANC. They also received a loan for up to \$200,000 from the North Country Alliance. They currently have an outstanding balance of \$126,339.79 with the NCA.

Community Development Loan Fund

The company had cost overruns associated with their RESTORE NY project. While they had a contingency line of \$100,000, they did not budget for architect/engineer fees which came in at \$60,000. In addition, the landscaping was over budget by \$81,126, the plumbing was over by \$47,992.60, the porch was over by \$124,800, and the electrical was over by \$34,515. The interior came in under budget by \$154,485 which helped with cash.

In order to pay contractors, Scott took out a short-term loan of \$64,014 from Square Capital on May 28, 2025. Repayment terms are simply 20% of credit card transactions. As of September 10, 2025, he had repaid \$35,129 and is on tract to pay back the entire loan in December 2025.

Staff recommends that grant proceeds be used to pay-off the NCA loan as the NCA is currently out of funds to lend. The balance would pay the CDLF loan down to \$130,000.

Staff will also encourage Scott to speak with a local lender about a commercial mortgage on the property and further recommends a 5-year term to encourage this. Approval of the Authority loan ensures that there is a path forward for Scott as he works with commercial lenders to secure long-term financing.

BACKGROUND:

A RESTORE NY grant was awarded to the Village of Lowville for the Old Jail/Tug Hill Artisan Roasters project for the restoration of a vacant building to include commercial spaces, improvements to the parking lot and entrance, and construction of an outdoor dining patio. Tug Hill Artisan Roasters completed the following project.

1. Driveway and Parking Lot Restoration

Excavation of existing asphalt and sub-base, site preparation, materials and installation of new asphalt.

2. Wrap Around Porch and Interior Reconstruction

Fiberglass insulation in attic to achieve R-60 building code requirements, heating for entire building, debris removal, removal of deteriorated side entrance and construction of new side entrance, building electrical, support beams for 2nd floor, large covered wrap-around porch authentic to time period (per SHPO), plumbing, and final interior finishes to include sheetrock, flooring, interior doors, trim and moldings, railing, paint and primer.

3. Outdoor Dining, Landscaping and Screening Retaining Wall, Water Feature, Fruiting



Bushes, Ornamental Shrubs, Mulch, Pavers and Paver Wall, Rock Step, Wooden Fence, Landscaping Fabric, Chain Link Fence.

4. Contingency-The contingency was built into the RESTORE NY grant budget to address any cost overruns. There was approximately a year between when the grant was submitted, award was made, and the project began. During that time there were cost increases, as mentioned above, as well as increases associated with identifying

Community Development Loan Fund

MWBE certified firms to complete aspects of the work to meet grant requirements.

Tug Hill Artisan Roasters is a specialty grade coffee roastery located at 7514 S State St. Lowville, NY 13367, also known as the Old Jail. Established in 2016 by Greg Widrick, Ian Gilbert and Scott Gilbert, Tug Hill Artisan Roasters underwent a buyout in 2019, where Scott Gilbert and Vanessa Gilbert became 50/50 owner/partners. As the business continued to grow, space became less and less. In 2021, Tug Hill Artisan Roasters underwent its next big transformation when it took on the project of making the Old Jail in Lowville, NY its new home. With private and public funds, Tug Hill Artisan Roasters was able to transform the decrepit Old Jail into a new home for the roastery, a bakery, two apartments and a hub for creativity in culinary arts in Lewis County.

Today, Tug Hill Artisan Roasters employs 4 full time employees as well as one part time. In addition to roasting specialty coffee, it has opened a bakery and an espresso/coffee bar all within the Old Jail space. The Old Jail has been dubbed "St. Drogo's House" and is open from 8-5 M-F but, Tug Hill Artisan Roasters coffee can be found in roughly 80 cafes and stores throughout Central and Northern New York.

Tug Hill Artisan Roasters is to a Brewery what a coffee shop is to a bar. St. Drogo's house is unique because people can walk in off the street and see the roasting process before their very eyes. The espresso machine and pour over setup is on a bar that protrudes out splitting the roastery into a side that is more retail focused for guests and a side that is more production focused for the roastery. Guests are allowed to walk around to both sides and are encouraged to ask questions and interact with the coffee roasters and baristas. The same is true to a lesser degree of the Bakery on the other side of the central hall. This is a unique set up and people enjoy it.

