



MEETING NOTICE

**Thursday, February 24, 2022
Dulles State Office Building
317 Washington Street,
Watertown, New York**

**Zoom Videoconference &
Conference Room #1, 11th Floor**

Governance Committee – 9:00 AM

Board of Directors – 10:00 AM

Pursuant to Open Meetings Law, members of the public have the right to attend the Meeting telephonically via Zoom by dialing into the following access line, or view the proceedings using the following link:

Dial In Number: 1-646-876-9923 Meeting ID: 811 8427 3876 Passcode: 764082

<https://us02web.zoom.us/j/81184273876?pwd=RUFFUVIzVXorUWIVdGpXcmMwUVNRdz09>

**The Public May View and Listen to the Meeting
Live Stream at www.danc.org.**



AGENDA
GOVERNANCE COMMITTEE MEETING
Thursday, February 24, 2022 – 9:00AM
Dulles State Office Building
11th Floor, Conference Room #1 and Zoom Videoconference
Watertown, New York

1. Resolution No. 2022-02-01, Approving Disposition of Real Property Policy
2. Resolution No. 2022-02-02, Approving Investment Policy
3. Resolution No. 2022-02-03, Approving Procurement Policy
4. Resolution No. 2022-02-04, Authorizing Executive Director to Implement Compensation Plan
5. Executive Session – to discuss the sale or purchase of real property



AGENDA

BOARD OF DIRECTORS MEETING

Thursday, February 24, 2022 – 10:00AM

Dulles State Office Building

11th Floor, Conference Room #1 and Zoom Videoconference

Watertown, New York

1. Call to Order
2. Call the Roll
3. Privilege of the Floor
4. Approve the Minutes of December 16, 2021 Board Meeting
5. Chairperson's Report
6. Executive Director's Report
7. Finance Report – Chief Financial Officer
Approving Financials for the month ending December 31, 2021
8. Governance
 - a. Resolution No. 2022-02-01, Approving Disposition of Real Property Policy
 - b. Resolution No. 2022-02-02, Approving Investment Policy
 - c. Resolution No. 2022-02-03, Approving Procurement Policy
 - d. Resolution No. 2022-02-04, Authorizing Executive Director to Implement Compensation Plan
9. Water Quality
 - a. Army Water Line Pipeline Integrity Analysis Results – Chief Operating Officer
 - b. Resolution No. 2022-02-05, Capital Project, Army Water Line Pipeline Replacement, Phase 1 Design and Bidding
 - c. Resolution No. 2022-02-06, Army Water Line Pipeline Replacement Project, Office of Local Defense Community Cooperation, Grant
 - d. Resolution No. 2022-02-07, Regional Water Line, Granting the State of New York Authority to Perform Water Line Relocation/Adjustment and agreeing to Maintain Facilities Adjusted via State-Let Contract, Chaumont Bridge Crossing

10. Finance

- a. Resolution No. 2022-02-08, Approving Fiscal Year 2022-2023 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget
- b. Resolution No. 2022-02-09, Approving Fiscal Year 2022-2023 Engineering Division Operating Budget, Capital Projects and Reserve Designation
- c. Resolution No. 2022-02-10, Approving Fiscal Year 2022-2023 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees
- d. Resolution No. 2022-02-11, Approving Fiscal Year 2022-2023 Regional Development Budget
- e. Resolution No. 2022-02-12, Approving Fiscal Year 2022-2023 Telecommunications Division Operating Budget, Capital Projects, Reserve Designations, and Tariff
- f. Resolution No. 2022-02-13, Approving Fiscal Year 2022-2023 Water Quality Management Division Operating Budget, Capital Projects and User Charges
- g. Resolution No. 2022-02-14, Approving Fiscal Year 2022-2023 North Country Economic Development Fund Budget

11. Technical Services Summary Report

- a. Jefferson / St. Lawrence County, Municipalities of Lewis County –
 - I. St. Lawrence County, Subrecipient Agreement, 2021 CDBG Housing Rehabilitation Program, Total Agreement Amount of \$104,800, 12/9/21 – 12/9/23, St. Lawrence County
 - II. Thousand Islands – Rift Camp/AMEX Station, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$35,564, 3/1/22 – 2/28/2027, Jefferson County
 - III. Thousand Islands Bridge Authority Boldt Castle, Operation & Maintenance Agreement, Water and Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$199,414, 3/1/22 – 2/28/2027, Jefferson County
 - IV. Town of Parishville, Operation & Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount of \$92,892, 4/1/22 – 3/31/2027, St. Lawrence County
 - V. Village of Castorland, Operation & Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount of \$51,621, 3/1/22 – 2/28/2027, Lewis County
 - VI. Village of Castorland, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$107,489, 3/1/22 – 2/28/2027, Lewis County

- VII. Village of Sackets Harbor, Operation & Maintenance Agreement, Water Treatment Operation and Maintenance, Total Agreement Amount of \$159,712, 6/1/21 – 5/31/2026, Jefferson County
 - VIII. Village of Sackets Harbor, Operation & Maintenance Agreement, Wastewater Treatment Operation and Maintenance, Total Agreement Amount of \$215,956, 6/1/21 – 5/31/2026, Jefferson County
 - IX. City of Ogdensburg, Technical Services Agreement, Ogdensburg Main St. Pump Station NBRC Grant Admin, Total Agreement Amount \$14,000, 2/24/22 – 3/31-23, St. Lawrence County
 - X. City of Ogdensburg, SCADA Services Agreement, Ogdensburg Main St. Pump Station Controls Upgrades, Total Agreement Amount \$45,000, 2/24/22 – 3/31-23, St. Lawrence County
 - XI. Town of Gouverneur, Technical Services Agreement, East/West Side Water District Ross Valve Upgrades, Total Agreement Amount \$10,800, 2/24/22 – 12/31/22, St. Lawrence County
 - XII. Village of Clayton, Technical Services Agreement, FEMA Flood Damage Project Amendment 1, Total Agreement Amount \$10,000, 2/24/22 – 12/31/22, Jefferson County
 - XIII. Village of Potsdam, Technical Services Agreement, Pine Street Funding Strategy, Total Agreement Amount \$10,000, 2/24/22 – 12/31/22, St. Lawrence County
- b. Lewis County Government Contracts–
- I. Lewis County, Village of Turin Comprehensive Plan, Total Agreement Amount of \$3,000, 1/1/2022 – 5/31/2022, Lewis County

12. Materials Management

- a. Resolution No. 2022-02-15, Materials Management Facility, North Country Library Systems, Memorandum of Understanding

13. Regional Development

- a. Loan Report
- b. Resolution No. 2022-02-16, Affordable Rental Housing Corporation, Cambray Housing Corporation, Loan Modification
- c. Resolution No. 2022-02-17, Community Rental Housing Program, S&J Properties of Watertown LLC, Loan
- d. Resolution No. 2022-02-18, Economic Development Fund, Jefferson County Historical Society, Loan Modification #2
- e. Resolution No. 2022-02-19, Creek Wood Housing Development Fund Company Inc., Condemned Portion of Property, Authorization to Execute Documents

14. Next Meeting(s) –
Board Meeting / Annual Meeting – March 24, 2022

15. Adjourn



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, December 16, 2021 – 10:00 AM
Dulles State Office Building
317 Washington Street, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session in person and via Zoom Videoconference at the Dulles State Office Building, 317 Washington Street, Watertown, New York on Thursday, December 16, 2021 at 10:00 am.

Members Present

Voting

Frederick Carter, Chairman
Margaret Murray
Dennis Mastascusa
Alfred Calligaris
Mary Doheny
Thomas Hefferon
Alex MacKinnon
Eric Virkler

Non-Voting

Nancy Henry
Stephen Hunt
James Hollenbeck
Brian McGrath

Members Absent

Staff Present:

Carl Farone, Executive Director
Jennifer Staples, Chief Financial Officer
Carrie Tuttle, Chief Operating Officer
Stephen Bohmer, Director of Information Technology
Dawn Caccavo, Comptroller
Michelle Capone, Director of Regional Development
Kevin Feuka, Director of Engineering
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Director of Water Quality
Patricia Pastella, Director of Materials Management
David Wolf, Director of Telecommunications
Regina Rybka-Lagattuta, Director of Human Resources
Angela Marra, Executive Assistant

Guests:

Jennifer Granzow, Counsel, Wladis Law Firm

1. Chairman Carter called the meeting to order at 10:03 AM.
2. Chairman Carter requested a roll call.

- A quorum of voting and non-voting members was established.
3. Privilege of the Floor was offered
 4. Upon a motion by D. Mastascusa, and seconded by M. Murray, the minutes from the October 28, 2021 Board Meeting, were unanimously approved.
 5. Chairman's Report
 - a. Strategic Planning will follow the Board Meeting. Lunch will be provided.
 6. Executive Session – to discuss the employment history of a particular person.

Upon a motion by F. Carter, and seconded by D. Mastascusa, the meeting moved into Executive Session at 10:04 AM.

Upon a motion by F. Carter, and seconded by D. Mastascusa, the meeting moved out of Executive Session at 10:18 AM.

Chairman Carter stated that no formal action was taken during Executive Session and that C. Farone would present Resolution 2021-12-138 to the full Board for consideration.

7. Resolution No. 2021-12-138, authorizing the Executive Director to enter into an agreement with St. Lawrence County to transfer specified assets to St. Lawrence County for the processing of single stream recyclables. Furthermore, the Authority will cease to operate the Recycling Transfer Station on or before December 31, 2022 when St. Lawrence County has constructed the needed improvements to the Ogdensburg Transfer Station.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2021-12-138, Recycling Transfer Station, Transfer of Assets, St. Lawrence County, was unanimously approved.

A. Mackinnon stated that the event of establishing the recycling center in Harrisville was a genuine attempt to encourage recycling. Unfortunately it did not work, so the next best thing would be to ensure the equipment is utilized to encourage recycling as much as possible. Other partners found other methods which they have deemed more effective than utilizing the Harrisville site. He concluded by stating he supports this resolution.

C. Farone suggested that the Board move to Resolution No 2021-12-139 while B. McGrath is present as he is the Chairman of the Telecommunications Committee.

B. McGrath began with explaining that the Telecommunications Committee has met three times over the last eight weeks to discuss what roll the Authority's Telecommunication Division has played in advancing the role of the increased demand for high speed broadband and telecommunications technology, especially in light of the COVID-19 pandemic. They also reviewed how the Authority has succeeded in building over 1,800 miles of broadband that works with private partners, and what more the Authority could do to advance this initiative and/or what might be in the best interest of the Authority given the dynamic nature

of telecommunications, the change in technology, and the expected cost and maintenance of large fiber networks now and into the future. The committee worked with the head of Telecommunications and the Executive Director to collect information on the history of the division, its current operation, and what remains to be completed from the initial objectives of the division when it was created 17 years ago. The committee unanimously moved to proceed with the next step by putting a motion before the full Board to recommend we retain a consultant to review the Authority's current operations and to then make their recommendations and provide advice on what may need to be done going forward, including the potential expansion of operations, retooling of operations, or changes in the Authority's role in telecommunications.

8. Resolution No. 2021-12-139, authorizing the Telecommunications Committee to develop and advertise a Request for Proposal to hire a consultant to evaluate telecommunication industry trends and the operations of the Authority's Telecommunications Network to ensure maximum utilization of such network for the benefit of Jefferson, Lewis, and St. Lawrence counties, and to assist the development of the strategic objectives of the Authority's Telecommunication Network for the next five years. Furthermore this resolution authorizes an increase in Consulting Expense (GL 5970) from \$25,000 to \$100,000.

A. MacKinnon commented that he thought the work of the committee was well thought out. As part of the information provided to the committee there were several articles referring to the public/private service model for the 21st century. A. MacKinnon read a quote from one such article.

"In some of the most promising partnerships, the public entity funds, builds, and owns underlying communications infrastructure, and the private entity does the rest. It provides elements and service over that infrastructure that deals with the complexities of running a broadband business. The public/private service model leverages the best capabilities of the public and private sectors."

A. MacKinnon continued by stating that he feels this is exactly what we have done. There were three articles shared that the Board may want to go back and look at as they talk about the public/private model that the Authority has been using for 17 years, making us the leaders in telecommunications for very rural areas. We are doing the right thing by taking this next step with having an outside eye make suggestions of what may happen in the future. He further stated that fundamentally owning the infrastructure is effective and proves to be good, but it never hurts to take a look at things just as we did with the recycling at the MRF. The industry is looking at public/private partnerships as a way into the future for rural areas. He further stated it is good to keep in mind that the population per square mile of St. Lawrence County is 41, but in New York City it is 27,000 and there is a great deal of difference between a mile of cable with 27,000 potentials and not having anyone on the other side. He concluded by stating that even though he feels the Authority is the go-to for future telecommunications, we will take a closer look and he supports the resolution.

F. Carter commented that the Authority has a highway that is debt free and we should all be very proud of that. With this resolution we will see where we need to go to take care of our partners, and anything we can do for the whole state of New York. He wants to make certain that St. Lawrence, Jefferson, and Lewis Counties, the City of Watertown, and Fort Drum are taken care of.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2021-12-139, FY 2022 Telecommunications Division Operating Budget, Amendment, Retention of a Telecommunications Consultant, was unanimously approved.

9. Executive Director's Report

a. COVID Update –

COVID protocols have been a bit of a rollercoaster the last few months. In November we were informed by Fort Drum that the Authority is considered a federal contractor and would need to abide by EO 14042 which requires all Authority employees to be vaccinated or have an exemption, either religious or medical. We did our research, spoke with counsel, and determined it was not limited to the staff working on the federal property but all Authority staff. A meeting was held with all Authority staff via Zoom to inform them of the new requirement. Unfortunately we have lost two staff but overall the transition has gone very well. Of 86 employees, 71 are now fully vaccinated, seven have their second shot scheduled, and eight have exemptions. The executive order has since been stayed through the courts, however Fort Drum is still enforcing the vaccine requirement with random checks at the gate. Because of Governor Hochul's mandate of 100% mask or 100% vaccinated to hold meetings such as this, today we provided six feet of separation and required 100% vaccination with documentation. The important thing is that the Authority continues to provide our essential services every day.

F. Carter asked if the Governor had given any idea how long we can continue meeting via Zoom. C. Farone replied that she has not extended this, but our counsel did review the law and believes that using videoconferencing is within the purview of the Freedom of Information Law and Public Authority Law as long as we post the meeting link on our meeting notice. C. Farone further stated that we need to continue holding Zoom meetings because COVID is not improving anytime soon.

B. McGrath commented on one clarification regarding the federal executive order. The courts have not rescinded the federal executive order. It has been stayed in the Sixth Circuit and is to be determined. It is on pause rather than rescinded. C. Farone was appreciative of the clarification, and stated that we still need to abide by the rules on Fort Drum so it is still impacting the Authority.

b. Waste Audit – MMF –

Students from SUNY Stony Brook provide waste audits free of charge. These audits have previously cost the Authority up to \$30,000. The students were on site the first week in November. We should have the audit results in 30 to 45 days. Hopefully this will continue to be a service they are able to provide in the future, but we did have some staff observe so we can learn how to do this more effectively ourselves.

c. Authority United Way Campaign –

Our Director of Human Resources, Regina, was our campaign chairwoman this year. We are very happy to report that we increased our contribution from Authority Staff by 59%.

d. NYS CFA Award - GIS -

Tupper Lake was awarded \$350,000 on Monday for a GIS study. The Authority's GIS supervisor, Star Carter, wrote the grant on behalf of Tupper Lake. This is for 25 municipalities in St. Lawrence and Franklin Counties with Tupper Lake being the lead applicant. Tupper Lake will retain the Authority to do all of this work over the next two years to develop a regional GIS infrastructure for highways and public works. The Authority will assist with asset management, budgeting, and planning.

e. DOT Fee –

New York State Legislature will be back in session next month. We are hoping there will be some progress then regarding the DOT fee. At this time there are many from the Assembly and Senate writing bills against this.

f. EPA Audit –

In October of 2020 the EPA did an audit at the Solid Waste Management Facility for air quality. At the time everything was fine, but a year later we received a letter stating that the way we calculated the emission rate was not the way they would like to see it. Under the current EPA regulations, construction and demolition (C&D) can be taken at 74% non-biodegradable, however the EPA is now questioning this. We are taking a much harder look at this and need to prove what amount of the C&D is not biodegradable. Our engineer with B&L is involved, as well as Robert Tyson, a lawyer who has assisted the Authority with our Title 5 permitting, as well as Carrie Tuttle and Patti Pastella. It appears as long as we modify our process to quantify the C&D regarding what is degradable versus biodegradable we will be ok.

C. Tuttle stated that we have a procedure that has been developed and the next step will be to have the attorney submit this information back to the EPA. Their technical staff will review it, but we are hopeful that they will accept what we are proposing. We believe we are close based on a conference call with their technical staff earlier this month.

J. Hollenbeck asked how often the EPA comes to the landfill. C. Tuttle explained they do not come very often, but we have found out they visited our landfill and several other landfills close to the threshold limit around the same time. If we were determined to be over our limit it would require more regulation and may be tied politically to what is happening with the EPA and the current change in administration.

C. Farone stated that the meeting with the EPA seemed to start off one way but ended very positive. One key component was we had another test that was substantially lower than the limit. Once they saw we have run tests subsequent to when they had tested it helped our cause. We are hopeful we will be able to continue operating under the same requirements.

10. Finance Report – Chief Financial Officer

J. Staples reviewed the October 2021 financial information. Within the statement of net position there is a change in the overall assets as a result of Resolution No. 2021-08-106 approved by the Board in August. Investments were moved from investments to restricted assets for the closure and liner pre-funding. Under liabilities the liner and

replacement restricted liability account as well as the undesignated liability account increased due to the pre-funding for the liner and closure. Likewise, under liabilities the reserve for wetland mitigation and the capital reserve accounts decreased. A separate restricted account will be created to clarify the closure prefunding amount and remove it from undesignated funds.

Within the Summary of all Units, under Change in Net Position, customer billings are over budget by \$591,000 due to MMF being over budget by \$414,000 from additional tonnage received. October year to date, they are at 135,255 tons versus the budgeted 126,674 for an overall increase of 8,581 over budget due mainly to municipal solid waste. Customer billings are also over budget in the Telecom Division by \$103,000, and the Army Water Line is over by \$162,000. Under operation and maintenance, operating expenses are under budget by about \$400,000 mainly due to pole attachment fees being under budget. Water purchases are over by \$42,000 due to the Army Water Line using more water, and likewise the revenue has increased there as well. Community benefits is over budget due to the timing of the benefit payment so this should come more in line each month. Community benefits will remain over budget if MMF tonnage continues to be over budget in tons.

C. Farone asked if the pole attachment fees are due to timing. D. Wolf responded yes, these are billed every six months.

J. Staples continued by stating that under non-operating revenue, interest income is off-budget by \$305,000 due to low interest rates on investments. Overall the change in net position is a loss of \$261,000, versus the budgeted loss of \$1.8 million,

Upon a motion by D. Mastascusa, and seconded by M. Murray, Financials ending October 31, 2021, was unanimously approved.

- a. Resolution No. 2021-12-128, authorizing the CFO to submit the PARIS five year budget and financial plan for FYE 2023 and shall direct said plan to be posted to the Authority's website.

J. Staples explained that this is in a format that was provided to us. In previous years there has been a discussion regarding what numbers were to be used for each category. This was previously determined and has remained consistent going forward. From the numbers that were audited and then entered, there is a negative \$374 while we had projected a positive \$77 last year. This difference lies within two areas, investment earnings was off by roughly \$1 million and some expenses came in lower than projected. The 2022 estimation pulls numbers from our budget, to include all changes made throughout the year from the Board approved resolutions resulting in the latest budget information. Looking forward from 2023 through 2026 projections are based on a 2% to 3% increase year over year for revenue and expenses. Many weeks could be spent assembling this report, but by projecting out as a percentage what we anticipate to happen, and inputting the actual numbers for the items that we do know, a great deal of time is saved. Within the detail provided MMF stands out regarding losses. These are based on projections with the new southern expansion and needing additional income of \$10.50 within the tip fee in order to fund the reserves. By starting out with the approved tip fee increase of \$3 in January we are starting with a deficit. To offset this we will use money from the tip fee stabilization reserve.

C. Farone stated that this is an exercise you could spend a great deal of time putting together. This exercise was completed within a couple of days and even though it is a very high level overview, it is actually a meaningful exercise.

Upon a motion by E. Virkler, and seconded by A. Calligaris, Resolution No. 2021-12-128, Authorizing Public Authorities Reporting Information System (PARIS), Five Year Budget and Financial Plan for FYE 2023, Annual Submission, was approved with one vote in opposition.

- b. Resolution No. 2021-12-129, approving the amended Sexual Harassment Prevention Policy.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2021-12-129, Approving Modifications to Sexual Harassment Prevention Policy, was unanimously approved.

B. McGrath left the meeting at 11:03 AM.

11. Technical Services Summary Report –

C. Tuttle reviewed the contracts listed individually, and the table was approved with two motions. These items are within our service area, and under \$100,000.

- a. Jefferson / St. Lawrence County -

- I. Route 3 Sewer Board, Operations & Maintenance/Administration services, Total agreement amount of \$107,747, 1/1/22 – 12/31/22
- II. Village of Alexandria Bay, Technical Services Agreement, WTP Amend 2 – Design Phase, Total agreement amount of \$40,000, 12/20/21 – 2/28/23

C. Tuttle explained that the next three contracts are similar in that they deal with wastewater, they are very small, and they are now required by the DEC to install disinfection equipment. The Authority has been working with them through preliminary engineering and funding, and they are each progressing to design.

- III. Town of Clifton, Technical Services Agreement, Newton Falls WW Disinfection Amend 1 – Design Phase, Total agreement amount \$25,000, 12/20/21 – 1/31/23
- IV. Town of DeKalb, Technical Services Agreement, WW Disinfection Amend 3 – Design Phase, Total agreement amount \$39,000, 12/20/21 – 8/31/22
- V. Village of Theresa, Technical Services Agreement, WW Disinfection Amend 2 – Design Phase, Total agreement amount \$33,000, 12/20/21 – 10/31/22
- VI. Town of LeRay, SCADA Services Agreement, DOF Pump Station RTU Upgrade and VFD Installation, Total agreement amount of \$32,000, 4/1/22 – 6/30/23
- VII. Town of Rutland, SCADA Services Agreement, RBPS Control System, Improvements, Total agreement amount of \$42,000, 4/1/22 – 3/31/23

- VIII. Village of Potsdam, SCADA Services Agreement, SCADA and Instrumentation Support, Total agreement amount of \$20,000, 11/15/21 – 12/19/26.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Board Contract Summary Table items numbered I through VII for the month of December, was unanimously approved.

b. Lewis County -

- IX. Lewis County, Technical Services Agreement, NBRC Copenhagen, Pinckney, Denmark, Total Agreement \$25,000, 11/1/21 – 9/30/24

Upon a motion by A. Calligaris, and seconded by M. Murray, Board Contract Summary Table item numbered VIII for the month of December, were approved.

E. Virkler abstained from this vote due to being the Treasurer of Lewis County.

12. Engineering –

- a. Resolution No. 2021-12-130, approving the Management Services Agreement, by and between the Authority and the Village of Clayton. Furthermore, the Executive Director is authorized and directed to execute said Agreement.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2021-12-130, Management Services Agreement, Village of Clayton, Water and Wastewater Facilities, was unanimously approved.

- b. Resolution No. 2021-12-131, approving the Management Services Agreement, by and between the Authority and the Village of Malone. Furthermore, the Executive Director is authorized and directed to execute said Agreement.

Upon a motion by E. Virkler, and seconded by D. Mastascusa, Resolution No. 2021-12-131, Management Services Agreement, Village of Malone, Water and Wastewater Facilities, was unanimously approved.

13. Regional Development -

- a. Loan Report –

M. Capone reported there is only one loan that is one month past due. This is a tourism loan to Windwater. They had indicated they will be getting a payment to us.

MCM Development in Malone was funded through North Country Redevelopment Fund. As reported at the last Board meeting, they have been sent to collections. Our collections attorney has mailed the last default letter requesting the amount due by December 23rd. If it remains unpaid we will continue with legal to implement the collection.

Within the portfolio there have been several significant pay offs, such as Kelsey Creek, The Ledges, and Wood Creek. These total almost \$4 million in loan funds, with a bit higher interest rates because they were affordable housing that we refinanced and put at the market prime rate of about 4% to 6%. These payoffs will result in a reduction of our loan receivables and loan interest income in the future.

- b. Resolution No. 2021-12-132, approves a loan of up to \$750,000 to Cambray Housing Corporation from the Affordable Rental Housing Program subject to the terms and conditions in the term sheet attached to the resolution, and further authorizes the Executive Director or the Chief Financial Officer to execute all documents necessary. Furthermore, the Executive Director or Chief Financial Officer are authorized to execute all documents necessary to make the loan. The Board accepts the action of the Village of Gouverneur Planning Board taken under the State Environmental Quality Review (SEQRA) and affirms a Negative Declaration for this project.

Upon a motion by A. MacKinnon, and seconded by M. Murray, Resolution No. 2021-12-132, Affordable Rental Housing Program, Cambray Housing Corporation, Loan #2, was unanimously approved.

- c. Resolution No. 2021-12-133, ratifies a loan in the amount of \$100,000 from the Regional Tourism Transformational Community Revolving Loan Fund to James Andrew Milne, or new corporation to be formed, at the terms and conditions outlined in the term sheet attached to the resolution. Furthermore, the Executive Director or Chief Financial Officer are authorized to execute all 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.

Upon a motion by T. Hefferon, and seconded by E. Virkler, Resolution No. 2021-12-133, Regional Tourism Transformational Community Revolving Loan Fund, James Andrew Milne, or New Corporation to be Formed, Loan Ratification, was unanimously approved.

- d. Resolution No. 2021-12-134, accepting the grant of \$176,000 from the Northern Border Regional Commission for planning associated with broadband projects in St. Lawrence, Jefferson, Lewis and Franklin Counties, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

Upon a motion by F. Carter, and seconded by D. Mastascusa, Resolution No. 2021-12-134, Northern Border Regional Commission, Broadband Planning Grant, was unanimously approved.

14. Water Quality –

- a. Resolution No. 2021-12-135, amending the Operating Budget of the Army Water Line to increase the budget for Water Purchases from \$664,255 to \$730,681 , and increase Customer Billings from \$2,015,330 to \$2,081,756.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2021-12-135, FY 2022 Army Water Line Operating Budget, Water Purchase Costs, Amendment, was unanimously approved.

- b. Resolution No. 2021-12-136, amending the Operating Budget of the Regional Water Line to increase the budget for Water Purchases from \$85,065 to \$112,950, and increase Customer Billings from \$85,068 to \$112,950.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2021-12-136, FY 2022 Regional Water Line Operating Budget, Water Purchase Costs, Amendment, was unanimously approved.

- c. Resolution No. 2021-12-137, amending the FY 2022 Water Quality Contracts Budget as reflected in Appendix A which reflects an increase revenue for additional contracts authorized and additional expenses to add a Water Quality Operator to support such contracts.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2021-12-137, FY 2022 Water Quality Contracts Budget, Amendment, Additional Water Quality Operator, was unanimously approved.

15. Additional Resolution –

- a. Resolution No. 2021-12-140, approving the additional lending by Farm Credit East on its line of credit to Tug Hill Vineyards, LLC by \$70,000 to \$170,000, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

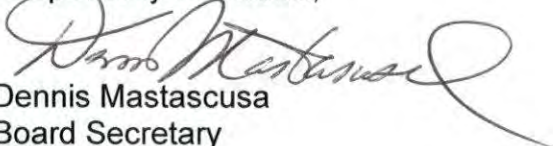
Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2021-12-140, North Country Value Added Agriculture Revolving Loan Fund, Tug Hill Vineyards, LLC, Loan Modification, was unanimously approved.

