



**Board Resolution No. 2026-02-01
February 26, 2026**

APPROVING DISPOSITION OF REAL PROPERTY POLICY

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

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

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

Whereas, executive management has reviewed and recommends approval of the Disposition of Real Property Policy without modification.

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

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

Motion by: M. Hall

Seconded by: E. Virkler

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

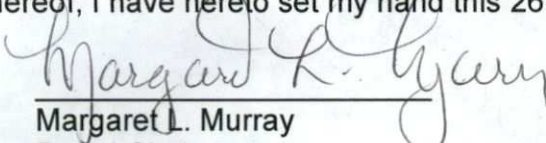
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

* - indicates attendance via videoconference.

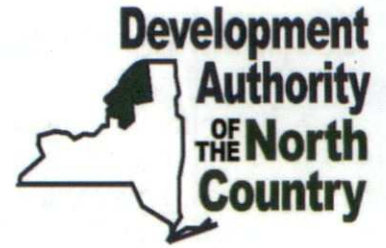
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-01 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: Disposition of Real Property Policy

Adopted: February 26~~7~~, 2026~~5~~

Resolution: 2026~~5~~-02-~~xx01~~

DISPOSITION OF REAL PROPERTY POLICY

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ADOPTED PURSUANT TO SECTIONS 2896 & 2897 OF THE PUBLIC AUTHORITIES LAW

SECTION 1 DEFINITIONS

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

SECTION 2 DUTIES

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

SECTION 3 TRANSFER OR DISPOSITION OF PROPERTY

- A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the Authority. The Authority shall have the right to dispose of its property for any valid corporate purpose.
- B. Custody and Control. The custody and control of Authority property, pending its disposition, and the disposal of such property, shall be performed by the Authority or by the Commissioner of General Services when so authorized under this section.
- C. Method of Disposition. Unless otherwise permitted, the Authority shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Authority

and/or Contracting Officer deems proper. The Authority may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

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

- D. Sales by the Commissioner of General Services (the "Commissioner"). When the Authority shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Authority may enter into an agreement with the Commissioner who may dispose of property of the Authority under terms and conditions agreed to by the Authority and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the Contracting Officer shall be deemed to refer to such Commissioner.
- E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Authority, purporting to transfer title or any other interest in property of the Authority in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
- F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.
1. Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Authority shall be made after publicly advertising for bids except as provided in subsection (3) of this Section F.
 2. Whenever public advertising for bids is required under subsection (1) of this Section F:
 - a. the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 - b. all bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - c. the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and other factors considered; provided, that all bids may be rejected at the Authority's discretion.
 3. Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (1) and (2) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:

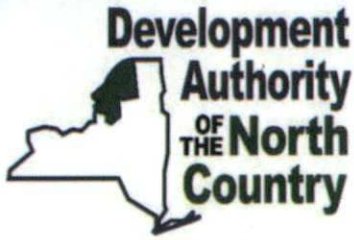
- a. the personal property involved is of a nature and quantity which, if disposed of under subsections (1) and (2) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - b. the fair market value of the property does not exceed fifteen thousand dollars;
 - c. bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - d. the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - e. the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the Authority, the state or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the Authority's enabling legislation permits or other economic development initiatives), the purpose and the terms of such disposal are documented in writing and approved by resolution of the board of the Authority; or
 - f. such action is otherwise authorized by law.
4. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
- a. any personal property which has an estimated fair market value in of fifteen thousand dollars;
 - b. any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (c) through (d) of this subparagraph;
 - c. any real property disposed of by lease if the estimated annual rent over the term of the lease is in excess of fifteen thousand dollars;
 - d. any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
5. Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal and a copy thereof shall be preserved in the files of the Authority making such disposal.

SECTION 4 RECORD OF REVISIONS

Revision Date	Resolution #
March 19, 2015	2015-03-31
March 31, 2016	2016-03-38
March 23, 2017	2017-03-28
March 28, 2018	2018-03-34

February 28, 2019	2019-02-03
May 28, 2020	2020-05-51
February 25, 2021	2021-02-34
February 23, 2023	2023-02-01
February 22, 2024	2024-02-01
February 27, 2025	2025-02-01
February 26, 2026	2026-02-xx

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



Board Resolution No. 2026-02-02
February 26, 2026

APPROVING INVESTMENT POLICY

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

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

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

Whereas, executive management has reviewed and recommends one modification as reflected in the attached the Investment Policy.

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

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

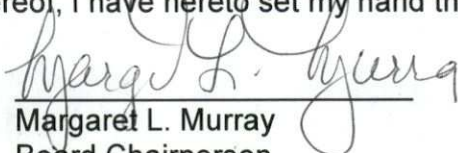
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

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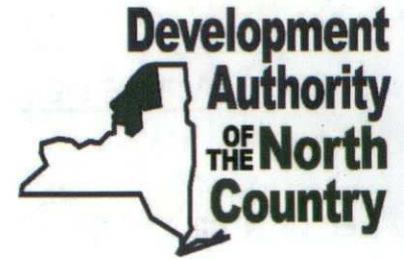
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-02 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: Investment Policy
Adopted: February 26⁷, 2026⁵
Resolution: 2026⁵-xx-xx02-02

INVESTMENT POLICY

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GUIDELINES FOR INVESTMENTS
BY THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

SECTION 1.0 TITLE

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

SECTION 2.0 PURPOSE

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

SECTION 3.0 DEFINITIONS

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

SECTION 4.0 PERMITTED INVESTMENTS

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

1. Obligations of the United States of America or the State;
2. Obligations, the principal and interest of which are guaranteed, or insured by the United States of America or the State;
3. Government Agency Bonds;
4. Bankers' acceptances of, or certificates of deposit or other interest bearing depository accounts issued by, or time deposits with, any bank or trust company or national banking association secured by obligations of the United States or the State, of a market value equal at all times to or greater than the amount of the investment;
5. Repurchase agreements with any bank or trust company, national banking association or government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then-current "List of the Government

Securities Dealers Reporting to the Market Reports Division of the Federal Reserve of Bank of New York"), which agreement is secured by obligations of the United States or the State of a market value equal at all times to the amount of the investment.

6. General obligation bonds or notes of a municipality issued pursuant to the New York State Local Finance Law. Investments will be limited to municipalities located within the Development Authority's service area as defined by statute and are participants in the Solid Waste Management Participation Agreement dated August 26, 1993 and as amended.

SECTION 5.0 SECURITY OF INVESTMENTS

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

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

SECTION 6.0 WRITTEN CONTRACTS AND PROCEDURES

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

1. a written contract is not practical; or
2. there is no regular business practice of executing written contracts with respect to a particular investment or transaction.
3. In situations where there is no written contract for a particular investment, the Development Authority of the North Country shall follow such procedures as are appropriate to protect its financial interest.
4. Such written contracts or procedures shall include provisions so that:
 - a. The Development Authority of the North Country's financial interest in an investment or transaction is secured in an appropriate manner;
 - b. The use, type and amount of collateral or insurance is established;

- c. There is an established method for valuation of collateral and procedures for monitoring such valuation on a regular basis;
- d. There is an established mechanism for the monitoring, control, deposit and retention of investments and collateral including, in the case of a repurchase agreement, that obligations purchased be physically delivered for retention to the Development Authority of the North Country or its agent (which shall not be an agent of the party with whom the Development Authority of the North Country enters the repurchase agreement), unless such obligations are issued in book-entry form, in which case the Development Authority of the North Country shall take such other action as may be necessary to obtain title to, or a perfected security interest in, such obligations. "Open" or continuing agreements shall not be made.

SECTION 7.0 COLLATERAL, INSURANCE AND VALUATION OF COLLATERAL

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

SECTION 8.0 STANDARDS FOR DIVERSIFICATION OF INVESTMENTS

1. Investments of the Development Authority of the North Country shall be reasonably diversified, as shall the investment firms or banks with which the Development Authority of the North Country transacts investment business. This Section 8 shall not be construed so as to mandate absolute diversification in the event that the Board, Executive Director or Chief Financial Officer of the

Development Authority of the North Country considers, in a certain instance, that diversification is not in the best interests of the Development Authority of the North Country.

2. In making permitted investments, selection of investment shall be competitively based except in the case of the purchase of general obligation bonds or notes issued by a municipality that are approved by the Board. A complete and continuous record of all bids or quotes, both solicited and unsolicited, shall be maintained. Not less than three (3), if possible, investment options with similar risk and term should be considered, and the investment should be made in the one offering the highest yield.
3. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented by the Executive Director, Chief Financial Officer or Comptroller of the Development Authority of the North Country. Telephonic communications must be confirmed in writing within a commercially acceptable period of time.

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

1. The Development Authority of the North Country shall transact business only with qualified, certified or licensed investment bankers, brokers, agents, dealers and other investment advisors and agents. The Development Authority of the North Country shall consider the quality, reliability, experience, capitalization, size and any other appropriate factors that, in the judgment of the Development Authority of the North Country, make an individual or firm qualified to transact business with the Development Authority of the North Country on investment matters.
2. Specifically, but without limitation, the following shall be considered qualified:
 - a. As investment bankers, brokers, agents and dealers: any bank or trust company organized under the laws of the State or the United States of America, or any government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then current "List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York").
 - b. As investment advisors: any bank or trust company organized under the laws of the State or the United States of America, and any person, firm or corporation that is: (a) Registered with the Securities and Exchange Commission under the Investment Advisor Act of 1940, (b) Registered with the Secretary of State as an Investment Advisor, and (c) A member in good standing of the Investment Counsel Association of America.
 - c. As Custodian: any bank or trust company organized under the laws of the State or the United States of America.
3. An approved list of dealers may be established by the Board.
4. Investment business may not be transacted with any institution or dealers of which a Board member, a senior Development Authority of the North Country officer, or any other officer or employee of the Development Authority of the North Country authorized to participate in the selection of such institutions or dealers is an officer, director, stockholders, member or partner, if such transaction would violate the prohibitions of Section 73 of the New York Public Officers Law or other applicable provisions of law.

5. Under Title 2 NYCRR Part 201.3, Public Authorities shall separate the investment broker and custodian in only one instance; where the investment is a repurchase agreement.

SECTION 10.0 OPERATIONS AND MANAGEMENT

1. Within the Development Authority of the North Country, the Executive Director approves, in writing, all investment transactions. Purchases of general obligation bonds or notes of a municipality issued pursuant to the New York State Finance Law must be approved in advance by the Board. The Chief Financial Officer or Comptroller executes the approved transactions. The Senior Accountant # tracks, reconciles and records entries to the General Ledger on a monthly basis and reconciles the bank statements on a monthly basis. The Comptroller and/or Deputy Comptroller reviews in detail, the deposits and withdrawals of each of the reconciled bank statements and supporting documentation, on a monthly basis, and approves. Internal investment functions shall be separately maintained. The Executive Director, Chief Financial Officer, and Comptroller are the management staff that has board authorization as bank signatories. The Chief Financial Officer and Comptroller do not have the board authorization to solely make investments.
2. All investment transactions, including (1) the disbursement of Funds for investment, (2) the delivery of securities, and (3) the corresponding receipt of securities or Funds, shall be approved in writing, by the Executive Director, and the actual, approved transfer, completed by the Chief Financial Officer or Comptroller.
3. The Investment Policy hereby prohibits any and all Third Party transactions from any of the Development Authority investment accounts. Inter-company transfers and bond indenture requirements will be permitted.
4. Testing of the investment practices and controls (including proper execution and completion of required documentation) shall be periodically done by the Comptroller, or designee and independent auditors.
5. Collateral should be verified monthly by the Chief Financial Officer or Comptroller, designated for such purpose by the Executive Director.
6. The Investment Policy or policies of the Development Authority of the North Country should be subject to continual review and revised as necessary to reflect changes in market conditions.
7. Review of compliance with Investment Policy and related procedures should be part of the annual certification by independent auditors. This should include confirmation letters from each bank verifying the obligations securing the Development Authority of the North Country deposits.
8. The Investment Manager is required to provide the Finance & Budget Committee with the actual costs associated with managing the Development Authority of the North Country accounts upon request and no more frequently than annually.
9. The Investment Manager is required to disclose the turnover on the Development Authority of the North Country accounts on an annual basis.
10. The Investment Manager is required to provide the Chief Financial Officer with Benchmarks and Index comparisons on a quarterly basis. The Chief Financial Officer shall report such index comparisons to the Board of Directors yearly.
11. The Management Staff is required to complete an annual comparison of costs.

12. The Management Staff is required to review turnover to determine if there is excessive buying and selling which would increase costs.
13. An examination of the market is required every five years to determine if the costs associated with managing the Development Authority of the North Country's accounts is in line.

SECTION 11.0 ANNUAL AUDIT OF INVESTMENTS

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

SECTION 12.0 INVESTMENT MANAGER REPORTS

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

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

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

SECTION 13.0 PUBLIC AUTHORITY REPORTING INFORMATION SYSTEM REPORTING

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

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

part of any other annual report that the Development Authority of the North Country is required to make.

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

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

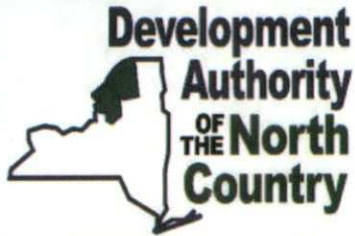
1. The Investment Policy is intended for the guidance of the Board, officers and employees of the Development Authority of the North Country only, and nothing contained herein is intended or shall be construed to confer upon any person, firm or corporation any right, remedy, claim or benefit under, or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

SECTION 15.0 EFFECTIVE DATE; ANNUAL REVIEW

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

SECTION 16.0 RECORD OF REVISIONS

Revision Date	Resolution #
March 19, 2015	2015-03-30
March 31, 2016	2016-03-37
March 23, 2017	2017-03-24
March 28, 2018	2018-03-31
February 28, 2019	2019-02-01
May 28, 2020	2020-05-49
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February 27, 2025	2025-02-02
February 26, 2026	2026-xx-xx



Board Resolution No. 2026-02-03
February 26, 2026

APPROVING PROCUREMENT POLICY

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

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

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

Whereas, executive management has reviewed and recommends modification as reflected in the attached Procurement Policy.

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

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

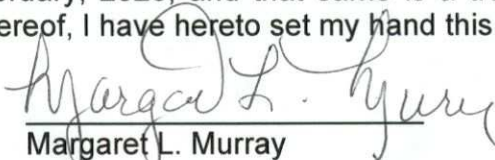
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

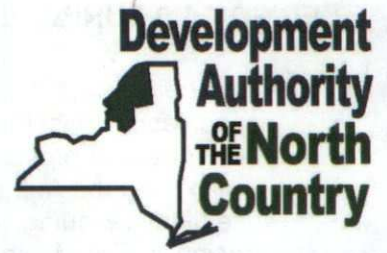
* - indicates attendance via videoconference.

* - 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. 2026-02-03 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson



Subject: Procurement Policy
Adopted: February 26~~7~~, 202~~65~~
Resolution: 202~~65~~-02-~~xx~~03

PROCUREMENT POLICY

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SECTION 1.0 PURPOSE

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

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

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

SECTION 2.0 DEFINITION OF TERMS

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

1. "Act" shall mean the Development Authority of the North Country Act found at Title 29, Article 8 of the New York State Public Authorities Law.
2. "Authority" shall mean the Development Authority of the North Country.
3. "Competitive Basis" shall mean the utilization of any of the competitive procurement methods enumerated in Section 3.1 of this Policy.
4. "Contract for Professional Services" shall mean any written agreement for services involving the exercise of discretion, knowledge or expertise that are performed for fee, commission or other compensation by persons or organizations, not providing such services in their capacities as an Officer or employee of the Authority. Professional Services include, but are not limited to, legal, accounting, management consulting, investment banking, financial services, insurance, planning, training, statistical research, public relations, architectural, engineering, surveying or any other services of a consulting, technical or professional nature.
5. "Contractor" shall mean any contractor, consultant or vendor who enters into a Procurement Contract to provide goods, materials, equipment or services to the Authority.
6. "Exempt Contracts" shall mean any written agreement for goods or services for which a procurement process is impractical and may be awarded on other than a competitive basis. Such exempt contacts may include services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.
7. "Minority-Owned Business Enterprise" shall have the same meaning ascribed thereto by Article 15-A of the Executive Law, as same may be amended.
8. "New York State Business Enterprise" shall mean a business enterprise, including a sole proprietorship, partnership, or corporation, which offers for sale or lease or other form of

exchange, goods which are substantially manufactured, produced or assembled in New York State, or services which are substantially performed within New York State. For purposes of construction services, a New York State Business Enterprise shall mean a business enterprise, including a sole proprietorship, partnership or corporation, which has its principal place of business in New York State.

9. "New York Resident" shall mean a natural person who maintains a fixed, permanent and principal home located within New York State and to which such person, whenever temporarily located elsewhere, always intends to return.
10. "Officer" shall mean any person so defined in the By-Laws of the Authority.
11. "Procurement Contract" shall mean any written agreement to which the Authority is a party for the acquisition of goods or services of any kind, including construction and public works.
12. "Procurement Policy" shall mean the Procurement Policy of the Authority that is developed and authorized by the Board of Directors of the Authority.
13. "Service-Disabled Veteran-Owned Business" shall have the same meaning ascribed thereto by Article 3 of the Veterans' Services Law, as same may be amended.
14. "Small Business" shall have the same meaning ascribed thereto by Article 15-A of the Executive Law, as same may be amended, and shall include a business which has a significant business presence in the State of New York, is independently owned and operated, not dominant in its field and employs, based on its industry, a certain number of persons as determined by the Director of the Division of Minority and Women's Business Development, but not to exceed three hundred, taking into consideration factors which include, but are not limited to, Federal small business administration standards pursuant to 13 CFR part 121 and any amendments thereto.
15. "Women-Owned Business Enterprise" shall have the same meaning ascribed thereto by Article 15-A of the Executive Law as same may be amended.

SECTION 3.0 COMPETITIVE PROCUREMENT METHODS

- 3.1 All procurements of goods and services shall be made by the Authority on a Competitive Basis except as otherwise provided in this Policy. The competitive methods used to make procurements shall include:
- A. **Centralized Contracts**. Services, goods or materials may be obtained through contracts or other arrangements of the New York State Office of General Services or the United States General Services Administration or contracts or other arrangements of local government provided that the procurement complies with applicable procurement laws, regulations and guidelines for the use of such contracts.
 - B. **Comparative Pricing**. Solicitation and compilation of qualified potential contractor quotes and comparative analysis of the cost of each good, material or service required.
 - C. **Sealed Competitive Bid**. Solicitation of sealed price bids by invitation and advertising for specified services (other than Professional Services), goods, materials, to be awarded to the lowest responsible bidder after the submission of a responsive bid.
 - D. **Requests for Proposals**. Solicitation of specific proposals for services and materials to determine the proposer's understanding of identified financial, organizational, logistical and technical requirements. Request for Proposals may also be used when there are problems

detailing elements of performance including techniques and procedures as well as prices. Award of a Procurement Contract using this method is made on the basis of a formal evaluation of the qualifications of the proposers and the characteristics, quality and cost of such proposals.

E. Other Competitive Method. Any other competitive method of procurement that is consistent with the purposes of this Policy.

- 3.2** For every contract awarded pursuant to sealed competitive bids, the Authority shall maintain procedures designed to ensure that the contract is awarded to the lowest responsible bidder submitting a bid that meets the specifications. In determining responsibility, staff shall consider factors such as financial responsibility, reliability, skill, past performance by the contractor on Authority projects, judgment and integrity. The written procedures shall further require, among other things, that: (i) to the extent required by law, there be separate specifications for major categories for work; (ii) all advertisements for sealed bids be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; and (iii) the rationale for awarding the contract to other than the apparent low bidder be documented and retained in the procurement file.
- 3.3** For every contract awarded pursuant to a request for proposal process, the Authority shall maintain procedures governing the solicitation, evaluation and selection of consultants and contractors designed to ensure that the contract is awarded to a responsible contractor evidencing proven experience with projects of the scope, magnitude and complexity of the type that are the subject of the contract and that the contractor has the ability to perform all work required in a professional and timely manner. The written procedures shall require, among other things, that: (i) there be a written request for proposals setting forth the criteria and standards upon which the award is to be based; (ii) the notice of request for proposals be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; (iii) the rationale for awarding the contract be documented and retained in the procurement file; and (iv) any competitive negotiations with a proposer be in the best interests of the procurement and documented in the procurement file.
- 3.4** The Authority shall, in addition to the procedures required above, maintain written procedures for any other method of competitive procurement to be used by the Authority. These procedures shall, among other things: (i) identify the category of procurement to which the procedure relates; (ii) ensure reasonable competition given the cost and type of procurement; and (iii) require written documentation of the rationale for awarding the procurement.
- 3.5** The Authority shall implement and maintain a procedure for reviewing inquiries from unsuccessful bidders and proposers. Such process shall ensure that unsuccessful bidders and proposers are treated in a fair and equitable manner.

SECTION 4.0 NON-COMPETITIVE PROCUREMENT METHODS

- 4.1** The Authority, subject to the provisions of Section 4.2 of this Policy, shall not be required to use a competitive method of procurement in the following instances:
 - A. Emergency Purchase.** In the case of an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting property or other interests of the Authority, or the life, health or safety of persons require immediate action, the Executive Director or his or her designee may authorize the procurement on other than a competitive basis. For each such procurement, there shall be a written record setting forth the basis for concluding that there was an emergency and the methods used to identify the selected contractor.

- B. Discretionary Purchases - SB/MWBE/SDVOB. In accordance with New York State Procurement Guidelines, the Executive Director, or designee, of the Authority may authorize the purchase of commodities or services from Small Business concerns, certified Minority or Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, or commodities or technology that are recycled or remanufactured, in an amount not exceeding the threshold established per State Finance Law §163-6 without a formal competitive process.
- C. Discretionary Purchases – Small Purchases. The Authority may purchase commodities or services costing less than fifteen thousand dollars (\$15,000), in the aggregate per vendor during the fiscal year, without requiring competitive quotations.
- D. Preferred Sources. Goods or materials may be obtained from any provider which has been afforded Preferred Source status in accordance with Section 162 of the State Finance Law, such as the New York State Department of Correctional Services Division of Industries-Corcraft, Industries of the Blind of New York State, New York State Industries for the Disabled and New York State Office of Mental Health, which, by law, are exempt from competitive bidding or similar requirements.
- E. Single Source: A procurement in which, even though two or more firms can supply the required commodities or services, the Executive Director, or designee, upon written findings setting forth the material and substantial reasons therefore, may award the contract to one offerer over the other. For each such procurement, there shall be documented in the procurement record the circumstances leading to the selection of the vendor, including the alternatives considered, the rationale for selecting the specific vendor, and the basis upon which it determined the cost was reasonable (State Finance Law § 163(h)).
- F. Sole Source. A procurement in which only one offerer is capable of supplying the required commodities or services (State Finance Law § 163 (g)). The Executive Director, or designee, may authorize the award of a contract for that commodity or service on other than a competitive basis. A written record shall be made of the facts supporting such a sole source determination.
- G. Exempt Contracts. Other types of goods or services for which a competitive procurement process is impractical may be solicited on other than a competitive basis. Such exempt contacts may include; services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.
- 4.2 All procurements made pursuant to this Section shall be done in accordance with law and in furtherance of the purposes enumerated in Section 1.0 of this Policy. In addition, even if procurements need not be made on a competitive basis under this Policy, the Authority will seek competition to the maximum extent practicable under the circumstances.