The Lewis County Planning Office staff has been assisting the Gilbert's to administer the grant.

COMPETITION:

Most coffee roasteries that have shops operate under a business model where the roastery is physically separate from the cafe itself. This is true of some competitors like Peaks Coffee, Utica Coffee Roasters, Salt City Roasters, Kubal and Recess Coffee. With these roasteries the coffee is roasted in one location and then the coffee gets distributed to their stores/cafes. Currently, none of these coffee roasteries have a cafe presence north of Syracuse/Utica. By total volume Tug Hill Artisan Roasters is probably significantly smaller than each one of these roasteries.

As for quality of product, Tug Hill Artisan Roasters is really only competing with the likes of Peaks Coffee and Skytop Coffee from Manlius, NY. Both of these roasteries are focused on specialty grade coffee and do a good job roasting. Skytop will often roast "cup of excellence" coffees from national auctions. Tug Hill Artisan Roasters, through its coffee of the month program, has released award winning coffees including a coffee that scored 91 with Coffee Review.

Community Development Loan Fund

Tug Hill Artisan Roasters believes that it can compete in this environment first, because they are offering a great product at a competitive price. Second, they are able to get their name out there as a reliable roastery that will offer the service that other roasteries need. Third, they will roast really high end coffees that get their name out there amongst the right trend setters. These people will tell their friends about what Tug Hill Artisan Roasters is doing. Finally, for their lower end specialty coffees (80-84 scores) they are conscious about pricing and are able to purchase large contracts with importers so that everyone has price stability and they are not at the whims of the commodity market.

MANAGEMENT:

Scott and Vanessa Gilbert are 50/50 owners of Tug Hill Artisan Roasters and the management responsible for the business' development and future plans. Scott and Vanessa are a married couple of 11 years, but have been working together in various capacities for 15. Both Scott and Vanessa were involved in not-for-profit work in Siberia, where Scott oversaw the development of 12 small businesses and helped manage a cyclical fund. At the same time, Vanessa was working at the Tuvan State University, where through grant writing, was able to help secure a large portion of the University's research budget.

Upon returning to the United States in 2015, Scott became interested in coffee and started Tug Hill Artisan Roasters. Vanessa started baking bread for the Watertown Farmers Market and quickly became a skilled baker. Since then Vanessa has taken baking classes at King Arthur Training School in Vermont and has become very accomplished in sourdoughs and laminated doughs. Scott is largely a self-taught roaster, but he's always seeking feedback and attending lectures and seminars on the subject. In the fall of 2022, Scott participated in the Specialty Coffee Association's Roaster Cup Preliminary level and placed 4th in a field of 16.

Scott has been asked to do consulting for other Roastery start-ups and has helped advise a partner farm in Guatemala about how to approach and sell coffee in the United States. This largely consists of how to set up contracts, terms and helping to explain the technicalities of the coffee trade.

The Roastery and the Bakery are at different stages of development. While the Roastery has had a reliable, knowledgeable staff for over 2 years, the Bakery is in the staff development stage. Currently a lot of Vanessa's time is spent training staff.

FINANCIALS:

Historical

	<u>12/23</u>	<u>12/2024</u>	<u>8/31/25</u>	<u>2026</u>
Total Revenue	\$420,846	\$628,225	\$517,237	\$756,049
Gross Profit	\$215,438	\$386,153	\$274,575	\$411,266
Expenses	\$218,363	\$346,217	\$294,607	\$262,828
Other Income/(Expense)	\$23,570	\$204,225	\$384,808	\$0
Net Income	\$20,645	\$244,161	\$364,776	\$148,444

Community Development Loan Fund

Add: Depreciation	\$13,216	\$24,728	\$0	\$0
Add: Interest	\$8,840	\$11,453	\$9,981	\$960
Less: Off-setting grant expenses	\$0	\$202,697	\$384,808	\$0
Cash Available for Debt	\$42,701	\$77,645	(\$10,051)	\$149,404
Annual DANC Debt	\$12,034	\$12,034	\$8,023	\$12,034
DSC Ratio	3.55	6.45	(1.25)	12.42