16. Strategic Planning – immediately following the Board Meeting

17. Next Board Meeting Date – February 10, 2022 (Budget Work Session)

18. Upon a motion by M. Murray, and seconded by E. Virkler, the meeting was adjourned at 11:26 AM.

Respectfully submitted,


Dennis Mastascusa
Board Secretary

RECEIVED

JAN 03 2022

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Friday, December 31, 2021

	<u>YTD ACTUAL</u>	<u>3/31/2021 Total</u>
STATEMENT OF NET POSITION		
ASSETS		
Cash and Cash Equivalents	\$4,007,049.15	\$5,555,064.63
Accounts Receivable	3,111,995.89	2,619,156.57
Unbilled Revenue	513,083.99	506,780.75
Interest Receivable	95,848.03	106,871.43
Loans Receivable, net	31,032,939.22	34,183,499.90
Inventory	466.14	466.14
Prepaid Expense	640,544.36	481,698.37
Investments	17,211,839.21	28,935,377.58
Funds Held In Trust	711,950.97	798,343.58
OPEB Reserve Fund	5,664,499.43	5,630,540.54
Restricted Assets	84,092,012.32	70,903,955.70
Leased Property	45,225.07	57,206.32
Capital Assets, net	82,700,101.34	83,774,236.42
Total Assets	229,827,555.12	233,553,197.93
DEFERRED OUTFLOWS OF RESOURCES		
Pension	4,001,942.00	4,001,942.00
OPEB	171,716.00	171,716.00
Total Deferred Outflows of Resources	4,173,658.00	4,173,658.00
TOTAL ASSETS PLUS DEFERRED OUTFLOWS	234,001,213.12	237,726,855.93
LIABILITIES		
Accounts Payable	310,611.68	2,002,687.69
Grants & Passthroughs Payable	392,608.71	424,191.11
Community Benefits Payable	214,073.60	150,564.88
Interest Payable	163,257.27	122,660.42
Accrued Expenses	273,471.78	527,754.84
OPEB Liability	5,300,707.25	4,950,122.00
Net Pension Liability	5,248,617.00	5,248,617.00
Unearned Income	6,423,632.87	7,696,474.95
Lease Obligation	45,225.07	57,206.32
Funds Held for Others	10,479,115.48	10,479,115.48
Due to US ARMY	749,985.00	749,985.00
Landfill Closure & Post Closure	15,131,557.28	15,815,479.62
Long-term Liabilities	22,329,649.19	22,903,266.69
Total Liabilities	67,062,512.18	71,128,126.00
DEFERRED INFLOWS OF RESOURCES		
Pension	115,996.00	115,996.00
OPEB	898,478.00	898,478.00
Total Deferred Inflows of Resources	1,014,474.00	1,014,474.00
TOTAL LIABILITIES PLUS DEFERRED INFLOWS	68,076,986.18	72,142,600.00
NET POSITION		
Invested In Capital Assets, Net	61,884,542.11	62,385,059.69
Restricted for:		
Community Rental Housing Program	13,177,354.97	13,253,803.57
Community Development Loan Fund	9,648,541.55	8,810,966.03
Affordable Housing Program	22,749,103.69	22,681,752.60
Army Water & Sewer	1,800,000.00	1,800,000.00
Regional Waterline	532,056.89	532,056.89
Reserve For Liner & Replacement	15,642,247.81	12,359,373.92
Reserve For Wetland Mitigation	318,034.90	1,312,332.49
OATN Reserve	6,838,809.87	6,801,099.79
Total Restricted	70,706,149.68	67,551,385.29
Board Designated for:		
Infrastructure Development	223,107.42	223,107.42
Capital Reserve	1,310,740.75	9,063,945.81
Tip Fee Stabilization	4,431,958.26	4,415,142.41
Landfill Gas Reserve	1,636,434.71	1,648,014.07
Economic Development Fund	5,413,881.40	5,486,722.55
Affordable Housing Program	3,000,000.00	3,000,000.00
Supplemental Insurance / Admin. Reserve	4,000,000.00	4,000,000.00
Total Board Designated	20,016,122.54	27,836,932.26
Undesignated	13,317,412.61	7,810,878.69
Total Net Position	165,924,226.94	165,584,255.93
Total Liabilities, Deferred Outflows & Net Position	234,001,213.12	237,726,855.93

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Friday, December 31, 2021

	<u>YTD ACTUAL</u>	<u>3/31/2021 Total</u>
<u>CHANGE IN NET POSITION</u>		
OPERATING REVENUE:		
Customer Billings	17,893,726.91	21,519,985.21
Waste Diversion Revenue	157,500.34	254,298.72
Grant Revenue	1,830,426.32	1,110,679.35
Loan Interest Income	500,082.29	478,171.51
Other Income	642,544.21	803,348.68
Total Operating Revenue	21,024,280.07	24,166,483.47
OPERATING EXPENSES		
Depreciation & Amortization	6,012,856.09	7,732,197.28
Salaries	4,538,702.09	6,068,235.76
Fringe Benefits	2,187,308.21	3,511,393.35
Operation & Maintenance	1,720,413.23	2,385,740.84
Recycling Transfer Station	268,538.81	361,610.55
Waste Diversion	545,133.62	968,153.06
Wastewater Treatment	1,260,128.44	1,243,888.09
Closure & Post Closure Costs	484,926.84	723,478.00
Community Benefits	756,854.81	823,176.82
Water Purchases	498,244.73	620,885.73
Office & Administration	326,343.93	424,438.22
Insurance	324,750.06	434,325.68
Utilities	110,213.65	144,680.63
Bad Debt Expense	(5,113.16)	(24,042.38)
Materials & Supplies	214,778.07	229,977.06
Professional Fees	376,227.40	467,026.10
Repairs & Maintenance	70,601.72	177,029.64
Automobile	252,207.19	317,544.35
Computer Expenses	209,943.61	286,038.57
Grants	296,215.05	1,162,315.66
NYS Administrative Assessment	0.00	122,000.00
Total Operating Expenses	20,449,274.39	28,180,093.01
Total Operating Income	575,005.68	(4,013,609.54)
NON-OPERATING REVENUE (EXPENSE)		
Interest Income	199,068.51	599,600.86
Gain on Sale of Fixed Assets	13,500.00	81,466.14
Interest Expense	(447,603.18)	(659,482.06)
Total Non-Operating Expense, Net	(235,034.67)	21,584.94
CHANGE IN NET ASSETS	339,971.01	(3,992,024.60)

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Friday, December 31, 2021

	ADMIN	MATERIALS MGMT	TELECOM	ARMY SEWER	ARMY WATER	REGIONAL WATER	WQ CONTRACTS	ENGINEERING	REGIONAL DEVELOPMENT	TOTAL
STATEMENT OF NET POSITION										
ASSETS										
Cash and Cash Equivalents	\$4,007,049.15									\$4,007,049.15
Accounts Receivable	(1,357.32)	1,222,229.62	1,247,642.65	273,855.46	225,073.77		42,128.66	53,451.59	48,971.46	3,111,995.89
Unbilled Revenue				191,174.88	29,403.25	87,941.31	80,257.15	118,238.80	6,068.60	513,083.99
Interest Receivable	4,496.36	11,000.33	5,190.20						75,161.14	95,848.03
Loans Receivable, net									31,032,939.22	31,032,939.22
Inventory		466.14								466.14
Prepaid Expense	605,660.39		34,883.97							640,544.36
Investments	4,328,229.22	7,370,762.94	2,004,370.19						3,508,476.86	17,211,839.21
Funds Held In Trust		711,950.97								711,950.97
OPEB Reserve Fund	5,664,499.43									5,664,499.43
Restricted Assets		39,992,359.81	9,788,617.39	1,810,402.39	987,492.21	489,435.16			31,023,705.36	84,092,012.32
Leased Property									45,225.07	45,225.07
Capital Assets, net	348,718.94	48,125,015.93	24,176,598.48	3,199,325.01	3,846,693.75	2,985,672.60		18,076.63		82,700,101.34
Total Assets	14,957,296.17	97,433,785.74	37,257,302.88	5,474,757.74	5,088,662.98	3,563,049.07	122,385.81	189,767.02	65,740,547.71	229,827,555.12
DEFERRED OUTFLOWS OF RESOURCES										
Pension	4,001,942.00									4,001,942.00
OPEB	171,716.00									171,716.00
Total Deferred Outflows of Resources	4,173,658.00									4,173,658.00
TOTAL ASSETS PLUS DEFERRED...	19,130,954.17	97,433,785.74	37,257,302.88	5,474,757.74	5,088,662.98	3,563,049.07	122,385.81	189,767.02	65,740,547.71	234,001,213.12
LIABILITIES										
Accounts Payable	(39,425.80)	121,163.50	50,916.75	103,111.05	55,354.58	19,491.60				310,611.68
Grants & Passthroughs Payable			390,623.29						1,985.42	392,608.71
Community Benefits Payable		214,073.60								214,073.60
Interest Payable		163,257.27								163,257.27
Accrued Expenses	(5,572.22)	96,366.12	95,044.32	18,457.15	18,457.15			50,719.26		273,471.78
OPEB Liability	5,300,707.25									5,300,707.25
Net Pension Liability	5,248,617.00									5,248,617.00
Unearned Income			6,002,105.78						421,527.09	6,423,632.87
Lease Obligation									45,225.07	45,225.07
Funds Held for Others									10,479,115.48	10,479,115.48
Due to US ARMY				749,985.00						749,985.00
Landfill Closure & Post Closure		15,131,557.28								15,131,557.28
Long-term Liabilities	914,000.00	18,501,125.80			708,461.33	1,606,062.06			600,000.00	22,329,649.19
Internal: Due To/Due From	1,261,901.68	(686,828.31)	579,795.15	(1,038,850.27)	27,033.60	(193,653.17)	(331,002.07)	143,208.53	238,394.86	
Total Liabilities	12,680,227.91	33,540,715.26	7,118,485.29	(167,297.07)	809,306.66	1,431,900.49	(331,002.07)	193,927.79	11,786,247.92	67,062,512.18
DEFERRED INFLOWS OF RESOURCES										
Pension	115,996.00									115,996.00
OPEB	898,478.00									898,478.00
Total Deferred Inflows of Resources	1,014,474.00									1,014,474.00
TOTAL LIABILITIES PLUS DEFERR...	13,694,701.91	33,540,715.26	7,118,485.29	(167,297.07)	809,306.66	1,431,900.49	(331,002.07)	193,927.79	11,786,247.92	68,076,986.18
NET POSITION										
Invested In Capital Assets, Net	348,718.94	29,623,980.09	24,176,598.48	3,199,325.01	3,138,232.42	1,379,610.54		18,076.63		61,884,542.11
Restricted for:										
Community Rental Housing Program									13,177,354.97	13,177,354.97
Community Development Loan Fund									9,648,541.55	9,648,541.55
Affordable Housing Program									22,749,103.69	22,749,103.69
Army Water & Sewer				900,000.00	900,000.00					1,800,000.00
Regional Waterline						532,056.89				532,056.89
Reserve For Liner & Replacement		15,642,247.81								15,642,247.81
Reserve For Wetland Mitigation		318,034.90								318,034.90
OATN Reserve			6,838,809.87							6,838,809.87
Total Restricted		15,960,282.71	6,838,809.87	900,000.00	900,000.00	532,056.89			45,575,000.21	70,706,149.68
Board Designated for:										
Infrastructure Development				223,107.42						223,107.42
Capital Reserve		1,215,065.75			95,675.00					1,310,740.75
Tip Fee Stabilization		4,431,958.26								4,431,958.26
Landfill Gas Reserve		1,636,434.71								1,636,434.71
Economic Development Fund									5,413,881.40	5,413,881.40
Affordable Housing Program									3,000,000.00	3,000,000.00
Supplemental Insurance / Admin. Reser...	4,000,000.00									4,000,000.00
Total Board Designated	4,000,000.00	7,283,458.72		223,107.42	95,675.00				8,413,881.40	20,016,122.54
Undesignated	1,087,533.32	11,025,348.96	(876,590.76)	1,319,622.38	145,448.90	219,481.15	453,387.88	(22,237.40)	(34,581.82)	13,317,412.61
Total Net Position	5,436,252.26	63,893,070.48	30,138,817.59	5,642,054.81	4,279,356.32	2,131,148.58	453,387.88	(4,160.77)	53,954,299.79	165,924,226.94
Total Liabilities, Deferred Outflows...	19,130,954.17	97,433,785.74	37,257,302.88	5,474,757.74	5,088,662.98	3,563,049.07	122,385.81	189,767.02	65,740,547.71	234,001,213.12

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Friday, December 31, 2021

	<u>ADMIN</u>	<u>MATERIALS MGMT</u>	<u>TELECOM</u>	<u>ARMY SEWER</u>	<u>ARMY WATER</u>	<u>REGIONAL WATER</u>	<u>WQ CONTRACTS</u>	<u>ENGINEERING</u>	<u>REGIONAL DEVELOPMENT</u>	<u>TOTAL</u>
CHANGE IN NET POSITION										
OPERATING REVENUE:										
Customer Billings		7,279,055.94	5,078,301.23	2,065,073.83	1,583,435.17	285,108.02	700,384.13	820,524.26	81,844.33	17,893,726.91
Waste Diversion Revenue		157,500.34								157,500.34
Grant Revenue	3,952.50	43,946.70			607,117.50				1,175,409.62	1,830,426.32
Loan Interest Income									500,082.29	500,082.29
Other Income	155,986.97	381,720.48	2,688.58	6,206.70					95,941.48	642,544.21
Total Operating Revenue	159,939.47	7,862,223.46	5,080,989.81	2,071,280.53	2,190,552.67	285,108.02	700,384.13	820,524.26	1,853,277.72	21,024,280.07
OPERATING EXPENSES										
Depreciation & Amortization	174,409.13	2,573,925.77	2,664,700.17	224,608.17	244,556.03	120,134.43		10,522.39		6,012,856.09
Salaries	873,961.96	1,080,797.13	937,594.06	333,564.27	263,926.19	21,289.24	341,358.81	444,151.73	242,058.70	4,538,702.09
Fringe Benefits	397,641.50	600,386.00	350,653.74	181,909.14	137,544.71	11,178.83	174,721.44	217,727.68	115,545.17	2,187,308.21
Operation & Maintenance	6,693.90	593,120.87	995,879.35	54,839.71	2,645.00	4,523.00	15,196.10	46,445.30	1,070.00	1,720,413.23
Recycling Transfer Station		268,538.81								268,538.81
Waste Diversion		545,133.62								545,133.62
Wastewater Treatment		285,679.54		974,448.90						1,260,128.44
Closure & Post Closure Costs		484,926.84								484,926.84
Community Benefits		623,443.35							133,411.46	756,854.81
Water Purchases				2,154.00	417,299.85	78,790.88				498,244.73
Office & Administration	154,854.63	55,476.00	42,841.69	36,067.27		28.56	346.08	34,732.45	1,997.25	326,343.93
Insurance	14,400.00	128,025.00	97,650.00	25,575.03	21,899.97	3,750.03	13,725.00	19,725.03		324,750.06
Utilities		42,508.43	3,914.19	32,072.70	12,496.91	19,221.42				110,213.65
Bad Debt Expense			17,858.49						(22,971.65)	(5,113.16)
Materials & Supplies		214,778.07								214,778.07
Professional Fees	110,837.93	35,203.06	51,166.52	811.52	6,236.97			1,883.75	170,087.65	376,227.40
Repairs & Maintenance		7,895.37		34,818.62	24,121.98					70,601.72
Automobile	195.79	9,349.99	67,450.41	164,806.34		3,765.75				252,207.19
Computer Expenses	132,223.00	14,353.46	20,597.41	13,767.70				29,002.04		209,943.61
Grants									296,215.05	296,215.05
Admin Allocation	(1,622,041.61)	686,610.22	431,300.84	196,753.67	115,327.15	12,165.32	25,952.67	39,415.67	114,516.07	
Engineering Allocation		22,310.76	8,908.60	7,725.90	8,129.10	1,524.61	5,515.10	(55,691.56)	1,577.49	
Water Quality Allocation				(117,967.21)	45,970.95	3,278.03	68,718.23			
Total Operating Expenses	243,176.23	8,272,462.29	5,690,515.47	2,165,955.73	1,300,154.81	279,650.10	645,533.43	798,319.14	1,053,507.19	20,449,274.39
Total Operating Income	(83,236.76)	(410,238.83)	(609,525.66)	(94,675.20)	890,397.86	5,457.92	54,850.70	22,205.12	799,770.53	575,005.68
NON-OPERATING REVENUE (EX...										
Interest Income	54,741.42	76,387.23	45,217.87	(783.70)	(427.47)	1,733.36			22,199.80	199,068.51
Gain on Sale of Fixed Assets	5,300.00	8,200.00								13,500.00
Interest Expense		(438,579.54)				(9,023.64)				(447,603.18)
Total Non-Operating Expense, Net	60,041.42	(353,992.31)	45,217.87	(783.70)	(427.47)	(7,290.28)			22,199.80	(235,034.67)
CHANGE IN NET ASSETS	(23,195.34)	(764,231.14)	(564,307.79)	(95,458.90)	889,970.39	(1,832.36)	54,850.70	22,205.12	821,970.33	339,971.01

**Summary of All Units
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$22,777,737.50	\$17,083,313.64	\$17,893,726.91	\$810,413.27
	Waste Diversion Revenue	214,500.00	160,875.00	157,500.34	(3,374.66)
	Grant Revenue	2,363,111.00	1,772,334.00	1,830,426.32	58,092.32
	Loan Interest Income	564,000.00	422,991.00	500,082.29	77,091.29
	Other Income	773,083.00	579,816.00	642,544.21	62,728.21
	Total Operating Revenue	26,692,431.50	20,019,329.64	21,024,280.07	1,004,950.43
OPERATING EXPENSES					
	Depreciation & Amortization	8,388,800.00	6,291,603.00	6,012,856.09	(278,746.91)
	Salaries	6,549,630.50	4,912,212.42	4,538,702.09	(373,510.33)
	Fringe Benefits	3,029,387.47	2,272,076.55	2,187,308.21	(84,768.34)
	Operation & Maintenance	3,036,085.44	2,277,093.87	1,735,188.73	(541,905.14)
	Waste Diversion	813,264.00	609,946.56	545,133.62	(64,812.94)
	Recycling Transfer Station	490,798.00	368,073.00	268,538.81	(99,534.19)
	Wastewater Treatment	1,837,029.00	1,377,774.00	1,245,352.94	(132,421.06)
	Closure & Post Closure Costs	744,157.00	558,117.00	484,926.84	(73,190.16)
	Water Purchases	846,831.00	635,132.25	498,244.73	(136,887.52)
	Community Benefits	896,583.00	672,444.00	756,854.81	84,410.81
	Office & Administration	628,897.66	471,708.63	326,343.93	(145,364.70)
	Insurance	433,000.00	324,756.00	324,750.06	(5.94)
	Utilities	175,125.00	131,343.03	110,213.65	(21,129.38)
	Bad Debt Expense	0.00	0.00	(5,113.16)	(5,113.16)
	Materials & Supplies	293,207.90	219,899.88	214,778.07	(5,121.81)
	Professional Fees	622,916.00	467,210.97	376,227.40	(90,983.57)
	Repairs & Maintenance	150,600.00	112,952.88	70,601.72	(42,351.16)
	Automobile	382,090.00	286,551.09	252,207.19	(34,343.90)
	Computer Expenses	345,332.00	259,017.03	209,943.61	(49,073.42)
	Grants	304,570.00	228,426.03	296,215.05	67,789.02
	Admin Allocation	0.00	18.00	0.00	(18.00)
	Engineering Allocation	1.00	9.00	0.00	(9.00)
	NYS Administrative Assessment	125,049.00	93,789.00	0.00	(93,789.00)
	Contingency	74,800.00	56,093.94	0.00	(56,093.94)
	Total Operating Expenses	30,168,153.97	22,626,248.13	20,449,274.39	(2,176,973.74)
	Total Operating Income	(3,475,722.47)	(2,606,918.49)	575,005.68	3,181,924.17
NON-OPERATING REVENUE...					
	Interest Income	898,401.00	673,794.00	199,068.51	(474,725.49)
	Gain on Sale of Fixed Assets	66,000.00	49,500.00	13,500.00	(36,000.00)
	Interest Expense	(714,950.00)	(536,211.00)	(447,603.18)	88,607.82
	Total Non-Operating Expe...	249,451.00	187,083.00	(235,034.67)	(422,117.67)
	CHANGE IN NET POSITION	(3,226,271.47)	(2,419,835.49)	339,971.01	2,759,806.50

**Summary of All Units
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

<u>GL</u>	<u>Account Description</u>	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>Actual YTD</u>	<u>YTD Variance Over (Under)</u>
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Administration
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Grant Revenue	\$4,000.00	\$2,997.00	\$3,952.50	\$955.50
	Other Income	211,300.00	158,472.00	155,986.97	(2,485.03)
	Total Operating Revenue	215,300.00	161,469.00	159,939.47	(1,529.53)
OPERATING EXPENSES					
	Depreciation & Amortization	279,900.00	209,925.00	174,409.13	(35,515.87)
	Salaries	1,213,691.00	910,269.00	873,961.96	(36,307.04)
	Fringe Benefits	559,809.00	419,850.00	397,641.50	(22,208.50)
	Operation & Maintenance	14,466.00	10,856.97	6,693.90	(4,163.07)
	Office & Administration	251,091.00	188,316.00	154,854.63	(33,461.37)
	Insurance	19,200.00	14,400.00	14,400.00	0.00
	Professional Fees	145,700.00	109,278.00	110,837.93	1,559.93
	Automobile	2,090.00	1,563.03	195.79	(1,367.24)
	Computer Expenses	235,630.00	176,727.06	132,223.00	(44,504.06)
	Admin Allocation	(2,332,132.00)	(1,749,096.00)	(1,622,041.61)	127,054.39
	Contingency	19,800.00	14,846.94	0.00	(14,846.94)
	Total Operating Expenses	409,245.00	306,936.00	243,176.23	(63,759.77)
	Total Operating Income	(193,945.00)	(145,467.00)	(83,236.76)	62,230.24
NON-OPERATING REVENUE...					
	Interest Income	98,400.00	73,800.00	54,741.42	(19,058.58)
	Gain on Sale of Fixed Assets	21,000.00	15,750.00	5,300.00	(10,450.00)
	Total Non-Operating Expe...	119,400.00	89,550.00	60,041.42	(29,508.58)
	CHANGE IN NET POSITION	(74,545.00)	(55,917.00)	(23,195.34)	32,721.66

**Materials Management
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$8,964,350.00	\$6,723,261.00	\$7,279,055.94	\$555,794.94
	Waste Diversion Revenue	214,500.00	160,875.00	157,500.34	(3,374.66)
	Grant Revenue	81,319.00	60,993.00	43,946.70	(17,046.30)
	Other Income	487,054.00	365,292.00	381,720.48	16,428.48
	Total Operating Revenue	9,747,223.00	7,310,421.00	7,862,223.46	551,802.46
OPERATING EXPENSES					
	Depreciation & Amortization	3,537,500.00	2,653,128.00	2,573,925.77	(79,202.23)
	Salaries	1,631,019.00	1,223,271.00	1,080,797.13	(142,473.87)
	Fringe Benefits	877,304.00	657,990.00	600,386.00	(57,604.00)
	Operation & Maintenance	933,845.44	700,404.93	607,896.37	(92,508.56)
	Waste Diversion	813,264.00	609,946.56	545,133.62	(64,812.94)
	Recycling Transfer Station	490,798.00	368,073.00	268,538.81	(99,534.19)
	Wastewater Treatment	603,000.00	452,250.00	270,904.04	(181,345.96)
	Closure & Post Closure Costs	744,157.00	558,117.00	484,926.84	(73,190.16)
	Community Benefits	763,172.00	572,382.00	623,443.35	51,061.35
	Office & Administration	91,156.66	68,373.54	55,476.00	(12,897.54)
	Insurance	170,700.00	128,025.00	128,025.00	0.00
	Utilities	65,000.00	48,744.00	42,508.43	(6,235.57)
	Materials & Supplies	293,207.90	219,899.88	214,778.07	(5,121.81)
	Professional Fees	93,900.00	70,422.03	35,203.06	(35,218.97)
	Repairs & Maintenance	15,000.00	11,252.97	7,895.37	(3,357.60)
	Automobile	14,400.00	10,800.00	9,349.99	(1,450.01)
	Computer Expenses	26,200.00	19,647.00	14,353.46	(5,293.54)
	Admin Allocation	993,394.00	745,047.00	686,610.22	(58,436.78)
	Engineering Allocation	30,524.00	22,896.00	22,310.76	(585.24)
	NYS Administrative Assessment	51,147.00	38,358.00	0.00	(38,358.00)
	Contingency	30,000.00	22,500.00	0.00	(22,500.00)
	Total Operating Expenses	12,268,689.00	9,201,527.91	8,272,462.29	(929,065.62)
	Total Operating Income	(2,521,466.00)	(1,891,106.91)	(410,238.83)	1,480,868.08
NON-OPERATING REVENUE...					
	Interest Income	462,499.00	346,878.00	76,387.23	(270,490.77)
	Gain on Sale of Fixed Assets	45,000.00	33,750.00	8,200.00	(25,550.00)
	Interest Expense	(658,144.00)	(493,605.00)	(438,579.54)	55,025.46
	Total Non-Operating Expe...	(150,645.00)	(112,977.00)	(353,992.31)	(241,015.31)
	CHANGE IN NET POSITION	(2,672,111.00)	(2,004,083.91)	(764,231.14)	1,239,852.77

Telecommunications
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$6,255,686.00	\$4,691,763.00	\$5,078,301.23	\$386,538.23
	Grant Revenue	200,000.00	150,003.00	0.00	(150,003.00)
	Other Income	47,050.00	35,289.00	2,688.58	(32,600.42)
	Total Operating Revenue	6,502,736.00	4,877,055.00	5,080,989.81	203,934.81
OPERATING EXPENSES					
	Depreciation & Amortization	3,732,600.00	2,799,450.00	2,664,700.17	(134,749.83)
	Salaries	1,300,279.00	975,204.00	937,594.06	(37,609.94)
	Fringe Benefits	432,104.00	324,081.00	350,653.74	26,572.74
	Operation & Maintenance	1,851,724.00	1,388,787.03	995,879.35	(392,907.68)
	Office & Administration	136,620.00	102,461.94	42,841.69	(59,620.25)
	Insurance	130,200.00	97,650.00	97,650.00	0.00
	Utilities	5,000.00	3,753.00	3,914.19	161.19
	Bad Debt Expense	0.00	0.00	17,858.49	17,858.49
	Professional Fees	140,734.00	105,549.03	51,166.52	(54,382.51)
	Automobile	104,100.00	78,066.00	67,450.41	(10,615.59)
	Computer Expenses	28,250.00	21,195.00	20,597.41	(597.59)
	Admin Allocation	617,820.00	463,365.00	431,300.84	(32,064.16)
	Engineering Allocation	11,730.00	8,802.00	8,908.60	106.60
	NYS Administrative Assessment	34,901.00	26,172.00	0.00	(26,172.00)
	Contingency	25,000.00	18,747.00	0.00	(18,747.00)
	Total Operating Expenses	8,551,062.00	6,413,283.00	5,690,515.47	(722,767.53)
	Total Operating Income	(2,048,326.00)	(1,536,228.00)	(609,525.66)	926,702.34
NON-OPERATING REVENUE...					
	Interest Income	94,559.00	70,920.00	45,217.87	(25,702.13)
	Total Non-Operating Expe...	94,559.00	70,920.00	45,217.87	(25,702.13)
	CHANGE IN NET POSITION	(1,953,767.00)	(1,465,308.00)	(564,307.79)	901,000.21

**Water Quality
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$6,194,554.50	\$4,645,922.67	\$4,634,001.15	(\$11,921.52)
	Grant Revenue	900,000.00	675,000.00	607,117.50	(67,882.50)
	Other Income	7,129.00	5,346.00	6,206.70	860.70
	Total Operating Revenue	7,101,683.50	5,326,268.67	5,247,325.35	(78,943.32)
OPERATING EXPENSES					
	Depreciation & Amortization	826,100.00	619,578.00	589,298.63	(30,279.37)
	Salaries	1,313,340.50	984,999.42	960,138.51	(24,860.91)
	Fringe Benefits	670,320.47	502,763.58	505,354.12	2,590.54
	Operation & Maintenance	140,000.00	105,014.97	77,203.81	(27,811.16)
	Wastewater Treatment	1,234,029.00	925,524.00	974,448.90	48,924.90
	Water Purchases	846,831.00	635,132.25	498,244.73	(136,887.52)
	Office & Administration	66,631.00	49,965.03	36,441.91	(13,523.12)
	Insurance	86,600.00	64,953.00	64,950.03	(2.97)
	Utilities	105,125.00	78,846.03	63,791.03	(15,055.00)
	Professional Fees	9,763.00	7,328.97	7,048.49	(280.48)
	Repairs & Maintenance	135,600.00	101,699.91	62,706.35	(38,993.56)
	Automobile	246,100.00	184,578.03	164,806.34	(19,771.69)
	Computer Expenses	18,102.00	13,583.97	13,767.70	183.73
	Admin Allocation	500,817.00	375,615.00	350,198.81	(25,416.19)
	Engineering Allocation	33,536.00	25,146.00	22,894.71	(2,251.29)
	NYS Administrative Assessment	31,828.00	23,877.00	0.00	(23,877.00)
	Total Operating Expenses	6,264,722.97	4,698,605.16	4,391,294.07	(307,311.09)
	Total Operating Income	836,960.53	627,663.51	856,031.28	228,367.77
NON-OPERATING REVENUE...					
	Interest Income	44,900.00	33,678.00	522.19	(33,155.81)
	Interest Expense	(56,806.00)	(42,606.00)	(9,023.64)	33,582.36
	Total Non-Operating Expe...	(11,906.00)	(8,928.00)	(8,501.45)	426.55
	CHANGE IN NET POSITION	825,054.53	618,735.51	847,529.83	228,794.32

**Army Sewer
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$2,779,184.00	\$2,084,391.00	\$2,065,073.83	(\$19,317.17)
	Other Income	7,129.00	5,346.00	6,206.70	860.70
	Total Operating Revenue	2,786,313.00	2,089,737.00	2,071,280.53	(18,456.47)
OPERATING EXPENSES					
	Depreciation & Amortization	303,500.00	227,628.00	224,608.17	(3,019.83)
	Salaries	438,880.00	329,157.00	333,564.27	4,407.27
	Fringe Benefits	222,920.00	167,184.00	181,909.14	14,725.14
	Operation & Maintenance	76,000.00	56,997.00	54,839.71	(2,157.29)
	Wastewater Treatment	1,234,029.00	925,524.00	974,448.90	48,924.90
	Water Purchases	3,200.00	2,403.00	2,154.00	(249.00)
	Office & Administration	64,500.00	48,363.03	36,067.27	(12,295.76)
	Insurance	34,100.00	25,578.00	25,575.03	(2.97)
	Utilities	54,980.00	41,238.00	32,072.70	(9,165.30)
	Professional Fees	1,197.00	900.00	811.52	(88.48)
	Repairs & Maintenance	80,000.00	59,996.97	34,818.62	(25,178.35)
	Automobile	246,100.00	184,578.03	164,806.34	(19,771.69)
	Computer Expenses	18,102.00	13,583.97	13,767.70	183.73
	Admin Allocation	281,576.00	211,185.00	196,753.67	(14,431.33)
	Engineering Allocation	10,490.00	7,866.00	7,725.90	(140.10)
	Water Quality Allocation	(205,362.00)	(154,017.00)	(117,967.21)	36,049.79
	NYS Administrative Assessment	13,401.00	10,053.00	0.00	(10,053.00)
	Total Operating Expenses	2,877,613.00	2,158,218.00	2,165,955.73	7,737.73
	Total Operating Income	(91,300.00)	(68,481.00)	(94,675.20)	(26,194.20)
NON-OPERATING REVENUE...					
	Interest Income	27,800.00	20,853.00	(783.70)	(21,636.70)
	Total Non-Operating Expe...	27,800.00	20,853.00	(783.70)	(21,636.70)
	CHANGE IN NET POSITION	(63,500.00)	(47,628.00)	(95,458.90)	(47,830.90)

**Army Water Line
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$2,081,756.00	\$1,561,315.50	\$1,583,435.17	\$22,119.67
	Grant Revenue	900,000.00	675,000.00	607,117.50	(67,882.50)
	Total Operating Revenue	2,981,756.00	2,236,315.50	2,190,552.67	(45,762.83)
OPERATING EXPENSES					
	Depreciation & Amortization	354,600.00	265,950.00	244,556.03	(21,393.97)
	Salaries	384,091.00	288,063.00	263,926.19	(24,136.81)
	Fringe Benefits	194,562.00	145,944.00	137,544.71	(8,399.29)
	Operation & Maintenance	6,200.00	4,655.97	2,645.00	(2,010.97)
	Water Purchases	730,681.00	548,014.50	417,299.85	(130,714.65)
	Office & Administration	1,081.00	810.00	0.00	(810.00)
	Insurance	29,200.00	21,897.00	21,899.97	2.97
	Utilities	21,250.00	15,939.00	12,496.91	(3,442.09)
	Professional Fees	8,066.00	6,050.97	6,236.97	186.00
	Repairs & Maintenance	29,000.00	21,746.97	24,121.98	2,375.01
	Admin Allocation	165,070.00	123,804.00	115,327.15	(8,476.85)
	Engineering Allocation	9,964.00	7,470.00	8,129.10	659.10
	Water Quality Allocation	85,061.00	63,792.00	45,970.95	(17,821.05)
	NYS Administrative Assessment	11,458.00	8,595.00	0.00	(8,595.00)
	Total Operating Expenses	2,030,284.00	1,522,732.41	1,300,154.81	(222,577.60)
	Total Operating Income	951,472.00	713,583.09	890,397.86	176,814.77
NON-OPERATING REVENUE...					
	Interest Income	15,100.00	11,322.00	(427.47)	(11,749.47)
	Total Non-Operating Expe...	15,100.00	11,322.00	(427.47)	(11,749.47)
	CHANGE IN NET POSITION	966,572.00	724,905.09	889,970.39	165,065.30

