



MINUTES

PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, March 28, 2019 – 10:30 AM
State Office Building – Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Project Development Committee met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Thursday, March 28, 2019 at 10:30 am.

Committee Members Present

Alex MacKinnon, Chairman
Tom Hefferon
James Hollenbeck
Dennis Mastascusa
Margaret Murray

Committee Members Absent

Mary Doheny
Stephen Hunt

Other Board Members Present

Fred Carter
Gary Turck

Staff Present

Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Manager, Water Quality
Patricia Pastella, Manager, Materials Management
Jennifer Staples, Director of Information Services
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
James Wright, Executive Director
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Guests

1. Chairman MacKinnon opened the meeting at 10:25 AM. A. MacKinnon then turned the meeting over to M. Capone.
2. Resolution No. 2019-03-42, authorizes a loan from the Economic Development Fund in an amount up to \$125,000 to the Jefferson County Historical Society. This further authorizes the Executive Director or Comptroller to execute all appropriate documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

M. Capone stated this project was identified through the Downtown Revitalization Initiative (DRI) in the City of Watertown. After the funding they have already received, the Authority will split the current funding request with the Watertown Local Development Corporation. The amount requested is based on actual expenses incurred and is not anticipated to be more than \$70,000 of Authority funds.

Upon a motion by M. Murray, and seconded by F. Carter, Resolution No. 2019-3-42, Economic Development Fund, Jefferson County Historical Society, Bridge Financing, was unanimously approved by the Project Development Committee.

3. Resolution No. 2019-03-43, authorizes the Executive Director to enter into a Technical Services Agreement with the Village of Massena to complete a housing grant application to New York State in an amount not to exceed \$4,000.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2019-03-43, Authorizing Technical Services Agreement, Village of Massena, was unanimously approved by the Project Development Committee.

4. Resolution No. 2019-03-43, authorizes the Executive Director to enter into a Technical Services Agreement with the Village of Tupper Lake to complete a housing grant application to New York State in an amount not to exceed \$4,000.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2019-03-44, Authorizing Technical Services Agreement, Village of Tupper Lake, was unanimously approved by the Project Development Committee.

5. Update on Grown and Certified

M. Capone reported on loans approved since the last meeting. Tony Collins, for the business known as Hawk's Hollow Riverside Maple in Franklin County, in the amount of \$21,443. Brushton Moira Central School district FFA, also in Franklin County, was approved for a grant for maple in the amount of \$30,015. To date \$276,000 of the \$440,000 available has been committed, leaving a balance of \$163,000. There are five applications currently being reviewed. Two of the applications come from St. Lawrence County, one from Franklin, one from Lewis, and one from Jefferson. This program is moving along very well.

M. Capone further reported that AYDM Associates, also known as Emerald Acres, currently has a housing revolving loan with the Authority. In August the Board approved this loan for six (6) months interest only, noting the six (6) months would run from August to January. Following the August meeting, AYDM Associates made their regular payment for August, which in turn moved the six (6) month time frame to September to February.

The meeting was adjourned at 10:30 AM.

Respectfully submitted,



Alex MacKinnon
Chairman, Project Development Committee