- The historical financial information for 2023 and 2024 was from the applicant's IRS Form 1065. The 2025 information was internally prepared by the applicant.
- Revenues grew by 49% in 2024 over 2023. 2025 revenues are on track to hit \$775,000, or a 23% increase over 2024. In 2024, Other Income included \$202,697 from the RESTORE NY grant, and \$384,808 in 2025 from the grant.
- Primary expenses in 2024 and 2025 respectively were as follows: Salaries and wages of \$172,051 and \$196,557, taxes and licenses of \$29,126 and \$5,411, insurances of \$16,639 and \$9,247, equipment expense of \$9,035 and \$11,109, and utilities of \$11,620 and \$13,871.
- The owners received \$34,094 in 2024 as a distribution from the business. It is their goal to draw \$600 per week from the business, or \$31,200 annually, in 2025.
- The August 2025 information was internally prepared. While it shows a loss, 20% of Scott's Square receipts are going to pay-off the Square loan he took out to cover construction cost overruns and a large purchase of green coffee from Honduras. This purchase was due to tariffs that would impact costs. Also, considering that he has paid about \$12,019 in interest payments on his DANC and NCA loans from 01/01/2025-9/30/2025, this would be sufficient to cover the DANC principal and interest payments on the permanent loan. The intent would be to stabilize operations post renovation project and bring in a commercial lender to take out the DANC loan.

Balance Sheet

	12/2023	12/2024
Current Assets	\$26,157	\$64,273
Fixed Assets	\$543,072	\$795,040
Other Assets	\$0	\$0
Total Assets	\$569,229	\$859,313
Current Liabilities	\$41,865	\$36,386
Long-Term Liabilities	\$492,071	\$333,611
Total Liabilities	\$533,936	\$369,997
Net Assets	\$35,293	\$489,316
Total Liabilities & Net Assets	\$569,229	\$859,313

Community Development Loan Fund

- Primary current assets were in cash, \$2,792, accounts receivable, \$7,145, and inventories, \$15,421, in 2023. In 2024, they were comprised of cash, \$36,108, accounts receivable, \$13,527, and inventories, \$14,206.
- Current portion of long-term liabilities decreased from \$41,865 to \$36,386 in 2024.
- At the end of 2024, the business had \$352,517 outstanding to DANC and NCA for bridge loans as part of the long-term debt.
- The balance sheet looks good for this business. They are trying to operate it with minimal debt utilizing grant funding sources where they can to make improvements and obtain equipment.
- An internally generated balance sheet was provided for 9/16/2025. This showed \$14,383 in cash and \$24,576 in accounts receivable, primarily Square invoices. Twenty percent of the Square receipts are currently going to pay-off the Square loan he took out to cover the construction cost overruns. The balance on this loan is around \$26,946. This should be paid in full by December. Once this is paid off, cash flow will improve.
- Net assets increased in 2024 due to the equity from the RESTORE NY grant proceeds.

Credit:

Scott and Vanessa list assets of \$185,565 and liabilities of \$47,156. Assets are primarily in real estate of \$75,000 that includes a personal residence. Liabilities are primarily in an installment loan with the bank of \$17,050 and a credit card of \$31,848. Scott has a TransUnion credit score of 660. He shows one derogatory comment for a 30 day past due on a credit card in July 2025. There is no balance on that account currently. His only listed debt is a revolving line of credit of \$35,211. Vanessa has a Trans Union credit score of 734. She has no derogatory comments. Her only listed debt is an installment loan of \$15,308 for an auto loan. They list income of \$600 per week.

The Logic Score for the business is a high-risk score of 45, with a warning failure assessment. It has no derogatory public records, collection accounts, or pending lawsuits. It has 2 UCC filings, and no OFAC records were found.

COLLATERAL ANALYSIS:

*First mortgage and assignment of rents and leases on real estate located at 7514 S. State Street, Lowville, NY 13367.

	Market	Discount
Building (@ 75% Discount)	\$657,300	\$492,975
DANC Loan	\$130,000	\$130,000
LTV	.20	.26

Market value based on the Full Market Value for 2025 from Lewis County Real Property. It should be noted that Scott invested \$1 million in the property through this project with the RESTORE NY funding.