**Regional Water Line
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$391,537.00	\$293,658.75	\$285,108.02	(\$8,550.73)
	Total Operating Revenue	391,537.00	293,658.75	285,108.02	(8,550.73)
OPERATING EXPENSES					
	Depreciation & Amortization	168,000.00	126,000.00	120,134.43	(5,865.57)
	Salaries	34,063.00	25,551.00	21,289.24	(4,261.76)
	Fringe Benefits	17,007.00	12,762.00	11,178.83	(1,583.17)
	Operation & Maintenance	6,800.00	5,103.00	4,523.00	(580.00)
	Water Purchases	112,950.00	84,714.75	78,790.88	(5,923.87)
	Office & Administration	250.00	189.00	28.56	(160.44)
	Insurance	5,000.00	3,753.00	3,750.03	(2.97)
	Utilities	28,895.00	21,669.03	19,221.42	(2,447.61)
	Professional Fees	500.00	378.00	0.00	(378.00)
	Repairs & Maintenance	26,600.00	19,955.97	3,765.75	(16,190.22)
	Admin Allocation	17,426.00	13,068.00	12,165.32	(902.68)
	Engineering Allocation	2,531.00	1,899.00	1,524.61	(374.39)
	Water Quality Allocation	6,665.00	4,995.00	3,278.03	(1,716.97)
	NYS Administrative Assessment	1,987.00	1,494.00	0.00	(1,494.00)
	Total Operating Expenses	428,674.00	321,531.75	279,650.10	(41,881.65)
	Total Operating Income	(37,137.00)	(27,873.00)	5,457.92	33,330.92
NON-OPERATING REVENUE...					
	Interest Income	2,000.00	1,503.00	1,733.36	230.36
	Interest Expense	(56,806.00)	(42,606.00)	(9,023.64)	33,582.36
	Total Non-Operating Expe...	(54,806.00)	(41,103.00)	(7,290.28)	33,812.72
	CHANGE IN NET POSITION	(91,943.00)	(68,976.00)	(1,832.36)	67,143.64

**Water Sewer Contracts
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
	OPERATING REVENUE:				
	Customer Billings	\$942,077.50	\$706,557.42	\$700,384.13	(\$6,173.29)
	Total Operating Revenue	942,077.50	706,557.42	700,384.13	(6,173.29)
	OPERATING EXPENSES				
	Salaries	456,306.50	342,228.42	341,358.81	(869.61)
	Fringe Benefits	235,831.47	176,873.58	174,721.44	(2,152.14)
	Operation & Maintenance	51,000.00	38,259.00	15,196.10	(23,062.90)
	Office & Administration	800.00	603.00	346.08	(256.92)
	Insurance	18,300.00	13,725.00	13,725.00	0.00
	Admin Allocation	36,745.00	27,558.00	25,952.67	(1,605.33)
	Engineering Allocation	10,551.00	7,911.00	5,515.10	(2,395.90)
	Water Quality Allocation	113,636.00	85,230.00	68,718.23	(16,511.77)
	NYS Administrative Assessment	4,982.00	3,735.00	0.00	(3,735.00)
	Total Operating Expenses	928,151.97	696,123.00	645,533.43	(50,589.57)
	Total Operating Income	13,925.53	10,434.42	54,850.70	44,416.28
	NON-OPERATING REVENUE...				
	CHANGE IN NET POSITION	13,925.53	10,434.42	54,850.70	44,416.28

Engineering
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$1,228,271.00	\$921,206.97	\$820,524.26	(\$100,682.71)
	Total Operating Revenue	1,228,271.00	921,206.97	820,524.26	(100,682.71)
OPERATING EXPENSES					
	Depreciation & Amortization	12,700.00	9,522.00	10,522.39	1,000.39
	Salaries	704,088.00	528,066.00	444,151.73	(83,914.27)
	Fringe Benefits	315,884.00	236,918.97	217,727.68	(19,191.29)
	Operation & Maintenance	84,050.00	63,029.97	46,445.30	(16,584.67)
	Office & Administration	60,849.00	45,639.09	34,732.45	(10,906.64)
	Insurance	26,300.00	19,728.00	19,725.03	(2.97)
	Professional Fees	2,000.00	1,503.00	1,883.75	380.75
	Automobile	15,400.00	11,544.03	10,404.66	(1,139.37)
	Computer Expenses	36,400.00	27,297.00	29,002.04	1,705.04
	Admin Allocation	55,784.00	41,841.00	39,415.67	(2,425.33)
	Engineering Allocation	(79,552.00)	(59,661.00)	(55,691.56)	3,969.44
	NYS Administrative Assessment	7,173.00	5,382.00	0.00	(5,382.00)
	Total Operating Expenses	1,241,076.00	930,810.06	798,319.14	(132,490.92)
	Total Operating Income	(12,805.00)	(9,603.09)	22,205.12	31,808.21
NON-OPERATING REVENUE...					
	CHANGE IN NET POSITION	(12,805.00)	(9,603.09)	22,205.12	31,808.21

**Regional Development
Change In Net Position
For the Nine Months Ending Friday, December 31, 2021**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$134,876.00	\$101,160.00	\$81,844.33	(\$19,315.67)
	Grant Revenue	1,177,792.00	883,341.00	1,175,409.62	292,068.62
	Loan Interest Income	564,000.00	422,991.00	500,082.29	77,091.29
	Other Income	20,550.00	15,417.00	95,941.48	80,524.48
	Total Operating Revenue	1,897,218.00	1,422,909.00	1,853,277.72	430,368.72
OPERATING EXPENSES					
	Salaries	387,213.00	290,403.00	242,058.70	(48,344.30)
	Fringe Benefits	173,966.00	130,473.00	115,545.17	(14,927.83)
	Operation & Maintenance	12,000.00	9,000.00	1,070.00	(7,930.00)
	Community Benefits	133,411.00	100,062.00	133,411.46	33,349.46
	Office & Administration	22,550.00	16,953.03	1,997.25	(14,955.78)
	Bad Debt Expense	0.00	0.00	(22,971.65)	(22,971.65)
	Professional Fees	230,819.00	173,129.94	170,087.65	(3,042.29)
	Computer Expenses	750.00	567.00	0.00	(567.00)
	Grants	304,570.00	228,426.03	296,215.05	67,789.02
	Admin Allocation	164,317.00	123,246.00	114,516.07	(8,729.93)
	Engineering Allocation	3,763.00	2,826.00	1,577.49	(1,248.51)
	Total Operating Expenses	1,433,359.00	1,075,086.00	1,053,507.19	(21,578.81)
	Total Operating Income	463,859.00	347,823.00	799,770.53	451,947.53
NON-OPERATING REVENUE...					
	Interest Income	198,043.00	148,518.00	22,199.80	(126,318.20)
	Total Non-Operating Expe...	198,043.00	148,518.00	22,199.80	(126,318.20)
	CHANGE IN NET POSITION	661,902.00	496,341.00	821,970.33	325,629.33



Board Resolution No. 2022-02-01
February 24, 2022

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 the 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.

Development Authority of the North Country Governance Policies



Subject: Disposition of Real Property Policy

Adopted: February 25, 2021

Resolution: 2021-02-34

ADOPTED PURSUANT TO SECTION 2896 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. A. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
 1. any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 2. 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 (3) through (5) of this subparagraph;
 3. any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;
 4. any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or
 5. 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.

- B. 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.

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.

Revision/Review Approval Date: April 10, 2007
 Revision/Review Approval Date: March 27, 2008
 Revision/Review Approval Date: March 13, 2009
 Revision/Review Approval Date: May 26, 2011
 Revision Date: March 22, 2012; Resolution No. 2012-03-02
 Revision Date: March 21, 2013; Resolution No. 2013-03-02
 Revision Date: March 20, 2014; Resolution No. 2014-03-09
 Revision Date: March 19, 2015; Resolution No. 2015-03-31
 Revision Date: March 31, 2016; Resolution No. 2016-03-38
 Revision Date: March 23, 2017; Resolution No. 2017-03-28
 Revision Date: March 28, 2018; Resolution No. 2018-03-34
 Revision Date: February 28, 2019; Resolution No. 2019-02-03
 Revision Date: May 28, 2020; Resolution No. 2020-05-51
 Revision Date: February 25, 2021; Resolution No. 2021-02-34



Board Resolution No. 2022-02-02
February 24, 2022

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 approval of the Investment Policy as modified.

Now, upon the 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.

Development Authority of the North Country Governance Policies



Subject: Investment Policy
Adopted: February 25, 2021
Resolution: 2021-02-35

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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.

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 Deputy Comptroller or Accountant I tracks, reconciles and records entries to the General Ledger on a monthly basis and reconciles the bank statements on a monthly basis. The Comptroller reviews in detail, the deposits and withdrawals of each of the reconciled bank statements and supporting documentation, on a monthly basis, and approves. Custodial 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.

Revised: November 10, 2005
Revision/Review Approval Date: April 10, 2007
Revision/Review Approval Date: March 27, 2008
Revision Date: March 31, 2009
Revision Date: July 2, 2009; Resolution No. 2009-07-06
Revision Date: October 25, 2010; Resolution No. 2010-10-04
Revision Date: May 26, 2011; Resolution No. 2011-05-04
Revision Date: March 22, 2012; Resolution No. 2012-03-01
Revision Date: March 21, 2013; Resolution No. 2013-03-01
Revision Date: March 20, 2014; Resolution No. 2014-03-08
Revision Date: March 19, 2015; Resolution No. 2015-03-30
Revision Date: March 31, 2016; Resolution No. 2016-03-37
Revision Date: March 23, 2017; Resolution No. 2017-03-24
Revision Date: March 28, 2018; Resolution No. 2018-03-31
Revision Date: February 28, 2019; Resolution No. 2019-02-01
Revision Date: May 28., 2020; Resolution No. 2020-05-49
Revision Date: February 25, 2021; Resolution No. 2021-02-35



Board Resolution No. 2022-02-03
February 24, 2022

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 approval of the Procurement Policy without modification.

Now, upon the 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.

Development Authority of the North Country Governance Policies

Subject: Procurement Policy
Adopted: February 25, 2021
Resolution: 2021-02-36



PROCUREMENT POLICY

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Procurement Policy

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 Finance 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 contracts 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 17-B of the Executive 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 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 contracts 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	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. New York State Contract Reporter – 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. Procurement Contracts under \$50,000 may be posted to New York State Contract Reporter if deemed beneficial to the Procurement.

The link to the NYS Contract Reporter is: www.nyscr.org

- 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:

1. Solicit proposals from several firms known to be qualified in the area of the service to be provided;
2. 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;
3. Document the deliberative processes by which Contractors providing Professional Services are selected;
4. 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.
5. Document the deliberative process in which the Procurement Contractor was determined to be Responsive and Responsible. Request contractors 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. In addition, 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.

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 request 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 17-B of the Executive 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 17-B of the Executive 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 17-B of the Executive 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.i 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 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 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 Compliance Officer 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.

Revision/Review Approval Date: September 13, 2011
Revision Date: March 22, 2012; Resolution No. 2012-03-03
Revision Date: March 21, 2013; Resolution No. 2013-03-03
Revision Date: March 20, 2014; Resolution No. 2014-03-10
Revision Date: March 19, 2015; Resolution No. 2015-03-32
Revision Date: March 31, 2016; Resolution No. 2016-03-39
Revision Date: March 23, 2017; Resolution No. 2017-03-27
Revision Date: March 28, 2018; Resolution No. 2018-03-33
Revision Date: February 28, 2019; Resolution No. 2019-02-02
Revision Date: May 28, 2020; Resoution No. 2020-05-50
Revision Date: February 25, 2021; Resolution No. 2021-02-36



Board Resolution No. 2022-02-04
February 24, 2022

**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority Budget was adopted reflecting 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, longevity, 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 2022-2023, commencing April 3, 2022 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

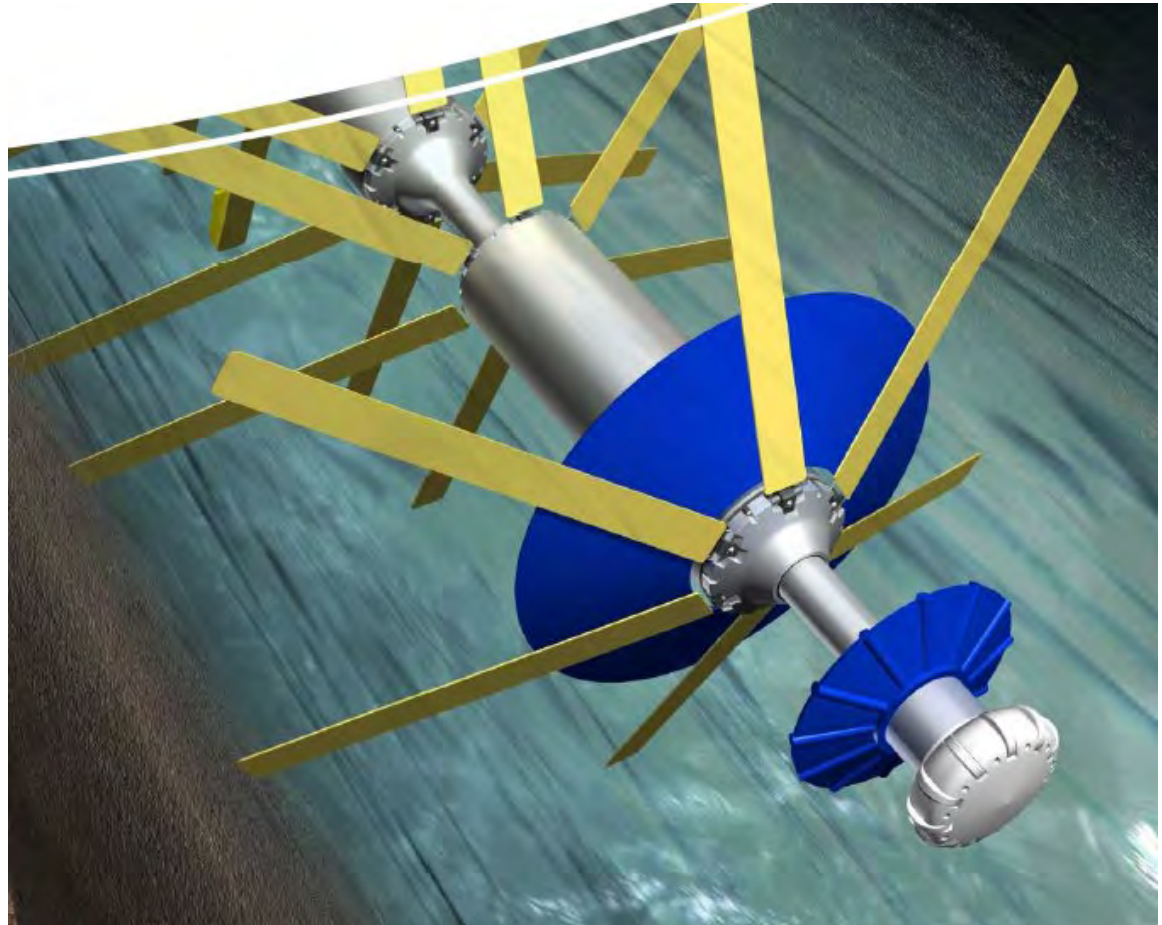


Proudly Serving Our
Partners in Development

- Water & Wastewater Certified Operators
- System Operations & Maintenance
- Dedicated On Call Response Team
- Process Control & Monitoring

Advancing the
North Country
www.danc.org

ARMY WATERLINE (AWL) PIPELINE INTEGRITY ANALYSIS Results & Next Steps 2/15/2022



Background

- AWL was constructed in 1990 to serve Fort Drum and the Towns of Champion, LeRay, and Pamelaia
- Consists of 2 Booster Pump Stations & 11.2 miles of 20” Ductile Iron Pipe
- During 2019 valve replacement project several areas of the pipeline were observed to be pitted or deteriorated
- Leaks formed in areas where deteriorated pipe was observed, initiating further assessment

Funding for Integrity Assessment

- In April 2020, the Authority received \$1,244,255 from OLDCC toward a total project of \$1,382,506.
- The majority of these funds, or \$1,000,000 (\$900,000 OLDCC), was for an analysis to determine the integrity of a waterline owned and operated by the Authority that provides critical potable water to Fort Drum from the community, specifically referred to as the Army Water Line (AWL).

Integrity Analysis Alternatives

- Several integrity assessment technologies were evaluated:
 - Ultrasonic
 - Electromagnetic
 - Acoustic
 - Destructive Sampling Methods
- Based on:
 - Disruption to Service
 - Pipeline Cleaning/Internal Restrictions
 - Monitoring
 - Operational Configuration
 - Accuracy
- Selected free-swimming, ultrasonic scanning tool that measures pipe wall thickness and identifies defects from the interior of the pipe while the pipe remained in service

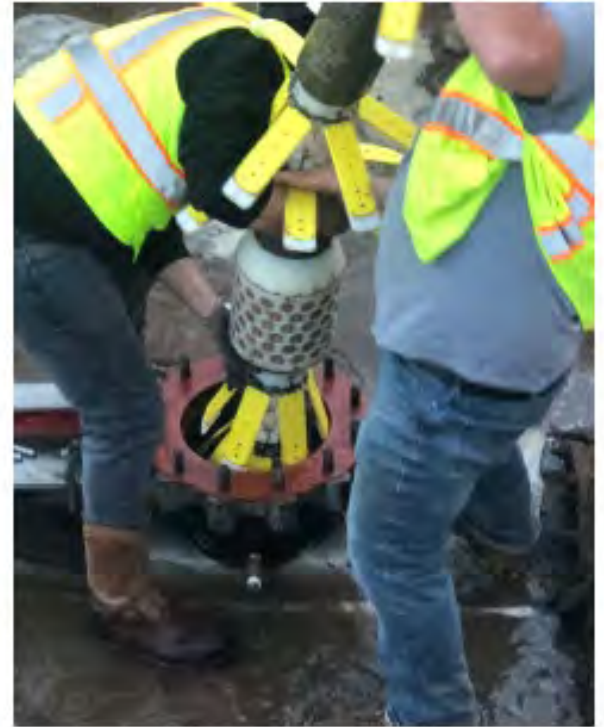
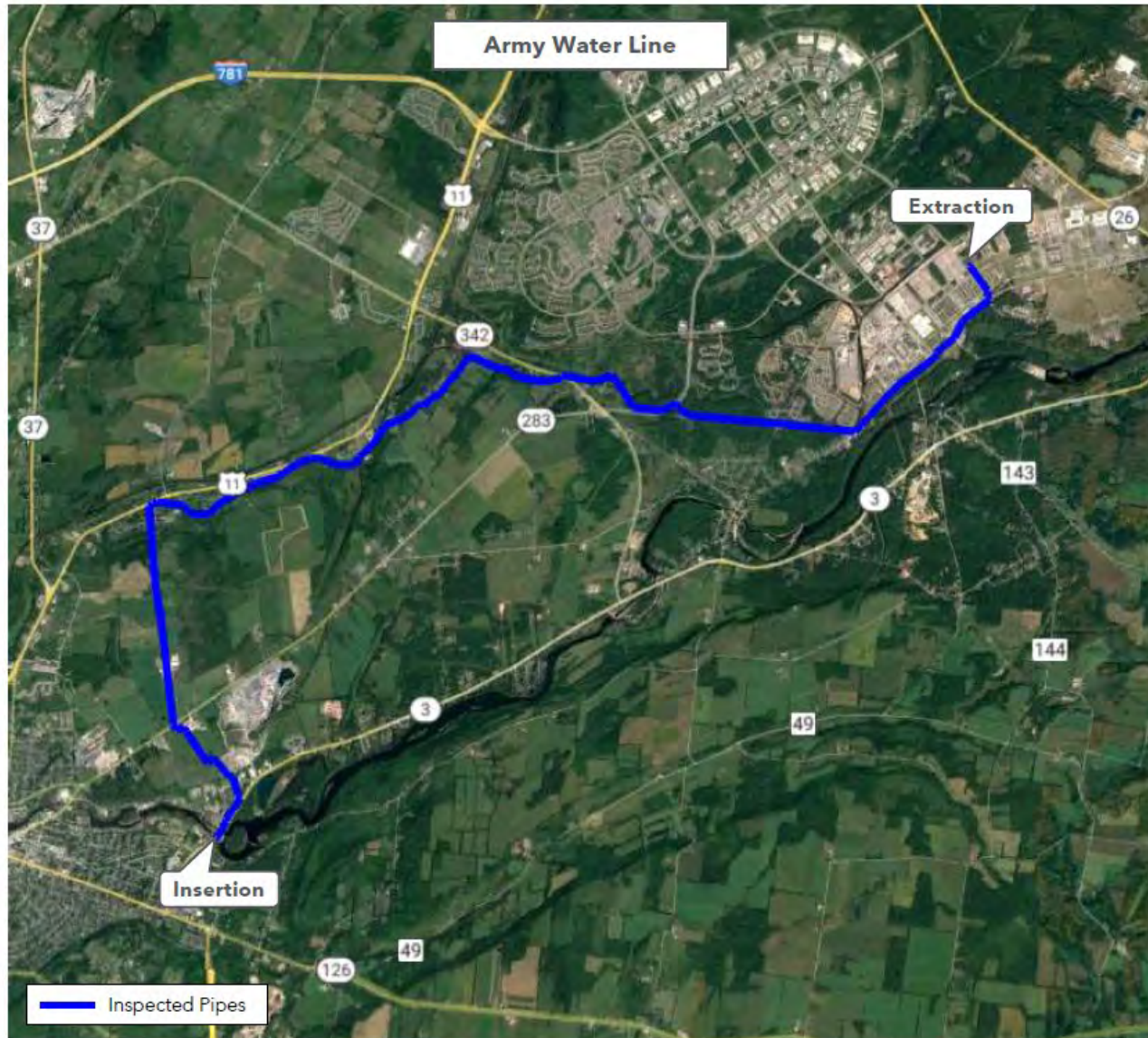


Figure 1.5: PipeDiver Ultra Tool Lifted from the Extraction Location

Area of Integrity Assessment



Results of Integrity Assessment: Out Of Roundness (OOR)

- Isolated and posed a minimal effect on the remaining service life

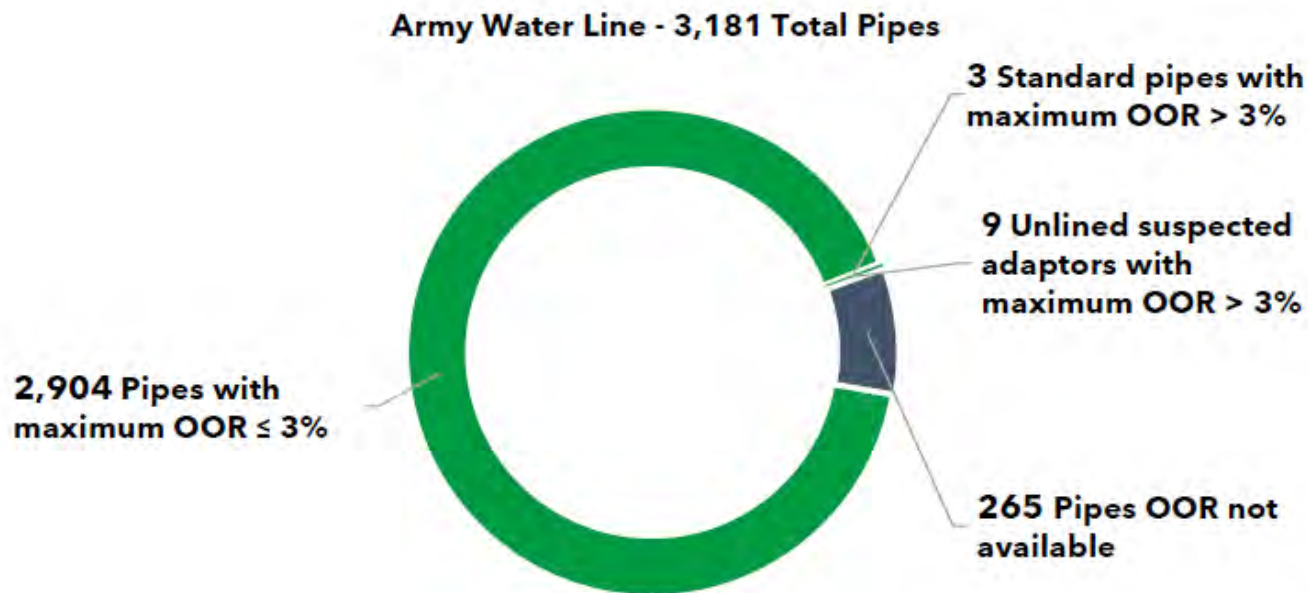


Figure 3.2: Maximum Out-of-Roundness Results for the Army Water Line

Results of Integrity Assessment: Pipe Wall Loss

- Wall corrosion defects are extensive
- In 667 pipes wall loss ranged from 15% to 95%

Army Water Line - 3,181 Total Pipes



Figure 3.4: Wall Loss Results for the Army Water Line

Field Verification: Visual Inspection

- Performed to validate ultrasonic results
 - Excavated pipeline at 6 locations
 - Findings confirmed



Soil Testing

- Samples collected at 6 dig sites confirmed areas of corrosivity where pipe loss occurred
- Red = corrosive; yellow = moderately corrosive, and green = not corrosive

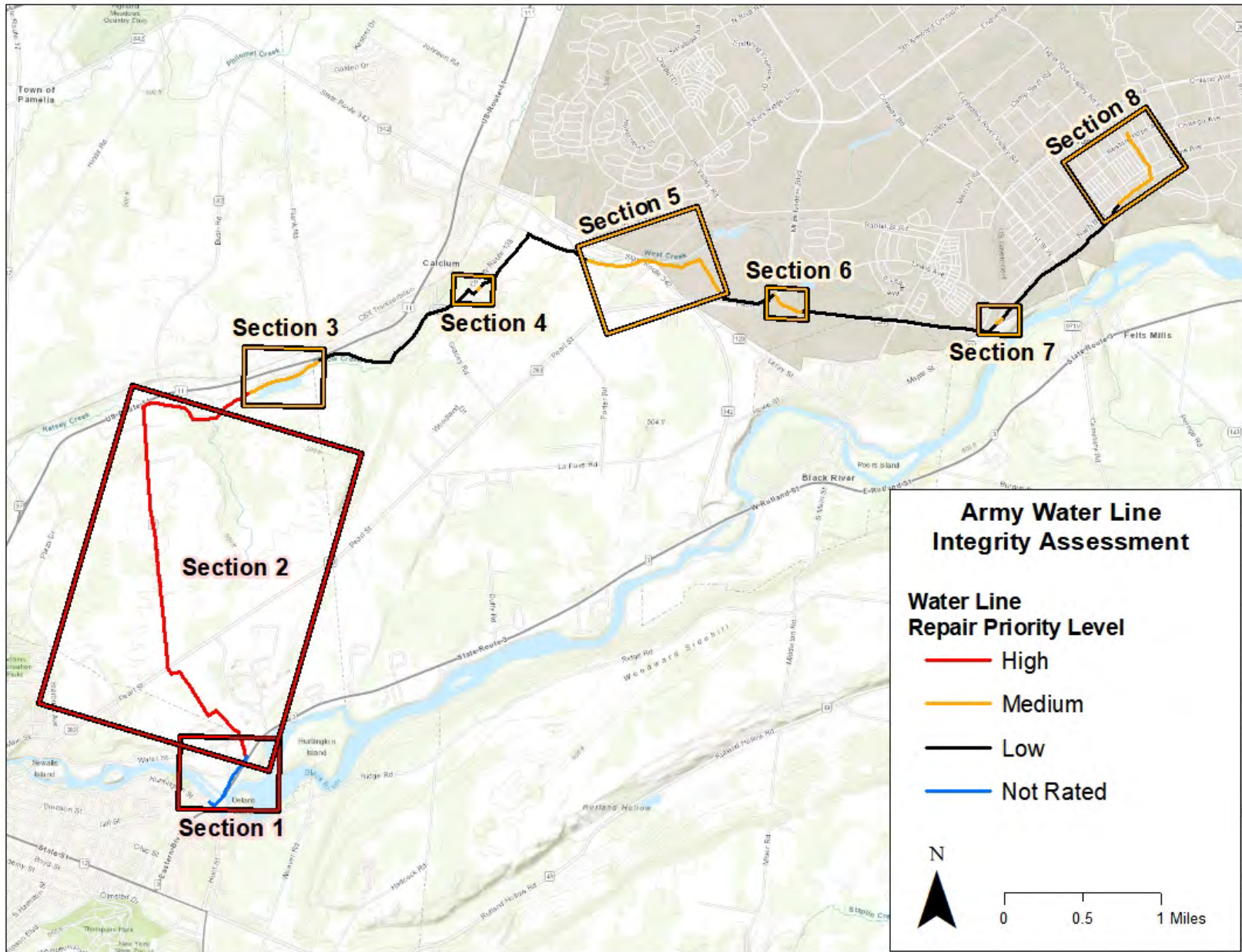
Table 5-10. Soil Testing Laboratory and Soil Corrosivity Results

Dig Site	Sulfate (ppm)	pH Average	Soil Resistivity ($\Omega \cdot \text{cm}$)	Oxygen-Reduction Potential Average (ORP)	Water-Soluble Chloride Ion (ppm)
1	2900	8.69	2,580	239	485
2	2800	8.65	3,999	237	245
3	600	7.52	5,289	251	85
4	200	7.81	141,900	272	170
5	0	8.4	21,930	264	140
6	0	8.25	1,161,000	255	0

Integrity Analysis Summary

- Based on the ultrasonic and field testing, an integrity ranking was developed
- Ranking combines wall loss and pipe defects to identify areas/sections of concern
- Soil corrosion testing results were utilized to determine the cause and potential continuation of corrosion
- Areas/sections of the AWL were identified as high, medium and low priority as follows:
 - High Priority: Widespread and significant pipe corrosion located in corrosive soils
 - Medium Priority: Some areas of pipe corrosion located in moderately corrosive soils
 - Low Priority: Few areas of pipe corrosion located in non-corrosive soils

Priorities for Replacement



Project Costs

- **Phase 1: Section 1 assessment and Section 2 pipeline replacement, \$9.1M**
- **Phase 2: Replacement of Sections 3-8, etc. costs assuming 2027 \$10M**

Table 7-2. Opinion of Probable Project Costs for Recommendations

Pipe Section	Priority	Length of Pipe (ft)	Opinion of Cost
Section 1 – NYS Highway 3	N/A	2,275	\$150,000 ⁽¹⁾
Section 2 – Patterson Road	High	12,872	\$8,950,000
Section 3 – Kanik Nature Trail	Medium	2,526	\$2,030,000
Section 4 - County Road 138	Medium	88	\$460,000
Section 5 – Highway 342 Crossing	Medium	5,229	\$3,430,000
Section 6 – Highway 283	Medium	1,113	\$1,120,000
Section 7 – Nash Boulevard	Medium	157	\$360,000
Section 8 – Fort Drum	Medium	3,097	\$2,340,000
Totals		27,357	\$18,840,000

⁽¹⁾Assessment only.