SECTION 5.0 MONETARY THRESHOLDS FOR PROCUREMENT METHODS

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

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

SECTION 6.0 PUBLICATION REQUIREMENTS FOR PROCUREMENT METHODS

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

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

B. Contracts \$50,000 or More. In the case of Procurement Contracts in the actual or estimated amount of fifty thousand dollars (\$50,000) or more, the Authority will place a notice of all such opportunities in the New York State Contract Reporter and shall post the full bid/proposal documents on the Authority’s website for downloading.

The link to the NYS Contract Reporter is: <https://www.nyscr.ny.gov>
The link to the Authority’s bid listings is: <https://www.danc.org/bids>

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

SECTION 7.0 REQUIREMENTS REGARDING THE SELECTION OF PROCUREMENT CONTRACTORS

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

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

7.2 Contracts for Construction. The award of construction contracts by the Authority will require contracts to be awarded pursuant to Competitive Bids. The award of separate contracts for the major categories of work, i.e., general contracting; plumbing; electrical, and heating, ventilating, and air conditioning, may be required. The Authority shall select its construction contractors competitively unless the Procurement Contract is an Exempt Contract or is made using any of the following Source Selection Methods: Emergency Contract or Sole Source. All Public Works Contracts will require compliance by contractors and subcontractors with the provisions of the Labor Law requiring the payment of prevailing wage rates. In addition, contractors and subcontractors shall provide updated NYSDOL certificates of registration pursuant to Article 8 of the State Labor Law, Section 220-i, as same may be amended.

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

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

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

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

Contracts, Emergency Contracts, Preferred Source, Discretionary Purchases, Single Source or Sole Source.

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

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

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

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

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

1. Establish appropriate goals for participation of Minority and Women-Owned Business Enterprises in Procurement Contracts and for the utilization of Minority and Women-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with Article 15-A of the Executive Law, as same may be amended.
2. Solicit offers from Minority and Women-Owned Business Enterprises known to have experience in the area of the goods or service to be provided on Procurement Contracts in accordance with Article 15-A of the Executive Law, as same may be amended.
3. Provide notice of any procurement to appropriate professional organizations that serve Minority and Women-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.

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

7.7 Promotion of Service-Disabled Veteran-Owned Business Enterprises. It is the goal of the Authority to (a) promote and assist participation by Certified Service-Disabled Veteran-Owned Business Enterprises in competition for Procurement Contracts and to (b) award a fair share of Procurement Contracts to Certified Service-Disabled Veteran-Owned Business Enterprises. All Procurement Contracts, where required, shall be in compliance with Article 3 of the Veterans' Services Law, as same may be amended.

- A. In furtherance of the above, and to promote the use of Certified Service-Disabled Veteran-Owned Business Enterprises in Procurement Contracts, the Authority shall:
1. Establish appropriate goals for participation with Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with Article 3 of the Veterans' Services Law, as same may be amended.
 2. Solicit offers from Service-Disabled Veteran-Owned Business Enterprises known to have experience in the area of goods or service to be provided on Procurement Contracts in accordance with Article 3 of the Veterans' Services Law, as same may be amended.
 3. Provide notice of any procurement to appropriate professional organizations that serve Service-Disabled Veteran-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.
 4. Consult any list maintained by any State agency or department known to the Authority, including the Office of General Services, which identifies Service-Disabled Veteran-Owned Business Enterprises by area of expertise and shall contact appropriate Certified Service-Disabled Veteran-Owned Business Enterprises listed therein to solicit their offers.

5. Designate appropriate staff to oversee the Authority's programs established to promote and assist: (1) participation by Service-Disabled Veteran-Owned Business Enterprises in the Authority's procurement opportunities and facilitation of the award of procurement contracts to such enterprises; (2) the utilization of certified Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having procurement contracts with the Authority; and (3) the utilization of partnerships, joint ventures or other similar arrangements between certified Service-Disabled Veteran-Owned Business Enterprises and other entities having procurement contracts with the Authority. Such staff shall be familiar with the procurement of the types of construction, financial, legal or professional services utilized by the Authority either directly or through their designees participation in the procurement process.
 6. Establish requirements to conduct procurements in a manner that will enable the Authority to achieve the maximum feasible portion of the goals established pursuant to subsection A.1 above.
- 7.8 Promotion of New York State Business Enterprises and New York State Residents.** It is the goal of the Authority to promote the participation of New York State Business Enterprises and New York State Residents in Procurement Contracts. Accordingly, the following procedures shall apply:
- A. The Authority shall collect and consult the specifications of New York State Business Enterprises in developing specifications for any Procurement Contract for the purchase of goods where possible, practicable, feasible and consistent with open bidding.
 - B. The Authority shall include in all bid documents provided to potential bidders a statement that information concerning the availability of New York State subcontractors and suppliers is available from the New York State Department of Economic Development and it is the policy of New York State to encourage the use of New York State subcontractors and suppliers.
- 7.9 Approval and Annual Review of Certain Contracts.** The Authority may enter into Procurement Contracts for Professional Services for periods of longer than one year in accordance with this Policy provided such contractors are presented to the Board of the Authority for approval and reviewed annually as part of the approval of the Annual Report on Procurement Contracts. Such Procurement Contracts may also be terminated by the Board of the Authority.
- 7.10 Budget.** The Authority Board of Directors shall approve budgets on an annual basis. The Authority shall not enter into a Procurement Contracts where budgeted funds are not available.
- 7.11 Limitations on Contracts with Former Officers and Employees.** The Authority shall not enter into a Procurement Contract with a former Officer or employee of the Authority or any entity in which such Officer or employee has an interest (including a position of employment with such entity) unless there has been compliance with the applicable provisions of the Public Officers Law.

SECTION 8.0 STANDARD PROVISIONS FOR PROCUREMENT CONTRACTS

- 8.1 Procurement Contracts for Professional Services.** Procurement Contracts for Professional Services shall detail the scope of services to be performed and the time frame for performance, the monitoring or reviewing of that performance by Authority personnel and, where appropriate, any permitted use of Authority supplies, facilities or personnel. Such contracts shall also state the compensation for the services, the schedule of payment, the pre-conditions for receiving

payment from the Authority, procedures for termination of the contract and any other provisions deemed necessary or appropriate for each particular Contract.

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

SECTION 9.0 REPORT ON PROCUREMENT CONTRACTS

- 9.1 Within ninety (90) days after the end of its fiscal year, the Authority shall prepare a report on Procurement Contracts pursuant to Public Authority Law 2879. Such a report may be a part of any other annual report that the Authority is required to make, such as the Public Authorities Reporting Information System (PARIS) report. The Authority Chief Financial Officer and Procurement Coordinator are responsible for completing and submitting the PARIS report to the Office of the State Comptroller and the Authority Budget Office. The report shall include:
 - A. A copy of the Procurement Policy of the Development Authority of the North Country,
 - B. An annual report on procurement contracts which is available to the public.
 - C. An annual report explaining this Policy on Procurement Contracts and any amendments hereto.
 - D. Any other reports required by law.
- 9.2 **Availability to Public.** Copies of the annual report on Procurement Contracts shall also be available to the public on the Authority's website or upon reasonable request at the Authority's main office.

9.3 Pursuant to PAL 2879-A and NYCRR 206.3, the Authority is required to submit a report to the Office of the State Comptroller annually within 30 days prior to the end of its fiscal year. The report will include a description of every eligible contract and eligible contract amendment which the Authority reasonably anticipates awarding in the following fiscal year. This requirement relates specifically to Authority contracts in excess of one million dollars (\$1,000,000) which are awarded noncompetitively or which are to be paid in whole or part from monies appropriated by the State of New York.

SECTION 10.0 MISCELLANEOUS PROVISIONS

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

SECTION 11.0 RECORD OF REVISIONS

Revision Date	Resolution #
March 19, 2015	2015-03-32
March 31, 2016	2016-03-39
March 23, 2017	2017-03-27
March 28, 2018	2018-03-33
February 28, 2019	2019-02-02
May 28, 2020	2020-05-50
February 25, 2021	2021-02-36
February 23, 2023	2023-02-03
February 22, 2024	2024-02-03
February 27, 2025	2025-02-03
February 26, 2026	2026-02-xx



Board Resolution No. 2026-02-04
February 26, 2026

**PURCHASE CARD 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, the Purchase Card Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, executive management has reviewed and recommends minor modifications as reflected in the attached Purchase Card Policy.

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

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

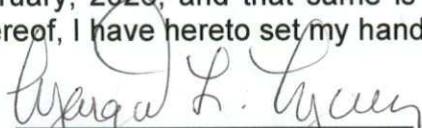
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

* - indicates attendance via videoconference.

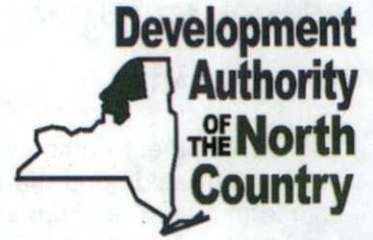
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-04 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: Purchase Card Policy
Adopted: ~~February 26, 2026~~ December 14, 2017
Resolution: ~~2026-02-xxx17-12-113~~

PURCHASE CARD POLICY

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SECTION 1.0 SUMMARY & OBJECTIVES

1.1 SUMMARY

The Development Authority of the North Country Purchase Card Program is designed to facilitate the purchase of selected goods and materials from Vendors that the Authority will not make regular purchases from in the course of a year or from vendors whose only method of payment is through a credit card. The Authority will establish a customer account with Vendors that will be used on a regular basis. The Authority shall maintain a written procedure consistent with this Policy concerning the appropriate use of Authority issued Purchasing Cards. Such procedures shall be developed by the Finance Division and recommended to the Executive Director for approval.

1.2 OBJECTIVES

Provide users with an efficient means to address Authority purchasing requirements. The Development Authority Purchase Card will be used primarily with merchants who require credit card payments or for one time purchases. The Authority will establish a customer account with the majority of its vendors. It is the Authority's intent to limit use of Purchase Cards to the greatest extent possible.

SECTION 2.0 EMPLOYEES AUTHORIZED TO USE PURCHASE CARDS

The Executive Director shall authorize issuance of Authority purchasing cards. The card will identify the eligible employee, by name, and indicate that the card is issued by a Tax-Exempt NYS Government Agency. The cards will not identify the Development Authority of the North Country. No Purchase Cards will be issued to probationary employees.

SECTION 3.0 CARDHOLDER PURCHASING LIMITS

Each cardholder is assigned an available credit limit and also a single transaction limit which restricts the amount of any single purchase made by the cardholder. The division manager will review purchasing limits and the purchase card policy with the cardholder. Cardholders will be required to sign the Purchase Card Policy Acknowledgement form indicating their acceptance of these terms (attached as Appendix A).

Use of the purchase card by employees other than the authorized cardholder is strictly prohibited. Violation of this practice may result in the revocation of the card and other disciplinary action as appropriate, up to and including termination and/or criminal prosecution.

SECTION 4.0 CARDHOLDER ACKNOWLEDGEMENT OF CREDIT CARD RECEIPT

All employees authorized to use Purchase Cards will be required to sign a Purchase Card Receipt/Cancellation form (attached as Appendix B). The cardholder is given the original signed receipt and a copy is filed by the Accountant I. The cardholder will sign the back of the credit card and call the 800 phone number to activate the credit card.

SECTION 5.0 CARDHOLDER RESPONSIBILITIES

5.1 When making purchases with the purchasing card, the cardholder should:

1. Understand the Authority's procurement policy.

2. The funding source and evidence of availability of funds shall be determined. If it is determined that the purchase cannot be funded in the budget, an internal budget modification request can be completed to fund such procurement or additional board approval may be required.
3. Be able to substantiate the reasonableness of price for purchased items.
4. Purchase only the number of items, at the quantity and quality needed for appropriate Authority use.
5. Be knowledgeable about individual card limits and do not attempt to make purchases in excess of the single transaction limit.
6. Ensure that a fully authorized purchase order has been created per the "Purchase Card Transaction Procedure."

5.2 In addition, cardholders should:

1. Not split an order just to use the procurement card when the purchase price will exceed the per transaction limit.
2. Not give their card or account number to anyone else other than the vendor from whom they are making the purchase.
3. Use the card only for legitimate Authority business purposes.
4. Maintain the card in a secure location at all times.
5. Not accept cash in lieu of a credit.
6. Immediately notify the credit card company and the ~~Senior Accountant~~ ~~Accountant I~~ of a lost or stolen card.
7. Return the card to the ~~Senior Accountant~~ ~~Accountant I~~ upon terminating employment.
8. Ensure credits for reported disputed items or billing errors appear on a subsequent statement.
9. Attempt to resolve disputes or billing errors directly with the vendor and notify the credit card company if the dispute or billing error is not satisfactorily resolved.

SECTION 6.0 RESTRICTED PURCHASES

The Purchase Card **CANNOT** be used as payment for the following items:

- Alcoholic Beverages
- Cash Advances
- DEA Controlled and/or Illegal Substances
- Personal Expenses

USE OF THE PURCHASE CARD FOR SUCH PURPOSES WILL RESULT IN REVOKING OF PRIVILEGES AND MAY INCLUDE APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT AND CRIMINAL PROSECUTION.

All Purchase Cards have various restrictions as to the category of merchant. Certain types of merchants are unable to accept the card for payment. These restrictions are reviewed on an annual basis and may be amended from time to time with approval of the Comptroller.

SECTION 7.0 MASTER ACCOUNT CHANGES

The following are authorized to act on behalf of the Authority to modify the master account:

- Executive Director
- Chief Financial Officer
- Comptroller
- Senior Accountant Accountant I

All changes to the Master Account must be requested through one of these persons and approved by the Executive Director, Chief Financial Officer or Comptroller.

SECTION 8.0 ANNUAL REVIEW

The Purchase Card Policy will be reviewed on an annual basis and amended as appropriate by the Board of Directors. Annually, the Comptroller shall review the following items:

1. The number of outstanding Purchase Cards
2. Purchase Card Limits ~~and Transaction History~~

~~The Merchant Category Code (MCC)~~

The ~~Senior Accountant Accountant I~~ shall maintain a schedule of Authority issued purchase cards with associated limits. The Senior Accountant is responsible to collect and close any purchase cards upon terminating employment employee termination.

SECTION 9.0 REVISIONS

Revision	Date	Description of changes	Requested By
0	10/25/2010	Initial Release	
1	8/21/2015	Loaded into OnBase	LRT
2	12/14/2017	Removed Procedural sections from the Policy document to separate policy from procedures.	LRT
3	7/10/2024	Removed Compliance Officer as a cc on Appendix A. Added Chief Financial Officer to Section 7.0	DMC
<u>4</u>	<u>01/29/2026</u>	<u>Updated Accountant title throughout policy and updated Section 8.0 to correspond to current processes.</u>	<u>DML</u>

References:

~~OGS Bulletin "Procurement Card Guidelines"~~

~~<http://www.ogs.state.ny.us/purchase/pdfdocument/creditcardguidelines.pdf>~~

~~NYS Office of the State Comptroller, Bulletin Number G-196 "Small Dollar Purchases."~~

APPENDIX A

PURCHASE CARD POLICY ACKNOWLEDGEMENT

Certain employees of the Development Authority of the North Country are issued Purchase Cards in order to more efficiently carry out their assigned job duties. Use of the Purchase Card is subject to change upon the order of Authority management.

Use of Authority Purchase Cards is strictly limited to the Authority's Purchase Card Policy and associated procedures. The undersigned acknowledges receipt of a copy of such policy. Further, the employee acknowledges that _____ (name of manager) has reviewed the Purchase Card Policy in detail with the undersigned.

Violation of the Purchase Card Policy may result in revocation of the card and other disciplinary action as appropriate, up to and including termination and/or criminal prosecution.

The undersigned acknowledges the above statements:

Employee

Manager

Date

Date

Executive Director

Date

Transaction Limits:

Single Transaction Limit: \$ _____

Card Limit: \$ _____

CC: Senior Accountant †

APPENDIX B

PURCHASE CARD RECEIPT / CANCELLATION FORM

Cardholder's Name	Credit Card Number	Expiration Date	Credit Card Limit	Single Transaction Limit

Purchase Card Receipt Cancellation/Expired

Date Rec'd / Cancelled: _____

Senior Accountant

Cardholder's Signature

Witness (Required for Cancellation)



Board Resolution No. 2026-02-05
February 26, 2026

TRAVEL AND MISCELLANEOUS EXPENSE 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. 2007-03-21**, the Board approved the initial Travel and Miscellaneous Expense Policy, and

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

Whereas, Executive Management has reviewed and recommends modification as reflected in the attached Travel and Miscellaneous Expense Policy.

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

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

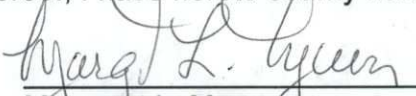
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Absent**

* - indicates attendance via videoconference.

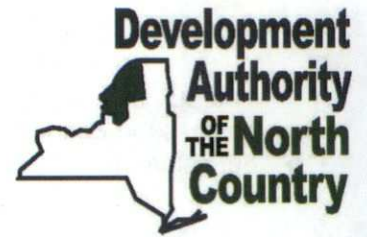
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-05 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

Development Authority of the North Country



Subject: Travel & Miscellaneous Expense Policy
Adopted: February 26, 2026
Resolution: 2026-O2-XX

TRAVEL & MISCELANEOUS EXPENSE POLICY

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SECTION 1.0 GENERAL POLICY

- 1.1 The purpose of this policy is to provide for 1) reimbursement of allowable travel expenses incurred when business is conducted away from the Development Authority of the North Country ("Authority") official duty station; and 2) reimbursement of certain other expenses.
- 1.2 This policy applies to the Board of Directors and all employees of the Authority.
- 1.3 Only business expenses, which are determined to be reasonable and necessary, will be eligible for reimbursement.
- 1.4 A traveler is in travel status and eligible for reimbursement of travel expenses when on official business more than 100 miles from both the official station and place of residence. The official station is the employee's primary work location as designated by the Authority.
- 1.5 Travelers are required to obtain advance approval for any overnight travel deemed necessary for the conduct of Authority business utilizing the Travel and Training Authorization Form. Such approval must be obtained from the Chairperson for travel by Board Members and the Executive Director. The Executive Director and/or their designee approves travel by all other employees. The approved electronic Travel and Training Authorization Form will be retained electronically in OnBase, along with electronic copies of any supporting documentation such as registration form, airline rates, GSA per diem rates for lodging, meals, etc.
- 1.6 Employees are required to obtain advance approval before attending any conferences, workshop, or seminar. The Travel and Training Authorization Form shall be used for such requests that require Authority funds or employee reimbursement, the Authorization Form will require prior electronic approval by the Executive Director and/or their designee before such funds are spent. Estimated expenses should assume worst case scenario for costs and include all expected expenses associated with such training, including any overnight travel costs. The approved electronic form will be retained electronically in OnBase, along with electronic copies of any supporting documentation such as conference, workshop, or seminar registration form and description.
- 1.7 Advanced approval for miscellaneous expenses is required to obtain reimbursement. Requests for such reimbursements require Chairperson approval for Board Members or the Executive Director. Reimbursements for all other employees require approval by the Executive Director and/or their designee. The completed and approved Miscellaneous Expense Authorization Form is required in order to obtain reimbursement. The approved electronic copies will be retained in OnBase, along with electronic copies of any supporting documentation.
- 1.8 To obtain reimbursement, all reimbursement requests must include an Expense Reimbursement Form submitted electronically with receipts and such supporting documentation as required by this policy. Reimbursement requests must be submitted for reimbursement to the immediate manager on a monthly basis for expenses totaling over fifty dollars and on a quarterly basis for expenses totaling under fifty dollars. In an effort to reimburse staff for expenses incurred for official Authority business as soon as practicable, staff may request reimbursement as soon as the expenditure has been incurred.
- 1.9 Expenses incurred for Authority business within New York State are exempt from state and local sales and use tax. When traveling within this State, travelers must complete Form ST-129, Exemption Certificate, for tax on occupancy of hotel rooms ([ST-129 Form](#)). New York State and local sales taxes will not be reimbursed for room occupancy.
- 1.10 The traveler is responsible for the accuracy and completeness of any travel expense documentation submitted. Such requests should include the following information:
 - a. distance traveled,

- b. points of travel (to – from),
- c. purpose of travel,
- d. dates of trip,
- e. itemized listing of expenditures, with receipts (as required), and
- f. such other supporting documents as necessary.

1.11 The Expense Reimbursement Form, available in OnBase, shall be utilized by employees. For Board members, the Board of Directors Expense Form shall be used. The approved Expense Reimbursement Forms will be retained in OnBase, along with electronic copies of any supporting documentation.

SECTION 2.0 IN-SERVICE AREA TRAVEL (NON-TRAVEL STATUS)

When an employee is assigned to work at an alternate work location which is 100 miles or less from his or her official station and place of residence, the employee is not considered to be in travel status, but rather is considered to be traveling in proximity of his or her official station.

2.1 MILEAGE

- a. When traveling in proximity of home or official station, an employee using a personal vehicle, is, as outlined below, entitled to reimbursement of transportation expenses associated with travel:
 - from home to an alternate work location
 - between the official station and an alternate work location
 - between alternate work locations
 - from an alternate work location to the employee's home
- b. When travel is from an employee's home to an alternate work location, or from an alternate work location to home, transportation expenses will be reimbursed using the lesser of (1) mileage between the employee's home and the alternate work location, or (2) mileage between the employee's official station and the alternate work location, times the Internal Revenue Service mileage reimbursement rate. This reimbursement method is called the "lesser of mileage rule." When travel is between an employee's official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, times the Internal Revenue Service mileage reimbursement rate.
- c. Reimbursement for transportation costs between the official station and the traveler's residence is not allowed, except in the case of designated vehicles, as detailed by the Fleet Management Policy.

2.2 MEALS

- a. Employees traveling within a 100 mile radius of their official work stations, on Authority business, will be entitled to mileage or use of an Authority vehicle, but will not be eligible for meal reimbursement, except as provided in Section 2.2 (b), (c), or (d).
- b. Employees traveling for external staff development or training required by the Authority will be reimbursed a meal allowance equal to the per diem per meal for breakfast, lunch and/or dinner found on the United States General Services Administration (GSA) website ([Meal Allowance Breakdown](#)).
- c. Employees called out to respond to emergency alarms, repairs or customer service during non-scheduled work hours may request appropriate meal reimbursement upon the approval of the Executive Director and/or their designee.
- d. At the discretion of Authority management, working lunches may be scheduled from time to time at the convenience of the Authority. Working lunches may be reimbursed when there is a documented

business purpose for such a meal. Such approval must be obtained in advance, as provided herein, and be documented by the completion of the Working Lunch Authorization Form.

