

MINUTES
FINANCE AND BUDGET MEETING
Thursday, March 28, 2019 – 9:00 AM
Authority Conference Room, 4th Floor, Suite 414
Dulles State Office Building

The Development Authority of the North Country Finance Committee met in regular session in Conference Room 100, 1st Floor, Dulles State Office Building, Watertown, New York, on Thursday, March 28, 2019 at 9:00 am.

Members Present:

Margaret Murray, Chairperson
Fredrick Carter
Thomas Hefferon
Gary Turck (Chairman)

Staff Present:

James W. Wright, Executive Director
Carl Farone, Comptroller
Angela Marra, Executive Assistant

Members Absent:

Mary Doheny
John Johnson Jr.

Guest Present:

Other Board Members Present:

Alex MacKinnon

1. Chairperson Murray opened the meeting at 9:02 AM.
2. Chairperson Murray requested a roll call by A. Marra.
 - All Committee Members were present except for M. Doheny and J. Johnson, Jr., confirming a quorum.
3. The 2019-2020 Authority Budget, Tentative Budget handout was distributed to the committee members and reviewed by Executive Director J. Wright. The document had also been sent to all committee members about one week prior to the meeting. Within the document are the final changes made to the budget. Many of the changes fall within capital projects. Those changes outside of capital projects resulted in a final review of the operating budgets. These changes will be reflected in the resolutions to be approved during this meeting.
4. Resolutions –
 - a. Resolution No. 2019-03-24, approves the Fiscal Year 2019-2020 Administrative Budget, Capital Projects, Administrative Allocations, and Audit Committee Budget.

J. Wright stated all appropriations are attached to each resolution.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-24, Approving Fiscal Year 2019-2020 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved by the Finance and Budget Committee.

b. Resolution No.2019-03-25, approves the Fiscal Year 2019-2020 Engineering Division Operating Budget, Capital Projects and Reserve Designation.

Upon a motion by T. Hefferon, and seconded by F. Carter, Resolution No. 2019-03-25, Approving Fiscal Year 2019-2020 Engineering Division Operating Budget, Capital Projects and Reserve Designation, was unanimously approved by the Finance and Budget Committee.

c. Resolution No. 2019-03-26, approves the Fiscal Year 2019-2020 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees.

Upon a motion by G. Turck, and seconded by F. Carter, Resolution No. 2019-03-26, Approving Fiscal Year 2019-2020 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, was unanimously approved by the Finance and Budget Committee.

d. Resolution No. 2019-03-27, approves the Fiscal Year 2019-2020 Regional Development Budget.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-27, Approving the Fiscal Year 2019-2020 Regional Development Budget, was unanimously approved by the Finance and Budget Committee.

e. Resolution No 2019-03-28, approves the Fiscal Year 2019-2020 North Country Economic Development Fund Budget.

Upon a motion by T. Hefferon, and seconded by G. Turck, Resolution No. 2019-03-28, Approving the Fiscal Year 2019-2020 North Country Economic Development Fund Budget, was unanimously approved by the Finance and Budget Committee.

f. Resolution No. 2019-03-29, Approving the Fiscal Year 2019-2020 Technology Division Operating Budget, Capital Projects, Reserve Designations, and Tariff.

Upon a motion by G. Turck, and seconded by T. Hefferon, Resolution No. 2019-03-29, Approves the Fiscal Year 2019-2020 Technology Division Operating Budget, Capital Projects, Reserve Designations, and Tariff, was unanimously approved by the Finance and Budget Committee.

g. Resolution No. 2019-03-30, Approving the Fiscal Year 2019-2020 Water Quality Management Division Operating Budget, Capital Projects and User Charges.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-30, Approves the Fiscal Year 2019-2020 Water Quality Management Division Operating Budget, Capital Projects and User Charges, was unanimously approved by the Finance and Budget Committee.

- h. Resolution No. 2019-03-33, authorizes the Professional Services Contracts for the Authority.

Upon a motion by T. Hefferon, and seconded by F. Carter, Resolution No. 2019-03-33, authorizing Professional Services Contracts, was unanimously approved by the Finance and Budget Committee.

- i. Resolution No. 2019-03-34, authorizes the standardization of computer software programs for the Authority.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-34, Authorizing Standardized Computer Software Programs, was unanimously approved by the Finance and Budget Committee.

- j. Resolution No. 2019-03-35, authorizes the continuation of the \$500,000 line of credit from the Telecommunications repair and upgrade reserve for the purpose of financing Telecommunications projects on an as-needed basis. The Executive Director will report usage of the line of credit to the Facilities Committee in a timely manner.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-35, Authorizing Continuation of a \$500,000 Line of Credit for the Technology Division, was unanimously approved by the Finance and Budget Committee.

- k. Resolution No. 2019-03-36, authorizes the write-off of Feher Rubbish Removal accounts receivables in the amount of \$12,112.35.

Upon a motion by T. Hefferon, and seconded by G. Turck, Resolution No. 2019-03-36, Authorizing the Write-Off of Certain Accounts receivable as Bad Debts, was unanimously approved by the Finance and Budget Committee.

- l. Resolution No. 2019-03-37, authorizes an increase to the capital project 42036 Main Line Valve Replacement in an amount consistent with the expenditures to date, the bid prices and a contingency subject to the approval of the Executive Director and the Water Quality Manager. Furthermore the difference between the total capital project costs and the total appropriations to date shall be applied utilizing additional funding from the Army Water Line Reserve, and is funded in a manner acceptable to Fort Drum Garrison and the Authority Comptroller.

J. Wright further commented that the reason for this resolution is the bids are not due until tomorrow. If this is not approved today, this resolution would be pushed to the May Board meeting. There is no final number to submit. This resolution would take the price of the bid and add that to it to arrive at a reasonable contingency for the project. The difference will be applied, utilizing funds from the Army Water Line Reserve. There are reserve funds for both the water line and sewer line. The Authority has spoken with the

Army, and they have approved this. This total may be as much as \$600,000, although it is hoped to be less. The reserve fund can handle it.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-37, Authorizing Mainline Valve Replacement, Army Water Line, Capital Budget Amendment, was unanimously approved by the Finance and Budget Committee.

4. J. Wright requested an Executive Session to discuss Real Estate Matters.

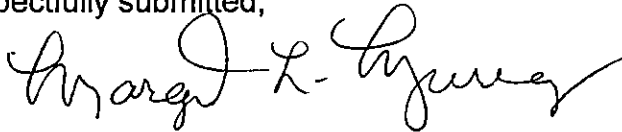
Upon a motion by F. Carter, and seconded by T. Hefferon, the committee moved into Executive Session at 9:17 AM.

Upon a motion by F. Carter, and seconded by T. Hefferon, the committee moved out of Executive Session at 9:49 AM.

There was no action taken during Executive Session.

The meeting was adjourned at 9:49 AM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Margaret L. Murray".

Margaret Murray
Chairman, Finance and Budget Committee