Funding/Rate Impacts

- FY 2023 Budget includes \$437,289 for the following debt service payments:
 - \$337,289 in debt service for valve replacements (last payment)
 - \$100,000 interest expense for AWL Pipeline Replacement (Estimated)
- **AWL Pipeline Replacement Project**
 - **PROJECT BUDGET** \$9,100,000
 - **SOURCES OF FUNDING (BEST CASE)**
 - Potential Grant Opportunities
 - OLDCC Grant for Engineering (\$400,000)
 - DCIP Grant for Construction (\$6,090,000)
 - EFC Loan (2.44%/30yrs) (\$2,610,000) Annual Payment (\$123,704)
 - **SOURCES OF FUNDING (WORST CASE)**
 - Potential Grant Opportunities
 - OLDCC Grant for Engineering (\$0)
 - DCIP Grant for Construction (\$0)
 - EFC Loan (2.44%/30yrs) (\$9,100,000) Annual Payment (\$431,306)
- **Recommendation:** Authorize utilization of approximately \$430,000 from the \$900,000 repair reserve in order to commence project engineering in February 2022. Reserve would be replenished from grant/loan proceeds.

Next Steps

- Phase 1 Project (Section 1 Assessment & Section 2 - Replacement)
 - Pursue external funding through federal and state sources, 2/22 – 8/22
 - Proceed with development of design and bid documents to replace 12,872' of ductile iron pipe with HDPE pipe on Patterson Road, 3/22 – 11/22
 - Complete assessment of Section 1 & construction/replacement of Section 2, 12/22 – 10/23
- Phase 2 Project (Sections 3-8)
 - Pursue external funding
 - Proceed with replacement in future fiscal year



Board Resolution No. 2022-02-05
February 24, 2022

CAPITAL PROJECT
ARMY WATER LINE PIPELINE REPLACEMENT
PHASE 1 DESIGN AND BIDDING

Whereas, the Development Authority of the North Country owns and operates an 11.2 mile 20 inch ductile iron water transmission main that provides water services to Fort Drum, and the Towns of Champion, LeRay and Pamela, known as the Army Water Line, and

Whereas, in April 2020 the Authority received funding from the U.S. Department of Defense Office of Local Defense Community Cooperation (OLDCC) to complete an integrity analysis of the Army Water Line, and

Whereas, the results of the analysis, performed using an ultrasonic scanning tool, indicated that 667 pipes exhibited wall loss ranging from 15% to 95%, and

Whereas, field verification validated the results of the analysis confirming that; 1) 12,872 feet of pipeline on Patterson Road exhibited widespread and significant pipe corrosion and that soils were highly corrosive; and 2) 12,210 feet of pipeline located in various areas of the Army Water Line installation between Patterson Road and Fort Drum exhibited areas of pipe corrosion and that soils were moderately corrosive, and

Whereas, the Authority has developed a phased approach to replace the pipeline to address the 12,872 feet of high priority pipeline replacement as a Phase 1 project to be completed in 2022-2023; and the 12,210 feet of medium priority pipeline as a Phase 2 project, to be completed in a future fiscal year, pending funding, and

Whereas, the Authority has briefed Fort Drum on the results of the assessment and Fort Drum has authorized the use of the \$900,000 Army Water Line Replacement Reserve to commence the project given the criticality of the repairs and the need to progress design and bidding to ensure that required engineering reports are completed to submit with funding applications, and

Whereas, the Authority has submitted an application to the OLDCC for \$429,328 to proceed with Phase 1 design and bidding, and intends to submit additional federal and state funding applications to proceed with Phase 1 construction.

Now, therefore be it

Resolved, that the Development Authority of the North Country does hereby authorize the establishment of a new capital project, Army Water Line Pipeline Replacement Phase 1 Design and Bidding, with an established budget of \$429,328, and

Be It Further Resolved, that the Authority does hereby authorize the use of the Army Water Line Replacement Reserve to immediately commence the project.



Board Resolution No. 2022-02-06
February 24, 2022

**ARMY WATER LINE PIPELINE REPLACEMENT PROJECT
OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION
GRANT**

Whereas, the Development Authority of the North Country owns and operates an 11.2 mile 20 inch ductile iron water transmission main that provides water services to Fort Drum, and the Towns of Champion, LeRay and Pamelaia, known as the Army Water Line, and

Whereas, the Development Authority completed an integrity assessment of the Army Water Line and discovered that certain sections require replacement, and

Whereas, Phase I of the Army Water Line Pipeline Replacement Project will replace approximately 12,872 feet of pipe, and

Whereas, the preliminary cost to complete Phase I of the Project is \$9.1 million comprised of \$400,000 for engineering design and bidding services and \$8.7 million for capital costs, and

Whereas, the Authority is applying to the Office of Local Defense Community Cooperation (OLDCC), formerly known as the Office of Economic Adjustment (OEA), for funding toward engineering design and bidding services, and

Whereas, the total project submitted to OLDCC is approximately \$429,328 with \$386,395 being the grant amount requested from the OLDCC, and

Whereas, the grant requires a 10% match from the Development Authority of up to \$42,933, and

Whereas, the Authority has briefed Fort Drum on the results of the assessment and Fort Drum has authorized the use of the \$900,000 Army Water Line Replacement Reserve to commence the project given the criticality of the repairs and the need to progress design and bidding to ensure that required engineering reports are completed to submit with funding applications, and

Whereas, the Development Authority will utilize staff time and the Army Water Line Replacement Reserve to fund the match, and

Whereas, it was determined by the Authority and OLDCC that the Director of Regional Development, as program administrator, should execute the appropriate agreements for said grant.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby authorize the Director of Regional Development to submit an application to the Office of Local Defense Community Cooperation for up to \$429,328 comprised of up to a \$386,395 grant and \$42,933 in matching funds, and be it further

RESOLVED, the Development Authority of the North Country does hereby authorize the Director of Regional Development to execute the grant agreement with the Office of Local Defense Community Cooperation, if funded, and implement the grant.



Board Resolution No. 2022-02-07
February 24, 2022

**REGIONAL WATER LINE
GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM
WATER LINE RELOCATION/ADJUSTMENT AND AGREEING TO
MAINTAIN FACILITIES ADJUSTED VIA STATE-LET CONTRACT
CHAUMONT BRIDGE CROSSING**

Whereas, the Development Authority of the North Country owns and operates the Western Jefferson Regional Water Line, and

Whereas, a section of the Authority's water transmission line serving the Regional Water Line crosses the Chaumont River in the Village of Chaumont and is attached to a bridge that is owned and maintained by the New York State Department of Transportation, and

Whereas, the New York State Department of Transportation proposes the replacement of a bridge located on N.Y. Route 12E over the Chaumont River in the Village of Chaumont located in Jefferson County, DOT Project Identification Number 7111.21, and

Whereas, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to water mains and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the Development Authority of the North Country, and

Whereas, the service life of the relocated and or replaced utilities has not been extended, and

Whereas, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve the relocation of and adjustment to Authority owned water mains and appurtenances and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the Development Authority of the North Country will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans, and be it further

RESOLVED that the Executive Director has the authority to sign, with the concurrence of the Board of Directors, any and all documentation that may become necessary as a result of this project as it relates to the Development Authority of the North Country, and be it further

RESOLVED that the Development Authority of the North Country is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

NEW YORK STATE DEPARTMENT OF TRANSPORTATION REF. 4A
UTILITY WORK AGREEMENT

Since the construction, reconstruction, or maintenance of the transportation project described below, identified as:

Project Identification No.: 7111.21	F.A. Project No.:
ROW Declaration No.:	Map Nos.:
Parcel Nos.:	County of: Jefferson
Contract No.:	

Project Description: Bridge Replacement – N.Y. Route 12E over the Chaumont River

necessitates the adjustment of utility facilities as hereinafter described, the owner, **Development Authority of the North County**, of said facilities herewith agrees with the State of New York acting through the Commissioner of Transportation that this agreement shall apply to the accommodation of these utility facilities. Any adjustment of said facilities will be accomplished under the terms of this agreement, in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way, in compliance with the attached Special Note "Coordination with the Utility Schedule, and in accordance with the contract plans, specifications, proposal, amendment(s) or change order(s).

I. Existing Facilities

An 12" NPS water main with appurtenances is located on the existing N.Y. Route 12E bridge over the Chaumont River it is presently located on State Right-of-Way as shown on the plans for the proposed transportation project, are to be adjusted as follows: a new 12" NPS water main with appurtenances will be constructed on the proposed N.Y. Route 12E bridge over the Chaumont River for an estimated **\$ 0**.

II. **Financial Responsibility** (check appropriate boxes):

- The facilities to be adjusted under the terms of this agreement are subject to Section 52 of the State Highway Law, and the cost of this adjustment is the sole responsibility of the owner.
- Subdivision 24 of Section 10 of the State Highway Law enables the Commissioner of Transportation to provide at the expense of the State, for adjustment to a municipally owned utility when such work is necessary as a result of State highway work. (Municipal Agreement required.)
- Subdivision 24-b of Section 10 of the State Highway Law enables the Commissioner of Transportation to participate in the necessary expenses incurred for adjustment of privately, publicly or cooperatively owned facilities, municipal utility facilities, or facilities of a corporation organized pursuant to the State Transportation Corporations Law. (Privately Owned Property Agreement or Reimbursement Agreement required.)
- Subdivision 27 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a municipality, to perform for and at the expense of such municipality specified work to be included within a State-let contract. (Betterment Resolution required.)
- Subdivision 33 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a public utility corporation, to perform for and at the expense of such public utility corporation specified work to be included within a State-let contract.
- Subdivision 13 of Section 30 of the State Highway Law enables the Commissioner of Transportation to enter into an agreement to reimburse with public funds the owner for necessary expenses incurred as a result of this adjustment, or to replace the facilities in kind.
- The owner will develop and keep a record of costs in accordance with the New York State Department of Transportation (NYSDOT) Reimbursement Procedures, and when federal funds participate in the cost, the Federal Highway Administration (FHWA) Federal-Aid Policy Guide Part 645, or as indicated below:

III. **Physical Adjustment Method** (check appropriate boxes):

The actual adjustment or design engineering will be performed by the following method (s):

- Contract let by the Commissioner.
- Contract let by the Owner, (check applicable statement, i.e., a or b)
 - a. Best Interests of State.
 - b. Utility not sufficiently staffed or equipped.
- By the Owner's forces.

IV. **Betterment, Salvage, and Depreciation Credits Due the Project** (check appropriate boxes):

- There will be no extension of service life, improved capacity nor any other betterment of the facility (as defined by the NYSDOT Utility Reimbursement Procedures and by FHWA Federal-Aid Policy Guide Part 645) as a result of the adjustments made pursuant to this agreement.
- There is betterment described as follows:
 - The owner will not claim reimbursement for that betterment portion of the work, but will duly account for it as required by applicable NYSDOT and FHWA procedures.
 - The owner hereby agrees to deposit with the Comptroller of the State of New York the amount of \$ _____ to cover the cost of the betterment as described above.
 - The owner agrees to comply with the requirements of the NYSDOT Utility Reimbursement Procedure and FHWA Federal-Aid Policy Guide Part 645 with the respect to salvage and depreciation credits when applicable.

V. **General Covenants**

The owner hereby agrees to accept full title and responsibility for the adjusted facility in writing upon satisfactory completion of the work. Such acceptance will acknowledge the owner's responsibility to maintain the facility in accordance with all applicable codes, standards and regulations, including his obligation, where applicable, to remove any or all of the facility from the highway at the order of the Commissioner of Transportation, all in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way. All compensable claims covered by this agreement will be included in one of the following:

- A. Privately Owned Property Agreement executed prior to the performance of the work.
- B. Municipal Agreement executed prior to performance of the work.
- C. Reimbursement Agreement executed prior to performance of the work.
- D. Such other agreement as approved by NYSDOT Office of Legal Affairs.

VI. References

The following documents are herewith incorporated in this agreement by reference (check appropriate boxes)

- Federal Highway Administration's Federal-Aid Policy Guide Part 645.
- Contract documents : Contract number _____
PIN 7111.21
Plan sheets No. UP - 01 & UP - 03
- Owner's plan sheets _____
- Owner's estimate sheets form No. _____
- Resolution dated _____, by
 - Granting the State of New York authority to perform the adjustment for the owner.
 - Agreeing to maintain facilities adjusted via State-let contract.
 - Authorizing deposit of funds by the owner.
- Certification by the owner or his agent that he has the legal authority to enter into this agreement.

(Print/Type Name)Owner or Agent	(Signature)	Title	Date
---------------------------------	-------------	-------	------

For NYSDOT Commissioner of Transportation	Main Office Utilities Engineer	Title	Date
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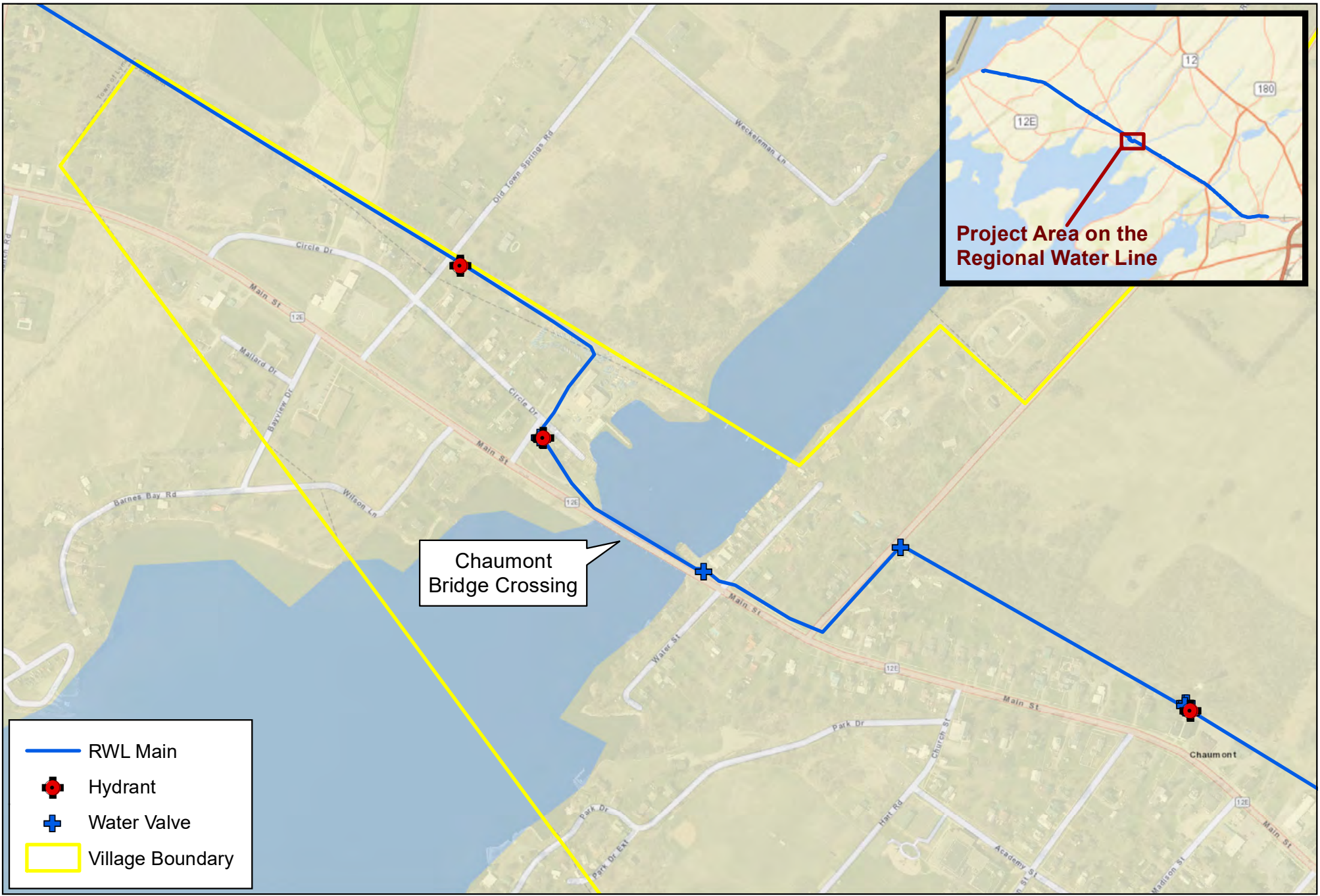
APPENDIX A

P.I.N. 7111.21 - ROUTE 12E OVER CHAUMONT RIVER





TOWN OF LYME - JEFFERSON COUNTY

WATERMAIN DISPOSITION TABLE

STATION	OWNER	REMARKS
ROUTE 12E OVER CHAUMONT RIVER		
574+23 TO 581+59	V. CHAUMONT 8" WATER MAIN	CONSTRUCT WATERMAIN ON PROPOSED BRIDGE
574+32 TO 581+88	DANC 12" WATERMAIN	RELOCATE WATERMAIN TO PROPOSED BRIDGE



Chaumont
Bridge Crossing

-  RWL Main
-  Hydrant
-  Water Valve
-  Village Boundary



Development Authority of the North Country
 Engineering Division, GIS
 23557 NYS Route 37
 Watertown, NY 13601
 Contact: GISsupport@danc.org or 315-661-3225



Regional Water Line Chaumont Bridge Crossing

1 inch = 527 feet
Author: Star Carter
Date: 2/10/2022
Document Name: RWL_2022ResMap

Revisions:
<small>Document Path: M:\Company46\RWL_2022_ResMap\RWL_2022ResMap.mxd</small>



Board Resolution No. 2022-02-08
February 24, 2022

**APPROVING FISCAL YEAR 2022-2023 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 2022-2023 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	\$39,100
Miscellaneous Accounting Services	<u>\$ 5,000</u>
	\$44,100

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 2022-2023 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, is hereby approved and adopted.**
- 2. The Administrative capital projects for the Fiscal Year 2022-2023, as set forth in Appendix B, are hereby approved 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 2022-2023.**

- 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 Finance Committee on a timely basis.**
- 4. The Fiscal Year 2022-2023 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.**

**Administration
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Grant Revenue					
4183	NY State Grants	\$5,851.25	\$4,000.00	\$3,952.50	\$5,000.00
	Total Grant Revenue	5,851.25	4,000.00	3,952.50	5,000.00
Other Income					
4164	Miscellaneous	191,828.79	211,300.00	155,986.97	191,700.00
	Total Other Income	191,828.79	211,300.00	155,986.97	191,700.00
4201	Gain on Sale of Assets	19,432.75	21,000.00	5,300.00	35,000.00
Interest Income					
4102	Investment Interest Income	115,152.82	98,400.00	63,663.92	79,219.00
420...	Mark to Market Adjustment	(1,821.42)	0.00	(8,922.50)	0.00
	Total Interest Income	113,331.40	98,400.00	54,741.42	79,219.00
	Total Income	330,444.19	334,700.00	219,980.89	310,919.00
Salaries					
500...	Administrative Wages	1,153,045.89	1,212,691.00	873,674.97	1,246,830.00
500...	Engineering Wages	1,233.77	0.00	0.00	0.00
500...	Overtime Wages	22.36	1,000.00	286.99	2,500.00
	Total Salaries	1,154,302.02	1,213,691.00	873,961.96	1,249,330.00
Fringe Benefits					
503...	FICA Expense	82,633.13	82,432.00	62,389.97	86,036.00
503...	Pension Expense	309,626.32	145,280.00	99,092.35	107,372.00
503...	VDC Expense	0.00	0.00	10,067.94	8,102.00
503...	Health Insurance	107,815.20	135,154.00	95,447.64	122,173.00
504...	Retiree Health Insurance	67,705.02	85,343.00	61,616.60	95,162.00
503...	Workers Comp	1,485.30	2,032.00	1,416.45	1,836.00
503...	Disability Insurance	1,011.56	2,797.00	2,147.97	3,377.00
5036	Unemployment	6,592.94	10,000.00	0.00	10,000.00
504...	Post Retire Overhead	(62,244.64)	81,254.00	57,211.35	80,685.00
5051	Benefit Admin. Fees	10,391.17	13,730.00	7,703.48	9,800.00
5054	Employee Physicals & Screening	1,738.00	1,787.00	547.75	1,842.00
	Total Fringe Benefits	526,754.00	559,809.00	397,641.50	526,385.00
Operations & Maintenance					
5134	Maintenance Contracts	1,070.52	2,720.00	1,523.77	2,800.00
5403	Safety Equipment & Supplies	13,957.00	11,746.00	5,170.13	7,110.00
	Total O & M	15,027.52	14,466.00	6,693.90	9,910.00
Office & Administrative					
5053	Misc Employee Costs	4,767.81	5,215.00	1,109.50	5,063.00
5102	Office Rent	108,150.80	121,936.00	91,429.30	122,127.00
5104	Office Supplies	9,933.33	6,749.00	5,307.37	9,000.00
5110	Postage & Shipping	5,218.26	6,000.00	4,028.77	6,908.00
5112	Telephone	2,907.13	5,310.00	2,749.18	4,169.00
5114	Cellular Services	5,498.57	5,500.00	3,645.41	5,100.00
5118	Other Communications	9,392.82	9,600.00	6,594.46	9,720.00
5120	Dues & Subscriptions	3,075.00	4,415.00	1,695.08	4,415.00
5122	Public Info & Advertising	8,991.73	4,590.00	421.52	3,000.00
5123	Promotional Materials	0.00	2,500.00	1,583.78	5,500.00
5130	Office Equipment	3,966.54	10,251.00	10,000.38	19,000.00
5170	Other Office Expenses	986.20	3,900.00	2,857.19	1,600.00
5173	Credit Card Processing Fees	523.60	600.00	398.95	0.00
5202	Employee Mileage Reimbursement	1,040.84	5,000.00	1,788.64	3,200.00
5204	Empl. Meals & Incidental	0.00	2,700.00	42.00	1,500.00

**Administration
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
5206 Empl. Lodging	0.00	3,100.00	0.00	3,000.00
5270 Travel & Meeting Expense	2,270.10	3,550.00	2,520.60	4,000.00
5312 Continuing Education	0.00	0.00	0.00	2,200.00
5370 Training & Development	3,662.65	14,100.00	7,763.15	15,000.00
5402 Employee Uniforms	1,143.00	1,425.00	73.00	1,425.00
5404 Safety Training	5.95	10,000.00	0.00	13,000.00
5508 Cleaning Services	9,650.00	13,900.00	7,700.00	12,860.00
6102 Board Member Travel & Expenses	876.65	1,750.00	646.35	1,200.00
6104 Sponsorships	2,000.00	9,000.00	2,500.00	7,080.00
Total Office & Admin	184,060.98	251,091.00	154,854.63	260,067.00
Professional Fees				
5924 Legal	59,208.75	35,000.00	18,810.00	30,000.00
5926 Investment Banking Fees	6,410.21	6,900.00	5,232.93	6,000.00
592... Accounting Fees	37,500.00	43,200.00	30,200.00	44,100.00
5970 Consulting	72,767.09	60,600.00	56,595.00	16,100.00
Total Professional Fees	175,886.05	145,700.00	110,837.93	96,200.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	1,018.33	840.00	179.91	640.00
5602 Auto/Light Truck Fuel	0.00	1,250.00	15.88	1,425.00
Total Automobile	1,018.33	2,090.00	195.79	2,065.00
Computer				
5124 Computer Equipment	54,193.32	29,320.00	833.45	38,320.00
5126 Computer Maintenance	4,965.19	8,500.00	1,080.00	8,500.00
5128 Programming & Software	103,408.16	161,258.00	104,934.80	162,590.00
5129 ECMS Expense	28,305.61	29,000.00	22,974.75	29,000.00
6108 Web Page Design & Maintenance	2,359.88	7,552.00	2,400.00	6,002.00
Total Computer	193,232.16	235,630.00	132,223.00	244,412.00
6114 Insurance	18,663.11	19,200.00	14,400.00	18,500.00
619... Admin Allocation	(2,170,806.33)	(2,332,132.00)	(1,622,041.61)	(2,321,707.00)
7032 Depreciation	254,175.20	279,900.00	174,409.13	254,100.00
6901 Contingency	0.00	19,800.00	0.00	25,000.00
Total Expenses	352,313.04	409,245.00	243,176.23	364,262.00
Change in Net Position	(21,868.85)	(74,545.00)	(23,195.34)	(53,343.00)

**Administration
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(53,343.00)
				254,100.00
- 25...				(50,000.00)
				RESERVE/CAPITAL REQUIREMENTS
- 1440				<u>(209,876.00)</u>
				TOTAL RESERVE/CAPITAL REQUIRED
				<u>(209,876.00)</u>
				CASH FLOW
				<u>(59,119.00)</u>

**APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	Fleet Vehicles	O	\$ 209,876	\$ 177,659	\$ 182,718	\$ 266,853	\$ 287,972
	Server Replacement	O	\$ -	\$ 57,000	\$ 16,000	\$ 12,000	\$ 12,400
TOTAL ADMINISTRATIVE			\$ 209,876	\$ 234,659	\$ 198,718	\$ 278,853	\$ 300,372

Fund Description

- O Operating Investments
- AR Administrative Reserve

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2022

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

Restricted Fund Balance:	Balance 3/31/2021	Estimated Balance 3/31/2022
Community Rental Housing Program	\$ 13,253,804	\$ 13,177,355
Community Development Loan Fund	\$ 8,810,966	\$ 9,648,542
Housing Loan Revolving Fund	\$ 22,681,753	\$ 22,749,104
Army Water & Sewer Repair Reserve	\$ 1,800,000	\$ 1,370,000
Regional Waterline	\$ 532,057	\$ 412,342
Wetlands Mitigation Reserve	\$ 1,312,332	\$ 318,083
MMF Replacement Reserve	\$ 5,359,374	\$ 4,731,298
MMF Liner Reserve	\$ 7,000,000	\$ 10,581,786
MMF Closure/Post Closure Reserve	\$ 15,815,480	\$ 23,882,455
Telecom Repair & Replacement Reserve	\$ 6,801,100	\$ 6,978,722
	\$ 83,366,865	\$ 93,849,686

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 3/31/2021	Estimated Balance 3/31/2022
Administrative / Supplemental Insurance	\$ 4,000,000	\$ 4,000,000
Army Waterline Capital Reserve	\$ 95,675	\$ -
Army Sewerline Administrative Support Reserve	\$ 749,985	\$ 749,985
ASL Infrastructure Development	\$ 223,107	\$ 223,107
MMF Capital Reserve	\$ 8,968,271	\$ 503,376
MMF Tip Fee Stabilization Reserve	\$ 4,415,142	\$ 4,431,958
MMF Landfill Gas Reserve	\$ 1,648,014	\$ 1,357,000
Economic Development Loan Fund	\$ 5,486,723	\$ 5,413,881
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
	\$ 28,586,917	\$ 19,679,308

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2023

	Budgeted FYE 3/31/22	Budgeted FYE 3/31/23	Increase or Decrease
Administrative Costs:			
Salaries & Fringes	\$ 1,685,797	\$ 1,672,167	\$ (13,630)
Administrative Overhead	\$ 750,494	\$ 665,296	\$ (85,198)
Total Administrative Costs	\$ 2,436,291	\$ 2,337,462	\$ (98,828)

Administrative Allocation:	Budgeted FYE 3/31/22	Budgeted FYE 3/31/23	Increase or (Decrease)
Army Sewer	\$ 281,576	\$ 280,052	\$ (1,524)
Army Water	\$ 165,070	\$ 175,835	\$ 10,765
Regional Water	\$ 17,426	\$ 16,606	\$ (820)
Water Quality Contracts	\$ 36,745	\$ 37,200	\$ 455
Engineering	\$ 55,784	\$ 51,586	\$ (4,198)
Materials Mgt	\$ 993,394	\$ 990,621	\$ (2,773)
Telecommunications	\$ 617,820	\$ 606,187	\$ (11,633)
Regional Development Contracts	\$ 30,190	\$ 21,365	\$ (8,826)
Affordable Housing Program	\$ 88,350	\$ 88,780	\$ 430
Community Development Loan Fund	\$ 4,151	\$ 4,135	\$ (16)
Authority Economic Development Fund	\$ 56,837	\$ 56,815	\$ (22)
Community Rental Housing Program	\$ 8,947	\$ 8,281	\$ (666)
Internal Subsidy	\$ 80,000	\$ -	\$ (80,000)
Total	\$ 2,436,291	\$ 2,337,463	\$ (98,828)



**Board Resolution No. 2022-02-09
February 24, 2022**

APPROVING FISCAL YEAR 2022-2023 ENGINEERING DIVISION OPERATING BUDGET, CAPITAL PROJECTS AND RESERVE DESIGNATION

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2022-2023 Engineering Budget, 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 as Appendix B.