Reimbursement for any working lunch must be approved in advance, unless in emergency situations where verbal or written pre-approval is obtained by the Executive Director and/or their designee. The Working Lunch Authorization Form is required in order to obtain reimbursement. Requests require approval by the Executive Director and/or their designee. The approved electronic Working Lunch Authorization Form will be retained in OnBase, along with electronic copies of any supporting documentation, such as quotes. A copy of the approved Working Lunch Authorization Form must be attached to the requisition documentation that is prepared by the Authority for the working lunch.

SECTION 3.0 OUT OF SERVICE AREA TRAVEL STATUS

3.1 MEALS

- a. When in travel status, travelers will be reimbursed for breakfast when travel begins at least one hour before their normal work starting time, and for dinner when returning home at least two hours after their normal work ending time. The per diem meal allowance breakdown for breakfast, lunch and/or dinner can be found on the United States General Services Administration (GSA) website ([Meal Allowance Breakdown](#)). Different meal allowances are based on location. Locations can be found on the GSA website ([Per Diem Rates](#)). Employees should not use the GSA "First & Last Day of Travel" rate. Employees traveling on the first and last day of travel will be reimbursed the per diem rates that apply, including the Meals & Incidentals (M&IE) total if they meet the stated start time on the first day of travel and/or return time on their last day of travel.
- b. Employees traveling for business activities beyond the 100 miles from their official duty station and place of residence may qualify to be reimbursed for breakfast, lunch and dinner and will be reimbursed a per diem meal allowance equal to the Meals & Incidentals (M&IE) total found on the United States General Services Administration (GSA) website ([Meal Allowance Breakdown](#)).
- c. Employees called out to respond to emergency alarms, repairs or customer service during non-scheduled work hours may request appropriate meal allowance upon the approval of the Executive Director and/or their designee.
- d. The Executive Director has the authority to grant per diem advances.

3.2 LODGING

- a. The Authority uses the per diem rates for travel reimbursement that have been established by the United States General Services Administration (GSA), which is consistent with the policy of the New York State Office of the State Comptroller (OSC) ([NYS Office of State Comptroller](#)). The maximum travel per diem rates for the continental United States are available at the GSA Office of Government-wide Policy Website ([Per Diem Rates](#)).

The Authority will utilize the GSA standards. When the GSA standards change, the Authority's policy will remain consistent with the GSA standards.

In the event the OSC establishes reimbursement rates or standards different from the GSA, the OSC guidelines will be the basis of the Authority policy.

The Executive Director may grant a waiver to these rates if there are circumstances that justify the need to exceed these rates.

- b. In cases where a substantial number of Board Members may be engaged in overnight travel, a budget shall be put together in advance, and authorized by the Board of Directors.
- c. Employees called out to respond to emergency alarms, repairs or customer service during non-scheduled work hours may request appropriate lodging reimbursement upon the approval of the Executive Director and/or their designee
- d. Reimbursement is limited to room, parking, and meals. Hotel receipts for overnight travel must be submitted to substantiate the reimbursement. Business and personal phone calls should be made using the employee's cell phone.
- e. Expenses for a spouse, family members or friends who accompany the employee are not reimbursable. Any incremental expenses resulting from a guest (i.e., increased room charge over single occupancy, additional meal charges) must be deducted from the expense reimbursement report.
- f. An exemption certificate for tax on occupancy of hotel rooms must be presented upon check-in (ST-129 Form). New York State sales and use taxes will not be permitted.

3.3 TRANSPORTATION

- a. Travel should be by the most efficient and cost-effective method of transportation available. All travel assignments shall be scheduled to minimize expenses whenever possible.
- b. Actual travel costs will be reimbursed from origin to destination, in accordance with the following guidelines:
 1. Personal Automobile: When possible, designated or pool vehicles (see Fleet Management Policy) shall be used for travel. Mileage for use of a personal automobile while traveling for Authority business will be reimbursed using the latest IRS standard mileage rate (Publication 463). This mileage rate covers gasoline, oil, maintenance, repairs, insurance and vehicle registration. Parking costs and tolls are reimbursable when substantiated by receipts. Citations for violation of parking or vehicle and traffic laws incurred while on Authority travel will not be reimbursed.
 2. Air Transportation: When traveling by air, approval in advance is required, and travelers should obtain the lowest cost coach accommodations possible. The passenger's portion of the airline ticket or the original transportation receipt must be attached to the expense report. Boarding passes alone are not acceptable.
 3. Parking Fees/Tolls/Mileage: The cost of tolls, parking and mileage related to air transportation is reimbursable (i.e., travel to and from airport). Receipts must be provided.
 4. Public Transportation: The cost of travel by bus or train is reimbursable when documented by original, itemized receipts.
 5. Rental Car: Rental car and gasoline expenses are reimbursable, when documented by original, itemized receipts. Employees are expected to rent mid-size or smaller vehicles. Rental vehicles shall be obtained using the Authority corporate rental account only. See the Procurement Coordinator for corporate contact/account information.
 6. Taxi or Official Ride Hailing Fares: Reasonable taxi or ride hailing fares will be reimbursed, and customary tipping will be allowed. Receipts should be provided.

SECTION 4.0 OTHER REIMBURSEMENTS

- 4.1 The Authority recognizes that for developmental purposes and to remain abreast of best practices and current issues, employees may need to attend training seminars or workshops, join professional associations, or pursue other educational opportunities eligible for tuition reimbursement (See also Personnel Policies Manual, Section 5).
- 4.2 As approved by the Chairperson or Executive Director and/or designee, as appropriate, other reimbursements for training, professional memberships and education (not included under Section 7.0 of this Policy) may be provided. An employee must obtain prior approval through an Authority purchase order or approved Miscellaneous Expense Form in OnBase. If the cost is determined to be taxable income, such information shall be forwarded to the Finance office upon approval.
- 4.3 Such training, professional membership or other education shall have a direct relationship to the Authority job the employee performs, or to the employee's developmental plan.

SECTION 5.0 NON-REIMBURSEABLE EXPENSES

- 5.1 Only travel expenses that are considered reasonable and necessary in the performance of Authority business are reimbursable. Therefore, the following expenses are **not** reimbursable:
 - a. accommodations and/or meals that are provided to employee at no cost, or included as part of a reimbursable registration fee,
 - b. alcoholic beverages,
 - c. in-room movies,
 - d. souvenirs,
 - e. entertainment,
 - f. frequent flyer membership fees costs associated with joining a loyalty program offered by airlines,
 - g. personal phone calls,
 - h. rental vehicle upgrades,
 - i. optional travel insurance,
 - j. laundry/valet service,
 - k. hotel health club or spa fees,
 - l. clothing and toiletries,
 - m. guest expenses, and
 - n. any other personal expenses not necessary to conducting Authority business.
- 5.2 Any such non-reimbursable expenses incurred while traveling on Authority business should **not** be included on the Expense Reimbursement Form when requesting reimbursement.

SECTION 6.0 SUBMISSION OF CLAIMS

- 6.1 Employees must complete the Expense Reimbursement Form in OnBase in order to be reimbursed for any qualified travel or miscellaneous expenses as described in this policy. The Board of Directors must complete the paper expense form that is provided to each board member annually.
- 6.2 All reimbursable expenses must be documented by receipts, with the exception of meals which will be reimbursed based on per diem rates.
- 6.3 Those individuals approving Expense Reimbursement Forms will compare the submitted form with the actual expenses for reasonableness. The Executive Assistant Administrative Coordinator or designee will audit the approved forms and the actual expenses for reasonableness, and discuss and resolve any discrepancies with the division management and/or the Executive Director.

SECTION 7.0 CONTINUING EDUCATION ASSISTANCE PROGRAM

7.1 Employees seeking reimbursement for continuing education should refer to Section 5.2, II of the Authority Personnel Policy. To initiate the process, follow the instructions outlined in the **Continuing Education Assistance Program** (Appendix A) for authorization and reimbursement procedures.

SECTION 8.0 FORMS

Electronic versions of the following forms can be found in OnBase for processing:

Expense Reimbursement Form
Travel and Training Authorization Form
Working Lunch Authorization Form
Miscellaneous Expense Form

SECTION 9.0 RECORD OF REVISIONS

Revision Date:	Resolution Number:
April 10, 2007	2007-03-21
March 27, 2008	2008-03-11
March 13, 2009	2009-03-20
October 26, 2009	2009-10-03
May 20, 2010	2010-05-04
February 23, 2012	2012-02-02
October 25, 2012	2012-10-02
June 23, 2016	2016-06-71
March 23, 2017	2017-03-26
March 23, 2023	2023-03-20
March 28, 2024	2024-03-24
September 26, 2024	2024-09-63
<u>February 26, 2026</u>	<u>2026-02-XX</u>

APPENDIX A

CONTINUING EDUCATION ASSISTANCE PROGRAM

Pursuant to the Development Authority of the North Country Personnel Policy, section called Training and Development, Section 5.2, II Continuing Education;

- The Authority will reimburse eligible employees for the cost of tuition and books for college credits, non-credits, and credential related individual courses or courses that have been approved by the Executive Director.
- The course or program must be work related or a required part of degree requirements, and must be offered by an accredited institution of learning.
- The employee must pay for tuition and books and submit a request for reimbursement at the end of each term.
- The employee will be reimbursed as follows:
 - 100% of tuition and books for achieving an A-, A or A+
 - 90% of tuition and books for achieving a B-, B or B+
 - 80% of tuition and books for achieving a C-, C or C+.
 - No reimbursement will occur if the grade is "D" or lower.
- The reimbursement of tuition shall not exceed the established rates for the graduate and undergraduate levels of the State University of New York tuition schedule.
- In special situations, at the discretion of the Executive Director, the Authority may pay for tuition, in advance, if the course is directly related to job performance and productivity.
- Any employee receiving continuing education reimbursement shall enter into an agreement for a mandatory continued employment or payback schedule established as per the policy for the Continuing Education Assistance Program.
- Only regular full-time employees with one year or more of service are eligible for tuition reimbursement, unless specifically authorized by the Executive Director.

APPLICATION INSTRUCTIONS:

- Complete the Continuing Education Assistance Application forms, attach descriptive information regarding the course(s) or degree program you wish to enter, and sign the Repayment Agreement for Education Reimbursement form.
- Meet with your manager-director to discuss your continuing education assistance request. If it is agreed that your request meets guidelines and budgetary restrictions, the manager-director will provide a written recommendation to the Executive Director on the Continuing Education Approval form.
- Submit completed application and repayment agreement form, attach the descriptive course/degree information, and manager-director-approved approval form and send to the Human Resources department for review, at which time, the Executive Director will review the application within 30-days of receipt.
- If funding is approved by the Executive Director, a letter will be sent to you from the office of Human Resources, along with the signed Repayment Agreement for reimbursement, in which you agreed to tuition repayment, should you leave employment within two (2) years of completion of any course work or completion of degree.
- Upon completion of coursework/classes, submit a copy of grade report and invoices to the Human Resources department. If the course was successfully completed, tuition will be reimbursed to the institution on your behalf, or directly to you.
- If the course is not successfully completed, the Authority will not reimburse you.

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY CONTINUING EDUCATION ASSISTANCE PACKET

SECTION 1 – EMPLOYEE APPLICATION

Employee Information

Employee Name:
Division:
Job Title:

Program / Course Information

Course Title:
Course Date(s):
Degree Sought (if applicable):
Estimated Total Cost of Degree (if applicable):

Institution Information

Name of Institution:
Address of Institution:

Expense Details

Tuition:
Books:
Total Cost Requested:

Development Objective

Please describe how this program or course supports your long-term professional goals and how it aligns with the Authority's mission. *(Attach a separate document)*

Employee Certification

I certify that the information provided is accurate and complete. I understand that approval is subject to applicable policies, program guidelines, and available funding.

Employee Signature: _____ Date: _____

SECTION 2 – MANAGEMENT APPROVAL

Management Recommendation: Approved Not

Approved Was this expense included in the budget?

Yes No ***[If no, complete a budget modification within 7 business days]***

Executive Director: Approved Not Approved

Executive Director: _____ Date: _____

SECTION 3 – CONTINUING EDUCATION ASSISTANCE AGREEMENT

To be eligible for educational assistance, the employee must sign and return this Agreement to the Human Resources department **prior to any reimbursement**. This Agreement is effective as of the date signed and is entered into between the employee identified below and the Authority.

Continuing Education Assistance

In accordance with the Authority's Continuing Education Assistance Agreement, the Authority has agreed to provide continuing education assistance to you.

Repayment Obligation Upon Termination

If your employment with the Authority terminates for any reason, you agree to repay any tuition reimbursements paid on your behalf or directly to you, according to the following schedule:

Time Elapsed (from Tuition Payment to Termination):	Percent of Reimbursement Owed:
6 months or less	100%
More than 6-months, but less than 12-months	75%
More than 12-months, but less than 18-months	50%
More than 18-months, but less than 24-months	25%

This repayment requirement applies to tuition assistance received for courses within an approved degree program and for individual courses outside of a degree program.

Authorization for Deduction

You authorize the Authority to deduct all or part of any amount owed from your final paycheck, including base salary, bonuses, vacation pay, and/or expense reimbursements to the extent allowed by law, up to the total amount due. Any remaining balance after such deductions remains your responsibility, and you agree to repay it in full within ninety (90) days following your termination.

Other Financial Aid

By signing this Agreement, you confirm that you are not receiving financial aid from any other source including, but not limited to, other employers or the Veterans Administration for any portion of the tuition expenses covered under this degree program. Tuition Assistance benefits provided by the Authority are subject to reduction if other sources of financial aid are received for the same expenses.

Employee Acknowledgment

Employee Signature: _____ Date: _____

SECTION 4 – CONTINUING EDUCATION REIMBURSEMENT FORM

EMPLOYEE INSTRUCTIONS

1. Submit the expected reimbursement amount and course dates to Human Resources prior to reimbursement.
2. After completing the course, provide official documentation of completion with grades to Human Resources.

EMPLOYEE SUBMITTING

Date of Request for Reimbursement:

Expenses to be Charged:

Tuition: \$

Books: \$

Total Amount: \$

Documentation of Successful Completion Attached: Yes No

Employee Signature: _____ Date: _____

HUMAN RESOURCES

Approved by Human Resources Director: Yes No

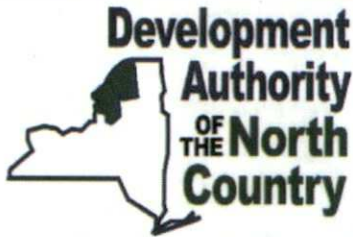
Authorized Signature:

Date:

Date Submitted to Finance for Reimbursement:

Employee Acknowledgment

Employee Signature: _____ **Date:** _____



Board Resolution No. 2026-02-06
February 26, 2026

**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority's Fiscal Year 2027 Budget, as recommended by the Finance & Budget Committee, includes appropriations for compensation and benefits, and

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

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

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

RESOLVED, the Development Authority herewith authorizes the Executive Director to approve compensation adjustments, effective for the Fiscal Year 2027, commencing April 1, 2026 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

Motion by: T. Hefferon

Seconded by: A. MacKinnon

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon – **Yes**

Mastascusa – **Yes***

Murray – **Yes**

Virkler – **Yes**

Non-Voting:

Flint – **Present**

Henry – **Present**

Hunt – **Present**

McGrath – **Absent**

* - 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. 2026-02-06 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2026-02-07
February 26, 2026

APPROVING FISCAL YEAR 2027 ADMINISTRATIVE BUDGET, CAPITAL PROJECTS, ADMINISTRATIVE ALLOCATIONS AND AUDIT COMMITTEE BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the Fiscal Year 2027 Administrative Budget detailed by the attached Appendix A, and

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

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

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

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

Financial Audit	\$55,000
Miscellaneous Accounting Services	<u>\$ 6,500</u>
	\$61,500

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

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

- 1. The Fiscal Year 2027 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Administrative capital project(s) for the Fiscal Year 2027, as set forth in Appendix B, are hereby approved for immediate expenditure, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting, therefore, on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2027.**

3. The Schedule of Restricted / Board Designated Reserves, as proposed and set forth in Appendix C, is hereby approved and adopted. Further, to enhance the Authority's ability to manage such reserves, the authority to create and manage reserves is hereby delegated to the Executive Director who shall report such actions to the Board of Directors on a timely basis.
4. The Fiscal Year 2027 Administrative Allocations as proposed and set forth in Appendix D are hereby approved and adopted.
5. The Audit Committee Budget, as proposed and set forth, is hereby approved and adopted.
6. The Executive Director is authorized to receive legislative initiatives on behalf of the Authority and to execute grant agreements and related documents with grant recipients as appropriate.

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

Voting:

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

MacKinnon - **Yes**
 Mastascusa -**Yes***
 Murray – **Yes**
 Virkler – **Yes**

Non-Voting:

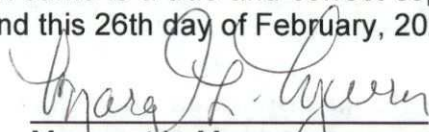
Flint - **Present**
 Henry –**Present**
 Hunt – **Present**
 McGrath – **Absent**

* - 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. 2026-02-07 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


 Margaret L. Murray
 Board Chairperson

**Administration
BUDGET FYE 2027
APPENDIX A**

Account Description		FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Other Income					
4164	Miscellaneous	\$307,200.00	\$396,500.00	\$299,117.61	\$388,500.00
	Total Other Income	307,200.00	396,500.00	299,117.61	388,500.00
4201	Gain on Sale of Assets	151,100.00	50,000.00	35,250.00	118,000.00
Interest Income					
4102	Investment Interest Income	347,585.18	354,667.00	289,662.61	367,743.00
420...	Mark to Market Adjustment	21,012.91	0.00	23,123.86	0.00
	Total Interest Income	368,598.09	354,667.00	312,786.47	367,743.00
	Total Income	826,898.09	801,167.00	647,154.08	874,243.00
Salaries					
	Administrative Wages	1,402,173.46	1,448,751.00	1,043,630.02	1,487,030.00
	WQ Wages	0.00	0.00	0.00	2,559.00
500...	Overtime Wages	3,136.50	1,750.00	1,117.59	1,750.00
	Total Salaries	1,405,309.96	1,450,501.00	1,044,747.61	1,491,339.00
Fringe Benefits					
503...	FICA Expense	103,860.50	105,959.00	75,043.10	109,277.00
503...	Pension Expense	238,180.90	193,962.00	144,687.46	215,930.00
503...	VDC Expense	9,030.42	9,453.00	7,094.42	9,854.00
503...	Health Insurance	197,041.60	177,835.00	134,105.38	166,531.00
504...	Retiree Health Insurance	126,696.77	135,750.00	95,273.80	150,016.00
503...	Workers Comp	670.82	1,860.00	1,399.65	2,052.00
503...	Disability Insurance	4,425.03	4,396.00	3,296.97	4,509.00
5036	Unemployment	20,051.58	16,387.00	5,544.00	16,000.00
504...	Post Retire Overhead	(79,018.65)	80,953.00	55,763.40	79,274.00
5051	Benefit Admin. Fees	11,134.56	11,440.00	8,336.21	12,370.00
5054	Employee Physicals & Screening	0.00	660.00	0.00	420.00
	Total Fringe Benefits	632,073.53	738,655.00	530,544.39	766,233.00
Operations & Maintenance					
5134	Maintenance Contracts	1,827.00	2,200.00	1,562.00	2,220.00
5403	Safety Equipment & Supplies	2,508.70	3,796.00	2,965.95	4,350.00
5704	O&M Supplies	25.63	0.00	0.00	0.00
	Total O & M	4,361.33	5,996.00	4,527.95	6,570.00
Office & Administrative					
5053	Misc Employee Costs	3,703.03	5,779.00	4,458.39	5,604.00
5102	Office Rent	119,940.00	119,940.00	97,550.00	117,060.00
5103	Lease ROU	(119,939.00)	(119,000.00)	0.00	(119,000.00)
6203	Interest Expense, Lease ROU	11,697.00	3,000.00	0.00	3,000.00
5104	Office Supplies	6,620.12	7,000.00	2,933.95	7,000.00
5110	Postage & Shipping	6,882.99	5,600.00	2,884.92	5,600.00
5112	Telephone	0.00	880.00	658.14	867.00
5114	Cellular Services	5,207.36	5,400.00	3,847.84	5,000.00
5118	Other Communications	8,225.36	16,300.00	5,972.52	16,300.00
5120	Dues & Subscriptions	6,985.74	7,200.00	5,683.60	7,500.00
5122	Public Info & Advertising	23,481.50	28,000.00	14,812.20	19,000.00
5123	Promotional Materials	16,188.62	12,000.00	6,322.07	6,500.00
5130	Office Equipment	8,480.13	8,613.00	0.00	5,000.00
5170	Other Office Expenses	1,235.17	1,236.00	824.08	1,500.00
5202	Employee Mileage Reimbursement	7,995.18	7,000.00	5,631.50	8,000.00
5204	Empl. Meals & Incidental	237.00	500.00	254.78	500.00
5206	Empl. Lodging	796.00	500.00	0.00	500.00
5270	Travel & Meeting Expense	2,737.74	4,550.00	3,584.95	4,550.00
5312	Continuing Education	0.00	0.00	0.00	1,800.00
5370	Training & Development	3,522.20	13,742.50	13,250.00	19,800.00
5402	Employee Uniforms	1,155.00	1,500.00	125.00	1,600.00
5404	Safety Training	10,161.50	13,727.50	6,952.50	13,664.00
5508	Cleaning Services	10,920.00	12,120.00	6,430.05	0.00
6102	Board Member Travel & Expenses	0.00	500.00	0.00	500.00

**Administration
BUDGET FYE 2027
APPENDIX A**

		FYE 3/31/2025	FYE 3/31/2026	Actual 12/31/2025	FYE 3/31/2027
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		<u>Budget</u>
6104	Sponsorships	1,550.00	2,250.00	1,340.00	2,250.00
	Total Office & Admin	137,782.64	158,338.00	183,516.49	134,095.00
Professional Fees					
5924	Legal	32,713.75	35,600.00	15,926.25	30,000.00
5926	Investment Banking Fees	4,226.25	5,300.00	2,007.86	4,900.00
592...	Accounting Fees	51,800.00	59,400.00	53,650.00	61,500.00
5970	Consulting	21,132.00	11,640.00	3,724.00	39,890.00
	Total Professional Fees	109,872.00	111,940.00	75,308.11	136,290.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	927.90	540.00	125.00	630.00
5602	Auto/Light Truck Fuel	42.08	0.00	0.00	0.00
	Total Automobile	969.98	540.00	125.00	630.00
Computer					
5124	Computer Equipment	35,667.44	40,840.00	1,289.60	42,840.00
5126	Computer Maintenance	400.00	17,000.00	10,000.00	5,000.00
5127	Software Subscription Expense	(14,527.24)	(34,000.00)	0.00	(34,000.00)
5128	Programming & Software	169,321.50	215,750.00	100,110.65	429,446.00
5129	ECMS Expense	45,239.93	53,300.00	50,184.44	53,300.00
6108	Web Page Design & Maintenance	2,060.00	5,460.00	2,122.00	5,460.00
	Total Computer	238,161.63	298,350.00	163,706.69	502,046.00
6114	Insurance	20,588.71	21,900.00	16,425.00	26,700.00
619...	Admin Allocation	(2,558,094.75)	(2,505,635.00)	(1,917,465.70)	(2,812,466.00)
7032	Depreciation	321,377.48	354,300.00	280,543.17	420,400.00
7003	Amortization, Lease ROU/SUB	126,533.99	150,000.00	0.00	150,000.00
6901	Contingency	0.00	25,000.00	0.00	30,000.00
	Total Expenses	438,936.50	809,885.00	381,978.71	851,837.00
	Change in Net Position	387,961.59	(8,718.00)	265,175.37	22,406.00