Community Development Loan Fund

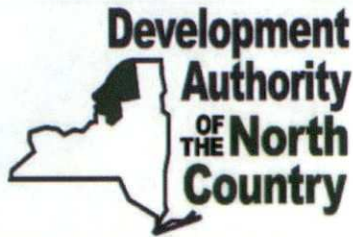
CONTINGENCIES:

*RESTORE NY funds to pay down existing loan to \$130,000

*Personal guaranty of Scott Gilbert and Vanessa Gilbert

STAFF RECOMMENDATION:

Staff recommends a loan of up to \$130,000 from the Community Development Loan Fund to Tug Hill Artisan Roasters LLC with the above contingencies.



Board Resolution No. 2025-10-63
October 23, 2025

**UNITED STATES EXPORT IMPORT BANK
REGIONAL EXPORT PROMOTION PROGRAM
AGREEMENT EXTENSION**

Whereas, **Resolution No. 2014-05-18** authorized participation by the Authority in the U.S. Export Import Bank's Regional Export Promotion Program, and

Whereas, **Resolution No. 2016-09-79** and **Resolution No. 2018-12-135** extended participation by the Authority in the U.S. Export Import Bank's Regional Export Promotion Program, and

Whereas, the Authority promotes the programs and services of the U.S. Export Import Bank to increase exporting among businesses across the North Country Region, and

Whereas, Regional Development staff is trained in the Export Import Bank's programs and attends annual training.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a two-year extension of the Regional Export Promotion Program Agreement with the U.S. Export Import Bank, and further authorizes the Executive Director to execute the Agreement.

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

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa -**Yes***

Murray – **Yes**

Virkler – **Absent**

Non-Voting:

Henry –**Absent**

Hunt – **Present**

McGrath – **Present***

* - indicates attendance via videoconference.

* - indicates voting member attending using audio only, unable to vote.

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. 2025-10-63 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 23rd day of October, 2025, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 23rd day of October, 2025.


Margaret L. Murray
Board Chairperson

Regional Export Promotion Program

**REGIONAL EXPORT PROMOTION
AGREEMENT**

BETWEEN

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AND

EXPORT-IMPORT BANK OF THE UNITED
STATES

THIS REGIONAL EXPORT PROMOTION AGREEMENT (this "Agreement"), dated as of September 23, 2025, is entered between the DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, for the benefit of its program, the REPP Member Name, herein called ("**Regional Export Promotion Participant**" or the "**REPP**") and the EXPORT-IMPORT BANK OF THE UNITED STATES, an agency of the United States of America ("**EXIM Bank**") with reference to the following facts.

1. The Regional Export Promotion Program (the "**REP Program**") is a cooperative marketing arrangement between Ex-Im Bank and certain cities, counties, and states (or agencies thereof), and/or local non-profit economic development entities, to promote U.S. exports by use of Ex-Im Bank financial support programs (collectively, the "**EXIM Bank Programs**"), including Ex-Im Bank's working capital programs and its export credit insurance programs.

2. The REPP is an instrumentality of the State of New York and is vested with all general powers granted by such State law to perform such activities as described herein.

3. The REPP wishes to participate in the REP Program to facilitate the increase in exports from the State of New York and to provide export assistance and facilitate functions within its jurisdiction.

NOW, THEREFORE, the REPP and Ex-Im Bank agree as follows:

1. Scope of Obligations and Duties of REPP. The REPP shall:

- A. Have met the criteria for becoming a REPP as outlined in Appendix A to the satisfaction of Ex-Im Bank in its sole discretion.
- B. Perform the responsibilities of a REPP as outlined in Appendix B.
- C. Perform and cause all its employees, contractors, and agents to perform its duties and conduct all activities with respect to the REP Program and all other Ex-Im Bank Programs in a professional manner consistent with applicable laws, the highest ethical standards and always in a commercially reasonable manner.
- D. Notify Ex-Im Bank promptly and in writing of any material changes in its programs, structure, or mission.
- E. Maintain at least one qualified, trained officer dedicated to promoting Ex-Im Bank Programs.
- F. Notwithstanding anything in this Agreement to the contrary, none of the REPP, any of its employees, contractors and agents shall have any authority, expressed or implied, to bind, commit or otherwise obligate EXIM Bank to any third party in any manner whatsoever or represent itself, express or implied in any manner as an agent of EXIM Bank.
- G. Notwithstanding anything in this Agreement to the contrary, this Agreement shall not be deemed or construed in any manner to constitute any form of partnership, joint venture,

common association, tenancy-in-common or joint tenancy relationship or any other form of legal entity between Ex-Im and the REPP under any applicable state or federal law.