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 2022-2023 Engineering Budget and line items contained therein, as proposed and set forth in Appendix A, is hereby approved and adopted.**
- 2. The Engineering capital projects for the Fiscal Year 2022-2023, as set forth in Appendix B, are hereby approved 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 2022-2023.**
- 3. 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.**

**Engineering
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings				
4001 Customer Billings	\$1,151,971.12	\$1,228,271.00	\$820,524.26	\$704,490.00
Total Customer Billings	1,151,971.12	1,228,271.00	820,524.26	704,490.00
Grant Revenue				
4181 Federal Grant Income	1,462.50	0.00	0.00	0.00
Total Grant Revenue	1,462.50	0.00	0.00	0.00
Total Income	1,153,433.62	1,228,271.00	820,524.26	704,490.00
Salaries				
500... Engineering Wages	624,992.51	704,088.00	438,345.62	373,117.00
500... Telecom Wages	0.00	0.00	1,452.00	0.00
500... MMF Wages	650.88	0.00	0.00	0.00
500... WQ Wages	173.36	0.00	4,354.11	0.00
500... Overtime Wages	363.50	0.00	0.00	0.00
Total Salaries	626,180.25	704,088.00	444,151.73	373,117.00
Fringe Benefits				
503... FICA Expense	43,848.54	45,832.00	32,939.93	23,905.00
503... Pension Expense	162,288.41	87,744.00	58,941.20	35,476.00
503... VDC Expense	0.00	0.00	2,148.46	5,072.00
503... Health Insurance	91,876.01	104,971.00	68,609.48	60,627.00
503... Workers Comp	19,910.40	27,545.00	20,104.56	1,709.00
503... Disability Insurance	430.64	1,617.00	1,212.65	979.00
504... Post Retire Overhead	45,956.31	46,975.00	32,826.15	23,399.00
5054 Employee Physicals & Screening	246.25	1,200.00	945.25	500.00
Total Fringe Benefits	364,556.56	315,884.00	217,727.68	151,667.00
Operations & Maintenance				
5403 Safety Equipment & Supplies	433.81	1,000.00	667.87	600.00
5904 SCADA	21,377.91	19,550.00	9,185.09	20,200.00
8090 Purchases for Resale	56,786.55	63,500.00	36,592.34	75,500.00
Total O & M	78,598.27	84,050.00	46,445.30	96,300.00
Office & Administrative				
5053 Misc Employee Costs	1,163.20	800.00	10.00	500.00
5102 Office Rent	10,761.00	5,389.00	4,041.72	1,870.00
5104 Office Supplies	578.25	2,500.00	725.89	1,500.00
5112 Telephone	3,134.23	1,960.00	2,308.24	1,621.00
5114 Cellular Services	5,808.87	6,800.00	4,544.43	4,700.00
5120 Dues & Subscriptions	860.00	1,100.00	662.00	1,000.00
5122 Public Info & Advertising	1,600.00	2,500.00	1,913.00	800.00
5130 Office Equipment	445.00	3,500.00	836.00	3,500.00
5202 Employee Mileage Reimbursement	5,953.51	9,500.00	8,232.56	8,500.00
5204 Empl. Meals & Incidental	871.89	4,000.00	2,074.27	2,000.00
5206 Empl. Lodging	2,252.48	6,600.00	3,043.40	3,000.00
5312 Continuing Education	0.00	5,000.00	0.00	0.00
5370 Training & Development	5,179.45	10,000.00	6,104.94	8,000.00
5402 Employee Uniforms	1,155.90	1,200.00	236.00	800.00
Total Office & Admin	39,763.78	60,849.00	34,732.45	37,791.00
Professional Fees				
5924 Legal	0.00	2,000.00	1,883.75	1,000.00
Total Professional Fees	0.00	2,000.00	1,883.75	1,000.00
Automobile				

**Engineering
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
5601 Auto/Light Truck Rep. & Maint.	2,043.92	2,500.00	1,225.93	2,500.00
5602 Auto/Light Truck Fuel	2,165.18	4,000.00	2,503.78	4,000.00
5603 Auto/Light Truck Rental/Lease	5,200.00	6,700.00	5,024.98	6,700.00
5605 Vehicle Ins	3,060.78	2,200.00	1,649.97	2,300.00
Total Automobile	12,469.88	15,400.00	10,404.66	15,500.00
Computer				
5124 Computer Equipment	6,420.80	6,000.00	4,782.00	6,000.00
5128 Programming & Software	978.12	1,200.00	613.80	1,250.00
5906 GIS	28,239.24	29,200.00	23,606.24	29,200.00
Total Computer	35,638.16	36,400.00	29,002.04	36,450.00
6114 Insurance	26,462.19	26,300.00	19,725.03	16,600.00
619... Admin Allocation	57,833.25	55,784.00	39,415.67	51,586.00
619... Engineering Allocation	(80,695.85)	(79,552.00)	(55,691.56)	(86,534.00)
6208 NYS Administrative Assessment	6,994.00	7,173.00	0.00	3,861.00
890... Water Quality Allocation	139.40	0.00	0.00	0.00
7032 Depreciation	27,737.75	12,700.00	10,522.39	11,400.00
Total Expenses	1,195,677.64	1,241,076.00	798,319.14	708,738.00
Change in Net Position	(42,244.02)	(12,805.00)	22,205.12	(4,248.00)

**Engineering
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 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				(4,248.00)
PLUS DEPRECIATION & AMORTIZATION				11,400.00
CASH FLOW				<u>7,152.00</u>

**APPENDIX B
ENGINEERING**

ENGINEERING

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	GIS ESRI Software & Internet Mapping Application Upgrade	TBD	\$ -	\$ 50,000	\$ -	\$ -	\$ -
TOTAL ENGINEERING			\$ -	\$ 50,000	\$ -	\$ -	\$ -

Fund Description(s)

- REV** Revenue
- O** Operating Investments
- CR** Capital Reserve
- TBD** To Be Determined



**Board Resolution No. 2022-02-10
February 24, 2022**

**APPROVING FISCAL YEAR 2022-2023 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 2022-2023 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, pursuant to State and Federal regulations and to be fiscally responsible in its landfill operations, the Authority created financial assurance projections for the useful life of the landfill extension (2075) for the following reserves:

Replacement Reserve	Appendix C
Closure & Post Closure Reserve	Appendix D
Capital Reserve & Wetlands Mitigation	Appendix E
Liner Reserve	Appendix F

Whereas, upon review of required reserve contributions and projected operating expenditures, it is recommended that effective January 1, 2023, the tipping fee for Municipal Solid Waste, construction and demolition waste, and ash be increased from \$47 per ton to \$50 per ton; for non-hazardous petroleum contaminated soil be increased from \$18 per ton to \$20 per ton; and for beneficial use sludge be increased from \$17.50 per ton to \$20 per ton.

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 2022-2023 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 2022-2023, as set forth in Appendix B, are hereby approved, 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 2022-2023.**

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, 2022 \$47.00 per ton (Unchanged from FY 2022)
 - January 1, 2023 \$50.00 per ton
- **Non-beneficial use sludge, industrial waste and sewage sludge**
 - April 1, 2022 \$36.00 per ton for (Unchanged from FY 2022)
- **Non-hazardous petroleum contaminated soil**
 - April 1, 2022 \$18.00 per ton (Unchanged from FY 2022)
 - January 1, 2023 \$20.00 per ton
- **Beneficial use sludge**
 - April 1, 2022 \$17.50 per ton (Unchanged from FY 2022)
 - January 1, 2023 \$20.00 per ton
- **Friable asbestos (one ton minimum)**
 - April 1, 2022 \$200 per ton (Unchanged from FY 2022)
- **Friable asbestos-contaminated construction debris or other waste that requires special handling protocol during disposal**
 - April 1, 2022 \$80.00 per ton (Unchanged from FY 2022)

4. The Community Improvement Program shall be extended for Fiscal Year 2022-2023 at \$31.50 per ton for up to 15,000 tons of demolition waste. The Residential Cleanup Program shall be extended for Fiscal Year 2022-2023 at \$36.00 per ton for up to 2,500 tons.

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

Replacement	\$5.00
Closure	\$3.50
Liner	\$6.00

Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees and gas to energy revenue sharing, totaling \$872,964 will be paid for the Fiscal Year 2022-2023.

6. 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 Facilities Committee in a timely manner.

**Materials Management
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$7,234,577.82	\$8,153,431.00	\$6,612,983.98	\$7,200,606.00
4006	Replacement Reserve Tip Income	620,103.54	216,245.00	177,619.19	1,173,150.00
4007	Liner Reserve Tip Income	0.00	0.00	0.00	1,407,780.00
4008	Closure Reserve Tip Income	413,402.36	594,674.00	488,452.77	821,205.00
4012	Capital Reserve Tip Income	258,376.49	0.00	0.00	0.00
	Total Customer Billings	8,526,460.21	8,964,350.00	7,279,055.94	10,602,741.00
Waste Diversion Revenue					
4050	RTS Revenue	0.00	104,500.00	62,501.34	93,600.00
4060	Recycling Revenue - Tires	153,390.72	0.00	0.00	0.00
4061	Recycling Revenue - Mattresses	100,908.00	110,000.00	94,999.00	95,000.00
	Total Waste Diversion Revenue	254,298.72	214,500.00	157,500.34	188,600.00
Grant Revenue					
4183	NY State Grants	248,245.15	81,319.00	43,946.70	74,108.00
	Total Grant Revenue	248,245.15	81,319.00	43,946.70	74,108.00
Other Income					
4164	Miscellaneous	22,266.89	25,000.00	3,398.44	25,000.00
4166	LFGTE Revenue	525,681.39	462,054.00	378,322.04	577,180.00
	Total Other Income	547,948.28	487,054.00	381,720.48	602,180.00
4201	Gain on Sale of Assets	62,033.39	45,000.00	8,200.00	95,000.00
Interest Income					
410...	Trustee Interest	61,628.25	128,585.00	11,529.76	191.00
4108	Reserve Interest	68,543.39	75,379.00	49,268.41	67,282.00
4116	Replace Reserve Interest Income	104,868.01	90,981.00	56,071.55	31,319.00
4117	Liner Reserve Interest Income	0.00	0.00	0.00	60,770.00
4118	Closure Reserve Interest Income	111,351.07	85,205.00	55,596.71	90,037.00
4119	Post Close Interest Income	71,137.45	64,278.00	43,920.21	67,922.00
4120	Wetlands Mitigation Interest Income	19,706.23	18,071.00	7,230.96	95.00
420...	Mark to Market Adjustment	(211,331.64)	0.00	(147,230.37)	0.00
	Total Interest Income	225,902.76	462,499.00	76,387.23	317,616.00
	Total Income	9,864,888.51	10,254,722.00	7,946,810.69	11,880,245.00
Salaries					
500...	Engineering Wages	127,016.90	124,791.00	124,516.16	172,363.00
500...	MMF Wages	1,348,531.38	1,461,066.00	925,245.70	1,523,735.00
500...	Overtime Wages	21,153.47	37,362.00	25,185.27	35,898.00
5005	On-Call Stipend	7,800.00	7,800.00	5,850.00	7,800.00
	Total Salaries	1,504,501.75	1,631,019.00	1,080,797.13	1,739,796.00
Fringe Benefits					
503...	FICA Expense	104,096.59	104,733.00	80,371.19	111,085.00
503...	Pension Expense	478,120.26	252,435.00	179,768.27	190,361.00
503...	VDC Expense	0.00	0.00	113.08	2,029.00
503...	Health Insurance	244,879.79	268,579.00	175,774.25	252,547.00
503...	Workers Comp	59,785.58	93,022.00	62,531.11	85,020.00
503...	Disability Insurance	889.59	5,193.00	3,894.75	6,195.00
504...	Post Retire Overhead	139,251.03	145,342.00	93,670.95	142,574.00
5054	Employee Physicals & Screening	3,175.25	8,000.00	4,262.40	8,000.00
	Total Fringe Benefits	1,030,198.09	877,304.00	600,386.00	797,811.00
Operations & Maintenance					
5062	Third Party Temporary - O&M	0.00	15,000.00	0.00	38,400.00
5403	Safety Equipment & Supplies	10,409.98	17,000.00	11,617.70	14,000.00

**Materials Management
BUDGET FYE 2023
APPENDIX A**

	FYE 3/31/2021 Actual	FYE 3/31/2022 Amended Budget	Actual 12/31/2021	FYE 3/31/2023 Budget
Account Description				
5702 Large Equipment Parts	92,926.39	115,643.34	81,213.39	100,000.00
5703 Small Equipment	15,397.95	9,550.00	1,503.50	30,000.00
5704 O&M Supplies	10,320.69	20,000.00	11,905.12	20,000.00
5708 Fuels	158,281.36	277,900.00	222,769.10	350,000.00
5710 Lubricants	7,789.25	20,000.00	6,324.90	17,000.00
5712 Purchased Maintenance & Repair	74,590.76	80,000.00	47,521.50	80,000.00
5716 Equipment Rental	0.00	15,000.00	10,933.34	30,000.00
5718 Tires	10,631.87	20,000.00	13,556.30	20,000.00
5770 Other Tool, Equip & O&M	2,493.59	5,000.00	2,452.04	5,000.00
5815 Chemicals	6,077.24	11,000.00	5,378.20	12,000.00
5818 Leachate System Expense	5,512.57	15,000.00	14,775.50	10,000.00
5820 LFG Maintenance	32,755.63	69,156.00	27,775.26	50,000.00
5870 Natural Habitat Enhancements	0.00	50,000.00	45,276.90	50,000.00
5932 Monitoring & Testing	101,294.07	183,596.10	103,975.62	115,310.00
6008 Contract Hauling	19,617.50	10,000.00	918.00	20,000.00
Total O & M	548,098.85	933,845.44	607,896.37	961,710.00
Recycling Transfer Station				
500... Material Reprocessing Wages	147,843.04	235,603.00	144,395.47	113,029.00
500... Overtime Wages	7,177.30	6,419.00	8,116.73	0.00
503... FICA Expense	11,186.95	16,273.00	11,064.24	7,384.00
503... Pension Expense	15,851.04	32,531.00	19,219.19	12,370.00
503... Health Insurance	14,789.23	29,297.00	15,711.60	16,503.00
503... Workers Comp	13,793.59	18,663.00	12,915.78	8,920.00
503... Disability Insurance	154.72	893.00	0.00	479.00
504... Post Retire Overhead	18,625.35	25,944.00	16,376.25	11,441.00
6300 RTS -Safety Equipment & Supplies	2,222.10	2,500.00	1,549.35	1,500.00
6305 RTS - Large Equipment Parts	5,758.87	7,500.00	3,446.22	5,000.00
6310 RTS - Small Equipment	3,898.96	4,000.00	670.83	500.00
6315 RTS - O&M Supplies	3,519.12	5,000.00	1,158.69	2,000.00
6320 RTS - Fuels	5,453.91	10,000.00	3,424.02	5,000.00
6325 RTS - Purchased Maintenance & Repair	5,735.40	7,500.00	3,760.71	1,000.00
6329 RTS - Disposal Costs	158.54	0.00	0.00	0.00
6330 RTS - Contract Hauling	89,945.00	53,540.00	11,572.50	1,500.00
6335 RTS - Office Supplies	297.27	1,000.00	14.13	200.00
6340 RTS - Cellular Services	0.00	1,050.00	0.00	270.00
6345 RTS - Other Communications	1,831.24	2,400.00	1,124.69	1,000.00
6350 RTS - Office Equipment Maintenance	0.00	500.00	0.00	375.00
6355 RTS - Employee Mileage Reimbursement	0.00	50.00	0.00	200.00
6360 RTS - Employee Uniforms	1,152.07	1,480.00	1,075.11	750.00
6365 RTS - Gas & Electric	4,225.67	11,000.00	7,806.70	4,500.00
6370 RTS - Propane	5,215.68	7,000.00	2,954.09	4,000.00
6375 RTS - Building Supplies	199.99	1,000.00	67.46	750.00
6380 RTS - Site Supplies	55.66	1,000.00	0.00	750.00
6385 RTS - Building Maintenance & Repair	1,665.87	1,000.00	0.00	750.00
6390 RTS - Site Maintenance & Repair	470.00	4,000.00	1,775.00	1,000.00
6395 RTS - Auto/Light Truck Rep. & Maint.	0.00	2,000.00	0.00	1,500.00
6400 RTS - Auto/Light Truck Fuel	383.98	500.00	340.05	375.00
6410 RTS - Programming & Software	0.00	1,155.00	0.00	0.00
Total Recycling Transfer Station	361,610.55	490,798.00	268,538.81	203,046.00
Waste Diversion				
5125 Promotional Materials - RRR	31,934.45	75,000.00	38,861.85	38,000.00
6009 Household Hazardous Waste	58,466.60	76,250.00	75,248.80	75,000.00
6011 Recycling Incentive	54,593.40	70,000.00	38,909.40	53,000.00
6012 Recycling Incentive-County Capital	312,972.50	238,814.00	93,405.07	0.00
6013 CRT Recycling	46,177.96	0.00	0.00	0.00
6017 Book Debinding	3,231.51	3,200.00	60.00	7,500.00
6018 Mattress Recycling - All Counties	312,963.00	350,000.00	298,648.50	360,000.00

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**Materials Management
BUDGET FYE 2023
APPENDIX A**

	FYE 3/31/2021 Actual	FYE 3/31/2022 Amended Budget	Actual 12/31/2021	FYE 3/31/2023 Budget
6021	Regional Tire Recycling	147,813.64	0.00	0.00
	Total Waste Diversion	968,153.06	813,264.00	545,133.62
6002	Sewage Treatment	220,389.66	603,000.00	270,904.04
601...	Closure & Post Closure Care	723,478.00	744,157.00	484,926.84
6006	Host Community Benefits	719,411.08	763,172.00	623,443.35
	Office & Administrative			
5053	Misc Employee Costs	0.00	1,000.00	500.42
5104	Office Supplies	2,983.43	5,000.00	1,558.13
5112	Telephone	7,397.32	8,500.00	5,922.34
5114	Cellular Services	7,206.66	6,750.00	5,023.35
5120	Dues & Subscriptions	1,461.50	3,000.00	1,282.00
5122	Public Info & Advertising	1,035.75	2,500.00	1,229.85
5123	Promotional Materials	3,310.00	3,000.00	0.00
5130	Office Equipment	1,484.08	1,000.00	787.33
5132	Office Equip Maintenance	529.20	1,200.00	0.00
5202	Employee Mileage Reimbursement	668.49	7,500.00	5,526.64
5204	Empl. Meals & Incidental	0.00	1,800.00	0.00
5206	Empl. Lodging	0.00	1,155.00	0.00
5270	Travel & Meeting Expense	0.00	750.00	0.00
5312	Continuing Education	0.00	3,536.66	3,535.00
5370	Training & Development	300.00	9,965.00	7,576.75
5402	Employee Uniforms	11,467.43	15,000.00	7,334.19
5508	Cleaning Services	12,400.00	12,000.00	8,200.00
6210	Trustee Fees	7,000.00	7,500.00	7,000.00
	Total Office & Admin	57,243.86	91,156.66	55,476.00
	Utilities			
5802	Gas & Electric	38,186.54	40,000.00	29,290.21
5803	Propane	19,088.30	25,000.00	13,218.22
	Total Utilities	57,274.84	65,000.00	42,508.43
	Materials & Supplies			
5806	Building Supplies	3,465.56	7,000.00	3,639.14
5810	Site Supplies	5,158.07	29,907.90	16,246.04
5824	Sand, Gravel & Stone	199,992.43	220,000.00	158,664.89
5826	Seed & Mulch	21,361.00	36,300.00	36,228.00
	Total Materials & Supplies	229,977.06	293,207.90	214,778.07
	Professional Fees			
5924	Legal	4,168.75	14,500.00	4,403.75
5926	Investment Banking Fees	17,089.17	21,300.00	12,559.31
5970	Consulting	2,245.00	58,100.00	18,240.00
	Total Professional Fees	23,502.92	93,900.00	35,203.06
	Repairs & Maintenance			
5804	Building Maintenance & Repair	21,091.25	15,000.00	7,895.37
	Total Repairs & Maintenance	21,091.25	15,000.00	7,895.37
	Automobile			
5603	Auto/Light Truck Rental/Lease	17,199.96	14,400.00	9,349.99
	Total Automobile	17,199.96	14,400.00	9,349.99
	Computer			
5124	Computer Equipment	9,635.25	18,700.00	9,056.61
5128	Programming & Software	5,239.06	7,500.00	5,296.85
	Total Computer	14,874.31	26,200.00	14,353.46

**Materials Management
BUDGET FYE 2023
APPENDIX A**

	FYE 3/31/2021 Actual	FYE 3/31/2022 Amended Budget	Actual 12/31/2021	FYE 3/31/2023 Budget
6114 Insurance	179,538.63	170,700.00	128,025.00	195,500.00
619... Admin Allocation	844,299.87	993,394.00	686,610.22	990,621.00
619... Engineering Allocation	29,918.32	30,524.00	22,310.76	32,661.00
6208 NYS Administrative Assessment	49,900.00	51,147.00	0.00	49,684.00
890... Water Quality Allocation	41.44	0.00	0.00	0.00
7032 Depreciation	3,080,866.42	3,537,500.00	2,573,925.77	3,875,800.00
6202 Interest Expense	600,079.00	658,144.00	438,579.54	623,994.00
6901 Contingency	0.00	30,000.00	0.00	30,000.00
Total Expenses	11,281,648.92	12,926,833.00	8,711,041.83	13,440,617.00
Change in Net Position	<u>(1,416,760.41)</u>	<u>(2,672,111.00)</u>	<u>(764,231.14)</u>	<u>(1,560,372.00)</u>

**Materials Management
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(1,560,372.00)
				3,875,800.00
6016				1,157,483.00
- 25...				(535,000.00)
				(1,204,469.00)
- 40...				(1,468,550.00)
- 40...				(911,242.00)
- 40...				(67,922.00)
3151				(191.00)
4010				714,463.00
				(2,937,911.00)
				0.00

**APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	Equipment: Survey Grade GPS Replacement	R	\$ 37,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Waste Dozer	R	\$ 450,000	\$ -	\$ 600,000	\$ -	\$ 650,000
	Equipment: Hydraulic Excavator	R	\$ 460,000	\$ 475,000	\$ -	\$ -	\$ -
	Equipment: Leachate Tank Trailer	R	\$ 100,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ -
	Equipment: Leachate Truck Tractor	R	\$ 140,000	\$ -	\$ -	\$ 170,000	\$ -
	Equipment: 4" Dry Prime Pump	R	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Service Truck	R	\$ 85,000	\$ -	\$ -	\$ -	\$ -
20188	O&M Bldg Roof Replacement	R	\$ 520,000	\$ -	\$ -	\$ -	\$ -
	O&M Stormwater Improvements	R	\$ 200,000	\$ -	\$ -	\$ -	\$ -
	O&M Building Modifications - Access Control Facility	R	\$ 300,000	\$ -	\$ -	\$ -	\$ -
	Monitoring Well Decommissioning	R	\$ 231,000	\$ -	\$ -	\$ -	\$ -
	Natural Resource Management Improvements	R	\$ 110,000	\$ -	\$ -	\$ -	\$ -
	Closure V Phases 1 and 2	C	\$ 2,327,000	\$ 2,333,000	\$ -	\$ -	\$ -
	MMF Maintenance Shop Upgrade	R	\$ 15,000	\$ 400,000	\$ -	\$ -	\$ -
	Equipment: Mower/ Snow Blower Replacement	R	\$ -	\$ 17,000	\$ -	\$ -	\$ -
	Equipment: Backhoe Loader	R	\$ -	\$ 220,000	\$ -	\$ -	\$ -
20189/ 20190	Southern Expansion Landfill Gas (LFG) Phase 1 and 2 Tie in and Main Flare Construction	LGR	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -
	Design and Construction for Cell 14	LR	\$ -	\$ 500,000	\$ 8,700,000	\$ -	\$ -
	Equipment: Articulated Hauler	R	\$ -	\$ -	\$ 800,000	\$ -	\$ -
	Equipment: Water Truck	R	\$ -	\$ -	\$ 140,000	\$ -	\$ -
	Equipment: Landfill Compactor	R	\$ -	\$ -	\$ 750,000	\$ -	\$ 1,000,000
	Equipment: Plow Truck / Sander	R	\$ -	\$ -	\$ -	\$ 250,000	\$ -
	Equipment: Wheel Loader	R	\$ -	\$ -	\$ -	\$ 450,000	\$ -
	Equipment: Mini Excavator	R	\$ -	\$ -	\$ -	\$ 65,000	\$ -
	Closure VI	C	\$ -	\$ -	\$ -	\$ 5,040,000	\$ -
	Equipment: Flat Bed Truck	R	\$ -	\$ -	\$ -	\$ -	\$ 60,000

TOTAL MMF	\$ 5,025,000	\$ 4,150,000	\$ 11,900,000	\$ 6,090,000	\$ 1,710,000
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Fund Description

- C Closure Reserve
- R Replacement Reserve
- LGR Landfill Gas Reserve
- LR Liner Reserve
- O Operating Investments

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY
REPLACEMENT RESERVE
AS OF DECEMBER 31, 2021
APPENDIX C**

ASSUMPTIONS:

0.59% INTEREST RATE/YEAR ON INVESTMENTS (Return on Current Holdings)

2.00% INFLATION RATE PER YEAR (11 Year Average CPI Change is 1.75%)

225,000 INCREASED TONNAGE

\$ 5,405,772 REPLACEMENT RESERVE BALANCE; DECEMBER 31, 2021

\$ 5.00 ASSUMED TIP FEE CONTRIBUTION JAN 1, 2022-FY24

\$ 7.00 ASSUMED TIP FEE CONTRIBUTION FY25-FY27

CAPITAL COSTS

FY 2023	\$	2,698,000
FY 2024	\$	1,217,000
FY 2025	\$	2,400,000
FY 2026	\$	1,050,000
FY 2027	\$	1,710,000

<u>DATE</u>		<u>REPLACEMENT RESERVE</u>
	BALANCE @ 12/31/2021	\$ 5,405,772
	CAPITAL PROJECTS AUTHORIZED	\$ (915,911)
	TIP FEES (Jan 1 - Mar 31 2022)	\$ 236,905
	INTEREST INCOME	\$ 4,532
31-Mar-22	PROJECTED BALANCE	\$ 4,731,298
	REPLACEMENT COSTS	\$ (2,698,000)
	TIP FEES	\$ 1,125,000
	TRANSFER FROM CAPITAL RESERVE	\$ 503,376
	INTEREST INCOME	\$ 15,315
31-Mar-23	PROJECTED BALANCE	\$ 3,676,989
	REPLACEMENT COSTS	\$ (1,217,000)
	TIP FEES	\$ 1,125,000
	INTEREST INCOME	\$ 17,833
31-Mar-24	PROJECTED BALANCE	\$ 3,602,821
	REPLACEMENT COSTS	\$ (2,400,000)
	TIP FEES	\$ 1,575,000
	INTEREST INCOME	\$ 11,743
31-Mar-25	PROJECTED BALANCE	\$ 2,789,564
	REPLACEMENT COSTS	\$ (1,050,000)
	TIP FEES	\$ 1,575,000
	INTEREST INCOME	\$ 14,910
31-Mar-26	PROJECTED BALANCE	\$ 3,329,474
	REPLACEMENT COSTS	\$ (1,710,000)
	TIP FEES	\$ 1,575,000
	INTEREST INCOME	\$ 14,201
31-Mar-27	PROJECTED BALANCE	\$ 3,208,675

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY
CLOSURE/POST-CLOSURE RESERVES
AS OF DECEMBER 31, 2021
APPENDIX D**

ASSUMPTIONS:

#1	1.00%	INTEREST RATE PER YEAR ON INVESTMENTS (Return on Current Holdings)
	2.00%	INFLATION RATE PER YEAR (11 Year Average CPI Change is 1.75%)
\$	312,060.00	CAPPING COSTS PER ACRE (12/20/2021 B&L Memo)
\$	3.50	CLOSING COST ALLOC. PER TON; JAN 1, 2022 - MARCH 31, 2022
\$	3.50	CLOSING COST ALLOC. PER TON FY 2023 -FY 2027
\$	4.00	CLOSING COST ALLOC. PER TON FY 2028 -FY 2037
\$	5.00	CLOSING COST ALLOC. PER TON FY 2038 -FY 2047
\$	6.00	CLOSING COST ALLOC. PER TON FY 2048 -FY 2062
\$	7.00	CLOSING COST ALLOC. PER TON FY 2063 -FY2072
\$31,147,320.07		POST CLOSURE BALANCE REQ. @ 3/31/2073

#2 CONSTRUCTION COSTS			
<u>DATE</u>	<u>CAP ACRES</u>	<u>COST PER ACRE</u>	<u>TOTAL COSTS</u>
FY 2024	7.50 Closure 5a	\$ 318,301.20	\$ 2,387,259.00
FY 2025	7.50 Closure 5b	\$ 324,667.22	\$ 2,435,004.18
FY 2027	15.66 Closure 6	\$ 337,783.78	\$ 5,289,693.99
FY 2032	8.00 Closure 7	\$ 372,940.59	\$ 2,983,524.70
FY 2035	10.00 Closure 8	\$ 395,767.53	\$ 3,957,675.34
FY 2040	10.00 Closure 9	\$ 436,959.34	\$ 4,369,593.37
FY 2046	10.00 Closure 10	\$ 492,087.18	\$ 4,920,871.84
FY 2052	10.00 Closure 11	\$ 554,170.09	\$ 5,541,700.94
FY 2057	10.00 Closure 12	\$ 611,848.56	\$ 6,118,485.63
FY 2064	10.00 Closure 13	\$ 702,821.67	\$ 7,028,216.75
FY 2068	10.00 Closure 14	\$ 760,756.78	\$ 7,607,567.83
FY 2073	9.90 Closure 15	\$ 839,936.96	\$ 8,315,375.91

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY
CLOSURE/POST-CLOSURE PROJECTIONS
AS OF DECEMBER 31, 2021

<u>DATE</u>	<u>CLOSURE RESERVE</u>	<u>P.CLOSURE RESERVE</u>
BALANCE 12/31/2021	\$ 16,326,455.55	\$ 7,348,727.44
TIP FEES	\$ 165,833.50	\$ -
CONSTRUCTION COSTS - BALANCE OF CLOSURE IV	\$ (195,166.58)	\$ -
TRANSFER DEC FINANCIAL ASSURANCE	\$ -	\$ -
TRANSFER FROM CAPITAL RESERVE	\$ -	\$ -
INTEREST INCOME	<u>\$ 163,117.89</u>	<u>\$ 73,487.27</u>
31-Mar-22 PROJECTED BALANCE	\$ 16,460,240.36	\$ 7,422,214.71
TIP FEES	\$ 787,500.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 168,539.90</u>	<u>\$ 74,222.15</u>
31-Mar-23 PROJECTED BALANCE	\$ 17,416,280.26	\$ 7,496,436.86
TIP FEES	\$ 787,500.00	\$ -
CONSTRUCTION COSTS - Closure 5a	\$ (2,387,259.00)	\$ -
INTEREST INCOME	<u>\$ 166,164.01</u>	<u>\$ 74,964.37</u>
31-Mar-24 PROJECTED BALANCE	\$ 15,982,685.27	\$ 7,571,401.23
TIP FEES	\$ 787,500.00	\$ -
CONSTRUCTION COSTS - Closure 5b	\$ (2,435,004.18)	\$ -
INTEREST INCOME	<u>\$ 151,589.33</u>	<u>\$ 75,714.01</u>
31-Mar-25 PROJECTED BALANCE	\$ 14,486,770.42	\$ 7,647,115.24
TIP FEES	\$ 787,500.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 148,805.20</u>	<u>\$ 76,471.15</u>
31-Mar-26 PROJECTED BALANCE	\$ 15,423,075.63	\$ 7,723,586.39
TIP FEES	\$ 787,500.00	\$ -
CONSTRUCTION COSTS - Closure 6	\$ (5,289,693.99)	\$ -
INTEREST INCOME	<u>\$ 131,719.79</u>	<u>\$ 77,235.86</u>
31-Mar-27 PROJECTED BALANCE	\$ 11,052,601.42	\$ 7,800,822.26
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 115,026.01</u>	<u>\$ 78,008.22</u>
31-Mar-28 PROJECTED BALANCE	\$ 12,067,627.44	\$ 7,878,830.48
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 125,176.27</u>	<u>\$ 78,788.30</u>
31-Mar-29 PROJECTED BALANCE	\$ 13,092,803.71	\$ 7,957,618.79
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 135,428.04</u>	<u>\$ 79,576.19</u>
31-Mar-30 PROJECTED BALANCE	\$ 14,128,231.75	\$ 8,037,194.97
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 145,782.32</u>	<u>\$ 80,371.95</u>
31-Mar-31 PROJECTED BALANCE	\$ 15,174,014.06	\$ 8,117,566.92
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS - Closure 7	\$ (2,983,524.70)	\$ -
INTEREST INCOME	<u>\$ 141,322.52</u>	<u>\$ 81,175.67</u>
31-Mar-32 PROJECTED BALANCE	\$ 13,231,811.89	\$ 8,198,742.59
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 136,818.12</u>	<u>\$ 81,987.43</u>
31-Mar-33 PROJECTED BALANCE (REQUIREMENT \$13,916,065)	\$ 14,268,630.00	\$ 8,280,730.02
TIP FEES	\$ 900,000.00	\$ -
CONSTRUCTION COSTS	\$ -	\$ -
INTEREST INCOME	<u>\$ 147,186.30</u>	<u>\$ 82,807.30</u>