**Administration
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				22,406.00
PLUS DEPRECIATION & AMORTIZATION				420,400.00
- 25... LESS PRINCIPAL PAYMENTS				(50,000.00)
RESERVE/CAPITAL REQUIREMENTS				
- 1440 ADMIN CAPITAL PROJECTS				(321,700.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(321,700.00)</u>
CASH FLOW				<u><u>71,106.00</u></u>

APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS

Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Fleet Vehicles	Operating Inv.	\$ 321,700	\$ 252,300	\$ 362,100	\$ 440,600	\$ 475,325
	Server Replacement	Operating Inv.	\$ 15,000	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE			\$ 336,700	\$ 252,300	\$ 362,100	\$ 440,600	\$ 475,325

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2027

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

Restricted Fund Balance:	Balance 3/31/2025	Estimated Balance 3/31/2026
Community Rental Housing Program	\$ 13,403,693	\$ 13,369,249
Community Development Loan Fund	\$ 10,345,059	\$ 10,612,739
Housing Loan Revolving Fund	\$ 23,291,136	\$ 23,745,939
Army Water & Sewer Repair Reserve	\$ 1,800,000	\$ 1,800,000
Regional Waterline	\$ 403,329	\$ 367,329
Wetlands Mitigation Reserve	\$ 332,909	\$ 343,128
MMF Replacement Reserve	\$ 5,485,276	\$ 5,386,741
MMF Liner Reserve	\$ 17,222,041	\$ 4,709,920
MMF Closure/Post Closure Reserve	\$ 27,709,671	\$ 27,060,517
Telecom Repair & Replacement Reserve	\$ 4,864,905	\$ 8,767,468
	\$ 104,858,019	\$ 96,163,029

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

Board Designated Reserves:	Balance 3/31/2025	Estimated Balance 3/31/2026
Administrative / Supplemental Insurance	\$ 4,000,000	\$ 4,000,000
Army Waterline Capital Reserve	\$ -	\$ -
Army Sewerline Administrative Support Reserve	\$ 749,985	\$ 749,985
Army Sewerline Infrastructure Development	\$ 223,107	\$ 223,107
Army Sewerline Capital Reserve	\$ 239,120	\$ 16,537
MMF Capital Reserve	\$ -	\$ -
MMF Tip Fee Stabilization Reserve	\$ 3,262,201	\$ 3,381,593
MMF Landfill Gas Reserve	\$ 1,029	\$ -
Economic Development Loan Fund	\$ 5,505,614	\$ 5,586,793
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
	\$ 16,981,056	\$ 16,958,015

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2027

	Budgeted FYE 3/31/26		Budgeted FYE 3/31/27		Increase or Decrease
Administrative Costs:					
Salaries & Fringes	\$ 2,039,226	\$	2,138,342	\$	99,116
Administrative Overhead	\$ 642,301	\$	1,014,621	\$	372,320
Administrative Capital	\$ 71,900	\$	68,830	\$	(3,070)
Total Administrative Costs	\$ 2,753,427	\$	3,221,793	\$	468,366

	Budgeted FYE 3/31/26		Budgeted FYE 3/31/27		Increase or (Decrease)
Administrative Allocation:					
Army Sewer	\$ 347,589	\$	445,129	\$	97,540
Army Water	\$ 247,988	\$	320,528	\$	72,540
Regional Water	\$ 17,868	\$	19,815	\$	1,947
Water Quality Contracts	\$ 44,516	\$	46,841	\$	2,325
Engineering	\$ 53,030	\$	57,835	\$	4,805
Materials Mgt	\$ 974,568	\$	1,052,142	\$	77,574
Telecommunications	\$ 631,086	\$	673,770	\$	42,684
Regional Development Contracts	\$ 22,172	\$	24,924	\$	2,752
Affordable Housing Program	\$ 110,680	\$	111,903	\$	1,223
Community Development Loan Fund	\$ 4,458	\$	5,086	\$	628
Authority Economic Development Fund	\$ 58,535	\$	59,900	\$	1,365
Community Rental Housing Program	\$ 9,202	\$	10,132	\$	930
Next Move New York	\$ -	\$	45,788	\$	45,788
Internal Subsidy	\$ 231,735	\$	348,000	\$	116,265
Total	\$ 2,753,427	\$	3,221,793	\$	468,366



Board Resolution No. 2026-02-08
February 26, 2026

**APPROVING FISCAL YEAR 2027 ENGINEERING DIVISION
OPERATING BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2027 Engineering Budget, said proposed Budget being attached to this resolution as Appendix A, and

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

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

- 1. The Fiscal Year 2027 Engineering Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

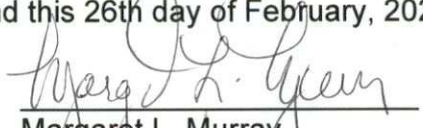
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-08 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

**Engineering
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Customer Billings					
4001	Customer Billings	\$665,630.31	\$650,635.00	\$448,027.33	\$599,700.00
	Total Customer Billings	665,630.31	650,635.00	448,027.33	599,700.00
Grant Revenue					
4181	Federal Grant Income	0.00	0.00	0.00	40,000.00
	Total Grant Revenue	0.00	0.00	0.00	40,000.00
Other Income					
4164	Miscellaneous	0.00	0.00	61.01	0.00
	Total Other Income	0.00	0.00	61.01	0.00
	Total Income	665,630.31	650,635.00	448,088.34	639,700.00
Salaries					
	Engineering Wages	329,582.65	284,128.00	205,993.96	295,007.00
	Telecom Wages	3,072.34	0.00	2,866.97	0.00
	Regional Development Wages	0.00	0.00	320.95	0.00
	WQ Wages	11,453.40	0.00	3,705.79	0.00
500...	Overtime Wages	0.00	0.00	422.89	0.00
	Total Salaries	344,108.39	284,128.00	213,310.56	295,007.00
Fringe Benefits					
503...	FICA Expense	25,635.32	20,532.00	15,256.46	21,315.00
503...	Pension Expense	55,875.04	29,905.00	24,892.51	37,287.00
503...	VDC Expense	2,357.73	1,727.00	2,996.31	1,980.00
503...	Health Insurance	53,697.00	42,767.00	30,830.20	44,559.00
503...	Workers Comp	836.61	1,142.00	1,733.32	958.00
503...	Disability Insurance	1,302.89	998.00	748.53	907.00
504...	Post Retire Overhead	20,092.29	16,696.00	12,487.54	15,950.00
5054	Employee Physicals & Screening	217.50	600.00	0.00	600.00
	Total Fringe Benefits	160,014.38	114,367.00	88,944.87	123,556.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	366.23	1,000.00	684.46	1,400.00
5904	SCADA	16,404.91	23,351.00	4,748.06	24,300.00
8090	Purchases for Resale	67,062.95	147,800.00	74,348.33	121,000.00
	Total O & M	83,834.09	172,151.00	79,780.85	146,700.00
Office & Administrative					
5053	Misc Employee Costs	0.00	500.00	273.66	750.00
5102	Office Rent	1,869.96	1,870.00	1,402.47	1,870.00
5104	Office Supplies	0.00	1,000.00	223.58	1,000.00
5112	Telephone	0.00	396.00	257.51	394.00
5114	Cellular Services	5,892.40	6,700.00	4,073.77	8,500.00
5120	Dues & Subscriptions	0.00	900.00	0.00	1,000.00
5130	Office Equipment	1,139.60	1,500.00	231.60	1,500.00
5202	Employee Mileage Reimbursement	10,359.12	11,500.00	4,990.30	11,500.00
5204	Empl. Meals & Incidental	593.20	1,400.00	1,295.60	2,300.00
5206	Empl. Lodging	1,918.53	2,750.00	998.56	3,300.00
5270	Travel & Meeting Expense	570.01	1,000.00	801.77	1,100.00
5312	Continuing Education	6,372.61	13,305.00	7,314.42	5,000.00
5370	Training & Development	2,298.48	6,620.00	3,103.00	7,500.00
5402	Employee Uniforms	3,233.74	2,200.00	1,504.00	8,050.00
	Total Office & Admin	34,247.65	51,641.00	26,470.24	53,764.00
Professional Fees					
5924	Legal	0.00	600.00	0.00	1,000.00
	Total Professional Fees	0.00	600.00	0.00	1,000.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	2,029.61	3,400.00	1,386.58	7,000.00
5602	Auto/Light Truck Fuel	4,643.75	4,000.00	3,065.76	10,000.00

**Engineering
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2025 <u>Actual</u>	FYE 3/31/2026 <u>Amended Budget</u>	Actual 12/31/2025	FYE 3/31/2027 <u>Budget</u>
5603	Auto/Light Truck Rental/Lease	19,100.00	11,800.00	8,849.97	38,100.00
5605	Vehicle Ins	2,736.04	2,900.00	2,175.03	11,800.00
	Total Automobile	28,509.40	22,100.00	15,477.34	66,900.00
	Computer				
5124	Computer Equipment	4,987.91	8,500.00	4,914.96	14,000.00
5128	Programming & Software	3,228.33	5,275.00	4,707.83	5,175.00
5906	GIS	40,172.81	45,440.00	38,079.87	45,440.00
	Total Computer	48,389.05	59,215.00	47,702.66	64,615.00
6114	Insurance	14,945.42	16,300.00	12,224.97	16,900.00
619...	Admin Allocation	53,247.83	53,030.00	40,650.30	57,835.00
619...	Engineering Allocation	(106,477.66)	(137,852.00)	(85,760.00)	(199,465.00)
6208	NYS Administrative Assessment	3,427.00	2,638.00	0.00	2,685.00
890...	Water Quality Allocation	4,420.57	0.00	1,469.57	0.00
	Total Expenses	668,666.12	638,318.00	440,271.36	629,497.00
	Change in Net Position	(3,035.81)	12,317.00	7,816.98	10,203.00



Board Resolution No. 2026-02-09
February 26, 2026

**APPROVING FISCAL YEAR 2027 MATERIALS MANAGEMENT DIVISION
OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE REQUIREMENTS, AND TIPPING FEES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2027 Materials Management Budget based on anticipated waste volumes, said proposed Budget being attached to this resolution as Appendix A, and

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

Whereas, it is necessary to establish reserve requirements, tipping fees and related understandings for Fiscal Year 2027 in support of said Budget.

Whereas, upon review of required reserve contributions and projected operating expenditures, it is recommended that effective January 1, 2027, the tipping fee for municipal solid waste, construction and demolition waste, and ash be increased from \$61 per ton to \$65 per ton; for non-beneficial sludge, sewage sludge and industrial waste be increased from \$50 per ton to \$57 per ton; for beneficial sludge and non-hazardous petroleum contaminated soil be increased from \$31 per ton to \$36 per ton; and for asbestos-containing material be increased from \$91 per ton to \$96 per ton.

Whereas, the Finance & Budget Committee reviewed the Fiscal Year 2027 Materials Management Division operating budget, capital projects, reserve requirement and tipping fees, and

Whereas, the Finance & Budget Committee unanimously voted to recommend said budgets to the full board for approval, provided that staff fully evaluate the required increase in tipping fee for municipal solid waste, construction and demolition waste, and ash, and

Whereas, executive management reviewed the tipping fee for municipal solid waste, construction and demolition waste, and ash, and reduced the increase to \$4 per ton or \$65 per ton.

Now, upon recommendation of executive management, therefore be it

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

- 1. The Fiscal Year 2027 Materials Management Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**

2. The Materials Management capital projects for the Fiscal Year 2027, as set forth in Appendix B, are hereby approved for immediate expenditure, with the stated cost thereof to be charged against indicated reserves, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2027.

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

- Municipal solid waste, construction and demolition waste, and ash
 - April 1, 2026 \$61.00 per ton
 - January 1, 2027 \$65.00 per ton

- Non-beneficial use sludge, industrial waste and sewage sludge
 - April 1, 2026 \$50.00 per ton
 - January 1, 2027 \$57.00 per ton

- Non-hazardous petroleum contaminated soil and beneficial use sludge
 - April 1, 2026 \$31.00 per ton
 - January 1, 2027 \$36.00 per ton

- Friable asbestos (one ton minimum)
 - April 1, 2026 \$200 per ton (no change)

- Asbestos-containing material or other waste that requires special handling protocol during disposal
 - April 1, 2026 \$91.00 per ton
 - January 1, 2027 \$96.00 per ton

4. The Community Improvement Program and the Residential Cleanup Program shall be extended for Fiscal Year 2027 at a discount of 25% off the published gate rate.

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

Closure	\$ 12.00
Replacement	\$ 8.50
Liner	\$ 8.00

6. Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees of \$1,008,586 will be paid for the Fiscal Year 2027.

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa -**Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

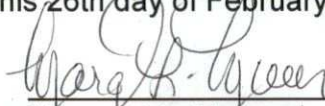
Flint - **Present**
Henry –**Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-09 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson

Materials Management
BUDGET FYE 2027
APPENDIX A

	FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Customer Billings				
4001	\$6,338,271.39	\$6,643,748.00	\$6,430,908.33	\$7,373,312.00
4006	1,554,511.56	1,556,335.00	1,450,078.70	1,955,444.00
4007	2,220,730.80	2,445,670.00	2,278,695.10	1,840,418.00
4008	999,328.90	1,445,169.00	1,346,501.67	2,760,626.00
	11,112,842.65	12,090,922.00	11,506,183.80	13,929,800.00
Grant Revenue				
4183	240,264.87	154,776.00	(9,255.04)	141,165.00
	240,264.87	154,776.00	(9,255.04)	141,165.00
Other Income				
4164	10,771.90	3,000.00	28,922.64	5,000.00
4166	591,560.62	456,870.00	377,852.45	380,333.00
4167	866,067.65	1,084,937.00	1,027,774.65	537,100.00
	1,468,400.17	1,544,807.00	1,434,549.74	922,433.00
4201	45,960.00	49,000.00	66,220.00	20,000.00
4200	480,250.41	70,000.00	231,000.00	300,000.00
Interest Income				
410...	42,520.62	32,001.00	21,266.09	25,913.00
4108	131,997.81	119,239.00	95,359.98	137,824.00
4116	242,527.12	84,542.00	125,613.81	118,147.00
4117	376,233.70	170,310.00	357,983.85	145,279.00
4118	446,726.63	306,710.00	439,030.21	473,989.00
4119	173,727.03	119,276.00	162,381.04	175,311.00
4120	6,966.31	13,108.00	10,218.74	13,457.00
420...	739,240.51	0.00	287,039.98	0.00
	2,159,939.73	845,186.00	1,498,893.70	1,089,920.00
	15,507,657.83	14,754,691.00	14,727,592.20	16,403,318.00
Salaries				
	247,279.38	320,986.00	245,536.33	333,665.00
	806.57	0.00	985.27	0.00
	1,438,431.49	1,537,969.00	1,140,503.02	1,601,134.00
	3,011.84	0.00	0.00	0.00
500...	71,601.56	48,489.00	46,515.87	52,805.00
5005	10,250.00	16,315.00	12,232.50	16,315.00
	1,771,380.84	1,923,759.00	1,445,772.99	2,003,919.00
Fringe Benefits				
503...	135,561.95	138,135.00	107,093.15	143,925.00
503...	353,875.72	294,804.00	222,902.51	318,552.00
503...	5,117.15	7,420.00	5,692.59	7,414.00
503...	312,260.44	334,410.00	240,545.25	333,630.00
503...	27,000.52	73,254.00	54,272.39	71,573.00
503...	7,220.43	7,684.00	5,762.97	8,427.00
504...	127,879.39	140,488.00	104,032.24	148,189.00
5054	6,849.40	8,000.00	5,313.50	8,000.00
	975,765.00	1,004,195.00	745,614.60	1,039,710.00
Operations & Maintenance				
5403	28,147.55	30,000.00	11,571.77	30,000.00
5702	104,304.87	106,800.00	67,128.86	98,000.00
5703	7,200.37	14,000.00	1,950.41	15,000.00
5704	14,227.06	21,000.00	13,938.28	23,000.00
5708	271,016.20	346,037.00	190,727.23	330,000.00
5710	14,320.94	14,000.00	9,980.00	16,000.00
5712	67,905.32	75,063.00	43,902.86	65,000.00
5716	3,079.50	10,000.00	5,674.02	15,000.00
5718	22,133.53	30,000.00	19,885.75	30,000.00
5770	3,064.99	5,000.00	2,583.94	5,000.00
5815	2,843.95	6,000.00	3,001.68	5,000.00

**Materials Management
BUDGET FYE 2027
APPENDIX A**

	FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Account Description				
5818 Leachate System Expense	13,270.94	27,000.00	24,193.95	25,500.00
5820 LFG Maintenance	24,041.67	68,400.00	46,993.53	69,400.00
5870 Natural Habitat Enhancements	121,756.20	41,430.00	36,807.00	112,300.00
5932 Monitoring & Testing	257,758.98	254,557.00	159,031.23	236,600.00
6008 Contract Hauling	0.00	5,000.00	647.50	5,000.00
Total O & M	955,072.07	1,054,287.00	638,018.08	1,080,800.00
Waste Diversion				
5125 Promotional Materials - RRR	29,954.36	42,000.00	31,083.23	46,350.00
6009 Household Hazardous Waste	150,468.98	240,800.00	240,776.70	264,880.00
6017 Book Debinding	7,750.00	7,750.00	3,875.00	8,000.00
Total Waste Diversion	188,173.34	290,550.00	275,734.93	319,230.00
Sewage Treatment				
6002 Sewage Treatment	498,440.10	502,700.00	349,305.51	600,000.00
601... Closure & Post Closure Care	1,788,558.09	2,040,129.00	2,105,350.04	3,584,766.00
6006 Host Community Benefits	907,745.15	940,685.00	878,333.38	1,008,586.00
6007 LFGTE Revenue Sharing	53,411.32	0.00	32,358.61	8,723.00
Office & Administrative				
5053 Misc Employee Costs	371.26	1,500.00	1,001.25	1,500.00
5104 Office Supplies	4,636.86	5,000.00	3,299.69	5,000.00
5112 Telephone	6,137.35	5,072.00	1,274.99	4,933.00
5114 Cellular Services	11,459.85	11,600.00	9,620.21	14,300.00
5120 Dues & Subscriptions	3,828.08	3,500.00	2,048.12	5,000.00
5123 Promotional Materials	0.00	5,300.00	4,146.70	0.00
5130 Office Equipment	866.00	4,000.00	3,116.81	4,000.00
5132 Office Equip Maintenance	666.09	1,200.00	732.41	1,200.00
5202 Employee Mileage Reimbursement	7,166.60	7,500.00	6,591.90	7,000.00
5204 Empl. Meals & Incidental	1,050.34	2,200.00	1,438.78	1,000.00
5206 Empl. Lodging	1,885.30	3,500.00	2,217.00	4,500.00
5270 Travel & Meeting Expense	42.91	0.00	0.00	0.00
5312 Continuing Education	0.00	15,000.00	9,906.97	13,000.00
5370 Training & Development	21,983.50	25,000.00	15,434.19	12,000.00
5402 Employee Uniforms	23,199.33	22,939.00	13,365.98	15,000.00
5570 Public Work Enforcement Fees	1,586.99	25,740.00	4,281.41	5,414.00
6210 Trustee Fees	7,000.00	7,500.00	3,500.00	7,500.00
Total Office & Admin	91,880.46	146,551.00	81,976.41	101,347.00
Utilities				
5802 Gas & Electric	58,824.46	73,000.00	52,542.85	75,000.00
5803 Propane	28,980.43	38,000.00	9,982.82	40,000.00
Total Utilities	87,804.89	111,000.00	62,525.67	115,000.00
Materials & Supplies				
5806 Building Supplies	5,286.10	9,000.00	5,525.89	7,600.00
5810 Site Supplies	26,791.34	38,000.00	34,350.91	40,000.00
5824 Sand, Gravel & Stone	255,008.80	250,000.00	239,764.98	255,000.00
5826 Seed & Mulch	25,576.00	29,550.00	22,114.00	37,500.00
Total Materials & Supplies	312,662.24	326,550.00	301,755.78	340,100.00
Professional Fees				
5924 Legal	3,456.25	7,500.00	691.25	7,500.00
5926 Investment Banking Fees	18,859.10	27,235.00	9,931.74	22,240.00
5970 Consulting	5,303.50	23,000.00	14,500.00	30,000.00
5971 Carbon Credit Expense	143,701.28	200,936.00	140,096.78	132,000.00
Total Professional Fees	171,320.13	258,671.00	165,219.77	191,740.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	7,592.80	21,000.00	16,983.54	21,000.00
Total Repairs & Maintenance	7,592.80	21,000.00	16,983.54	21,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	5,091.84	10,000.00	3,425.71	10,000.00
5603 Auto/Light Truck Rental/Lease	20,000.00	63,900.00	47,925.00	67,200.00

**Materials Management
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
Total Automobile	25,091.84	73,900.00	51,350.71	77,200.00
Computer				
5124 Computer Equipment	10,916.51	13,400.00	11,254.00	11,000.00
5128 Programming & Software	7,359.61	14,725.00	14,402.45	18,000.00
Total Computer	18,276.12	28,125.00	25,656.45	29,000.00
6114 Insurance	275,675.03	304,100.00	228,075.03	300,900.00
619... Admin Allocation	1,037,037.64	974,568.00	745,894.19	1,052,142.00
619... Engineering Allocation	47,794.26	61,178.00	42,769.21	59,740.00
6208 NYS Administrative Assessment	52,792.00	54,220.00	0.00	49,898.00
890... Water Quality Allocation	1,592.30	0.00	0.00	0.00
7032 Depreciation	5,592,499.82	5,965,100.00	4,344,280.43	6,015,000.00
6202 Interest Expense	522,543.06	558,369.00	374,534.28	533,169.00
7170 Debt Issuance Costs	0.00	0.00	0.00	250,000.00
6901 Contingency	0.00	0.00	0.00	30,000.00
Total Expenses	15,383,108.50	16,639,637.00	12,911,509.61	18,811,970.00
Change in Net Position	124,549.33	(1,884,946.00)	1,816,082.59	(2,408,652.00)

**Materials Management
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(2,408,652.00)
				6,015,000.00
6016				3,584,766.00
- 25...				(625,000.00)
4200				(300,000.00)
				(2,073,591.00)
- 40...				(1,985,697.00)
- 40...				(3,234,615.00)
- 40...				(175,311.00)
3151				0.00
4010				1,203,100.00
				<u>(6,266,114.00)</u>
				<u>0.00</u>

APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS

Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Landfill Gas Improvements FYE27	Replacement	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ 750,000
20214	Additional Soil Borrow	Replacement	\$ 250,000	\$ -	\$ 3,250,000	\$ -	\$ -
	Facility Improvements FYE27	Replacement	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	Natural Resource Management FYE27	Replacement	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Culvert Repairs	Replacement	\$ 200,000	\$ -	\$ 115,000	\$ -	\$ -
	Cell 15 Design & Construction	Bonding	\$ 16,000,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Flat Bed Utility Truck 4x4	Replacement	\$ 122,210	\$ -	\$ -	\$ -	\$ -
	Equipment: Landfill Compactor	Replacement	\$ 1,488,380	\$ -	\$ -	\$ -	\$ -
	Equipment: Bale Mulcher	Replacement	\$ -	\$ 41,548	\$ -	\$ -	\$ -
	Equipment: GPS Software	Replacement	\$ -	\$ 200,000	\$ -	\$ -	\$ -
20232	Stage 6 Closure	Closure	\$ -	\$ 4,106,638	\$ -	\$ -	\$ -
	Equipment: Ag Tractor	Replacement	\$ -	\$ 130,000	\$ -	\$ -	\$ -
	Equipment: Bobcat Loader	Replacement	\$ -	\$ 136,578	\$ 136,578	\$ -	\$ -
	O&M Bldg HVAC Replacement	Replacement	\$ -	\$ -	\$ 25,000	\$ 180,000	\$ -
	Equipment: Utility Vehicle	Replacement	\$ -	\$ -	\$ 45,895	\$ -	\$ -
	Equipment: Articulated Hauler	Replacement	\$ -	\$ -	\$ 1,168,921	\$ 1,203,989	\$ -
	Equipment: Excavator	Replacement	\$ -	\$ -	\$ -	\$ 470,000	\$ 550,000
	Equipment: Waste Dozers	Replacement	\$ -	\$ -	\$ -	\$ 793,969	\$ -
20228	Leachate Treatment	EFC Grant/Bonding	\$ -	\$ -	\$ -	\$ 18,558,000	\$ -
	Equipment: GenSet PS1 Replacement	Replacement	\$ -	\$ -	\$ -	\$ 84,829	\$ -
	Equipment: Sweeper Truck	Replacement	\$ -	\$ -	\$ -	\$ 352,851	\$ -
	Equipment: Fuel Truck	Replacement	\$ -	\$ -	\$ -	\$ 403,175	\$ -
	Stage 7 Closure	Closure	\$ -	\$ -	\$ -	\$ 5,310,646	\$ -
	Equipment: Leachate Tractor	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 216,784
	Equipment: Water Truck	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Pump Stations 2/3 SCADA Upgrades	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	Equipment: Motor Grader	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 400,000
	Equipment: Leachate Tanker Trailer	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 120,000
TOTAL MMF			\$ 18,935,590	\$ 4,739,764	\$ 5,616,394	\$ 27,482,459	\$ 2,461,784



Board Resolution No. 2026-02-10
February 26, 2026

**APPROVING FISCAL YEAR 2027
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2027 Regional Development Budget, said proposed Budget being attached to this resolution as Appendix A.

