



MINUTES
GOVERNANCE COMMITTEE
Thursday, December 15, 2022 – 9:00 AM
Dulles State Office Building
Conference Room 100, 1st Floor
Watertown, New York

The Development Authority of the North Country Governance Committee met in regular session in person at the Dulles State Office Building, Conference Room 100, 1st Floor, Watertown, New York, on Thursday, December 15, 2022, at 9:00 AM.

Members Present

Margaret Murray – Board Chairperson
Thomas Hefferon – Vice Chair
Alex MacKinnon, Treasurer
Dennis Mastascusa – Secretary
Mary Doheny

Staff Present

Carl E. Farone, Jr., Executive Director
Jennifer Staples, Chief Financial Officer
Carrie Tuttle, Chief Operating Officer
Angela Marra, Executive Assistant
Sonja Brown, Administrative Assistant

Committee Members – Absent

Steve Hunt

Guests Present

Other Board Members Present

1. Chairperson Murray called the meeting to order at 9:01 AM.
2. Roll Call – A quorum of committee members was established.
3. Executive Session – to discuss the employment history of a particular person.

Upon a motion by T. Hefferon, and seconded by M. Doheny, the committee moved into Executive Session at 9:03 AM.

D. Mastascusa arrived in person at 9:07 AM.

Upon a motion by T. Hefferon, and seconded by M. Doheny, the committee moved out of Executive Session at 9:46 AM.

No action was taken during Executive Session.

4. Resolution No 2022-12-102, authorizes and directs the Chief Financial Officer to submit the PARIS Five Year Budget and Financial Plan for FYE 2024 as attached to the resolution, and shall direct said plan to be posted to the Authority's website.

J. Staples explained that this report is generated based upon ABO Guidelines. This report is not a budget and does not authorize any spending. Accepting this report today would only approve it to be submitted to the New York State Authorities Budget Office (ABO) as our best guess for a five-year projection.

M. Doheny asked how the State uses the information provided within this report. J. Staples and C. Farone both replied that they are not aware of how this information is utilized. C. Farone further stated that this is not binding in any way and it is very useful for finance to go through this process.

J. Staples offered a comparison between last year and next year, as well as where discrepancies fell, and predicted expenditures for the upcoming years.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2022-12-102, Authorizing Public Authorities Reporting Information System (PARIS), Five Year Budget and Financial Plan for FYE 2024, Annual Submission, was unanimously approved by the Governance Committee.

5. Resolution No 2022-12-103, authorizes the Chief Financial Officer to increase the budget for Capital Project 10-003 (Fleet Vehicles FY23) from \$209,876 to \$227,876 for the purchase of five fleet vehicles.

Upon a motion by A. MacKinnon and seconded by T. Hefferon, Resolution No. 2022-12-103, Authorizing Administrative Division, FY 2022-2023 Capital Budget Amendment, Fleet Vehicles, was unanimously approved by the Governance Committee.

C. Farone introduced a PowerPoint presentation entitled "Army Sewerline (ASL) Pipeline Inspection 12/15/2022". This presentation offered a thorough explanation of the importance of the Army Sewerline to Fort Drum and the surrounding communities. He explained that while it is not the ordinary course of action, an emergency procurement authorization was made recently by C. Farone and Chairperson Murray to spend \$100,000 to televise the line. The Authority had unsuccessfully attempted to do this multiple times with their own equipment, and there was a need to have this successfully completed as soon as possible. C. Tuttle continued with an in depth review of the Army Sewerline location, function, condition, and previous maintenance. She further explained that a capital project to reline a portion of the Sewerline was completed in 2008. The current focus is on 17,000 feet of pipe that remains unlined. The video results from December 2022 investment showing deterioration and significant damage was shared during the committee meeting.

M. Doheny asked if the video was all digital. C. Tuttle responded that the voice over is actually the operator interpreting what is being seen and making those recordings on the video as notes for when the video is later reviewed. T. Hefferon asked if there was a person on site in the trailer. C. Tuttle responded yes, there are usually two people on site in the trailer when they do inspections. T. Hefferon further stated that the camera is usually on display at the Authority Open House.

C. Tuttle continued by explaining the next steps for the construction project is a targeted bid award date in May of 2023, an estimated preliminary budget of \$8-\$10 million, and an anticipated completion date in 2024.

6. Resolution No 2022-12-104, amends the FYE 2023 Army Sewer Line Capital Budget, to establish a new project for Sewer Pipeline Rehabilitation with a budget of \$200,000 to commence engineering and prepare bid documents.

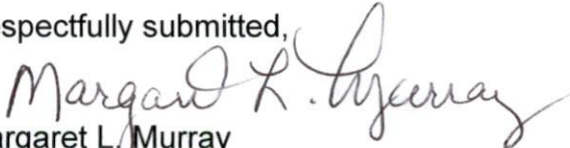
C. Farone explained that conversations have taken place with Fort Drum Garrison and staff. They expressed having similar issues on post and understand the need and cost of this project. Once the relining has been completed, it would extend the life of this portion of the Sewerline pipe for another 30 years.

M. Doheny asked how the \$3.25 million dollar project done in 2008 scales in comparison to the proposed project. C. Tuttle replied that it was roughly one-third the size of the current project. She further explained that there was roughly \$500,000 worth of other equipment not related to the lining within the \$3.25 million in 2008.

Upon a motion by T. Hefferon and seconded by A. MacKinnon, Resolution No. 2022-12-104, Authorizing Water Quality Division, Army Sewer Line, FY 2022-2023 Capital Project Budget Amendment, Sewer Pipeline Rehabilitation, was unanimously approved by the Governance Committee.

7. Upon a motion by T. Hefferon, and seconded by A. MacKinnon, the committee moved to adjourn at 10:19 AM.

Respectfully submitted,


Margaret L. Murray
Chairperson, Governance Committee