31-Mar-34	PROJECTED BALANCE	\$	15,315,816.30	\$	8,363,537.32
	TIP FEES	\$	900,000.00	\$	-
	CONSTRUCTION COSTS - Closure 8	\$	(3,957,675.34)	\$	-
	DEC GRANT REPAYMENT (RES #2017-10-101)	\$	(948,250.00)	\$	-
	CAP REMOVAL OF OLD LANDFILL	\$	-	\$	-
	INTEREST INCOME	\$	137,869.79	\$	83,635.37
31-Mar-35	PROJECTED BALANCE	\$	11,447,760.75	\$	8,447,172.69
	TIP FEES	\$	900,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	118,977.61	\$	84,471.73
31-Mar-36	PROJECTED BALANCE	\$	12,466,738.35	\$	8,531,644.42
	TIP FEES	\$	900,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	129,167.38	\$	85,316.44
31-Mar-37	PROJECTED BALANCE	\$	13,495,905.74	\$	8,616,960.86
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	140,584.06	\$	86,169.61
31-Mar-38	PROJECTED BALANCE	\$	14,761,489.80	\$	8,703,130.47
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	153,239.90	\$	87,031.30
31-Mar-39	PROJECTED BALANCE	\$	16,039,729.69	\$	8,790,161.78
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS - Closure 9	\$	(4,369,593.37)	\$	-
	INTEREST INCOME	\$	144,174.33	\$	87,901.62
31-Mar-40	PROJECTED BALANCE	\$	12,939,310.65	\$	8,878,063.39
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	135,018.11	\$	88,780.63
31-Mar-41	PROJECTED BALANCE	\$	14,199,328.76	\$	8,966,844.03
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	147,618.29	\$	89,668.44
31-Mar-42	PROJECTED BALANCE	\$	15,471,947.04	\$	9,056,512.47
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	160,344.47	\$	90,565.12
31-Mar-43	PROJECTED BALANCE	\$	16,757,291.52	\$	9,147,077.59
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	173,197.92	\$	91,470.78
31-Mar-44	PROJECTED BALANCE	\$	18,055,489.43	\$	9,238,548.37
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	186,179.89	\$	92,385.48
31-Mar-45	PROJECTED BALANCE	\$	19,366,669.32	\$	9,330,933.85
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS - Closure 10	\$	(4,920,871.84)	\$	-
	INTEREST INCOME	\$	174,687.33	\$	93,309.34
31-Mar-46	PROJECTED BALANCE	\$	15,745,484.81	\$	9,424,243.19
	TIP FEES	\$	1,125,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	163,079.85	\$	94,242.43
31-Mar-47	PROJECTED BALANCE	\$	17,033,564.66	\$	9,518,485.62
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	177,085.65	\$	95,184.86

31-Mar-48	PROJECTED BALANCE	\$	18,560,650.31	\$	9,613,670.48
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	192,356.50	\$	96,136.70
31-Mar-49	PROJECTED BALANCE	\$	20,103,006.81	\$	9,709,807.18
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	207,780.07	\$	97,098.07
31-Mar-50	PROJECTED BALANCE	\$	21,660,786.88	\$	9,806,905.26
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	223,357.87	\$	98,069.05
31-Mar-51	PROJECTED BALANCE	\$	23,234,144.75	\$	9,904,974.31
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS - Closure 11	\$	(5,541,700.94)	\$	-
	INTEREST INCOME	\$	211,382.94	\$	99,049.74
31-Mar-52	PROJECTED BALANCE	\$	19,253,826.75	\$	10,004,024.05
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	199,288.27	\$	100,040.24
31-Mar-53	PROJECTED BALANCE	\$	20,803,115.02	\$	10,104,064.29
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	214,781.15	\$	101,040.64
31-Mar-54	PROJECTED BALANCE	\$	22,367,896.17	\$	10,205,104.94
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	230,428.96	\$	102,051.05
31-Mar-55	PROJECTED BALANCE	\$	23,948,325.13	\$	10,307,155.98
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	246,233.25	\$	103,071.56
2056	PROJECTED BALANCE	\$	25,544,558.38	\$	10,410,227.54
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS - Closure 12	\$	(6,118,485.63)	\$	-
	INTEREST INCOME	\$	231,603.16	\$	104,102.28
2057	PROJECTED BALANCE	\$	21,007,675.91	\$	10,514,329.82
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	216,826.76	\$	105,143.30
2058	PROJECTED BALANCE	\$	22,574,502.67	\$	10,619,473.12
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	232,495.03	\$	106,194.73
2059	PROJECTED BALANCE	\$	24,156,997.70	\$	10,725,667.85
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	248,319.98	\$	107,256.68
2060	PROJECTED BALANCE	\$	25,755,317.68	\$	10,832,924.53
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	264,303.18	\$	108,329.25
2061	PROJECTED BALANCE	\$	27,369,620.85	\$	10,941,253.77
	TIP FEES	\$	1,350,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	280,446.21	\$	109,412.54
2062	PROJECTED BALANCE	\$	29,000,067.06	\$	11,050,666.31
	TIP FEES	\$	1,575,000.00	\$	-
	CONSTRUCTION COSTS	\$	-	\$	-
	INTEREST INCOME	\$	297,875.67	\$	110,506.66

2063 PROJECTED BALANCE	\$	30,872,942.73	\$	11,161,172.97
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS - Closure 13	\$	(7,028,216.75)	\$	-
INTEREST INCOME	\$	<u>281,463.34</u>	\$	<u>111,611.73</u>
2064 PROJECTED BALANCE	\$	25,701,189.33	\$	11,272,784.70
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>264,886.89</u>	\$	<u>112,727.85</u>
2065 PROJECTED BALANCE	\$	27,541,076.22	\$	11,385,512.55
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>283,285.76</u>	\$	<u>113,855.13</u>
2066 PROJECTED BALANCE	\$	29,399,361.98	\$	11,499,367.68
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>301,868.62</u>	\$	<u>114,993.68</u>
2067 PROJECTED BALANCE	\$	31,276,230.60	\$	11,614,361.35
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS - Closure 14	\$	(7,607,567.83)	\$	-
INTEREST INCOME	\$	<u>282,599.47</u>	\$	<u>116,143.61</u>
2068 PROJECTED BALANCE	\$	25,526,262.24	\$	11,730,504.97
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>263,137.62</u>	\$	<u>117,305.05</u>
2069 PROJECTED BALANCE	\$	27,364,399.86	\$	11,847,810.02
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>281,519.00</u>	\$	<u>118,478.10</u>
2070 PROJECTED BALANCE	\$	29,220,918.86	\$	11,966,288.12
TIP FEES	\$	1,575,000.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>300,084.19</u>	\$	<u>119,662.88</u>
2071 PROJECTED BALANCE	\$	31,096,003.05	\$	12,085,951.00
TIP FEES	\$	698,334.00	\$	-
CONSTRUCTION COSTS	\$	-	\$	-
INTEREST INCOME	\$	<u>314,451.70</u>	\$	<u>120,859.51</u>
2072 PROJECTED BALANCE	\$	32,108,788.75	\$	12,206,810.51
TIP FEES	\$	-	\$	-
CONSTRUCTION COSTS - Closure 15	\$	(8,315,375.91)	\$	-
INTEREST INCOME	\$	<u>279,511.01</u>	\$	<u>122,068.11</u>
2073 PROJECTED BALANCE	\$	24,072,923.85	\$	12,328,878.61
Transfer Balance from Closure to Post Closure	\$	(22,675,460.00)	\$	22,675,460.00
Balance after Transfer	\$	<u>1,397,463.85</u>	\$	<u>35,004,338.61</u>
REQUIRED POST CLOSURE RESERVE BALANCE			\$	<u>(31,147,320.07)</u>
POST CLOSURE SURPLUS			\$	<u>3,857,018.54</u>

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY
CAPITAL RESERVE/WETLANDS MITIGATION RESERVE
AS OF DECEMBER 31, 2021
APPENDIX E**

ASSUMPTIONS:

	0.02%	INTEREST RATE/YEAR ON INVESTMENTS (Return on Current Holdings)
	2.00%	INFLATION RATE PER YEAR (11 Year Average CPI Change is 1.75%)
	225,000	INCREASED TONNAGE/YEAR
\$	1,215,066	CAPITAL RESERVE BALANCE; DECEMBER 31, 2021
\$	-	ASSUMED TIP FEE CONTRIBUTION - CAPITAL RESERVE
\$	318,035	WETLANDS MITIGATION RESERVE BALANCE; DECEMBER 31, 2021
\$	-	ASSUMED TIP FEE CONTRIBUTION - WETLANDS MITIGATION RESERVE

CAPITAL COSTS:

	CAPITAL	WETLANDS MITIGATION
FY 2023	\$ -	\$ -
FY 2024	\$ -	\$ -
FY 2025	\$ -	\$ -
FY 2026	\$ -	\$ -
FY 2027	\$ -	\$ -

<u>DATE</u>	<u>CAPITAL RESERVE</u>	<u>WETLANDS MITIGATION RESERVE</u>
RESERVE BALANCE @ 12/31/2021	\$ 1,215,066	\$ 318,035
CAPITAL PROJECTS AUTHORIZED	\$ (711,765)	\$ -
TIP FEES	\$ -	\$ -
COUNTY CAPITAL	\$ -	\$ -
INTEREST INCOME	\$ 75	\$ 48
31-Mar-22	\$ 503,376	\$ 318,083
CAPITAL PROJECTS	\$ -	\$ -
TIP FEES	\$ -	\$ -
TRANSFER TO REPLACEMENT RESERVE	\$ (503,376)	\$ -
INTEREST INCOME	\$ -	\$ 64
31-Mar-23	\$ 0	\$ 318,146
CAPITAL PROJECTS	\$ -	\$ -
TIP FEES	\$ -	\$ -
INTEREST INCOME	\$ 0	\$ 64
31-Mar-24	\$ 0	\$ 318,210
CAPITAL PROJECTS	\$ -	\$ -
TIP FEES	\$ -	\$ -
INTEREST INCOME	\$ 0	\$ 64
31-Mar-25	\$ 0	\$ 318,273
CAPITAL PROJECTS	\$ -	\$ -
TIP FEES	\$ -	\$ -
INTEREST INCOME	\$ 0	\$ 64
31-Mar-26	\$ 0	\$ 318,337
CAPITAL PROJECTS	\$ -	\$ -
TIP FEES	\$ -	\$ -
INTEREST INCOME	\$ 0	\$ 64
31-Mar-27	\$ 0	\$ 318,401

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
MATERIALS MANAGEMENT FACILITY
LINER EXTENSION RESERVE
AS OF DECEMBER 31, 2021
APPENDIX F**

ASSUMPTIONS:

	0.59% INTEREST RATE/YEAR ON INVESTMENTS	
	2.00% INFLATION RATE PER YEAR (11 Year Average CPI Change 1.75%)	
\$	1,205,600	CELL CONSTRUCTION COSTS/ACRE
	225,000	TONNAGE/YEAR
\$	10,236,475	LINER EXTENSION RESERVE BALANCE; DECEMBER 31, 2021
\$	6.00	ASSUMED TIP FEE CONTRIBUTION JAN 1, 2022 -FY 2026
\$	13.00	ASSUMED TIP FEE CONTRIBUTION FY 2027 -FY 2039
\$	14.00	ASSUMED TIP FEE CONTRIBUTION FY 2040 -FY 2049
\$	13.00	ASSUMED TIP FEE CONTRIBUTION FY 2050 -FY 2057
\$	5.00	ASSUMED TIP FEE CONTRIBUTION FY 2058 -FY 2062

CONSTRUCTION SCHEDULE

DATE	CELL #	ACRES	EST. CONSTRUCTION COSTS
FY 2026	Cell 14	7.17	\$ 9,356,708
FY 2029	Cell 15	9.59	\$ 13,280,764
FY 2035	Cell 16	8.24	\$ 12,850,875
FY 2040	Cell 17	7.57	\$ 13,034,735
FY 2043	Cell 18	10.03	\$ 18,327,692
FY 2051	Cell 19	11.91	\$ 25,498,814
FY 2062	Cell 20	9.16	\$ 24,384,036

DATE		LINER EXTENSION RESERVE
31-Dec-21	RESERVE BALANCE	\$ 10,236,475
	CAPITAL COSTS	\$ -
	TIP FEES (Jan 1 - Mar 31 2022)	\$ 284,286
	INTEREST INCOME	\$ 61,024
31-Mar-22	PROJECTED BALANCE	\$ 10,581,786
	CAPITAL COSTS	\$ -
	TIP FEES	\$ 1,350,000
	INTEREST INCOME	\$ 66,415
31-Mar-23	PROJECTED BALANCE	\$ 11,998,201
	CAPITAL COSTS	\$ -
	TIP FEES	\$ 1,350,000
	INTEREST INCOME	\$ 74,772
31-Mar-24	PROJECTED BALANCE	\$ 13,422,973
	CAPITAL COSTS	\$ -
	TIP FEES	\$ 1,350,000
	INTEREST INCOME	\$ 83,178
31-Mar-25	PROJECTED BALANCE	\$ 14,856,151
	CAPITAL COSTS - CELL 14	\$ (9,356,708)
	TIP FEES	\$ 1,350,000
	INTEREST INCOME	\$ 36,429

31-Mar-26	PROJECTED BALANCE	\$	6,885,872
	CAPITAL COSTS	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>49,255</u>
31-Mar-27	PROJECTED BALANCE	\$	9,860,127
	CAPITAL COSTS	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>66,803</u>
31-Mar-28	PROJECTED BALANCE	\$	12,851,931
	CAPITAL COSTS - CELL 15	\$	(13,280,764)
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>6,099</u>
31-Mar-29	PROJECTED BALANCE	\$	2,502,266
	CAPITAL COSTS	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>23,392</u>
31-Mar-30	PROJECTED BALANCE	\$	5,450,658
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>40,788</u>
31-Mar-31	PROJECTED BALANCE	\$	8,416,445
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>58,286</u>
31-Mar-32	PROJECTED BALANCE	\$	11,399,731
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>75,887</u>
31-Mar-33	PROJECTED BALANCE	\$	14,400,618
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>93,592</u>
31-Mar-34	PROJECTED BALANCE	\$	17,419,211
	CONST COST - CELL 16	\$	(12,850,875)
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>35,582</u>
31-Mar-35	PROJECTED BALANCE	\$	7,528,918
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>53,049</u>
31-Mar-36	PROJECTED BALANCE	\$	10,506,967
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>70,620</u>
31-Mar-37	PROJECTED BALANCE	\$	13,502,587
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>88,294</u>
31-Mar-38	PROJECTED BALANCE	\$	16,515,881
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>106,072</u>

31-Mar-39	PROJECTED BALANCE	\$	19,546,954
	CONST COST - CELL 17	\$	(13,034,735)
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>47,715</u>
31-Mar-40	PROJECTED BALANCE	\$	9,709,933
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>66,581</u>
31-Mar-41	PROJECTED BALANCE	\$	12,926,514
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>85,559</u>
31-Mar-42	PROJECTED BALANCE	\$	16,162,073
	CONST COST - CELL 18	\$	(18,327,692)
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>(3,485)</u>
31-Mar-43	PROJECTED BALANCE	\$	980,896
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>15,080</u>
31-Mar-44	PROJECTED BALANCE	\$	4,145,976
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>33,754</u>
31-Mar-45	PROJECTED BALANCE	\$	7,329,730
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>52,538</u>
31-Mar-46	PROJECTED BALANCE	\$	10,532,268
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>71,433</u>
31-Mar-47	PROJECTED BALANCE	\$	13,753,701
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>90,439</u>
31-Mar-48	PROJECTED BALANCE	\$	16,994,140
	CONST COST	\$	-
	TIP FEES	\$	3,150,000
	INTEREST INCOME	\$	<u>109,558</u>
31-Mar-49	PROJECTED BALANCE	\$	20,253,698
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>128,126</u>
31-Mar-50	PROJECTED BALANCE	\$	23,306,824
	CONST COST - CELL 19	\$	(25,498,814)
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>(4,304)</u>
31-Mar-51	PROJECTED BALANCE	\$	728,706
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>12,928</u>

31-Mar-52	PROJECTED BALANCE	\$	3,666,634
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>30,262</u>
31-Mar-53	PROJECTED BALANCE	\$	6,621,896
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>47,698</u>
31-Mar-54	PROJECTED BALANCE	\$	9,594,594
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>65,237</u>
31-Mar-55	PROJECTED BALANCE	\$	12,584,830
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>82,879</u>
31-Mar-56	PROJECTED BALANCE	\$	15,592,710
	CONST COST	\$	-
	TIP FEES	\$	2,925,000
	INTEREST INCOME	\$	<u>100,626</u>
31-Mar-57	PROJECTED BALANCE	\$	18,618,335
	CONST COST	\$	-
	TIP FEES	\$	1,125,000
	INTEREST INCOME	\$	<u>113,167</u>
31-Mar-58	PROJECTED BALANCE	\$	19,856,502
	CONST COST	\$	-
	TIP FEES	\$	1,125,000
	INTEREST INCOME	\$	<u>120,472</u>
31-Mar-59	PROJECTED BALANCE	\$	21,101,974
	CONST COST	\$	-
	TIP FEES	\$	1,125,000
	INTEREST INCOME	\$	<u>127,820</u>
31-Mar-60	PROJECTED BALANCE	\$	22,354,795
	CONST COST	\$	-
	TIP FEES	\$	1,125,000
	INTEREST INCOME	\$	<u>135,212</u>
31-Mar-61	PROJECTED BALANCE	\$	23,615,007
	CONST COST - CELL 20	\$	(24,384,036)
	TIP FEES	\$	1,125,000
	INTEREST INCOME	\$	<u>(1,219)</u>
31-Mar-62	PROJECTED BALANCE	\$	354,753
	CONST COST	\$	-
	TIP FEES	\$	-
	INTEREST INCOME	\$	<u>2,093</u>
31-Mar-63	PROJECTED BALANCE	\$	<u><u>356,846</u></u>



**Board Resolution No. 2022-02-11
February 24, 2022**

**APPROVING FISCAL YEAR 2022-2023
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2022-2023 Regional Development Budget, detailed by the attached Appendix A.

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

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

- 1. The Fiscal Year 2022-2023 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.**

**Regional Development
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$141,016.80	\$134,876.00	\$81,844.33	\$238,820.00
	Total Customer Billings	141,016.80	134,876.00	81,844.33	238,820.00
Grant Revenue					
4181	Federal Grant Income	95,515.40	154,211.00	103,835.62	88,523.00
4183	NY State Grants	759,605.05	983,581.00	1,038,088.00	286,570.00
4184	Other Grants	0.00	40,000.00	33,486.00	0.00
	Total Grant Revenue	855,120.45	1,177,792.00	1,175,409.62	375,093.00
4104	Loan Interest Income	478,171.51	488,000.00	441,905.19	433,000.00
Other Income					
4162	Processing Fees	12,600.00	10,000.00	12,330.00	23,000.00
4164	Miscellaneous	7,258.83	10,300.00	17,271.50	8,000.00
4185	Grant Recapture	0.00	0.00	13,440.00	0.00
4190	Recovery of Bad Debts	13,763.38	0.00	0.00	0.00
	Total Other Income	33,622.21	20,300.00	43,041.50	31,000.00
Interest Income					
4102	Investment Interest Income	139,599.49	114,243.00	52,854.11	103,300.00
420...	Mark to Market Adjustment	(29,600.46)	0.00	(65,690.60)	0.00
	Total Interest Income	109,999.03	114,243.00	(12,836.49)	103,300.00
	Total Income	1,617,930.00	1,935,211.00	1,729,364.15	1,181,213.00
Salaries					
500...	Administrative Wages	12,487.14	17,585.00	10,537.32	12,017.00
500...	Engineering Wages	12,092.67	22,453.00	7,253.64	4,110.00
500...	Telecom Wages	0.00	0.00	409.50	37,440.00
500...	Regional Development Wages	307,794.81	347,175.00	223,858.24	295,012.00
	Total Salaries	332,374.62	387,213.00	242,058.70	348,579.00
Fringe Benefits					
503...	FICA Expense	22,343.09	25,246.00	17,379.18	23,412.00
503...	Pension Expense	111,076.06	63,855.00	43,075.59	39,988.00
503...	Health Insurance	51,474.12	57,204.00	37,945.40	42,551.00
503...	Workers Comp	452.41	739.00	425.70	538.00
503...	Disability Insurance	375.47	1,255.00	940.77	919.00
504...	Post Retire Overhead	22,223.55	25,667.00	15,778.53	19,265.00
	Total Fringe Benefits	207,944.70	173,966.00	115,545.17	126,673.00
Operations & Maintenance					
6110	Marketing	0.00	5,000.00	0.00	5,000.00
8090	Purchases for Resale	6,400.00	7,000.00	1,070.00	12,000.00
	Total O & M	6,400.00	12,000.00	1,070.00	17,000.00
6006	Host Community Benefits	103,765.74	133,411.00	133,411.46	148,234.00
Office & Administrative					
5053	Misc Employee Costs	0.00	0.00	58.29	0.00
5114	Cellular Services	1,460.30	800.00	359.68	300.00
5120	Dues & Subscriptions	625.00	625.00	500.00	625.00
5122	Public Info & Advertising	289.00	1,850.00	0.00	1,150.00
5172	Filing Fees	600.00	600.00	0.00	600.00
5202	Employee Mileage Reimbursement	609.54	2,000.00	539.28	4,050.00
5204	Empl. Meals & Incidental	0.00	1,525.00	0.00	1,150.00
5206	Empl. Lodging	0.00	2,800.00	0.00	2,000.00
5270	Travel & Meeting Expense	600.00	2,300.00	25.00	1,250.00

**Regional Development
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
5370 Training & Development	99.00	7,000.00	0.00	1,700.00
5570 Other General Expense	1,191.25	3,050.00	515.00	2,200.00
Total Office & Admin	5,474.09	22,550.00	1,997.25	15,025.00
Professional Fees				
5924 Legal	3,318.00	13,000.00	910.00	7,000.00
5926 Investment Banking Fees	7,440.87	8,206.00	5,396.47	8,045.00
5970 Consulting	61,725.16	195,500.00	153,230.21	76,500.00
Total Professional Fees	72,484.03	216,706.00	159,536.68	91,545.00
Computer				
6108 Web Page Design & Maintenance	750.00	750.00	0.00	750.00
Total Computer	750.00	750.00	0.00	750.00
6122 Bad Debt Expense	(20,800.09)	0.00	(22,971.65)	0.00
6120 Grants	1,162,315.66	304,570.00	296,215.05	366,000.00
619... Admin Allocation	165,978.49	164,317.00	114,516.07	163,620.00
619... Engineering Allocation	2,347.41	3,763.00	1,577.49	747.00
Total Expenses	2,039,034.65	1,419,246.00	1,042,956.22	1,278,173.00
Change in Net Position	(421,104.65)	515,965.00	686,407.93	(96,960.00)



**Board Resolution No. 2022-02-12
February 24, 2022**

**APPROVING FISCAL YEAR 2022-2023 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 2022-2023 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 2022-2023 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 2022-2023 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 2022-2023, as set forth in Appendix B, are hereby approved, 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 2022-2023.**
- 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 2022-2023.**
- 4. Reserves previously authorized have been created and capitalized as of December 31, 2021 in the following amounts:**

Operating	\$ 981,701
Repair and Upgrade	\$5,857,109

For Fiscal Year 2022-2023, reserves will be maintained on an on-going basis as follows:

Operating	16.7% of Revenue
Repair & Upgrade	20% of OSP Replacement Cost
	100% of Equipment Replacement Cost - Largest CO

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.**

**Telecommunications
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$5,781,235.95	\$5,664,117.00	\$4,293,690.25	\$5,667,789.00
4004	Dark Fiber Billings	494,356.87	591,569.00	784,610.98	744,397.00
	Total Customer Billings	6,275,592.82	6,255,686.00	5,078,301.23	6,412,186.00
Grant Revenue					
4181	Federal Grant Income	0.00	200,000.00	0.00	0.00
	Total Grant Revenue	0.00	200,000.00	0.00	0.00
Other Income					
4164	Miscellaneous	16,498.40	47,050.00	2,688.58	47,050.00
	Total Other Income	16,498.40	47,050.00	2,688.58	47,050.00
Interest Income					
4102	Investment Interest Income	19,353.11	9,773.00	7,507.79	9,821.00
4108	Reserve Interest	94,383.65	84,786.00	41,680.08	49,895.00
420...	Mark to Market Adjustment	(11,976.25)	0.00	(3,970.00)	0.00
	Total Interest Income	101,760.51	94,559.00	45,217.87	59,716.00
	Total Income	6,393,851.73	6,597,295.00	5,126,207.68	6,518,952.00
Salaries					
500...	Engineering Wages	33,855.63	28,644.00	29,046.12	39,583.00
500...	Telecom Wages	1,223,231.92	1,269,135.00	895,204.89	1,298,098.00
500...	MMF Wages	2,802.61	0.00	12,313.14	0.00
500...	Overtime Wages	1,630.14	2,500.00	1,029.91	2,500.00
	Total Salaries	1,261,520.30	1,300,279.00	937,594.06	1,340,181.00
Fringe Benefits					
503...	FICA Expense	90,975.14	92,438.00	71,755.72	93,149.00
503...	Pension Expense	366,451.03	172,232.00	148,573.38	150,906.00
503...	VDC Expense	0.00	0.00	0.00	507.00
503...	Health Insurance	90,371.25	92,741.00	70,825.90	120,046.00
503...	Workers Comp	1,826.38	2,437.00	2,719.90	2,567.00
503...	Disability Insurance	387.09	2,204.00	1,653.03	3,075.00
504...	Post Retire Overhead	74,095.89	69,552.00	55,125.81	73,488.00
5054	Employee Physicals & Screening	0.00	500.00	0.00	500.00
	Total Fringe Benefits	624,106.78	432,104.00	350,653.74	444,238.00
Operations & Maintenance					
5062	Third Party Temporary - O&M	0.00	1,000.00	0.00	0.00
5133	Equipment Maintenance Contracts	239,188.10	314,194.00	167,827.60	306,594.00
5134	Maintenance Contracts	144,442.46	155,800.00	83,837.02	147,000.00
5135	Underground Locating	45,856.69	70,000.00	40,378.03	60,000.00
5403	Safety Equipment & Supplies	766.50	900.00	94.94	900.00
5704	O&M Supplies	1,902.42	4,500.00	3,933.30	4,500.00
5712	Purchased Maintenance & Repair	45,452.93	55,000.00	14,430.35	48,000.00
5720	Offnet Circuit Lease	595,636.25	723,772.00	487,703.09	674,564.00
5770	Other Tool, Equip & O&M	5,509.88	6,000.00	0.00	7,500.00
5830	Collo Expense	163,678.55	171,720.00	102,263.46	182,580.00
5832	Emergency Restoration	0.00	0.00	0.00	95,000.00
5834	Permitting	13,788.54	6,000.00	4,622.99	5,000.00
5835	NYS DOT Fee	6,387.00	10,000.00	2,449.00	10,000.00
5836	Pole Attachment Fees	347,508.58	310,643.00	77,314.91	306,117.00
5838	Conduit Lease	19,695.88	22,195.00	11,024.66	20,907.00
	Total O & M	1,629,813.78	1,851,724.00	995,879.35	1,868,662.00

Office & Administrative

**Telecommunications
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>		FYE 3/31/2021 Actual	FYE 3/31/2022 Amended Budget	Actual 12/31/2021	FYE 3/31/2023 Budget
5053	Misc Employee Costs	1,033.87	2,400.00	351.02	2,000.00
5102	Office Rent	42,858.99	44,279.00	24,705.00	29,820.00
5104	Office Supplies	1,212.47	2,200.00	225.20	1,200.00
5110	Postage & Shipping	291.80	1,000.00	69.91	500.00
5112	Telephone	11,101.61	11,500.00	8,740.84	11,500.00
5114	Cellular Services	5,877.40	5,600.00	3,940.18	5,500.00
5118	Other Communications	1,433.40	1,600.00	1,075.05	1,600.00
5120	Dues & Subscriptions	60.00	500.00	0.00	0.00
5122	Public Info & Advertising	1,914.00	2,000.00	0.00	2,000.00
5123	Promotional Materials	128.24	5,000.00	0.00	1,500.00
5130	Office Equipment	999.13	3,000.00	34.11	2,000.00
5170	Other Office Expenses	5,582.23	6,000.00	394.72	3,000.00
5172	Filing Fees	1,524.14	24,000.00	0.00	0.00
5202	Employee Mileage Reimbursement	128.80	2,016.00	3.36	1,740.00
5204	Empl. Meals & Incidental	656.62	3,500.00	1,112.30	6,000.00
5206	Empl. Lodging	1,867.64	10,000.00	2,140.00	7,500.00
5270	Travel & Meeting Expense	0.00	500.00	0.00	500.00
5370	Training & Development	749.00	9,300.00	50.00	9,300.00
5402	Employee Uniforms	774.00	1,225.00	0.00	1,225.00
5570	Other General Expense	599.10	1,000.00	0.00	0.00
	Total Office & Admin	78,792.44	136,620.00	42,841.69	86,885.00
	Utilities				
5802	Gas & Electric	3,598.17	5,000.00	3,914.19	5,000.00
	Total Utilities	3,598.17	5,000.00	3,914.19	5,000.00
	Professional Fees				
5924	Legal	111,846.25	45,000.00	9,600.00	25,000.00
5926	Investment Banking Fees	4,702.48	5,734.00	3,516.52	5,392.00
5970	Consulting	75,361.30	90,000.00	38,050.00	75,000.00
	Total Professional Fees	191,910.03	140,734.00	51,166.52	105,392.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	11,748.51	12,000.00	4,693.27	12,000.00
5602	Auto/Light Truck Fuel	10,073.47	22,000.00	10,488.44	22,000.00
5603	Auto/Light Truck Rental/Lease	56,600.00	58,000.00	43,193.73	44,900.00
5605	Vehicle Ins	12,871.74	12,100.00	9,074.97	12,200.00
	Total Automobile	91,293.72	104,100.00	67,450.41	91,100.00
	Computer				
5124	Computer Equipment	9,773.32	9,500.00	5,621.56	9,500.00
5128	Programming & Software	18,025.86	18,750.00	14,975.85	19,645.00
	Total Computer	27,799.18	28,250.00	20,597.41	29,145.00
6122	Bad Debt Expense	(3,242.29)	0.00	17,858.49	0.00
6114	Insurance	124,089.59	130,200.00	97,650.00	155,500.00
619...	Admin Allocation	620,418.43	617,820.00	431,300.84	606,187.00
619...	Engineering Allocation	12,726.07	11,730.00	8,908.60	12,252.00
6208	NYS Administrative Assessment	34,052.00	34,901.00	0.00	34,671.00
7032	Depreciation	3,582,745.06	3,732,600.00	2,664,700.17	3,710,100.00
6901	Contingency	0.00	25,000.00	0.00	25,000.00
	Total Expenses	8,279,623.26	8,551,062.00	5,690,515.47	8,514,313.00
	Change in Net Position	(1,885,771.53)	(1,953,767.00)	(564,307.79)	(1,995,361.00)