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

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

- 1. The Fiscal Year 2027 Regional Development Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:


Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-10 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

**Regional Development
BUDGET FYE 2027
APPENDIX A**

Account Description		FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Customer Billings					
4001	Customer Billings	\$248,536.00	\$228,780.00	\$233,620.35	\$303,914.00
	Total Customer Billings	248,536.00	228,780.00	233,620.35	303,914.00
Grant Revenue					
4181	Federal Grant Income	15,133.69	0.00	0.00	0.00
4183	NY State Grants	170,974.52	1,040,122.00	278,024.06	824,867.00
	Total Grant Revenue	186,108.21	1,040,122.00	278,024.06	824,867.00
4104	Loan Interest Income	504,724.57	565,000.00	469,047.23	480,000.00
Other Income					
4162	Processing Fees	49,310.00	24,000.00	13,300.00	14,000.00
4164	Miscellaneous	54,384.64	3,800.00	7,501.72	3,800.00
	Total Other Income	103,694.64	27,800.00	20,801.72	17,800.00
Interest Income					
4102	Investment Interest Income	618,602.31	642,100.00	494,004.22	613,600.00
420...	Mark to Market Adjustment	375,595.35	0.00	174,866.67	0.00
	Total Interest Income	994,197.66	642,100.00	668,870.89	613,600.00
	Total Income	2,037,261.08	2,503,802.00	1,670,364.25	2,240,181.00
Salaries					
	Administrative Wages	11,191.51	11,728.00	24,148.90	44,072.00
	Engineering Wages	41.60	3,373.00	480.10	3,497.00
	Telecom Wages	1,234.42	0.00	0.00	0.00
	Regional Development Wages	290,471.12	301,425.00	215,719.32	379,652.00
	Next Move NY Wages	38,384.87	234,265.00	162,647.31	227,492.00
	Total Salaries	341,323.52	550,791.00	402,995.63	654,713.00
Fringe Benefits					
503...	FICA Expense	25,363.56	39,532.00	29,802.22	47,081.00
503...	Pension Expense	71,680.34	75,361.00	55,943.13	88,803.00
503...	VDC Expense	2,189.64	7,931.00	6,549.75	8,737.00
503...	Health Insurance	51,959.57	93,724.00	50,036.42	107,008.00
503...	Workers Comp	162.30	722.00	537.89	854.00
503...	Disability Insurance	1,403.49	1,821.00	1,365.75	2,330.00
504...	Post Retire Overhead	18,346.50	33,517.00	24,898.94	40,961.00
5054	Employee Physicals & Screening	435.00	243.00	217.50	850.00
	Total Fringe Benefits	171,540.40	252,851.00	169,351.60	296,624.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	579.99	500.00	0.00	500.00
6110	Marketing	5,000.00	5,000.00	0.00	10,000.00
8090	Purchases for Resale	47,620.46	25,000.00	9,885.82	30,000.00
	Total O & M	53,200.45	30,500.00	9,885.82	40,500.00
6006	Host Community Benefits	207,525.76	219,384.06	219,384.06	0.00
Office & Administrative					
5053	Misc Employee Costs	2,242.07	4,100.00	209.16	1,200.00
5102	Office Rent	0.00	28,800.00	24,000.00	28,800.00
5104	Office Supplies	643.81	1,500.00	784.78	1,500.00
5112	Telephone	0.00	132.00	0.00	118.00
5114	Cellular Services	187.60	1,500.00	1,062.78	1,500.00
5120	Dues & Subscriptions	625.00	2,300.00	625.00	2,200.00
5122	Public Info & Advertising	676.72	3,700.00	1,667.19	78,750.00
5123	Promotional Materials	1,436.60	81,557.00	2,025.77	1,750.00
5130	Office Equipment	0.00	2,000.00	378.05	0.00
5170	Other Office Expenses	12,743.83	1,000.00	445.17	4,000.00
5172	Filing Fees	650.00	700.00	650.00	950.00
5173	Processing Fees	0.00	0.00	0.00	1,050.00
5202	Employee Mileage Reimbursement	3,959.97	12,600.00	2,403.80	12,650.00
5204	Empl. Meals & Incidental	984.75	4,000.00	1,571.00	4,200.00

**Regional Development
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
5206	Empl. Lodging	789.00	5,700.00	2,576.18	5,600.00
5270	Travel & Meeting Expense	640.00	4,350.00	526.37	4,250.00
5370	Training & Development	1,520.00	4,200.00	1,850.00	4,000.00
5508	Cleaning Services	0.00	2,000.00	0.00	2,070.00
6104	Sponsorships	0.00	5,000.00	0.00	5,000.00
	Total Office & Admin	27,099.35	165,139.00	40,775.25	159,588.00
	Professional Fees				
5924	Legal	175.00	7,980.94	1,600.00	7,000.00
5926	Investment Banking Fees	6,985.38	10,920.00	3,427.22	10,234.00
5970	Consulting	36,052.69	290,000.00	97,529.40	117,000.00
	Total Professional Fees	43,213.07	308,900.94	102,556.62	134,234.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	140.00	500.00	280.00	500.00
5602	Auto/Light Truck Fuel	86.46	3,603.00	266.45	3,603.00
5605	Vehicle Ins	1,576.00	1,600.00	0.00	1,900.00
	Total Automobile	1,802.46	5,703.00	546.45	6,003.00
	Computer				
5124	Computer Equipment	19,529.37	0.00	0.00	1,500.00
5128	Programming & Software	908.76	4,950.00	1,101.00	792.00
6108	Web Page Design & Maintenance	800.00	1,575.00	300.36	1,000.00
	Total Computer	21,238.13	6,525.00	1,401.36	3,292.00
6122	Bad Debt Expense	28,974.92	0.00	102,797.25	0.00
6120	Grants	7,155.00	275,000.00	0.00	275,000.00
619...	Admin Allocation	172,867.88	188,990.00	144,385.12	196,406.00
619...	Engineering Allocation	110.64	444.00	111.10	478.00
7032	Depreciation	2,648.55	8,000.00	5,959.23	8,000.00
	Total Expenses	1,078,700.13	2,012,228.00	1,200,149.49	1,774,838.00
	Change in Net Position	958,560.95	491,574.00	470,214.76	465,343.00

**Regional Development
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				465,343.00
PLUS DEPRECIATION & AMORTIZATION				8,000.00
CASH FLOW				<u>473,343.00</u>



**Board Resolution No. 2026-02-11
February 26, 2026**

**APPROVING FISCAL YEAR 2027 TELECOMMUNICATIONS DIVISION
OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE DESIGNATIONS, AND TARIFF**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2027 Telecommunications Division Budget based on anticipated circuit demand, said proposed Budget being attached to this resolution as Appendix A, and

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

Whereas, it is necessary to ratify tariff pricing and establish reserve requirements for the Fiscal Year 2027 in support of said Budget.

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

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

1. The Fiscal Year 2027 Telecommunications Division Budget and the line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.
2. The Telecommunications Division capital projects for the Fiscal Year 2027, as set forth in Appendix B, are hereby approved for immediate expenditure, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2027.
3. Based upon anticipated circuit volume, a tariff was filed with and accepted by the Public Services Commission (May 1, 2004) and will remain in effect for Fiscal Year 2027.
4. Reserves previously authorized have been created and capitalized as of December 31, 2025 in the following amounts:

Operating	\$1,177,109
Repair and Upgrade	\$3,924,570

For Fiscal Year 2027, reserves will be maintained on an on-going basis as follows:

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

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

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

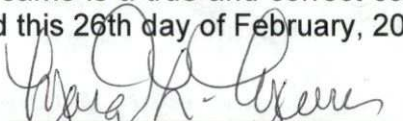
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-11 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson

**Telecommunications
BUDGET FYE 2027
APPENDIX A**

Account Description		FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Customer Billings					
4001	Customer Billings	\$5,596,312.56	\$5,451,223.00	\$4,032,768.33	\$5,508,351.00
4004	Dark Fiber Billings	871,556.44	766,725.00	664,396.97	1,057,513.00
	Total Customer Billings	6,467,869.00	6,217,948.00	4,697,165.30	6,565,864.00
Grant Revenue					
4181	Federal Grant Income	4,256,158.04	6,500,000.00	215,049.77	6,000,000.00
4183	NY State Grants	168,959.79	280,000.00	65,509.29	0.00
	Total Grant Revenue	4,425,117.83	6,780,000.00	280,559.06	6,000,000.00
Other Income					
4164	Miscellaneous	8,318.38	12,000.00	5,218.70	12,000.00
	Total Other Income	8,318.38	12,000.00	5,218.70	12,000.00
4201	Gain on Sale of Assets	(29,664.16)	0.00	0.00	0.00
Interest Income					
4102	Investment Interest Income	104,522.00	73,188.00	69,579.10	92,278.00
4108	Reserve Interest	356,590.70	294,120.00	210,609.64	237,949.00
420...	Mark to Market Adjustment	2,260.86	0.00	26,164.70	0.00
	Total Interest Income	463,373.56	367,308.00	306,353.44	330,227.00
	Total Income	11,335,014.61	13,377,256.00	5,289,296.50	12,908,091.00
Salaries					
	Engineering Wages	114,651.61	112,019.00	95,755.63	424,500.00
	Telecom Wages	1,524,412.03	1,493,614.00	1,025,141.57	1,248,686.00
	Regional Development Wages	10,554.79	5,477.00	9,203.00	5,710.00
	WQ Wages	58.61	0.00	223.92	32,544.00
500...	Overtime Wages	298.50	5,460.00	5,872.20	5,460.00
5005	On-Call Stipend	0.00	16,315.00	9,952.50	16,315.00
	Total Salaries	1,649,975.54	1,632,885.00	1,146,148.82	1,733,215.00
Fringe Benefits					
503...	FICA Expense	129,066.40	118,734.00	86,942.01	125,929.00
503...	Pension Expense	318,915.31	253,182.00	183,980.25	278,932.00
503...	VDC Expense	1,575.36	1,312.00	694.11	1,661.00
503...	Health Insurance	197,634.42	193,402.00	116,663.85	190,469.00
503...	Workers Comp	2,654.68	5,854.00	4,301.46	4,589.00
503...	Disability Insurance	4,361.98	4,367.00	3,275.28	4,672.00
504...	Post Retire Overhead	83,582.58	80,048.00	55,846.81	82,149.00
5054	Employee Physicals & Screening	304.75	500.00	217.50	500.00
	Total Fringe Benefits	738,095.48	657,399.00	451,921.27	688,901.00
Operations & Maintenance					
5133	Equipment Maintenance Contracts	201,707.96	240,733.80	178,578.61	214,845.00
5134	Maintenance Contracts	206,125.29	232,082.00	196,901.62	284,969.00
5135	Underground Locating	55,394.13	80,000.00	63,397.70	108,000.00
5403	Safety Equipment & Supplies	1,346.71	2,750.00	939.91	2,000.00
5704	O&M Supplies	5,365.36	5,500.00	4,766.96	5,500.00
5712	Purchased Maintenance & Repair	56,942.91	61,100.00	32,461.22	65,300.00
5720	Offnet Circuit Lease	629,416.85	712,396.00	493,857.45	792,920.00
5770	Other Tool, Equip & O&M	4,514.07	8,000.00	1,334.22	7,500.00
5830	Collo Expense	239,592.50	249,240.00	178,119.86	250,856.00
5832	Emergency Restoration	74,722.90	167,500.00	109,584.69	135,000.00
5834	Permitting	0.00	2,900.00	0.00	0.00
5836	Pole Attachment Fees	431,047.45	399,764.00	273,806.78	412,150.00
5838	Conduit Lease	19,695.88	20,907.00	14,771.91	20,907.00
8090	Purchases for Resale	0.00	46,490.20	29,250.00	0.00
	Total O & M	1,925,872.01	2,229,363.00	1,577,770.93	2,299,947.00
Office & Administrative					
5053	Misc Employee Costs	1,575.06	400.00	211.83	200.00
5102	Office Rent	1,740.00	1,740.00	1,305.00	1,740.00

**Telecommunications
BUDGET FYE 2027
APPENDIX A**

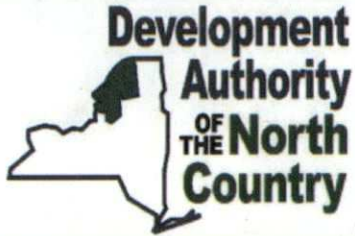
<u>Account Description</u>		<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
5104	Office Supplies	1,083.96	1,000.00	431.79	1,000.00
5110	Postage & Shipping	63.98	1,000.00	10.87	800.00
5112	Telephone	7,381.71	6,528.00	4,523.58	6,355.00
5114	Cellular Services	7,574.48	8,100.00	5,917.67	4,600.00
5118	Other Communications	1,563.40	1,600.00	1,255.05	1,600.00
5120	Dues & Subscriptions	330.00	350.00	0.00	350.00
5123	Promotional Materials	0.00	0.00	0.00	800.00
5130	Office Equipment	876.74	1,000.00	0.00	1,000.00
5170	Other Office Expenses	1,659.32	1,800.00	650.42	1,800.00
5202	Employee Mileage Reimbursement	1,595.33	1,750.00	1,500.10	1,750.00
5204	Empl. Meals & Incidental	1,335.23	2,500.00	1,969.54	2,500.00
5206	Empl. Lodging	1,675.06	3,000.00	1,303.98	3,000.00
5270	Travel & Meeting Expense	73.00	0.00	0.00	0.00
5370	Training & Development	2,581.68	2,500.00	401.38	6,000.00
5402	Employee Uniforms	712.00	1,720.00	1,250.00	800.00
5570	Public Work Enforcement Fees	2,578.09	1,562.00	298.26	16,147.00
	Total Office & Admin	34,399.04	36,550.00	21,029.47	50,442.00
Utilities					
5802	Gas & Electric	5,630.03	5,500.00	4,298.15	5,738.00
	Total Utilities	5,630.03	5,500.00	4,298.15	5,738.00
Professional Fees					
5924	Legal	3,845.00	26,870.00	19,738.75	15,000.00
5926	Investment Banking Fees	3,481.75	5,169.00	1,607.04	4,340.00
5970	Consulting	20,000.00	3,000.00	0.00	70,000.00
	Total Professional Fees	27,326.75	35,039.00	21,345.79	89,340.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	18,790.90	20,000.00	6,789.14	11,500.00
5602	Auto/Light Truck Fuel	17,311.69	22,000.00	10,856.66	12,600.00
5603	Auto/Light Truck Rental/Lease	39,300.00	50,800.00	38,099.97	24,600.00
5605	Vehicle Ins	11,121.69	15,000.00	11,250.00	11,000.00
	Total Automobile	86,524.28	107,800.00	66,995.77	59,700.00
Computer					
5124	Computer Equipment	7,863.42	12,500.00	5,491.14	8,000.00
5128	Programming & Software	5,020.90	33,895.00	32,205.70	32,565.00
	Total Computer	12,884.32	46,395.00	37,696.84	40,565.00
6122	Bad Debt Expense	162,448.90	0.00	(196,724.98)	0.00
6114	Insurance	194,700.88	210,800.00	158,100.03	204,700.00
619...	Admin Allocation	636,017.26	631,086.00	483,009.60	673,770.00
619...	Engineering Allocation	20,105.81	23,220.00	17,649.02	87,894.00
6208	NYS Administrative Assessment	29,203.00	25,501.00	0.00	25,661.00
890...	Water Quality Allocation	25.68	0.00	108.19	10,094.00
7032	Depreciation	3,900,764.60	3,470,300.00	2,388,933.88	3,610,500.00
7003	Amortization, Lease ROU/SUB	300.00	0.00	0.00	0.00
6901	Contingency	0.00	1,410.00	0.00	25,000.00
	Total Expenses	9,424,273.58	9,113,248.00	6,178,282.78	9,605,467.00
	Change in Net Position	1,910,741.03	4,264,008.00	(888,986.28)	3,302,624.00

**Telecommunications
BUDGET FYE 2027
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				3,302,624.00
PLUS DEPRECIATION & AMORTIZATION				3,610,500.00
RESERVE/CAPITAL REQUIREMENTS				
- 3150 TELECOM OPERATING RESERVE				786,876.00
- 3143 TELECO REPAIR/UPGRADE RESERVE				0.00
- 14?? TELECOM CAPITAL PROJECTS				(7,700,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				(6,913,124.00)
CASH FLOW				0.00

**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Customer Network Construction	Replacement	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
	Wireless Tower Service	Replacement	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
	Ethernet Core Network Upgrade	Replacement	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Central Office Enhancements	Replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
	Fiber License Updates	Replacement	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -
	DWDM Platform Replacement	Replacement	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
TOTAL TELECOMMUNICATIONS			\$ 1,700,000	\$ 1,700,000	\$ 1,150,000	\$ 1,150,000	\$ 3,650,000



Board Resolution No. 2026-02-12
February 26, 2026

**APPROVING FISCAL YEAR 2027 WATER QUALITY MANAGEMENT DIVISION
OPERATING BUDGET, CAPITAL PROJECTS
AND USER CHARGES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2027 Water Quality Management Budgets, attached to this Resolution as Appendices A(1) – A(4), and

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

Whereas, it is necessary to establish outside user charges for Water Quality Management for the Fiscal Year 2027 as proposed in the User Charges Schedule set forth in Appendix C, and

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

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

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

- 1. The Fiscal Year 2027 Water Quality Management Budgets and line items contained therein, as proposed and set forth in Appendices A(1)-A(4), are hereby approved and adopted.**
- 2. The Water Quality Management's capital projects for the Fiscal Year 2027, as proposed and set forth in Appendix B are hereby approved for immediate expenditure. The Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2027.**
- 3. The user charges for Water Quality Management for Fiscal Year 2027, as proposed and set forth in Appendix C, are hereby approved and adopted.**
- 4. The Executive Director is authorized and directed to manage reserves for the Army Waterline and Sewer Line, and Regional Waterline projects consistent with contractual requirements. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

Motion by: E. Virkler
Seconded by: A. MacKinnon

Voting:

Bibbins – **Yes***
Doheny – **Yes**
Hall – **Abstained**
Hefferon – **Yes**

MacKinnon - **Yes**
Mastascusa -**Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

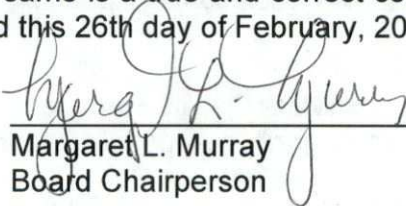
Flint - **Present**
Henry –**Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-12 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson

**Army Sewer
BUDGET FYE 2027
APPENDIX A-1**

		FYE 3/31/2025	FYE 3/31/2026	Actual 12/31/2025	FYE 3/31/2027
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		<u>Budget</u>
Customer Billings					
4001	Customer Billings	\$3,675,718.83	\$4,799,323.00	\$3,568,679.83	\$4,812,503.00
	Total Customer Billings	3,675,718.83	4,799,323.00	3,568,679.83	4,812,503.00
Other Income					
4164	Miscellaneous	3,609.96	3,610.00	129,658.48	3,610.00
	Total Other Income	3,609.96	3,610.00	129,658.48	3,610.00
4201	Gain on Sale of Assets	(11,297.77)	0.00	0.00	0.00
Interest Income					
4108	Reserve Interest	49,320.79	67,800.00	32,942.59	49,200.00
420...	Mark to Market Adjustment	21,680.69	0.00	16,687.33	0.00
	Total Interest Income	71,001.48	67,800.00	49,629.92	49,200.00
	Total Income	3,739,032.50	4,870,733.00	3,747,968.23	4,865,313.00
Salaries					
	Engineering Wages	79,381.59	103,035.00	50,661.04	105,475.00
	Telecom Wages	517.19	0.00	0.00	0.00
	MMF Wages	4,004.96	8,725.00	0.00	0.00
	WQ Wages	348,513.40	394,234.00	218,381.16	416,045.00
500...	Overtime Wages	57,485.90	40,753.00	15,234.47	23,794.00
5005	On-Call Stipend	8,184.50	9,481.00	7,422.80	10,215.00
	Total Salaries	498,087.54	556,228.00	291,699.47	555,529.00
Fringe Benefits					
503...	FICA Expense	36,780.05	40,139.00	17,320.49	39,933.00
503...	Pension Expense	90,955.99	79,154.00	32,519.33	86,629.00
503...	VDC Expense	1,214.08	1,559.00	348.89	1,650.00
503...	Health Insurance	87,263.51	86,790.00	42,581.86	89,127.00
503...	Workers Comp	7,591.11	21,740.00	7,921.67	20,153.00
503...	Disability Insurance	2,155.70	2,105.00	1,578.78	2,117.00
504...	Post Retire Overhead	16,469.12	38,401.00	21,240.01	37,233.00
5054	Employee Physicals & Screening	4,341.00	6,000.00	2,722.50	3,045.00
	Total Fringe Benefits	246,770.56	275,888.00	126,233.53	279,887.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	31,415.85	0.00	0.00	0.00
5706	Shop Tools	10,184.02	10,000.00	6,339.87	10,000.00
5815	Chemicals	50,524.00	88,290.00	58,840.76	100,000.00
	Total O & M	92,123.87	98,290.00	65,180.63	110,000.00
6002	Sewage Treatment	1,352,523.78	1,515,339.00	1,038,795.68	1,630,565.00
6004	Water Purchases	1,995.82	4,500.00	381.61	4,500.00
Office & Administrative					
5053	Misc Employee Costs	213.82	0.00	0.00	0.00
5104	Office Supplies	3,759.07	0.00	0.00	0.00
5110	Postage & Shipping	260.51	0.00	0.00	0.00
5112	Telephone	3,579.92	0.00	0.00	0.00
5114	Cellular Services	24,488.49	0.00	0.00	0.00
5120	Dues & Subscriptions	855.00	0.00	0.00	0.00
5130	Office Equipment	7,814.34	0.00	0.00	0.00
5202	Employee Mileage Reimbursement	5,207.66	4,500.00	1,640.10	3,500.00
5204	Empl. Meals & Incidental	8,253.16	0.00	0.00	0.00
5206	Empl. Lodging	9,947.16	0.00	0.00	0.00
5270	Travel & Meeting Expense	460.35	0.00	0.00	0.00
5370	Training & Development	25,138.32	0.00	0.00	0.00
5402	Employee Uniforms	14,572.13	0.00	0.00	0.00
5570	Public Work Enforcement Fees	2,060.54	1,723.00	281.74	2,345.00
6210	Trustee Fees	0.00	3,000.00	0.00	3,000.00
	Total Office & Admin	106,610.47	9,223.00	1,921.84	8,845.00
Utilities					

**Army Sewer
BUDGET FYE 2027
APPENDIX A-1**

<u>Account Description</u>		<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
5802	Gas & Electric	82,834.57	85,710.00	45,659.68	65,000.00
	Total Utilities	82,834.57	85,710.00	45,659.68	65,000.00
	Professional Fees				
5924	Legal	0.00	3,000.00	1,140.00	3,000.00
5926	Investment Banking Fees	697.33	1,176.00	352.30	1,157.00
	Total Professional Fees	697.33	4,176.00	1,492.30	4,157.00
	Repairs & Maintenance				
5804	Building Maintenance & Repair	19,488.85	15,000.00	7,515.02	15,000.00
5808	Site Maint & Repair	24,016.28	25,000.00	17,248.53	25,000.00
5812	Pipeline Maintenance	70,871.41	45,000.00	39,157.45	45,000.00
	Total Repairs & Maintenance	114,376.54	85,000.00	63,921.00	85,000.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	33,728.40	0.00	0.00	0.00
5602	Auto/Light Truck Fuel	81,537.63	0.00	0.00	0.00
5603	Auto/Light Truck Rental/Lease	228,800.00	0.00	0.00	0.00
5605	Vehicle Ins	44,858.23	0.00	0.00	0.00
	Total Automobile	388,924.26	0.00	0.00	0.00
	Computer				
5124	Computer Equipment	18,986.70	0.00	0.00	0.00
5128	Programming & Software	14,365.50	10,999.00	6,787.13	9,630.00
	Total Computer	33,352.20	10,999.00	6,787.13	9,630.00
6114	Insurance	69,992.36	80,700.00	60,525.00	96,700.00
619...	Admin Allocation	348,397.96	347,589.00	265,952.51	445,129.00
619...	Engineering Allocation	12,991.19	17,710.00	9,007.85	16,833.00
6208	NYS Administrative Assessment	15,740.00	17,252.00	0.00	19,806.00
890...	Water Quality Allocation	(439,090.57)	135,497.00	56,615.86	98,832.00
7032	Depreciation	385,881.62	530,400.00	429,696.32	736,700.00
6202	Interest Expense	368,755.13	285,000.00	381,012.82	269,000.00
7170	Debt Issuance Costs	0.00	50,000.00	4,268.75	50,000.00
	Total Expenses	3,680,964.63	4,109,501.00	2,849,151.98	4,486,113.00
	Change in Net Position	58,067.87	761,232.00	898,816.25	379,200.00

**Army Sewer
BUDGET FYE 2027
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				379,200.00
PLUS DEPRECIATION & AMORTIZATION				736,700.00
- 25... LESS PRINCIPAL PAYMENTS				(847,000.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? ASL CAPITAL PROJECTS				(268,900.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(268,900.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**Army Water Line
BUDGET FYE 2027
APPENDIX A-2**

<u>Account Description</u>		<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
Customer Billings					
4001	Customer Billings	\$2,465,913.52	\$3,188,514.00	\$2,654,700.97	\$3,490,778.00
	Total Customer Billings	2,465,913.52	3,188,514.00	2,654,700.97	3,490,778.00
Grant Revenue					
4181	Federal Grant Income	0.00	0.00	905,585.00	0.00
4183	NY State Grants	5,000,000.00	0.00	0.00	0.00
	Total Grant Revenue	5,000,000.00	0.00	905,585.00	0.00
Interest Income					
410...	Trustee Interest	0.00	0.00	9,261.38	26,600.00
4108	Reserve Interest	26,902.48	37,000.00	17,968.69	26,800.00
420...	Mark to Market Adjustment	11,825.83	0.00	35,354.33	0.00
	Total Interest Income	38,728.31	37,000.00	62,584.40	53,400.00
	Total Income	7,504,641.83	3,225,514.00	3,622,870.37	3,544,178.00
Salaries					
	Engineering Wages	66,525.52	103,035.00	48,038.06	105,475.00
	Telecom Wages	61.57	0.00	0.00	0.00
	Regional Development Wages	692.78	0.00	1,329.09	0.00
	MMF Wages	243.37	8,725.00	0.00	0.00
	WQ Wages	322,614.76	387,965.00	210,176.16	317,414.00
500...	Overtime Wages	5,892.57	10,265.00	7,151.79	4,745.00
5005	On-Call Stipend	8,184.50	9,317.00	7,087.91	7,713.00
	Total Salaries	404,215.07	519,307.00	273,783.01	435,347.00
Fringe Benefits					
503...	FICA Expense	29,830.58	37,480.00	21,393.12	31,340.00
503...	Pension Expense	73,668.93	73,537.00	41,156.42	66,934.00
503...	VDC Expense	1,022.05	1,559.00	1,103.22	1,650.00
503...	Health Insurance	68,237.06	80,823.00	39,743.33	69,080.00
503...	Workers Comp	3,700.48	19,885.00	6,431.28	14,670.00
503...	Disability Insurance	2,121.90	1,960.00	1,469.97	1,629.00
504...	Post Retire Overhead	27,266.84	35,726.00	15,870.47	28,644.00
	Total Fringe Benefits	205,847.84	250,970.00	127,167.81	213,947.00
Operations & Maintenance					
5706	Shop Tools	3,049.09	2,700.00	2,442.84	5,000.00
5902	Lab Fees	4,747.00	5,000.00	3,107.00	5,000.00
	Total O & M	7,796.09	7,700.00	5,549.84	10,000.00
6004	Water Purchases	817,812.03	840,863.00	590,619.04	805,659.00
Office & Administrative					
5202	Employee Mileage Reimbursement	725.18	2,000.00	229.60	1,000.00
5570	Public Work Enforcement Fees	1,018.72	826.00	40.80	543.00
6210	Trustee Fees	3,000.00	3,000.00	0.00	3,750.00
	Total Office & Admin	4,743.90	5,826.00	270.40	5,293.00
Utilities					
5802	Gas & Electric	23,579.20	27,300.00	15,772.05	25,000.00
	Total Utilities	23,579.20	27,300.00	15,772.05	25,000.00
Professional Fees					
5924	Legal	267.10	900.00	22.48	900.00
5926	Investment Banking Fees	375.49	755.00	189.70	1,114.00
	Total Professional Fees	642.59	1,655.00	212.18	2,014.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	8,694.50	5,000.00	4,953.06	5,000.00
5808	Site Maint & Repair	23,777.59	30,000.00	12,337.50	30,000.00
5812	Pipeline Maintenance	19,414.91	71,250.00	45,309.79	50,000.00
	Total Repairs & Maintenance	51,887.00	106,250.00	62,600.35	85,000.00

**Army Water Line
BUDGET FYE 2027
APPENDIX A-2**

<u>Account Description</u>		<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
Computer					
5128	Programming & Software	0.00	3,775.00	3,294.15	3,820.00
	Total Computer	0.00	3,775.00	3,294.15	3,820.00
6114	Insurance	51,345.58	60,400.00	45,299.97	64,400.00
619...	Admin Allocation	250,874.10	247,988.00	189,829.08	320,528.00
619...	Engineering Allocation	11,530.58	18,074.00	8,990.63	17,173.00
6208	NYS Administrative Assessment	10,038.00	12,897.00	0.00	13,159.00
890...	Water Quality Allocation	69,173.69	124,325.00	45,938.22	74,648.00
7032	Depreciation	704,526.31	748,600.00	545,926.72	734,100.00
6202	Interest Expense	351,265.33	396,773.00	264,889.12	318,522.00
7170	Debt Issuance Costs	111,969.50	0.00	0.00	0.00
	Total Expenses	3,077,246.81	3,372,703.00	2,180,142.57	3,128,610.00
	Change in Net Position	4,427,395.02	(147,189.00)	1,442,727.80	415,568.00

**Army Water Line
BUDGET FYE 2027
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				415,568.00
PLUS DEPRECIATION & AMORTIZATION				734,100.00
- 25... LESS PRINCIPAL PAYMENTS				(625,668.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? AWL CAPITAL PROJECTS				(524,000.00)
4183 AWL GRANT FUNDING				0.00
TOTAL RESERVE/CAPITAL REQUIRED				<u>(524,000.00)</u>
CASH FLOW				<u>0.00</u>

**Regional Water Line
BUDGET FYE 2027
APPENDIX A-3**

		FYE 3/31/2025	FYE 3/31/2026	Actual 12/31/2025	FYE 3/31/2027 Budget
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		
Customer Billings					
4001	Customer Billings	\$137,652.75	\$161,596.00	\$113,990.81	\$125,952.00
4005	Capital Billings	286,518.04	336,428.00	252,321.00	360,983.00
	Total Customer Billings	424,170.79	498,024.00	366,311.81	486,935.00
Other Income					
4164	Miscellaneous	0.00	0.00	38,374.68	0.00
	Total Other Income	0.00	0.00	38,374.68	0.00
Interest Income					
4102	Investment Interest Income	20,870.96	18,400.00	13,797.17	17,200.00
	Total Interest Income	20,870.96	18,400.00	13,797.17	17,200.00
	Total Income	445,041.75	516,424.00	418,483.66	504,135.00
Salaries					
	Engineering Wages	15,392.77	12,135.00	9,412.08	13,091.00
	Telecom Wages	917.39	0.00	0.00	0.00
	WQ Wages	24,527.18	30,518.00	17,898.06	36,916.00
500...	Overtime Wages	3,402.12	1,757.00	2,844.93	3,013.00
5005	On-Call Stipend	4,092.25	799.00	823.24	976.00
	Total Salaries	48,331.71	45,209.00	30,978.31	53,996.00
Fringe Benefits					
503...	FICA Expense	3,578.94	3,265.00	2,428.86	3,884.00
503...	Pension Expense	8,631.08	6,072.00	4,829.49	8,045.00
503...	VDC Expense	122.39	143.00	48.27	218.00
503...	Health Insurance	7,865.25	6,950.00	5,400.64	8,712.00
503...	Workers Comp	611.31	1,694.00	1,105.15	1,965.00
503...	Disability Insurance	130.98	174.00	130.50	208.00
504...	Post Retire Overhead	3,418.28	3,088.00	1,931.66	3,651.00
	Total Fringe Benefits	24,358.23	21,386.00	15,874.57	26,683.00
Operations & Maintenance					
5815	Chemicals	3,072.90	3,200.00	2,549.00	3,200.00
5902	Lab Fees	3,600.00	3,600.00	2,883.00	3,600.00
6010	Cape Vincent Reserve	1,700.00	1,700.00	1,700.00	1,700.00
	Total O & M	8,372.90	8,500.00	7,132.00	8,500.00
6004	Water Purchases	108,553.80	168,575.00	125,380.30	125,952.00
Office & Administrative					
5118	Other Communications	0.00	0.00	0.00	1,225.00
5202	Employee Mileage Reimbursement	501.12	250.00	114.10	250.00
5570	Public Work Enforcement Fees	10.41	110.00	0.00	10.00
	Total Office & Admin	511.53	360.00	114.10	1,485.00
Utilities					
5802	Gas & Electric	27,698.55	30,000.00	24,740.03	30,000.00
	Total Utilities	27,698.55	30,000.00	24,740.03	30,000.00
Professional Fees					
5924	Legal	0.00	500.00	0.00	500.00
	Total Professional Fees	0.00	500.00	0.00	500.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	7,202.84	11,898.18	7,341.86	9,000.00
5808	Site Maint & Repair	1,790.68	3,500.00	2,262.35	3,500.00
5812	Pipeline Maintenance	21,245.15	24,602.00	15,207.58	20,000.00
	Total Repairs & Maintenance	30,238.67	40,000.18	24,811.79	32,500.00
Computer					
5128	Programming & Software	0.00	533.00	436.45	546.00
	Total Computer	0.00	533.00	436.45	546.00

**Regional Water Line
BUDGET FYE 2027
APPENDIX A-3**

		FYE 3/31/2025	FYE 3/31/2026	Actual 12/31/2025	FYE 3/31/2027 Budget
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		
6114	Insurance	7,043.53	7,700.00	5,775.03	9,000.00
619...	Admin Allocation	17,594.92	17,868.00	13,614.02	19,815.00
619...	Engineering Allocation	2,497.98	4,365.00	1,537.37	4,323.00
6208	NYS Administrative Assessment	1,821.00	1,662.00	0.00	1,857.00
890...	Water Quality Allocation	8,715.94	11,144.00	5,857.23	11,912.00
7032	Depreciation	136,125.09	146,800.00	104,300.51	150,800.00
7002	Amortization	31,595.64	31,596.00	23,696.74	31,596.00
6202	Interest Expense	48,386.64	47,879.00	8,021.04	44,740.00
	Total Expenses	501,846.13	584,077.18	392,269.49	554,205.00
	Change in Net Position	(56,804.38)	(67,653.18)	26,214.17	(50,070.00)

**Regional Water Line
BUDGET FYE 2027
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(50,070.00)
PLUS DEPRECIATION & AMORTIZATION				182,396.00
- 25... LESS PRINCIPAL PAYMENTS				(88,541.00)
RESERVE/CAPITAL REQUIREMENTS				
3151 RWL CAPITAL RESERVE				(13,785.00)
- 14?? RWL CAPITAL PROJECTS				(30,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(43,785.00)</u>
CASH FLOW				<u>0.00</u>

**Water Sewer Contracts
BUDGET FYE 2027
APPENDIX A-4**

Account Description		FYE 3/31/2025 Actual	FYE 3/31/2026 Amended Budget	Actual 12/31/2025	FYE 3/31/2027 Budget
Customer Billings					
4001	Customer Billings	\$2,136,731.00	\$2,904,136.00	\$2,103,094.69	\$2,893,114.00
	Total Customer Billings	2,136,731.00	2,904,136.00	2,103,094.69	2,893,114.00
Other Income					
4164	Miscellaneous	1,852.80	0.00	2,026.07	0.00
	Total Other Income	1,852.80	0.00	2,026.07	0.00
	Total Income	2,138,583.80	2,904,136.00	2,105,120.76	2,893,114.00
Salaries					
	Engineering Wages	50,786.90	29,061.00	37,342.89	28,869.00
	Telecom Wages	2,695.54	0.00	2,098.01	0.00
	MMF Wages	296.91	0.00	0.00	0.00
	WQ Wages	1,261,496.70	1,417,888.00	1,113,666.25	1,388,900.00
500...	Overtime Wages	68,982.44	68,875.00	58,498.85	55,234.00
5005	On-Call Stipend	13,170.00	36,823.00	34,849.64	37,516.00
	Total Salaries	1,397,428.49	1,552,647.00	1,246,455.64	1,510,519.00
Fringe Benefits					
503...	FICA Expense	103,030.74	111,783.00	94,848.97	108,576.00
503...	Pension Expense	259,408.92	234,324.00	197,953.14	248,787.00
503...	VDC Expense	578.01	535.00	649.48	408.00
503...	Health Insurance	241,059.04	251,619.00	205,341.26	244,598.00
503...	Workers Comp	28,987.63	75,995.00	70,370.49	67,558.00
503...	Disability Insurance	4,057.93	6,096.00	4,572.00	6,084.00
504...	Post Retire Overhead	120,917.85	111,984.00	90,147.38	106,979.00
5054	Employee Physicals & Screening	1,415.50	0.00	0.00	0.00
	Total Fringe Benefits	759,455.62	792,336.00	663,882.72	782,990.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	0.00	14,333.00	7,290.62	15,000.00
5706	Shop Tools	3,281.50	29,500.00	28,168.44	5,000.00
8090	Purchases for Resale	32,384.12	41,500.00	25,208.15	50,000.00
	Total O & M	35,665.62	85,333.00	60,667.21	70,000.00
Office & Administrative					
5053	Misc Employee Costs	0.00	1,102.00	1,102.00	100.00
5104	Office Supplies	0.00	4,000.00	1,214.95	3,750.00
5110	Postage & Shipping	0.00	750.00	15.00	750.00
5112	Telephone	0.00	6,000.00	3,214.70	4,500.00
5114	Cellular Services	0.00	28,800.00	20,505.63	30,300.00
5118	Other Communications	1,367.40	9,530.00	6,884.00	8,375.00
5120	Dues & Subscriptions	0.00	1,500.00	785.00	1,100.00
5130	Office Equipment	0.00	3,000.00	1,138.99	3,000.00
5202	Employee Mileage Reimbursement	6,318.09	8,500.00	8,210.30	12,000.00
5204	Empl. Meals & Incidental	52.50	5,000.00	3,487.00	2,000.00
5206	Empl. Lodging	0.00	5,256.00	4,626.00	2,500.00
5270	Travel & Meeting Expense	0.00	500.00	4.00	500.00
5370	Training & Development	0.00	16,500.00	13,771.17	9,500.00
5402	Employee Uniforms	0.00	13,130.00	12,719.00	15,000.00
	Total Office & Admin	7,737.99	103,568.00	77,677.74	93,375.00
Automobile					
5601	Auto/Light Truck Rep. & Maint.	0.00	46,000.00	24,365.21	42,000.00
5602	Auto/Light Truck Fuel	0.00	109,474.00	45,893.25	80,000.00
5603	Auto/Light Truck Rental/Lease	0.00	270,000.00	202,500.00	258,600.00
5605	Vehicle Ins	0.00	58,700.00	44,025.03	63,700.00
	Total Automobile	0.00	484,174.00	316,783.49	444,300.00
Computer					
5124	Computer Equipment	0.00	18,000.00	13,769.00	18,000.00
5128	Programming & Software	0.00	3,443.00	2,836.92	3,604.00

**Water Sewer Contracts
BUDGET FYE 2027
APPENDIX A-4**

<u>Account Description</u>	<u>FYE 3/31/2025 Actual</u>	<u>FYE 3/31/2026 Amended Budget</u>	<u>Actual 12/31/2025</u>	<u>FYE 3/31/2027 Budget</u>
Total Computer	0.00	21,443.00	16,605.92	21,604.00
6114 Insurance	50,434.40	67,200.00	50,400.00	75,400.00
619... Admin Allocation	42,057.16	44,516.00	34,130.88	46,841.00
619... Engineering Allocation	11,447.20	12,861.00	5,694.82	13,024.00
6208 NYS Administrative Assessment	8,979.00	10,879.00	0.00	11,985.00
890... Water Quality Allocation	355,162.39	(270,966.00)	(109,989.07)	(195,486.00)
Total Expenses	2,668,367.87	2,903,991.00	2,362,309.35	2,874,552.00
Change in Net Position	(529,784.07)	145.00	(257,188.59)	18,562.00

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Warneck Pump Station (WPS) Heating, Ventilation, and Cooling (HVAC) Renovation	Revenue	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -
	DOT Underground Crossings	Revenue/Grant	\$ 50,000	\$ 700,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Washer Compactor and Panel Replacements	Revenue	\$ 8,000	\$ 93,000	\$ -	\$ -	\$ -
	Warneck Pump Station 12" By-Pass Pump Replacement	Revenue	\$ 8,000	\$ 227,287	\$ -	\$ -	\$ -
	Warneck Pump Station Pump No. 3 Pump and VFD Replacement	Revenue	\$ 152,900				
	Utility Trailer Replacements	Revenue	\$ -	\$ 21,855	\$ -	\$ -	\$ -
	Army Sewer Line (ASL) Alternate Source for Wastewater Treatment	Revenue	\$ -	\$ -	\$ 500,000	\$ -	\$ -
	Warneck Pump Station (WPS) Remote Terminal Unit (RTU) Replacement	Revenue	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Kawasaki Mule 4x4 Replacement	Revenue	\$ -	\$ -	\$ -	\$ -	\$ 39,500
	Skid Steer Replacement	Revenue	\$ -	\$ -	\$ -	\$ -	\$ 149,242
TOTAL ARMY SEWER LINE			\$ 268,900	\$ 1,542,142	\$ 500,000	\$ -	\$ 208,742

ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Vacuum/Valve Exercise Trailer Replacement	Revenue	\$ 121,000	\$ -	\$ -	\$ -	\$ -
	City of Watertown Remote Terminal Unit (RTU) Replacement	Revenue	\$ 12,000	\$ -	\$ -	\$ -	\$ -
	BPS1 & BPS2 HVAC Replacement	Revenue	\$ 150,000	\$ -	\$ -	\$ -	\$ -
	Pipeline Joint Replacement	Revenue	\$ 241,000				
42044	Army Water Line (AWL) Pipeline Replacement - Phase 2	Bonding/Grant	\$ -	\$ 15,106,200	\$ -	\$ -	\$ -
	Army Water Line (AWL) Bridge Crossing Inspection	Revenue	\$ -	\$ 30,050	\$ -	\$ -	\$ -
	Army Water Line (AWL) Alternate Source for Water Supply	Revenue	\$ -	\$ -	\$ 546,364	\$ -	\$ -
	Booster Pump Stations No. 1 and No. 2 VFD Replacement	Revenue	\$ -	\$ -	\$ -	\$ -	\$ 65,000
TOTAL ARMY WATER LINE			\$ 524,000	\$ 15,136,250	\$ 546,364	\$ -	\$ 65,000