2. Duties of EXIM Bank. EXIM Bank may among other things:

- A. Provide periodic educational and training seminars relating to EXIM Bank Programs and the REP Program
- B. Permit, at the sole discretion of EXIM Bank, the EXIM Bank logo for use on joint marketing materials.
- C. Coordinate direct-mail campaigns.
- D. Provide the REPP with EXIM Bank Program instructions, marketing materials, applications, and related documentation on all EXIM Bank Programs.
- E. Provide support by EXIM Bank's regional office for joint calls, seminar participation and training.
- F. Provide free admission to the EXIM Bank annual conference for one designated REPP representative.

3. Additional Provisions Relating to Applications. The REPP may charge exporters seeking assistance with applications a fee for its services, which may be in addition to those normally charged by EXIM Bank. The REPP shall notify EXIM Bank of its fee schedule and of all changes thereto within thirty (30) days of such a change. The REPP shall, and shall cause each of its employees, contractors, and agents to, notify exporters, in writing, EXIM Bank fees are separate from any fees charged by the REPP. EXIM Bank fees may not be amended, waived, or otherwise modified in any way by the REPP or any of its employees, contractors and agents.

4. Miscellaneous.

- A. The REPP will not pledge or make any exporter any of its reserves or assets available to enhance the credit worthiness or security for a potential transaction or the financial position of such an exporter.
- B. This Agreement may be terminated by either the REPP or EXIM Bank upon not less than thirty (30) days prior written notice to the other party. If not previously terminated pursuant to the prior sentence, this Agreement shall expire on the second anniversary of the date set forth below under EXIM Bank's signature, unless EXIM Bank agrees in writing to extend the terms beyond such date.

**EXPORT-IMPORT BANK OF
THE UNITED STATES**

**DEVELOPMENT AUTHORITY OF THE
NORTH COUNTRY**

(Signature) _____

(Signature) _____

Name: Tamara Maxwell

Name: Carl E. Farone, Jr.

Title: Acting SVP Office of Small Business

Title: Executive Director

Date _____

Date _____

APPENDIX A

CRITERIA FOR BECOMING A REPP

1. Organization must be regional, state, or local economic development organization or World Trade Center, SBDC or similar not-for-profit entity whose mission is to provide export assistance to small businesses.
2. Submit an Annual Report or other formal document that demonstrates the organization's track record of providing export assistance to small businesses. If export assistance is a new function, then a marketing plan or similar formal document may be submitted. This document must demonstrate that your organization has the capacity to fulfill the ongoing responsibilities of this Agreement as stipulated in Appendix B herein.
3. Designate at least one person in your organization to be the EXIM Bank primary day-to-day contact person. This person must Complete EXIM TRAINING ON DEMAND soon after the organization has been approved to participate in the Program.
4. Commit to fulfilling the ongoing responsibilities of REPPs as stipulated in Appendix B of this Agreement.

APPENDIX B

RESPONSIBILITIES OF A REPP

1. Maintain at least one qualified trained officer to promote EXIM Bank Programs.
2. Complete EXIM on Demand Training Modules located @ EXIM.gov.
3. Market EXIM Bank 's small business programs through personal visits, seminars, telephone outreach programs, press releases, mailings, email, and other forms of digital communications.
4. Organize at least 3 EXIM Bank seminars or make a minimum of 3 EXIM Bank presentations per year.
5. Refer Five small business exporters to EXIM Bank per year.
 - Referrals must be reported using the REPP referral tool on the REPP webpage on exim.gov.
 - Referrals can include joint business calls with EXIM Bank regional staff.
6. Assist Regional Offices with customer calling as appropriate:
 - a. Screening potential customers
 - b. Referring calls to regional staff
 - c. Arranging calls for regional staff
 - d. Calling on behalf of regional staff
 - e. Joint calling with regional staff
7. Report seminars and referrals to EXIM Bank headquarters on an ongoing basis via the online REPP seminar and referral tools.
8. Coordinate with EXIM Bank on export promotion activities in their locality in conjunction with other intermediaries, i.e. arranging EXIM Bank seminars, Game Changes, etc.
9. Maintain knowledge of EXIM Bank's small business programs through regular attendance at the REP Program Annual Meeting, Exim Bank Annual Conference, REP Program Quarterly webinars and other EXIM Bank sponsored events and activities.