**Telecommunications
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 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				(1,995,361.00)
PLUS DEPRECIATION & AMORTIZATION				3,710,100.00
RESERVE/CAPITAL REQUIREMENTS				
- 3143 TELECO REPAIR/UPGRADE RESERVE				200,000.00
- 14?? TELECOM CAPITAL PROJECTS				<u>(1,905,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				(1,705,000.00)
CASH FLOW				<u>9,739.00</u>

**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	DWDM Upgrade (Dense Wave Division Multiplexing)	R	\$ 120,000	\$ 100,000	\$ -	\$ 200,000	\$ 100,000
	Customer Network Construction	R	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Ethernet Test Sets	R	\$ 55,000	\$ -	\$ -	\$ 80,000	\$ -
	Ethernet Core Network Upgrade	R	\$ 150,000	\$ 150,000	\$ 350,000	\$ 200,000	\$ 100,000
	Wireless Tower Service	R	\$ 470,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Central Office Enhancements	R	\$ 130,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
	DOT Road Projects	R	\$ 50,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
	Fiber Augments	R	\$ 80,000	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000
	I87 Fiber Construction	R	\$ 450,000	\$ -	\$ -	\$ -	\$ -
	Lewis County CDBG Grant Lyonsdale Tower	R	\$ 150,000	\$ -	\$ -	\$ -	\$ -

TOTAL TELECOMMUNICATIONS	\$ 1,905,000	\$ 975,000	\$ 1,095,000	\$ 1,225,000	\$ 945,000
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Fund Description

R Repair & Replacement Reserve



**Board Resolution No. 2022-02-13
February 24, 2022**

**APPROVING FISCAL YEAR 2022-2023 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 2022-2023 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 use of Water Quality Management for the Fiscal Year 2022-2023 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 2022-2023 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 2022-2023, as proposed and set forth in Appendix B are hereby approved. 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 2022-2023.**
- 3. The user charges for Water Quality Management for Fiscal Year 2022-2023, 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.**

**Army Sewer
BUDGET FYE 2023
APPENDIX A-1**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$2,331,816.00	\$2,779,184.00	\$2,065,073.83	\$3,115,915.00
	Total Customer Billings	2,331,816.00	2,779,184.00	2,065,073.83	3,115,915.00
Other Income					
4164	Miscellaneous	13,451.00	7,129.00	6,206.70	3,610.00
	Total Other Income	13,451.00	7,129.00	6,206.70	3,610.00
Interest Income					
4108	Reserve Interest	22,192.58	27,800.00	12,631.26	15,700.00
420...	Mark to Market Adjustment	3,679.70	0.00	(13,414.96)	0.00
	Total Interest Income	25,872.28	27,800.00	(783.70)	15,700.00
	Total Income	2,371,139.28	2,814,113.00	2,070,496.83	3,135,225.00
Salaries					
500...	Engineering Wages	48,283.71	39,529.00	38,347.11	75,037.00
500...	Regional Development Wages	0.00	0.00	250.42	0.00
500...	MMF Wages	1,422.44	0.00	6,653.26	0.00
500...	WQ Wages	314,847.56	369,119.00	268,263.81	322,466.00
500...	Overtime Wages	26,280.08	26,392.00	17,649.67	22,259.00
5005	On-Call Stipend	3,120.00	3,840.00	2,400.00	3,840.00
	Total Salaries	393,953.79	438,880.00	333,564.27	423,602.00
Fringe Benefits					
503...	FICA Expense	27,987.78	28,846.00	24,698.07	26,988.00
503...	Pension Expense	111,636.05	65,048.00	50,578.01	42,995.00
503...	VDC Expense	0.00	0.00	87.16	1,014.00
503...	Health Insurance	57,772.20	63,471.00	51,943.77	70,809.00
503...	Workers Comp	21,032.09	25,264.00	24,238.95	23,928.00
503...	Disability Insurance	197.43	1,249.00	936.72	1,282.00
504...	Post Retire Overhead	34,731.36	36,292.00	27,786.96	32,949.00
5054	Employee Physicals & Screening	1,130.00	2,750.00	1,639.50	5,000.00
	Total Fringe Benefits	254,486.91	222,920.00	181,909.14	204,965.00
Operations & Maintenance					
5403	Safety Equipment & Supplies	12,414.60	7,500.00	4,382.58	7,500.00
5706	Shop Tools	11,245.95	8,500.00	2,279.63	10,000.00
5815	Chemicals	41,581.41	60,000.00	48,177.50	60,000.00
	Total O & M	65,241.96	76,000.00	54,839.71	77,500.00
6002	Sewage Treatment	1,017,985.86	1,234,029.00	974,448.90	1,435,662.00
6004	Water Purchases	2,872.00	3,200.00	2,154.00	3,200.00
Office & Administrative					
5053	Misc Employee Costs	74.39	100.00	475.13	100.00
5104	Office Supplies	5,640.92	4,500.00	2,373.16	5,500.00
5110	Postage & Shipping	190.40	400.00	210.71	1,000.00
5112	Telephone	7,553.58	7,000.00	5,783.61	10,000.00
5114	Cellular Services	12,706.27	11,900.00	9,233.15	17,100.00
5120	Dues & Subscriptions	1,293.00	1,500.00	1,096.00	1,500.00
5122	Public Info & Advertising	584.25	1,500.00	335.50	1,500.00
5130	Office Equipment	1,025.81	1,000.00	879.61	1,000.00
5202	Employee Mileage Reimbursement	72.24	500.00	294.00	500.00
5204	Empl. Meals & Incidental	96.75	2,500.00	669.64	4,000.00
5206	Empl. Lodging	453.70	5,000.00	1,081.00	6,200.00
5270	Travel & Meeting Expense	0.00	0.00	0.00	500.00
5370	Training & Development	9,055.40	8,000.00	1,366.50	10,000.00
5402	Employee Uniforms	7,166.76	7,500.00	2,514.26	7,900.00

**Army Sewer
BUDGET FYE 2023
APPENDIX A-1**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
5508	Cleaning Services	13,100.00	13,100.00	9,755.00	14,000.00
	Total Office & Admin	59,013.47	64,500.00	36,067.27	80,800.00
	Utilities				
5802	Gas & Electric	48,157.21	54,980.00	32,072.70	54,980.00
	Total Utilities	48,157.21	54,980.00	32,072.70	54,980.00
	Professional Fees				
5924	Legal	1,562.50	0.00	0.00	3,000.00
5926	Investment Banking Fees	1,092.37	1,197.00	811.52	1,152.00
	Total Professional Fees	2,654.87	1,197.00	811.52	4,152.00
	Repairs & Maintenance				
5804	Building Maintenance & Repair	35,491.72	15,000.00	9,804.31	15,000.00
5808	Site Maint & Repair	18,603.85	22,000.00	6,783.20	25,000.00
5812	Pipeline Maintenance	45,696.08	43,000.00	18,231.11	45,000.00
	Total Repairs & Maintenance	99,791.65	80,000.00	34,818.62	85,000.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	18,112.67	19,000.00	12,128.63	19,000.00
5602	Auto/Light Truck Fuel	42,064.47	67,000.00	43,577.71	55,000.00
5603	Auto/Light Truck Rental/Lease	112,000.00	132,200.00	88,175.00	126,600.00
5605	Vehicle Ins	23,385.32	27,900.00	20,925.00	33,653.00
	Total Automobile	195,562.46	246,100.00	164,806.34	234,253.00
	Computer				
5124	Computer Equipment	6,142.83	12,500.00	8,357.70	21,200.00
5128	Programming & Software	7,601.93	5,602.00	5,410.00	5,700.00
	Total Computer	13,744.76	18,102.00	13,767.70	26,900.00
6114	Insurance	33,542.73	34,100.00	25,575.03	48,000.00
619...	Admin Allocation	261,497.08	281,576.00	196,753.67	280,052.00
619...	Engineering Allocation	11,413.74	10,490.00	7,725.90	13,645.00
6208	NYS Administrative Assessment	13,075.00	13,401.00	0.00	15,403.00
890...	Water Quality Allocation	(175,580.51)	(205,362.00)	(117,967.21)	(238,889.00)
7032	Depreciation	300,371.03	303,500.00	224,608.17	334,900.00
	Total Expenses	2,597,784.01	2,877,613.00	2,165,955.73	3,084,125.00
	Change in Net Position	(226,644.73)	(63,500.00)	(95,458.90)	51,100.00

**Army Sewer
BUDGET FYE 2023
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 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				51,100.00
PLUS DEPRECIATION & AMORTIZATION				334,900.00
RESERVE/CAPITAL REQUIREMENTS				
- 14?? ASL CAPITAL PROJECTS				<u>(386,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				(386,000.00)
CASH FLOW				<u><u>0.00</u></u>

**Army Water Line
BUDGET FYE 2023
APPENDIX A-2**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$1,876,669.27	\$2,081,756.00	\$1,583,435.17	\$2,276,905.00
	Total Customer Billings	1,876,669.27	2,081,756.00	1,583,435.17	2,276,905.00
Grant Revenue					
4181	Federal Grant Income	0.00	900,000.00	607,117.50	0.00
	Total Grant Revenue	0.00	900,000.00	607,117.50	0.00
Interest Income					
4108	Reserve Interest	12,105.04	15,100.00	6,889.77	8,500.00
420...	Mark to Market Adjustment	2,007.10	0.00	(7,317.24)	0.00
	Total Interest Income	14,112.14	15,100.00	(427.47)	8,500.00
	Total Income	1,890,781.41	2,996,856.00	2,190,125.20	2,285,405.00
Salaries					
500...	Engineering Wages	47,863.36	38,266.00	43,163.01	75,037.00
500...	Regional Development Wages	0.00	0.00	212.35	0.00
500...	MMF Wages	1,544.90	0.00	6,637.17	0.00
500...	WQ Wages	286,172.66	330,353.00	206,433.15	325,121.00
500...	Overtime Wages	7,944.38	11,632.00	5,080.51	16,724.00
5005	On-Call Stipend	3,120.00	3,840.00	2,400.00	3,840.00
	Total Salaries	346,645.30	384,091.00	263,926.19	420,722.00
Fringe Benefits					
503...	FICA Expense	24,620.01	25,254.00	19,607.57	26,806.00
503...	Pension Expense	99,978.63	56,937.00	41,371.04	42,706.00
503...	VDC Expense	0.00	0.00	138.99	1,014.00
503...	Health Insurance	56,279.37	55,640.00	41,733.30	70,321.00
503...	Workers Comp	10,397.53	21,763.00	10,771.01	23,718.00
503...	Disability Insurance	168.40	1,088.00	816.30	1,273.00
504...	Post Retire Overhead	29,758.71	31,630.00	21,691.50	32,708.00
5054	Employee Physicals & Screening	877.50	2,250.00	1,415.00	0.00
	Total Fringe Benefits	222,080.15	194,562.00	137,544.71	198,546.00
Operations & Maintenance					
5706	Shop Tools	2,104.15	1,200.00	0.00	5,000.00
5902	Lab Fees	5,340.00	5,000.00	2,645.00	5,000.00
	Total O & M	7,444.15	6,200.00	2,645.00	10,000.00
6004	Water Purchases	534,934.13	730,681.00	417,299.85	679,914.00
Office & Administrative					
5053	Misc Employee Costs	0.00	0.00	0.00	300.00
5122	Public Info & Advertising	0.00	981.00	0.00	981.00
5202	Employee Mileage Reimbursement	0.00	100.00	0.00	250.00
	Total Office & Admin	0.00	1,081.00	0.00	1,531.00
Utilities					
5802	Gas & Electric	14,015.29	21,250.00	12,496.91	21,250.00
	Total Utilities	14,015.29	21,250.00	12,496.91	21,250.00
Professional Fees					
5924	Legal	0.00	1,500.00	0.00	1,500.00
5926	Investment Banking Fees	588.20	766.00	436.97	742.00
5970	Consulting	0.00	5,800.00	5,800.00	0.00
	Total Professional Fees	588.20	8,066.00	6,236.97	2,242.00
Repairs & Maintenance					

**Army Water Line
BUDGET FYE 2023
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
5804 Building Maintenance & Repair	4,033.55	4,000.00	1,474.55	4,000.00
5808 Site Maint & Repair	11,091.00	7,000.00	5,008.59	7,000.00
5812 Pipeline Maintenance	19,299.16	18,000.00	17,638.84	20,000.00
Total Repairs & Maintenance	34,423.71	29,000.00	24,121.98	31,000.00
6114 Insurance	28,733.02	29,200.00	21,899.97	34,900.00
619... Admin Allocation	164,184.73	165,070.00	115,327.15	175,835.00
619... Engineering Allocation	10,947.61	9,964.00	8,129.10	13,080.00
6208 NYS Administrative Assessment	11,179.00	11,458.00	0.00	11,169.00
890... Water Quality Allocation	67,288.68	85,061.00	45,970.95	87,927.00
7032 Depreciation	326,122.58	354,600.00	244,556.03	565,600.00
6202 Interest Expense	0.00	0.00	0.00	100,000.00
Total Expenses	1,768,586.55	2,030,284.00	1,300,154.81	2,353,716.00
Change in Net Position	122,194.86	966,572.00	889,970.39	(68,311.00)

**Army Water Line
BUDGET FYE 2023
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(68,311.00)
				565,600.00
- 25...				(337,289.00)
				(160,000.00)
- 14??				(160,000.00)
				(160,000.00)
				0.00

**Regional Water Line
BUDGET FYE 2023
APPENDIX A-3**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$80,665.94	\$112,950.00	\$76,167.95	\$90,415.00
4005	Capital Billings	274,263.88	278,587.00	208,940.07	275,812.00
	Total Customer Billings	354,929.82	391,537.00	285,108.02	366,227.00
Interest Income					
4102	Investment Interest Income	8,622.74	2,000.00	1,733.36	1,400.00
	Total Interest Income	8,622.74	2,000.00	1,733.36	1,400.00
	Total Income	363,552.56	393,537.00	286,841.38	367,627.00
Salaries					
500...	Engineering Wages	7,383.16	8,892.00	7,228.02	9,661.00
500...	WQ Wages	18,425.28	21,625.00	12,795.60	19,715.00
500...	Overtime Wages	738.92	1,626.00	65.62	1,624.00
5005	On-Call Stipend	1,560.00	1,920.00	1,200.00	1,920.00
	Total Salaries	28,107.36	34,063.00	21,289.24	32,920.00
Fringe Benefits					
503...	FICA Expense	1,992.42	2,214.00	1,532.10	2,099.00
503...	Pension Expense	8,234.65	5,078.00	3,173.54	3,415.00
503...	VDC Expense	0.00	0.00	70.67	0.00
503...	Health Insurance	4,227.40	5,122.00	3,664.60	5,484.00
503...	Workers Comp	959.78	1,667.00	853.50	1,729.00
503...	Disability Insurance	16.49	98.00	73.17	101.00
504...	Post Retire Overhead	2,544.00	2,828.00	1,811.25	2,596.00
	Total Fringe Benefits	17,974.74	17,007.00	11,178.83	15,424.00
Operations & Maintenance					
5706	Shop Tools	0.00	500.00	0.00	0.00
5815	Chemicals	1,365.54	2,000.00	1,378.00	2,000.00
5902	Lab Fees	3,360.00	3,600.00	2,445.00	3,600.00
6010	Cape Vincent Reserve	700.00	700.00	700.00	700.00
	Total O & M	5,425.54	6,800.00	4,523.00	6,300.00
6004	Water Purchases	83,079.60	112,950.00	78,790.88	90,415.00
Office & Administrative					
5122	Public Info & Advertising	0.00	250.00	0.00	0.00
5202	Employee Mileage Reimbursement	0.00	0.00	28.56	250.00
	Total Office & Admin	0.00	250.00	28.56	250.00
Utilities					
5802	Gas & Electric	21,635.12	28,895.00	19,221.42	23,000.00
	Total Utilities	21,635.12	28,895.00	19,221.42	23,000.00
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	2,332.85	4,000.00	966.53	9,000.00
5808	Site Maint & Repair	1,817.67	3,500.00	1,797.13	3,500.00
5812	Pipeline Maintenance	17,572.51	19,100.00	1,002.09	20,000.00
	Total Repairs & Maintenance	21,723.03	26,600.00	3,765.75	32,500.00
6114	Insurance	4,917.05	5,000.00	3,750.03	6,200.00
619...	Admin Allocation	18,474.15	17,426.00	12,165.32	16,606.00

**Regional Water Line
BUDGET FYE 2023
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
619... Engineering Allocation	2,178.66	2,531.00	1,524.61	2,465.00
6208 NYS Administrative Assessment	1,939.00	1,987.00	0.00	2,016.00
890... Water Quality Allocation	5,195.33	6,665.00	3,278.03	6,208.00
7032 Depreciation	135,812.46	143,600.00	101,859.34	141,600.00
7002 Amortization	24,366.78	24,400.00	18,275.09	30,400.00
6202 Interest Expense	59,403.06	56,806.00	9,023.64	54,107.00
Total Expenses	430,231.88	485,480.00	288,673.74	460,911.00
Change in Net Position	(66,679.32)	(91,943.00)	(1,832.36)	(93,284.00)

**Regional Water Line
BUDGET FYE 2023
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(93,284.00)
				172,000.00
- 25...				(78,716.00)
				0.00
3151				0.00
- 14??				0.00
				0.00
				0.00

**Water Sewer Contracts
BUDGET FYE 2023
APPENDIX A-4**

<u>Account Description</u>		<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
Customer Billings					
4001	Customer Billings	\$861,529.17	\$942,077.50	\$700,384.13	\$1,585,342.00
	Total Customer Billings	861,529.17	942,077.50	700,384.13	1,585,342.00
Total Income					
		<u>861,529.17</u>	<u>942,077.50</u>	<u>700,384.13</u>	<u>1,585,342.00</u>
Salaries					
500...	Engineering Wages	17,345.00	18,377.00	13,117.36	31,689.00
500...	WQ Wages	311,521.18	342,867.50	257,744.82	798,477.00
500...	Overtime Wages	83,984.19	86,662.00	64,496.63	32,280.00
5005	On-Call Stipend	7,800.00	8,400.00	6,000.00	7,800.00
	Total Salaries	420,650.37	456,306.50	341,358.81	870,246.00
Fringe Benefits					
503...	FICA Expense	29,927.03	30,055.44	24,966.83	55,354.00
503...	Pension Expense	123,883.89	66,735.28	51,173.55	87,035.00
503...	VDC Expense	0.00	0.00	42.40	507.00
503...	Health Insurance	53,311.09	68,767.50	46,932.08	146,667.00
503...	Workers Comp	20,769.12	29,031.25	22,342.30	61,169.00
503...	Disability Insurance	178.04	1,372.00	957.78	2,760.00
504...	Post Retire Overhead	35,222.25	39,870.00	28,306.50	72,033.00
	Total Fringe Benefits	263,291.42	235,831.47	174,721.44	425,525.00
Operations & Maintenance					
5704	O&M Supplies	0.00	500.00	0.00	0.00
5770	Other Tool, Equip & O&M	0.00	500.00	0.00	0.00
8090	Purchases for Resale	35,203.34	50,000.00	15,196.10	50,000.00
	Total O & M	35,203.34	51,000.00	15,196.10	50,000.00
Office & Administrative					
5202	Employee Mileage Reimbursement	89.60	500.00	346.08	1,500.00
5270	Travel & Meeting Expense	0.00	300.00	0.00	0.00
	Total Office & Admin	89.60	800.00	346.08	1,500.00
6114	Insurance	18,379.36	18,300.00	13,725.00	35,400.00
619...	Admin Allocation	38,120.33	36,745.00	25,952.67	37,200.00
619...	Engineering Allocation	11,164.04	10,551.00	5,515.10	11,684.00
6208	NYS Administrative Assessment	4,861.00	4,982.00	0.00	8,246.00
890...	Water Quality Allocation	102,915.66	113,636.00	68,718.23	144,754.00
	Total Expenses	<u>894,675.12</u>	<u>928,151.97</u>	<u>645,533.43</u>	<u>1,584,555.00</u>
	Change in Net Position	<u>(33,145.95)</u>	<u>13,925.53</u>	<u>54,850.70</u>	<u>787.00</u>

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	WPS Pump, Flow Meter and Controls Upgrade	Revenue	\$ 20,000	\$ 200,000	\$ -	\$ -	\$ -
	WPS Building Modifications	Revenue	\$ 366,000	\$ -	\$ -	\$ -	\$ -
41-062	ASL Alternate Source for Wastewater Treatment	Revenue	\$ -	\$ -	\$ 500,000	\$ -	\$ -

TOTAL ARMY SEWER LINE			\$ 386,000	\$ 200,000	\$ 500,000	\$ -	\$ -
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ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	Army Water Line Pipeline Replacement (P1 & 2)	Bonding/Grant	\$ 9,100,000	\$ -	\$ -	\$ -	\$ 10,000,000
	BPS 2 Antenna Upgrade	Revenue	\$ 140,000	\$ -	\$ -	\$ -	\$ -
	AWL BPS1 and 2 Pump & SCADA Improvements	Revenue	\$ 20,000	\$ 140,000	\$ -	\$ -	\$ -
	AWL Alternate source for water supply	Revenue	\$ -	\$ -	\$ 500,000	\$ -	\$ -

TOTAL ARMY WATER LINE			\$ 9,260,000	\$ 140,000	\$ 500,000	\$ -	\$ 10,000,000
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REGIONAL WATER LINE

Project Number	Project Description	Fund	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027
	RWL Limerick Booster Pump Station Genset Replacement	CR	\$ -	\$ -	\$ -	\$ 130,000	\$ -
	Town of Cape Vincent Pump Station RTU and HMI Upgrade	CR	\$ -	\$ -	\$ -	\$ 17,000	\$ -

TOTAL REGIONAL WATER LINE			\$ -	\$ -	\$ -	\$ 147,000	\$ -
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Fund Description

CR Capital Reserve

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2022-2023 User Charges Schedule

	2021-2022	2022-2023	Change
<u>Army Sewer</u>	5.14	5.73	0.59
<u>Army Water</u>	6.58	7.40	0.82
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	3.31	3.40	0.10
Town of Pamela SD9	3.35	3.45	0.10
Town of LeRay - North Entry	3.31	3.40	0.10
Town of Leray SD 4	3.72	3.82	0.10
Town of Pamela SD3	3.31	3.40	0.10
Route 3 Sewer	3.34	3.44	0.10
Route 12	3.33	3.42	0.10
<u>Water Connection Rates:</u>			
Pamelia District #2, LeRay District #1	2.91	3.02	0.11
Pamelia District #1	2.97	3.09	0.11
Pamelia District #4 & #5	3.04	3.15	0.11
LeRay District #2	3.25	3.40	0.15
Champion	3.73	3.88	0.15

Regional Water Line (COST COMPARISON FY22 / FY23)

Municipality	FY 2022	FY2022	FY 2023	FY2023
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,514.06	\$ 1.70	\$ 1,384.60	\$ 1.81
Lyme (incl Bus Garage)	\$ 12,869.49	\$ 1.70	\$ 11,769.09	\$ 1.81
Chaumont	\$ 12,112.47	\$ 1.70	\$ 11,076.79	\$ 1.81
Dexter	\$ 9,841.38	\$ 1.70	\$ 8,999.89	\$ 1.81
T/Brownville (incl GBHS)	\$ 12,869.49	\$ 1.70	\$ 17,030.56	\$ 1.81
V/Brownville	\$ 20,439.79	\$ 1.70	\$ 18,692.08	\$ 1.81



Board Resolution No. 2022-02-14
February 24, 2022

APPROVING FISCAL YEAR 2022-2023
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2022-2023 North Country Economic Development Fund Budget, detailed by the attached Appendix A.

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 budget at its meeting on February 10, 2022, and

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2022-2023 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

**North Country EDF
BUDGET FYE 2023
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2021 Actual</u>	<u>FYE 3/31/2022 Amended Budget</u>	<u>Actual 12/31/2021</u>	<u>FYE 3/31/2023 Budget</u>
4104 Loan Interest Income	\$0.00	\$76,000.00	\$58,177.10	\$60,000.00
Other Income				
4164 Miscellaneous	0.00	250.00	0.00	0.00
4190 Recovery of Bad Debts	0.00	0.00	52,899.98	0.00
Total Other Income	0.00	250.00	52,899.98	0.00
Interest Income				
4102 Investment Interest Income	0.00	83,800.00	37,055.20	42,400.00
420... Mark to Market Adjustment	0.00	0.00	(2,018.91)	0.00
Total Interest Income	0.00	83,800.00	35,036.29	42,400.00
Total Income	0.00	160,050.00	146,113.37	102,400.00
Professional Fees				
5924 Legal	0.00	2,000.00	0.00	1,000.00
5926 Investment Banking Fees	0.00	4,113.00	2,550.97	4,145.00
5970 Consulting	0.00	8,000.00	8,000.00	8,000.00
Total Professional Fees	0.00	14,113.00	10,550.97	13,145.00
Total Expenses	0.00	14,113.00	10,550.97	13,145.00
Change in Net Position	0.00	145,937.00	135,562.40	89,255.00

Development Authority of the North Country
Board Contract Summary
February 2022

NON-LEWIS COUNTY CONTRACTS

Company	Customer	Contract Type	Description of Services/Contract Title	Current Agreement (\$)	New Agreement / Amendment (\$)	Total Agreement	Start Date	End Date	County
11	St. Lawrence County	Subrecipient	2021 CDBG Housing Rehabilitation Program	\$ -	\$ 104,800.00	\$ 104,800.00	12/9/2021	12/9/2023	St. Lawrence
44	Thousand Islands - Rift Camp/ AMEX Station	O&M	Wastewater Treatment Operation and Maintance	\$ -	\$ 35,564.00	\$ 35,564.00	3/1/2022	2/28/2027	Jefferson
44	Thousand Islands Bridge Authority Boldt Castle	O&M	Water and Wastewater Operation and Maintenance	\$ -	\$ 199,414.00	\$ 199,414.00	3/1/2022	2/28/2027	Jefferson
44	Town of Parishville	O&M	Water Treatment Operation and Maintance	\$ -	\$ 92,892.00	\$ 92,892.00	4/1/2022	3/31/2027	St. Lawrence
44	Village of Castorland	O&M	Water Treatment Operation and Maintance	\$ -	\$ 51,621.00	\$ 51,621.00	3/1/2022	2/28/2027	Lewis
44	Village of Castorland	O&M	Wastewater Treatment Operation and Maintance	\$ -	\$ 107,489.00	\$ 107,489.00	3/1/2022	2/28/2027	Lewis
44	Village of Sackets Harbor	O&M	Water Treatment Operation and Maintance	\$ -	\$ 159,712.00	\$ 159,712.00	6/1/2021	5/31/2026	Jefferson
44	Village of Sackets Harbor	O&M	Wastewater Treatment Operation and Maintance	\$ -	\$ 215,956.00	\$ 215,956.00	6/1/2021	5/31/2026	Jefferson
60	City of Ogdensburg	TSA	Ogdensburg Main St Pump Station NBRC Grant Admin	\$ -	\$ 14,000.00	\$ 14,000.00	2/24/2022	3/31/2023	St. Lawrence
60	City of Ogdensburg	SSA	Ogdensburg Main St Pump Station Controls Upgrades		\$ 45,000.00	\$ 45,000.00	2/24/2022	3/31/2023	St. Lawrence
60	Town of Gouverneur	TSA	East/West Side Water District Ross Valve Upgrades	\$ -	\$ 10,800.00	\$ 10,800.00	2/24/2022	12/31/2022	St. Lawrence
60	Village of Clayton	TSA	FEMA Flood Damage Project Amendment 1	\$ 25,000.00	\$ (15,000.00)	\$ 10,000.00	2/24/2022	12/31/2022	Jefferson
60	Village of Potsdam	TSA	Pine Street Arena Funding Strategy	\$ -	\$ 10,000.00	\$ 10,000.00	2/24/2022	12/31/2022	St. Lawrence

LEWIS COUNTY CONTRACTS

Company	Customer	Contract Type	Description of Services/Contract Title	Current Agreement (\$)	New Agreement / Amendment (\$)	Total Agreement	Start Date	End Date	County
11	Lewis County	TSA	Village of Turin Comprehensive Plan	\$ -	\$ 3,000.00	\$ 3,000.00	1/1/2022	5/31/2022	Lewis

Contract Types

- GIS - GIS Services
- MS - WQ Management Services
- O&M - WQ Operations & Maintenance
- SSA - SCADA Services
- TSA -Technical Services



Board Resolution No. 2022-02-15
February 24, 2022

**MATERIALS MANAGEMENT FACILITY
NORTH COUNTRY LIBRARY SYSTEMS
MEMORANDUM OF UNDERSTANDING**

Whereas, Development Authority of the North Country (Authority) has been incentivizing recycling initiatives in the tri-county region for over ten years, and

Whereas, recycling is required by New York State and in accordance with the Authority's 6 NYCRR Part 360 operating permit, as recycling keeps over 15,500 tons of material out of the Authority's landfill annually, thereby extending the landfill's operating life, and

Whereas, pursuant to **Resolution No. 2017-12-116**, the Board of Directors of the Authority authorized a joint operations partnership with the North Country Library System (NCLS) for the collection and recycling of hard cover books, and

Whereas, the Authority owns and operates a book de-binding machine that was purchased in 2017 for \$25,500 with the purpose of increasing waste diversion by removing the hard-covers from unwanted books thereby making the pages of the book recyclable, and

Whereas, the book de-binding machine is utilized by the Authority to de-bind hard cover books received from: 1) the North Country Library System, and 2) Jefferson, Lewis and St. Lawrence county's transfer stations, and

Whereas, the Authority currently pays NCLS's an annual fee of \$3,000 to transport books to the Authority for recycling, and

Whereas, it would be advantageous to the Authority and NCLS to transfer book de-binding operations from the Authority to NCLS as NCLS can operate the book de-binding program at a lower cost than the Authority.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby authorize the Executive Director to enter into a Memorandum of Understanding with NCLS to recycle hard cover books, and be it further

RESOLVED, that the Development Authority of the North Country will transfer operation of the book de-binding machine to NCLS in exchange for hard cover book recycling services provided pursuant to the attached Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
AND
NORTH COUNTRY LIBRARY SYSTEM

This Agreement entered into this ____ day of _____, 2022, by and between:

NORTH COUNTRY LIBRARY SYSTEMS (NCLS), a 501(c)(3) organization that delivers services to the 65 public libraries located in Jefferson, Lewis, Oswego, and St. Lawrence counties; through shared library services, cooperative purchasing, coordinated literacy campaigns, and training, NCLS maximizes sharing, creativity, and innovation to help improve the lives of North Country residents at home, at work, at school, and at play; and

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 317 Washington Street, Watertown, New York 13601, hereinafter referred to as "Authority".