REGIONAL WATER LINE

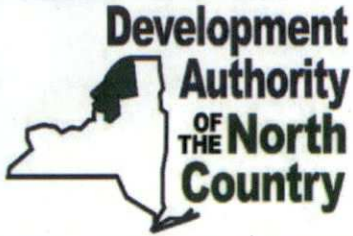
Project Number	Project Description	Fund	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029	Budget FYE 2030	Budget FYE 2031
	Regional Water Line (RWL) Chlorine Analyzers & Meter Replacement	Capital Reserve	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	Regional Water Line (RWL) Limerick Booster Pump Station (LBPS) Genset Replacement	Capital Reserve	\$ -	\$ 152,982	\$ -	\$ -	\$ -
	Regional Water Line (RWL) Pumps & Surge Relief Valves	Capital Reserve	\$ -	\$ 85,800	\$ -	\$ -	\$ -
	Regional Water Line (RWL) Bridge Inspections	Capital Reserve	\$ -	\$ -	\$ 60,000	\$ -	\$ -
	Regional Water Line (RWL) LBPS Pump & Controls Improvements	Capital Reserve	\$ -	\$ -	\$ 64,890	\$ -	\$ -
	Regional Water Line (RWL) RTU Replacements (VTMB, VOCH, VODX)	Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 51,400
TOTAL REGIONAL WATER LINE			\$ 30,000	\$ 238,782	\$ 124,890	\$ -	\$ 51,400

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2026-2027 User Charges Schedule

	2025-2026	2026-2027	Change
<u>Army Sewer</u>	8.90	8.89	-0.01
<u>Army Water</u>	10.56	11.42	0.86
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	4.01	4.09	0.08
Town of Pamela SD9	4.06	4.14	0.08
Town of LeRay - North Entry	4.01	4.09	0.08
Town of Leray SD 4	4.42	4.50	0.08
Town of Pamela SD3	4.01	4.09	0.08
Route 3 Sewer	4.07	4.16	0.09
Route 12	4.01	4.09	0.08
<u>Water Connection Rates:</u>			
Pamelia District #2, LeRay District #1	3.97	3.42	-0.55
Pamelia District #1	4.08	3.53	-0.55
Pamelia District #4 & #5	4.19	3.64	-0.55
LeRay District #2	4.57	4.00	-0.57
Champion	5.36	4.96	-0.40

Regional Water Line (COST COMPARISON FY26/ FY27)

Municipality	FY 2026		FY 2027	
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,688.90	\$ 2.19	\$ 1,812.16	\$ 2.34
T/Lyme (incl Bus Garage)	\$ 14,355.61	\$ 2.19	\$ 15,403.39	\$ 2.34
V/Chaumont	\$ 13,511.16	\$ 2.19	\$ 14,497.31	\$ 2.34
V/Dexter	\$ 10,977.82	\$ 2.19	\$ 11,779.06	\$ 2.34
T/Brownville (incl GBHS)	\$ 20,773.42	\$ 2.19	\$ 22,289.61	\$ 2.34
V/Brownville	\$ 22,800.09	\$ 2.19	\$ 24,464.21	\$ 2.34



Board Resolution No. 2026-02-13
February 26, 2026

APPROVING FISCAL YEAR 2027
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2027 North Country Economic Development Fund Budget, said proposed Budget being attached to this resolution as Appendix A, and

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

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

Whereas, the North Country Economic Development Fund Board ratified the FY 2027 Budget at its meeting on February 6, 2026, and

Now, therefore be it

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2027 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

Motion by: A. MacKinnon

Seconded by: E. Virkler

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa - **Yes***

Murray – **Yes**

Virkler – **Yes**

Non-Voting:

Flint - **Present**

Henry – **Present**

Hunt – **Present**

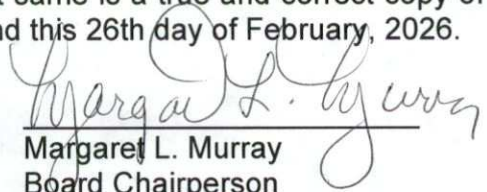
McGrath – **Absent**

* - 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. 2026-02-13 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

**North Country EDF
BUDGET FYE 2027
APPENDIX A**

		FYE 3/31/2025	FYE 3/31/2026	Actual 12/31/2025	FYE 3/31/2027 Budget
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		
4104	Loan Interest Income	\$0.00	\$115,000.00	\$109,177.58	\$132,000.00
Other Income					
4164	Miscellaneous	0.00	0.00	122.70	100.00
	Total Other Income	0.00	0.00	122.70	100.00
Interest Income					
4102	Investment Interest Income	0.00	230,400.00	183,619.32	266,000.00
	Total Interest Income	0.00	230,400.00	183,619.32	266,000.00
	Total Income	0.00	345,400.00	292,919.60	398,100.00
Professional Fees					
5924	Legal	0.00	1,000.00	0.00	5,000.00
5926	Investment Banking Fees	0.00	4,073.00	1,360.46	4,187.00
5970	Consulting	0.00	10,000.00	10,000.00	10,000.00
	Total Professional Fees	0.00	15,073.00	11,360.46	19,187.00
	Total Expenses	0.00	15,073.00	11,360.46	19,187.00
	Change in Net Position	0.00	330,327.00	281,559.14	378,913.00



**Board Resolution No. 2026-02-14
February 26, 2026**

**FISCAL YEAR 2026 OPERATING BUDGET AMENDMENT
MATERIALS MANAGEMENT DIVISION**

Whereas, the Development Authority of the North Country (Authority) adopted an Operating Budget for FY 2026 pursuant to **Resolution No. 2025-02-07**, and

Whereas, the budgeted amount of waste placed this fiscal year was 222,334 tons and the projected amount of waste placed at fiscal year-end is 250,902 tons, and

Whereas, the additional waste volumes received will result in an estimated increase in Customer Billings of \$1,716,651 bringing the estimated fiscal year-end total to \$13,807,573, and

Whereas, in accordance with the Host Community Benefits Agreement between the Authority and the Town of Rodman the Authority pays the Town \$4.24 per ton based on the actual tonnage of waste volumes received, and due to the increased waste volumes received, will result in an estimated increase in Host Community Benefits of \$121,128, bringing the estimated fiscal year-end total to \$1,061,813, and

Whereas, the additional revenue generated in Customer Billings will more than offset the additional Host Community Benefits.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby authorize and direct the Executive Director to amend the Materials Management Facility budget as follows:

Materials Management (Company 20)	GL Number	Current Budget	Amended Budget	Change
Total Customer Billings	Various	\$12,090,922	\$13,807,573	\$ 1,716,651
Host Community Benefits	6006	\$ 940,685	\$ 1,061,813	\$ 121,128
Total Change in Expenditures				\$ 121,128
Impact on Change In Net Position				\$ 1,595,523

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

Voting:

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

MacKinnon - **Yes**
Mastascusa -**Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

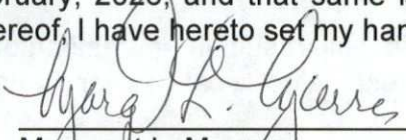
Flint - **Present**
Henry –**Present**
Hunt – **Present**
McGrath – **Absent**

* - indicates attendance via videoconference.

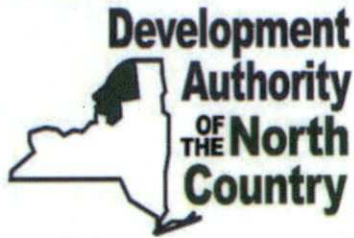
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-14 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2026-02-15
February 26, 2026

EASEMENT AGREEMENT
NATIONAL GRID
TAX PARCEL 114.00-1-20.2, JEFFERSON COUNTY

Whereas, pursuant to **Resolution No. 2008-08-09**, the Development Authority of the North Country (Authority) authorized a 100-foot-wide easement to Niagara Mohawk Power Corporation d/b/a National Grid (National Grid) to a parcel of land owned by the Development Authority, located in Rodman, New York, said parcel being a part of Tax Parcel 114.00-1-20.2 in the Town of Rodman, and

Whereas, said easement was granted in order for National Grid to develop and operate interconnection facilities servicing the Authority's landfill gas-to-energy project, and

Whereas, National Grid is in the process of expanding its facilities and requested an easement to support the construction of a "smarter, stronger, cleaner energy grid to deliver a more robust, resilient, and secure energy network for customers and communities", in conjunction with its Climate Leadership and Community Protection Act Project (Project), and

Whereas, the Project involves rebuilding an existing 115kV transmission line from National Grid's Substation in Clay, NY to their Substation in Black River, NY, and

Whereas, the transmission line will be located on a portion of property owned by the Authority (Tax Parcel 114.00-1-20.2), and

Whereas, National Grid would like to purchase an easement on Tax Parcel 114.00-1-20.2 for the sum of \$2,000.00, and

Whereas, this easement will not impede or disrupt current or future operations of the Authority's Material Management Facility.

Now, therefor be it

RESOLVED, the Development Authority of the North Country does hereby authorize the Executive Director to negotiate and execute the Easement Agreement, by and between the Development Authority of the North Country and National Grid, as attached herewith.

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

Voting:

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

MacKinnon - **Yes**
Mastascusa -**Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

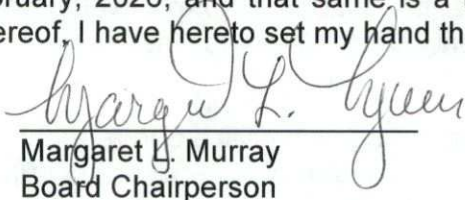
Flint - **Present**
Henry –**Present**
Hunt – **Present**
McGrath – **Absent**

* - 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. 2026-02-15 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT ("Agreement") effective this ____ day of _____, 20__, by and between **DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**, a public benefit corporation existing and operating under the laws of the State of New York, having an address of 317 Washington Street, Watertown, New York, 13601-3744 (hereinafter referred to as "Grantor") and **NIAGARA MOHAWK POWER CORPORATION**, a New York Corporation with its principal office and place of business at 300 Erie Boulevard West, Syracuse, New York 13202 (hereinafter referred to as "Grantee"). Grantor and Grantee are also each hereinafter referred to individually as a "Party" or, collectively, the "Parties".

NOW, THEREFORE, for a good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties hereby agree as follows:

1. **Grant of Easements.** The "Easement" granted by the Grantor to the Grantee consists of the perpetual right, easement and right-of-way, with the right, privilege, and authority to:
 - a. construct, reconstruct, relocate, extend, repair, maintain, operate, inspect, patrol, and, at its pleasure, remove a line or lines of above ground or buried wires and cables and a line or lines of poles or towers or both, with wires and cables strung upon and from the same, and all associated structures, crossarms, transformers, counterpoise wires or cables, guys, guy stubs, anchors, ducts, conduits, valves, junction boxes, housings, switches and switching equipment, markers, connections to overhead and underground facilities, insulators, lateral service lines, foundations, riser poles, antennae, braces, fittings, and other fixtures and appurtenances, (collectively, the "Transmission Facilities"), as the Grantee may now or shall from time to time deem necessary, for the transmission and distribution of high and low voltage electric energy and for the transmission of intelligence and communication purposes, by any means, whether now existing or hereafter devised, for public or private use, in, upon, over, under, and across the Premises (as defined below);
 - b. pass and repass along and within the Easement Area (as defined below) to and from State Route 189 and pass and repass over, across, and upon the existing dirt four wheeler trail near the southern boundary of the Premises to and from the Easement Area, and use, and maintain said four wheeler trail ("Access Road"), as may be reasonable and necessary in order to exercise the easements, rights and privileges herein granted;
 - c. trim, cut down, remove, and control by physical or other means, all trees, limbs, branches, roots, brush, and vegetation (whether natural or cultivated), and fire and electrical hazards, at the sole and absolute discretion of Grantee, now or hereafter existing in the Easement Area (the first clearing may be for less than full width of the

Easement Area and may be widened from time to time to full width) or the Access Road or any roadway area hereafter providing access to the Easement Area, and any such vegetation or hazards located outside of the Easement Area which, in the sole judgment of Grantee, might interfere with or endanger the Transmission Facilities, or the construction or maintenance thereof, as determined by Grantee.

The "Premises" is defined as: ALL THAT TRACT OR PARCEL OF LAND situated in the Town of Rodman, County of Jefferson, and State of New York, known as 26591 County Route 189, conveyed to Grantor and further described in that certain deed dated February 20, 2008, and recorded with the Jefferson County Clerk's office in Instrument No. 2008-00005452, and further identified as Tax Map Parcel No. 114.00-1-20.2.

The general location of the Easement is depicted on Exhibit A, attached hereto and by this reference made a part hereof (the "Easement Area"). The final and definitive location of the Easement Area shall be established by and upon the final installation and erection of the Transmission Facilities by the Grantee in substantial compliance with Exhibit A.

- d. Title to Transmission Facilities. Grantee, its successors and assigns shall at all times retain title to the Transmission Facilities and shall have the right to remove them (or to allow them to be removed) from the Premises at any time. Grantor shall have no ownership interest in or to any Transmission Facilities. Nothing in this Agreement, however, shall be construed as requiring Grantee to install or operate the Transmission Facilities.

2. Payments to Grantor.

- a. Crop Damage. If Grantee's assessment, construction, operations or maintenance activities on the Premises are the direct cause of damage or destruction to crops then being grown on the Premises, Grantee agrees to pay to Grantor a Fair Market Amount (as defined below) for said crops during the growing season in which such crops were damaged or destroyed. If such amount is undisputed by Grantee, Grantee shall pay such amount within ninety (90) days after Grantee's receipt of Grantor's written notice to Grantee specifying with sufficient detail the damage or destruction to crops then being grown on the Premises and reasonable evidence of the cause and extent of such damage or destruction. If the Premises are leased by Grantor to a third-party agricultural tenant for crop production, and crop damage of the type described herein occurs, Grantor will be directly responsible for any arrangements or agreements with such third-party agricultural tenants regarding any crop damage and reimbursement therefore as a result of the rights granted pursuant to this Agreement.

The "Fair Market Amount" for crop damages shall be computed using the following formula: the Fair Market Price (as defined below) for the crop(s) damaged or destroyed

times Yield (as defined below) times the number of acres (or partial acres) of crop(s) damaged or destroyed. "Yield" will be the average of the previous three (3) seasons' yields according to Grantor's records for the land area that includes the damaged area; provided, however, that if Grantor fails to provide such yield records, "Yield" will be the average yields recorded for the county in which the Premises is located for the year in which the damage or destruction occurred.

"Fair Market Price" shall be determined at Grantee's sole discretion by documenting and recording the greater price per unit of damaged or destroyed crop as of: (a) November 1st of the same year during which the crops were damaged or destroyed; or (b) March 1st of the same year during which the crops were damaged or destroyed, each as posted at the Farm Service Agency office located closest to the Project and other sources of crop data such as the County Extension Office in the area of the Project and the United States Department of Agriculture. Should Grantor or its agricultural tenant have purchased a valid crop insurance policy on the crop then being grown on the Premises that was damaged or destroyed by Grantee, Grantor may request that Grantee pay to Grantor the insured price per unit of said crop as described in such policy. Such a request shall not be unreasonably denied by Grantee provided that upon request by Grantee, Grantor presents to Grantee a certificate of insurance or similar instrument confirming the existence of said crop insurance policy and the insured price per unit of the impacted crop. Any payments by Grantee of the insured price on account of Grantor's agricultural tenant's crop insurance policy will be made directly to Grantor.

The Parties shall attempt, in good faith, to agree upon the extent of damage and amount of acreage affected. If the Parties cannot agree, the Parties shall have the area measured and the extent of damage assessed by a qualified impartial crop insurance adjuster chosen by mutual agreement of the Parties ("Adjuster"). If the need for an Adjuster is based on an actual good-faith disagreement regarding damages, Grantee shall pay for the reasonable cost of retaining said Adjuster.

- b. Damages to Tangible Property. Grantee agrees to repair any material physical damage to Grantor's drainage tile, fences and other tangible property located on the Premises to the extent such damage is directly caused by Grantee's installation, construction, operation, maintenance, repair, replacement, relocation or removal of the Transmission Facilities or Access Roads. Grantor shall promptly notify Grantee in writing of any damage that Grantor claims is Grantee's responsibility under this Agreement along with reasonable evidence of the cause and extent of such damage. Upon receipt of such notice, Grantee shall promptly investigate and make the repair to the extent Grantee is responsible under this Agreement. For any repairs required to be made by Grantee under this Agreement, Grantee shall repair such damaged property to substantially the same condition of the property existing immediately before being damaged, to the extent reasonably practicable. If Grantee is responsible for damage caused to drainage

tile and such damage is a direct cause of damage to or destruction of crops then being grown on the Premises, the provisions of Section 2.a shall apply with respect to compensation for crop damages.

Despite anything contained herein to the contrary, Grantee shall not be liable for damage to, nor shall it be obligated to repair or replace, any structures, buildings, or any other articles whatsoever, which are constructed, installed, or otherwise existing within the Easement Area in violation of the terms of this Agreement.

- c. Restoration of the Premises. Grantee will restore any physical damage to the Premises to its original or better pre-existing condition, to the extent reasonably practicable, or reimburse Grantor for the reasonable cost of restoring physical damage to the Premises, except as modified to accommodate the Transmission Facilities or Access Roads, but only if such damage is caused by Grantee.
- d. Timber. If Grantee's assessment, construction, operations, or maintenance activities on the Premises are the direct cause of damage or destruction to marketable timber then being grown outside of the Easement Area, Grantee agrees to pay to Grantor damages for said timber ("Timber Damages"). Timber Damages shall equal the fair market value of the marketable timber that was damaged or destroyed as determined by the Parties. Grantee shall pay such amount within ninety (90) days after the completion of Timber clearing operations.

The Parties shall attempt, in good faith, to agree upon the extent of Timber Damages. If the Parties cannot agree, Timber Damages shall be determined by a qualified professional third-party forester, chosen by mutual agreement of the Parties. If the need for a third-party forester is based on an actual good-faith disagreement regarding damages, Grantee shall pay for the reasonable cost of retaining said third-party forester.

3. **Grantor's Representations, Warranties and Covenants.** Grantor, as an undertaking and covenant running with the land for itself, its heirs, representatives, successors and assigns, hereby covenants and agrees to Grantee:

- a. Installations within Permanent Easement. Grantor shall not construct or place any structure or building on any part of the Easement Area or Access Roads including, but not limited to: posts, poles, fences, dwellings, garages, barns, sheds, tree stands, deer hunting blinds, septic systems, leach fields, wells, storage structures of any kind, lean-tos, play houses or other play structures, trampolines, outbuildings, gazebos, hot tubs, swimming pools, concrete patios, decks, basketball/sports courts, retaining walls, or any edifice projections such as, but not limited to: balconies, verandas, porches, building overhangs, or bay windows. Without liability for damages, Grantee may remove any structure or building constructed or placed within the Easement Area in contravention of this provision. If Grantor constructs, places or permits any structure

or building within the Easement Area then Grantor shall reimburse Grantee for all expenses (including, but not limited to removal, court, collection, and attorneys' fees and costs if such litigation is successful) associated with or arising from removing such structure or building. Moreover, in no event shall Grantor:

- i. grow, cultivate, or harvest trees or shrubs within the Easement Area without the prior written consent of the Grantee; or
 - ii. construct or place within the Easement Area underground pipeline, cable, wire, conduit, valve, stub, storm water drainage pipeline facilities or other utility or appurtenance without the prior written consent of Grantee; or
 - iii. store or permit to be stored, use, operate, or move longitudinally along or otherwise within the Easement Area any equipment, mechanical or otherwise, any part of which may extend within fifteen feet of the lowest electric conductor within the Easement Area; or
 - iv. change, by excavation or filling, the present grade or ground level of the Easement Area nor shall any excavating, mining or blasting be undertaken within the bounds thereof; or
 - v. Alter landfills, wetlands, land excavations, water impoundments including storm water quality features or facilities, and other land uses within the Easement Area. Additionally, Grantor shall not construct any new, or alter any existing landfills, wetlands, water impoundments, and other similar uses on the Premises, which might, in Grantee's reasonable discretion, endanger or interfere with any Transmission Facilities, including, but not limited to, Grantee's rights of maintenance and reasonable access, without the prior written consent of Grantee.
- b. Grantor's Authority. Grantor is the sole owner of the Premises, has good and marketable title to the Premises, and has the unrestricted right and authority to execute this Agreement and to grant Grantee the rights granted in this Agreement. Grantor shall cooperate with Grantee to obtain non-disturbance, and other agreements from any person with a mortgage, lien, encumbrance or other exception to fee title to the Premises to the extent necessary to eliminate any interference with any rights granted to Grantee under this Agreement. Grantee shall have the right to hold, possess and enjoy the Easement, without hindrance or molestation, and Grantor shall defend Grantee's right of use and occupancy to the same against the claims of all persons quietly and peaceably. Each person signing this Agreement on behalf of Grantor is authorized to do so, and all persons having any ownership or possessory interest in the Premises (including spouses) are signing this Agreement as Grantor.

- c. No Interference. Grantor shall not interfere with and shall not allow any other party to interfere with, Grantee's use of the Premises for the purposes described in this Agreement, or Grantee's rights under this Agreement. Any new leases or renewals and or extensions of existing leases, options to lease, seismic operations, or any other agreement made by Grantor with a third party regarding the Premises (including any of the foregoing related to water, oil, gas, or other minerals) shall contain language that states that such third party shall not disturb, interfere with, preclude or destroy Grantee's rights hereunder.
- d. No Litigation. Grantor has no knowledge of being a party to any, and has no knowledge of any pending or threatened, legal, administrative, arbitral or other proceedings, claims, actions or governmental or regulatory investigations of any kind or nature whatsoever against Grantor: (i) challenging the validity or propriety of this Agreement, and/or the transactions contemplated in this Agreement; or (ii) which could reasonably be expected to have a material adverse effect on the ownership or operation of the Premises by Grantor or any part thereof or interest therein.

4. Miscellaneous.

- a. Successors and Assigns. This Agreement shall inure to the benefit of and be binding upon Grantor and Grantee and, to the extent provided in any assignment or other transfer permitted hereunder, any transferee, and their respective heirs, transferees, successors and assigns, and all persons claiming under them. References to Grantee in this Agreement shall be deemed to also include transferees of Grantee that hold a direct ownership interest in the Easement or this Agreement and actually are exercising rights under the Easement or this Agreement to the extent consistent with such interest.
- b. Assignment. Grantee, its successors and assigns, shall have the right to assign or transfer this Easement, or any part thereof, or interest therein, and the same may be divided or otherwise apportioned between or among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full right, privilege, and authority herein granted, to be owned and enjoyed either in common or severally.
- c. Easement to Run with the Land. This Easement shall at all times be deemed to be and shall be a continuing covenant running with the Premises and shall inure to and be binding upon the successors, heirs, legal representatives, and assigns of the parties named herein.
- d. Entire Agreement; Amendments. This Agreement, together with all exhibits referenced herein and attached hereto, constitutes the entire agreement between Grantor and Grantee respecting the subject matter contained herein. Any agreement, understanding or representation respecting the Premises, the Easement, or any other

matter referenced in this Agreement not expressly set forth in this Agreement or a subsequent writing signed by both Parties is null and void. This Agreement shall not be modified or amended except in a writing signed by both Parties. No purported modifications or amendments of this Agreement, including, without limitation, any oral agreement (even if supported by new consideration), course of conduct or absence of a response to a unilateral communication, shall be binding on either Party.

- e. No Merger. There shall be no merger of any easement estate created by this Agreement with the fee estate of the Premises by reason of the fact that any such easement estate or any interest therein may be held, directly or indirectly, by or for the account of any person or persons who shall own the fee estate or have any interest therein, and no such merger shall occur unless and until all persons at the time having such interest in the fee estate of the Premises and all persons (including, without limitation, Mortgagee) having an interest in any easement estate created by this Agreement shall join in a written instrument effecting such merger and shall duly record the same.
- f. Joint Owners. If one or more persons, partnerships, corporations, trusts or other entities execute this Agreement as owner or have an ownership interest in the Premises from time to time, the obligations of Owner under this Agreement shall be the joint and several obligations of each such person, partnership, corporation, trust or other entity. All such persons, partnerships, corporations, trusts or other entities agree that they shall be solely responsible for allocating any payments made under this Agreement between themselves and that Grantee shall have no obligation to make any allocation.
- g. Headings. The headings of the paragraphs of this Agreement are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part thereof.
- h. Counterparts. This Agreement, and any amendment hereto, may be executed in any number of counterparts and by each Party on separate counterparts, each of which when so executed and delivered shall be deemed an original and all of which taken together shall constitute one and the same instrument.
- i. Ratification of Existing Easement. Except as modified by this Agreement, Grantor and Grantee each ratifies and affirms the existing transmission line easement located on the Premises (the "Existing Easement"). The terms and provisions of this Agreement shall govern and control in the event of any conflict with the terms and provisions of the Existing Easement.

[Authorized Signatories on Following Page]

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the date first set forth above.

GRANTOR: DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

By: _____

Printed Name: _____

Title: _____

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

COUNTY OF _____) SS.:

On the ____ day of _____, 20__, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she resides in _____, _____ that he/she is the _____ of **Development Authority of the North Country**, the company described in and which executed the above instrument; and that he/she signed his name thereto by authority of the company.

Notary Public

GRANTEE: NIAGARA MOHAWK POWER CORPORATION

By: _____

Name: James M. Zuccolotto

Title: Authorized Representative

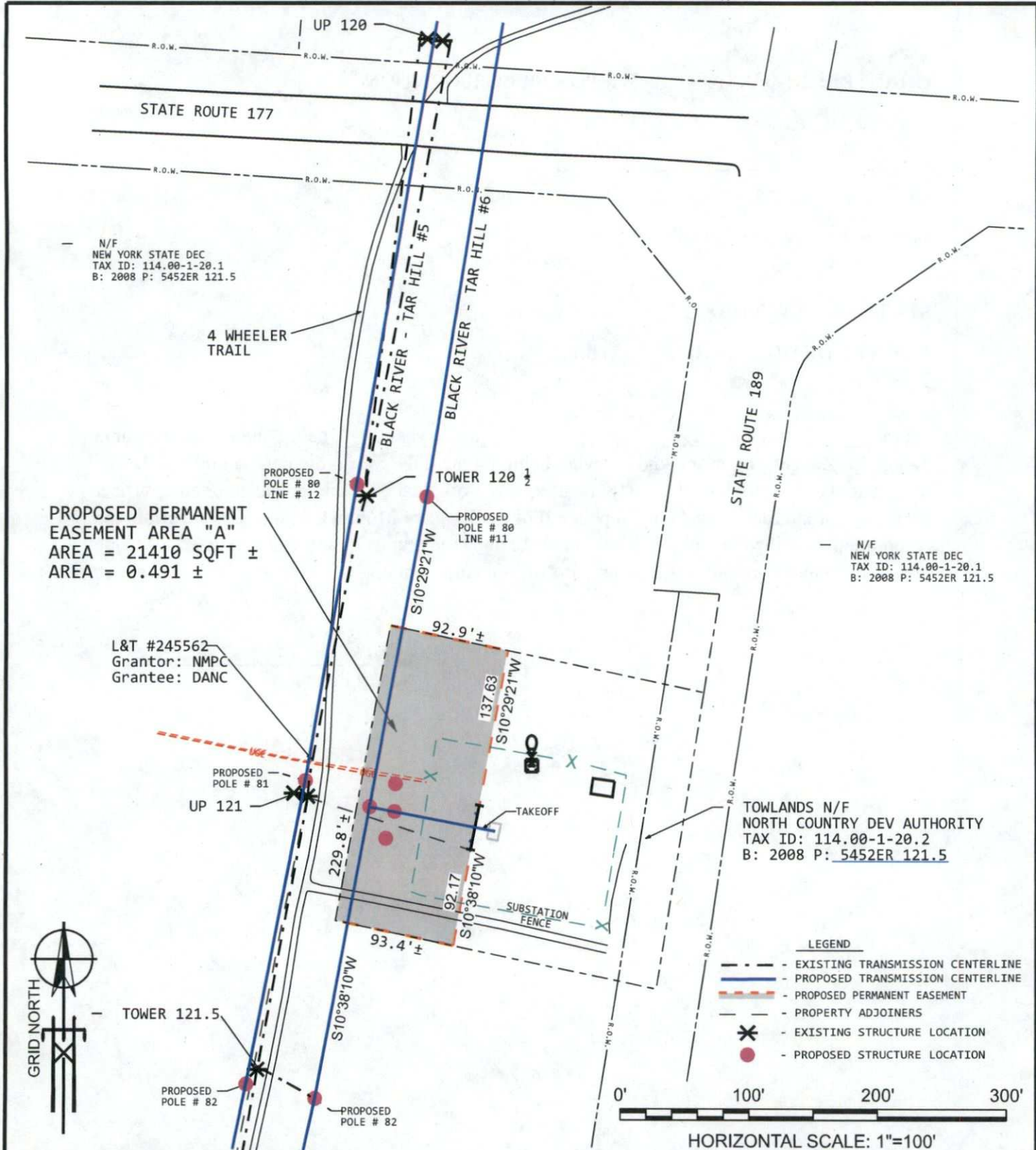
STATE OF NEW YORK)

COUNTY OF ONONDAGA) SS.:

On the _____ day of _____ in the year 20__, before me personally came **James M. Zuccolotto**, to me known, who, being by me duly sworn, did depose and say that he resides at 300 Erie Boulevard West, Syracuse, New York, that he is the (president or other officer or director or attorney in fact duly appointed) of the **Niagara Mohawk Power Corporation**, the corporation described in and which executed the above instrument; and that he signed his name thereto by authority of the board of directors of said corporation.

Notary Public

CONFIDENTIALITY STATEMENT
 This document contains confidential and proprietary information of Niagara Mohawk Power Corporation, d/b/a National Grid ("National Grid").
 It is to be used by authorized contractors for National Grid solely in connection with the specific project for which it has been transmitted.
 Any other use, its transmittal to third parties, or its reproduction without prior express written authorization of National Grid is strictly prohibited.



N/F
 NEW YORK STATE DEC
 TAX ID: 114.00-1-20.1
 B: 2008 P: 5452ER 121.5

N/F
 NEW YORK STATE DEC
 TAX ID: 114.00-1-20.1
 B: 2008 P: 5452ER 121.5

TOWLANDS N/F
 NORTH COUNTRY DEV AUTHORITY
 TAX ID: 114.00-1-20.2
 B: 2008 P: 5452ER 121.5

PREPARED BY

SURVEY PROJECT # 5850 W.O. # 90000241979 SHEET 001

EXHIBIT "A"				
EASEMENT TO BE OBTAINED FROM				
NORTH COUNTRY DEV. AUTHORITY TAX ID 114.00-1-20.2				
TOWN OF RODMAN - JEFFERSON COUNTY, N.Y.				
DES. RWM	DR. JL	CK. JDM	03/27/2025	SCALE: 1"=100'
REV. 2				6.2 - S23 - M49
REV. 1				NO. 01000



Board Resolution No. 2026-02-16
February 26, 2026

**FRANKLIN COUNTY TELECOMMUNICATION PROJECT AMENDMENT
TELECOMMUNICATIONS DIVISION**

Whereas, pursuant to **Resolution 2023-12-87** the Development Authority of the North Country (Authority) authorized an agreement with Franklin County (County) to accept ownership and operate approximately 50 miles of fiber in Franklin County between Chateaugay and Brainardsville, and

Whereas, said agreement was executed on January 31, 2025 for a 20-year term and requires the County reimburse the Authority for expenses incurred during project development and construction, and

Whereas, due to make-ready construction costs, the County has made design changes and the completion date of the project has changed from August 31, 2026 to December 31, 2027, and

Whereas, the County has requested an amendment to the Authority's existing agreement to reflect changes in the original agreement, and to document the Authority's anticipated not to exceed costs assuming a revised project completion date of December 31, 2027, and

Whereas, the Authority's only cost for this project during design and construction is Authority labor, which is estimated to be \$80,000.

Now, therefore be it

RESOLVED, the Development Authority of the North Country board of directors authorizes the Executive Director to negotiate and execute an amendment to the existing agreement with Franklin County to reflect changes in the project scope, schedule and Authority labor costs during design and construction.

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

Voting:

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

MacKinnon - **Yes**
Mastascusa -**Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

Flint - **Present**
Henry –**Present**
Hunt – **Present**
McGrath – **Present***

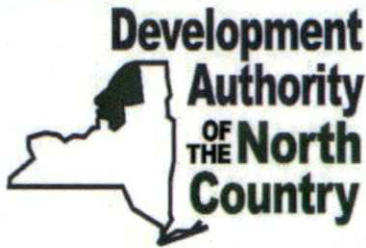
* - indicates attendance via videoconference.
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-16 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2026-02-17
February 26, 2026

STANDARDIZING UPON CERTAIN EQUIPMENT
WATER QUALITY DIVISION

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

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

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

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

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

Now, therefore, be it

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

RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2026-02-17

Schedule A

WATER QUALITY MANAGEMENT DIVISION EQUIPMENT STANDARDIZATION

CLASSIFICATION	MANUFACTURER/MODEL
Air Relief Valves	A. R. I. Flow Control Accessories
Chemical Feed Pumps (diaphragm)	Liquid Metronics Incorporated (LMI)
Chemical Feed Pumps (peristaltic)	Blue-White Industries, Ltd.
Chlorine/Turbidity Analyzers	HACH Company
Din Mounted Battery Control Module	Rhino
Din Mounted Circuit Breakers	Eaton
Din Mounted Ethernet Switches	Stride
Din Mounted Intrinsically Safe Relays	Macromatic
Din Mounted Power Supplies	Rhino
Din Mounted Powerline Filters	Eaton
Din Mounted Relays	Idec
Double Suction Centrifugal Pumps	Xylem Family (Goulds)
Full Flow Pipe Flow Meters	Emerson-Rosemount
GPS Locating Equipment	Trimble
Grinder Pumps	Environmental One Corp. (E-ONE)
Human Interface Machine (HMI)	Red Lion Controls
Leak Detection Equipment	Subsurface Instruments, Inc.
Open Channel Flow Meters	ISCO, Inc. HACH Company
pH Analyzers	HACH Company
Pipeline Inspection Equipment	Proteus by Minicom
Pressure Transmitters	Schneider Electric-Foxboro
Regional Water Line Compound Flow Meters	Master Meter, Inc.
Regional Water Line Control Valves	Ross Valve Manufacturing Company, Inc.
Remote Terminal Units (RTU)	Emerson Process Management/Bristol
Spread Spectrum RTU Radios	GE-MDS, LLC
Self-Priming Pumps	Xylem Family (Godwin)
Spilt Case Pump	Pentair Pump Group Inc (Aurora)
Surgebuster Swing Check Valves	Val-Matic Valve & Manufacturing Corp.
Submersible Pump	Xylem Family (Flygt)
Variable Frequency Drives	ABB
Valve Maintenance Trailer	Wachs LX VMT

Motion by: M. Hall
Seconded by: M. Doheny

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

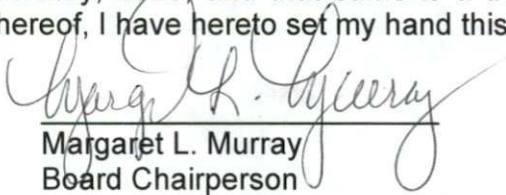
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

* - indicates attendance via videoconference.

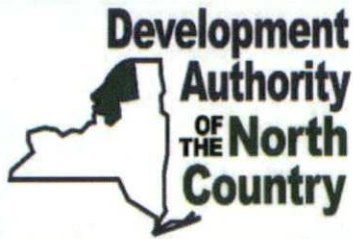
* - indicates voting member attending using audio only, unable to vote.

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. 2026-02-17 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2026-02-18
February 26, 2026

COMMUNITY DEVELOPMENT LOAN FUND
TUG HILL ARTISAN ROASTERS LLC
LOAN EXTENSION

Whereas, **Resolution No. 2023-09-75** authorized a loan of up to \$200,000 from the Community Development Loan Fund to Tug Hill Artisan Roasters LLC to bridge New York State grant funding for improvements to its building located at 7514 S. State Street, Lowville, Lewis County, and

Whereas, **Resolution No. 2025-10-62** authorized a permanent loan of \$130,000 for cost overruns associated with the improvements made to the property not covered by the grant funds, and

Whereas, Tug Hill Artisan Roasters has completed their project and is working with the Lewis County Planning and Development Office to submit their final draw request to New York State for reimbursement of funds, and

Whereas, the construction loan matures April 1, 2026, and

Whereas, the grant funds are required to pay the construction loan down to the \$130,000 permanent loan, and

Whereas, Tug Hill Artisan Roasters LLC has formally requested an extension of the loan maturity for an additional six months, and

Whereas, all terms and conditions of the original loan will remain unchanged.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby extend the term of the Tug Hill Artisan Roasters LLC Community Development Loan Fund loan for an additional 6 months to mature October 1, 2026 subject to the attached Term Sheet.

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

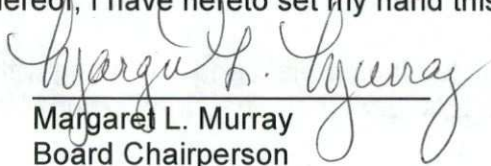
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

* - 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. 2026-02-18 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Tug Hill Artisan Roasters LLC

Loan Fund: Community Development Loan Fund

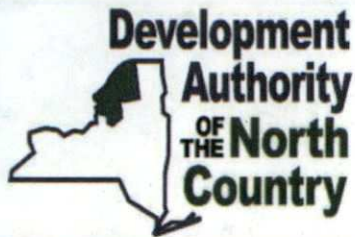
Loan Amount: up to \$200,000.00

Term: 24 months, or upon receipt of the final grant funds,
whichever occurs first
(Matures October 1, 2026 with this Loan Extension)

Rate: 5.25%, construction interest-only

Payment: Monthly interest-only

Collateral: Assignment of grant proceeds



Board Resolution No. 2026-02-19
February 26, 2026

**ECONOMIC DEVELOPMENT FUND
CLAYTON IMPROVEMENT ASSOCIATION
LOAN EXTENSION**

Whereas, **Resolution No. 2024-06-54** authorized a loan of up to \$400,000 from the Economic Development Fund to the Clayton Improvement Association to bridge New York State grant funding for the redevelopment of a blighted building in downtown LaFargeville, Jefferson County, and

Whereas, **Resolution No. 2025-09-55** extended the loan for an additional 6 months to March 1, 2026, and

Whereas, the Clayton Improvement Association has paid down the loan to \$238,104, and

Whereas, the Clayton Improvement Association has completed renovations and is in the process of submitting documentation for grant reimbursement from New York State to pay-down the balance of the loan, and

Whereas, the Clayton Improvement Association has formally requested an extension of the loan maturity for an additional six months, and

Whereas, all terms and conditions of the original loan will remain unchanged.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby extend the term of the Clayton Improvement Association Economic Development Fund loan for an additional 6 months to mature September 1, 2026 subject to the attached Term Sheet.

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

Voting:

Bibbins – **Abstained***

Doheny – **Yes**

Hall – **Yes**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa -**Yes***

Murray – **Yes**

Virkler – **Yes**

Non-Voting:

Flint - **Present**

Henry –**Present**

Hunt – **Present**

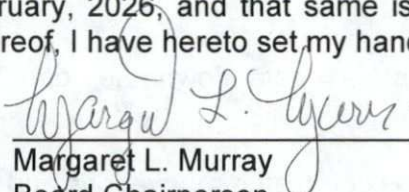
McGrath – **Present***

* - 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. 2026-02-19 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson

TERM SHEET

Borrower: Clayton Improvement Association

Loan Fund: Economic Development Fund

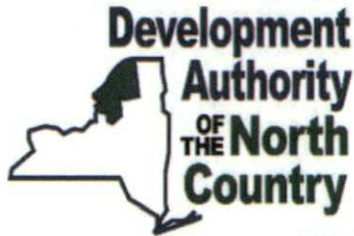
Loan Amount: up to \$400,000.00

Term: 30 months, or upon receipt of the final grant funds,
whichever occurs first
(Matures September 1, 2026 with this Loan Extension)

Rate: 5.25%, construction interest-only

Payment: Monthly interest-only

Collateral: Assignment of grant proceeds



Board Resolution No. 2026-02-20
February 26, 2026

NEXT MOVE NY
DEPARTMENT OF WAR - SKILLBRIDGE PROGRAM
AUTHORIZATION

Whereas, **Resolution No. 2024-08-55** authorized the acceptance of grant funds from Empire State Development to establish parts of the Next Move NY initiative on behalf of the North Country Regional Economic Development Council, and

Whereas, the Authority is implementing the career readiness, job and apprenticeship matching program, now known as the Career Connect Program, as part of the Next Move NY initiative, and

Whereas, the Department of War (DoW), formerly Department of Defense, requires that any entity that wishes to speak to transitioning soldiers on Fort Drum about internships or apprenticeships after March 31, 2026 must be qualified through the DOW SkillBridge Program, and

Whereas, the DoW SkillBridge Program facilitates the transition of eligible service members into civilian sector careers with industry providers/employers for a high probability of post-service employment, and

Whereas, the mission of the DoW SkillBridge Program closely aligns with the goals of the Next Move NY Career Connect Program, and

Whereas, leadership and staff have reviewed the DoW SkillBridge Program criteria and feel that it is in the best interest of the Authority and Next Move NY to apply for certification through the Department of War for the Program, and

Whereas, there are no additional costs to the Authority for participation in the Program.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby authorize an application be submitted to the Department of War for participation in the DoW SkillBridge Program and authorizes the Executive Director to execute all required documentation to implement the Program.

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

Voting:

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

MacKinnon - **Yes**
Mastascusa - **Yes***
Murray – **Yes**
Virkler – **Yes**

Non-Voting:

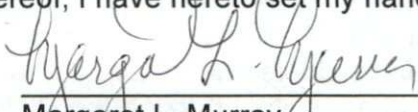
Flint - **Present**
Henry – **Present**
Hunt – **Present**
McGrath – **Present***

* - 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. 2026-02-20 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.



Margaret L. Murray
Board Chairperson



Board Resolution No. 2026-02-21
February 26, 2026

**HAMILTON COUNTY TELECOMMUNICATION PROJECT
CAPITAL PROJECT AMENDMENT
TELECOMMUNICATIONS DIVISION**

Whereas, pursuant to **Resolution No. 2023-12-88** the Development Authority of the North Country (Authority) authorized the Executive Director to execute a Facilities and Services Agreement (Agreement) with Hamilton County in the amount of \$550,000 to construct, own and operate 12 miles of fiber to connect public emergency towers between Morehouse, NY and Lake Pleasant, NY, (Project) and

Whereas, upon execution of said Agreement, the Authority's board of directors authorized a \$550,000 capital project for the Hamilton County Public Emergency Project, and

Whereas, Hamilton County is utilizing \$550,000 from a Statewide Interoperable Communications grant to reimburse the Authority for expenditures incurred in connection with the Project, and

Whereas, at the time the Agreement was executed the estimated cost to construct the 12-mile route was \$550,000, inclusive of a 20% contingency. This estimate included cost for make-ready work and fiber construction, projected at \$144,000 and \$406,000, respectively, and

Whereas, make-ready refers to the preparatory work performed by utility pole owners to enable new attachments, a process outside of the Authority's control, and

Whereas, in September 2025 the Authority received final preliminary make-ready applications back from pole owners, resulting in a revised make-ready cost estimate of \$668,052, which is \$524,052 higher than the original estimate of \$144,000. The increase brings the total estimated Project budget to \$1,084,800, inclusive of a 5.6% contingency, and

Whereas, upon receipt of the revised Project budget, Hamilton County requested that the Authority suspend all work on the Project to allow time for a special meeting of the Hamilton County Board of Supervisors and to evaluate other funding sources, and

Whereas, Hamilton County has identified a funding source sufficient to cover the full Project budget of \$1,084,800, and

Whereas, in consideration for the additional capital outlay required, Hamilton County has requested that the term of the Agreement be extended from 20 to 30 years, and

Whereas, the Hamilton County Board of Supervisors will convene on March 6, 2026 to formalize their commitment to fund the Project, and

Now, therefore be it

RESOLVED, the Development Authority of the North Country Board of Directors authorizes the Executive Director to enter into an Agreement to Amend the Facilities and Services Agreement dated May 31, 2024 with Hamilton County to increase Project expenditures for reimbursement from Hamilton County from \$550,000 to \$1,084,800, and to extend the term of the Agreement from 20 to 30 years, and be it further

RESOLVED, upon execution of said Amendment, the Development Authority of the North Country Board of Directors authorizes the Chief Financial Officer to increase the Hamilton County Public Emergency Capital Project budget from \$550,000 to \$1,084,800.

Motion by: T. Hefferon

Seconded by: A. MacKinnon

Voting:

Bibbins – **Yes***

Doheny – **Yes**

Hall – **Abstained**

Hefferon – **Yes**

MacKinnon - **Yes**

Mastascusa - **Yes***

Murray – **Yes**

Virkler – **Yes**

Non-Voting:

Flint - **Present**

Henry – **Present**

Hunt – **Present**

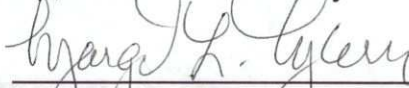
McGrath – **Present***

* - 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. 2026-02-21 of the Development Authority of the North Country with the original adopted by the Development Authority of the North Country at a meeting of said Authority on the 26th day of February, 2026, and that same is a true and correct copy of such resolution. In testimony whereof, I have hereto set my hand this 26th day of February, 2026.


Margaret L. Murray
Board Chairperson