Recitals

- A. The Authority owns and operates a book de-binding machine that was purchased in 2017 for \$25,500 with the purpose of increasing waste diversion by removing the hard-covers from unwanted books thereby making the pages of the book recyclable, and
- B. The book de-binding machine is utilized by the Authority to de-bind books received from: 1) the North Country Library System (NCLS), and 2) Jefferson, Lewis and St. Lawrence county's transfer stations, and
- C. The Authority currently pays NCLS's an annual fee of \$3,000 to transport books to the Authority for recycling, and
- D. It would be advantageous to the Authority and NCLS to transfer book de-binding operations from the Authority to NCLS as NCLS can operate the book de-binding program at a lower cost than the Authority, and
- E. NCLS wishes to accept possession of the machine and to provide the service at its own risk and expressly accepts all risk, responsibility and liability for the operation of the machine and providing service as defined in the Agreement.

Agreement

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. NCLS will provide the following services for the Authority:
 - a. Collect and transport books from the NCLS libraries and receive books from Jefferson, Lewis and St. Lawrence County transfer stations at 22072 County Route 190, Watertown, New York, for the purposes of de-binding and recycling the pages of the books;
 - b. Operation and maintenance of the book de-binding equipment by NCLS employees at a NCLS facility in accordance with the manufacturer's Operation and Maintenance manual;
 - c. Quarterly reports documenting the quantity of books that were recycled, reported in estimated pounds.
2. In exchange for these services, the Authority agrees to provide the use of the book de-binding equipment at a NCLS facility, and to pay NCLS the following fees over the term of the contract which will begin April 1, 2022 and extend through March 31, 2028. The parties may mutually agree to extend the term of the agreement in writing by both parties at the end of the term.

Year 1 – 2 (April 1, 2022 – March 31, 2024), \$7,500

Year 3 – 4 (April 1, 2024 – March 31, 2026), \$7,750

Year 5 – 6 (April 1, 2026 – March 31, 2028), \$8,000

3. NCLS shall provide the reasonable support services of its staff as appropriate in implementing the project and shall assign a person as the primary point of contact with the Authority.
4. NCLS shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Authority as additional insured on the liability policy.
5. NCLS will at all times indemnify and save harmless the Authority against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from this Agreement. The Authority will at all times indemnify and save harmless NCLS against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from this Agreement.
6. NCLS shall use reasonable diligence to provide the services herein required, but shall not be liable to the Authority for damages, breach of contract, or otherwise, for failure, suspension, diminution, or other variations of service occasioned by any cause beyond the control of NCLS. NCLS will not be liable in the event of a breach beyond their control. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in its sovereign or contractual capacity, fires, floods, epidemics, riots, strikes, civil disturbance, quarantine, restrictions, or inability to obtain equipment or supplies.

7. All accounts, reports and other records generated by NCLS or required under this Agreement, in the performance hereof, shall be open to inspection and audit at all reasonable times by the Authority. Such records shall be retained by NCLS for a minimum of seven years following the expiration or earlier termination of this Agreement or an extended agreement.
8. The parties acknowledge that the Authority has undertaken and may undertake various projects unrelated to this Agreement. It is the intent of the parties that this Agreement, the service provided hereunder and all payments, accounts receivable and equipment resulting from or required by such service shall be separate from and independent of all unrelated projects and activities of the Authority. NCLS shall have no right to, or claim upon, the assets, insurance proceeds or income of the Authority other than those associated with the performance of this Agreement, in satisfaction of any claim by NCLS arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
9. NCLS is an independent contractor with the Authority and this Agreement does not create and shall not be construed as creating a relationship of principal and agent, landlord and tenant, or employer and employee.
10. No waiver by NCLS or Authority of any breach of any term, covenant or condition contained in this Agreement shall operate as a waiver of such term, covenant or condition itself, or of any subsequent breach thereof.
11. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. If any provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.
12. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
13. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid.

All of the above is established by the signatures of the authorized representatives of the parties.

DEVELOPMENT AUTHORITY

NORTH COUNTRY LIBRARY SYSTEM

By: _____
Carl E. Farone, Jr.
Executive Director

By: _____
Kathleen Mantaro
President

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) ss:
COUNTY OF OSWEGO)

On this ____ day of _____, 2022, before me personally came Kathleen Mantaro, who being duly sworn, did dispose and says that she resides in _____, New York; that she is the President of the Board described herein, and which executed the foregoing instrument; and that she signed her name thereto by order of said Board.

NOTARY PUBLIC

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this ____ day of _____, 2022 before me personally came Carl E. Farone, Jr., who being duly sworn, did dispose and says that he resides in Watertown, New York; that he is the Executive Director of the Development Authority of the North Country, the Authority described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said Authority.

NOTARY PUBLIC



Board Resolution No. 2022-02-16
February 24, 2022

AFFORDABLE RENTAL HOUSING CORPORATION
CAMBRAY HOUSING CORPORATION
LOAN MODIFICATION

Whereas, **Resolution No. 2021-05-75** approved a loan up to \$150,000 from the Affordable Rental Housing Program for predevelopment costs associated with the substantial rehabilitation of 21 units of affordable rental housing in the village of Gouverneur, and

Whereas, **Resolution No. 2021-12-132** approved a permanent loan of up to \$750,000 from the Affordable Rental Housing Program for a term of 25 years at 2%, and

Whereas, New York State, as part of its underwriting, has requested that the Authority provide a loan for a term of 30 years, and

Whereas, the Authority has provided loans for a term of 30 years for affordable housing projects, and

Whereas, all other terms and conditions remain the same, and

Whereas, the project is consistent with the intent of the Affordable Rental Housing Program to improve affordable housing in the three-county region.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve the loan modification for Cambray Housing Corporation for a term of 30 years and authorizes the Executive Director or Chief Financial Officer to execute all necessary documentation.

TERM SHEET

BORROWER:	Cambray Housing Corporation
AMOUNT:	up to \$750,000.00 for permanent financing
FUND:	Affordable Rental Housing Program
PURPOSE:	Improvements to facilities
RATE:	2%
TERM:	30 years
PAYMENTS:	Annual principal and interest payments
COLLATERAL:	Co-proportional first mortgage with NYS HCR and assignment of leases and rents on property located at the corner of West Main Street and Mill Street, Gouverneur, NY 13642 (parcel id# 173.032-1-30.11) Lien position on all other assets of Cambray Housing Corporation
CONDITIONS:	<ul style="list-style-type: none">• NYS HCR Community Investment Funding of at least \$3,100,000• Federal Home Loan Bank funding of \$353,000• NYS Weatherization funding of \$105,000• Cambray Housing Corporation equity of \$122,000



Board Resolution No. 2022-02-17
February 24, 2022

COMMUNITY RENTAL HOUSING PROGRAM
S&J PROPERTIES OF WATERTOWN LLC
LOAN

Whereas, S&J Properties of Watertown LLC (“Borrower”) is requesting a loan for up to \$400,000 in construction and permanent financing to assist with improvements associated with the construction of 10 market rate rental housing units in downtown Watertown, and

Whereas, **Resolution No. 2016-03-46** approved a loan/grant of up to \$500,000 (\$250,000 loan/\$250,000 grant) from the North Country Redevelopment Fund to renovate commercial space at 138-140 Court Street, Watertown, and

Whereas, **Resolution No. 2018-10-115** approved subordinating the \$250,000 mortgage to \$130,000 in new debt from Watertown Savings Bank as part of the construction financing to bridge a RESTORE NY Grant and for improvements to 150 Court Street, and

Whereas, the Borrower is proposing 10 new, market rate apartments at 152-154 Court Street and 170 Court Street, Watertown, and

Whereas, the Borrower has run into cost overruns associated with COVID-19, issues with a previous contractor, and other timing delays that have created a funding gap in order to complete the final phase of the project, and

Whereas, Watertown Savings Bank, Watertown Local Development Corporation, and the Authority are partnering to fill the funding gap to move the project to completion, and

Whereas, the Authority will be the lead lender for a loan of up to \$750,000 with \$400,000 from the Authority’s Community Rental Housing Program and \$350,000 from the Watertown Local Development Corporation formalized by a Participation Agreement between the Lenders, and

Whereas, upon project completion the Authority will enter into an Intercreditor Agreement with the Watertown Local Development Corporation to share in a co-proportional second mortgage position on debt behind Watertown Savings Bank, and

Whereas, the buildings are an integral part of downtown Watertown and will bring 10 new, much needed, market rate apartments to downtown.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve a loan of up to \$750,000 to S&J Properties of Watertown, LLC with \$400,000 from the Community Rental Housing Program and \$350,000 from the Watertown Local Development Corporation subject to the terms and conditions in the attached Term Sheet, and further authorizes the Executive Director or the Chief Financial Officer to execute all documents necessary, and be it further

RESOLVED, that the Development Authority of the North does hereby subordinate its existing debt to an additional \$500,000 in debt by Watertown Savings Bank for construction financing, and be it further

RESOLVED, that this is a Type II Unlisted Action taken under the State Environmental Quality Review (SEQRA).

Motion-
Second-

Community Rental Housing Fund
February 16, 2022

BORROWER: S&J Properties of Watertown, LLC

BUSINESS ADDRESS: 150 Court Street, Watertown, NY 13601

PROPERTIES: 138-140 Court Street, Watertown, NY 13601
150 Court Street, Watertown, NY 13601
152 Court Street, Watertown, NY 13601
170 Court Street, Watertown, NY 13601

OWNERSHIP: Stephen J. Bradley – 50%
Joyce M. Bradley – 50%

DANC AMOUNT REQUESTED: \$400,000, 20 years, 3.25%

LOAN: \$750,000, 20 years, 3.25%; Watertown Local Development Corporation participating with \$350,000. DANC will be lead lender.

PAYMENTS: Construction period 12 months interest only; permanent loan principal and interest to amortize over 240 months.

PRIMARY COLLATERAL: Co-proportional mortgage with Watertown Local Development Corporation behind Watertown Savings Bank construction financing of \$2,122,120; Assignment of Rents and Leases
Co-proportional second mortgage with Watertown Local Development Corporation behind Watertown Savings Bank permanent financing of \$1,622,000; Assignment of Rents and Leases

GUARANTORS: Stephen J. Bradley and Joyce M. Bradley; Abbey Carpet of Watertown, Inc.

JOB CREATION: Existing: 0
New-Year 1: 0
New-Year 2: 0
New- Year 3: 0
Total Jobs: 0 FTE

SOURCES:
Construction Financing-Final Phase Only
DANC-CRHP 400,000
WLDC 350,000
Watertown Savings Bank 500,000
RESTORE NY (1st floor 170 Court St.) 124,000
Owner Cash 66,500

Total Sources \$1,440,500

USES:
170 Court Street
Renovations \$628,500
Appliances \$ 8,000
152-154 Court Street
Renovations \$608,000
Appliances \$ 8,000
Soft Costs/Cont. \$188,000
Total Uses \$1,440,500

S&J Properties of Watertown LLC

Motion-
Second-

Community Rental Housing Fund
February 16, 2022

RESTORE NY-Total grant \$990,000; balance credited toward this portion of the project \$124,000 for completion of first floor commercial space at 170 Court Street. Balance of funds spent on previous phases of project. WSB waiting for draws to pay down its construction loan.

The Owner Cash has been spent to pay for carrying costs associated with the bank loans.

Permanent Financing:

WSB-\$1,622,000,5% over 20 years

DANC-Existing \$250,000 loan at 1% over remaining term; \$750,000 at 3.25% over 20 years (includes WLDC \$350,000)

WLDC-Existing/New \$172,715 at 3.25% over 20 years.

****When we convert to permanent financing, the Bank will consolidate and spread its loans over the 4 buildings. The WLDC and DANC will enter into an Intercreditor Agreement to share in a co-proportional second mortgage position on the buildings. This will include the existing \$250,000 loan that the Authority has which will have its mortgage spread across the other three buildings as well.

An advantage of having the Authority be the lead lender is that there is no mortgage recording tax therefore it reduces the costs to the project.

Consolidating and restructuring these debts will save the borrower almost \$23,000 annually in cash between principal and interest.

PROJECT OVERVIEW:

The Authority previously approved a North Country Redevelopment Loan Fund grant/loan of \$500,000 (\$250,000 grant/\$250,000 loan) to S&J Properties for renovations at 138 Court Street. As a reminder, the Redevelopment Fund is Empire State Development funding. The project renovated commercial space on the first floor of the former Berowe and Monroe building located on Court Street, Watertown. This project was completed and the loan closed on 11/14/2016. The current balance on the loan is \$206,002.22. The loan is current. The Authority has a second mortgage on the building behind a Watertown Savings Bank mortgage of \$130,000.

Since the time of our project approval, S&J Properties has purchased two other buildings. The company purchased 152-154 Court Street and 170 Court Street. Mr. Bradley already owned 150 Court Street which is home to his business, Abbey Carpet, and 10 market-rate apartments. Mr. Bradley applied for funding through the City of Watertown to the RESTORE NY program to substantially renovate 152-154 Court Street and 170 Court Street. The City was awarded \$990,000 in RESTORE NY funding for this project. Watertown Savings Bank is providing construction financing for the project.



Front L to R: 170 Court Street, 152-154 Court Street, 150 Court Street, 138 Court Street.

Mr. Bradley began work on this project in 2018. His quotes for this new project were pre-COVID and everything has increased substantially. In addition, he had issues with his initial contractor and architect/engineering firm with poor quality work. An exterior stairwell was not completed to code, the architect/engineering firm signed off on it and the contractor was paid, however due to the code deficiencies, it had to be rebuilt. Mr. Bradley is suing the contractor for approximately \$500,000. Watertown Savings Bank would look to collect on any payment received through this transaction, if legally possible. The action is still pending in court.

All in all, the budget for the project was grossly underestimated by the initial contractor. COVID occurred which significantly increased costs. It has taken Mr. Bradley until November 2021 to identify and secure the right contractor to complete the work. Remember, we were in a lockdown for almost 6-8 months in 2020 which effectively put a stop to work on the site. Finally, the state will not reimburse the City for the RESTORE NY grant until the project is completed as it was identified in the application. The City is to release approximately \$146,000 of funds to Mr. Bradley. This in turn would go to Watertown Savings Bank to pay down their construction loan. The budget to complete the final phase of the project is \$1.35 million.

To summarize the grant activity, Mr. Bradley has expended \$531,868 toward the grant and received \$458,132 for work completed on 138, 152-154, and 170 Court Street. He currently has a draw pending with the City for \$146,026.54. The City is holding it until commitment of funding to complete the final phase of the project. Once those funds are released, they will go to pay down the bank construction loan. The balance remaining to be paid from the grant is \$385,788.

The first phase of the project saw environmental reports and architectural work completed by the architect/engineering firm, structural/façade work at 138 Court Street, demolition of the interior at 170 Court Street, window, foundation, and sprinkler work at 170 Court Street, and grading/paving of the parking areas. It also included the completion and rebuild of the exterior second stairway for codes which accounted for almost \$310,000 in funding.

The final phase will result in the construction of 10 market rate, 1 bedroom units. Five units are proposed at 170 Court Street and 5 units are proposed at 152 Court Street. A new contractor has been identified that does extremely good work and provided the quotes to finish the work. The Development Authority will oversee the draws associated with the work completed prior to payment.

These buildings are integral to Watertown's downtown. The City will be using DRI funds to redesign Court Street and the completion of these buildings will play a large part in the cosmetic appeal of that area of downtown. In addition, the project will bring 10 additional units of market S&J Properties of Watertown LLC

rate housing to downtown. Market rate housing is much needed as most of the housing in the downtown area is low income. The units will be right across the street from the proposed new YMCA. Finally, the Authority will be working with Watertown Savings Bank and Watertown Local Development Corporation to see the successful completion of these projects.

MANAGEMENT:

Stephen Bradley – Owns and operates Abbey Carpet franchise with his wife Joyce for over 25 years.

FINANCIAL ANALYSIS:

Income Statement

FYE December 31	Actual	Actual	Actual	Projected	Projected
	2019	2020	2021	Year One	Year Two*
Revenues	\$233,837	\$184,065	\$264,394	\$379,728	\$379,728
Gross Profit	\$233,837	\$184,065	\$264,394	\$379,728	\$379,728
Total Expenses	\$231,560	\$243,128	\$158,879	\$102,526	\$105,602
Other Income/(Expenses)	\$0	\$0	\$0	\$0	\$0
Net Income (Loss)	\$2,277	(\$59,063)	\$105,515	\$277,202	\$274,126
Available Cash					
Add: Interest	\$102,089	\$96,039	\$94,968	\$0	\$0
Add: Depreciation/Amort	\$59,742	\$60,961	\$0	\$0	\$0
Cash Available for Debt	\$164,108	\$97,937	\$200,483	\$277,202	\$274,126
Permanent:					
WSB Perm \$10704.48/mo	\$128,454	\$128,454	\$128,454	\$128,454	\$128,454
DANC/WLDCPerm \$4259	\$51,108	\$51,108	\$51,108	\$51,108	\$51,108
DANC Existing \$1190/mo	\$14,283	\$14,283	\$14,283	\$14,283	\$14,283
WLDC Existing #1-\$1588/mo	\$19,056	\$19,056	\$19,056	\$19,056	\$19,056
WLDC Existing #2-\$696/mo	\$8,352	\$8,352	\$8,352	\$8,352	\$8,352
Total Debt	\$221,253	\$221,253	\$221,253	\$221,253	\$221,253
DSC Ratio	.74	.44	.91	1.25	1.24

Ratio Analysis

Sales Growth	---	(21%)	44%	44%	---
Gross Profit	---	---	---	---	---
Operating Exp.	.99	1.32	.60	.27	.28
EBT	.01	(.32)	.40	.73	.72

- Tax returns were provided for FYE 2019 and 2020. Tax returns match year-end financial statements. Internally prepared financial statement provided for year-end 2021. Internal S&J Properties of Watertown LLC

statements have not been reviewed by tax accountant yet and do not reflect depreciation or amortization.

- Projections were provided by the applicant for year one. Staff estimated projections for year two. Staff conservatively assumed no increase in revenues and a 3% increase in expenses.
- Currently primary revenue is being generated by commercial rental income. All commercial space is rented. One tenant is an established business that has been in its location for many years. Two others have been in operation from their locations for a few years and one is a newly signed lease for a café/restaurant. The final tenant in 150 Court Street is also the guarantor, Abbey Carpet, which is established. Currently only 10 apartments at 150 Court Street have been completed. Currently 8 of the 10 units are occupied. It should be noted that in 2021 the commercial tenants, excluding 170 Court Street which was not completed, and the 10 residential rental units were carrying the expenses of all four properties.
- Miscellaneous income of \$60,046 and \$54,416 was received in 2019 and 2021 respectively. Of the amounts in both years, the Borrower received grants of \$50,000 from National Grid in 2019 and 2021.
- It should be noted that it does not appear that the RESTORE NY grant is being recognized as Income.
- Looking at the projections, primary revenue is rental income from apartment units of \$252,600 net of a vacancy rate of 10% is a net amount of \$227,340. This assumes 20, 1-bedroom market rate apartment units across the properties. Rents will range from a high of \$1350/mo to a low of \$650 per month. Secondary income is from rental of commercial space which will be \$152,388 net of a vacancy rate of 10% annually.
- Primary expenses are interest, depreciation, real estate taxes, insurance and repairs. While there appears to be a significant decline in projected expenses, the projected expenses do not include interest, depreciation or amortization. The operating expenses are consistent with historical operating expenses less interest and depreciation.

Cash Flow Analysis

- Existing Debt as of 12/31/2021 as follows:
 - WSB #1-\$322,157-\$1070/mo
 - WSB #2-\$95,049-\$685/mo
 - WSB #3-\$87,617-\$1316/mo
 - WSB #4-\$297,908-\$2575/mo
 - WSB #5-\$753,994-Interest only (this was \$44,881 in 2021)
 - WLDC #1-\$107,814-\$1588/mo
 - WLDC #2-\$66,450-\$696/mo
 - DANC #1-\$208,037-\$1190/mo

New Construction Loans

- WSB \$500,000 – \$3300/mo
- DANC/WLDC \$750,000-\$4254/mo

Total existing debt plus new debt-monthly payments: \$20,414 or \$244,968 annually

- New restructured permanent debt as follows:
 - WSB #1-\$1,622,000-\$10,704/mo
 - DANC/WLDC-\$750,000-\$4,259/mo
 - DANC Existing-\$208,000-\$1190/mo
 - WLDC Existing #1-\$106,676-\$1,588/mo
 - WLDC Existing #2-\$66,020-\$696/mo

Total new debt monthly payments \$18,437 or \$221,244 annually

By restructuring the debt the applicant will save about \$23,000 annually.

- The project would not cash flow based upon historical operations, however as noted above, the income from commercial space and 10 apartments have been carrying the operating expenses for all four buildings. The project will cash flow based upon the projections and the restructuring of the debt.

Balance Sheet

FYE December 31	Actual 2019	Actual 2020	Actual 2021
Current Assets	\$43,478	\$53,117	\$101,505
Capital Assets – Net	\$1,957,877	\$1,966,267	\$1,992,495
Other Assets	\$368,438	\$4,107	\$23,531
Total Assets	\$2,369,793	\$2,023,491	\$2,117,531
Current Liabilities	\$111,245	\$138,135	\$56,689
Long Term Liabilities	\$2,145,606	\$1,764,374	\$1,826,463
Total Liabilities	\$2,256,851	\$1,902,509	\$1,883,152
Total Shareholders Equity	\$112,942	\$120,982	\$234,379
Total Liabilities & Shareholders Equity	\$2,369,793	\$2,023,491	\$2,117,531

Ratio Analysis

Working Capital	(\$67,767)	(\$85,018)	\$44,817
Current Ratio	.40	.38	1.79
Debt/Worth	20.0	15.73	8.03

- Current assets are entirely cash. The Borrower received a National Grid grant of \$50,000 in 2019 and another \$50,000 grant in 2021 that he can use for expenses.
- Current liabilities include current portion of long term debt, credit card debt, security deposits, and a due to/from Abbey Carpet of \$16,924 as of 12/31/21.
- Long term liabilities decreased in 2020 as the construction loan with Watertown Savings Bank was paid down by a grant disbursement in 2020.
- Long term liabilities for 2021 not adjusted to reflect current portion of long term debt.
- Equity increases due to RESTORE NY grant.
- It does not appear that the Capital Assets have been adjusted for 2021 to reflect the work completed even though the grant revenue has been received. There is no work-in-progress account.

PERSONAL:

Stephen and Joyce Bradley-Show total assets of \$248,855 and total liabilities of \$15,358. Primary assets comprised of other personal property of \$145,000 which is defined as personal assets and household goods. Primary liability is an installment loan, \$14,607. Steve has a S&J Properties of Watertown LLC

Motion-
Second-

Community Rental Housing Fund
February 16, 2022

TransUnion credit score of 751 and Joyce has a TransUnion credit score of 730. Neither has any derogatory comments. Steve shows total credit of \$90,829 comprised primarily of revolving credit of \$39,516 and installment of \$51,313. Joyce shows outstanding debt of \$56,117 entirely in revolving debt. It appears that they share about \$15,628 in revolving debt.

The applicant noted that there are several debts on their personal financial statement that are business debts. One of the vehicle loans on the credit report is for the business van and some of the credit card debt is for the business as well.

The Logic Score for S&J Properties is a low high risk score of 59. The days beyond terms are reported to be 5 or less. It has no derogatory public records, collection accounts, or lawsuits. It has one trade line with no balance owed presently. There are no late payments reported. It has 2 employees and annual sales of \$361,000.00. It has 9 UCC filings, and no OFAC records were found.

The Logic Score for Abbey Carpet of Watertown is much better with a score of 89. The Business Failure Assessment is that of average. The days beyond terms are reported to be 5 or less. It has no derogatory public records, collection accounts, or lawsuits. The accounts are mostly being paid as agreed. It has 3 employees, annual sales of \$753,000.00, and has been in business for 34 years. It has 1 UCC filing, and no OFAC records were found. Abbey Carpet showed \$370,617 in revenue in 2021 with \$149,031 in total expenses with a net income of \$26,795 after interest. As of 2/8/22, the balance sheet showed \$73,290 in current assets and \$5,518 in fixed assets net of depreciation. Total assets were \$87,488. Total liabilities were \$42,409. Equity was (\$41,751).

COLLATERAL:

1. \$750,000 mortgage and assignment of rents and leases co-proportional with the Watertown Local Development Corporation behind Watertown Savings Bank debt (\$2,122,120 construction/\$1,622,000 perm) on real estate located at 138-140 Court Street, 150 Court Street, 152-154 Court Street, and 170 Court Street Watertown, NY.
2. \$750,000 security lien co-proportional with the Watertown Local Development Corporation on all assets behind Watertown Savings Bank debt (\$2,122,120 construction/\$1,622,000 perm) of S&J Properties of Watertown, LLC.

Construction Phase:	Market
170 Court Street (as completed as of 1/1/2019)	\$675,000
138 Court Street (as completed as of 1/1/2019)	\$380,000
152-154 Court Street (as completed as of 1/1/2019)	\$600,000
150 Court Street (as completed as of 2/3/2022)	<u>\$1,300,000</u>
Total Value	\$2,955,000
Existing Debt:	
Existing WSB Debt/mortgages	\$1,622,120
New WSB Debt/mortgage	\$500,000
Total WSB Debt/mortgages	\$2,122,120
LTV:	72%
Collateral Available after WSB mortgages	\$832,880
Existing DANC/WLDC mortgages	\$378,717
New DANC/WLDC mortgages	\$800,000

S&J Properties of Watertown LLC

Motion-
Second-

Community Rental Housing Fund
February 16, 2022

Total DANC/WLDC debt \$1,178,717
LTV: 142%

- While slightly unsecured during construction phase, the bank will be receiving a draw on the ESD grant of \$146,026 when the funding for this phase to complete the project is committed. That will leave a balance of around \$385,788 on the RESTORE NY grant to be paid to the bank to pay down their construction loan. ESD will retain 10% of the grant amount, or \$99,000, until project completion.
- In order to mitigate risk during construction, all three lenders (Bank, DANC, WLDC) will put their funds in co-proportionately based upon submission of AIA construction draws and inspection of the work completed. DANC staff will complete inspections.

Permanent Phase:

	Market
170 Court Street (as completed as of 1/1/2019)	\$675,000
138 Court Street (as completed as of 1/1/2019)	\$380,000
152-154 Court Street (as completed as of 1/1/2019)	\$600,000
150 Court Street (as completed as of 2/3/2022)	<u>\$1,300,000</u>
Total Value	<u>\$2,955,000</u>

Existing Debt:
Consolidated WSB mortgages \$1,622,120
LTV: 55%

Collateral Available after WSB mortgages \$1,332,880

Existing DANC/WLDC mortgages	\$378,717
New DANC/WLDC mortgages	\$800,000
Total DANC/WLDC debt	\$1,178,717
LTV:	88%

- At permanent financing, the Watertown Savings Bank mortgages will be consolidated.
- At permanent financing, the public lenders will enter into an Intercreditor Agreement to share a co-proportional second mortgage position on all buildings behind Watertown Savings Bank.
- Existing DANC mortgage of \$250,000 will stay at the rate of 1%. The mortgage will be spread across the other buildings and will be part of the Intercreditor Agreement.
- Appraisals have been completed substantiating value.

CONTINGENCIES:

1. Affidavit from borrower affirming minimum \$66,500 owner cash contribution and RESTORE NY contribution of \$124,000
2. Watertown Savings Bank commitment of additional \$500,000 in construction financing
3. Watertown Local Development Corporation commitment of additional \$350,000 in construction/permanent financing
4. Personal Guarantees of Stephen Bradley and Joyce Bradley; Abbey Carpet of Watertown Inc.
5. Subordinate to \$500,000 in new construction debt by Watertown Savings Bank
6. Loan will be disbursed as construction loan proportionately with other lenders
7. DANC will inspect work prior to disbursing funds
8. All permits and approvals, including SHPO

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Board Resolution No. 2022-02-18
February 24, 2022

ECONOMIC DEVELOPMENT FUND
JEFFERSON COUNTY HISTORICAL SOCIETY
LOAN MODIFICATION #2

Whereas, **Resolution No. 2019-03-42** approved a loan to the Jefferson County Historical Society in the amount of up to \$125,000 from the Economic Development Fund, and

Whereas, **Resolution No. 2021-08-112** approved an extension to the loan to January 1, 2022, and

Whereas, the Authority's loan was matched with similar funding from the Watertown Local Development Corporation, and

Whereas, the funds were provided to bridge grant funds to complete predevelopment work associated with improvements at the facility, and

Whereas, the Historical Society requests to extend the loan for an additional 4 months while it completes additional predevelopment work, and

Whereas, the Watertown Local Development Corporation has agreed to this extension.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve the loan modification for Jefferson County Historical Society for an additional four months beginning January 1, 2022 and ending May 1, 2022 and authorizes the Executive Director or Director of Regional Development to execute all necessary documentation.



**Board Resolution No. 2022-02-19
February 24, 2022**

**CREEK WOOD HOUSING DEVELOPMENT FUND COMPANY INC.
CONDEMNED PORTION OF PROPERTY
AUTHORIZATION TO EXECUTE DOCUMENTS**

Whereas, the Development Authority of the North Country is the sole member of Creek Wood Housing Development Fund Company, Inc. (“HDFC”) and the holder of record of a mortgage on the property located at 101 Creekwood Drive, Watertown, New York (the “Property”), and

Whereas, the Property is owned by the HDFC as nominee for Creekwood I LLC, the beneficial owner of the Property, and

Whereas, the State of New York, acting by and through the Department of Transportation (the “State”), is taking an approximately 5,400 square foot portion of the Property (the “Condemned Property”), and

Whereas, the State will pay Creekwood I LLC, as the beneficial owner of the Property, the fair market value of \$13,750 (the “Compensation”), and

Whereas, the Authority, nor any other lender, is requesting a portion of the Compensation from Creekwood I LLC, and

Whereas, the Condemned Portion was part of the substantial rehabilitation project of U.S. Route 11 in the Town of Pamela.

Now, therefore be it

RESOLVED, the HDFC is authorized to enter into an agreement, claim for payment – purchase of land or property voucher, affidavit of title, assignments of claim and release, payment authorization and any and all other documents, to which it is a party to be entered into with respect to the taking of the Condemned Property by the State, and be it further

RESOLVED, the Development Authority of the North Country is authorized to enter into an assignment of claim and release and any and all other documents, to which it is a party to be entered into with respect to the taking by the State of the Condemned Property, and be it further

RESOLVED, the Development Authority of the North Country does hereby authorize Carl E. Farone, Jr, the Executive Director or Jennifer Staples, Chief Financial Officer of the Development Authority of the North Country, on behalf of the HDFC, to enter into an agreement, claim for payment – purchase of land or property voucher, affidavit of title, assignments of claim and release, payment authorization and any and all other documents, to which the HDFC is a party to be

entered into with respect to the taking by the State of the Condemned Property, and be it further

RESOLVED, the Development Authority of the North Country, as holder of record of a mortgage on the Property, does hereby authorize its Executive Director or Chief Financial Officer to enter into an assignment of claim and release and any and all other documents, to which it is a party to be entered into with respect to the taking by the State of the Condemned Property.